



Imation Supplier Guide

Suppliers are a critical resource to Imation. Imation's intent is to do business with suppliers who demonstrate continuous improvement of capabilities and performance in quality, service, cost, and share those same objectives and commitments with Imation. It is Imation's expectation that the information provided in this document be strictly adhered to by our suppliers.

Who is Imation?

Imation Corp (NYSE: IMN), is a worldwide leader in removable data storage media. To learn more about Imation Corp, please visit our Web site at www.imation.com.

It is Imation's objective to conduct business with suppliers in a fair and ethical manner. Imation will promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle. Suppliers shall refrain from offering money, loans, credits, prejudicial discounts, gifts, entertainment, favors, or services, including reciprocal agreements for present and future business opportunities that might influence, or appear to influence, purchasing decisions.

Suppliers are expected to manage confidential or proprietary information belonging to Imation with due care and proper consideration of ethical and legal ramifications and governmental regulations. Imation's Supplier Agreement or Confidentiality Disclosure Agreement (CDA) shall be created and agreed upon, prior to the transfer of information between companies. Imation will require all new suppliers to complete and submit Imation's Supplier Set Up and Maintenance form to become an active supplier.

Imation Purchasing Documents (Purchase Order and/or the Purchasing Card) are the only authorized methods of procuring materials, goods and services. The receipt of a purchasing document shall require a supplier to ship as directed, the correct materials and services requested, by the date required, per the specification, at the agreed upon cost. If for any reason the delivery requirement cannot be satisfied, the supplier shall notify the buyer/material analyst immediately, particularly with regard to the date needed. Suppliers are required to acknowledge to the buyer receipt of all orders confirming price, quantity, and delivery upon receipt of order. Imation's order transfer process to the supplier shall be one of the following methods: EDI, Fax, or E-mail of Imation's Purchase Order document.

All Imation instructions related to shipping requirements whether provided in the specifications, on the purchase orders, or separate documents shall be strictly adhered to by the supplier. Failure to follow the shipping instructions may result in the rejection of the shipment by Imation.

Suppliers shall provide Imation, when requested, with current MSDS sheets for all materials provided. In addition, suppliers shall provide Imation with notification of change to manufacturing process or site prior to such change as it relates to materials provided.

Under no circumstances, shall the supplier proceed with the fulfillment of the order conditions if there is a change which impacts the following: quantity, cost, delivery, material specifications, change in scope, or any other condition of the order without prior approval from Imation.

Imation's ERP (Oracle) system utilizes the 3 way match process to assure that the purchase document, quantity, cost and receipt information match the supplier's invoice. **Failure of the supplier to provide accurate corresponding documents may result in delay in payment and penalties.**

All PO related invoicing submitted to Imation's Accounts Payable must contain the following:

- Purchase order number and/or release number, PO line number, Imation part number
- Quantity ordered, quantity delivered, invoice price, unit of measure must match purchase order
- Supplier invoice number, invoice date, and contact information
- One purchase order and release number per invoice

All PO invoices shall be submitted as follows:

Imation Enterprises
P.O. Box 64742
St. Paul, MN 55164-0742
Attention: Accounts Payable
651-704-5966 (Help Line)

NOTE:

To facilitate payment for service purchase orders, the supplier is required to submit, to the requestor, an itemized statement documenting the work, to date, that was completed for the order, in addition to an invoice copy.

Invoices for Purchasing Card purchases shall be submitted to cardholder/requestor.

Imation has implemented a Total Quality Management (TQM) program which defines the requirements and elements deemed critical to a successful relationship with our suppliers. The program specifically defines the following: Supplier Questionnaire, Qualification, Supplier Visits, Certificate of Analysis requirements, Inspection report and Supplier Corrective Action Report, Quality Improvement Plan, Inventory Management, Supplier Challenge Program, Document requirements, and Supplier Performance Program.

As a supplier to Imation, it may be a requirement to supply Imation with a Business Continuity Plan (BCP).

Direct any questions regarding this document and the contents thereof to your appropriate Imation purchasing contact.

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