
TITLE: <u>eLEEN Information Review</u>	DEPT.: <u>Operations</u>
WI#: <u>WI-OPS-043</u>	Author: <u>Chad Hygema</u>
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JOB TITLES: Operations Manager, Regional Manager, Operations Coordinator, Driver Manager, Customer Service Manager, Customer Service Coordinator, Customer Service Representative

1. Customer Service checks eLEEN message service and open bids daily.
2. Any pertinent information is reported to the relevant Manager.
3. JTL JIT contacts are e-mailed through the Chrysler system on any JIT change.
 - a. Customer Service Manager goes to eLEEN to review and updates our Innovative software to reflect any changes.
4. JTL JIT contacts are e-mailed through the Chrysler system on an CR AETCs.
 - a. Customer Service Manager goes to Eleen to review and works with Operations Manager to determine whether or not AETC is approved or disputed.

Revision History:
