

SUPPLIER REQUIREMENTS

1. Orders can only be accepted with a Staples Print Solutions (SPS) Purchase Order. If no purchase order has been issued, an invoice cannot be processed for payment. Purchase orders must be identified on all packing slips, related shipping documents, and attached to the product.
2. All prices quoted, acknowledged and billed are to be complete, delivered prices for the goods.
3. Please describe fully in your quote/invoice/order acknowledgment any additional charges which are over and above product cost, and include them in your total price. Examples of applicable related order charges: artwork, freight, rush fees, other up-charges, etc.
4. Changes in quantity, price, or specifications are allowed only with the issuance of a revised purchase order from Corporate Express.
5. On the same day an order is shipped or service is performed, your company must send to appropriate location shown on the Purchase Order an itemized invoice including all appropriate data: our Purchase Order number, actual quantity shipped, verify all costs, mode of shipment, quantity per carton, and number of cartons. This invoice must be complete as it is utilized for billing purposes. Accuracy is imperative.
6. Carton/container quantities must be exact, as specified on the Purchase Order. Inner sleeve packages must be precise to the unit(s) of measure specified on the Purchase Order. Quantity variances in packed quantities from box to box, between inner sleeves, or partial cartons, are NOT allowed.
7. Label all boxes/cartons as specified by SPS. Upon request, bar-coded labels for smaller orders can be provided. Or, your company's label can be approved by SPS. It is important that EVERY shipping container is properly labeled. Refer to the attached document "Bar-Coded Package Label Specifications," which outlines these critical requirements.
8. All shipping containers are to be new boxes. Repacked cartons are unacceptable.
9. All orders shipping to a SPS destination must be on pallets conforming to our specifications. These pallet specifications may vary. Please keep in mind that other criteria may also vary by location, such as packaging dimensions, carton restrictions, and/or handling requirements. It is important to discuss these requirements with your Buyer.
10. Many other special or unique handling requirements may apply when shipping/delivering products to SPS warehouses, or other specified destinations. Please remember to clarify with the Buyer the requirements of the destination specified on the purchase order in advance, to ensure delivery can be made as planned. Delivery appointments may be required in some instances.
11. Standard net payment terms are invoice date plus 45 days, unless other payment or discount options apply. Please contact Corporate Accounting Services if you have further questions.
12. Approved outsourcing suppliers are precluded from selling same or related products directly to SPS customers.
13. Failure to comply with any of these business requirements could result in removal as an Approved Supplier. Please consult with Strategic Sourcing.
14. Supplier gifts (if any) to any SPS employees are to be of nominal value. Gifts of more than \$30, paid travel expenses, or other any other supplier sponsored event worth more than \$30 are to have the approval of the President of SPS or said designee.
15. Approved supplier status must be conferred by SPS Strategic Sourcing. Appropriate agreement/contract and terms shall be negotiated through Strategic Sourcing.