



A JSJ Business

Dear Valued Supplier,

GHSP is a paperless environment for our Accounts Payables System. The following email address should be used for invoicing all U.S. locations:

grandhavenap@ghsp.com

Please note the following guidelines:

1. The email addresses are to be used **only** for the purpose of supplier invoices and statements. Any other communication to Accounts Payables (ex. payment issues, and questions) will need to be communicated through each locations employee emails or phone.
2. Limit one invoice per email. If you have multiple invoices that are being sent over, each invoice needs to be emailed **separately**.
3. File must be a .pdf or .tif file under 20MB. Do not send as a file folder.
4. No pictures or other attachments can be sent with the invoices. For example, signature plates, graphic art etc.
5. Only one invoice per email or fax. No cover sheets required.

Please feel free to contact us with any questions or concerns with our request.

Thank you for your assistance.
GHSP Accounting Department