



Accenture Egypt LLC
North tower, Nile city Towers, 22nd floor,
Cornish El Nile, Ramelt Beaulac,
Cairo, Egypt
Tel: +
Fax: +

Dear Supplier

Thank you for your interest in providing goods or services to Accenture. We would like to give you some information regarding the content and the submission of your invoices that can help us to process them efficiently and avoid any delay in payments.

This note include information about:

1. Preparing Invoices for Accenture
2. Submitting Invoices to Accenture
3. Establishing and Maintaining Your Accenture Supplier Profile

1. Preparing Invoices for Accenture

Please be sure that your invoice includes the following information:

- **Your invoice references:** your legal name and address, invoice number and invoice date
- **Your bank account**
- **Accenture Purchase Order Number** (if P.O. has been issued)
- **Name of the Accenture contact** (in email format preferred) who requested the goods or services.
- **Billing Entity** – While Invoicing Accenture, care should be taken that invoices are addressed to the correct Billing Entity as specified in the Purchase Order or indicated by the relevant requestor from Accenture for goods and services provided to Accenture is as follows:

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- **Payment Terms.** - Accenture's standard payment terms are 30 days from the date of invoice. Please ensure that this payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Accenture personnel with power of attorney

- **Additional Instruction:**

It is very important when supplying goods or services to Accenture, to do so only upon receipt of an official Purchase Order (PO). At the discretion of Accenture, goods or services received without an official purchase order could risk non-payment or delayed payment, unless an alternative arrangement has already been agreed with our procurement function. For any query please contact the Accenture procurement team on procurement.support@accenture.com

Accenture's official Purchase Orders will be sent via email notifications from Accenture's procurement tool, Ariba Buyer, bearing the senders address: eprocurement.mail@accenture.com. Please ensure you are able to receive emails from this address accordingly.

Other special instructions

- If you are providing goods and services to Accenture under more than one Purchase Order, you must invoice for each separately. Only one Purchase Order can be referenced per invoice.
- The format of the invoice must match the format of the Purchase Order. The following guidelines should be observed:
 - For goods, the total for each line must represent the extended amount for that good;
 - Charge for services and expenses must be itemized on separate lines;
 - Always review the 'comments' section on the Purchase Order for additional processing instructions;
 - Always quote the Purchase Order number (which starts with 45XXXXXXXX).



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Please do not:

- Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
- Handwrite the Purchase Order numbers on the invoice (where possible);
- Quote the Purchase Requisition number (which starts with PRXXXXXX)

2. Submitting Invoices to Accenture

Kindly submit your invoices within 5 business days from the invoice date.

All invoices for Accenture should be sent by e-mail (using "non-editable-format") **to both** of the following addresses: Sánchez, Covadonga covadonga.sanchez@accenture.com and the accenture contact with the Supplier.

If you send a copy of the invoice to your contacts at their request, please clearly indicate on the invoice that it's a copy. This will help to prevent duplication in our systems and prevent payment delays.

3. 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, bank information, phone or fax numbers change, please notify Accenture immediately by contacting Accenture at ESC.Customer.Support@accenture.com

For More Information or Assistance:

For information regarding your **Accenture Supplier Profile, invoice or payment processing or purchase orders**, please contact Customer Support at ESC.Customer.Support@accenture.com. Alternatively, our Customer service representatives are available Monday through Friday to provide you with assistance from 12:00 P.M. – 6:00 P.M. (GMT) Out of Country 00 353 1 407 6702

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: <https://www.accenture.com/us-en/company-ethics-code.aspx#suppliers>.

Kind regards

Accenture Egypt LLC
Accounts Payable department