



GREAT LAKES DREDGE  
& DOCK COMPANY, LLC

1 PARKVIEW PLAZA | SUITE 800  
OAKBROOK TERRACE, IL 60181  
630.574.3000

## Vendor Invoice Requirements

This letter outlines GLDD's requirements for submitting invoices for payment. These requirements are necessary in order to process your invoices accurately and timely. Failure to comply with these requirements may delay the issuance of payment.

All invoices submitted must be original documents (account statements or quotes are not acceptable) and contain the following information:

- Invoice Date.
- Invoice Number (must be unique).
- Invoice Amount.
- Invoice must be billed to Great Lakes Dredge & Dock Co, LLC.
- Description of services/goods provided
  - Include Unit price, quantity, freight charges, sales tax, total price of the products or service, length of the service, or description of the good/service. Where applicable, invoice must be accompanied by all relevant supporting documentation verifying that the charges appearing on invoice are correct.
- Purchase Order Number
  - Multiple PO numbers on a single invoice are unacceptable.
  - If there is no purchase order, the full name of your GLDD contact and their phone number is required.
- "Ship To" information which is required for sales tax accrual purposes (minimum CITY & STATE).
- Remittance Name, Address, and Phone Number.
- Payment Terms (as defined in our PO).
- All revised invoices and applicable credits must reference the original invoice number.

Submit invoices and any supporting documents **electronically** to: [APDept@gldd.com](mailto:APDept@gldd.com).

*Please Note: When submitting a reprint, it must be an exact replica of the original invoice; the same invoice number must be used. You must indicate duplicate copy on the face of the reprint.*

### Contact Information

For questions regarding the above requirements, please contact:

[Purchasing@gldd.com](mailto:Purchasing@gldd.com).

For payment status inquiries, please contact:

[accountspayabledepartment@gldd.com](mailto:accountspayabledepartment@gldd.com).

USPS Billing Address:

Great Lakes Dredge & Dock Company, LLC  
Accounts Payable Department  
1 Parkview Plaza, 8<sup>th</sup> Floor  
Oakbrook Terrace, IL 60181