
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Shipping Procedure Tracking Sheet	Number: R14-FM-200-070	
	Owner: Lee Cagle	Revision: 0	
	Effective Date: 02/21/2014	Page: 1 of 1	

Order received by CSR: _____ Date: _____

Order entered into WMS by CSR: _____ Date: _____

Order entered into Dynamics: _____ Date: _____

Order entered into COL: _____ Date: _____

Shipping Packet Received by Loader: _____ Date: _____

Have Driver Sign 2 Copies Of Carrier BOL (Keep One For Giles) Write BOL Number On Carrier BOL.

WMS Order/Product Verified by: _____ Date: _____

WMS BOL Printed by: _____ Date: _____

Freight Check Box on WMS BOL Must Be Marked. Write Prime Load Number On WMS BOL.

Truck Loaded by: _____ Date: _____

Driver Signature Verified by: _____ (4 Copies) Date: _____

Please Make Sure Carrier Picking Up The Load Matches Carrier BOL, If Not Contact CJ.

Shipping Packet Returned to Inv. Control/Planning: _____ Date: _____

Shipping/Inv. Information Entered Into COL by Inv. Control/Planning: _____ Date: _____

PO#: _____ Prime Load # (if applicable): _____

Dynamics BOL #: _____ WMS BOL #: _____ Returned to CSR: _____

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.