



Commercial Invoice Instructions

Vendor (Name and Address) A			Consignee (Name and Address) B			
Invoice # & Date	D		Notify Party (Name and Address) C			
PO #	E					
Country of Origin	F					
Payment Terms	G					
Freight Terms & Port		H		Invoice Currency	I	
Vendor Style	Units	C/O	Description		Unit Price	Total
J	K	L	M Description includes Regulatory Requirements.		N	O
Total Units	P	Total Cartons	Q		Invoice Total	R
Assists	S (if applicable)					
Royalties	T (if applicable)					
Agent & Commission Statement		U (if applicable)				
TJX Buying Office		V (if applicable)				
Additional Comments and Statements			W (if applicable)			
Manufacturer Name and Address		X	Name & Signature		Y	
Banking Information			Z			

Letter	Description
A	Your Company name and address.
B	<p>Appropriate TJX Division Consignee Address:</p> <p>Marshalls of MA, Inc. 770 Cochituate Road Framingham, MA USA 01701</p> <p>Newton Buying Corp. (T.J. Maxx) 770 Cochituate Road Framingham, MA USA 01701</p> <p>HomeGoods, Inc. 770 Cochituate Road Framingham, MA USA 01701</p> <p>Winners Merchant Int'l LP (PO Prefix 10) 55 West Drive Brampton, Ontario Canada L6T 4A1</p> <p>Winners Merchant Int'l LP (PO Prefix 20/25) 3185 American Drive Mississauga, Ontario Canada L4V 1B8</p> <p>Winners Merchant Int'l LP (PO Prefix 30/35) 8181 Churchill Street Delta, BC Canada V4K 0C2</p> <p>TJX UK 50 Clarendon Road, Watford, Herts WD17 1TX United Kingdom</p> <p>TJX Australia Pty Limited Level 3, 189 O'Riordan Street Mascot, NSW 2020, Australia</p>

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<p>C</p>	<p>Notify Party: <u>Newton Buying Corp., Marshalls of MA, and HomeGoods</u> Expeditors International – LA TJX Entry Team 19701 Hamilton Avenue, Suite 100 Los Angeles, CA 90502 USA</p> <p><u>Winners Merchant Int’l LP (Winners / HomeSense / Marshalls (Canada))</u></p> <p>For offshore and air shipments: Livingston International 6725 Airport Road Mississauga, Ontario Canada L4V 1V2</p> <p>For all other shipments: Winners Merchant Int’l LP 60 Standish Court Mississauga, Ontario Canada L5R 0G1</p> <p><u>TJX UK</u> APL Logistics, UK Second Floor, Gredley House 11 Broadway, Stratford London, E15 4BQ, United Kingdom</p> <p><u>TJX Australia Pty Limited</u> Toll Global Forwarding, Australia 293 Coward Street Mascot, NSW 2020, Australia</p>
<p>D</p>	<p>Invoice Number & Invoice Date.</p>
<p>E</p>	<p>TJX Division’s Purchase Order number, including DC prefix.</p>
<p>F</p>	<p>Country of origin: country where the goods were made; based on the importing country’s Customs / rules of origin. (This field may be used when all goods on the order are made in the same country).</p>
<p>G</p>	<p>Payment terms (INCO Terms 2010) per the TJX Purchase Order.</p>
<p>H</p>	<p>Freight terms & named port / place per the TJX Purchase Order.</p>
<p>I</p>	<p>Currency in which the TJX Purchase Order was negotiated.</p>
<p>J</p>	<p>Vendor Style: the number, code, or style name used by the vendor to identify each unique item / product on the TJX Purchase Order.</p>
<p>K</p>	<p>Number of units shipped of each Vendor Style / invoice line.</p>
<p>L</p>	<p>Country of origin of each Vendor Style / invoice line. (This field must be used when multiple countries apply).</p>
<p>M</p>	<p>Item Descriptions must be clear and must contain the information provided below. Note: Lack of proper item descriptions will result in Customs clearance delays.</p> <p>For USA only: Item descriptions must also contain all product regulatory requirements and information required for Customs & Border Protection (CBP) and other government agency import clearances, including Food & Drug Administration (FDA), Fish & Wildlife Service (FWS), US Dept. of Agriculture (USDA), Environmental Protection Agency (EPA), Federal Communications Commission (FCC).</p> <p>For WMI only: If PO’s with D.C. prefix 10, 15, 20, 25, 30, and 35 are listed in Section I, please separate by indicating PO number and list all items pertaining to that PO, before listing another PO.</p>
<p>Product Name</p>	<p>Must clearly describe the product Must be in English</p>

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<p style="text-align: center;">M (con't)</p>	<p>Composition & Product Details</p>	<p>Composition (Material breakdown) is required for all products; below are additional requirements by product category. If multiple materials apply, provide each and location used on the product. If a product is a set, both the set guidelines and the product category requirements provided below must be followed.</p> <p>Apparel, provide the following information:</p> <ul style="list-style-type: none"> • Gender/age & Size range: (example: Girls 4–6X) • Construction / Type of fabric: Knit or Woven • Fiber Content: (example: 60% Rayon, 40% Cotton) • For garments constructed of more than one material, provide construction details and fiber content for each material. <p>Footwear, provide the following information:</p> <ul style="list-style-type: none"> • Gender/age & Size range: • Upper External Surface Area: • Sole External Surface Area: • A completed Footwear Classification Data Form must also be provided. <p>Bedding, Towels, and other Home textiles provide the following information:</p> <ul style="list-style-type: none"> • Size &/or dimensions: • Construction / Type of fabric: Knit or Woven • Fiber Content: • For sheets, quilts, comforters, etc. specify if printed, napped (flannel) or contain any embroidery, piping, or other trim. • For items constructed of more than one material, provide construction details and fiber content for each material. <p>Wood products, provide the following information:</p> <ul style="list-style-type: none"> • Type of wood: natural, composite (MDF, particleboard, etc.), reclaimed. • For USA: USDA required information for <i>natural wood</i> only: <u>Lacey Act information:</u> <ul style="list-style-type: none"> - Scientific name of the tree (genus & species) - Quantity of wood materials used to make each unit / piece (must provide as kilograms (kg), meters (m), meters squared (m2), or meters cubed (m3)) - Country of origin where the tree / plant was harvested <u>For natural wood <i>with bark attached</i> 'Made in China':</u> <ul style="list-style-type: none"> - Vendor / manufacturer must provide a statement certifying the specific treatment method used. CARB required information for <i>composite wood</i> only: <u>Airborne Toxics Control Measure (ATCM) emission level statement:</u> "California 93120 Phase 1 compliant for formaldehyde." OR "California 93210 Phase 2 compliant for formaldehyde." (See www.tjxlogistics.com Product Requirements for more information regarding USDA and CARB regulatory requirements for wood products.)

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<p style="text-align: center;">M (con't)</p>	<p>Composition & Product Details</p>	<p>Ceramic products, provide the following information:</p> <ul style="list-style-type: none"> • Material (example: ceramic, porcelain, or bone china) • For plates, provide dimensions. • For USA, FDA required information: <ul style="list-style-type: none"> - For tableware 'Made in China', provide the manufacturer's factory code from the China Commodity Inspection Bureau (CCIB) or China Inspection Quarantine (CIQ). - For all food safe tableware / kitchenware items, provide: <ul style="list-style-type: none"> ○ color(s) of paint / glaze ○ clear item description with intended / primary use in preparing, cooking, serving, or storing food. - For décor-type / oversized platters, bowls, pitchers, etc. <i>intended only for decorative purposes</i>, specify "decorative" in description. <p>(See www.tjxlogistics.com Product Requirements for more information regarding FDA labeling and regulatory requirements for ceramicware.)</p> <p>Glass products, provide the following information:</p> <ul style="list-style-type: none"> • Type of glass (example: lead crystal (with % lead), potash glass) • Describe if cut, engraved, etched • For décor-type / oversized platters, bowls, plates, etc. <i>intended only for decorative purposes</i>, specify "decorative" in description <p>Holiday décor merchandise for USA only, if "festive" HTS 9505.10 / 9505.90 classification applies, provide the specific holiday motif / theme.</p> <p>Food, provide the following information:</p> <ul style="list-style-type: none"> • For USA, a completed <u>Food Product Specifications Form</u> must be provided to TJX for <u>each style prior to shipment</u> containing all FDA required information including: <ul style="list-style-type: none"> - Net Weight (Product Content) - Ingredients - Food Facility Registration # - Packaging details - Processing / Preservation details - For Low acid / Acidified food, provide FDA registration #s: Submission Identifier # (SID) and Food Canning Establishment # (FCE) <p>(See www.tjxlogistics.com Product Requirements for more information regarding FDA labeling and regulatory requirements for food.)</p> <p>Bath & Body / Cosmetics, provide the following information:</p> <ul style="list-style-type: none"> • For USA, a completed <u>Bath & Body Product Specifications Form</u> must be provided to TJX <u>prior to shipment</u>. <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • The shipping invoice(s) must contain the following FDA information including but not limited to: <ul style="list-style-type: none"> - Net Weight (Product Content) - Packaging details - Consistency details - For products containing drug ingredients (Sunscreen/SPF), provide FDA Registration #s: Drug Listing / National Drug Code (NDC) and Facility Establishment Identifier #. <p>(See www.tjxlogistics.com Product Requirements for more information regarding FDA labeling and regulatory requirements for Bath & Body products.)</p>

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<p style="text-align: center;">M (con't)</p>	<p>Composition & Product Details</p>	<p>Room fragrances, Cleaners, and other products with Chemical ingredients, provide the following:</p> <ul style="list-style-type: none"> • For USA, EPA required <u>Toxic Substance Control Act (TSCA) statement:</u> “I certify that all chemical substances in this shipment comply with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any rules thereafter.” (See www.tjxlogistics.com Product Requirements for more information regarding the EPA’s / TSCA regulatory requirements.) <p>Electronic, digital, or remote control operated products, provide the following information:</p> <ul style="list-style-type: none"> • For USA, FCC required information: <ul style="list-style-type: none"> - Device model / type name or number - Trade Name - FCC Identifier (if applicable) - Description of equipment - Equipment authorization statement (See www.tjxlogistics.com Product Requirements for more information regarding FCC required equipment authorization statement, labeling, and regulatory requirements for electronic, digital, or remote control products.) <p>Sunglasses or other ‘medical device’ products, provide the following information:</p> <ul style="list-style-type: none"> • For USA, FDA required information: <ul style="list-style-type: none"> - FDA Registration #: Establishment # and Device Listing # (See www.tjxlogistics.com Product Requirements for more information regarding FDA labeling, testing, and registration requirements for sunglasses and other products defined as ‘medical devices’.) <p>Products containing Shells (mother of pearl, capiz, etc.), Feathers, Bone, Fur, Reptile leather (snake skin, crocodile, etc.) or other animal materials, provide the following information:</p> <ul style="list-style-type: none"> • For USA, FWS required information: <ul style="list-style-type: none"> - Common English name of animal - Scientific name (genus & species) of animal - Cost of animal materials (per unit or piece) - Country of origin of animal - Source of animal (See www.tjxlogistics.com Product Requirements for more information regarding FWS requirements, including CITES / endangered species required import permits.)

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M (con't)	Sets	<p>For retail sets the following breakdown of information pertaining to each item in the set must be provided:</p> <table border="1" data-bbox="505 285 1531 552"> <tr> <td>Item Description</td> <td>List each item in the set.</td> </tr> <tr> <td>Value</td> <td>Value of each item in the set.</td> </tr> <tr> <td>Net Weight</td> <td>Net weight of each item in the set.</td> </tr> <tr> <td>Country of Origin</td> <td>Country of origin of each item in the set. (If items are made in different countries, provide each.)</td> </tr> <tr> <td>Manufacturer Name & Address</td> <td>Name and address of manufacturer / factory for each item in the set. (If items are made in different factories, provide each.)</td> </tr> </table> <p>Example of set breakdown required on invoice:</p> <p>3 pc Shower set</p> <table data-bbox="581 621 1263 779"> <tr> <td>• 1 Shower gel (150 ml)</td> <td>\$1.00</td> <td>Made in Australia</td> </tr> <tr> <td>• 1 Bar Soap (4.5 oz)</td> <td>\$0.40</td> <td>Made in Australia</td> </tr> <tr> <td>• 1 Nylon Mesh Sponge</td> <td>\$0.50</td> <td>Made in China</td> </tr> <tr> <td>• <u>Wire Basket</u></td> <td><u>\$0.60</u></td> <td>Made in China</td> </tr> <tr> <td>TOTAL UNIT COST</td> <td>\$2.50</td> <td></td> </tr> </table> <p>Manufacturer information:</p> <table data-bbox="597 821 1203 947"> <tr> <td>Wire Basket & Sponge:</td> <td>Shower Gel & Bar Soap:</td> </tr> <tr> <td>Alliance Corp.</td> <td>Bodyworks, Inc.</td> </tr> <tr> <td>123 Wicker St</td> <td>1 Fiction St</td> </tr> <tr> <td>Shanghai, China</td> <td>Sydney, Australia</td> </tr> </table>	Item Description	List each item in the set.	Value	Value of each item in the set.	Net Weight	Net weight of each item in the set.	Country of Origin	Country of origin of each item in the set. (If items are made in different countries, provide each.)	Manufacturer Name & Address	Name and address of manufacturer / factory for each item in the set. (If items are made in different factories, provide each.)	• 1 Shower gel (150 ml)	\$1.00	Made in Australia	• 1 Bar Soap (4.5 oz)	\$0.40	Made in Australia	• 1 Nylon Mesh Sponge	\$0.50	Made in China	• <u>Wire Basket</u>	<u>\$0.60</u>	Made in China	TOTAL UNIT COST	\$2.50		Wire Basket & Sponge:	Shower Gel & Bar Soap:	Alliance Corp.	Bodyworks, Inc.	123 Wicker St	1 Fiction St	Shanghai, China	Sydney, Australia
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123 Wicker St	1 Fiction St																																		
Shanghai, China	Sydney, Australia																																		
N	Cost of each Vendor Style / invoice line in the currency in which the TJX Purchase Order was negotiated. <i>The unit price of each set should be the total unit price of all items in the set. Note: This unit cost should include any costs for packing materials. A separate cost for packing materials should not be provided.</i>																																		
O	Total extended cost of each Vendor Style / invoice line in the currency in which the TJX Purchase Order was negotiated. To ensure accurate information is presented to Customs regarding valuation and duty, the following information must be provided on the commercial invoice. <ul style="list-style-type: none"> Vat Tax (TJX UK only). Payments made outside of the Letter of Credit or TJX Purchase Order agreement. <i>The commercial invoices provided for shipping/Customs clearance purposes and for payment must be the same and must reflect the same costs.</i>																																		
P	Total number of Units shipped.																																		
Q	Total number of Cartons shipped.																																		
R	Invoice Total in the currency in which the TJX Purchase Order was negotiated.																																		
S	Materials supplied to the vendor/manufacturer free of charge and not included in the invoiced unit cost, defined as an assist. Provide description and cost of materials. <i>The cost of price tickets should <u>not</u> be stated as an assist or a separate value on the invoice.</i> (If applicable; required for USA only)																																		
T	Royalties; if a royalty is being paid, the statement "A royalty in the amount of _____% is payable by TJX for the trademarked brand _____ on this order." must be provided. (If applicable; required for USA only)																																		
U	Agent Commission; if a commission is being paid to an Agent, the following information must be provided. <ul style="list-style-type: none"> Agent Name (For USA, required for all Buying and Selling Agents; For WMI, required for Selling Agents only) <u>Selling Agent commission percentage rate (%)</u> (If applicable: Required for USA and WMI only)																																		
V	TJX Buying Office; must state the managing TJX Buying Office. (If applicable; Required for USA only)																																		
W	Provide any additional comments, statements, or information. (If applicable)																																		
X	Manufacturer name & address; must be manufacturing facility / factory where <u>origin conferring process</u> was performed. (Required for USA only)																																		
Y	Signature of vendor's responsible individual with typed name and title.																																		
Z	Banking information; For wire / electronic payments: invoice must state bank name, address, account #, and routing #; For check payments: invoice must state "remit to" address.																																		