

As of September 30th all vendors who have access to the Traverse Systems portal will have the ability to see the status of their invoices. Vendors will have the ability to view the status of their invoices going back through March of 2019. If you need assistance with the portal, please reach out to Vendor Relations at [Vendor.Relations@burlington.com](mailto:Vendor.Relations@burlington.com).

Attached is a help guide to viewing your invoice statuses. Below is a key to your invoice status:

* “Matched/Unpaid” – Your invoice is matched to the units we have systematically received.
* “Unmatched” – Merchandise units need to be manually matched and will reach a “matched” status as soon as possible. Follow up next week for the most up-to-date status.
* “In Receiving” – Invoices were recently submitted and are still going through the matching process. Follow up next week for the most up-to-date status.
* “Invoice not in system”— Contact our EDI Support team for assistance if you need to resubmit invoices at [edi.support@burlington.com](mailto:edi.support@burlington.com). All re-submissions of invoices must have a **unique invoice number**, or they will be rejected from EDI and cause a chargeback.  Verify if these are “Import” PO’s and are being paid by Letter of Credit; if so please contact [import.treasury@burlington.com](mailto:import.treasury@burlington.com) for payment inquiries.

In addition to this, we now offer an alternative payment opportunity through our vendor portal, [burl.traversesystems.com](https://burl.traversesystems.com/#/login), on the Invoice Inquiry Screen. Vendors will also have the ability to electronically select invoices for early payment that are matched and approved for payment with a scheduled due date in the future.

* + AP will receive a daily extract file for vendors who have selected this option and will contact the vendor to discuss the fee and payment options  for the early payment.
  + Email confirmation will be provided to vendor with invoice and fee payment amounts; payment will be processed and mailed within 48 hours.
  + The early payment fee is calculated at 0.05% per day. The total number of early days is calculated based off the actual system invoice due date versus the requested payment date.

