

# The Supplier's Guide to Invoicing Avanade

Dear Supplier,

Thank you for providing goods or services to Avanade. This guide contains important information about:

- **Establishing and maintaining your Avanade supplier profile;**
- **Special instructions for purchase order invoices;**
- **Preparing invoices for Avanade;**
- **Submitting invoices to Avanade;**

## 1. Establishing and maintaining your Avanade supplier profile

Make sure the details we have on file remain current. Please notify Avanade immediately by contacting [apssc.rtp.sg@accenture.com](mailto:apssc.rtp.sg@accenture.com) if there are any changes to the following:

- Mailing address;
- Purchase order receipt email address;
- Contact information;
- Bank information;
- Phone or fax.

## 2. Special instructions for Purchase Order invoices

It is very important when supplying goods or services to Avanade, to do so only upon **receipt of an official Purchase Order (PO)**. At the discretion of Avanade, goods or services received without an official purchase order would risk non-payment, unless an alternative arrangement has already been agreed with our procurement function. You can contact Avanade Procurement at [SGFin@avanade.com](mailto:SGFin@avanade.com).

Avanade's official Purchase Orders will be sent via email notifications from Avanade's procurement tool, Ariba Buyer, bearing the sender's address: [eprocmnt.mail@accenture.com](mailto:eprocmnt.mail@accenture.com). Please ensure you are able to receive emails from this address accordingly.

### Other special instructions

- If you are providing goods and services to Avanade under more than one Purchase Order, you must invoice for each separately. Only one Purchase Order can be referenced per invoice.
- The format of the invoice must match the format of the Purchase Order. The following guidelines should be observed:
  - Reference the appropriate purchase order line item number for each line item on the invoice;
  - For goods, the total for each line must represent the extended amount for that good;
  - Charge for services and expenses must be itemized on separate lines;
  - Always review the '**comments**' section on the Purchase Order for additional processing instructions;
  - Always quote the Purchase Order number (which starts with 45XXXXXXXX).

**Please do not:**



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- Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
- Handwrite the Purchase Order numbers on the invoice (where possible);
- Quote the Purchase Requisition number (which starts with PRXXXXXX).

### 3. Preparing invoices for Avanade

When preparing invoices, please ensure you include the following information:

- Title 'Tax Invoice' prominently displayed;
- Company's full legal name and address;
- Correct Avanade Billing Entity Name;
- Correct Avanade address;
- Name of the Avanade contact who requested the goods or services (in email format preferably). The contact name needs to be mentioned above the Avanade Address (Note: this employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice);
- Contact details (i.e. email and phone) and name of your accounts receivable representative;
- Supplier tax invoice number or applicable reference number;
- Invoice date;
- Avanade Purchase Order number beginning with 45XXXXXXXX where the goods or services are provided against a purchase order;
- Itemized description and quantity of the goods or extent of services that were supplied or rendered;
- GST number if your entity is a registered company for GST
- Total amount due along with GST, where applicable
- Avanade's standard payment terms are **30 days** from the date of invoice. Please ensure that these payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Avanade Procurement
- Complete banking details for Avanade to pay the invoice:
  - BSB
  - account number
  - account name
  - sort code
  - swift code
  - or other preferred payment method (e.g. cheque).

**Any incomplete information may result in delay in payment from Avanade.**

If you are issuing a credit note against a cancelled invoice, quote the corresponding invoice reference against which the credit note is being issued.

### 4. Submitting invoices to Avanade



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Kindly submit your invoices within five business days from the invoice date. All invoices should be sent as a soft copy (in a non-manipulative format, e.g. PDF, TIF, JPEG) directly to [apssc.rtp.sg.invoice@accenture.com](mailto:apssc.rtp.sg.invoice@accenture.com).

**Soft copies will assist in reducing delays in processing and payment, therefore it is highly recommended you send soft copies of invoices to the above email address rather than hard copies.**

Alternatively you can post hard copy invoices to the following **mailing address**:

Avanade Asia Pte Ltd  
250 North Bridge Road  
#33-00 Raffles City Tower  
Singapore 179101

**Please submit only one copy of each invoice to either the email address or to the mailing address provided above. If you send a *copy* of the invoice to your Avanade contact at their request, please clearly indicate on the invoice that it is a *copy*. This will help to prevent duplication in our systems and prevent payment delays.**

For more information and assistance regarding your Avanade Supplier Profile, invoice or payment processing or purchase orders, please contact [apssc.rtp.sg@accenture.com](mailto:apssc.rtp.sg@accenture.com). Alternatively, our customer service representatives are available Monday-Friday from 8:30am – 5:30pm to provide you with assistance on +65 6410 7743 (option 4, option 5).

Kind regards

Avanade Procurement

Avanade 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 Avanade set forth in the *Avanade Code of Business Ethics*, including reporting promptly unlawful, fraudulent or unethical conduct. Avanade has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct.

