

## **SUPPLIER INSTRUCTIONS:**

1. Shipping instructions can be found at <http://www.lexmark.com/inbound-route-guide>.
2. All Domestic bills of lading require Lexmark PO Numbers and the phrase -Delivery Appointment required-.
3. Expedite shipments: Notify Lexmark buyer for authorization and routing instructions. Failure to comply to routings can result in chargebacks and process penalties.
4. Show our complete Purchase Order Number, Item number, and Lexmark Part Number on all Packing Lists, Shipping Containers, Invoices, and Correspondence. Invoices that do not include the Purchase Order number will be returned.
5. Furnish Lexmark with the item(s) in accordance with all conditions specified.
6. Securely attach packing slip to outside of carton.
7. Invoices will be honored from Purchase Order Addressee only.
8. Packages weighing more than 50 pounds must be packaged for handling with mechanical devices.