

April 1, 2011

2011 UPDATES

DOMESTIC TRANSPORTATION ROUTING UPDATE – PLEASE READ CAREFULLY

ATTN: Traffic Manager/Logistics Manager/Shipping Department

SUBJECT: ArcelorMittal USA LLC Shipping Instructions –
Vendors with PO freight terms “COLLECT”, “FCA”, or “EXW”

PROGRAM START DATE: 03/20/2009

ArcelorMittal USA 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. This guide will provide:

- Program parameters
- Implementation procedure (for first time Collect shippers)
- ArcelorMittal USA LLC 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.

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 ArcelorMittal 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 ArcelorMittal's bill to account number as long as COLLECT is selected as the billing option.** The ArcelorMittal recipient location is billed for the transportation charges when the delivering driver scans the FedEx barcoded placard that is installed at the ArcelorMittal point of delivery
- 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're 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**

ArcelorMittal specific labeling instructions: (please read carefully)

- **Enter ArcelorMittal'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 ArcelorMittal USA Purchasing via purchase order documentation.

Fees:

ArcelorMittal 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 ArcelorMittal such as:
 - Declared Value, Address Corrections, Hazmat charges, etc
 - See the Service Guide at **fedex.com** for a listing of optional services

ArcelorMittal is responsible to pay for:

- Transportation charges such as Freight and Fuel Surcharges

Contact Numbers:

For Shipments Under 150# with terms of "COLLECT", "EXW" or "FCA":

- **FedEx Activation Desk: 1-866-883-9290**
 - Open Mon-Fri 8-5 CST
 - Advise you are an ArcelorMittal 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# (i.e. LTL / Truckload):**
 - Call 1-888-588-3898 (Helix Logistics)
 - Open M-F 7-5 CST
 - Advise you are an ArcelorMittal shipper
 - Authorizes shipment and provides LTL/TL routing instruction
- **International Shipments:**
 - Call 1-800-526-8943 (Fischer Forwarders)
 - Provides authorization prior to loading at origin and for import/export documents

Updates to this routing guide can be found at :

<http://www.mittalsteel.com/Facilities/Americas/Mittal+Steel+USA/Procurement/Terms+and+Conditions.htm>

Regards,

ArcelorMittal USA LLC
Corporate Purchasing



FedEx Ground Pickup Fees

On-Call Pickup Charge

A charge applies when you request a FedEx Ground pickup, including requests made using FedEx electronic shipping solutions or by calling 1.800.GoFedEx (1.800.463.3339) and say “schedule a pickup.” The charge is itemized separately on your invoice. This charge does not apply if you drop off your package at a FedEx shipping location or if you are assessed the weekly pickup fee.

Weekly Pickup Fee

FedEx Ground may provide regular scheduled pickup service for an additional charge. The weekly pickup fee is assessed to the account number associated with the regular scheduled pickup. The weekly pickup 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.

U.S. Ground Services, International Ground Service

Pickup Service	Description	FedEx Ground Pickup Fee
On-Call Pickup*	Future Day - Requested via electronic shipping solutions	\$3.00 per package
	Future Day - Requested via 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	\$10.00 per package
	Previously invoiced total weekly FedEx Ground, FedEx Express and FedEx SmartPost shipping charges of less than \$75	\$20.00 per package

**FedEx ground same-day pickup is available in select locations only for an additional charge of \$1. Call 1.800.GoFedEx 1.463.3339 to determine if FedEx Ground same-day pickup is available in your area.*

A complete listing of all accessorial fees can be found at fedex.com.

Eliminate Pickup Fees by dropping your packages off at a staffed FedEx facility, including most FedEx Office locations. To find the nearest drop off location, go to **fedex.com** or call 1.800.GoFedEx 1.800.463.3339.

Quick Guide to FedEx Ground COLLECT Option - Using fedex.com

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 ArcelorMittal'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 ArcelorMittal 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.”

1. From

Cindy Hansen, 3300 Dickey Road, East Chicago, Indiana, 46312, United States

2. To

Country/Location: United States
 Company: Select or enter
 Contact name: Select or enter
 Address 1:
 Address 2:
 City:
 State: Select
 ZIP:
 Phone no.:
☐ Perform detailed address check
☐ This is a residence
☐ Save new recipient in address book

3. Package & Shipment Details

Service type: FedEx Ground
 Package type: Your Packaging
 No. of packages: 1
 Weight: lbs
 Dimensions: Select
 Declared value: U.S. Dollars
 Ship date: 04/07/2011

4. Billing Details

Bill transportation to: Collect (Authorized Ground Accounts Only)
 Your reference:
☐ More reference fields

5. Complete your Shipment

☐ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
 Save for later Ship

Leave “Declared Value” blank

4. Billing Details

Bill transportation to: Collect (Authorized Ground Accounts On
 Your reference:
☐ More reference fields

P.O. no.	
Invoice no.	
Department no.	

Enter AM PO# here

For questions about using FedEx Ground Collect program, please call 1.866.883.9290, Monday through Friday, 8 AM to 5 PM CST.

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 Ship_{F2}, Track_{F5}, Shipping list, Address Book, Report, Close_{F7}, and fedex.com. The main window is titled "FedEx" and contains several tabs: Shipment details, Options, Return shipment, Document, Commodity/Merchandise, and Customs. The "Shipment details" tab is active, showing 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), Telephone ((555) 555-5555), and Ext. There are checkboxes for "Ship to group", "Hold", "This is a residential address", and "Save in/Update my address book". A label "A2 - H1" 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 callout points to the Declared value field with the text "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 callout points to the Customer reference field with the text "Enter AM PO# here".
- 5 Ship**: A button labeled "Ship" with a red "5" next to it.

At the bottom of the window are buttons for Clear fields, Delete/Modify shipment, Repeat shipment, Override prels_{F11}, 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 ArcelorMittal 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.