First Solar Guidelines

Routing Guide: Supplier Information

First Solar®

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Note: This routing guide covers shipments to First Solar, Inc. (U.S.). It supersedes any previously issued routing instructions and is effective upon receipt.
Please acknowledge receipt of this guide by completing the form on the last page and returning it to:

First Solar, Inc.
P O Box 730
Toledo, OH 43697-0730
Fax: 419-662-8525

The purpose of this routing guide is to help First Solar efficiently receive material from suppliers on a timely basis. Our goal is to move each supplier's material into production position as quickly as possible. Our designated carrier partners play a vital role in this process. Suppliers are required to comply with the conditions stated herein to help us achieve our mutual goals.

Please review the following instructions. If there are any questions, contact First Solar Logistics for clarification.

Important: **Non-compliance with this guide will result in charge backs for excessive freight, handling charges and deductions from your invoices.**

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1 Shipping Guidelines

Important: **The shipper must follow all instructions contained herein.**

1.1 Domestic Shipping Guidelines

TERM: Ex-Works

DEFINITION: *Supplier is responsible for warehousing, packaging, tendering, and loading of freight on a First Solar designated carrier.*

- *Transportation costs are paid by the buyer.*
- *Risk of loss during transportation belongs to the buyer.*

Payment Terms

- Per the above definition, for EXW shipments, First Solar is responsible for freight charges, so please ship COLLECT.
- If a shipment is sent PREPAID and billed back on the material invoice, First Solar will not pay the freight portion of the invoice.
- A supplier's individual agreement with First Solar as far as who is responsible for payment of freight charges may differ from the EXW terms of sale, so if a supplier is ultimately responsible for payment of freight but ships according to EXW terms, the amount of the freight bill will be charged back to the supplier.

Routing/Carrier Determination

- To determine the appropriate carrier, select from the routings on page 16, according to the origin of the shipment, the total weight of the shipment and the service level required.
- Small parcel ground shipments, with a combined weight of 100 lbs or less, should be shipped collect via UPS, billing First Solar's UPS shipper number. **Please DO NOT ship prepaid with a parcel carrier and bill First Solar back for freight charges**.
- All shipments sent from the same origin at the same service level on the same day must be consolidated into one shipment. Excess freight costs will be charged back, along with a charge for the routing violation.
- **Use of an unauthorized or improper carrier on an Ex-Works shipment will result in a charge back of all freight charges, along with a charge for the routing violation**.

Insurance

- **Do not insure any shipments**. Excess valuation charges on EXW shipments will be charged back, along with a charge for the routing violation.

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1.2 International Shipping Guidelines

First Solar Preferred Term of Sale: "FCA Shipper's Door"

The preferred term of sale for all First Solar purchases are "FCA Shippers Door."

1. This means that the supplier delivers the goods, cleared for export, to the carrier nominated by First Solar at the supplier's door.
2. The supplier is responsible for loading the goods and providing the accurate commercial invoice or its electronic equivalent.
3. The exceptions to this rule are either geography specific or supplier specific as discussed below.

Geographic Exceptions

China, Japan: Ocean: FOB (named origin port)

Air: *FCA (named origin airport)*

Due to either unique country specific export requirements or other reasons, there are exceptions to the policy above based on where the supplier is located. Shipments originating in either China or Japan: The preferred term of sale is:

1. Ocean Shipments: "FOB (named origin port)" The supplier is responsible to clear the goods for export and is responsible for the transport costs and risk of loss until the goods are loaded onto the vessel at the named port.
2. Air Shipments: "FCA (named origin airport)." The supplier is responsible to clear the goods for export and is responsible for the transport costs and risk of loss until the goods are handed over to the First Solar-nominated carrier at the named airport.

1.3 Security

First Solar has partnered with Customs and Border Protection to develop a more secure border environment by focusing on the physical security of the production, transportation, and importation elements of the supply chain process through the **Customs-Trade Partnership Against Terrorism (C-TPAT)**. First Solar is required to develop and implement—within a verifiable, documented program--enhanced security procedures throughout its supply chain process.

Where First Solar does not exercise control of a production facility, transportation or distribution entity, or process in the supply chain, First Solar is required to communicate certain security recommendations/guidelines to its suppliers and, where practical, condition its relationships with those entities on the acceptance and implementation of the same. **First Solar expects all suppliers to voluntarily participate in the U.S. C-TPAT program.**

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Manufacturers are asked to develop and implement a sound plan to enhance security procedures. These are general recommendations that should be followed on a case-by-case basis depending on the company's size and structure and may not be applicable to all. The company should have a written security procedure plan in place that addresses the following:

Physical Security

All buildings should be constructed of materials which resist unlawful entry and protect against outside intrusion. Physical security should include:

- Adequate locking devices for external and internal doors, windows, gates, and fences
- Segregation and marking of international, domestic, high-value, and dangerous goods cargo within the warehouse by a safe, caged, or otherwise fenced-in area
- Adequate lighting provided inside and outside the facility to include parking areas
- Separate parking area for private vehicles separate from the shipping, loading dock, and cargo areas
- Internal/external communications systems in place to contact internal security personnel or local law enforcement police

Access Controls

Unauthorized access to the shipping, loading dock, and cargo areas should be prohibited. Controls should include:

- The positive identification of all employees, visitors, and suppliers
- Procedures for challenging unauthorized/unidentified persons

Procedural Security

Measures for the handling of incoming and outgoing goods should include the protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:

- A designated security officer to supervise the introduction/removal of cargo
- Properly marked, weighed, counted, and documented products
- Procedures for verifying seals on containers, trailers, and railcars
- Procedures for detecting and reporting shortages and overages
- Procedures for tracking the timely movement of incoming and outgoing goods
- Proper storage of empty and full containers to prevent unauthorized access
- Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company

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Personnel Security

Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications.

Education and Training Awareness

A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

Supplier Exceptions

Equipment Shipments/Projects

Due to the unique shipment type and/or schedule, there may be exceptions for certain shipments of capital equipment. These shipments will usually consist of large projects requiring special transport equipment, scheduling, planning, etc. In these cases, after discussion between the project engineers, purchasing and logistics, it may be determined that the most appropriate term of sale should be "Delivery, Duty Unpaid" (DDU) to the destination. In such cases:

1. Approval is required from First Solar Director, Global Logistics, prior to creating any PO with DDU terms.
2. It is the supplier's responsibility to follow all First Solar import instructions.
    a. Supplier must submit pro-forma invoices and packing lists to the First Solar import team and receive an approval of these documents prior to booking the shipment with the carriers.
    b. This approval will serve as the checkpoint to ensure that all of First Solar's import requirements have been met.
    c. Supplier is responsible for submitting the pro-forma and actual invoices in an accurate and timely manner so as not to impact shipping schedules.
3. The supplier will be responsible for following First Solar routing and import instructions including timely shipment notification and pre-advise requirements, and would be responsible for any fines imposed on First Solar for non-compliance to the import requirements.

Sample Shipments

Free-of-charge sample shipments from suppliers

The suppliers will be responsible for all freight, brokerage and duty charges and will be required to use First Solar designated carriers/freight forwarders.

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Routing/Carrier Determination

- First Solar Buyers or Logistics personnel may authorize service level upgrades to air freight or offer other deviations from the normal routing instructions at any time. If First Solar chooses to do so, ship COLLECT per the instructions found on page 16. Suppliers will be charged back an amount equal to First Solar's excellent rates for a ground (or non-expedited) shipment. First Solar will also take responsibility for the risk involved due to the change in non standard terms.
- Prepaid shipments that are expedited without authorization, regardless of the carrier used, will result in non-payment of invoiced freight charge, along with a charge for the routing violation.

Insurance

- First Solar is self-insured. For FCA-Origin and FOB Origin Port-declaration of excess value should not be added to bill of lading.
- Supplier invoiced excess valuation (insurance) charges on prepaid (or prepaid and add) shipments will not be honored.
- Excess valuation charges on FCA Origin shipments will be charged back, along with a $100 charge for the routing violation.

Supplier Invoicing

- The supplier must include a carrier invoice when billing First Solar for freight charges.

1.4 International Shipping Instructions

- All foreign supplied material must include the USA-Harmonized Tariff Schedule (HTS) number on the Commercial Invoice.
- **HTS Numbers**

  All documents must contain Country of origin and Harmonized Tariff System (HTS) codes to the **6th digit only** for the product being shipped. Please refer to the United States International Trade Commission for the proper codes for the correct HTS codes. Failure to enter the correct HTS Code may result in a charge back for excess duty along with a charge for violation of routing guide.
- The **First Solar, Inc.** ***part number*** and the **First Solar, Inc.** ***Purchase Order number*** **(PO)** must be included on **ALL** shipping documentation.
- The seller ***must*** issue packing lists for each shipment sent to First Solar and attach a copy to the freight as well as supply a copy within the document pouch.

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- For Ocean shipments where there are multiple containers, the containers must be listed on the packing lists in a way that we are able to ascertain what material is on what container for tracking and receiving purposes.
- Goods must comply with International **Standards of Phytosanitary Measures (ISPM)** No. 15 if any wood packaging is used.
- **10+2 / Importer Security Filing (ISF) Compliance**
  Effective January 26, 2010, U.S. Customs and Border Patrol requires that all importers of merchandise via ocean vessels submit an ISF filing at least 24 hours **PRIOR** to lading of the goods onto the export vessel. This filing requires importers to submit 10 different data elements according to the above predefined timeframe otherwise they will be subject to a $5000-$10,000 penalty and at risk of not receiving goods in time for production. Compliance with this mandate both in accuracy and timing is mandatory. In order to comply with this requirement, please complete the attached ISF Profile and return it to the following email address **at least 5 business days prior to vessel sailing** to: tony.tsuei@firstsolar.com.
- **If commercial documents or certain ISF data are not available at time of booking, suppliers must complete and email the ISF template together with the commercial documents after the booking, but no later than 3 business days prior to the container being loaded onto the vessel.**

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2 Documentation Requirements

1. Please provide a set of commercial documents to freight forwarder at the time of shipment.
2. Please ensure freight forwarder sends a confirmed on board notification along with a set of commercial documents to the notify party.
3. Legible copies of all shipment documentation, with the shipment carrier details, are to be forwarded to our Customs Compliance Dept. in Perrysburg, Ohio **at the time of shipment**
   to the attention of: Debbie Bernardo and Tony Tsuei
   Email copies to: dbernardo@firstsolar.com and tony.tsuei@firstsolar.com

Document requirements include:

1. Commercial Invoice—Please reference the instructions below
2. Packing List
3. Manufacturer's Affidavit (where applicable)
4. AWB/Bill of Lading—Please reference the instructions below
   a. Freighted Bill of Lading or Freight Certificate
      — Required by US Customs in order to determine the dutiable value

AWB/Bill of Lading is to be completed as follows:

Consignee:	**Notify Party:**
First Solar, Inc.	Expeditors International Detroit
28101 Cedar Park Blvd.	11101 Metro Airport Center Drive
Perrysburg, OH 43551	Suite 110
Phone: 1.419.662.8500	Romulus, MI 48174
Fax: 1.419.662.8525	firstsolarimports@expeditors.com
	Fax: 734.857.1189

Commercial Invoice/Pro-Forma Invoice Must Be in English and Contain:

- ***Manufacture or Seller(Owner) name /addres**s (Last known entity by whom the goods are sold, or owner if goods are not sold)
- ***Buyer name/address** (to whom the goods are sold/agreed to be sold)

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- *"**Ship To**" Party name and address (First deliver to party – actual delivery address, not the corporate address)
- ***IRS #** (First Solar, Inc.: 20-462367800)
- ***Container Stuffing Location** (Name and address of the physical location where the goods were stuffed)
- ***Consolidator Name and Address** (Name and address of the party which stuffed the container or arranged for its stuffing)
- ***Foreign port of unlading (Port of Entry)** (Intended final destination for merchandise.)
- ***Harmonized Tariff Number(HTSUS)**—6-digit level required
- ***Country of origin** **for each item**
- ***Country of export*** (If different from country of origin country which the merchandise was the growth, produce, or manufacture of)
- ***Invoice date***
- ***Confirmed shipment terms per Incoterms 2000*** (As listed on the Purchase order)
- **Detailed description of the merchandise** (The description must be detailed to the extent that any person reading it can determine the correct HTS classification for the merchandise being imported)
- **Unit Price** (Unit price to be shown as the unit of measure agreed upon for the material of the transaction.
- ***Quantity Shipped of Each Item in each box/package/container*** (Each outer carton must be labeled with Supplier Name and First Solar Purchase Order Number.)
- ***Currency type*** (Purchase price of each item in the currency of the purchase, and if ordered by a purchase order or a contract/agreement, **i.e. USD, EUR, TWD, etc**)
- **Marks and numbers of packages, type of packages, gross and net**
- **Weight of the shipment** (in kilograms)

*Security Filing Data Requirements Mandated by U.S. Customs/Border Protection

Important to Note for Commercial Invoice Purposes

All charges related to the shipment of the merchandise **must be itemized separately** on the C.I. by name and amount, including:

- Rebates or discounts
- Freight and insurance
- Commissions

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- Royalties
- Proceeds of subsequent sale
- Cost of packing (cases, containers, coverings, etc.)
- Assists, i.e. goods, services, tool, or guide (this includes design work done outside of the U.S.), furnished free of charge or at a reduced cost for the production of the merchandise not included in the invoice price, including the initial freight cost to transport the assist

Weight Limitations – Sea Containers

- The U.S. Maximum Allowable Weight for Sea Containers is as follows:

20' Std Steel	45' HC Alum	40' Std Steel	40' HC Steel
38,200 lbs	43,500 lbs	43,900 lbs	43,600 lbs

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3 Airfreight Packaging Criteria

- When shipping in passenger planes, all cargo will have to ride in the lower holds (belly freight or lower deck freight). For a normal "wide body" aircraft, the lower cargo door height is 64 inches. Freight is normally loaded on a pallet or container thus adding an inch or two to whatever is being shipped.
- Do not exceed the door size for the aircraft. Most lower-deck cargo doors are approximately 96 to 105 inches wide and 64 inches high. When loading freight into a round tube (aircraft body), the freight must fit within the contour of the body. Airlines can load a 125" by 88" pallet 60 inches high in most lower deck cargo holds. The freight must also be able to fit onto the pallet; therefore, it must be a couple of inches shorter in all dimensions.
- Recommended Parameters: Do not exceed 60 inches high, 85 inches for length and 85 inches for width.

Export Licenses and Dangerous Goods

1. Any shipment that requires an export license shall be made known to Expeditors at least four weeks before taking possession of the shipment from the vendor's dock.
2. Dangerous Goods:
    a. Supplier must provide Expeditors International with any necessary documents and supporting shipping labels.
    b. Goods must be shipped separately and in compliance with all applicable laws and regulations.

Note: **Please provide the contact name of a responsible employee** from your company who has knowledge of or who can readily obtain knowledge of the transaction.

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4 Purchase Order Instructions

- Nothing in these Supplier Routing Instructions is meant to supersede or alter the Terms of Sale delineated by the First Solar Purchase Order except pertaining to the documentation, packaging and physical movement of goods.
- Please pay close attention to the delivery date on the First Solar PO. This date is a key element for control in our Receiving Department. Contact Buyer if the delivery date is reached to confirm need and/or date extension. Late shipments may result in a charge- back for full freight charges if shipped without the Buyer's written authorization.
- "Ship To"—This section of the First Solar PO contains the shipment destination. The "Ship To" address below is the physical address the freight must be delivered.

  First Solar, Inc.
  28101 Cedar Park Blvd.
  Perrysburg, OH 43551

- "Bill To"—This section of the First Solar PO contains the address to send freight invoices only for those shipments to be paid by First Solar. The "bill to" address is:

  First Solar, Inc.
  PO Box 730
  Toledo, OH 43697-0730

- "Shipping Method"—This section of the First Solar PO shows the carrier and/or service level specified for the order. This may specify a carrier, give you someone to call, or just stipulate "SEE ROUTING GUIDE." A carrier service level or other useful information may also be provided.
- "Delivery Terms"—This section on the First Solar PO contains the Incoterm for this transaction as agreed to by the First Solar Buyer and must be strictly adhered to. Non-compliance will result in a charge-back to the supplier, along with a charge for the routing violation.
- Substitution for out-of-stock items is not permitted without the Buyer's written approval and will require a new PO for the substituted items.

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5 Bill of Lading Instructions

- Consignee name and address on the bill of lading must be the same as shown on the purchase order.
- **PO numbers**, PO line number, and corresponding unit counts must be noted in the body of the bill of lading.
- Each bill of lading must note the exact number of units shipped. Noting just the number of pallets or skids is unacceptable.
- The carrier must count and sign for the specific number of units upon pickup of freight. If the bill of lading is Said To Contain (STC) a certain number of units, all shortages will be the responsibility of the supplier.
- Delivery appointments are required for all deliveries. Delivery attempts without an appointment will not be received.
- **Freight Classification-Domestic Shipments Only**
  Suppliers are responsible for properly describing their material on the bill of lading. This includes selecting and entering the correct National Motor Freight Classification (NMFC description and classification for all domestic shipments. Please refer to the National Motor Freight Classification Guide for the correct class and description. Failure to enter the correct class may result in a charge back for excessive freight.

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6 Packing Instructions

6.1 Product Marking

The following must appear on the exterior of each shipping carton:

- First Solar PO Number
- Shipper name and address (origin of shipment)
- The correct SHIP TO address from the First Solar PO
- Sequential carton numbering for small parcel shipments (UPS, FedEx)

6.2 Packing List

The lead carton of each shipment must have a packing list attached and must be marked "PACKING LIST ENCLOSED." The following must appear on the packing list:

- Shipper and consignee names and addresses
- First Solar PO Number (Important for prompt payment of your invoice per terms of purchase)
- Quantity of each item shipped
- Description of each item

6.3 Packing Guidelines

Ship accurate quantities unless otherwise approved by an authorized First Solar associate. Any shipment authorized to ship with a partial carton will need to have the partial carton clearly labeled and noted on the packing slip.

Each carton may contain items from only one PO.

Mis-shipped material (resulting from pick or order processing errors) will be returned to the supplier at the supplier's expense and the inbound freight charges will be charged back.

Material must be packed to ensure that it will arrive at First Solar in productive condition. Damage due to poor or inadequate packaging will result in a charge back.

Important: **Failure to adhere to any of the above guidelines will result in charge backs for excessive handling.**

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7 Return Instructions

The supplier must respond to First Solar with a Return Authorization and any specific shipping instructions within 48 hours of request. If no routing is specified and the freight terms are supplier pays freight on returns, material will ship COLLECT by First Solar's carrier or PREPAID by UPS and charged back.

8 Routing Violations Summary

Please ensure that everyone involved in your distribution process is fully informed of the First Solar charge back policy. Failure to adhere to these procedures could result in charge backs of $50 to $200 in excess handling fees, plus the costs incurred. Our procedure is to provide notification as soon as possible after receipt of goods about discrepancies found. We will provide notice of forthcoming charge backs as early as possible. If First Solar makes a mistake, please bring it to our attention within 60 days from receipt and it will be corrected.

Routing Violations

- Prepaid shipment of FOB Origin product
- COLLECT shipment of FOB Destination product
- Use of an unauthorized carrier on FOB Origin product
- Failure to consolidate shipments
- Excess valuation charges (Including insurance)
- Unauthorized use of premium transportation (air freight or expedited ground)
- Corrections made with carriers because of incorrect payment terms on bill of lading

PO Violations

- Shipments sent prior to ship date
- Shipments sent after delivery date
- Shipments sent to wrong ship to address

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Bill of Lading Violations

- Missing or invalid PO number on bill of lading
- Incorrect piece count on bill of lading, or filled out as number of skids instead of cartons
- Incorrect freight classification or description

Packing Violations

- Inaccurate or incomplete information on shipping cartons
- Incomplete or missing packing list on lead shipping carton
- Non-manufacturer or non-standard case packs
- Multiple POs in same carton
- Overage, shortages, or incorrect material
- Damage due to inadequate packing
- Incorrect UPC
- Oversize fees
- Partial cartons (without First Solar authorization)

Returns Violations

- P.O.D. request for freight that has been delivered.

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9 Contacts

9.1 First Solar Perrysburg, Ohio Distribution\Logistics Contacts

Primary First Solar Contact:

Bob Mowery

Phone: 419-662-6454

Fax: 419-662-8525

9.2 Carrier Information

A commonly asked question from suppliers is “You've asked me to use XYZ carrier. Do you have their number?” Please look in your local phone book. Our carriers normally blanket the states where they are specified. The numbers below are corporate office or customer service phone numbers for several of our carriers. You can also call them to find information on the terminal servicing your facility.

Con-Way	(734) 994-6600
United Parcel Service	(800) 742-5870
J.B. Hunt Transport	(800) 272-0730
Expeditors International	(734) 857-5000

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10 Standard Routings

Destination

First Solar, Inc.

28101 Cedar Park Blvd.

Toledo, OH 43551

Shipping Contact

Bob Mowery

Phone: 419-662-6454

Fax: 419-662-8525

Origin	Mode	Limits	Carrier	Shipping Instructions	Contact	Notes
United States	Parcel	<150lbs	UPS	Bill to First Solar UPS Account	www.ups.com	Non-Hazardous, Non-Palletized
	<Truckload	Between 150 and 7,500lbs or less than 1/2 a visible truckload	Con-Way	Ship COLLECT to First Solar	www.con-way.com	
	>1/2 a visible Truckload	>7,500lbs	Contact First Solar		Bob Mowery (419) 662-6454	
Europe	Parcel	<100lbs	UPS		www.ups.com	
	?	>100lbs	Expeditors International		www.expd.com	
Asia Pacific	Parcel	<100lbs	UPS		www.ups.com	
	?	>100lbs	Primary—Expeditors International	Ship COLLECT to First Solar	www.expd.com	
Canada	?	<truckload	Con-Way	Ship COLLECT to First Solar or third party bill	www.con-way.com	

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BROKER

Please list as first notify party for all inbound shipments:

Expeditors International, Detroit

11101 Metro Airport Center Dr.

Suite 110

Romulus, MI 48174

firstsolarimports@expeditors.com

Phone: 734-857-5023

Fax: 734-857-1189

CANADIAN BROKER

Please list as first notify party on all shipments from Canada:

Expeditors Canada, Inc.

55 Standish Court, 11th Floor

Mississauga, Ontario

L5R 4A1

Phone: 905-290-6000, Ext. 6159

Send copies of documents to:

yqg-days@expeditors.com

yqg-afts@expeditors.com

21/7 Border FAX: 905-290-6625

24/7 Border Phone: 519-967-0975

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11 Supplier Routing Instructions Acknowledgement

Please fill out this form as completely as possible. The information will be used to improve communications with our suppliers and help in understanding their operations. At the very least, please sign and date this form and return it to: FIRST SOLAR, Attn: Matt Reese-Logistics.

Supplier Information	Shipment Origin Information
Company Name	Company Name
Address	Address
Suite	Suite
City State Zip	City State Zip
Contact	Contact
Telephone	Telephone
Fax	Fax

Signature

Printed Name

Title

Telephone - Extension

Date Signed

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