



May 22, 2025

Dear Valued Partner,

*Effective June 1, 2025, all Red Lion order processing and invoicing will be incorporated into HMS' business system. We have taken the necessary steps to make this a seamless transition to ensure that your ability to order and receive Red Lion products remains at the highest level. Please refer to the information below for details on how to submit purchase orders and remit payments **starting on June 1, 2025.***

If you are not the appropriate person to receive this notification, please forward it to the correct person/department.

Most sincerely,

The HMS Industrial Networks and Red Lion Teams

Purchasing Instructions

Please issue all purchase orders to **HMS Networks** beginning June 1, 2025. All orders issued to **Red Lion Controls** will be returned for revision to reflect **HMS Industrial Networks Inc.**

To process orders, a tax exemption certificate or acknowledgement of taxability is required by HMS. We have contracted with our sales tax software company, Avalara, to assist in acquiring new certificates uploaded and verified in our system. You will be receiving emails directly from Avalara for tax exemption certificate capture.

Please submit purchase orders via email:

Email: us-orders@hms-networks.com

Please include the following information on the purchase order:

- Part number & product description
- Quantity
- Price per unit and total order value
- Requested date of delivery
- Shipping account information or Pre-Pay & Add freight terms
- Payment Terms
- Company Name, Contact Person, Contact Phone Number & Email
- Billing address
- Delivery address



Order confirmations will be electronically delivered within 24 hours to the email address indicated in the order. The confirmation will include the confirmed date of shipment of the purchased items.

Payment Instructions

HMS issued invoices will be emailed to your billing email address starting with all orders submitted on or after June 1, 2025. **Please establish HMS Networks as a vendor in your system to allow for issuance of purchase orders and payments to HMS Networks.**

If assistance is required in establishing HMS as a supplier in your system, please refer to the enclosed W9 and banking details on bank letterhead, or email the HMS Accounting Team at us-finance@hms-networks.com for help.

Remittance Information

For EFT payments via ACH (preferred):

Bank: PNC Bank, N.A.
Address: Pittsburg, PA
Bank Account 1021521061
Routing No: 043000096

For Check payments please send to:

Lockbox# 773275
HMS Industrial Networks Inc
3275 Solutions Center
Chicago IL, 60677-3002

HMS Industrial Networks Contact Information

Send your Purchase Order (PO): us-orders@hms-networks.com

Questions about your order: us-orders@hms-networks.com

Remittance details: us-finance@hms-networks.com

Questions about your invoice: us-finance@hms-networks.com

Questions about sales tax exemptions: us-finance@hms-networks.com

Return Material Authorization (RMA): You must contact our technical support team prior to registering your RMA, register your case here: <https://www.hms-networks.com/support/product-returns>