

# Buying Guide for Branded Merch

This Guide shows **how to make corporate purchases in the store and how to create a PO in BuyNow** for branded merchandise with and without a catalog.



# Important information






Please note, it is the **responsibility of the requester** to set up the PO for their merchandise order.

The **order will not be processed** without an approved PO in place.

If you are **experiencing any issues with setting up the PO/ have any questions**, reach out to Procurement.

The **PO must be raised for the country of delivery** to ensure the correct VAT is applied. If you are ordering for delivery to a country that is not in a catalog in Ariba, please raise a Non-catalog PO.

# Useful Resources

-  [Procurement Plus Portal](#)
-  [BuyNow Portal](#)
-  [Procurement Plus Helpdesk via the P+ Bot](#)
-  [Procurement of Goods and Services policy](#)
-  [Procurement Approval and Payment Authorization policy](#)



# Delivery to another country?

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If ordering from one country with delivery to another, ensure you follow the correct steps. For example, if you are ordering from the United States for delivery to France, change your Ariba location to access the dedicated shop, then follow the EMEA shop instructions. Similarly, for ordering from Ireland to Switzerland, update your Ariba location and follow the steps for non-catalog EMEA countries.



## Countries with catalog's

United States  
Canada  
France  
Germany  
Ireland  
Italy  
United Kingdom



## Steps to change Ariba location

1. Go to <https://buynow-p2p.accenture.com/>
2. Click on your initials in the top right, select "Change your profile"
3. Go to Account/Ship on the left, change your Company Code, Purch Org, Purch Group and Plant to reflect the country you are delivering to. You can find this information [here](#) or reach out to [P+ Bot](#) for assistance.
4. Go to Review Changes on the left and submit.

Don't forget to change this information back to the original after your merch order is submitted



# Buying merch

Please ensure you are following the correct guide

[Need help?](#)



## [Ordering from the store in North America](#)

Use this guide when making a corporate purchase directly from the North America store if you are based in the **United States or Canada**

## [Ordering from the store in North America](#) (coming soon)

Use this guide when making a corporate purchase directly from the North America store if you are based in **Mexico or LATAM**

## [Ordering from the store in EMEA](#)

Use this guide when making a corporate purchase directly from the Europe store if you are based in **France, Germany, Ireland, Italy or the United Kingdom**

## [Ordering from the store in EMEA](#)

Use this guide when making a corporate purchase directly from the Europe store if you are based in an **EMEA country outside of the above mentioned**

## [Ordering a custom order/ creating a non-catalog PO](#)

Use this guide when making a corporate purchase for items not from the store or for custom orders

## [Requesting an exception](#)

Use this guide when requesting an exception to buy merch

# Ordering from the store – North America

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Follow these steps when **making a corporate purchase in the United States and Canada**

# How to create a Catalog Purchase Order (PO) in BuyNow for North America (when based in United States or Canada)

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1. In [BuyNow](#), search for **Brand Addition Promotional Products catalog** and select Buy from supplier. Once on the store, click “x” on the pop up
2. Go through the products and **select your items**
3. Once you have selected your items **select the cart icon**
4. Ensure **quantity is correct**, if updating this ensure to select Update
5. Select **Submit Punchout Order**.
6. Select **Proceed to Checkout** on the next screen

The screenshot displays the Accenture BuyNow interface. At the top, the Accenture logo is on the left, and the supplier name 'BRAND ADDITION LIMITED' is on the right. A blue button labeled 'Buy from Supplier' is in the top right corner, marked with a red circle 1. Below the supplier name, there is an 'Enlarge' link and an 'Add to Favorites' link. The main content area is titled 'All Items' and shows a grid of products: 'Black Clover Iris Polo', 'Black Clover Athletic Skort', and 'Crew Socks (2pk)'. A red circle 2 is placed over the 'All Items' title. On the right side of the product grid, there is a search icon and a cart icon, with a red circle 3 placed over the cart icon. Below the product grid, there is a 'Punchout Order Recap' section. It shows a table with columns for Product, Quantity, and Total. The first row shows 'BuyNow- Accenture Virtual Gift Card 50' with a quantity of 1 and a total of \$50.00. A red circle 4 is placed over the quantity field, which has an 'Update' button below it. To the right of the table is a 'Punchout Summary' section with a 'Submit Punchout Order' button, marked with a red circle 5. A 'Continue Shopping' link is also present.



# How to create a Catalog Purchase Order (PO) in BuyNow for North America (when based in United States or Canada)

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## 7. Complete the mandatory details field:

- **Title:** Add in title of order
- **Need by date:** Add in a realistic date
- **Line items:** Check all the boxes, Select Actions and Edit
  - **Billing address:** Check information is correct
  - **Delivery address:** Ensure information is correct
  - **Charge Code:** Add in your WBS

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Title: \*

On Behalf Of: Helen McGowan

Company Code: 3100 (Accenture Limited)

Processing Agent: Not applicable

Project ID/Contract ID:

Need Help? <https://procurementplushelp.accenture.com/>

My Labels: [Apply Label...](#)

Deliver To: \* Helen McGowan

Need-by Date: \* 4 Items Total

Comments:

No.	Type	Description	Qty	Unit	Price	Amount
1	*	Upcycled Cotton Socks	2	each	€11.10 EUR	€22.20 EUR
2	*	Accenture Pin badge	1	each	€1.95 EUR	€1.95 EUR
3	*	SHIPPING	1	each	€23.64 EUR	€23.64 EUR
4	*	DUTIES	1	each	€5.95 EUR	€5.95 EUR

Attachments:

Actions More Import Accounting Update Total

## 8. Click **Submit**

8

Continue Shopping Delete Save Submit



# Ordering from the store – EMEA

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Follow these steps when **making a corporate purchase in France, Germany, Ireland, Italy or the United Kingdom**





# How to create a Catalog Purchase Order (PO) in BuyNow for EMEA (when based in France, Germany, Ireland, Italy or the United Kingdom)

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1. In [BuyNow](#), search for **Brand Addition Promotional Products catalog** and select Buy from supplier. Once on the store, click “x” on the pop up
2. Go through the products and **select your items**
3. Once you have selected your items **View and Edit Cart**
4. Ensure **quantity is correct**, if updating this ensure to select Update Shopping Cart
5. Select correct **Shipping Destination**. Please note if you change the quantity after selecting your shipping destination, you will need to reselect it
6. Select **Transfer Cart** and on the next screen click **Proceed to Checkout**

The screenshots illustrate the steps to create a PO in BuyNow for EMEA:

- Step 1:** On the supplier page, click the **Buy from Supplier** button.
- Step 2:** On the product page, click the **Add to Favorites** button.
- Step 3:** In the cart summary, click the **View and Edit Cart** button.
- Step 4:** On the checkout page, click the **Update Shopping Cart** button.
- Step 5:** On the checkout page, click the **Transfer Cart** button.
- Step 6:** On the next screen, click the **Transfer Cart** button.



# How to create a Catalog Purchase Order (PO) in BuyNow for EMEA (when based in France, Germany, Ireland, Italy or the United Kingdom)

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## 7. Complete the mandatory details field:

- **Title:** Add in title of order
- **Need by date:** Add in a realistic date
- **Line items:** Check all the boxes, Select Actions and Edit
  - **Billing address:** Check information is correct
  - **Delivery address:** Ensure information is correct
  - **Charge Code:** Add in your WBS

7

Title: \*

On Behalf Of: Helen McGowan

Company Code: 3100 (Accenture Limited)

Processing Agent: Not applicable

Project ID/Contract ID:

Need Help? <https://procurementplushelp.accenture.com/>

My Labels: [Apply Label...](#)

Deliver To: \* Helen McGowan

Need-by Date: \* 4 Items Total

Comments:

	No.	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	*	Upcycled Cotton Socks	2	each	€11.10 EUR	€22.20 EUR
<input type="checkbox"/>	2	*	Accenture Pin badge	1	each	€1.95 EUR	€1.95 EUR
<input type="checkbox"/>	3	*	SHIPPING	1	each	€23.64 EUR	€23.64 EUR
<input type="checkbox"/>	4	*	DUTIES	1	each	€5.95 EUR	€5.95 EUR

Attachments:

Actions More Import Accounting Update Total

## 8. Click **Submit**

8

Continue Shopping Delete Save Submit



# Ordering from the store – EMEA

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Follow these steps when **making a corporate purchase outside** of France, Germany, Ireland, Italy or the United Kingdom



# How to create an order from the Europe store for EMEA countries outside of France, Germany, Ireland, Italy or the United Kingdom

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1. Go to the [Europe store](#) and click “x” on the pop up
2. Hover over the person icon to change your currency. Go through the products and **select your items**
3. Once you have selected your items **View and Edit Cart**
4. Ensure **quantity is correct**, if updating this ensure to select Update Shopping Cart
5. Select correct **Shipping Destination** and add in relevant information. Please note if you change the quantity after selecting your shipping destination, you will need to reselect it (An approved PO number is required to process the order. Follow the "Creating a non-catalog PO" steps to add subtotals, shipping, and tax. You can submit the order, but it won't be processed until the PO is approved.)
6. Select **Business Purchase**

The screenshot displays the Accenture Europe store interface. At the top, a navigation bar includes links for New, All, Apparel, Accessories, Collections, Special Orders, Sale, and Gift Cards. A search bar and user icons are on the right. The main banner features a couple celebrating with the text 'Value starts here' and 'New collection now available.' Below this, a 'Shopping Cart' section lists items: 'Upcycled Cotton Socks' at £8.95 and 'Accenture Pin badge' at £1.55. A 'Summary' sidebar on the right shows shipping options (Standard at £10.73, Express at £18.15) and a total of £12.60. Numbered callouts indicate the following steps: 1. Clicking the 'x' on the pop-up; 2. Hovering over the person icon to change currency; 3. Clicking 'View and Edit Cart'; 4. Updating the quantity of an item; 5. Selecting a shipping destination; and 6. Selecting 'Business Purchase'.

Item	Price	Qty	Total
Upcycled Cotton Socks	£8.95	1	£8.95
Accenture Pin badge	£1.55	1	£1.55

Summary	
Estimate Shipping and Tax	
Enter your destination to get a shipping estimate	
Country	United Kingdom
State/Province	
Zip/Postal Code	
Standard	
2-5 Business Days £10.73	
Express	
1-3 Business Days £18.15	
Subtotal	£10.50
Tax	£2.10
Order Total	£12.60



# How to create an order from the Europe store for EMEA countries outside of France, Germany, Ireland, Italy or the United Kingdom

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7. Enter required information
8. Select Direct Invoicing and provide approved PO number - this does not start with PR. You can select Place Order if you do not have the PO number yet, but the order will not be processed until the PO is approved in BuyNow.

The screenshot displays a checkout interface with two main sections highlighted by purple boxes and numbered circles. Step 7, 'Shipping', is the active section, indicated by a checkmark in a circle. It contains a progress bar with 'Shipping' as the first step and 'Review & Payments' as the second. Below the progress bar is the 'Shipping Address' section, which includes an 'Email Address' field with a red asterisk and a help icon, a text input field, and a note: 'You can create an account after checkout.' Below this are fields for 'First Name' and 'Last Name', both with red asterisks and red error messages stating 'This is a required field.' There is also a 'Company' field and a 'Street Address' field with a red asterisk and a red error message stating 'This is a required field.' Step 8, 'Payment Method', is the next section. It features a 'Direct Invoicing' option with a blue icon, a checked checkbox for 'My billing and shipping address are the same', a blurred image of a document, and a section titled 'Please complete the following fields' containing a 'PO' field. Below this is a section titled 'Any Special Instructions?' with radio buttons for 'No' (selected) and 'Yes'. A blue 'Place Order' button is located at the bottom right of the form.

7

Shipping Review & Payments

Shipping Address

Email Address \*

You can create an account after checkout.

First Name \*

This is a required field.

Last Name \*

This is a required field.

Company

Street Address \*

This is a required field.

8

Payment Method

Direct Invoicing

☒ My billing and shipping address are the same

Please complete the following fields

PO

Any Special Instructions?

☒ No ☐ Yes

Place Order



# Create a non-catalog Purchase Order (PO)

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Use this option for custom/ special orders and for when your country is not covered by a catalog in Ariba

# How to create a Non-Catalog Purchase Order (PO) in BuyNow

1. In [BuyNow](#), select **Request a non-catalog item**

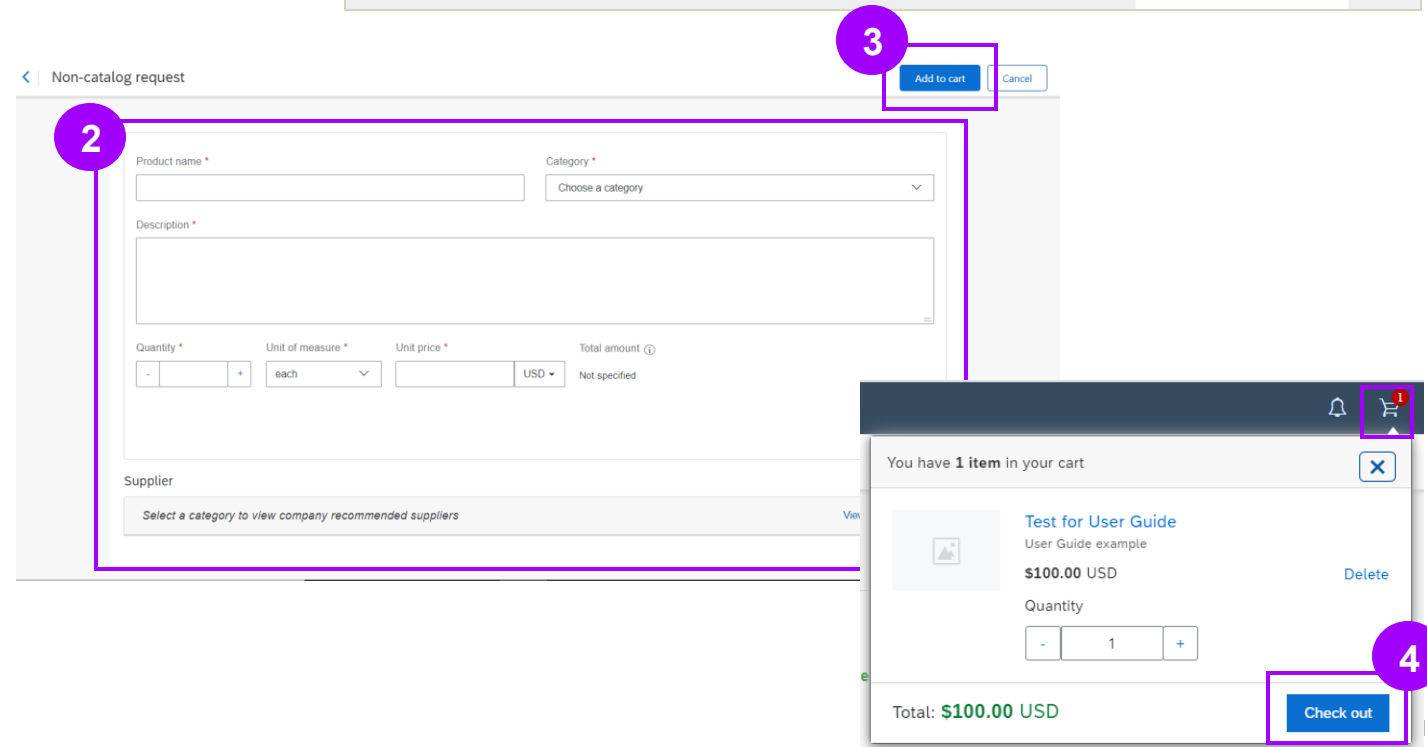
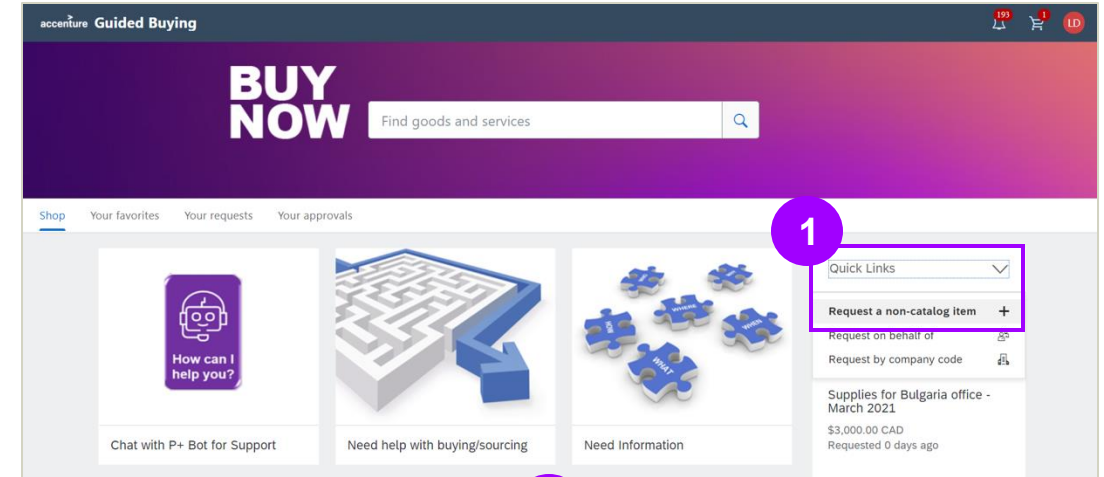
2. Complete the **required fields**:

- **Product name:** Short description of the item
- **Category:** Search merchandise and select appropriate commodity code. Refer to [commodity code look up tool](#).
- **Description:** Brief description of item
- **Quantity:** Add amount
- **Unit of measure:** Each
- **Unit price:** Add price (ensure correct currency is selected)

3. Click **Add to Cart**

These steps need to be repeated for each line item (products, tax, freight, etc.). After completing the first item's information, click "Done" (click "x" to remove the cart pop-out to see this) and start from step 1. Repeat these steps until you have included all the items you want covered.

4. Click **Check Out**



# How to create a Non-Catalog Purchase Order (PO) in BuyNow

## 5. Complete the mandatory details field:

- **Title:** Add in title of order
- **Ship to:** Ensure address is correct
  - If you are shipping to a different location within your country, click "Manage locations" and select address
  - If you are shipping to a different country, first change [Company Code](#) and the Purchase Organization in "Other", then update the address (the Company Code excel file shows the corresponding Purchase Organization ID). Even if the shipment is going to multiple locations, the PO needs an address, so add in an Accenture office address
- **Charge to:** Add in your WBS
- **Need by date:** Add in a realistic date
- **Vendor:** Brand Addition Limited for Europe orders, Gateway, CDI for NA orders
- **Billing address:** Ensure the billing address is to the country the items are being delivered to or the order cannot be processed. Please confirm with Brand Addition which country your PO should be billed to
- **General Ledger:** Ensure it aligns to commodity code previously picked

## 6. Click **Submit**

- Mandatory fields vary based on the country, category and amount of the purchase, and the career level of the requestor
- For more information about purchasing Policies and requirements, go to [Procurement Plus Portal](#)

5 Please provide a title \*  
Title must be set.

Ship to (no value) Manage locations Charge to (no value) Manage details Total cost \$100.00 USD

Need-by Date (no value) Need-by Date cannot be in past

Deliver To Marcela Boragina

Company Code 1300 (ACCENTURE SRL)

Processing Agent Not applicable

Need Help? <https://procurementplushelp.accenture.com/>

Items (1)

This item contains missing or incorrect information.

Test for User Guide (no value) Quantity 1 Price 100 usd Amount \$100.00 USD Unit of Measure each

Name Test for User Guide Vendor No supplier selected

Description This is a test Contact (no value)

Supplier Part Number

Accounting Charge Code (no value) Account Assignment \* P (Charge Code) Item Category Goods

Billing Address \* 1300-0001295433 (ACCENTURE SRL) Billing Address Details 24 DE NOVIEMBRE 2120 CABA 00 C1242AAT Argentina

Charge Code (no value) WBS Element Not specified

General Ledger 0000540000 (Ext & Int Sem & Training C...) Note: To avoid failures and rework, please do not use split accounting functionality

IG Condition Yes Split accounting

Shipping Delivery Address \* (no value) Deliver To \* Marcela Boragina

Need-by Date \* (no value) Need-by Date must be set.

6 Submit Save and exit

Test for User Guide Checkout / PR2513272 Total Cost \$100.00

Comments Write your comment...

Attachments Drag and drop files

Approval Flow Request Assisted Buy Sebastian D. Pessi Marcela Lopandía Approved

Approval flow will appear before submitting the request (if approval required)





# How to apply for the merchandise buying exception

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Use this for information on the form if your ordered is **not related** to New Joiners, V&A Welcome gifts and Recruitment



# How to apply for the extraordinary exception

## 1. Extraordinary circumstance exception :

- Once you click Submit, you will receive an email with the subject line **ACTION REQUIRED: Your PR1234567 requires attention**
  - If your order is related to any of the 3 categories below, select the appropriate prompt in the email:
    - New Joiners (spend related to the onboarding of new employees within first year of their journey)
    - V&A Welcome Gifts (spend related to onboarding of new employees within first year of their journey via venture or acquisition)
    - Recruitment (spend related to identifying, attracting, selecting, and hiring new employees)
  - All other requests must apply for an extraordinary circumstance exception, as Corporate Services & Sustainability and Accenture Leadership have specific rules on what teams/categories can purchase items with Accenture funds. Once you request for an extraordinary circumstance you will receive an email to add a new item to the SP list (see next page).

1

Subject: ACTION REQUIRED: Your PR1234567 requires attention

Dear requestor,

At this time, the company is investing in gift giving in just three priority areas: 1) recruits, 2) new joiners or 3) welcoming V&A. Please use the following descriptions to see if your Purchase Request (PR) complies with this directive:

1. Recruits: spend related to identifying, attracting, selecting, and hiring new employees  
2. New Joiner: spend related to the onboarding of new employees within first year of their journey  
3. Welcoming Ventures & Acquisitions (V&A): spend related to onboarding of new employees within first year of their journey via venture or acquisition

If your PR does not meet one of these three criteria, your purchase cannot be fulfilled.

If the intent of your purchase is to recognize Accenture colleagues, please consider using the Recognition Platform which is a simpler, easier, and faster way to acknowledge — in the moment — the hard work, unique strengths, ideas, and inspiration that make Accenture a place of connectivity, inclusion, and growth.

If your Purchase Request (PR) contains a gift or promotional merchandise in addition to a different service or product, please create a separate PR solely for the gifts/ promotional merchandise.

**ACTION REQUIRED: SELECT ONE** of the following actions. You will receive a confirmation email after you make a selection. Note: upon clicking a selection you will be directed to a browser window — this is expected and should not cause concern.

If your PR does not align to one of the three priority areas <a href="#">click here to have it cancelled</a> .
If you attest that your PR is for <b>RECRUITS</b> , <a href="#">click here</a>
If you attest that your PR is for <b>NEW JOINERS</b> , <a href="#">click here</a>
If you attest that your PR is for <b>WELCOMING Venture and Acquisitions</b> , <a href="#">click here</a>
If your PR does not align to one of the three priority areas and you wish to request an extraordinary circumstance exception from Global and/or Market leadership*, then <a href="#">click here</a> .
If your order does not contain gift or promotional merchandise, <a href="#">click here</a> .

If you do not select an option within 5 days, your PR will automatically be cancelled.

\*Please use discretion when deciding if your purchase is an extraordinary circumstance exception.

If you have any questions, please contact the Procurement Plus Helpdesk via the [P+ Bot](#).

Dear Requestor,

At this time, Accenture is investing in gift giving in just three priority areas: 1) recruits, 2) new joiners or 3) welcoming V&A.

You are receiving this note because you indicated that you have an extraordinary circumstance necessitating internal or client gifts, promotional items, or locally-delivered catering (e.g., food delivery voucher) and you wish to seek an exception from Global and/or Market leadership on this Purchase Request (PR). If upon further reflection you do not wish to proceed, please withdraw your PR by opening it in BuyNow and clicking the "withdraw" button.

To proceed with an extraordinary exception request, please [add a new item to this SP list](#), describing the details (click on "New item"; fill in all fields & save). Requests will be reviewed weekly and it may take up to two weeks before your petition is decisioned. Once decisioned, you will automatically be sent a note with the outcome. **If within 5 days you do not complete the form, your PR will be cancelled automatically.**

If the intent of your purchase is to recognize Accenture colleagues, please consider using the Recognition Platform which is a simpler, easier, and faster way to acknowledge — in the moment — the hard work, unique strengths, ideas, and inspiration that make Accenture a place of connectivity, inclusion, and growth.

If you have any questions, please contact the Procurement Plus Helpdesk via the [P+ Bot](#).



# How to apply for the extraordinary exception

## 2. Request form:

- **Title:** Add in your PR number
- **Requestor:** Enter your name
- **Country:** Relevant country for PO
- **PR Type:** Select as appropriate from dropdown
- **Accenture/ Avanade:** Enter relevant information
- **MD who approve:** Enter MD name
- **Recipient:** Who will be receiving the items
- **No. of Accenture recipients:** Enter numerical value
- **No. of client recipients:** Enter numerical value
- **Client name – if applicable:** Add in client name if this is a client gift
- **PR value in USD-Range:** Select as appropriate from dropdown
- **PR value in USD-Exact:** Add in amount from PO (in USD)
- **Items/ Volumes Requested:** Add in items and quantity
- **Cost per person:** Add in USD
- **Business case:** Why is this being done?
- **Impact of not purchasing:** What negative outcome would there be?

8

Save X Cancel Copy link

Title \*

You can't leave this blank.  
Enter your Purchase Request Number. The PR needs to start with 'PR' and contain 8 characters, of which 6 are digits.

Requestor \*

Enter a name or email address  
Enter the name of the requestor.

Country \*

Select an option

PR Type \*

Select if you'r request is for gifts related to Marketing, Accenture and/or Avanade People, Clients, or a combination of Clients and Accenture/Avanade People.

Accenture/Avanade \*

Enter value here

MD who approves \*

Enter a name or email address  
Insert/Select the most senior MD who has agreed to this purchase.

Recipient \*

Enter value here

The gift is for Accenture and client team members

No. of Accenture recipients \*

Enter a number  
Indicate the number of Accenture and/or Avanade people who will receive a gift. If no Accenture/Avanade people will receive a gift, indicate 0.

Save X Cancel Copy link

No. of client recipients \*

Enter a number  
Indicate the number of Clients who will receive a gift. If no clients will receive a gift, indicate 0.

Client name- if applicable

Enter value here  
For client related purchases, indicate who the client is (max. 50 characters)

PR value in USD-Range \*

Indicate the value range of your PR in USD

PR value in USD-Exact \*

Enter a number  
Indicate the exact value of your PR in USD

Items/volumes Requested \*

Enter value here  
Describe, what and how many discretionary item(s) you are attempting to purchase on this PR. I.e. Notebooks-50, backpacks-25, etc.

Cost per person \*

Enter a number  
What is the per-person cost of this PR in USD?

Business Case \*

Enter value here  
Please note your business case for this purchase? e.g. how does it support Strategy 2025? (max 300 characters)

Impact of not purchasing \*

Enter value here



# Need help?



# Helpful contacts

- For information about the purchasing process (creating a purchase order, approving an invoice, paying), please review the [Buying Process page](#).
- To engage Procurement Plus support, please [ask the P+ Bot](#) or [log a ticket](#).
- For self-help **Job Aids and FAQs**, please access this [Collection](#).

