

May 20, 2016

DOMESTIC TRANSPORTATION ROUTING UPDATE – PLEASE READ CAREFULLY

ATTN: Traffic Manager/Logistics Manager/Shipping Department

SUBJECT: AM/NS Calvert Shipping Instructions
Vendors with PO freight terms “COLLECT”, “FCA”, or “EXW”

PROGRAM START DATE: 06/01/2016

AM/NS Calvert LLC is pleased to inform you that we are participating in the FedEx Ground® COLLECT program for the shipment of all inbound small parcel ground packages up to 150 lbs. that are shipped COLLECT. This guide will provide:

- Program parameters
- Implementation procedure (for first time Collect shippers)
- AM/NS Calvert specific labeling requirements
- Fees
- Support / Contact information

PROGRAM PARAMETERS

The FedEx Ground Collect program is applicable for the following shipments:

- PO freight terms of “COLLECT” “FCA” or “EXW”.
- Maximum weight 150 lbs.; Maximum size: maximum package length (longest side) is 108 inches and 165 inches in combined length plus girth (L + 2H + 2W). Please note: packages over 130 inches in combined length plus girth will be assessed an oversize service fee. These oversize fees will be subject to the applicable fuel surcharge.

IMPORTANT NOTICE: Unless otherwise specified on the face of the Purchase Order, all Goods shall be sold FOB Buyer's plant or warehouse (Freight Allowed) per the Uniform Commercial Code Sec. 2-319, equivalent to INCOTERMS DDP Buyer's plant or warehouse (in accordance with the ICC's most recent edition) unloaded at the final location indicated by the Buyer. **Goods should only be shipped Collect if specified on the face of the Purchase Order.**

IMPLEMENTATION GUIDELINES

- You will need your own FedEx shipper number for pickup and routing purposes. If you do not have a FedEx shipper number, please call the FedEx Activation Desk 1-866-883-9290 and advise that you are an AM/NS Calvert vendor. Upon answering any support questions you may have, the FedEx Activation desk will transfer you to the general FedEx customer service number to set up your shipper number.
- You do not need AM/NS Calvert's bill to account number as long as COLLECT is selected as the billing option. AM/NS Calvert is billed for the transportation charges based on the COLLECT billing option, the MANDATORY AM/NS Calvert PO referenced, and the delivery location.

- If you are using a FedEx automated solution to process your prepaid packages, you may also do so for your FedEx Ground Collect packages. Simply choose “FedEx Ground” as the Service Type and “Collect Authorized Ground Accounts Only” in the Bill Shipment To field (see attached Job Aid).
- You may also use fedex.com to ship Ground Collect (see attached job aid)
- Scheduling Package Pickups: If you do not already have a regularly scheduled FedEx Ground pickup, you may go online at fedex.com or call 1-800-GoFedEx to set one up. If you are already shipping FedEx Ground there will not be an additional pickup fee. (see attached job aid on Ground Pickup Fees to choose the best option for your company).
- If shipping Hazardous Materials, you will need to get qualified prior to shipping. Contact the FedEx Dangerous Goods help desk (1.800.463.3339 press 81).
- Track your packages online at fedex.com

AM/NS CALVERT SPECIFIC LABELING INSTRUCTIONS (PLEASE READ CAREFULLY!!)

- **Enter AM/NS Calvert’s Purchase Order number in the “Your Reference Field” in the Billing Details section for all shipments.**

This is a required entry and failure to enter the Purchase Order number in this reference field will result in a chargeback penalty of \$50 plus the transportation charges.

- Omit any extraneous information in the “Your Reference Field” such as “PO#” or any of your company’s internal information.
- Do not enter a Declared Value. If you do, you will incur the fee.
- Do not check any boxes for signature
- Do not prepay and add to the invoice
- Express/rush shipments exception: All air shipments must be approved by AM/NS Calvert Purchasing via purchase order documentation.

FEES

AM/NS Calvert vendors are responsible for the following fees:

- Pickup Fees (see attached information to choose the most cost effective option)
- Oversize fees (packages greater than 130 inches in in combined length plus girth (L + 2H + 2W). These oversize fees will be subject to the applicable fuel surcharge.
- Any other ancillary fee requested by the vendor for additional services not required by AM/NS Calvert such as:
 - Declared Value, Address Corrections, Hazmat charges, etc.
 - See the Service Guide at fedex.com for a listing of optional services

AM/NS Calvert is responsible to pay for:

- Transportation charges such as Freight and Fuel Surcharges

CONTACT NUMBERS

For Shipments Under 150 lbs. with terms of “COLLECT”, “EXW” or “FCA”: FedEx Activation Desk: 1-866-883-9290

- Open Mon-Fri 8-5 CST
- Advise you are an AM/NS Calvert vendor
- This is a dedicated support/training desk for this program
- FedEx Customer Service: 1-800-GoFedEx
 - Schedule pickups
 - Set up first time shipper account
- FedEx Dangerous Goods: 1.800.463.3339 press 81
 - Hazardous material qualification

For shipments over 150 lbs. (i.e. LTL / Truckload):

- Call 1-888-588-3898 (Helix Logistics)
- Open M-F 7-5 CST
- Advise you are an AM/NS Calvert shipper
- Authorizes shipment and provides LTL/TL routing instruction

International Shipments:

- Call 1-800-940-1646 (Page & Jones) for shipments that are not shipped DDP.
- Provides authorization prior to loading at origin and for import/export documents

Updates to this routing guide can be found at:

<http://usa.arcelormittal.com/our-operations/joint-ventures/calvert>



Pickup Fees

Charges may apply when you request a pickup. Fees are itemized separately on your invoice and assessed to the account number associated with the shipping location. To avoid fees, you may drop off your packages at a FedEx staffed facility or FedEx Authorized Ship Center (FASC). To schedule a pickup or find the nearest drop off location, login to fedex.com/pickup or call 1.800.GoFedEx 1.800.463.3339 (say "schedule a pickup").

On-Call Pickup

You may schedule a pickup for the next business day. Charges are assessed per package with a maximum of \$20 per rated week (i.e., week packages are delivered, not picked up).

Regular Weekly Pickup

FedEx Ground provides regular stops for one or more days each week. The fee amount is determined using the account number's previously invoiced combined weekly FedEx Express®, FedEx Ground® and FedEx SmartPost® charges. Account numbers assessed the weekly pickup fee do not pay on-call charges.

Fee Schedule for Domestic and International Ground Service *

Pickup Service	Description	FedEx Ground Fee
On-Call Pickup*	Future Day - Requested via automation	\$3.00 per package
	Future Day - Requested via live operator through FedEx Customer Service (1.800.GoFedEx 1.800.463.3339)	\$4.00 per package
Weekly Pickup Fee/Service Charge	Previously invoiced total weekly FedEx Ground, FedEx Express and FedEx SmartPost shipping charges of \$75 or more	\$12.50 per week
	Previously invoiced total weekly FedEx Ground, FedEx Express and FedEx SmartPost shipping charges of less than \$75	\$25.00 per week

** Rates provided are valid as of January 4, 2016. See FedEx Service Guide online at fedex.com for current rates or a complete listing of all accessorial fees.*

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.866.883.9290 to set one up. **You do not need AM/NS Calvert's account number.**

Go to **fedex.com**, hover over the “**Ship**” tab and select “**Create Shipment.**” Enter your user ID and password and click “**Login.**” Now you are ready to ship.

1. From

Verify the sender information is correct.

2. To

Enter the recipient information. If you will be shipping to this address again, check the “Save new recipient in address book” box for faster access in the future. Select “Perform detailed address check” to avoid incurring address correction fees.

3. Package & Shipment Details

Select FedEx Ground as the service type; then select the package type you will be using for your shipment. **Make sure to leave the “Declared value” field blank.**

4. Billing Details

- Select “Collect Authorized Ground Accounts Only” in the “Bill transportation to” field. Only use the COLLECT option when instructed by the recipient.
- You are not required to enter a FedEx account number for FedEx Ground Collect shipments.
- **IMPORTANT:** Enter the AM/NS Calvert PO number in the “**Your reference**” field. If additional internal reference fields are required, click “More reference fields.”
- You may also select optional services such as: find a drop-off location or schedule a pickup.

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click “Ship.” At the next screen, confirm your shipment details, and click “Ship.”

The screenshot shows the 'Create a Shipment' form in the FedEx Ship Manager interface. The form is divided into several sections, each with a numbered callout:

- 1. From:** Callout points to the '1. From' section header.
- 2. To:** Callout points to the '2. To' section header.
- 3. Package & Shipment Details:** Callout points to the '3. Package & Shipment Details' section header.
- 4. Billing Details:** Callout points to the '4. Billing Details' section header.
- 5. Complete your Shipment:** Callout points to the '5. Complete your Shipment' section header.

Additional annotations on the form include:

- A red box labeled 'More reference fields' is located in the '4. Billing Details' section, next to the 'Your reference' field.
- A red box labeled 'Leave "Declared Value" blank' is located in the '3. Package & Shipment Details' section, next to the 'Declared value' field.
- A red box labeled 'Enter AM/NS PO#' is located in the '4. Billing Details' section, next to the 'Your reference' field.

This is a close-up of the '4. Billing Details' section of the form. It shows the following fields:

- * Bill transportation to:** A dropdown menu with 'Collect (Authorized Ground Accounts On)' selected.
- Your reference:** A text input field.
- More reference fields:** A link to expand the reference fields.
- P.O. no.:** A text input field.
- Invoice no.:** A text input field.
- Department no.:** A text input field.

FedEx & AM/NS Calvert

Quick Guide to FedEx Ground COLLECT Option - Using Ship Manager Hardware or Software

Follow this simple process with the FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the FedEx Ground COLLECT option.

The screenshot shows the FedEx Ship Manager software interface. The top menu bar includes File, Databases, Customize, Utilities, Integration, Inbound, Passport, fedex.com, and Help. Below the menu bar are tabs for ShipF2, TrackF5, Shipping list, Address Book, Report, CloseF7, and fedex.com. The main window is divided into five numbered sections:

- 1 Recipient information**: Includes fields for Recipient ID (RH123), Country (US - UNITED STATES), Contact name (Jane Doe), Company name (General Hospital), Address 1 (123 Main St), Address 2, Zip (84405), State (UT), City (OGDEN), and Telephone ((555) 555-5555). There are checkboxes for "Ship to group", "Hold", "This is a residential address", and "Save in/Update my address book". A "URSA EXPIRE" label is also present.
- 2 Sender information**: Includes fields for Current sender, Change sender, and Change return address.
- 3 Package and shipment details**: Includes fields for Number of packages (1), Weight (15.0 lbs), Service type (R - FedEx Ground Service), Package type (1 - Your Packaging), Package dimensions, Ship date (09/30/2005), and Declared value. A red box highlights the "Declared value" field with the instruction "Leave 'Declared Value' blank".
- 4 Billing details**: Includes fields for Bill transportation to (4 - COLLECT), Acct #, Department Notes, Customer reference (123456,234567,3456789), and P.O. number. A red box highlights the "Customer reference" field with the instruction "Enter AM/NS PO#".
- 5 Ship**: Includes a "Ship" button.

At the bottom of the window are buttons for Clear fields, Delete/Modify shipment, Repeat shipment, Override prelsF11, Rate quote, \$0.00, Multiple-piece shipment, and Ship F10.

1. Recipient Information

Enter the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender Information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select FedEx Ground as the service type; then select the package type you will be using for your shipment. **Make sure to leave the "Declared value" field blank.**

4. Billing Details

- Select "COLLECT" in the drop-down menu. Only use the COLLECT option when instructed by the recipient.
- You are not required to enter a FedEx account number for FedEx Ground Collect shipments.
- **IMPORTANT:** Enter the AM/NS Calvert PO number in the "Customer reference" field. If additional internal reference fields are required, click "More reference fields."

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

Overview of Customer Support Options

Useful Resources for Vendors Using FedEx

FedEx Activation Desk Dedicated support for vendors shipping via FedEx. When contacting the FedEx Activation Desk, please provide the name of the company that specified the use of FedEx for their inbound shipments.	1.866.883.9290 (toll-free) Monday through Friday, 8 a.m. - 5 p.m. CST
FedEx U.S. Customer Service Pickup scheduling, tracking, drop-off locations, rates, supplies, new account setup, package returns, package charges, general information.	1.800.GoFedEx 1.800.463.3339 www.fedex.com
FedEx Freight Customer Support Pickup scheduling, truckload, LTL, volume/backhaul and freight forwarding services information.	1.866.393.4585 (toll-free) www.fedexfreight.com
FedEx LTL International (Canada)	1.866.393.4685 (toll-free)
FedEx International Customer Service Rates, tracking, pickup scheduling, Harmonized Codes, general shipping information.	1.800.GoFedEx 1.800.463.3339 (say "international services")
FedEx Billing Online Support Assistance with accessing or navigating FedEx Billing Online	1.800.GoFedEx 1.800.463.3339 (say "billing")
FedEx Customer Technical Support Assistance with FedEx shipping solutions, including FedEx Ship Manager® at fedex.com, FedEx Ship Manager hardware or software and FedEx Ship Manager Enterprise.	1.877.339.2774
FedEx Customer Claims and Revenue Services Assistance with claims, credits and refunds, invoice copies, billing inquiries, and duty and tax inquiries.	1.800.GoFedEx 1.800.463.3339 (say "claims")
FedEx Dangerous Goods - Hazardous Materials Information on shipping dangerous goods (Express service) or hazardous materials (Ground service), including regulatory requirements and shipping forms.	1.901.434.3200 (Hotline) or 1.800.463.3339 (say "dangerous goods")
FedEx Regulatory Consulting U.S. export documentation and customs requirements worldwide.	1.800.851.3336

