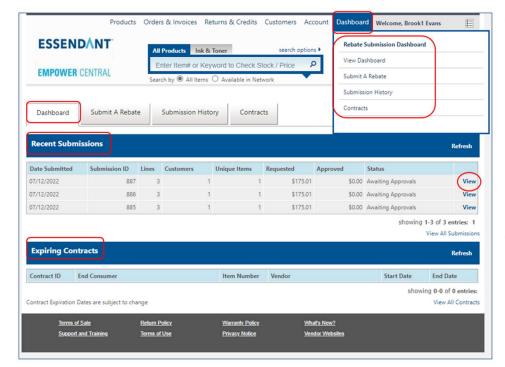


# **Rebate Submission Dashboard**



To begin, select 'Dashboard' from the top navigation bar.

Select from the 4 available options of the Rebate Submission Dashboard

- Dashboard
- Submit A Rebate
- · Submission History
- Contract

#### **Dashboard**

From the dashboard tab, you can view recent rebate submissions from the last 30 days and contracts expiring in the next 90 days.

Click on 'View' to review the submission and contract details at a line level.



#### **Submit A Rebate**

After completion of sale to your end user, you can submit for a rebate for the difference between your invoice price and contract price thru this tab.

Download the template and fill out the required information.

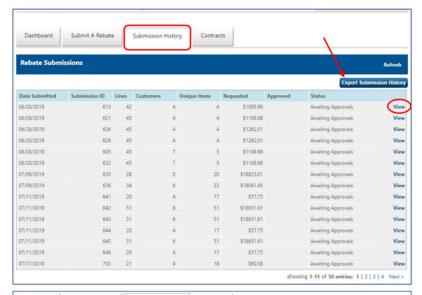
Save the file and upload the submission.

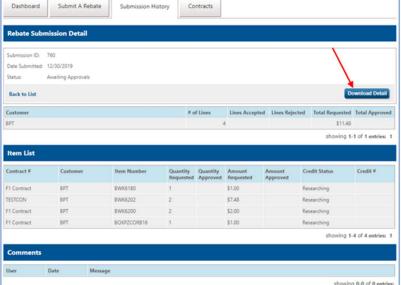
Note: There can be no blank columns and the tab name of 'Cust Upload' cannot be changed.

If you received an error message, please check your upload template.  $% \label{eq:controlled}$ 

You will receive a confirmation email with the submission ID when submission is complete.







## **Submission History**

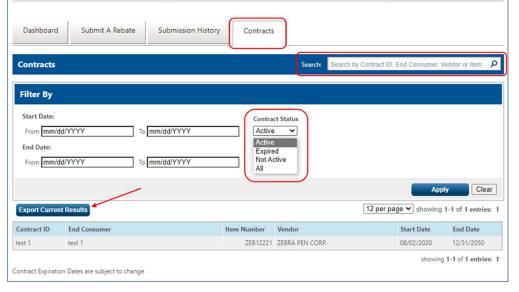
From the 'Submission History' tab, you can review past submissions status and details.

Click 'View' to review details of the rebate at a line level.

Click 'Export Submission History' to export all submissions and line details into an Excel file

From the submission detail page, you can review all detail of the submission including item, invoice price, quantity, invoice number, end user.

Click 'Download Detail' to export all the submission details into an Excel file.



### **Contracts**

From the 'Contracts' tab, view and search all 3<sup>rd</sup> Party contracts on the account, both active and expired.

- Utilize the search bar to search by Contract ID, End Consumer, Vendor, or Item
- Enter a date range to view contract active within a specific timeframe
- Select from the 'Contract Status' drop-down menu to view contract by specific status

Once you have located the desired data, select 'Export Current Results' to export the information into an Excel file.