**Process for handling payments for damages to other party:**

* Our employee causes damages to other party’s property and we pay internally, rather than insurance claim
* Call Liberty Mutual in these cases only:
  + Injuries involved-medical attention required
  + Threat of litigation
* Ask the customer to obtain 3 estimates for repair
  + Estimates are sent to ***Risk Management*** for Review
    - [Kimberly\_Williams@mohawkind.com](mailto:Kimberly_Williams@mohawkind.com) – Ceramics NA facilities
    - [Renee\_Lockhart@mohawkind.com](mailto:Renee_Lockhart@mohawkind.com)– Flooring NA facilities
  + ***Risk Management*** will decide which estimate will be used
  + It is preferred checks are made to ***Repair Shop*** directly, as a W-9 will be required later
* ***Risk Management*** will send [Misty\_Young@mohawkind.com](mailto:Misty_Young@mohawkind.com) (***Legal***), as well as the requestor, a copy of the estimate that will be used. ***Misty*** will provide a release for that exact amount.
  + Release will need to be ***signed by the customer***
  + Release will need to be Notarized and returned to ***Risk Management AND Misty Young***

***At this point, there is no need to copy Risk Management or Legal and are not to be copied on any other emails concerning payments. Neither of these department handles payments.***

**Payment process is handled as follows**:

* **New Supplier Set-Up** completed by the requestor
  + Complete the highlighted areas on the Excel shown above
  + Must be signed by an approver, someone other than the requestor
  + Must include the W-9 from the Repair Shop
  + Send to [Vendors@Mohawkind.com](mailto:Vendors@Mohawkind.com)
  + They will provide a vendor number to Accounts Payable for payment
* **Check Request** form complete by the requestor
  + Must be signed by an approver, someone other than the requestor
  + Provide your Business Unit GL information
  + Include estimate as your back-up documentation
  + Send to [AP\_Helpdesk@mohawkind.com](mailto:AP_Helpdesk@mohawkind.com) (Accounts Payable)

**It would be best to copy both email addresses, as Vendor set-up group will communicate the vendor number to Accounts Payable to issue payment.**

**\*\*\*\*\*\*\*\*Any follow-up on check status should be directed to** [AP\_Helpdesk@mohawkind.com](mailto:AP_Helpdesk@mohawkind.com) **only.**

**If you have additional Risk Management related questions, please contact:**

[**Kimberly\_Williams@mohawkind.com**](mailto:Kimberly_Williams@mohawkind.com)

**Risk Manager**

**706-624-2639**