

Accenture Song

SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE SONG Entities

1.1 Contents

1.1 Contents	2
2 Introduction	3
2.1 Establishing and Maintaining Your Supplier Profile.....	3
2.2 Credit Terms.....	3
2.3 Preparing Invoices	3
2.4 Special Instructions for Purchase Order (PO) Invoices.....	4
2.5 Submitting Invoices	5
2.6 Supplier Standards of Conduct	6
2.7 Further Information & Assistance.....	6
3 Document Version Control.....	7

2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Song entities mentioned below:

- **Accenture Song Brand Cape Town (Pty) Ltd**
- **Accenture Song Brand Johannesburg (Pty) Ltd**
- **Accenture Song Digital (South Africa) (Pty) Ltd**
- **Accenture Song Media (South Africa) (Pty) Ltd**

We always aim 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 cooperation 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 use an online portal called Supplier Hub for maintaining contact and payment details for all suppliers.
- Please make sure the contact and payment details that Accenture Song has on file are 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 and you will be provided with guidance and a link to the Supplier Hub.

2.2 Credit Terms

- 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 upon in writing with us.
- 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 contact who requested the goods or services. **Note:** *This employee will be asked to confirm receipt of the goods or services and verify the accuracy of the invoice before the payment can be released. This is essential if no PO number has been provided.*

- Our Purchase Order (PO) number beginning with **60XXXXXXXX** or **80XXXXXXXX** on the invoices (where the goods & services are provided against a PO). **Note:** We 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).
- **Bill to Address and VAT number**
(Please use the correct legal entity & VAT number):

Accenture Song Brand Cape Town (Pty) Ltd Building No 3 Waterfall Corporate Campus 74 Waterfall Drive Waterfall City Midrand Gauteng 1685 VAT - 4500249026	Accenture Song Brand Johannesburg (Pty) Ltd Building No 3 Waterfall Corporate Campus 74 Waterfall Drive Waterfall City Midrand Gauteng 1685 VAT - 4560264618
Accenture Song Digital (South Africa) (Pty) Ltd Building No 3 Waterfall Corporate Campus 74 Waterfall Drive Waterfall City Midrand Gauteng 1685 VAT - 4280189863	Accenture Song Media (South Africa) (Pty) Ltd Building No 3 Waterfall Corporate Campus 74 Waterfall Drive Waterfall City Midrand Gauteng 1685 VAT - 4930198553

- 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

- We require a Purchase Order (PO) for purchases of **\$5,000** and over.
- Please request a PO# from the requestor and 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 us 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 (e.g., "**60xxxxxxxx**").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your 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 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 **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, 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 entities be liable for any fees, costs, expenses, or other charges where invoices are not submitted accurately or promptly.
- Please send a soft copy of the invoice (s) directly to CAM.ZA.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 the customer support team (see section 2.7) before resubmitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to our employees will be deemed as not received.**
- Please do **not** submit original invoices to our employees 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 them directly to your contact.**

2.6 Supplier Standards of Conduct

Accenture Song entities are committed to conducting their 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 entities set forth in Accenture Song entities Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent, or unethical conduct. Accenture Song entities have established reporting mechanisms and prohibit retaliation or other adverse action for reporting such conduct. A copy of the Accenture Song entities Supplier Standards of Conduct can be found at the following address:

www.accenture.com/codeofbusinessethics.

2.7 Further Information & Assistance

- Accenture Song entities are pleased to announce a new service for its suppliers and vendors called [My Supplier Portal \(MSP\)](#). MSP is a web-based tool that enables suppliers to view the status of their invoices and payment information via the internet 24x7.
- The full MSP link is: <https://eme.mysupplierportal.com/ACC/SSOLogin.html>
- Please note that the CAM.ZA.einv@accenture.com email address is for invoice submission-only – all queries, concerns, or statements should be routed through our customer support team at CAM.Procurement.Supp@accenture.com.
- For information regarding your Supplier Profile, Invoices, Payments, Purchase Orders, or access to My Supplier Portal, please contact CAM.Procurement.Supp@accenture.com.

3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	04/10/2022	New supplier guide created
v2.0	13/03/2023	Legal entity name is updated & Addition to note to section 2.5

Copyright © 2023 Accenture
All rights reserved.

Accenture and its logo are
trademarks of Accenture.