

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
All Companies – Territory ID's	Page : 1 of 1	Date : Revision : 060606
Author:	Katherine C. Smith	
ADM-PROC-CSR-TERID		

**Purpose:** Many of the reports used in accounting and forecasting are generated using data from the Dynamics system and will need to be sorted by territory ID. Each and every customer must be assigned one of the following territory ID's.

**Procedure:**

The following is a current list of territory ID's for GCC, GNY and GMFG Customers. The responsible sales person must enter a territory on each price sheet. When the responsible CSR adds or updates an existing price sheet the territory must be entered correctly. If the CSR receives a price sheet without a territory ID the CSR must contact the sales person immediately and request this information.

List of Sales Territories for GCC - GNY - GMF

<u>Dynamics ID</u>	<u>Description</u>
ADH	ADHESIVES
AGRI	AGRICULTURAL
CHEMICALS	CHEMICALS/CHEMICAL Mfg
COPRO	CO-PRODUCER
DISTRIBUTOR	DISTRIBUTOR
FEED	FEED & FEED SUPPLEMENTS
OTHER	OTHER (Not Otherwise Classified)
PHARMACY	PHARMACEUTICAL
PULP	PULP & PAPER
REPACKER	REPACKER (of Epsom Salt)
TEXTILE	TEXTILES

## TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1	Debbie Souderes	CSR Team Leader		
2	Joni West	CSR		
3	Jillian Dyer	CSR		

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4	Julia Green	AP/AR Clerk		
5	Dean Castaldo	Tech Support		
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