

## Invoice Requirements for Europe – Expenses Payable



### ***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
<b>Your Company Name</b>	Please ensure that your full company name is detailed on your invoice.
<b>Company Registration Number</b>	If your company is registered the number should be quoted.
<b>VAT or TAX registration number</b>	If you are charging VAT or TAX you must quote your registration number. Invoices charging VAT for non-registered companies will be rejected.
<b>Payment Remittance Detail</b>	Remit to information needs to include your company's address, town, city and post code on all invoices.
<b>Your Company Contact Details</b>	Contact details need to include contact phone number and e- mail address of your company's Accounts Receivable department.
<b>TJX Contact Name</b>	Name of the TJXE person(s) with whom your company conducts business.
<b>Bill To Name and Address</b>	All invoices must be billed to the applicable operating unit as stated on the PO that is being billed for. In the absence of a PO please consult your TJXE contact to verify.
<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>	Each invoice needs to have a unique invoice number.
<b>Invoice Date</b>	Invoice date needs to reflect the date of order/service.
<b>Purchase Order (PO) Number</b>	Full PO number needs to be listed on the invoice.
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 TJXE 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 prior to invoice submission.
<b>Total Item Amount</b>	Total amount of each item/expense needs to be listed on the invoice.
<b>VAT, Tax or Freight Amounts</b>	Any amount for VAT, tax or freight need 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.
<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>	

**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.*

<b>Preferred Methods:</b>	<b>Description</b>
<b>E-mail:</b>	UK, Ireland and Buying Office invoices: <a href="mailto:expenses_payable@tjxeurope.com">expenses_payable@tjxeurope.com</a> 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.
<b>iSupplier Portal:</b>	Instructions and guidelines can be found in the iSupplier Users Guide.

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