**Supplier Maintenance and Self Service:**

If you have a supplier update including Core Supplier Information, Banking, etc., please contact your PPG Aerospace Buyer for Assistance.

**Invoice Submission Requirements:**

* Send Invoice in PDF file format to AeroSpace\_APInvoices@ppg.com
* One invoice per email – DO NOT COMBINE/ATTACH INVOICES FOR ONE OR MULTIPLE PPG LOCATIONS IN ONE EMAIL (invoices will not route correctly in our automated invoice workflow process resulting in payment delays)
* Links or Password Encrypted Files will not be accepted. Invoices with more than one page should not be split into separate PDF documents. The Invoice Header must be the first page of the document. Any attachments with information relevant to the invoice need to be sent in the same PDF document after the invoice header.
* **Statements and past due inquiries** should be submitted to the new Customer service Email address AP\_USCA\_Aerospace@ppg.com. Please do not contact former AP representatives as **no response will be provided**
* All Documents must specify an PPG "Bill to" and "Ship to" addresses, invoice number, invoice date, amounts, currency, original PPG PO Line Number, valid PPG PO number. Suppliers must ensure that they have a valid PPG purchase order number issued prior to supplying goods or services.
* If the invoice was paid previously by a corporate purchasing card by an individual directly, please do not submit an invoice for payment.
* Price Changes must be approved by the PPG Buyer prior to shipment and invoicing of goods/services.