OpenAI

Invoice Submission Guidelines

Submit invoices directly to invoices@openai.com. Questions? Reach out to accountspayable@openai.com.

- Ensure the correct OpenAI subsidiary and billing address are referenced.
- Always include the PO number on your invoice.
  - **Pre-Approval:** Ensure a contract or statement of work is executed and a PO issued before starting work or submitting invoices.

Invoice Requirements

Supplier Information	
Supplier Name & Address	Ensure the name and address matches the legal entity registered in the invoice system.
VAT/GST number	Only applicable if you are VAT/GST registered. Make sure it's correctly formatted per your country's requirements.
OpenAI Details	
OpenAI Subsidiary & address	Verify which OpenAI entity and billing address is listed in the PO or contract.
Purchase Order (PO) Number	*All goods and services require a PO. If you do not have one, coordinate with your OpenAI business contact to obtain it before starting the service or delivering goods.* **Note:** *Simple Legal invoices are PO exempt.*
Invoice Specific Details	
Invoice Number	Use a unique and sequential invoice number.
Invoice Date	The date the invoice is issued; ensure it is the correct and current date.
Invoice Due Date	Ensure it aligns with the payment terms on the PO or contract.
Invoice Terms	PO terms apply, invoice terms should match the PO Terms
Payment Method	*Preferred:* ACH (Automated Clearing House)
Project Code	Include this if your business contact has provided one.
OpenAI Project Contact	Name of the person who can confirm receipt of goods/services.
Goods Invoices	
Quantity	Match the quantities in your invoice with the approved PO.
Price per item	Ensure this matches the agreed rates on the PO.
Tax/VAT rate per item	Apply the correct rate, and ensure you have accurate tax details if applicable.
Services Invoices	
Coverage Period	Include the service period that corresponds to the work completed.
Invoice line description	Provide a clear and concise description of the services rendered.

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Bank Information	
Bank Name	Ensure this matches the name on the account.
Bank Address	Full bank address as required for international transactions.
Beneficiary Name	Should match the entity issuing the invoice.
Account Number	Double-check to avoid processing delays.
IBAN (International Bank Account Number):	Double-check to avoid processing delays.
Routing Number	Double-check to avoid processing delays.
SWIFT/BIC Code	Double-check to avoid processing delays.
Currency	Ensure it aligns with currency on the PO or contract.

OpenAI Entities *The entity name must be prominently displayed on the invoice. Each entity has unique requirements and processing protocols.*	
OpenAI OpCo, LLC 🇺🇸 ***Most goods and services***	1455 Third Street San Francisco, CA 94158, USA
OpenAI, Inc. 🇺🇸 *Limited to non-profit funding*	1455 Third Street San Francisco, CA 94158, USA
OpenAI, L.L.C. 🇺🇸 *Limited to AI institutes funding*	1455 Third Street San Francisco, CA 94158, USA
Radix Holdings, LLC 🇺🇸 *Limited to lease/rent*	1455 Third Street San Francisco,CA 94158, USA
Summerlight Technologies Ltd. 🇨🇦 *Limited to goods and services for Canadian entity*	33 Bay Street, Suite 3400 Toronto, ON M5H2S7, CANADA
OpenAI France, S.A.S. 🇫🇷 *Limited to goods and services for French entity*	95 Rue La Boetie Paris, FRANCE - 75008
OpenAI Ireland Ltd 🇮🇪 *Limited to goods and services for Irish entity*	1st Floor, The Liffey Trust Centre 117-126 Sheriff Street Upper Dublin 1, D01 YC43, IRELAND
OAI Ireland Limited 🌐 *Limited to goods and services without a local OAI entity*	1st Floor, The Liffey Trust Centre 117-126 Sheriff Street Upper Dublin 1, D01 YC43, IRELAND
OpenAI UK Ltd 🇬🇧 *Limited to goods and services for British entity*	Suite 1, 3rd Floor 11-12 St James's Square London, SW1Y 4LB, UNITED KINGDOM
OpenAI Japan, Ltd. 🇯🇵 *Limited to goods and services for Japanese entity*	1-4-5 Roppongi Minato-kur Tokyo, 106-0032, JAPAN
OAI SINGAPORE PTE. LTD 🇸🇬 *Limited to goods and services for Canadian entity*	8 Marina Blvd, #05-02 Marina Financial Centre Singapore, 018981, SINGAPORE

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