



SSAB Iowa Site Specific Requirements

PURCHASE ORDER COVER PAGE

(2/16/2021)

Please send a signed acknowledgment of this purchase order by e-mailing the appropriate buyer listed below.

NOTICE TO CONTRACTORS

POTENTIAL LEAD/RESPIRATORY HAZARD

SSAB has a lead and respiratory protection program in place for certain employees working in the primary end and bag house to protect them from potential lead hazards as required by OSHA, 29 C.F.R. 1910.1025. All contractors who have employees working in the primary end and/or bag house are required by the OSHA regulations to determine whether their employees could be exposed to hazardous levels of lead and, if so, to maintain a lead and respiratory protection program that complies with the OSHA regulations.

If you have any questions please contact, Manager-Safety and Security for SSAB Iowa Inc. at 563.381.5300.

Invoicing Instructions

Mail invoices to the attention of Accounts Payable at ap.iowa@ssab.com. Invoice must indicate SSAB purchase order number and packing slip if applicable. For Time and Material orders Labor and Materials must be separated on the invoice.

On-Site Services

In regards to any work performed on-site, suppliers must be AVETTA compliant before any work commences in the mill by your personnel in connection with this order. Please reference the following link to ensure compliance: <https://app.avetta.com/>

Shipping

We have included a summary of our shipping instructions below. If you have any questions please call. If the listed methods cannot be used for whatever reason, we must be informed PRIOR to the shipment of material.

To SHIP:

1. ***Small parcel/International domestic:***

- Fed Ex Collect (less than 150 lbs) account number is not needed unless shipping 3rd Party. If account number is needed for a 3rd Party shipment please contact SSAB Traffic Department at 563-381-5520.

2. ***Ground Freight (LTL under 6,000 lbs):***

- Fed Ex Ground Freight (ph. 800-463-3339) or
- Dohrn Transfer (ph. 800-747-3401) for LTL shipments to / from Iowa, Illinois, Indiana, Missouri, Nebraska, Wisconsin, and Kansas City, KS

3. **LTL over 6,000:**

- Please contact our dispatcher @ 563-381-5520 (7:00 am - 1:30 pm CST, M-F)
- (NOTE: If the PO terms state Delivered, Ship Prepaid, we are under the assumption that the freight is included in the price of the material. If otherwise, please contact us.)

ATTENTION: Please provide the SSAB purchase order number, related to this shipment, to the contracted freight carrier and instruct them to include the purchase order number on their freight invoice to SSAB. Failure to provide this information may result in payment interruptions to the freight carrier.

SSAB

Shipment Information Form

Dear Vendor,

If you are receiving a copy of this form, our purchase order has been issued with instructions for you to contact SSAB Transportation to arrange pick-up. Please complete the information below and return the form via e-mail to montpelier.traffic@ssab.com and Steve.Harper@ssab.com. If you have any questions, please feel free to contact us at the same addresses.

Note: SSAB will not be responsible for any freight charges that are derived from the deviation of the terms of the purchase order or these instructions.

Thanks,
Montpelier Traffic Group

P.O. or P.R. #:		Pick-up #:		Pick-up Date:	
Vendor Recommended Shipping Method:				Weather Protection Required:	
<input type="checkbox"/> LTL Carrier				<input type="checkbox"/> Tarp	
<input type="checkbox"/> Flatbed Carrier				<input type="checkbox"/> No Tarp	
<input type="checkbox"/> Van Carrier					
Commodity Description:				Value: \$	
# of Pieces:		Dimensions:		Total Weight:	
Origin Information:					
Company Name:					
Address:					
City:		State:		Zip:	
Shipping Hours: Monday-Friday a.m. to p.m.					
Contact Name:			PH #:		
Special Instructions or Additional Comments:					
Destination Information:					
Company Name:					
Address:					
City:		State:		Zip:	
Receiving Hours: Monday-Friday a.m. to p.m.					
Contact Name:			PH #:		
Special Instructions or Additional Comments:					

Note: If you have a preferred carrier you wish us to consider using, please advise rate:



Driver Safety Rules and Regulations

SSAB MONTPELIER, IOWA

SSAB is committed to provide a safe and healthy work environment for its employees, contractor employees and visitors. These rules are in place due to recognized hazards. Failure to comply with these rules may lead to suspension from the site.

1. An SSAB assigned number such as load number, PO #, PR# or a contact name including first and last name and a phone number must be provided to enter the mill site.
2. Only authorized personnel are allowed on SSAB property. This includes drivers, trainees or other authorized carrier personnel. Passengers, spouses, children or non-qualified companions are not authorized to be on SSAB property. Individuals without an assigned prox card must sign in and out at the appropriate gate.
3. All authorized personnel must stay with their vehicle or in designated walkway areas at all times. They are to enter and exit the facility only through designated "Man Doors".
4. It is mandatory that all personnel, wear industry approved Personal Protective Equipment (PPE) including: Hard Hats with ANSI rated suspension, Safety Glasses with side shields, Hard Sole, Closed Toed Shoes, Long Pants and Long Sleeve Shirts and Gloves. Visitor safety glasses and hard hats are available in the Shipping Office at Gate 1 and must be returned after use.
5. All truck drivers are required to obey all Posted Stop, Speed Limit, Directional, Railway, Pedestrian Crossing and General Information Signs at all times.
6. In-Plant vehicles, such as Fork Trucks, Slag Pot Haulers and Railroad Locomotives always have the Right-of-Way. Never block roadways, access lanes or rail tracks.
7. It is in the safety culture of our facility to look out for each other. We are professionals and should not have to be reminded. If you must be reminded be respectful.