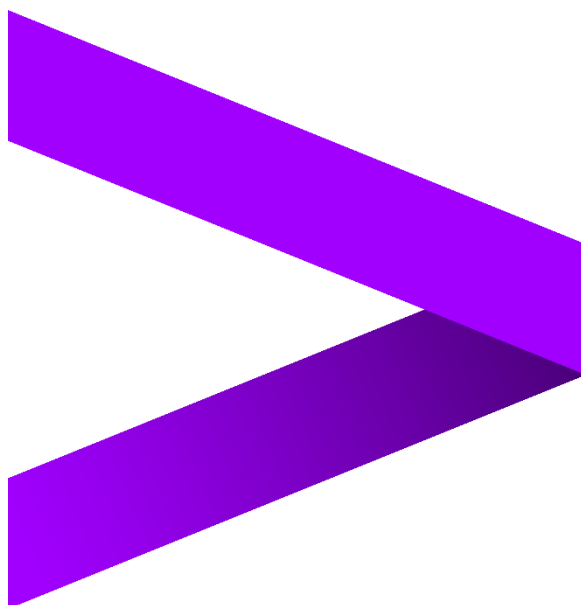




SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE EESTI OÜ ESTONIA



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2 Introduction

Accenture Eesti OÜ is fully owned by Accenture. With effect from 1st April 2022, Accenture Eesti OÜ 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 Eesti OÜ Estonia. Accenture Eesti OÜ 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 Eesti OU Supplier Profile

- Please make sure the contact and payment information Accenture Eesti OÜ 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 Eesti OÜ immediately by updating the details in your company's profile in the [Supplier Hub](#) OR by e-mailing AP.Nordics.Support@accenture.com for assistance. If you haven't yet created your company's profile in Accenture Eesti OÜ Supplier Hub, please reach out to Accenture Eesti OÜ immediately by contacting AP.Nordics.Support@accenture.com and you will be provided with guidance and a link to the Accenture Supplier Hub.

2.2 Credit Terms

- Accenture Eesti OÜ's standard payment terms are **30 days** from the invoice date, unless alternative payment terms have been agreed in writing with Accenture Eesti OÜ Procurement Plus. Please ensure that the invoice due date on the invoice is stated accordingly.

2.3 Preparing Invoices for Accenture Eesti OU

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, and detailed description of the goods or services that were delivered or rendered.
- E-mail address of the Accenture Eesti OÜ 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 Eesti OÜ Purchase Order (PO) number **beginning with 60xxxxxxx or 76xxxxxxx** on the invoices (where the goods & services are provided against a PO). **Note:** *Accenture Eesti OÜ 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 Eesti OÜ VAT Number (as mentioned below)
- Accenture Eesti OÜ Bill to Address (including Accenture Eesti OÜ Legal Entity and VAT Number):

Accenture Eesti OÜ

Harjumaa, Tallinn linn,
Veskiposti tn 2, 10138
Estonia
VAT: **EE 102246322**

- Subcontractor invoices should be supported by copies of signed timesheets (wherever applicable).
- 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

- If you are providing goods and services to Accenture Eesti OÜ 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 "**60xxxxxxxx**").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture Eesti OÜ requestor to update the PO as required.

2.5 Submitting Invoices to Accenture Eesti OU

NOTE: The below instructions are intended for vendors who submit invoices manually, not using a specific tool (eg IQN, Ariba Network, SAP RE-FX 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.
- Kindly submit all invoices within **5 business days** from the 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 Eesti OÜ 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.estonia.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 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 Eesti OÜ employees will be deemed as not received.**
- Please do **not** submit original invoices to the Accenture Eesti OÜ 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 – **please do not send directly to your Accenture Eesti OÜ contact.**

2.5.1 Other Systems Used for Invoice Submissions

Accenture Eesti OÜ also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Accenture Eesti OÜ 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
- b) **T360** – *This tool is only applicable for legal advisors.*
 - Contact 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 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 ServiceSOW@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 Eesti OÜ Supplier Standards of Conduct

Accenture Eesti OÜ 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 Eesti OÜ set forth in the Accenture Eesti OÜ Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent or unethical conduct. Accenture Eesti OÜ has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Accenture Eesti OÜ Supplier Standards of Conduct can be found at the following address: www.accenture.com/codeofbusinessethics.

2.7 Further Information & Assistance

- Accenture Eesti OÜ 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.estonia.einv@accenture.com email address is for **invoice submission only** – all queries, concerns or statements should be routed through our customer support team at AP.Nordics.Support@accenture.com.
- For information regarding your Accenture Eesti OÜ Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Accenture Eesti OÜ at AP.Nordics.Support@accenture.com.
- Our Customer Service representatives are available at the below numbers, Monday through Friday to provide you with assistance from 12:00 to 18:00 (GMT). Please call: 80 88 35 18 / 19 (free phone) or + 420 225 578 751.

3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	22/02/2022	New Supplier's guide created as per global template.
v2.0	18/09/2023	Amendment to Legal Entity name & Addition to section 2.5.1 & minor cosmetic amendments as per global template & Minor cosmetic amendment to wording to section 2.1.

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