


The Ariba Network is the firm's preferred tool for invoicing. It automates the process of reconciliation and ordering, thus improving the efficiency and accuracy of transactions.

Once you have received the below email from Ariba, please refer to the [link](#) for registration and follow the instructions to fill out the questionnaire. For more vendor related questions and resources visit the [Our Vendor Program](#) page.

Invitation: Register as a Supplier With Goldman Sachs

<s4system-prod3+GS1-T.Doc740550874@ansmtp.ariba.com>

Reply



Goldman Sachs is inviting you to register as a supplier through the Ariba Network (AN) to support the electronic processing of orders and payments. Registration is free with a standard account.

To register, follow the steps outlined below:

1. Access Ariba Network: [Click Here](#) to "Sign up" as a new user or click "Log In" to enter your existing credentials, Goldman Sachs recommends new suppliers register with a Standard Account that has no subscription fee. Refer to the [guide](#) for additional information.
2. Once you have logged in to your account, please fill in the first section and then choose the region applicable to proceed further. Refer to the region-specific guides below and follow the instructions to complete and submit the registration questionnaire.

Registration Questionnaire Guides

[Americas](#)

[EMEA](#)

[Asia](#)

Please note: the questionnaire request is time sensitive. It is only valid for 30 days after you have received the request.

If you have questions, please reach out to us at the below email.

Thank you

Goldman Sachs—[Procure to Pay Team](#)

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

## Instructions for the Questionnaire

### 1. General Information

#### 1.1. Supplier Full Legal Name – Include name without special characters

1
General Information
Less...

**Note:** The questions in this questionnaire will be dynamic in behavior. You might see leaps in the question numbering depending on the answers you provide.

**Please click on the information icon against each field before filling in appropriate details**

1.1 Supplier Full Legal Name - Corporate Tax (USA) /Transaction registration name ⓘ \* SLPTrainingVendor

#### 1.2. Continued Supplier Name – If legal name is longer than 35 characters (text without special characters)

1.2 Continued Supplier Name (If longer than 35 characters)

#### 1.3. Other operating names

1.3 Supplier Name (Other names operating under) - In case you do not have other names, please enter the "Supplier full legal name".

#### 1.4. Supplier Headquarter Address – Update complete address without special characters

1.4 Supplier Headquarter Address

Show More

Street: 71 Cherry Court ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: PO16 7GZ ⓘ City: SOUTHAMPTON ⓘ

Country/Region: United Kingdom (GB) ⓘ State/Province/Region: Somerset (SO) ⓘ

# Ariba Supplier Registration Guide

## APAC

1.5. Corporate Email Address – Update a valid email address to be used for communication, preferably a Finance/Accounting team email address

1.6. Do you qualify to be a diverse supplier? – Refer the linked Goldman Sachs diversity definitions to answer (Yes/No)

<p>1.6 Do you qualify to be a diverse supplier ? (Please refer to this website to review Goldman Sachs diversity definitions <a href="#">here</a>)</p> <p>If Yes, you will receive a diversity specific questionnaire, after this form has been accepted by Goldman Sachs.</p>	<p>* No <input type="button" value="v"/></p>
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1.7. Are you based out of South Africa? – If your answer to Question 1.7 is 'Yes' then answer Question 1.8

1.8. Have you been evaluated as a Broad-Based Black Economic Empowerment (BBBEE) vendor? – Select Yes/No from the dropdown as per preference

1.5 Corporate Email Address <input type="text"/>	
<p>1.6 Do you qualify to be a diverse supplier ? (Please refer to this website to review Goldman Sachs diversity definitions <a href="#">here</a>)</p> <p>If Yes, you will receive a diversity specific questionnaire, after this form has been accepted by Goldman Sachs.</p>	* Yes <input type="button" value="v"/>
1.7 Are you based out of South Africa?	* Yes <input type="button" value="v"/>
1.8 Have you been evaluated as a BBBEE vendor?	* Unspecified <input type="button" value="v"/>

1.9. Do you use sensitive PII (Personally Identifiable Information) as identification? Select (Yes/No)

- If 'Yes', please reach out to [gsasdvms@ny.email.gs.com](mailto:gsasdvms@ny.email.gs.com) with the offline template containing additional details needed to facilitate payment set-up. Callback will be initiated to validate the payment instructions verbally over call on the contact details provided by the supplier
- If 'No', please fill additional sections under question 5, 9 and 15 (tax information and bank data)

<p>1.9 Do you use sensitive PII (Personally Identifiable Information) as identification (government identification numbers or financial account numbers associated with individual persons (e.g. U.S. Social Security numbers, driver's license numbers, or personal credit card or banking account numbers))?</p> <p>If yes, please reach out to <a href="mailto:gs-asdvms">gs-asdvms</a> with the offline <a href="#">template</a> with additional details needed to facilitate payment set-up. </p> <p><a href="#">References</a> <input type="button" value="v"/></p>	<p>* Unspecified <input type="button" value="v"/></p>
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## 2. Primary Contact Information

2.1. Supplier Contact Person\_First Name

2.2. Supplier Contact Person\_Last Name

2.3. Supplier Contact Person email – Update valid email address (in the event Goldman Sachs needs to reach out for further information)

2.4. Supplier Contact Telephone - Update valid contact number without special characters (Example: 212121212)

2.6 Supplier Contact Title

▼ 2 Primary Contact Information	
2.1 Supplier Contact Person_First Name	* <input type="text" value="TEST"/>
2.2 Supplier Contact Person_Last Name	* <input type="text" value="TEST"/>
2.3 Supplier Contact Person_Email	* <input type="text" value="ABC@gmail.com"/>
2.4 Supplier Contact Telephone (Contact Number to be updated without the country Code) ⓘ	* <input type="text" value="211211211"/>
2.5 Supplier Contact Fax	<input type="text"/>
2.6 Supplier Contact Title	* <input type="text" value="Unspecified"/>

## 4.0 Payment Method Selection

4.0 Preferred payment method – Select your preferred payment method from the dropdown

Please Note: Japan vendors billing JPY to GS entities in Japan, please select payment methos as Zengin.

Japan vendors billing non-JPY to GS entities in Japan, please select payment method as EFT and YES to SWIFT payment under question 5.

4 Preferred payment method: (Check Payment Method should be selected as exception only if there are no other payment options available)	* <input type="text" value="(Z) - Zengin"/>
5 Will you be providing SWIFT based Bank Account? (Please select Yes, if you only have swift based account and update question 14. If not select No and update question 15 accordingly)	* <input type="text" value="No"/>

5.0 Will you be providing a SWIFT based Bank Account? – Select Yes/No from dropdown after referring to the below notes



### Notes:

If your bank country/region does not fall under the attached excel list, please select 'No' and proceed further. Update the bank details in Question 15



If your bank country/region falls under the attached excel list, please select 'Yes' and proceed further. Update the bank details in Question 14 (Refer to Page 9 for additional details)



Swift Based  
Country List.xlsx

5 Will you be providing SWIFT based Bank Account? (Please select Yes, if you only have swift based account and update question 14. If not select No and update question 15 accordingly)	* Yes 
7 Do you have additional remittance addresses or bank account information other than what has already been provided?	* No 

7.0 Do you have additional remittance addresses or bank account information other than what has already been provided? - Select from the dropdown. If you answered 'Yes', please fill additional data in Question 8

7 Do you have additional remittance addresses or bank account information other than what has already been provided?	* No 
7 Do you have additional remittance addresses or bank account information other than what has already been provided?	* Yes 
8 Remittance Address and Bank Information	<a href="#">Add Remittance Address and Bank Information (0)</a>

**9.0 Tax Information** – Click the hyperlink and Select 'Add Tax Information' and choose from Country/Region and Tax ID type to update details and save the information

9 Tax Information	<a href="#">Add Tax Information (1)</a>
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Tax Information (1)

Name ↑

▼ Tax Details #1 [Delete](#)

Tax ID  
(Update only one Tax ID and ensure it matches with the Tax ID on the Tax document provided) ⓘ

[Add an additional Tax Details](#)

Country/Region: Japan (JP) ⓘ

Tax Name	TaxType	Tax Number
Japan: Corporate number	Organization	

(\*) indicates a required field

### 10. Tax Document Upload

10.0 Please select the country/region you are based out of – Select country/region from dropdown

10.04 Please upload your VAT certificate – Upload attachment (10.4 is conditional to the region selected in 10.0. - tax document needs to be uploaded)

▼ 10 Tax Document Upload	
10.1 Please select the country/region you are based at	* Japan ▼
10.6 Please upload your relevant Tax Certificate (E.g. Transaction Tax Identification (GST,C-Tax) certificate)	* Attach a file
12 Do you have additional ordering addresses than the one already provided?	* Yes ▼
13 Ordering Address or Ship from Address <a href="#">Add Ordering Address or Ship from Address (0)</a> Less... <input type="button" value="-"/>	

12.0 Do you have additional ordering addresses than the one already provided? Select (Yes/No)

**Note:** Enter only addresses that have a business relationship with Goldman Sachs

13.0 Ordering Address or Ship from Address – 13.0 is conditional. Please answer if the option for 12.0 was selected as 'Yes'

Enter only addresses that have a business relationship with Goldman Sachs

12 Do you have additional ordering addresses than the one already provided?	* No ▼
12 Do you have additional ordering addresses than the one already provided?	* Yes ▼
13 Ordering Address or Ship from Address <a href="#">Add Ordering Address or Ship from Address (0)</a> Less... <input type="button" value="-"/>	

### 15. Main Address Bank Data

Main Address Bank Data – Complete required information including bank type, bank ID, country/region, account holder name, bank key/ABA routing number, account number, and bank control key

15 Main Address Bank Data	<a href="#">Add Main Address Bank Data (0)</a>
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If the bank information provided for the main address has an intermediary bank, please provide these additional details

Fill in details applicable to Indonesia Banks

▼ Only for Indonesia Banks	
Please select the beneficiary type	Unspecified ▼
Please select the residential status	Unspecified ▼
Please select the transaction type	Unspecified ▼
<a href="#">Add an additional Bank Data</a> <span>(*) indicates a required field</span>	

**Bank Type** – Select from the dropdown list (Domestic/Foreign)

If your bank account is based outside your country region, please select option 'Foreign' else, select 'Domestic' to get the country list in the next field

**Country Region** – Click 'Browse more' to select from the country list

Select Option for the relevant Currency – China vendor please select CNY1, Japan vendor to select JPY1

**Account holder name** (in local language) – Only Applicable for China, Taiwan, and Japan vendors

**Bank Key** – Sort code, bank code (Part of IBAN) \_ JPN \_ if bank type is 'domestic', bank key should be 7 digits (bank code + branch code).

**Bank control key** – Mandatory field for JPN Domestic bank type.

**Account Holder name** (in local language) - Half-width Japanese katakana name

**Swift Code** – Provide a valid Swift code (Need to be in Alphanumeric format). Please note that swift code ending with XXXX should not be used. E.g.: CITISGSG

**Account number and IBAN number fields are mandatory**

Main Address Bank Data (1)

Name 1

▼ Bank Data #1 Delete Less... [-]

Please provide only Account Number & Routing Code in this field

Bank Information

Bank Type: Domestic ▼

Country/Region: Japan ▼

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

Bank Control Key: No Choice ▼

If there are multiple bank accounts, please click on 'Add an additional Bank Data'

Add an additional Bank Data (\*) indicates a required field

▼ Bank Data #2 Delete Less... [-]

Please provide only Account Number & Routing Code in this field

Bank Information

Bank Type: Domestic ▼

Country/Region: Japan ▼

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

Bank Control Key: No Choice ▼

Add an additional Bank Data (\*) indicates a required field

Once completed, please submit the responses.

(\*) indicates a required field

Submit Entire Response Save draft | Compose Message

(If you have answered 'Yes' Question 5, only then update the below details under Question 14)

### 14. Main Address SWIFT Bank Data



### 14.1 Bank #1

#### 14.1.1 Bank Country – Select from dropdown

14.1.2 Select the option with the relevant currency for your bank account. If not available, please select 'Other' and 'type the currency' followed by the number '1' (e.g. EUR1 or HKD1 or IDR1) – Select the currency from the dropdown

#### 14.1.3 Account holder name

#### 14.1.7 SWIFT Code – Provide a valid Swift code (needs to be in Alphanumeric format)

**Note:** Swift code must be updated without XXXX. E.g.: CITISGSG

#### 14.1.14 Account number – Update bank account number

#### 14.1.19 Continued Bank Account number (if longer than 18 characters):

#### 14.1.20 Does the bank information provided for the main address have an intermediary bank?

#### 14.1.22 Only for Indonesia Banks

Once you complete Question 14, Submit the questionnaire

▼ 14 Main Address SWIFT Bank Data	
▼ 14.1 Bank #1	
14.1.1 Bank Country	* (DE) - Germany ▼
14.1.2 Select the option with the relevant currency for your bank account. If not available, please select Other and type the currency followed by the number 1 (e.g. EUR1 or HKD1 or IDR1)	* EUR1 ▼ <input type="checkbox"/> Other <input type="text"/>
14.1.3 Account holder name	* PROJECT <input type="text"/>
14.1.4 Account Holder Name (in Local Language)	<input type="text"/>
14.1.7 SWIFT Code	* DEUTDEFF <input type="text"/>
14.1.14 Account number	* 123456 <input type="text"/>
14.1.19 Continued Bank Account number (if longer than 18 characters):	<input type="text"/>
14.1.20 Does the bank information provided for the main address have an intermediary bank?	* No ▼
▼ 14.1.22 Only for Indonesia Banks	
14.1.22.1 Please select the beneficiary type	Unspecified ▼
14.1.22.2 Please select the residential status	Unspecified ▼
14.1.22.3 Please select the transaction type	Unspecified ▼
14.2 Do you want to provide an additional SWIFT bank account?	* No ▼
In case you have more than one SWIFT based bank account, please select YES and enter the details	
(*) indicates a required field	
<input type="button" value="Submit Entire Response"/> <input type="button" value="Reload Last Bid"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>	