

10-06-26

Memo

TO

All Suppliers

FROM

Your Supply Chain Team

AUTHORIZED PERSONNEL

EVP of Supply Chain & Quality -
Quotes, Purchase Orders, New
Suppliers, Contract Approvals

Director of Purchasing - Quotes,
Purchase Orders, New Suppliers,
Contract Approvals

Material Manager - Freight Quotes,
Purchase Orders

Supplier Development Manager -
Quotes, Purchase Orders, New
Suppliers, Contract Approvals

Buyer - Quotes, Purchase Orders,
Contract Negotiations

Material Scheduler - Purchase Orders

CURRENT LIST

EVP of Supply Chain & Quality
Mike Sislo

Director of Purchasing
Joe Guercio

Material Manager
Casey Lyons

Supplier Development Manager
Lynnea Harding

Buyers
Adam Mielke/Alan Couthen/Jori Lerner

Material Schedulers
Sheri Powers/Carleen Draheim

COMMENTS:

We recognize and value the ongoing communication and relationships between our suppliers and Air Lift team members. These interactions are important to maintain strong partnerships and efficient operations.

To ensure accuracy, consistency, and compliance with established processes, unless prior approval has been given from Air Lift Authorized Personnel, all requests related to quotations, purchase orders, order approvals, new item requests, delivery instructions, or any other transaction-related matters must be submitted through Air Lift Authorized personnel.

This requirement helps ensure that proper procedures are followed and that all relevant stakeholders receive accurate and timely information. Requests received from unauthorized individuals may not be acted upon and could result in the issuance of a Vendor Corrective Action Report (VCAR).

If you are uncertain about the appropriate Air Lift contact for a specific request, please contact one of the people noted in the Authorized Personnel Section of this memo for assistance. Any changes to the Authorized Personnel list must be approved in writing.

Thank you for your cooperation and continued partnership.

Respectfully,

Michael A. Sislo

EVP of Supply Chain and Quality

AIR LIFT COMPANY

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