CATALOG IMPORT REQUEST FORM

Client Name: _____   Date: _____

Requestor Name: _____

Catalog Import Policy Guidelines:
- Please provide unedited manufacturer files.
- Requests are processed on a first come, first serve basis.
- Depending on the volume of your request, processing may take up to three business days. If more time is required, you will be notified prior.
- SalesChain can only process files in xls format.
- PDF conversions to XLS are not acceptable (the columns become merged).
- Client is responsible for any setting additional machine level fees and adding surge protectors and/or required items. Please email support@saleschain.com for instructions.
- Pricing rules must be consistent across a tab - *for example: 10% markup on Column G*. We can not markup up items in the same tab differently. Please email support@saleschain.com for instructions if you wish to have different pricing rules for items in the same tab.
- Please note SalesChain *does not* deactivate any active catalog items. If the manufacturer retires a mainframe or accessory or ceases to use an existing item code, it is your responsibility to deactivate it in your catalog. The process is simple; the Help Desk can show you how.

Catalog Manufacturer: Canadian Dollars ☐

☐ Canon   ☐ Formax   ☐ FP   ☐ Konica   ☐ Kyocera   ☐ Lanier   ☐ Lexmark
☐ Pitney   ☐ Ricoh   ☐ Samsung   ☐ Savin   ☐ Sharp   ☐Toshiba   ☐ Xerox
☐ KIP   ☐ HP   ☐ Brother   ☐ Other _____

If file has multiple tabs, please indicate which tab(s) to process.

_____

Pricing:

Price Level Name	**Markup/Grossup %**		**Pricing Column**	**User Access** *(All or By Rep)*
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____
_____	____	☐ Markup ☐ Grossup	_____	_____

** Math for **Markup**: Dealer Cost * (1 + (Markup/100))*   ***Grossup**: Dealer Cost / (1 – (grossup/100))*

Load Do Not Exceed Pricing ☐   Do Not Exceed Column (if applicable): _____

Zero Out Toner ☐

Zero Out Toner Policy Guidelines:
- Please note if you check the above, the rep costs for any item with the manufacturer's category containing the words 'Toner', 'Supplies', 'Consumables', 'Cartridges' or 'Options' AND having a model or description containing the words 'Toner', 'Ink', 'Cyan', 'Yellow', 'Magenta', or 'Black' (And NOT containing the words 'Staple', 'Maintenance', 'Stamp', 'Drum', or 'Waste') will be zeroed out.
- SalesChain is not responsible for any item incorrectly priced using rules above. Customer is responsible for checking appropriate items costs are zeroed out and zeroing out the cost on any additional items not covered by above.