



Important Notice

November 2006

Accounts Receivable Department

Textron has now implemented a **FINANCE SHARED SERVICES CENTER** to process the accounts payable transactions.

In order to ensure prompt processing and payment, we would request that **effective immediately** you remit all invoices for Kautex Avilla and Kautex San Antonio and any payment inquiries to:

<u>Send hard copy invoices to:</u>	<u>Send electronic invoices or faxes:</u>	<u>Submit payment inquiries to:</u>
Textron		Telephone: (817) 590-1250
Finance Shared Service Center	Email: apkautexavilla@textron.com	Fax: (866) 668-4852
ATTN: Kautex Avilla/San Antonio A/P	Fax: 866-470-9162	Email: AP@textron.com
PO Box 77095		Office hours:
Fort Worth, TX 76177-0095		8:00 a.m. to 4:30 p.m. CST

This notification impacts the payment process for Kautex Avilla and Kautex San Antonio only. If you work with other Textron businesses and have not been notified of a change in their business unit processes, please continue your normal practice with those divisions. In the future, the Accounts Payable activities of other Textron businesses will be moved to the Textron Finance Shared Services Center, and you will be notified of the transition at that time.

Invoices sent to the Textron Finance Shared Service Center should be hard copy only (no electronic or fax images, please). The **purchase order** number must be on the invoice; without this information the processing of the invoice may be delayed or a resubmission with the correct information may be requested.

Should you have any questions related specifically to the address change, please send an email to AP@textron.com. The previous notification included incorrect verbiage regarding cost center requirements. We apologize for any inconvenience.

Thank you for your cooperation and support.