

Source-Express[™] Corporate Express Privacy Policy

Ensuring Maximum Confidentiality and Privacy

At Corporate Express, we place great value on your privacy and its protection. We believe the issue of privacy and security of information forms the core of our online relationship with you and all of our business partners who use our Web sites. Our objective is to ensure that maximum confidentiality and privacy is maintained at all times and to the greatest degree possible. Following is an overview of our Privacy Policy and how information about you, your company and your account is collected, managed and protected.

- We will never give or sell personal or confidential information about you, your company or your account to any third party not affiliated with your transaction except as required by law, or necessary to provide the services requested by you, or as requested and authorized by you to do so.
- We will make your personal information available only to those individuals, business partners and third parties who must have access to it in order for us to do business with you.
- We will employ security technologies to protect your personal information from disclosure or theft.
- We will provide the means for you to maintain control over your personal information and its removal from our database.

If you ever feel that Corporate Express is not adhering to a strict Privacy Policy or is in some way compromising the integrity or security of your personally identifiable information, send us your concerns by clicking [Contact Us](#) or mail your concerns to:

**Legal Department – Privacy Policy
Corporate Express North American Headquarters
1 Environmental Way, Broomfield, CO 80021**

How We Collect and Use Information About You and Your Account. To best meet both our companies' needs and ensure the highest level of support, we need information. When you register with Source-Express[™], and access our Web site, we collect and store information including your name, title, company, business, shipping and payment addresses, phone number, fax number, email address, login ID, password, product selections, credit or other payment information, Uniform Resource Locator (URL), Internet Protocol (IP) address, and other demographic and profile data necessary to enable our business relationship. This information has only one purpose—to assist us in providing you with high quality, efficient and personalized services while making your use of our Web site faster and easier. We use the information collected only for the purposes of registering you as a Corporate Express supplier, enabling you to access secure areas of our Web site, processing RFQ's and issuing orders, and certain other functions. This information is strictly confidential and is shared only among those people and entities who require it in order to support our business relationship.

You Are Responsible for Protecting Information and Systems on Your Premises. Some information about your company and your packages may be stored in shipping systems located on your premises. If you are concerned about the security of information in these systems you should secure it by activating passwords and using physical access controls. When these systems (hardware or software) are provided by Corporate Express, we provide tools to facilitate these efforts to safeguard your information.

Security – Your Secrets Are Safe With Us. Through the use of tools such as secure servers, passwords, firewalls, Secure Socket Layers (SSL), encryption and security software, your personally identifiable information is safeguarded to the maximum extent possible. We take every measure

necessary to ensure that your information, including credit transactions and order fulfillment activity, is protected from loss, misuse, alteration or theft while under our control—both online and off-line.

A Word About Cookies. A “cookie” is a small text file which is saved to your computer. It is used exclusively as an identifier that lets us recognize you every time you visit our site. It’s how Web sites like ours can say “Hello Tom” or Hello Julie” when you sign on. Through the use of the cookie, we can personalize your experience during each visit and save you time online. We are also able to track and target your interests and purchases to better meet your product and service needs. Your browser allows you to reject cookies, if you choose. However, this may limit your ability to fully take advantage of all the functions, features and benefits of our Web sites. The cookie is not linked to any personally identifiable information about you and in no way does it compromise your privacy or security. Other Corporate Express eCommerce sites, i.e., E-Way, MyUSOPNet.com, USOPNet.com, and sites associated with these sites, all utilize cookies to allow us to customize your login page and make your user experience more enjoyable.

Email & Your Opt-Out Option. Because the Source-Express™ site operates using email notifications, we require a valid email address from you to enable us to do business. From time to time, we may send you email messages about site updates, or other information related to site usage. If you decide not participate as a partner in Source Express, please contact CEDPM Strategic Sourcing.

Correcting, Updating or Deleting Your Personal Information. From time to time, it may become necessary for you to alter the personally identifiable information we have about you or your account (a new zip code, phone number, title, etc.). We have established simple ways for you to correct, update or change your personal data on Source-Express™. The Supplier’s Guide contains detailed instructions on how to manage your information on the site.