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CARD SERVICES

AllianceData Lessor Guidelines

If I am a lessor for Alliance Data, do I need to submit my monthly lease invoice(s) through Tungsten?

Lessors and their Assignees will not be required to send their monthly lease invoices through the Tungsten network. These contracts are administered by the Alliance Data Corporate Leasing Group, and are paid automatically from the AMS database.

All non-leasing related charges such as:

- Equipment repairs and parts
- Click charges
- Gasoline for leased trucks
- Insurance and maintenance charges on leased trucks
- Purchase Power invoices charges from Pitney Bowes
- Mail and copy machine supplies
- Property tax invoices

must be submitted through Tungsten. You will need to include a department name and a contact name on the invoice to facilitate processing.