

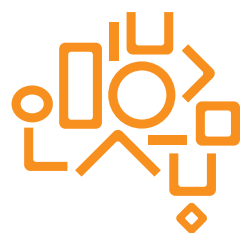
Guide to Purchasing

Pipe and tube structural products

Effective from: March 2019

Cancels previous guide dated: November 2018

Applicable for Australia



AustubeMills
SHAPING POSSIBILITIES

Guide to Purchasing

Pipe and tube structural products

Table of contents

1.0 Introduction	2
1.1 Our Commitment to Customers	2
1.2 Market Documents	2
1.3 EzyCommerce® Solutions	3
2.0 Ordering	5
2.1 Order Placement	5
2.2 Order Acceptance	5
2.3 Product Availability	5
2.4 Minimum Order Quantity (MOQ)	5
2.5 Order Amendments and Cancellations	6
2.6 Special Order Requests	6
2.7 Transport Site Inspection	6
2.8 Direct Deliveries	6
3.0 Specifications and Standards	7
3.1 Non-conforming Products	7
4.0 Freight	8
4.1 Free into Store Locations	8
4.2 Freight Extras	8
4.3 Freight Conditions	8
5.0 Commercial Terms	9
5.1 Prices	9
5.2 Delivery	9
5.3 Terms of Payment	9
5.4 Test Certificates	9
5.5 Terms and Conditions of Sale	10
6.0 Determining Lead Time	11
6.1 Stock Availability	11
6.2 Ex Stock Lead Times	11
7.0 Lead Times	13
7.1 Rolling Lead Time	13
7.2 Finishing Lead Time for Ex Rolling Items	13
7.3 Order Consolidation Lead Time	13
7.4 Stock Classification Definitions	13
8.0 Contact Directory	14
9.0 Glossary	15
10.0 Appendices	17

Guide to Purchasing

1.0 Introduction

1.1 Our commitment to Customers

1.1.1 On-time Delivery

Austube Mills is committed to delivering all orders in full on time in accordance with this “Guide to Purchasing”.

1.1.2 Large Range of Readily Available Stock

Austube Mills strives to provide you with the optimal mix of range and availability so you can quickly and easily respond to your customer’s pipe and tube requirements promptly.

1.1.3 Quality Assurance

Austube Mills produces its products either to relevant Australian Standards or Austube Mills’s own high quality standards. Austube Mills’s aim is to supply a consistent reliable product to you, which delivers benefits to your customers by minimising variation and reducing waste. Austube Mills is ACRS compliant and has third party accreditation to Quality Management System ISO 9001 and Environmental Management System ISO 14001.

1.1.4 Technical Assistance

Austube Mills is committed to providing customers with a practical and comprehensive technical backup and support service. We have expertise in mechanical, structural, piping, welding and most steel applications. We will respond to all technical enquiries within 24 hours. For all technical enquiries please call Austube Mills Internal Sales or your Austube Mills Regional Sales Manager. Refer to the contact directory in Section 8.

1.1.5 Sales & Service Enquiries

Austube Mills understands customers need to be able to get information quickly and easily, so you can be first to the market with accurate and comprehensive information. We are committed to responding to all Sales and Service enquiries. Refer to the contact directory in Section 8.

1.1.6 Complaint Resolution

Austube Mills is committed to resolving complaints with timely and effective outcomes for customers. We aim to initially respond to all complaints within 24 hours, at which time we will advise the anticipated resolution date for your concern. If you have a complaint with any aspect of our product/service, please contact your Austube Mills Regional Sales Manager. Refer to the contact directory in Section 8.

1.2 Market Documents

1.2.1 Guide to Purchasing

This Guide details Austube Mills’s policy in relation to ordering, specifications and standards, freight, commercial terms and lead times. This Guide applies to first grade structural circular hollow sections and structural square and rectangular hollow sections.

1.2.2 Pipe & Tube Delivery Programme

The Delivery Programme details the closing date of future rollings. Orders for non stocked items or non standard lengths should be placed prior to 5pm on the closing date. The Delivery Programme is published monthly and is emailed directly to customers when updated.

Guide to Purchasing

1.2.3 Product Availability Guide

The product availability guide details our core range of sections for pipe and tube structural products. This guide identifies which items are planned as stockable, those items available ex rolling and those items identified as requiring a minimum order quantity when ordered off the rolling.

The guide also details standard lengths by section, pack size and weight per metre to assist you with conversions from/to metres to tonnes calculations.

1.2.4 Further Product Information

Feel free to visit our website www.austubemills.com.au to view or download our complete range of product information, MSDS information, case studies and corporate information. An updated (June 2016) comprehensive Product Manual for our structural pipe and tube sections along with detailed Design Capacity Tables are available as free downloads from the Austube Mills website - www.austubemills.com.au.

1.2.5 Sample Documents

Refer to Appendix A to E for examples of typical transactional documents.

1.3 EzyCommerce® Solutions

1.3.1 What is EzyCommerce®?

EzyCommerce is a suite of internet based solutions developed by Austube Mills to provide transactional information to its customers in a simple and efficient manner. By working to industry standards we want to make it as easy as possible to do business together - "Electronic Commerce Made Ezy"!



We do this through two approaches:

- The EzyCommerce® Website - where approved users may carry out queries and extracts on a variety of business documents.
- EzyCommerce® B2B solutions - full integration of your business transactional system with those of Austube Mills.

1.3.2 The EzyCommerce® Website (<https://ezycommerce.onesteel.com>)

Austube Mills offers approved customers access to our EzyCommerce website, a service that gives you the flexibility to access and retrieve, any time of the day, information such as:

- Test Certificates / Certificate of Compliance

Access to EzyCommerce® Online is free to approved customers of Austube Mills - all you need is a login name and password. (N.B. You are assigned a personal login and password to ensure access is limited only to that information deemed appropriate by your company. Document access may be varied as determined applicable to personnel.)

As noted, this service is provided for approved customers - arranging access to product certificates can be initiated by completing the online registration at: <http://ezycommerce.onesteel.com/register.aspx>.

If you are an approved customer and wish to access documents other than product certification then please download, complete the attached form and email to ezycommerce@onesteel.com for review and processing. Download PDF of Registration Form.

If you are not a direct customer of these business units but are interested in accessing product certification for these Austube Mills products then you are advised to get in contact with your supplier for assistance - in some cases it may be possible to arrange 3rd party access.

Guide to Purchasing

1.3.3 EzyCommerce® B2B

By working to the Australian Steel Institute guidelines for B2B, we also offer our EzyCommerce® B2B solutions that utilise secure internet-based technology to exchange information on:

Ordering

- Purchase Order Placement / Purchase Order Acknowledgement
- Order Status Update

Shipping

- Advance Shipping Notification (ASN)

Payment and Invoicing

- Invoicing

Product Certification

- Test Certificates
- Certificate of Compliance

For more information on our B2B solutions please contact us on ezycommerce@onesteel.com.

Guide to Purchasing

2.0 Ordering

2.1 Order Placement

To place an Order with Austube Mills, the Order must contain the following information:

- Your name, address and ABN
- Order Number
- Full details of Order Items (dimension, gauge, finish, grade and standard)
- Quantity of each Order Item
- Ship to address

Where the Ship to Address of an Order is different to the site address of a Austube Mills distributor, the Order will be subject to the terms outlined in Section 2.8 (Direct Deliveries) of this Guide.

Orders can be placed with Austube Mills Internal Sales via an agreed EDI format, email and by fax. Refer to Section 8 of this guide for the Sales & Service contact details.

2.2 Order Acceptance

An Order may be accepted or rejected by Austube Mills. Orders may be accepted by Austube Mills issuing an Order Acknowledgement to you via EDI or fax or by delivery of the Order Item to the Ship to Address. Any Order that is accepted by Austube Mills will be subject to our Standard Terms and Conditions of Sale, applicable at the time of placement of the Order, without amendment unless otherwise agreed in writing by Austube Mills. Customers will be notified as soon as possible if an order can not be accepted.

2.3 Product Availability

Products are available as either Ex-Stock or Ex-Rolling.

Orders for Ex-Rolling products should be placed in accordance with the Austube Mills Delivery Program. Orders placed less than 7 working days prior to the week of rolling will be accepted subject to capacity planning.

If you place an Order for an Ex-Rolling product where an MOQ exists, you must take the Product of a Rolling, which can be +/-10% of the quantity specified as the MOQ. At the time of Order placement, Austube Mills will notify you of the estimated Product of a Rolling although please note that the actual quantity rolled may vary. Where the product of the rolling requires an order to be adjusted, Internal Sales will make the appropriate adjustment and reacknowledge the order.

2.4 Minimum Order Quantity (MOQ)

The MOQ is the minimum quantity of a product that can be ordered.

The MOQ for all Austube Mills stockable products is one (1) pack.

The MOQ applicable for ex rolling items can be obtained by contacting Austube Mills Sales or your Regional Sales Manager.

For rolling timing, please contact Sales for sections identified as requiring an MOQ. Additional time may be required to source HRC with the correct width, gauge and or grade.

For MOQ items the actual delivery quantity will be to the nearest pack or part pack (whichever is greater) as close to being within the +/-10% volume tolerance as possible. Where the product of the rolling requires an order to be adjusted, Sales & Service will make the appropriate adjustment and reacknowledge the order.

Guide to Purchasing

2.5 Order Amendments and Cancellations

All requests to amend or cancel an Order will be considered, provided that Austube Mills has not purchased non-standard steel or commenced production of the Order. Austube Mills reserves the right to deny any request to amend or cancel an Order. An amendment or cancellation of an Order will be of no effect unless agreed to by Austube Mills in writing. Please note that requests for additional products may require a further Order to be placed with the appropriate lead time.

2.6 Special Order Requests

2.6.1 Early Delivery Request

Requests for early delivery (inside the specified lead time) will be considered on application. Where such a request can be accommodated by Austube Mills, additional charges, including freight, may apply. In some cases of early delivery, an Order Acknowledgement may not be sent.

2.6.2 Late Inclusions

In certain circumstances limited orders may be accepted after the Closing Date for a section and prior to the actual rolling date. However there is no guarantee that the order will be accepted and customers should endeavour to place all orders prior to 5pm on the Closing Date. Enquiries for late inclusions should be made with the Austube Mills Sales & Service Representatives.

2.7 Transport Site Inspection

All customers are requested to participate in a Transport Site Inspection prior to Austube Mills processing their order.

The site inspection enables Austube Mills to document customer delivery details, such as the ship to address, warehouse contacts, hours of operation, general safety requirements, along with information regarding the type of equipment that will be utilised when unloading.

2.8 Direct Deliveries

Austube Mills will consider requests for delivery direct to sites other than the site address of an Austube Mills distributor. Refer Section 4.1 of this guide.

Direct Delivery Prerequisites:

1. Approval from your Austube Mills Regional Sales Manager.
2. The completion of the transport site inspection audit by an accredited Austube Mills employee which is then subject to sign off by an authorised Austube Mills employee. Contact your Regional Sales Manager for further details.
3. The Place for Delivery must have safe and reasonable access for a semi-trailer - unloading on the road is unacceptable.
4. Safe unloading practices must be in place at the direct Ship to Address.
5. The Order is in multiples of full truckloads.
6. The entire Order is to be delivered to a single destination.
7. End user contact and delivery details are provided to Austube Mills prior to despatch.
8. Unloading commences within 20 minutes of the agreed delivery window.
9. Freight extras may be payable depending on the delivery destination (refer to Section 4.2 of this Guide).
10. Direct deliveries can only be made to geographic locations where your business currently carries an Austube Mills distributorship.

Guide to Purchasing

3.0 Specifications and Standards

Products are supplied in accordance with the relevant Austube Mills specification, Australian Standard (AS) or International Standard (eg. EN) where applicable.

Details of the relevant specification and standard are available in the following locations:

- Product Availability Guide.
- Product Manual for Structural Pipe and Tube.
- Austube Mills web site - www.austubemills.com.au.

Please contact your Austube Mills Regional Sales Manager for any additional enquiries.

3.1 Non-conforming Products

Austube Mills products which are sold as Downgrade, Reject, RedeTube or Scrap product (“Downgrade Product”) do not conform to relevant Austube Mills specifications, Australian Standards (AS) or International Standards (eg. EN). Accordingly:

- (a) Downgrade Product must not be on-sold or used on the basis that Downgrade Product complies with those (or any other relevant) standards; and
- (b) Downgrade Product does not have the benefit of any product warranties or general representations that may be offered by Austube Mills, in particular Austube Mills does not warrant, represent or agree that Downgrade Product complies with any specification or standard.

By buying Downgrade Product customers are deemed to agree to the above conditions.

Guide to Purchasing

4.0 Freight

Austube Mills is a foundation signatory to the Australian Steel Institute Logistics Safety Code (ASI LSC). This code is designed to ensure that all participants are aware of their responsibilities in the supply chain when they control or influence the safe and legal carriage of freight.

The ASI LSC can be viewed following the link below.

<http://steel.org.au/key-issues/safety/australian-steel-industry-logistics-safety/>

http://steel.org.au/media/File/Australian_Steel_Institute_Logistics_Safety_Code_of_Practice_Revision_4.pdf.

4.1 Free into Store Locations

For standard offer products where you have a Structural Pipe and Tube distributorship agreement with Austube Mills, delivery will be FIS to Brisbane, Sydney and Melbourne, provided the location is covered by your distributorship agreement.

4.2 Freight Extras

For delivery destinations outside of those identified above a freight recovery charge will be applicable.

For non-standard products freight extras may apply. For freight extras please call Austube Mills Sales department.

Austube Mills reserves the right to vary the freight extras and/or cease providing delivery services to any locations.

4.3 Freight Conditions

The mode of freight will be at the sole discretion of Austube Mills. Any requests for variation on Austube Mills preferred mode of freight will be considered on a case-by-case basis. Where alternate freight methods can be accommodated, additional charges may apply.

For all enquiries regarding freight conditions please call Austube Mills Sales department.

4.3.1 Load Configuration

All load configurations will be determined by Austube Mills to ensure safe and effective transport of products. Austube Mills will endeavour to take into account any load configuration requests. Austube Mills cannot guarantee that it will be able to meet any such requests.

4.3.2 Customer Arranged Transport

Austube Mills provides a safe and highly effective transport and logistics solution. We will always strive to satisfy your requirements through our own logistics providers.

Guide to Purchasing

5.0 Commercial Terms

5.1 Prices

Pricing is detailed in the price schedules provided to your business. These schedules are updated from time to time as required by mill cost change or in response to maintaining market relativity.

If your price schedule does not cover a specific item or should you require clarification, please contact Austube Mills Internal Sales or your Regional Sales Manager to obtain this detail.

All prices in the price schedule are listed as AUD\$ and exclude GST.

5.2 Delivery

Austube Mills will make all reasonable efforts to have Order Items delivered within the lead times specified in this Guide or any later date agreed with you. You should be aware that there are many factors that can affect delivery times (including matters beyond Austube Mills's control) and that Austube Mills cannot guarantee delivery on time and does not accept any liability for late delivery.

Lead times quoted in this Guide are subject to manufacturing capacity and feed and stock availability. The lead time for Orders with special steel requirements will be subject to manufacturing capacity and feed availability.

Austube Mills reserves the right to vary lead-times or provide phased deliveries. This will be notified at the time of Order acceptance, or as soon as possible thereafter.

The delivery date for MOQ sections will be confirmed. This allows for the confirmation of procurement logistical lead times.

5.3 Terms of Payment

Austube Mills's payment terms are payment in full by the last day of business of the month following the month of delivery. Unless otherwise agreed in writing with the Austube Mills National Sales Manager.

5.4 Test Certificates

5.4.1 Certificates of Compliance

All products manufactured by Austube Mills, unless specifically excluded, are supported by a Certificate of Compliance which is incorporated in our delivery document. For any product covered by AS/NZS 1163:2016 you are able to download the relevant Test Certificate as the appropriate means of verifying compliance to the 2016 version of the standard.

5.4.2 Test Certificates (mechanical properties and chemical analysis)

All products manufactured by Austube Mills to AS/NZS 1163:2016 are supported with a test certificate. For sections rolled since January 2011, these certificates are available as a download from the EzyCommerce website. For sections rolled earlier than January 2011, a test certificate is available on application through Austube Mills Internal Sales.

5.4.3 Charpy Test Certificates for Test Results Exceeding LO

Charpy Test Certificates are only available for Ex-Rolling products subject to order confirmation. A Charpy Test Certificate will not be provided unless requested at time of Order placement and you should contact your Regional Sales Manager for charges applicable.

Charpy Test Certificates will be mailed to the customers invoice address unless the Austube Mills Sales department is notified otherwise.

Guide to Purchasing

5.5 Terms and Conditions of Sale

Liberty's Standard Terms and Conditions of Sale, as applicable from time to time, apply to the sale of goods and services by Austube Mills under an Order. Liberty's Standard Terms and Conditions of Sale are available at <http://www.libertygfg.com/terms-and-conditions> or from any Austube Mills business on request.

Liberty may amend the Standard Terms and Conditions of Sale at any time. Please check Austube Mills's web site or contact the Austube Mills business for a copy of the current Standard Terms and Conditions of Sale prior to placement of an Order. The placing of an Order constitutes an acknowledgement that you have read, and agreed to be bound by, our Standard Terms and Conditions of Sale.

Austube Mills reserves the right to change the details of an Order in the case of circumstances or events not foreseen by Austube Mills at the time of Order placement. Austube Mills will endeavour to minimise the extent of any changes to an Order and will notify you in writing of any such changes. You will have no claim against Austube Mills in respect of any changes to an Order.

Guide to Purchasing

6.0 Determining Lead Time

6.1 Stock Availability

Austube Mills Market Promise Delivery Summary		
Inventory Availability		DiFOT Target
A Class	up to 95%	95%
B Class	up to 95%	95%
C Class	up to 95%	95%
F Class	Next Available Rolling, Subject to coil availability	95%
M Class		95%

6.2 Ex stock lead times (working days)

			Transit Times: Days		Recommended Delivery Lead Time	Delivery Lead Time Window
Delivery Region Metropolitan Areas	Day 0 Trigger	Pick, Consolidate & Despatch	Acacia Ridge	Newcastle		
Adelaide	Receipt of Order	3	4	4	7	5-7
Brisbane	Receipt of Order	2	1	1	3	3
Melbourne	Receipt of Order	2	3	2	5	3-5
Newcastle	Receipt of Order	2	2	1	4	3-4
Perth-Newcastle (Sea)	Receipt of Order	4	22	22	26	26
Sydney	Receipt of Order	2	2	1	4	3-4

			Transit Times: Days		Recommended Delivery Lead Time	Delivery Lead Time Window
Delivery Region Regional Areas	Day 0 Trigger	Pick, Consolidate & Despatch	Acacia Ridge	Newcastle		
Albury / Wodonga	Receipt of Order	8	3	2	11	10-11
Alice Springs	FTL orders for region from mill location	5	6	8	11	11-13
Atherton/Mareeba	FTL orders for region from mill location	3	5	5	8	8
Ballarat	FTL orders for region from mill location	3	3	2	6	5-6
Bendigo / Shepparton	Receipt of Order	5	3	2	8	7-8
Cairns	Receipt of Order	5	4	5	10	9-10
Canberra	FTL orders for region from mill location	3	2	1	5	4-5
Charters Towers	FTL orders for region from mill location	3	4	5	8	7-8
Coffs Harbour	FTL orders for region from mill location	2	1	1	3	3
Darwin ex Brisbane	Receipt of Order	5	6	NA	11	11
Darwin ex Newcastle	Receipt of Order	10	NA	8	18	18
Dubbo	Receipt of Order	5	2	1	7	6-7
Emerald	FTL orders for region from mill location	3	2	3	7	5-7
Geelong	Receipt of Order	10	4	2	14	12-14
Gladstone	Receipt of Order	10	2	2	12	12

Transit Times: Days

Guide to Purchasing

Delivery Region Regional Areas	Day 0 Trigger	Pick, Consolidate & Despatch	Acacia Ridge	Newcastle	Recommended Delivery Lead Time	Delivery Lead Time Window
Gold Coast	FTL orders for region from mill location	2	1	2	4	3-4
Horsham	FTL orders for region from mill location	3	3	2	6	5-6
Launceston	Receipt of Order	10	7	6	17	16-17
Lismore	FTL orders for region from mill location	2	1	1	3	3
Mackay	Receipt of Order	8	4	3	12	11-12
Maryborough / Bundaberg	FTL orders for region from mill location	3	2	2	7	5-7
Mildura	FTL orders for region from mill location	3	4	2	7	4-7
Morwell	FTL orders for region from mill location	3	3	2	6	5-6
Mount Isa	FTL orders for region from mill location	3	3	4	8	6-8
Rockhampton	Receipt of Order	10	2	3	14	12-14
Sunshine Coast	FTL orders for region from mill location	2	1	2	4	3-4
Tamworth	Receipt of Order	4	1	1	5	5
Toowoomba	Receipt of Order	5	1	2	7	6-7
Townsville	Receipt of Order	5	4	5	10	9-10
Wagga	Receipt of Order	5	2	1	7	6-7
Wollongong	FTL orders for region from mill location	2	2	1	4	3-4

Notes:

1. The day the order is acknowledged is Day 0 where the order is received prior to 2pm Eastern Standard Time. The following day shall be Day 0 for orders received after 2pm.
2. An order quantity below a full truck load for any delivery point may impede delivery performance.
3. Transport times subject to legislative requirements of Driver Fatigue Management Chain of Responsibility.
4. No liability is accepted by Austube Mills for late delivery.
5. The above lead times are consistently achievable when our logistics operations (Supply Chain) are supported by your businesses 3-6 month rolling forecast for those items identified as available ex stock.

Guide to Purchasing

7.0 Lead Times

7.1 Rolling Lead Time

Rolling lead times are detailed in the monthly Delivery Programme.

The Delivery Programme is issued electronically to registered users.

All non stockable sections will be supplied in full off the rolling. Please ensure your orders note delivery dates consistent with the Delivery Programme delivery timing.

7.2 Finishing Lead Time for Ex Rolling Items

Finishing lead times are given in working days based on a 5-day working week.

Table 1 - Circular Hollow Section - Finishing Lead Time

Material	Finishing Lead Time for Size Ranges (Working Days)	
	25NB - 50NB	65NB - 150NB
Painted Red Screwed	10	-

Notes:

For Charpy tests for RHS and ROPS RHS, add 15 working days to the lead-time shown above.

7.3 Order consolidation lead time

The order consolidation lead time is the time needed to schedule and organise an order for despatch.

7.4 Stock Classification Definitions

Austube Mills Market Offer Product Definitions			
Class	Promise	Definition	Comment
A	Ex Stock	95% Availability	Criteria based on Austube Mills sales volumes
B	Ex Stock	95% Availability	Criteria based on Austube Mills sales volumes
C	Ex Stock	95% Availability	Criteria based on Austube Mills sales volumes
F	Next Available Rolling	Dimensions Gauge Length Finish Coil MOQ	within existing A, B, C class items within existing A, B, C class items non standard plus low volume standard items Subject to specific mill capability, requests for rolled lengths of between 4.2 and 13.3 metres may be accepted standard finishes available usually ex stock no minimum order quantity restriction - supply in single packs
M	Next Available Rolling, subject to coil availability	Dimensions Gauge Finish Length Grade MOQ Order Volume Coil Outsourced	may or may not be within existing A, B, C class items may or may not be within existing A, B, C class items may be any finish May be either standard or non-standard Subject to specific mill capability, requests for rolled lengths of between 4.2 and 13.3 metres may be accepted All non standard grades are M Class Minimum Order Quantity restriction is in place Customer to accept over/under-roll at the unit price quoted for the original order of +/-10% including part packs For MOQ items the actual delivery quantity will be to the nearest pack or part pack (whichever is greater) as close to being within the +/-10% volume tolerance as possible May need to be specifically purchased Standard material outsourced by Austube Mills may carry MOQ in line with supply point criteria

Notes:

Minimum Order Quantity for a specific section will be available on request.

Guide to Purchasing

8.0 Contact Directory

Title and Name	Land Line	Mobile	Email	Site
Manager Sales & Marketing Geoff Cooke	02 4935 5782	0401 404 775	geoff.cooke@austubemills.com	NCL
Product/National Account Manager Ross Williams	07 3909 6609	0418 680 120	ross.williams@austubemills.com	QLD
Internal Sales Manager Jenny Downs	07 3909 6550	0409 636 962	jenny.downs@austubemills.com	QLD
Sales and Service	1800 281 424	Fax: 07 3246 2660	atmsales@austubemills.com	QLD
Sales Manager QLD Adrian Bothams	07 3909 6645	0407 057 826	adrian.bothams@austubemills.com	QLD
Sales Manager NSW/ACT Ryan McCallum	02 4935 5699	0428 158 252	ryan.mccallum@austubemills.com	NCL
Sales Manager VIC/TAS Michael Bangit	03 9930 8008	0437 730 299	michael.bangit@austubemills.com	VIC
Sales Manager SA/NT/WA Mark Michelmore	08 8110 0212	0437 212 810	mark.michelmore@austubemills.com	SA

QLD: 146 Ingram Road, Acacia Ridge QLD 4110
PO Box 246, Sunnybank QLD 4109

NCL: Industrial Drive, Mayfield NSW 2304
PO Box 156, Newcastle NSW 2300

SA: Level 2, 169 Fullarton Road, Dulwich SA 5065

VIC: 219-229 St Albans Road, Sunshine VIC 3021

Guide to Purchasing

9.0 Glossary

Term	Definition
Austube Mills:	Austube Mills Pty Ltd ABN 21 123 666 679.
AUD\$:	Australian Dollars.
Blk:	Black.
Certificate of Compliance:	A statement that the product supplied complies with the relevant specification.
Charpy Impact Test Certificate:	A statement of results for a test measuring the toughness of steel (ie. how it responds to shock loads).
CHS:	Circular Hollow Section.
Clr:	Clear.
CSC:	Customer Service Centre.
DN:	Nominal Size.
DuraGal®:	The brand name used for in-line galvanized product.
DuraGalClear:	DuraGal ^{Clear} finish designed specifically for high performance powder coating applications.
DuraGalPlus:	The brand name used for pre-galvanized product.
DuraGalPrimed:	The brand name used for primer painted product.
Ex-Rolling:	Products sold from a planned production run.
Ex-Stock:	Products sold out of stock held in a warehouse.
FIS:	Free into store on truck with the customer responsible for unloading.
Full Truckload Order:	An Order for a quantity of goods that has a nominal weight of 24 tonne, subject to volume constraints or as otherwise determined by Austube Mills.
H:	Heavy
L:	Light
M:	Medium
MOQ:	Minimum Order Quantity.
MRQ:	Minimum Rolling Quantity.
NB:	Nominal Size.
NOPC:	No Oil or Paint Coating. Priced the same as painted or clear sections.
OD:	Outside Diameter.
Order:	An Order constitutes an offer by a Austube Mills customer to purchase the goods described in the Order on Austube Mills's Standard Terms and Conditions of Sale.
Order Item / SKU:	An order item is a product of one size / grade / specification / surface finish / end finish and length.

Guide to Purchasing

Product of a Rolling:	The total quantity of material produced from rolling a single SKU is subject to coil size and mill yield variability.
PTD:	Painted.
RHS:	Rectangular Hollow Section.
ROPS:	Roll Over Protection System.
Ship to Address:	The place you require the Order Items to be delivered.
SHS:	Square Hollow Section.
SKU:	Stock Keeping Unit.
Test Certificate:	A statement of results for mechanical and / or chemical properties relating to tests performed by Austube Mills for the purpose of establishing compliance to the relevant standard.
You / Customer:	The person or entity that places the Order with Austube Mills.
Working Days:	The days from Monday to Friday inclusive, excluding public holidays.
XH:	Extra Heavy.
XL:	Extra Light.

Guide to Purchasing

10.0 Appendices

The following documents are examples of typical paperwork (hard copy and facsimiles) involved in doing business with Austube Mills.

10.1 Order Acknowledgement (faxed)

ORDER ACKNOWLEDGEMENT					
austube mills			Austube Mills Pty Ltd ABN 21 123 666 679		
Your Order:	7502095101	Our Reference:	817217		
Order Date:	13/07/09	Customer Code:	28136		
Ordered by:	Deliver to:				
JOE SMITH XX XXXXXX XXXXXX XXXXXXXXXXXX XXX XXX		JOE SMITH XX XXXXXX XXXXXX XXXXXXXXXXXX XXX XXX			
all advise detials contact XXXXXXXX XXXXX as at 31/3/06. Prices Exclude GST contact XXXXXXXX XXXXX for all documents					
Cst Lne	Quantity	Unit	Price	Request	Delivery By
7	721.500	M	**.**	31/07/09	31/07/09
3 PK 50NB MED PTD RED PE 6.5 M 1074/1163 C250L0 Material now available for your order					
End of Order					

Acknowledged Delivery Date

For inquiries please phone Customer Service 1800 281 424
Subject to: _____
Austube Mills Pty Ltd, Conditions of Quotation & Sale

Guide to Purchasing

10.2 Order Revision/Report (faxed)

austube mills	ORDER REVISION/REPRINT
	Austube Mills Pty Ltd ABN 21 123 666 679

Your Order: 7502097701
 Order Date: 15/07/09

Our Reference: 817444
 Customer Code: 428306

Ordered by:

Deliver to:

JOE SMITH
 XX XXXXXX XXXXXX
 XXXXXXXXXXXX XXX XXX

JOE SMITH
 XX XXXXXX XXXXXX
 XXXXXXXXXXXX XXX XXX

Prices Exclude GST

Cst Lne	Quantity	Unit	Price	Request	Delivery By
1	5486.400	M	***	3/08/09	7/08/09
	3 PK 12.7 x 1.8 x	4572	TS41 Commercial		Screw & Socket
End of Order					

Requested Date

Revised Date

** Delivery promise is later than request date.
 For inquiries please phone Customer Service 1800 281 424

Subject to:
 Austube Mills Pty Ltd, Conditions of Quotation & Sale

Guide to Purchasing

10.3 Certificate of Compliance and Advance Shipping Notice (faxed)



Certificate of Compliance and Advance Shipping Notice

ASN Number: 592524
Despatch From: ATM NEWCASTLE
Despatch Date: 5/09/18
Despatch Time: 20:17:26
Manifest Number: 344930

ETA:
Truck Number: CL96BD
Carrier 1: TOLL SPD (NEWC)
Carrier 2:
Flat Rack:

Ordered by:

JOE SMITH
XXX XXXXXX

Deliver to:

JOE SMITH
XXX XXXXXX


CERTIFICATE of COMPLIANCE: All products comply with the specifications stated on the Despatch Advice and Packing Labels.

Statement of Compliance

P.O. Line	Item	Mass (T)	Quantity	U/M
Customer Order: XXXXX	Our Reference: 146142	Invoice Number: 957554		
		9.228	6.000	PK
	150X150X9.0 BLUE RHS 10.2 M AS/NZS 1163-C350L0		24.000	LN
		16.648	8.000	PK
	150X150X9.0 BLUE RHS 9.2 M AS/NZS 1163-C350L0		48.000	LN

Guide to Purchasing

10.4 Carrier Manifest (hard copy - used by driver)



AustubeMills
ABN 21 123 666 679

Carrier Manifest

1

Manifest No: 344997 Picklist: 541829

Despatch From: ATM ACACIA RIDGE

Despatch Date: 7/09/18

Despatch Time: 12:35:57

Carrier: ROGERS TRANSPO

Truck: RT043

Load Truck at: WORKS


Flat Rack: RT043

Delivery Address	Contact & Phone No.	Packs	Tonnes
XXXXX XXXXXXXX XXXXXXXX XX XXXXXXXXXXXX XXXX XXXXXXXX XXX XXXX	JOE SMITH XX XXXXXXXX		
<p>RECEIVING TIMES: 7:00AM - 1:30PM MONDAY TO THURSDAY 7:00AM - 10:00AM FRIDAY **** BOOKINGS ARE ESSENTIAL **** Contact XxxX XxxXx on XX XXXX XXXX Drivers MUST ring XX XXXXXXXX if they will not make their booking time</p>			
	Advice Note: 957835	4	6.185
	957836	14	18.137
<p>PRINT NAME: _____ Signature: _____ Receipt Date: _____</p>			
<p>Ensure your receiving stores sign and date for the correct line item</p>		Totals:	18 24.322
<p>**** End of Manifest ****</p>			

This document forms part of the POD. Please ensure your receiving staff legibly print, sign and date the correct line. Any issues with the delivered product need to be raised at the time of delivery and documented on the Carrier Manifest.

Guide to Purchasing

10.5 Delivery Advice Docket (hard copy provided with delivery)



ABN 21 123 666 679

DELIVERY ADVICE DOCKET

Telephone: 1800 281 424

Page: 1 of 1
Date: 7/09/18
Time: 12:35:57

Customer Copy

Truck Number: RT043
Carrier: ROGERS TRANSPORT

Load Manifest: 344997
ASN: 592605

Flat Rack: RT043

Description	Your Order & Line	Your Item	Quantity	Mass (T)	Back Order	Invoice
4.000 PK 65NB MED CLR PE 6.5 M AS 1074+AS/NZS 1163-C250L0	7505848731	1 100760	962.000 M	6.185	4.000	957835
Pack(Lot)# 8118024866(Q181294)	8118024888(Q181294)	8118024904(Q181294)	148 LN			
1.000 PK 25NB LGT CLR PE 6.5 M AS/NZS 1163-C350L0	7505868943	2 100647	591.500 M	1.177		957836
Pack(Lot)# 8218009112(Q180932)			91 LN			
5.000 PK 25NB MED CLR PE 6.5 M AS 1074+AS/NZS 1163-C250L0	7505868943	3 100651	2957.500 M	7.127		957836
Pack(Lot)# 8218013201(Q181428)	8218013210(Q181428)	8218013211(Q181428)	455 LN			
Pack(Lot)# 8218013212(Q181428)						
8.000 PK 32NB MED CLR PE 6.5 M AS 1074+AS/NZS 1163-C250L0	7505868943	5 100677	3172.000 M	9.833		957836
Pack(Lot)# 8218012882(Q181383)	8218012885(Q181383)	8218012886(Q181383)	488 LN			
Pack(Lot)# 8218012887(Q181383)	8218012889(Q181383)	8218012890(Q181383)				

Total Mass: 24.322

Signature: _____ Receipt Date: _____

CERTIFICATE OF COMPLIANCE: All products comply with the specifications stated on the delivery advice and pack labels.
Picklist No.: 541829
Subject to Our Conditions of Quotation and Sale
Austubemills Pty Ltd ABN 21 123 666 679

Guide to Purchasing

10.6 Tax Invoice (hard copy or faxed)



AustubeMills

ABN 21 123 666 679

Payments: PO BOX 245c NEWCASTLE NSW 2300
 BSB: 012 003 Acct: 837 871 158
 Inquiries: PO BOX 156 NEWCASTLE NSW 2300
 TELEPHONE 1800 281 424
 PAYMENTS: PH 02 4935 5538

Date: 6/11/15
 Page: 1 of 1

1

Tax Invoice

Invoice to: CUSTOMER
 ACCOUNTS PAYABLE
 LOCKED BAG 5044
 PARRAMATTA NSW 2124

Deliver to: XXXXXX XXXXXX
 XXXX XXXXXXXXXXXX XXXX
 XXXXXXXX XXX XXXX

Customer Code	XXXXX
Invoice Number	858758
Our Reference	103305
Your Order	XXXXXXXXXX

Reprint
 Original Invoice Date: 3/07/15

Line #	Description	Quantity	Price	Amount
1	55004 25X 25X2.0 DURAGALPLUS 6.5 M AS/NZS 1163-C350L0			PO Line: 2
3.000	PK 213250 Complete	300.000LN	1950.000 M	\$XXX M \$XXXX.XX
	*Express Pricing			

Subject to Our Conditions of Quotation and Sale
 Austrube Mills Pty Ltd ABN 21 123 666 679

16:08:07



Address 146 Ingram Road, Acacia Ridge Qld 4110 | PO Box 246, Sunnybank Qld 4109 Australia

Phone +61 7 3909 6600 | **Fax** +61 7 3909 6660

Web austubemills.com.au

This publication has been prepared as a guide only to assist anyone that may specify or use the products described in this publication. Accordingly, while Austube Mills has endeavoured to ensure that all information provided in this publication is accurate and up-to-date, the following must be noted: this publication does not take into account any individual circumstances and is therefore not a substitute for informed or professional individual advice; the specifications and technical data relating to the products described in this publication are approximate and subject to change without notice, and users should check the currency of the information before relying upon it; and unless required by law, Austube Mills does not accept any responsibility for any loss, damage or consequence resulting from the contents of this publication or from any omission of information in this publication. © Copyright Austube Mills Pty Ltd. DuraGal, the Austube Mills logo and the Australian Map of tubes are registered trade marks of Austube Mills Pty Ltd. March 2019.