Graham Packaging Company Supplier:

Graham Packaging Company is committed to working with our valued suppliers to achieve on-time, accurate payments for all invoices. Graham is providing this notice to clarify the guidelines and to define our standard payment terms. Following these guidelines will ensure accurate and timely payment of invoices:

- All invoices need to be sent to the "bill to" address shown on each purchase order or emailed to vendorinvoices@grahampackaging.com. Faxed invoices are no longer accepted.
- Invoice price must match or be less than the PO price and cannot contain more than (2) decimal places.
- Invoiced quantities must match the PO quantities and cannot contain more than (3) decimal places.
- The line items on the invoice must match the line items on the PO. Graham will reject invoices with one line item representing a consolidation of two or more items on a purchase order.
- If Graham's part number is referenced on the PO it must be referenced on the invoice.
- If the invoice you are going to send does not match the PO, please contact the requisitioner to have the PO corrected and approved BEFORE you submit the invoice. INVOICES THAT DO NOT MATCH THE PO WILL BE REJECTED AND LEAD TO PAYMENT DELAYS.
- Any invoice not having a valid PO number and PO-matched information, will be rejected.
- When an acceptable invoice is received (see points above), the invoice will be date-stamped and that is the "Invoice Date" used to start the terms period. Checks are run once a week.
- Graham’s standard payment terms are 2% 30 net 90 by ACH. Graham offers a few additional options including payment by virtual card when discussed and approved by a buyer in Global Sourcing. THE SPECIFIC PAYMENT TERMS GOVERNING A PARTICULAR ORDER WILL BE CLEARLY CALLED OUT ON EACH PURCHASE ORDER.
- Upon Receipt, each PO should be carefully reviewed as the terms specified are the conditions that will be used to pay the invoice. If there are any discrepancies, notify the requisitioner immediately for a corrected PO. Do not call accounts payable as they will not be able to help you.
- UNLESS OTHERWISE SPECIFIED, THE PRICE SET FORTH ON THE PURCHASE ORDER WILL INCLUDE ANY AND ALL CHARGES AND NO EXTRA CHARGES OF ANY KIND WILL BE ALLOWED UNLESS PREVIOUSLY AGREED TO IN WRITING AND ARE INCLUDED ON THE PO.
- Invoices must not include charges for freight unless previously agreed to in writing and are included on the PO.

If you do not agree with anything on the purchase order, you have the following options:

1) Notify the requisitioner, come to agreement on resolution and obtain a modified PO as appropriate. The requisitioner is the only person who can assist you.

2) Reject the purchase order by contacting the requisitioner. E-mail is preferred method of communication of a rejected PO.

If after following these guidelines, you have not received payment as expected, please contact the requisitioner.

Thank you,