SHIPPING INSTRUCTIONS

For equipment being sent to our DePere, Wisconsin headquarters, the address and instructions are: **Envanio USA Inc., 830 Prosper Street, DePere, WI 54115**, Attention: "Receiving Department". Receiving hours are 6:00 a.m. to 2:30 p.m. Monday through Friday. Phone: (920) 336-5715.

For equipment being sent to our Stoughton, Wisconsin manufacturing plant, the address and instructions are: **Envanio Universal USA Inc., US Hwy 51 & 138, Stoughton, WI 53589**, Attention: "Receiving Department". Receiving hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Phone: (888) 300-
4272.

For equipment being sent to our San Luis Potosi, Mexico manufacturing plant, the address and instructions are: **Envanio Universal Mexico S. de R.L. de C.V. Mantenimiento #130, Zona Industrial, San Luis Potosí, S.L.P.**, Attention: "Receiving Department". Receiving hours are 07:00 to 17:00 hrs. Monday through Friday. Phone: (444-447-90-27).

For equipment being delivered directly to the job site, refer to instructions on purchase order. Seller required to notify the Envanio USA Inc., job site receiving coordinator **at least twenty-four (24) hours** prior to scheduled arrival. Standard site receiving hours are **7:00 a.m. to 2:00 p.m.** Special arrangements,
if required, are to be confirmed through the job site coordinator. Please indicate the purchase order number when making this call. If you do not call in advance, you may be subject to offloading delays at no cost to Envanio USA Inc.

TAGGING AND IDENTIFICATION

Each item must be tagged for positive identification prior to shipment. As indicated on purchase order, show function group, material number and item number. At the time of shipment forward a copy of packing list (with aforementioned identification numbers) to Envanio USA Inc., Logistics Department. The purchase order number must also be on packing list.

TRANSPORT PROTECTION

All equipment shall be protected against road dirt and debris. If equipment is not properly protected, the Seller shall be responsible for providing arrangements for whatever personnel may be required to perform the required equipment cleaning at its destination.

ACCESS TO SELLER'S PLANT

Buyer/client personnel shall be allowed access to seller's plant (and sub suppliers) for expediting and inspection purposes. Buyer shall be immediately notified if schedule changes arise. Inspection does not exclude supplier from scheduling responsibility.

EXPEDITING

Suppliers of certain items will be required to submit a detailed schedule of events, at the discretion of buyer i.e., drawings, manufacturing, and transport as a condition of a purchase order, as directed by Purchasing. It is the responsibility of the Seller to give the expeditor bi-weekly updates on critical items, as determined by the expeditor.

ENVANIO USA INC., TERMS & CONDITIONS

Supply, in accordance with Envanio USA Inc., Purchased Goods Terms & Conditions.

CANADIAN REGISTRATION NUMBER – (CRN) (IF APPLICABLE, CANADIAN PROJECTS)

Technical Standards and Safety Authority (TSSA) require all suppliers of material and services to be responsible for addressing all costs and schedule issues related to: CRN for fittings, valves, vessels and equipment; "P" Numbers for piping systems; TSSA field inspections; and compliance with applicable codes such as, Canadian Standards Associates (CSA), Canadian Gas Code, and Electrical Safety Codes. Information regarding TSSA requirements is available at http://www.tssa.org. Contact information is available at https://www.tssa.org/contact-us.

CUSTOMS CLEARENCE/BROKERAGE AND DUTIES (IF APPLICABLE, INTERNATIONAL PROJECTS)

Refer to international project specific shipping/export instructions (if applicable).

CONTAMINANTS/LUBRICANTS

ABSOLUTELY NO Silicone or silicone containing materials or lubricants are to be used in any manner. Even tiny trace amounts of silicone can prevent paint from adhering. If silicone were discovered in the product(s) sold to Envanio USA Inc., said supplier would be responsible for removal, cleaning and/or replacement at no expense to buyer.

ABSOLUTELY NO Asbestos or asbestos containing materials are allowed on this project.

ABSOLUTELY NO Mercury or mercury containing materials are allowed on this project.

Supplier may be requested to send a sample of the lubricants used for compatibility testing, or a sample product (within reason) for compatibility testing. Details will be advised if required.

SDS SHEETS

SDS sheets must be submitted with invoice, or as required.

WARRANTY

Unless otherwise specified, warranty shall be two (2) years from date of production launch.

SOUND LEVELS (IF APPLICABLE)

All equipment must be in compliance with latest client sound specifications.

CLIENT SPECIFICATIONS

All equipment must conform to current client specifications unless otherwise requested.

RELIABILITY & MAINTAINABILITY DATA

Buyers shall be allowed access to seller's R & M documentation including (but not limited to) FMEA's, MTBF and MTBR reports including appropriate back-up data if requested.

INVOICING REQUIREMENTS

Invoicing shall be addressed to Envanio USA Inc., 830 Prosper Street, DePere, WI 54115, "Accounts Payable", and be sent to AP-invoices-US@envanio.com. Seller's invoice will be processed promptly provided the following requirements are met: 1) Purchase Order Number must appear on invoice, 2) Multiple items must be identified by item as they appear on purchase order, 3) All required documentation has been received by Envanio USA Inc., and 4) Values are not greater than shown on purchase document. If these requirements are not met, Envanio USA Inc., reserves the right to return to Seller. Invoice must be corrected and reissued. The payment terms will only commence upon Envanio USA Inc., receiving the corrected invoice. Remittance of payment only on
the 10th and 25th of every month in accordance with payment terms below.

PAYMENT TERMS

Refer to purchase order

MAINTENANCE MANUAL REQUIREMENTS

It is the intention of the end user to operate the equipment continuously, fault free. For this reason maintenance manual literature is a critical requirement for this project. The Seller must stipulate any preventive or predictive maintenance requirements, in Envanio USA Inc.'s, provided format, to ensure this level of reliability for the life of the equipment. This information consists of the following two components:

1. OPERATION AND MAINTENANCE LITERATURE (O&ML)
   O&ML includes -
   A. Special handling or storage requirements
   B. Installation instructions
   C. Operation and Maintenance Instructions (also in separate Excel format if available)
   D. Calibration certification, schedule, and instructions
   E. Preventive / Predictive Maintenance List with a detailed description of the maintenance activity, frequency and approximate duration of the activity, lubricants or other consumable parts or specialty tools required to accomplish the activity.
   F. Lubrication requirements, recommended grease or oil, amount and frequency, picture or drawing showing clearly all lube points

   Submit O&ML for approval to Envanio USA Inc., Documentation Department within eight (8) weeks of receipt of purchase order. **DO NOT SEND WITH EQUIPMENT.**

2. SPARE PARTS / PREVENTIVE / PREDICTIVE MAINTENANCE (SP/P/PM) WORKSHEET
   Submit an Excel worksheet that includes:
   A. Comprehensive Spare Parts List with manufacturer, manufacturer part number, supplier, supplier part number, unit cost, warranty, delivery time, unit of measure, and whether the part has a "catastrophic failure potential", i.e. failure of item may result in loss of plant production.

   Submit the completed SP/P/PM Excel file via email, for approval, to Envanio USA Inc., Documentation Department within eight (8) weeks of receipt of purchase order. Approval or requests for resubmittal will also be via email.

Required documentation must be provided in English; as an unsecured, searchable PDF. It must include OEM level data. **If the documentation is not furnished on schedule, we reserve the right to invoice any expenses subsequently incurred or delay payment**.

START UP AND TRAINING

The following equipment or systems (but not limited to) must include start-up and training by the Seller:

a. Air Dryers
b. Air Handling Systems
c. Air Showers
d. Boilers/Hot Water Generators
e. Burners
f. Chilled Water Systems
g. Compressors
h. Conveyors/Conveyor Components
i. Elevators
j. Fans
k. Fire Protection Systems
l. High Velocity Blow-off Equipment
m. Infra-red Systems
n. Paint Application Equipment
o. Pressure Filters
p. Pumps
q. Rectifiers
r. Robots (of any kind)
s. Substations
t Tack-off Equipment
u. UF/RO/DI Systems
v. VFD's
w. Waste Water Systems
y. Material Handling Equipment

START-UP

Seller to verify proper installation of equipment.
Seller to field balance all rotating equipment.
Seller to demonstrate that the equipment meets all design requirements.

TRAINING

Seller training shall include the following where applicable

a. Operation Training
b. Programming Training
c. Disassembly and Assembly Training
d. Maintenance Training
e. Troubleshooting and Repair Training
f. Fault Recovery Procedures

The training will consist of formal, instructor-presented sessions, conducted at the Customer's location, or when agreed to, the Seller's facility. The in- plant training will be scheduled as necessary (any or all shifts, weekends, etc.) depending on the Customer's requirements. A training manual or handout is required for each student enrolled in the course.

The training WILL NOT occur during the Seller's equipment start-up site visit. Training will require an additional; visit (s) to the Customer's location. A detailed outline of the course presentation and duration will be required within eight (8) weeks after issue of the purchase order to the Seller. The information shall be directed to the attention of the Envanio USA Inc., Training and Documentation Department.

CERTIFIED DRAWINGS

Certified drawings shall be submitted, for approval, to Envanio USA Inc., within two (2) weeks from receipt of order; written authorization must be given by Envanio USA Inc., in order to begin fabrication. All engineering, details and fabrication questions shall be submitted to the Engineering Department.

All approval drawings, submittals for construction and as installed drawings must include one reproducible copy if drawings are larger than 11" x 17".

SUPPLIER DIVERSITY

Envanio USA Inc. aims to develop business opportunities for certified Minority and Women Business Enterprises (M/WBE's). Our commitment is to maximize M/WBE participation through the development of mutually beneficial business relationships with these firms. This companywide, cross-functional effort includes the traditional purchasing and contracted activities, as well as non-traditional areas.

Envanio USA Inc.'s purchasing policy states that no potential supplier will be precluded from consideration on the basis of race, color, religion, age, national origin, gender or disability.

This is intended to build an awareness of Envanio USA Inc's. social responsibility to provide opportunities for M/WBEs. It is an effort to recognize and support programs which can enhance the minority communities we serve through our customers.