Submitting invoices is easy!

apinvoices@gatech.edu

Invoice Check-List – All criteria must be met before submission

- ✓ Should be an **<u>INVOICE</u>**– quotes, estimates, PO's etc. are not valid
- ✓ First Time Submission Only
- ✓ PDF format
- ✓ Valid Georgia Tech PO Number(PO-XXXXXXX)referenced on invoice
- ✓ One invoice per attachment
- ✓ PO Number ONLY in the email subject line
- ✓ All Support Documents Included

Issues/Questions

- ✓ **Not a first time Submission?**
  - o Please visit Supplier Portal for a status update
- ✓ **Not a PDF format?**
  - o Convert to PDF first! Then submit
- ✓ **Need a PO?**
  - o Contact the individual that placed the order via phone or email
- ✓ **Multiple Invoices?**
  - o That's ok! You can include multiple attachments to one email; but don't forget – only one invoice per attachment
- ✓ **Questions about supporting documents?**
  - o No problem! Please visit Supplier Portal BEFORE you submit
- ✓ **General AP questions – payment status, rushes, etc.?**
  - o Please visit Supplier Portal

Please note – attaching an invoice to a Requisition or PO DOES NOT submit the invoice to AP. All invoices must be submitted to AP for entry by sending invoices to apinvoices@gatech.edu

Questions? Please contact us by visiting Supplier Portal