

Invoicing Capabilities

Grand & Toy offers a variety of invoicing options so that you can receive all invoices in a timely manner.

e-Invoicing

e-Invoicing is the faster, more cost-effective way to receive, view and approve invoices. This web-based solution enables you to streamline the invoicing process in order to:

- Access the e-Invoicing system directly from the notification email in your inbox or by logging into grandandtoy.com/einvoicing. Invoices are ready the next day in a variety of file formats. Regular invoice customers can choose to receive a pdf invoice attached to their email.
- Have greater control over invoice approval workflow. Additional users can be set up with Viewer and Approver authorization levels at no extra cost.
- Eliminate repetitive data entry by exporting data from invoices directly into your Accounts Payable system using a variety of formats.
- View a complete history of all your invoices, including date paid, amount, and the cheque number (if applicable).
- Save money through electronic document retention by reducing your overall paper consumption, or avoiding offsite document archive fees. Invoice history is maintained online for 18 months.
- Save time by receiving your invoice immediately, streamlining your AP workflows, avoiding data entry errors and not having to replace lost invoice copies.
- Save the environment. Managing invoices online cuts down on paper and envelopes, to help reduce the number of trees harvested, as well as lower greenhouse gases.

Electronic File Format

Invoices can be delivered in a variety of electronic formats including XML, EDI, Text, Delimited Text and Microsoft Excel, which (with some programming) can be integrated into your company's financial accounting package.

Paper Invoicing

Traditional paper invoices, if required, will be mailed within two business days of delivery.

Regular Invoicing

- Receive one invoice for each order.
- A monthly statement listing all unpaid invoices is also available.

Cost Centre Summary Invoice

Purchase details summary is available in monthly, weekly and other cycle periods. Reduces time spent reconciling invoices. Invoice in Microsoft Excel or Text format can be provided via email.

Cost Centre Invoice Includes:

- 1-page remittance report showing total amount invoiced.
- Summary report that lists spending totals for each cost centre department.
- Detailed requisition reports by department, listing all individual orders, including product line details for matching purposes.
- Tax summary report by province.

Because of our highly flexible invoicing system, Grand & Toy can offer billing reports customized to meet your needs, whether it's one summary billing for all departments, or a separate summary billing for each region.

Payment Terms

Grand & Toy's standard payment terms are NET 30 days.

Customer Payment Guide

At Grand & Toy we have various options for you to remit payment to us. We provide electronic, automated and manual options to suit your needs. Please find below a listing of these options:

Electronic Options

Electronic Funds Transfer EFT saves both time and cheque processing costs by remitting payment via EFT or Direct Deposit to Grand & Toy's bank (bank information below), and emailing your remittance details to paymentprocessing@grandandtoy.com:

Bank Number 004 Transit # 10202
Account # 5376525
Bank SWIFT code: TDOMCATTOR
Bank Name and Address: TD Bank,
100 Wellington Street, 26th Floor,
Toronto, Ontario M5K 1A2

Online Banking

Grand & Toy can receive your online banking payments from all major Canadian financial institutions. Simply select Grand & Toy as a payee within your account profile and identify the account with your Grand & Toy "Sold To" account number. Once set up, you can easily pay your Grand & Toy invoices online at any time and we will receive your payment within your bank's allotted processing time (typically 5 business days).

Automated Option

Credit Card Payment – Many of our customers enjoy the convenience of automatically billing all purchases made on their Grand & Toy account to their Visa, MasterCard or American Express card, through our secure, PCI compliant systems.

To enroll in this program, please contact your Grand & Toy accounts receivable representative will gladly help you get set up. (Their telephone number is listed on listed on your invoice and statement).

Manual Option

Cheque– You may remit payment to us by cheque. Simply send your payment along with the remittance stub portion of your invoice to the remittance address indicated on the stub.

To send your payment via courier for faster processing, please contact your accounts receivable representative to confirm the courier address as it may not be the same as the address shown on your invoice remittance stub.

Grand & Toy is committed to environmental sustainability and as such passionately promotes the electronic options for remitting payment. If you have any questions pertaining to any of the above options please contact your accounts receivable representative at the telephone number listed on your invoices and statements.