	<b>Preparation of Itinerary Policies and Procedures</b>		<b>Document Number:</b>  2P-GL-12.03
	<b>Department:</b> Global - Sales	<b>Effective Date:</b> September 14, 2017	<b>Revision No</b> 2

## Scope

This document covers the policies and procedures in planning, submission and approval of itineraries.

## Ownership

The Business Development Manager and/or Sales Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


## Policies

- Visits to customers shall be planned in a way that maximizes the resources every trip.
  - Planned itinerary for the following week shall be encoded in CRM (Calendar) every Saturday.
- Itineraries shall be documented through CRM (Calendar) showing the following
  - Planned and actual date
  - Highlights/results of discussion with the customer

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3. Any reason for deviation in planned itineraries shall be inputted in the CRM (Calendar).

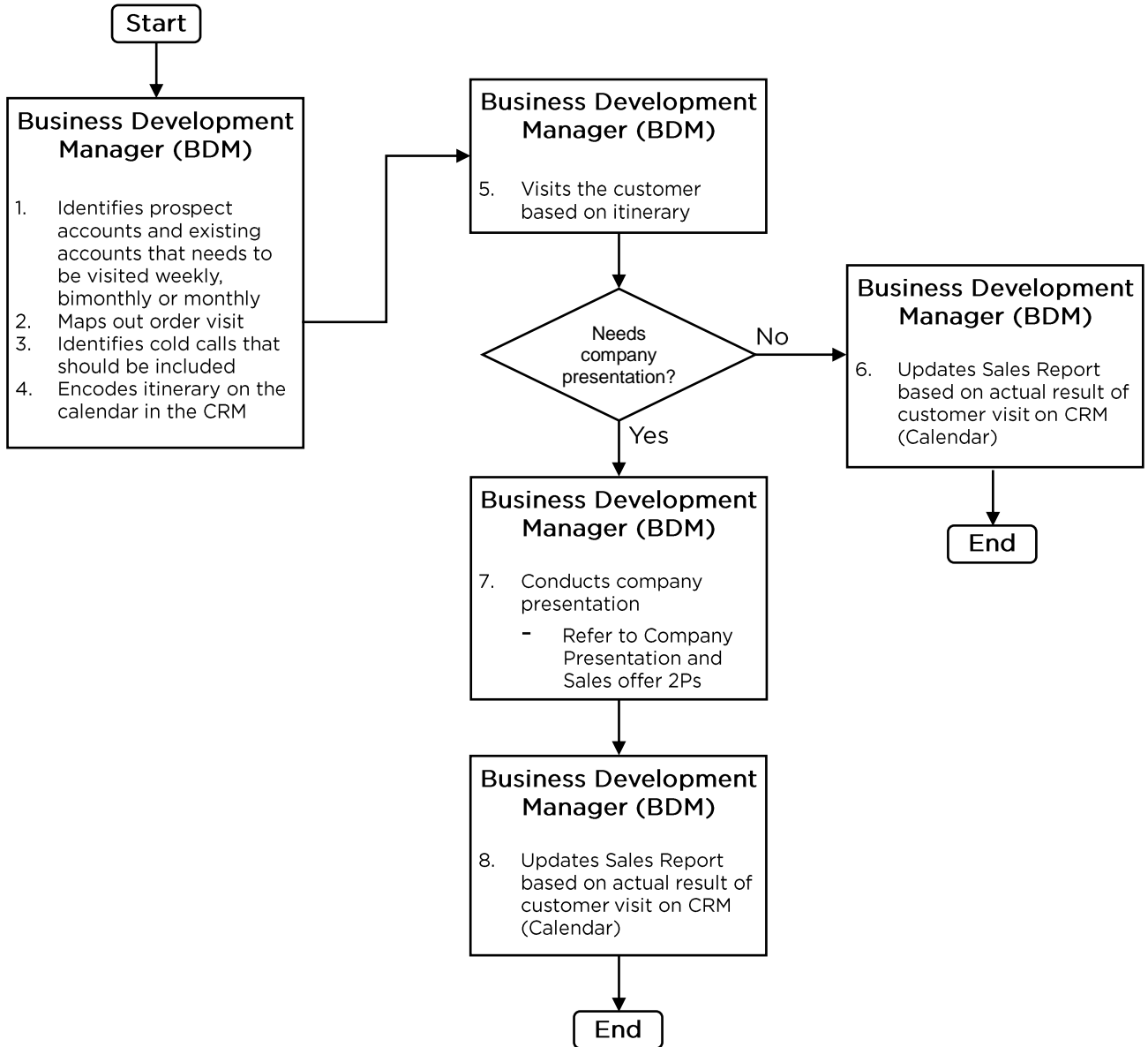
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 <b>F2 GLOBAL LOGISTICS</b> <small>LET'S MOVE. NOW.</small>	<h1>Preparation of Itinerary Policies and Procedures</h1>		<b>Document Number:</b>  2P-GL-12.03
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## Procedures



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