

RYERSON GENERAL INSTRUCTION SPECIFICATION M-200

1. SCOPE. This M-200 specification ("Specification") covers the kinds, contents and distribution of documents required from sources supplying goods and services ("Suppliers" or "Vendors") to Ryerson Procurement Corporation, Joseph T. Ryerson & Son, Inc., or any of its subsidiaries or affiliates (collectively, "Ryerson") under a traditional paper based model and/or pursuant to an Electronic Trading Partner ("ETP") agreement such as Vendor Managed Inventory ("VMI") or various EDI programs. This Specification is a supplement to the Ryerson Terms and Conditions of Purchase found at <https://www.ryerson.com/ourcompany/selling-to-ryerson> and is hereby incorporated therein by this reference. Inconsistencies between the provisions of any Purchase Order and the provisions of this Specification shall be resolved by reference to the provisions of the Purchase Order. A "Purchase Order" is any order for goods or services issued in writing by Ryerson or an official Ryerson form labeled "Purchase Order," including all changes, supplements, amendments, or modifications thereto made by Ryerson. All Purchase Orders incorporate by reference the Ryerson Terms and Conditions of Purchase found at <https://www.ryerson.com/ourcompany/selling-to-ryerson>.

2. EXCEPTIONS TO ORDER DETAIL. Exceptions taken to or discrepancies observed on the Purchase Order, whether in price, prepayment of freight, quantity, specification, test reports requirements, requested delivery, or any other matter, must be approved in writing by authorized Ryerson Supply Chain personnel prior to order entry and delivery by Supplier. Any changes made by the Supplier to a Ryerson Purchase Order, including subsequent rescheduling, must be confirmed by Corporate Procurement Materials Management Department through issuance of a Purchase Order Change Order. Goods which are delivered other than in strict accordance with a Ryerson Purchase Order, such as unauthorized over-shipment, will be subject to rejection by Ryerson. Goods tendered more than seven days in advance of the delivery date specified on the Purchase Order are subject to rejection by Ryerson and return to Supplier at Supplier's risk and expense.

3. RECEIVING POLICY/SCHEDULING. Each Ryerson plant has specific receiving hours. All Suppliers or their shipping agent shall contact each Plant to which deliveries are to be made to determine those receiving hours and shall otherwise comply with the following receiving policy: If an appointment is required, the Supplier or agent must call the Receiving Desk at the receiving Plant to acquire a scheduled delivery appointment. At that time, the Supplier will provide order and corresponding weight information.

4. ACKNOWLEDGEMENTS. Acknowledgements are not required by Ryerson. Do not mail or transmit acknowledgements unless specifically requested.

5. SHIPPING NOTICES

A. Content

- i. Ryerson Purchase Order Number,
- ii. Date of shipment. Import Orders must include date vessel sailed, name of vessel, ETA U.S., and port name
- iii. Grade and condition
- iv. Number of pieces or feet
- v. Size, including lengths actually shipped
- vi. Lengths and weights of shorts. All shorts must be bundled separately
- vii. Invoiced weight in U.S. Pounds
- viii. Shipped weight in U.S. Pounds, if different than invoiced weight
- ix. Ryerson Material Number as shown on the PO
- x. Color Identification
- xi. Heat number including the slab number or plate identifier, test number when required by Standard Organization Specification, and/or normal mill identification procedure to maintain traceability
- xii. Plant to which the material is consigned
- xiii. Ryerson or Standard's Organization

B. Distribution

- i. Truck Shipments - Two (2) copies of the shipping notice must accompany the driver; do not attach the notice to the load. Do not mail confirming copies of the shipping notification sent with the driver.
- ii. Rail and/or Water Shipments - E-mail two (2) copies of the shipping notice within 24 hours of shipment, separate from other documents, to the receiving desk of the plant at the e-mail address designated on the Purchase Order.
- iii. Shipment to locations other than a Ryerson Plant –One (1) copy of the shipping notice must accompany the driver; One (1) copy e-mailed to the Operations Department of the plant at the e-mail address designated on the Purchase Order, or as otherwise directed on the specific Purchase Order.

6. RYERSON TEST REPORTS REQUIREMENTS

A. Requirements:

Mill certification of chemical composition and additional testing is required at or before receiving on all material supplied to Ryerson. Mill test reports are required on all products unless otherwise specified in the Purchase Order. Supplier or Vendor represents and warrants that all mill test reports, material test reports, mill certifications and material certifications shall be correct and accurate.

Ryerson will not accept chemical analysis on the shipping notice in lieu of mill test reports. Failure to comply with these Ryerson Test Reports Requirements can result in action taken against the Supplier, up to and including compensation for lost utility of an inventory asset. Compensation may include: An item charge (documents), a hundredweight charge (labor) and/or detention charges if attributable to lack of proper documents. Charges will be debited to the Supplier's account at Ryerson's discretion without notice. Shipment is considered in violation of Ryerson Test Reports Requirements if mill test reports are not present at or before the time of receiving.

B. Content of Test Report:

- i. Nine-digit material number, as shown on Ryerson Purchase Order
- ii. Certification to all referenced specifications (Agency or business), including the current revision or edition of each at the time the order was entered
- iii. Ryerson Purchase Order Number
- iv. Size and Grade; Quality and Condition, if any
- v. Vacuum Degassed if specified or produced as Vacuum Degassed
- vi. Jominy Hardenability Data, J1 through J32 down to Rockwell C20, as governed by ASTM A304 when "H" grade material is ordered
- vii. Heat number; test, slab, coil or plate identifier, where appropriate; chemistry
- viii. All data or test results required in the referenced specification(s)
- ix. Mechanical Properties - when required, shall Report the location of the test coupon, type of offset used to calculate yield, and gauge length in elongation. Reporting in inch, pound and KSI as preferred units.

C. The following list contains information required by Ryerson but will not be subject to Ryerson Test Reports Requirements rejection and subsequent charges.

- i. Traceability to the hot rolling mill on bar products
- ii. Reference to SAE or AISI, Unified Number (UNS)
- iii. Identification of the country of melt & the country of manufacture.

7. CERTIFICATION/TEST REPORT DISTRIBUTION. The delivery and receipt of material is not complete until the certification has been received; therefore, it is mandatory that one (1) copy of the test report accompany or precede delivery of material. These test reports are to be prepared on a quality of paper and print from which Ryerson can produce legible photocopies. Test reports received via e-mail, fax or other electronic means prior to arrival of the material are acceptable providing the copy is legible and contains the purchase order number, carrier name and number. Test reports for imported materials are expected to be in English with U. S. unit of measure and force.

8. COLOR CODING. Most items require a color code as designated in the Ryerson affiliate company Purchase Order. Each piece of steel 2" and over in diameter or cross section shall be painted individually. Pieces under 2" shall be painted as a bundle. Failure to receive material properly color-coded may result in a debit for the labor required to paint or repaint. Color codes established by Ryerson for coiled product need not be painted by the producer.

9. BILLS OF LADING. Bills of lading on all truck shipments must contain the following information:

- A. the scheduled delivery appointment time;
- B. a notice to the driver that all loads with a Ryerson destination must be tarped;
- C. a notice that Ryerson will accept delivery in open top vehicles only.

Bills of lading on all Rail and/or Water shipments may be handled in accordance with normal source procedure, unless otherwise specified on the Purchase Order.

10. INVOICES. Ryerson purchase order number must be clearly stated on the invoice. All purchase order numbers beginning with 45 or 47 must have exactly 10 numbers: 45XXXXXXXX

A. Content

- i. Ryerson Purchase Order Number
- ii. Date of shipment
- iii. Material Description, including grade and condition
- iv. Nine-digit material number, as shown on the Ryerson Purchase Order
- v. Size, including actual lengths shipped in feet and inches, unless ordered in metric units
- vi. Correct unit of measure and the number of pieces shipped
- vii. Invoiced weight, in pounds
- viii. Shipped weight, in pounds
- ix. Unit price and price extension
- x. Prepaid freight, as a separate line item
- xi. Competitive Freight Allowance
- xii. Terms of payment
- xiii. Surcharges as a separate line item.
- xiv. Ship to location must be indicated on invoice.

B. Distribution. Invoices should be sent to the address as noted on the Ryerson affiliate company purchase order.

Bills of lading, test reports, order acknowledgements, quotes and shipping notices must not be sent to Accounts Payable. If they are only sent to Accounts Payable, they will NOT be considered as "received" by Ryerson.

11. SAFETY DATA SHEETS (SDS). OSHA's Hazard Communication Standard, as amended, applies to both importers and domestic manufacturers of chemicals (which broadly includes metals) and requires communication about hazards associated with products. A current SDS, in form and substance in compliance with the Standard, must be forwarded for each product supplied. Revised SDS sheets must be delivered whenever required by the Standard. An SDS sheet need not accompany each shipment. A single SDS or set should be sent by e-mail to rehsq@ryerson.com.

12. QUALITY PROGRAM. Ryerson reserves the right to:

- A. visit Supplier's facilities and the facilities maintained by Supplier's subcontractors, if any, and audit or survey Supplier's and Supplier's subcontractors' quality program, or
- B. inspect at any stage in the process of fabrication or manufacture, any goods, no matter where located, made to Ryerson specifications.

Appendix A:

GLOSSARY OF COMMON TERMS

Bill of Lading - A document that establishes the terms of a contract between a shipper and a transportation company under which freight is to be moved between specified points for a specified charge. Usually prepared by the forwarder on forms issued by the carrier, it serves as a document of title, a contract of carriage and a receipt for goods.

Bonded Warehouse - A warehouse authorized by customs authorities for storage of goods on which payment of duties is deferred until the goods are removed.

Certificate of Inspection - A document certifying that merchandise (such as perishable goods) was in good condition immediately prior to its shipment.

Certificate of Manufacture - A statement (often notarized) in which a producer of goods certifies that the manufacturing has been completed and the goods are now at the disposal of the buyer.

Certificate of Origin - A document, required by certain foreign countries for tariff purposes, certifying as to the country of origin of specified goods.

CFR, Cost and Freight - Seller arranges and pays for transport to named port. Seller delivers goods, cleared for export, loaded on board the vessel.

CIF, Cost, Insurance and Freight - Seller arranges and pays for transport to named port. Seller delivers goods, cleared for export, loaded on board the vessel.

CIP, Carriage and Insurance Paid To - The seller is responsible for arranging carriage to the named place, and also for insuring the goods.

Common Carrier - An individual, partnership, or corporation, which transports persons or goods for compensation.

CPT, Carriage Paid To - The seller is responsible for arranging carriage to the named place, but not for insuring the goods to the named place.

Customhouse Broker - An individual or firm licensed to enter and clear goods through Customs.

Customs - The authorities designated to collect duties levied by a country on imports and exports. The term also applies to the procedures involved in such collection.

DAP, Delivered at Place - The seller is responsible for arranging carriage and for delivering the goods, ready for unloading from the arriving means of transport, at the named place.

DAT 2010, Delivered at Terminal (previous term still in use from 2010) - The seller is responsible for arranging carriage and for delivering the goods, unloaded from the arriving means of transport, at the named place.

DDP, Delivered Duty Paid - The seller is responsible for arranging carriage and delivering the goods at the named place, cleared for import and all applicable taxes and duties paid (e.g. VAT, GST).

Demurrage - Penalty for excess time taken for loading or unloading a vessel. Demurrage refers only to situations in which the charter or shipper, rather than the vessel's operator, is at fault.

DPU, Delivered at Place Un-Loaded - The seller is responsible for arranging carriage and for delivering the goods, unloaded from the arriving means of transport, at the named place.

Duty - A tax imposed on imports by the customs authority of a country. Duties are generally based on the value of the goods (ad valorem duties), some other factor such as weight or quantity (specific duties), or a combination of value and other factors (compound duties).

Ex, "From" - When used in pricing terms such as "Ex Factory" or "Ex Dock," it signifies that the price quoted applies only at the point of origin (in the two examples, at the seller's factory or a dock at the import point). In practice, this kind of quotation indicates that the seller agrees to place the goods at the disposal of the buyer at the specified place within a fixed period of time.

EXW, Ex Works - The buyer is responsible for loading the goods onto a vehicle (even though the seller may be better placed to do this); for all export procedures; for onward transport and for all costs arising after collection of the goods.

FAS, Free Alongside Ship - Seller delivers goods, cleared for export, alongside the vessel at a named port, at which point risk transfers to the buyer.

FCA, Free Carrier - The seller is responsible for export clearance; the buyer assumes all risks and costs after the goods have been delivered at the named place.

FOB (Destination) for inland transit only, does not apply to ocean shipments- The price quoted includes all cost of transportation, loading and wharfage charges to the specified destination.

FOB, Free on Board - Seller delivers goods, cleared for export, loaded on board the vessel at the named port. Once the goods have been loaded on board, risk transfers to the buyer, who bears all costs thereafter.

Force Majeure - The title of a standard clause in marine contracts exempting the parties for non-fulfillment of their obligations as a result of conditions beyond their control such as earthquakes, floods or war.

Free Time - The time allowed between notification of material ready at dock and the start of demurrage. Ryerson expects to receive fifteen working days of free time to pick up material.

Import - To bring foreign goods into a country. In international sales, the importer is usually the buyer or an intermediary who accepts and transmits goods to the buyer.

Open Account - A trade agreement in which goods are shipped to a foreign buyer without guarantee of payment. The obvious risk this method poses to the supplier makes it essential that the buyer's integrity be unquestionable.

Packing List - A list showing the number and kinds of items being shipped, as well as other information needed for transportation purposes.

Pro Forma Invoice - An invoice provided by a supplier prior to the shipment of merchandise, informing the buyer of the kinds and quantities of goods to be sent, their value and important specifications (weight, size, etc.).

Quota / Tariff Rate Quota - The quantity of goods of a specific kind that a country will permit to be imported without restriction or imposition of additional duties within a specific period of time.

Standards Organization - A bureau, agency, organization or other entity, whether public or private, commonly recognized as an authority for the establishment of manufacturing, processing, chemical and/or performance criteria for any goods or services. By way of example these include, but are not limited to: AISI, AMS, ANSI, ASME, ASTM, SAE, Military Specifications (commonly "MIL"). No attempt to identify all Standards Organizations has been made and failure to identify a specific entity does not exclude such an entity from inclusion under the general definition set forth above.

Warehouse Receipt - A receipt issued by a warehouse listing goods received for storage.

Wharfage - A charge assessed by a pier or dock owner for handling incoming or outgoing cargo.