

The Supplier's Guide to Invoicing Accenture

Dear Supplier,

Thank you for providing goods or services to Accenture. This guide contains important information about:

- **Establishing and maintaining your Accenture supplier profile;**
- **Special instructions for purchase order invoices;**
- **Preparing invoices for Accenture;**
- **Submitting invoices to Accenture;**

1. Establishing and maintaining your Accenture supplier profile

Make sure the details we have on file remain current. Please notify Accenture immediately by contacting procurement.support@accenture.com if there are any changes to the following:

- Mailing address;
- Purchase order receipt email address;
- Contact information;
- Bank information;
- Phone or fax.

2. Special instructions for Purchase Order invoices

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 would risk non-payment, unless an alternative arrangement has already been agreed with our procurement function. You can contact Accenture Procurement at 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: Accenture.Purc.Order@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:
 - Reference the appropriate purchase order 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;
 - 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 6XXXXXXXXX).

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).

3. Preparing invoices for Accenture

When preparing invoices, please ensure you include the following information:

- Title 'Tax Invoice' prominently displayed;
- Company's full legal name and address;
- Correct Accenture Billing Entity Name;
- Correct Accenture address;
- Name of the Accenture contact who requested the goods or services (in email format preferably). The contact name needs to be mentioned above the Accenture Address (Note: this employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice);
- Contact details (i.e. email and phone) and name of your accounts receivable representative;
- Supplier tax invoice number or applicable reference number;
- Invoice date;
- Accenture Purchase Order number beginning with 6XXXXXXXXX where the goods or services are provided against a purchase order;
- Itemized description and quantity of the goods or extent of services that were supplied or rendered;
- The GST number if your entity is a registered company for GST;
- Total amount due along with GST, where applicable;
- Accenture's standard payment terms are **45 days** from receipt of a correct and duly submitted invoice. Please ensure that these payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Accenture Procurement
- Complete banking details for Accenture to pay the invoice:
 - BSB
 - account number
 - account name
 - sort code
 - swift code
 - or other preferred payment method (e.g. cheque).

Any incomplete information may result in delay in payment from Accenture.

If you are issuing a credit note against a cancelled invoice, quote the corresponding invoice reference against which the credit note is being issued.

4. Submitting Original Invoices to Accenture

Kindly submit your invoices within five business days from the invoice date. All invoices should be sent as a soft copy (in a non-manipulative format, e.g. PDF, TIF, JPEG) directly to acn.inv.singapore@accenture.com.

For more information and assistance regarding your Accenture Supplier Profile, invoice or payment processing or purchase orders, please contact Accenture at ap.asean.support@accenture.com. Alternatively, our customer service representatives are available Monday-Friday from 8:30am – 5:30pm to provide you with assistance on +65 6410 7743 (option 4, option 5).

Kind regards

Accenture Procurement

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 as described in the Accenture Supplier Standards of Conduct, including prompt reporting of unlawful, fraudulent or unethical conduct. A copy of the Supplier Standards of Conduct can be found at the following address: https://www.accenture.com/us-en/_acnmedia/Accenture/Conversion-Assets/DotCom/Documents/Global/PDF/About-Accenture/Accenture-Supplier-Standards-of-Conduct-English-Feb-2014.pdf#zoom=50