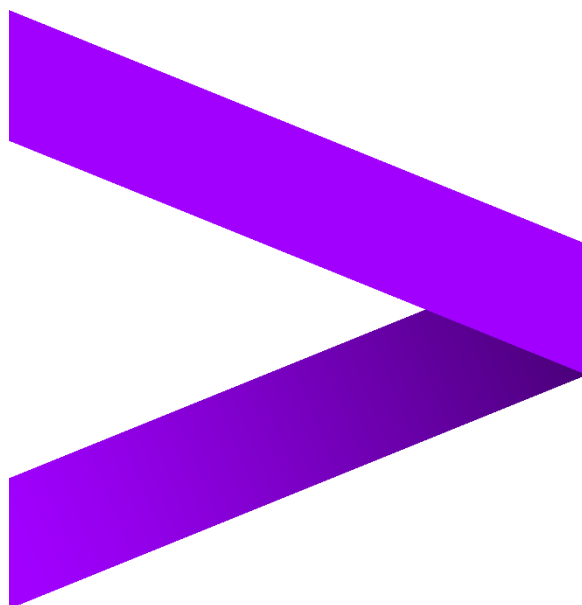




SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE POLAND



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Poland. 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 by updating the details in your company's profile in the [Supplier Hub](#) OR contact Accenture for support by e-mailing to Poland.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 Poland.rtp@accenture.com and you will be provided with guidance and a link to the Accenture Supplier Hub.
- All vendors using Polish VAT number should have their bank account registered in the official register of Ministry of Finance of Poland for VAT payers.

2.2 Credit Terms

- Accenture's standard payment terms are **30 days** from the date of issuance of a valid VAT Invoice duly submitted or provided to Accenture (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 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 60XXXXXXXX** 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 and VAT number):

Accenture Sp. z o.o. UL. SIENNA 39 00-121 Warszawa Poland VAT (NIP): PL5260015900	Accenture BPS Services Sp. z o.o. UL. SIENNA 39 00-121 Warszawa Poland VAT (NIP): PL5272946768
Accenture Services Sp. z o.o. UL. SIENNA 39 00-121 Warszawa Poland VAT(NIP):PL5252219143	Accenture Digital Inside Sales Sp.z o.o. UL. TOWAROWA 28 00-839 Warszawa Poland VAT (NIP): PL5223030609
Accenture Solutions II Sp z o.o UL. SIENNA 39 00-121 Warszawa Poland VAT (NIP): PL5252966621	Avanade Poland Sp. z o.o. ul. Lubicz 23A 31-503 Kraków VAT (NIP): PL6751443534
Avanade Consulting Poland Sp. z o.o. ul. Sienna 39 00-121 Warszawa VAT (NIP): PL5272955000	

- 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)
- 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 Beeline, 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 within five (5) business days of the invoice date. This requirement does not apply to KSeF invoices, which are submitted automatically upon issuance.
- 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.**
- All domestic invoices, for applicable VAT taxpayers, should be issued and transmitted via the **KSeF platform** in the XML format.
- Invoices should be validated and assigned a KSeF ID by the national system before processing.
- Please enter the below required data in the **Buyer's Contact** section of the structured invoice for Accenture and Avanade.
 - Under the **Dane kontaktowe** section, in the E-mail field 2: Please enter acn.inv.poland@accenture.com.
 - Under the **Dane kontaktowe** section, in the E-mail field 3: Please enter the Accenture/Avanade employee email ID (who requested the goods or services).
 - Under the **NrZamowienia** field in the KSeF, please enter the Purchase order number.
- All corresponding banking details must be included on the structured invoice.
- Employee paid expenses must be specified KSeF using the available field in the FA(3) structure:
 - **Subject3** to indicate an employee-related invoice.
 - Employee name - Mandatory
 - Role code **is 11 (for Employee expense)** - Mandatory

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) **T360** – *This tool is only applicable for legal advisors.*
 - Please enter the below required data in the **Buyer's Contact** section of the structured invoice for Accenture and Avanade
 - Under the **Dane kontaktowe** section, in the E-mail field 2: Please enter acn.nonocr.poland@accenture.com

- Under the **NrZamowienia** field in the KSeF, please enter the Matter number, you get from T360
- Once the invoice is submitted and acknowledged via KSeF, please continue the current process in T360 for review, approval, and payments
- Contact T360.administration@accenture.com for further assistance.

b) Beeline – *This tool is only applicable for staffing agencies providing Time & Material Services*

- Please enter the below required data in the **Buyer's Contact** section of the structured invoice for Accenture and Avanade.
- Under the **Dane kontaktowe** section, in the E-mail field 2: Please enter acn.inv.pol.ign@accenture.com.
- Under the NrZamowienia field in the KSeF, please enter the charges statement number.
- All corresponding banking details must be included on the structured invoice.
- Please continue with the regular actions and processes as of date in the Beeline tool.
- Contact cxhelpdesk@accenture.com for further assistance.

c) SAPRE-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.
- Please enter the below required data in the **Buyer's Contact** section of the structured invoice for Accenture and Avanade
- Under the **Dane kontaktowe** section, in the E-mail field 2: Please enter re.iceg.mailbox@accenture.com
- Under the **Dane kontaktowe** section, in the E-mail field 3: Please enter the **Accenture/Avanade employee email ID** (who requested the goods or services).
- Contract number (in the **NrZamowienia** field in the KSeF invoice XML file)
Under the **NrZamowienia** field in the KSeF, please enter the Matter number.
- All corresponding banking details must be included on the structured invoice.
- Should you have any questions or need any support, please contact alicja.gal@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.

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 poland.rtp@accenture.com.

3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	06/02/2020	Transfer of previous guide into new global template
v1.1	24/02/2020	Amendments to section 2.2
v1.2	14/10/2020	Addition of supplier hub details to section 2.1
v2.0	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
v3.0	13/03/2023	Amendment to bill to address & minor cosmetic amendment to section 2.3 & Minor amendment to wording to section 2.1
v4.0	16/06/2023	Amendments & addition to bill to address to section 2.3
v4.1	24/10/2023	Addition to section 2.5.1 (FG)
v5.0	13/03/2024	Addition to section 2.3 & Amendment to section 2.7 & Amendment to section 2.5 & Addition to section 2.5.1
v5.1	19/12/2024	Amendment to section 2.5 & 2.5.1. Change IQN to Beeline.
v5.2	06/05/2025	Amendment to section 2.3. Add new Bill To Address.
v5.3	22/08/2025	Amendment to section 2.3. Remove and Adjust Bill To Address.
v5.4	23/02/2026	Amendment to section 2.3. Add Avanade Bill To Address.
v5.5	24/06/2026	Amendment to section 2.3.

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