



SOURCE TO PAY **PAYABLES**



ACCENTURE MOROCCO - 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.

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 the address E-mail: esc.spain@accenture.com

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.

- 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 'Submitting invoices to Accenture' section)
- Invoice number
- Invoice date
- VAT Supplier Identification number
- VAT Identification number (Please see Accenture's VAT number below)
- The quantity and the price
- 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)
- Name of your Account receivable person/Department for us to communicate

- Taxes
 - 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
 - If you are issuing a credit note against a cancelled invoice, kindly ensure to quote the corresponding invoice reference against which the credit note is being issued; alternatively, please quote complete details for issuance of the credit note for us to account it appropriately.
 - Bank account and bank number for wire transfer payment, and IBAN if necessary
- When the order concerns services, the amount is an estimated calculation of the total value of this order. The payment will be adjusted to the received invoice by the Accenture Accounting Department reflecting the exact and final agreed delivered service.
 - 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.
 - Accenture's standard payment terms are 60 days after the date of the invoice. Please ensure that these payment terms are stated on the invoice unless alternative payment terms have been agreed in writing Accenture Procurement.

For purchase order invoices also include

- Ten-digit Accenture Purchase Order Number
- Purchase Order line item number (if applicable)
- Description of goods or services should correspond with PO line items

Submitting Invoices to Accenture

Please take note of the correct Accenture billing entities, invoices address and VAT number:

Accenture Service Morocco S.A.

Accounts Payable Department
Casablanca Nearshore Park Shore 10
1100 Boulevard El Qods,Sidi Maarouf
20270 Casablanca, Morocco
VAT: 1002884

Accenture Maghreb S.A.R.L

Accounts Payable Department
Casablanca Nearshore Park Share 10
1100 Boulevard El Qods,Sidi Maarouf
20270 Casablanca, Morocco
VAT: 2265296

More Information or Assistance

For information regarding your Accenture Supplier Profile, **invoice or payment** processing, please contact:

Accounts Payable (Invoice) Department at the E-mail address: esc.spain@accenture.com

If you need more information about this message or our **Procurement** process, please contact:
Accenture Procurement at the E-mail address: 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 Supplier Standard of Conduct. A copy of the Accenture Supplier Standards of conduct can be found at the following address:

<http://www.accenture.com/SiteCollectionDocuments/PDF/Accenture-Code-Business-Ethics-v12.pdf>