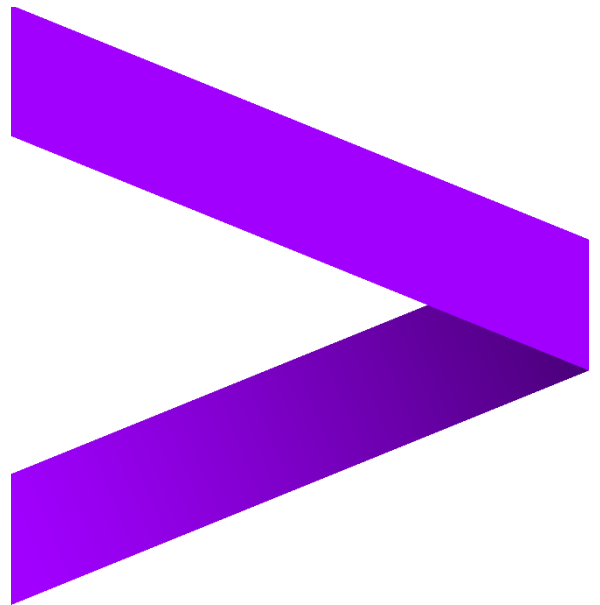


**Accenture** Song

**SUPPLIER'S GUIDE TO  
INVOICING**

**— Accenture Song Brand UK  
Limited**



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## 2 Introduction

**Accenture Song Brand UK Limited is fully owned by Accenture. With effect from December 1<sup>st</sup>, 2019. Accenture Song Brand UK Limited and its affiliates have started to apply Accenture's Procurement processes, which are set out below.**

Thank you for providing goods or services to Accenture Song Brand UK Limited. Accenture Song Brand UK Limited 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 Supplier Profile

- Accenture Song Brand UK Limited now uses an online portal called Supplier Hub for maintaining contact and payment details for all suppliers.
- Please make sure the contact and payment information Accenture Song Brand UK Limited have on file is always current. If your mailing address, Purchase Order (PO) receipt email address, contact information, bank information, or phone numbers change, please go to your company's profile in the [Supplier Hub](#) and update your details.
- If you have not yet created your company's profile in the Supplier Hub, please contact [CAM.Procurement.Supp@accenture.com](mailto:CAM.Procurement.Supp@accenture.com) and you will be provided with guidance and a link to the Supplier Hub.

### 2.2 Credit Terms

- Accenture Song Brand UK Limited'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 and/or applicable as per local government regulations.
- Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

### 2.3 Preparing Invoices

Please include all 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 Song Brand UK Limited 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 Song Brand UK Limited Purchase Order (PO) number beginning with **60XXXXXXXX or 80XXXXXXXX** on the invoices (where the goods & services are provided against a PO). Note: Accenture Song Brand UK Limited 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 Song Brand UK Limited VAT Number **GB 108268319**
- Bill to Address (including Legal Entity and VAT number):

**Accenture Song Brand UK Limited**

Farringdon Place  
 20 Farringdon Road  
 London  
 EC1M 3HE  
 United Kingdom

**VAT: GB 108268319**

- 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 Song Brand UK Limited requires a Purchase Order (PO) for purchases of **\$5,000** 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 Song Brand UK Limited under more than one PO, you must invoice 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 ("PRXXXX") will **not** be accepted, please quote only a valid PO number (e.g., "60xxxxxxx").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture Song Brand UK Limited requestor to update the PO as required.

## 2.5 Submitting Invoices

**NOTE: The below instructions are intended for vendors who submit invoices manually, not using a specific tool (e.g., IQN, Ariba Network, SAP RE-FX etc).**

- Suppliers are requested to generate 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 **2 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 Song Brand UK Limited, with a request to reissue with a new 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 Song Brand UK Limited 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 [CAM.UK.einv@accenture.com](mailto:CAM.UK.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 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 the customer support team (see section 2.7) before resubmitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to Accenture Song Brand UK Limited employees will be deemed as not received.**
- Please do **not** submit original invoices to the Accenture Song Brand UK Limited 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 mark "FAO: Carlos Queiroz" – **do not send it directly to your Accenture Song Brand UK Limited contact.**

### 2.5.1 Other Systems Used for Invoice Submissions

Accenture Song Brand UK Limited also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Accenture Song Brand UK Limited 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.
- 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 Supplier Standards of Conduct

Accenture Song Brand UK Limited 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 Song Brand UK Limited set forth in the Accenture Song Brand UK Limited Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent, or unethical conduct. Accenture Song Brand UK Limited has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Accenture Song Brand UK Limited 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 [CAM.Procurement.Supp@accenture.com](mailto:CAM.Procurement.Supp@accenture.com)

### **Supplier Hub Helpdesk:**

<https://supplierhub.accenture.com/>

### 3 Document Version Control

**Owner:** UK/I P+ Lead  
**Reviewers:** Accenture Payables Lead & UK/I P+ Lead  
**Review Frequency:** Bi-annually

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	01/09/2020	Transfer of supplier guide into new global template. Updated with feedback from AP lead & agency finance; Supplier hub details added.
v1.1	10/09/2020	Minor amendment to wording in section 2.5
v2.0	25/09/2021	Supplier Standards of Conduct moved to section 2.6 & Addition to invoice submissions to section 2.5.1
v3.0	31/05/2022	New Accenture Song logo updated
v3.1	09/08/2022	Legal entity name updated
v4.0	25/03/2024	Amendments to section 2.7 & Amendments to section 2.5 & Minor cosmetic amendments to section 2.3 & Addition to note to section 2.5 & Additions to section 2.5.1

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