

SUPPLIER INSTRUCTIONS:

1) If the Seller has not previously returned to Lexmark a SIGNED copy of the Lexmark Terms and Conditions please print the Terms and Conditions, signed them and fax to (656)624-18-52.

2) As an internal requirement, please make sure you always provide us a packing slip pouch with a) A copy of the purchase order b) A copy of the Invoice.

3) Show our COMPLETE ORDER NUMBER, LINE ITEM NUMBER, ITEM NUMBER and INTERNAL DELIVERY INFO on all INVOICES, SHIPPING CONTAINERS, PACKING LISTS and CORRESPONDENCE.

4) Furnish Lexmark with the item(s) in accordance with all conditions specified.

5) Invoices will be honored from Purchase Order Addressee only.

6) Securely attach packing slip to outside of carton.

7) Packages weighing more than 50 lbs. must be packaged for handling with a mechanical device.

8) This PO IS GENERATED ELECTRONICALLY, NO AUTHORIZATION SIGNATURE IS NEEDED.