Oracle iSupplier Guide

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Welcome to iSupplier

iSupplier Portal can help you reduce the time and energy you put into your telephone and email inquiries with TJX. It can also put information about your purchase orders, deliveries, and invoices right at your fingertips. We hope you find iSupplier an easy and convenient tool to use.

Here's a view of what you can expect with iSupplier:

Immediate Transmission!

Round the Clock Access!

Set Up Portal

Manage Orders

Manage Invoices

Set Up Portal

- *Keep company information up-to-date*
- *Give TJX visibility to your products and services.*
- *Make additions and changes to your company contact information.*

Manage Orders

- *Access the latest purchase order information—needed actions, acknowledgements, promise dates, and more.*
- *View purchase order and shipment history.*
- *Submit change order requests and split shipments instantaneously.*

Manage Invoices

- *Streamline your invoice creation process—create and submit directly to TJX Accounts Payable.*
- *View invoice status and check history.*
- *Track payments —status, dates and check numbers.*

Overview

Once you have completed your registration in Oracle, your company information will reside in Oracle iSupplier. You will be able to access the following iSupplier responsibilities:

- **Portal Setup**—View your company information, add and change your company contacts, make changes to the way your business is classified, and make changes to the products and services associated with your company.
- **Manage Orders**—View and print your current purchase orders and purchase order history.
- **Manage Invoices**—View and print your current invoice and payment history, and review payment status. Create and submit invoices from purchase orders.
- **Sourcing**—Participate in an RFI, RFQ, or Auction when invited to do so.

Getting Assistance

Problem Type:	Contact:
You forgot your password, or your password is not working and a reset is needed	o North America—866-573-3233, Option 1 (Oracle), Option 1 (Password) o International—(1+)508-390-2052
Other technical questions, such as supplier registration issues, random errors, worksheet uploads, attachment uploads and navigation, etc.	Please contact the TJX Supplier Help Desk at: · Supplier_Helpdesk@tjx.com · North America—888-450-1524 · International UK +44 (0) 1746 335002 Help Desk Hours: · US / CAN (3AM – 7PM) · UK (8AM – 12AM) · PL (9AM – 1AM)

In Scope

TJX Supplier Oracle Help Desk will provide training, assistance and clarify queries on TJX's Oracle iSupplier Application functional usage.

Out of Scope

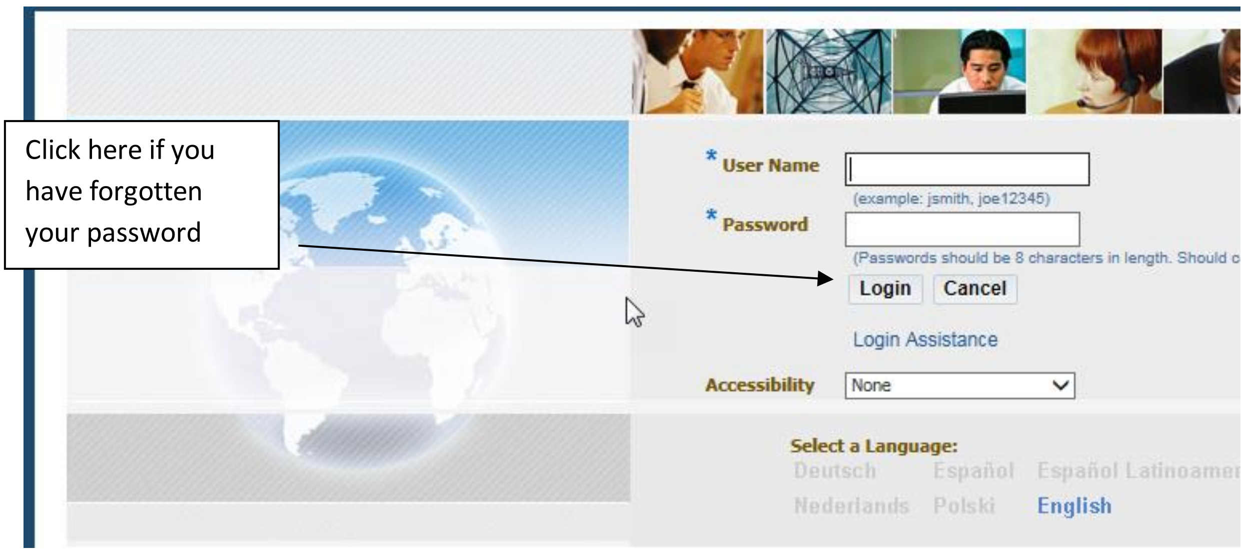
Providing answers and solutions on Business related / eRFX business requirement queries to Suppliers is out of scope.

Logging on to Oracle iSupplier

1. Access the TJX Oracle iSupplier login screen.

   Note: You can also access the Login screen from the TJX home page (www. tjx.com). Click the “Not for Resale Suppliers” link; then look for the link ”If you have already registered with TJX, please click here.”

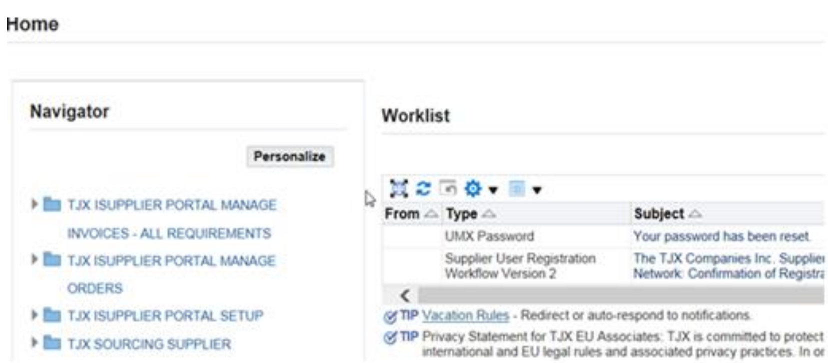
   The login screen displays:



   Tip: Save this URL in your Browser Favorites for easier access going forward.

2. Enter your **User Name** and **Password.** Then click the **Login** button or press “Enter” on your keyboard.

   The **Oracle Applications Home Page** displays.

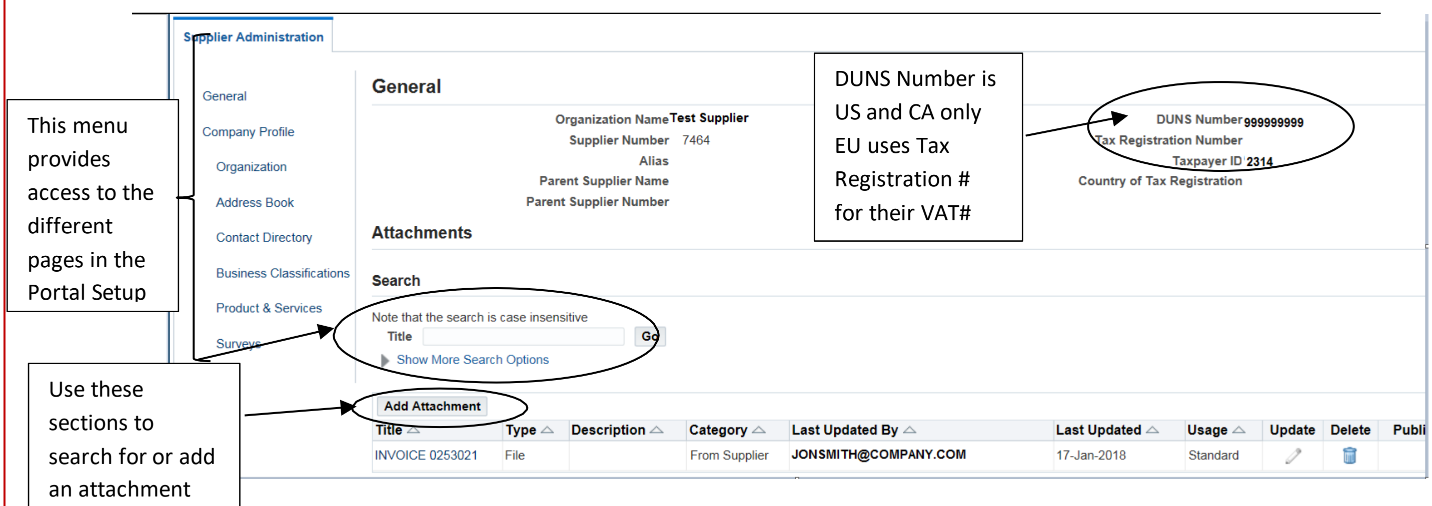


Portal Setup

To access your company information, you will access the **Portal Setup** responsibility. Follow these steps:

1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL SETUP**.

   The **General** tab of the **Supplier Administration** page displays.



Note US SUPPLIER ONLY: If you need to change company information, such as Taxpayer ID or DUNS Number, you must send an email to the Supplier_Helpdesk@tjx.com with your W-9 form.

- **Note EU and CA SUPPLIERS ONLY:** If you need to change any company information, you will need to obtain a 'New Vendor Form' from your business contact and submit that form into TJX.

Adding or Searching for an Attachment

The **General** tab has an Attachments section where you can:

- Add a new attachment—click the **Add Attachment** button to browse for the attachment you wish to add.

  Please Note: attachments are viewable, but are not monitored by TJX. Based on this, documents of a confidential nature should not be attached.

- Search for an attachment that you have added to your record—enter a search string or click the Show More Search Options link to search by other criteria. Then click the **Go** button to display the results.

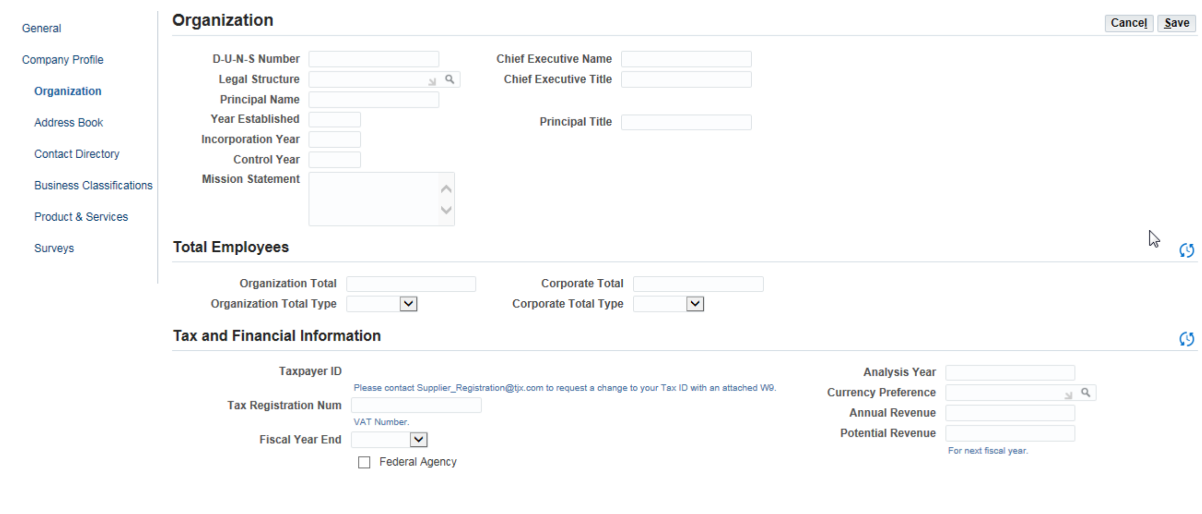
Making Changes to Your Organization

Any time you make changes to your organization, you should be sure to make those updates in iSupplier. This includes the number of employees, the chief executive's name, the annual revenue, and more.

Follow these steps:

1. From the **Supplier Administration** menu, click **Organization** in the 'Company Profile' group**.**

   The **Organization** page displays:



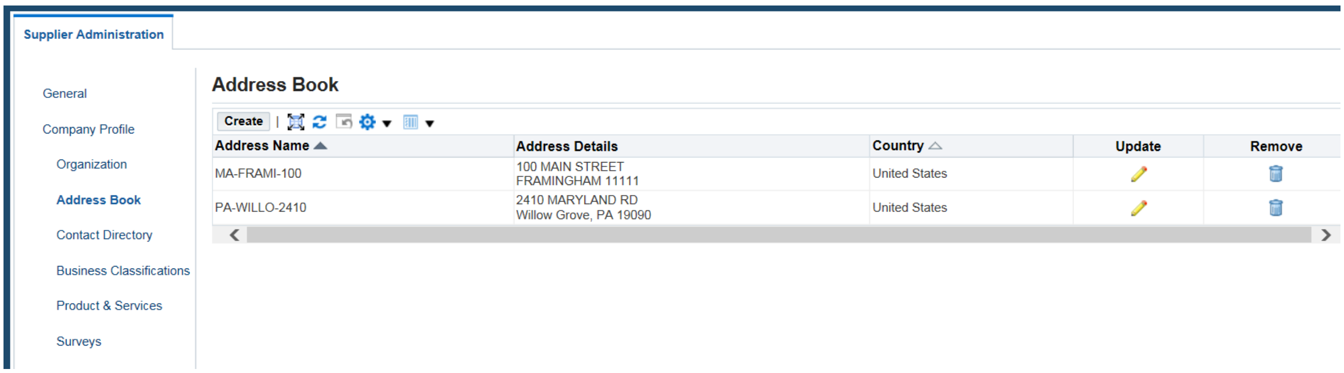
2. Make any needed changes to the **Organization** and **Total Employees** information.
3. In the **Tax and Financial Information** section, please note:
   - US use the **Taxpayer ID** number, but you cannot change it here. To change your Taxpayer ID, you must send an email to the Supplier_Helpdesk@tjx.com with an updated W-9 form.
   - Europe and Canada uses the **Tax Registration Number** field for entering the VAT (e.g. GST, HST, QST). **Note:** Suppliers must submit their VAT number on a New Vendor Form. Contact your Business Partner for the 'New Vendor Form' template.
4. Click **Save** when your entry is complete.

Adding to or Modifying Your Company Address Book

If there are any changes, additions, or deletions to the addresses that TJX has on file for you, it is important that you make those updates in iSupplier.

Follow these steps:

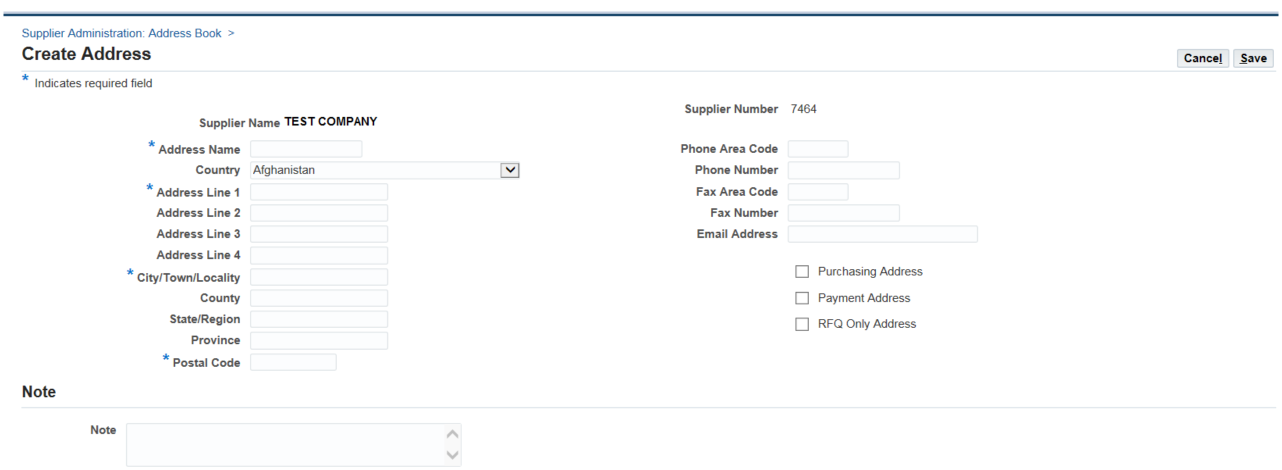
1. From the **Supplier Administration** menu, click **Address Book** in the 'Company Profile' group.
   The **Address Book** displays:



2. To modify an address, click the pencil icon . The **Update Address** page will display for you to make changes. **Note**: Modifications to the address should be for non-mailing address changes, such as phone number, fax, or email address. If you need to make any changes to the mailing address (street, city, etc), you must create a new address.
3. To remove an address, please make your request through your TJX representative.

   Do not use the Remove icon displayed in your Address Book.

4. To add a new address, click the **Create** button.
   The **Create Address** screen displays:



5. Provide the following:

Suppliers Invoicing for CA ONLY:

Address Name—the format must be as follows:

[2 characters currency code]-[2 characters Province Code]-[1st 3 characters of the city]-[1st 5 characters of the location #]

CA-ON-TOR-125DU

US-MB-WIN-28STRE

US-FL-ORL-1234M

Note: For the 6-digit location #, please use the following hierarchy to determine which number to use: (1) P.O. Box, (2) Building #, (3) Suite or Room #, (4) Floor #.

Address Line 1—must be the "payment remit to" address

City/Town/Locality

Postal Code

Suppliers Invoicing for US ONLY:

- **Address Name**—the format must be as follows:

  [2 character state code] – [1st 5 characters of the city] – [location #], for example:

  MA-BOSTO-1250

  Note: For the 6-digit location #, please use the following hierarchy to determine which number to use: (1) P.O. Box, (2) Building #, (3) Suite or Room #, (4) Floor #.
- **Address Line 1—**must be the "payment remit to" address
- **City/Town/Locality**
- **Postal Code**

Suppliers Invoicing for EU SUPPLIERS ONLY:

- **Address Name**—the format must be as follows:

  [2 digit country code] – [1st 5 letters of town based in] – [1st 5 characters of postcode], for example:

  GB-WATFO-WD171
- **Address Line 1—**must be the "payment remit to" address
- **City/Town/Locality**
- **Postal Code**

6. Click **Save** when your entry is complete.

Note: Once submitted, the address change goes to TJX Expenses Payable for approval. You will not receive a communication about whether the change was accepted, however you can verify the update(s) by querying your supplier address book (please allow 48 hours).

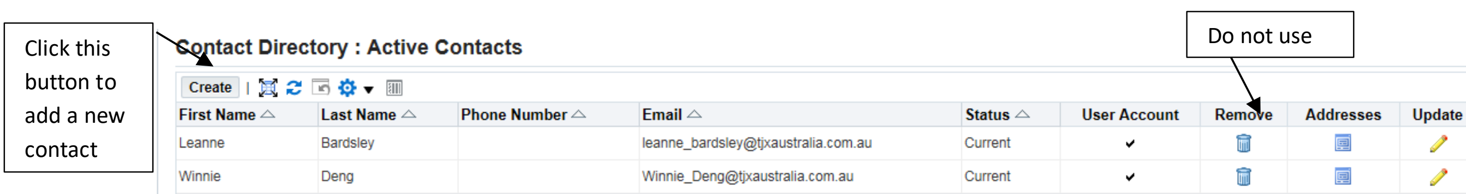
Note – EU Supplier Only: Please attach, on letter-headed paper, a document signed by your financial controller confirming your change of address, when attaching the document clearly define the intent of the document. Please note, you should also email the document to the Expense Payable team.

Adding or Modifying a Company Contact

The person who registered your company in Oracle is automatically set up as a contact. However, if there are other individuals who should have access to TJX events, you want to be sure to set them up as additional contacts. Doing so will allow their participation in events, visibility to purchase orders and invoices, and other types of access.

To add an additional person or make changes to contact information, follow these steps:

1. From the **Supplier Administration** menu, click **Contact Directory** in the 'Company Profile' group.The **Contact Directory – Active Contacts** page displays:



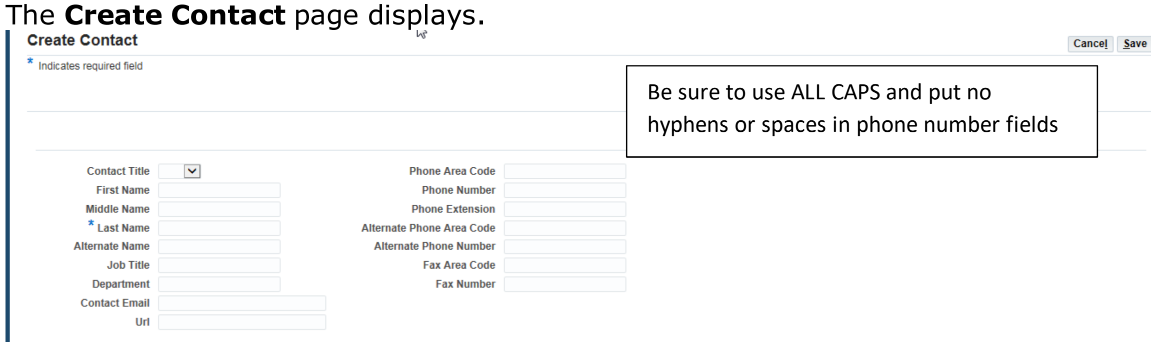
2. To edit an existing contact, go to the row containing that contact's information, and proceed as follows:

   - Click the **Remove** icon if this contact should no longer be associated with your company.
   - Click the **Addresses** icon to associate an address with the specified contact.

     You will be prompted to select from the current addresses that the company currently has on record.
   - Click the **Update** icon to edit that contact's information.

3. To add a new contact, click the **Create** button.

   The **Create Contact** page displays.



4. Provide the contact's name, job title and contact information. Enter as much information as you can and double check the correctness of your entry.

5. Click **Save** when your entry is complete.

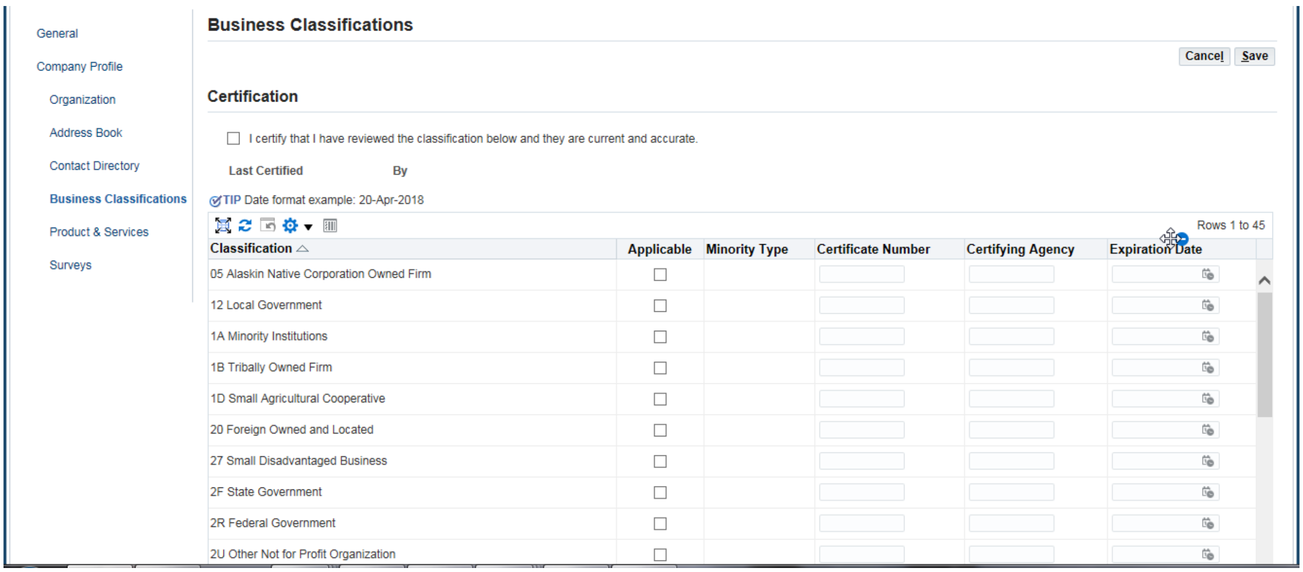
Providing New Business Classification Information

If you have a new certification or a change to an existing certification, it's important that you provide that information in iSupplier.

Follow these steps:

1. From the **Supplier Administration** menu, click **Business Classifications** in the 'Company Profile' group**.**

   The **Business Classifications** page displays:



2. Make sure the **Applicable** checkbox is selected next to any Classification that you want to update.

3. Enter or change the following certificate information:

   - Certificate Number
   - Certifying Agency
   - Expiration Date

4. Click to select the "I certify…" checkbox.

   The name and date of the certification displays.

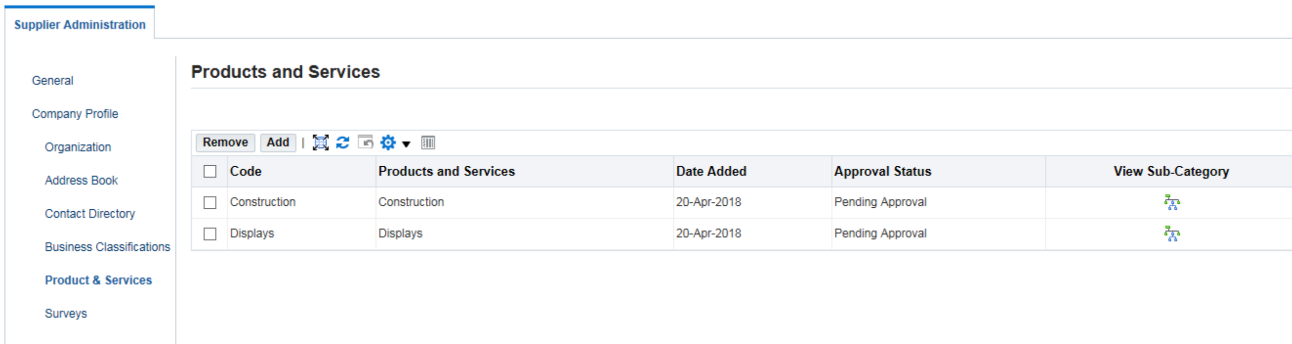
5. Click **Save** when your entry is complete.

Updating Your Product or Service Information

When we conduct a search for a particular commodity, only suppliers whose products and services match our criteria will come up in our supplier results. Keeping your product or service information up-to-date in iSupplier can be very beneficial to your business with TJX.To update your product or service information, follow these steps:

1. From the **Supplier Administration** menu, click **Product & Services** in the 'Company Profile' group**.**

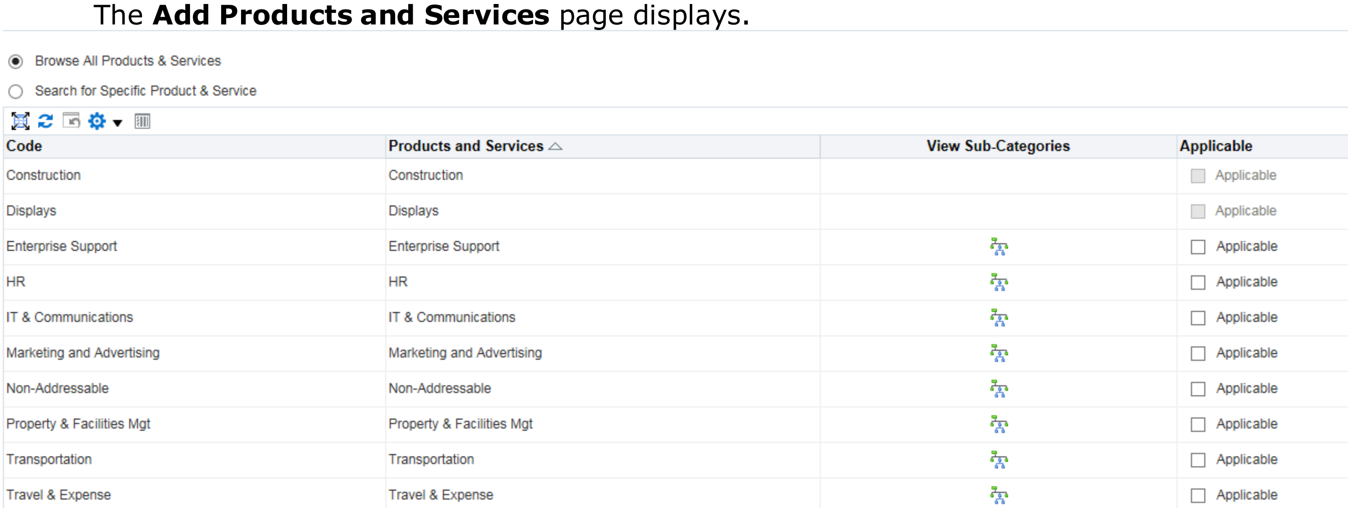
   The **Products and Services** page displays:



2. To remove a product or service that should no longer be associated with your company, select the product or service, and click the **Remove** button.

3. To add a product or service, click the **Add** button.

   The **Add Products and Services** page displays.



4. Check the **Applicable** checkbox next to any product or service.

   Click the **View Sub-Categories** icon to view sub groups (up to two levels) under the category. You can apply (set as "Applicable") very specific categories of products and services, if you wish.

5. Click **Apply** to save your changes.

Manage Orders

When TJX has created a purchase order for your company, you will be able to view it in iSupplier. Although TJX will attempt to send a notification to your company or communicate with you directly, based on the email provided for your company or the spam settings that are set, you may not receive that notification. If you are expecting a PO, it is advisable to check iSupplier frequently.

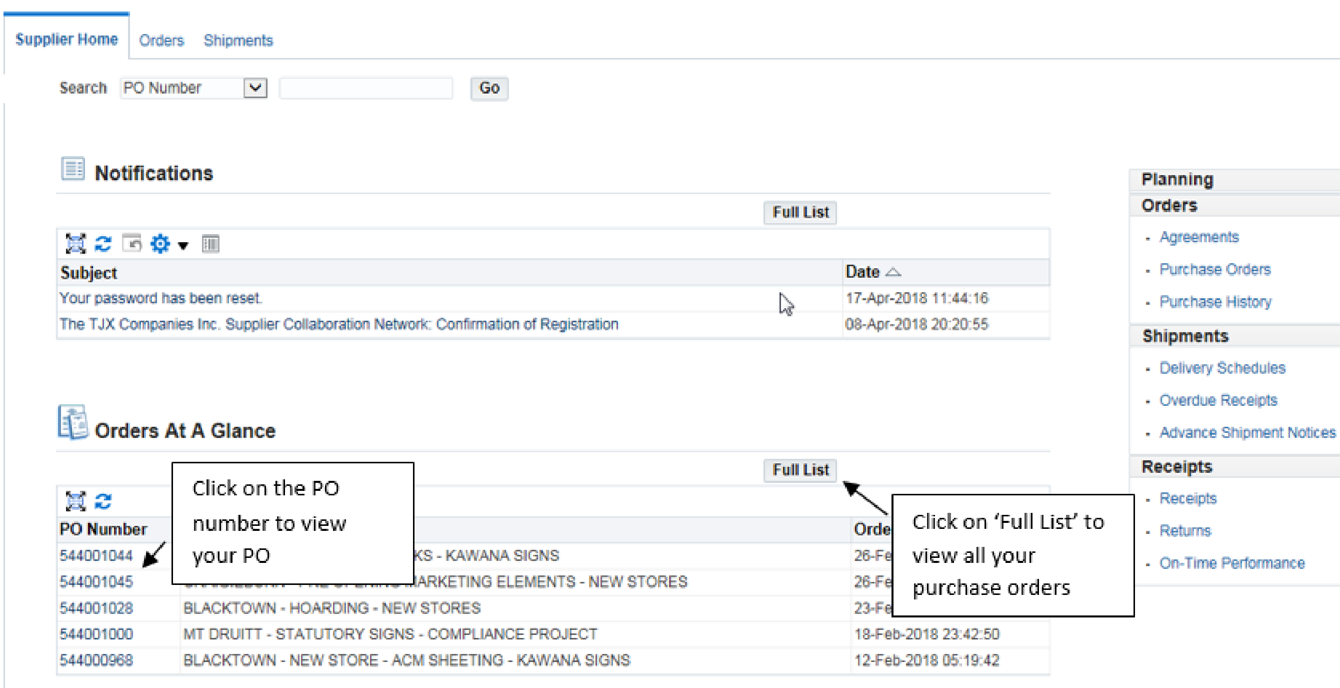
Viewing a Purchase Order

To view your purchase orders, you will access the **Manage Orders** responsibility.

Follow these steps:

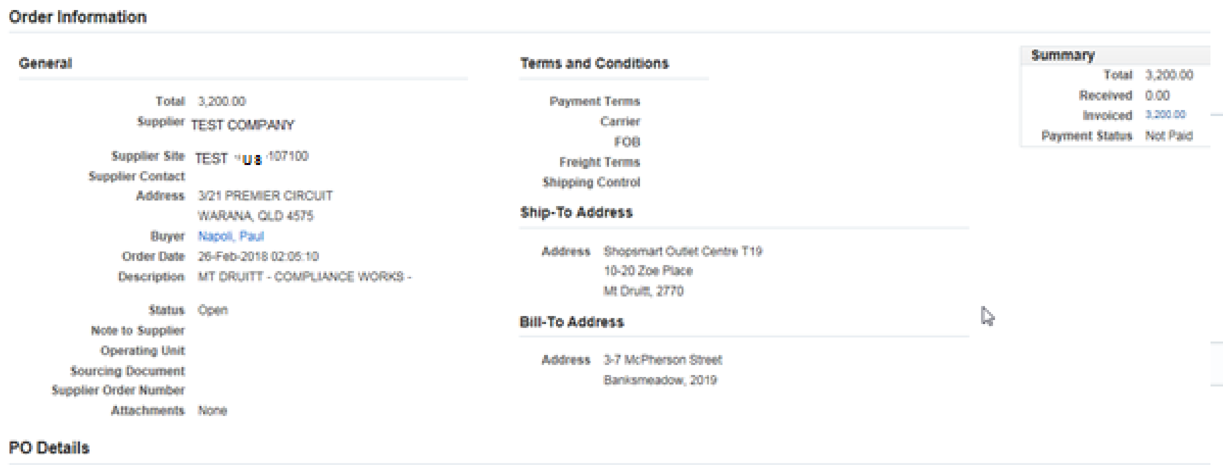
1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE ORDERS/Home Page**.

   The **Orders** home page displays.



2. Click the **PO Number** hyperlink of the purchase order you wish to view.

   The **Order Information** page displays.



Requesting an Action on a Purchase Order

When you are viewing a purchase order, the **Action** menu provides a number of available options:

Note: For any changes needed to be made on the PO please notify your Business Contact. Any action that requires approval will not show on the purchase order until approval is granted; in addition, no other change request is permitted during that period.

Action type	Reason to Use	Note
Request Change	If you need to modify some aspect of the purchase order, such as the price, quantity, or delivery date. Refer to "Requesting a Change to a Purchase Order" below.	This change will be submitted for buyer approval.
Request Cancellation	If you need to cancel the purchase order entirely.	The cancellation will be submitted for buyer approval.
View Change History	If you want to view any changes that were requested and approved.	
View PDF	If you want to see a fully formatted (pdf) Purchase Order, which you can print, send, or save a copy of.	The pdf form contains a "Signature" area with a column for the Buyer. Please keep in mind that the generation of the purchase order through the TJX system is a legal commitment to the Supplier, and a Buyer signature is not required.

Manage Deliverables	(not currently in use)	
View Receipts	If the item you shipped is one that gets "receipted" in Oracle, such as TJX inventory items, you can view that receipt here.	Information available also includes quantities not received, returns, and overdue receipts.
View Shipments	If you want to see the delivery schedules associated with the purchase order.	Shipment notices are also viewable here as well as the option to create an Advanced Shipping Notice.

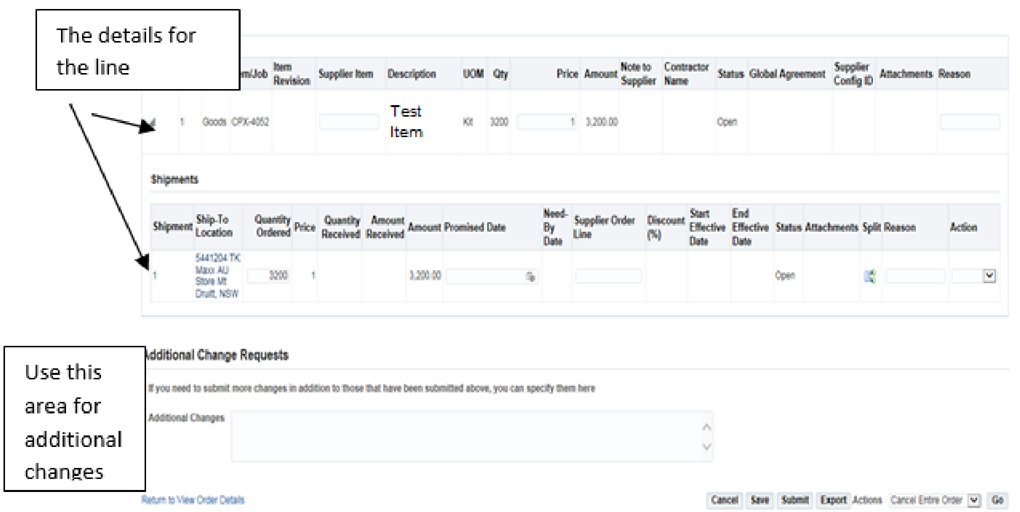
Requesting a Change to a Purchase Order

To request a change to a purchase order, follow these steps:

1. Select 'Request Change' from the **Action** menu, and click **Go**.

   The purchase order displays with editable fields in the **PO Details** area.

   Note: Click the **+ Show** link next to a line item to view further details for editing (shown in the screenshot below).



2. Edit any of the following information (all subject to buyer approval):
   - **Supplier Item**
   - **Price**
   - **Quantity Ordered**
   - **Promised Date**

   Note: If you wish to specify more than one delivery date, click the split line icon . This will create a new line for you to specify two Quantities/Promised Dates.

3. Use the **Additional Change Requests** text box to specify any other type of change request, such as adding a new line or new item.

4. Specify a **Reason** for your change. You cannot submit a change request without a reason.

5. When your change request is complete, click **Submit**.

   The Buyer will be notified of your change request, and you will receive a notification in Oracle that states whether the change request was approved or rejected.

Manage Invoices

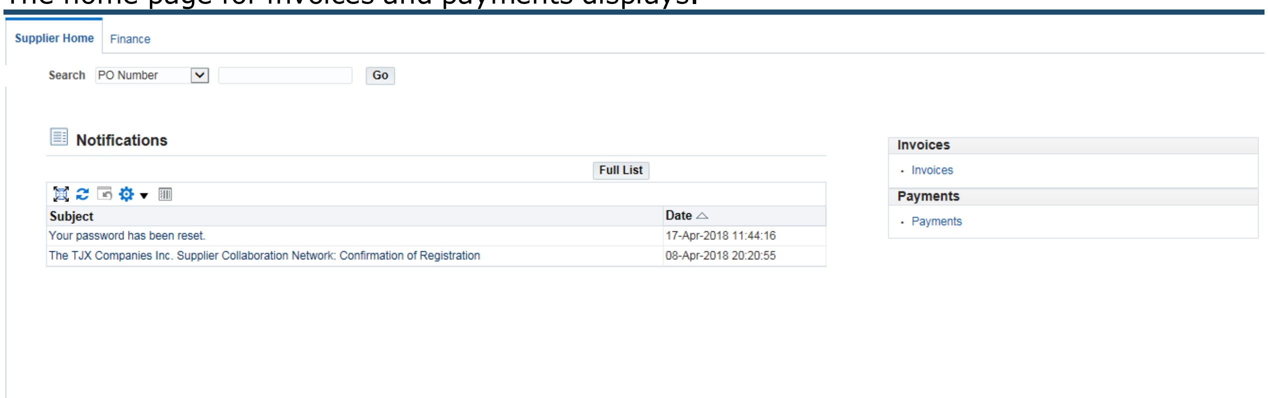
In the **Manage Invoices** responsibility, you can access all your current invoices as well as view the history and status of your payments. In addition, you can create and submit an invoice based on an existing purchase order.

Viewing an Invoice

To view an invoice, follow these steps:

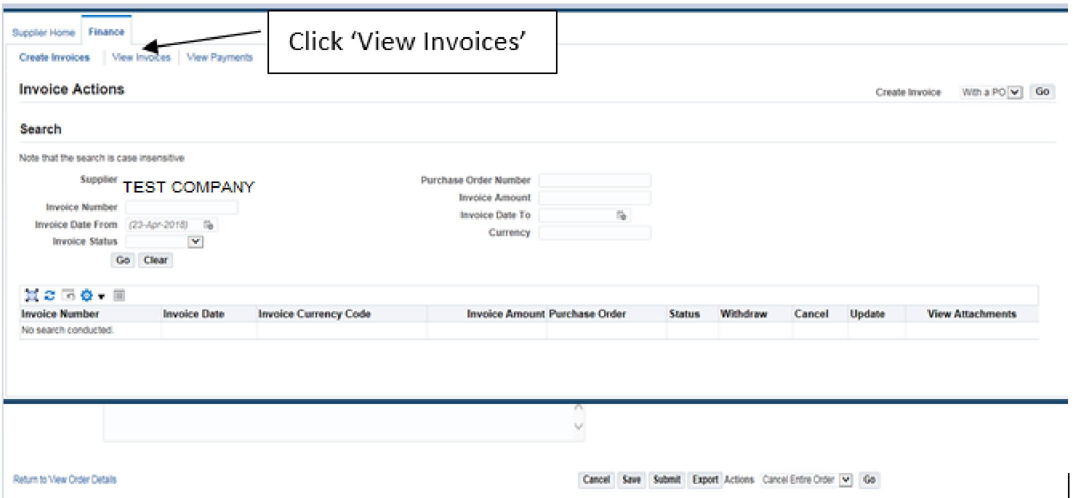
1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE INVOICES/Home Page.** Invoice responsibilities vary by region, please select the TJX ISUPPLIER PORTAL MANAGE INVOICE responsibility that you will be invoicing.

The home page for invoices and payments displays.



2. Click the **Finance** tab.

   The **Invoice Actions** page displays:



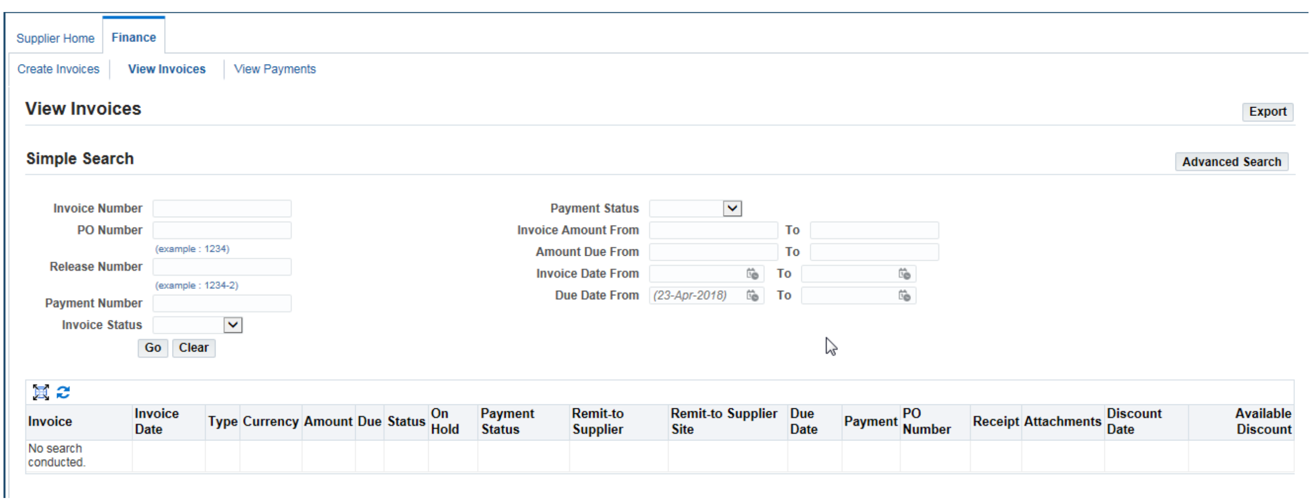
3. Search for the invoice(s) you wish to display.

   You can search by numerous criteria (invoice number, status, amount, etc.) or enter no criteria to view all your current invoices.

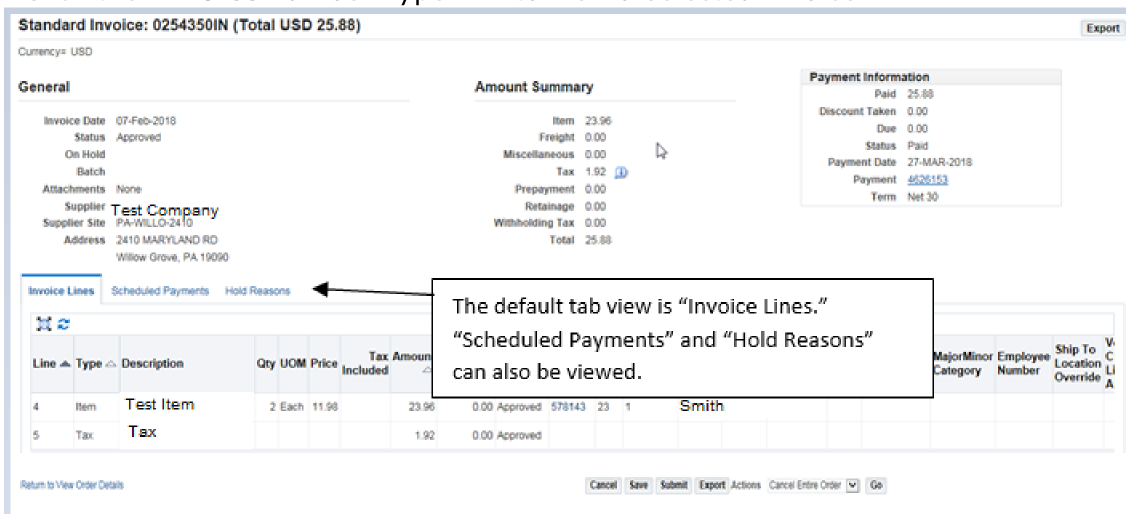
   Note: You can search by Purchase Order Number here, but only if an associated invoice has already been created. Please see [Creating an Invoice](#) for more information.

4. Click **Go**.

   The **View Invoices** page displays your search results.



5. Click the **Invoice** number hyperlink to view a selected invoice:



6.

6. On the **Invoice Lines** page, you can:

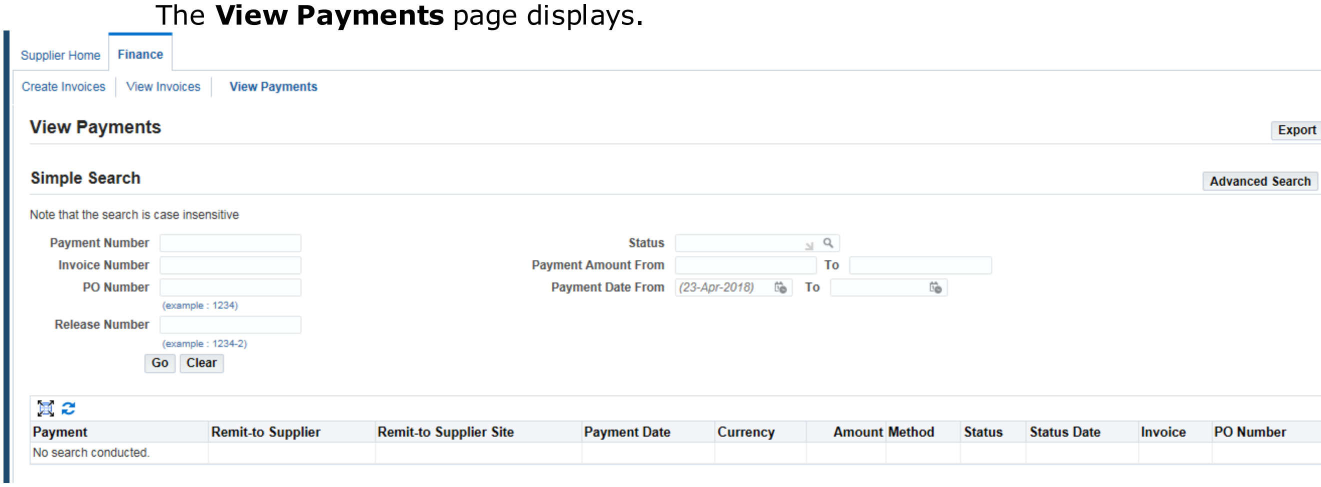
- Click the **Scheduled Payments** tab to view payments in process.
- Click the **Hold Reasons** tab to see detail about why an invoice has a "Hold" status.

Viewing a Payment

To view a payment, follow these steps:

1. From the Invoice page, click **View Payments**.

   The **View Payments** page displays.



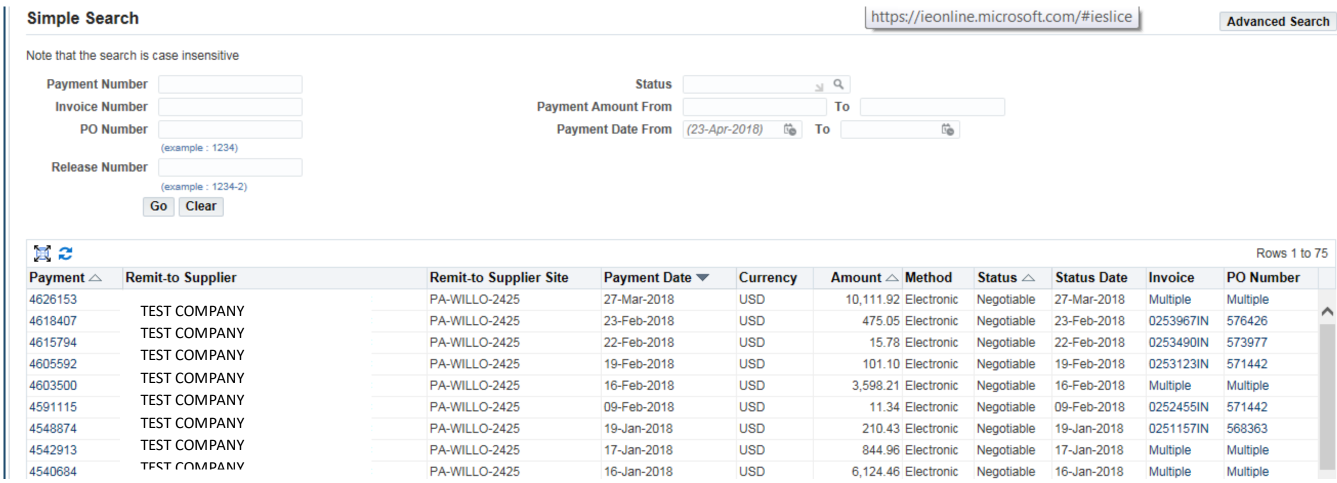
2. Search for the payment(s) you wish to display.

   You can search by numerous criteria (payment number, status, amount, etc.) or enter no criteria to view all your current payments.

   Note: You can search by Invoice or PO Number here, but only if an associated payment has already been made.

3. Click **Go**.

   The **View Payments** page displays your search results.

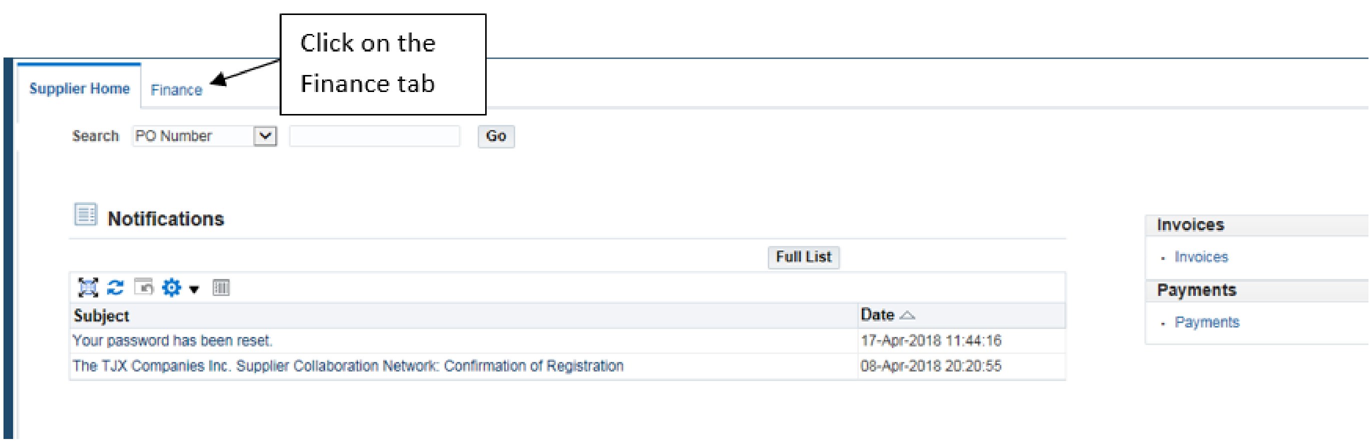


Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Invoice	PO Number
4626153	TEST COMPANY	PA-WILLO-2425	27-Mar-2018	USD	10,111.92	Electronic	Negotiable	27-Mar-2018	Multiple	Multiple
4618407	TEST COMPANY	PA-WILLO-2425	23-Feb-2018	USD	475.05	Electronic	Negotiable	23-Feb-2018	0253967IN	576426
4615794	TEST COMPANY	PA-WILLO-2425	22-Feb-2018	USD	15.78	Electronic	Negotiable	22-Feb-2018	0253490IN	573977
4605592	TEST COMPANY	PA-WILLO-2425	19-Feb-2018	USD	101.10	Electronic	Negotiable	19-Feb-2018	0253123IN	571442
4603500	TEST COMPANY	PA-WILLO-2425	16-Feb-2018	USD	3,598.21	Electronic	Negotiable	16-Feb-2018	Multiple	Multiple
4591115	TEST COMPANY	PA-WILLO-2425	09-Feb-2018	USD	11.34	Electronic	Negotiable	09-Feb-2018	0252455IN	571442
4548874	TEST COMPANY	PA-WILLO-2425	19-Jan-2018	USD	210.43	Electronic	Negotiable	19-Jan-2018	0251157IN	568363
4542913	TEST COMPANY	PA-WILLO-2425	17-Jan-2018	USD	844.96	Electronic	Negotiable	17-Jan-2018	Multiple	Multiple
4540684	TEST COMPANY	PA-WILLO-2425	16-Jan-2018	USD	6,124.46	Electronic	Negotiable	16-Jan-2018	Multiple	Multiple

About payment "Status":

- On a check, the status may be either 'Negotiable' (outstanding),'Reconciled' (cashed) or 'Void'. (see below)
- US & CA SUPPLIERS ONLY: On an electronic payment, the status will always be 'Negotiable.' Funds will be available within 2-3 business days of the payment date, depending on the process of your financial institution. 'Void' the payment is either reissued or cancelled in the same day.
- EU SUPPLIERS ONLY: On an electronic payment, the status will be 'Negotiable' while payment is being cleared, it will go to 'Reconciled' once the bank statement has been reconciled. Funds will be available within 2-3 business days of the payment date, depending on the process of your financial institution. 'Void' where we have had a return payment.

4. Click the **Payment** number hyperlink to view the selected payment.



The **Payment** page displays the invoice details associated with the payment.

Creating an Invoice from One or More Purchase Orders

When you have fulfilled a TJX purchase order, you can create the corresponding invoice in iSupplier. There must be a purchase order in the system to create an invoice. This process also allows you to add multiple purchase orders to an invoice.

2. **Note:** Your Manage Invoice responsibility will be one of the following, Invoice responsibilities vary by region, please select the TJX ISUPPLIER PORTAL MANAGE INVOICE responsibility that you will be invoicing:

TJX ISUPPLIER PORTAL MANAGE INVOICES
TJX ISUPPLIER PORTAL MANAGE INVOICES – ALL REQUIRMENTS

For the All Requirements responsibility you will be required to attach your invoice.

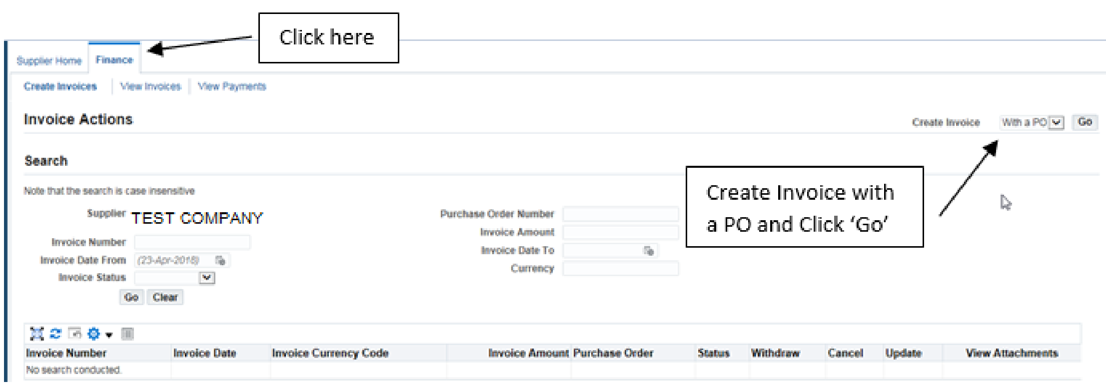
With the purchase order #(s) in hand, follow these steps:

1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE INVOICES/Home Page**.

   The **Invoices** home page displays.

2. Click the **Finance** tab.

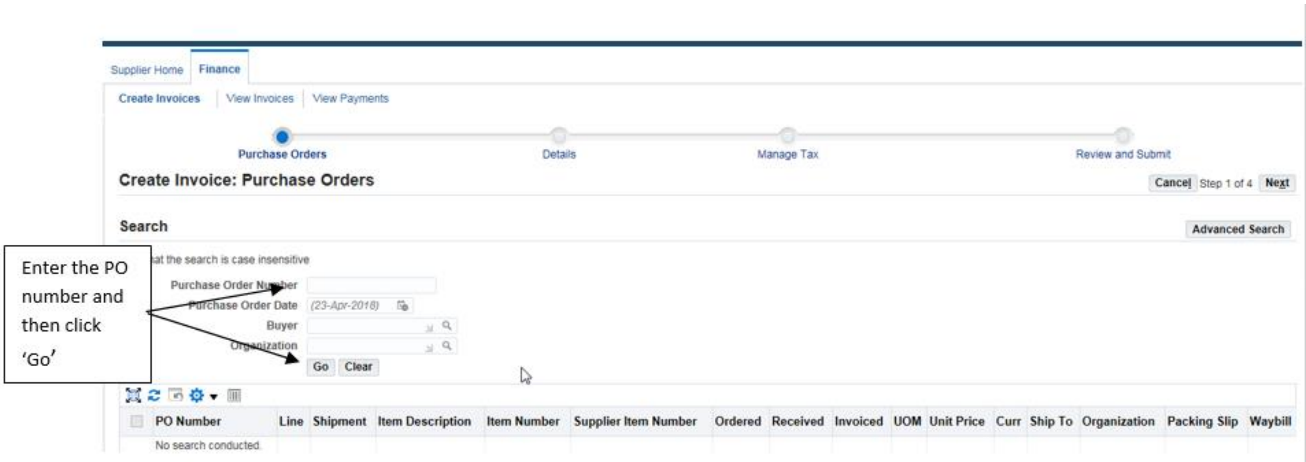
   The **Invoice Actions** page displays.



3. Next to the "Create Invoice (With a PO)" label, click the **Go** button.

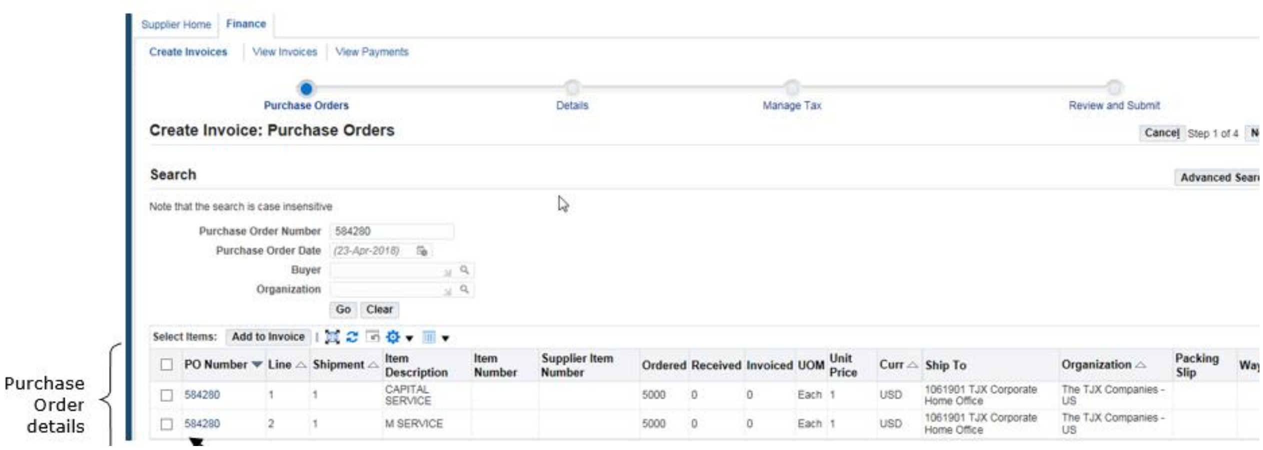
   Note: Although there is a down-arrow in this field, '(With a PO)' is the only option.

   The **Create Invoice: Purchase Orders** page displays:



4. Enter the purchase order number in the **Purchase Order Number** field and click **Go**.

   The purchase order details displays in the lower section of the page:



5. Click to place checkmarks next to each item that should be included on the invoice.

6. When your selections are complete, click the **Add to Invoice** button.

If you have additional purchase orders to add to this invoice, follow these steps:

a. Clear the **Purchase Order Number** field, and enter the number of the next PO.

b. Click **Go**. The PO details will display below.

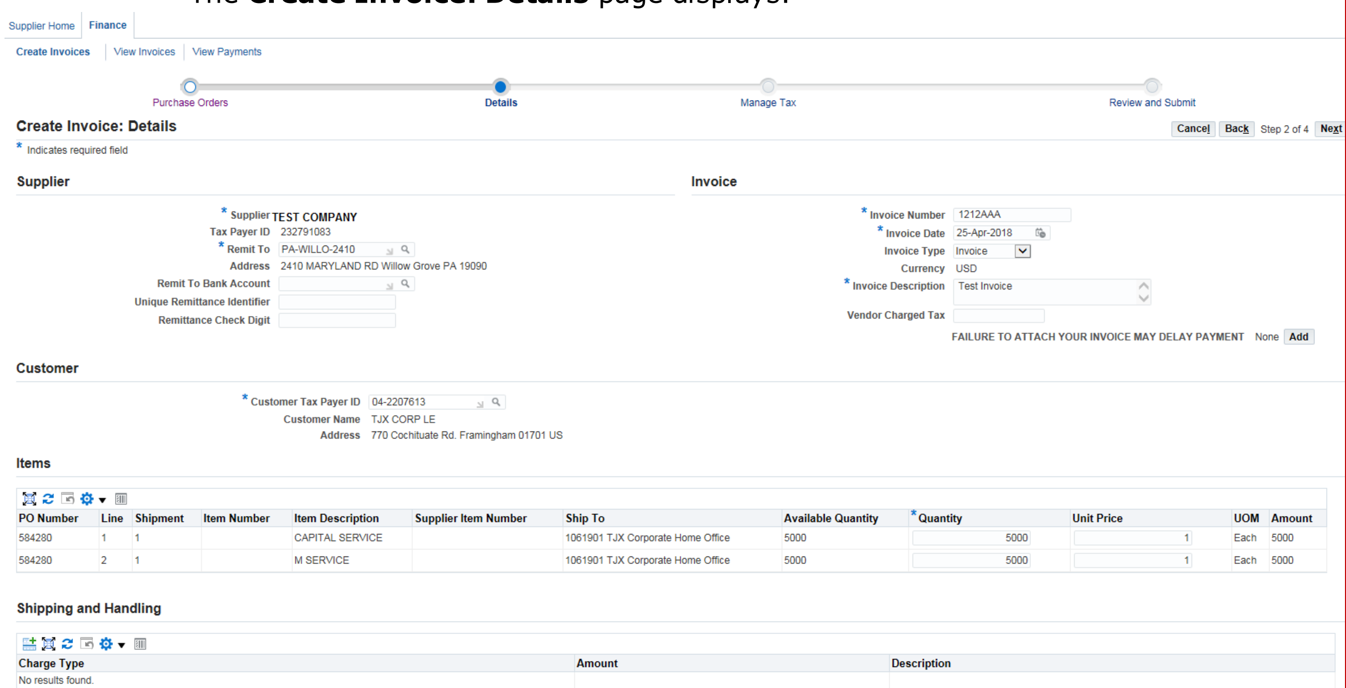
c. Select the items to include on the invoice.

d. Click **Add to Invoice**.

e. Repeat steps b though e for each PO you wish to add to this invoice.

7. Click **Next**.

The **Create Invoice: Details** page displays:



- An Invoice Description is required. **Special Characters cannot be used**, e.g. (a-z,A-Z,0-9,#()+:@%,&./-)

- Suppliers must add an invoice image as an attachment or the invoice will be rejected. Use the **Attachment** area to add an invoice image.

8. In the **Supplier** section, enter the following information:

- **Remit to Address**— click the magnifying glass icon , and in the **Search and Select** dialog box, enter '%' in the 'Search By' text field and click **Go.** From the Search Results that display, select the correct supplier address for sending payment.

9. In the **Invoice** section, enter the following information:

- **Invoice Number**—enter the number from the Supplier invoice system.

You must not leave gaps in the invoice number and capital letters must be used if applicable. **Special Characters cannot be used**, e.g. (a-z,A-Z,0-9,#()+:@%,&./-)

- **Invoice Date**— enter the date of the invoice.
- **Invoice Type**—Click the down-arrow and select 'Invoice.'
  Note: Credit notes cannot be entered via iSupplier.
- **Attachment**—All EU and CA and most US suppliers are required to attach a copy of their invoice. To attach an invoice or additional documentation, such as supporting detail requested by the TJX Buyer, click the **Add** button, and browse for the needed file.
- **"Vendor Charged Tax"—For US Suppliers only**: Enter any applicable tax for the invoice in the " Vendor Charged Tax" field as shown above.

10. In the **Customer** section, enter the **Customer Tax Payer ID** as follows:

- **EU--**for suppliers in Europe, this field will default to the required number and shouldn't be changed.
- **US--**for the US this number must be set to '**04-2207613**.'
- **CA--**for CA this number is **120573373**

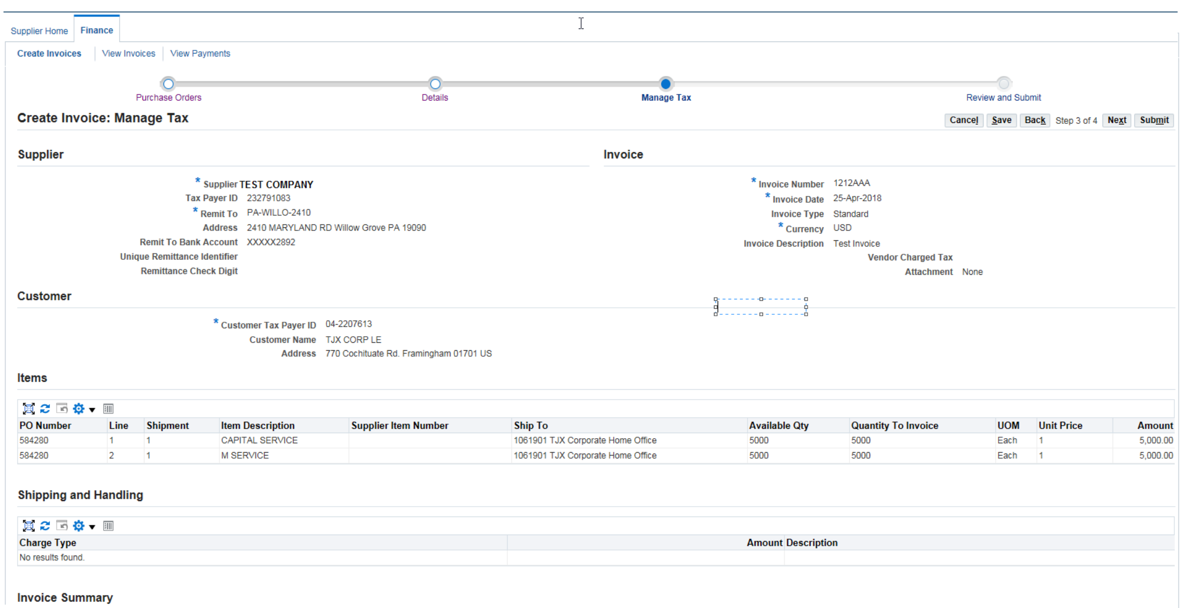
11. In the **Items** section, you can make decreases to the Quantity or Unit price, if needed. Increases are not permitted.

12. ***For Suppliers providing goods to the US ONLY*:** In the **Shipping and Handling** section, enter any applicable Freight charges:

- To add freight charges, click the **Add** button, and select 'Freight' from the Charge Type drop-down menu. Then enter the **Amount** and **Description**.

13. Click **Next**.

The **Create Invoice: Manage Tax** page displays:



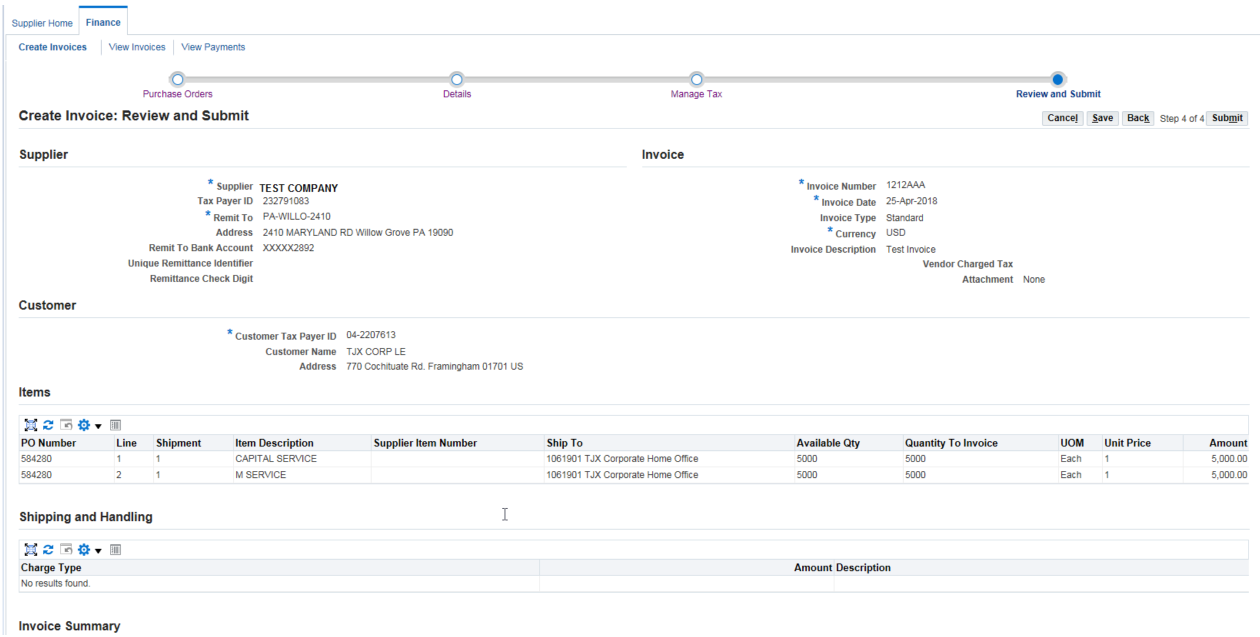
No action is needed on this page for any regions.

For European and Canadian suppliers: *The system will default in the correct tax information based on information held within the system. If the tax lines appear incorrect, contact the supplier helpdesk for assistance.* Do not attempt to alter or add any VAT lines.

14. Click **Next**.

Note: If you want to interrupt your work and return to it later, click **Save**. Make note of the invoice #, so that you can search for it when you want to resume work.

The **Create Invoice: Review and Submit** page displays.



15. Review each section of the invoice, and click **Back** if you need to make any corrections.

16. Click **Submit** when you have confirmed all aspects of the invoice.

Appendix

The following documents are contained in the Appendix:

- Invoice Requirements – Month End Dates
- Invoice Requirements CA - Expenses Payable
- Invoice Requirements US - Expenses Payable
- Invoice Requirements for Europe - Expenses Payable

Invoice Requirements - Canada

The following invoice requirements pertain to CDN - 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 T2 (CDN Vendor)/W-9 (US Vendor) Form.
Payment Remittance Detail	Remit to information needs to include your company's address, city, province state, and postal /zip code on all invoices.
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 Winners Merchants International L.P.
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.
Invoice Currency	Invoice Currency needs to be clearly shown, regardless of address. (CDN vs. EUR vs. USD)
Purchase Order (PO) Number	If applicable, full PO number needs to be listed on the invoice.
Tax ID #	If applicable, vendors registered for GST/HST/QST/PST must include their business GST/HST/QST/PST number.
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 / contact person 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 needs 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 clearly show which currency (CDN, USD, EUR).
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 Due Date.	
Preferred Methods:	**Description**
iSupplier Portal:	Instructions and guidelines can be found in the iSupplier User Guide. Once converted to invoice submission via iSupplier, do not also send invoice via email.
E-mail:	Email to EPInvoices@tjxcanada.ca
Alternate Methods:	**Description**
CDN Mail:	Mail with your contact name in the mailing address. TJX Canada, Inc. 60 Standish CourtMississauga, ON, L5R 0G1

Invoice Requirements for US – Expenses Payable

INVOICE REQUIREMENTS FOR US - EXPENSES PAYABLE

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

Header Information Requirements	Description
Your Company Name	If your Business Name differs from your Reporting Name, both names need to be provided on your W9 when registering and updating company information. Note: Your Business Name should match the name on your invoices, and the Reporting Name should mirror your 1099.
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 an 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@DocumentConversion.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	

INVOICE REQUIREMENTS FOR EUROPE - EXPENSES PAYABLE

The following invoice requirements pertain to TJXE Europe – Expenses Payables goods and services (non-merchandise). NB. This is not a guide of how you need to invoice us but a guide to the minimum requirements that we expect to find on an invoice.

Header Information Requirements	Description
Your Company Name	Please ensure that your full company name is detailed on your invoice.
Company Registration Number	If your company is registered the number should be quoted.
VAT or TAX registration number	If you are charging VAT or TAX you must quote your registration number. Invoices charging VAT for non-registered companies will be rejected.
Payment Remittance Detail	Remit to information needs to include your company's address, town, city and post code on all invoices.
Your Company Contact Details	Contact details need to include contact phone number and e-mail address of your company's Accounts Receivable department.
TJX Contact Name	Name of the TJXE person(s) with whom your company conducts business.
Bill To Name and Address	All invoices must be billed to the applicable operating unit as stated on the PO that is being billed for.
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	Each invoice needs to have a unique invoice number.
Invoice Date	Invoice date needs to reflect the date of order/service.
Purchase Order (PO) Number	Full PO number needs to be listed on the invoice.

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 TJXE 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.
VAT, Tax or Freight Amounts	Any amount for VAT, tax 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.

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 on the Due Date.

Preferred Methods:	**Description**
iSupplier Portal:	It is mandatory to attach a PDF copy of your invoice as an attachment when submitting your invoice.

Alternate Methods:	**Description**
UK, Ireland and Buying Office Mail:	TJX Europe Expenses Payable Dept. PO Box 2284 Watford WD18 1JN United Kingdom

Month End Dates:

Note: Due to Finance Month End processes, Invoices **cannot be entered in**to iSupplier from
12:00 GMT / 13:00 CET /10:00 AEST on the dates below. TJX will also issue reminders regarding these dates.

February: Friday, February 01, 2019
March: Friday, April 05, 2019
April: Friday, May 03, 2019
May: Friday, May 31, 2019
June: Friday, July 05, 2019
July: Friday, August 02, 2019
August: Friday, August 30, 2019
September: Friday, October 04, 2019
October: Friday, November 01, 2019
November: Friday, November 29, 2019
December: Friday, January 03, 2020
January: Friday January 31, 2020