

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCI – Huber Spreadsheet	Page : 1 of 1	Date : 6/05/06 Revision :
Author: Katherine C. Smith	ADM-PROC-CSR-HUBERSS	

Purpose: All JM Huber orders will be tracked by entering information on the Huber Spreadsheet. Access the Spreadsheet as follows: L drive: jwest/Huber/gm_shipment_huber_icp

Procedure:

HUBER SPREADSHEET

1. After invoicing all shipments from JM Huber or ICP click on Huber shipments icon on desktop.
2. If shipment was shipped out of Havre de Grace or Etowah click on tab at bottom of screen.
3. Enter ETO or HDG depending on ship location.
4. Enter Customer's name.
5. Enter product ID (ex. If shipping out of Etowah in tank truck enter 605HT. Enter ship to city.
6. Enter ship to state.
7. Enter invoice number.
8. Enter quantity amount in tons.
9. Enter quantity amount at bottom of invoice.
10. Production costs are added up in spreadsheet.
11. Enter carrier if provided (if railcar enter CSX)
12. Enter Giles PO#
13. Enter freight costs if available
14. Under Desc enter FS for fuel surcharge.
15. Under OC Amount enter fuel surcharge amount for shipment if provided.
16. The Gross Margin is calculated in.
17. If loads are shipped out of ICP the above applies except the product codes will be different depending on whether they ship Huber material or RSR material.

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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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