



Important Notice

Kautex Locations **Avilla, San Antonio, Windsor, and Lavonia** have implemented the **FINANCE SHARED SERVICE CENTER** to process Accounts Payable transactions. In order to ensure prompt processing and payment, we would request that **effective immediately** vendors remit all invoices for:

Kautex Avilla and Kautex San Antonio:

TEXTRON FINANCE SHARED SERVICES CENTER

ATTN: Kautex Avilla/San Antonio A/P

P.O. Box 77095

Fort Worth, TX 76177-0095

Send electronic invoices or faxes:

Email: apkautexavilla@textron.com

Fax: 866-470-9162

Kautex Windsor:

TEXTRON FINANCE SHARED SERVICES CENTER

ATTN: Kautex Windsor A/P

P.O. Box 77121

Fort Worth, TX 76177-0095

Send electronic invoices or faxes:

Email: apkautexwindsor@textron.com

Fax: 866-408-6244

Kautex Lavonia:

TEXTRON FINANCE SHARED SERVICES CENTER

ATTN: Kautex Lavonia A/P

PO Box 77006

Fort Worth, TX 76177-0087

Send electronic invoices or faxes:

Email: apkautexlavonia@textron.com

Fax: 866-492-1831

Please submit all payment inquiries to:

Telephone: (817) 590-1250

Fax: (866) 668-4852

Email: AP@textron.com

Office hours:

8:00 a.m. to 4:30 p.m. CST

This notification impacts the payment process for the **specified Kautex locations only**. If you work with other Kautex locations or 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 can be hard copy, electronic (PDF or tiff preferred) or faxed images. 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**.

Thank you for your cooperation and support.