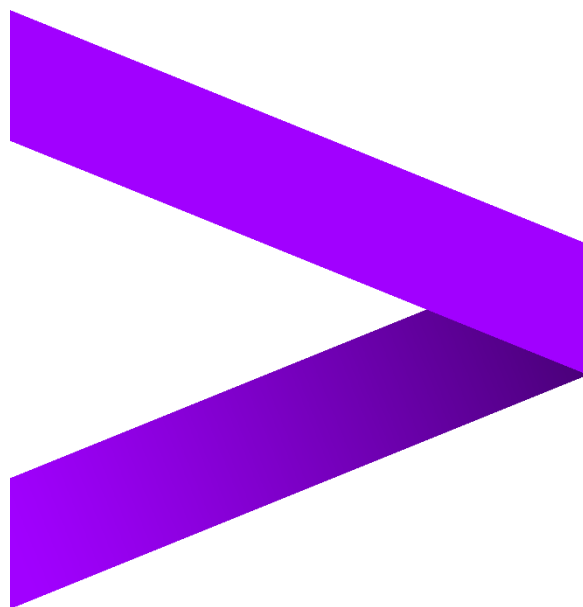




# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE BRAZIL**



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## 1 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Group. Accenture always aims to pay suppliers on time, within the payment terms that have been agreed, and will also follow local government regulations. 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 Establishing and maintaining your Accenture supplier profile

- In case you need to update your supplier profile, you kindly need to log onto our Supplier Registration Portal <http://accenturesupplierportal.com.br/> and review the data you'd like to update. Please make sure that the contact and payment information that Accenture has is always up to date. If your mailing address, business email address, contact information, banking information or phone numbers change, please notify us as soon as possible. Also, please keep in mind that for bank information updates (and other critical data, such as email, telephone) there will be a cross check carried out by mail or telephone.
- In case you need additional support to update your data in our Portal, you can contact us through the following box [VendorMasterSS@accenture.com](mailto:VendorMasterSS@accenture.com).

## 3 Payment Terms

- Accenture's standard payment terms are **45 net days** from the date of a valid legal duly submitted VAT Invoice (Refer to Submitting Invoices, section 5), unless alternate payment terms have been agreed and formally documented. Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

## 4 Preparing invoices for Accenture

- **Information Required**

Please include all the following information on the invoice.

- **Information of your company:**

- Full legal name of your company or natural person issuing the invoice.
- VAT Identification Number.
- Tax Address.
- Total amount due.
- Detailed description of delivered goods or rendered services (price and quantity, net amount, VAT percentage, VAT amount, gross amount).
- Tax rate or taxes applied.
- Your complete banking details (Sort code, Swift Code, Account #, IBAN, etc).

➤ **Accenture information:**

- Accenture VAT number and general data: street address, city, zip code and country where goods or services were delivered (Refer to 'Accenture companies', section 8).
- Accenture SOW number, Accenture Purchase Order (PO) number beginning with **60XXXXXXXX** or **76XXXXXXXX** on the invoices (where the goods & services are provided against a PO).
- 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 SOW/PO number has been provided.*

## 5 Submitting invoices for Accenture

Please note that Accenture will only pay you in case you have a formal order from Accenture in one of the following tools:

### 5.1 **Ariba Buynow**- This tool is only applicable for invoicing goods only or non-electronic documents.

- Accenture requires a Purchase Order (PO) for **all** purchases. Please request a PO# before providing any services so that you don't have any risk of delaying your payments or being non-compliant with Accenture policies. In case of any doubt please contact [procurement.support@accenture.com](mailto:procurement.support@accenture.com)
- 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 reference only a valid PO number (eg "**60**xxxxxxxx" or "**76**xxxxxxxx").
- 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.
- Invoices must be delivered within **5 business days** and no later than the 20th of each month. **Invoices from previous months will be rejected.** The delay in delivering the documents, or the incorrect sending of them, will automatically extend the due date by the same number of days as the delay, without incurring any interest or penalties.
- All invoices for services withholding ISS and INSS received after the 20th of each month will be returned for cancellation and they will have to be re-invoiced. Make sure to send them before to the 20th of each month.
- Companies that qualify for the Simples Nacional must submit, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- Tax-exempt companies for Pis, Cofins, and CSLL must deliver, together with the tax document, a declaration proving the non-obligation to withhold these taxes,

non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.

- The company with an address outside the city of São Paulo or Rio de Janeiro, but which provides services to Accenture in one of these municipalities must keep its registration updated in these city halls, in order to guarantee the non-retention of ISS.
- Send the original invoice to the following mailbox: [nfecontasapagar@accenture.com](mailto:nfecontasapagar@accenture.com).
- 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.**

## **5.2 T360** – *This tool is only applicable for legal advisors.*

- Enter your Company Profile. If you are to submit invoices through T360° tool, you should have already be contacted by Accenture regarding you training in the matter. Contact [T360.administration@accenture.com](mailto:T360.administration@accenture.com) for further assistance
- **Submit timekeeper data.** For detailed instructions on how to submit timekeeper data refer to the job aids titled, 'Member Upload Guide for Data Exchange' and 'How to Enter Accenture Timekeeper Data, in the T360° Document Library.
- **The electronic invoice must be submitted to T360°.**
- The details and item-wise breakup on the invoice must match exactly with the description noted on the T360° Invoice profile (for example, the 'Bill To' address must match exactly that outlined in T360°). Always reference the appropriate Matter number for each invoice.
- Invoices must be delivered within **5 business days** and no later than the 20th of each month. **Invoices from previous months will be rejected.** The delay in delivering the documents, or the incorrect sending of them, will automatically extend the due date by the same number of days as the delay, without incurring any interest or penalties.
- All invoices for services withholding ISS and INSS received after the 20th of each month will be returned for cancellation and they will have to be re-invoiced. Make sure to send them before to the 20th of each month.
- Companies that qualify for the Simples Nacional must submit, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- Tax-exempt companies for Pis, Cofins, and CSLL must deliver, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- The company with an address outside the city of São Paulo or Rio de Janeiro, but which provides services to Accenture in one of these municipalities must keep its registration updated in these city halls, in order to guarantee the non-retention of ISS.
- Please **DO NOT** submit original invoices to the Share mailbox - [nfecontasapagar@accenture.com](mailto:nfecontasapagar@accenture.com) -nor to the person who requested the goods or services. If your requestor needs a copy, they can see it in the system.
- 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.**

**5.3 IQN** – *This tool is only applicable for staffing agencies providing Time & Material Services.*

- You should approve the WO in the system. If you are to submit invoices through IQN tool, you should have already be contacted by Accenture regarding you training in the matter. Contact [cxhelpdesk@accenture.com](mailto:cxhelpdesk@accenture.com) for further assistance.
- Generate your invoice accordingly with the Invoice Report generated in the system.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the Invoice Report (for example, the 'Bill To' address must match exactly that outlined in the Invoice Report).
- Invoices must be delivered within **5 business days** and no later than the 20th of each month. **Invoices from previous months will be rejected.** The delay in delivering the documents, or the incorrect sending of them, will automatically extend the due date by the same number of days as the delay, without incurring any interest or penalties.
- All invoices for services withholding ISS and INSS received after the 20th of each month will be returned for cancellation and they will have to be re-invoiced. Make sure to send them before to the 20th of each month.
- Companies that qualify for the Simples Nacional must submit, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- Tax-exempt companies for Pis, Cofins, and CSLL must deliver, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- The company with an address outside the city of São Paulo or Rio de Janeiro, but which provides services to Accenture in one of these municipalities must keep its registration updated in these city halls, in order to guarantee the non-retention of ISS.
- Send the original invoice to the following mailbox: [nfecontasapagar@accenture.com](mailto:nfecontasapagar@accenture.com).
- 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.**

**5.4 Fieldglass** – This tool will be used for electronic invoicing of services and goods and all other requests not contemplated in the tools mentioned above.

- You will receive the invitation request to the tool by mail. Once the invitation is accepted, you will be able to invoice through it.
- To submit your invoices, you must first accept the Statement of Work (SOW) in the system by going to <http://sow.accenture.com/>
- Once your Statement is fully approved, you must follow the steps of the invoicing Job Aids. The first step is to enter the SOW of the contract, go to the "Characteristics" tab and select the line (Milestone) that you want to bill and make the billing request. Once the request is submitted, your Responsible Buyer

within Accenture will receive the order and approve it if agreed. As soon as you receive approval from the Milestone, you must generate your invoice following the Brazil billing criteria and attach the PDF and the XML file to the Milestone.

- The details on the invoice must exactly match the description stated in the Milestone (for example, the billing address must exactly match the one described in the SOW). Always reference the SOW number listed for each invoice that functions as your Purchase Order in this tool.
- Invoices must be delivered within **5 business days** and no later than the 20th of each month. **Invoices from previous months will be rejected.** The delay in delivering the documents, or the incorrect sending of them, will automatically extend the due date by the same number of days as the delay, without incurring any interest or penalties.
- All invoices for services withholding ISS and INSS received after the 20th of each month will be returned for cancellation and they will have to be re-invoiced. Make sure to send them before to the 20th of each month.
- Companies that qualify for the Simples Nacional must submit, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- Tax-exempt companies for Pis, Cofins, and CSLL must deliver, together with the tax document, a declaration proving the non-obligation to withhold these taxes, non-delivery will result in the withholding of taxes releasing Accenture from returning it to the supplier.
- The company with an address outside the city of São Paulo or Rio de Janeiro, but which provides services to Accenture in one of these municipalities must keep its registration updated in these city halls, in order to guarantee the non-retention of ISS.
- Please **DO NOT** submit original invoices to the Share mailbox - [nfecontasapagar@accenture.com](mailto:nfecontasapagar@accenture.com) -nor to the person who requested the goods or services. If your requestor needs a copy, they can see it in the system.
- 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 supplier materials are uploaded into the [SAP Fieldglass Reference Library](#)
- For help submitting your invoices, please contact [VendorMasterSS@accenture.com](mailto:VendorMasterSS@accenture.com) or [BA.RTP.FG.Payables@accenture.com](mailto:BA.RTP.FG.Payables@accenture.com).

#### **5.5 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.

## **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).

## 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 [contas.a.pagar.br@accenture.com](mailto:contas.a.pagar.br@accenture.com).

## 8 Accenture Companies

- ACCENTURE DO BRASIL LTDA (1500)**

CNPJ	Endereço	Cidade	Estado
96.534.094/0001-58	Rua Alexandre Dumas, nº 2051	São Paulo	São Paulo
96.534.094/0002-39	Av. Republica do Chile,nº 500 - 18,17 Pavimento loja C terreo	Rio de Janeiro	Rio de Janeiro
96.534.094/0005-81	Rua José Alexandre Buaiz , 300 - 20.andar salas 2001 à 2004, 2014 á 2017, 2021,2023 e 2023B	Vitoria - Bairro - Enseada do Sua	Espirito Santo
96.534.094/0006-62	Rua Marechal Deodoro, nº 558 - Ed. Oscar Santos	Curitiba	Parana
96.534.094/0007-43	RUA BONNARD, (GREEN VALLEY I), 980 BLOCO 10 NIVEIS 4-5 E 6 BLOCO 11 NIVEIS 5-6 E 7 BLOCO 12 NIVEL 6 BLOCO 13 NIVEL 6 E BLOCO 15 NIVEL 6	Barueri	São Paulo
96.534.094/0010-49	AV DOS ANDRADAS, 3000 Complemento ANDAR 7 SALA 71 SALA 72 SALA 73 SALA 74 Bairro Santa Efigênia.	Belo Horizonte	Minas Gerais
96.534.094/0009-05	R URUGUAI, 335 Complemento ANDAR 17 SALA 177 - Centro Historico	Porto Alegre	Rio Grande do Sul
96.534.094/0008-24	Q SCS QUADRA 9 ,BLOCO C TORRE C SALAS 1001 A 1003,ASA SUL	Brasilia	Distrito Federal
96.534.094/0019-87*	R: Doutor Francisco Portela, 451 sobrado. Bairro Centro	Macaé	Rio de Janeiro
96.534.094/0015-53	Av.do Contorno, 3455 Galpão 8, sala 35 Bairro Paulo Camilo	Betim	Minas Gerais
96.534.094/0024-44	R: Brasilio Machado,355, 2 andar Bairro Centro	São Bernardo do Campo	São Paulo
96.534.094/0027-97	R. Cais do Apolo ,222 10ºandar sala A Edif. Vasco Rodrigues - Recife Antigo	Recife	Pernambuco
96.534.094/0028-78	AV SENADOR ARGEMIRO DE FIGUEIREDO,1901 BLO7 SUB 02 - BAIRRO ITARARE	CAMPINA GRANDE	Paraiba



96.534.094/0031-73	AV CONDE DA BOA VISTA, 8 ANDAR 9 ANDAR	RECIFE	Pernambuco
96.534.094/0030-92	Rua Senador Milton Campos, 145 - 3o. andar - Vila da Serra	Nova Lima	Minas Gerais
96.534.094/0037-69	Av. Das Nações Unidas, 11541 Andar 3 Conj 32, Brooklin Paulista - São Paulo-SP	São Paulo	São Paulo
96.534.094/0040-64	AV TANCREDO NEVES, 620 TORRE EMPRESARIAL SALA 3305 - BAIRRO CAMINHO DAS ARVORES	Salvador	Bahia
96.534.094/0039-20	Avenida Alfredo Lisboa s/n - Armazem 9	Recife	Pernambuco
96.534.094/0042-26	Avenida Alfredo Lisboa, S/N - armazem 12 - 1 Pav sala 101 e 102 - bairro Recife	Recife	Pernambuco
96.534.094/0041-45	Avenida Alfredo Lisboa, S/N - Armazem 13 - 1 Pav sala 101 e 102 - bairro Recife	Recife	Pernambuco
96.534.094/0005-81	AV FERNANDO FERRARI,1000	SAO MATEUS	Espírito Santo
96.534.094/0043-07	Rua Dom Aquino, n. 1354 - Sala 101	Campo Grande	Mato Grosso do Sul
96.534.094/0044-98	Rua Gomes de Carvalho,1510 - Conjunto 22 - Vila Olímpia, São Paulo SP	São Paulo	São Paulo
96.534.094/0045-79	Rua Senador José Henriques, 199;1.andar salas 101 a 110;2.andar salas 201 a 210;3.andar salas 301 a 310;Bairro Ilha do Leite - Recife PE	Recife-PE	Pernambuco
96.534.094/0047-30	R. Araçá, 65 - Jardim do Estádio - Santo André - Salão 03	Santo André	São Paulo
96.534.094/0048-11	AV JOSE CABALLERO,171 3 ANDAR BAIRRO VILA BASTOS MUNICIPIO SANTO ANTER	Santo André	São Paulo
96.534.094/0051-17	AVENIDA ENGENHEIRO LUIZ CARLOS BERRINI	São Paulo	São Paulo
96.534.094/0022-82	AV PRESIDENTE WILSON, 231-SAL 2903.	Rio de Janeiro	Rio de Janeiro
96.534.094/0050-36	Rua C, n. 392 - Quadra 36 Lote 014	Parauapebas	Pará
96.534.094/0055-40	R CAROLINA SUCUPIRA, 1368, SALA 02 2 PAV	Aldeota	Fortaleza Ceará

- AVANADE DO BRASIL LTDA (1507)**

CNPJ	Endereço	Cidade	Estado
04.049.976/0005-33	Rua Senador Milton Campos,145 4 andar , Bairro Vila da Serra	Nova Lima	Minas Gerais
04.049.976/0001-00	Rua Bonnard, 980 bl 10 nivel 6	Barueri	São Paulo
04.049.976/0002-90	Rua Alexandre Dumas, nº 2051 - Terreo Ala B, sala 01	SÃO PAULO	São Paulo
04.049.976/0004-52	Rua Cais do Apolo, 222 - 10.andar pte. - Bairro Recife Antigo	Recife	PE
04.049.976/0003-71	Avenida República do Chile, 500, 18 Andar Parte Bairro Centro	Rio de Janeiro	RJ

- VIVERE BRASIL SERVIÇOS E SOLUÇÕES S.A (1510)**

CNPJ	Endereço	Cidade	Estado
09.392.068/0001-38	R ALEXANDRE DUMAS 2051 2 ANDAR ALA A	SÃO PAULO	SÃO PAULO
09.392.068/0004-80	RUA BONNARD,980 BL.13 - 1 andar - parte	BARUERI	SÃO PAULO
09.392.068/0001-38	RUA ALEXANDRE DUMAS, 2051 - 2.ANDAR ALA A	SAO PAULO	SÃO PAULO

- **GAPSO SERVIÇOS DE INFORMATICA LTDA (1513)**

CNPJ	Endereço	Cidade	Estado
05.583.021/0001-09	Av. Republica do Chile,500 Andar 17 parte	Rio de Janeiro	Rio de Janeiro
05.583.021/0002-81	AV DOS ANDRADAS, 3000- 8 andar Sala 81 Bairro - Santa Efigenia	Belo Horizonte	MINAS GERAIS
05.583.021/0004-43	R. SENADOR MILTON CAMPOS,145 ANDAR 2 SALA GRANADA	NOVA LIMA	MINAS GERAIS

- **ACCENTURE SONG COMUNICACAO LTDA (1514)**

CNPJ	Endereço	Cidade	Estado
11.174.561/0001-23	Rua Gomes de carvalho, 1510	São Paulo	São Paulo
11.174.561/0004-76	AV MOFARREJ,1188 - Bairro: VILA LEOPOLDINA	São Paulo	São Paulo
11.174.561/0005-57	Avenida Pastor Martin Luther King Jr., n. 126, Bloco 10, Ala B403, Del Castilho	Rio de Janeiro	Rio de Janeiro

- **ACCENTURE SONG PRODUTORA BRASIL LTDA (1517)**

CNPJ	Endereço	Cidade	Estado
08.948.263/0001-39	AV MOFARREJ ,1188- Bairro VILA LEOPOLDINA	SAO PAULO	SAO PAULO

- **ACCENTURE HEALTH (1535)**

CNPJ	Endereço	Cidade	Estado
52.381.255/0001-45	R DOS OTONI 742, SANTA EFIGENIA	Belo Horizonte	Minas Gerais
52.381.255/0002-26	R SENADOR MILTON CAMPOS 145, andar 3, VILA DA SERRA	Nova Lima	Minas Gerais

## 9 Document Version Control

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

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	02/02/2021	Transfer of supplier guide to new global template. Update to 'submitting invoices to Accenture' section and Accenture Group Branches.
v2.0	1/10/2021	Accenture Supplier Standards of Conduct moved to section 6 & Minor addition to contact details of Fieldglass to section 5
v3.0	08/11/2022	Guidelines have been updated for further context & Amendment to section 8 (Legal address has been updated) & Amendment to section 5.4 (Fieldglass tool paragraph has been updated).
v4.0	02/10/2023	Addition to section 8 & Addition to section 2.7 & Addition to section 5.5 & Minor cosmetic amendments
v5.0	10/03/2024	Amendment to section 7
v5.1	22/04/2024	Additions to section 8

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