Invoice via PO Flip

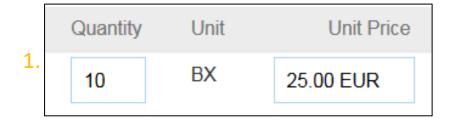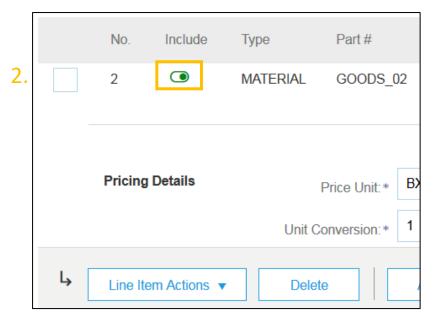## Line Items

The Line Items section shows the line items from the Purchase Order

1. Review the quantity and price for each line item you are invoicing, update as needed.

2. Click on the line item's **green slider** to exclude it from the invoice if the line item should not be invoiced OR check the box left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

	No.	Include	Type	Part #
☐	2	◉	MATERIAL	GOODS_02

Pricing Details

Price Unit:* BX

Unit Conversion:* 1

Line Item Actions ▼   Delete
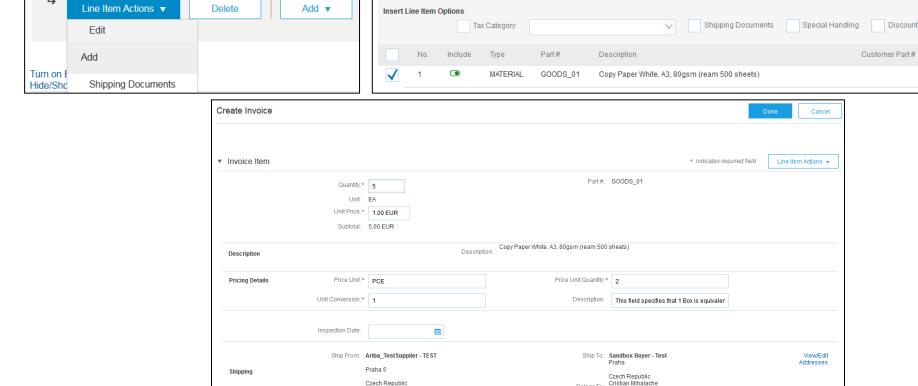
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Detail Line Items

Additional information can be viewed at the Line-Item Level.

Please Note: You will not be able to change the price from the current price on the PO at this time. If you already confirmed a new price and 2 business days have passed without receiving a change order to reflect your updated price, please contact the buyer.

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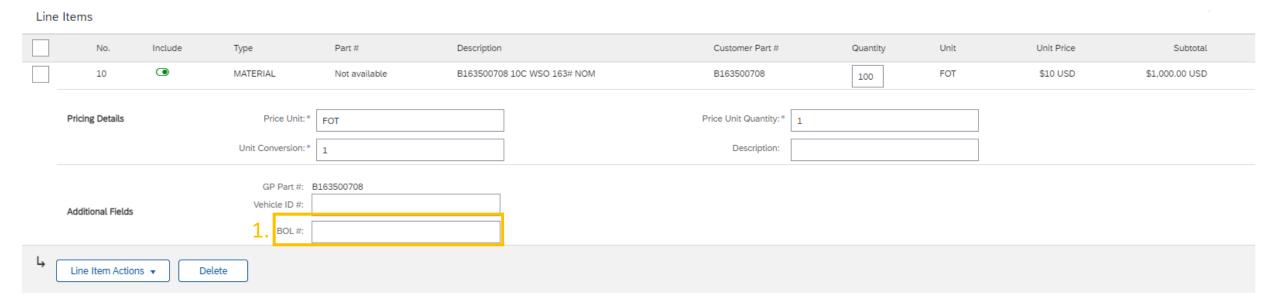## Line Item – Bill of Lading (BOL) Number

If you are a **Chemical, Direct Materials or Raw Materials** supplier, you **must** include a bill of lading number (BOL #) for each line item of your invoice.

1. Scroll down to the bottom of the invoice header and enter the bill of lading number in the BOL # field under each line item.
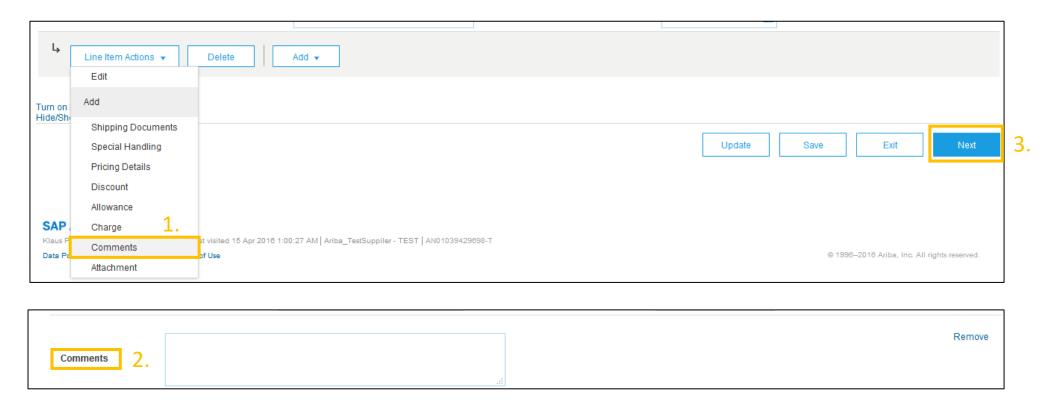
Line Items

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	⬤	MATERIAL	Not available	B163500708 10C WSO 163# NOM	B163500708	100	FOT	$10 USD	$1,000.00 USD

Pricing Details

Price Unit: * FOT

Price Unit Quantity: * 1

Unit Conversion: * 1

Description:

Additional Fields

GP Part #: B163500708

Vehicle ID #:

1. BOL #:

Line Item Actions ▼   Delete

Invoice via PO Flip
Line Item Comments

1. To add comments at the line items, select Line Items then click **Line Item Actions** > **Add** > **Comments**.

2. Upon refresh or **Update**, the Comments field will display. Enter applicable comments in this field.

3. Click **Next**.

Review, Save or Submit Invoice
PO Flip Invoice

1. Review your invoice for Accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.

2. If no changes are needed, click **Submit** to send the invoice to Georgia-Pacific.

3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.

5. You may resume working on the invoice by selecting it from **Invoices** > **Drafts** on your dashboard.

   - You can keep draft invoices for up to 7 days.

Note: In the event of errors, there will be a notification in red where information must be corrected.