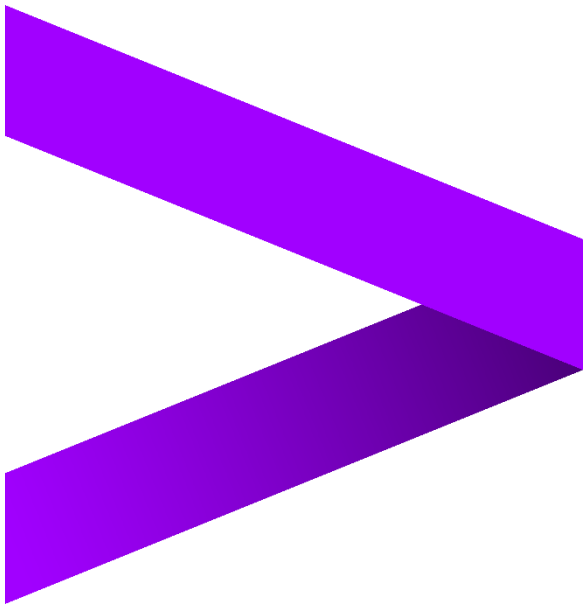
accenture

SUPPLIER'S GUIDE TO INVOICING
— ACCENTURE AUSTRALIA



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Australia Pty Ltd. 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 has on file is always current. If your mailing address, Purchase Order (PO) receipt email address, contact information, bank information, or phone numbers change, please notify Accenture immediately by updating the details in your company's profile in the Supplier Hub OR by e-mailing ap.anz.support@accenture.com for assistance.
- If you haven't yet created your company's profile in Accenture Supplier Hub, please reach out to Accenture immediately by contacting Accenture at procurement.support@accenture.com and you will be provided with guidance and a link to Accenture Supplier Hub.

2.2 Credit Terms

- Accenture's standard payment terms are **45 days** (30 days for qualified Small Businesses), from the receipt of a valid legal duly submitted 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:

- The words 'Tax Invoice' prominently displayed.
- Your full legal Entity Name, Address, ABN and contact details of your finance team for us to communicate in case of any queries.
- Invoice number / applicable reference number, Invoice date, Tax Identification # (if relevant), Total amount to be paid, GST amount, and detailed description of the goods or services that were delivered or rendered.
- E-mail address of the Accenture contact who requested the goods or services.
  Note: *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.*
- Accenture Purchase Order (PO) number **beginning with 60xxxxxxxx** on the invoices (where the goods & services are provided against a PO).
  Note: *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.*
- Correct Accenture billing entity name (should be same as PO).

- Your complete banking details (Sort code, Swift Code, BSB #, Account #, IBAN, etc).
- Correct Accenture bill to address and ABN (Including Legal Entity name and ABN):

Accenture Australia Pty Ltd	**Avanade Australia Pty Ltd**
International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia	International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia
Level 30, 10 Eagle St Brisbane QLD 4000, Australia	Level 30, 10 Eagle St Brisbane QLD 4000, Australia
Level 5, 161 Collins St, Melbourne, VIC 3000, Australia	Level 5, 161 Collins St, Melbourne, VIC 3000, Australia
L.2, 65 Canberra Ave., Manuka ACT, Australia	L.2, 65 Canberra Ave., Manuka ACT, Australia
Exchange Tower, Level 34, 2 The Esplanade, Perth WA 6000, Australia	Exchange Tower, Level 34, 2 The Esplanade, Perth WA 6000, Australia
Level 11, Chesser House, 95 Grenfell St, Adelaide SA 5000, Australia	**ABN - 58 093 925 207**
Level 20, 100 Creek Street, Brisbane QLD 4000, Australia	
Level 7, 68 Northbound Ave, Canberra ACT 2601, Australia	
Level 4, 330 Collins Street, Melbourne VIC 3000, Australia	
Level 13, 78 The Esplanade, Berth WA 6000, Australia	
Level 23 & 24, 2 Market Street, Sydney NSW 2000, Australia	
Mezzanine, 30 Pirie Street, Adelaide SA 5000, Australia	
ABN - 49 096 776 895	

Accenture Solutions International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 48 077 606 529**	**Accenture Cloud Solutions Pty Ltd** International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 17 141 816 640**
Accenture Cloud Solutions Australia Pty Ltd International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 65 151 396 342**	**OCTO Technology Pty Ltd** International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 92 603 099 065**
Accenture Australia Holdings P/L International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 61 096 995 649**	**GRA Supply Chain Pty Ltd** International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 65 605 163 639**
BCT SOLUTIONS PTY LTD International House, 3 Sussex Street, Barangaroo, Sydney, NSW 2000, Australia **ABN - 72 604 144 685**	

- If you are issuing a credit note against a cancelled invoice, kindly quote the corresponding invoice reference against which the credit note is being issued; alternatively, please quote complete details for issuance of the credit note to enable us to account for it appropriately.

2.4 Special Instructions for Purchase Order (PO) Invoices

- Accenture requires a Purchase Order (PO) for all purchases (some local exemptions may apply; the requestor will advise you if this is the case). Please request a PO Number from the Accenture requestor and clearly quote this on the invoice to ensure you comply with this policy.
- Accenture's official Purchase Orders will be sent via email notifications from Accenture's procurement tool, Ariba Buyer, bearing the senders address: Accenture.Purc.Order@accenture.com. Please ensure you are able to receive emails from this address accordingly.
- 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, SAP RE-FX 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.
- Kindly submit all invoices within **5 business days** from the invoice date.
- A reconciliation exercise should be completed by the supplier on at least an annual basis to ensure there are no outstanding invoices unpaid.
- 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 send a soft copy of the invoice (s) directly to acn.inv.australia@accenture.com in a non-manipulative format e.g. PDF, TIF.
- Please submit 1 PDF document per invoice. Ensure that all supporting information related to a particular invoice is in 1 PDF file only, with the invoice being the 1st page and any other relevant supporting information on the subsequent pages.
- Max 1MB per attachment, Max 10 attachments per mail and Max 10MB per email (including attachments). Do **not** encrypt, password protect or digitally sign the emails.
- You will receive a notification on successful submission / rejection of the invoice which will indicate our invoice tracking number (URN#). **This URN# should be used as a reference in all communications regarding your invoice.**
- Please check with customer support team (see section 2.7) before re-submitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to Accenture employees will be deemed as not received.**
- Please do **not** submit original invoices to the Accenture employee who requested the goods or services (the 'Requestor'). If you need to send a copy of the invoice to your contact at their request, please clearly indicate on the invoice that it is a copy and has already been submitted to Accenture Payables via acn.inv.australia@accenture.com. This will help to prevent duplication in our systems and prevent payment delays.
- If for any reason you are not able to email the invoices, invoices can be posted / delivered to PO Box 4022, Sydney NSW 2001 – **please do not send directly to your Accenture contact.**

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)*
   - By using Fieldglass, you have agreed to RCTI (Recipient Created Tax Invoice), hence you shall not attach your own ERP invoice to the RCTI created by Fieldglass.
   - All supplier materials are uploaded into the SAP Fieldglass Reference Library
   - Contact ServicesSOW@accenture.com for further assistance.

e) ***SAP RE-FX –*** *This tool is only applicable for Real Estate Management*
   - Landlords must follow guidelines provided by Local Workplace Team. Each new Landlord should receive instructions from Local Workplace at or around lease execution.

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://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx). 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.anz.support@accenture.com.

3 Document Version Control

Owner: ANZ P+ Lead
Reviewer: Accenture Payables Lead and ANZ P+ Lead
Review Frequency: Bi-annually

Version #	Date	Reason for Change
v1.0	12/03/2020	Existing guide transferred into new global template
v1.1	02/04/2020	Minor amendments requested by P+ lead
v2.0	7/10/2021	Accenture Supplier Standards of Conduct moved to section 2.6 & Minor amendment to note to section 2.5 & Addition to invoice submissions to section 2.5.1
v3.0	7/06/2023	Minor amendment to wording to section 2.1 & Addition to note to section 2.5 & Minor cosmetic amendments to section 2.3
v4.0	25/09/2023	Additions to Bill to address to section 2.3 & Addition to note to section 2.5 & Addition to section 2.5.1 & Addition to section 2.7
v4.1	20/11/2023	Addition to section 2.5.1 (FG)
v5.0	06/05/2024	Amendment to section 2.7 & Amendment to section 2.5
v5.1	03/09/2024	Amendment to section 2.3.
v5.2	19/12/2024	Amendment to section 2.5 & 2.5.1. Change IQN to Beeline.
v5.3	18/08/2026	Amendment to section 2.3. Update Bill To Address.

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