



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 22095524  
 Business Unit # 60800  
 Purchase Order # 0000010901  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US Mail **PCC:** X **Date:** 04/08/22 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/16/22  
**Class:** First Class

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** MONO MACHINES LLC  
 DBA SUPPLY CHIMP  
 228 PARK AVE S # 36842  
 NEW YORK NY 10003-1502  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1263499518 2

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Thomas Lou Dovic St Julien  
**Phone:** 512/465-4097  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** thomas.stjulien@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**Change Orders:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

Special Payment Notes (Advance Payment, Payment Type, etc.)

**Quantity(ies):**

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

**Delivery:**

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Enter any other special delivery requirements.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

**TxDMV Contract Monitor:**

Monica Hernandez  
 Monica.Hernandez@TxDMV.gov  
 512-465-1261

**Vendor Contact:**

Contractor: Mono Machines LLC dba Supply Chimp  
 Contact Name: Chris McPherson  
 Email: helpme@supplychimp.com

*Thomas St. Julien*



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Page: 2 of 3

Phone: (800) 592-1306  
Good morning,

We recently received an invoice for PO 10901, but the prices aren't matching up.

The SmartBuy PO 22095524 and the invoice match, but not to our PO 10901, all three attached for ease of reference. If 10901 is correct, I'll need documentation to support disputing the invoice.

Any help is appreciated,

Jessica Knight || Accountant III, Accounts Payable  
Texas Department of Motor Vehicles  
Finance and Administrative Services Division  
Email: Jessica.Knight@TxDMV.gov Direct: 512-465-5828  
Tell us how we're doing. Complete our customer satisfaction survey

**Ship to Comments:**

*Thomas St. Julien*



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Commodity Code: 61539 Permanent Self-Adhesive Laser/Inkjet File Folder Labels, White, 1500/Box	615/39	3.0000	BOX	\$24.58000	\$73.74	04/15/2022
						Schedule Total	\$73.74
						RegID:	0000011720
						Item Total for Line # 1	\$73.74
2-1	Commodity Code: 60585 Item Detail: Bostitch Impulse 25 Electric Stapler, Black.	605/85	2.0000	EA	\$40.25000	\$80.50	04/15/2022
						Schedule Total	\$80.50
						RegID:	0000011720
						Item Total for Line # 2	\$80.50
3-1	Commodity Code: 61581 Abilityone 7520002405727 7520002405727 Stapler Plr	605/88	2.0000	EA	\$15.48000	\$30.96	04/15/2022
						Schedule Total	\$30.96
						RegID:	0000011720
						Item Total for Line # 3	\$30.96
						Total PO Amount	\$185.20

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Thomas St. Julien