

Requirements for Paper Invoices

In order to guarantee timely payment processing, paper invoices must meet our legal and quality standards.

Scanning Requirements

We scan and check the image quality of all the documents before we archive them in our SAP payment system where a workflow is created; images are ready to be picked up by invoice verification teams.

We will return to our vendors all invoices found with incorrect or missing information, and explain the reason why an invoice cannot be processed.

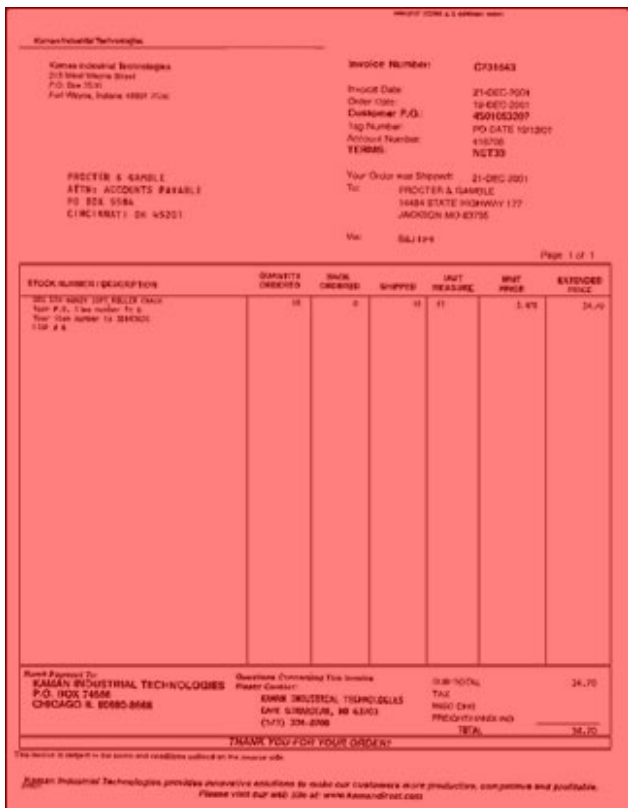
Mailing Requirements

To reduce delays that could affect our invoice payment process, it's critical that vendors submit invoices to the correct address. The Scanning Station sorts all the documents by the PO BOX number in which documents were received by AP, then they are sorted by unit into Capital, Corporate Facilities, Merchandise, MSA and Plant Expenses. This is why the "Bill to Address" is so important.

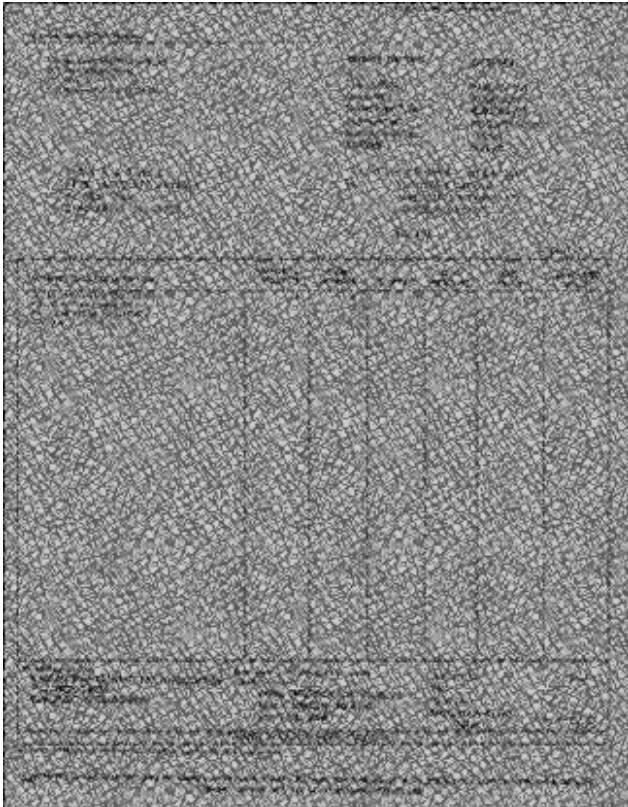
Invoice Paper Quality

As part of our work process, we scan all the invoices we receive, so they can be processed using an electronic image. If an invoice is received with poor paper quality, a successful scan is difficult to obtain, which can affect AP's ability to pay efficiently. Bright colored backgrounds or fonts, unclear information, and handwritten numbers or dates on invoices are elements that result in poor paper quality. These are some examples:

Brightly colored invoice background:



The scanned image that results from a brightly colored invoice:



The preferred invoice for the scanning process is a black and white invoice:

KAMAN INDUSTRIAL TECHNOLOGIES

<p>Kaman Industrial Technologies 210 West Orange Street P.O. Box 1530 Fort Wayne, Indiana 46801-1530</p> <p>PROCTER 6 GABBLE ATTN: ACCOUNTS PAYABLE PO BOX 5584 CINCINNATI OH 45201</p>	<p>Invoice Number: C731543</p> <p>Invoice Date: 21-DEC-2001 Order Date: 19-DEC-2001 Customer P.O.: 4501052207 Log Number: PO DATE 12/13/01 Account Number: 450256 TERMS: NET30</p> <p>Your Order was Shipped: 21-DEC-2001 To: PROCTER & GAMBLE 14484 STATE HIGHWAY 177 JACKSON MO 64315</p> <p>Via: SLU 1PR</p>
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STOCK NUMBER / DESCRIPTION	QUANTITY ORDERED	UNITS ORDERED	SHIPPED	UNIT MEASURE	UNIT PRICE	EXTENDED PRICE
PROCTER 6 GABBLE Your P.O. file number is 6 Your item number is 583000 112 # 6	10	0	0	IT	3.40	34.00
<p>Blank Payment To: KAMAN INDUSTRIAL TECHNOLOGIES P.O. BOX 14588 CHICAGO IL 60660-8668</p> <p>Questions Concerning This Invoice: Please Contact: KAMAN INDUSTRIAL TECHNOLOGIES LANE GIBSON/JAN, MO 43403 (513) 334-8700</p> <p style="text-align: right;">TAX: 34.70 INVO CHG: PROCTER 6 GABBLE INVO: TERMS: 34.70</p>						34.70
THANK YOU FOR YOUR ORDER!						

This invoice is subject to the terms and conditions printed on the invoice side.

Kaman Industrial Technologies provides innovative solutions to make our customers more productive, competitive and profitable. Please visit our web site at: www.kamanindt.com

Other Recommendations

- Invoices made with regular bond paper are easier to scan than invoices with thin or thick paper.
- Small fonts or handwritten information make documents more difficult to read.
- Staple the envelopes in which the invoices are delivered may damage the invoice paper.
- Highlighting important information on the invoice may cause a shadowy effect on the image.
- The Scanning Station needs only the original invoice. Copies of the same invoice may cause confusion when documents are sorted and grouped.
- In general, quick payment is the result of a clear and complete invoice.