



ExxonMobil Joliet Refinery
155 & E Arsenal Rd.
Channahon, IL 60410

January 25, 2010

Dear ExxonMobil Joliet Refinery Contractor,

We are pleased to announce ExxonMobil Joliet Refinery has recently established a business relationship with ISNetworld (www.isnetworld.com). Effective immediately, ISNetworld will begin serving as ExxonMobil Joliet Refinery's primary vendor information management system. As a result of this action, contractors and their subcontractors performing services for ExxonMobil Joliet Refinery 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. ExxonMobil Joliet Refinery believes the benefits to both parties will far exceed any associated costs. A more comprehensive list of vendor benefits is attached from ISNetworld.

Your company's ISNetworld subscription will provide ExxonMobil Joliet Refinery 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 ExxonMobil Joliet Refinery and other Owner Clients with your company's most current contact information at any time.
2. **SH&E Questionnaire Management** – ISNetworld contains the Management System Questionnaire (MSQ) which will be utilized to gather your company's SH&E data. The MSQ will replace all previous ExxonMobil Joliet Refinery questionnaires sent to your company.
3. **OSHA Forms and EMR Certification** – 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 ExxonMobil Joliet Refinery.
4. **Review and Verification** – ISNetworld RAVS will review your company's written safety and health program for conformance with regulatory and/or ExxonMobil Joliet Refinery'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.
5. **Employee Information** – ExxonMobil Joliet Refinery will use ISNetworld to track and verify your employees' information and training records. During your subscription set up, ISN will explain how to enter your employees' information and training records in the Training Manager tool so they are available online to ExxonMobil Joliet Refinery.
6. **Insurance Certificates** – ExxonMobil Joliet Refinery will use ISNetworld to track and verify your company's Insurance Certificates.

In order to be considered by ExxonMobil Joliet Refinery during the vendor services selection process, your company's subscription must be in place and all required data must be posted **by March 12, 2010**. For further details about ISNetworld, **please contact the ISNetworld Customer Service Team at (214) 303-4900 or (800) 976-1303 or visit their website at www.isnetworld.com.**

ExxonMobil Joliet Refinery will be hosting 30 minute Help Desk Appointments and a Users Group Meeting in February. At this time, ISNetworld and ExxonMobil Joliet Refinery representatives will be available to address any questions you may have regarding the requirements listed above. It is highly encouraged that your ISNetworld subscription be established prior to the Help Desk Appointments and Users Group Meeting; this will allow time to review the system and attend with any questions you may have.

On-Site Help Desk:

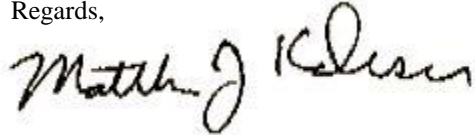
February 23rd: ExxonMobil Joliet Refinery, Gate 5, Training Facility: 7:00am – 11:00pm / 12:00pm – 4:30pm

Users Group Meeting:

February 24th: ExxonMobil Joliet Refinery, Gate 5, Training Facility: 9:00am – 11:00pm (New Vendors); 2:00pm – 4:00pm (Advanced Vendors)

We do request an RSVP as you will be required to check in with security at the location. Please RSVP no later than February 17, 2010 to the ISNetworld Team at (214) 303-4900 or by email at CustomerService@ISN.com.

Regards,

A handwritten signature in black ink that reads "Matthew J. Kolesar". The signature is written in a cursive style with a large, stylized "M" and "K".

Matthew J. Kolesar
SH&E Manager
ExxonMobil Joliet Refinery