



PAYMENT DOCUMENT MINIMUM REQUIREMENTS INFORMATION

- Invoice number
- Invoice date
- Purchase order number (If PO related)
- Quantity shipped (If PO related)
- Amounts (Goods/Services-taxes-freights-Total amount)
- Supplier contact information
- Remit payment address information

WHERE TO SEND INVOICES, CREDIT NOTES AND STATEMENTS

Invoices, credit notes and statements could be sending by mail, email or fax. (Please pick up an option and send them once, if not they will be duplicate).

In order to ensure that payment will be released in a promptly manner, invoices, credit memos and statements should be send to the corresponding billing address.

Sensors and Controls billing address information.

	Also known as	Billing Address	Billing E-mail and Fax number
Long Island	Pickering Controls	Curtiss Wright-Controls Long Island PO Box 7751 Philadelphia, PA USA 19101	cwright.longisland@metasource.com 385-351- 6684(fax)

	Also known as	Billing Address	Billing E-mail and Fax number
Nogales	Collings Tech	Curtiss Wright-Controls Nogales PO Box 7733 Philadelphia, PA USA 19101	cwright.nogales@metasource.com 385-351- 6686(fax)



	Also known as	Billing Address	Billing E-mail and Fax number
Stratford	Novatronics	Curtiss Wright-Controls Stratford PO Box 7721 Philadelphia, PA USA 19101	cwright.stratford@metasource.com 385-351- 6687(fax)

	Also known as	Billing Address	Billing E-mail and Fax number
Tempe (Gilbert)	IMC Magnetics	Curtiss Wright-Controls Tempe PO Box 7741 Philadelphia, PA USA 19101	cwright.tempe@metasource.com or 385-351- 6685(fax)

NOTE: All the information related to South Bend controls should be send to TEMPE's (Gilbert) billing address.

	New Billing Address	New Billing E-mail and Fax number
South Bend	Curtiss Wright-Controls Tempe PO Box 7741 Philadelphia, PA USA 19101	cwright.tempe@metasource.com or 385-351- 6685(fax)

Note: If email is pick up as the option for sending invoices: (Please ensure that there aren't images on the email "**Like Logos**" because might affect that invoices get upload in the system).

Please send the invoices, credit notes and statements in a **PDF format (One PDF per document)**.

Once invoices are received the account payable department will proceed with payment.

ACCOUNTS PAYABLE CONTACT INFORMATION

If you have account payable questions or concerns you can give us a call USA (704) 869-4680 / UK 01202 233 369 or email us to: cwcap@curtisswright.com (Please don't copy this email when initially sending the invoices to Metasource).

Note: Response time will be in a time frame up to **4 business days**.