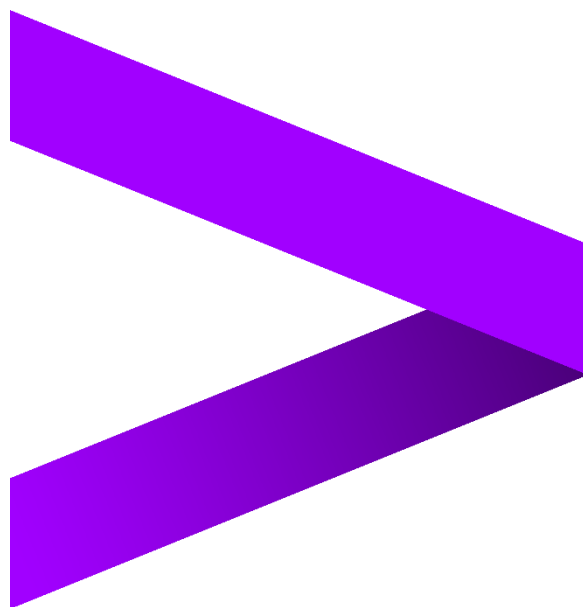




# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE PHILIPPINES**



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## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Inc. and its affiliates. 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](#).
- If you haven’t yet created your company’s profile in Accenture Supplier Hub, please reach out to Accenture immediately by contacting Accenture at [PhilsDC.Vendors@accenture.com](mailto:PhilsDC.Vendors@accenture.com) and you will be provided with guidance and a link to Accenture Supplier Hub.

### 2.2 Credit Terms

- Accenture’s standard payment terms are **60 days**, from the receipt of a satisfactory and compliant invoices (Refer to ‘Preparing Invoices’ section 2.3 and ‘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 taken into consideration whilst making the payments.

### 2.3 Preparing Invoices for Accenture and its Affiliate

Please include all of the following information or validation when issuing invoice and supplementary receipts:

- Invoice must be ATP compliant - **BIR RR18-2012** (*Philippine vendors only*)
- Invoice must contain details as per **BIR RR16-2005** Section 4.113.1 Invoicing Requirements

DOCUMENT DETAILS	ACCENTURE, INC.	ACCENTURE BUSINESS SERVICES, INC.
Date	Billing date	Billing date
Bill To	Accenture, Inc.	Accenture Business Services, Inc.
Bill To Address	7th Floor Cybergate Tower 1 Pioneer St., Mandaluyong City	IHUB2 Building North Bridgeway Ave., Northgate Cyberzone Alabang Muntinlupa City
Tax Identification Number	000 845 543 00000	220 770 460 00000
Business Style	n/a	n/a
Breakdown of Sales	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe  VAT Amount – if applicable, should be shown separately in the Invoice	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe  VAT Amount – if applicable, should be shown separately in the Invoice

- Requestor details (complete e-mail address) must be clearly provided on the invoice
- Purchase Order copy attached and quoted on the invoice
- Delivery date or service period clearly provided on the invoice
- For goods, signed delivery receipt, as applicable, must be attached to the invoice (with complete details as to delivery address, authorized Accenture POC name, signature and delivery date)
- For services, signed certificate of completion or service acknowledgement form, as applicable, must be attached to the invoice (with complete details as to service period, delivery address, authorized Accenture POC name, signature and acknowledgement date)
- Invoice vendor name must match PO vendor name
- Invoice currency must match PO currency
- Invoice line item description must match PO line item description
- PO must be valid with sufficient balance (amount/quantity)
- PO amount/line item amount sufficient to cover the invoice amount/line item amount
- PO quantity/line item quantity sufficient to cover the invoice quantity/line item quantity
- Invoice unit price must match PO unit price
- Purchase order with "Farm-In Permit: Yes" indicator must be duly supported by PEZA Farm In Permit copy with complete details (Control number, PO number, Item description, Delivery address, Signed/Authorized)
- Invoice, Delivery Receipt, Certificate of Completion, PEZA Farm-In Permit delivery address must match with PO delivery address
- Invoice must be billed and received within **90 days** from delivery date or service period end date
- 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 shall strictly enforce **"No PO No Payment"** policy. Please request a PO# from the requestor and clearly quote this on the invoice and attach a copy 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 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. (Refer to 'Preparing Invoices', section 2.3 for the complete guideline).
- 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 (e.g. "60xxxxxxx").
- 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 Special Instructions for SAP Field Glass Invoices

- When submitting an invoice in SAP FG, ensure to attach the ATP/CAS invoice softcopy and supporting documents e.g. Delivery Receipt, Acknowledgement Receipt, Certificate of Completion, as applicable
- Indicate correct tax code on the Adjustment Field. Follow the tax code assessment on Statement of Work (SOW) line item
- ATP/CAS Invoice amount should match with the SAP FG invoice amount
- Statement of Work (SOW) ID must be quoted on the ATP/CAS Invoice
- One (1) ATP/CAS Invoice is to one (1) SAP FG Invoice
- ATP/CAS hardcopy invoice must be submitted to the to the official receiving area. Refer to section 2.6 for guidance where to submit an invoice

## 2.6 Submitting Invoices and Official Receipts to Accenture and its Affiliate

- Suppliers are requested to issue all invoices on a timely basis – at the latest **within 90 days** after the date in which the associated goods or services were performed or in which such fees, costs, expenses or charges were incurred.
- 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 invoice being rejected or 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.**
- Invoice should be submitted to our **official invoice receiving area** only as mentioned below. Invoices routed to other channels or contacts will **not** be honored.

Accenture Suppliers	Accenture Business Services, Inc. Suppliers
<p><b>Manila Vendors</b> RTP Invoice and OR Drop Box Ground Floor Cybergate Tower 2, Pioneer Street, Mandaluyong City Monday – Friday, 8:00am – 5:00pm</p> <p><b>Cebu Vendors</b> RTP Invoice and OR Drop Box 14<sup>th</sup> Floor Reception Area eBloc2 IT Park Lahug Apas Cebu City Cebu Philippines 6000 Monday – Friday, 8:00am – 5:00pm</p> <p><b>Ilocos Vendors</b> Courier invoice and OR to: 9.48 Mailroom Cybergate Tower 1, Pioneer Street, Mandaluyong City, Philippines Monday – Friday, 8:00am – 5:00pm</p> <p><b>Foreign Vendors, Fieldglass, IQN, T360</b></p> <ul style="list-style-type: none"> <li>• You can send electronic invoices to <a href="mailto:acn.inv.manilaph@accenture.com">acn.inv.manilaph@accenture.com</a>.</li> </ul>	<p><b>Manila Vendors</b> RTP Invoice and OR Drop Box Ground Floor Cybergate Tower 2, Pioneer Street, Mandaluyong City Monday – Friday, 8:00am – 5:00pm</p> <p><b>Foreign Vendors, Fieldglass, IQN, T360</b></p> <ul style="list-style-type: none"> <li>• You can send electronic invoices to <a href="mailto:absi.philippines.inv@accenture.com">absi.philippines.inv@accenture.com</a>. Kindly observe below guidelines: <ul style="list-style-type: none"> <li>- Generation of unique reference (URN) is per attachment so make sure to attach invoice and any supporting documents e.g. PO copy, Delivery Receipt, email approval and etc. in one attachment as zipped file.</li> <li>- You can send multiple invoices in one email, just separately attach the invoices plus supporting documents in separate zipped files so the system will generate unique reference per attachment.</li> </ul> </li> </ul>

<p>Kindly observe below guidelines:</p> <ul style="list-style-type: none"> <li>- Generation of unique reference (URN) is per attachment so make sure to attach invoice and any supporting documents e.g. PO copy, Delivery Receipt, email approval and etc. in one attachment as zipped file.</li> <li>- You can send multiple invoices in one email, just separately attach the invoices plus supporting documents in separate zipped files so the system will generate unique reference per attachment.</li> <li>- These are the only allowed file types: DOC, .DOCX, .PDF, .TIF, .TIFF, .XLS, .XLSX, .ZIP, .RAR</li> <li>- The <a href="mailto:acn.inv.manilaph@accenture.com">acn.inv.manilaph@accenture.com</a> email id is for invoice submission only and queries to that email address will go unattended. All queries regarding your submission should be addressed only to <a href="mailto:PhilsDC.Vendors@accenture.com">PhilsDC.Vendors@accenture.com</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- These are the only allowed file types: DOC, .DOCX, .PDF, .TIF, .TIFF, .XLS, .XLSX, .ZIP, .RAR</li> </ul> <p>The <a href="mailto:absi.philippines.inv@accenture.com">absi.philippines.inv@accenture.com</a> email id is for invoice submission only and queries to that email address will go unattended. All queries regarding your submission should be addressed only to <a href="mailto:PhilsDC.Vendors@accenture.com">PhilsDC.Vendors@accenture.com</a>.</p>
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- Accenture shall not honor any invoice received after three (3) months from date of service or delivery of goods.
- Please check with customer support team (see section 2.8) 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.
- Accenture’s approved mode of payment is through Electronic Fund Transfer (EFT). You shall receive a Payment Advice to inform you of the payment we made. This notification should trigger the issuance and submission of Official Receipt/Collection Receipt (applicable for Philippine vendors only):

- Official receipts should be submitted immediately upon receipt of payment in the location specified below.
- Official receipts should be compliant with BIR RR18-2012, RMO 12-2013, RR 16-2005 Sec 4.113-1. Non-compliant ORs shall be consequently rejected.
- Non-submission and/or delays in submission of ORs shall force Accenture to hold succeeding payments.
- Official receipts should indicate the following:

DOCUMENT DETAILS	ACCENTURE, INC.	ACCENTURE BUSINESS SERVICES, INC.
Date	Issuance date – <i>payment received date</i>	Issuance date – <i>payment received date</i>
Received From	Accenture, Inc.	Accenture Business Services, Inc.
Address	7th Floor Cybergate Tower 1 Pioneer St., Mandaluyong City	IHUB2 Building North Bridgeway Ave., Northgate Cyberzone Alabang Muntinlupa City
Tax Identification Number	000 845 543 00000	220 770 460 00000
Business Style	n/a	n/a

Amount	Amount paid as indicated in our Payment Advice and should <u>not</u> be net of any bank charges deducted by the recipient bank (To avoid inward bank charge, nominate a bank account that is PesoNet registered.)	Amount paid as indicated in our Payment Advice and should <u>not</u> be net of any bank charges deducted by the recipient bank (To avoid inward bank charge, nominate a bank account that is PesoNet registered.)
Breakdown of Sales	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe
Reference	VAT Amount – if applicable, should be shown separately in the Invoice Clearing Reference as provided in our Payment Advice	VAT Amount – if applicable, should be shown separately in the Invoice Clearing Reference as provided in our Payment Advice

### Sample Official Receipt

IN SETTLEMENT OF THE FOLLOWING		<h2 style="text-align: center;">ABC Car Service Corporation</h2> <p style="text-align: center; font-size: small;">456 Malaya Street Plainview Mandaluyong City VAT Reg. TIN XXX-XXX-XXXX</p>	
DESCRIPTION	AMOUNT		
Total Sales (Vat Inclusive)	11,200.00	<b>OFFICIAL RECEIPT</b>  No. XXXXX Date <u>03/01/2021</u>  Received from <u>Accenture, Inc.</u> with TIN <u>000-345-543-00000</u> and address at <u>7th Floor Robinsons Cybergate 1 Pioneer St., Mandaluyong City</u> engage in the business style of <u>Accenture, Inc.</u> , the sum of <u>Eleven thousand</u> pesos (P <u>11,000.00</u> ) as full/partial payment for <u>Invoice #5432 Car Rental 06/01/2021 - 06/15/2021</u> <u>Clearing Reference 2000XXXXX</u>  <div style="font-size: x-small;">             50 Booklets (50x2) 10501 - 130000              BIR Authority to Print No.: XXXXXXXXXXXXXXXXXXXX              Date Issued: MM-DD-YYYY Valid Until: MM-DD-YYYY              Non-VAT Reg. TIN: XXX-XXX-XXX-XXXX DEF Graphics              111 Rosario Street Barangka Ilaya Mandaluyong City              Printer Accreditation No.: XXXXXXXXXXXXXXXXXXXX              Date Issued: MM-DD-YYYY           </div> <div style="text-align: right; margin-top: 10px;">               Authorized Representative           </div>	
Less: VAT	1,200.00		
TOTAL	10,000.00		
Less: Withholding Tax	200.00		
Total	9,800.00		
Add: VAT	1,200.00		
Total Amount Due	11,000.00		
VATable Sales	10,000.00		
VAT Exempt Sales			
VAT Zero Rated Sales			
Add: VAT	1,200.00		
TOTAL SALES	11,200.00		
<b>PAYMENT IN FORM OF:</b> <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> CASH		<p style="text-align: center; font-size: x-small;">"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"</p>	

### 2.6.1 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:

- 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.com](mailto:ACN.LA.EnablementSvc@accenture.com)
- b) **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)
  - 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.

## **2.7 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).

## **2.8 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 Helpdesk Agent.
- Please note that the mailboxes mentioned in section 2.6 are intended for invoice submissions only. All other queries, concerns or statements should be routed through our customer support team at [PhilsDC.Vendors@accenture.com](mailto:PhilsDC.Vendors@accenture.com).



### 3 Document Version Control

**Owner:** Philippines P+ Lead  
**Reviewer:** Accenture Payables Lead and Philippines P+ Lead  
**Review Frequency:** Bi-annually

Version #	Date	Reason for Change
v1.0	27/04/2020	Transferred existing supplier guide to new global template
v2.0	07/07/2020	Amended to include details of Accenture affiliates (Orbium)
v2.1	11/09/2020	Amendment to Cebu Vendor address in section 2.5
v2.2.1	25/05/2021	Removed Orbium; Amended to include details of Accenture affiliate AIGSS – BPI; Updated invoice receiving method from receiving area to drop box & Addition to invoice submissions to section 2.5.1
v3.0	29/09/2021	Amended to include additional requirements for Invoice and Official Receipt: <ul style="list-style-type: none"> <li>- Section 2.3 - Highlight Revenue Regulation, include Tax Identification Number, Address, Business Style and Breakdown of Sales as a requirement on issuance of invoice</li> <li>- Section 2.5 - Highlight Revenue Regulation, include Tax Identification Number, Address, Business Style and Breakdown of Sales as a required field for Official Receipt, change presentation from a bullet point to a table format and provide a sample of a filled-up Official Receipt as reference &amp; Accenture Supplier Standards of Conduct moved to section 2.6 &amp; Minor amendment to note to section 2.5</li> </ul>
v3.1	07/13/2022	Updated Invoicing and Official Receipts Requirements <ul style="list-style-type: none"> <li>- Section 2.3 and 2.6 – Changed Bill To/Received From, Business Style to Accenture Business Services, Inc. and changed ABSI email address</li> <li>- Section 2.5 – Amended/Added Special Instructions for SAP Field Glass Invoices</li> </ul>

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v3.2	11/11/2022	Updated Accenture Business Services, Inc. - Section 2.6 – Changed Mail to address From, AIG Shared Services – Business Processing, Inc. to Accenture Business Services, Inc.
v4.0	15/11/2023	Addition to section 2.6.1 & Addition to note to section 2.6 & Addition to section 2.8
v4.1	12/12/2023	Amendments to section 2.6
v5.0	25/03/2024	Amendments to section 2.8 & Amendment to note to section 2.6

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