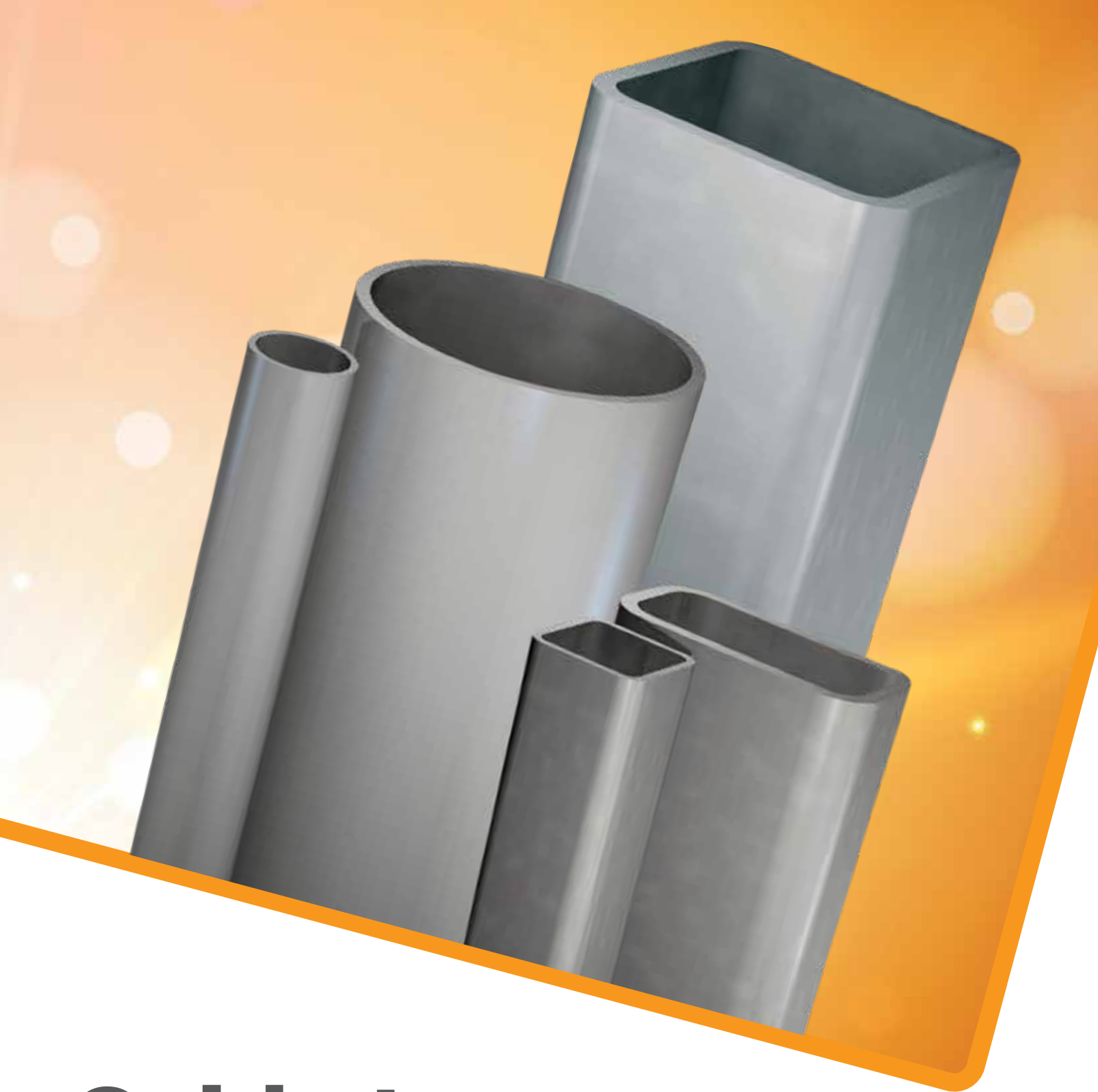




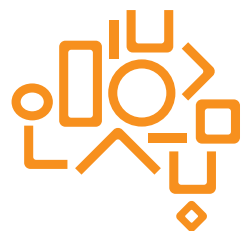
# Guide to Purchasing

Pipe and tube structural products

Effective from: March 2024

Cancels previous guide dates: October 2018

Applicable for New Zealand



**AustubeMills**  
SHAPING POSSIBILITIES

# Guide to Purchasing

## Pipe and tube structural products

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### Table of contents

|                                              |    |
|----------------------------------------------|----|
| 1.0 Introduction                             | 2  |
| 1.1 Our Commitment to Customers              | 2  |
| 1.2 Market Documents                         | 2  |
| 1.3 EzyCommerce® Solutions                   | 3  |
| 2.0 Ordering                                 | 4  |
| 2.1 Order Placement                          | 4  |
| 2.2 Order Acceptance                         | 4  |
| 2.3 Product Availability                     | 4  |
| 2.4 Minimum Order Quantity (MOQ)             | 4  |
| 2.5 Order Amendments and Cancellations       | 5  |
| 2.6 Special Order Requests                   | 5  |
| 2.7 Transport Site Inspection                | 5  |
| 2.8 Direct Deliveries                        | 5  |
| 3.0 Specifications and Standards             | 6  |
| 3.1 Non-conforming Products                  | 6  |
| 4.0 Freight                                  | 7  |
| 4.1 Free into Store Locations                | 7  |
| 4.2 Freight Extras                           | 7  |
| 4.3 Freight Conditions                       | 7  |
| 5.0 Commercial Terms                         | 8  |
| 5.1 Prices                                   | 8  |
| 5.2 Delivery                                 | 8  |
| 5.3 Terms of Payment                         | 8  |
| 5.4 Test Certificates                        | 8  |
| 5.5 Terms and Conditions of Sale             | 9  |
| 6.0 Determining Lead Time                    | 10 |
| 6.1 Stock Availability                       | 10 |
| 6.2 Ex Stock Lead Times                      | 10 |
| 7.0 Lead Times                               | 11 |
| 7.1 Rolling Lead Time                        | 11 |
| 7.2 Finishing Lead Time for Ex Rolling Items | 11 |
| 7.3 Order Consolidation Lead Time            | 11 |
| 7.4 Stock Classification Definitions         | 11 |
| 8.0 Contact Directory                        | 12 |
| 9.0 Glossary                                 | 13 |
| 10.0 Appendices                              | 15 |

# Guide to Purchasing

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## 1.0 Introduction

### 1.1 Our Commitment to Customers

#### 1.1.1 On-time Delivery

Austube Mills is committed to delivering all orders in full on time in accordance with this “Guide to Purchasing”.

#### 1.1.2 Large Range of Readily Available Stock

Austube Mills strives to provide you with the optimal mix of range and availability so you can quickly and easily respond to your customer’s pipe and tube requirements promptly.

#### 1.1.3 Quality Assurance

Austube Mills produces its products either to relevant Australian Standards or Austube Mills’ own high quality standards. Austube Mills’ aim is to supply a consistent reliable product to you, which delivers benefits to your customers by minimising variation and reducing waste. Austube Mills is ACRS compliant and has third party accreditation to Quality Management System ISO 9001 and Environmental Management System ISO 14001.

#### 1.1.4 Technical Assistance

Austube Mills is committed to providing customers with a practical and comprehensive technical backup and support service. We have expertise in mechanical, structural, piping, welding and most steel applications. We will respond to all technical enquiries within 24 hours. For all technical enquiries please call Austube Mills Internal Sales or your Austube Mills New Zealand Sales Manager. Refer to the contact directory in Section 8.

#### 1.1.5 Sales and Service Enquiries

Austube Mills understands customers need to be able to get information quickly and easily, so you can be first to the market with accurate and comprehensive information. We are committed to responding to all Sales and Service enquiries. Refer to the contact directory in Section 8.

#### 1.1.6 Complaint Resolution

Austube Mills is committed to resolving complaints with timely and effective outcomes for customers. We aim to initially respond to all complaints within 24 hours, at which time we will advise the anticipated resolution date for your concern. If you have a complaint with any aspect of our product/service, please contact your Austube Mills New Zealand Sales Manager. Refer to the contact directory in Section 8.

### 1.2 Market Documents

#### 1.2.1 Guide to Purchasing

This Guide details Austube Mills’s policy in relation to ordering, specifications and standards, freight, commercial terms and lead times. This Guide applies to first grade structural circular hollow sections, structural square and rectangular hollow sections and profiles.

#### 1.2.2 Pipe & Tube Delivery Programme

The Delivery Programme details the closing date of future rollings. Orders for non stocked items or non standard lengths should be placed prior to 5pm on the closing date. The Delivery Programme is published monthly and is emailed directly to customers when updated.

# Guide to Purchasing

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## 1.2.3 Product Availability Guide

The product availability guide details our core range of sections for pipe and tube structural products. This guide identifies which items are planned as stockable, those items available ex rolling and those items identified as requiring a minimum order quantity when ordered off the rolling.

The guide also details standard lengths by section, pack size and weight per metre to assist you with conversions from/to metres to tonnes calculations.

## 1.2.4 Further Product Information

Feel free to visit our website [www.austubemills.com.au](http://www.austubemills.com.au) to view or download our complete range of product information, SDS information, case studies and corporate information. An updated (June 2016) comprehensive Product Manual for our structural pipe and tube sections along with detailed Design Capacity Tables are available as free downloads from the Austube Mills website - [www.austubemills.com.au](http://www.austubemills.com.au).

## 1.2.5 Sample Documents

Refer to Appendix A to E for examples of typical transactional documents.

## 1.3 EzyCommerce® Solutions

Austube Mills offers its customers a full suite of electronic commerce solutions designed to carry out key business transactions efficiently. Working to the Australian Steel Institute guidelines for B2B (The Steel Online Project) our EzyCommerce® solutions utilise secure internet-based technology, built to agreed open standards, that allow you to improve business transaction efficiencies and reduce your cost of conducting business not only with Austube Mills but with your other ASI trading partners.

The functions of EzyCommerce® include electronic exchange of information on:

### Ordering

Purchase Order Placement

Purchase Order Acknowledgement

Order Status Update

### Shipping

Advance Shipping Notification (ASN)

Payment and Invoicing

Invoices

### On Line Test Certificates

For sections rolled from January 2011 onwards

Please call Austube Mills Internal Sales or your Austube Mills New Zealand Sales Manager to enquire about establishing this service.



# Guide to Purchasing

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## 2.0 Ordering

### 2.1 Order Placement

To place an Order with Austube Mills, the Order must contain the following information:

- Your name, address and ABN
- Order Number
- Full details of Order Items (dimension, gauge, finish, grade and standard)
- Quantity of each Order Item
- Ship to address

Where the Ship to Address of an Order is different to the site address of a Austube Mills distributor, the Order will be subject to the terms outlined in Section 2.8 (Direct Deliveries) of this Guide.

Orders can be placed with Austube Mills Internal Sales via an agreed EDI format, email and by fax. Refer to Section 8 of this guide for the Sales contact details.

### 2.2 Order Acceptance

An Order may be accepted or rejected by Austube Mills. Orders may be accepted by Austube Mills issuing an Order Acknowledgement to you via EDI or fax or by delivery of the Order Item to the Ship to Address. Any Order that is accepted by Austube Mills will be subject to our Standard Terms and Conditions of Sale, applicable at the time of placement of the Order, without amendment unless otherwise agreed in writing by Austube Mills. Customers will be notified as soon as possible if an order can not be accepted.

### 2.3 Product Availability

Products are available as either Ex-Stock or Ex-Rolling.

Orders for Ex-Rolling products should be placed no later than 7 working days prior to the rolling week. Orders placed less than 7 working days prior to the week of rolling will be accepted subject to capacity planning.

If you place an Order for an Ex-Rolling product where an MOQ exists, you must take the Product of a Rolling, which can be +/-10% of the quantity specified as the MOQ. At the time of Order placement, Austube Mills will notify you of the estimated Product of a Rolling although please note that the actual quantity rolled may vary. Where the product of the rolling requires an order to be adjusted, Sales will make the appropriate adjustment and reacknowledge the order.

### 2.4 Minimum Order Quantity (MOQ)

The MOQ is the minimum quantity of a product that can be ordered.

The MOQ for all Austube Mills stockable products is one (1) pack.

The MOQ applicable for ex rolling items can be obtained by contacting Austube Mills Sales or your Regional Sales Manager.

For rolling timing, please contact Sales for sections identified as requiring an MOQ. Additional time may be required to source HRC with the correct width, gauge and or grade.

For MOQ items the actual delivery quantity will be to the nearest pack or part pack (whichever is greater) as close to being within the +/-10% volume tolerance as possible. Where the product of the rolling requires an order to be adjusted, Sales will make the appropriate adjustment and reacknowledge the order.

# Guide to Purchasing

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## 2.5 Order Amendments and Cancellations

All requests to amend or cancel an Order will be considered, provided that Austube Mills has not purchased non-standard steel or commenced production of the Order. Austube Mills reserves the right to deny any request to amend or cancel an Order. An amendment or cancellation of an Order will be of no effect unless agreed to by Austube Mills in writing. Please note that requests for additional products may require a further Order to be placed with the appropriate lead time.

## 2.6 Special Order Requests

### 2.6.1 Early Delivery Request

Requests for early delivery (inside the specified lead time) will be considered on application. Where such a request can be accommodated by Austube Mills, additional charges, including freight, may apply. In some cases of early delivery, an Order Acknowledgement may not be sent.

### 2.6.2 Late Inclusions

In certain circumstances limited orders may be accepted after the Closing Date for a section and prior to the actual rolling date. However there is no guarantee that the order will be accepted and customers should endeavour to place all orders prior to 5pm on the Closing Date. Enquiries for late inclusions should be made with the Austube Mills Internal Sales Representative.

## 2.7 Transport Site Inspection

All customers are requested to participate in a Transport Site Inspection prior to Austube Mills processing their order.

The site inspection enables Austube Mills to document customer delivery details, such as the ship to address, warehouse contacts, hours of operation, general safety requirements, along with information regarding the type of equipment that will be utilised when unloading.

## 2.8 Direct Deliveries

Austube Mills will consider requests for delivery direct to sites other than the site address of an Austube Mills distributor. Refer Section 4.1 of this guide.

### Direct Delivery Prerequisites:

1. Approval from your Austube Mills New Zealand Sales Manager.
2. The completion of the transport site inspection audit by an accredited Austube Mills employee which is then subject to sign off by an authorised Austube Mills employee. Contact your Regional Sales Manager for further details.
3. The Place for Delivery must have safe and reasonable access for a semi-trailer - unloading on the road is unacceptable.
4. Safe unloading practices must be in place at the direct Ship to Address.
5. The Order is in multiples of full truckloads.
6. The entire Order is to be delivered to a single destination.
7. End user contact and delivery details are provided to Austube Mills prior to despatch.
8. Unloading commences within 20 minutes of the agreed delivery window.
9. Freight extras may be payable depending on the delivery destination (refer to Section 4.2 of this Guide).

# Guide to Purchasing

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## 3.0 Specifications and Standards

Products are supplied in accordance with the relevant Austube Mills specification, Australian Standard (AS), New Zealand (NZ) or International Standard (eg. EN) where applicable.

Details of the relevant specification and standard are available in the following locations:

- Product Availability Guide.
- Product Manual for Structural Pipe and Tube.
- Austube Mills web site - [www.austubemills.com.au](http://www.austubemills.com.au).

Please contact your Austube Mills New Zealand Sales Manager for any additional enquiries.

### 3.1 Non-conforming Products

Austube Mills products which are sold as Downgrade, Reject, RedeTube or Scrap product ("Downgrade Product") do not conform to relevant Austube Mills specifications, Australian Standards (AS) or International Standards (eg. EN). Accordingly:

- (a) Downgrade Product must not be on-sold or used on the basis that Downgrade Product complies with those (or any other relevant) standards; and
- (b) Downgrade Product does not have the benefit of any product warranties or general representations that may be offered by Austube Mills, in particular Austube Mills does not warrant, represent or agree that Downgrade Product complies with any specification or standard.

By buying Downgrade Product customers are deemed to agree to the above conditions.

# Guide to Purchasing

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## 4.0 Freight

Austube Mills is a foundation signatory to the Australian Steel Institute Logistics Safety Code (ASI LSC). This code is designed to ensure that all participants are aware of their responsibilities in the supply chain when they control or influence the safe and legal carriage of freight.

The ASI LSC can be viewed following the link below.

<http://steel.org.au/key-issues/safety/australian-steel-industry-logistics-safety/>

[http://steel.org.au/media/File/Australian Steel Institute Logistics Safety Code of Practice Revision 4.pdf](http://steel.org.au/media/File/Australian_Steel_Institute_Logistics_Safety_Code_of_Practice_Revision_4.pdf).

### 4.1 Free into Store Locations

For standard offer products where you have a Structural Pipe and Tube distributorship agreement with Austube Mills, delivery will be FIS to nominated destinations. Freight extras will apply as shown in the pricing schedule.

### 4.2 Freight Extras

For non-standard offer products freight extras may apply. For freight extras please call Austube Mills Sales.

Austube Mills reserves the right to vary the freight extras and/or cease providing delivery services to any locations.

### 4.3 Freight Conditions

The mode of freight will be at the sole discretion of Austube Mills. Any requests for variation on Austube Mills preferred mode of freight will be considered on a case-by-case basis. Where alternate freight methods can be accommodated, additional charges may apply.

For all enquiries regarding freight conditions please call Austube Mills Sales.

#### 4.3.1 Load Configuration

All load configurations will be determined by Austube Mills to ensure safe and effective transport of products. Austube Mills will endeavour to take into account any load configuration requests. Austube Mills cannot guarantee that it will be able to meet any such requests.

#### 4.3.2 Customer Arranged Transport

Austube Mills provides a safe and highly effective transport and logistics solution. We will always strive to satisfy your requirements through our own logistics providers.

Austube Mills considers customer-arranged transport as a non-preferred transport option. Any requests for customer arranged transport must be made in writing to your Austube Mills New Zealand Sales Manager for further consideration.

# Guide to Purchasing

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## 5.0 Commercial Terms

### 5.1 Prices

Pricing is detailed in the price schedules provided to your business. These schedules are updated from time to time as required by mill cost change or in response to maintaining market relativity.

If your price schedule does not cover a specific item or should you require clarification, please contact Austube Mills Sales department or your Regional Sales Manager to obtain this detail.

All prices in the price schedule are listed as AUD\$ and exclude GST.

### 5.2 Delivery

Austube Mills will make all reasonable efforts to have Order Items delivered within the lead times specified in this Guide or any later date agreed with you. You should be aware that there are many factors that can affect delivery times (including matters beyond Austube Mills's control) and that Austube Mills cannot guarantee delivery on time and does not accept any liability for late delivery.

Lead times quoted in this Guide are subject to manufacturing capacity and feed and stock availability. The lead time for Orders with special steel requirements will be subject to manufacturing capacity and feed availability.

Austube Mills reserves the right to vary lead-times or provide phased deliveries. This will be notified at the time of Order acceptance, or as soon as possible thereafter.

The delivery date for MOQ sections will be confirmed within 24 hours of Order placement. This allows for the confirmation of procurement logistical lead times.

### 5.3 Terms of Payment

Austube Mills's payment terms are payment in full by the last day of business of the month following the month of delivery. Unless otherwise agreed in writing with the Austube Mills Manager Sales and Marketing.

### 5.4 Test Certificates

#### 5.4.1 Certificates of Compliance

All products manufactured by Austube Mills, unless specifically excluded, are supported by a Certificate of Compliance which is incorporated in our delivery document. For any product covered by AS/NZS 1163:2016 you are able to download the relevant Test Certificate as the appropriate means of verifying compliance to the 2016 version of the standard.

#### 5.4.2 Test Certificates (mechanical properties and chemical analysis)

All products manufactured by Austube Mills to AS/NZS 1163:2016 are supported with a test certificate. For sections rolled since January 2011, these certificates are available as a download from the EzyCommerce website. For sections rolled earlier than January 2011, a test certificate is available on application through Austube Mills Internal Sales.

#### 5.4.3 Charpy Test Certificates for Test Results Exceeding L0

Charpy Test Certificates are only available for Ex-Rolling products subject to order confirmation. A Charpy Test Certificate will not be provided unless requested at time of Order placement and you should contact your New Zealand Sales Manager for charges applicable.

Charpy Test Certificates will be mailed to the customers invoice address unless Austube Mills Internal Sales is notified otherwise.

# Guide to Purchasing

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## 5.5 Terms and Conditions of Sale

InfraBuild's Standard Terms and Conditions of Sale with reference to New Zealand, as applicable from time to time, apply to the sale of goods and services by Austube Mills under an Order. InfraBuild's Standard Terms and Conditions of Sale are available at <https://www.infrabuild.com/resources/legal/infrabuild-standard-terms-and-conditions-of-sale-i/> or from any Austube Mills business on request.

InfraBuild may amend the Standard Terms and Conditions of Sale at any time. Please check InfraBuild's web site or contact the Austube Mills business for a copy of the current Standard Terms and Conditions of Sale prior to placement of an Order. The placing of an Order constitutes an acknowledgement that you have read, and agreed to be bound by, our Standard Terms and Conditions of Sale.

Austube Mills reserves the right to change the details of an Order in the case of circumstances or events not foreseen by Austube Mills at the time of Order placement. Austube Mills will endeavour to minimise the extent of any changes to an Order and will notify you in writing of any such changes. You will have no claim against Austube Mills in respect of any changes to an Order.

# Guide to Purchasing

## 6.0 Determining Lead Time

### 6.1 Stock Availability

| Austube Mills Market Promise Delivery Summary |                              |              |
|-----------------------------------------------|------------------------------|--------------|
| Inventory Availability                        |                              | DiFOT Target |
| A Class                                       | up to 95%                    | 95%          |
| B Class                                       | up to 95%                    | 95%          |
| C Class                                       | up to 95%                    | 95%          |
| F Class                                       | Next Available Rolling       | 95%          |
| M Class                                       | Subject to coil availability | 95%          |

### 6.2 Ex stock lead times (working days)

| Delivery Region<br>Metropolitan Areas | Day 0 Trigger | Pick,<br>Consolidate<br>& Despatch | Transit Times: Days |           |          | Recommended<br>Delivery Lead<br>Time | Delivery<br>Lead Time<br>Window |
|---------------------------------------|---------------|------------------------------------|---------------------|-----------|----------|--------------------------------------|---------------------------------|
|                                       |               |                                    | Acacia Ridge        | Newcastle | Somerton |                                      |                                 |
| Auckland and<br>Christchurch          | 0             | 10                                 | 18                  | 18        | 18       | 28                                   | 28                              |
| Zones A and B                         | 0             | 10                                 | 25                  | 25        | 25       | 35                                   | 35                              |

#### NOTES:

1. The day the order is acknowledged is Day 0 where the order is received prior to 2pm Eastern Standard Time. The following day shall be Day 0 for orders received after 2pm.
2. Transport times subject to legislative requirements of Driver Fatigue Management Chain of Responsibility.
3. No liability is accepted by Austube Mills for late delivery.
4. The above lead times are consistently achievable when our logistics operations (Supply Chain) are supported by your businesses 3-6 month rolling forecast for those items identified as available ex stock.

# Guide to Purchasing

## 7.0 Lead Times

### 7.1 Rolling Lead Time

Rolling lead times are detailed in the monthly Delivery Programme.

The Delivery Programme is issued electronically to registered users.

All non stockable sections will be supplied in full off the rolling. Please ensure your orders note delivery dates consistent with the Delivery Programme delivery timing.

### 7.2 Finishing Lead Time for Ex Rolling Items

Finishing lead times are given in working days based on a 5-day working week.

Table 1 - Circular Hollow Section - Finishing Lead Time

| Material            | Finishing Lead Time for Size Ranges (Working Days) |              |
|---------------------|----------------------------------------------------|--------------|
|                     | 25NB - 50NB                                        | 65NB - 150NB |
| Painted Red Screwed | 10                                                 | -            |

**Notes:**

For Charpy tests for RHS and ROPS RHS, add 10 working days to the lead-time shown above.

### 7.3 Order Consolidation Lead Time

The order consolidation lead time is the time needed to schedule and organise an order for despatch.

### 7.4 Stock Classification Definitions

| Austube Mills Market Offer Product Definitions |                                                      |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class                                          | Promise                                              | Definition                                                                                            | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| A                                              | Ex Stock                                             | 95% Availability                                                                                      | Criteria based on Austube Mills sales volumes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| B                                              | Ex Stock                                             | 95% Availability                                                                                      | Criteria based on Austube Mills sales volumes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| C                                              | Ex Stock                                             | 95% Availability                                                                                      | Criteria based on Austube Mills sales volumes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| F                                              | Next Available Rolling                               | Dimensions<br>Gauge<br>Length<br><br>Finish<br>Coil<br>MOQ                                            | within existing A, B, C class items<br>within existing A, B, C class items<br>non standard plus low volume standard items<br>Subject to specific mill capability, requests for rolled lengths of between 4.2 and 13.3 metres may be accepted<br>standard finishes available<br>usually ex stock<br>no minimum order quantity restriction - supply in single packs                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| M                                              | Next Available Rolling, subject to coil availability | Dimensions<br>Gauge<br>Finish<br>Length<br><br>Grade<br>MOQ<br>Order Volume<br><br>Coil<br>Outsourced | may or may not be within existing A, B, C class items<br>may or may not be within existing A, B, C class items<br>may be any finish<br>May be either standard or non-standard<br>Subject to specific mill capability, requests for rolled lengths of between 4.2 and 13.3 metres may be accepted<br>All non standard grades are M Class<br>Minimum Order Quantity restriction is in place<br>Customer to accept over/under-roll at the unit price quoted for the original order of +/-10% including part packs<br>For MOQ items the actual delivery quantity will be to the nearest pack or part pack (whichever is greater) as close to being within the +/-10% volume tolerance as possible<br>May need to be specifically purchased<br>Standard material outsourced by Austube Mills may carry MOQ in line with supply point criteria |

**Notes:**

Minimum Order Quantity for a specific section will be available on request.

# Guide to Purchasing

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## 8.0 Contact Directory

| Title and Name                            | Land Line    | Mobile           | Email                            | Site |
|-------------------------------------------|--------------|------------------|----------------------------------|------|
| Sales Manager New Zealand<br>Craig Taylor | 09 820 4235  | 021 663 430      | craig.taylor@libertyonesteel.com | AUK  |
| Internal Sales                            | 0800 445 547 | 0061 7 3909 6660 | atmsales@austubemills.com        | QLD  |

AUK: Level 1, 527A Rosebank Road  
Avondale, Auckland NZ 1026

QLD: 146 Ingram Road, Acacia Ridge QLD 4110  
PO Box 246, Sunnybank QLD 4109

# Guide to Purchasing

## 9.0 Glossary

| Term                            | Definition                                                                                                                                                       |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Austube Mills:                  | Austube Mills Pty Ltd ABN 21 123 666 679.                                                                                                                        |
| AUD\$:                          | Australian Dollars.                                                                                                                                              |
| Blk:                            | Black.                                                                                                                                                           |
| Certificate of Compliance:      | A statement that the product supplied complies with the relevant specification.                                                                                  |
| Charpy Impact Test Certificate: | A statement of results for a test measuring the toughness of steel (ie. how it responds to shock loads).                                                         |
| CHS:                            | Circular Hollow Section.                                                                                                                                         |
| Clr:                            | Clear.                                                                                                                                                           |
| CSC:                            | Customer Service Centre.                                                                                                                                         |
| DN:                             | Nominal Size.                                                                                                                                                    |
| DuraGal®:                       | The brand name used for in-line galvanized product.                                                                                                              |
| DuraGal <sup>Clear</sup> :      | DuraGal <sup>Clear</sup> finish designed specifically for high performance powder coating applications.                                                          |
| DuraGal <sup>Plus</sup> :       | The brand name used for pre-galvanized product.                                                                                                                  |
| DuraGal <sup>Primed</sup> :     | The brand name used for primer painted product.                                                                                                                  |
| Ex-Rolling:                     | Products sold from a planned production run.                                                                                                                     |
| Ex-Stock:                       | Products sold out of stock held in a warehouse.                                                                                                                  |
| FIS:                            | Free into store on truck with the customer responsible for unloading.                                                                                            |
| Full Truckload Order:           | An Order for a quantity of goods that has a nominal weight of 24 tonne, subject to volume constraints or as otherwise determined by Austube Mills.               |
| H:                              | Heavy.                                                                                                                                                           |
| L:                              | Light.                                                                                                                                                           |
| M:                              | Medium.                                                                                                                                                          |
| MOQ:                            | Minimum Order Quantity.                                                                                                                                          |
| MRQ:                            | Minimum Rolling Quantity.                                                                                                                                        |
| NB:                             | Nominal Size.                                                                                                                                                    |
| NOPC:                           | No Oil or Paint Coating. Priced the same as painted or clear sections.                                                                                           |
| OD:                             | Outside Diameter.                                                                                                                                                |
| Order:                          | An Order constitutes an offer by a Austube Mills customer to purchase the goods described in the Order on Austube Mills's Standard Terms and Conditions of Sale. |
| Order Item / SKU:               | An order item is a product of one size / grade / specification / surface finish / end finish and length.                                                         |

# Guide to Purchasing

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|                       |                                                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Product of a Rolling: | The total quantity of material produced from rolling a single SKU is subject to coil size and mill yield variability.                                                                |
| Profile:              | The name used for our DuraGal <sup>Ultra</sup> coated range of Angles, Channels and Flats.                                                                                           |
| PTD:                  | Painted.                                                                                                                                                                             |
| RHS:                  | Rectangular Hollow Section.                                                                                                                                                          |
| ROPS:                 | Roll Over Protection System.                                                                                                                                                         |
| Ship to Address:      | The place you require the Order Items to be delivered.                                                                                                                               |
| SHS:                  | Square Hollow Section.                                                                                                                                                               |
| SKU:                  | Stock Keeping Unit.                                                                                                                                                                  |
| Test Certificate:     | A statement of results for mechanical and / or chemical properties relating to tests performed by Austube Mills for the purpose of establishing compliance to the relevant standard. |
| You / Customer:       | The person or entity that places the Order with Austube Mills.                                                                                                                       |
| Working Days:         | The days from Monday to Friday inclusive, excluding public holidays.                                                                                                                 |
| XH:                   | Extra Heavy.                                                                                                                                                                         |
| XL:                   | Extra Light.                                                                                                                                                                         |

# Guide to Purchasing

## 10.0 Appendices

The following documents are examples of typical paperwork (hard copy and facsimiles) involved in doing business with Austube Mills.

### 10.1 Order Acknowledgement (faxed)

| austube mills                                                                                                              |            | <b>ORDER ACKNOWLEDGEMENT</b>                      |        | Austube Mills Pty Ltd<br>ABN 21 123 666 679 |             |
|----------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------|--------|---------------------------------------------|-------------|
| Your Order:                                                                                                                | 7502095101 | Our Reference:                                    | 817217 |                                             |             |
| Order Date:                                                                                                                | 13/07/09   | Customer Code:                                    | 28136  |                                             |             |
| Ordered by:                                                                                                                |            | Deliver to:                                       |        |                                             |             |
| JOE SMITH<br>XX XXXXX XXXXX<br>XXXXXXXXXX XXX XXX                                                                          |            | JOE SMITH<br>XX XXXXX XXXXX<br>XXXXXXXXXX XXX XXX |        |                                             |             |
| all advise detials contact XXXXXXXX XXXXX as at 31/3/06.<br>Prices Exclude GST<br>contact XXXXXXXX XXXXX for all documents |            |                                                   |        |                                             |             |
| Cst Lne                                                                                                                    | Quantity   | Unit                                              | Price  | Request                                     | Delivery By |
| 7                                                                                                                          | 721.500    | M                                                 | **.**  | 31/07/09                                    | 31/07/09    |
| 3 PK 50NB MED PTD RED PE 6.5 M 1074/1163 C250L0<br>Material now available for your order                                   |            |                                                   |        |                                             |             |
| End of Order                                                                                                               |            |                                                   |        |                                             |             |

Acknowledged Delivery Date

For inquiries please phone Customer Service 1800 281 424  
Subject to: \_\_\_\_\_  
Austube Mills Pty Ltd, Conditions of Quotation & Sale

# Guide to Purchasing

## 10.2 Order Revision/Report (faxed)

| ORDER REVISION/REPRINT                                 |                   |                       |                                                        |         |                |
|--------------------------------------------------------|-------------------|-----------------------|--------------------------------------------------------|---------|----------------|
| austube mills                                          |                   |                       | Austube Mills Pty Ltd<br>ABN 21 123 666 679            |         |                |
| Your Order: 7502097701                                 |                   | Our Reference: 817444 |                                                        |         |                |
| Order Date: 15/07/09                                   |                   | Customer Code: 428306 |                                                        |         |                |
| Ordered by:                                            |                   |                       | Deliver to:                                            |         |                |
| JOE SMITH<br>XX XXXXXX XXXXXX<br>XXXXXXXXXXXX XXX XXXX |                   |                       | JOE SMITH<br>XX XXXXXX XXXXXX<br>XXXXXXXXXXXX XXX XXXX |         |                |
| Prices Exclude GST                                     |                   |                       |                                                        |         |                |
| Cst Lne                                                | Quantity          | Unit                  | Price                                                  | Request | Delivery By    |
| 1                                                      | 5486.400          | M                     | ***                                                    | 3/08/09 | 7/08/09 **     |
|                                                        | 3 PK 12.7 x 1.8 x | 4572                  | TS41 Commercial                                        |         | Screw & Socket |
| End of Order                                           |                   |                       |                                                        |         |                |

Requested Date

Revised Date

# Guide to Purchasing

## 10.3 Certificate of Compliance and Advance Shipping Notice (faxed)



### Certificate of Compliance and Advance Shipping Notice

ASN Number: 592524  
Despatch From: ATM NEWCASTLE  
Despatch Date: 5/09/18  
Despatch Time: 20:17:26  
Manifest Number: 344930

ETA:  
Truck Number: CL96BD  
Carrier 1: TOLL SPD (NEWC)  
Carrier 2:  
Flat Rack:

Ordered by:

JOE SMITH  
XXX XXXXXX

Deliver to:

JOE SMITH  
XXX XXXXXX

**CERTIFICATE of COMPLIANCE: All products comply with the specifications stated on the  
Despatch Advice and Packing Labels.**

| P.O. Line                  | Item             | Mass (T)                      | Quantity | U/M                    |
|----------------------------|------------------|-------------------------------|----------|------------------------|
| Customer Order: XXXXX      |                  | Our Reference: 146142         |          | Invoice Number: 957554 |
| Statement of<br>Compliance |                  | 9.228                         | 6.000    | PK                     |
|                            | 150X150X9.0 BLUE | RHS 10.2 M AS/NZS 1163-C350L0 | 24.000   | LN                     |
|                            |                  | 16.648                        | 8.000    | PK                     |
|                            | 150X150X9.0 BLUE | RHS 9.2 M AS/NZS 1163-C350L0  | 48.000   | LN                     |

#### 10.4 Carrier Manifest (hard copy - used by driver)

## Guide to Purchasing Pipe and tube structural products

### 10.5 Delivery Advice Docket (hard copy provided with delivery)

Effective from: March 2024 | Cancels previous guide dates: October 2018 | Applicable for New Zealand

# Guide to Purchasing

## 10.6 Tax Invoice (hard copy or faxed)



ABN 21 123 666 679

### Tax Invoice

Payments: PO BOX 245c NEWCASTLE NSW 2300  
BSB: 012 003 Acct: 837 871 158  
Inquiries: PO BOX 156 NEWCASTLE NSW 2300  
TELEPHONE 1800 281 424  
PAYMENTS: PH 02 4935 5538

Date: 6/11/15  
Page: 1 of 1

Invoice to: CUSTOMER  
ACCOUNTS PAYABLE  
LOCKED BAG 5044  
PARRAMATTA NSW 2124

Deliver to: XXXXXX XXXXXX  
XXXX XXXXXXXXXXXX XXXX  
XXXXXXXX XXX XXXX

|                |            |
|----------------|------------|
| Customer Code  | XXXXX      |
| Invoice Number | 858758     |
| Our Reference  | 103305     |
| Your Order     | XXXXXXXXXX |

Reprint  
Original Invoice Date: 3/07/15

| Line #          | Description                                           | Quantity  | Price      | Amount    |
|-----------------|-------------------------------------------------------|-----------|------------|-----------|
| 1               | 55004 25X 25X2.0 DURAGALPLUS 6.5 M AS/NZS 1163-C350L0 |           |            |           |
| 3.000 PK 213250 | Complete                                              | 300.000LN | 1950.000 M | \$XXX M   |
|                 | *Express Pricing                                      |           |            | \$XXXX.XX |

Subject to Our Conditions of Quotation and Sale  
Austube Mills Pty Ltd ABN 21 123 666 679

16:08:07



**Address** 146 Ingram Road, Acacia Ridge Qld 4110 | PO Box 246, Sunnybank Qld 4109 Australia

**Phone** +61 7 3909 6600 | **Fax** +61 7 3909 6660

**Web** [austubemills.com.au](http://austubemills.com.au)

This publication has been prepared as a guide only to assist anyone that may specify or use the products described in this publication. Accordingly, while Austube Mills has endeavoured to ensure that all information provided in this publication is accurate and up-to-date, the following must be noted: this publication does not take into account any individual circumstances and is therefore not a substitute for informed or professional individual advice; the specifications and technical data relating to the products described in this publication are approximate and subject to change without notice, and users should check the currency of the information before relying upon it; and unless required by law, Austube Mills does not accept any responsibility for any loss, damage or consequence resulting from the contents of this publication or from any omission of information in this publication. © Copyright Austube Mills Pty Ltd. DuraGal, the Austube Mills logo and the Australian Map of tubes are registered trade marks of Austube Mills Pty Ltd. March 2024.