

## Revised Purchase Order



### Sales Tax Exemption

Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Oct 1, 2020	AB0569484	1	Oct 28, 2020
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
<b>Buyer Contact:</b>			
Buyer	Buyer Email	Buyer Phone Number	
no value	no value	no value	
<b>Customer Contact:</b>			
Name:	Linda West-Stevermer		
Email:	LSTEVMER@TAMUS.EDU		
Phone:			

### Order acceptance instructions:

**Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by the Texas A&M University System's Department of Purchasing Services prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	TEJAS OFFICE PRODUCTS INC	<b>Delivery Address</b>	
Address	1225 W 20TH STREET HOUSTON, TX 770083315 US	TAMUS Member:	26-Texas A&M System Shared Service Center (26)
Phone	+1 713-864-6004	Attn:	Ross Arth
FOB / FREIGHT	Destination	Business Computing Services	
Pre-Pay & Add	No	Moore/Connally Bldg	
Payment Terms	1% 10, Net 30	Room	304
Contract Number - Header	no value	301 Tarrow St	
Contract Number - Line	no value	College Station, TX 77840-7896	
Quote number		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	2021 AT-A-GLANCE 8.25" x 11" Planner, QuickNotes, Black (76-06-05-21)	AAG760605	EA	32.23 USD	1 EA	32.23 USD
	Supplier Part Auxiliary ID	24428863				
		Manufacturer Name	Essendant			
		Manufacturer Part ID	AAG760605			
Total						32.23 USD

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>TAMUS Shared Service Center- Accounts Payable</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to <a href="mailto:systemvouchers@tamu.edu">systemvouchers@tamu.edu</a> 301 Tarrow RM 345 College Station, TX 77840 United States</p>