

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Payables Processing Procedure Related to Customer Orders	Page : 1 of 2	Date : April 19, Revision : 2006
Author:	Katherine C. Smith	

ADM-PROC-ACCT-PAYABLES-CUSTOMER-ORD

ALL COMPANIES CUSTOMER ORDER PAYABLES PROCEDURE

The CSR will issue purchase orders for product, freight, etc as orders are received. Purchase orders will be released to the Payables Associate on the day the product ships.

Work Instructions Payables Related to Customer Orders

1. The CSR issues one Purchase Order for both the Supplier (Material) and Freight, if applicable.
2. When completing the Purchase Order the CSR will enter the unit price of the product, the accounting code for the Material and the Freight, if applicable.
3. The day the order ships the CSR will write the ship date in the body of the Purchase Order
4. The CSR will be forward the Yellow copy of the Purchase Order for the product and the white copy for the freight, if applicable, to the Payables Associate.
5. The CSR will attach the pink copy with the order.
6. Upon arrival, the invoice will be forwarded to the Accounts Payable Associate for further processing.
7. Discrepancies in invoice amounts will be resolved by the CSR

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TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1	Debbie Souderes	CSR Team Leader		
2	Jillian Phillips	CSR		
3	Joni West	CSR		
4	Dean Castaldo	CSR (back up)		
5	Julia Green	AP Associate		
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