

Georgia-Pacific Invoicing Instructions

To expedite processing of your invoices, ensure your invoice has the following information and is legible as it will be imaged for processing. Invoices without this information may be returned to you and will need to be reissued before payment will be considered.

General information:

- One PO per invoice
- One invoice per email/fax submission
- All credits must reference the original invoice for which the credit is issued

Header Information—

- Your Invoice Number
- Georgia-Pacific Purchase Order (PO) Number
- Georgia Pacific PO Line Number
- “Ship To” Address to where materials are delivered
- Your Remit To Address
- Payment Terms per the PO
- Your packing Slip and/or Bill of Lading Number
- Freight Terms and Carrier (where applicable)

Line item information--

- Georgia Pacific Part Number as listed on the PO
- A Brief Description of the Material or Service
- Manufacturer’s Part Number (if applicable)
- Invoice Quantity for each Line Item
- Purchase Order Unit of Measure
- Unit cost and Extended cost, for each line item
- Taxes (if applicable)
- Freight charges (if applicable)
- Invoice Grand Total

For questions please contact our AP processing center by phone at 866-924-1397