



## Drop Ship Requirements

AGI may direct suppliers to ship to a non-AGI facility. These shipments must comply with AGI's Supplier Quality Manual (GP-85031) section 7.7.4 Advanced Shipping Notifications (ASN). The subject of the ASN email shall include the non-AGI facility that is to receive the Goods on behalf of AGI, i.e. "ASN-McMaster to XYZ Machine Shop". This will assist AGI routing the ASN to the receiving facility and allow for correct receiving.

The receiving facility shall comply with the following requirements upon receipt of the Goods.

- 1) Inspect the packages that contain the Goods for damage that may have occurred during shipping;
  - a) Sign the BOL indicating packages received are damaged if applicable;
  - b) Sign the BOL indicating that Goods inside are damaged if applicable;
- 2) Count Goods to confirm and verify that quantity matches quantity of Goods as stated in the ASN;
  - a) Sign the BOL indicating that quantity of Goods received does not match quantity stated on ASN if applicable;
- 3) Verify product identification matches documentation tendered on the ASN;
- 4) Submit a copy of the signed BOL with tracking information back to AGI within 24 hours;
  - a) Reply to original ASN email sent with "Received" added to the subject;
  - b) Attach the signed BOL to email and;
  - c) Indicate if any issues with were seen such as damage, incorrect quantities, etc.

Upon receipt of the signed BOL from the receiving party, AGI will:

- 1) Receive the Goods into AGI's ERP system;
- 2) Inventory will show in the ERP system as being on hand at the receiving facility.

Thank you,

A handwritten signature in black ink that reads "John A. Becht". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

John A. Becht  
Materials, Planning & Logistics Manager  
Advanced Green Innovations, LLC  
(480) 921-2755 ext. 3266