EMKAY

simple • better • different

ORDER PROCESSING –
ORDER FLOW

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1 Vehicle Lease Order (VLO) received from client/CSS.

2 Order is input into EMKAY system (EMKAY car number is created).

3 Ordering dealer assigned to the order.

4 Order placed with the manufacturer.

5 Order is acknowledged by the manufacturer (assigned a factory order#).

6 Order is double checked for accuracy.

7 Order Acknowledgement is e-mailed to clients' fleet administrator.

8 Delivery acknowledgement is mailed to the ordering dealer.

9 Order is monitored and expedited with the manufacturer as needed.

10 Client is e-mailed a weekly Status Report each Friday.

11 Vehicle is produced and shipped from the manufacturer's plant.

12 EMKAY is invoiced for the vehicle by the ordering dealer.

13 The invoice is processed and the delivering dealer paperwork is created.

14 Dealer paperwork and Drivers' Delivery Letter /Coupon book are mailed.

15 Fleet administrator is e-mailed a copy of the Drivers' Delivery Letter.

16 Vehicle is monitored for a delivery date.

17 Delivery date is added to our system along with plate information.

NOTES