

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 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 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 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).

3. Preparing invoices for Accenture

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

Commercial Invoice:

- Legal name of the supplier or contractor (with complete address and Tax ID, if any).
- Supplier invoice number or applicable reference number.
- Invoice date.
- PO Number
- Remit location (i.e., bank details for payment transfer which include Bank name and branch, swift code, sort code, bank account number and bank account name).
- Name of the Accenture contact who requested the goods or services. (Name in email format preferred.
- This employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice, before payment can be issued).
- Details of the goods or services provided. Details should be the same as those provided on the PO document (where appropriate).
- Name and signature of the party entitled
- Accenture'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 Accenture Procurement;

Suppliers should also submit applicable VAT invoice together with commercial invoice.

Tax invoice should include the following information:

- Name, address, and taxpayer registration number of the party that delivers taxable goods or taxable services (i.e supply)
- Name, address, and taxpayer registration number of purchaser of taxable goods or recipients of taxable services (i.e Accenture)
- Type of goods or services, selling price or reimbursement amount, and price discount (if any) - value added tax to be collected
- Sales tax on luxury goods to be collected
- Code, serial number, and date of preparation of tax invoice
- Name, and signature of the party authorized to sign the tax invoice
- Company stamp

Foreign supplier should submit valid Certificate of Domicile (COD) and the DGT-1 form.

20% withholding tax will be deducted from invoice payment if valid COD and DGT-1 are not submitted together with invoice.

Please make sure DGT-1 form submitted has the following:

- Both pages 1 and 2 of DGT -1 form
- Page 1 signed and stamped by the competent authority from tax office. Page 1 is valid for 12 month from the date of certification.
- Page 2 signed by the authorized signatory of the supplier company
- Page 2 must be submitted together monthly with the invoice

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

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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.indonesia@accenture.com. **Soft copies will assist in reducing delays in processing and payment, therefore it is highly recommended you send soft copies of invoices to the above email address rather than hard copies.**

Alternatively you can post hard copy invoices to the following **mailing address:**

PT Accenture

Wisma 46, Kota BNI Lt. 18

Jl. Jend. Sudirman Kav. 1, Karet Tengsin – Tanah Abang

Jakarta Pusat 10220

Indonesia

For more information and assistance regarding your Accenture Supplier Profile, invoice or payment processing, please contact our buyers or Accenture 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.

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 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/_acnmedia/Accenture/Conversion-Assets/DotCom/Documents/Global/PDF/About-Accenture/Accenture-Supplier-Standards-of-Conduct-English-Feb-2014.pdf#zoom=50