



GREAT LAKES DREDGE
& DOCK COMPANY, LLC

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Vendor Invoice Requirements

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

All invoices submitted must be original documents (account statements or quotes are not acceptable)

Important: all invoices shall contain the following information, Invoices not complete with all the required information below may be returned to the vendor unprocessed and unpaid

- Remittance Name, Address, and Telephone Number.
- Invoice Date.
- Invoice Number (must be unique).
- Payment Terms.
- Invoice Amount.
- All tax amounts must be segregated.
- Purchase Order Number.
- If there is no purchase order, the full name of your GLDD Contact, their phone number, and the Job Number is required
- "Ship To" information is required to be included on all invoices, for sales tax accrual purposes (minimum, actual shipped to CITY & STATE)
- 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.

NOTE: All revised invoices and credit memos must reference the original invoice number, additionally, Multiple PO Numbers on a single invoice are not acceptable

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.

Accounts Payable Contact Information

Invoice Submission: invoices@gldd.coupahost.com

Customer Service: GLDDAccountsPayable@gldd.com

USPS Billing Address:

Great Lakes Dredge & Dock Company, LLC Accounts
Payable Department
9811 Katy Freeway, Suite 1200
Houston, TX 77024