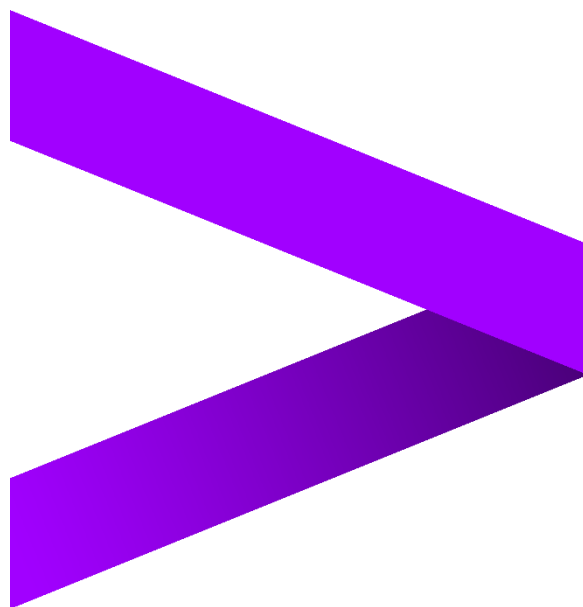




# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE CZECH REPUBLIC**



# 1.1 Contents

1.1	Contents.....	2
<b>2</b>	<b>Introduction .....</b>	<b>3</b>
2.1	<i>Establishing and Maintaining Your Accenture Supplier Profile .....</i>	3
2.2	<i>Credit Terms .....</i>	3
2.3	<i>Preparing Invoices for Accenture .....</i>	3
2.4	<i>Special Instructions for Purchase Order (PO) Invoices .....</i>	4
2.5	<i>Submitting Invoices to Accenture .....</i>	4
2.5.1	<i>Other Systems Used for Invoice Submissions .....</i>	5
2.6	<i>Accenture Supplier Standards of Conduct .....</i>	6
2.7	<i>Further Information &amp; Assistance .....</i>	6
<b>3</b>	<b>Document Version Control.....</b>	<b>7</b>

## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Czech Republic. 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 contact Accenture for support by e-mailing [cz.rtp@accenture.com](mailto:cz.rtp@accenture.com).
- If you haven't yet created your company's profile in Accenture Supplier Hub, please reach out to Accenture immediately by contacting [cz.rtp@accenture.com](mailto:cz.rtp@accenture.com) and you will be provided with guidance and a link to the Accenture Supplier Hub.

### 2.2 Credit Terms

- Accenture'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 with Accenture 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

Please include on the invoice all information required by tax regulations, in particular the following:

- 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 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 60xxxxxxx** 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.)
- Accenture Bill to Address (including Accenture Legal Entity):

<p><b>Accenture Services, s.r.o.</b>  Accounts Payable  Plynární 1617/10  170 00 Praha 7  Czech Republic  ICO: 26449251  DIC: <b>CZ26449251</b></p>	<p><b>Accenture Central Europe B.V.,  organizační složka</b>  Accounts Payable  Plynární 1617/10  170 00 Praha 7  Czech Republic  ICO: 16188632  DIC: <b>CZ16188632</b></p>
<p><b>SinnerSchrader Praha s.r.o.</b>  Accounts Payable  Drahobejlova 2400/15,  190 00 Praha 9, Libeň  Czech Republic  ICO: 24853666  DIC: <b>CZ24853666</b></p>	

- 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 require a Purchase Order (PO) for purchases of **\$1,000** 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)
- 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](mailto: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, however one invoice could be issued based on multiple POs created for the same Accenture Legal Entity.
- 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.
- 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 IQN, Ariba Network, Fieldglass, SAP RE-FX etc).**

- 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 **immediately from the invoice date**, without any delay.
- 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.czech@accenture.com](mailto:acn.inv.czech@accenture.com) in a non-manipulative format e.g. PDF,.
- Please submit 1 PDF document per invoice. Ensure that all supporting information related to a particular invoice is in 1 PDF file only (do not attach any other document in the format different from PDF), 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 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. 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 "**Finance Department**" – **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:

- 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](mailto:ACN.LA.EnablementSvc@accenture.com)
- T360** – *This tool is only applicable for legal advisors.*
  - Contact [T360.administration@accenture.com](mailto:T360.administration@accenture.com) for further assistance.

- c) **IQN** – *This tool is only applicable for staffing agencies providing Time & Material Services*
  - Contact [cxhelpdesk@accenture.com](mailto: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](mailto: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](http://www.accenture.com/codeofbusinessethics).

## 2.7 Further Information & Assistance

- Accenture is pleased to announce a new service for its suppliers and vendors called My Supplier Portal (MSP). MSP is a web-based tool which enables suppliers to view the status of their invoices and payments information via the internet 24x7.
- The full MSP link is:  
<https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
- Please note that the [acn.inv.czech@accenture.com](mailto:acn.inv.czech@accenture.com) email address is **for invoice submission only** – vendors submitting invoices via tools such as IQN, Ariba Network & Fieldglass should not use this mailbox. All queries, concerns or statements should be routed through our customer support team at [cz.rtp@accenture.com](mailto:cz.rtp@accenture.com).

### **Supplier Helpdesk:**

+420 225 578 135

### 3 Document Version Control

**Owner:** CEG P+ Lead  
**Reviewers:** Accenture Payables Lead & CEG P+ Lead, Controllership, Legal  
**Review Frequency:** Bi-annually

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	20/05/2020	New supplier guide created using global template. Feedback incorporated from controllership and payables.
v1.1	21/05/2020	Duplication removed from section 2.6
v1.2	03/06/2020	Additional entity 'bill to' address added to section 2.3
v2.0	01/09/2020	Addition of supplier hub details to section 2.1; Addition of SinnerSchrader to section 2.3; Minor amendment to section 2.4.
v3.0	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
v4.0	31/03/2023	Amendments (& minor cosmetic amendments) to Bill to address to section 2.3 & Minor addition to note to section 2.5 & Minor amendment to wording to section 2.1
v4.1	04/12/2023	Addition to note to section 2.5 & Addition to section 2.5.1 & Addition to section 2.7 & Minor cosmetic amendments

Copyright © 2023 Accenture  
All rights reserved.

Accenture and its logo are  
trademarks of Accenture.