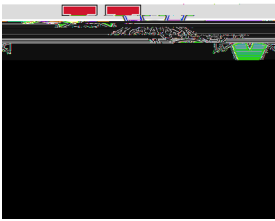


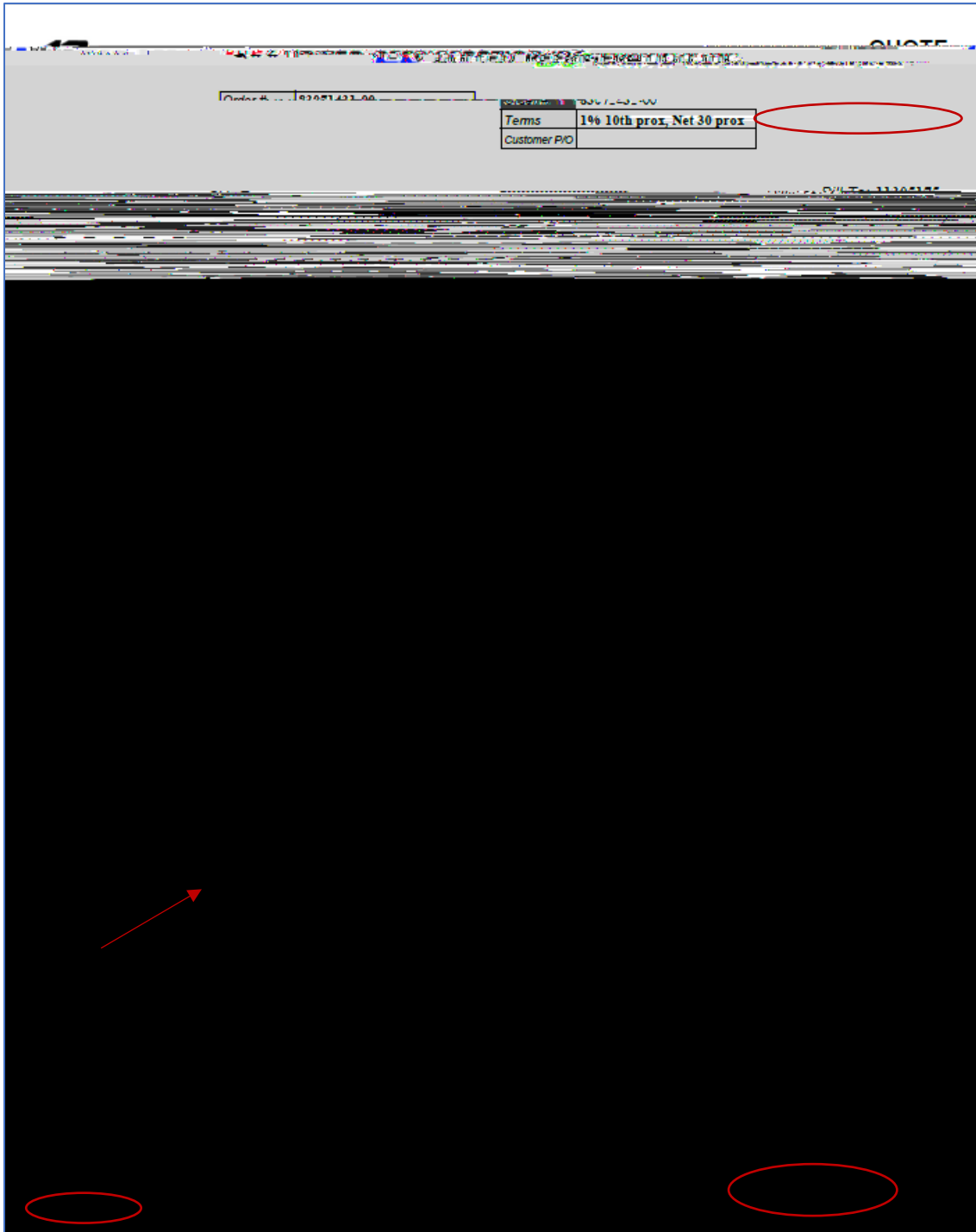
Quotes for Special Request Requisitions

Acceptable Quote

- No Terms and Conditions.
- No payment terms as anything other than Net 30.
- Quote has the correct shipping address.
- Shipping is included.
- Quote is not expired.



Unacceptable Quote



- “Subject to Credit Approval” is not permitted.
- Terms and Conditions linked at the bottom. (This is acceptable if all documents are submitted for Contract Review prior to submitting the requisition in ePro)
- Payment terms are something other than Net 30.
- All pages should be included and attached to the requisition. (Page 1 of 2)