



300 Fibre Way
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360.425.1550
kapstonepaper.com

March 16, 2016

Dear Valued Supplier:

KapStone Paper and Packaging Corporation continues to develop and enjoy long-term relationships with many different suppliers. KapStone's preference is to continue and grow business relationships with suppliers who bring value to us. As such, in order to continue to build value-added relationships, award business in support of those relationships, and provide timely payment for such business, KapStone will continue to enforce a few basic business practices.

Purchases made by KapStone, regardless of content, must be documented in a valid KapStone purchase order or supply agreement/contract prior to shipment of product 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 only 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 may not be paid.

In addition to the above information, invoices for authorized KapStone purchases must adhere to the following parameters to ensure prompt payments:

1. The correct purchase order number must be displayed on all invoice(s). Failure to display that purchase order number will result in payment delays or non-payment. Please remember that this is a condition stated in all KapStone contracts and in KapStone's Purchase Order Conditions contained on KapStone's Supplier web page at: <http://www.kapstonepaper.com/suppliers/>
2. Prices listed on your invoice must match prices listed on KapStone's purchase orders for prompt payment. If updates are required, please contact the buyer listed on the face of your purchase order prior to shipment of goods or performance of services.

All invoices must be received by our centralized Accounts Payable office to ensure prompt payment. To properly address an invoice to KapStone, please use the information printed on the face of your purchase order or use the following address:

KapStone _____ *← enter name of KapStone entity listed on your purchase order*
1101 Skokie Blvd, #300
Northbrook, IL 60062
Attn: Accounts Payable

If you wish to E-mail your invoices to KapStone, please use the following address: CorpAPAvantis@kapstonepaper.com .

Any questions concerning these guidelines, practices, and policy may be directed to the KapStone Procurement associate supporting your account.

We look forward to continuing our valued relationship with your company.

Best regards,



Eric J. Choltco
Director, Strategic Sourcing