



JOINT PURCHASE ORDER CHECK LIST

(USED ONLY FOR TRANSACTIONS IN THE 25K TO 75K RANGE)

1. _____ End-User Approval (Need specific information on the End-User, possibly a credit application with bank and trade references and/or potentially financial statements.) The Reseller must be in good standing with Tech Data.

Comments _____

2. _____ End-User Purchase Order (Original document, showing a Net 30 day or less payment terms, made out in the name of Reseller and Tech Data, with Tech Data's address in the vendor box and signed by an authorized officer of the End-User.)

Comments _____

3. _____ Reseller/End-User Agreement (Original document, on Reseller's letterhead, addressed to End-User and showing checks payable jointly to Reseller and Tech Data at Tech Data's remit to address, signed by Reseller and authorized officer of the End-User and should include the signer's printed name and title.)

Comments _____

4. _____ Power of Attorney (Original notarized document, it can be specific to Purchase Order number, or can be blanket for all Purchase Orders for one End-User.)

Comments _____

5. _____ Reseller Purchase Order to Tech Data (Original document, signed by an authorized officer of the Reseller.) There should be a direct reference to the End-User Purchase Order number and the product descriptions should match the End-User Purchase Order line items and also the Tech Data Order line items.

Comments _____

6. _____ Reseller's Invoice to End-User (original copies, for our file reference only. Invoicing should show remit to Reseller and Tech Data, at Tech Data's address.)

Comments _____

When we have received the above documents and all product is in stock, we will ship the orders directly to the End-User.

Configuration services are available through Tech Data.

(The use of the Joint Purchase Order program does not relieve the Reseller from the responsibility of timely payment of invoices. If funds are not received from the End-User within the Net 30 or less payment terms, the Reseller may be required to remit payments directly at Tech Data's sole discretion.)

PURCHASE ORDER FOR SUPPLIES		NOTE: MARK ALL PACKAGES WITH ORDER #/ CONTRACT #	PAGE 1 OF 1 PAGES
1. DATE OF ORDER	2. ORDER NUMBER	3. CONTRACT NUMBER	4. ACT NUMBER

IMPORTANT

- This form is not to be used as an invoice.
- The invoice remit to address must be the same as block 12. Notify the contracting/ordering officer if the information in block 12 is incorrect.
- Failure to show the ACT number (Block 4) on invoice will delay payment on rendered invoice improper.
- Failure to mail invoice to address in Block 24 will delay payment.
- Failure of service contractors to provide information in Block 9A will result in 20% of payment being withheld (25 U.S.C. 23406 (a)).

7. TO CONTRACTOR (name, address and zip code) TECH DATA CORPORATION / RESELLER'S NAME 5350 TECH DATA DRIVE CLEARWATER, FL 34620 ATTN: CREDIT SERVICES (AOP/JTPO DEPARTMENT)	TYPE OF ORDER <input type="checkbox"/> A. PURCHASE	YOUR REFERENCE #
	Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.	
	<input type="checkbox"/> B. DELIVERY	This delivery order is subject to instructions contained on this side of this form and is issued subject to the terms and conditions of the above number contract.
	C. MODIFICATION NO.	AUTHORITY FOR ISSUING

Except as provided herein, all terms & conditions of the original order, heretofore modified, remain unchanged.

10B. CLASSIFICATION			10B. TYPE OF BUSINESS ORGANIZATION			
<input type="checkbox"/> A. SMALL BUSINESS	<input type="checkbox"/> B. OTHER THAN SMALL BUSINESS	<input type="checkbox"/> C. SMALL DISADVANTAGED	<input type="checkbox"/> D. SMALL WOMEN OWNED	<input type="checkbox"/> A. CORPORATION	<input type="checkbox"/> B. PARTNERSHIP	<input type="checkbox"/> C. SOLE PROPRIETOR
11. ISSUING OFFICE (Address, zip code & telephone)		12. REMITTANCE ADDRESS (Mandatory)		13. SHIP TO (Consignee address, zip code & telephone)		

14. PLACE OF INSPECTION AND ACCEPTANCE		15. REQUISITION OFFICE (NAME, SYMBOL & TELEPHONE)			
16. F.O.B. POINT	17. GOVERNMENT B/L NO.	18. DELIVERY FOB POINT ON OR BEFORE:	19. PAYMENT/DISCOUNT TERMS:		

20. SCHEDULE					
ITEM NO. (A)	DESCRIPTION	QTY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>PLEASE MAKE CHECK PAYABLE TO: TECH DATA / RESELLER</p> <p>REMIT TO: TECH DATA CORPORATION 5350 TECH DATA DRIVE CLEARWATER, FL 34620 ATTN: CREDIT SERVICES (AOP/JTPO DEPT.)</p>				

21. RECEIVING OFFICE (Name, symbol & telephone)			TOTAL FROM 300-A[s]		
22. SHIPPING POINT		23. GROSS SHIP WT		GRAND TOTAL	
24. MAIL INVOICE TO: (include zip code)		25A. FOR INQUIRIES CONTACT:		25B. TELEPHONE NO.	
		26A. NAME OF CONTRACTING/ORDERING OFFICER		26B. TELEPHONE NO.	
		27. SIGNATURE			

(IF YOU DO NOT USE A STANDARD
INVOICE FORMAT, PLEASE FOLLOW
THIS EXAMPLE ON YOUR LETTERHEAD)

INVOICE DATE:
INVOICE #:

RE: PURCHASE ORDER DATE
PURCHASE ORDER #

TERMS: NET 20 OR 30 OR LESS

SOLD TO:
AND SHIP TO:

ITEM #	QTY	DESCRIPTION	UNIT COST	TOTAL COST
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GRAND TOTAL: _____

PLEASE MAKE CHECK PAYABLE TO:
TECH DATA CORPORATION AND RESELLER

Remit to: Tech Data Corporation
5350 Tech Data Drive
Clearwater, FL 34620
Attn: Credit Services (AOP/TTPO Department)

THIS IS AN ORIGINAL INVOICE

IRREVOCABLE POWER OF ATTORNEY (Partnerships & Corporations)

(PLACE ON RESELLER'S LETTERHEAD)

I, _____ as _____ (title) of _____ (the "Principal") having full authority on behalf of _____ hereby irrevocably appoint TECH DATA CORPORATION ("Tech Data") or its officers or any other person whom Tech Data may designate as Tech Data's attorney, to be the Principal's true and lawful attorney, with full power of substitution, in Tech Data's name or the Principal's name or otherwise, for Tech Data's sole use and benefit, but at Principal's sole cost and expense, to exercise all or any of the following powers:

- a) To demand, sue for, collect, receive and give acquittances for any and all monies due or to become due from _____ ("End-User");
- b) To receive, take, endorse, assign and deliver any and all checks, notes, money orders, drafts and other negotiable and non-negotiable instruments taken or received by Tech Data in connection with payments to Principal from End-User;
- c) To sign Principal's name on any invoice or bill of lading relating to sales to End-User;
- d) To send request for verification of accounts to End-User;
- e) To extend the time for payment of any or all thereof, to make any allowances or other adjustments with reference thereto;
- f) To do all other things Tech Data deems reasonably necessary or desirable to carry out the purposes of this Power of Attorney.

Principal hereby ratifies and approves all acts of the attorney hereunder and neither Tech Data nor the person or persons acting as attorney hereunder will be liable for any act or omission, nor for any error of judgment or mistake of fact or law other than for Tech Data's gross negligence or willful misconduct.

THIS POWER, BEING COUPLED WITH AN INTEREST, IS IRREVOCABLE SO LONG AS ANY AMOUNTS ARE OWED BY PRINCIPAL TO TECH DATA.

Signed: _____
Print Name: _____
Title: _____

State of _____
County of _____

The foregoing instrument was sworn to and acknowledged before me this _____ day of _____, 19_____, by _____, as _____ of _____ a _____ corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ as identification and did not take an oath.

Print Name: _____
NOTARY PUBLIC
(Notary Seal)

My Commission Expires: _____
My Commission Number: _____

IRREVOCABLE POWER OF ATTORNEY (Sole Proprietorship)

(PLACE ON RESELLER'S LETTERHEAD)

I, _____ ("Principal"), doing business as _____ hereby irrevocably appoint TECH DATA CORPORATION ("Tech Data") or its officers or any other person whom Tech Data may designate as Tech Data's attorney, to be the Principal's true and lawful attorney, with full power of substitution, in Tech Data's name or the Principal's name or otherwise, for Tech Data's sole use and benefit, but at Principal's sole cost and expense, to exercise all or any of the following powers:

- a) To demand, sue for, collect, receive and give acquittances for any and all monies due or to become due from _____ ("End-User");
- b) To receive, take, endorse, assign and deliver any and all checks, notes, money orders, drafts and other negotiable and non-negotiable instruments taken or received by Tech Data in connection with payments to Principal from End-User;
- c) To sign Principal's name on any invoice or bill of lading relating to sales to End-User;
- d) To send request for verification of accounts to End-User;
- e) To extend the time for payment of any or all thereof, to make any allowances or other adjustments with reference thereto;
- f) To do all other things Tech Data deems reasonably necessary or desirable to carry out the purposes of this Power of Attorney.

Principal hereby ratifies and approves all acts of the attorney hereunder and neither Tech Data nor the person or persons acting as attorney hereunder will be liable for any act or omission, nor for any error of judgment or mistake of fact or law other than for Tech Data's gross negligence or willful misconduct.

THIS POWER, BEING COUPLED WITH AN INTEREST, IS IRREVOCABLE SO LONG AS ANY AMOUNTS ARE OWED BY PRINCIPAL TO TECH DATA.

Signed: _____
Print Name: _____
Title: _____

State of _____
County of _____

The foregoing instrument was sworn to and acknowledged before me this _____ day of _____, 19_____, by _____, as _____ of _____ a _____ corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ as identification and did not take an oath.

Signature: _____
Print Name: _____
NOTARY PUBLIC
(Notary Seal)

My Commission Expires: _____
My Commission Number: _____



(PLACE ON RESELLER'S LETTERHEAD)

Date:

Addressed to "End-User"

Gentlemen:

Pursuant to an understanding between _____ (Reseller) and one of its suppliers, TECH DATA CORPORATION ("Supplier"), Reseller is requesting that all payments made by you under your Purchase Order No. _____ be made payable jointly to Reseller and TECH DATA CORPORATION and remitted to TECH DATA CORPORATION per the following:

1. All checks for purchases from Reseller will be made payable to:

_____ (Reseller) and TECH DATA CORPORATION.

2. Checks will be remitted to the following address:

Tech Data Corporation
5350 Tech Data Drive
Clearwater, Florida 34620
ATTN: Credit Analyst

3. Payment terms are _____.

The foregoing is intended solely to facilitate payment of Reseller's obligations to Supplier and does not in any way alter any other terms and conditions of your purchase from Reseller, nor does it reflect upon the credit stature of Reseller. Payment terms may not be altered without the consent of Suppliers. You agree that partial shipments under the Purchase Order are acceptable and partial payments will be made upon acceptance of any partial shipments.

If Supplier is named on your Purchase Order, by signing this Agreement you acknowledge that the Supplier is not bound to the terms and conditions stated on your Purchase Order, and such terms and conditions do not apply to Supplier, but only between Reseller and you. Please indicate your acceptance of the above described payment arrangement by signing and returning the enclosed extra copy of this letter. After you have accepted this arrangement, any modifications must be made only with the joint written consent of both the Reseller and Supplier.

Sincerely,

(Reseller Name with Authorized Signature)

AGREED AND ACCEPTED:

End-User's Name (Please print)

Authorized Signature with Title

Date