



Dear valuable supplier,

PPG is committed to processing and paying your invoice on time, to do so we have created a comprehensive guideline on the information needed on the invoice and the address where the invoice should be sent.

- **Address where the invoice/ debit / credit memo should be sent?**

PPG Accounts Payable has 4 mailboxes depending on the strategic business unit (SBU) you are transacting with. Invoice, credit memo, debit memos should be sent to the address listed below which is grouped by SBU.

SBU	PO format	ERP	Email Address (Where the PDF should be sent to)
Architectural	10- digit PPG PO Starts with 455XXXXXXXX and 457XXXXXXXX	SAP	USCAsapinvoiceAC-PMC@ppg.com
Industrial Refinish Automotive	6-digit PPG PO Starts with 6XXXXX, 7XXXXX or 8XXXXX	ORACLE	USCAOracleAPinvoices@ppg.com
Special Coatings	10-digit PPG PO, starts with 77XXXXXX	SAP SCM	USCAsapinvoiceSCM@ppg.com
Aerospace	PPG PO starts with a letter (not EPO-00XXXXX)	QAD	AeroSpace_APIinvoices@ppg.com

Note that *ePro Purchase orders (Purchase orders starting with EPO-00XXXXXX)* must be uploaded directly by the suppliers through the *ePro Portal* via the link below hence they should not be sent to the addresses listed above: [Supplier Information Center](#)

- **What information should be included on the invoice/ debit/credit memo?**

Please note the invoice, credit memo, debit memos should be on a PDF format, one separate document per PDF.

Invoices covered by a Purchase Order should include the items listed below:

Field	Explanation
Supplier Legal Name	
Supplier address	
Fiscal information	Tax ID
Invoice Date	Date of invoice
Invoice Number	Number of invoice
Bill to	Correct legal entity name that is making the purchase. *Please follow annex at the bottom of this communication
Ship to	Delivery address
Ship date	Delivery date
PPG Contact Name	Main PPG contact name
PPG PO Number	PPG purchase order number
Item No.	Part number
Description / PO Line	Product Description
QTY	Quantity
UOM	unit of measure that must be same as the one on the purchase order
Price / Unit	Unit Price
Amount	Total amount of the invoice/Credit Memo
Currency	Specify currency ex. USD, CAD
Taxes	Taxes Rate
Bill of lading	detail of goods to be carried, quantity and destination
Remit to	Specify Bank Account details

Together we can do better today than yesterday.



Invoices non covered by a Purchase Order should include the items listed below:

Field	Explanation
Supplier legal name	
Supplier address	
Fiscal information	Tax ID The vendor must list their QST/HST/GST LICENSE NUMBERS on the face of the invoices
Invoice Date	Date of invoice
Invoice Number	Number of invoice
Bill to	Correct legal entity name that is making the purchase. *Please follow annex at the bottom of this communication
Sold to	Where the service is been provided
Description	Description of service provided
QTY	quantity
UOM	unit of measure
Amount	Total amount of the invoice/Credit Memo
Currency	specify currency ex. USD, CAD
Taxes	taxes rate / jurisdiction code for CAD
Remit to	bank account details / check address information
Comments	if needed
Account code	General ledger account code, this should be provided by PPG contact name
PPG Contact Name	PPG contact that request service

Please note that debit and credit memos should always include the invoice number related to it.



- **For further assistance**

In case you need any assistance with payment status, please use the addresses listed below grouped by SBU

SBU	PO format	ERP	Email Address (Where the enquiry should be sent to)
Architectural	10- digit PPG PO Starts with 455XXXXXXXX and 457XXXXXXXX	SAP	AP_USCA_SAP@ppg.com
Industrial Refinish	6-digit PPG PO Starts with 6XXXXX, 7XXXXX, 8XXXXX or 9XXXXX	ORACLE	AP_USCA_Oracle@ppg.com
Special Coatings	10-digit PPG PO, starts with 77XXXXXX	SAP SCM	AP_USCA_SCM@ppg.com
Aerospace	PPG PO starts with a letter (not EPO-00XXXXX)	QAD	AP_USCA_Aerospace@ppg.com

- **Bill to field requirements**

The bill to field used should be the bill to filed on the Purchase Order

See below PPG Legal Entities fiscal information and bill to address if needed.

Entity Name	Tax Jurisdiction	TIN Issued by Tax Jurisdiction	Street Address 1	Zip/Postal Code
PPG CANADA INC.	CA	11944 7811 RC0003	5676 Timberlea Blvd	L4W4M6
ENNIS PAINT CANADA ULC	CA	84643 8356 RC0001	855-2 STREET W, 3500	T2P 4JB
PPG KANSAI AUTOMOTIVE FINISHES CANADA, LP.	CA	86028 3431 RZ0001	5676 TIMBERLEA BLVD	L4W 4M6
PPG AUTOMOTIVE COATINGS INC	CA	86179 5839 RC0001	5676 TIMBERLEA BLVD	L4W 4M6
PPG KANSAI HOLDINGS CANADA, LTD	CA	86149 4771 RC0001	5676 TIMBERLEA BLVD	L4W 4M6
PPG ARCHITECTURAL COATINGS CANADA, INC.	CA	83289 2061 RC0001	1550, rue Ampere	J4B 7L4
METOKOTE CANADA ULC	CA	86978 3951 RC0001	50 RAGLIN ROAD	N1T 1Z5

Please note: this communication does not apply to suppliers on ERS (Evaluated Receipt Settlement) where PPG creates suppliers' invoice on behalf of the supplier. You will be able to find if you are an ERS suppliers by checking your contract with PPG.