

## Instructions for Purchase Order and Supplier Portal Upload

An electronic copy of this Purchase Order is available on the Supplier Portal. You must log in to the Portal at <https://valo.inwk.com/#/> in order to enter shipment information and upload your invoice. For assistance in accessing or using the Portal, please contact [HHGVendorGovernance@hhglobal.com](mailto:HHGVendorGovernance@hhglobal.com).

InnerWorkings pays on the value of the Purchase Order for the quantity shipped - please review your PO and contact the noted Production Manager with any questions.

## iSee Store Innovations - HHG Strategic Partner

Nathan Underhill  
139 West Monroe Avenue  
Kirkwood, MO 63122  
USA

## Purchase Order

**PO Number:** PO-1000-00300221-1  
**Date:** 11/09/2021  
**Contact:** Djoanna Stacey  
**Email:** DStacey@inwk.com

### Job: H1 22 Q2 SUP JRD22S1039295: JRD 22 S Cooler Cling

For: Wood Terminals LLC - SC

Shipment Method: Supplier Ship Method

### Item Details

#### Item 1: JRD22S1039295: JRD 22 S Cooler Cling

Item Number	<b>JRD22S1039295</b>
Item Name	<b>Temporary Display</b>
Item Type	<b>Other</b>
Substrate Type	<b>APEX-5C-1002-CLR</b>
Substrate Weight/Capacity	<b>Apex Vault 5 holder Rack</b>
Imprint/Ink Details	<b>4C graphic panel</b>
Packing/Kitting	<b>Pack two per carton, label and deliver to MCX</b>
Comments	<b>New artwork</b>

Quantity	Unit Cost	Total Item Cost	Overs%	Unders%
1002	\$23.30000000	\$23,346.60	0.00	0

### Delivery

Ship Date	Delivery Date	Address	Quantity
	02/15/2022	InnerWorkings / MCX ATTN: Innerworkings MCX 8725 31st Street Kenosha, WI 53144 USA	1002

**Item 2: JRD22S1039295-C: JRD 22 S Cooler Cling**

Item Number	<b>JRD22S1039295-C</b>
Item Name	<b>Temporary Display</b>
Item Type	<b>Other</b>
Substrate Type	<b>APEX-5C-1002-CLR</b>
Substrate Weight/Capacity	<b>Apex Vault 5 holder Rack</b>
Imprint/Ink Details	<b>4C graphic panel</b>
Packing/Kitting	<b>Pack two per carton, label and deliver to MCX</b>
Comments	<b>New artwork</b>

Quantity	Unit Cost	Total Item Cost	Overs%	Unders%
482	\$23.30000000	\$11,230.60	0.00	0

**Delivery**

Ship Date	Delivery Date	Address	Quantity
	02/15/2022	InnerWorkings / MCX ATTN: Innerworkings MCX 8725 31st Street Kenosha, WI 53144 USA	482

**Item 3: JRD22S1039295: JRD 22 S Cooler Cling Freight**

Quantity	Unit Cost	Total Item Cost	Overs%	Unders%
1484	\$1.20000000	\$1,780.80	0.00	0

**Delivery**

Ship Date	Delivery Date	Address	Quantity
	02/15/2022	InnerWorkings / MCX ATTN: Innerworkings MCX 8725 31st Street Kenosha, WI 53144 USA	1484

**PO Notes**

IMPORTANT NOTE: New Ship To location is MCX/Kenosha  
 DO NOT USE HH GLOBAL OR MCX FREIGHT ACCOUNTS  
 THIS PO MUST BE SHIPPED BY THE SUPPLIER'S SHIP METHOD – FAILURE TO DO SO  
 WILL RESULT IN A SHORT PAID INVOICE

Failure to comply with item and labeling requirements will result in a fee and short paid invoice.

See 'MCX Vendor Tools Labeling Guide' for detailed instructions on how to pull the required  
 labels to generate labels that should be affixed to all material being sent to InnerWorkings'  
 Kenosha, WI warehouse.

In order to use this tool, a user needs to have been provided logon credentials and have  
 knowledge of either a purchase order number or an SKU ID for a given shipment of material.  
 This guide explains how to navigate to and use this tool via a web browser on the internet.

Logon credentials are provided by InnerWorkings' Kenosha Warehouse customer service  
 group. Suppliers can contact this group via the below methods:  
 For questions or assistance please contact [MCX.Logistics.Domestic@inwk.com](mailto:MCX.Logistics.Domestic@inwk.com) for domestic  
 shipments or [MCX.Logistics.International@inwk.com](mailto:MCX.Logistics.International@inwk.com) for international shipments.

PROMO CODE: W1RI  
 SKU# JRD22S1039295-C

PROMO CODE: S22JRD198  
 SKU# JRD22S1039295

**Summary**
**Sub Total: \$36,358.00**

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**Total: \$36,358.00**

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### Important

- Nothing above the quoted PO price will be paid without prior written approval from InnerWorkings, Inc
- All shipments must appear to have come from InnerWorkings, Inc
- Acceptance or commencement of activities related to this Purchase Order constitutes agreement with InnerWorkings, Inc.'s Purchase Order Terms and Conditions posted at <https://www.hhglobal.com/media/2113/non-vs-a-po-tcs-for-americas.pdf>

**You must have this PO number on your invoice: PO-1000-00300221-1**

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