

New Case		Reset	Submit
Origin:	Internal <input type="button" value="v"/>		
Case Logger Employee ID:	21963 <input style="float:right" type="button" value="..."/>		
Employee Name:	Wong Yee Shiours		
Employee Email:	yee-shiours.wong@DBSchenker.com		
Department:	Quality <input style="float:right" type="button" value="..."/>		
Method of Case:	<input checked="" type="radio"/> E-Mail <input type="radio"/> Letter <input type="radio"/> Fax <input type="radio"/> Phone		
Case Date:	<input type="text"/> <input type="button" value="1 2"/> <input type="button" value="3 4"/>		
Case Time: (HH:MM)	00:00		
Customer			
Company's Name:	<input type="text"/>		
Name Of Customer:	<input type="text"/>		
Customer Contact No:	<input type="text"/>		

Description Of Case	
Category:	Compliments <input type="button" value="v"/>
Sub Category:	Select <input type="button" value="v"/>

Compliment From:

☒ Select All
☐ Air Export
☐ Air Import
☐ Customer
☐ F & E
☐ Facility
☐ Finance
☐ Global Projects
☐ HR
☐ IT
☐ Logistics
☐ MD Office
☐ O&G
☐ Ocean Export
☐ Ocean Import
☐ Other Schenker Locations
☐ Sales

Check box: (Air Export, Air Import, Customer, F&E, Facility, Finance, Global Projects, HR, IT, Logistics, MD Office, O&G, Ocean Export, Ocean Import, Quality, Sales, Other Schenker Locations)

(Noted: If is external compliment, please select " customer" or "Other Schenker Locations")

Joint Effort From Several Department	<input type="button" value="Yes"/> <input type="button" value="No"/>
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Compliment To:

- ☐ (Select All)
- ☐ Air Export
- ☐ Air Import
- ☐ F & E
- ☐ Facility
- ☐ Finance
- ☐ Global Projects
- ☐ HR
- ☐ IT
- ☐ Logistics
- ☐ MD Office
- ☐ O&G
- ☐ Ocean Export
- ☐ Ocean Import
- ☐ Sales

Check box

Subject:

Compliment to specific individual:

Compliment:

*Noted: Please provide necessary attachment (pdf file) at “Attachment” section above.

Text unlimited in this portion.

Font set to DB office size 1

Attachments

Attach

DEL

File Name

Added By

Added Date

Issued to Responsible Department

Responsible Employee ID:

Employee Name:

Department:

Employee Email:

Department HOD :

Corrective/ Preventive Action Rqd:

No ☐

Corrective Action Report Due Date:

Comments(if any)*:
(max 500 characters)

Unable this stage, when category compliments is selected. All Compliments will direct to QC Evaluation after submitted.