Submitting your Trade Payment Experience

Sharing trade payment data is easy with ProfitGuard's new online platform. Just send customer account data, including information contained in a standard receivable aging report. We will then place all the buyers in your current aging on Basic Alert for FREE for participating in the program.

Share your trade payment experience using PG's simple two-step process:

Step 1: Export an excel file of your month-end aging report with the minimum required fields below:

	A	B	C	D	E	F	G	H	I	J
1	Account#	Customer Name	dba	Customer Address1	Customer address2	Customer city	Customer state	Customer zip	Customer country	Customer phone#
2	12345	Calibri Products		675 Main St.		Wekshire	MO	65201	US	123-456-7777
3										

- The file you send us must include, at minimum: customer name, street address, Aged AR balance information, and past due amounts. Other identifying data, such as account and phone numbers are highly recommended because it allows us to better match your data to your previous submissions and data provided by other sources.

- If you are going to use Excel or CSV, please include unique column headers and place them all in a single row, preferably starting in the first one

Step 2: Send the completed file to **data@eprofitguard.com**

What happens next

ProfitGuard will review and send back a verification file

- Spot check all fields and columns to make sure they are correct and confirm with PG

ProfitGuard will set up a Basic Alert Portfolio with your customer files

- You will find this under your Portfolio link and will receive alerts as they are generated.
  Click here to see what information you will receive:
  https://eprofitguard.com/images/pdf/Basic_vs_Premium_Alert_Service_Factsheet.pdf

Going forward, send a monthly excel file around the same time each month in the same format

- The layout of your file should not change. If you are providing a spreadsheet, the column names and positions should always be the same.

If you have any questions about submitting your payment experience,
please contact us at **(866) 990-1099** or **data@eprofitguard.com**