



TITLE: Vendor Requirements for Raw Materials Purchasing

PROCEDURE NO: S0PR20-1.0

Supersedes: 0

Date Issued: 01/20/2026

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Approval: Director of Procurement: Eric Whittington

Process Owner: Steve Walker

Vice President of Procurement: Eric Whittington

PURPOSE

Provide guidance as to the expectations of raw materials purchased by JW Aluminum.

RESPONSIBILITY

It is the responsibility of the vendor to provide JW Aluminum product that meets the following raw material requirements and specifications in accordance with the items detailed on purchase orders.

Receiving & Appointment Scheduling

All raw material will be received by appointment only. Any truck that arrives without a valid delivery appointment & delivery number will not be accepted.

For scrap purchased by DJJ, delivery appointment must be scheduled with Roxxane Stracener @ Roxxane.Stracener@DJJ.com or mgdomestic@djj.com. The appointment provided will include date & time of delivery and an appointment number.

For all other raw material (non-DJJ scrap, prime, RSI, hardeners, flux) please schedule your delivery appointment by reaching out to iwa-team@uberfreight.com. The appointment provided will include date & time of delivery and an appointment number.

Weight

All raw material shipped to JWA will be weighed on JWA plant scale prior to unloading. The net weight of each load will be compared with the vendor BOL net weight. Any weight discrepancies (+/- 1%) will result in the load being held at the plant and the vendor will be notified.

JWA will pay based on received net weights as determined by each plant. Load confirmations are sent out the following day.

Paperwork

No load will be received or unloaded without paperwork. The paperwork must reference JWA's purchase order number, vendor's name, and appointment number. There must be a **BOL and a detailed packing list** with every truck driver. Drivers that arrive without a BOL and detailed packing list will not be accepted. The BOL must include the material description, number of items, individual gross, tare, and net weight. The packing list must contain each individual bale weight (gross, net and tare) and material description. Each item of scrap must be identified with a tag. The tag must include the item description, gross, tare and net weight.



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PACKAGING REQUIREMENTS

There is a limit of 4 material items per truck. Any truck that has greater than 4 material items is subject to rejection. All material on the truck must pertain to a single/individual PO number.

All bales, briquettes and boxes must be packaged securely. Any loads that have shifted or turned can be refused at receiving's discretion. All purchased scrap must be loaded in a manner that allows unloading with a forklift, safely and within a reasonable time frame. All bales, boxes, pallets, and coils must weigh a minimum of 800 pounds and not exceed a max of 5,000 pounds per piece.

Bales

Bales must be compacted and securely strapped with steel banding, to prevent breaking apart during unloading. Bales of light gauge scrap such as closure and fin stock must be banded in two (2) directions around the bale and lengthwise across the bale.

Maximum bale size = 48" x 48" by 72" long.

Maximum bale weight = 5,000 pounds.

Minimum bale weight = 800 pounds.

Bales do not need to be skidded if compacted well enough so the material will not fall apart.

Bales must be loaded with adequate clearance between the bales and the sides (and the top) of the truck so that they can be offloaded from the rear of the truck by a forklift.

Briquettes

Briquettes must be tightly compacted, then palletized on skids and securely banded, with steel banding.

Typical briquette is 12" x 12" x 18". Maximum briquette size is 2' x 2' x 6'.

Maximum skid weight = 5,000 pounds.

Minimum skid weight = 800 pounds.

Max skid dimensions (L x W) = 60" x 60"

Loose

Loose scrap will only be purchased/received by specific exception only. No loose scrap will be received if not approved ahead of time with the procurement department. All loose scrap must be clearly stated on the purchase order. Loose scrap is to be shipped in dump trucks or trailers with the ability to dump the load.

MTH Box Policy

There is a limit of 8 boxes per truck. Only cutter grades of scrap will be allowed in boxes.

Cutter grades of scrap include 1xx series and 3003. No MLC or painted siding will be accepted in boxes. There is a box fee of \$20 per box. Boxes that are not skidded, or boxes that are damaged (torn, wet, broken, ripped open) will not be accepted. Boxes must be placed in the van with adequate clearance (height and width) for unloading and must not be double stacked in the truck. Boxes with hazardous warning labels of previous contents will not be accepted. Minimum box weight must be 800 pounds and not exceed a maximum of 5,000 pounds per piece.



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RSV Box

Boxes must be placed in the van with adequate clearance (height and width) for unloading and must not be double stacked in the truck. Boxes with hazardous warning labels of previous contents will not be accepted. 1xxx series alloys only. Other grades considered on an exception basis and must be agreed to prior to issuing purchase order.

Minimum box weight = 800 pounds

Maximum box weight = 5,000 pounds

Steel Drums, Supersacks, and Totes

No scrap will be accepted in steel drums, supersacks, or totes of any kind at any JWA plant.

Prime, RSI & Ingots

JWA can receive prime (T-bar or sow), RSI, and sows on flatbed or conestoga trailers. The flatbed/conestoga must be loaded for side unloading only.

Ingots are accepted at RSV only with advanced approval from the purchasing team.
Ingots must be stacked into a bundle, using steel banding only. Must have a minimum of 2 steel bands lengthwise and 3 steel bands widthwise. All ingots must be delivered on a flatbed or conestoga trailer. The flatbed/conestoga must be loaded for side unloading only.

Material with poly

Material with poly is acceptable at MTH only. **RSV does NOT accept any poly/plastic contaminated material.** The poly can be on one or both sides of the material, with the plastic weight not exceeding 1%. Heavier plastic can be rejected, or price will be reduced, at receiving's discretion.

Quality and Inspection

JW Aluminum will inspect all inbound raw materials, using X-Ray portable analyzer and assay analysis. Material found to be outside the agreed PO at inspection may be rejected, returned (at vendors cost) or a cost reduction may be applied (to the value of the appropriate scrap code).

At no time should material shipped or sold to JW contain:

- a) Steel, stainless steel, lead, copper, zinc, etc.
- b) Wood chips, gravel, rocks, plastics and other foreign contamination unless specified on PO.
- c) Closed containers of any sort, such as plastic pop bottles, fire extinguishers or canister.
- d) Hair wire, EC Enamelled.
- e) Laminated foil, screen (aluminum or plastic).
- f) Turnings, saw cutting, chips – dry or oily.
- g) Used or post-consumer deco can.
- h) Wet or oxidized foil of any alloys.
- i) Used pie plate, pie pans, or used food container.
- j) Any foundry alloys.
- k) Any alloys from the 2000 or 7000 series.
- l) Medical waste (syringe or needle).



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- m) Live ammunitions.
- n) Radioactive material.
- o) Fertilizers.
- p) Alloys with Pb, Sn, Li and Be.
- q) Architectural panel (panel made of 2 aluminum sheets with plastic in the middle).
- r) Others as listed within this document.

Raw Materials Purchased by JW Aluminum

The following lists the raw material purchased by JW Aluminum. Material not on this list must be discussed and agreed upon prior to issuing the purchase order. All scrap must comply with USA sanctions.

Prime

Material must meet P0610 or P1020 analysis. The form must be T-bars, molten, ingot, or sows. The material must be free of electrolytes, oxides, or refractory inclusions and cast to minimize internal voids. All prime must comply with USA sanctions.

Maximum weight (T-bar & sow) = 2,000 pounds

Maximum weight (Ingots) = 3,000 pounds

Off Grade Prime

Material must have a certificate of analysis (COA) that specifies the chemical analysis of each piece (T-bar, sow, ingot) to validate it meets the defined specification of the off-grade prime being purchased. The form may be T-bars, sows, or ingots. Material must be free of electrolytes, oxides, dross, mold wash or refractory inclusions and cast to minimize internal voids. All off grade prime must comply with USA sanctions. Sows must be single pour, containing no layers.

Maximum weight (T-bar & sow) = 2,000 pounds

Maximum weight (Ingots) = 3,000 pounds

RSI

Supplier must provide a certificate of analysis (COA) with each load, or the COA must be on file at JWA that specifies the analysis of each sow. Each sow must be clearly identified with heat or cast number. Sows are to be free of internal cavities, corrosion, dross or other foreign contamination. All RSI must comply with USA sanctions. Sows must be single pour, containing no layers.

Maximum weight = 3,000 pounds

Mixed Low Copper Dealer Grade

Material consists of old – bare or painted - low copper aluminum scrap of two or more alloys with a minimum thickness of 0.015" (0.38 mm) and to be free of 2000 and 7000 series.

Shall not contain hair wire, wire screen, cast, venetian blinds, radiators, UBC, punchings less 1 inch diameter, dirt and other non-metallic items. Grease and oil to be less than ½ %



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Mix Low Copper

Material consists of new, clean, uncoated and unpainted low copper aluminum scrap of two or more alloys with a minimum thickness of 0.015" (0.38 mm) and to be free of 2000 and 7000 series.

Shall not contain hair wire, wire screen, UBC, punchings less ½ inch (1.25 cm) diameter, dirt and other non- metallic items. Grease and oil to be less than 1%. Material with poly (plastic film that peels off) is acceptable at receiving's discretion and at reduced price.

Shredded Mix Low Copper

Material is to be dry and consist of heavy gauge (over 0.015") uncoated / unpainted low copper aluminum scrap of various aluminum alloy excluding – 2000 and 7000 series alloys.

Shall not contain hair wire, wire screen, UBC, punchings less ½ inch (1.25 cm) diameter, dirt and other non- metallic items. Contaminants (oil, rubber, wood...) to be less than 1%.

New Production Painted Siding

Material consists of clean new production building products grade (mainly 3105 alloy) painted aluminum scrap.

Painted Siding

Material consists of clean, old low copper aluminum siding scrap (mainly 3105 alloy), painted on one or two sides, free of plastic coating, iron, dirt, corrosion, fiber, foam or fiberglass backing or other non-metallic items.

Aluminum Radiators

Material consists of dry clean aluminum radiators - new production. Material shall be free of copper, iron, plastic, rubber, dirt, and coatings/anodization of any kind.

Fin Stock

Material consists of new and clean, 1100 or 7072 alloy fin stock in skeleton or sheet form. Punchings are received by exception only.

Deco

Deco cans consist of new painted and clean pharmaceutical/medical tubes or beverage cans, from 1100, 1050 or 1070 alloys.

Aluminum Lithographic Scrap

To consist of 1100 or 3003 alloy scrap, to be free of paper, plastic, excessive ink, and any other contaminant.

Nameplate

Scrap consists of 1100 alloy. Material must be clean and dry - any coating to be specified on order.



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Segregated 1xxx and 3xxx Aluminum Scrap

Material shall consist of one alloy, new, clean and gauge over 0.010". Material can be bare, painted, or light poly (RSV cannot accept poly).

Segregated 8xxx Aluminum Scrap

This material must be approved with procurement in advance of issuing purchase order. MTH does not accept 8xxx series aluminum scrap. 8xxx series aluminum scrap will be considered for RSV only. 8006 alloy is not accepted. Only low silicon and low iron 8xxx series aluminum scrap will be considered such as 8111, 8017, 8030, 8176, and 8079. Material shall consist of one alloy, new, clean and gauge over 0.010". Material must be bare only. Material cannot contain paint, poly, or anodization of any kind.

Segregated 6xxx Aluminum Extrusion Scrap

This material must be approved with procurement in advance of issuing purchase order. RSV does not accept 6xxx series aluminum extrusion scrap. 6xxx series aluminum extrusion scrap will be considered for MTH only. Material consists of new, bare or painted, or old extruded aluminum made of 6063, 6016, and 6022. Must not contain other alloys of aluminum. Material should be free of zinc corners, iron attachments, felt, plastic, paper, thermo break and dirt.

EC Wire

Material shall be dry and consist of clean EC grade (99.45% Aluminum). Material must be free of any adhesives, hair wire, enamel, transformer wire, fine particles less than 20 mesh, and coated or tar-filled wire.

Class 1 Scrap

Material consists of clean new production can/cup, skeleton, slitter or trim scrap that is baled or briquetted. Material shall not contain any coatings, paint, poly, plastic, lacquer, residual lubricant or sealant. Must be 3xxx alloys only.

Class 3 Scrap

Material consists of coated/decorated clean new production can/cup, skeleton, slitter or trim scrap that is baled or briquetted. Material shall not contain 5xxx lids, plastic, residual lubrication or sealant. Must be 3xxx alloys only.

Used Beverage Cans

This material must be approved with procurement in advance of issuing purchase order. Material consists of old aluminum beverage cans. The material is to be free of other scrap metals, foil, plastic, paper, glass and other non-metallic items. The "4 back 2" moisture policy will apply.

Road Signs

This material must be approved with procurement in advance of issuing purchase order. Material consists of heavy gauge, clean, low copper aluminum sheet.



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Cladded Aluminum or Braze Sheet

This material must be approved with procurement in advance of issuing purchase order. Material consists of heavy gauge clip, clean, uncoated / unpainted aluminum sheets of two different alloys press together.

Items not accepted:

Coils with cores of any kind, pucks, flake, wheels of any kind, segregated 2000, 4000, 5000 series, 6061, 8006, old sheet, old cast, turnings, aluminum copper radiators, aluminum foil.

JW Aluminum Pricing Policy

The following pricing policy is intended to improve the safety and efficiency of our receiving team as well as ensure proper management of our open order positions.

Pricing

- Orders must be priced FIFO (oldest orders first).
- Entire order must be scheduled at time of pricing.
- Orders can be priced no sooner than 60 days prior to contract expiration date.
- All past due orders over 60 days aged must be scheduled before pricing any new order.
- Any trucks that arrive for delivery with an unpriced order will be priced using the lower of the LME 3M or LME cash.
- Material not delivered within forty-five (45) days from issuance date of purchase order are subject to cancellation at JW Aluminum's discretion.

**This policy applies to Mount Holly, SC and Russellville, AR and was previously implemented and effective as of 7/6/2021.*

Revision History

Rev. Level	Date of Change	Reason for Change
1	08/30/2023	Minimum bale/box/pallet/coil weight changed from 700 pounds per piece to 800 pounds per piece.
2	01/31/2024	Aluminum foil eliminated as an acceptable item. Moved to "items not accepted" list.
3	01/16/2026	Updated receiving contact information, weight tolerance from 0.5% to 1%. Added Class 1/3 scrap, 6xxx and 8xxx series scrap. Added pricing policy; please note no changes made to pricing policy. Our policy was previously implemented on 7/6/2021.