

Sample Order Confirmation Guide

GP Order Confirmation Guidelines

General Order Confirmation (“OC”) Requirements

Note: this document does not apply to Ariba-enabled suppliers. Ariba-enabled suppliers must send confirmations through Ariba Network. More details on that can be found [here](#).

- OC must be emailed to the email address listed on the PO header
- OC may be attached to the email as a PDF or TIF/TIFF file, or written in the body of the email
- Ensure the file is not password protected
- OC must be in English
- Currency must be in USD

OC Header Requirements

- “Ship To” or “Provided For” customer name and address
- “Bill To” customer name and address
- “Sold By” supplier name and address
- Georgia-Pacific Purchase Order number
- OC or Sales Order number
- Order date
- Customer account number (if available)
- Applicable freight, tax, or miscellaneous charges
- Shipment method
- Delivery terms
- Payment terms
- Salesperson name, email, and phone number



CONTACT INFORMATION

Questions? Reach out to the email address listed on the PO header.

OC Line Item Requirements

- PO line number
 - One OC line per PO line
 - Multiple OC lines cannot reference the same PO Line
- GP part number
- Manufacturer part number
- Supplier part number (if applicable)
- Item description
- Expected delivery date
- Quantity
- Unit of measure
- Unit price
- Total line price

GP Sample Confirmation Layout

Sold By Name & Address:

<Customer Company Name>
<Street Name>
<Postal BoxNumber>
<City> <State> <Zip Code>

Ship To Name & Address:

<Georgia-Pacific CompanyName>
<Street Name>
<Postal BoxNumber>
<City> <State> <Zip Code>

Customer Account Number: 11111-222A

Purchase Order Number: P9999999999

Order Confirmation Number: A12345

Order Date: MM/DD/YYYY

Shipment method: UPS GROUND

Delivery terms: <term><location>

Payment terms: <term>

Salesperson name: <first and last name>

Email: sales@company.com

Phone #: 999-999-9999

Bill To Name & Address:

<Georgia- Pacific Company Name>
<Street Name>
<Postal Box Number>
<City>, <State> <Zip Code>

All fields shown here are intended to serve as examples. Actual data will vary.

Freight	\$__.
Tax	\$__.
Misc. Charges	\$__.

PO Line#	Description GP Part# Manufacturer Part#	Quantity Unit of Measure	Estimated Delivery Date	Unit Price	Total Price
1	Sample material description GP00123865 ABC-123-1	1 each	June 1, 2022	\$30.00	\$30.00
2	Sample material description GP00876123 11WXYZ	5 sets	June 1, 2022	\$10.00	\$50.00
3	Sample material description GP01459123 PART-NO123	20 gallons	June 8, 2022	\$1.00	\$20.00