

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
GCI – SALTEX Quotes, Processing Orders and Invoicing Customers	Page : 1 of 5	Date : 06/06/06 Revision :
Author: Katherine C. Smith	ADM-PROC-CSR-ORDER	

**Purpose:**

**Procedure:**



**Procedures for setting up new customer quotes on the SALTEX side**

1. Login to Saltex (Dynamics)
2. Click on TRANSACTION > SALES > SALES TRANSACTION
3. Press your TAB key and move to DOCUMENT #
4. Enter 0 (zero) then the 1<sup>st</sup> 5 letters of the company name, then the 1<sup>st</sup> 3 letters of the SHIP to CITY, then the SHIP to STATE. Ex.( 0ACMESRABGA)
5. Click on the expansion button next to the document #.
6. Place a ✓mark in the box next to REPEATING, then click on the drop down menu next to FREQUENCY and select miscellaneous, then click OK
7. Select CUSTOMER ID in the lookup window
8. TAB to the first line item and enter or select a line item for that customer.
9. TAB to the QTY and enter quantity in tons
10. TAB to UNIT PRICE and enter current unit selling price. (This amount come from the GCI Price sheets)
11. CLICK on line item then click the expansion button.
12. CLICK on comment box expansion button
13. Enter GILES PO# SHIPPER # in comment box
14. CLICK SAVE to save the quote.

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
GCI – SALTEX Quotes, Processing Orders and Invoicing Customers	Page : 2 of 5	Date : 06/06/06 Revision :
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### **SELECTING A QUOTE AND TRANSFERING TO AN ORDER ON THE SALTEX SIDE**

1. Click TRANSACTION > SALES > SALES TRX ENTRY.
2. Select DOCUMENT # using lookup button.
3. Select a quote to use, then click the SELECT button.
4. **MAKE SURE THE DATE AT THE RIGHT SIDE IS THE CURRENT DATE**
5. Click TRANSFER button.
6. Select TRANSFER to ORDER & Include Totals
7. Then click TRANSFER button at the bottom
8. Click OK when the shortage popup windows appears
9. When a box pops up to print report, click cancel.
10. Write down order number on order form.
11. Select the DATE expansion button and enter the REQUESTED ship date.
12. CLICK OK
13. Change the BATCH ID to example ( DBSTATLLAFIN) csr initials then customer id
14. If batch is not added then go to step 15 otherwise skip to step 19
15. Press your TAB key and click ADD to add this batch.
16. Enter a description Ex.(Orders for Tate & Lyle).
17. TAB to POSTING date and delete date.
18. Click TRANSACTION at the bottom right corner.
19. TAB to CUSTOMER PO# if needed and enter po#
20. Enter line items and quantity
21. Click SAVE to save the order.

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
GCI – SALTEX Quotes, Processing Orders and Invoicing Customers	Page : 3 of 5	Date : 06/06/06 Revision :
Author: Katherine C. Smith	ADM-PROC-CSR-ORDER	



TO Invoice Saltex Orders:

1. Click TRANSACTION > SALES > SALES TRX ENTRY
2. Change TYPE / TYPE ID to ORDER
3. Select Lookup button for the Document # or Enter complete order # and press the TAB key to open the order.
4. Click on the DATE expansion button and enter the invoice date.
5. Click OK
6. Change BATCH ID to INVOICE BATCH(i.e. DBS50CB01012005\_1)
7. Press the TAB key and enter the batch description.
8. Click on the TRANSACTION button at bottom right corner
9. TAB to QTY field or CLICK in the QTY box
10. Enter correct weight in TONS
11. Click OK at the OVERWRITE screen that pops up.
12. Click on the ITEM # then click the EXPANSION button
13. Verify ALL dates are correct.
14. Click COMMENT ID expansion button and enter the PO# & Shipper#
15. Click OK & SAVE, Click the X at the top right corner to close window
16. Click on the User Define button at the bottom left & enter RAILCAR or TRAILER# if needed.
17. Click OK
18. If there is any additional cost (i.e. FREIGHT) add them as a line item
19. Click SAVE when done.

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCI – SALTEX Quotes, Processing Orders and Invoicing Customers	Page : 4 of 5	Date : 06/06/06 Revision :
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### To Print Saltex Invoices

1. Click TRANSACTION > SALES > BATCHES
2. Click batch id box and enter first 5 characters of the batch id (i.e. DBS50) then select the correct batch id you want to print.
3. Click FILE > PRINT
4. Click Batch List
5. Click PRINT A BATCH LIST
6. Check to PRINTER
7. Click OK then CLICK OK again
8. Verify the Sales Batch List to the Orders if correct
9. Click TRANSFER
10. Next screen click TRANSFER to INVOICE & INCLUDE TOTALS
11. CLICK TRANSFER
12. Print the SOP LOG to SCREEN
13. Click OK
14. Check for errors in SOP Log, if Errors print the SOP log otherwise click on the X at the top right corner to close LOG out.
15. Bring BATCH back up
16. Change BATCH Posting DATE
17. Click FILE > PRINT SETUP
18. Change SOURCE at the bottom to TRAY 4
19. Click OK
20. Click FILE > PRINT click INVOICE & PRINT
21. Print Invoices to Printer and Exception report to screen the click ok
22. Need 3 copies of Invoice , click OK
23. Verify ALL Invoices If all OK change Printer back to Automatic
24. Click POST at the top of the screen
25. Print out the 1<sup>st</sup> 3 reports and cancel the remaining 4
26. Give Sales Posting Journal to Lead CSR to file
27. Give Distribution Summary Report to the Controller

**GILES CHEMICAL CORPORATION****COMPANY PROCEDURE**GCI – SALTEX Quotes, Processing Orders and Invoicing  
Customers

Page : 5 of 5

Date : 06/06/06  
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ADM-PROC-CSR-ORDER

**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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# **GILES CHEMICAL CORPORATION**

## **COMPANY PROCEDURE**

GCI – SALTEX Quotes, Processing Orders and Invoicing  
Customers

Page : 6 of 5

Date : 06/06/06  
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ADM-PROC-CSR-ORDER