

We thank you for taking the opportunity to review our Procurement Process and Procedures. Our suppliers are an integral part of our success now and in years to come. The owners of Giant Cement have invested more than \$135 million to make Giant Cement a state-of-the-art cement manufacturing plant. We sincerely believe that continuous improvement is highly dependent on communication with our suppliers. We truly hope that our goals and objectives are thoroughly understood so together we can meet and exceed our mutual expectations.

**Fred Lupton**  
*Corporate Purchasing Manager*

## WHAT GIANT EXPECTS:

### QUALITY

We expect to be furnished with quality products that meet or exceed our specifications. Providing for all the merchantability and fit for use the UCC allows. Services shall be of the highest workmanlike manner.

### DELIVERY

Deliveries must be made promptly according to arrangements between Giant and the Supplier. Any delays must be fully communicated by the supplier.

### PRICING

Where appropriate, Giant Cement Company desires multiyear contracts. We prefer suppliers who position themselves to use technology to reduce costs. We will aggregate purchases with our sister plants, Keystone Cement Company, Bath, Pennsylvania, and Dragon Products Company, Thomaston, Maine, whenever possible. In return for added volume and long term agreements we expect favorable pricing over the life of our agreements.

### PAYMENT/TERMS AND CONDITIONS

Forms of payment will carry 45 day payment terms.

### WARRANTY

From our suppliers we expect full warranty for a year or more on all items that we purchase. Extended warranties are desirable and will give the offering supplier extra consideration.

### RETURN POLICY

In the event of a return, an RMA will be expected promptly. The supplier shall be debited for the cost of the part. Repairs must be pre-approved by Giant.



## SUPPLIER VISITS

We encourage visits to Giant Cement by our suppliers and prospective suppliers. Visits need to be arranged in advance.

## TECHNOLOGY

Suppliers offering advanced and innovative technology that will carry Giant Cement forward shall have an advantage over the “me, too” supplier who has little that is innovative to offer.

## PURCHASING PROCEDURES

### INCLUSION IN THE APPROVED VENDOR MASTER LIST

Once Giant has established a need and you, the supplier, have been determined to be able to successfully fulfill that need, you must be set up in our “Vendor Master” system. A signed W-9 will be required from you and a review of your credit-worthiness may be run on your company by a professional agency on our behalf. We, of course, will provide you with the necessary documents to establish our credit-worthiness and tax status. You are expected to abide by our purchase order Terms and Conditions. Please discuss with our Buyer any unacceptable terms or conditions prior to shipment.

## PURCHASE ORDERS

With every order placed you can expect a purchase order number. You can also expect to have an electronic copy emailed with the accompanying Terms and Conditions.

## PROMPT PAYMENT

We will make every effort to effect payments within negotiated terms. To ensure payment can be made as soon as required, we must insist that each invoice have the proper purchase order number on it. The items and price must be exactly as negotiated at the time that the order was placed. Any change in pricing must be agreed to in writing in advance of invoicing. Invoices for tangible goods must be sent to our corporate Accounts Payable at P.O. Box 52199, Summerville, SC 29485. Invoices for service should be sent to the Giant Cement Plant; attention: Accounts Payable PO Box 218, Harleyville, SC 29448

## CONTACT PERSONS

### SENIOR BUYER:

*BRUCE THOMAS* 803-496-2125

### BUYER:

*SUSAN KIRLIN* 803-496-2124

### STOREKEEPER:

*CARL McDONNELL* 803-496-2126

### RECEIVING COORDINATOR:

*KENNY O'NEAL* 803-496-2115

### OFFICE ASSISTANT, A/P:

*MARY ANN ANDERSON* 803-496-2132

# GIANT CEMENT COMPANY



## PROSPECTIVE SUPPLIERS