

Process for Shipping to MST – Bardstown, KY

1. Receive release from Steel Technologies and respond to confirm we've received it.
 - Customer will specifically release by part numbers.
 - i. Anything with "-80" means to ship multiple coils under that part number that equal up-to 80,000 LBS for shipment's total weight. Note, sometimes its higher than 80.

From: Raisor, Kay <kraisor@sttxna.com>

Subject: Week of 2/7

Good afternoon,

Please start with these. Let us know if you need anything else.

2/7|
1329
1406
1336

2/8
1339-80
1344
1376-80

2/9
1357
1348-80

Thank you.

Kay Raisor

Inside Sales Account Manager

Steel Technologies, LLC

700 N. Hurstbourne Parkway, Suite 400

Louisville, Kentucky 40222

(Main) 502-245-2110, Ext. 21612

(Direct) 502-815-1057

(Fax) 502-814-3080

kraisor@sttxna.com

2. With MST being a Ship-To processor, the Business Partners in SAP will always be Steel Technologies, LLC– MST. Coils, however, will be produced by either US Steel, Pro-Tec Coating, AM/NS Calvert, or Cleveland Cliffs. All coils will be under Steel Technologies’ ownership. All MST part numbers are as followed:

MST Part Number	Mill
1329	Cliffs Middletown
1330	Cliffs Middletown
1331	USS
1332	USS
1333	USS
1334	Cliffs Kote
1335	Cliffs Kote
1336	Cliffs Kote
1337	AMNS Calvert
1338	USS
1339	USS
1340	USS
1341	USS
1342	AMNS Calvert
1343	USS
1344	USS
1345	Cliffs Kote
1346	USS
1347	USS
1348	USS
1349	Cliffs Burns Harbor
1350	Cliffs Kote
1351	Cliffs Burns Harbor
1352	Cliffs Kote
1353	Cliffs Kote
1354	Cliffs Kote
1356	Cliffs Kote
1357	USS
1358	Cliffs Kote
1359	USS
1360	USS

MST Part Number	Mill
1361	Cliffs Indiana Harbor
1362	Cliffs Indiana Harbor
1363	Cliffs Middletown
1364	Cliffs Burns Harbor
1365	Cliffs Kote
1368	Cliffs Burns Harbor
1369	Cliffs Middletown
1370	Cliffs Middletown
1371	Cliffs Kote
1372	Cliffs Indiana Harbor
1373	Cliffs Indiana Harbor
1374	Cliffs Kote
1375	AMNS Calvert
1377	Cliffs Burns Harbor
1379	Cliffs Burns Harbor
1380	Cliffs Kote
1381	Cliffs Kote
1382	USS
1383	Cliffs Kote
1384	Cliffs Kote
1385	Cliffs Middletown
1393	USS
1394	Cliffs Middletown
1395	Cliffs Middletown
1396	Cliffs Middletown
1397	Cliffs Middletown
1398	Cliffs Middletown
1399	Cliffs Middletown
1400	Cliffs Middletown
1401	Cliffs Burns Harbor
1402	Cliffs Burns Harbor

MST Part Number	Mill
1403	Cliffs Burns Harbor
1404	Cliffs Middletown
1406	Cliffs Middletown
1407	Cliffs Middletown
1408	Cliffs Middletown
1409	Cliffs Middletown
1410	Cliffs Kote
1411	Cliffs Kote
1444	Cliffs Burns Harbor
1445	Cliffs Burns Harbor
1446	USS
1355A	Cliffs Middletown
1376A	Cliffs Burns Harbor
1378A	Cliffs Burns Harbor
1405A	Cliffs Middletown
C73154	Cliffs Middletown
C73155	USS
C73161	USS
C73482	USS

3. Create shipments from release in SAP as a Sales Order

Sales Order

Customer: C10000121
 Name: Steel Technologies, LLC
 Contact Person: Lorie Brentlinger
 Customer Ref. No.:
 Local Currency:

No. Primary: 5796
 Status: Closed
 Posting Date: 02/08/2022
 Delivery Date: 02/09/2022
 Document Date: 02/08/2022
 TOTAL WEIGHT LBS: 7609
 TOTAL WEIGHT KGS: 3429
 TENDER LOAD: Tended
 LOAD NUMBER:
 SALES ORDER TYPE: Outbound

Item/Service Type	Item	MILL COIL ID	NET WEIGHT LBS	TARE WEIGHT LBS	GROSS WEIGHT LBS	LENGTH	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Whse	Width	Gauge	HEAT	HEAT 2	GRADE	MILL ORDER	MILL PO	CUSTOMER PO	HOLD	PROCESSOR ID	SHIP TO PO	CONTAINER SIZE	PO Line Num
1	1376A						2		0.00	EX		10	42.9711"	0.0787"							NO				1

A. Input "Steel Technologies, LLC – MST" as the Business Partner.

Sales Order

Customer: C10000121
 Name: Steel Technologies, LLC
 Contact Person: Lorie Brentlinger
 Customer Ref. No.:
 Local Currency:

B. Input correct dates of when material will be shipped, as well as delivery date.

Posting Date: 02/08/2022
 Delivery Date: 02/09/2022
 Document Date: 02/08/2022

C. Input correct part number.

Contents

Item/Service Type	Item	MILL COIL ID	NET WEIGHT
1	1376A		

D. Under "Logistics" tab, verify Ship-To address and carrier are correct.

Logistics

Ship To: 860 Withrow Court
 Bardstown KY 40004

Bill To: 700 N. Hurstbourne PKWY
 Suite 400
 Louisville KY 40222

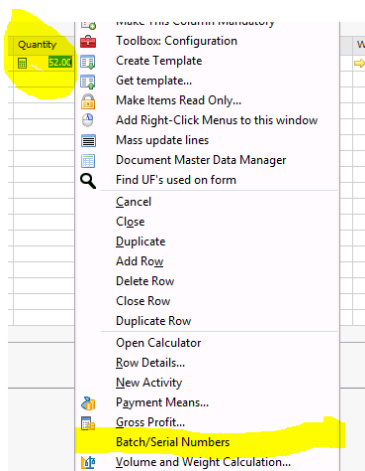
Shipping Type: Hill Transportation LLC

☒ Print Picking Sheet
☐ Proc. Doc. For Non Drop-Ship Whse Lines
☒ Proc. Doc. For Drop-Ship Whse Lines
☒ Approved
☒ Allow Partial Delivery

- E. Go back to the “Contents” tab and enter the amount of material you wish to ship.

Contents							
Item/Service Type		Logistics		Accounting		Attachments	
#	PART NUMBER	MILL COIL ID	NET WEIGHT LBS	TARE WEIGHT LBS	GROSS WEIGHT LBS	LENGTH	Quantity
1	➔ 1376A						2

- F. Right click the field you entered your quantity in and click “Batch/Serial Numbers.”



- G. Select the coil ID's that are needing to be shipped and allocate them to the Sales Order. Note: You will need to ship First-In-First-Out (FIFO) for each part number. Sort by the "Admission Date" column so it's easier to determine which coil is the oldest. If the part number is needing up to 80,000 LBS, then simply select the oldest coils that will give you the closest total weight of 80,000 LBS.

Serial Number Selection

Rows from Documents

#	Item No.	Item Description	Whse Code
1	1376A	42" STEEL STAND UP COIL	10

Available Serial Numbers

Filter by: Manufacturer Serial Number

Filter:

Find:

#	MILL COIL ID	Bin Location	Admission ...	NET WEIGHT LBS	Born On Date	ON HOLD	Allocated	Unit Cost	LENGTH	HEAT	H
1	C3824319	10-D9-02	08/12/2021	39930		Yes	No	\$ 0.00	0	4114330	
2	C3824314	10-E-68	08/13/2021	37850		No	No	\$ 0.00	0	9521971	
3	C3824315	10-D9-10	08/18/2021	40440		No	No	\$ 0.00	0	4114332	
4	C3824318	10-D9-08	08/18/2021	40180		No	No	\$ 0.00	0	4114330	
5	C3824322	10-D9-06	08/18/2021	32580		No	No	\$ 0.00	0	9521971	
6	C3824321	10-D6-05	08/18/2021	38800		No	No	\$ 0.00	0	4114329	
7	C3824305	10-E-04	08/30/2021	40250		No	No	\$ 0.00	0	4114330	
8	C3830234	10-D3-21	10/14/2021	39680		No	No	\$ 0.00	0	9522309	
9	C3830468	10-D9-13	10/15/2021	31340		No	No	\$ 0.00	0	9522393	
10	C3830469	10-D5-05	10/15/2021	38610		No	No	\$ 0.00	0	4115138	
11	C3830235	10-D9-12	10/15/2021	40170		No	No	\$ 0.00	0	9522309	
12	C3830237	10-D5-06	10/18/2021	39660		No	No	\$ 0.00	0	9404749	

Available Quantity: 28

When you've finished selecting and allocating your coils, the right side of the screen will be filled with the items you've selected. Click "Update," then "OK."

Serial Number Selection

Rows from Documents

#	Item No.	Item Description	Whse Code	Quantity	Total Selected	O...
1	1376A	42" STEEL STAND UP COIL	10	2	2	

Available Serial Numbers

Filter by: Manufacturer Serial Number

Filter:

Find:

#	MILL COIL ID	Bin Location	Admission ...	NET WEIGHT LBS	Born On Date	ON HOLD	Allocated	Unit Cost	LENGTH	HEAT	H
1	C3824315	10-D9-10	08/18/2021	40440		No	No	\$ 0.00	0	4114332	
2	C3824318	10-D9-08	08/18/2021	40180		No	No	\$ 0.00	0	4114330	
3	C3824322	10-D9-06	08/18/2021	32580		No	No	\$ 0.00	0	9521971	
4	C3824321	10-D6-05	08/18/2021	38800		No	No	\$ 0.00	0	4114329	
5	C3824305	10-E-04	08/30/2021	40250		No	No	\$ 0.00	0	4114330	
6	C3830234	10-D3-21	10/14/2021	39680		No	No	\$ 0.00	0	9522309	
7	C3830468	10-D9-13	10/15/2021	31340		No	No	\$ 0.00	0	9522393	
8	C3830469	10-D5-05	10/15/2021	38610		No	No	\$ 0.00	0	4115138	
9	C3830235	10-D9-12	10/15/2021	40170		No	No	\$ 0.00	0	9522309	
10	C3830237	10-D5-06	10/18/2021	39660		No	No	\$ 0.00	0	9404749	
11	C3830236	10-D8-02	10/18/2021	39940		No	No	\$ 0.00	0	9522308	
12	C3830238	10-D-72	10/18/2021	39900		No	No	\$ 0.00	0	9404749	

Available Quantity: 26

Selected Serial Numbers

#	MILL COIL ID	Bin Location	Admission Date	ON HOLD	NET WEIGHT LBS	LENGTH	HEAT	HEAT 2	GRADE	MILL ORDER	PIEC...
1	C3824319	10-D9-02	08/12/2021	Yes	39930	0	411433		SCGA78		1
2	C3824314	10-E-68	08/13/2021	No	37850	0	9521971			BH55740352 01 1	

Total Selected: 2

Revision Date: 2/9/2022

H. Once you're back to the Sales Order screen, click 'OK' at the bottom left of the screen to complete your order.

Sales Order

Customer

C10000121

Name

Steel Technologies, LLC

Contact Person

Lorie Brentlinger

Customer Ref. No.

Local Currency

No.

Primary

5796

Status

Closed

Posting Date

02/08/2022

Delivery Date

02/09/2022

Document Date

02/08/2022

TOTAL WEIGHT LBS

79650

TOTAL WEIGHT KGS

36319

TENDER LOAD

Tendered

LOAD NUMBER

SALES ORDER TYPE

Outbound

Contents

Logistics

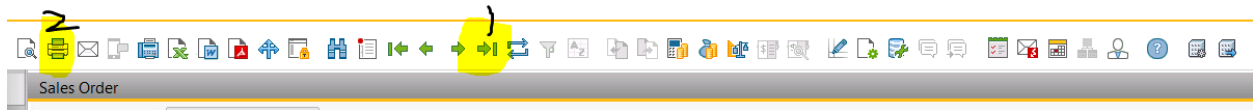
Accounting

Attachments

Item/Service Type	Item	MILL COIL ID	NET WEIGHT LBS	TARE WEIGHT LBS	GROSS WEIGHT LBS	LENGTH	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Whee	Width	Gauge	HEAT	HEAT 2	GRADE	MILL ORDER	MILL PO	CUSTOMER PO	HOLD	PROCESSOR ID	SHIP TO PO	Summary Type	No Summary
1	1376A						2		0.00	EX		10	42.9711"	0.0787"								NO			

4. Print the Pick List

- The Sales Order screen will become blank. Simply click “last data record,” followed by the “Print” icon.



- Select “Pick List Only.”

SS WEIGHT LBS	LENGTH	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Whse	Width	Gauge	HEAT	HEAT 2	GRADE	MI
		52.00		0.00	EX		10	34.5"	1.5"				
				0.00									

System Message

Choose report for printing

☐ Order Only
☒ **Pick List Only**
☐ Order and Pick List

OK Cancel

- The Pick List will provide the warehouse personnel confirmation on which coils to pull for the shipment.

HTI Logistics

SHIP TO:

MST
860 Withrow Court
Bardstown, KY 40004

Sales Order No.



Sales Order No.
5796

Customer Name
Steel Technologies, LLC

Shipment Date
2/9/2022

Appt. #

Pick List

User
Jesse Ford

Tendered Status
Tendered

Mill PO	Load Number	Mill Coil ID	Processor ID	Bin Loc	Width	Weight	Part Number
		C3824316		10-E-27	42.9920	39,860	1376A
		C3824317		10-E-90	42.9920	39,990	1376A

Total Weight: 79,850

Remarks:

5. Print the Certs

SHIPMENTS CANNOT LEAVE THE WAREHOUSE WITHOUT CERTS

- Majority of the time, certs would have been placed in individual coil records via EDI. This only includes coils produced by AM/NS Calvert and Cliffs.
- To verify if a coil has certs linked to it, go to “Serial Number Details” and search the coil. Click on all three tabs on the top right labeled “Chemical Compositions,” Mechanical Test Results,” and “Additional Processing.”
- If data appears in all three tabs, the certs will print directly on the BOL. This is specifically only because we receive them directly from the mills via EDI.

Heat	Name	Value
137629	ALUMINUM	0.0690
137629	LEAD	0.0020
137629	BORON	0.0001
137629	CALCIUM	0.0001
137629	CHROMIUM	0.0300
137629	CARBON	0.0014
137629	COPPER	0.0290
137629	MOLYBDENUM	0.0030
137629	NICKEL	0.0130
137629	NIOBIUM	0.0100
137629	PHOSPHORUS	0.0160
137629	SILICON	0.0100
137629	NITROGEN	0.0028
137629	TITANIUM	0.0380
137629	VANADIUM	0.0030
137629	TIN	0.0010

- We do not receive certs via EDI from US Steel or Pro-Tec. Certs will have to be exported from Steel Track and printed from there.
- All other certs requests can be directed to Steel Technologies who will provide them. This is specifically for Cliff or AM/NS Calvert coils that do not have certs attached to them in SAP already, thus limiting these requests to the customer.
- Once each coil’s cert is printed or confirmed linked to the coil in SAP, go through each one and verify the information matches the coil. Be sure to also verify that a coil’s cert wasn’t missed.
- Once all certs are printed and verified, attach them to the Pick List. This will ensure they stay organized and won’t be lost. Once the BOL’s are printed, the certs will be attached to them and given to the driver for the shipment.

6. Once coils are loaded onto the trailer, the BOL is printed.

**BOL'S SHOULD NEVER BE PRINTED UNTIL THE TRUCK
IS LOADED AND READY TO DEPART.**

- From the Sales Order, click "Copy To," then select "Delivery."

The screenshot shows a software interface with a 'Copy To' dropdown menu. The dropdown is open, showing options: Delivery, A/R Invoice, A/R Down Payment, and Res. Invoice. The 'Copy To' button is highlighted in yellow. The interface also includes fields for Total Before Discount, Discount, Freight, Rounding, Tax, and Total, with a total value of \$ 0.00.

- Verify that dates are correct. Dates on Deliveries will automatically default to the current day.

Posting Date	01/21/2022
Delivery Date	01/25/2022
Document Date	01/21/2022

- Under the “User Defined” fields in the Delivery, make sure the carrier SCAC code and truck number are added.

SCAC	HILV
Order Weight	
Gross Weight UOM	
Carrier Trailer #	
Trailer Initial	
Status	
Estimated Delivery Date	
Time Shipped	
Customer PO #	
Packing Method	
Package Type	
Product Group	
Store Abbreviation	
Consol Store number	
Template ID	
Auto-Pack Type	Pure Carton
Auto-Pack Remainder	Yes
3PL	
PO Date	
No EDI	No
UDF1	
UDF2	
UDF3	
Doc Lookup ID	
Shift	
Allow Random Shipments?	No
TENDER LOAD	Tendered
LOAD NUMBER	
Activity #	
Mill BOL No.	
SALES ORDER TYPE	Outbound
Shipper Number	
Shipment Number	
Dflt Whse	
AMMP Doc Sts	New
EndTime	
Issue Reason	Ownership Transfe
WEB-PROD-CON-WHS	
LBSI XML File	EDI204_202201215
LBSI XML Send Date	01/21/2022
LBSI XML Error Message	
Truck Number	TBD

- Confirm one more time the Ship-To and carrier are correct as these will be printed on the BOL.

Contents	Logistics	Accounting	Attachments
Ship To MST	860 Withrow Court Bardstown KY 40004	☒ Print Picking Sheet	
Bill To Lorie Brentlinger	700 N. Hurstbourne PKWY Suite 400 Louisville KY 40222	☐ Proc. Doc. For Non Drop-Ship Whse Lines	
		☒ Proc. Doc. For Drop-Ship Whse Lines	
		☒ Approved	
		☒ Allow Partial Delivery	
Shipping Type	Hill Transportation LLC		

- Click “Add” at the bottom left of the screen to finish building the BOL. Through the same process as the Sales Order, print the BOL and hand it to the warehouse personnel for them to finish the physical verification process.
- The driver is handed the BOL’s and Certs, then departs the warehouse.