



## **PHH Order Acknowledgements go online March 17**

Mar-11-2008

In yet another move to improve your productivity – and help the environment in the process – PHH will now send vehicle order acknowledgements and modifications electronically, rather than in paper form.

Previously, we sent you paper acknowledgements of your vehicle orders. In addition we sent paper for every modification made during the ordering process. Now, it's all online, accessible through PHH InterActive®. You can easily see all your order acknowledgements, plus every modification.

The electronic order acknowledgements will become effective on Monday, March 17, 2008.

### **How does this benefit you?**

PHH is not changing the vehicle order process – just the delivery method to allow you to see your information.

- More timely acknowledgements for you to review.
- You'll get an email reminder when acknowledgements are available to view.
- More useable format - you can run reports to find the information you need. The new report is in Report Catalog > Ordering and Delivery folder > "orderackrpt"; you can print from the vehicle link or save to a .PDF format.
- Searchable - you can go to the Order Vehicles page and search by vehicle, date range, or model year.
- History available indefinitely on every vehicle via Report Catalog, even after the vehicle has been sold.

And there's the added benefit of saving all those trees by not using so much paper - over 1.5 million pieces of paper each year, not including the envelopes.

If you have any questions, please contact your PHH Account Team.