

Mazda North American Operations



Dear Supplier:

January 15, 2008

Mazda North American Operations (MNAO) would like to inform you of your Accounts Payable contact. Should you require assistance with parts accounting, please contact 949-727-6365 or 949- 727-6638. MNAO recognizes that prompt payments are essential to your business. In the continual improvement of the processes between our companies, MNAO would appreciate your assistance in assuring the implementation of the following policies:

- **MNAO Purchase Order number / order number** (not contract number) **must** be referenced on your invoice. This purchase order/ order number is located on the MNAO releases that are issued to the supplier. MNAO may return invoices that do not reference this purchase order (order number)
- Please know that including the **Mazda Part Numbers** on invoices will expedite the payment process.
- All original invoices must be mailed directly to the MNAO centralized Accounts Payable department. Invoices sent to the Requestor of the goods/services will delay the payment process.

The mailing address is:

Mazda North American Operations
Attention: Accounts Payable
P. O. Box 54130
Irvine, CA 92619-4130

- Please note that the ship to addresses will always be different locations, please do **NOT** send parts to the bill to address shown above
- Vendor statements should be mailed to the same address above to allow for immediate reconciliation of accounts. If statements are unavailable, an aging report will work as well.
- **MNAO discourages the practice of short paying invoices.** Suppliers should issue credit memos for all returns, credits and adjustments to the order. The credit memo must reference the purchase order number of the original order. A debit memo will be processed if a credit invoice is not received within thirty days.
- In case of any discrepancy please contact the appropriate area
 - Price Discrepancy – Accounts Payable
 - Quantity or Non-receipt issue - Expeditor
- Your adherence to the above policies will ensure that MNAO is able to process payments according to the agreed upon payment terms.

Regards,

A handwritten signature in black ink, appearing to read 'Janette Abraham'.

Janette Abraham
Accounting Manager
Jabraha1@Mazdausa.com