Vendor Disclosure Instructions

Vendor Name	
Application Name	
Address	
Phone Number	
Email	
Vendor Dealer #	

Vendor FTP Credentials

FTP/Host	
Username	
Path	
File Name	

Purpose

Dealer is authorized to provide the following data to Vendor and instructs Tekion to disclose this data to allow Vendor to perform its contract with Dealer.

Data Access

☐ API   ☐ FTP

If FTP is selected, please provide Frequency Inputs on page 4 below.

Service

☐ **Service Appointment**
Consumer Contact (e.g., phone, email, address)
Consumer Vehicle Information (e.g., VIN, License Number)
Consumer Preferences (e.g., preferred method of contact)

☐ **Repair Order:**   ☐ **Open ROs**   ☐ **Closed ROs**
Consumer Contact (e.g., phone, email, address)
Consumer Vehicle Information (e.g., VIN, License Number)
Consumer Preferences (e.g., preferred method of contact)
Pay Type (e.g., customer payment, covered by warranty)

☐ **Service Vehicle**
Consumer Contact (e.g., phone, email, address)

Retail

☐ **Vehicle Inventory**
Consumer Contact (e.g., phone, email, address)
Consumer Financial Information (e.g., credit history, credit score, salary, loan application)
Consumer Preferences (e.g., preferred method of contact)
Consumer Demographics (e.g., marital status, age, gender)
Identity Documents (e.g., driver's license details)
Loan Details (e.g., loan name, loan balance)
Vehicle Details (e.g., stock no., VIN, year, make, model, trim details)
Vehicle Pricing (e.g., Retail price, MSRP, Internet price, Invoice price)
Vehicle Source (e.g., OEM, Trade-In)
Vehicle Status (e.g., Sold, Hold, stocked in)
Vehicle Media (e.g., Interior, Exterior, 360-degree images

☐ **Sales Deal**
Consumer Contact (e.g., phone, email, address)
Consumer Financial Information (e.g., credit history, credit score, salary, loan application)
Consumer Preferences (e.g., preferred method of contact)
Consumer Demographics (e.g., marital status, age, gender)
Identity Documents (e.g., driver's license details)
Loan Details (e.g., loan name, loan balance)
Vehicle of Interest Data (e.g., stock no., VIN, trim)
Deal Details (e.g., loan details, lease details, selling price)
Accessories, Retail Packs, Fees and Taxes Details (e.g., accessory name/price, total fees, total taxes)
Gross Details (e.g., gross margin)
Trade-In Details (e.g., vehicle details, ownership details, valuation, and allowance)

☐ **Deal Settings**
Default Setup Fee Details (e.g., fee name, type, amount)
Default Setup Accessories (e.g., name, type, amount)
Default Setup F&Is (e.g., provider name, product name, type, amount)
Active Lender Details (e.g., name, ID, address, contact)

☐ **Deal Documents**
eContracts of Credit Application (e.g., contract documents)
eContracts for F&I (e.g., contract documents)
Manually Uploaded Documents
Consumer Identity Documents (e.g., driver's license details)

☐ **CRM Lead**
Consumer Contact (e.g., phone, email, address)
Consumer Financial Information (e.g., credit history, credit score, salary, loan application)
Consumer Preferences (e.g., preferred method of contact)
Consumer Demographics (e.g., marital status, age, gender)
Identity Documents (e.g., driver's license details)
Loan Details (e.g., loan name, loan balance) Vehicle of Interest data
Trade-In Details (e.g., vehicle details, ownership details, valuation and allowance)

☐ **Credit Application**
Consumer Contact (e.g., phone, email, address)
Consumer Financial Information (e.g., credit history, credit score, salary, loan application)
Consumer Preferences (e.g., preferred method of contact)
Consumer Demographics (e.g., marital status, age, gender)
Identity Documents (e.g., driver's license details)
Loan Details (e.g., loan name, loan balance)
Vehicle of Interest Data (e.g., stock no., VIN, trim)
Deal Details (e.g. loan details, lease details, selling price)
Accessories, Retail Packs, Fees and Taxes Details (e.g., accessory name/price, total Fees, total taxes)
Credit Application Vendor Decision (e.g. application status, additional requirements)
Trade-In Details (e.g., vehicle details, ownership details, valuation, and allowance)

☐ **E-Sign**
Customer Details (e.g., buyer, co-buyer)
Customer Identity Information (e.g., signature, initials)
Deal eContracts (e.g., generated deal contracts, manually uploaded documents)

Parts

☐ **Parts Sale**
Consumer Contact (e.g., phone, email, address)
Consumer Vehicle Information (e.g., VIN, License Number)
Payment Details (e.g., charge account, credit card payment, COD, check)
Parts Information (e.g., parts number, parts id, quantity)
Pay Type (e.g., sales amount, payment methods)

☐ **Parts Inventory**
Parts Information (e.g., parts number, parts id, quantity)

Customer Information

☐ **Customer Details**
Consumer Contact (e.g., phone, email, address)
Consumer Financial Information (e.g., credit history, credit score, salary, loan application)
Consumer Preferences (e.g., preferred method of contact)
Consumer Demographics (e.g., marital status, age, gender)
Identity Documents (e.g., driver's license details)
Consumer Vehicle Information (e.g., phone, email, address)

Accounting

☐ **Journal Entry**
Unique Journal Number
Reference Text
Idempotent Key (unique key or token to identify transaction)
Scheduled Time (journal posted timestamp)
Description
Unique GL Account Number Amount
Control (journal reference text)
Control 2 (additional information about the posting line)

☐ **Vendor Data**
Vendor Name
Vendor ID
Vendor Address
Vendor Phone
Vendor email
Vendor EIN
Vendor Payment History (for the last 12 months)
Vendor Last Payment Date

☐ **Payment Request Data**
Payment Amount
Supporting Invoice (details that accumulate to make payment)

Support

☐ **Transportation**
Transportation Information (e.g., name of transporter, type of transportation)

☐ **Op Code**
Parts Information (e.g., parts number, parts id, quantity, unit price, customer price)
Service information (e.g., labor time, labor rate, adjusted labor price)

☐ **Employee**
Dealer Employee Contact (e.g., service provider, service provider's: email/id/position)

☐ **Service Menu**
Parts Information (e.g., parts number, parts id, quantity, unit price, customer price)
Service information (e.g., labor time, labor rate, adjusted labor price)

☐ **Service Shop**

Frequency*

Disclosure Period

☐ Monthly ☐ Weekly ☐ Daily ☐ Hourly ☐ On-Demand

Start Date	
End Date**	

Frequency is only applicable when FTP is selected under Data Access on Page 1.
***State "N/A" if the end date is currently unknown.*
Dealer understands that Tekion will continue disclosures as described in these instructions until Dealer instructs Tekion at support@tekion.com to cease or modify such disclosures.

Dealership

Name	
Address	
City, State, ZIP	
Contact	
Phone Number	
Email	

Authorized by

Signature	
Print Name	
Title	
Date	

All data is provided AS IS and on an as-available basis with no warranties of any kind. Please send the completed form to ***support@tekion.com*** *at least seven (7) business days before the requested start date.*