

The Supplier's Guide to Invoicing Avanade

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**
- **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 occasion, 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 Accenture Accounts Payable at 1-866-444-2606 or by email asc.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
- 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 any U.S. Avanade office use this billing address:

Avanade Inc
818 Stewart Street, Suite 400
Seattle, WA 98101

For Goods and Services provided to any Canadian Avanade office use this billing address:

Avanade Canada Inc
5450 Explorer Drive, Suite 400
Mississauga, ON L4W 5M1
Canada

- 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.)
- Please quote Avanade Purchase Order number beginning with 45XXXXXXXX on the invoices where the goods & services are provided against a Purchase Order. Please note that failure to provide a valid PO number, if one exists, may lead to delays in payment of your invoice.



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- Supplier VAT/Tax ID # 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 to under a written contract with Avanade.
- If you are issuing a credit note/memo 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 and Freight (wherever applicable)
- Total Amount due

➤ **Submitting Invoices to Avanade**

- Kindly submit your invoices within 5 business days from the invoice date.
- All invoices for Avanade should be emailed to: acn.inv.USAvanade@accenture.com and not mailed to an Avanade office. As an alternative, you may also fax your invoice to **1-312-895-4264**.

Please do not submit original invoices to the Avanade employee who requested the goods or services or mail to an Avanade office. Doing so will significantly delay payment of your invoice as the document could be lost, overlooked or thrown away by accident since there is no AP department or liaison tasked with forwarding invoices on behalf of vendors in the Seattle office. 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, if you have already faxed in your invoice to prevent forwarding and duplication in our payment system.

For More Information or Assistance:

For information regarding your **Avanade Supplier Profile, invoice or payment processing or purchase orders**, please contact Customer Support at asc.rtp.payables@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 1-866-444-2606.

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
asc.rtp.payables@accenture.com

