



Vendor Disclosure Instructions

Vendor Name	
Address	
Phone Number	
Email	
Vendor Dealer #	

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

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)

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)



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)

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 Monthly Weekly Daily Hourly OnDemand

Disclosure Period

Start Date	
End Date*	

*Please 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.