

Sample Invoice Guide

(Last Updated May 2023)

GP Invoicing Guidelines

General Invoicing Requirements

- Invoice must be submitted to one of the [GP submission email addresses](#) unless transacting in the Ariba Network
- Credit and debit lines cannot be included on the same invoice
- Invoices must be attached to the email as a PDF or TIF/TIFF file
 - Ensure the file is not password protected and that no links to the invoices are being used
 - Submit one invoice within each attachment as the first page
 - Supporting documentation should be contained in the same file as the invoice, if possible
 - If separate files are submitted for the invoice and supporting documentation, only ONE invoice per email is preferred
- Invoices cannot be handwritten and must be in English

Invoice Header Requirements

- “Remit To” name and address
- “Ship To” or “Provided For” name and address
- “Bill To” name and address
- Invoice Number
 - Limited to 16 characters (no special characters allowed except hyphen)
 - Do not reuse the same invoice number
- Invoice Date
- Invoice Currency
- Customer Account Number (if applicable)
- Applicable Freight, Tax, or Miscellaneous Charges
- **For PO invoices:**
 - PO Number required, only one PO per invoice will be accepted
- **For Non-PO invoices:**
 - GP Requester email address required
- **For Credit Memos:**
 - Reference original invoice number

Invoice Line Item Requirements

- Description
- Quantity
- Unit of Measure
- Unit Price
- Line Total
- Part Number (if applicable)
- Bill of Lading (if applicable)
- **For PO invoices:**
 - PO Line Number required (must match the exact PO line # and not a partial line #)
 - Multiple invoice lines cannot reference the same PO Line

CONTACT INFORMATION

Questions? Please reach out to GP AP Customer Support at APService@gapac.com

Note: Invoice payment terms begin upon receipt of a valid invoice, not the invoice date.

GP Sample Invoice Layout

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Remit To: <Customer Company Name>
<Street Name>
<Postal Box Number>
<City> <ST> <Zip Code>

Invoice Number: 9999-ZZ999
Invoice Date: MM/DD/YYYY
Invoice Currency: USD

Bill To: <Georgia-Pacific Facility Name>
<Street Name>
<Postal Box Number>
<City> <ST> <Zip Code>

Ship To: <Georgia-Pacific Facility Name>
<Street Name>
<Postal Box Number>
<City> <ST> <Zip Code>

Purchase Order Number: P999999999

Customer Account Number: 11111-222A

GP Requester Email: First.Last@gapac.com ▼

**Required for
Non-PO Invoices**

Freight	100.00
Tax	50.00
Misc Charges	25.00

[illegible]

All fields required in the header are intended to increase the OCR capture, including the freight, tax, and miscellaneous charges

Invoice Total	5,200.00
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