



September 18, 2020

Dear Supplier:

Mazda North American Operations (MNAO) recognizes that prompt payments are essential to your business. In an effort to accomplish this task, please e-mail invoices and monthly statements to [apparts@mazdausa.com](mailto:apparts@mazdausa.com). Please do **not** send invoices if you are an EDI/Pay On Receipt (POR) vendor.

If e-mail option is not available, please use the following mailing address. Please do **not** ship parts to this address.

**E-mail address**

[apparts@mazdausa.com](mailto:apparts@mazdausa.com)

**Mailing address**

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

Furthermore, please adhere to the following policies:

- **MNAO Purchase Order number** (not contract number) and **Mazda Parts Numbers** must be referenced on your invoice. This purchase order number is located on the MNAO releases that are issued to the suppliers. There should be one purchase order per part number. MNAO may return invoices that do not reference the above two essential pieces of information.
- EDI/POR vendors are not required to remit invoices except in case of payment discrepancies. Your prompt verification of our payment and notifications of unbalanced payment will be appreciated.
- **MNAO discourages the practice of short paying invoices.** Suppliers should issue credit memos for all returns, and/or adjustments to an order. The credit memo must reference the purchase order number of the original order as well as the original invoice number. 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 – Buyer
  - Quantity or Non-receipt issue - Expeditor

A list of buyers and expeditors can be found at [http://suppliers.mazdausa.com/Library/SP\\_Contacts.pdf](http://suppliers.mazdausa.com/Library/SP_Contacts.pdf)

Best regards,

Joe Sales  
Accounts Payable, Lead  
Mazda North American Operations

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