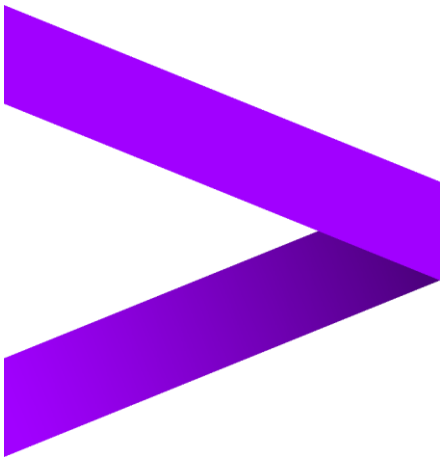
accenture

SUPPLIER'S GUIDE TO INVOICING

ACCENTURE FRANCE - Accenture SAS CAM Song Only



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture in France.

For the purposes of this guide, "Accenture" means Accenture SAS CAM Song Only and: (i) any company that controls it, within the meaning of Article L. 233-1 of the French Commercial Code; (ii) any company that it controls; and/or (iii) any company that controls, or is controlled by, one of the companies referred to in points (i) and (ii), including, without limitation:
ACCENTURE S.A.S.U - 732 075 312, RCS Paris ; ACCENTURE TECHNOLOGY SOLUTIONS S.A.S.U - 445 088 057, RCS Paris ; ACCENTURE POST TRADE PROCESSING S.A.S.U - 792 687 097, RCS Nanterre; OCTO TECHNOLOGY S.A.S.U - 418 166 096, RCS Paris ; UMLAUT S.A.S – 479 235 814, RCS Toulouse; AFD TECHNOLOGIES S.A.S.U - 71 428 757 124, RCS Paris ; ACCENTURE FRANCE DEFENSE S.A.S.U - 909 806 168, RCS Paris; ACCENTURE HOLDINGS France S.A.S.U - 477 832 612, RCS Paris ; UMLAUT ENGINEERING GMBH ; SOCIETE FRANCAISE DE SOLUTIONS TECHNOLOGIQUES - 953 438 264, RCS PARIS

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Accenture aims to pay suppliers on time and in accordance with the agreed payment terms. Achieving this requires the cooperation of our suppliers. Please follow the guidelines in this document to help us meet these commitments. Suppliers are requested to issue invoices to Accenture promptly and in accordance with Article L. 441-3 of the French Commercial Code.

2.1 Establishing and Maintaining Your Accenture Supplier Profile

- Please ensure that the contact and payment information held by Accenture is always up to date. If your mailing address, purchase order (PO) receipt email address, contact details, bank details, or telephone numbers change, notify Accenture immediately by emailing CAM.FR.einv@accenture.com.

2.2 Credit Terms

- Accenture SAS CAM Song Only's standard payment terms are **30 days** from the issue date of a valid, legally compliant VAT invoice that has been duly submitted (see Section 2.5, "Submitting Invoices to Accenture"), unless alternative payment terms have been agreed in writing with Accenture Procurement.
- Due dates stated on invoices will **not** be taken into account when payments are processed.

2.3 Preparing Invoices for Accenture

Please include all of the following information on the invoice. These requirements are in addition to, and do not replace, any information required by applicable VAT law:

- Your full legal name, address, VAT number, and the contact details of your finance team so that we can contact you if we have any questions.
- The invoice number or applicable reference number; invoice issue date; tax identification number, where relevant; total amount payable; a detailed description of the goods delivered or services rendered; the date on which

delivery or performance was completed; and the applicable VAT rate and amount.

- The email address of the Accenture contact who requested the goods or services. ***Note:*** *This employee will be asked to confirm receipt of the goods or services and verify the accuracy of the invoice before payment can be released.*
- The Accenture purchase order (PO) number, beginning with **60xxxxxxxx or 80xxxxxxxx**, where goods or services are provided under 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 bank details, including the sort code, SWIFT code, account number, and IBAN, as applicable.

- Accenture Bill to Address (including Legal Entity and VAT number):
  VAT: FR 607 320 753 12

  Accenture SAS - CAM Song ONLY
  Comptabilité Fournisseurs
  118 Avenue de France
  75636 PARIS CEDEX 13
  FRANCE 75636
  VAT : FR 607 320 753 12

- If you issue a credit note for a cancelled invoice, please quote the reference of the corresponding invoice. Alternatively, provide complete details supporting the credit note so that we can record it correctly.

2.4 Special Instructions for Purchase Order (PO) Invoices

- Accenture SAS CAM Song Only requires a purchase order (PO) for **all purchases of USD 5,000 or more**. Please request a PO number from the requester and clearly state it on the invoice to ensure compliance with this policy. Certain local exemptions may apply; the requester will advise you where applicable.
- If you provide goods or services to Accenture under more than one PO, submit a separate invoice for each PO. Only one PO may be referenced on each invoice.
- The invoice details and line-item breakdown must exactly match the descriptions in the PO. For example, the "Bill To" address must match the address stated in the PO. Always reference the appropriate PO line-item number for each invoice line.
- Please **note** that a purchase requisition number ("PRXXXXX") will not be accepted. Quote only a valid PO number, for example, "60xxxxxxxx" or "80xxxxxxxx".
- The invoice value and quantity must **not** exceed the corresponding PO value or quantity. If an update is required, please contact your Accenture requester before submitting the invoice.

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1 | Word INVOICE or CREDIT must be stated | The document must clearly display the word INVOICE or CREDIT NOTE as a header so it can be formally identified and processed correctly |

2 | Invoice date format must be specified | The date format used on the invoice must be explicitly indicated (e.g. DD/MM/YYYY) to avoid misinterpretation across different countries |

3 | Due date of payment | The invoice must state the exact date by which payment is expected, allowing both parties to track and manage payment deadlines

4 | Currency must match the Purchase Order | The currency used on the invoice must be identical to the one stated in the related Purchase Order — no conversion or substitution is accepted |

5 | Line items and descriptions must match the Purchase Order | Each line item on the invoice must correspond exactly to what was agreed in the Purchase Order in terms of description, quantity, and unit price |

6 | Total net amount (distinct from total payable) | The invoice must show the net amount before taxes separately from the total payable amount after taxes — both figures are required |

7 | Multiple taxes (VAT/WHT) — rate specified per net amount | Where more than one tax type applies (e.g. VAT and Withholding Tax), the applicable rate and amount must be shown separately for each net amount line |

8 | VAT exemption reference if VAT not charged | If no VAT is applied, the invoice must reference the legal basis or exemption clause justifying the zero-rate or exemption |

9 | Advance payment — last execution date, due date, and balance | Where advance payment is required, the invoice must indicate the last date of service or goods delivery, the payment due date, and the remaining balance to be paid |

10 | Credit note — invoice number being credited, one credit note per invoice | A credit note must always reference the specific invoice number it is correcting, and only one credit note may be issued per original invoice |

11 EU VAT Directive 2006/112/EC compliance | All invoices issued within the EU must comply with the sixth VAT Directive, which sets the minimum mandatory information required on a valid VAT invoice |

...

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2.5 Submitting Invoices to Accenture

- 2.5.1 Submitting Invoices to Accenture – Domestic Suppliers Within the Scope of the E-Invoicing Mandate
- 2.5.2 Submitting Invoices to Accenture – Domestic Suppliers Outside the Scope of the E-Invoicing Mandate and Foreign Suppliers

2.5.1 Submitting Invoices to Accenture – Domestic Suppliers Within the Scope of the E-Invoicing Mandate

Under France's mandatory B2B e-Invoicing reform, applicable domestic invoices must be submitted electronically through a **Plateforme Agréée (PA)/Authorized Platform**. The following guidance summarizes the requirements for each process type.

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- **Common PA Submission Requirements**

For all applicable process types:

- Submit applicable domestic B2B invoices through a PA in the required structured format.
- Address the invoice to the correct Accenture buyer legal entity and include the correct SIREN and VAT code to prevent rejection or processing delays.
- Use the process-specific Accounts Payable email address in the designated invoice note fields where required.

1.1 Invoice Submission Addresses

The following applies to the Accenture SAS CAM Song Only entity:

Accenture Entity Type	Accounts Payable Email Address
Accenture SAS - CAM Song ONLY	CAM.FR.einv@accenture.com

Buyer Legal Entities
Ensure that invoices are addressed to the correct buyer legal entity and include the correct SIREN number to avoid submission failures, invoice rejection, or processing delays (see Table 1.2 below).

Incorrect legal entity information may result in invoice rejection or processing delays.

Table 1.2
Buyer Legal Entity and SIREN Details

Accenture Entity Name	SIREN	VAT Code
Accenture S.A.S. - Accenture SAS - CAM Song ONLY	732075312 (suffix will be added / informed)	FR60732075312

- Suppliers must issue invoices promptly and no later than five days after the end of the month in which the related goods or services were delivered, or the relevant fees, costs, expenses, or charges were incurred.
- Submit each invoice within **five business days** of its issue date. Invoices received more than 30 days after the issue date, or after the due date has passed, will be disputed by Accenture. The supplier will be asked either to reissue the invoice with a new date or to issue an amending invoice.
- Suppliers should perform a reconciliation at least annually to identify any unpaid or outstanding invoices.
- 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.**

- **Other Systems Used for Invoice Submissions**

a) T360 - *This tool is only applicable for legal advisors*.

- In addition to submitting invoices through a **Plateforme Agréée (PA)**, continue to submit them through the **T360** tool as a parallel submission.
- Please use the **Invoice Note Subject Code** and **Invoice Note** fields available in your billing application to add **acn.France.lgi@accenture.com** as the email address for identification and correct processing.
- For support with T360 invoice submissions, contact **T360.administration@accenture.com**.

b) SAP RE-FX – *An electronic document exchange tool fully integrated with suppliers' ERP systems.*

- Landlords must follow the guidance provided by the local Workplace team. Each new landlord should receive these instructions from the local Workplace team at or around the time the lease is executed.
- Submit applicable domestic invoices electronically through the supplier's **Plateforme Agréée (PA)**.
- Enter **re.gal.mailbox@accenture.com** and the requester's email address in the **Invoice Note Subject Code** and **Invoice Note** fields of the structured invoice.
- Email the UBL-generated PDF copy to **re.gal.mailbox@accenture.com**
- For REFX invoice submission questions, contact France.Immo.Factures@accenture.com.

c) Beeline Suppliers – *This tool applies only to staffing agencies providing time-and-material services.*

- Generate the invoice in your invoicing application and assign it a unique invoice number.
- After approval of time and expenses, Beeline will generate an expense statement number in the format **LGIXXXXXXXXX_XX**.
- Retrieve the expense statement number from Beeline and include it on the original invoice.
- Submit the finalized invoice, containing all the required information, through your **Approved Platform (Plateforme Agréée)**.
- Enter the email address acn.France.lgi@accenture.com in the appropriate **Invoice Note Subject Code** or **Invoice Note** field. This information is required to identify and process the invoice correctly.
- Please note that if **your invoice does not match the Beeline pro forma invoice** (LGI reference, amount, and date), **we will not be able** to reconcile it with the Beeline expenses or **process it in our accounting system**.
- The submission frequency remains **weekly**.
- For any questions regarding this transition or for assistance, please contact **cxhelpdesk@accenture.com**.
- **Purchasing Legal Entities:** Please ensure that invoices are addressed to the correct purchasing legal entity and contain the correct **SIREN number** to avoid submission failures or invoice rejections (**see Table 1.2 above**). Incorrect legal entity information may result in invoice rejection or processing delays.

2.5.2 Submitting Invoices to Accenture – Domestic Suppliers Outside the Scope of the E-Invoicing Mandate and Foreign Suppliers

NOTE: The following instructions apply to suppliers that submit invoices manually, do not use a dedicated invoicing tool, and are outside the scope of the e-invoicing mandate. They do not apply to submissions made through tools such as Beeline or SAP RE-FX.

A foreign supplier is a supplier established outside France that invoices Accenture entities in France using a non-French VAT identification number and is not registered for VAT in France.

- Suppliers are requested to issue all invoices on a timely basis – at the latest within 15 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. Invoices received over 30 days after the invoice date – or where the invoice due date has already passed - will be disputed by Accenture, with a request to reissue with a new invoice date or to establish an amending invoice.

- 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.**
- Send an electronic copy of each invoice directly to CAM.FR.einv@accenture.com in a non-editable format, such as PDF or TIF.

- Submit one PDF file per invoice. Include all supporting documents for that invoice in the same PDF, with the invoice as the first page and the supporting documents on subsequent pages.
- Each attachment must not exceed 1 MB. Each email may contain no more than 20 attachments and must not exceed 10 MB in total, including attachments. Do not encrypt or digitally sign emails.
- You will receive a notification confirming whether the invoice submission was successful. The notification will include an invoice tracking number (URN). Use this URN in all communications concerning the invoice.
- Please do not submit original invoices to the Accenture 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.

Other Systems Used for Invoice Submissions

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

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

c) ***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.

d) 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.

2.6 Accenture Supplier Standards of Conduct

Accenture is committed to conducting business free from unlawful, unethical, or fraudulent activity. Suppliers are expected to act in accordance with the ethical and professional standards set out in the Accenture Supplier Standards of Conduct, including promptly reporting any unlawful, fraudulent, or unethical conduct. Accenture has established reporting mechanisms and prohibits retaliation or other adverse action against anyone who reports such conduct. The

Accenture Supplier Standards of Conduct are available at: https://www.accenture.com/us-en/about/company/business-ethics.

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.
- If you have not yet registered for MSP, create an account by selecting "Create new account" and following the registration process.
- Once registered, you will have access to a virtual agent that can answer questions. If further assistance is required, the virtual agent can connect you to an Accenture Helpdesk agent through live chat.
- Please note that the mailboxes listed in Section 2.5 are for invoice submissions only. Direct all other questions, concerns, or statements to our customer support team at CAM.Procurement.Supp@accenture.com.

3 Document Version Control

Owner: FBL Procurement Lead
Reviewers: Accenture Payables Lead & FBL Procurement Lead
Review Frequency: Bi-annually

Version #	Date	Reason for Change
v1.0	29/09/2026	New Guide created for CAM entity

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