

The Supplier's Guide to Invoicing Accenture UK Limited

(Not applicable for vendors using IQN, T-360, Ariba Network [EIPP] & L&G modes for invoicing Accenture)

Dear Supplier

Thank you for providing goods or services to **Accenture UK Limited**. These instructions include information about:

- **Establishing and Maintaining Your Accenture Supplier Profile**
- **Preparing Invoices for Accenture**
- **Special instructions for Purchase Order invoices**
- **Submitting Invoices to Accenture**

- **Establishing and Maintaining Your Accenture Supplier Profile**

Please make sure the payment information Accenture has on file is always current. If your mailing address, purchase order receipt email address, contact information, bank information, phone or fax numbers change, please notify Accenture immediately by contacting Accenture at AP.UKI.support@accenture.com

- **Preparing Invoices for Accenture**

Include the following information on the invoice:

- Your full legal Name, Address, VAT Number and contact details of your finance team for us to communicate in case of any queries.
- Invoice number / applicable reference number, Invoice date and detailed description of the goods or services that were delivered or rendered.
- Name /email address of the Accenture contact / requestor who requested the goods or services. (This employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice before releasing the payment.)
- Accenture Purchase Order number beginning with 60XXXXXXXX on the invoices where the goods & services are provided against a Purchase Order.
- Your complete banking details. (Sort code, Swift Code, Account #, IBAN, etc.)
- Accenture VAT Number **GB 788629066**
- Accenture Bill to Address:

Accenture (UK) Limited
Accounts Payable Department
30 Fenchurch Street
London
United Kingdom EC3M 3BD.
VAT GB **788629066**

- Subcontractor invoices should be supported by copies of signed timesheets (wherever applicable)
- If you are issuing a credit note against a cancelled invoice, kindly quote the corresponding invoice reference against which the credit note is being issued; alternatively please quote complete details for issuance of the credit note to enable us to account for it appropriately.

- Accenture's standard payment terms are 60 days (30 days for Small and Medium Enterprises (SME's)) unless alternative payment terms have been agreed in writing with Accenture Procurement from the invoice date or invoice received date (applicable as per the terms of contract with Accenture Procurement). Invoice due dates mentioned on the invoice will not be taken into consideration whilst making the payments.

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○ Special Instructions for Purchase Order Invoices

- Accenture requires Purchase orders (POs) for purchases of \$10,000 and over.
- If you are providing goods and services to Accenture under more than one Purchase Order, you must invoice for each Purchase Order separately. Only one purchase order can be referenced per invoice. • The format of the invoice must match the format of the purchase order and follow these guidelines:
 - Reference the appropriate PO line item number for each line item on the invoice.
 - For goods: the total for each line must represent the extended amount for that good.
 - For services: Charge for services and expenses must be itemized on separate lines.
 - Always review the "**Comments**" section on the PO for additional processing instructions.
- Please do not quote the Purchase Requisition Number (PRXXXXXX) instead of the Purchase Order Number (60XXXXXXX)
- Please do not over invoice against the Purchase Order. Please contact the requestor to arrange additional amounts or to change the order.

○ Submitting Invoices to Accenture

Kindly submit your invoices within **5 business days** from the invoice date; failure to do so could result in payments being delayed.

- Please send soft copy of the invoice (s) directly to acn.uk.einv@accenture.com in a non-manipulative format e.g. PDF, TIF. **Invoices sent to personal mailboxes will be deemed not received.**
- Multiple invoices (each as separate file) can be sent in one single mail either Zipped or Unzipped
- 1 PDF per invoice. Please ensure that all supporting related to a particular invoice are in 1 PDF only, with the invoice being the 1st page and the relevant supports in the subsequent pages.
- Max 1MB per attachment, Max 20 attachments per mail and Max 10MB per email (including attachments)
- Do not encrypt or digitally sign the emails.
- An auto intimation will be sent on successful submission / rejection of the invoice which will indicate our invoice tracking number (URN#). This URN# should be used as a reference in all your communications with regards to your invoice.
- Please note that the acn.uk.einv@accenture.com email address **is only for invoice submission** and all queries / concerns / statement should be routed through our customer support team whose details are provided on page 3.
- Please check with customer support team before re-submitting any invoices, submitted earlier.
- Please do not submit original invoices to the Accenture employee who requested the goods or services. If you need to send a copy of the invoice to your contact at their request, please clearly indicate on the invoice that it's a copy and already submit to Accounts Payables. This will help to prevent duplication in our systems and prevent payment delays.

- If for any reason, you are not able to email the invoices, invoices can be posted /delivered to the following '**Mailing address**' but not to your Accenture contact.

Accenture (UK) Limited
Accounts Payable Department
30 Fenchurch Street
London
United Kingdom EC3M 3BD.

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○ **More Information / Assistance:**

- Accenture is pleased to announce a new service for its suppliers and vendors. **My Supplier Portal** is a web based product which operates alongside, and is complementary to, the Customer Relation Management (CRM) team. This service enables suppliers to view the status of their invoices and payments information via the internet 24 X 7.
- For information regarding your **Accenture Supplier Profile, Invoices, Payments, Purchase orders or access to My Supplier Portal**, please contact Accenture at AP.UKI.support@accenture.com. Alternatively, our Customer Service representatives are available Monday through Friday to provide you with assistance from 10:00 am to 4:00 pm (GMT) at:
0800-028-22-55 (Free phone from UK) / +353 1 407 6701 Option 1 and 2 (Out of Country)

My Supplier Portal link:- <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>

Accenture is committed to conducting its business free from unlawful, unethical or fraudulent activity. Suppliers are expected to act in a manner consistent with the ethical and professional standards of Accenture set forth in the *Accenture Code of Business Ethics*, including reporting promptly unlawful, fraudulent or unethical conduct. Accenture has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the *Accenture Code of Business Ethics* can be found at the following address:
http://www.accenture.com/Global/About_Accenture/Corporate_Governance/CodeProgram.htm

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