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## (1) Order Approval and Invoicing Contact Information

### Mailing Address (Correspondence Only):

GE Commercial Distribution Finance Canada  
1290 Central Parkway West  
Suite 1000  
Mississauga, Ontario L5C 4R3

### Mailing Invoices:

Address noted above,  
Attention: Processing

### Phone/Fax:

Local Phone Number: 905-273-7500  
Toll-free: 1-800-387-5916  
General Local fax: 905-273-9252

### Customer Service:

Local number: 905-803-6550  
Toll Free: 888-609-5550  
General Local Fax: 905-803-6594  
Toll Free Fax: 888-301-5408  
Email: [ncsc.cdfcanada@ge.com](mailto:ncsc.cdfcanada@ge.com)  
Hours of operation: 8:30 - 7:00 PM (EST)  
Monday-Friday

### Order Approvals:

Online: [www.cdf.financeaccess.com](http://www.cdf.financeaccess.com) or  
[www.cdfconnect.com](http://www.cdfconnect.com) and select  
Manufacturer Online.  
Local Phone: 905-803-6507  
Toll Free: 800-567-7579  
Local Fax: 905-897-9872  
Toll Free Fax: 800-361-1038  
Email: [ncsc.cdfcanada@ge.com](mailto:ncsc.cdfcanada@ge.com)

### Websites:

Home: <http://www.gecdf.com/>  
Canada:  
<http://www.gecdf.com/canada/english.html>

### Legal Name:

Please use our legal name for all payment and account-related correspondence: **GE Commercial Distribution Finance Canada.**

### Important note:

Your invoices, submitted to GE Commercial Distribution Finance Canada (CDF), should indicate that the inventory is "Sold to (Name of Dealer)" and "Financed by GE Commercial Distribution Finance Canada." However, if your invoices say, "Sold to GE Commercial Distribution Finance Canada," you hereby acknowledge the fact that CDF is not purchasing the inventory but is only financing the inventory for the particular Dealer.



## (2) Credit Memo and Remittance Information:

Please note that cheques should be made out to GE Commercial Distribution Finance Canada.

### Credit Memos:

Fax Direct: 1-866-363-3393

Email: [gecdninvoices@ge.com](mailto:gecdninvoices@ge.com)

### Mailing Address:

GE Commercial Distribution Finance Canada  
1290 Central Parkway West  
Suite 1000  
Mississauga, Ontario L5C 4R3

### Remittance:

Lockbox Addresses

### **Mail:**

Royal Bank of Canada  
P.O. Box 8782  
Postal Station A  
Toronto, Ontario M5W 3C2

Or

### **Courier:**

RBC Wholesale Lockbox, Courier Window  
325 Front Street W.  
Toronto, Ontario M5V 2Y1  
Attn: RBC Wholesale Lockbox Dept. - 4th Floor  
GE Commercial Distribution - T08782C



## Ecommerce Tools

### (1) Manufacturer Online Overview

Manufacturer Online® is our Internet-based account management system which provides easy access to obtain order approvals and view pending approvals, outstandings, available credit, and account status.

#### Quick information

- View important information about your dealers' inventory portfolios.
- View open to buy information.

#### Save Time

- Obtain real-time access to your account information as soon as it is processed.

#### Secure Environment

- Utilize personal user ID and passwords for multiple employees.

#### Easy Access

- Email access to your account representative reduces phone time to check on pending approvals

Sign up for Manufacturer Online® today online at [www.cdf.financeaccess.com](http://www.cdf.financeaccess.com), or contact your Customer Service Representative at 888-609-5550.



## Manufacturer Online

Manufacturer Online® (MOL), our Internet-based account management system, provides easy access to obtain order approvals, and to view pending approvals, outstandings, available credit, and account status.

### Step 1 – Access and Log On to MOL

- a. Enter [www.cdf.financeaccess.com](http://www.cdf.financeaccess.com) in the Address line of your browser. Press Enter. The cdfConnect Login screen appears.

You will need the following pieces of information to log on to MOL:

- Login ID
- Password

NOTE: If you are missing one of these items, contact Customer Service at 905-803-6550 or 888-609-5550.

- b. Enter your User ID and password in the appropriate fields. Please note these fields are case-sensitive.
- c. Click the Login button. The cdfConnect Application Menu screen appears.
- d. Click the Manufacturer Online link. The MOL Home Page screen appears.

You can navigate the functions on the MOL Home Page using the following options:

- Main Function hyperlinks
- Navigation Bar options
- Selecting Menu Choices from the drop-down field.

### Step 2 – Purchase Approval Requests

#### Requesting a Single Purchase Approval

- a. Access the Purchase Approvals Request Add screen through one of the following methods:
  - Click the Purchase Approvals Request link on the MOL Home Page.
  - Click the Purchase Approvals Request button on the top navigation bar.
  - Select the appropriate option from the Menu Choices drop-down.
- b. Complete the Dealer # field.

NOTE: If desired, you can then click the Customer Detail button to display the Customer Detail screen. Enter the Request Amount in the indicated field (up to nine digits with no decimal points).



## Step 2 – Purchase Approval Requests (cont.)

- c. If required, complete the optional Ship Auth/P.O. # field.
  - If desired, the reference I.D. Field can be used to identify your internal order numbers or other pertinent tracking information.
  - If appropriate, enter additional information such as Presold, Shows, etc. in the comments field.
- d. Click the Submit Request button to submit the approval request.
- e. Review the information on the Approval Results page displayed.

**NOTE:** If you get a **purchase approval request warning** and you want to proceed with processing your request, you must click the **Override Warnings** button.

### Requesting Multiple Purchase Approvals

- a. Access the Purchase Approvals Requests Add screen by clicking Purchase Approvals Request – Multi or selecting the appropriate option from the Menu Choices drop-down.
- b. Enter up to 10 entries in the dealer number and associated Request Amount fields. Dealer names are displayed after these fields are entered.

**NOTE:** If the dealer number is not known, make an entry in the Name field, use the Alpha Search button and select the appropriate dealer number.

c. If required, enter the optional Ship Auth/P.O. # in that field.

- If appropriate, enter additional information such as Presold, Shows, etc. in the comments field.

d. Click the Submit Request button. The results of the request are posted on the same Add Multi screen.

**NOTE:** If you get a **purchase approval request warning** and you want to proceed with processing your request, you must click the **Override Warnings** button.

### Deleting a Purchase Approval

The Mfg/Dist uses this function to see a list of purchase approvals that can be deleted and perform the necessary deletions.

- a. Display the Purchase Approvals Delete screen by clicking the Purchase Approvals Delete link on the MOL Home Page.
- b. Enter the Dealer # in the indicated field.



## Step 2 – Purchase Approval Requests (cont.)

NOTE: If the dealer number is not known, make an entry in the Name field, use the Alpha Search button and select the appropriate dealer number.

c. Click the List Current Approvals button. The approvals list then displays, sorted in ascending order, by approval date and then approval number.

d. If desired, browse any comments by clicking on an approval's blue comments icon.

NOTE: If the icon is not blue, approval comments can be added by clicking on the icon and entering them.

e. Select the approval(s) to be deleted by clicking in the box in the Delete column.

f. Click the Delete Selected Approvals button. The selected approvals are removed from the list.

### Browsing Purchase Approvals

This function is first used to view a list of current approvals and then to drill down into the detail of any chosen approval. The list is in descending order by approval date.

a. Display the Purchase Approval Browse screen by clicking the Purchase Approvals Browse link on the MOL Home Page. Upon initial entry, the screen displays all approvals.

b. Enter a dealer number to filter out all other approvals for the dealers.

NOTE: If the dealer number is not known, make an entry in the Name field, use the Alpha Search button and select the appropriate dealer number.

c. If desired, enter the optional Approval #, P.O. #, Ref Id and Appr Type fields. Note: The Appr Type field has a drop-down feature with the following options:

- A – Approved,
- D – Dealer Assigned,
- H – Hold/Under Review,
- M – Hold/Under Review,
- O – Other, and
- R – Rejected.

d. Click the List Current Approvals button to display approvals matching the search criteria.

e. If desired, browse any comments by clicking on an approval's blue comments icon.

NOTE: If the icon is not blue, approval comments can be added by clicking on the icon and entering them.

f. Click the Approval Number link on any approval line to drill down to the Purchase Approval Detail screen. Some features of this screen include:

- Approval number is generated and displayed here.
- Users can Browse or Add Comments. (Enter up to 237 characters and click Add Comments button.)
- The Approval Info field displays Approved or Under Review.



## Procedures for U.S. Manufacturers

Use of the SHIP AUTH/ PO # field- If the dealer has supplied a PO #, please enter it into this field. If the dealer has not provided a PO#, please enter the serial number (or a portion thereof) into this field with the prefix "SN". A total of ten characters is allowed.

Use of the comments section of the individual approval- If an approval is not automatically given, the following details need to be recorded in the comments section of the approval: model, serial #, pre-sold status, US \$ amount (if applicable) and any other information that the dealer/Account Manager may find relevant in deciding whether or not to approve an order.

### Currency

CDN \$ suppliers entering approvals for a CDN \$ dealer- The vast majority of dealers have a CDN \$ account. There is no need for any adjustment if your order is in CDN \$.

US \$ suppliers entering approvals for a CDN \$ dealer- Approval requests need to be entered through MOL in CDN \$. This requires that your US \$ order be converted to CDN \$ by multiplying by a set exchange rate. Please contact the Approvals Desk at 800-567-7546 for the current rate (only need to do this once). The converted amount is entered in the request amount field. The original US \$ amount of the request should be typed in the comments section of each individual approval. GECDP will monitor the fluctuations in exchange and will, from time to time, advise you to either increase or decrease the multiplier being used.

US \$ suppliers entering approvals for a dealer with a US \$ account- Some dealers do maintain a US \$ account. In these instances, you may enter orders in US \$. You will have one mfg/dist number for CDN \$ orders and one for US \$ orders. To switch between the two, click Select Current Mfg/Dist on the MOL home page, then choose the appropriate Mfg/Dist Number. If the dealer wants the approvals to go through his US\$ account, we will notify you of this so that you use the proper number when obtaining the approval. If you are a US \$ supplier and you do not have access for Canadian dealers with US \$ accounts, please contact Customer Service at 888-609-5550.



## Exit MOL

Click the Sign Off option from the top navigation bar or click the "X" in the corner of the screen.

## Frequently Asked Questions

**Q. What should I do if I need help requesting or browsing approvals in MOL?**

A. Please contact our Customer Service Department at 888-609-5550 or 905-803-6550.

**Q. What should I do if I experience technical problems with MOL?**

A. Please contact Customer Service.

**Q. How Can I Change my Password?**

A. Click the News and Information button on the top navigation bar and then access the Change your Password link for instructions.

**Q. I enter my User ID and Password, but I receive an error message indicating that the User ID or password is incorrect.**

A. The MOL User ID and Password are case-sensitive. Ensure that the Num Lock and/or Caps Lock is turned off. If you are still having problems, contact Customer Service.



## Statements and Reports

### Inventory Finance Billing Statement:

Customers rely on this monthly statement for comprehensive detail regarding average daily balance, interest due, insurance and administration fees, and due-in-full charges.

You have the option of viewing your statement with line item detail, a new enhanced feature. This option will allow you to track your invoices at the model and serial level.

If you have any questions regarding these statements, please refer to the attached Reference Guides or contact our Customer Service Department at 905-803-6550, or toll-free at 888-609-5550.

### Inventory Finance Billing Reference Guide (Line Item Billing)

Included on the next 5 pages.



# Reference Guide

## Inventory Finance Billing Statement (Line Item Billing)

- 1 **Remit To:** Address where payments should be sent.
- 2 **Customer Number, Billing Location:** Distributor or Manufacturer number.
- 3 **Statement Date:** Bill date
- 4 **Statement Inquiries:** Your representative, phone number and Business Centre Number.
- 5 **Customer Name & Address:** Distributor or Manufacturer name/address.
- 6 **ADB Charge:** Current and past due amounts billed.
- 7 **Flat Charges:** Any flat charge billed on the invoice.
- 8 **Total Amount Due:** Sum of all unpaid, current and prior, ADB and Flat charges.
- 9 **Amount Enclosed:** Detail of the amount being paid towards each of the itemized charges and principal payment due.
- 10 **Invoice Number Description:** Invoice for which payments and/or charges are generated.
- 11 **Manufacturer/Distributor:** Invoices corresponding to particular manufacturer or distributor.
- 12 **Note Date:** Invoice Date.
- 13 **Program Number:** Rates and terms program number.
- 14 **Free Floor End Date:** The date on which the free period ends.
- 15 **Original Invoice Amount**
- 16 **Beginning Balance:** The beginning outstanding principal amount of the invoice on which the charges are calculated.

- 17 **Payments:** The dollar amount of payment applied to the invoice since the last billing statement.
- 18 **Date Received:** The date the payment was posted to invoice since the last billing statement.
- 19 **Ending Balance:** The beginning balance of the invoice, less any payments or credits applied to the invoice.
- 20 **Charge Type:** Type of charge billed. Please see charge type chart on the next page.
- 21 **Charge Period Begins:** The day the charge period begins.
- 22 **Charge Period Ends:** The day the charge period ends.
- 23 **Based On Balance:** The balance upon which the charge was calculated, if using a percentage of invoice amount.
- 24 **Rate:** The rate used to calculate the charge.
- 25 **Charge Amount**
- 26 **Line No.**
- 27 **Model #**
- 28 **Serial**
- 29 **B.O.M. Balance:** Beginning of month balance.
- 30 **Status Description:** Collateral code description. (Sold out of Trust, Check in Mail, Demo, Return, Damaged)
- 31 **Status Date:** Collateral code discovery date.
- 32 **Current Month Total** The month total will be listed on a separate page.

# Charge Type Chart

ADB	Regular ADB, before invoice is due-in-full (mature).
PRI	ADB on payments that are recognized ("dragged") into the next charge period or next month.
FPCT	A flat charge which is a percentage of either the current invoice balance or the original balance of unpaid line items, depending on Rates & Terms applicable to the trust.
FITM	A flat charge which is based on a fixed amount for each unpaid line item.
FINV	A flat charge which is based on a fixed amount per invoice.
FVAR	A flat charge which is based on a variable rate.

# Inventory Finance Billing Statement

1 Remit to: Toronto, ON

2 Customer No.: 12345  
Location No.: 1

3 Statement Date: 2/28/05

4 Statement Inquires: YOUR REPRESENTATIVE  
Please call: (888) 609-5550

Business Centre No.: 1337

5 MAIN STREET COMPANY  
THE CUSTOMER ADDRESS 1  
THE CUSTOMER ADDRESS 2  
CITY, PROVINCE POSTAL CODE

		Amount Due	Amount Enclosed
6 ADB CHARGES	2/28/05	2739.77	
7 Flat Charge	2/28/05	140.65	_____
8 TOTAL AMOUNT DUE PAYABLE UPON RECEIPT		2880.42	_____

PAYABLE IN CDN DOLLARS  
Please return a copy of this page with your payment.

# Inventory Financing Billing Statement

**1** Remit to: Toronto, ON

STATEMENT INQUIRIES:  
Please call:  
(888)609-5550

Business Centre No.: 1337

<b>6</b>	Current ADB Charges	2739.77
	Past Due ADB Charges	0.00
<b>7</b>	Current Flat Charges	140.65
	Past Due Flat Charges	0.00
<b>8</b>	<b>TOTAL AMOUNT DUE</b>	<b>2880.42</b>

**2** Customer No.: 12345  
Location No.: 1

**3** Statement Date: 2/28/05

**5** MAIN STREET COMPANY  
THE CUSTOMER ADDRESS 1  
THE CUSTOMER ADDRESS 2  
CITY, PROVINCE, POSTAL CODE

<b>10</b> (Customer #) Invoice #	<b>11</b> Manufacturer (Distributor)	<b>12</b> Note Date	<b>13</b> Program No.	<b>14</b> Free Floor End Date	<b>15</b> Original Invoice Amount	<b>16</b> Beginning Balance	<b>17</b> Payments	<b>18</b> Date Received	<b>19</b> Ending Balance	<b>20</b> Charge Type	<b>21</b> Charge Period Begins	<b>22</b> Charge Period Ends	<b>23</b> Based on Balance	<b>24</b> Rate	<b>25</b> Charge Amount																		
(123456) 508738	ABC Red Inc.	2/18/05	00007	00000000	48500.00	48500.00	48500.00	2/28/05	0.00	FVAR	2/18/05	4/17/05	48500.00	0.002900	140.65																		
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(123456)	ABC				112000.00	112000.00	48500.00		63500.00						2880.42																		
<b>32</b>	CURRENT MONTH TOTAL				112000.00	112000.00	48500.00		63500.00						2880.42																		

PAYABLE IN CANADIAN DOLLARS

GECDF must receive written notice of any objection to the terms of this statement within 30 days of the date of this statement or these terms shall be deemed accepted

## Preferred Method Of Payment Form

If you would like to change your method of payment, please complete the entire form to ensure prompt response and fax to 866-363-3393.

New Set-up       Change in banking information

Please select one of the below methods for receiving your funds from GECDF:

- Cheque: cheque issued and sent via regular mail on due date
- EDI (Electronic Data Interchange): payment released and value dated same day to your account
- US ACH: Value in US dollars, only form of payments to US customers
- Other: Please specify \_\_\_\_\_

Note: There is no service charge by GECDF for any of the above payment methods.

IF EDI, OTHER OR US/ACH IS SELECTED, PLEASE FILL OUT THE FOLLOWING REQUIRED INFORMATION:

RECEIVING COMPANY NAME: \_\_\_\_\_

COMPLETE BANK NAME: \_\_\_\_\_  
BANK STREET NAME: \_\_\_\_\_  
CITY / TOWN: \_\_\_\_\_  
STATE / PROVINCE: \_\_\_\_\_  
ZIP / POSTAL CODE: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_  
BANK ROUTING/SWIFTCODE:  
(ABA OR TRANSIT NUMBER): \_\_\_\_\_

BANK PHONE NUMBER: \_\_\_\_\_  
BANK CONTACT: \_\_\_\_\_

PAYMENT NOTIFICATION TO BE SENT TO:     Fax    E-Mail    Both  
(This is the detail pertaining to the day's payment that is being credited to your account.)

ATTENTION: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TITLE: \_\_\_\_\_

NOTE: The above information will be reviewed to be confirmed, approved and setup by our Treasury Department. A delay in submitting this information or submitting incorrect information will result in delays in processing your future payments. Unless otherwise specified, payments will be made via check and mailed on due date.

INTERNAL USE ONLY:

MAX NUMBER: \_\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_ ADVISED CP ADMINISTRATOR: \_\_\_\_\_  
SUBMISSION DATE: \_\_\_\_\_ MAXTOFAX SET-UP: \_\_\_\_\_

## Grow with dealer products and services from GE Commercial Distribution Finance Canada

### **Seasonal Credit Lines**

GE Commercial Distribution Finance understands that your dealer credit needs vary throughout the year. We will adjust your dealers' credit lines to meet the seasonal needs of your business.

### **Pre-Owned Program\***

Expand the dealers' customer base and increase their profit margins by stocking an inventory of pre-owned (used and trade-in) units with our program. \*Currently available only for RV, Marine and Motor Sports.

### **Parts, Garments & Accessories\***

Our PG&A financing program provides your dealers with additional flexibility for their working capital. \*Currently available only for Marine and Motor Sports.

### **Retail Program\***

By working with GE Money, we offer dealerships the ability to carry a retail program (i.e. term loans) to assist consumers to purchase using a variety of options and private labeled vendor credit cards to build further enhancements to your Vendor programs. \* Currently available only for Marine and Motor Sports.

### **At the Customer, For the Customer (ACFC)**

Through our ACFC initiative, we take GE's best practices, best processes and best people and share them directly with you. We grow our business when our customers succeed, and ACFC can help you identify strategies and solutions to make fast, lasting changes with bottom-line results.

### **E-Commerce**

An Internet-based account management system which gives you the power to manage your GE account. Our E-Commerce system allows you access to your account invoices, pending approvals, available credit and account balance.

### **Strategic Lending**

Looking for additional funding outside of the traditional Inventory Floor Financing options? GE has a variety of creative options based upon your business' growth requirements.

### **Lease/Financing Program**

Acquiring innovative technology and modernized equipment may boost your sales and operations, but only if it's affordable. Lease financing through GE helps preserve your working capital for emergencies by improving cash flow.

### **Inventory Insurance**

GE endorses a program by Flanders Insurance Management and Administrative Services Ltd. that offers competitive rates and premiums that automatically fluctuate with the amount of inventory financed monthly through GE.

**Ready to Grow! Ask for GE Financing. For more information, please contact our Sales coordinator, Kathy Hughes at 1-800-387-5916 ext. #2212.**



Thank you for choosing  
GE Commercial Distribution Finance Canada  
for your financing solutions.

