

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCI Saltex Huber Product shipped to Bagger Excel Spreadsheet	Page : 1 of 1	Date : Revision : 070706
Author: Katherine C. Smith	ADM-PROC-CSR-HUBAG	

**Purpose:**

**Procedure: ENTERING SHIPMENTS OF HUBER PRODUCT  
TO A THIRD-PARTY BAGGER**

**Re: Special Huber (Excel) Spreadsheet  
(S:\USERS\CSR2\Excel\Huber\gm\_shipment\_huber\_icp)**

**When Product Ships From A Huber Location To A Bagger**

- Enter the bagger's name as the Customer Name
- The Inventory ID will be RC (for Railcar) or TL (for a shipment by truck)
- Enter the quantity shipped in tons
- The billing amount will be the quantity times \$80.00
- The cost amount should calculate at the quantity shipped times current cost
- The cost of the freight to the bagger will be zero.
- The cost of fuel surcharges in the "Other" column will be zero

**When Huber Product Ships From A Bagger To A Customer**

**No entry is made on the Huber spreadsheet**

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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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# GILES CHEMICAL CORPORATION

## COMPANY PROCEDURE

GCI Saltex Huber Product shipped to Bagger Excel  
Spreadsheet

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