



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Apr 8, 2024	AB0906474	0
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
jng - Gossett, Jessica	JESSICA.GOSSETT@TAMUC.EDU	903.886.5220
Customer Contact:		
Name:	Mallory Dennie	
Email:	MALLORY.DENNIE@TAMUC.EDU	
Phone:	+1 903-886-5421	

Sales Tax Exemption

Texas A&M University-Commerce is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M University-Commerce.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M University-Commerce's Purchasing Department prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	SMARTSHEET.COM INC	Delivery Address	
Address	500 108TH AVE NE STE 200 BELLEVUE, Washington 980045580 United States	TAMUS Member:	21-Texas A&M University - Commerce (21)
Phone	+1 425-326-3995	Attn:	Mallory Dennie
FOB / FREIGHT	Destination	VPIO	
Pre-Pay & Add	No	Room	BA 132
Payment Terms	0, Net 30	2600 S Neal St Commerce, TX 75428 United States	
Contract Number - Header	no value	Delivery Information	
Contract Number - Line	no value	Required Delivery Date	
Quote number	Q-4081050	Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Attachments for supplier

Order Form - Texa...

PO Clauses

Header	ID	Description	Text
	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	508	Changes must be Approved Prior	Any changes to this Contract without the undersigned Purchasing Agent's prior written approval is not authorized and at the expense of the Supplier.
	509	Cancellation due to Funding	This contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using Agency.
	522	Governance	Any agreement entered into by Texas A&M University-Commerce shall be governed by the laws of the State of Texas.
	525	Best Value Clause	Agency invokes "Best Value" purchase exemption under House Bill 1545.
	536	Terms & Conditions - TAMU-Commerce	This purchase shall be in accordance with the Texas A&M University-Commerce terms and conditions. To obtain, please go to the following address: https://www.tamuc.edu/vendor-

information/?redirect=none

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Enterprise Plan plus ProSupport - Licensed Users (50 license PLUS 5 FREE)	NA	EA	23,627.34 USD	1 EA	23,627.34 USD
Total						23,627.34 USD

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M University- Commerce</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamuc.edu PO Box 3011 Commerce, TX 75429 United States</p>



Order Q-4081050

Customer Contact Information

	Contact Name	Email	Phone
Contract Owner	Jeremy Gamez	jeremy.gamez@tamuc.edu	(903) 886-5969
Billing Contacts	Accounts Payable	invoices@tamuc.edu	903-886-5061

Customer Address Information

	Ship To	Bill To
Street	Texas A&M Commerce Central Receiving	Texas A&M Commerce Central Receiving
City	Commerce	Commerce
State	Texas	Texas
Zip	75248	75248
Country	United States	United States

Subscription Details

Organization Name	Texas A&M University	
Payment Terms	Net 30	
Order Execution Date	4/4/2024	
Subscription Action	Renewal in Accordance with the Existing Terms	
System Administrator Email	jeremy.gamez@tamuc.edu	
The System Administrator will have administrative control over this plan and cannot be a user associated with another Smartsheet plan.		
Purchase Order	PO Number	PO Attachment
Does your organization require a PO to process payment?		
Yes		
International Tax ID	TBD	

Smartsheet

Product	Region	Annual / Unit Price	Unit Quantity	Extended Price	One-Time Discount	Billing Frequency	Subscription Term	Total Price
Enterprise Plan plus Pro Support - Licensed Users	US	630.00	50	31,500.00	20%	Annual	4/30/2024 to 5/29/2025 (13 Months)	27,271.23 USD
Enterprise Plan plus Pro Support - Licensed Users	US	630.00	5	3,150.00	100%	Annual	4/30/2024 to 5/29/2025 (13 Months)	0.00 USD

Product	Region	Annual / Unit Price	Unit Quantity	Extended Price	One-Time Discount	Billing Frequency	Subscription Term	Total Price
Waived Proration	US	0.00	1			Annual	4/30/2024 to 5/29/2025 (13 Months)	-3,145.32 USD

Estimated Credit	-498.57 USD
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Total	23,627.34 USD
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Order Q-4081050

Smartsheet will provision Subscription Services and issue an invoice for amounts due promptly after receipt of an executed Order. Subscription Term may be adjusted based on the actual provision date of the Subscription Service, which will be specified in your invoice with any corresponding prorated amounts due. This Order and any renewals are governed by, and hereby incorporate by reference, that certain agreement governing your company's use of the Smartsheet services effective as of 5/4/2018 ("Negotiated Agreement"). By submitting this Order, you are entering into an agreement on behalf of your company for the provision of services by Smartsheet. Accordingly, you represent and warrant that you have the necessary authority to (i) submit this Order, (ii) agree to the Negotiated Agreement, and (iii) designate the SysAdmin indicated above. Minimum differences in feature availability may exist between Regions, for details see <https://help.smartsheet.com/regions-capability-differences>

Smartsheet Inc. acquired Brandfolder, Inc. as a wholly owned subsidiary in September 2020 and is working to integrate the companies' services and business operations. Accordingly, Smartsheet is now issuing transactional documentation with respect to Brandfolder services. Please visit www.smartsheet.com/platform for more information.

ACCEPTED AND AGREED:

SMARTSHEET INC.

By: *Todd Doherty*
Name: Todd Doherty
Title: VP Commercial Sales
Date: April 3, 2024

Texas A&M University

By:
Name:
Title:
Date:

DocuSigned by:
Travis A. Ball
02001557BEC4490...

Travis A. Ball
Executive Director, Business Services & CPO
4/4/2024