

Chapter 7: Accounts Payable

INVOICE REQUIREMENTS	2
FREQUENTLY ASKED QUESTIONS	3

CHAPTER OVERVIEW

Invoice Instructions

- Each invoice must include the following information:
 1. Purchase Order Number
 2. Vendor Name and Address
 3. Telephone Number
 4. Remittance Address
 5. Item description detail including Unit cost and Extended cost in the same sequence as is shown on the purchase order
- Company name on invoice must match the name on the purchase order. If not, a letter stating the affiliation between the two companies must be attached and typed on the letterhead of the company that appears on the purchase order.
- Factored invoices must be noted as such on each invoice. Provide notification from the factoring company when released from factoring contract.
- Submit one invoice per purchase order unless otherwise authorized. This includes drop shipment order sent to different store locations.
- Submit a separate invoice for services such as pre-ticketing and freight charges.
- Every effort will be made to take all reasonable early payment discounts that are offered. Include these offers with payment terms specified on your invoice.
- Do not include packing lists with invoices. The packing list must be attached to the actual shipment and a copy sent via E-Mail to packinglist@tuesdaymorning.com.
- Invoices should be mailed to the Accounts Payable Department at the following address:

AccountingAP@tuesdaymorning.com

Questions regarding an invoice may be directed to the Accounts Payable Department at (972) 387-3562
Questions can also be emailed to: AccountingAP@tuesdaymorning.com

FREQUENTLY ASKED QUESTIONS & ANSWERS

Q: What is the address to send invoices?

A: AccountingAP@tuesdaymorning.com

Q: When is the invoice due for payment?

A: The purchase order terms are from ROG (receipt of goods), which is when the aging period starts. For example, a payment term of ROG 60 with an invoice date of 09/01/2020 and a receipt date of 09/30/2020 payment will be due on 11/30/2020.

Q: Will Tuesday Morning accept discounts for early payment?

A: All discounts are at Tuesday Morning discretion and must be submitted to Tuesday Morning's Accounts Payable department for approval.

Q: When are checks mailed?

A: Checks are usually mailed the day after they are processed some exceptions would be if it requires a second signature.

Q: When can a check be voided and reissued?

A: This is totally dependent on the specific situation. However, in most cases it will be 7 business days from check date.

Q: How do I dispute a deduction?

A: Email documentation to the Accounts Payable Department at AccountingAP@tuesdaymorning.com and it will be researched. This can take up to two weeks to resolve.