



TO. Dayton Simmons

FROM Rita Holloway
DATE March 13, 1997

Done 4-2-97

Interoffice
Communication

**SUBJECT: VINYL PRODUCTION SCHEDULER'S
BACKUP TASKS**

Per your request, the following are job tasks of the Vinyl Production Scheduler of which I have been trained

- ✓ • Update "Vista-Aberdeen Loaded Railcars" Report from Dean Honeycutt's morning report of "Yard Operations Data Sheet"
- ✓ • Type the daily "Switch Report" for the railroad - fax and distribute (This includes doing one on Friday for a Saturday switch)
- ✓ • From the SAP system, request and print the "Pending Order Report" *Prod. Planning*
- ✓ • From the SAP system, request acknowledgments (orders) for the next day's shipments and route to the appropriate carrier " "
- ✓ • Match acknowledgments to approved drop orders and forward to the Order Entry Analyst
- ✓ • For drop orders for empties (both railcars and trucks), fill in the appropriate information and forward to the Yard Supervisor
- ✓ • Contact Butler Trucking Company for truck orders when they are the designated carrier
- ✓ • Bags Orders - From the SAP system, locate a requested product to determine if it has been bagged and its location in the warehouse Take appropriate steps to ship *Production Planning*
- ✓ • Order raw materials *PURCHASING TRAINING*
- ✓ • In the afternoon after shipments have been made for the day, update the "Vista-Aberdeen Loaded Railcars" Report

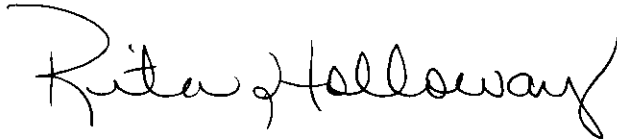
Dayton Simmons

3/13/97

Vinyl Production Scheduler's Backup Tasks

Page 2

- Fleet Management - Acquainted with how to view railcars, their locations, and the product they were loaded with previously

A handwritten signature in cursive script that reads "Rita Holloway".

Rita Holloway
Secretary

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APPROVED BY:

John Olson
Vinyl Unit Manager