Tanium Order Requirements Checklist

Dear Valued Customers and Partners,

To avoid processing delays and rejection of an incorrect or incomplete order, please review the following requirements:

☐ PO is emailed to order.operations@tanium.com and the Tanium sales representative specified on the quote. If your contract with Tanium provides for portal submission of PO, please contact billing@tanium.com at least 5 business days in advance to ensure we are connected. Tanium has corporate Ariba accounts (Tanium Inc. - AN01015465308, Tanium UK Limited - AN11171332556) and Coupa account (SM00028427-TANIUM).

☐ PO is issued to the appropriate Tanium Entity with the correct address as per the Tanium quote.

☐ PO references the appropriate Tanium quote number and/or agreement.

☐ Note that if our quote is for a multi-year deal, we must receive PO(s) for the full term at time of order. We will still invoice according to the agreed upon billing schedule. If the order is not billed upfront, please populate the billing schedule on the PO.

☐ PO includes a purchase order number, date, and total amount.

☐ PO specifies payment terms that match our quote or schedule.

☐ PO includes the following header details:

- ☐ Bill-to and ship-to name and address (for distributors and resellers, the ship-to needs to reflect the end user; for managed service providers, the ship-to needs to reflect the MSP). Addresses must be valid and exist.
- ☐ Accounts payable email address for submitting invoices.

☐ PO line level detail is consistent with Tanium product SKU, quantities, descriptions, pricing, and dates (if applicable) as per Tanium quote. If there are start and end dates on the PO, they must match the dates on our quote, unless there is a signed schedule with the same company issuing the PO.

- ☐ If you are unable to provide consistent line level detail, we can accept a PO with just one line.
- ☐ If there are any rounding issues, ensure that the PO is at least greater than the quote.
- ☐ For hardware orders with multiple ship-to addresses, ensure that ship-to addresses are provided at the line level, or provide one PO per ship-to address.

☐ Any free products needs to be included on the PO.

☐ Tax information

- ☐ If you are a US customer or partner, please provide the applicable tax exemption certificate(s) at time of order along with the PO.
- ☐ If you are a Canadian or International customer or partner, please provide your GST/VAT/tax ID # on the PO.

☐ End User Verification: Please note that for orders going through the channel that meet certain thresholds (below), we require verification in the form of a redacted PO from the end user or completion of our end user confirmation form:

- US and Canada - $1M USD or higher
- EMEA and Japan - $500K USD or higher
- Rest of the world - $250K USD or higher
- The value thresholds apply to the net new portion of the order (new customer and expansions)