Purpose:

Procedure: ENTERING SHIPMENTS OF HUBER PRODUCT
TO and FROM TRANSLOADERS on Excel Spreadsheet

Re: Special Huber (Excel) Spreadsheet
(S:\USERS\CSR2\Excel\Huber\gm_shipment_huber_icp)

When Product Ships From A Huber Location To A Transloader

- ➢ Enter the tranloader's name as the Customer Name
- ➢ The Inventory ID will be RC (for Railcar) or TL (for a shipment by truck)
- ➢ Enter the quantity shipped in tons
- ➢ The billing amount will be $0.00
- ➢ The cost amount should calculate at the quantity shipped times current cost
- ➢ Enter the cost of the freight to the transloader
- ➢ Enter the cost of fuel surcharges in the "Other" column
- ➢ The margin amount should be a negative number

When Huber Product Ships From A Transloader To A Customer

- ➢ For the customer name, enter as [Transwood/"Customer Name"]
- ➢ Enter the total amount billed from the customer's invoice
- ➢ Product cost will be $0.00. The cost was recorded when the product shipped to the transloader.
- ➢ Enter the cost of the freight, if any, to the customer
- ➢ Enter the cost of fuel surcharges, if any, in the "Other" column
- ➢ The margin amount should be a positive number.

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1	Debbie Souderes	CSR Team Leader		
2	Joni West	CSR		
3	Jillian Dyer	CSR		
4	Julia Green	AP/AR Clerk		
5	Dean Castaldo	Tech Support		
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