

SHIPPING INSTRUCTIONS FOR SPRING VALLEY

SPRING VALLEY, 32944 US Highway 6, Spring Valley, IL 61362
One block south of the intersection of I-80 and Rte 89

I. SCHEDULING

A. Approved Carriers

For deliveries in which Marmon Keystone pays for freight, only approved carriers will be used. For approved carriers, please call 815-894-3800.

B. Receiving Appointments

1. Receiving is by appointment only, Monday through Friday.
2. Call 815-894-3800, between 8:30 AM and 4:00 PM Central Time (9:30 - 5:00 Eastern) to schedule an appointment.
3. The FAX number is 815-894-2575.
4. Please have available: Our purchase order number(s), line item number, weight per line, total weight, and the name of the carrier.
5. For shipments inbound over water, please supply the Vessel Name and time of arrival.
6. Call at least 24 hours in advance to cancel and/or reschedule appointments.

C. Standing Appointments:

Please call at least 24 hours in advance of "Standing Appointment" time if you do not plan to keep a standing appointment time. Failure to cancel unused standing appointments can result in the loss of a shipper's "Standing Appointment."

II. LOADING INSTRUCTIONS

A. All loads must meet the following criteria:

1. Flatbed or open top truck suitable for overhead crane unloading.
2. Bundled material must not exceed 2-ton lift per bundle.
3. All loads must have a minimum of 3 inch blocking on the bottom and between each layer.
4. Wide banding or similar strapping only on bundles. Wired bundles will not be accepted.
5. All bundles and/or boxes must have identification tags on each end.
6. Each tag must include the bundle number, P.O. number, line number, size, grade, heat number, number of pieces, total feet, and total weight of the bundle.
7. Boxed material must have lift straps included for all bar products, stainless products, and when there is more than one size in the box.
8. Package only one size or heat number per box. If it is necessary to package more than one size or heat number in the same box, shipper must bundle each separately.
9. All loads are to be completely tarped. Exceptions: HRSST and Hot Finished Alloy.

III. DOCUMENTATION

A. Documents Required

1. Bill of Lading should list: Total weight and number of pieces, bundles, or boxes on the truck. If there is a mixture of pieces, boxes, etc., the total of each should be noted.
2. Packing List or Manifest (2 copies):
 - (a) Marmon Keystone Purchase Order Number, including line numbers.
 - (b) For each line: include the line number, the size, grade, heat number, number of bundles, total pieces, total feet, and total weight. When there are multiple bundles, the bundles must be numbered and the bundle numbers included.
 - (c) The information should be listed chronologically per line number.
3. Test Reports: Material Test Reports must be included for each heat number.
4. Barcode Tags: Copies of barcode tags must be supplied with documentation in addition to the barcode tags attached to the material shipped.

B. Spring Valley Warehouse Ship-to

For all Purchase Orders that are for other Marmon Keystone locations with a ship-to address of Spring Valley, shipper must provide the above documentation to the Spring Valley location regardless of documentation that has been forwarded to the other branch.

IV. MARMON KEYSTONE PICK UP ARRANGEMENTS

For shipments picked up by Marmon Keystone: Call 815-894-3800 to make arrangements for pickup of the shipment. All instructions from Part II and III above apply.