

Central Steel & Wire Company

CHICAGO

MEMORANDUM

To: All Vendors

Date: March 28th, 2018

From: Brent Pepich, Len Lisjak, Jim Carroll

Subject: **INBOUND APPOINTMENT PROCEDURE**

Effective Monday, April 2nd, CS&W is implementing a mandatory inbound Appointment Procedure for all plants in Chicago. The initial receiving hours will be Monday through Friday 7 AM – 11 AM; 1 PM – 6 PM and 7 PM thru 9 PM, except for holidays. All partners should plan on calling 24 hours in advance to 773-917-8864 and ask to set up a delivery appointment. You can also use the e-mail address of truckappt@centralsteel.com.

Our appointment team will be available Monday thru Friday from 7AM -9PM CST. When scheduling an appointment, we will need the Central Steel & Wire purchase order number and a copy of the Bill of Lading. Carriers that come in without an appointment will be given the next available appointment slot if any are available. If not, it may be the next business day before the material would be unloaded. If you have a scheduled appointment and you are not going to be here at that time, we would appreciate a two-hour notification prior to your appointment time and we will do our very best to schedule you for your new arrival time.

Current standing appointments will be implemented into our new schedule.

We believe that this new procedure will be mutually beneficial as we will help get the drivers unloaded in a timely fashion.

Any questions, feel free to call the Procurement team.