

The Supplier's Guide to Invoicing IT One Ltd. (IT One)

Dear Supplier,

Thank you for providing goods or services to IT One. 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 IT One supplier profile

Make sure the details we have on file remain current. Please notify IT One immediately by contacting ap.asean.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 IT One, to do so only upon **receipt of an official Purchase Order (PO)**. At the discretion of IT One, 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 IT One Procurement at procurement.support@accenture.com.

IT one's official Purchase Orders will be sent via email notifications from IT One's procurement tool, Ariba Buyer, bearing the sender's 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).

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3. Preparing invoices for IT One

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

- Title 'Tax Invoice' prominently displayed;
- Company's full legal name and address;
- Correct IT One Billing Entity Name;
- Correct IT One address;
- Name of the IT One contact who requested the goods or services (in email format preferably). The contact name needs to be mentioned above the IT One 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;
- IT One 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 VAT registration number if your entity is a registered company for VAT;
- total amount due along with VAT, where applicable;
- IT One's standard payment terms are **30 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 IT One 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 IT One.

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 IT One

Kindly submit original hard copy invoice to IT One contact who requested the goods or services within five business days from the invoice date.

Suppliers should send their invoice for the attention of the IT One contact at the Invoice To address, unless otherwise directed by their IT One contact.

The IT One contact can be found on the Purchase Order: Requested by: xxx

IT ONE CO. LTD.

Tipco Tower 21st-22nd Floor 118/1 Rama 6 Road
Phya Thai, Phya Thai, Bangkok 10400 Thailand
Tax id no. 0105544000033
Head Office

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Alternatively send your original Electronic invoices (in a non-manipulative format, e.g. PDF, TIF, JPEG) directly to Accenture Accounts Payable Team via email acn.inv.ThaiTone@accenture.com .

For more information and assistance regarding your IT One Supplier Profile, invoice or payment processing, please contact our buyers at ap.asean.support@accenture.com. For purchase request, purchase order, sourcing, or other procurement related inquiries, please send it to procurement.support@accenture.com. Alternatively, our customer service representatives are available Monday-Friday from 8:00am – 5:00pm to provide you with assistance on (+66) 022715005.

Kind regards

IT One Procurement

IT One 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 IT One set forth in the IT One Code of Business Ethics, including reporting promptly unlawful, fraudulent or unethical conduct. IT One has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the IT One Code of Business Ethics 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