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

Contact	Help Desk Hours (Local Time Zones)
Supplier_Helpdesk@tjx.com Inside US: 833-746-8627 International: +44(0) 1245373766 UK: 800-538-5202	US & Canada (EST) 3:00 – 19:00 UK & Ireland (GMT) 8:00 – 24:00 All Other European Countries (CET) 9:00 – 1:00 Australia 9:30 – 13:30

In Scope

The TJX 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.

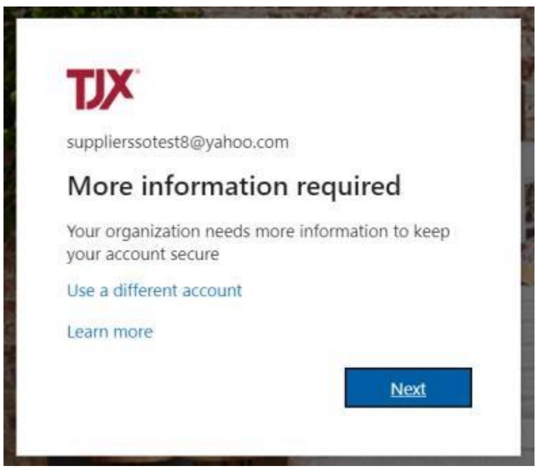
Logging on to Oracle iSupplier

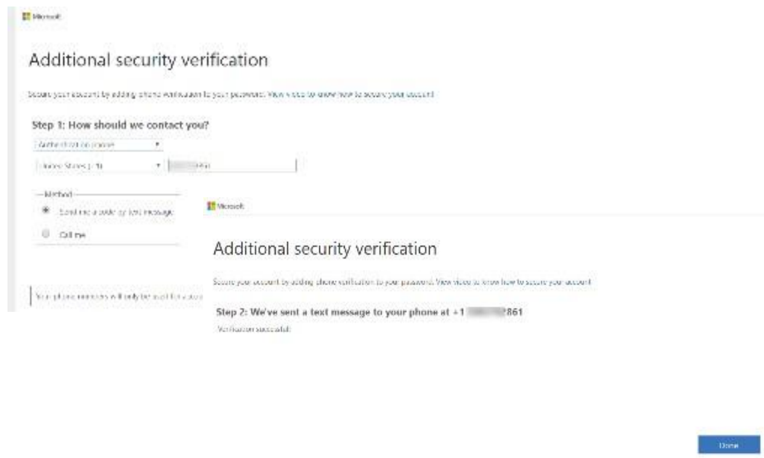
1. Access the login screen.

   ***Note**: You can 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."*

   [TJX Oracle iSupplier]

   Follow the screen prompts to log in:



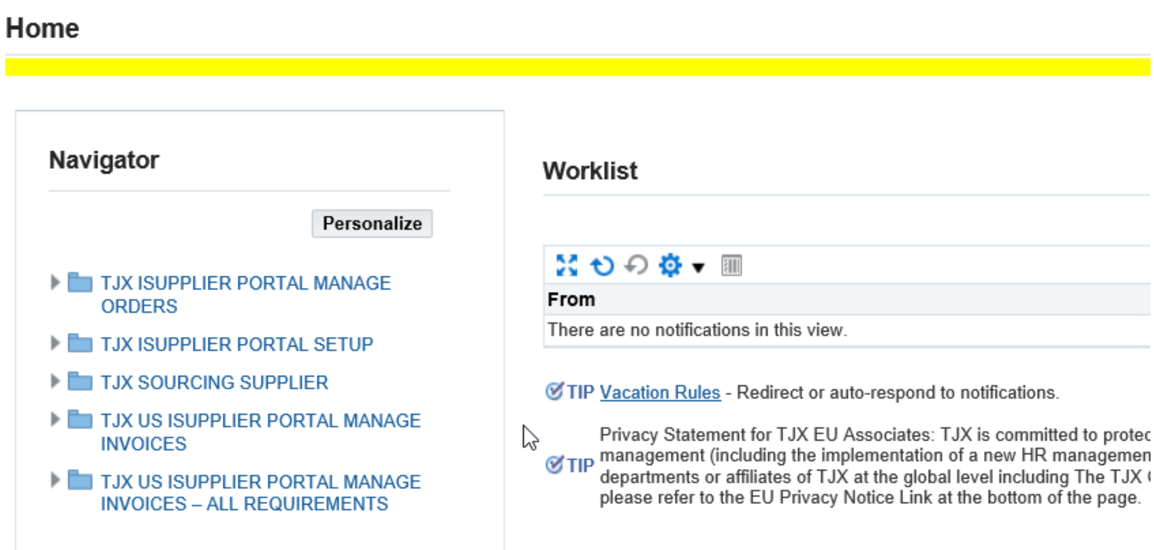


   More Information required – Click Next

   Select a method of Additional Security Verification and follow all prompts

   When "Verification Successful" displays, click Done

   The **Oracle Applications Home Page** displays.

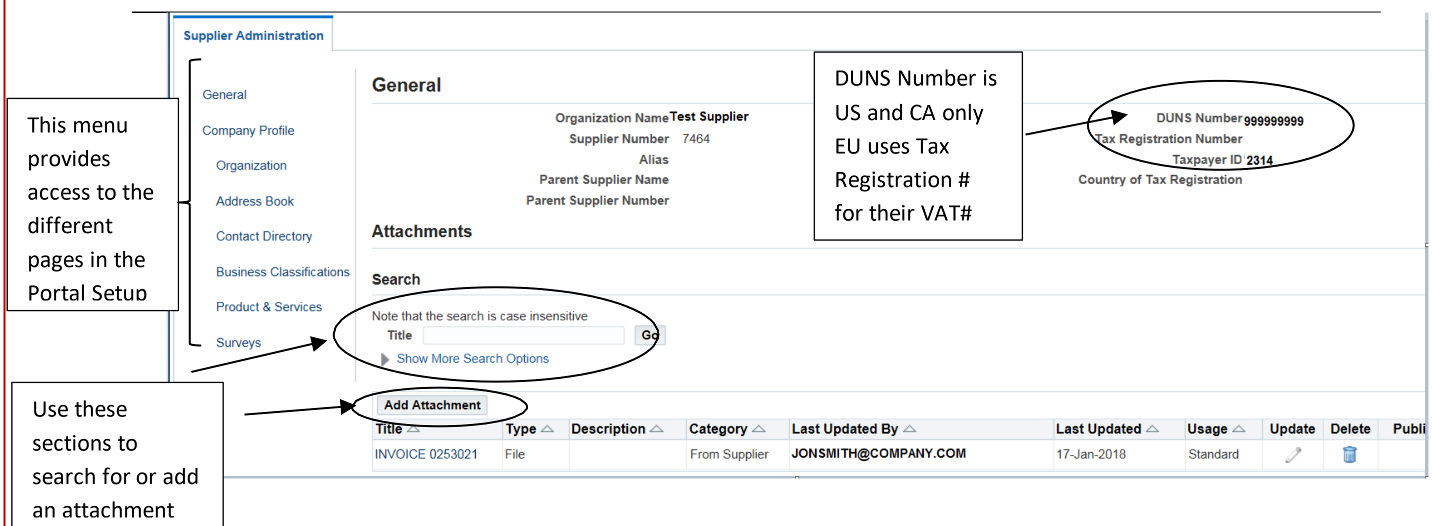


Portal Setup

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 & CA 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 SUPPLIER 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 to 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.

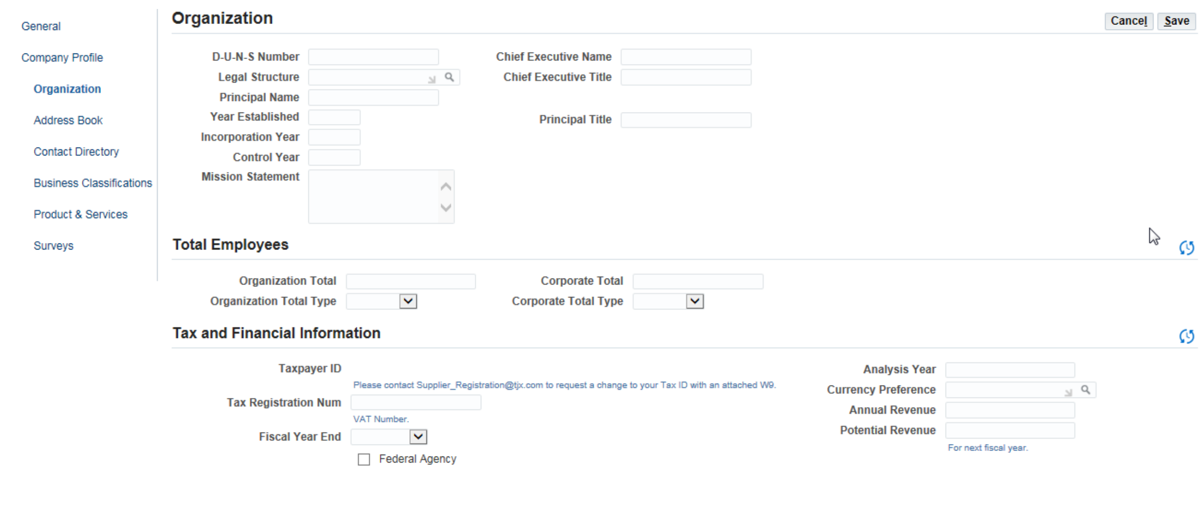
Making Changes to Your Organization

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 and Canada 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 uses the **Tax Registration Num** field for entering the VAT. **Note:** European suppliers must submit their VAT number on a New Vendor Form. Obtain a 'New Vendor Form' from your Business contact and submit that form to TJX.

     Note: The VAT Number must be entered with a prefix of the two-character country code, e.g. GB-#####.

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 reach out to your Expenses Payable Department and request updates.

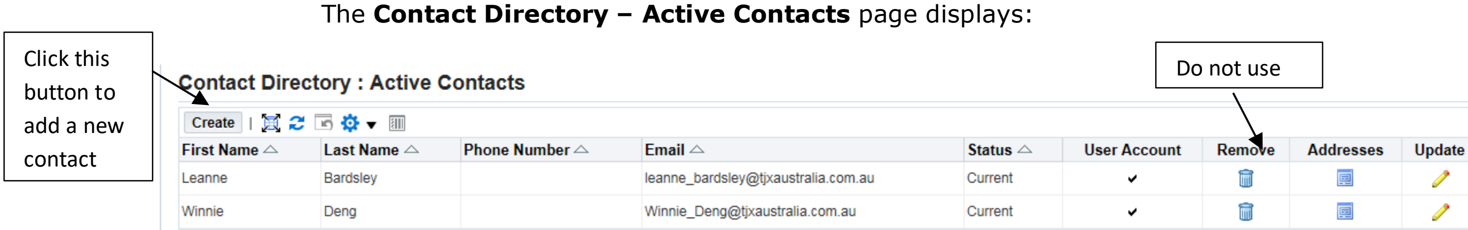
Adding or Modifying a Company Contact

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:



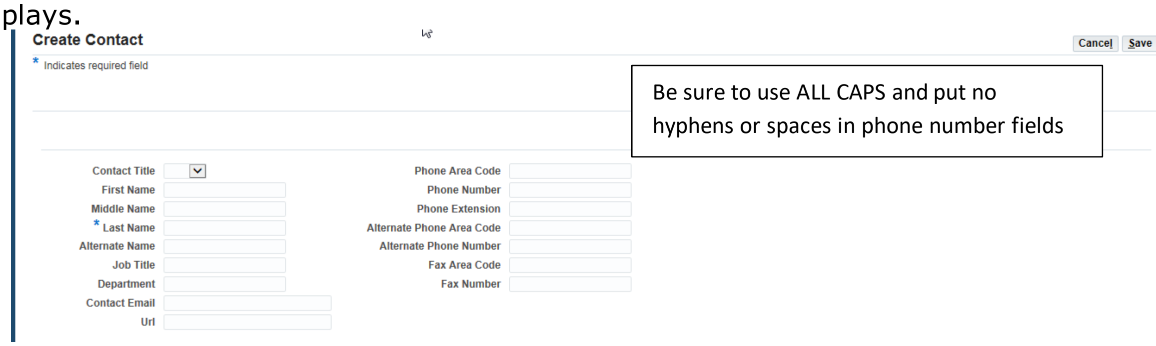
2. To edit an existing contact, go to the row containing that contact's information, and proceed as follows:

   - Click the **Addresses** icon

     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

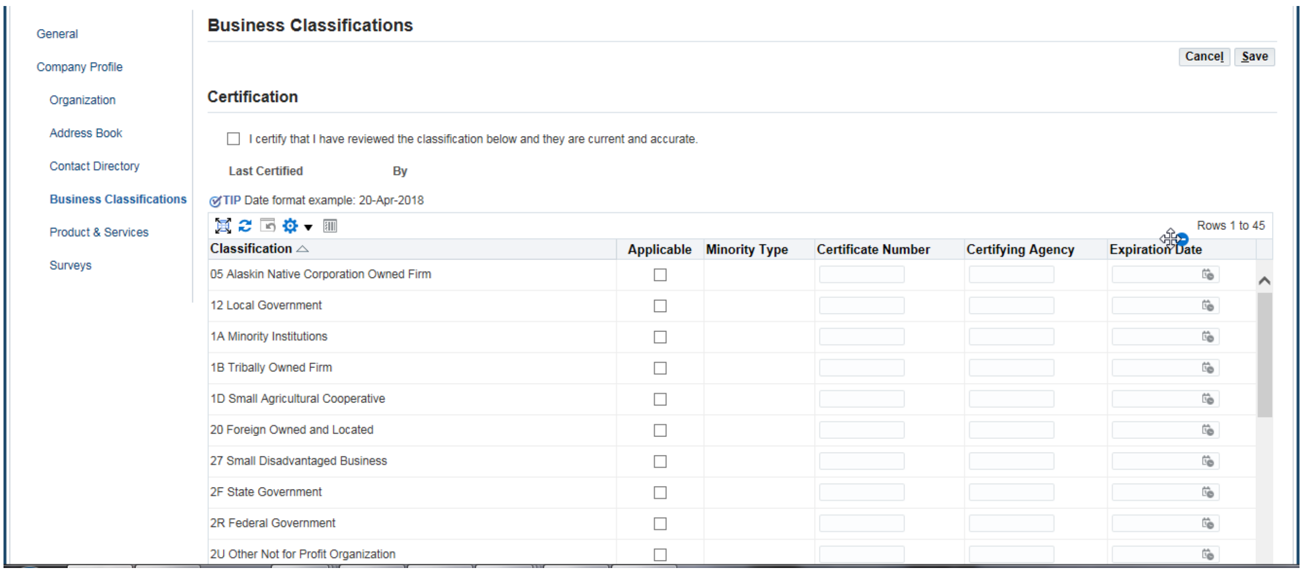
Providing New Business Classification Information

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.

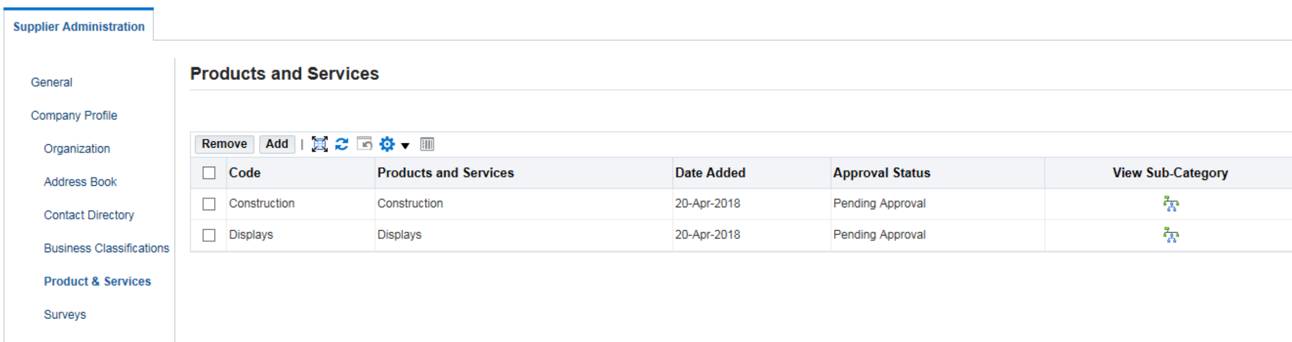
5. Click **Save** when your entry is complete.

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:

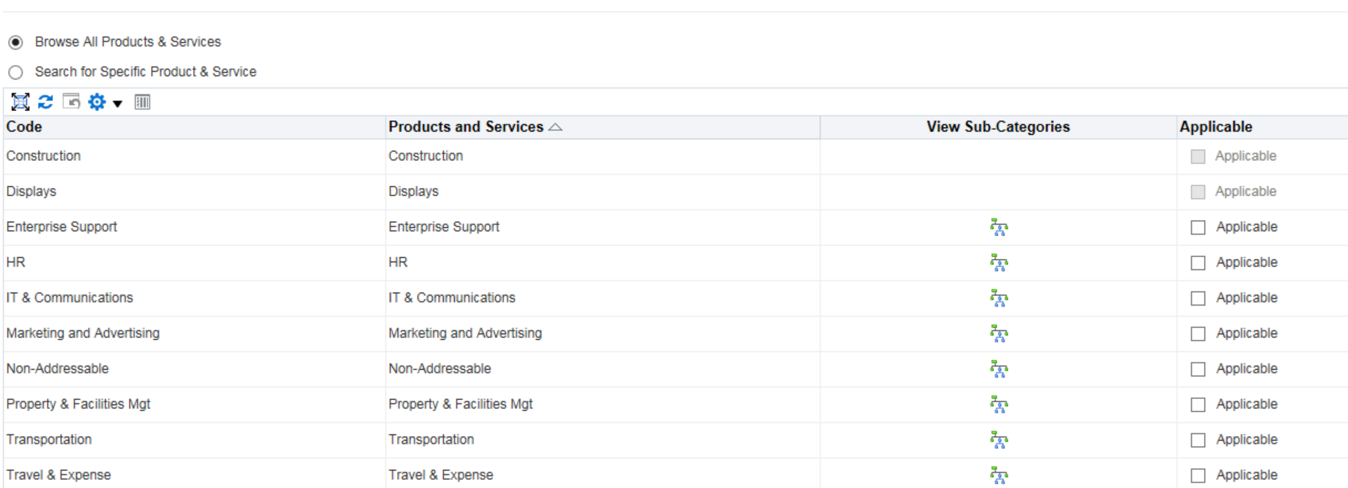
1. From the **Supplier Administration** menu, click **Product & Services** in the 'Company Profile' group**.**

   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 subgroups (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.

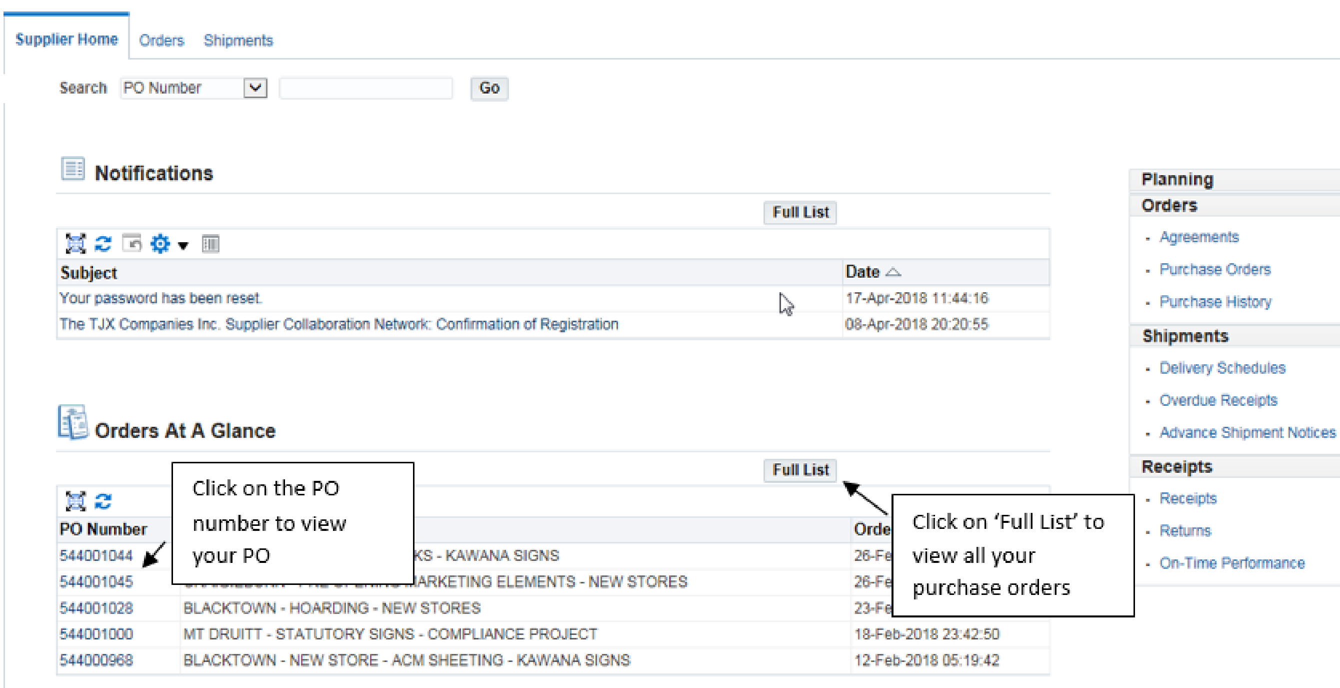
Viewing a Purchase Order

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

Follow these steps:

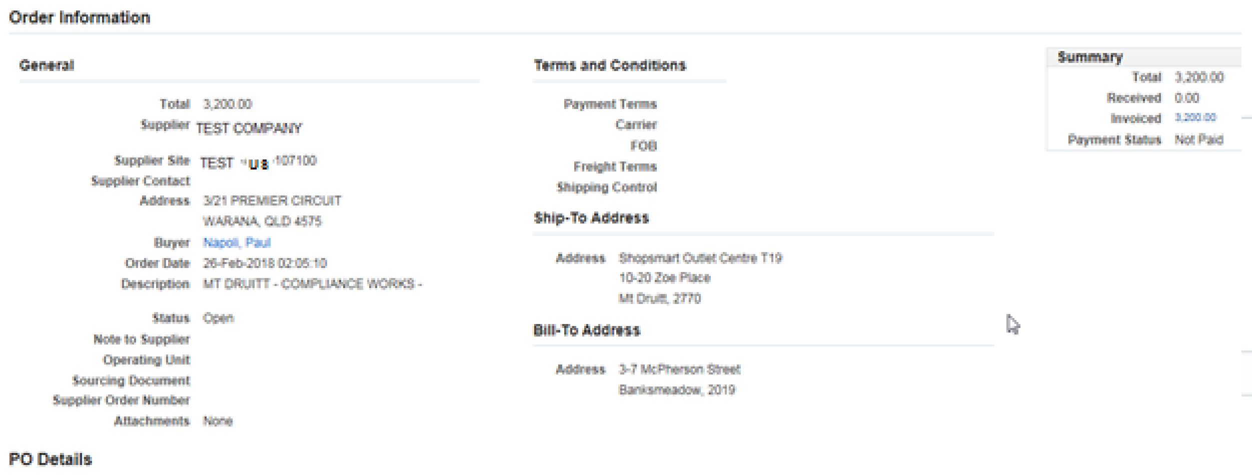
1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE ORDERS/Home Page**.

   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 several available options:

Note: 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.

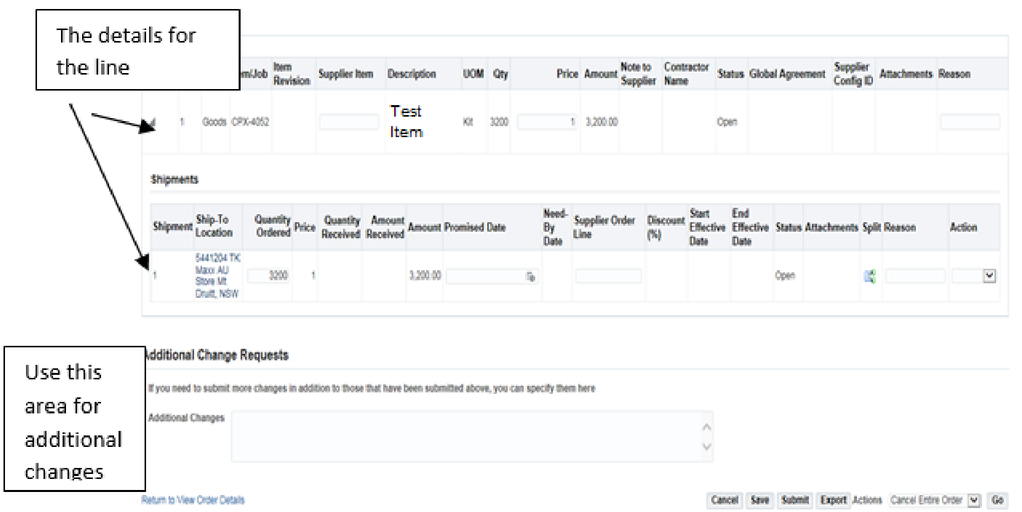
Requesting a Change to a Purchase Order

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

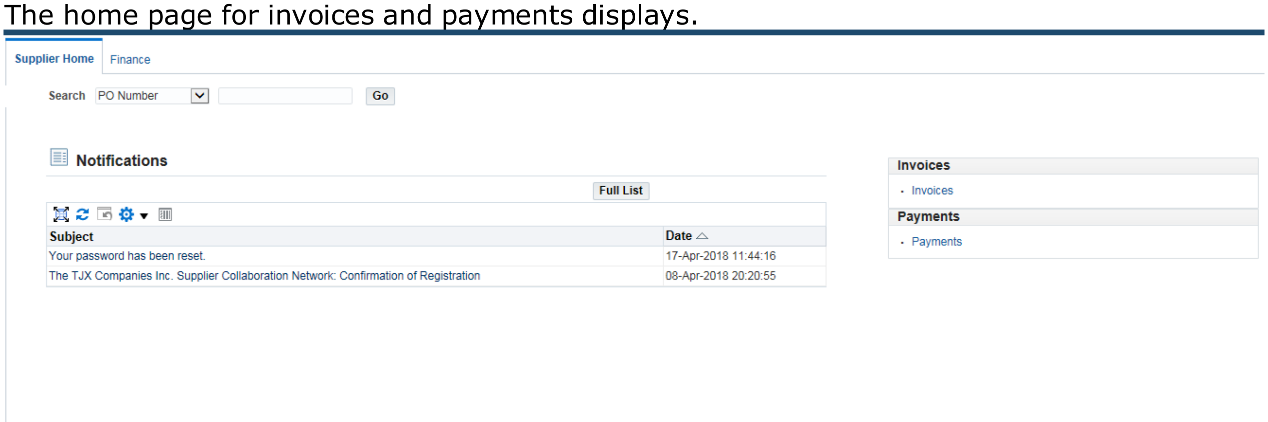
In the **Manage Invoices** responsibility, you can access all your current invoices as well as view the history and status of your payments. In addition, you can create and submit an invoice based on an existing purchase order.

Viewing an Invoice

To view an invoice, follow these steps:

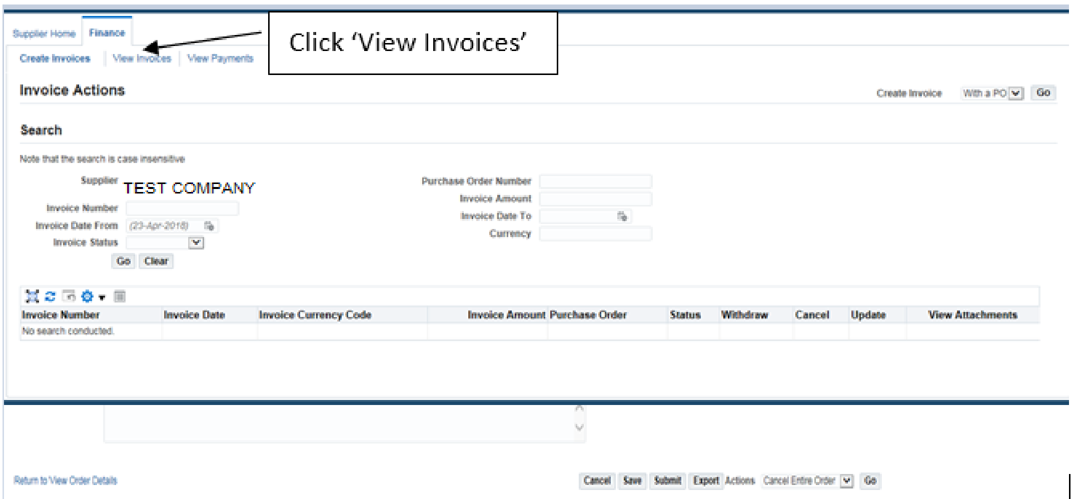
1. From the **Oracle Home Page**; click **TJX ISUPPLIER PORTAL MANAGE INVOICES/Home Page**.

   The home page for invoices and payments displays.



2. Click the **Finance** tab.

   The **Invoice Actions** page displays:



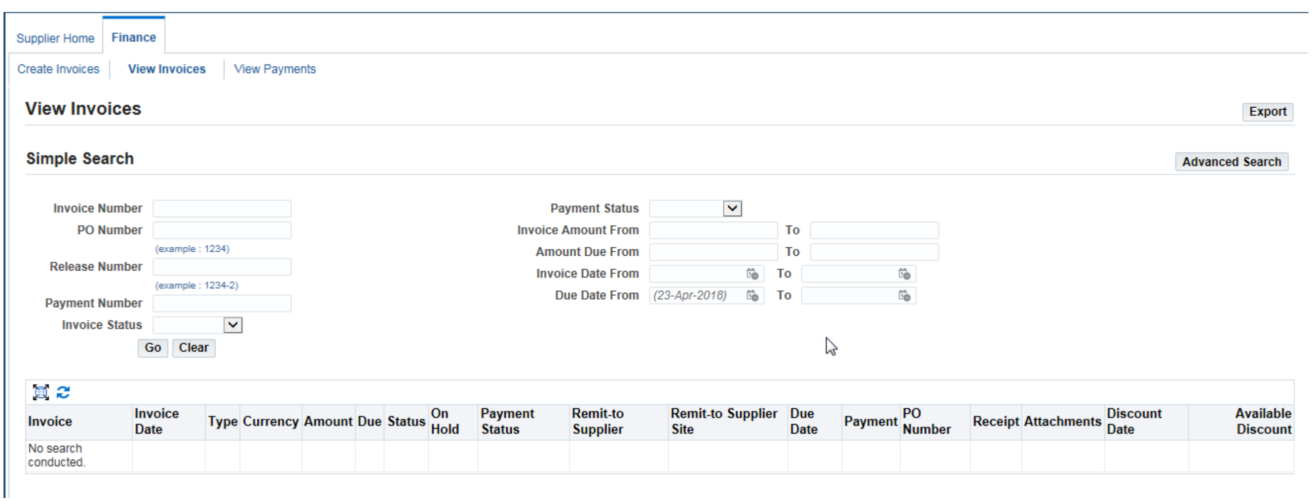
3. Search for the invoice(s) you wish to display.

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

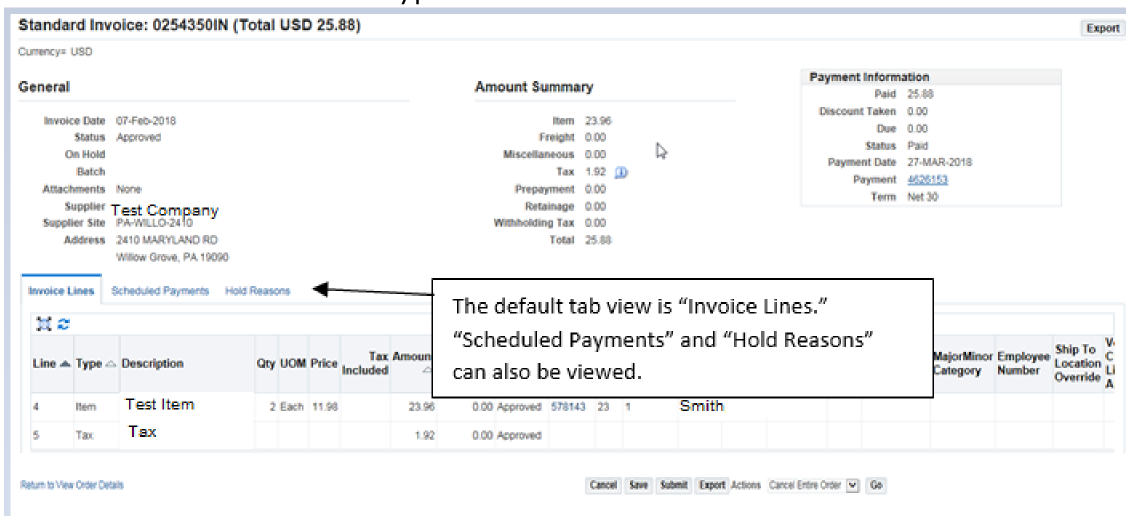
   Note: You can search by Purchase Order Number here, but only if an associated invoice has already been created. Please see Creating an Invoice for more information.

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:

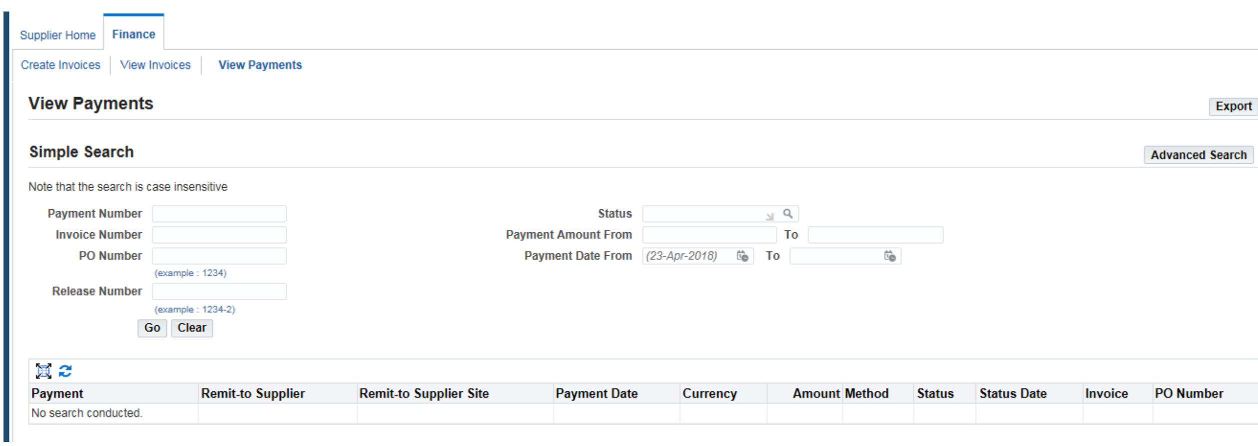
- Click the **Scheduled Payments** tab to view payments in process.
- Click the **Hold Reasons** tab to see detail about why an invoice has a "Hold" status.

Viewing a Payment

To view a payment, follow these steps:

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

   The **View Payments** page displays.



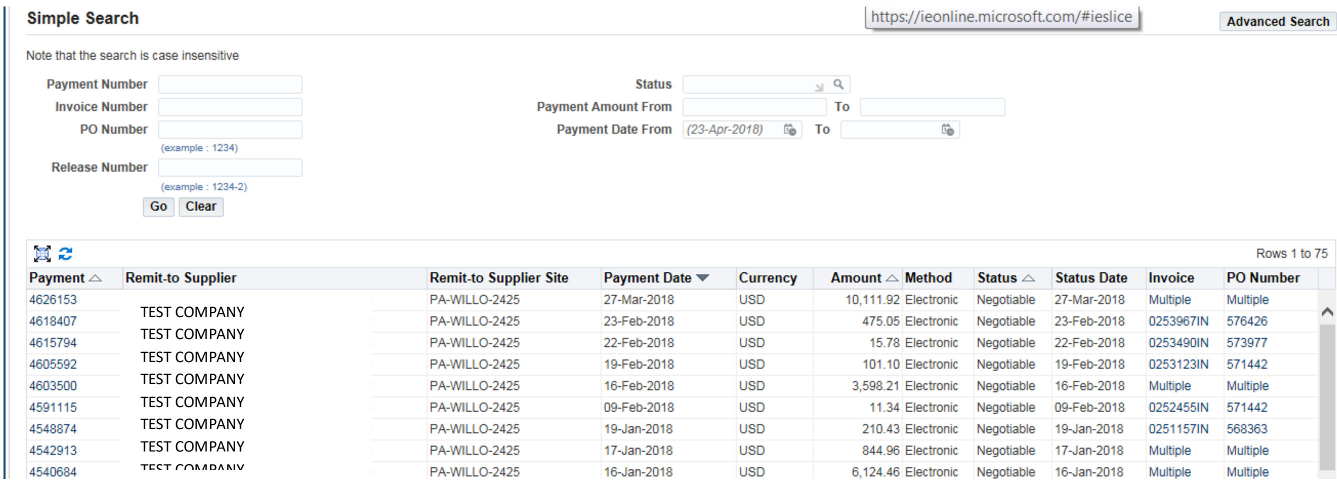
2. Search for the payment(s) you wish to display.

   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.



Simple Search

https://ieonline.microsoft.com/#ieslice

Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

(example : 1234)

Release Number

(example : 1234-2)

Go Clear

Status

Payment Amount From To

Payment Date From (23-Apr-2018) To

Rows 1 to 75

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":

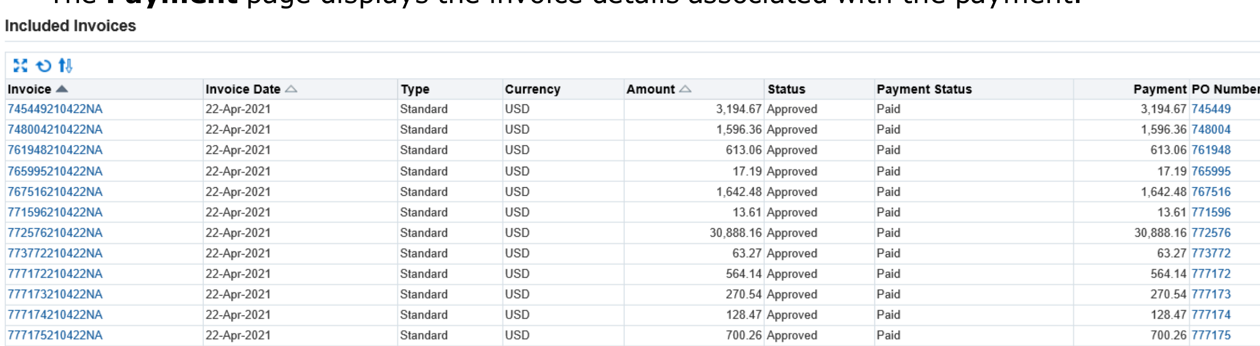
- On a check, the status may be either 'Negotiable' (outstanding), 'Reconciled' (cashed) or 'Void'.
- US & CA SUPPLIERS ONLY: On an electronic payment, the status will always be 'Negotiable.' Funds will be available within 2-3 business days of the payment date, depending on the process of your financial 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.

Note about discount payment terms:

- Any discount offered for advanced payment will be applied to Tax and Freight.

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

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



Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number
745449210422NA	22-Apr-2021	Standard	USD	3,194.67	Approved	Paid	3,194.67	745449
748004210422NA	22-Apr-2021	Standard	USD	1,596.36	Approved	Paid	1,596.36	748004
761948210422NA	22-Apr-2021	Standard	USD	613.06	Approved	Paid	613.06	761948
765995210422NA	22-Apr-2021	Standard	USD	17.19	Approved	Paid	17.19	765995
767516210422NA	22-Apr-2021	Standard	USD	1,642.48	Approved	Paid	1,642.48	767516
771596210422NA	22-Apr-2021	Standard	USD	13.61	Approved	Paid	13.61	771596
772576210422NA	22-Apr-2021	Standard	USD	30,888.16	Approved	Paid	30,888.16	772576
773772210422NA	22-Apr-2021	Standard	USD	63.27	Approved	Paid	63.27	773772
777172210422NA	22-Apr-2021	Standard	USD	564.14	Approved	Paid	564.14	777172
777173210422NA	22-Apr-2021	Standard	USD	270.54	Approved	Paid	270.54	777173
777174210422NA	22-Apr-2021	Standard	USD	128.47	Approved	Paid	128.47	777174
777175210422NA	22-Apr-2021	Standard	USD	700.26	Approved	Paid	700.26	777175

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.

Note: Your Manage Invoice responsibility will be one of the following:

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.

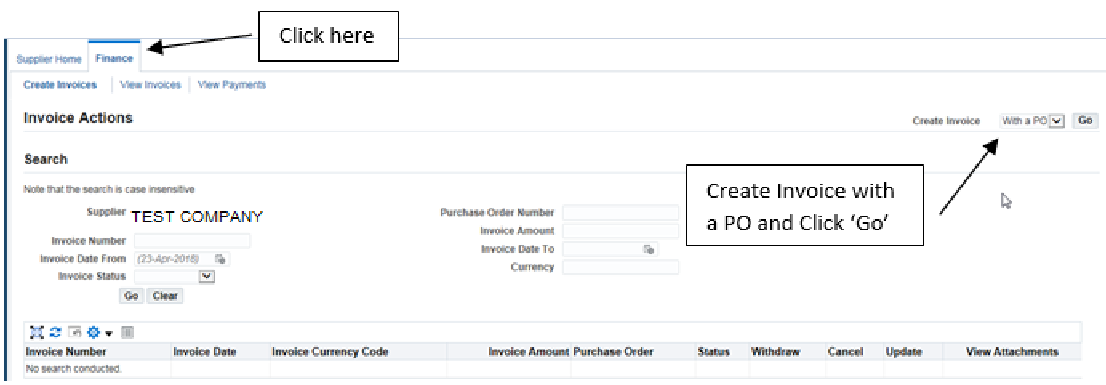
With the purchase order #(s) in hand, follow these steps:

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

   The **Invoices** home page displays.

2. Click the **Finance** tab.

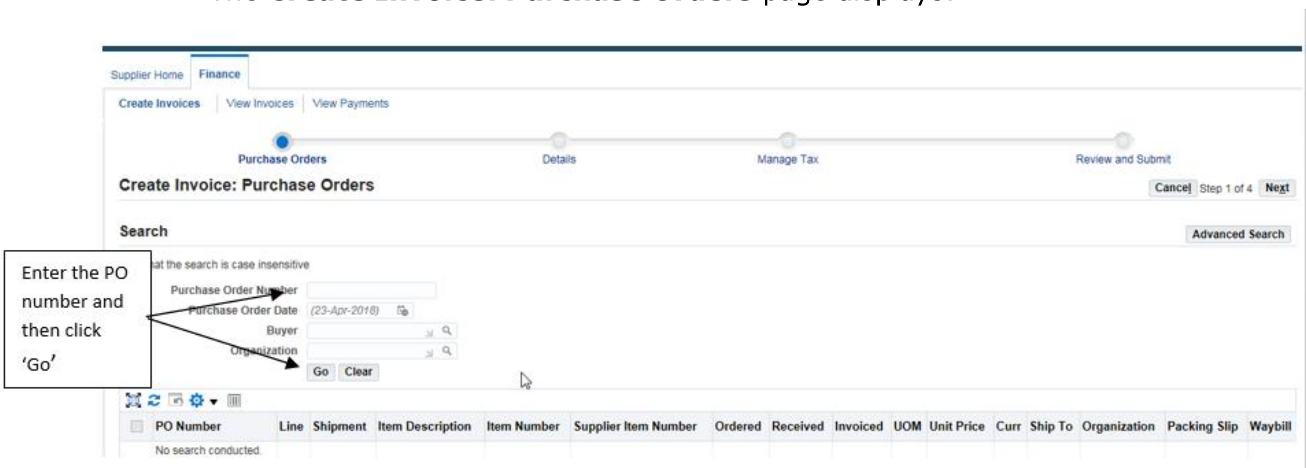
   The **Invoice Actions** page displays.



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

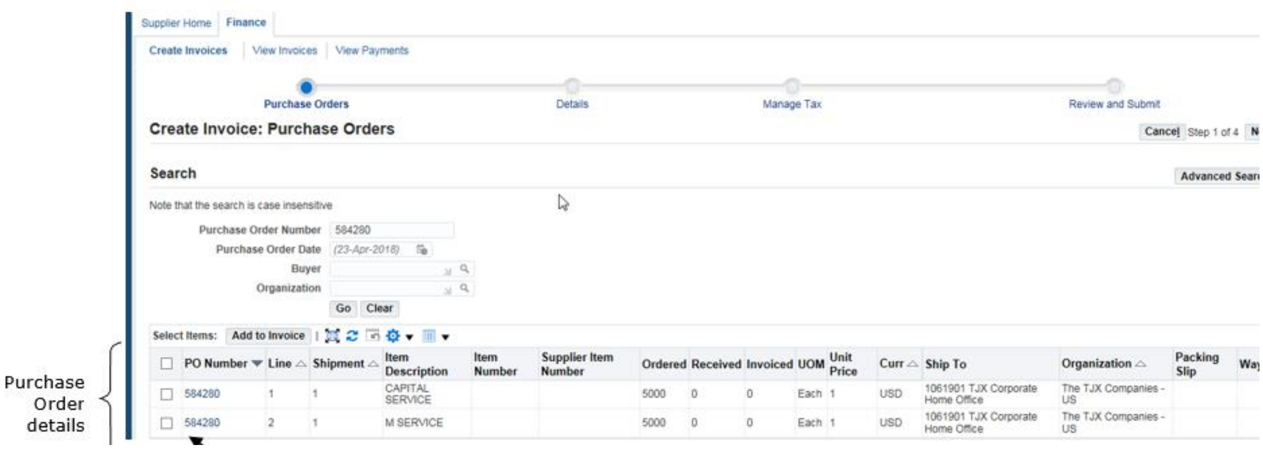
   Note: Although there is a down-arrow in this field, '(With a PO)' is the only option.

   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 display 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.

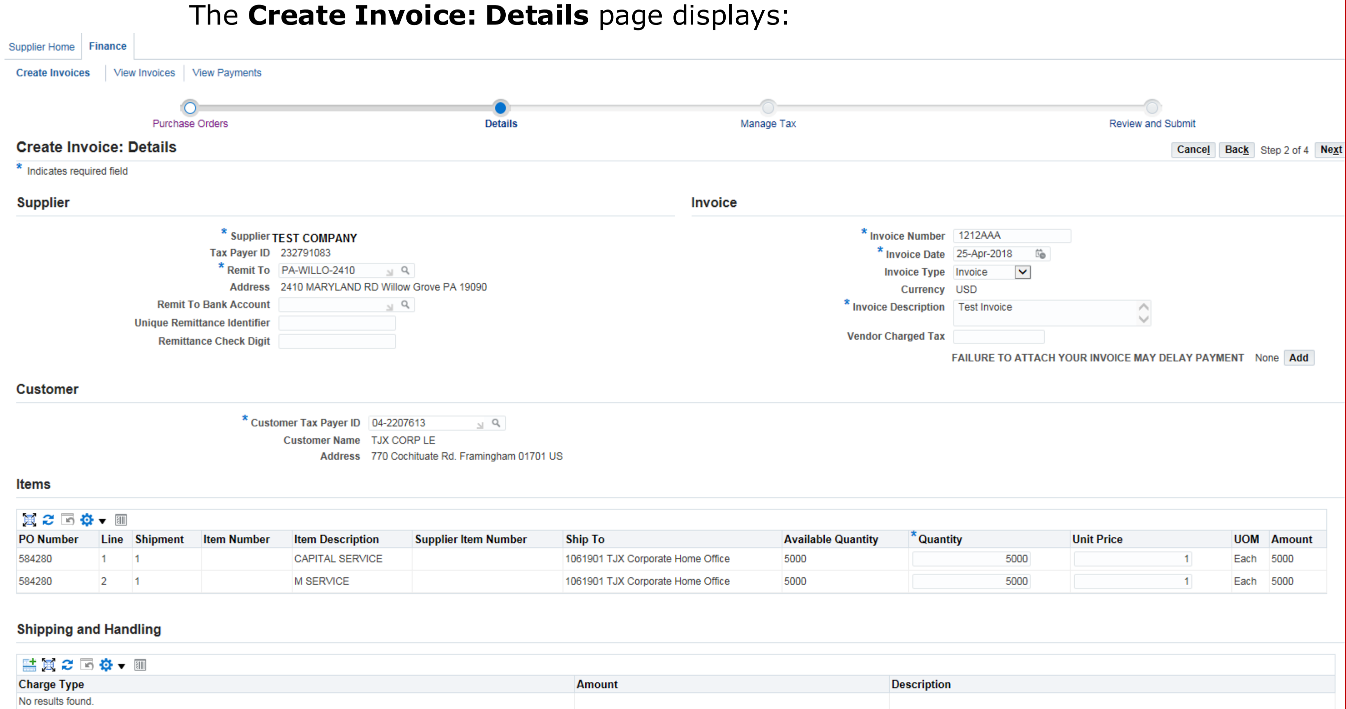
c. Select the items to include on the invoice.

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:



EU Supplier Notes:

- The **Customer Taxpayer ID** will always default, and you should not change this option.
- An **Invoice Description** is required.
- EU and US 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.

- **Invoice Date**— enter the date of the invoice.

- **Invoice Type**— Click the down-arrow and select 'Invoice.'
  ***Note**: Credit memos must be changed to 'Credit Memo'*

- **Attachment**—All EU and 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 Taxpayer 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**.'

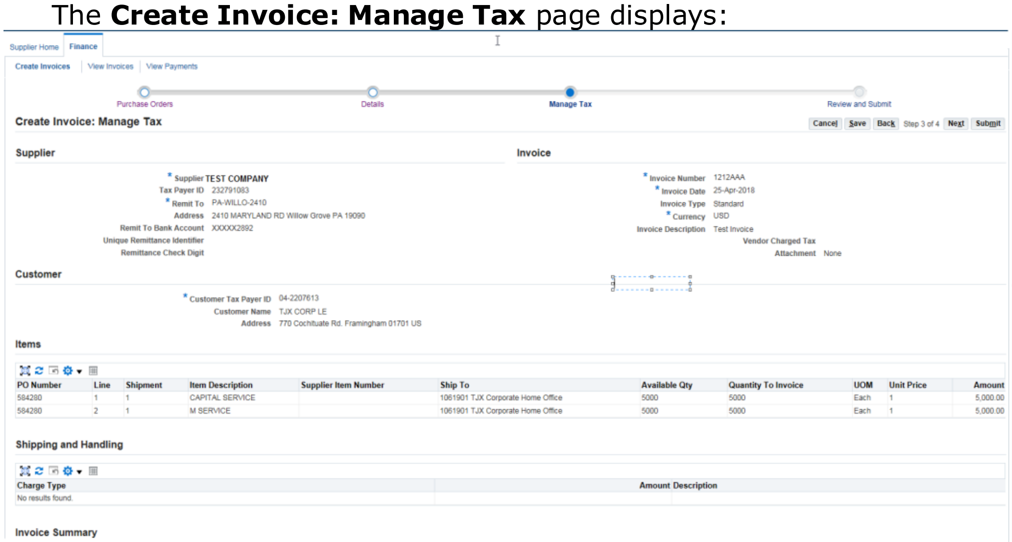
11. In the **Items** section, you can make decreases to the Quantity or Unit price, if needed. Increases are not permitted.

12. *For US Suppliers 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:



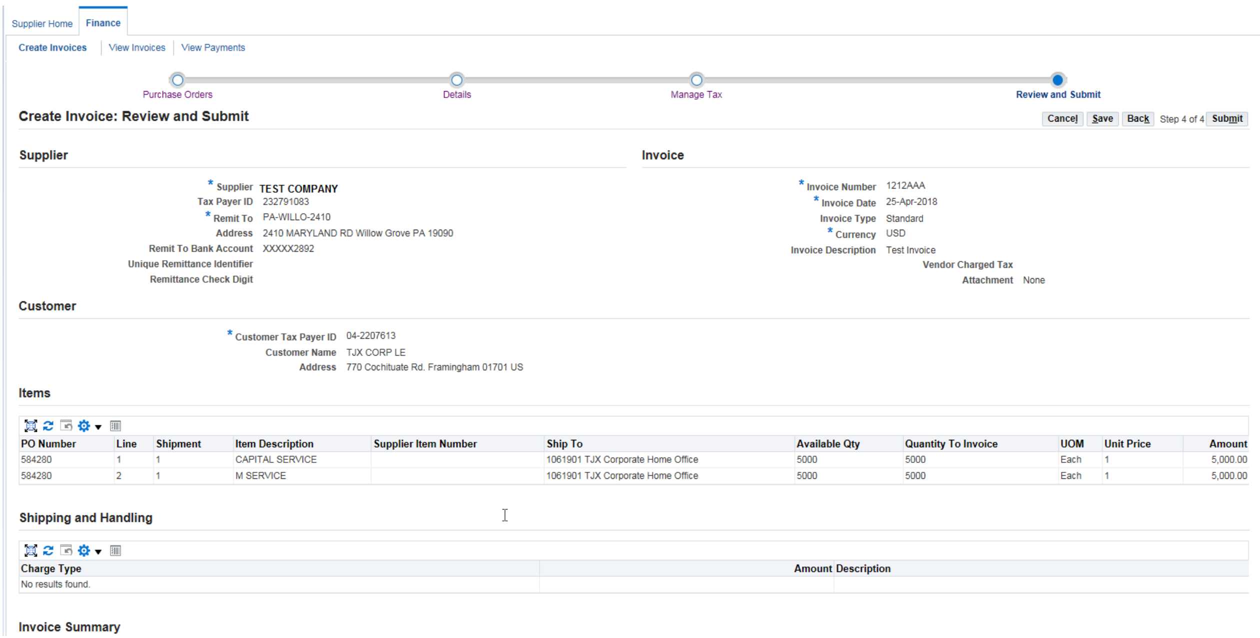
No action is needed on this page for any regions.

For European 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 US - Expenses Payable
- Invoice Requirements for Europe - Expenses Payable
- Invoice Requirements for Canada - Expenses Payable
- Fiscal Month End Close

Invoice Requirements for US – Expenses Payable

INVOICE REQUIREMENTS FOR US - EXPENSES PAYABLE

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 backordered (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 proprietary and confidential and should only be provided to appropriate TJX contacts.*

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 backordered (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.
from **VAT, Tax or Freight Amounts**	Any amount for VAT, tax or freight need to be separated 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

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

THE TJX COMPANIES, INC.

INVOICE REQUIREMENTS FOR CANADA - EXPENSES PAYABLE

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 backordered (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 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 submissions via iSupplier, DO NOT also send invoices via email to avoid duplicates
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 Court Mississauga, ON, L5R 0G1

Month End Dates:

Note: When TJX is completing the Finance Month End Close processes, **Invoices cannot be entered into iSupplier** starting from 08:00 EST / 12:00 GMT / 13:00 CET /10:00 AEST until the new period opens the following Sunday and your Invoicing Access is restored. TJX will also issue reminders regarding these dates.

Minimum System Requirements for Oracle Applications

Overview

This document is designed to provide a quick reference for the minimum hardware and software specifications that apply to PCs and Macs intended for use as desktop clients for Oracle E-Business Suite Releases 12.x or 11i.

PC (Windows) Hardware and Software Requirements

- **Hardware Requirements:**

  Several factors influence the overall specification for Windows PCs that are to be used as Oracle E-Business Suite clients:
  - Applications in use
  - Overall workload
  - Type of workload

- **CPU Requirements:**

  Oracle E-Business Suite performance is sensitive to CPU speed. The fundamental necessity is to meet Microsoft's base operating system requirements.
  When determining the CPU speed required, consider the following:
  - Minimum requirements will provide minimal performance
  - Faster processors (1.4 GHz or better) can give significant performance improvements
  - Your specific requirements may be higher than the minimum
  -

- **Memory Requirements:**

  When determining the amount of memory needed, consider the following:
  - The memory requirements for your operating system
  - Any other software that runs concurrently
  - Related factors such as network characteristics
  - Your specific requirements may be higher than the minimum

  If you need to run Oracle E-Business Suite concurrently with other applications, additional memory will provide better performance.

- **Operating System Requirements:**

  Any of:
  - Windows 7 (32-bit or 64-bit)
  - Windows 8.1
  - Windows 10

- **Java Environment Requirements:**

  Using Java Web Start (JWS)
  - 32-bit & 64-bit:
    - JRE 1.8.0_121 or higher 1.8.0_XX

  Using Java Plugin
  - 32-bit & 64-bit:
    - JRE 1.8.0_25 or higher 1.8.0_XX

- **Browser Requirements:**
  - Microsoft Internet Explorer 11
  - Microsoft Edge
  - Firefox ESR 60.x
  - Chrome

MAC Hardware and Software Requirements

- **Hardware Requirements:**

  Several factors influence the overall specification for Macs that are to be used as Oracle E-Business Suite clients:
  - Applications in use
  - Overall workload
  - Type of workload

- **CPU Requirements:**

  Oracle E-Business Suite performance is sensitive to CPU speed. The fundamental necessity is to meet Apple's base operating system requirements.
  When determining the processor speed required, consider the following:
  - Minimum requirements will provide minimal performance
  - Faster processors (1.4 GHz or better) can give significant performance improvements
  - Your specific requirements may be higher than the minimum

- **Memory Requirements:**

  When determining the amount of memory needed, consider the following:
  - The memory requirements for your operating system
  - Any other software that runs concurrently
  - Related factors such as network characteristics
  - Your specific requirements may be higher than the minimum

  If you need to run Oracle E-Business Suite concurrently with other applications, additional memory will provide better performance.

- **Operating System Requirements:**
  - macOS Mojave 10.14.1 (or higher)
  - macOS High Sierra10.13.3 (or higher)
  - macOS Sierra 10.12.6 (or higher)
  - OS X El Capitan 10.11.6 (or higher)

- **Browser Requirements:**
  - Safari 11.0.3 or higher
  - Firefox ESR 60.x

Special Requirements for Apple Macintosh macOS (OS X)

Oracle E-Business Suite Release 12 (12.1.3, 12.2.4 or higher) is currently certified with Firefox for macOS Catalina 10.15, Mojave 10.14 and High Sierra 10.13 and Safari 11 for macOS High Sierra 10.13, macOS Sierra 10.12 and OS X El Capitan 10.11. These desktops are certified with the Java Plug-in and Java Web Start (see 'Software Requirements section below for details).

Older versions of Safari (9 and 10) and Mac desktop operating systems such as Mac OS X Lion 10.7, Mountain Lion 10.8, Mavericks 10.9, and Yosemite 10.10 were previously certified with E-Business Suite but are no longer actively supported by Apple.

Hardware Requirements –
The macOS client must have 800 x 600 minimum display resolution (1024 x 768 or higher is preferred). For a complete description of macOS requirements (including processor, RAM, and disk requirements), review Apple's informational web page at
https://www.apple.com/macos/how-to-upgrade/

- **Software Requirements –**
  The following software is required:

  OS X El Capitan 10.11:

  - OS X El Capitan version 10.11.6 or higher
  - Safari 11 (11.0.2 or higher)
  - Java Plug-in (version 1.8.0_91 or higher)

  macOS Sierra 10.12:

  - macOS Sierra version 10.12.6 or higher
  - Safari 11 (11.0.2 or higher)
  - Java Plug-in (version 1.8.0_121 or higher)

  macOS High Sierra 10.13:

  - macOS High Sierra version 10.13.3 or higher
  - Safari 11 (11.0.3 or higher) using Java Plug-in or Firefox ESR 60.x and 68.x using Java Web Start (JWS)
  - JRE 8 Update 171 (version 1.8.0_171) or higher for Safari 11 or Firefox ESR 60.x
  - JRE 8 Update 221 (version 1.8.0_221) or higher for Firefox ESR 68.x
  - JRE 8 Update 261 (version 1.8.0_261) or higher for Firefox ESR 78.x

  macOS Mojave 10.14:

  - macOS Mojave version 10.14.1 or higher
  - Firefox ESR 60.x or 68.x using Java Web Start (JWS)
  - JRE 8 Update 191 (version 1.8.0_191) or higher for Firefox ESR 60.x
  - JRE 8 Update 221 (version 1.8.0_221) or higher for Firefox ESR 68.x
  - JRE 8 Update 251 (version 1.8.0_251) or higher for Firefox ESR 78.x

  macOS Catalina 10.15:

  - macOS Catalina version 10.15.1 or higher

- Firefox ESR 68.x using Java Web Start (JWS)
- JRE 8 Update 241 (version 1.8.0_241) or higher for Firefox ESR 68.x
- JRE 8 Update 251 (version 1.8.0_251) or higher for Firefox ESR 78.x

Special Requirements for Apple Macintosh OS X Version 10.4

Oracle Applications Release 12 is certified for Apple Macintosh OS X (Mac OS X) v10.4 (Tiger) with the Safari browser (v 2.0 and 3) using the Java 5 (32-bit) plugin.

Hardware Requirements –

The Mac OS X client must have 800 x 600 minimum display resolution (1024 x 768 is preferred). For a complete description of Mac OS X v10.4 requirements, go to the Apple Web site at:

http://docs.info.apple.com/article.html?artnum=301341

- **Software Requirements –**

The following software is required:

- Mac OS X v10.4.7 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client
- Safari 2 (2.0.4 or higher) and Safari 3* (3.2.1 or higher)
- The J2SE 5 plug-in on Mac OS X v1.5.0_06 (or higher)

Special Requirements for Apple Macintosh OS X Version 10.5, 10.6 and 10.7

Oracle E-Business Suite Release 12 is certified for Apple Macintosh OS X (Mac OS X) v10.5 (Leopard) with the Safari 3, 4 and 5 browsers using the Java 5 plugin, Mac OS X v10.6 (Snow Leopard) with Safari 4 and 5 using the Java 6 plugin and Mac OS X v10.7 (Lion) with Safari 5 and the Java 6 plugin.
To achieve optimal performance, you must have adequate CPU power and memory on the Mac OS X client. Oracle recommends the following configuration settings.

- **Hardware Requirements –**

The Mac OS X client must have 800 x 600 minimum display resolution (1024 x 768 is preferred). For a complete description of Mac OS X requirements (including processor, RAM, and disk requirements), review Apple's informational web page at:

http://support.apple.com/kb/TA24950 (10.5)
http://support.apple.com/kb/HT4949 (10.6 and 10.7)

- **Software Requirements –**

The following desktop software is required:

Mac OS X v10.5:

- Mac OS X 10.5 ("Leopard" version 10.5.6 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
- Safari 3 (version 3.2.1 or higher) or Safari 4 (4.0.4 or higher) or Safari 5 (5.0.2 or higher)
- The J2SE 5 plug-in on Mac OS X (v1.5.0_13 or higher)

Mac OS X v10.6:

- Mac OS X 10.6 ("Snow Leopard" version 10.6.3 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
- Safari 4 (version 4.0.5 or higher) or Safari 5 (5.0.2 or higher, 5.1.2 or higher)
- The J2SE 6 plug-in on Mac OS X (v1.6.0_20 or higher)

Mac OS X v10.7:

- Mac OS X 10.7 ("Lion" version 10.7.2 or higher, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the client)
- Safari 5 (5.1.2 or higher)
- The J2SE 6 plug-in on Mac OS X (v1.6.0_29 or higher) - see the 'Known Restrictions and Issues' section below for instructions regarding downloading the Java Runtime on Lion

Please NOTE:

- Oracle E-Business Suite Release 12 is not certified with the Netscape, Mozilla, Firefox, Internet Explorer, Opera or Chrome browsers on Mac OS X.
- The Oracle E-Business Suite client on Mac OS X 10.5 and 10.6 uses the native Java plug-in that is included with the Mac desktop (J2SE 5 or Java SE 6). With Mac OS X 10.7, the Java plug-in is delivered via a specific user-initiated download the first time a Java applet is invoked from a browser (see the 'Known Restrictions and Issues' section below for more details).
- Please also review the My Oracle Support Note 'Oracle E-Business Suite Desktop Client Hardware and Software Requirements' (Note: 1155883.1).
- Safari on iOS (for use in mobile devices from Apple) is not currently officially certified with the E-Business Suite and information in this document is not relevant to Safari on iOS.

- **Internet Explorer (IE) Requirements for Windows Users:**

Internet Explorer: Certification Information

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and Oracle Forms/Java based model for modules such as Oracle Financials.

Summary

Internet Explorer 11 is certified for E-Business Suite customers running web-based (HTML / OA Framework) screen.

Internet Explorer 11 is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Oracle E-Business Suite with Java Web Start.

Internet Explorer 11 is certified for running Java content using the JRE Plug-in. Refer to My Oracle Support Knowledge Document 393931.1, Deploying JRE (Native Plug-in) for Windows Clients in Oracle E-Business Suite Release 12.

Firefox ESR for Windows Users:

Firefox: Certification Information

Firefox Browsers: ESR vs. Rapid Release

Oracle E-Business Suite is certified and tested against the Firefox Extended Support Release (ESR) which is supported by the vendor for approximately a year. For further information on the support lines and other information, see Mozilla Firefox ESR Overview.

Note: The Rapid Release Firefox versions are not certified for use with Oracle E-Business Suite.

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a newer web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and an older Oracle Forms/Java-based model for modules such as Oracle Financials.

Firefox ESR:

Is certified for Oracle E-Business Suite customers running web-based (HTML / OA Framework) screens.

Is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Using Java Web Start with Oracle E-Business Suite.

Does not support NPAPI, so is not certified for running Java content using the JRE Plug-in.

Chrome for Windows Users:

Chrome: Certification Information

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and Oracle Forms/Java based model for our modules such as Oracle Financials. Google has phased out Chrome's support for the Java Plug-in, preventing it from running: see API (NPAPI) support.

Summary

Chrome is certified for Oracle E-Business Suite customers running web-based (HTML / OA Framework) screens.

Chrome is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Using Java Web Start with Oracle E-Business Suite.

Edge for Windows Users:

Edge: Certification Information

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and Oracle Forms/Java based model for modules such as Oracle Financials.

Summary

Edge is certified for Oracle E-Business Suite customers running web-based (HTML / OA Framework) screens.

Edge is certified for running Java content using Java Web Start (JWS). Refer to My Oracle Support Knowledge Document 2188898.1, Using Java Web Start with Oracle E-Business Suite.

Edge does not support NPAPI, so is not certified for running Java content using the JRE Plug-in.

Firefox and Safari for macOS Users:

macOS: Firefox Certification Information

Oracle E-Business Suite is certified and tested against the Firefox Extended Support Release (ESR) which is supported by the vendor for approximately a year. For further information on the support lines and other information, see Mozilla Firefox ESR Overview.

Note: The Rapid Release Firefox versions are not certified for use with Oracle E-Business Suite.

Oracle E-Business Suite Releases 12.2 and 12.1 have two interfaces: a newer web-based (OA Framework/HTML) model for modules such as iProcurement and iStore, and an older Oracle Forms/Java-based model for modules such as Oracle Financials.

Summary

Firefox ESR 68.x and higher is certified for Oracle E-Business Suite users accessing web-based (HTML / OA Framework) screens.

Firefox ESR 68.x and higher is certified for running Java content using Java Web Start (JWS) technology.

Running Firefox on macOS using Java Web Start (JWS) requires additional patching and setup.

For more information, refer to My Oracle Support Knowledge Document 2188898.1, Oracle E-Business Suite with Java Web Start.

Firefox ESR 68.x and higher is not certified for running Java content using Java Plug-in technology.

Glossary

Term	Definition	Acronym
Java Runtime Environment	Software needed to load Oracle forms	JRE
Operating System	Software that supports a computer's basic function	OS