

The Supplier's Guide to Invoicing Avanade Italy

Dear Supplier

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 Italy.RTP.payables@accenture.com

➤ **Preparing Invoices for Avanade**

Include the following information on the invoice:

- 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
- Bank Information (IBAN)
- Name of the Accenture contact 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)
- If the Accenture contact provided you a reference number (also called WBS), please include it in the invoice.
- 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 Italy Srl
Via Lepetit 8/10
20124 Milano
Italy



➤ **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: eprourement.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 Italy Srl
Via Lepetit 8/10
20124 Milano
Italy

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 Italy.RTP.payables@accenture.com. Alternatively, our Customer



service representatives are available Monday through Friday to provide you with assistance from 10:00 a.m. – 4:00 p.m. at 0800 785 493 (freephone within Italy), or +353 1 407 8691 / 71 (if dialling from outside Germany).

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
Italy.RTP.payables@accenture.com

