



ATLANTIC MARINE HOLDING COMPANY

SUPPLIERS MANUAL

Introduction

At Atlantic Marine Holding Company we aspire to provide top quality work through great productivity while maintaining a safe working environment throughout the yard. We depend upon our suppliers for accurate and reliable services in order to accomplish our goals of complete customer satisfaction every time.

Purpose of Suppliers Manual

- This manual is intended to provide all Atlantic Marine suppliers with the specific details needed to fulfill the requirements and expectations that shall be placed upon them during times of interaction with this company.
- Any rules or regulations pertaining toward suppliers of Atlantic Marine not included in this supplier's manual may be located in the terms and conditions document of Atlantic Marine Holding Company.
- In such event that a supplier is unable to achieve the standards incorporated in this supplier's manual and/or in compliance with the terms and conditions document relevant to relations with Atlantic Marine, the supplier will not be considered for candidacy for future business opportunities with this company.

Quotations

- When suppliers are asked to present a quotation for materials or services, a request for quotations form will be faxed or electronically mailed.
- Supplier will be expected to return quotation(s) within a twenty-four hour period. In some instances quotation returns will be required in a more concise period of time, in which supplier will be informed upon quotation request.

Delivery & Packaging Specifications

- Deliveries are expected to arrive on the date determined via Atlantic Marine Holding Company and the supplier.
- Receiving hours are between 7:30 a.m. to 5:00 p.m.
- All deliveries expecting to be received must arrive by the above time period.

- Shipments received must be properly packed, containing proper shipping documents.
- Materials received on pallets must be properly covered in shrink wrap accompanied with proper shipping documents.

Shipping Documents

- A copy of the Purchase Order Number must accompany and provided when materials or equipment are delivered, including documentation with specific information pertaining to supplier's name, address, exact delivery date.
 - Note: Exact delivery date is the date Atlantic Marine is intended to receive materials or equipment, not the day shipped by supplier.
- All documents are expected to be included at time of delivery. New equipment is expected to have certifications and/or manuals present when delivered.
- Consistent failure to comply may possibly lead to loss of future business opportunities with Atlantic Marine.

Drop Shipments

- Drop shipments should adhere to the same guidelines as previous listed in the delivery specifications and shipping documents.

Lead Time

- Lead time will be established during the ordering process of the materials or services, unless lead time is specifically appointed to meet criteria pertaining to materials or services needed immediately.
- During any instance where potential changes in lead time may occur the supplier should inform the Atlantic Marine Purchasing Department immediately so that any stipulations may be disentangled.

Quantity

- Quantities received at time of delivery should match quantities ordered and specified by the purchase order.
- Atlantic Marine will only forward payment for quantity specified by the purchase order. Any time the supplier ships a larger quantity than requested on purchase order the supplier is responsible for the return delivery cost.
- During delivery acceptance, if Atlantic Marine finds error wherein quantity shipped is inadequate to quantity requested, the supplier is required to accommodate in any way possible, as deemed necessary by Atlantic Marine.

Services

- When a supplier realizes materials or equipment in process of shipment to Atlantic Marine may not be arriving on agreed upon date, the supplier is expected to notify Atlantic Marine immediately of the unexpected changes.

Invoicing

- Terms on invoice payment with Atlantic Marine are 2/10, n/45, unless otherwise stated on the Purchase Order.
- Atlantic Marine will only receive the actual invoices. Invoices sent by e-mail will not be acceptable, and payment will be deferred until the correct document is received.
- All invoices sent to Atlantic Marine must contain the P.O. Number and should state attention to the Accounts Payable Department.
- Invoices must be sent to the correct Atlantic Marine location to one of the following addresses:

Atlantic Marine Alabama, LLC.
P.O. Box 3202
Mobile, AL. 36652

Atlantic Marine Florida, LLC.
8500 Heckscher Drive
Jacksonville, FL. 32226