

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.

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

Dashboard Submit A Rebate **Submission History** Contracts

Rebate Submissions Refresh

Export Submission History

Date Submitted	Submission ID	Lines	Customers	Unique Items	Requested	Approved	Status	View
06/28/2019	613	42	4	4	\$1095.90		Awaiting Approvals	View
06/28/2019	621	45	4	4	\$1168.68		Awaiting Approvals	View
06/28/2019	626	45	4	4	\$1262.01		Awaiting Approvals	View
06/28/2019	628	45	4	4	\$1262.01		Awaiting Approvals	View
06/28/2019	605	45	7	5	\$1168.68		Awaiting Approvals	View
06/28/2019	632	45	7	5	\$1168.68		Awaiting Approvals	View
07/09/2019	635	28	5	20	\$16823.01		Awaiting Approvals	View
07/09/2019	636	34	6	22	\$18041.45		Awaiting Approvals	View
07/11/2019	641	20	4	17	\$57.75		Awaiting Approvals	View
07/11/2019	642	51	6	51	\$18651.61		Awaiting Approvals	View
07/11/2019	643	51	6	51	\$18651.61		Awaiting Approvals	View
07/11/2019	644	20	4	17	\$57.75		Awaiting Approvals	View
07/11/2019	645	51	6	51	\$18651.61		Awaiting Approvals	View
07/11/2019	646	20	4	17	\$57.75		Awaiting Approvals	View
07/17/2019	703	21	4	18	\$60.58		Awaiting Approvals	View

showing 1-15 of 50 entries: 1 | 2 | 3 | 4 Next >

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

Dashboard Submit A Rebate Submission History **Contracts**

Rebate Submission Detail

Submission ID: 760
Date Submitted: 12/30/2019
Status: Awaiting Approvals

Back to List Download Detail

Customer	# of Lines	Lines Accepted	Lines Rejected	Total Requested	Total Approved
BPT	4			\$11.48	

showing 1-1 of 1 entries: 1

Item List

Contract #	Customer	Item Number	Quantity Requested	Quantity Approved	Amount Requested	Amount Approved	Credit Status	Credit #
F1 Contract	BPT	BWK6180	1		\$1.00		Researching	
TESTCON	BPT	BWK6202	2		\$7.48		Researching	
F1 Contract	BPT	BWK6200	2		\$2.00		Researching	
F1 Contract	BPT	BOXPZCORB16	1		\$1.00		Researching	

showing 1-4 of 4 entries: 1

Comments

User	Date	Message
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showing 0-0 of 0 entries:

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.

Dashboard Submit A Rebate Submission History **Contracts**

Contracts Search: Search by Contract ID, End Consumer, Vendor or Item

Filter By

Start Date: From To

End Date: From To

Contract Status: Active, Expired, Not Active, All

Apply Clear

Export Current Results 12 per page showing 1-1 of 1 entries: 1

Contract ID	End Consumer	Item Number	Vendor	Start Date	End Date
test 1	test 1	ZEB12221	ZEBRA PEN CORP.	08/02/2020	12/31/2050

showing 1-1 of 1 entries: 1

Contract Expiration Dates are subject to change

Contracts

From the 'Contracts' tab, view and search all 3rd 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.