CMCO – Amherst Corporate Headquarters Accounts Payable Process

Dear Supplier:

Columbus McKinnon’s processing of Accounts Payable activity is performed centrally from a service center located in College Station, Texas.

It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

Invoice Submission Guidelines

1. Mail invoices directly to: Columbus McKinnon Corp - A/P
   Amherst Headquarters
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to: Columbus McKinnon Accounts Payable
   Amherst Headquarters
   211 Quality Circle
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

4. This Notice supersedes any prior instructions regarding the remittance address, including those on existing purchase orders.

5. Accounts Payable will not attempt to process invoices received with required information missing. Such invoices will be immediately returned to the supplier for correction. A coversheet indicating the specific information that is missing will be attached and will include return mailing information.

6. This procedure concerns invoices and statements only. Procedures for all other correspondence such as purchasing contracts, acknowledgements, confirmations, summary information and all other non-invoice related documents remain unchanged.

An Accounts Payable Customer Service Center has been created to offer you general and specific issue resolution. To reach an Accounts Payable Service Representative, please see the below information:

Accounts Payable Inquiry Assistance:

Hours of Operations 7:00 a.m. to 6 p.m. CST (8:00 a.m. to 7 p.m. Eastern)
Phone Number Direct all Accounts Payable inquiries to Toll Free 1-866-726-6690
Email Address CMCOapsupport@cognizant.com

Columbus McKinnon uses Catalyst, an imaging and workflow tool, in conjunction with the Accounts Payable Department. With Catalyst you will have the ability to inquire on the status of your invoices, upload an image of your invoice(s) directly into Catalyst. These tools will provide added functionality and convenience when inquiring on the status of invoices and more flexibility relating to invoice creation and distribution. We sincerely hope you will utilize these new features in the future and contact us with any questions that may arise. To register as a vendor user go to the Catalyst login screen for Columbus McKinnon at http://cmco.catalyst.cognizant.com.

If you have any questions regarding any of the information contained in this Notice, please contact Accounts Payable at CMCOapsupport@cognizant.com.

Thank you for your cooperation.

Columbus McKinnon
**Notice**

CMCO – Chain Division Accounts Payable Process

Dear Supplier:

Columbus McKinnon’s processing of Accounts Payable activity is performed centrally from a service center located in College Station, Texas.

It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

**Invoice Submission Guidelines**

1. Mail invoices directly to: Columbus McKinnon Corp - A/P
   Chain Division
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to: Columbus McKinnon Accounts Payable
   Chain Division
   211 Quality Circle
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

4. This Notice supersedes any prior instructions regarding the remittance address, including those on existing purchase orders.

5. Accounts Payable will not attempt to process invoices received with required information missing. Such invoices will be immediately returned to the supplier for correction. A coversheet indicating the specific information that is missing will be attached and will include return mailing information.

6. This procedure concerns invoices and statements only. Procedures for all other correspondence such as purchasing contracts, acknowledgements, confirmations, summary information and all other non-invoice related documents remain unchanged.

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Thank you for your cooperation.

Columbus McKinnon
Dear Supplier:

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It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

Invoice Submission Guidelines

1. Mail invoices directly to:
   Columbus McKinnon Corp - A/P
   Hoist Division
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to:
   Columbus McKinnon Accounts Payable
   Hoist Division
   211 Quality Circle
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

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Columbus McKinnon
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It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

**Invoice Submission Guidelines**

1. Mail invoices directly to: Columbus McKinnon Corp - A/P
   Shredder Division
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to: Columbus McKinnon Accounts Payable
   Shredder Division
   211 Quality Circle
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

4. This Notice supersedes any prior instructions regarding the remittance address, including those on existing purchase orders.

5. Accounts Payable will not attempt to process invoices received with required information missing. Such invoices will be immediately returned to the supplier for correction. A coversheet indicating the specific information that is missing will be attached and will include return mailing information.

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Thank you for your cooperation.

Columbus McKinnon
**Notice**

CMCO – Chester Hoist Division Accounts Payable Process

Dear Supplier:

Columbus McKinnon’s processing of Accounts Payable activity is performed centrally from a service center located in College Station, Texas.

It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

**Invoice Submission Guidelines**

1. Mail invoices directly to:  
   Columbus McKinnon Corp - A/P  
   Chester Hoist Division  
   P.O. Box 30126  
   College Station, TX 77842

2. Overnight deliveries are to be sent to:  
   Columbus McKinnon Accounts Payable  
   Chester Hoist Division  
   211 Quality Circle  
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

4. This Notice supersedes any prior instructions regarding the remittance address, including those on existing purchase orders.

5. Accounts Payable will not attempt to process invoices received with required information missing. Such invoices will be immediately returned to the supplier for correction. A coversheet indicating the specific information that is missing will be attached and will include return mailing information.

6. This procedure concerns invoices and statements only. Procedures for all other correspondence such as purchasing contracts, acknowledgements, confirmations, summary information and all other non-invoice related documents remain unchanged.

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**Accounts Payable Inquiry Assistance:**

- Hours of Operations: 7:00 a.m. to 6 p.m. CST (8:00 a.m. to 7 p.m. Eastern)
- Phone Number: Direct all Accounts Payable inquiries to Toll Free 1-866-726-6690
- Email Address: CMCOapsupport@cognizant.com

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Thank you for your cooperation.

Columbus McKinnon
**Notice**

CMCO - Abell-Howe Division Accounts Payable Process

Dear Supplier:

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It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

**Invoice Submission Guidelines**

1. Mail invoices directly to: Columbus McKinnon Corp - A/P  
   Abell-Howe Division  
   P.O. Box 30126  
   College Station, TX 77842

2. Overnight deliveries are to be sent to: Columbus McKinnon Accounts Payable  
   Abell-Howe Division  
   211 Quality Circle  
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

4. This Notice supersedes any prior instructions regarding the remittance address, including those on existing purchase orders.

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Phone Number Direct all Accounts Payable inquiries to Toll Free 1-866-726-6690  
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Thank you for your cooperation.

Columbus McKinnon
**Notice**

CMCO – Washington Equipment (WECO) Division - Accounts Payable Process

Dear Supplier:

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It is very important to Columbus McKinnon that original invoices are mailed to the correct address to ensure they are received in a timely manner. To facilitate this, please ensure all invoices supporting business transactions with Columbus McKinnon follow the submission guidelines below.

**Invoice Submission Guidelines**

1. Mail invoices directly to:
   Columbus McKinnon Corp - A/P
   Washington Equipment (WECO)
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to:
   Columbus McKinnon Accounts Payable
   Washington Equipment (WECO)
   211 Quality Circle
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

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**Accounts Payable Inquiry Assistance :**

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- Phone Number: Direct all Accounts Payable inquiries to Toll Free 1-866-726-6690
- Email Address: CMCOapsupport@cognizant.com

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Columbus McKinnon
**Notice**

CMCO – Dixie Industries Div. Accounts Payable Process

Dear Supplier:

Columbus McKinnon’s processing of Accounts Payable activity is performed centrally from a service center located in College Station, Texas.

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**Invoice Submission Guidelines**

1. Mail invoices directly to: 
   Columbus McKinnon Corp - A/P
   Dixie Industries Division
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to: 
   Columbus McKinnon Accounts Payable
   Dixie Industries Division
   211 Quality Circle
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

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Email Address        CMCOapsupport@cognizant.com

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**Invoice Submission Guidelines**

1. Mail invoices directly to:  
   Columbus McKinnon Corp - A/P  
   Coffing Hoist Division  
   P.O. Box 30126  
   College Station, TX 77842

2. Overnight deliveries are to be sent to:  
   Columbus McKinnon Accounts Payable  
   Coffing Hoist Division  
   211 Quality Circle  
   College Station, TX 77845

3. To be successfully processed, all invoices must contain your supplier name, remit to address, invoice number, invoice date, invoice amount and purchase order number, if applicable, and each invoice submitted must include only one purchase order per invoice. Also, all invoices must include a contact’s first and last name and department number, if known. If you are not able to provide this information on your invoice, please contact your Columbus McKinnon business or procurement contact immediately.

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**Invoice Submission Guidelines**

1. Mail invoices directly to:
   Columbus McKinnon Corp - A/P
   [Division Name]
   P.O. Box 30126
   College Station, TX 77842

2. Overnight deliveries are to be sent to:
   Columbus McKinnon Accounts Payable
   [Division Name]
   211 Quality Circle
   College Station, TX 77845

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