

**SHIP8, INC.**

ATTN: ACCOUNTS PAYABLE  
45875 NORTHPORT LOOP EAST  
FREMONT, CA 94538  
US  
AP.SHIP8@SHIP8.COM

PO No. 25111360  
PO Date 11/25/2025  
Page 1 OF 1

**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
1	40P305	Henry roof sealant	24.00	Each	7.74	

*Emv.*  
*12-11*

Total Extended Price =



# Purchase Requisition Form

## SHIP8 INC.

SUPPLIER / VENDOR.

NAME: Grainger  
 ADDRESS:  
 CONTACT:  
 TEL NO.:

DATE: 11.25.25  
 WHS LOCATION: WDC  
 DEPARTMENT: Maintenance

SHIP TO:

NAME: SHIP8 INC  
 ADDRESS: 221 Hanson Way  
 Woodland, CA 95776  
 CONTACT: Alex Gonzalez  
 TEL NO: 916-897-7622

ITEM	DESCRIPTION	UNIT PRICE	QTY	EXTENDED \$\$	REMARKS/PURPOSE	CODING (ACCT USE ONLY)
40P305	Henry roof sealant	\$ 7.74	24	\$ 185.76	leaks	
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
		\$ -		\$ -		
<b>ESTIMATED TOTAL</b>				<b>\$ 185.76</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: 11/25/25  
 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

**Re: Grainger PO**

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From Alex Gonzalez <alex.gonzalez@ship8.com>

Date Thu 12/11/2025 7:48 AM

To Christine Jenkins <christine.jenkins@ship8.com>

Good morning Christine - Yes, it was. Is the PO not in scan box? I will get with the team to ensure they are scanning in.

Thanks,

Alex Gonzalez



**SHIP8 INC.**

Alex Gonzalez

Director of Operations

2222 East Beamer Street

Woodland, CA 95776

**O:** 530-669-5991 **C:** 916-897-7622

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**From:** Christine Jenkins <christine.jenkins@ship8.com>

**Sent:** Thursday, December 11, 2025 4:35 AM

**To:** Alex Gonzalez <alex.gonzalez@ship8.com>

**Subject:** Re: Grainger PO

*Hi Alex*

*I am following up on PO 25111360, was it received?*



**SHIP8 INC.**



**ORIGINAL INVOICE**

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

GRAINGER ACCOUNT NUMBER 888128022  
INVOICE NUMBER 9723592540  
INVOICE DATE 11/25/2025  
DUE DATE 12/25/2025  
AMOUNT DUE \$180.66

SHIP TO

SHIP8 INC.  
221 Hanson Way  
Woodland CA 95776-6211

PO NUMBER: 25111360  
CALLER: ALEX GONZALEZ  
CUSTOMER PHONE: 9168977622  
ORDER NUMBER: 1568598742  
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
1	40P305	ROOFING SEALANT, WATER BASE, 10 OZ MANUFACTURER # HE289004  Delivery #6693630690 Date Shipped: 11/25/2025 Carrier: FDX GROUND No: of Pkgs: 1 Wt: 1.104 Trk #: 418618649400 SHIPPED FROM: ROHNERT PARK BRANCH 742 5760 COMMERCE BLVD., ROHNERT PARK, CA 94928-1630	24	6.97	167.28

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

INVOICE SUB TOTAL 167.28  
TAX 13.38

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 \$180.66**

**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

864582804972359254010000180661000133810000000100000025122540

X ACCOUNT NUMBER 888128022 DATE 11/25/2025 INVOICE NUMBER 9723592540 AMOUNT DUE \$180.66