

## **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 received 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:  
Journeys division of GCO Canada, Inc.  
C/O Genesco, Inc.  
P.O. Box 731  
Nashville, TN 27202-0731

Bill in Canadian dollars

## **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