

# Invoice Requirements - Canada

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

Header Information Requirements	Description
<b>Your Company Name</b>	Company name on the invoice must match the company name shown on your T2 (CDN Vendor)/W-9 (US Vendor) Form.
<b>Payment Remittance Detail</b>	Remit to information needs to include your company's address, city, province state, and postal /zip code on all invoices.
<b>Your Company Contact Details</b>	Contact details need to include phone and fax numbers, and/or e-mail address of your company's Accounts Receivable department.
<b>TJX Contact Name</b>	Name of the TJX person(s) with whom your company conducts business.
<b>Bill To Name and Address</b>	All invoices must be billed to Winners Merchants International L.P.
<b>Ship To Name and Address</b>	The location of shipment and/or services performed needs to be listed on invoices (e.g. Store chain and number, Corporate Office, Distribution Center . . .)
<b>Invoice Type</b>	"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.
<b>Invoice Number</b>	Invoice number needs to consist of numbers and/or letters only. Each invoice needs to have a unique invoice number.
<b>Invoice Date</b>	Invoice date needs to reflect the date of order/service.
<b>Invoice Currency</b>	Invoice Currency needs to be clearly shown, regardless of address. (CDN vs. USD)
<b>Purchase Order (PO) Number</b>	If applicable, full PO number needs to be listed on the invoice.
<b>Tax ID #</b>	If applicable, vendors registered for GST/HST/QST/PST must include their business GST/HST/QST/PST number.
Invoice Line Detail Requirements	Description
<b>Item/Service Description and PO Line Number</b>	A brief description of the ordered items and/or services performed needs to be listed.

<b>Unit Prices/Service Costs</b>	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.
<b>Item Quantity</b>	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.
<b>Total Item Amount</b>	Total amount of each item/expense needs to be listed on the invoice.
<b>Tax and/or Freight Amounts</b>	Any amount for tax and/or freight needs to be separated from the item subtotal and labeled accordingly.
<b>Total Amount</b>	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).
<b>Note:</b> <i>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.</i>	
<b>INVOICE SUBMISSION</b>	
<b>Invoices can be submitted in the following ways:</b>	
<b>Note:</b>	
<i>-Must choose one method. It is critical that an invoice is not submitted using more than one method.</i>	
<i>-Payments are generated based on the Due Date.</i>	
<b>Preferred Methods:</b>	<b>Description</b>
<b>E-mail:</b>	TJXC_EP_Invoices@tjxcanada.ca
<b>Alternate Methods:</b>	<b>Description</b>
<b>CDN Mail:</b>	Mail with your contact name in the mailing address. TJX Canada, Inc. 60 Standish Court Mississauga, ON, L5R 0G1