

REQUEST FOR SHIPPING INSTRUCTIONS (REVERSE)

1. Prepare the Request For Shipping Instructions (RSI) when directed by Procurement Planner and under the following circumstances:

- Shipments exceeding 10,000 lbs;
- Shipments exceeding 750 cubic feet;
- Shipments exceeding 87 inches length (flatbed truck required);
- Temperature controlled material;
- Furniture;
- In-bond material.

2. Use full material description - not a material number.

3. Clearly highlight if material requires temperature control and indicate °F temperature requirements.

4. List each line item individually.

5. HAZARDOUS: all hazardous materials must be shipped in accordance with Department of Transportation (DOT) regulations. Complete documentation, including SDS, must be provided with RSI and accompany freight.

6. Submit RSI along with photos of packed goods (all angles) via email to logistics@aramcoamericas.com

7. Ship complete orders only. Partial and early shipments are not acceptable unless authorized by AA. Articles with AA Material Numbers which consist of more than one component must be either furnished assembled or supplied together in same shipment. Shipment of incomplete multi-component articles is not permitted. All components of multi-component articles, either assembled or in individual article packages, must be shipped at the same time.