

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
<u>GCI - PROCESSING ORDERS FOR BAGGERS</u>	Page : 1 of 1	Date : Revision : 05/21/04
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GCI - PROCESSING ORDERS FOR BAGGERS

Orders will be received and processed on a daily basis. Order information will be shared with other necessary Giles personnel in a timely manner and on the same day the order was received. (See GCI Order Processing Procedure) Use the following additional procedure for GCI bagger locations:

1. Complete sodium sulfate order form
 2. For purchase order number, use H (for Hazelwood) B (for Baltimore) 3 (for year 03) 02 (for current month) and 11 (current day) -01 (number of orders for that particular day) Example : H30211-01 or B30211-01 (there will not be a written PO for these orders)
 3. Go to Hazelwood/Baltimore boards and write order down in the block out from the date order is to ship. Include customer name, number of bags, and purchase order number. (see previous boards for examples)
 4. Type or hand write Bill of Lading for Hazelwood orders. When complete, attach to back of order.
 5. Fax Baltimore orders using #8 on fax machine
 6. Key order in system (*see order processing work instruction*)
 7. File in Hazelwood/ICP folders in filing cabinet. File behind date order is scheduled to ship
 8. Orders for Hazelwood : Trucker will call when he arrives at Bagger. Whoever takes the call will notify Plant Manager. He in turn will send someone inside the office to pick up Bill of Lading.
 9. When you receive signed Bill of Lading, attach it to order in filing cabinet. Make sure the type of material shipped is on the BOL.
 10. Go to board and check off that order has shipped (green highlighter) also print in the upper left hand corner of block, the initials of material shipped. Ex : (L) for Lowland, (H) for Huber (RSR) for Middletown
 11. Fax C of A's and BOL's if customer has requested the information
 12. Place in overhead folder that reads "Orders to be selected"
 13. Follow directions on Selecting and Invoicing Orders
- In the case of the Hazelwood Bagger the Hazelwood Bagger CSR will produce a typed bill of lading for each load. The bill of lading will be attached to the order and placed in the pending file until the truck arrival date, at which time the bill of lading will be forwarded to the Plant Manager or the plant employee that the Plant Manager has assigned as responsible for loading the truck. Upon loading the truck the responsible employee will return the signed paperwork to the Hazelwood Bagger CSR for further processing.