

Chapter 7: Accounts Payable

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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 for faxed to the Merchandise Coordinator.
- Standard terms of payment are no less than 60 days after receipt of goods. See the Terms and Conditions Section for details.
- Invoices should be mailed to the Accounts Payable Department at the following address:

**Tuesday Morning
Merchandise A/P
6250 LBJ Freeway
Dallas, TX 75240**

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

VENDOR MANUAL ACKNOWLEDGEMENT

A Corporate Officer or a Principal must sign this acknowledgement and return it to the address listed below. If we do not receive a signed copy of the acknowledgement, your acceptance of orders will constitute vendor's acceptance of an asset to the terms and conditions set forth in the Vendor Manual. Vendor agrees that Tuesday Morning may modify or amend the Vendor Manual at any time. In the event of such modification Tuesday Morning will notify vendor 10 days in advance of any such modification taking effect. Vendor's continued acceptance of orders 10 days after such notice shall constitute vendor's acceptance of and assent to any such modifications.

Company Name: _____ Vendor # _____

Signed: _____

Name: _____ Title: _____ Date: _____
(Print)

In Order to ensure that we have the most up to date contact information, please provide us with a point of contact in vendor compliance and executive contact in charge of compliance.

Vendor Compliance Contact Name: _____ Phone: _____

E-mail Address: _____

Executive Responsible for Vendor Compliance Contact Name: _____

E-mail Address: _____ Phone: _____

Please return this form to the following address/email:

Tuesday Morning
Attn: Supply Chain Analysis
14303 Inwood Road
Farmers Branch, TX 75244
vendorrelations@tuesdaymorning.com

FREQUENTLY ASKED QUESTIONS & ANSWERS

Q: What is the address to send invoices?

A: Tuesday Morning
Merchandise A/P
6250 LBJ Freeway
Dallas, TX 75240

Q: When is the invoice due for payment?

A: The purchase order terms are from ROG (receipt of goods). Merchandise payments are processed on Thursday of week.

Q: Will Tuesday Morning accept discount for early payment?

A: Submit to accounting for approval at Tuesday Morning discretion.

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: 10 business days from check date

Q: How do I dispute a deduction?

A: Email documentation to the Accounting Department and it will be researched by the Accounting Department and the buyer. (accountingap@tuesdaymorning.com) This can take several weeks to research.