



Thank you for your interest in providing goods or services to Accenture. Please help us ensure timely payment by following the guidelines below. These instructions include information about:

- Establishing and Maintaining Your Accenture Supplier Profile
- Preparing Invoices for Accenture
- Submitting Invoices to Accenture
- More information and assistance

Establishing and Maintaining Your Accenture Supplier Profile

Ensure that 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 sending an e-mail to assistedbuying@accenture.com.

[Provide Accenture with the updated copy of your annual BBEE verification certificate by sending an e-mail to assistedbuying@accenture.com.](#)

Preparing Invoices for Accenture

Include the following information on the invoice:

- Words "Tax Invoice"
- Accenture "**bill to**" address and **vat number** based on the Accenture entity you are doing business with.

<p>Accenture Services (South Africa) Building 19, Harrowdene Office Park, P O Box 1587, KELVIN, 2054 VAT Number: 4480269002</p>

- Tax invoice number or applicable reference number
- Tax invoice date
- Legal name and address of the supplier
- Vat number of the supplier
- Email address and telephone / fax number
- Name of the Accenture contact 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.)
- Purchase order number (if applicable)
- Quantity and description of goods/service (if with PO, should correspond with the PO line items)
- Invoice Gross amount
- Invoice Vat amount

Special Instructions for Purchase Orders (POs)

- Accenture requires PO for purchases of R1,000 and above.
- If you are providing goods and services to Accenture under more than one PO, you must invoice for each PO separately. Only one PO can be referenced per invoice.
- The format of the invoice must match the format of the PO 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.

Submitting Invoices and Statement of Account to Accenture

Original hard copy tax invoices must be submitted within five (5) business days from delivery of goods or completion of services to the following address:

Accounts Payable Department

Building 19, Harrowdene Office Park,
Kelvin Drive, Woodmead
P O Box 1587, Kelvin, 2054

For faster processing turnaround time, we encourage submission of PDF invoices as long as it complies with below requirements:

- Invoice is generated from a commonly used accounting system in South Africa.
Kindly email to sa.accountspayable@accenture.com the details of the accounting system that you are using for verification purposes. Accenture will confirm back to you in writing on the acceptability.
- Invoice is sent in an encrypted format at least 128 bytes.
- Invoice is original and **not** a scanned copy of the original

Kindly email your invoices to the following address:

Accenture Services (South Africa)	acn.inv.southafrica@accenture.com
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Reminders:

To avoid the duplication of invoices, please refrain from submitting hard copy or printed pdf invoices to Harrowdenne Office if a pdf or electronic invoice has been emailed to the above mentioned address and has meet the specified requirements and confirmed acceptable by Accenture.

An invoice will only be approved for disbursement or payment if it is reconciled with your statement. As soon as you have submitted your invoice, [send your latest statement of account to sa.accountspayable@accenture.com](#) to facilitate timely payments.

Accenture’s standard payment terms is net 30 days from date of the invoice unless it has been agreed otherwise.

More Information or Assistance

Accenture My Supplier Portal

Accenture is pleased to announce a new service for its suppliers. The Vendor Portal is a web based product which operates alongside, and is complementary to Customer Relationship Management (CRM). This service enables Accenture suppliers to view the status of their invoices and payments via the internet This enables you to view the status of your invoices in our accounting system at a time that suits you 24 hours a day, 7 days a week.

Below are the registrations steps:

1. Access this link <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
2. Click on Create New Account and complete the requested information.
3. Subsequently you will receive a mail from yps-mailer@accenture.com confirming the approval status and Login ID.
4. Accenture My Supplier Portal training User Guide is available on My Supplier Portal under help > training material.

For any other information please send an email to southafrica.rtp@accenture.com

Accenture's Code of Business Ethics

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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