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 and Frequently Asked Questions 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 (listed below). Invoice submission through the firm's preferred online channels enable greater speed and efficiency of payments.

In certain cases, invoices may be submitted via the offline process. Throughout this document, you will see spend categories/types and the online/offline processes for submitting an invoice for each category.

Invoice submission based on types of products and services: (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, professional fees and staff augmentation
- Market Data
- Telecom

Note: Invoices must be submitted within 5-7 business days from the date of the invoice and should include the below information as relevant.

Billing entity information	• Name and address of the *single* bill-to GS entity • Email address and name of your Goldman Sachs contact. • Ship-to address/service location (separate invoices must be raised for each ship-to/service location)
Vendor details	• Complete name of vendor's legal entity and Tax ID (Example: TIN/GST/VAT/CTax/SST etc.) • Ship-from address • Billing contact information
Invoice details and bank account information	• 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 bank payment method (Example: ACH/FED/EFT) *Notify your GS contact to submit changes to bank account details and addresses.*

Invoice Submission Guidelines

Tax details	• Taxable value, tax amount. • Supplier Tax ID (if applicable) • Withholding taxes (if applicable, mandatory for entities in Italy and Spain)
Reference IDs (PO)	• Goldman Sachs issued reference IDs, eg; Purchase Order ID (PO) or Blanket Purchase Order ID (BPO), Master Account number and Matter ID. (applicable based on spend/service type)

Invoice Submission Guidelines

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

Note:

- We are currently migrating processing of consulting and staff augmentation invoices to **SAP® Fieldglass** (FG) in a phased manner. Until you have been onboarded onto FG, please continue to submit via the **Ariba** process listed below.
- Charity payment requests must be submitted via the web-based charitable contributions form. As part of your submission, please include an appropriate e-mail of the charitable organization to enable payment.

Ariba Network or Online submission guidelines:

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 who will help facilitate the same to submit invoices via the Ariba® Network.

If you are already active on the Ariba® Network, submit your invoices against PO/BPOs, 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 each out to the Supplier Enablement team.

Non-Ariba network or offline submission guidelines:
Vendor Relationship Owner (VRO) Submission – VRO's may submit on behalf of vendors who are currently not on the Ariba Business Network through the Invoice Submission Portal.

Vendor Submission –

A) **PO/BPO invoices:** Please email a copy of your invoice to the email addresses within the table below, based on the region of the Goldman Sachs entity along with the **PO/BPO ID** issued by Goldman Sachs

B) **Non-PO/ non-BPO invoices:** Please submit your invoice directly to your Goldman Sachs contact if you do not have a PO/BPO reference ID issued by GS.

Region	Email Address
Global (Excluding Asia)	Invoicesubmission@gs.com

Invoice Submission Guidelines

Asia (excluding Japan, Korea, Taiwan and China)	asiainvsubmission@hk.email.gs.com
Japan	asiainvsubmission@hk.email.gs.com Hard copy submission address - Toranomon Hills Station Tower 6-1, Toranomon 2-Chome Minato-ku, Tokyo 105-5543, Japan
Taiwan, Korea, China (hard copy submission address)	Korea and Taiwan: 60 Anson Road #15-01 Mapletree Anson Singapore 079914 China: Please reach out to your Goldman Sachs contact for instructions on how to submit hard copies

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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 that you have a valid TeamConnect Matter ID and an approved budget prior to invoice submission.

Online Process: We encourage you to access Collaborati if you have already been onboarded and electronically submit your invoices with a TeamConnect Matter ID for all Legal expenses.

Offline process:
Vendor Relationship Owner (VRO) Submission – VRO's may submit TeamConnect invoices on behalf of vendors who are currently not on the Ariba Business Network through the Invoice Submission Portal.

Vendor Submission –
Please email a copy of your invoice to the below addresses, based on the region of the Goldman Sachs entity along with a Matter ID reference. Reach out to LegalDeptFinanceandOperations@ny.email.gs.com with general queries if any regarding Legal invoices.

Region	**Email Address**
USA and Canada	consultinginvoices@ny.email.gs.com
EMEA	consultinginvEMEA@ln.email.gs.com
India	consultinginvINDIA@ny.email.gs.com
ANZ	ConsultinginvANZ@hk.email.gs.com
ASIA	

Invoice Submission Guidelines

Singapore, Malaysia, Indonesia, Taiwan and Korea	gs-sgscan-csm@ny.email.gs.com In addition, hard copies of invoices related to Taiwan and Korea must be sent to the appropriate Goldman Sachs entity prior to settlement. 60 Anson Road #15-01 Mapletree Anson Singapore 079914
Hong Kong, Mauritius and Cayman	gs-hkscancsm@ny.email.gs.com
Japan (hard copy submission address)	Toranomon Hills Station Tower 6-1, Toranomon 2-Chome Minato-ku, Tokyo 105-5543, Japan
Japan Invoices	gs-JPscanCSM@ny.email.gs.com Hard copy submission address - Toranomon Hills Station Tower 6-1, Toranomon 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

Invoice Submission Guidelines

Market data service fees associated with real-time market data services are processed via MDM platform in partnership with Calero-Market Data Services Limited.

Invoice Submission Timelines

- Invoices **must be submitted within two days** from the invoice date.

Mandatory Invoice Requirements

- The invoice **must include the CPIP number (Contract Number)** to avoid delays.
- The **GS Master Account Number** must be printed on the invoice.
    - If not available, vendors should request this prior to submission.
- For vendors billing from **non-US locations to a US Goldman Sachs entity**, the invoice must state the **US Source of Income % (USSI%)**.
- Any changes to **Vendor name, Vendor Address**, **Bank account details, Invoice credentials** must be communicated to the invoicing team before issuing new invoices, so systems can be updated.

Invoice submission

Submit invoices with the respective **"Bill To "**Goldman Sachs entity on the header of the invoice to mdminvoices@gs.mdsl.net
Additionally, please remember to adhere to the below regional regulatory requirements in Asia. Please contact gs-cesglobal-marketdata-invoicing@ny.email.gs.com if you have any questions.

ASIA	
Taiwan & Korea	**Hard copies must be sent to the appropriate GS office**: *60 Anson Road, #15-01, Mapletree Anson, Singapore 079914*
Japan	Hard copies must be sent to the GS Japan office. In addition, **hard copies must still be sent** before settlement. *Toranomon Hills Station Tower 6-1, Toranomon 2-Chome Minatoku, Tokyo 105-5543, Japan*
China	Vendors should contact their **Goldman Sachs contact or VRO** for specific instructions on hard copy submissions.

Invoice Submission Guidelines

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. Reach out to goldmansachs@sakon.com with **general queries** regarding your invoices.

Region	Mailbox
Global (Excluding below Asia entities)	goldmansachsinvoices@sakon.com
Taiwan and Korea (hard copy submission address)	60 Anson Road #15-01 Mapletree Anson Singapore 079914
Japan (hard copy submission address)	Toranomon Hills Station Tower 6-1, Toranomon 2-Chome Minato-ku, Tokyo 105-5543, Japan
China (hard copy submission address)	Please reach out to your Goldman Sachs contact or VRO for instructions on how to submit hard copies of invoices

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