

Fintech Invoices Submission Instructions

Important: The procedures for paying Fintech Invoices have not changed. Please continue to submit invoices to the GSI Treasury Team via email.

Do NOT send Fintech invoices to OSV or GSI Accounts Payable.

Follow these steps to submit Fintech invoices to corporate for payment:

Step 1: Code the Invoice

- **Spend Category:** Identify the correct spend category (e.g., Beer, Wine, Liquor).
- **Cost Center:** Enter the correct cost center in the format CCOXXXX.

Step 2: Prepare the Invoice

- **Scan the Invoice:** Ensure the invoice is clear and readable.
- **Edit the Invoice:** Use Adobe Acrobat to add the Spend Category and Cost Center at the top of the invoice, using the format below:
 - **CCO+unit number**
 - **Name of Spend Category**

Step 3: Email the Invoice

Send the scanned invoice to both indu.gulati@guestservices.com and myrna.mullins@guestservices.com

Email Specifications:

Attachment: Ensure each invoice is attached as a separate PDF.

After Submission:

Once received, the GSI Treasury Team will process the invoice for payment.

Note: If you have any questions or need further assistance, please contact the GSI Treasury Team at the above email addresses.