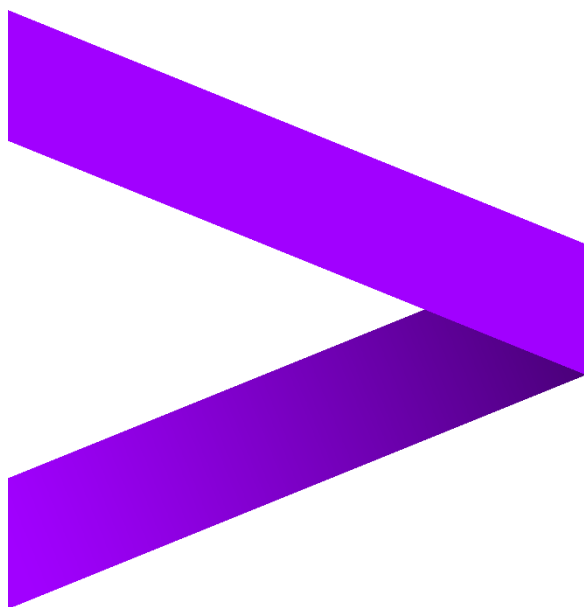




# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE MAINLAND CHINA**



## 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>	<i>3</i>
2.2	<i>Payment Terms .....</i>	<i>3</i>
2.3	<i>Preparing Invoices for Accenture .....</i>	<i>3</i>
2.4	<i>Special Instructions for Purchase Order (PO) Invoices.....</i>	<i>4</i>
2.5	<i>Submitting Invoices to Accenture .....</i>	<i>4</i>
2.5.1	<i>Other Systems Used for Invoice Submissions .....</i>	<i>5</i>
2.6	<i>Accenture Supplier Standards of Conduct.....</i>	<i>5</i>
2.7	<i>Further Information &amp; Assistance .....</i>	<i>6</i>
2.8	<i>Invoice to Addresses.....</i>	<i>6</i>
<b>3</b>	<b>Document Version Control .....</b>	<b>10</b>

## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture. 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 have on file are always current. If your company name, mailing address, Purchase Order (PO) receipt email address, contact information, bank information, phone numbers or fax numbers change, please notify Accenture immediately by e-mailing [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com).

### 2.2 Payment Terms

- Accenture's standard payment terms are **60 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 taken into consideration whilst making the payments.

### 2.3 Preparing Invoices for Accenture

Please include all of the following information on the invoice:

- Your full legal Name, Address, taxpayer's Identification number
- Invoice number
- Invoice date
- Invoice amount (in letter)
- Invoice amount
- Detailed description or invoice nature of the goods or services that were delivered or rendered
- Accenture Purchase Order (PO) number **beginning with 60XXXXXXXX** on the invoices (where the goods & services are provided against a PO). **Note:** Please type the PO number in the comments field on the invoice, please do not write. Please do not mark the purchase order number with a highlighter as this affects the quality of our invoice scanning. 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.
- E-mail address of the Accenture contact who requested the goods or services. **Note:** If invoices are sent by mail, the Accenture contact person must write on the packages. 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.*

- Company chop
- State tax bureau supervised-made seal
- Your complete banking details (Bank name, Account number, etc.)
- Accenture Bill to Address (including Accenture Legal Entity) – see section 2.8 for full details.

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

- It is very important when supplying goods or services to Accenture, to do so only upon receipt of an official Purchase Order (PO). At the discretion of Accenture, goods or services received without an official purchase order would risk non-payment, unless an alternative arrangement has already been agreed with our procurement function. You can contact Accenture Procurement at [procurement.support@accenture.com](mailto:procurement.support@accenture.com).
- Accenture's official Purchase Orders will be sent via email or fax notifications from Accenture's procurement tool, Ariba Buyer, bearing the sender's address via email: [Accenture.Purc.Order@accenture.com](mailto:Accenture.Purc.Order@accenture.com). Please ensure you are able to receive emails from this address accordingly.
- Accenture requires a Purchase Order (PO) for all invoices, regardless of value. 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 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 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 etc).**

- Suppliers are requested to issue 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.
- Please send original Hard copy invoice(s) directly to Accenture contact who requested the goods or services 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 rejected by Accenture, with a request to reissue with a new invoice date.

- Suppliers should send their invoice 'for the attention of' the Accenture contact at the 'Invoice To' address, unless otherwise directed by their Accenture contact.
  - The Accenture contact can be found in the Purchase Order: "Requested by: xxx".
- 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 check with customer support team (see section 2.7) before re-submitting any invoices that were submitted earlier. **Invoices sent to non-Accenture mailboxes will be deemed as not received.**
- A reconciliation exercise should be completed by the supplier on at least an annual basis to ensure there are no outstanding invoices unpaid.

### 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:

- 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.

## 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>
- All queries, concerns or statements should be routed through our customer support team at [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com).
- For information regarding your Accenture Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Accenture at [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com).
- In the event of any conflicts between English version and the others, the English version prevails.

## 2.8 Invoice to Addresses

<b>Accenture (China) Co., Ltd.</b> Room 3002-41, 30/F, Central Plaza, NO. 381 Huai Hai Middle Road, Shanghai 200020, China  埃森哲（中国）有限公司 上海市淮海中路 381 号中 环广场 30 层 3002-41 室 200020	<b>Accenture (China) Co., Ltd Beijing Branch</b> No. 1- 12, 2101, Building 1, No. 1 East Third Ring Middle Road, Chaoyang District, Beijing 100020, China  埃森哲（中国）有限公司北京分公司 北京朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 1-12 号 100020	<b>Accenture Technology Solutions (Dalian) Co., Ltd</b> Floor 3, Floor 402, Floor 5 to 11, Building 24, No.44, Software Park East Road, Shahekou District, Dalian 116023, China  埃森哲信息技术（大连）有限公司 辽宁省大连市沙河口区软件园东路 44 号 24 号楼三层、四层 402 号、五层至十一层 116023
<b>Accenture Technology Solutions (Dalian) Co., Ltd Shanghai Branch</b> Room 3001-3008, 30 / F, Room 3102-3107, 31 / F, No.1027 Changning Road, Changning District, Shanghai, China  埃森哲信息技术（大连）有限公司上海分公司 上海市长宁区长宁路 1027 号 30 楼 3001-3008 室，31 楼 3102-3107 室	<b>Accenture (China) Co., Ltd Guangzhou Branch</b> Room 1315, No. 898 Tianhe Bei Road, Tianhe District, Guangzhou, Guangdong 510898, China  埃森哲（中国）有限公司广州分公司 广州市天河区天河北路 898 号 1315, 510898	<b>Avanade (Guangzhou) Technology Consulting Co., Ltd</b> Room 1314, 13/F, Xinyuan building, NO.898, Tianhe Bei Road, Tianhe District, Guangzhou, China  广州埃维诺技术咨询有限公司 广州市天河区天河北路 898 号信源大厦 13 楼 1314 室

<p><b>Avanade (GZ) Technology Consulting Co., Ltd Shanghai Branch</b> Room 3001, 30/F No.381 Middle Huaihai Road, Huangpu District, Shanghai, China</p> <p>广州埃维诺技术咨询有限公司上海分公司 上海市黄浦区淮海中路 381 号 30 层 3001 室</p>	<p><b>Qi Jie (Beijing) Information Technology Co., Ltd</b> No. 13, 2101, Building 1, No. 1 East Third Ring Middle Road, Chaoyang District, Beijing 100025, China</p> <p>启捷（北京）信息技术有限公司 北京朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 13 号 100025</p>	<p><b>Accenture (China) Co., Ltd Zhabei Branch</b> 6/F-7/F, Building 5, 1898 Gong He Xin Road, Jing'an District, Shanghai 200072, China</p> <p>埃森哲（中国）有限公司闸北分公司 上海市静安区共和新路 1898 号第 5 幢第 6-7 层 200072</p>
<p><b>Accenture (China) Co., Ltd Guangzhou Tianhe Branch</b> 13/F, No. 898 Tianhe Bei Road, Tianhe District, Guangzhou Guangdong 510898, China</p> <p>埃森哲（中国）有限公司广州天河分公司 广州市天河区天河北路 898 号 13 楼 510898</p>	<p><b>Accenture (China) Co., Ltd Chengdu Branch</b> 9th Floor, building 2 (E5 Building of Tianfu Software Park), No.1366 Middle Section of Tianfu Avenue, High-tech Zone, Chengdu 610041, China</p> <p>埃森哲（中国）有限公司成都分公司 成都市高新区天府大道中段 1366 号 2 栋（天府软件园 E5 座）,9 层 610041</p>	<p><b>Avanade (Guangzhou) Technology Consulting Co. Ltd Beijing Branch</b> Unit 16, Inside 2101, Unit 2, Building 1, No. 1 East 3rd Ring Middle Road, Chaoyang District, Beijing, China</p> <p>广州埃维诺技术咨询有限公司北京分公司 北京市朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 16 号单元</p>
<p><b>Accenture (China) Co., Ltd Shenzhen Branch</b> 06B-08, 15/F AVIC Center, No.1018, Hua fu Road, Huaqiangbei street, Futian District, Shenzhen, China</p> <p>埃森哲（中国）有限公司深圳分公司 深圳福田区华强北街道华富路 1018 号中航中心大厦 15 楼 06B、07、08 单元</p>	<p><b>Accenture Enterprise Development (Shanghai) Co., Ltd.</b> Room 502, C4 Building, West 1168, No.1687, Changyang Road, Yangpu District, Shanghai, China</p> <p>埃森哲企业发展（上海）有限公司 上海市杨浦区长阳路 1687 号西 1168 幢 C4 座 502 室 200126</p>	<p><b>Shun Zhe Technology Development Co., Ltd</b> Room 501, Block C4, West 1168 building, No.1687 Changyang Road, Yangpu District, Shanghai, China</p> <p>顺哲科技发展有限公司 上海市杨浦区长阳路 1687 号西 1168 幢 C4 座 501 室</p>

<p><b>Shanghai Baiyue Advertising Co., Ltd</b> Room P292, No. 107, Lane 421, Si Ping Road, Hong Kou District, Shanghai, China</p> <p>上海拜越广告有限公司 上海市虹口区四平路 421 弄 107 号 P292 室</p>	<p><b>Chengdu Mensa Advertising Co., Ltd</b> No. 639, 6/F, Unit 11, Building 1, No. 8, Section 1, Jinhua Road, Jinjiang District, Chengdu, China</p> <p>成都门萨广告有限公司 成都市锦江区锦华路一段 8 号 1 栋 11 单元 6 层 639 号</p>	<p><b>SH designaffairs Business Consulting (Shang-hai) Co., Ltd. - (designaffairs AFF CHINA</b> Room 205, building 4A-No.50, Moganshan Rd, Putuo District, Shanghai, China</p> <p>大略商务咨询（上海）有限公司 上海市普陀区莫干山路 50 号 4A 楼 205 室</p>
<p><b>Accenture (Shenzhen) Technology Co., Ltd</b> B3102, B3103, Building 10, Shenzhen Bay Eco-Technology Park, NO.10, Gaoxin Nan Jiu Road, Hi-Tech Zone Community, Yuehai Street, Nanshan District, Shenzhen, China</p> <p>埃森哲（深圳）科技有限公司 深圳市南山区粤海街道高新区社区南九道 10 号深圳湾科技生态园 10 栋 B3102、B3103</p>	<p><b>Accenture (China) Co., Ltd Nanjing Branch</b> Room 206, Building 26, Nanjing National Leading Talent Entrepreneurship Park, No. 66, Lingjiao, Qinhuai District, Nanjing, China 13816000532</p> <p>埃森哲（中国）有限公司南京分公司 南京市秦淮区菱角市 66 号南京国家领军人才创业园 26 栋 206 室 13816000532</p>	<p><b>FutureMove Automotive Co., Ltd</b> Room 701-15, Floor 7 No. 2 Haidian Dong San Street Haidian District, Beijing 100080, China</p> <p>飞驰镁物（北京）信息服务有限公司 北京市海淀区海淀东三街 2 号 7 层 701-15 室 100080</p>
<p><b>FutureMove (Beijing) Automotive Technology Co., Ltd</b> Room 133, 1st floor, NO.30 building, Zhiqiang North Area, Haidian District, Beijing, China</p> <p>飞驰镁物（北京）汽车科技有限公司 北京市海淀区志强北园 30 号楼 1 层 133 号</p>	<p><b>FutureMove (Beijing) Auto Tech Co., Ltd Shanghai Branch</b> Room 342 ,2/F, No25-1 Hongcao Road Xuhui District, Shanghai 200233, China</p> <p>飞驰镁物（北京）汽车科技有限公司上海分公司 上海市徐汇区虹漕路 25-1 号 2 层 342 室 200233</p>	<p><b>Beijing Zhidao Future Consulting Co., Ltd</b> Room 701-18, 7/F, No. 2 Haidian Dong San Street Haidian District, Beijing, China</p> <p>北京致道未来咨询有限公司 北京市海淀区海淀东三街 2 号 7 层 701-18 室</p>



<p><b>Accenture Qiyun Technology (Hangzhou) Co., Ltd</b> Room 1301/1302/1303, Building B, No. 459 Qianmo Road, Xixing Street, Binjiang District, Hangzhou City, Zhejiang Province, China</p> <p>埃森哲云科技（杭州）有限公司 浙江省杭州市滨江区西兴街道阡陌路 459 号 B 楼 1301/1302/1303 室</p>	<p><b>Accenture Qiyun Technology (Hangzhou) Co., Ltd Beijing Branch</b> 1709-A019, 17/F, No. 9, North Fourth Ring West Road, Haidian District, Beijing, China</p> <p>埃森哲云科技（杭州）有限公司北京分公司 北京市海淀区北四环西路 9 号 17 层 1709-A019</p>	<p><b>Accenture Qiyun Technology (Hangzhou) Co., Ltd Shanghai Branch</b> Room302, Zone H, Floor 3, Building 3, # 8 Xiushan Road, Chengqiao Zhen ,Chongming District, Shanghai</p> <p>埃森哲云科技（杭州）有限公司上海分公司 上海市崇明区城桥镇秀山路 8 号 3 幢三层 H 区 302</p>
<p><b>Accenture Qiyun Technology (Hangzhou) Co., Ltd Dalian Branch</b> Room301, Building 27, Zone A, Information Valley, Dalian Software Park, 951 Huangpu Road, Dalian High-Tech Industrial Park, Liaoning Province, China</p> <p>埃森哲云科技（杭州）有限公司大连分公司 辽宁省大连高新产业园区黄埔路 951 号大连软件园信息谷 A 区 27 号楼 301 室</p>	<p><b>Accenture Qiyun Technology (Hangzhou) Co., Ltd Guangzhou Branch</b> 13/F, 898 Tianhe Bei Road, Tianhe District, Guangzhou, China</p> <p>埃森哲云科技（杭州）有限公司广州市分公司 广州市天河区天河北路 898 号 13 楼</p>	<p><b>Avanade (Guangzhou) Technology Consulting Co., Ltd Dalian Branch</b> Room301-3, Building 27, Zone A, Information Valley, Dalian Software Park, 951 Huangpu Road, Dalian Hi Tech Industrial Park, Liaoning Province, China</p> <p>广州埃维诺技术咨询有限公司大连分公司 辽宁省大连高新技术产业园区黄浦路 951 号大连软件园信息谷 A 区 27 号楼 301-3 室</p>

### 3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	04/06/2020	Existing supplier guide transferred to new global template, reviewed by all leads
v1.1	12/04/2021	Amendment of bill to address to section 2.7 & Addition to invoice submissions to section 2.5.1
v1.2	28/04/2021	Amendment of bill to address to section 2.7
v2.0	11/10/2021	Accenture Supplier Standards of Conduct moved to section 2.6 & Minor amendment to note to section 2.5
v3.0	06/03/2023	Multiple amendments to Bill to address to section 2.8
v4.0	26/09/2023	Addition to note to section 2.5 (FG)

Copyright © 2023 Accenture  
All rights reserved.

Accenture and its logo are  
trademarks of Accenture.