

PURCHASE ORDER

SHIP8, INC.

ATTN: ACCOUNTS PAYABLE  
75 NORTHPORT LOOP EAST  
EMONT, CA 94538

SHIP8@SHIP8.COM

ORDER FROM

3

GRAINGER  
DEPT.864582804  
PALATINE, IL 60038-0001

SHIP TO

WDC(4000),  
SHIP8, INC.  
ATTN: CHRISTINE JENKINS  
221 HANSON WAY  
WOODLAND, CA 95776  
US

Buyer

Purchasing Dept

Terms

Net 30 Days

FOB

FOB Origin

Ship Via

Best possible

Line No.	Vendor Item No.	Vendor Item Description	Qty Ordered	UOM	Unit Price	Extended Price
5NGJ1		Armstrong Ceiling Tile CP12	2.00	Each	121.94	243.88

Total Extended Price =

243.88



# Purchase Requisition Form

## SHIP8 INC.

DATE 1/24/24  
 WHS LOCATION WDC  
 DEPARTMENT Maintenance

SUPPLIER / VENDOR:

NAME  
ADDRESS  
CONTACT  
TEL NO.

Grainger

SHIP TO:

NAME  
ADDRESS  
CONTACT  
TEL NO.

SHIP8 INC  
 221 Hanson Way  
 Woodland, CA 95776  
 Alex Gonzalez  
 916-897-7622

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
5NGJ1	ARMSTRONG Ceiling Tile cp 12	\$ 121.94	2	\$ 243.88	Office	
				\$ -		
		\$ -	0	\$ -		
		\$ -	0	\$ -		
		\$ -	0	\$ -		
		\$ -	0	\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 243.88</b>		

Check box if attaching quote

REQUESTER SIGNATURE: \_\_\_\_\_  
 WAREHOUSE DIRECTOR SIGNATURE: Alex Gonzalez  
 SHIP8 PRESIDENT SIGNATURE: \_\_\_\_\_  
 E&E CONTROLLER SIGNATURE: \_\_\_\_\_  
 IT AUTHORIZER (SOFTWARE & HARDWARE): \_\_\_\_\_

DATE: \_\_\_\_\_  
 DATE: 1/25/24  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

ORDER DATE: \_\_\_\_\_  
 ETA DATE: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_  
 ORDERED AMOUNT: \_\_\_\_\_

**PAYMENT METHOD: (Please check one)**

OPEN ACCOUNT (VENDOR BILL) → Provide REQ # to vendor for invoicing, submit approved requisition form to A/P for payment process

COD / PREPAID → Submit approved requisition form and vendor invoice to Controller for COD/prepaid check

COMPANY CREDIT CARD / CARD HOLDER → Submit approved requisition form and receipt to Credit Card Holder

EMPLOYEE CREDIT CARD / CHECK → Attach approved requisition form and receipt to employee's expense report for reimbursement

**NOTES / INSTRUCTIONS (Not part of printed form)**

Please select and thoroughly review the below linked  
**Warehouse Purchases and Approval Policy - Mar 2023**

This form is required for all SHIP8 INC. purchase requests

Fill out form in its entirety

Confirm pricing with the vendor

Obtain all appropriate approvals

Download/Save completed form as a pdf (include quote if applicable)

Email PDF to AP.SHIP8@SHIP8.com

Upload a copy of the signed PDF to the Purchase Req Forms  
folder on the Google Drive to relevant location

Once product is received, upload POD to the shared drive

so that payment to the vendor can be processed

S:\POD Public File

FOR THE ONES WHO GET IT DONE!

Click: [www.grainger.com](http://www.grainger.com) | Call: 1-800-GRAINGER (472-4843)

BOX ID U864280143

WW GRAINGER DC  
2710 KEYSTONE PACIFIC PARKWAY  
PATTERSON CA 95363-0000

**Ship To**

SHIP8 INC  
221 Hanson Way  
Woodland CA 95776-8211

ATTN:

**Sold To**

SHIP8 INC  
45875 NORTHPORT LOOP E  
FREMONT CA 94538-8414

PQ Number	24010091
Delivery Number	6618989164
Account Number	888128022
Caller	ALEX GONZALEZ
Telephone	9168977622
PO Release Number	
Project/Job Number	
Department	
Order Date	01/26/2024
Ship Date	01/26/2024
Requisitioner	
Employee Contact	PICCLNT000
Carrier	GLS US FREIGHT INC
Order Type	SH
Debit/Credit Code	Z001
Cartons Shipped	1

**SPECIAL INSTRUCTIONS**

Please reference DELIVERY NUMBER 6618989164 on all remittance and correspondence.

Your Order Number is: 1504784004

PO Line	Item #	Item Description	Quantity Shipped	Shipped from other location	Back ordered	Tax	Unit Price	Total
240100	5NGJ1	Ceiling Tile, 48 in L, 24 in W, PK12	2	0	0	T	94.17	188.34
							Subtotal	188.34
							Tax	15.06
							Stand. Parcel Shipping	0.00
							Other Shipping	113.98
							<b>Total</b>	<b>317.38</b>

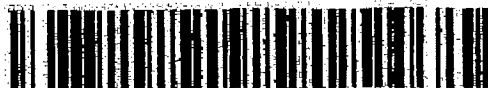
PK  
1/29/24

We'd love to hear your feedback about this order. Go to [www.grainger.com/survey](http://www.grainger.com/survey) and tell us what you think.

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE RESOLUTION REMEDIES, AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT [WWW.GRAINGER.COM](http://WWW.GRAINGER.COM).

PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT [WWW.GRAINGER.COM/RETURNS](http://WWW.GRAINGER.COM/RETURNS)

THESE ITEMS ARE SOLD FOR DOMESTIC CONSUMPTION IN THE UNITED STATES. IF EXPORTED, PURCHASER ASSUMES FULL RESPONSIBILITY FOR COMPLIANCE WITH US EXPORT CONTROLS.





**ORIGINAL INVOICE**

2261 RINGWOOD AVE.  
SAN JOSE, CA 95131-1717  
www.grainger.com

GRAINGER ACCOUNT NUMBER 888128022  
INVOICE NUMBER 9977014118  
INVOICE DATE 01/26/2024  
DUE DATE 02/25/2024  
AMOUNT DUE \$317.38

SHIP TO

SHIP8 INC.  
221 Hanson Way  
Woodland CA 95776-6211

PO NUMBER: 24010091  
CALLER: ALEX GONZALEZ  
CUSTOMER PHONE: 9168977622  
ORDER NUMBER: 1504784004  
INCO TERMS: FOB ORIGIN

BILL TO  
SHIP8 INC  
45875 NORTHPORT LOOP E  
FREMONT CA 94538-6414

Pay invoices online at:  
[www.grainger.com/Invoicing](http://www.grainger.com/Invoicing)

**THANK YOU!** FEI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL **1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
240100	5NGJ1	CEILING TILE 48 IN L,24 IN W,PK12 MANUFACTURER # 769A  Delivery #6618989164 Date Shipped:01/26/2024 Carrier: GLS US FREIGHT INC No:of Pkgs:1 Wt: 118.000 Trk #:307852494 SHIPPED FROM: DC PATTERSON 004 2710 KEYSTONE PACIFIC PARKWAY,PATTERSON,CA 95363-0000	2	94.17	188.34

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PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURNS*

INVOICE SUB TOTAL 188.34  
STAND. PARCEL SHIPPING 0.00  
OTHER SHIPPING 113.98  
TAX 15.06

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE - PAYMENT TERMS Net 30 days after inv IN U.S. DOLLARS. **AMOUNT DUE \$317.38**

**PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT**

BILL TO:

SHIP8 INC  
45875 NORTHPORT LOOP E  
FREMONT CA 94538-6414  
UNITED STATES OF AMERICA

REMIT TO:  
GRAINGER  
DEPT. 864582804  
PALATINE, IL 60038-0001

864582804997701411810000317381000150610011398100000024022533

X ACCOUNT NUMBER 888128022 DATE 01/26/2024 INVOICE NUMBER 9977014118 AMOUNT DUE \$317.38