



## SOURCE TO PAY **PAYABLES**



### **ACCENTURE MAURITIUS – SUPPLIER'S GUIDE TO INVOICING ACCENTURE (English)**

Dear supplier,

Thank you for your interest in providing goods or services to Accenture. These instructions include information about:

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

Please help us ensure timely payment by following the guidelines below.

#### **Preparing Invoices for Accenture**

Please take note of these rules and guidelines, so we can guarantee you a timely payment:

- Please include the ten-digit Purchase Order number beginning with 600xxxxxxx on the invoice (Remember each invoice must only make reference to one Purchase Order).  
If a Purchase Order number is not indicated on the invoice, Accenture is not responsible for any payment delay and no allowance or penalty will be accepted.  
However, if you did not receive a Purchase Order from Accenture before delivery of goods/services, please reach out to your usual Point of Contact in Accenture.

- Please make sure your invoice includes the following information:
  - Legal name of your company, not DBA (doing business as)
  - Accenture's street address, city, zip Code and country where goods or services were delivered (Please see 'Accenture's bill to' section in page 2)
    - Invoice number
    - Invoice date
    - VAT Identification number
    - BRN 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).
    - Total Amount due
    - Itemized description of goods (price and quantity - Net Amount, Vat Percentage, Vat Amount, Gross Amount-) or services that were received (it should correspond with PO line items) and time when goods or services have been / will be delivered
    - Taxes
    - Bank account and bank number for wire transfer payment, and IBAN if necessary
    - Remit to location (i.e., mailing address to send payments)

## Supplier Guide to invoicing Accenture Mauritius ( ENGLISH) November 2018

- Please do not submit your invoices to the Accenture employee who requested the goods or services.

If you send a copy of the invoice to your Accenture contact, please clearly indicate on the invoice that it is a copy. This will help to prevent duplication in our systems and payment delays.

- Please note that Accenture's standard payment term is net 30 days as from the receipt date of the invoice.

For example, an invoice that has been issued on 1<sup>st</sup> September 2018 but received on 2<sup>nd</sup> September 2018 will be due by 2<sup>nd</sup> October 2018

- Accenture requires all invoices to be submitted within 5 days from the invoice date to ensure your invoices are paid on time

### **Submitting Invoices to Accenture**

All invoices should be submitted by email to accounts payable team for processing on the below ID:  
[acn.inv.mauritius@accenture.com](mailto:acn.inv.mauritius@accenture.com)

**Please note the correct company details for both entities:**

#### **Accenture Services (Mauritius) Ltd**

##### **Accounts Payable**

NeXTeracom Tower 2, 9th Floor  
Ebene  
Mauritius  
VAT 25049588  
BRN C12027043

#### **Accenture Process (Mauritius) Ltd**

##### **Accounts Payable**

NeXTeracom Tower 2, 9th Floor  
Ebene  
Mauritius  
VAT 20133980  
BRN C07012747

Please read these instructions carefully to ensure your invoices are successfully delivered to Accenture Accounts Payable.

*Do's and Don'ts while submitting the invoices via email to: [acn.inv.mauritius@accenture.com](mailto:acn.inv.mauritius@accenture.com)*

- Normal emails are accepted.
- The above email id should strictly be used for only submitting invoices and not for any Accounts payable inquiry. For inquiries you can reach out to [proc.mauritius@accenture.com](mailto:proc.mauritius@accenture.com).
- Multiple Invoices (attach each invoice as separate file) can be sent in one single mail either Zipped or Unzipped.
- It is advised not to have colored components in the email body.
- The allowed file Formats are DOC, .DOCX, .PDF, .TIFF, .XLS, .XLSX, .ZIP, .RAR
- It is advised that the page count on the image should be less than 50.
- Email size along with attachments should not be greater than 10 MB.

- If senders email signature contains any logo like Twitter, Facebook etc., please remove it before sending the email.
- The attachments (file names) in the emails should not contain –
  - White Spaces,
  - Special characters (\$, % etc.)
  - Non-acceptable formats as per the design
  - Macros in Office documents
  - No Digital Signatures.

### *Acknowledgement email*

- The sender will receive an auto generated confirmation email providing a URN (Unique Reference Number). This URN is unique to the invoice submitted and should be retained for future use when enquiring on the status of the invoice.
- If you receive an auto generated Rejection, you will need to make the necessary changes and re-send the invoice via another email. The rejection email will provide probable reasons for rejection.

### *More Information or Assistance*

If you need more information or assistance:

Purchase Order Issues: Please contact **procurement** team at: [procurement.support@accenture.com](mailto:procurement.support@accenture.com)

Invoicing Issues: Please contact **Accounting** team at [Controllership.Mtius@accenture.com](mailto:Controllership.Mtius@accenture.com)

### **Accenture My Supplier Portal**

Accenture is pleased to announce a new service for its suppliers and vendors. The Vendor Portal is a web-based product which operates alongside, and is complementary to, the Customer Relation Management (CRM). This service enables companies who supply Accenture with goods and/or services to view the status of their invoices and payments information via the internet, making the process of sharing data much more efficient. This enables you to view directly 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:

<https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>

1. Click on Create New Account and complete the requested information.
2. Subsequently you will receive a mail from [Controllership.Mtius@accenture.com](mailto:Controllership.Mtius@accenture.com) confirming the approval status and Login ID.
3. Accenture My Supplier Portal Training User Guide is available on My Supplier Portal under help > training material.

### *Establishing and Maintaining Your Accenture Supplier Profile*

Please make sure the payment information Accenture has on its records is always current.

If you need to change any information, for example, your mailing address, purchase order receipt, email address, contact information, bank information, phone or fax number, please notify Accenture immediately by contacting us at : [procurement.support@accenture.com](mailto:procurement.support@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/SiteCollectionDocuments/PDF/Accenture-Code-Business-Ethics-v12.pdf>