



Invoice Submission Guidelines

Introduction

We partner with a variety of organizations to deliver creative and innovative solutions for our clients and global businesses and require a range of goods and services. Please reference the 'Our Vendor Program' website, the summary of [what we buy](#) for more information.

How do I submit invoices through the firm's preferred channels?

Goldman Sachs processes invoices based on the type of products and services purchased. Invoice submission through the firm's preferred channels enable greater speed and efficiency of payments.

How do I submit an invoice outside the firm's preferred channels/systems?

In certain cases, invoices may be submitted via an offline process. Please ensure that all offline invoices contain the information in the chart below. Throughout this document, you will see spend categories and the online and offline processes for submitting an invoice for each category. Please ensure you follow all requirements as relevant.

Note: Invoices must be submitted within 5-7 business days from the date of the invoice for general expenses and 30 business days from the date of the invoice/engagement for Legal expenses. Invoices submitted without the above details may not be accepted and may result in delayed payments.

Billing entity information	<ul style="list-style-type: none"> Name and address of the <i>single</i> bill-to GS entity Email addresses of your Goldman Sachs contact and Vendor Relationship Owner (VRO) Ship-to address/service location (separate invoices must be raised for each ship-to/service location)
Vendor details	<ul style="list-style-type: none"> Complete name of vendor's legal entity and Tax ID (TIN/GST/VAT/CTax/SST etc.) Ship-from address Billing contact information
Invoice details and bank account information	<ul style="list-style-type: none"> Invoice number and date Payment terms as per agreed contract and payment due date Service period (if applicable) Invoice amount in payable currency Remittance details (bank account and vendor remit address) Preferred payment method (ACH/FED/EFT) <p><i>Notify your GS contact or VRO to submit changes to bank account details and addresses, and update your details within the Supplier Lifecycle Performance (SLP) system</i></p>
Tax details	<ul style="list-style-type: none"> Taxable value, tax amount Domicile % source of income and valid W8 form/Tax Treaty form Withholding taxes (if applicable, mandatory for entities in Italy and Spain)
Other invoice reference details	<ul style="list-style-type: none"> Appropriate reference numbers, e.g., Purchase Order (PO) or Blanket Purchase Order (BPO), Master Accounts and Matter IDs, Statement of Work (SOW) applicable based on spend categories



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Below are the firm’s preferred channels for specific spend categories and preferred channels along with the exception/offline process for each category (Please click on the links Below for more information on each topic)

- [Managed events, hospitality, managed transportation, marketing, advertising, communications and technology, capital, occupancy and other expenses such as insurances, licenses and charitable contributions](#)
- [Legal](#)
- [Consulting and Staff Augmentation](#)
- [Market Data](#)
- [Telecom](#)

Managed events, hospitality, managed transportation, marketing, advertising, communications and technology, capital, occupancy and other expenses such as insurances, licenses and charitable contributions are processed through SAP® Ariba® and linked to a Purchase Order (PO) or Blanket Purchase Order (BPO).

The firm requires that these types of goods and services be linked to a purchase order (PO) or blanket purchase order (BPO) and that our vendors transact via the [Ariba® Network](#). If you require your invoice submission to be converted to a PO/BPO, reach out to your Goldman Sachs contact or Vendor Relationship owner (VRO) who will help facilitate the same.

If you are active on the [Ariba® Network](#), submit your invoices supported by PO/BPOs through the [Ariba® Network](#), which will enable improved transparency and faster processing of your invoices. View a step-by-step video on processing invoices on the Ariba Network, for further support reach out to the Supplier Enablement team.

View a step-by-step [video](#) on processing invoices on the Ariba Network, for further support each out to the [Supplier Enablement team](#).

Non-Ariba network or offline submission guidelines:

The processing of manually submitted invoices requires longer timelines.

Non-PO/Non-BPO Invoices: Please submit your invoice copies (hard/soft copy depending on region) to your Goldman Sachs contact or Vendor Relationship Owner (VRO). Your contact will follow internal guidelines to prioritize the invoice for payment.

Region	Email Address
Latin America (LATAM)	latamaccountspayable@ny.email.gs.com
Australia and New Zealand	ScanningDeskSydney@ny.email.gs.com
All Asia excluding Japan, Korea, Taiwan and China	asiainvsubmission@hk.email.gs.com
Japan, Taiwan, Korea, China	Hard copies of invoices must be sent to the appropriate Goldman Sachs entity prior to settlement. Japan:

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Toranomon Hills Station Tower
6-1, Toranomom 2-Chome, Minato-ku
Tokyo 105-5543, Japan

Korea and Taiwan:
27th Floor, Lee Garden Three
1 Sunning Road
Causeway Bay, Hong Kong
People's Republic of China

China:
Please reach out to your Goldman Sachs contact for instructions
on how to submit hard copies



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For general queries, reach out to your Goldman Sachs contact.

Legal invoices should be submitted electronically via Collaborati only. Collaborati is the e-billing platform for vendors to submit invoices into TeamConnect.

Please confirm with your Goldman Sachs contact or VRO that you have a valid TeamConnect Matter ID and an approved budget prior to invoice submission.

Offline Process: Please email a copy of your invoice to the below addresses, based on the region of the Goldman Sachs entity. Reach out to LegalDeptFinanceandOperations@ny.email.gs.com with **general queries**, if any regarding Legal invoices.

Consulting and staff augmentation invoices are processed via SAP® Fieldglass (FG).

Please note that the Invoice Submission Portal (ISP) is no longer available for invoice submissions related to consulting and Staff Augmentation spend as the expense has been migrated to Fieldglass as of February 2024. Please follow the below instructions to initiate your payment process in Fieldglass

- Create Decision forms in Fieldglass to kickstart the budget approvals for your respective engagement
- Provide the SOW ID (TQ ID) to your respective vendor for the invoicing process to begin

View the [FG guide](#) for more information.

Market data service fees associated with real-time market data services are processed via Invoice to Pay (I2P) (internal system).

Offline Process: please send your invoice to the below addresses based on the region of the Goldman Sachs entity, along with other details provided by your Goldman Sachs contact or VRO. Reach out to gs-ces-global-marketdata-invoicing@ny.email.gs.com with **general queries**, if any.

Region	Email Address
USA and Canada	MarketDataInvoices2@ny.email.gs.com
Latin America (LATAM) Countries	latamaccountspayable@ny.email.gs.com
EMEA	eurmdinvoices@gs.com
ANZ	ANZMA@gs.com
India (digitally signed softcopies only)	gs-invoice-scanning@ny.email.gs.com



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ASIA	
Singapore, Malaysia and Indonesia	gsinvscanmahk@gs.com
Hong Kong and Mauritius	gsinvscanmahk@gs.com
Taiwan and Korea	Hard copies of invoices must be sent to the appropriate Goldman Sachs to initiate payment processing. 27th Floor, Lee Garden Three 1 Sunning Road Causeway Bay, Hong Kong People's Republic of China
Japan	Hard copies of invoices must be sent to the appropriate Goldman Sachs to initiate payment processing. Toranomom Hills Station Tower 6-1, Toranomom 2-Chome, Minato-ku Tokyo 105-5543, Japan
Japan eInvoice	gsinvscanmatk@gs.com
China	Please reach out to your Goldman Sachs contact or VRO for instructions on how to submit hard copies of invoices

Telecom expenses are processed through Sakon. This includes monthly/quarterly rental charges for voice services, networks (data/connectivity), mobile, and multimedia and excludes hardware and maintenance. In Sakon, contracts are generally executed via Master Accounts.

Please send your invoice to the below addresses based on the region of the Goldman Sachs entity, along with your Master Account details provided by your GS contact or VRO. Reach out to goldmansachs@sakon.com with general queries regarding your invoices.

Region	Mailbox
USA and Canada	goldmansachsinvoices@sakon.com
EMEA	
ANZ	
Brazil and Mexico	
India (digitally signed softcopies only)	
ASIA	



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Singapore, Malaysia, Indonesia, Hong Kong and Mauritius	
Japan eInvoice	
Taiwan and Korea	27th Floor, Lee Garden Three 1 Sunning Road Causeway Bay, Hong Kong People's Republic of China
Japan	Toranomon Hills Station Tower 6-1, Toranomom 2-Chome, Minato-ku Tokyo 105-5543, Japan
China	Please reach out to your Goldman Sachs contact or VRO for instructions on how to submit hard copies of invoices