

INVOICE REQUIREMENTS FOR US - EXPENSES PAYABLES

The following invoice requirements pertain to US - Expenses Payables goods and services (non-merchandise).

Header Information Requirements	Description
Your Company Name	Company name on the invoice must match the company name shown on your W-9 Form.
Payment Remittance Detail	Remit to information needs to include your company's address, city, state, and zip code on all invoices. For companies located outside of the US, remittance detail needs to include province, municipality, postal code and other applicable information.
Your Company Contact Details	Contact details need to include phone and fax numbers, and/or e-mail address of your company's Accounts Receivable department.
TJX Contact Name	Name of the TJX person(s) with whom your company conducts business.
Bill To Name and Address	All invoices must be billed to The TJX Companies, Inc.
Ship To Name and Address	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .)
Invoice Type	"Invoice" or "Credit Memo" must be clearly stated. Documents labeled differently (e.g. statement, quote, receipt, order . . .) are not accepted and will not be processed.
Invoice Number	Invoice number needs to consist of numbers and/or letters only. Each invoice needs to have a unique invoice number.
Invoice Date	Invoice date needs to reflect the date of order/service. *iSupplier invoice date will default to create date.
Purchase Order (PO) Number	Full PO number needs to be listed on the invoice, including any suffixes (Ex. 123456-78).
Invoice Line Detail Requirements	Description
Item/Service Description and PO Line Number	A brief description of the ordered items and/or services performed needs to be listed.
Unit Prices/Service Costs	Item unit price and/or cost of each service performed are used to match the items to the purchase order, and must be at an agreed upon price. Any unit price increase needs to be negotiated with and approved by the TJX buyer prior to invoice submission.
Item Quantity	Quantity ordered, shipped and back-ordered (if applicable) of each item needs to be listed on the invoice. Any quantity increases need to be negotiated with and approved by the TJX buyer prior to invoice submission.
Total Item Amount	Total amount of each item/expense needs to be listed on the invoice.
Tax and/or Freight Amounts	Any amount for tax and/or freight need to be separated from the item subtotal and labeled accordingly.
Total Amount	The total amount of all items/services, tax and freight on the invoice needs to be listed. The amounts must be in USD currency.

Note: It is recommended that ACH/EFT information including bank name, routing number, bank account number, or swift code are not listed on invoices. This information is considered to be proprietary and confidential, and should only be provided to appropriate TJX contacts.

INVOICE SUBMISSION

Invoices can be submitted in the following ways:

Note:

-Must choose one method. It is critical that an invoice is not submitted using more than one method.

-Payments are generated based on the payment terms, however they are not reflective of the payment receipt date.

Preferred Methods:	Description
E-mail: tjx_invoices@prod.exelaonline.com	Invoices must be in PDF, TIFF or Word files. Attachments must contain only one invoice per file. Multiple attachments can be attached to an e-mail.
iSupplier Portal:	Instructions and guidelines can be found in the iSupplier Users Guide.

Alternate Methods:	Description
US Mail: The TJX Companies, Inc. PO Box 9133 Framingham, MA, 01701	