

Dear Supplier

As an IBM supplier, you play a key role in the compliance of imported shipments and the security of our supply chain. IBM is committed to meeting all applicable government regulations for importation and security globally. Full compliance with our import and supply chain security requirements is essential and is a condition of doing business with IBM.

Import Compliance

I urge you to ensure that your company meets all import and documentation requirements, whether imposed by a government agency in the form of regulations or requirements, or by IBM in the form of contract and purchase order terms and conditions. IBM's global and country-specific supplier Shipping Procedural Instructions (SPIs) for exporting to IBM provide important information suppliers need to know so that their shipments comply with IBM's requirements.

IBM's global and country-specific supplier Shipping Procedural Instructions (SPIs) can be accessed via the IBM Global Procurement Internet site under "[Instructions for exports to IBM](#)". SPIs should be referred to and understood prior to making shipment to ensure all requirements are met. Where applicable, the country-specific SPI for the ship-to country should be followed in conjunction with the global SPI document which contains requirements applicable to all countries in which IBM does business.

Suppliers are fully responsible for making sure their shipments comply with all applicable laws.

Supply Chain Security

Security has always been of great importance to IBM and we are increasingly dependent on you as our partner to assist us in maintaining a strong security posture. It is essential that you implement and maintain strong security processes and procedures in the work you do for us, with a focus on physical goods as they move through the supply chain.

IBM has pledged its cooperation with supply chain security initiatives such as the World Customs Organization (WCO) Authorized Economic Operator (AEO) programs and the U.S. Customs-Trade Partnership Against Terrorism (C-TPAT) program. Over thirty countries now have supply chain security programs of this kind and such programs are increasingly being introduced by Customs agencies globally. IBM intends to continue participation in these programs and therefore is required to confirm that its suppliers have appropriate security measures in place and that suppliers comply with all requirements. Adherence to IBM's supply chain security requirements is critical to strengthening security across the entire supply chain.

Guidelines for establishing, improving, and amending supply chain security procedures are available on the Global Procurement Internet site under "[Supply Chain Security Requirements](#)".

Many thanks in advance for your continued support. Please acknowledge receipt of the letter by clicking this URL: @ACKURL. If you have any questions about import compliance or supply chain security, please contact your IBM Procurement representative.

Sincerely,

Ronald Clarke
Vice President, Worldwide Production Procurement Sourcing