

Fields Required for Contribution

- Customer Account #
- Company Name
- Street Address
- City
- State
- Zip Code
- Phone Number
- Terms of Sale
- Recent High Credit (optional)
- Account Balance
- Current Due
- 1-30 Days Past Due
- 31-60 Days Past Due
- 61-90 Days Past Due
- 91 and Over Days Past Due
- Date of Last Sale (optional)
- Years Customer or Sold Since Date (optional)
- Federal Tax ID's of Customers (optional)

Format Options

We will accept data in most formats. Fixed width or delimited files are preferred. Excel files are welcome.

Transmission Options

Submissions can be accepted via e-mail or SFTP. We also have a link on our website that files can be uploaded to.