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## Submission Requirements DOMESTIC VENDORS

**Requirements are subject to change and additional requirements may be added**

### Invoice (INV)

- The bill-to name must reference a valid TJX Division name: TJ Maxx, Newton Buying Corp., Marshalls, HG Buying, HomeGoods or HomeSense. (Note: The TJX Companies Inc. is not a valid Bill to name)
- Invoice Vendor Name, Address and Vendor Number
- Pay-to Vendor Name, Address and Pay to Vendor Number (it only applies if your invoice is payable to a factor or Third Party, otherwise field can be left blank)
  - Pay to Vendor number cannot be your PO Vendor number.
  - If invoice is submitted via .pdf and invoice is factored or payable to a Third Party – Your Pay to Vendor number must be listed somewhere on your invoice. If your invoices are not factored or payable to a Third Party, a Pay to Vendor number is not needed on your invoice.
- Duplicate or reused invoice numbers are not accepted
- \$0 invoices are not accepted
- Valid Purchase Order (PO) Number is required- any combination of

letters and numbers, totaling 8 characters

- One PO Number per invoice
- At least one invoice line item is required
- Item description is required
- Each line item must reference a Vendor Style Number & valid unit of measure
- The currency on the invoice must match the currency on the PO

**All invoices must include the following fields:**

- Invoice Number
- Invoice Date
- Purchase Order Number
- Invoice Total
- Total Number of Cartons
- Total Number of Units
- Payment Terms and Net Days (including discount)

**Invoice Line Item fields:**

- Quantity
- Unit Price
- Unit of Measure
- Total Line Item Amount (Extension)
- Item Description
- Style Number

**All invoices must add:**

- Line items must extend properly
- Line items, charges and allowances must add up to the invoice amount

**Updating payment method to ACH**

- Email [David.Joyce@tjx.com](mailto:David.Joyce@tjx.com) with the following information on **company letterhead**
  - Legal vendor name
  - Bank name and address
  - Type of account (checking or savings)
  - Bank account number
  - Bank routing number
  - Email address for Accounts Receivable representative
  - Signature of company executive authorizing EFT transaction
  - Printed name and title of authorizing executive
- Due to the current climate, please allow 30 days for your request to be processed

### **Updating Remit to Address**

- Email [VMFChanges@TJX.com](mailto:VMFChanges@TJX.com) with the following information
  - Updated blank invoice with your address change
  - Include “Address Change” in the subject line of your email

### **Additional Notes**

- All future merchandise invoices should *only* be sent via Transcepta. Immediately discontinue mailing paper invoices and/or emailing [TJX\\_Invoices@tjx.com](mailto:TJX_Invoices@tjx.com)
- Your invoice vendor number is NOT your PO vendor number, and will not be accepted for processing invoices/payments
- You will receive a recap email from Transcepta each day you submit invoices. Check SPAM folder to ensure you are receiving this email
- If you are unsure of your Invoice vendor number, or have any payment inquiries contact TJX Vendor Relations at 774-308-3407

## Submission Requirements IMPORT VENDORS

**Requirements are subject to change and additional requirements may be added**

### Invoice (INV)

- The bill-to name must reference a valid TJX Division name: TJ Maxx, Newton Buying Corp., Marshalls, HG Buying, HomeGoods or HomeSense.  
(Note: The TJX Companies Inc. is not a valid Bill to name)
- Invoice Vendor Name, Address and Vendor Number
- Pay-to Vendor Name, Address and Pay to Vendor Number (it only applies if your invoice is payable to a factor or Third Party, otherwise field can be left blank)
  - Pay to Vendor number cannot be your PO Vendor number.
  - If invoice is submitted via .pdf and invoice is factored or payable to a Third Party – Your Pay to Vendor number must be listed somewhere on your invoice. If your invoices are not factored or payable to a Third Party, a Pay to Vendor number is not needed on your invoice.
- Duplicate or reused invoice numbers are not accepted
- \$0 invoices are not accepted
- Valid Purchase Order (PO) Number is required- any combination of letters and numbers, totaling 8 characters
- One PO Number per invoice
- At least one invoice line item is required
- Item description is required
- Each line item must reference a Vendor Style Number & valid unit of measure
- The currency on the invoice must match the currency on the PO

### **All invoices must include the following fields:**

- Invoice Number
- Invoice Date – needs to be in line with the FCR / BOL date
- Purchase Order Number
- Invoice Total
- Total Number of Cartons
- Total Number of Units
- Payment Terms and Net Days (including discount)

### **Invoice Line Item fields:**

- Quantity
- Unit Price
- Unit of Measure
- Total Line Item Amount (Extension)
- Item Description
- Style Number

### **All invoices must add:**

- Line items must extend properly
- Line items, charges and allowances must add up to the invoice amount

For Letter of Credit Orders, Documents Should be submitted to the Vendor's Advising Bank

**In Addition to the above Invoicing Requirements, the Invoice Should Also Include:**

- Vendor's Bank Details
  - Account Name
  - Bank Name
  - Account Number
  - Routing Code (Swift, Sort or ABA Fedwire)

**One of the Following Shipping Documents**

- Copy of Original FCR (Freight Forwarder Cargo Receipt)- Non-Negotiable/Preliminary Copies are Unacceptable
- Truck BOL (Bill of Lading)/ Delivery Order
- Air Freight Bill

**Certificate of Inspection (When Represented by an Agent)**

In order to avoid delays, it is critical that all invoices submitted for payment are accompanied by a complete set of the documents outlined above. Please Do Not send any documents needed for customs or shipping purposes, those should be submitted to TJX Logistics Department in accordance with their instructions.

**Additional Notes**

- All future merchandise invoices should *only* be sent via Transcepta. Immediately discontinue mailing paper invoices and/or emailing [TJXUSimportinvoices@tjx.com](mailto:TJXUSimportinvoices@tjx.com)
- You will receive a recap email from Transcepta each day you submit invoices. Check SPAM folder to ensure you are receiving this email