International Vendors – Invoice Submission – Payment Terms – Contact Information

We appreciate your continued partnership with Dollar Tree and are committed to ensuring a smooth and efficient process for managing invoices and making timely payments.

To facilitate this process, we would like to provide you with some important details regarding the submission of invoices, payment timelines, and points of contact for any questions you may have.

1. Invoice Submission:

- Invoices and Forwarder's Cargo Receipts (FCRs) should be sent via EDI to accounts payable for processing. Please contact EDI_IS@dollartree.com for more information on EDI submission of invoices and FCRs.
- Invoices and FCRs that are not able to be submitted via EDI may be submitted via email to: merpayables@dollartree.com
    - *Documentation must be sent in PDF format and include all necessary details, such as purchase order numbers, item descriptions, quantities, and prices.*

Please note for faster processing, EDI submission is preferred. If you send invoices by email, allow an additional 2-3 business days for processing.

2. Payment Terms and Timeline:

Our standard payment terms are Net 120 days from receipt of documents. This means payments are processed 120 days from the date we receive both the EDI invoice and the FCR, not the invoice date.

To avoid any delays, please ensure all invoices are submitted promptly and the invoices reflect accurate information as per the purchase order.

Payments are issued *daily* according to established payment terms.

3. Contact Information:

For general inquiries regarding payments, contact wiretransfer@dollartree.com.

For questions regarding the Supply Chain Finance program, contact DollarTreeAPAC.SCF@bofa.com.

Please allow 3-5 business days for the team to respond

For questions or concerns requiring escalation, please contact the appropriate person from our Accounts Payable team:

- Kim Starcher – AP Supervisor, Intl Payables – kstarcher@dollartree.com
- Charlette Lawrence – AP Manager, Intl Payables – clawrence@dollartree.com
- Adrian Smith – AP/AR Director – asmi2618@dollartree.com
- Jon Poston – VP Disbursements – jposton@dollartree.com