

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORPORATION

BRANCH: Kansas City
4901 Stilwell Street
Kansas City, MO 64120
(816) 241-8225
DATE: 09/31/15

I. COMMON CARRIER SHIPMENTS OR VENDOR'S TRUCKS

- A. Ship Via:
1. Truckload shipments -- must be flatbed.
 2. LTL'S -- flatbed or open top, preferred.
- B. Loading Instructions:
1. 2-ton maximum lifts.
 2. Flatbed and open top trucks must be loaded for overhead crane unloading.
 3. Closed vans must be loaded one foot max from rear end of trailer. (Note: Bill of Lading)
 4. All material must be blocked with blocks of 2" minimum thickness, side to side as well as top to bottom.
 5. Bundle each size and grade separately.
 6. Light-wall material must be loaded on top and blocked to avoid damage.
 7. Carbon products must be oiled prior to shipment!!!!
 8. All shipments need to be bundled or boxed.
 9. All material must be color coded as per Marmon/Keystone color code policy.
 10. Tube ends must be even on at least 1 bundle end.
- C. Tarping of Material:
All material, regardless of products, must be completely tarped at all times. A complete tarp job equates to no exposed metal. Rusty *or* wet material will be refused. We require a visual inspection of all trailers for compliance prior to departure from your facility.
- D. Packing slips must show all heat numbers, lengths, and must accompany shipment or will be subject to refusal.
- E. Receiving Hours:
Full loads accepted on Tuesday, Wednesday & Thursday, 8:30 a.m. to 2:00 p.m.
Mondays and Fridays as available.
- F. Receiving Appointments: REQUIRED.
The mill must notify Kansas City Shipping Office of purchase order number, size and grade of products being shipped at (816) 241-8225 or fax to (816) 241-4909, prior to release number appointment being issued.
Unauthorized loads will be subject to delay at shippers expense.
1. Appointments need to be made 24 hours prior to loading or 48 hours prior to arrival.
- G. Bill of Lading Must Show the Following:
1. Applicable purchase order numbers for material shipped.
 2. All necessary instructions applicable to the carrier to insure requirements are met.
 3. Mark collect or prepaid.
 4. Must have pro number.
- H. All mill tags are to be affixed to the ends of the box or bundle. All measurements to be Imperial.

II. WILL CALL SHIPMENTS X DOES APPLY DOES NOT APPLY

- A. Applicable instructions from Part I apply to Part II.
- B. Contact Marmon/Keystone when ready for pickup. Advise purchase order numbers, products, sizes and weights of all items to be shipped. Information may be faxed to (816) 241-4909. Attention: RECEIVING
- C. If material is not picked up within seven (7) days of notification, supplier's sales department should contact Marmon/Keystone's purchasing department.
- D. 1 copy of original mill test report required with shipment.