**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 – Ceramics NA facilities
		- 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 (***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
	+ 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 (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 **only.**

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

**Kimberly\_Williams@mohawkind.com**

**Risk Manager**

**706-624-2639**