|  |
| --- |
|  |

SalesChain is happy to process lease company portfolio files for addition to your SalesChain database.

Your lease coordinator must send portfolio reports via email in the xls formats below to [support@saleschain.com](mailto:support@saleschain.com). We suggest you send reports once a month or once a quarter depending on your sales volume. More frequent submissions are unnecessary and will result in excess charges on your monthly invoice.

Please make sure all files are clearly named with company name, finance company and date - for example, 'ABCCompanyDLL082018.xls'. Please make sure the subject of your email is clear - for example, ’ABC Company Lease Portfolios August 2018'. Failure to follow these steps may result in delayed processing of your files.

The acceptable files for submission are as follows:

* Canon – Administrative Lease Portfolio report
* CIT – Asset List Summary
* DLL – Partner Portfolio Report
* Marlin – Your rep must send you a serialized portfolio report
* TIAA – Portfolio Report with Asset Level Details set to ‘Yes’
* US Bank – Maturity Report
* Wells – Portfolio Report
* Xerox – Portfolio Report

Submission of files not in the above format may result in our inability to process or excess charges on your monthly invoice.