

The Supplier's Guide to Invoicing Avanade Switzerland

Dear Supplier,

The Supplier's Guide to invoicing Avanade

Thank you for your interest in providing goods or services to Avanade. Please help us ensure timely payment by following the guidelines below. 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**

Please note that invoices addressed to Avanade are processed and paid by our parent Company, Accenture, and any contact relating to your Vendor account or payment of invoices should be with Accenture using the e-mail and phone contacts shown below. You may, on occasions, receive queries from Accenture regarding your Supplier account and Avanade would appreciate your prompt response to any such queries.

- **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 us immediately by contacting Customer Support at esc.asg@Accenture.com

- **Preparing Invoices for Avanade**

Include the following information on the invoice

- Invoice (s) preferred to be raised in English.
- Legal name & address of the supplier or contractor
- Contact details and name of your contact person for us to communicate.
- Supplier invoice number or applicable reference number
- Invoice date
- Remit location (i.e., mailing address to send payments)
- The correct Billing Entity - for goods and services provided to Avanade is as follows:

For Goods and Services provided to Avanade office:
Avanade Schweiz GmbH
Rechnungsprüfung
Flurstrasse 50
CH-8048 Zürich
Schweiz

- Name of the Avanade contact / requestor (in email format preferred) 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.)
- Supplier VAT # should be quoted on Invoice



- 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 personnel with power of attorney.
- If you are issuing a credit note against a cancelled invoice, kindly ensure to quote the corresponding invoice reference against which the credit note is being issued, alternatively please quote complete details for issuance of the credit note for us to account it appropriately
- Itemized description of the goods or services that were received or rendered (In English)
- Taxes (wherever applicable)
- Total Amount due

➤ **Special instructions for Purchase Order invoices**

Avanade's official Purchase Orders will either be sent via fax or via email notifications from Avanade's procurement tool, Ariba Buyer, bearing the sender's address: eprocurement.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:

- 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).

➤ **Submitting Invoices to Avanade**

- Kindly submit your invoices within 5 business days from the invoice date.
- All invoices for Avanade should be posted to the following 'Mailing' address and not to your Avanade contact.

Avanade Schweiz GmbH
 Rechnungsprüfung
 Flurstrasse 50
 CH-8048 Zürich
 Schweiz

- Alternatively you can send a soft copy (PDF format) of the invoice(s) directly to esc.asg@accenture.com in a non-manipulative format.



Please do not submit original invoices to the Avanade employee who requested the goods or services. If you send a copy of the invoice to your contact at their request, please clearly indicate on the invoice that it's a copy. This will help to prevent duplication in our systems and prevent payment delays.

For More Information or Assistance:

For information regarding your **Avanade Supplier Profile, invoice or payment processing or purchase orders**, please contact Customer Support at ESC.ASG@Accenture.com. Alternatively, our Customer service representatives are available Monday through Friday to provide you with assistance from 9:00 a.m. – 5:30 p.m. at 0800 836 754 (Freephone within Switzerland), or +353 1407 6805 (if dialling from outside Switzerland).

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.

Kind regards

Avanade Accounts Payable department

ESC.ASG@Accenture.com

