

SHELL CHEMICAL COMPANY

01-VC|OVC-~~XX~~ REFERENCE820
gen

ADMINISTRATIVE

TO CHEMICAL SALES DISTRICT MANAGERS
 CLEVELAND
 EAST ORANGE
 HOUSTON

DATE FEBRUARY 5, 1975
 FROM CHEMICAL SALES SERVICES

SUBJECT VCM ORDER HANDLING

The handling of VCM orders seems to be improving under the revised information/coordination procedure implemented by P. M. Paolucci and myself. Therefore, we will continue to operate under the following existing procedures until circumstances indicate a change is desirable.

1. Chemical Sales, Marketing Representative, will advise order placing district five working days prior to the end of each month, the maximum quantities of VCM to be shipped the subsequent month, by customer, by product code to avoid any confusion re quantities on conversion, exchange, direct sales, etc. This advice, in the form of a wire, will include the following information:

<u>Customer</u>	<u>Product</u>	<u>Price</u>	<u>Volume</u>
<u>Name</u>	<u>Code</u>	<u>¢/Lb.</u>	<u>MM Lbs. & Approx.</u> <u>Number of TC's</u>

2. District will only place orders covering quantities up to the amount specified in the wire for each product code for each customer. In the event customers cannot take maximum quantities, the apportionment of orders to product codes for each customer will be supplied by the Marketing Representative. Control will be either via open order file or special log maintained by customer by product code.
3. If during the month any problems arise, such as plant shut downs, failure of exchange partner to provide agreed upon raw materials, etc., the Marketing Representative will advise the districts by wire of such changes and at month end any orders that may have been placed over and above final monthly allocation (taking into account any changes during the month) must be cancelled by the order placing district.
4. Chemical Accounts will balance all purchase/conversion arrangements by the 15th of each month for the prior month's VCM business.

Current order placing, payment discrepancy resolution and accounts receivable responsibility is as follows:

<u>Customer</u>		<u>Order Placing & Follow-Up Responsibility District</u>
Tenneco	All Locations All Product Codes	East Orange
Stauffer	"	"
Hooker	"	"
Firestone	"	"
Diamond Shamrock	"	Cleveland
PPG Industries	"	"
B. F. Goodrich	"	"
Georgia Pacific	"	Houston

If you have any questions, please contact J. J. Bell.

J. G. Dickerson
J. G. Dickerson

cc - Chemical Sales

Chemicals - Manager

Corporate Accounts - Assistant Manager

Account Managers

Office Supervisors

Marketing Representative - Mr. P. M. Paolucci (2)

Operations - Mr. R. D. Zirker

- Chemical Accounts - Mr. R. E. June

bc - Messrs. J. W. Bodenheimer)

R. E. Griffith)

N. L. Gianakos)

E. C. Volkert)

Typical of communications problems
involved in order placing.

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