
Invoices:

Where can I submit invoices? Vendors for material purchase orders with Georgia Transmission Corporation (GTC) should submit invoices to GTCinvoices@gatrans.com

Are there email size limitations? Yes, 15MB.

Are there any attachment file types preferred? Yes, Adobe (.pdf) and Microsoft Word (.docx). Picture files such as .jpg are discouraged. Most other types are accepted.

Can multiple invoices be sent in a zip file? Yes, but individual attachments are preferred.

How can I receive payment via ACH? Log into the Georgia Transmission supplier portal, download the ACH vendor enrollment form and follow the instructions for submittal.

Invoices should be sent within 48 hours or two business days.

Statements:

Are monthly statements required? Yes, if there is an account balance. If the account balance is zero then no statement is required.

Where can I submit a statement? Georgia Transmission Corporation's (GTC) vendors and suppliers should submit statements to accountspayable@gasoc.com

Are there email size limitations? Yes, 15MB.

Are there any attachment file types preferred? Yes, Adobe (.pdf) and Microsoft Word (.docx). Picture files such as .jpg are discouraged. Most other types are accepted.

Can multiple files be sent in a zip file? Yes, but individual attachments are preferred.

Statements should be sent monthly by the 5th business day.

DEFINITIONS and ACRONYMS exclusive to this document are:

ACH Automated Clearing House is an electronic network for financial transactions in the United States. ACH credit transfers include direct deposit, payroll and vendor payments.

Document Revision and Review Control

REVISION HISTORY

Revision Number	Date	Reviewer	Change
Initial	11/18/21		
REV 1	3/3/2022	Mcnew	Email address for invoices updated