

DFS Billing Information

Welcome to Dell Financial Services. We look forward to working with you and your team to form a long lasting relationship. To ensure we set your account up properly in our systems we need the information below. Please work with your Accounts Payable team to complete this form. If you have any questions contact your DFS Sales Representative. Please return the completed form to your DFS Sales Representative or DFS_Customer_Setup@Dell.com. Thank you!

I. PREPARING YOUR A/P SYSTEM TO REMIT PAYMENTS TO DFS:

Below is information commonly requested by customers to assist them in setting up their systems to pay DFS. If you require additional information please contact your DFS Sales Representative.

<p>***ACH Instructions*** JPMorgan Chase Bank, N.A. 1 Chase Manhattan Plaza New York, NY 10081</p>	<p>DFS Accounts Only ABA # 021000021 Account # 432217011 MUST INCLUDE CONTRACT & SCHEDULE NUMBER OR INVOICE NUMBER CTX+ format should be first choice if it is an option Email remittance to USDFSCASHPAYMENTS@dell.com</p>
<p>Wire Transfer Instructions JPMorgan Chase Bank, N.A. 1 Chase Manhattan Plaza New York, NY 10081</p>	<p>DFS Accounts Only ABA # 021000021 Account # 432217011 MUST INCLUDE CONTRACT & SCHEDULE NUMBER OR INVOICE NUMBER Email remittance to USDFSCASHPAYMENTS@dell.com JPM Swift Code for international wires only: CHASUS33</p>
<p>Payee information: Dell Financial Services L.L.C. Payment Processing Center Federal Tax ID# 74-2825828</p>	<p>PO Box 6549 Carol Stream, IL 60197-6549</p>

II. INVOICING/BILLING CONTACT INFORMATION

Company Name: _____

Federal Tax ID: _____

AP Address: _____

City, State, Zip: _____

AP Contact Name: _____ AP Phone Number: _____

AP Email Address: _____

III. INVOICE PREFERENCES: (Choose 1 from each category)

Invoice Options: **Contract Level** (one invoice per contract) **Consolidated** (one invoice for all contracts)

Invoice Format: **Detail** (with asset level detail) **Summary**

Delivery Format: **Paper** (US Mail) **PDF** (paper copy is not mailed.) **Electronic** CSV (convert to Excel) 3rd

Party Invoicing Tool (Ariba, SAP) Enter tool name: _____

Email address for PDF or Electronic Invoices: _____ Fiscal Year is from _____ to _____

Do you need separate invoices for Miscellaneous Billings? Yes No

Do you require a PO # on invoice to process payment? Yes No

Typical processing time for invoices is 30 days. If you require more than 30 days please contact your DFS Sales Representative.

IV. TAX:

Where required, Sales/Use Tax will be assessed and invoiced to DFS by the Vendor. If Customer holds an exemption or direct pay certificate, please provide directly to Vendor.

V. MISCELLANEOUS:

If there are any other invoicing instructions or billing addresses please indicate below.
