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 Kevin Luster, Manager-Safety and Security for SSAB Iowa Inc. at 563.381.5409 (Direct) or 563.607.3603 (Cell). If you cannot reach Kevin Luster, please contact Shawn Crites, Director-Safety and Security at 251.662.4447 (Direct) or 251.459.3390 (Cell).

Invoicing Instructions

Mail invoices to the attention of Accounts Payable. Invoice must indicate SSAB purchase order number. For Time and Material orders Labor and Materials must be separated on the invoice. For invoice information contact Accounts Payable at (563) 381-5415.

On-Site Services

In regards to any work performed on-site, suppliers must be BROWZ compliant before any work commences in the mill by your personnel in connection with this order. Please reference the following link to ensure compliance


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) Fed Ex #174226512 (ph. 800-463-3339)
2) UPS Freight #35148676 (ph. 309-787-7000)
3) UPS Collect #672E13
4) Dohrn Transfer # 145570 (ph. 800-747-3401) for LTL shipments to / from Iowa, Illinois, Indiana, Missouri, Nebraska, Wisconsin, and Kansas City, KS
5) For LTL Shipments over 6000 lbs, 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.

From the desk of...

Jennifer Franklin – Director of Purchasing
Jennifer.Franklin@ssab.com
P: 563-381-5368

Nichelle Drake – MRO Buyer
Nichelle.Drake@ssab.com
P: 563-381-5392

Jason Dowdal – MRO Buyer
Jason.Dowdal@ssab.com
P: 563-381-5345

Tom Layer – MRO Buyer
Tom.Layer@ssab.com
P: 563-381-5460

Irene Lettington – MRO Buyer
Irene.Lettington@ssab.com
P: 563-381-5362
Pickup and Delivery of Purchased Material

I. PURPOSE

To define procedures for initiating and accomplishing pickup and delivery of purchased materials to and from the mill.

II. SCOPE

This procedure applies companywide.

III. PROCEDURE

When the Purchasing Buyer requires delivery to the mill or pickup from the mill, the truck driver is required to stop at the Stores Warehouse (Gate 2) and obtain a Stores Loading Sheet. This Loading Sheet necessarily references the Purchase Order number related to the delivery/pick-up, the part number and/or a brief description of the item and the door number or destination where the delivery/pick-up is to take place.

The Stores Loading Sheet is a three-part form. The first copy will be retained by Stores following completion. The remaining two copies must accompany the truck driver as he/she enters the SSAB mill site through Gate 2.

Parts/Equipment Being Delivered to the Mill: The truck driver stops at Security for vehicle inspection and provides one of the two copies to Security personnel. Following inspection, Security will provide instruction to the truck driver concerning delivery of the part/equipment. The third copy of the Stores Loading Sheet is retained by the truck driver. When exiting the mill, the truck driver is obligated to stop at Security at Gate 2 for re-inspection, and final exit from SSAB property.

Parts/Equipment taken from the Mill: The truck driver stops at Gate 2 Security for vehicle inspection and provides one of the two copies of the Stores Loading Sheet to Security personnel. The third copy of the Stores Loading Sheet is retained by the truck driver. Security will review the contents of the truck to ensure parts described on the Stores Loading Sheet match parts loaded on the truck. Following review, Security will release the truck for final exit from SSAB property.

NOTE: Gate 2 is to be used at all times for parts entering or exiting SSAB mill property. The only exception to this procedure is for product (plate and coil), scrap, alloys, lubricants, and refractory material where a truck scale ticket is required.

Revised 02/03/15
Invoicing Instructions
We expect to be invoiced at the price(s) shown unless we authorize changes before shipment is made. We need to be informed prior to shipping and invoicing if the invoice remit name is not the same as the name on the face of the purchase order. SSAB’s weights govern all raw materials shipments.

Rental Instructions
It is understood that the lessee shall be responsible for all repairs due to normal wear and tear. In the event of a breakdown while in our possession, SSAB shall notify your service department by telephone advising them on the extent of such repairs and shall proceed per your instructions from that point. It is understood that rental charges commence upon receipt of equipment at our plant and terminate upon return from our plant.

Repair Instructions
Inform the purchasing department in writing the cost of the above repair and the cost of a new unit before proceeding with this order. If the commodity is not repairable, contact the purchasing department to issue a cancellation. If a credit is allowable for scrapped items, please include the credit amount on the repair quote. If scrapped items are being returned with repaired items, please make sure that the scrapped items are segregated and identified.

Product/Service Instructions
A certificate indicating your workman’s compensation, general liability, and contractual liability insurance coverage must be received and approved by the purchasing department before any work is begun in our plant by your personnel in connection with this order. The certificate must reference our purchase order number and include a statement that we definitely will be notified in the event the policies are cancelled before the expiration date of said policies. FOR ON-SITE WORK, THE “SAFETY POLICY AND GENERAL SITE RULES FOR CONTRACTORS, WHICH IS ATTACHED TO THE PURCHASE ORDER, MUST BE CAREFULLY READ AND COMPLIED WITH. It is imperative that SSAB approve all supplier products, procedures, processes, and equipment. In addition, all supplier personnel must be qualified for the work they are performing. Lastly, supplier must have a quality management system where product/service warrants one.

Shipping Instructions
1) For all UPS shipments, route on a UPS Collect basis using the following account #672El3.
2) For all “LTL” (less than truckload) shipments weighing less than 6,000 lbs (other than UPS-ground shipments), please route to us on a ‘freight collect’ basis using one of the following two carriers:
   a) Fed Ex #174226512 (ph. 800-463-3339)
   b) UPS Freight #35148676 (ph. 309-787-7000)
   c) Dohrn Transfer # 145570 (ph. 800-747-3401) for LTL shipments to / from Iowa, Illinois, Indiana, Missouri, Nebraska, Wisconsin, and Kansas City, KS
3) For truckload shipment or “LTL” shipments weighing more than 6,000 lbs, please contact our dispatcher at (563) 381-5520 (7:00am - 1:30pm CST, M-F) to arrange for alternate means of transport.

NOTE: SSAB's purchase order number must be present on all bills of lading. All materials shipped in supersacks must be tagged with the safeload weight and actual weight. 48”x40”, 4-way pallets are required for all commodities shipping on pallets.

ALL DRIVERS MUST BE WEARING THE APPROPRIATE PPE WHICH INCLUDES: HARD HAT, STEEL TOED SHOES, LONG SLEEVES AND LONG PANTS - NO EXCEPTIONS.

ALL TRUCKS MUST OBTAIN A VALID LOADING SHEET FROM SSAB STORES PRIOR TO OBTAINING ENTRANCE TO MILL AREAS. PLEASE ENSURE ALL DRIVERS EXPECTING TO PICK UP/DELIVER ITEMS FROM TO MILL LOCATIONS A RE AWARE OF THIS RESTRICTION. ALL TRUCKS ENTERING GATE 1 MUST HAVE A THREE-PART DELIVERY FORM.

Tax Instructions
Purchase Orders will reference one of four tax acronyms NT, UT, LA, and OS. Please refer to the descriptions below:
NT - Line item is not subject to tax
UT - Line item is subject to tax
LA - Labor only is subject to tax; labor MUST be broken out on the face of the invoice
OS – 6% Use Tax (effective 7/1/08)
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.
**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

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<tr>
<th>P.O. or P.R. #:</th>
<th>Pick-up #:</th>
<th>Pick-up Date:</th>
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</table>

**Vendor Recommended Shipping Method:**
- [ ] LTL Carrier
- [ ] Flatbed Carrier
- [ ] Van Carrier

**Weather Protection Required:**
- [ ] Tarp
- [ ] No Tarp

<table>
<thead>
<tr>
<th>Commodity Description:</th>
<th>Value: $</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Pieces:</td>
<td>Dimensions:</td>
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</table>

**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: