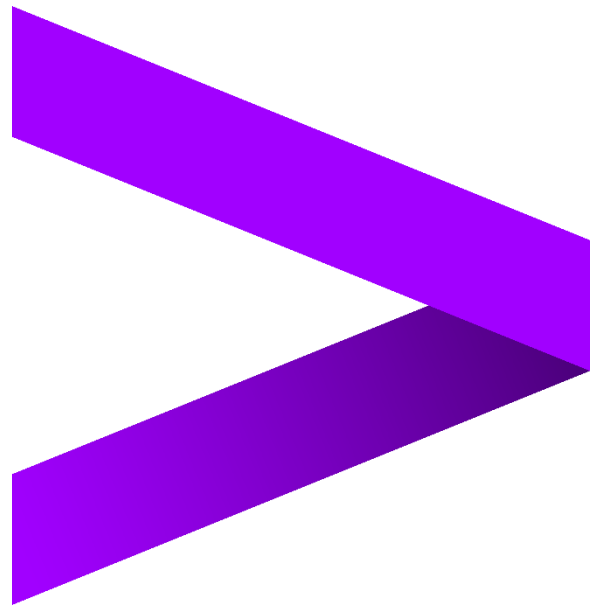


Accenture Song

# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE SONG BRAND**

**DENMARK A/S**



# 1.1 Contents

1.1	Contents .....	2
<b>2</b>	<b>Introduction.....</b>	<b>3</b>
2.1	Establishing and Maintaining Your Supplier Profile.....	3
2.2	Credit Terms .....	3
2.3	Preparing Invoices for Accenture Song Brand Denmark A/S .....	3
2.4	Special Instructions for Purchase Order (PO) Invoices .....	4
2.5	Submitting Invoices to Accenture Song Brand Denmark A/S .....	4
2.6	Accenture Song Brand Denmark A/S Supplier Standards of Conduct .....	5
2.7	Further Information & Assistance.....	6
<b>3</b>	<b>Document Version Control .....</b>	<b>7</b>

## 2 Introduction

**Accenture Song Brand Denmark A/S is fully owned by Accenture. With effect from September 1st, 2021, Accenture Song Brand Denmark A/S and its affiliates have started to apply Accenture's Procurement processes, which are set out below.**

Dear Supplier, thank you for providing goods or services to Accenture Song Brand Denmark A/S. Accenture Song Brand Denmark A/S 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 Brand Denmark A/S 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 Brand Denmark A/S 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 companies' profile in the [Supplier Hub](#) and update your details.
- If you haven't 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 Brand Denmark A/S's standard payment terms are **30 days**, from the receipt of a valid legal duly submitted VAT invoice (Refer to 'Submitting invoices' to 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 for Accenture Song Brand Denmark A/S

Please include all 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, tax rate and detailed description and quantity of the goods or services that were delivered or rendered.
- E-mail address of the Accenture Song Brand Denmark A/S 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 Brand Denmark A/S Purchase Order (PO) number **beginning with 60xxxxxxx or 80xxxxxxx** on the invoice (where the goods & services are provided against a PO). **Note:** Accenture Song Brand Denmark A/S *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 Brand Denmark A/S VAT Number - **DK41474106**
  
- **Bill to Address:**

**Accenture Song Brand Denmark A/S**  
Vestergade 10B  
Copenhagen 1456  
Denmark  
VAT Number: **DK41474106**

- 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: Any incomplete information may result in delay in payment from Accenture Song Brand Denmark A/S**

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

- Accenture Song Brand Denmark A/S require a Purchase Order (PO) for all 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 Brand Denmark A/S 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 (eg "**60xxxxxxx**").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture Song Brand Denmark A/S requestor to update the PO as required.

#### **2.5 Submitting Invoices to Accenture Song Brand Denmark A/S**

**NOTE:** If you are a supplier who has agreed to invoice Accenture Song Brand Denmark A/S 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. (**Note:**

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)).

- 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 Brand Denmark A/S, 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 Brand Denmark A/S 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.DK.einv@accenture.com](mailto:CAM.DK.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 Song Brand Denmark A/S employees will be deemed as not received.
- Please do not submit original invoices to the Accenture Song Brand Denmark A/S 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.

## **2.6 Accenture Song Brand Denmark A/S Supplier Standards of Conduct**

Accenture Song Brand Denmark A/S 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 Brand Denmark A/S set forth in the Accenture Song Brand Denmark A/S Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent or unethical conduct. Accenture Song Brand Denmark A/S has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Accenture Song Brand Denmark A/S 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**

- 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 2.5 are 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](mailto:CAM.Procurement.Supp@accenture.com).

### 3 Document Version Control

**Owner:** DK P+ Lead  
**Reviewers:** Accenture Payables Lead & DK P+ Lead  
**Review Frequency:** Bi-annually

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	01/09/2021	New guide created
v2.0	08/01/2022	Supplier Standards of Conduct moved to section 2.6 & Minor amendment to Introduction
v3.0	31/05/2022	New Accenture Song logo updated
v3.1	09/06/2022	New Legal entity name updated
v4.0	15/04/2024	Amendment to section 2.7 & Minor cosmetic amendments to section 2.3 & Amendments to section 2.5

Copyright © 2024 Accenture  
All rights reserved.

Accenture and its logo are  
trademarks of Accenture.