

The Supplier's Guide to Invoicing Avanade

(Not applicable for vendors using IQN, T-360, Ariba Network [EIPP] & LGI modes for invoicing Avanade)

Dear Supplier

The supplier's Guide to invoicing Avanade UK Ltd, Avanade Europe Holdings Ltd and Avanade Europe Services Ltd.

Thank you for providing goods or services to Avanade. These instructions include information about:

- ✓ **Establishing and Maintaining Your Avanade Supplier Profile**
- ✓ **Preparing Invoices for Avanade**
- ✓ **Special instructions for Purchase Order invoices.**
- ✓ **Submitting Invoices to Avanade**

○ **Establishing and Maintaining Your Avanade Supplier Profile**

Please make sure the payment information Avanade has on file is always current. If your mailing address, purchase order receipt email address, contact information, bank information, phone or fax numbers change, please notify Avanade immediately by contacting Customer Support at AP.UKI.support@accenture.com

○ **Preparing Invoices for Avanade**

Include 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 and detailed description of the goods or services that were delivered or rendered.
- Name /email id of the Avanade contact / requestor who requested the goods or services. (This employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice before releasing the payment.)
- Avanade Purchase Order number beginning with 60XXXXXXXX on the invoices where the goods & services are provided against a Purchase Order.
- Your complete banking details. (Sort code, Swift Code, Account #, IBAN, etc.)
- Avanade VAT Number (as below)



➤ Avanade Bill to Address:

<p>For Goods and Services provided to Avanade UK:</p> <p>Avanade UK Ltd Accounts Payable Department 30 Cannon Street London EC4M 6XH EC4N 4TR United Kingdom VAT GB 788 629 066</p>	<p>For Goods and Services provided to Avanade Europe Holdings Ltd:</p> <p>Avanade Europe Holdings Ltd Accounts Payable Department Abbey House,18-24 Stoke Road Slough, Berkshire SL2 5AG United Kingdom VAT GB 788 629 066</p>	<p>For Goods and Services provided to Avanade Europe Services Ltd:</p> <p>Avanade Europe Services Ltd Accounts Payable Department Abbey House,18-24 Stoke Road Slough, Berkshire SL2 5AG United Kingdom VAT GB 788 629 066</p>
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- Subcontractor invoices should be supported by copies of signed timesheets (wherever applicable)
- 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.
- Avanade’s standard payment terms are **30 days** (unless alternative payment terms have been agreed in writing with Avanade Procurement) from the invoice date. Please ensure that the invoice due date on the invoice is stated accordingly.

○ **Special Instructions for Purchase Order Invoices**

Avanade requires Purchase orders (POs) for purchases of \$1,000 and over.

If you are providing goods or services to Accenture under more than one Purchase Order, you must invoice for each Purchase Order separately. Only one Purchase Order can be referenced per invoice.

The format of the invoice must match the format of the Purchase Order and follow these guidelines:

- ✓ Reference the appropriate PO 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.
- ✓ For services: charges for services and expenses must be itemized on separate lines

Always review the “**Comments**” section on the PO for additional processing instructions.

Please do not quote the Purchase Requisition Number (PRXXXXXX) instead of the Purchase Order Number (60XXXXXXXX).

Please do not over -invoice against the Purchase Order, however, contact the requestor to arrange additional amounts or to change the order.



○ Submitting Invoices to Avanade

- Kindly submit your invoices within **5 business days** from the invoice date failing which payments could be delayed.
- Please send soft copy of the invoice (s) directly to **acn.uk.einv@accenture.com** in a non-manipulative format e.g. PDF, TIF. **Invoices sent to personal mailboxes will be deemed not received.**
- Multiple invoices (each as separate file) can be sent in one single mail either Zipped or Unzipped
- 1 PDF per invoice. Please ensure that all supporting related to a particular invoice are in 1 PDF only, with the invoice being the 1st page and the relevant supports in 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.
- An auto intimation will be sent 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 your communications with regards to your invoice.
- Please note that the **acn.uk.einv@accenture.com** email id **is only for invoice submission** and all queries / concerns / statements should be routed through our customer support team whose details are provided on page 3.
- Please check with customer support team before re-submitting any invoices, submitted earlier.
- Please do not submit original invoices to the Avanade 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's a copy and already submit to Accounts 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 following **'Mailing address'** but not to your Avanade contact.



<p>For Avanade UK:</p> <p>Avanade UK Ltd Accounts Payable Department 30 Cannon Street London EC4M 6XH United Kingdom VAT GB 788 629 066</p>	<p>For Avanade Europe Holdings Ltd:</p> <p>Avanade Europe Holdings Ltd Accounts Payable Department Abbey House,18-24 Stoke Road Slough, Berkshire SL2 5AG United Kingdom VAT GB 788 629 066</p>	<p>For Avanade Europe Services Ltd:</p> <p>Avanade Europe Services Ltd Accounts Payable Department Abbey House,18-24 Stoke Road Slough, Berkshire SL2 5AG United Kingdom VAT GB 788 629 066</p>
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○ **More Information / Assistance:**

- Avanade is pleased to announce a new service for its suppliers and vendors. **My Supplier Portal** is a web based product which operates alongside, and is complementary to, the Customer Relation Management (CRM) team. This service enables suppliers to view the status of their invoices and payments information via the internet 24 X 7.
- For information regarding your **Avanade Supplier Profile, Invoices, Payments, Purchase orders or access to My Supplier Portal**, please contact Avanade at AP.UKI.support@accenture.com. Alternatively, our Customer Service representatives are available Monday through Friday to provide you with assistance from 10:00 am to 4:00 pm (GMT) at:
0800-028-22-55 (Free phone from UK) / +353 1 407 6701 Option 1 and 2 (Out of Country)

My Supplier Portal link <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>

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.

