Accounts Payable
General Information

When submitting a new vendor setup form please include the W-9, this is a required document. The new vendor set up form and the W-9 are located in the Domestic Forms of the Routing Guide.

All inventory merchandise payments are printed and mailed on Thursday each week. The checks total amount includes payments scheduled from the prior Tuesday through the next Monday.

Chargeback's are listed when there is non-compliance. Refer to the routing guide on the Genesco Partners website for addition information on charge back violation fees.

Common charge back errors:

- Pricing Adjustment (PA): When the purchase order price is different from the invoice price.
- Quantity Adjustment (QTY): When there is a variance in the quantity receipted compared to the quantity invoiced.
- Compliance Violation (TR): When the vendor is non-compliant. This is handled by vendor compliance.

Contact Information

Accounts Payable

Carolyn Franklin
Accounts Payable Manager
Phone: 615-367-8556

Darlene Smiley
Systems Administrator
Phone: 615-367-7659

Kathy Bryant
Accounts Payable Data Manager
Phone: 615-367-7608

Bill to Address:
Genesco Inc.
P.O. Box 292769
Nashville, TN 37229-2769

Contact Information

Journeys Accounts Payable
Sylvia Webb
Accounts Payable Specialist
Phone: 615-367-7588

Underground Station Accounts Payable
Sherron Shaw
Accounts Payable Specialist
Phone: 615-367-7764

Johnston & Murphy Accounts Payable
Donna Carr
Contracted Accounts Payable Specialist
Phone: 615-367-7580

Vendor Compliance
Terry Emery
Logistics and Compliance Manager
Phone: 615-367-8259

Credit Reports
Velma Mangrum
Deduction Analyst
Phone: 615-367-7120