



300 Fibre Way  
P.O. Box 639  
Longview, WA 98632  
360.425.1550  
kapstonepaper.com

**Reissuance/Reminder of our October 9, 2015 notice:**

KapStone Paper and Packaging Corporation will be undergoing a number of system changes in the next 30 days, including Maintenance/Procurement, Accounts Payable/Receivable, Production Management, and more. As a supplier desiring timely payment for products or services provided to KapStone, we are enlisting your support to ensure your invoices are received, processed and paid in a timely fashion.

Until October 30, 2015, invoices will continue to be received and processed at our Longview, WA facility, as we have historically done. **After October 30, all invoices will be processed at our newly centralized Accounts Payable office:**

**KapStone** \_\_\_\_\_ [name of KapStone entity listed on your purchase order]  
**1101 Skokie Blvd #300**  
**Northbrook IL 60062**  
**Attn: Accounts Payable**

Or, if via E-mail at: [CorpAPAvantis@kapstonepaper.com](mailto:CorpAPAvantis@kapstonepaper.com)

As you might suspect with all system and process changes, we will be temporarily working via a manual process to ensure service levels are not negatively impacted. In order to reduce these impacts, our recommendation to you is to ship and invoice all KapStone purchase requirements as soon as possible with the intent of having products and invoices delivered to KapStone on or before Monday, October 26. Doing so will allow us to document receipts and process invoices prior to the final phases of our data conversion.

If you have questions or concerns regarding this notice, please feel free to contact the KapStone buyer listed on our purchase order.

A handwritten signature in blue ink, appearing to read 'Eric J. Choltco'.

Eric J. Choltco  
Director  
Strategic Sourcing & Real Estate