

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCI - GE Lighting Orders	Page : 1 of 1	Date : 06/13/06 Revision :
Author: Katherine C. Smith	ADM-PROC-CSR-GELIGHT	

Purpose: GE Lighting requires an additional step when processing their orders. They require an “Advanced Shipping Notice” (ASN) to accompany each shipment. Also, invoices are processed, but not mailed to the customer.

Procedure: Orders are generally received by e-mail. All orders are processed using the All Companies Order Processing procedure. Do not mail the invoice to the customer, file in the AR file per the procedure. Use the following steps to generate the ASN.

Sign on Internet

<https://genet.geappliances.com/SupplierNet/Dispatcher>

User ID: L554191 (Lower Case)

Password: N5L03RRJ (Lower Case)

GO

Select: Scheduling & Production

Select: ERS-Lighting

Select: ERS

Move arrow over ASN

Drop Down

Select: Create ASN

Plant: Click on drop down arrow

Select: Plant

Select: PO# (Highlight) PO#

Press (Search)

Shipper ID: Giles PO Number

Qty Shipped: 42,500 usually ships

Shipper ID: Giles PO Number

Check: Select

Submit

ASN Number will appear

Okay

(Would you like to enter Freight Information now?) Yes or NO

Click: NO

ASN Number _____ Created Successfully

Click: OK

Write ASN Number on order to be keyed in the comment section of order entry

Print

Print

File Close

Logout

The ASN must be faxed to the supplier along with the order making notation that the ASN must accompany the load.

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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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