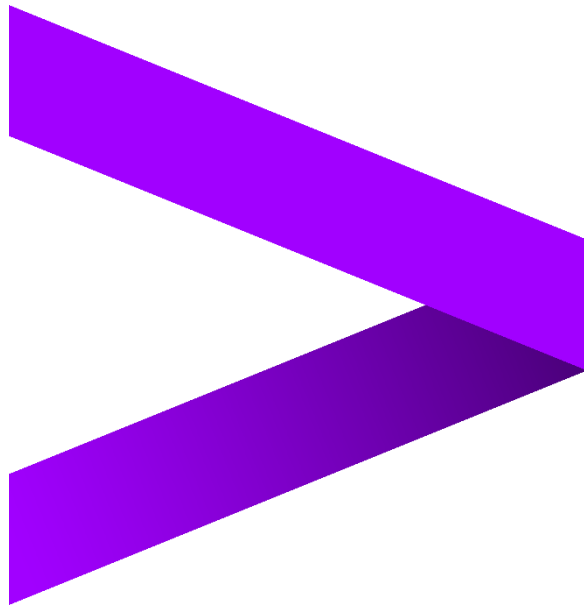


**Accenture** Song

# **SUPPLIER'S GUIDE TO INVOICING**

**— Accenture Song Production  
Studios UK Limited**



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## 2 Introduction

**Accenture Song Production Studios UK Limited is fully owned by Accenture. With effect from December 1<sup>st</sup>, 2019. Accenture Song Production Studios UK Limited and its affiliates have started to apply Accenture's Procurement processes, which are set out below.**

Thank you for providing goods or services to Accenture Song Production Studios UK Limited. Accenture Song Production Studios UK Limited 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 Supplier Profile

- Accenture Song Production Studios UK Limited now uses an online portal called Supplier Hub for maintaining contact and payment details for all suppliers.
- Please make sure the contact and payment information Accenture Song Production Studios UK Limited have on file is always current. If your mailing address, Purchase Order (PO) receipt email address, contact information, bank information, or phone numbers change, please go to your company's profile in the [Supplier Hub](#) and update your details.
- If you have not yet created your company's profile in the Supplier Hub, please contact [CAM.Procurement.Supp@accenture.com](mailto:CAM.Procurement.Supp@accenture.com) and you will be provided with guidance and a link to the Supplier Hub.

### 2.2 Credit Terms

- Accenture Song Production Studios UK Limited's standard payment terms are **30 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 and/or applicable as per local government regulations.
- Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

### 2.3 Preparing Invoices

Please include all the following information on the invoice:

- Your full legal Name, Address, VAT Number, 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, and detailed description of the goods or services that were delivered or rendered.
- E-mail address of the Accenture Song Production Studios UK Limited 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 Song Production Studios UK Limited Purchase Order (PO) number beginning with **60XXXXXXXX or 80XXXXXXXX** on the invoices (where the goods & services are provided against a PO). *Note: Accenture Song Production Studios UK Limited will not be liable for late payment fees if a PO number has been provided to the supplier but not included on the invoice.*
- Your complete banking details (Sort code, Swift Code, Account #, IBAN, etc)
- Accenture Song Production Studios UK Limited VAT Number: **GB108268319**
- Bill to Address:

**Accenture Song Production Studios UK Limited**

Farringdon Place  
20 Farringdon Road  
London  
EC1M 3HE  
United Kingdom

- 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.
- **Note: If you are a member of Crew, please include the following details on the invoice copy as well:**
  - o Date of Birth
  - o Gender
  - o National Insurance #
  - o Job Start Date and End Date
  - o If any exemption to NI, help us with the documentation along with the invoice copy.

## **2.4 Special Instructions for Purchase Order (PO) Invoices**

- Accenture Song Production Studios UK Limited requires a Purchase Order (PO) for purchases of **\$5,000** and over. 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 Song Production Studios UK Limited under more than one PO, you must invoice 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 ("PRXXXX") will **not** be accepted, please quote only a valid PO number (e.g., "60xxxxxxx").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture Song Production Studios UK Limited requestor to update the PO as required.

## 2.5 Submitting Invoices

**NOTE: If you are a supplier who has agreed to invoice Accenture Song Production Studios UK Limited over the Ariba Network, the below guidelines do not apply - you will need to submit your invoices via the Ariba Network and not via email or post.**

- Suppliers are requested to generate 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 **2 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 Song Production Studios UK Limited, with a request to reissue with a new 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 Song Production Studios UK Limited 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 [CAM.UK.einv@accenture.com](mailto:CAM.UK.einv@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 20 attachments per mail, and Max 10MB per email (including attachments). Do **not** encrypt 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 the customer support team (see section 2.7) before resubmitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to Accenture Song Production Studios UK Limited employees will be deemed as not received.**
- Please do **not** submit original invoices to the Accenture Song Production Studios UK Limited employee who requested the goods or services. 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 Payables. 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 the above-mentioned 'Bill To' Address. Please mark "FAO: Carlos Queiroz" – **do not send it directly to your Accenture Song Production Studios UK Limited contact.**

## 2.6 Supplier Standards of Conduct

Accenture Song Production Studios UK Limited 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 Song Production Studios UK Limited set forth in the Accenture Song

Production Studios UK Limited Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent, or unethical conduct. Accenture Song Production Studios UK Limited has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Accenture Song Production Studios UK Limited Supplier Standards of Conduct can be found at the following address: [www.accenture.com/codeofbusinessethics](http://www.accenture.com/codeofbusinessethics).

## **2.7 Further Information & Assistance**

- Accenture Song Production Studios UK Limited is pleased to announce a new service for its suppliers and vendors called [My Supplier Portal \(MSP\)](#). MSP is a web-based tool that enables suppliers to view the status of their invoices and payment information via the internet 24x7.
- The full MSP link is: <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
- Please note that the [CAM.UK.einv@accenture.com](mailto:CAM.UK.einv@accenture.com) email address is for **invoice submission only** – all queries, concerns or statements should be routed through our customer support team at [CAM.Procurement.Supp@accenture.com](mailto:CAM.Procurement.Supp@accenture.com).
- For information regarding your Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact [CAM.Procurement.Supp@accenture.com](mailto:CAM.Procurement.Supp@accenture.com).

### **Supplier Hub Helpdesk:**

+44 207 0268672 (Option 2) +44

203 4280960 (Option 3)

<https://supplierhub.accenture.com/>

### 3. Document Version Control

**Owner:** UK/I P+ Lead  
**Reviewers:** Accenture Payables Lead & UK/I P+ Lead  
**Review Frequency:** Bi-annually

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	01/09/2020	Transfer of supplier guide into new global template. Updated with feedback from AP lead & agency finance; Supplier hub details added.
v1.1	10/09/2020	Minor amendment to wording in section 2.5
v1.2	15/12/2020	Minor amendment to billing address (section 2.3)
v2.0	23/09/2021	Supplier Standards of Conduct moved to section 2.6
v3.0	31/05/2022	New Accenture Song logo updated
v3.1	09/08/2022	Legal entity name updated

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