

SHIPPING INSTRUCTIONS FOR MARMON/KEYSTONE CORP.

BRANCH: LITTLE CHUTE
2735 West Evergreen Drive
Appleton, WI 54913
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I. COMMON CARRIER OR VENDORS' TRUCKS

A. Ship Via

1. All shipments of tubular products (pipe, tube, hollow structural, etc.) must be flatbed only. Only pallets, boxes, and other similar packaging that are handled with a forklift may be shipped via closed vans.
2. No containerized shipments. We do not have the means to de-containerize.
3. For all deliveries in which Marmon Keystone will pay for freight, only carriers designated and/or approved by us will be used. For approved carrier, please call 920-954-1400.

B. Receiving Schedule and Appointments

1. Receiving is by advance appointment only, Monday through Friday.
2. Call 920-954-1400 between 8:00 a.m. and 4:00 p.m. EST.
3. The FAX number is 920-954-1410.
4. When calling for an appointment, please have available: Our purchase order number(s) with applicable line item numbers, weight per line, and total weight.

C. Late or Rescheduled Deliveries

1. Please call at least 24 hours in advance of appointment time to cancel and/or reschedule appointments.
2. If the driver is late, he must call immediately to reschedule. If possible, late arrivals may be accommodated if our work load permits.

D. 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

The shipper is responsible for the proper loading of material to protect the material.

A. All loads must meet the following criteria:

1. Shipments must be by flatbed or open top truck only suitable for overhead crane or mobile crane unloading. Only pallets, boxes, and other similar packaging that are handled with a forklift may be shipped via closed vans. No containers.
2. Bundled material must not exceed 2 tons lift per bundle.
3. All loads must have a minimum of 4-inch blocking on the bottom. Do not lay bundles or pieces flat on the truck bed. Separate each layer by a minimum of 4-inch blocking.
4. All bundles must meet the following minimum requirements:
 - (a) Strap with wide banding only. Wired bundles will not be accepted.
 - (b) Carbon steel strapping must not come in contact with stainless, aluminum, nickel, or chrome material. Either use galvanized straps or a protective layer (paper, cardboard, etc.) placed between the banding and the bundle.
 - (c) Shipper is responsible for using the appropriate strength and number of straps necessary to properly and safely secure bundles.
5. All bundles must have identification tags on each end of each bundle.
6. All enclosed material such as wrapped bundles or boxed shipments must have an additional identification tag on the inside of the wrapping or box.
7. Each tag must include at the minimum, the bundle number, our P.O. number with the line number included, size, grade, heat number, number of pieces, total feet, and total weight of the bundle.
8. Shippers using barcode tags must include a barcode tag on each end of the bundle or box. Barcode tags may be used in place of identification tags. You don't have to use both.
9. All material must be stenciled or marked per Marmon Keystone purchasing instructions. (Example: Stainless bar must be color coded on the ends.)
10. All loads are to be completely tarped. A complete tarp means no exposed metal. Exceptions may be made to not tarp a load that is 100% of the following IF MATERIAL IS COATED: HRSST, Hot Finished Alloy, A53, A106.
11. If shipping "Cold Drawn" with "Hot Rolled," load the cold drawn on top.

B. Boxes

1. For all boxed tubular products material: Material inside boxes should have straps or slings around the material to make it safer to pull the material out of the box.
2. We request that, when feasible, shippers only package one size, grade, or heat number per box. However, if it is necessary to package more than one size, grade, or heat number in the same box, shipper must bundle each separately. Each bundle should be separately and properly tagged.
3. Documentation and/or tags on the outside of the box must clearly indicate when multiple bundles are inside the box.

III. DOCUMENTATION

The following are the minimum requirements for documentation on all shipments.

A. Documents Required

The driver must have the following minimum documentation:

1. Appointment Number and Time.
2. Bill of Lading:
 - (a) 2 copies with Bill of Lading Number or Pro Number.
 - (b) Total number of pieces, bundles, or boxes on the truck. If there is a mixture of pieces, bundles, or boxes, the total of each should also be noted.
 - (c) The total weight of the load.
3. Packing Slip or Manifest:
 - (a) 2 copies.
 - (b) Marmon Keystone Purchase Order Number, including line numbers.
 - (c) The information to be included: For each line, include the line number, the size (minimum of outside diameter and wall thickness), grade, heat number, number of bundles, total pieces, total quantity (feet), and total weight. When there are multiple bundles, the bundles must be numbered and the bundle numbers included.
 - (d) The information should be listed chronologically per line number.
 - (e) Grand totals of each column.
4. Test Reports
 - (a) Material Test Reports must be included for each heat number in the shipment.
 - (b) MTRs must conform to the standards required by Marmon Keystone.
5. Barcode Tags
 - (a) Suppliers providing barcode tags must provide individual barcode tags for each bundle for each line of each PO. In the case of two or more bundles for any line number, each bundle must have a separate bundle number which matches the bundle number (or serial number) on the barcode tag. Our system will not accept multiple bundles of the same item with the same bundle or box number.
 - (b) Barcode tags must be supplied with documentation. This is in addition to the barcode tags attached to the material shipped.
 - (c) The barcode tags must conform to the criteria established by Marmon Keystone at the time.

IV. WILL CALL SHIPMENTS

For shipments picked up by Marmon Keystone:

- A. Call 920-954-1400 and ask for arrangements for pickup of the shipment.
- B. All instructions from Part II and III above apply.
- C. If material is not picked up within 7 days of notification, supplier should contact Marmon/Keystone purchasing department.