



# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE SWITZERLAND**



# 1.1 Contents

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

## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Switzerland. 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](#) OR by e-mailing [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com) for assistance.
- If you haven't yet created your company's profile in Accenture Supplier Hub, please reach out to Accenture immediately by contacting [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com) and you will be provided with guidance and a link to the Accenture Supplier Hub.

### 2.2 Credit Terms

- Accenture's standard payment terms are **30 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, 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 60xxxxxxx or 76xxxxxxx** 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 and VAT number.  
(Please use this address & VAT number, **unless specified differently in the contract**):

<b>Accenture AG</b> Fraumuensterstrasse 16 CH 8001 Zuerich Switzerland VAT: <b>CHE-116.320.451 MWST</b>	<b>Accenture Services AG</b> Fraumuensterstrasse 16 CH 8001 Zuerich Switzerland VAT: <b>CHE-116.320.451 MWST</b>
<b>Orbium AG</b> STOCKERSTRASSE 38 8002 Zuerich Switzerland VAT: <b>CHE-110.348.037 MWST</b>	<b>Trivadis AG</b> Sägereistrasse 29 8152 Glattbrugg Switzerland VAT: <b>CHE-116.320.451 MWST</b>

- 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 requires 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)
- Accenture’s official Purchase Orders will be sent via email notifications from Accenture’s procurement tool, Ariba Buyer, bearing the senders address: [Accenture.Purc.Order@accenture.com](mailto:Accenture.Purc.Order@accenture.com). Please ensure you are able to receive emails from this address accordingly.
- 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, 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 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.switzerland.inv@accenture.com](mailto:acn.switzerland.inv@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 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.
- Please ensure all invoices are submitted electronically to [acn.switzerland.inv@accenture.com](mailto:acn.switzerland.inv@accenture.com).

### 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:

- 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)
- T360** – *This tool is only applicable for legal advisors.*
  - Contact [T360.administration@accenture.com](mailto:T360.administration@accenture.com) for further assistance.
- 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)

- By using Fieldglass, you have agreed to RCTI (Recipient Created Tax Invoice), hence you shall not attach your own ERP invoice to the RCTI created by Fieldglass.
- 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.

## 2.6 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

- 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 [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com).

### 3 Document Version Control

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

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	08/04/2020	Amendments to previous supplier guide & transfer to new global template
v1.1	30/06/2020	Amendment to phone number in section 2.6
v2.0	01/09/2020	Addition of supplier hub details in section 2.1. Minor amendment to section 2.4.
v3.0	29/09/2021	Accenture Supplier Standards of Conduct moved to section 2.6 & Addition to invoice submissions to section 2.5.1 & Minor amendment to note to section 2.5
v3.1	08/12/2022	Amendment to payment terms to section 2.2 & Addition to Bill to Address to Section 2.3
v4.0	13/10/2023	Addition to section 2.5.1 & Addition to note to section 2.5 & Addition to section 2.7 & Minor amendment to wording to section 2.1 & Minor cosmetic amendments
v4.1	11/12/2023	Addition to section 2.5.1 (FG) & Minor amendments to wording to section 2.3
v5.0	21/03/2024	Amendments to section 2.7 & Amendment and Minor addition to section 2.5

Copyright © 2024 Accenture  
All rights reserved.

Accenture and its logo are  
trademarks of Accenture.