

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCC Freight Purchase Order Paper Flow	Page : 1 of 1	Date : 04/22/04 Revision : 0
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Effective May 1, 2004 the following procedure will be used for Giles Chemical Corporation Freight Purchase Order Paperwork flow.

- Use 2-Part PO for freight.
- PO must indicate customer name, ship to location and authorized amount.
- Because of fluctuations in fuel surcharge percentages, logistics manager will ensure a current schedule has been forwarded to payables.
- PO remains with “office copy” of order until shipped.
- BOL number is noted on freight PO.
- When the load is shipped:
 1. Note the actual ship date on the PO.
 2. Staple the yellow copy to the order.
 3. Forward the white copy to payables (referenced with the BOL number and actual ship date).
- Payables will match PO to freight invoice and, if applicable, verify fuel surcharge amount with schedule forwarded from logistics manager.
- Any discrepancy will require the (signature) approval of the CSR or logistics manager.