Sample Invoice Guide

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

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
    - Multiple invoice lines cannot reference the same PO Line

> ✉ **CONTACT INFORMATION**
> Questions? Please reach out to GP AP Customer Support at APService@gapac.com

For additional supplier information, please visit www.gp.com/supplier

GP Georgia-Pacific

GP Sample Invoice Layout

Remit to Name & Address:
<Customer Company Name>
<Street Name>
<Postal Box Number>
<City> <State> <Zip Code>

Bill To Name & Address:
<Georgia-Pacific Company Name>
<Street Name>
<Postal Box Number>
<City> <State> <Zip Code>
Customer Account Number: 11111-222A

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

Purchase Order Number: P9999999999

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

Ship To Name & Address:
<Georgia-Pacific Company Name>
<Street Name>
<Postal Box Number>
<City> <State> <Zip Code>

Freight	100.00
Tax	50.00
Misc Charges	25.00

Description	PO Line	Part Number	BOL	UOM	Quantity	Price	Line Total
Sample Material Line Item	2	GP12345	F12345	LBR	15.25	100.00	1525.00
Sample Service Line Item	5			EA	1.00	2500.00	2500.00
Sample Non-PO Line Item				EA	1.00	1000.00	1000.00
						Invoice Total	5200.00

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

Georgia-Pacific