



VENDOR ROUTING GUIDE

SEPTEMBER 2025

This vendor agreement supersedes all Vendor Agreements, Routing Instructions, and Purchase Order Routing Instructions provided by Samson Rope Technologies.



WELCOME VENDORS!

SAMSON VENDOR ROUTING AGREEMENT

Dear Vendor Partners,

We would like to introduce you to our newly updated and comprehensive quick reference Vendor Guide.

This guide is designed to be your one stop reference for:

- > Understanding Samson processes
- > Knowing how and who to contact on Samson Rope teams
- > Information regarding certain Samson Rope logistic choices

If you have questions regarding this Agreement and are unable to reach the contact person noted within the contents of the Agreement, please feel free to call Samson:

GENERAL CORRESPONDENCE

Samson Rope Technologies
2090 Thornton Street
Ferndale, WA 98248

PHONE: +1-360-384-4669

TOLL FREE: +1-800-227-7673

We look forward to working with our new and seasoned Vendors for a streamlined and successful year!

Best Regards,

The Samson Supply Chain Team

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PURCHASE ORDERS OVERVIEW

This section details the processes by which a **valid Samson purchase order number** shall be procured from **Samson**.

This process is necessary in maintaining a smooth flow of goods through shipment from the vendor to receiving at Samson and to proper payment of the vendor.

Samson Purchase Order Guidelines:

- > Samson will issue a purchase order number for all orders.
- > This number must be clearly marked on all paperwork associated with packaging, shipment, and invoicing of merchandise.
- > Detailed instructions of how all paperwork must be marked are explained throughout the following sections of this agreement.
- > Every Samson purchase order includes a Requested Due Date. This is the date that goods are expected to be received.
- > Any requests to modify a Purchase Order Request Date must be sent to the buyer. The buyer will work with the vendor to update the dates on the PO.
- > **Orders without purchase order numbers assigned to them may not be accepted by Samson and may be returned to the vendor at the vendor's cost.**

ORDER ACCURACY OVERVIEW

This section outlines the general guidelines regarding unauthorized substitutions, invalid orders, canceled orders, over/under shipments, scheduled arrival of shipments and duplicate shipments.

Multiple Purchase Orders

- > Multiple purchase orders in a single pallet or package will not be accepted or allowed by Samson without prior approval.
- > Details of the proper process for combining multiple purchase orders on one pallet are detailed in Section 4 of this Agreement.
- > Receipt of multiple purchase orders in one carton or improper palletizing within a pallet unnecessarily complicates the Samson receiving process.
- > Reimbursements will be assessed to the vendor to offset the costs associated with non-compliance.

Early/Late Shipments

- > Timely arrival of shipments is necessary for Samson to be able to provide its customers with the customer service they have some to expect.
- > The "Requested Date" field on all purchase orders is **always** the date that we would like the product to land at our dock.
- > The inability on the part of the vendor to meet the requested date must be discussed with the buyer who issued the PO before products are shipped.
- > A window of **three business days prior** to the requested date and **one business day after** the requested date is acceptable. However, our preference for it to arrive on the requested day.

Order Accuracy Requirements

- > Over-shipments outside the agreed-upon levels with each individual vendor will be shipped back to the vendor if not approved.
- > Reimbursements will be assessed to the vendor to offset the costs associated with non-compliance.

ROUTING INSTRUCTIONS OVERVIEW

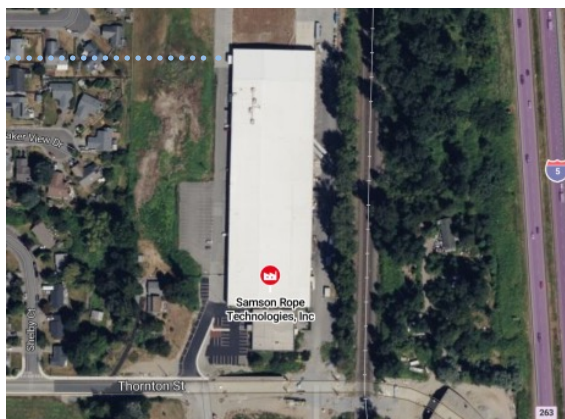
This section outlines the general guidelines for the routing of all products and supplies purchased from vendor. Strict adherence to these guidelines is necessary for Samson to maintain a cost-effective and timely supply chain.

Contact Person

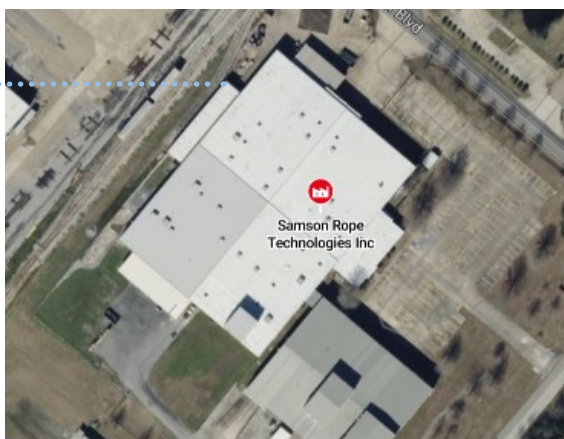
- > Please contact the following Samson representatives with any questions regarding these routing instructions:
 - **Billy LaValley**
Purchasing Manager
360-325-7876
blavalley@samsonrope.com

Shipment Receiving Addresses

Samson Rope Technologies
2090 Thornton Street
Ferndale, WA 98248



Lafayette, Louisiana Location
200 Southpark Road
Lafayette, LA 70508



Shipment Receiving Hours

- > Ferndale, WA Warehouse: **6:00 AM - 2:00 PM Standard Pacific Time.**
- > Lafayette, LA Warehouse: **6:00 AM - 2:00 PM Standard Central Time.**
- > Appointments are not required.
- > Receiving is first come first serve.

Routing Information - DOMESTIC FREIGHT

- > Routing/Carrier Information shall be provided on the PO that is issued by Samson purchasing department.
- > Shipments paid for by the supplier are at the supplier's preference.
- > Shipments paid for by Samson shall follow the shipment method that is mentioned on the PO.

Domestic Vendor Routing Guide

- > All shipments must show Samson's purchase order number on associated shipping documents and labels.
- > Expedited shipments of any type require prior approval from Samson.

Small Package/Courier Shipments

- > Carrier: UPS

Shipments exceeding the following restrictions must be shipped LTL Freight:

- > Packages not to exceed 150 pounds in total shipment weight.
- > Packages not to exceed 130 inches in length and girth combined.
- > Packages not to exceed 95 inches in length.

LTL Freight

- > Shipments to **Ferndale, Washington** originating within **NW Washington**
Carrier: **NW Shippers** Phone: **(360) 384-2500**
- > All other shipments to **Ferndale, Washington**
Carrier: **XPO Logistics** Phone: **(800) 755-2728**
- > Shipments to **Lafayette, Louisiana** originating within **Louisiana & Texas**
Carrier: **SE Freight Lines** Phone: **(800) 637-7335**
- > All other shipments to **Lafayette Louisiana**
Carrier: **R+L Carriers** Phone: **(800) 543-5589**

Routing INTERNATIONAL FREIGHT

- > All international shipments to Samson Rope via ocean freight must send ISF (IMPORT SECURITY FILING) 72 hours prior to vessel departure. Please make sure the ISF form is sent directly to:
sea-isf@expeditors.com
with a cc to logisticsinternational@samsonrope.com
- > Please contact: logisticsinternational@samsonrope.com, for the ISF form, if you don't have it.
- > Customs Broker is to be noted on the commercial invoice and Bill of Lading:
Expeditors, email: Samson-SEA@expeditors.com

LABELING INSTRUCTIONS OVERVIEW

This section outlines the general guidelines for labeling and marking all packages/cartons and pallets.

The following list of shipping requirements applies to all shipments and all vendors.

Carton Labeling Instructions

All cartons/pallets must be labeled with the following information on the outside of each carton to ensure that delivered items may be easily identified and accurately received:

- > Valid Samson PO number
- > Shipper name and address
- > Samson specific stock code number
- > Detailed product description, matching the description used on Samson's PO
- > Total number of cartons/pallets in shipment
- > Expiration date if applicable

Packing List

All cartons/pallets must contain a packing list. Include one packing list per PO.

- > SPECIAL NOTE: Shippers utilizing UPS, Fed Ex, or the United States Post Office (USPS) should place individual packing list in each box — these shipments tend to become separated during transit.

Packing List Requirements

Itemized packing list is required. Packing lists must include the following information:

- > Purchase order number
- > Total weight of shipment
- > Total cartons/pallets shipped
- > Quantity shipped/ quantity back-ordered
- > Product description, the same description used on Samson's PO
- > Unit of measure

Proper Pallet Labeling and Construction

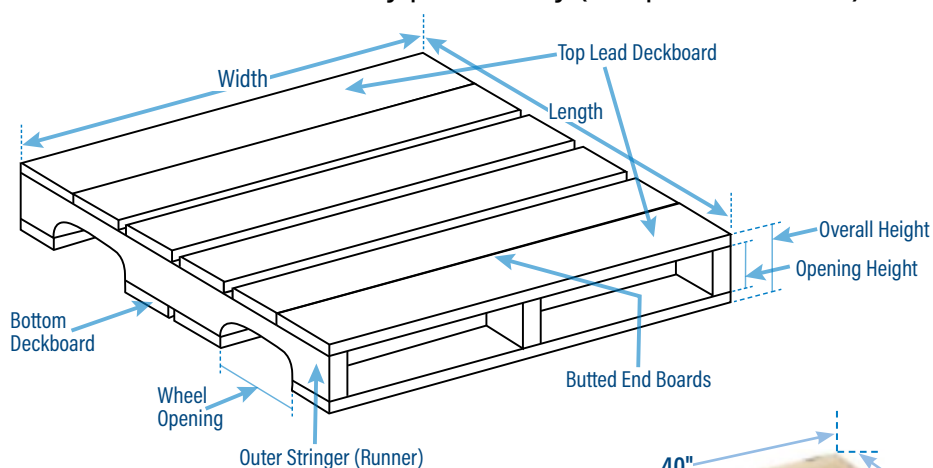
No special pallet labels are required. Below are instructions for pallet construction to help ensure accurate receipt of product.

- > Pallets containing mixed POs must be clearly labeled as such.
- > Purchase orders must be separated within mixed pallets.
- > Like products (as much as possible) must be kept together within each pallet.
- > Product must be secure and adequately protected for shipment.
- > Carton labels should face out to align with the front and back of the pallet.

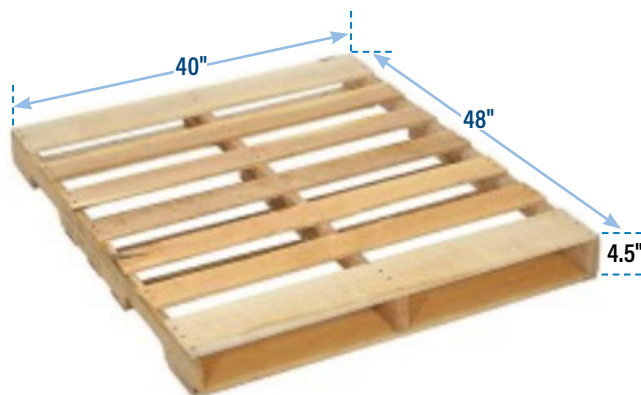
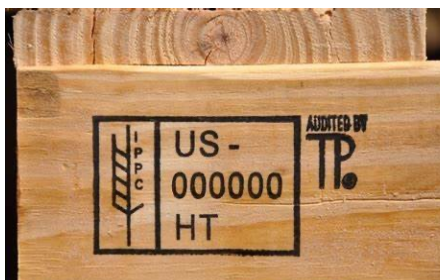
- > **Reimbursements for time spent filing claims with carriers will be charged to the vendor if it is found that damage was due to obvious vendor negligence.**

Pallet Dimension Requirements

- > Heat treated wood 4-way pallets only (see pictures below):



- > ISMP 15 Stamp (legible and clearly readable).



- > 40"x48"x4.5" — (stackable) for all raw materials.

Pallet Packing Inside a Container

- > Any containers should be braced to minimize movement of the cartons within the container. Please see examples of bracing below:



- > Examples of pallet stacking:



CONTAINER SECURITY OVERVIEW

Container Integrity must be maintained to protect against the introduction of unauthorized material and/or people. At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal must be affixed to all loaded containers bound for the U.S. All seals must meet the current PAS ISO 17712 standards for high security seals.

Container Inspection

Procedures must be placed to verify the physical integrity of the container structure prior to loading, including the reliability of the locking mechanisms of the doors. A seven-point inspection process is recommended for all containers:

- > Front wall
- > Left side
- > Right side
- > Floor
- > Ceiling/roof
- > Inside/outside doors
- > Outside/undercarriage

Container Seals

Written procedures must stipulate how seals are to be controlled and affixed to loaded containers:

- > To include procedures for recognizing and reporting compromised seals and/or containers to US.
- > Customs and Border Protection or the appropriate foreign authority designated employees should distribute container seals for integrity purposes.

Container Storage

- > Containers must be stored in a secure area to prevent unauthorized access and/or manipulation.
- > Procedures must be in place for reporting and neutralizing unauthorized entry into containers or container storage areas.

PACKING SLIP REQUIREMENTS OVERVIEW

This section addresses requirements for the inclusion of packing slips for all shipments. The inclusion of accurate packing slips is imperative to the accurate receipt of product within the Samson warehouse department.

Packing Slip Guidelines

- > One copy of the packing slip must be included in a plastic "Packing Slip Enclosed" pouch.
- > Packing slip must be clearly visible from exterior of pallet for all shipments or attached to the top of the "lead carton" of small parcel shipments.
- > Packing slip must contain the following information
 - Valid Samson Purchase Order number shall be referenced in the subject line.
 - Samson stock number
 - Detailed product description matching the PO description
 - Pallet pack quantity
 - Total number of cases contained in order
- > Reference the Purchase Order number in the packing slip
- > Packing slips and relevant tracking information should be provided in advance of the shipment via email to the purchasing department buyer who issued the PO
- > Packing Slip Information email: samsonpackinglist@samsonrope.com

Results of Non-Compliance to Packing List Guidelines

- > As stated earlier, packing slips are critical elements to the timely processing, receipt, and invoice payment of merchandise by Samson.
- > Missing or incomplete vendor packing slips may result in the following:
 - Delayed receipt of merchandise
 - Inaccurate inventory
 - Additional distribution / labor expenses
 - Delays in processing vendor invoices by Samson accounts payable dept.

Shipping Requirements Violation

- > **Failure to adhere to the following requirements will result in a corrective action procedure and if violations persist Samson will suspend our partnership until the issues are resolved.**

Shipping Requirements Exemption

- > Request for exemption from any of the requirements in this document shall be submitted to Samson in writing.
- > Approval for requested exemption shall be communicated by Samson in writing.

VENDOR INVOICES / BILLING INFORMATION OVERVIEW

SECTION

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INVOICES / BILLING

This section details requirements for completion and forwarding of all vendor invoices to Samson for payment.

Billing Address

- > **Samson Rope Technologies**
Attention: Accounts Payable Department
2090 Thornton Street
Ferndale, WA 98248

Vendor Invoice Requirements

- > Valid purchase order number.
- > Buyer's name from original purchase order.
- > Detailed description of merchandise including quantity and unit cost.
- > Pallet/package count.
- > Payment terms.
- > Shipping method – carrier.

Invoices should be emailed to Samson Accounts Payable at the following email:

- > ap@samsonrope.com

As with many of our other requirements it is imperative that our accounts payable department is provided with accurate invoices to ensure proper and timely payment of merchandise.

If the requirements listed above are not followed, Samson reserves the right to issue reimbursement charges to offset the added time and costs associated with non-compliance.

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THE STRONGEST NAME IN ROPE

CONTACT INFORMATION OVERVIEW

This section details the contact information for questions within the Samson Vendor Agreement.

General Vendor Agreement Questions / Instructions

- > Regarding Routing Instructions / Receiving Facilities / Ship-To Contact / and any other:

VENDOR AGREEMENT ISSUES

Billy LaValley
Purchasing Manager
360-325-7876
blavalley@samsonrope.com

BILLING CONTACT INFORMATION

Accounts Payable
ap@samsonrope.com

GENERAL CORRESPONDENCE

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