



KOCH FERTILIZER CANADA ULC

Koch Fertilizer Canada ULC
1400 17th Street East
Brandon, Manitoba R7A7C4

November 18, 2009

Dear Vendor,

We are pleased to announce Koch Fertilizer Canada, ULC ("Koch") has recently established a business relationship with ISNetworld (www.isnetworld.com). Effective immediately, ISNetworld will begin serving as Koch's primary contractor information management system. As a result of this action, contractors and their subcontractors performing services for Koch are required to become subscribers to ISNetworld. If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed the items below.

There is a nominal fee for this service. Koch believes the benefits to both parties will far exceed any associated costs. A more comprehensive list of contractor benefits is attached from ISNetworld.

Your company's ISNetworld subscription will provide Koch access to the following required information:

1. **Company Profile** – Populate your company's Dashboard in ISNetworld to include company contact information, office locations, types of work/industry classifications, geography served, etc. This will provide Koch and other Owner Clients with your company's most current contact information at any time.
2. **EH&S Questionnaire Management** – ISNetworld contains the Management System Questionnaire (MSQ) which will be utilized to gather your company's EH&S data. The MSQ will replace all previous Koch questionnaires sent to your company.
3. **Document Submittal** – Koch will use ISNetworld to track and verify your company's *Insurance Certificate(s)*, *Workers Comp. Clearance Letter(s)*, *Workers Comp. Rate Sheet*, and *COR/SECOR certificates*. During your company's subscription set up, ISNetworld will explain how to submit these documents within your company's subscription and make them available online to Koch.
4. **Review and Verification** – ISNetworld RAVS will review your company's written health and safety program for conformance with regulatory and/or Koch's standards. Your company will be required to submit to ISNetworld RAVS copies of your company's written health and safety program. Detailed instructions will be communicated during your company's subscription set up.

In order to be considered by Koch during the contractor services selection process, your company's subscription must be in place and all required data must be posted **by December 30, 2009**. For further details about ISNetworld, **please contact the ISNetworld Customer Service Team at (800) 976-1303 or visit their website at www.isnetworld.com.**

Your company's cooperation and participation in bringing this cost effective technology solution to our business relationship is appreciated. Koch and ISNetworld representatives will schedule contractor meetings throughout the year. All contractors who have met the above requirements for Koch will receive details of dates/locations of these meetings which will be held throughout Manitoba.

Thank you for your cooperation.

Sincerely,

Robert Allaby - Plant Manager
Koch Fertilizer Canada