

## **SUPPLIER INSTRUCTIONS/NOTES:**

- 1) Your acknowledgement of receipt of this PO also signifies your acceptance of the said terms and conditions.
- 2) THIS PO IS GENERATED ELECTRONICALLY, NO AUTHORIZATION SIGNATURE IS NEEDED.
- 3) Acknowledgement of receipt can be made via email with Lexmark PO requesters.
- 4) No deliveries, at any time, can be made to a using department by sales persons, or commercial or private carriers directly.
- 5) ALL DELIVERIES MUST BE MADE THROUGH THE DOCKS BY THE RECEIVING STAFF ONLY.
- 6) To allow payment processing, original copy of the invoice should be provided.
- 7) All purchases should be Zero Rated, or VAT excluded.
- 8) Invoices will be honored from Purchase Order Addressee only.
- 9) Show our complete ORDER NUMBER; 'GENERIC ITEM DESCRIPTION' specified on each order; Applicable Harmonized Tariff Nomenclature (HTN) for goods

delivered; ITEM number and Lexmark Part Number (if any) on all INVOICES; SHIPPING CONTAINERS; PACKING LISTS and CORRESPONDENCE.

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

11) Securely attach packing slip to outside of carton.

12) Packages weighing more than 20kgs. must be packaged for handling with a mechanical device.

13) For gases and chemicals, send copies of MSDS, COC/COA to the buyer indicated above.

14) Manufacturing dates should be indicated on each container and a hazard warning label per NFA 704, DOT/HMIS requirements must be present.

15) All wooden packaging material must be compliant to ISPM 15 requirements.

16) Address all Mail to: 'same as bill to address'.