

### LII PROCESS FOR VENDORS

#### Sales/ Credit Department

- Vendor provides LII Sales Department with credit information on a customer interested in leasing equipment.
- LII generates a proposal and sends either directly to lessee or to vendor for Lessee's signature.
- After Lessee returns signed proposal and all necessary information for credit decision, LII either approves or declines the transaction within 48 hours of receipt of above information. (Additional credit information may be a condition of the approval and will need to be provided to LII prior to release of funds to the Vendor).

#### Funding Department

- Funding Department calls Lessee for verbal verification of equipment delivery and function.
- Payment is processed for release within three to five business days.

#### Documentation Department

- After Lessee has been approved, Lease documents are generated and sent directly to Lessee within 24 hours.
- Once all necessary and original paperwork is returned, LII issues the Vendor a Purchase Order, requests an original invoice, and places the order for the equipment to be delivered. The original signed Purchase Order and original Vendor Invoice must be returned to LII prior to release of funds to the Vendor.
- After the Vendor delivers the equipment, Lessee must complete the Delivery and Acceptance Certificate if equipment is functioning to their satisfaction.
- Upon receipt of the completed Delivery and Acceptance Certificate and all additional credit information required for approval, the transaction is forwarded to our funding department for release of payment.



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