



QUICK TIPS INVOICE SUBMISSION PROCESS



Processing Time	Submit invoices promptly for completion of services/delivery of goods. AP will process within 1-5 business days.
Submission Criteria	Send all invoices to: apinvoices@gatech.edu. Submit once as multiple submissions will delay processing.
Invalid Invoice Type	Proformas, quotes, estimates, and copies of PO's are not valid.
Format	Invoices must be in PDF format only. Clickable links will not be accepted.
PO Requirement	Ensure a valid Georgia Tech PO Number (PO-xxxxxxx) with available funding is referenced on the invoice.
Attachment Rule	One invoice per attachment; submit multiple invoices as individual files. No more than 10 PDF files per email.

Why is my invoice not paid?

Checklist:	<ul style="list-style-type: none">• Was the invoice sent to: apinvoices@gatech.edu?• In PDF format?• Valid PO listed?• Does your PO sufficient funds?• Is your invoice in match exception?• Has a receipt been entered?
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Need Assistance?
Submit a ticket to [ServiceNow](#) for additional support.