

## **SUPPLIER INSTRUCTIONS:**

Please include a copy of your Invoice and NAFTA CO along with your packing list within your shipment"

- 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.