



# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE COLOMBIA**



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## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture LTDA. Accenture always aims to pay suppliers on time, within the payment terms that have been agreed and will also follow local government regulations. 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

In case you need to update your supplier profile, you should contact [procurement.support@accenture.com](mailto:procurement.support@accenture.com) and request which data you want to update. Please make sure the contact and payment information Accenture has is always current. If your mailing address, Commercial contact receipt email address, contact information, bank information, or phone numbers change. Please note that for bank information change (and other critical data, such as email, telephone) there will be a cross check done by mail or telephone.

### 2.2 Payment terms

Accenture's standard payment terms are **30 net days** from the receipt of a valid legal duly submitted VAT Invoice (Refer to Submitting Invoices, section 2.4), unless alternate payment terms have been agreed and formally documented. 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 the following information on the invoice.

- **Information of your company:**
  - Full legal name of your company or natural person issuing the invoice.
  - VAT Identification Number.
  - Tax Address.
  - Total amount due.
  - Detailed description of delivered goods or rendered services (price and quantity, net amount, VAT percentage, VAT amount, gross amount).
  - Tax rate or taxes applied.
  
- **Accenture information:**
  - Accenture VAT number and general data: street address, city, zip code and country where goods or services were delivered (Refer to 'Accenture companies', section 2.7).
  - Accenture SOW Number, Accenture Purchase Order (PO) number **beginning with 60 or 76** 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.

- 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/SOW number has been provided.

## 2.4 Submitting invoices to Accenture

Please note that Accenture will only pay you in case you have a formal order from Accenture in one of the following tools:

### a) Ariba BuyNow

- Accenture requires a Purchase Order (PO) for **all** purchases. Please request a PO# before providing any services so that you don't have any risk of delaying your payments or being now compliant with Accenture policies. In case of any doubt please contact [procurement.support@accenture.com](mailto:procurement.support@accenture.com)
- 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 reference only a valid PO number (ex "60xxxxxxx or 76xxxxxxx").
- 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.
- Suppliers must issue all invoices on a timely basis. Kindly submit all invoices within **5 business days** from the invoice date and within the calendar year. Invoices of previous years will be rejected.
- Send the original invoice to the following mailbox: [fact.electronicaprov@accenture.com](mailto:fact.electronicaprov@accenture.com).
- 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.**

### b) IQN – This tool is only applicable for staffing agencies providing Time & Material Services.

- You should approve the WO in the system. If you are to submit invoices through IQN tool, you should have already be contacted by Accenture regarding you training in the matter. Contact [cxhelpdesk@accenture.com](mailto:cxhelpdesk@accenture.com) for further assistance.
- Generate your invoice accordingly with the Invoice Report generated in the system.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the Invoice Report (for example, the 'Bill To' address must match exactly that outlined in the Invoice Report).

- Suppliers must issue all invoices on a timely basis. Kindly submit all invoices within **5 business days** from the invoice date and within the calendar year. Invoices of previous years will be rejected.
  - Send the original invoice to the following mailbox: [fact.electronicaprov@accenture.com](mailto:fact.electronicaprov@accenture.com).
  - 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.**
- c) Fieldglass** – This tool is going to be used for all other requirements.
- You should accept the SOW in the system
  - After you provide the service you should submit a request to invoice (milestone)As soon as you receive the milestone approval you should generate your invoicing following the **Colombian E-Invoicing criteria** and attach the PDF in the Milestone.
  - The details and item-wise breakup on the invoice must match exactly with the description noted on the Milestones (for example, the 'Bill To' address must match exactly that outlined in the SOW). Always reference the appropriate Milestone number for each invoice.
  - Suppliers must issue all invoices on a timely basis. Kindly submit all invoices within **5 business days** from the invoice date and within the calendar year. Invoices of previous years will be rejected.
  - Please **DO NOT** submit original invoices to the Share mailbox - [fact.electronicaprov@accenture.com](mailto:fact.electronicaprov@accenture.com). -nor to the person who requested the goods or services. If your requestor needs a copy, they can see it in the system.
  - 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.**
  - All supplier materials are uploaded into the [SAP Fieldglass Reference Library](#)
  - Contact [Servicessow@accenture.com](mailto:Servicessow@accenture.com) for further assistance.

## 2.5 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](http://www.accenture.com/codeofbusinessethics).

## 2.6 Further information & assistance

- Please note that the email address [fact.electronicaprov@accenture.com](mailto:fact.electronicaprov@accenture.com) is for **invoice submission only** – all queries, concerns or statements should be routed through our customer support team at [asc.rtp.co@accenture.com](mailto:asc.rtp.co@accenture.com).

## **2.7 Accenture companies**

### ➤ **ACCENTURE LTDA**

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### 3 Document Version Control

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**Reviewer:** Accenture Payables Lead and LATAM P+ Lead  
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<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	21/07/2020	Transfer of existing supplier guide into new global template
v1.1	15/10/2020	Amendments to section 2.4 (addition of IQN / Fieldglass)
v2.0	1/10/2021	Accenture Supplier Standards of Conduct moved to section 2.5 & Minor addition to contact details of Fieldglass to section 2.4

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