ACCOUNTS PAYABLE INFORMATION – North America

Mailing Instructions

- Unless the Koyo Bearings buyer has instructed differently, mail all invoices to:

Koyo Bearing SAP Voucher
P.O. Box 477922
Broadview Heights, OH 44147-7922

- Or, e-mail invoices to invoices@jtekt.com

Past Due Payments

- Any questions related to payment status should first be directed to Koyo Bearings Accounts Payable at AcctsPay@jtekt.com. Please allow 72 hours for a response.

- If the response provided by the AcctsPay e-mail is unsatisfactory, please contact: Beth Yates-Nonno at 330-994-0469 or e-mail beth.yates-nonno@jtekt.com

Change Remit-To Address

- All Remit-To address changes must be submitted to your buyer.

- A change of this type of information is considered highly critical and only a buyer can approve and initiate the change.

- If you contact Accounts Payable, they will refer you to your buyer.

Number One Reason for Delay in Payments

- The number one supplier-related cause of late payments is a missing or incorrect purchase order number on your packing slip and/or invoice.

- The **Purchase Order/Line Item/Release Number** is a key data element in our system for matching your shipment to our order.

- Always reference this entire number on all documents and correspondences you have with Koyo Bearings.

- Doing so will promote accurate and timely payments from Koyo Bearings.

Invoicing Same Material Shipped to Different Facilities

- When shipping the same material to separate Koyo Bearings facilities, it is recommended that the supplier create separate invoices for each purchase order.

- Payments to suppliers are frequently delayed because Koyo Bearings must investigate consolidated invoices to identify the individual PO/Line number items.