

Chicago Gear • D.O. James Corporation

2823 W. Fulton Street
Chicago, Illinois 60612 USA

FORM 3710 January 17, 2003

Tel: (773) 638-0508
Fax: (773) 638-7161

Dear Chicago Gear • D.O. James Supplier:

For the purpose of improving communications, material handling, paperwork, Chicago Gear • D.O. James request your adherence to the following policies and procedures:

- A) The Purchasing Department of Chicago Gear • D.O. James has the primary responsibility of negotiations and commitment of goods and services. Individuals outside the purchasing department do not have the authorization to commit for goods and services. Chicago Gear • D.O. James has no obligation for honoring any commitments to pay for goods and services **unless** authorized in advance by a properly executed purchase order or interim authorization.
- B) Changes in the scope of supply or services that may impact cost and delivery, inclusive of premiums and overtime charges **are not** to be made unless authorized by the Purchasing Department via a purchase order change notification or interim authorization. **Every purchase order clearly states Chicago Gear • D.O. James will pay purchase order price only.** Any adjustment must be agreed in writing and confirmed by the buyer.
- C) To facilitate material handling, please mark or stamp Chicago Gear • D.O. James purchase order numbers and part numbers on all boxes and packing slips. All invoices should be identified with Chicago Gear • D.O. James purchase order numbers and part numbers as well.
- D) Whenever supplying documents such as inspection reports, certifications, approval drawings, or manuals, please follow the instructions on the purchase order. **These documents will normally be considered as receivables against the purchase order and as such payment will not be made until all line items on the purchase order are satisfied.**
- E) Suppliers should coordinate all visitations to Chicago Gear • D.O. James through the Chicago Gear • D.O. James Purchasing Department Personnel

In addition, enclosed please find the following Chicago Gear • D.O. James policies for review and implementation: **Early Shipment Policy, Inbound Routing Policy and Direct Shipment Policy.**

All purchases of goods and services are subject to Chicago Gear • D.O. James purchase order general terms and conditions.

Adherence to these policies and procedures will only enhance our business relationship.

Thank you for your cooperation.

Sincerely,

Chris Wellman
Purchasing Manager

DDL/mjb

CHICAGO GEAR • D.O. JAMES EARLY SHIPMENT POLICY

Due dates on Chicago Gear • D.O. James purchase orders are to be interpreted as ship to arrive dates. Suppliers are requested to back off the appropriate transit time to ensure timely material arrive at Chicago, Illinois or a destination other than Chicago (drop shipment).

Do not deliver material / equipment itemized on Chicago Gear • D.O. James purchase orders more than **two weeks earlier** than the purchase order delivery date(s) without expressed authorization from Chicago Gear • D.O. James Purchasing Department. Unauthorized delivery more than two weeks prior to the purchase order delivery date(s) will result in the following action:

- A) The invoice will not be processed for payment until the purchase ship to arrive date; and
- B) The possible return of material / equipment to your facilities at your expense.

CHICAGO GEAR • D.O. JAMES INBOUND ROUTING POLICY

ATTENTION: TRAFFIC MANAGER / SHIPPING MANAGER /
SALES MANAGER / PURCHASING MANAGER

FROM: CHICAGO GEAR • D.O. JAMES TRAFFIC DEPARTMENT

SUBJECT: **STANDARD ROUTING INSTRUCTIONS**

The following Routing instructions are to be followed when making shipments FOB your plant to Chicago Gear • D.O. James. This also applies to Chicago Gear's customers and vendors. These instructions supersede all other previous instructions.

- 1) 1 to 70 pounds ship via **UNITED PARCEL SERVICE** collect on Chicago Gears account number 607978.
- 2) All standard size shipping containers or skids with an individual weight of 71 lbs. and over to an individual, or combined shipment weight of 10,000 lbs. ship via the following carriers:
 - A) Northern Illinois (except Chicago), Southern Wisconsin, and Iowa, **A & B FREIGHT LINE, INC.**
 - B) States and areas not listed above **CCX** or **YELLOW FRIEGHTWAYS** call for confirmation.
- 3) Chicago Gear • D.O. James Purchasing Department is to be contacted at (773) 638-0508 Ext. 315 or 314 for all the following shipments:
 - A) All oversize freight length width or height 92" or greater.
 - B) All freight 10,000 lbs. or greater, either as a single piece or the combined weight of all pieces.
 - C) All International shipments (including ground from Canada).
 - D) All Airfreight shipments.
 - E) All exclusive use or dedicated truck shipments.
 - F) **ALL SHIPMENTS TO CHICAGO GEAR • D.O. JAMES CUSTOMERS.**
 - G) If carriers listed under #2 do not offer direct service into or out of your area or the consignee's area
 - H) All shipments within Chicago city limits or close-in suburbs not served by A & B Freight Line, Inc.
- 4) Shipments made to other Chicago Gear Vendors specify on the bill of lading "3rd party billing - bill Chicago Gear • D.O. James, 2823 W. Fulton Street, Chicago, IL 60612."

When Chicago Gear is responsible for the freight, all charges must be either freight collect or 3rd party billing to us, except for UPS. **ANY PREPAID CHARGES ADDED TO YOUR INVOICE OTHER THAN UPS, WILL BE DEDUCTED FROM YOUR BILLING.**

Any deviation from these instructions that result in higher transportation charges, will result in charge backs to you.

CHICAGO GEAR • D.O. JAMES DIRECT SHIPMENT POLICY

All invoices, covering direct shipments to a location **other** than Chicago Gear @ D.O. James Corporation **must** be accompanied by a copy of the bill of lading or proof of shipment. Invoices will be aged from the date proof of shipment is received. Suppliers are to ship exact amount shown on the purchase order. Over-shipments or under-shipments are not acceptable. Invoices received without proof of shipment may be returned to the supplier indicating that a proof of shipment is required in order to process the invoice for payment.