



KAPSTONE PAPER AND PACKAGING CORPORATION

1101 Skokie Blvd. - Suite 300 Northbrook, IL 60062-4124
847-239-8800

July 6, 2017

Dear Valued Supplier:

This letter is to remind you of and reinforce KapStone's business practices and expectations for the purchase of products and/or services from your company. KapStone shall strictly enforce these business practices, effectively immediately.

Purchases made by KapStone, regardless of content, must be documented in a valid KapStone purchase order or supply agreement/contract prior to shipment of products or performance of services. Also, KapStone assumes no obligation to pay for any product, material or service not properly ordered by KapStone Procurement via a purchase order, supply agreement/contract or other KapStone approved alternate ordering process. Alternative ordering processes (P-Card, VMI, Consignment, etc.) may be used upon approval by KapStone Procurement.

If your company is currently providing any product, material or service that is not covered by a KapStone purchase order, contract, agreement or other KapStone Procurement approved ordering process, it is imperative that you immediately engage your KapStone contact to ensure that all proper authorizations and documentation are in place. Otherwise, any invoices submitted for unauthorized deliveries or performance will be returned without payment.

In addition to the above information, current invoice submission standards are contained on the Suppliers page of the KapStone internet site at:

<http://www.kapstonepaper.com/suppliers/>

Please visit this site for other pertinent information on being a successful supplier to KapStone.

Any questions concerning these practices or our expectations may be directed to the KapStone Procurement associate supporting your account. We look forward to continuing our valued relationship with your company.

Best regards,

Handwritten signature of Bill Kessinger in black ink.

Bill Kessinger
Vice President & General Manager
Mill System

Handwritten signature of Pat Ortiz in black ink.

Pat Ortiz
Vice President & General Manager
Corrugated Container System

Handwritten signature of Steve Tanzi in black ink.

Steve Tanzi
Vice President
Supply Chain