

## Purchase Order Requirements

1. Purchase Order must be received on Company Letterhead<sup>1</sup> or Company Purchase order
2. Pulse Secure Entity must be on the PO:  
**Pulse Secure LLC,  
2700 Zanker Road,  
Suite 200,  
San Jose, CA 95134  
United States**
3. Bill to – must include Company name, street address, city, state, zip code, contact name, email & telephone number
4. Ship to – must include Company name, street address (No PO Boxes), city, state, zip code Contact name, email & telephone number
5. Distributor purchase order number.
6. Reseller – must include Company name, street address, city, state and zip code, contact name, email. Telephone number optional
7. End User – must include Company name and install site Company name, street address (No PO Boxes), city, state and zip code, contact name, email. Telephone number optional
8. VAR ID must be included for non-stocking orders.
9. Payment Terms must be listed on PO (per contractual terms)
10. Delivery Terms as per contractual terms; (FOB Origin, FOB Destination, FCA Origin, DDP, CIP)
11. Shipping Method, Distributors Carrier and Account Number from shipment collection point
12. Purchase Order cannot contain any Contingency Language
13. Requested Ship Date Distributors: within 60 Days of Purchase Order Date.
14. SKU (s) Complete Pulse Secure Part Numbers at the line level
15. If ordering New Service/Support on previously purchased Hardware, PO must include Hardware Serial Number
16. Description at the line level for each SKU on the PO
17. Quantity at the line level for each SKU on the PO
18. Unit Price at the line level for each SKU on the PO
19. Total PO Price - If pricing is at a non-standard Discount, Approved NSP/Quote number must be referenced on PO.

**E-mail or Fax your purchase order to the below**

EMAIL : [orders@pulsesecure.net](mailto:orders@pulsesecure.net)

FAX : (+1) (844) 557-8573

**Note<sup>1</sup>** Company letterhead would be defined as a Purchase Order received via email or fax and the company's name and address would be stated on the Purchase Order. Typically this includes an official company logo (with the understanding not all companies would have logos) and a recognizable Purchase Order Format.

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