

SUPPLIER INSTRUCTIONS/NOTES:

- 1) THIS PURCHASE ORDER IS GENERATED ELECTRONICALLY. NO AUTHORIZATION SIGNATURE IS NEEDED.
- 2) Please acknowledge receipt of this order by email to Irdcpurch@lexmark.com or by fax at +63-32-234-8390.
- 3) Acknowledgement of receipt of this purchase order signifies your acceptance of the said terms and conditions.
- 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.a. For Philippines-based suppliers, please send original invoice to the "Bill-To_Address" above.b. For Non--Philippine-based suppliers, please send in advance a scanned invoice copy by email to payables@lexmark.com AND the original invoice to the "½Bill-To-Address½" above by courier.
- 7) All purchases should be Zero Rated, or VAT excluded.

8) Income payments to local resident suppliers for goods and services are subject to creditable withholding tax pursuant to BIR RR 17-2003 effective June 01, 2003.

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

10) 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.

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

12) Securely attach packing slip to outside of carton.

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

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

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

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

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

18) By receiving this Purchase Order, you hereby acknowledge that you have read and understood Lexmark Research & Development Corporation (Lexmark) EHS Policy. Lexmark is committed to sustainable excellence in all our business activities, products and services. Through continual improvement in our environmental, health and safety programs, Lexmark is committed to the following:

- Being a responsible provider of environment-friendly and high-quality products and services.
- Being a good environmental steward by preserving and protecting our natural resources, adopting programs for the sustainable use of resources and practicing pollution prevention.
- Being a responsible neighbor and employer committed to compliance with relevant environmental, safety and health regulations as well as laws and other criteria to which Lexmark subscribes.
- Being a provider of safe and healthy workplaces.