droga5

Part of **Accenture** Song

SUPPLIER'S GUIDE TO INVOICING

—Accenture Middle East (Droga5)

1.1 Contents

2 Introduction

Accenture Middle East (Droga5) is neither a separate legal entity nor does it have its own tax registration, it is an extension of existing Dubai branch of Accenture to serve Creative Agency business with specific requirements of the creative business being facilitated and apply Accenture´s Procurement processes specifically tailored for Creative Business, which are set out below. The mention of Accenture Middle East (Droga5) or Droga5 is merely for identification of the Creative Agency business and has no legal relevance.

Dear Supplier, thank you for providing goods and/or services to Accenture Middle East (Droga5). Accenture Middle East (Droga5) 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 Middle East - Droga5 Supplier Profile

- Droga5 now uses an online portal called True Supplier Marketplace (TSM) for maintaining contact and payment details for all suppliers.
- Please make sure the contact and payment information Droga5 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 go to your company's profile in the True Supplier Marketplace and update your details.
- If you haven't yet created your company's profile in the True Supplier Marketplace (TSM), please contact CAM.Procurement.Supp@accenture.com and you will be provided with guidance and a link to the True Supplier Marketplace (TSM).

2.2 Credit Terms

- Accenture Middle East (Droga5)'s standard payment terms are **30 days from the date of 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 Middle East (Droga5) Procurement Plus.
- Invoice due dates mentioned on the invoice will **not** be take into consideration whilst making the payments.

2.3 Preparing Invoices for Accenture Middle East (Droga5)

Please include <u>all</u> of 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 Middle East (Droga5) 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 to avoid delay in identifying the requestor of the service.

- Droga 5 Purchase Order (PO) number beginning with **60xxxxxxxx** or **80xxxxxxxx** 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.
- Your complete banking details (Sort code, Swift Code, Account #, IBAN, etc)
- 2,200,327.00: VAT Number: **104085970200003**
- When submitting invoices to Accenture Middle East (Droga5), care should be taken it is correctly addressed to the billing entity as specified in the Purchase Order or as indicated by the relevant requestor from Accenture Middle East (Droga5):
- Droga5 Bill to Address (including Legal Entity and VAT number):

Accenture Middle East BV- Dubai Branch Level 14, Offices 1401 – 1406 One Za'abeel Tower, The Offices Za'abeel Palace Street, Za'abeel First, Za'abeel P.O. Box 33283, Dubai, UAE VAT Number: 104085970200003

Note: If the Goods or services are for 'Droga5' business, then please have a mention of the same in your Invoice line item – **'For Droga5'**

- 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 Middle East (Droga5) require 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 Middle East (Droga5) 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 (starting "60xxxxxxxx" or "80xxxxxxxx").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture Middle East (Droga5) requestor to update the PO as required.

2.5 Submitting Invoices to Accenture Middle East (Droga5)

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 after 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. This will enable Accenture Middle East B. V. to promptly process the invoice in line with the agreed credit terms and avoid payment delays. Invoices received over 30 days after the invoice date – or where the invoice due date has already passed - will be rejected by Accenture Middle East (Droga5), 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 Middle East B. V. 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.UAE.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 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 Middle East B. V. employees will be deemed as not received.**
- Please do **not** submit original invoices to the Accenture Middle East (Droga5) 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.

2.5.1 Other Systems Used for Invoice Submissions

Accenture Middle East (Droga5) also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Accenture Middle East (Droga5) 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 Middle East (Droga5).com

b) ***T360*** – *This tool is only applicable for legal advisors*.
   - Contact T360.administration@Accenture Middle East (Droga5).com for further assistance.

c) ***Beeline –*** *This tool is only applicable for staffing agencies providing Time & Material Services*

- Contact cxhelpdesk@Accenture Middle East (Droga5).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 Middle East (Droga5).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 Middle East (Droga5) Supplier Standards of Conduct

Accenture Middle East (Droga5) 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 Middle East (Droga5) set forth in the Accenture Middle East (Droga5) Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent or unethical conduct. Accenture Middle East (Droga5) has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Accenture Middle East (Droga5) 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 Middle East (Droga5) Helpdesk Agent.
- Please note that the email mailbox mentioned in section 2.5 is intended for invoice submissions only. All other queries, concerns or statements should be routed through our customer support team at CAM.Procurement.Supp@accenture.com.

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