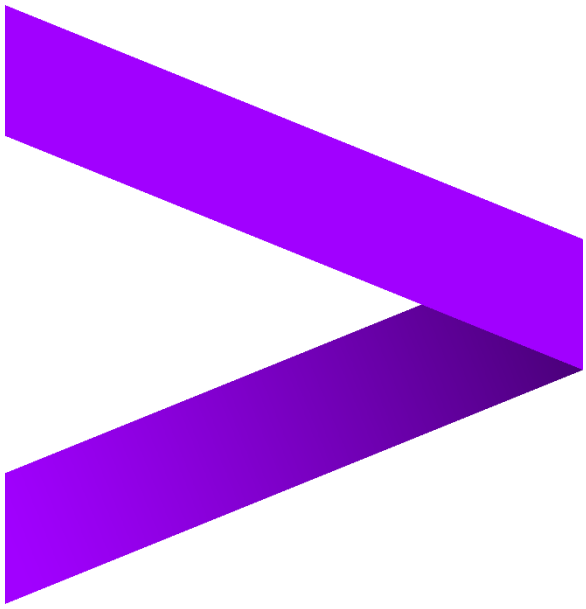
accenture

SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE MAINLAND CHINA



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture. Accenture always aims to pay suppliers on time, within the payment terms that have been agreed, and will also follow local government regulations where applicable. This can only be achieved with the co-operation of our suppliers – please follow the guidelines outlined in this document to ensure that we can meet these targets.

2.1 Establishing and Maintaining Your Accenture Supplier Profile

- Please make sure the contact and payment information Accenture have on file are always current. If your company name, mailing address, Purchase Order (PO) receipt email address, contact information, bank information, phone numbers or fax numbers change, please notify Accenture immediately by e-mailing ap.gc.support@accenture.com.

2.2 Payment Terms

- Accenture's standard payment terms are **60 days** from the receipt of a valid legal duly submitted VAT Invoice (Refer to 'Submitting Invoices', section 2.5), unless alternate payment terms have been agreed in writing with Accenture Procurement Plus.
- Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

2.3 Preparing Invoices for Accenture

Please include all of the following information on the invoice:

- Your full legal Name, Address, taxpayer's Identification number
- Invoice number
- Invoice date
- Invoice amount (in letter)
- Invoice amount
- Detailed description or invoice nature of the goods or services that were delivered or rendered
- Accenture Purchase Order (PO) number **beginning with 60XXXXXXXX** on the invoices (where the goods & services are provided against a PO). ***Note:*** *Please type the PO number in the comments field on the invoice, please do not write. Please do not mark the purchase order number with a highlighter as this affects the quality of our invoice scanning. Accenture will not be liable for late payment fees if a PO number has been provided to the supplier but not included on the invoice.*
- E-mail address of the Accenture contact who requested the goods or services. ***Note:*** *If invoices are sent by mail, the Accenture contact person must write on the packages. This employee will be asked to confirm receipt of the goods or*

service and verify the accuracy of the invoice before the payment can be released. This is essential if no PO number has been provided.

- Company chop
- State tax bureau supervised-made seal
- Your complete banking details (Bank name, Account number,etc.)
- Accenture Bill to Address (including Accenture Legal Entity) – see section 2.8 for full details.

2.4 Special Instructions for Purchase Order (PO) 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 or fax notifications from Accenture's procurement tool, Ariba Buyer, bearing the sender's address via email: Accenture.Purc.Order@accenture.com. Please ensure you are able to receive emails from this address accordingly.
- Accenture requires a Purchase Order (PO) for all invoices, regardless of value. Please request a PO# from the requestor and clearly quote this on the invoice to ensure you comply with this policy (some local exemptions may apply; the requestor will advise you if this is the case)
- If you are providing goods and services to Accenture under more than one PO, you must invoice for each PO separately. Only one PO can be referenced per invoice.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the PO. (For example, the 'Bill To' address must match exactly that outlined in the PO). Always reference the appropriate PO line item number for each line item on the invoice.
- Please note that a Purchase Requisition Number ("PRXXXXX") will **not** be accepted, please quote only a valid PO number (eg "60xxxxxxxx").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture requestor to update the PO as required.

2.5 Submitting Invoices to Accenture

NOTE: The below instructions are intended for vendors who submit invoices manually, not using a specific tool (eg Beeline, Ariba Network, Fieldglass etc).

- Suppliers are requested to issue all invoices on a timely basis – at the latest within 30 days after the month in which the associated goods or services were performed or in which such fees, costs, expenses or charges were incurred.
- Please send original Hard copy invoice(s) directly to Accenture contact who requested the goods or services within **5 business days** from the invoice date. Invoices received over 30 days after the invoice date – or where the invoice due date has already passed - will be rejected by Accenture, with a request to reissue with a new invoice date.

- Suppliers should send their invoice 'for the attention of' the Accenture contact at the 'Invoice To' address, unless otherwise directed by their Accenture contact.
    - The Accenture contact can be found in the Purchase Order: "Requested by: xxx".
- Failure to issue or submit invoices on a timely basis may result in payments being delayed. **In no event shall Accenture be liable for any fees, costs, expenses or other charges where invoices are not submitted accurately or in a timely manner.**
- Please check with customer support team (see section 2.7) before re-submitting any invoices that were submitted earlier. **Invoices sent to non-Accenture mailboxes will be deemed as not received.**
- A reconciliation exercise should be completed by the supplier on at least an annual basis to ensure there are no outstanding invoices unpaid.

2.5.1 Other Systems Used for Invoice Submissions

Accenture also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Accenture separately and provided with all relevant training in these tools:

a) Ariba Network - *This is an electronic document exchange tool, which is fully integrated & linked to supplier ERP systems.*
- For any queries, please contact the Ariba Catalog and Network Enablement team at ACN.LA.EnablementSvc@accenture.com

b) T360 – *This tool is only applicable for legal advisors*.
- Contact T360.administration@accenture.com for further assistance

c) Beeline – *This tool is only applicable for staffing agencies providing Time & Material Services*
- Contact cxhelpdesk@accenture.com for further assistance.

d) Fieldglass - *Used in some areas to manage deliverable based services (SOWs)*
- All supplier materials are uploaded into the SAP Fieldglass Reference Library
- Contact ServicesSOW@accenture.com for further assistance.

e) IDiGi - This is an invoice submission tool, all suppliers need upload the invoices into IDiGi
- Contact ap.gc.support@accenture.com for further assistance

2.6 Accenture Supplier Standards of Conduct

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 Standards of Conduct, 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 Supplier Standards of Conduct can be found at the following address: www.accenture.com/codeofbusinessethics.

2.7 Further Information & Assistance

- You can get the status of your invoices and payments at any time via the My Supplier Portal (MSP) (link: https://msp.accenture.com/ACC/SSOLogin.html). This tool is available to suppliers 24 hours a day, 7 days a week.
- The first step is to set up an account, if you haven't yet registered for MSP, do it today! Click on 'create new account' and follow the registration process.
- Once you have registered, you will also have access to a virtual agent designed to help you with your questions and if it can't help, it can connect you to chat 'live' to an Accenture Helpdesk Agent.
- Please note that the mailboxes mentioned in section 2.5 are intended for invoice submissions only. All other queries, concerns or statements should be routed through our customer support team at ap.gc.support@accenture.com.
- In the event of any conflicts between English version and the others, the English version prevails.

2.8 Invoice to Addresses

Accenture (China) Co., Ltd. Room 3002-41, 30/F, Central Plaza, NO. 381 Huai Hai Middle Road, Shanghai 200020, China 埃森哲（中国）有限公司 上海市淮海中路 381 号中环广场 30 层 3002-41 室 200020	**Accenture (China) Co., Ltd Beijing Branch** No. 1- 12, 2101, Building 1, No. 1 East Third Ring Middle Road, Chaoyang District, Beijing 100020, China 埃森哲（中国）有限公司北京分公司 北京朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 1-12 号 100020	**Accenture Technology Solutions (Dalian) Co., Ltd** 1st Floor, Room 105, and Floors 2-9, Building A27, Dalian Software Park Information Valley, No. 951 Huangpu Road, Dalian High-tech Industrial Zone, Dalian 116023, China 埃森哲信息技术（大连）有限公司 辽宁省大连高新技术产业园区黄浦路 951 号大连软件园信息谷 A 区 27 号楼 1 层 105 房间及 2 层至 9 层
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3 Document Version Control

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Version #	Date	Reason for Change
v1.0	04/06/2020	Existing supplier guide transferred to new global template, reviewed by all leads
v1.1	12/04/2021	Amendment of bill to address to section 2.7 & Addition to invoice submissions to section 2.5.1
v1.2	28/04/2021	Amendment of bill to address to section 2.7
v2.0	11/10/2021	Accenture Supplier Standards of Conduct moved to section 2.6 & Minor amendment to note to section 2.5
v3.0	06/03/2023	Multiple amendments to Bill to address to section 2.8
v4.0	26/09/2023	Addition to note to section 2.5 (FG)
v5.0	02/05/2024	Amendment to section 2.7
v6.0	03/06/2024	Multiple amendment to Bill To address on section 2.8
v6.1	19/12/2024	Amendment to section 2.5 & 2.5.1. Change IQN to Beeline.
v6.2	19/11/2025	Amendment to section 2.5.1. Add IDiGi Tool.
v6.3	18/05/2026	Amendment to section 2.8. Replace Bill To Address.

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