



September 1, 2009

Effective October 1, 2009, Methodist Le Bonheur Healthcare will be requiring thirty (30) days advance written notice of pricing changes from all vendors. This will help to ensure submitted invoices are paid timely and efficiently. Your cooperation will help us manage our pricing database and expedite the payment of invoices based on our payment terms. Each vendor must provide and or recognize the following information in a timely manner in order to prevent any payment delays:

- All pricing and product information must be submitted electronically and include product description(s), item catalog number(s), any specific ordering information, proposed pricing and the effective and end date of the pricing proposed. A faxed copy may be acceptable if arranged with a representative of our Contract Group in advance.
- Submission of a vendor invoice or individual order confirmation will NOT be accepted as a price change notification. Methodist Le Bonheur Healthcare reserves the right to reject any price change notification at its sole discretion and terminate the relationship according to the terms of our agreement. If Methodist Le Bonheur Healthcare accepts the price change, the price change shall be effective on the indicated effective date, assuming the notice of price change was received in writing thirty (30) days in advance of the proposed effective date.
- If an invoice is submitted to Methodist Le Bonheur Healthcare with a pricing change prior to receipt of the proper price change notification, the invoice will be paid at the price currently agreed upon between us or as indicated on the related Purchase Order.
- Price changes notification should include contact information including the name, phone and e-mail address of the company representative responsible for this account.
- Pricechanges and service agreements must have a start and end date.

Information should be sent in an electronic format to the following e-mail address:

Contractrequest@methodisthealth.org, or fax the information to the 901-516-2767. If the pricing information must be sent in a hard copy format, please send to the following address:

Methodist Healthcare
Materials Management Suite 702 Crews
Memphis, Tennessee 38104
Attn: Contract Management

Each vendor must adhere to our requirements or risk payment delays or possible termination of our relationship. Our policy is, and always has been, to provide the best service available to our patients and their families. We can only continue to do this with the support and cooperation of our vendors.

If there are any questions, please contact a member of our Contract Group at 901.516.2495.

Best Regards,

A handwritten signature in black ink, appearing to read "L. Fogarty", with a stylized flourish at the end.

Larry M. Fogarty
Vice President
Supply Chain Management