

INTEGRATION UPDATE – MAINE OPERATIONS

Changes to Roll Labels, Product Codes
and Business Documents

Our service is our hallmark. We are proud of our **reputation for responsiveness and ease of doing business** and have a strategic focus on maintaining these high standards. In light of recent acquisitions, we're intent on creating a **consistent customer experience** across our manufacturing platform, regardless of the mill of origin for our products. At the core of this initiative is a **consolidation of legacy IT systems** onto a common platform and process.

On May 1, 2019, **our Madawaska Operations will move to the new IT platform**. This follows a similar transition for our New York Operations (the Lyonsdale, Little Falls and Mohawk Valley mills in New York as well as the facility in Pickens, Mississippi) last fall. The Pine Bluff, Arkansas mill conversion will occur at a date yet to be determined.

We are committed to maintaining our high level of service during these transitions with as little disruption to normal business as possible. There are, however, certain changes required and we ask for your patience and cooperation as we work through the conversions. In the end, we believe the consolidated platform will provide the functionality and technology required to best support your business in the future.

To aid in the transition, we've developed a **reference guide** that provides an **overview and explanation of the planned changes** for roll labels, product codes and supporting business documents.

We thank you for your understanding and continued support for Twin Rivers Paper Company.

Key Changes

1. NEW GRADE CODES AND DESCRIPTIONS

Standardized to include product, basis weight, functional attributes and color

2. NEW ROLL ID NUMBERS

Modified to incorporate additional machines and manufacturing locations

3. MINOR PRODUCT LABEL AND FORMS MODIFICATIONS

Changed to accommodate new information and for improved readability and ease of use

Contact Us

Our sales and customer service teams would be happy to walk through the changes in detail. Please contact them directly or call 1-800-920-9988.



Grade Code Changes

Migration to a common IT platform across all manufacturing locations requires moving to a common naming convention and establishing new grade codes for all of our products. The changes are detailed below and information regarding your specific grade codes. Please contact your customer service representative if you would like additional information.

	EXAMPLE 1	EXAMPLE 2
CURRENT		
Grade Code	60347-55.00-241-0701	61998-44.80-208-0501
Grade Description	ACADIA OGR7 WS	ALLIANCE SC RELEASE
NEW		
Grade Code	AOGR0500F241	RS1S0407B208
Grade Description	ACADIA OGR7 SWS 50.00 241	ALLIANCE SC REL 40.7 208
Product Code	AOGR Acadia OGR 7 Wet Strength	RS1S Alliance SC Release
Basic Weight (24 x 36 or 3000 Sq. Ft.)	0500 50.0 lb.	0407 40.7 lb.
Iteration (Internal indicator for manufacturing that product has additional grade properties)	F Kit 7 + Wet Strength	B Standard Furnish
Color Code (Color codes are available upon request)	241 White	208 White

Roll Numbering System Logic

To better align with industry standards, we are adopting a common TAPPI roll numbering system across all our Madawaska and NY Operations. Moving forward the roll ID for the Madawaska mill will change slightly and align with the ID currently in use with our NY and MS operations. The ID will contain the following information:

KEY CHANGES

Location specific mill codes (MD, LY...) are being used instead of TR and alpha codes are being used versus numeric.

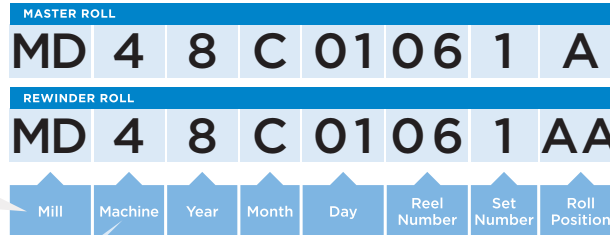
MODIFIED

MILL CODE

- LY = Lyonsdale
- MD = Madawaska
- ML = Mill Street
- MV = Mohawk Valley
- PK = Pickens

MACHINE NUMBER

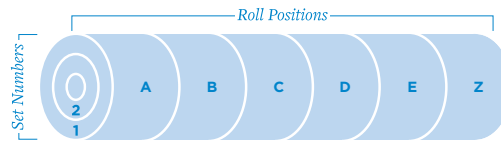
- 4 = Madawaska (PM 4)
- 5 = Madawaska (PM 5)
- 7 = Madawaska (PM 7)
- 8 = Madawaska (PM 8)
- S = Mill Street
- M = Mohawk Valley
- L = Lyonsdale
- P = Pickens



MODIFIED

ROLL POSITION

Rolls will now be labeled A-Z; with A and Z always being end rolls.



REWINDER ROLL

Small rolls or special sizes requiring additional off machine rewinding will require an additional alpha code and will be represented in the 12 digit roll ID.

Roll ID Codes:

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	A	B	C	D	E	F	G	H	J	K	L	M
MASTER	A	B	C	D	E	F	G	H	I	J	K	
REWINDER	A	B	C	D	E	F	G	H	I	J	K	

Roll Label Overview

The new roll label is very similar to the current design with only a few minor modifications. The changes are consistent with the labels currently in use at our NY and MS operations:

CURRENT



NEW

The new label size remains consistent with the old (8.5" x 17").

MODIFIED

Lead Roll Number Replaces Batch Number: We've moved to the industry standard of using lead roll number to identify a package, versus the batch number. Details of all roll numbers in a package can be added to the new manifest if requested.

NEW

Linear Meters: Added barcode

NEW

Unit of Measure Barcode: Added to eliminate manual entry

MODIFIED

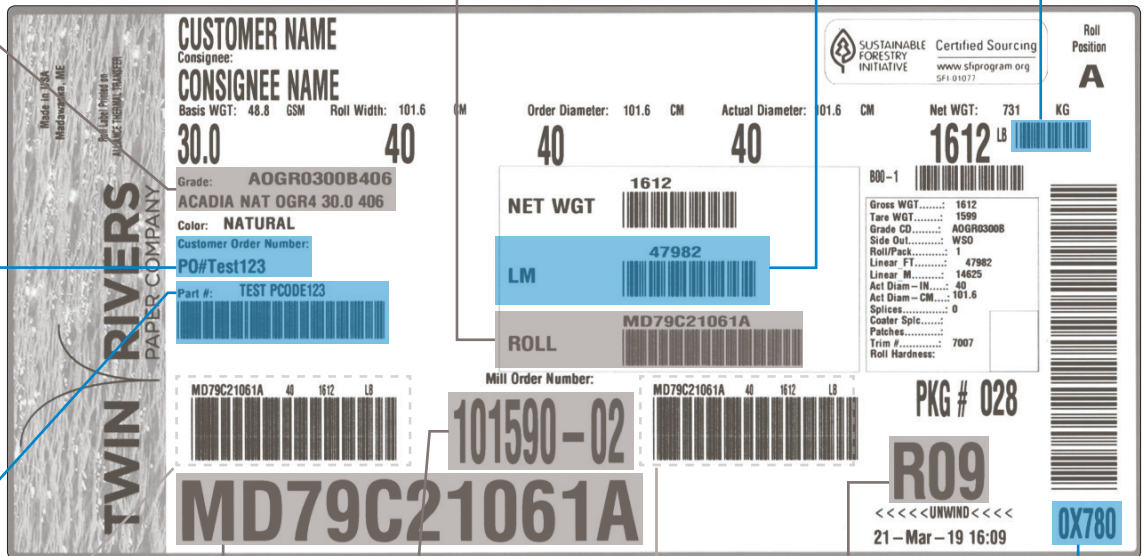
Grade Code and Description: Standardized grade code format

NEW

Customer Order Number: Previously on secondary label

NEW

Customer Part Number



NOTE

Removable Sticker

MODIFIED

Updated TAPPI Roll ID Format

MODIFIED

Mill Order Number: Location changed

NOTE

Removable Sticker

MODIFIED

Internal Logistics Status: Location changed

NEW

TRPC Internal Tracking Number

Diagrammed Roll Label

To help with the transition to the new label format, we diagrammed the new label. Our goal is to provide an easy reference tool to help you quickly find the information you need.

The diagrammed roll label contains the following information:

- 1** CUSTOMER NAME: Consignee:
- 2** CONSIGNEE NAME
- 3** Basis WGT: 48.8 GSM
- 9** Roll Width: 101.6 CM
- 10** Order Diameter: 101.6 CM
- 11** Actual Diameter: 101.6 CM
- 12** NET WGT: 1612 LB
- 13** LM: 47982
- 14** ROLL: MD79C21061A
- 15** Mill Order Number: 101590-02
- 16** Additional Product Details (table below)
- 17** PKG # 028
- 18** Internal Logistics Status: R09
- 19** Unwind Direction: <<<<<UNWIND<<<<
- 20** Product Wrap Date: 21-Mar-19 16:09
- 21** Internal Tracking Number: OX780
- 22** Lead Roll Barcode
- 23** Roll Position: A
- 24** Fiber Certification: SUSTAINABLE FORESTRY INITIATIVE
- 25** Unit of Measure Barcode

Gross WGT.....	1612
Tare WGT.....	1599
Grade CD.....	AOGR03008
Side Out.....	WSO
Roll/Pack.....	1
Linear FT.....	47982
Linear M.....	14629
Act Diam - IM.....	40
Act Diam - CM.....	101.6
Splices.....	0
Coater Splic.....	
Patches.....	
Trim #.....	7007
Roll Hardness:	

LABEL ELEMENTS

- | | | |
|--|---|--------------------------------------|
| 1 = Customer Name | 9 = Roll Width (in/cm) | 19 = Unwind Direction |
| 2 = Consignee Name | 10 = Order Diameter (in/cm) | 20 = Product Wrap Date |
| 3 = Basis Weight (lb/gsm) | 11 = Actual Diameter (in/cm) | 21 = Internal Tracking Number |
| 4 = Grade Code, Description and Color | 12 = Net Weight with Barcode (lb/kg) | 22 = Lead Roll Barcode |
| 5 = Customer Order Number | 13 = Linear Meters with Barcode | 23 = Roll Position |
| 6 = Customer Part Number and Bar Code | 14 = Lead Roll Number with Barcode | 24 = Fiber Certification |
| 7 = Roll ID Number Barcode (removable labels) | 15 = Mill Order Number | 25 = Unit of Measure Barcode |
| 8 = Roll ID Number | 16 = Additional Product Details | |
| | 17 = Number of Rolls in Package | |
| | 18 = Internal Logistics Status | |
- Note:** Primary grade specification fields will be displayed in the unit of measure ordered (English or Metric).

Other Business Documents

Standard business documents will be changing in design only. All content is consistent with the current forms but formatting has been updated for improved ease of use and navigation. Below are examples of the modified design.

Invoice

CURRENT

TWIN RIVERS 801 Main Street, Madawaska, ME 04756 Twin Rivers Paper Company LLC P.O. Box 419379, Boston, MA 02241-9379 TEL: 800-920-9988 FAX: 207-728-8780		Send Payment to: Twin Rivers Paper Company LLC P.O. Box 419379 Boston, MA 02241-9379	
ISO 9002 ISO 14001 MADE IN USA		SEND PAYMENT TO: TWIN RIVERS PAPER COMPANY LLC P.O. BOX 419379 BOSTON, MA 02241-9379	
CUSTOMER NAME CONSIGNEE NAME		SOLD TO: Customer Name 123 Main Street Madawaska Maine, 04756	
SHIP TO: Consignee Name 123 Main Street Madawaska Maine, 04756		Payment Terms Net 20 Days From Ship Date	
Shipping Point MADAWASKA, ME		Payment Due Date 4/10/2019	
Ship Date 21-Mar-19		F.O.B. Mill COLLECT	
Load Number MD-MD004448		Shipped Via CUSTOMER PICK UP	
Vehicle No. CPU5564		Line Item 02 ACADIA NAT OGR4 30.0 406 AOGRO300B Cust Part No. TEST PCODE123 Certified Sourcing CERT - 0062614	
Basis Wt (lb) 30.0		Width (in) 40	
Diam/Len (in) 40		Unit Count 27	
Weight (lb) 43,489		Billable (CWT) 434.89	
Price (USD/CWT) \$XX,XXX.XX		Amount (USD) \$XX,XXX.XX	
Totals		27 43,489 434.89 \$XX,XXX.XX	

NEW

TWIN RIVERS PAPER COMPANY		INVOICE	
ISO 9002 ISO 14001 MADE IN USA		Invoice Number I19TRPC00872	
TWIN RIVERS PAPER COMPANY LLC 82 Bridge Avenue Madawaska, ME 04756 TEL: 800-920-9988 FAX: 207-728-8780		Invoice Date 21-Mar-19	
SOLD TO: Customer Name 123 Main Street Madawaska Maine, 04756		Customer PO PO#Test123	
SHIP TO: Consignee Name 123 Main Street Madawaska Maine, 04756		Mill Order 101590	
Payment Terms Net 20 Days From Ship Date		Payment Due Date 4/10/2019	
Shipping Point MADAWASKA, ME		F.O.B. Mill COLLECT	
Ship Date 21-Mar-19		Shipped Via CUSTOMER PICK UP	
Load Number MD-MD004448		Vehicle No. CPU5564	
Basis Wt (lb) 30.0		Line Item 02 ACADIA NAT OGR4 30.0 406 AOGRO300B Cust Part No. TEST PCODE123 Certified Sourcing CERT - 0062614	
Width (in) 40		Unit Count 27	
Diam/Len (in) 40		Weight (lb) 43,489	
Unit Count 27		Billable (CWT) 434.89	
Weight (lb) 43,489		Price (USD/CWT) \$XX,XXX.XX	
Billable (CWT) 434.89		Amount (USD) \$XX,XXX.XX	
Price (USD/CWT) \$XX,XXX.XX		Totals	
Amount (USD) \$XX,XXX.XX		27 43,489 434.89 \$XX,XXX.XX	

Gross Wt.	Tare	Net Wt.	Linear Ft.
43,489		43,489	1,295,514

Net if payment by due date	Cash Discount*	Invoice Total
\$XX,XXX.XX	\$0.00	\$XX,XXX.XX

All Sales made F.O.B. shipping point. Title and risk of loss shall pass to Buyer when Product is loaded for transport to Buyer. No liability shall result from delay in performance caused by act of God, fire, war, government action, accident, labor trouble or shortage, inability to obtain material, equipment or transportation, or similar circumstances beyond the reasonable control of the party affected.

*Cash discount is allowed after deducting freight and fuel surcharge calculated at published rates. We hereby certify that these goods were produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act as amended, and of regulations and orders of the United States Department of Labor issued section 14 thereof.

3/22/2019 10:15 AM

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Other Business Documents

Roll Manifest

CURRENT

TWIN RIVERS PAPER COMPANY											
Roll Manifest			143586				Page 1			1	
Head Office: EVERGREEN TRADING CO LLC		Product: EVERGR		Roll No: R		Order No: 3225		Ship To: MD			Order No: 101590
Ship Date: 03/27/2019		Order No: 76516-72026741		Customer: 7330		Order No: 3225		Ship To: MD			Order No: 101590
CONSIGNEE						CUSTOMER					
88420-D1 Gr. Code: 80550 Gr. Code Desc: ACADIA						Rolls: 36					
Rolls: 36 Rolls 125000 36 88420-D1 30.0 30.0x40.0 36 20080324											
TBRNC2305102 1 50 10 90000 1.589 1.589											
TBRNC2305103 2 50 00 90000 1.585 1.585											
TBRNC2305104 3 50 10 90000 1.583 1.583											
TBRNC2305105 4 50 10 90000 1.587 1.587											
TBRNC2305106 5 50 10 90000 1.586 1.586											
TBRNC2305107 6 50 10 90000 1.593 1.593											
TBRNC2305108 7 50 10 90000 1.590 1.590											
TBRNC2305109 8 50 00 90000 1.594 1.594											
TBRNC2305102 9 50 00 90181 1.579 1.579											
TBRNC2305103 10 49 90 90181 1.572 1.572											
TBRNC2305104 11 50 00 90181 1.572 1.572											
TBRNC2305105 12 50 00 90181 1.574 1.574											
TBRNC2305106 13 50 00 90181 1.572 1.572											
TBRNC2305107 14 50 00 90181 1.580 1.580											
TBRNC2305108 15 50 00 90181 1.578 1.578											
TBRNC2305109 16 49 90 90181 1.586 1.586											
TBRNC2305202 17 50 00 90293 1.579 1.579											
TBRNC2306003 18 50 00 90293 1.572 1.572											
TBRNC2306004 19 49 90 90293 1.577 1.577											
TBRNC2306005 20 50 00 90293 1.574 1.574											
TBRNC2306006 21 50 00 90293 1.573 1.573											
TBRNC2306007 22 50 00 90293 1.579 1.579											
TBRNC2306008 23 50 00 90293 1.578 1.578											
TBRNC2306009 24 50 00 90293 1.584 1.584											
TBRNC2308A1 F 25 49 20 90275 1.586 1.586											
TBRNC2308A1 F 26 49 20 90275 1.589 1.589											
TBRNC2308A1 F 27 49 20 90275 1.586 1.586											
(Items Total: 27 Rolls) 2 438.767 42.101 42.701											
(Items Total: 36 Rolls) 3 283.892 36.751 36.308											

NEW

								Twin Rivers Paper Company LLC 82 Bridge Avenue Madawaska, ME, 04756 TEL: 800-920-9988 FAX: 207-728-8780				Shipping Manifest																	
SITE		ORD NO		CUSTOMER ORDER				MD		101590		PO#Test123																	
LOAD		MD004447		CARRIER		CUSTOMER PICK UP		VEHICLE NO.		CPU556																			
SHIP DATE		21-Mar-19		SCAC		CPU		UNIT		PickUp		WHS		CONSIGNEE NAME															
BOOKING#				VESSEL				VOYAGE																					
SHIP TO CONSIGNEE NAME 123 MAIN STREET MADAWASKA, ME 04756								SOLD TO CUSTOMER NAME 123 MAIN STREET MADAWASKA, ME 04756																					
ORDER-ITEM		101590-01		ACADIA NAT OGR4 30.0 406			WIDTH		30 in		ORD DIAM		40 in		GROSS WT														
SALES CODE		AAGR0300B406		CALIPER		0		BWT		30.00		AREA		4,318,380 f2		LINEAR MEAS		1,727,352 ft		ROLLS		36		PACKS		36		43,596 lb	
ORDER MARK														CUSTOMER PART NUMBER		CORE DESCRIPTION				COLOR: 406									
TEST PCODE321														NN - Durolene 3.025 x 4.000				NATURAL											
LEAD ROLL ID		SEQ#		ROLLS /PACK		DIAM		WIDTH		SPL		PTCH		LINEAR FT		AREA		LB		KG									
MD79C21063C		1		1		40		30		47.982		119955		1211		549													
MD79C21063D		2		1		40		30		47.982		119955		1211		549													
MD79C21063E		3		1		40		30		47.982		119955		1211		549													
MD79C21063Z		4		1		40		30		47.982		119955		1211		549													
MD79C21064C		5		1		40		30		47.982		119955		1211		549													
MD79C21064D		6		1		40		30		47.982		119955		1211		549													
MD79C21064E		7		1		40		30		47.982		119955		1211		549													
MD79C21064Z		8		1		40		30		47.982		119955		1211		549													
MD79C21065C		9		1		40		30		47.982		119955		1211		549													
MD79C21065D		10		1		40		30		47.982		119955		1211		549													
MD79C21065E		11		1		40		30		47.982		119955		1211		549													
MD79C21065Z		12		1		40		30		47.982		119955		1211		549													
MD79C21071C		13		1		40		30		47.982		119955		1211		549													
MD79C21071D		14		1		40		30		47.982		119955		1211		549													
MD79C21071E		15		1		40		30		47.982		119955		1211		549													
MD79C21071Z		16		1		40		30		47.982		119955		1211		549													
MD79C21072C		17		1		40		30		47.982		119955		1211		549													
MD79C21072D		18		1		40		30		47.982		119955		1211		549													
MD79C21072E		19		1		40		30		47.982		119955		1211		549													
MD79C21072Z		20		1		40		30		47.982		119955		1211		549													
MD79C21073C		21		1		40		30		47.982		119955		1211		549													
MD79C21073D		22		1		40		30		47.982		119955		1211		549													
MD79C21073E		23		1		40		30		47.982		119955		1211		549													
MD79C21073Z		24		1		40		30		47.982		119955		1211		549													
MD79C21074C		25		1		40		30		47.982		119955		1211		549													

Other Business Documents

Order Confirmation/Acknowledgment

CURRENT

TWIN RIVERS Paper Company
 82 Bridge Avenue
 Madawaska, ME 04756
 TEL: 800-920-9988 FAX: 207-728-8780

ORDER ACKNOWLEDGMENT
 Order Number: 14521 Page: 1 of 2

Customer Name: [Blank] Consignee Name: [Blank]

SHIP TO: [Blank] SHIP TO: [Blank]

Customer # 10131 Company # 136

Item	Grade CD	Description	Shipping Date	Order BW (lb)	Color Code	Rec %	Wind Dir.	Width (in)	Diameter (in)	Lineal Footage	Core (in/cm)	Core Type	Rolls/Pack	Ordered Qty UOM	Price UOM
01	ADGR0300B406	ACADIA NAT OGR4 30.0 406	29-Mar-19	30.0	NATURAL	0	WSO	30	40	48,427	3	NN	36*	44,000	\$XX.XX
Part #: TEST PCODE321															
02	ADGR0300B406	ACADIA NAT OGR4 30.0 406	29-Mar-19	30.0	NATURAL	0	WSO	40	40	48,567	3	NN	27*	44,000	\$XX.XX
Part #: TEST PCODE123															

* estimated

This acceptance is expressly condition on assent to the warranties, price, terms, provisions and conditions in Twin Rivers general conditions and sales practices. The general conditions and sales practices have been provided to you and additional copies are available upon request. This order acknowledgment and the general conditions and sales practices constitute the entire contract sale. Twin Rivers shall not be bound by contrary provisions in Twin Rivers purchase documents unless specifically accepted in Writing.

No liability result from delay in performance cause by act of God, fire, flood, war, government action, accident, labor trouble, or shortage, inability to obtain material, equipment or transportation, or similar circumstances beyond the reasonable control of the party affected.

Order Totals:

Rolls	Lbs	Amount
63	88,000	\$XX,XXX.XX

Acknowledgment printed on: 21-Mar-19 13:54

NEW

TWIN RIVERS Paper Company
 82 Bridge Avenue
 Madawaska, ME 04756
 TEL: 800-920-9988 FAX: 207-728-8780

ORDER ACKNOWLEDGMENT
 Customer Order Number: PO#Test123 Page: 1 of 1

Order Number: 101590 Reference PO: Regular

Payment Terms: Normal Shipping Method: PickUp Freight Terms: COLLECT Sales Rep: TOM PAGEL Customer Rep: [Blank]

SOLD TO
 Customer Name: 123 Main Street Madawaska Maine, 04756

SHIP TO
 Consignee Name: 123 Main Street Madawaska Maine, 04756

Item	Grade CD	Description	Shipping Date	Order BW (lb)	Color Code	Rec %	Wind Dir.	Width (in)	Diameter (in)	Lineal Footage	Core (in/cm)	Core Type	Rolls/Pack	Ordered Qty UOM	Price UOM
01	ADGR0300B406	ACADIA NAT OGR4 30.0 406	29-Mar-19	30.0	NATURAL	0	WSO	30	40	48,427	3	NN	36*	44,000	\$XX.XX
Part #: TEST PCODE321															
02	ADGR0300B406	ACADIA NAT OGR4 30.0 406	29-Mar-19	30.0	NATURAL	0	WSO	40	40	48,567	3	NN	27*	44,000	\$XX.XX
Part #: TEST PCODE123															

* estimated

This acceptance is expressly condition on assent to the warranties, price, terms, provisions and conditions in Twin Rivers general conditions and sales practices. The general conditions and sales practices have been provided to you and additional copies are available upon request. This order acknowledgment and the general conditions and sales practices constitute the entire contract sale. Twin Rivers shall not be bound by contrary provisions in Twin Rivers purchase documents unless specifically accepted in Writing.

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Order Totals:

Rolls	Lbs	Amount
63	88,000	\$XX,XXX.XX

Acknowledgment printed on: 21-Mar-19 13:54



TWIN RIVERS
PAPER COMPANY

1-800-920-9988
twinriverspaper.com



April 2019
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