facilisgroup

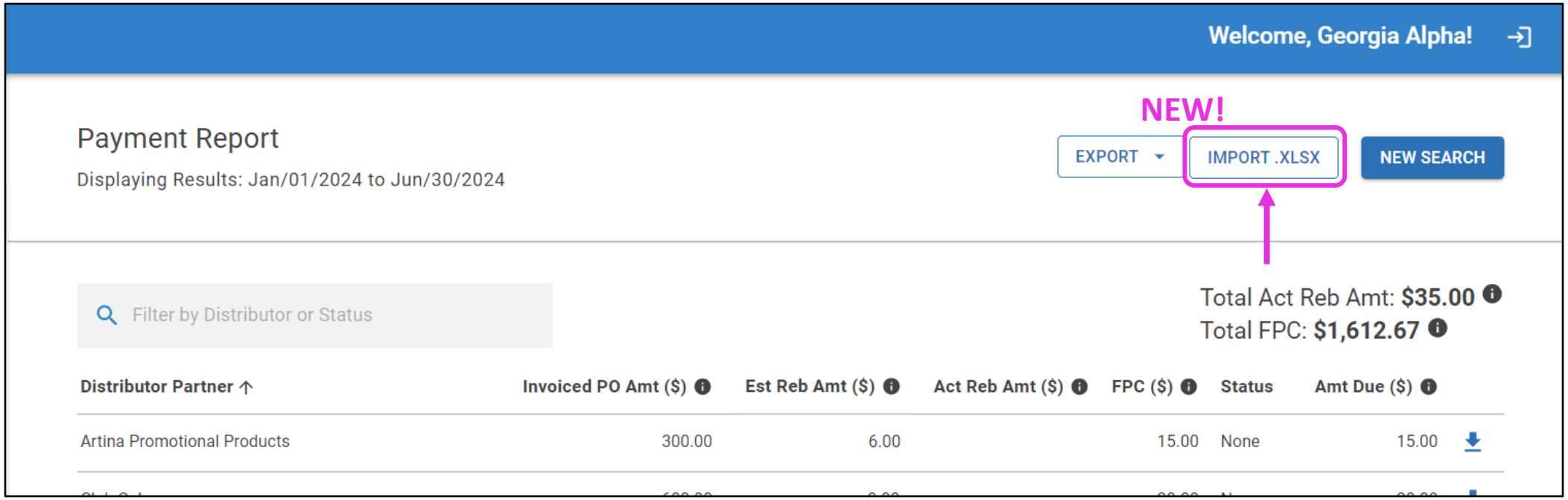
Supplier Rebate Portal Feature Guide

Rebate Updates via File Import

Introducing the new import feature!

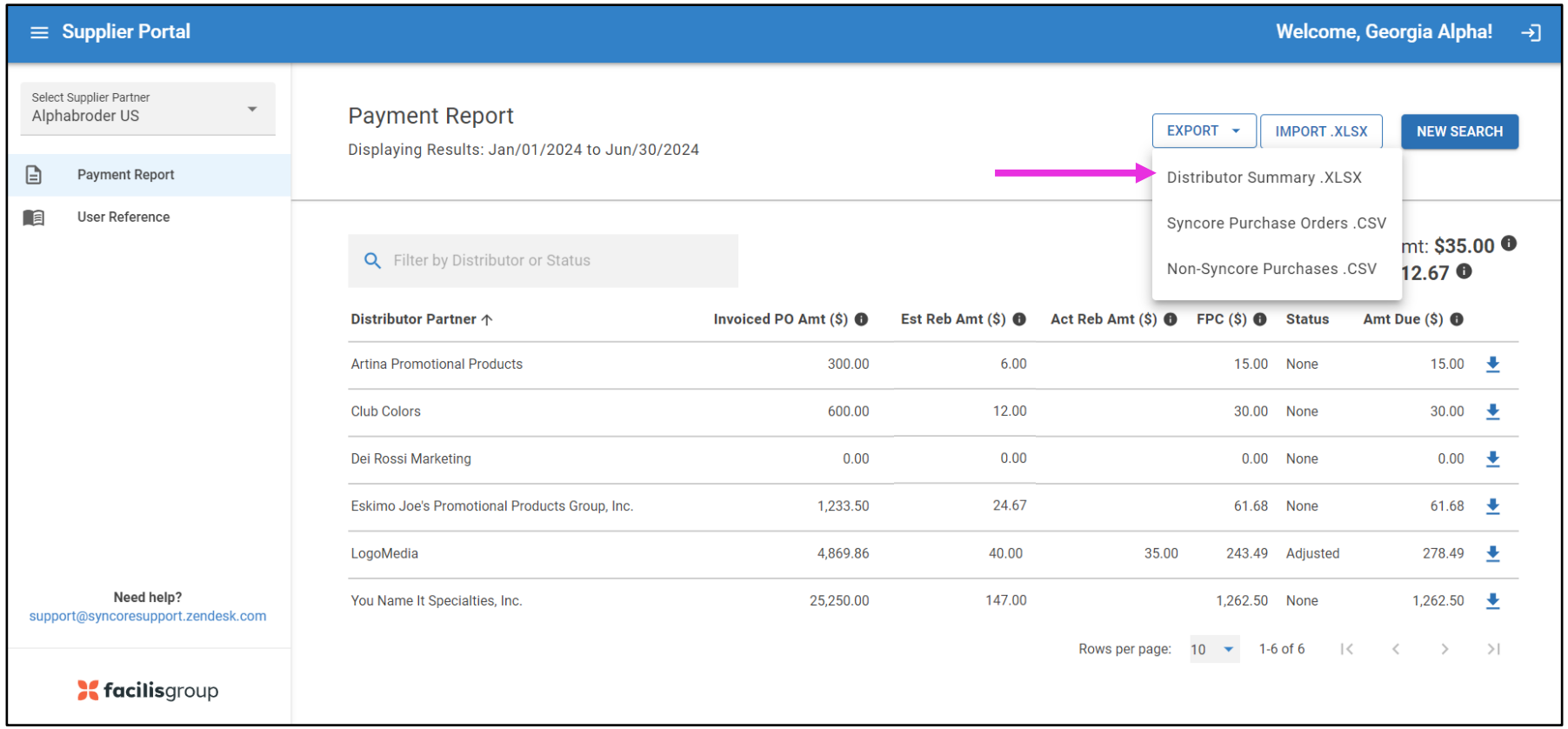
- This training guide will take you through how to use the Import feature to Adjust or Accept Rebate amounts in a bulk fashion
- Avoid having to adjust or accept rebates one-by-one in the Portal with this new feature!

Note: You can still adjust or accept rebates by clicking the distributor row in the Portal as you normally would if preferred.

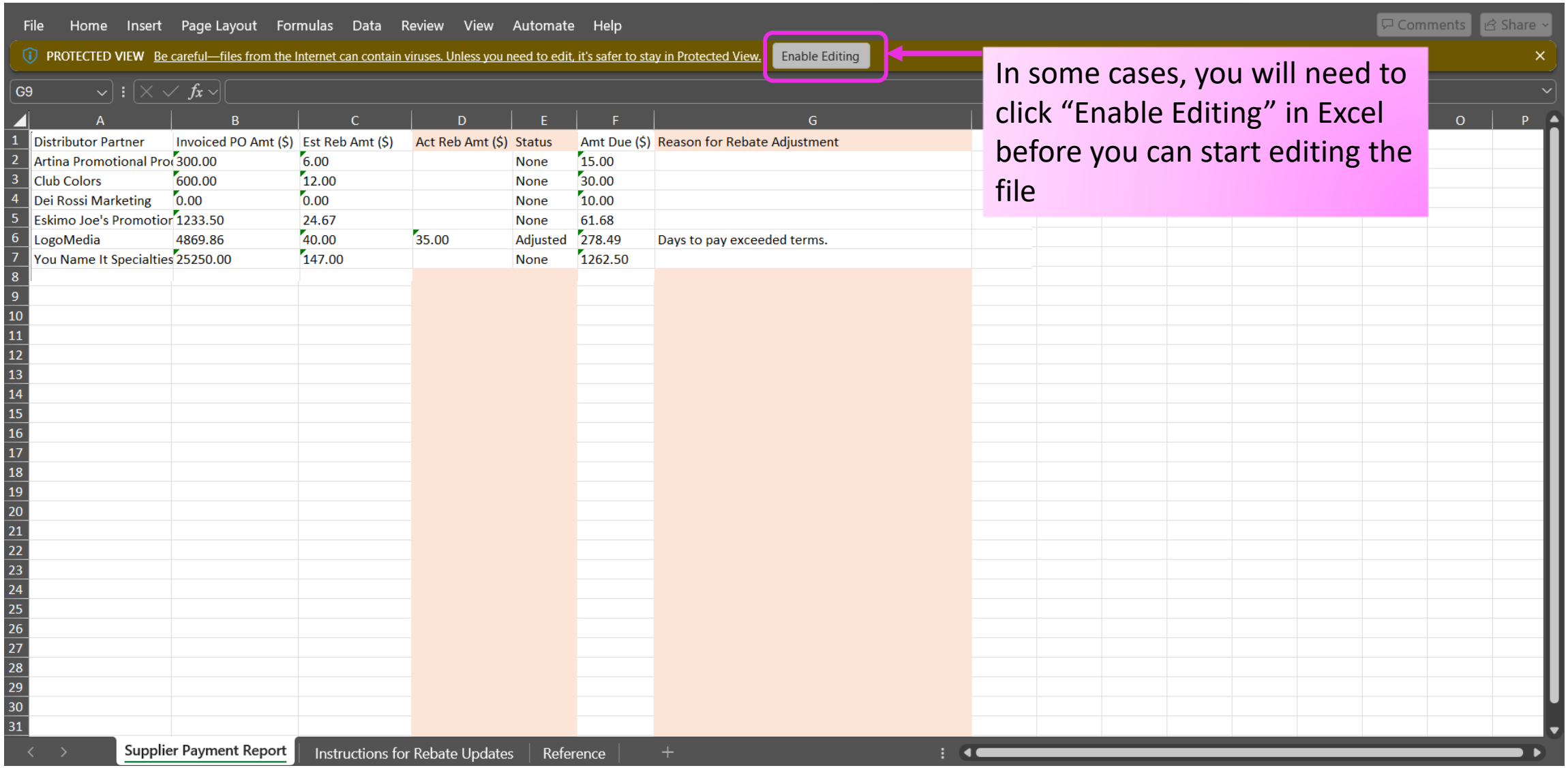


Export the Data

- Export the Distributor Summary .XLSX
- The Export file will be your template, and working document, for adjusting and accepting rebates for import.



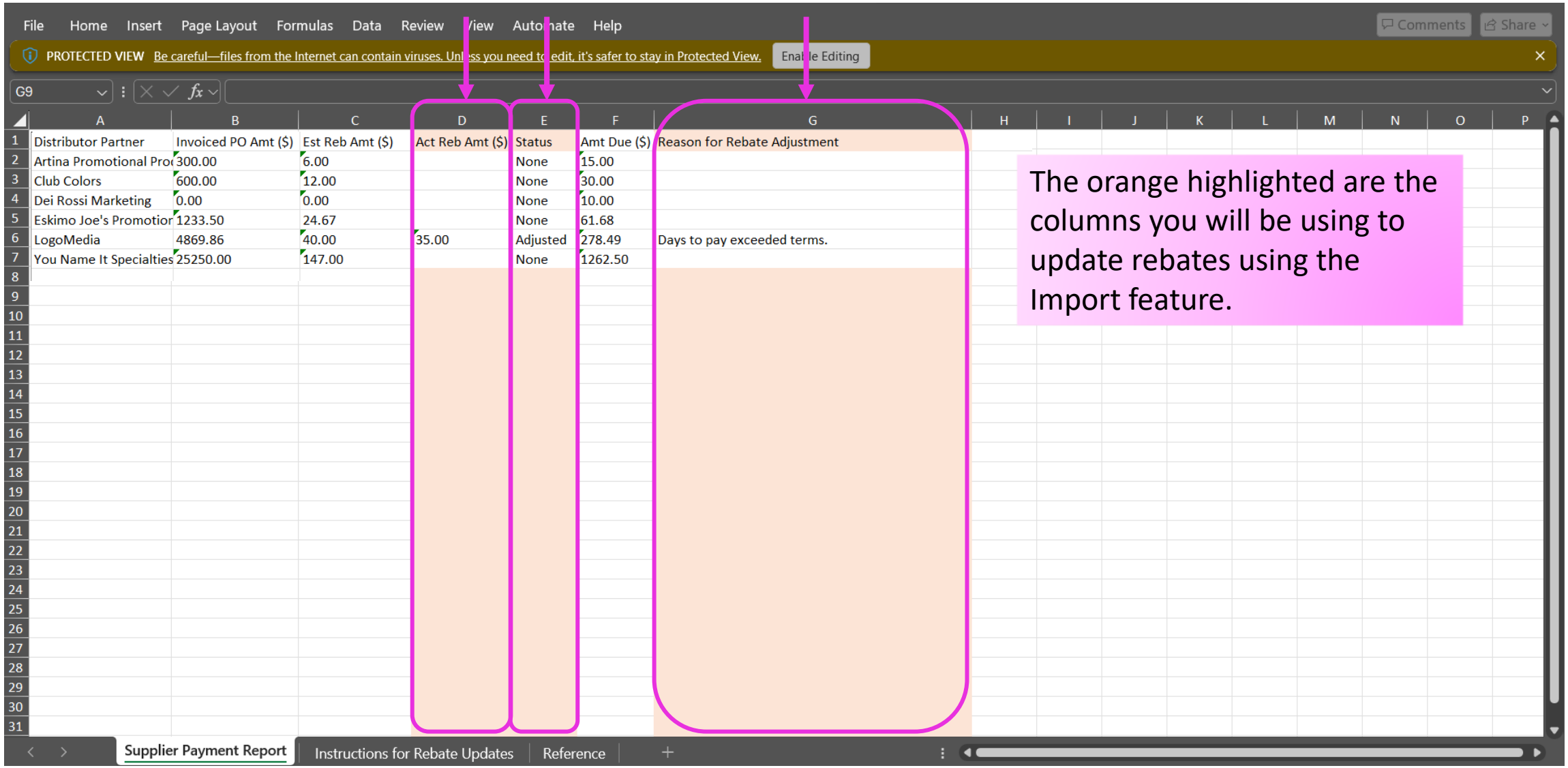
Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	FPC ($)	Status	Amt Due ($)
Artina Promotional Products	300.00	6.00		15.00	None	15.00
Club Colors	600.00	12.00		30.00	None	30.00
Dei Rossi Marketing	0.00	0.00		0.00	None	0.00
Eskimo Joe's Promotional Products Group, Inc.	1,233.50	24.67		61.68	None	61.68
LogoMedia	4,869.86	40.00	35.00	243.49	Adjusted	278.49
You Name It Specialties, Inc.	25,250.00	147.00		1,262.50	None	1,262.50



Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
Artina Promotional Pro	300.00	6.00		None	15.00	
Club Colors	600.00	12.00		None	30.00	
Dei Rossi Marketing	0.00	0.00		None	10.00	
Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
LogoMedia	4869.86	40.00	35.00	Adjusted	278.49	Days to pay exceeded terms.
You Name It Specialties	25250.00	147.00		None	1262.50	

In some cases, you will need to click “Enable Editing” in Excel before you can start editing the file

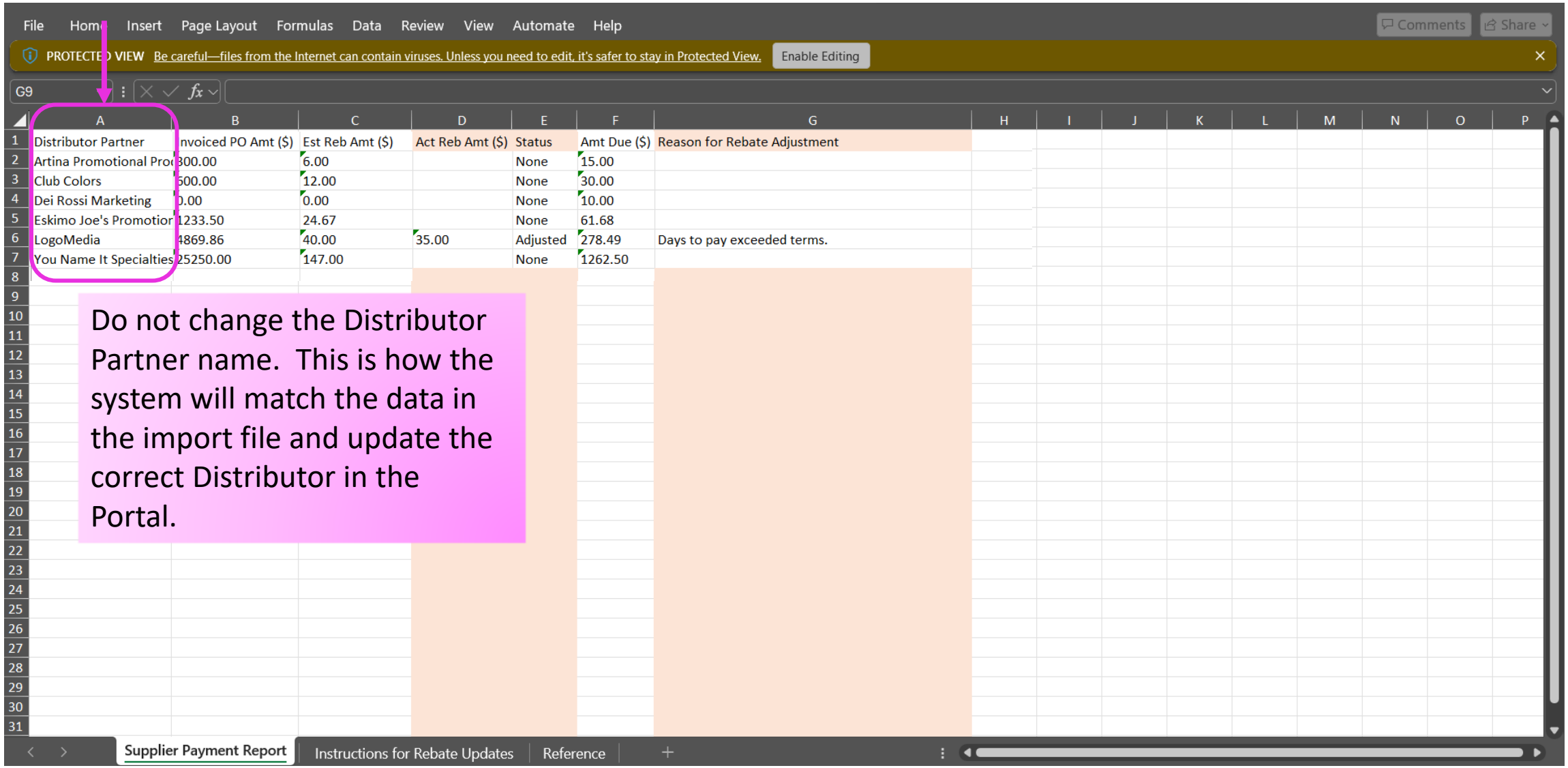
FACILISGROUP



Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
Artina Promotional Pro	300.00	6.00		None	15.00	
Club Colors	600.00	12.00		None	30.00	
Dei Rossi Marketing	0.00	0.00		None	10.00	
Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
LogoMedia	4869.86	40.00	35.00	Adjusted	278.49	Days to pay exceeded terms.
You Name It Specialties	25250.00	147.00		None	1262.50	

The orange highlighted are the columns you will be using to update rebates using the Import feature.

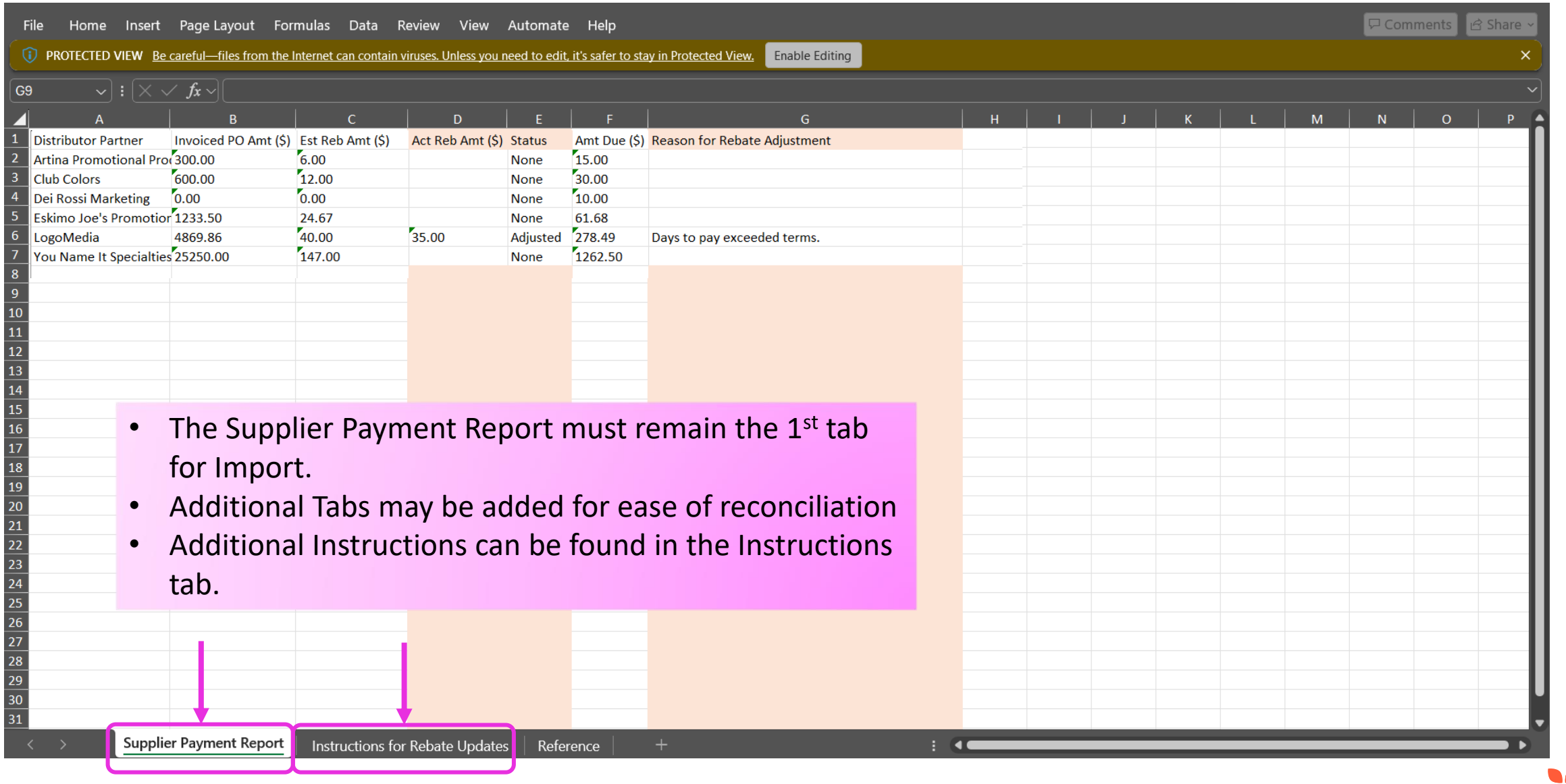
FACILISGROUP



Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
Artina Promotional Pro	300.00	6.00		None	15.00	
Club Colors	500.00	12.00		None	30.00	
Dei Rossi Marketing	0.00	0.00		None	10.00	
Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
LogoMedia	4869.86	40.00	35.00	Adjusted	278.49	Days to pay exceeded terms.
You Name It Specialties	25250.00	147.00		None	1262.50	

Do not change the Distributor Partner name. This is how the system will match the data in the import file and update the correct Distributor in the Portal.

FACILISGROUP

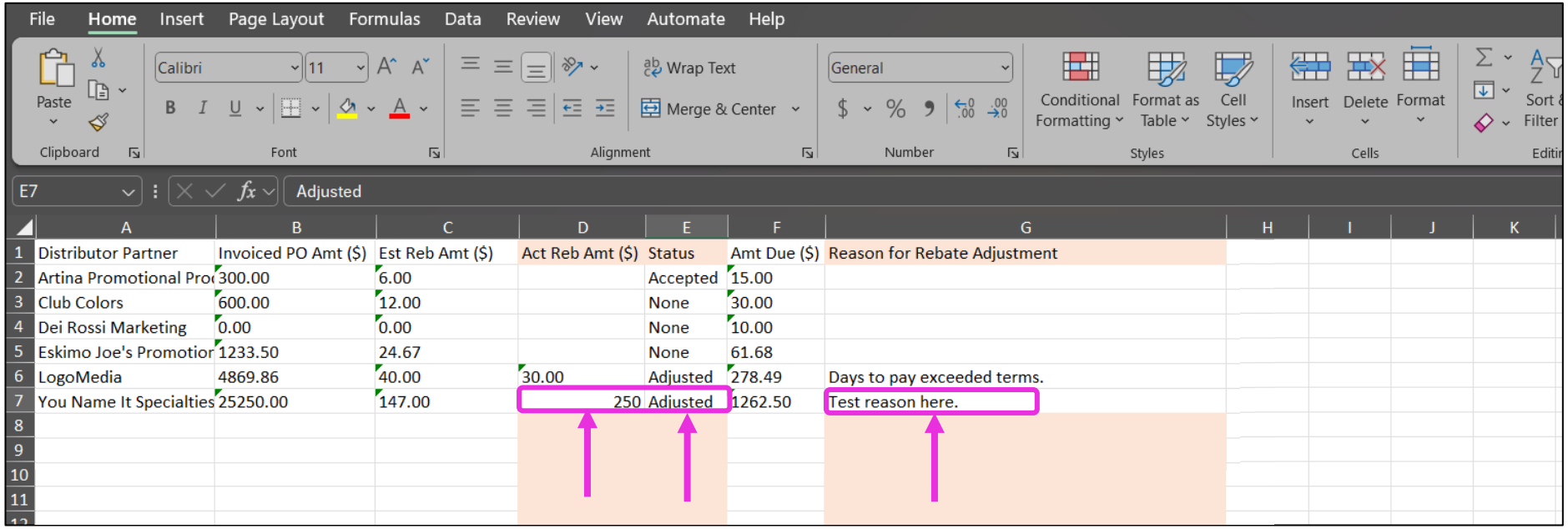


Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
Artina Promotional Pro	300.00	6.00		None	15.00	
Club Colors	600.00	12.00		None	30.00	
Dei Rossi Marketing	0.00	0.00		None	10.00	
Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
LogoMedia	4869.86	40.00	35.00	Adjusted	278.49	Days to pay exceeded terms.
You Name It Specialties	25250.00	147.00		None	1262.50	

- The Supplier Payment Report must remain the 1st tab for Import.
- Additional Tabs may be added for ease of reconciliation
- Additional Instructions can be found in the Instructions tab.

To Adjust a rebate amount, the following is required:

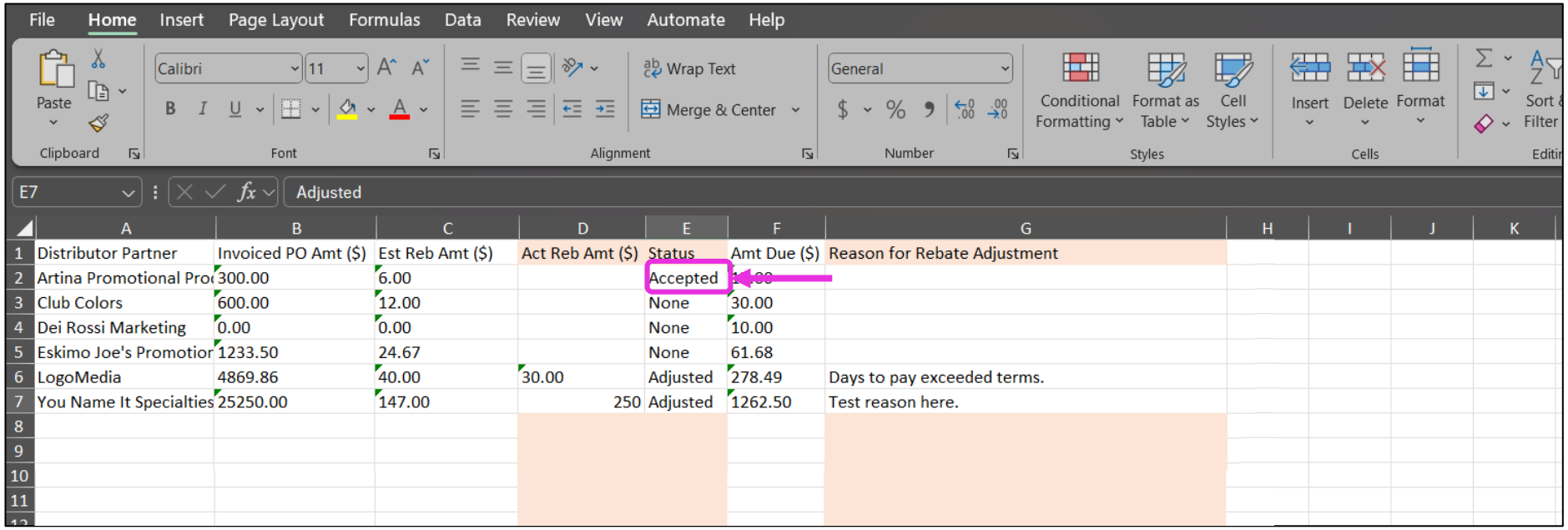
- Enter the adjusted amount in Act Reb Amt ($) (Column D) without the dollar sign
- Change Status to Adjusted (Column E)
- Enter a Reason for Rebate Adjustment (Column G).



	A	B	C	D	E	F	G
1	Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
2	Artina Promotional Pro	300.00	6.00		Accepted	15.00	
3	Club Colors	600.00	12.00		None	30.00	
4	Dei Rossi Marketing	0.00	0.00		None	10.00	
5	Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
6	LogoMedia	4869.86	40.00	30.00	Adjusted	278.49	Days to pay exceeded terms.
7	You Name It Specialties	25250.00	147.00	250	Adjusted	1262.50	Test reason here.

To Accept a rebate amount:

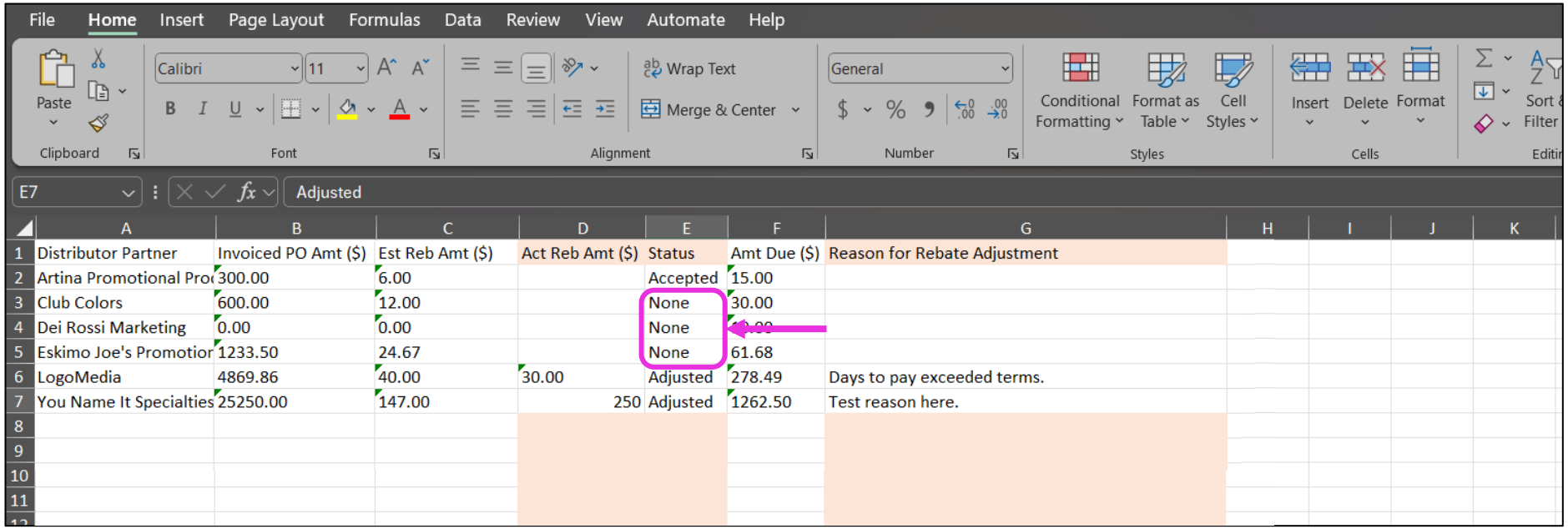
- Change Status to Accepted (Column E)
- The Act Reb Amt ($) (Column D) and Reason for Rebate Adjustment (Column G) must be blank.



	A	B	C	D	E	F	G
1	Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
2	Artina Promotional Pro	300.00	6.00		Accepted	1	
3	Club Colors	600.00	12.00		None	30.00	
4	Dei Rossi Marketing	0.00	0.00		None	10.00	
5	Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
6	LogoMedia	4869.86	40.00	30.00	Adjusted	278.49	Days to pay exceeded terms.
7	You Name It Specialties	25250.00	147.00	250	Adjusted	1262.50	Test reason here.

To Skip a rebate amount:

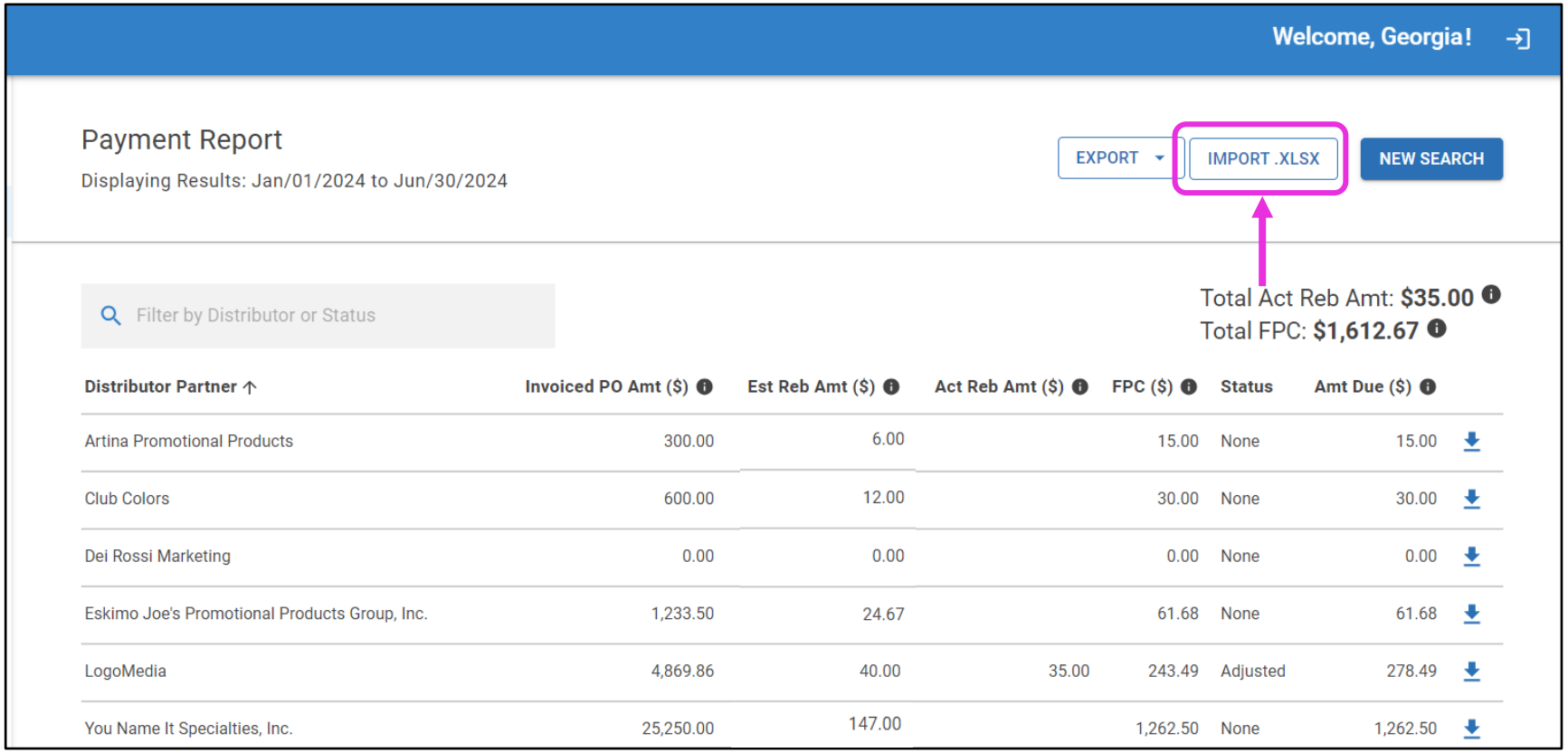
- Leave the Status as None (Column E)
- The Act Reb Amt ($) (Column D) and Reason for Rebate Adjustment (Column G) must be blank.
- Rows in None status will be skipped upon import and no changes will be made.
- Distributors still in None status at the end of the audit period will be automatically accepted by the system



	A	B	C	D	E	F	G
1	Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment
2	Artina Promotional Pro	300.00	6.00		Accepted	15.00	
3	Club Colors	600.00	12.00		None	30.00	
4	Dei Rossi Marketing	0.00	0.00		None	[illegible]	
5	Eskimo Joe's Promotior	1233.50	24.67		None	61.68	
6	LogoMedia	4869.86	40.00	30.00	Adjusted	278.49	Days to pay exceeded terms.
7	You Name It Specialties	25250.00	147.00	250	Adjusted	1262.50	Test reason here.

Ready for Import!

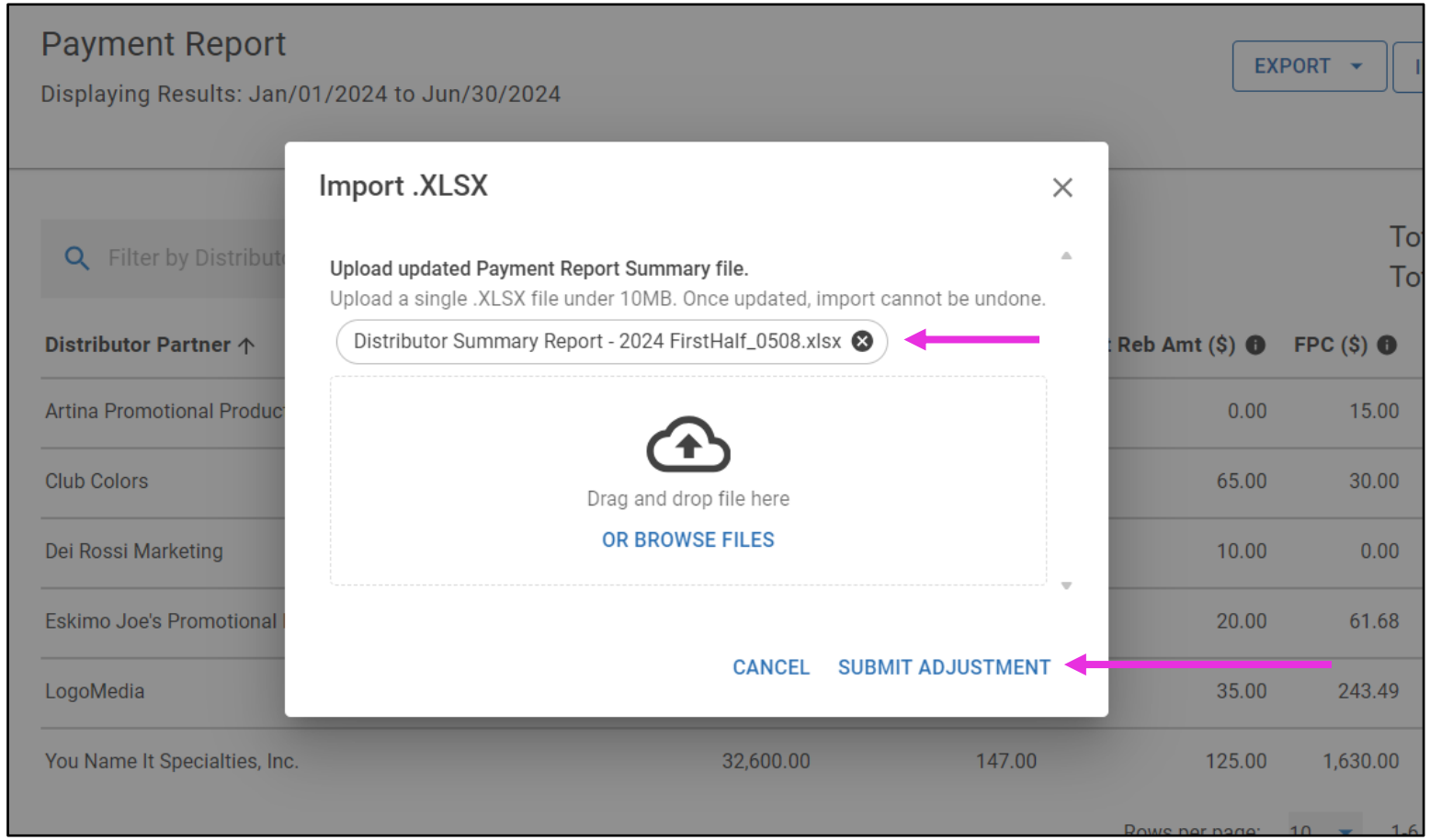
- Save the excel file with your updates to your device and close the file.
  - *Note: You can rename the file to something that makes the most sense to you*
- Click the Import .XLSX button to import



Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	FPC ($)	Status	Amt Due ($)
Artina Promotional Products	300.00	6.00		15.00	None	15.00
Club Colors	600.00	12.00		30.00	None	30.00
Dei Rossi Marketing	0.00	0.00		0.00	None	0.00
Eskimo Joe's Promotional Products Group, Inc.	1,233.50	24.67		61.68	None	61.68
LogoMedia	4,869.86	40.00	35.00	243.49	Adjusted	278.49
You Name It Specialties, Inc.	25,250.00	147.00		1,262.50	None	1,262.50

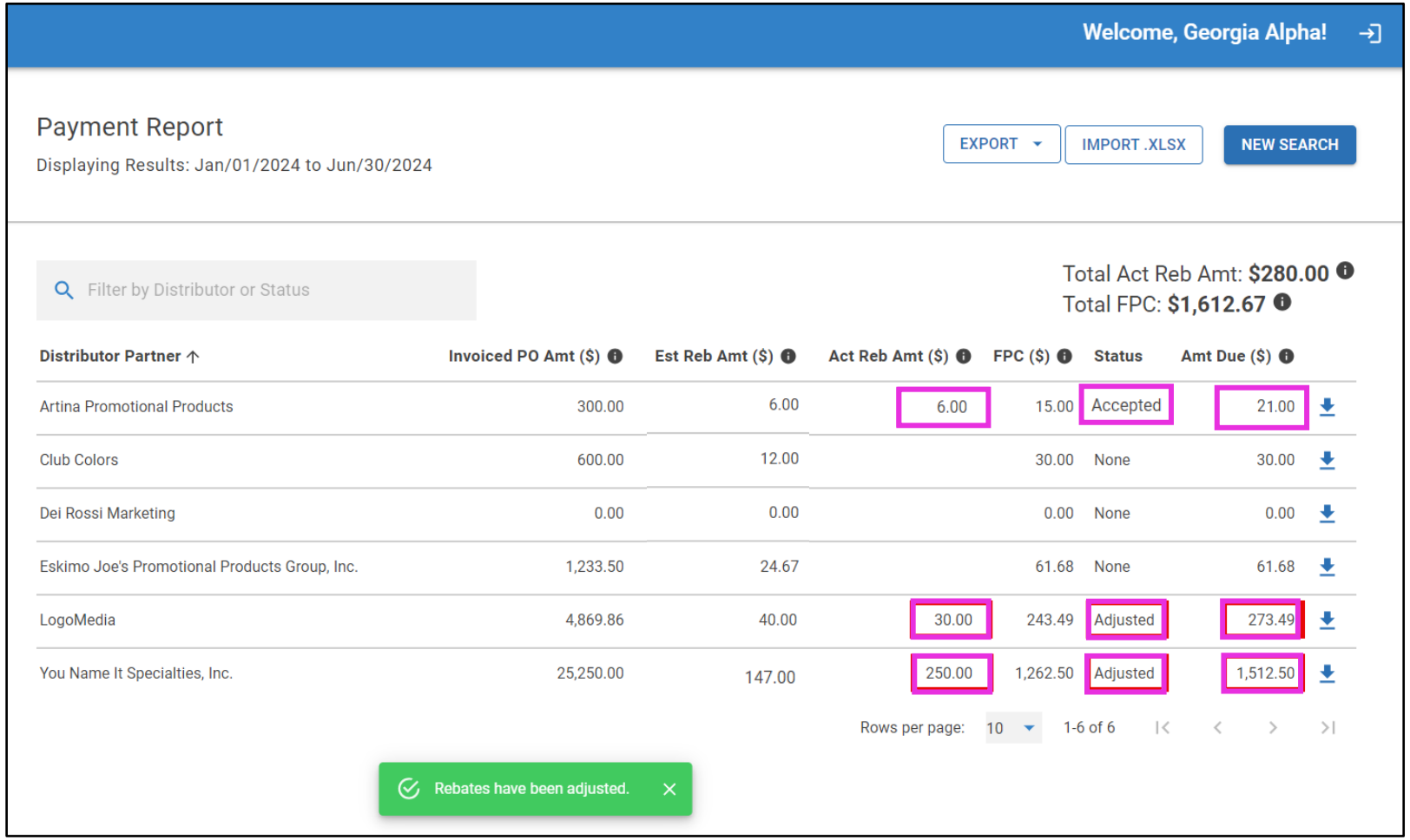
Ready for Import!

- Select the file you just saved on your device.
- Click Submit Adjustment to apply changes



Success!

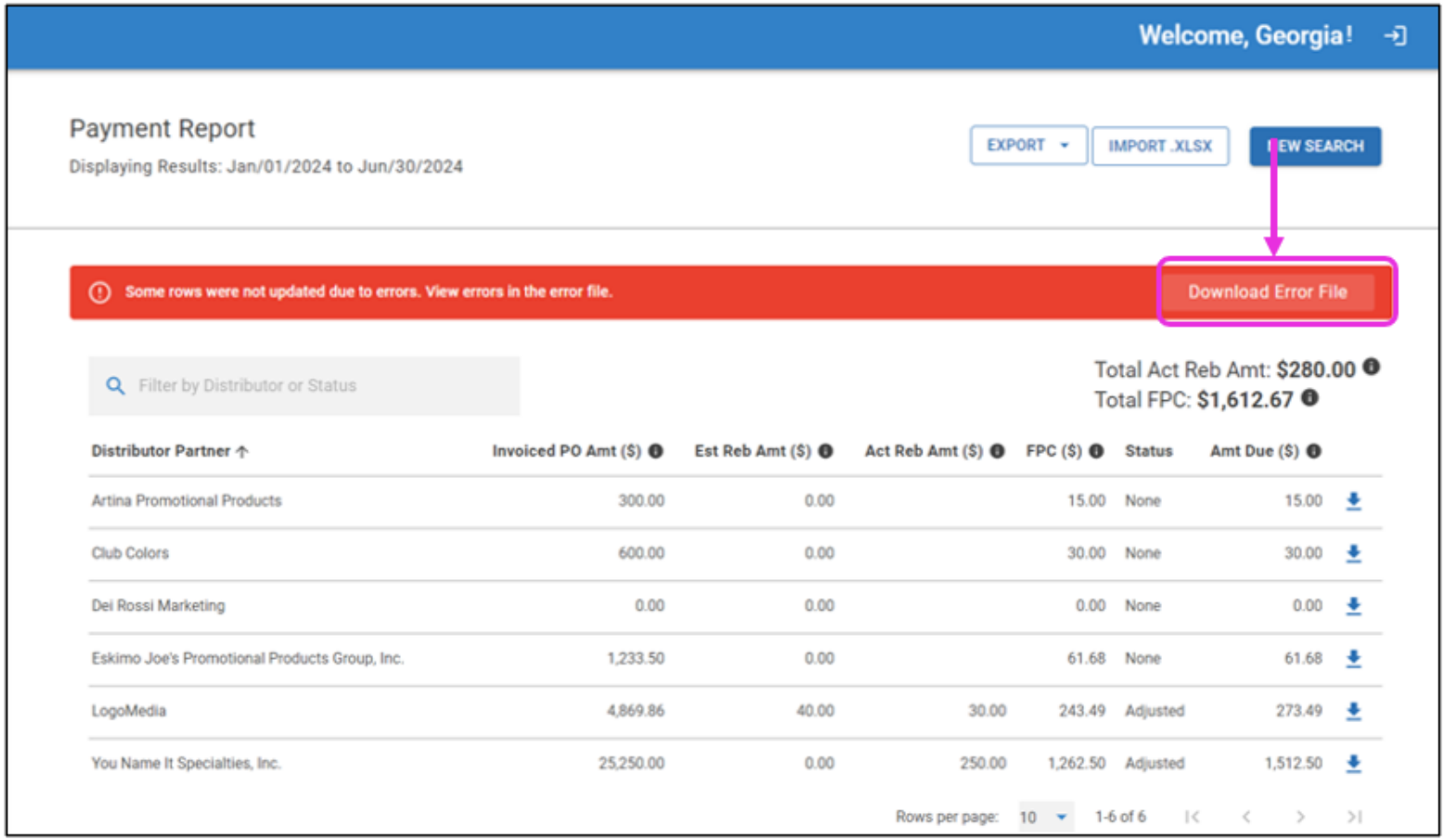
- A green confirmation message at the bottom of the screen indicates a successful import.
- **Act Reb Amt**, **Status** and **Amt Due** columns are updated in the report view.



Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	FPC ($)	Status	Amt Due ($)
Artina Promotional Products	300.00	6.00	6.00	15.00	Accepted	21.00
Club Colors	600.00	12.00		30.00	None	30.00
Dei Rossi Marketing	0.00	0.00		0.00	None	0.00
Eskimo Joe's Promotional Products Group, Inc.	1,233.50	24.67		61.68	None	61.68
LogoMedia	4,869.86	40.00	30.00	243.49	Adjusted	273.49
You Name It Specialties, Inc.	25,250.00	147.00	250.00	1,262.50	Adjusted	1,512.50

Error File

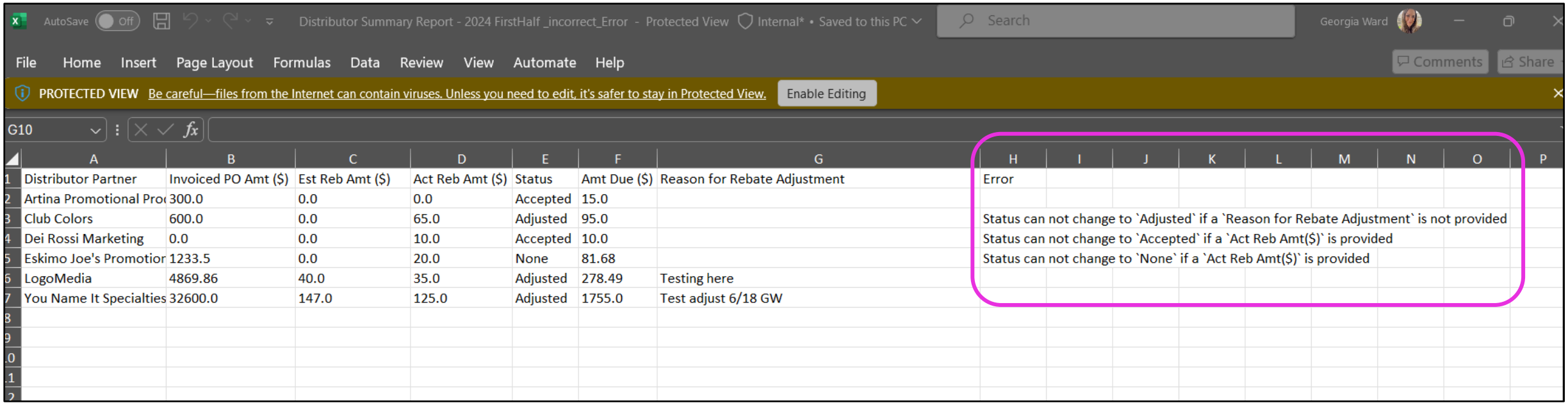
- If there are any issues in the data, the Distributor(s) with errors will not be updated in the portal, and an Error file will be available to view details.
- Click Download Error File to view.



Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	FPC ($)	Status	Amt Due ($)
Artina Promotional Products	300.00	0.00		15.00	None	15.00
Club Colors	600.00	0.00		30.00	None	30.00
Dei Rossi Marketing	0.00	0.00		0.00	None	0.00
Eskimo Joe's Promotional Products Group, Inc.	1,233.50	0.00		61.68	None	61.68
LogoMedia	4,869.86	40.00	30.00	243.49	Adjusted	273.49
You Name It Specialties, Inc.	25,250.00	0.00	250.00	1,262.50	Adjusted	1,512.50

Error File

- Further details are provided in Error column (Column H).
- Fix in the errors in the error file and re-upload it by following the same steps as before.
- Or, you can use the portal to update each Distributor that had errors.

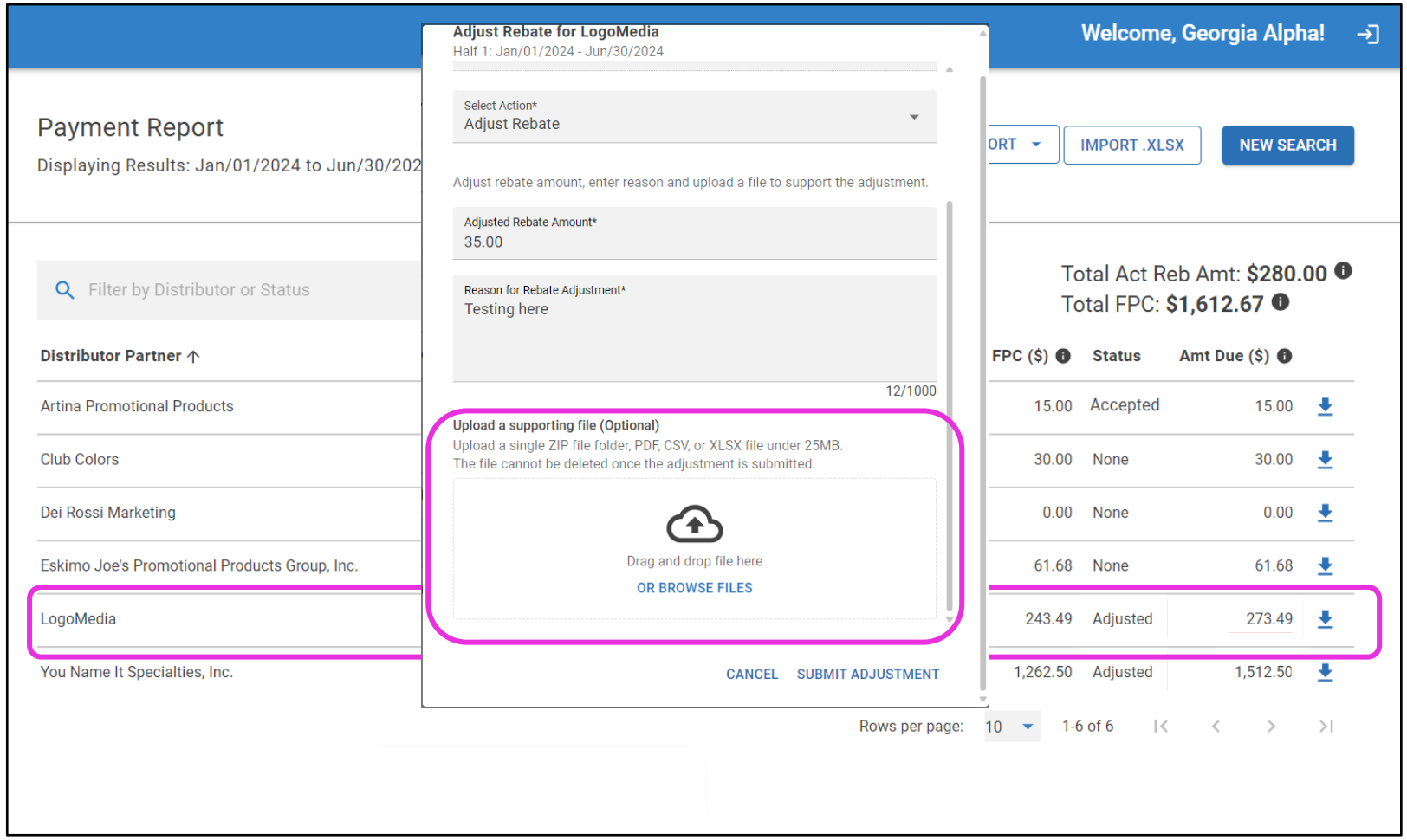


	A	B	C	D	E	F	G	H
1	Distributor Partner	Invoiced PO Amt ($)	Est Reb Amt ($)	Act Reb Amt ($)	Status	Amt Due ($)	Reason for Rebate Adjustment	Error
2	Artina Promotional Pro	300.0	0.0	0.0	Accepted	15.0		
3	Club Colors	600.0	0.0	65.0	Adjusted	95.0		Status can not change to `Adjusted` if a `Reason for Rebate Adjustment` is not provided
4	Dei Rossi Marketing	0.0	0.0	10.0	Accepted	10.0		Status can not change to `Accepted` if a `Act Reb Amt($)` is provided
5	Eskimo Joe's Promotior	1233.5	0.0	20.0	None	81.68		Status can not change to `None` if a `Act Reb Amt($)` is provided
6	LogoMedia	4869.86	40.0	35.0	Adjusted	278.49	Testing here	
7	You Name It Specialties	32600.0	147.0	125.0	Adjusted	1755.0	Test adjust 6/18 GW	

FACILISGROUP

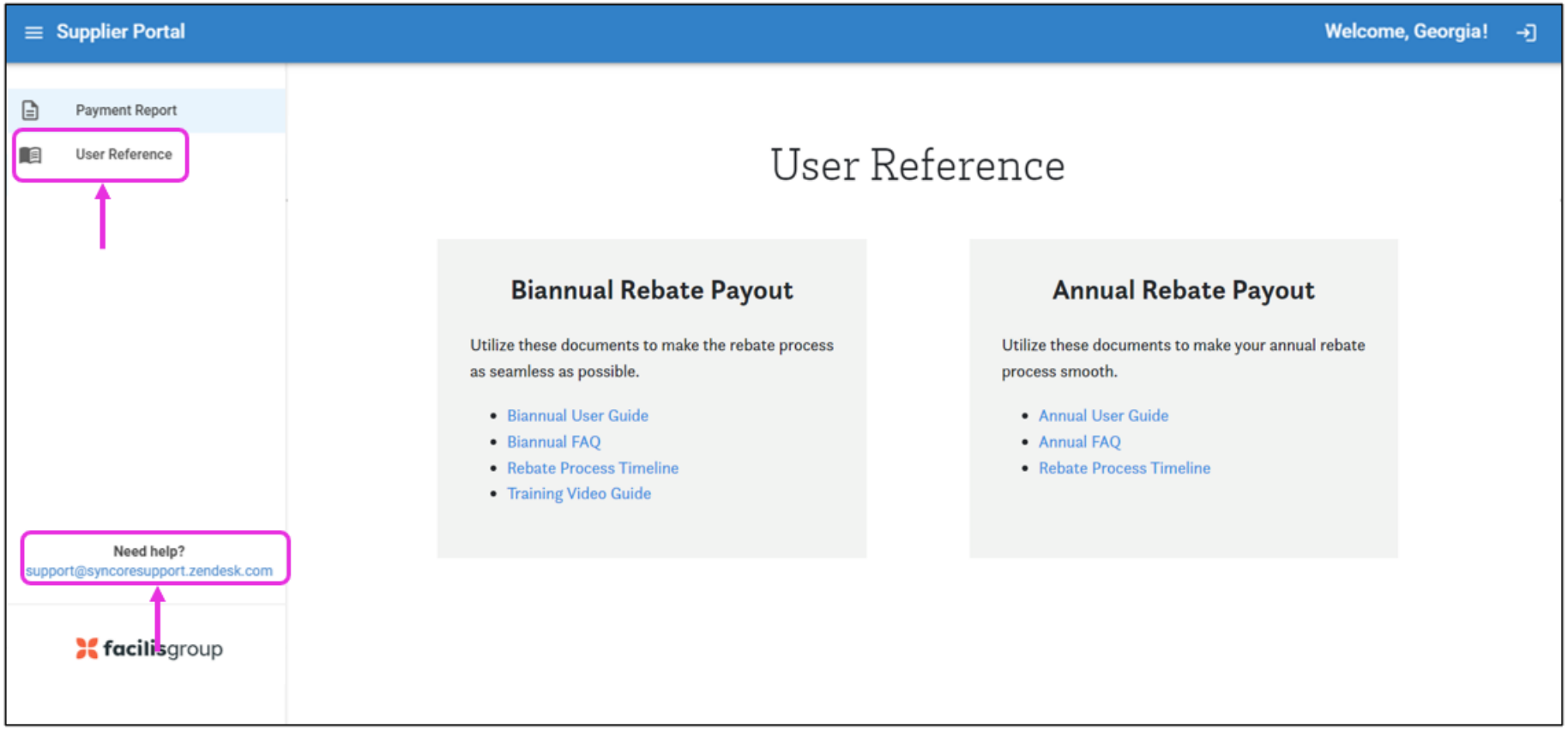
Supporting documents

Upload any supporting documents after Import by clicking the Distributor row



Resources & Help

- User guides, FAQs and training videos can be found in User Reference
- For additional assistance, please reach out to support@syncoresupport.Zendesk.com



Thank you!

facilisgroup