

Yearly Rebate Suppliers: Instructions

The process for Suppliers who provide rebates annually is different in the Supplier Portal than for Suppliers who provide them twice a year.

Yearly Rebates

To process a yearly Rebate:

1. Review the invoiced amounts for each Distributor in Period 1 in the excel file.
2. Go to the Supplier Portal to review the invoiced amounts for each Distributor in Period 2.
3. In Period 2, enter the full Rebate amount for the Distributor for the year as an adjustment and state “full year rebate” as the reason for the adjustment.

See detailed steps on how to [Adjust Rebates by distributor on page 13](#), or [in bulk via file upload \(import\) on page 19](#).

Supplier Portal: Rebates Dashboard for Supplier Partners: Training

OVERVIEW

Facilisgroup has created a new Supplier Portal with its own unique URL: <https://supplier.facilisgroup.com>

In the Supplier Portal, Supplier Partners will be able to:

1. View Rebate information for all Distributor Partners.
2. Audit the estimated Rebate and accept or adjust the amount calculated.
3. Adjust the Rebate amount in case of a dispute with the Distributor Partner.

NOTE: All changes to submitted Rebates are pushed to Syncore for the Distributor Partners to review.

4. Download file(s) of detailed Purchase Order data for added transparency.

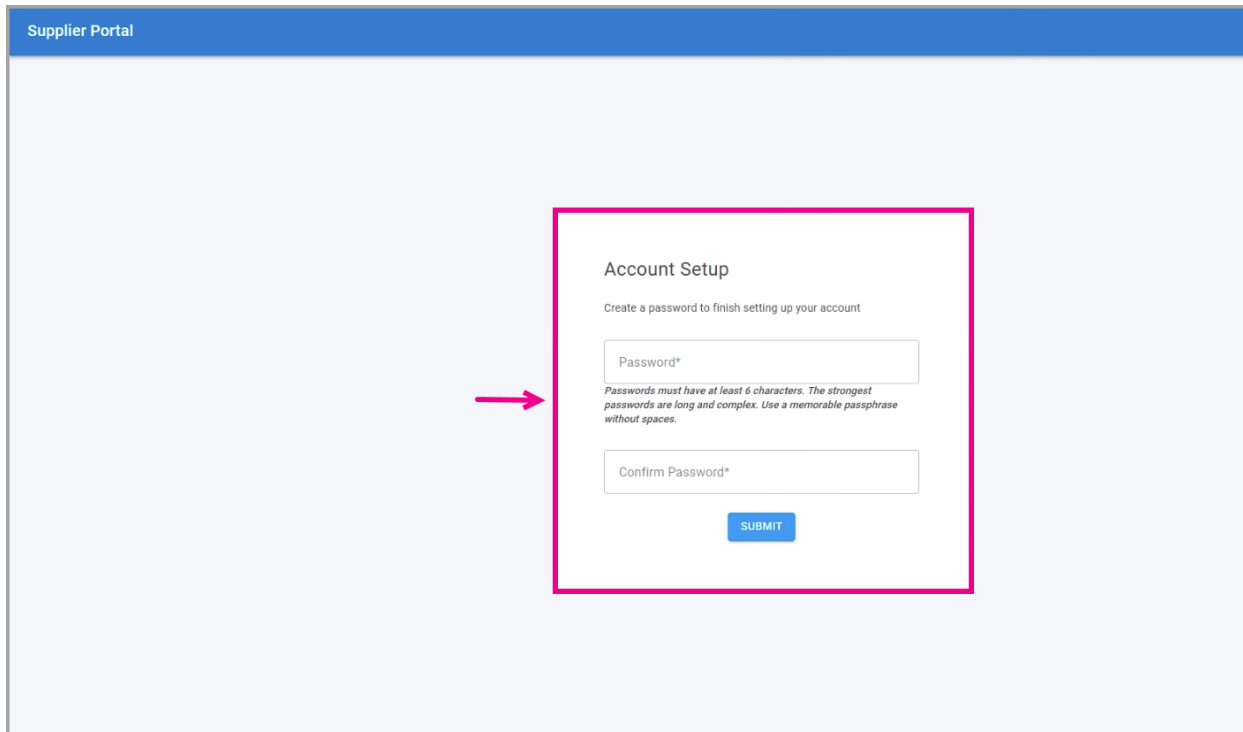
The Supplier Partner contract information will be used to calculate the estimated Rebate and Facilisgroup Partnership Contribution (FPC) amounts for qualifying Purchase Orders (POs) for Distributor Partner purchases. The Rebate calculation includes the penalty for payment by credit card (where credit card payment is to the sole method used).

Users:

For Supplier Partners.

Account Set Up

When selecting the link in your Account Set Up email sent by Facilisgroup Admin, you will be directed to the Supplier Portal. In the Supplier Portal, you are directed to create a password to finish setting up your account.



To Finish Setting up Your Account:

1. Enter your password in the **Password** field under “Account Setup”.
“Passwords must have at least 6 characters. Strongest passwords are long and complex. Use a memorable passphrase without spaces.”
2. Enter your password again in the **Confirm Password** field below.
3. Select **SUBMIT**.
A notification, *“Your account has been successfully set up.”* appears.
The Rebate Search page opens.

Set Up Account Link Expired

If the Set Up Account Link has expired, a message under **Set Up Account Link Expired** will direct the User to contact the Supplier Relations team at supplier@facilisgroup.com to request a new token (link).

NOTE: The set up account email is valid for 48 hours.

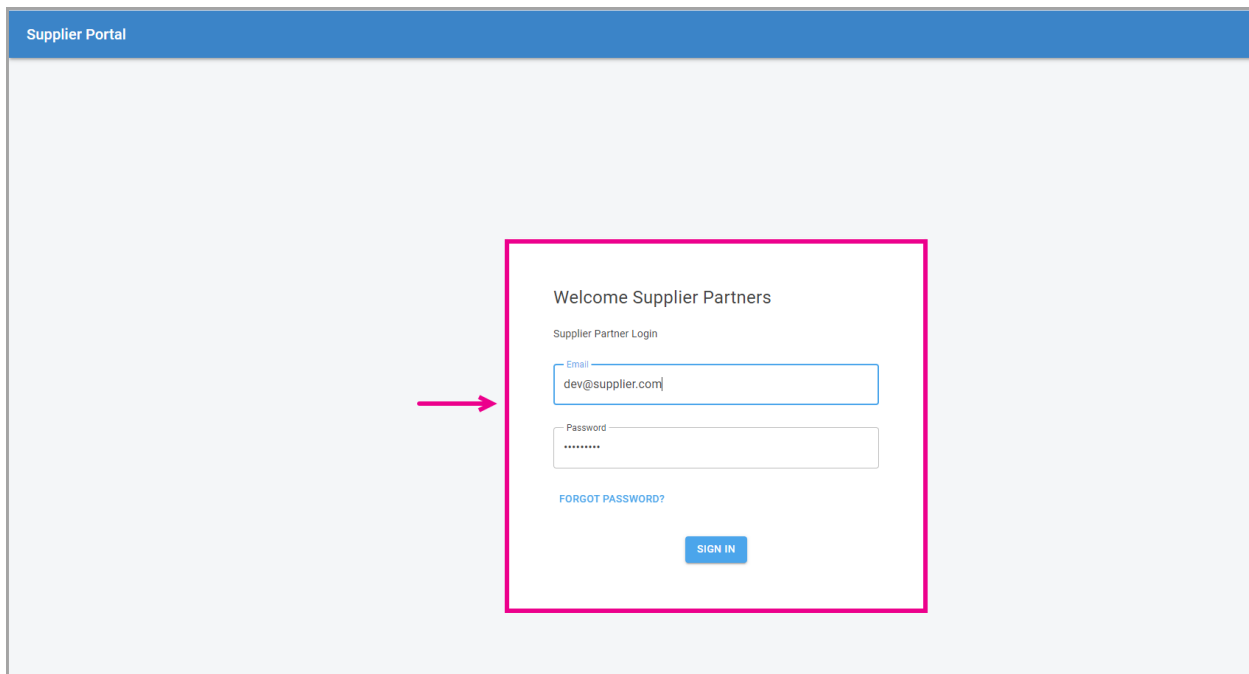
Login: Welcome Supplier Partners

To Log in:

1. Enter your email address in the **Email** field under “Welcome Supplier Partners”.
2. Enter your password in the **Password** field below.

When the fields are complete, the greyed out **SIGN IN** button will turn solid blue to indicate that it has been enabled.

3. Select **SIGN IN**.



4. You are logged in.

Forgot Password

If you forgot your password:

1. Select **FORGOT PASSWORD?** below the Password field.
2. Enter the email address associated with your account to send reset instructions to your email address.

When the field is complete, the greyed out **SUBMIT** button will turn solid blue to indicate that it has been enabled.

3. Select **SUBMIT**.

Message:

*"We've sent a link that will allow you to reset your password.
Please check your email inbox."*

Note: It may take up to 5 minutes for the email to arrive, and may occasionally end up in a junk or spam folder."

4. Select **RETURN TO SIGN IN**.
5. Log in.

Password Reset

1. Enter your password in the **Enter New Password** field.

*"Passwords must have at least 6 characters. Strongest passwords are long and complex.
Use a memorable passphrase without spaces."*

2. Enter your password again in the **Confirm Password** field below.
3. Select **RESET PASSWORD**.

When the fields are complete, the greyed out **RESET PASSWORD** button will turn solid blue to indicate that it has been enabled.

4. The Login page opens.

Forgot Password Link Expired

The Forgot password link valid for 30 minutes.

1. If your Forgot Password Link has expired, you will receive the following notification:

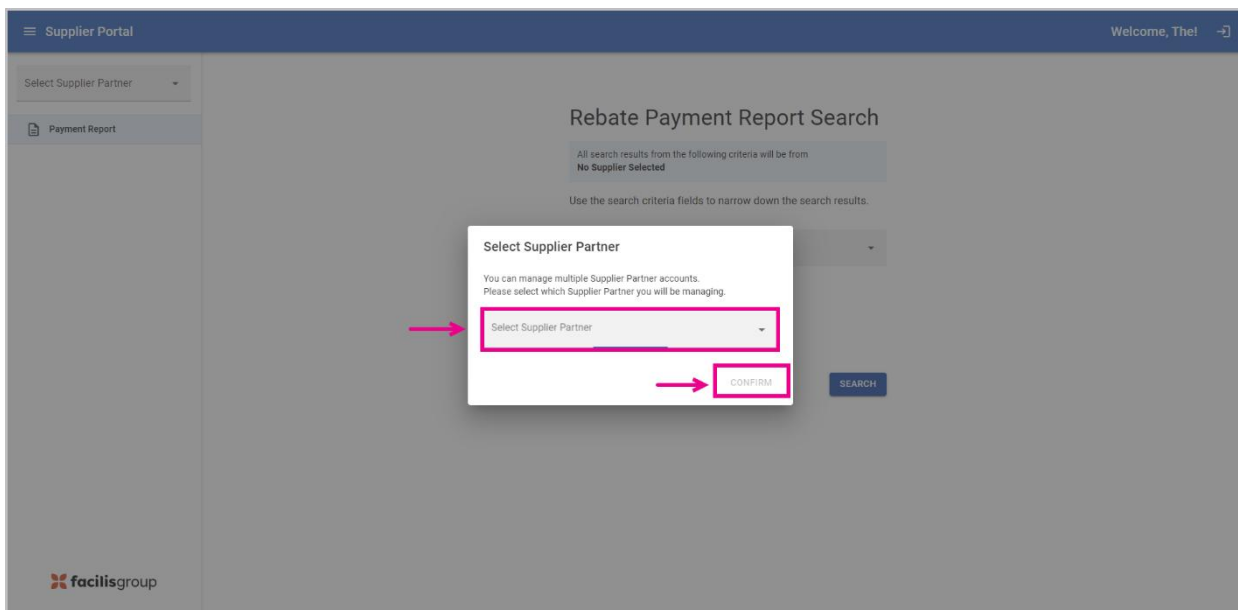
*"Your temporary token link has expired.
Please continue to Forgot Password page to reset password."*

2. Select **CONTINUE**.

Supplier Partner Users Associated with Multiple Suppliers:

If you are associated with multiple Suppliers, you must first select a Supplier Partner account after you are logged in.

1. Select **Select Supplier Partner** from the dropdown menu, then select the Supplier account you would like to manage.
2. Select **CONFIRM** after you have chosen your Supplier.

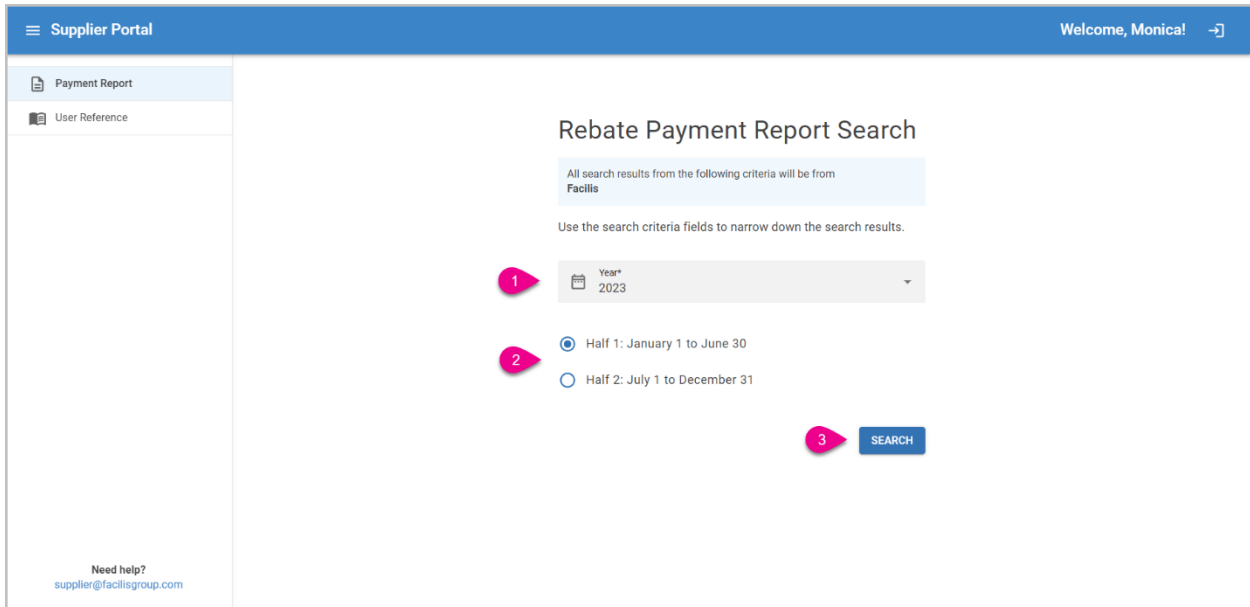


3. The Rebate Payment Report Search page opens.


Rebate Payment Report Search

To search for a Rebates Payment Report:

1. On the Rebates Payment Report Search page, select the year from the **Year*** dropdown list.
2. Select the radio button beside the date range for the report:
 - Half 1: January 1 to June 30
 - Half 2: July 1 to December 31
3. Select **SEARCH**.



NOTE: If you perform a search for a previous Payment Report:

- You cannot make any updates. Message will appear:
"Information displayed is past the lock in period, no updates can be made."
- You can select the distributor row to open the action model, but no action can be performed.
- You can download files by selecting  (download icon) at the end of a Distributor row.

Payment Report

The Payment Report displays the results in a table with the following columns (left to right):

- i. **Distributor Partner**
- ii. **Invoice PO Amt (\$)** [hover: Invoiced Purchase Order amount(s)]
- iii. **Est. Reb (\$)** [hover: Estimated Rebate amount]
- iv. **Act. Reb Amt (\$)** [hover: Actual Rebate amount]
- v. **FPC (\$)** [hover: Facilisgroup Partnership Contribution]
- vi. **Status**
- vii. **Amt Due (\$)** [hover: Total of actual Rebate amount and Facilisgroup Partnership Contribution]

NOTES:

- i. Hover over the column header to display more details.
- ii. Sort columns by selecting ↑ (arrow icon) next to the column header.
 - The ↑ appears when you hover over the column header.

Payment Report

Displaying Results: Jan/01/2021 to Jun/30/2021

Information displayed is past lock-in period; no updates can be made.

EXPORT IMPORT .XLSX NEW SEARCH

Filter by Distributor or Status

Information and sorting icons

Total Act Reb Amt: \$29,647.26
Total FPC: \$7,575.61

Distributor Partner ↑	Invoiced PO Amt (\$) ⓘ	Est Reb Amt (\$) ⓘ	Act Reb Amt (\$) ⓘ ↑	FPC (\$) ⓘ	Status	Amt Due (\$) ⓘ
3Point Brand Management.	500.00	30.00	10.00	7.50	Adjusted	17.50
Adcentives West Inc.	5,000.00	300.00	200.00	75.00	Adjusted	275.00
Advertising Plus Inc.	100.00	6.00	6.00	1.50	Accepted	7.50
Artina Promotional Products	100.00	6.00	6.00	1.50	Accepted	7.50
Ascentives	100,000.00	6,000.00	6,000.00	1,500.00	Accepted	7,500.00
Bergman Incentives	100.00	0.00	30.00	1.50	Adjusted	31.50
Blue Dog Merch	200.00	12.00	0.01	3.00	Adjusted	3.01
Brand Addition	2,000.00	0.00	0.00	30.00	Accepted	30.00
Brand IQ	60,000.00	3,300.00	3,300.00	900.00	Accepted	4,200.00
Color Graphics	10,000.00	600.00	600.00	150.00	Accepted	750.00

Rows per page: 10 1-10 of 15

Filtering the Payment Report

In the **Filter by Distributor or Status** field:

1. Enter the first few letters of a Distributor Partner's name to filter by Distributor Partner.
2. Enter the first few letters of the Status (i.e., Adjusted) to filter by Status.

Table Rows and Navigation

To change the number of rows displayed and navigate:


1. Select the downward arrow beside **Rows per page** to open the dropdown menu and select the number of rows you would like to display.
 - Options available: 10, 25, 50 and 100.

2. Select the arrows to navigate through the pages of results. Select:

- > to go to the next page
- < to go to the previous page
- |< to go to the first page
- |> to go to the last page.

Downloading Files











To download individual files:





1. Select  (download icon) at the end of the Distributor Partner.

Payment Report EXPORT

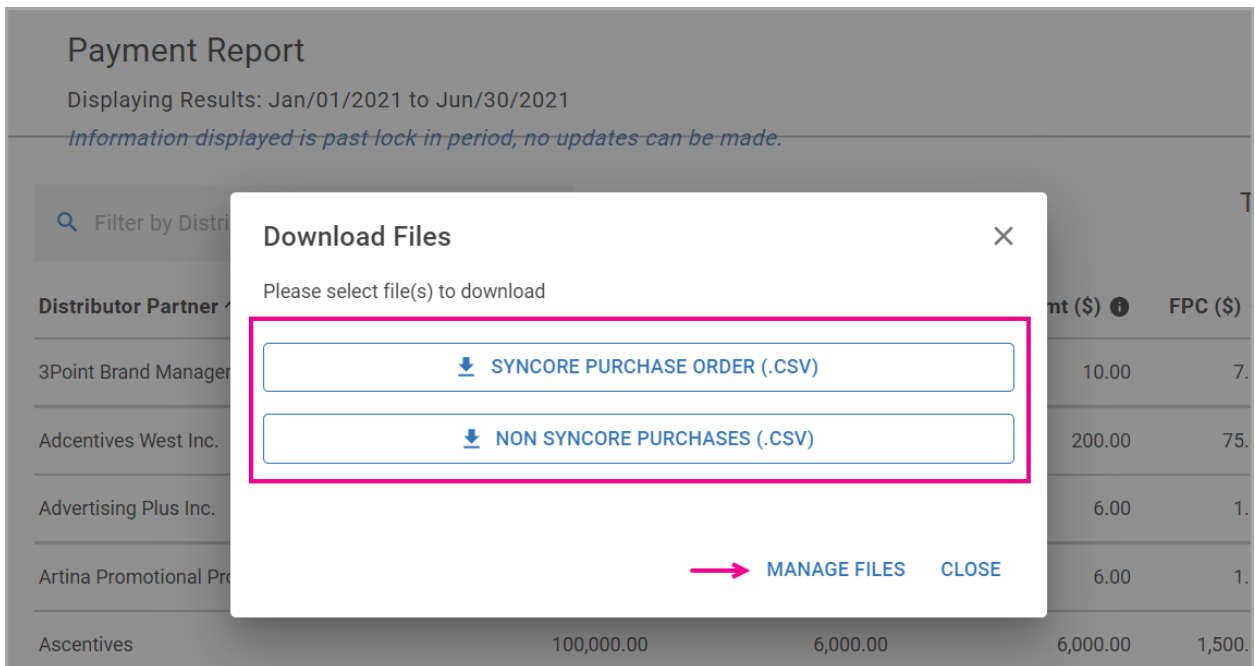
Displaying Results: Jan/01/2021 to Jun/30/2021

Total Amount Due: **\$395,030.48**

Distributor Partner ↑	Invoiced PO Amt (\$) ●	Est Reb Amt (\$) ●	Act Reb Amt (\$) ●	FPC (\$) ●	Status	Amt Due (\$) ●	
3Point Brand Management.	500.00	50.00	50.00	12.50	Accepted	62.50	
Adcentives West Inc.	5,000.00	500.00	700.00	125.00	Disputed	825.00	
Advertising Plus Inc.	200.00	20.00	100.00	5.00	Adjusted	105.00	
Artina Promotional Products	200.00	20.00	20.00	5.00	Disputed	25.00	
Ascentives	100,000.00	10,000.00	10,000.00	2,500.00	Accepted	12,500.00	 
Bergman Incentives	375,600.00	0.00	20.00	9,390.00	Adjusted	9,410.00	<input type="button" value="Download"/>
Blue Dog Merch	400.00	40.00	100.00	10.00	Disputed	110.00	
Brand IQ	120,000.00	10,800.00	10,000.00	3,000.00	Adjusted	13,000.00	
Competitive Edge	200,000.00	20,000.00	20,300.00	5,000.00	Disputed	25,300.00	
Facilis US	7,512,000.00	0.00	0.00	187,800.00	Accepted	187,800.00	



Rows per page: 10    

The “Download Files” window opens.



2. Select **CLOSE** to exit.

3. Select:

-  **SYNCORE PURCHASE ORDER** to download Syncore PO.
-  **NON SYNCORE PURCHASES** to non-Syncore purchases.

The file(s) are downloaded onto your computer as a .CSV.

Exporting

From the Payment Report page, you can export Syncore Purchase Orders for each Distributor Partner.

To Export the Payment Reports:

1. Select **EXPORT** to open the dropdown menu.

Payment Report

Displaying Results: Jul/01/2021 to Dec/31/2021

Select to open dropdown menu → EXPORT IMPORT .XLSX NEW SEARCH

Filter by Distributor or Status

Total Act Reb Amt: \$0.00
Total FPC: \$65,817.32

Distributor Partner ↑	Invoiced PO Amt (\$) ⓘ	Est Reb Amt (\$) ⓘ	Act Reb Amt (\$) ⓘ	FPC (\$) ⓘ	Status	Amt Due (\$) ⓘ
3Point Brand Management.	100,000.00	6,000.00		1,500.00	None	1,500.00
Artina Promotional Products	10,000.00	0.00		150.00	None	150.00
Ascentives	5,000.00	300.00		75.00	None	75.00
Brand Addition	300.00	0.00		4.50	None	4.50
Custom Logos	5,000.00	300.00		75.00	None	75.00
Gorilla Marketing	5,201.00	312.06		78.02	None	78.02
LogoMedia	4,262,319.70	253,236.74		63,934.80	None	63,934.80

Rows per page: 10 1-7 of 7

2. Select from the following reports to download:

- **Distributor Summary:** the complete Payment Report (currently available)
- **Syncore Purchase Orders:** All Purchase Order details listed by Distributor Partner
- **Non-Syncore Purchases:** All submitted purchases from outside of Syncore by the Distributor Partner.

The report is downloaded onto your computer.

The Distributor Summary Report is the complete Payment Report and shows the following information:

- Distributor Partner name
- Invoiced PO Amount (\$)
- Estimated Rebate Amount (\$)
- Actual Rebate Amount (\$)
- Status
- Amount Due (\$)
- Reason for Rebate Adjustment.

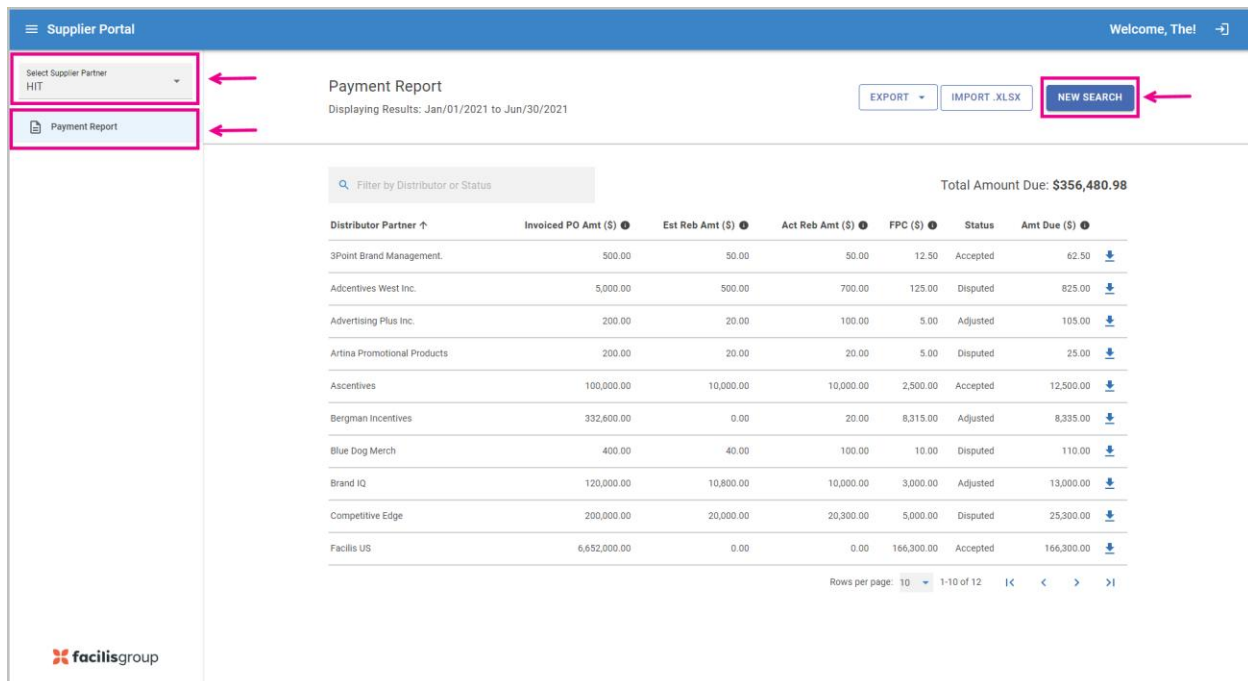
The Syncore Purchase Orders Report show the following details:

- i. Distributor Partner name
- ii. PO #
- iii. Status
- iv. Invoice #
- v. Invoiced Amount
- vi. Invoiced Date
- vii. Paid Date
- viii. Payment Cycle Time
- ix. Payment Type
- x. Credit Card Penalty Percentage (%)
- xi. Credit Card Penalty (\$)
- xii. Rebate Percentage (%)
- xiii. Estimated Rebate Amount (\$)

New Search and Changing Supplier

There are two ways to start another Rebates Payment Report search:

1. Select **NEW SEARCH** in the top right-hand corner of the Payment Report page.
2. Select **Payment Report** from the left sidebar.



Supplier Portal

Welcome, The! -]

Select Supplier Partner
HIT

Payment Report

Payment Report

Payment Report

EXPORT IMPORT_XLSX NEW SEARCH

Displaying Results: Jan/01/2021 to Jun/30/2021

Filter by Distributor or Status

Total Amount Due: \$356,480.98

Distributor Partner ↑	Invoiced PO Amt (\$) ●	Est Reb Amt (\$) ●	Act Reb Amt (\$) ●	FPC (\$) ●	Status	Amt Due (\$) ●
3Point Brand Management.	500.00	50.00	50.00	12.50	Accepted	62.50
Adcentives West Inc.	5,000.00	500.00	700.00	125.00	Disputed	825.00
Advertising Plus Inc.	200.00	20.00	100.00	5.00	Adjusted	105.00
Artina Promotional Products	200.00	20.00	20.00	5.00	Disputed	25.00
Ascentives	100,000.00	10,000.00	10,000.00	2,500.00	Accepted	12,500.00
Bergman Incentives	332,600.00	0.00	20.00	8,315.00	Adjusted	8,335.00
Blue Dog Merch	400.00	40.00	100.00	10.00	Disputed	110.00
Brand IQ	120,000.00	10,800.00	10,000.00	3,000.00	Adjusted	13,000.00
Competitive Edge	200,000.00	20,000.00	20,300.00	5,000.00	Disputed	25,300.00
Facilis US	6,652,000.00	0.00	0.00	166,300.00	Accepted	166,300.00

Rows per page: 10 1-10 of 12

facilisgroup

To change to different Supplier:

You can manage multiple Suppliers in the Supplier portal.

1. Select **Supplier Partner** to open the dropdown menu in the left sidebar.
2. Select the Supplier account you would like to manage.

Change the Status of a Rebate: **Accept and Adjust**

On the Payment Report page, a Supplier Partner can select any of the Rebate submission rows in the table to perform the following actions:

- Accept Rebate
- Adjust Rebate
- Adjust Disputed Rebate.

Adjust Rebate*

* To perform the adjustments in bulk via file import, skip to the section [Bulk Rebate Updates](#).

To process a yearly Rebate, you need to adjust all Rebates:

1. Select the Distributor Partner row that you want to adjust.

The “Details for [Distributor Partner]” window opens displaying the following information:

- 6 month period
- the last action, if applicable.

2. Select **CLOSE** to exit.
3. Select **Select Action** to open the dropdown menu and select **Adjust Rebate**.

Payment Report
Displaying Results: Ja

Filter by Distributor

Distributor Partner ↑

3Point Brand Management

Ascentives West Inc.

Advertising Plus Inc.

Artina Promotional Products

Ascentives

Bergman Incentives

Blue Dog Merch

Brand IQ

Competitive Edge

Facilis US

Adjust Rebate for Ascentives ✕

Period 1: Jan/01/2021 - Jun/30/2021

Current Rebate Amount
10000.00

Select Action*
Adjust Rebate


Adjust rebate amount, enter reason and upload a file to support the adjustment.

Adjusted Rebate Amount*
10200

Reason for Rebate Adjustment*
Adjusted to rebate amounts in our system.

Upload a supporting file
Upload a single ZIP file folder, PDF, CSV, or XLSX file under 25MB.

Supporting file_test.xlsx ✕ ←



CANCEL
SUBMIT ADJUSTMENT

	amt (\$)	FPC (\$)
	50.00	12.00
	700.00	125.00
	100.00	5.00
	20.00	5.00
	10,000.00	2,500.00
	20.00	9,405.00
	100.00	10.00
	10,800.00	3,000.00
	20,300.00	5,000.00
	0.00	188,100.00

Rows per page: 10

4. Select **CANCEL** to exit.

A dialog window will open with the following message:

"You will lose all changes if you exit."

5. Select **EXIT** or select **KEEP EDITING** if you want to return to the Details window.
6. Enter numerical amount (to 2 decimal places) into the **Adjusted Rebate Amount*** field.
7. Enter the reason for the adjustment into the **Reason for Rebate Adjustment*** field.
 - State "full year rebate" as the reason for the adjustment.

- Optional: Drag and drop a supporting file(s) (or browse and choose the file(s)) into the **Upload a supporting file** field.

NOTES:

- Some of the above fields are mandatory (indicated by the *):
 - Adjusted Rebate Amount*
 - Reason for Rebate Adjustment*
 - You can select the **x** beside the uploaded file to delete it.
- Select **SUBMIT ADJUSTMENT** to adjust the current Rebate amount.

The status updates to “Adjusted”, Actual Rebate amount and Amount Due are updated, and any files are uploaded.

Updates to Rebate requests are pushed back to Syncore to flow into Distributor Partner and Facilis reporting.

The Distributor in Syncore will see the amount for both periods and will be able to review appropriately.

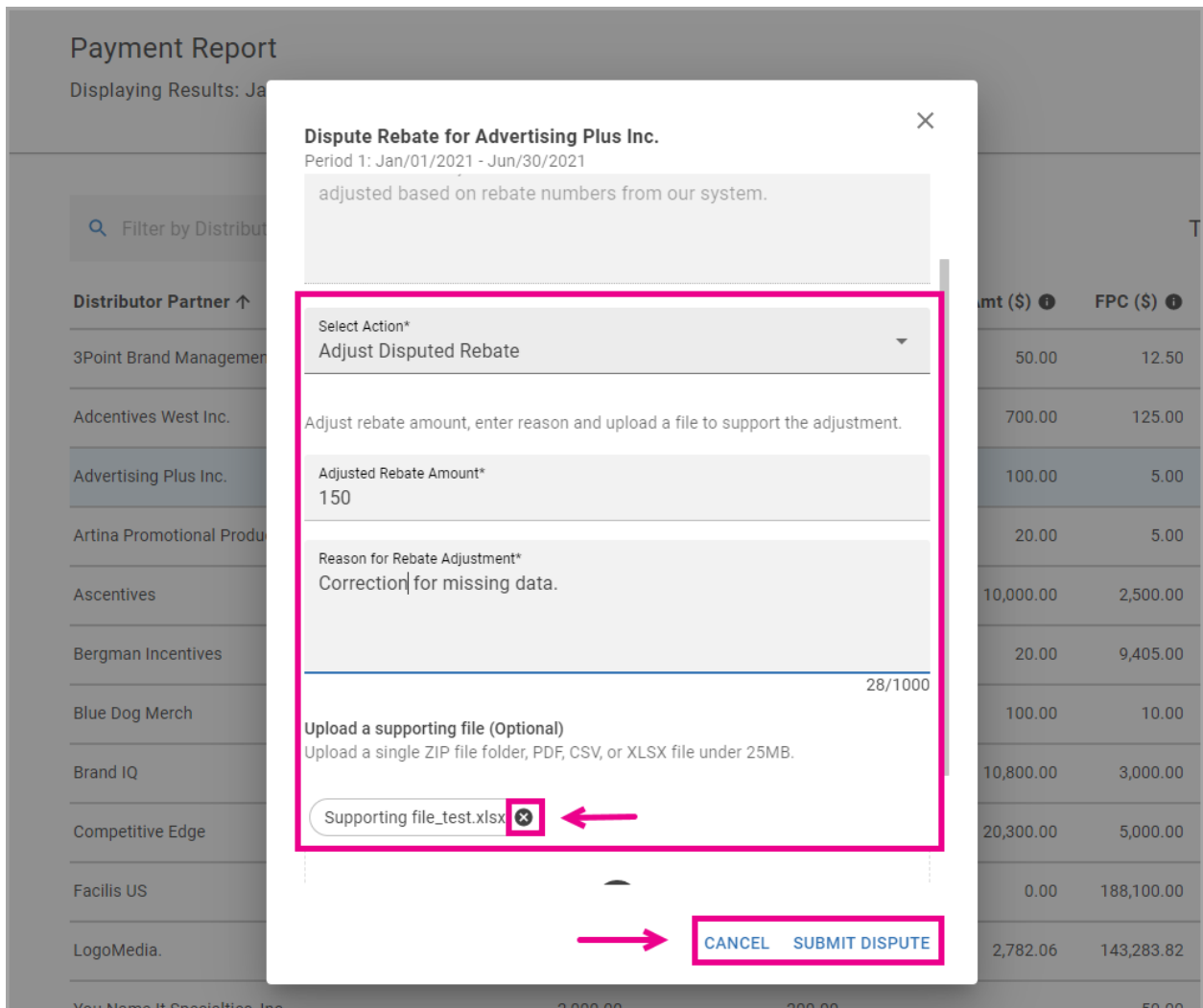
Adjust Disputed Rebate

To Adjust a Disputed Rebate:

- Select the Distributor Partner row that you want to adjust.

The “Details for [Distributor Partner]” window opens displaying the following information:

 - 6 month period
 - the last action, if applicable.
- Select **CLOSE** to exit.
- Select **Select Action** to open the dropdown menu and select **Adjust Disputed Rebate**.



4. Select **CANCEL** to exit.

A dialog window will open with the following message:

"You will lose all changes if you exit."

Select **EXIT** or select **KEEP EDITING** if you want to return to the Details window.

5. Enter numerical amount (to 2 decimal places) into the **Adjusted Rebate Amount*** field.
6. Enter the reason for the adjustment into the **Reason for Rebate Adjustment*** field.
7. Optional: Drag and drop a supporting file(s) (or browse and choose the file(s)) into the **Upload a supporting file** field.

NOTES:

- i. The above fields are mandatory (indicated by the *):
 - Adjusted Rebate Amount*
 - Reason for Rebate Adjustment*
 - ii. For Adjust Disputed Rebate, uploading a supporting file is *optional*.
 - iii. Select the **x** beside the uploaded file to delete it.
8. Select **SUBMIT DISPUTE** to adjust the current Rebate amount.
- The status updates to “Disputed”, the Actual Rebate amount is updated, and the files are uploaded.
- Updates to Rebate requests are pushed back to Syncore to flow into Distributor Partner and Facilis reporting.

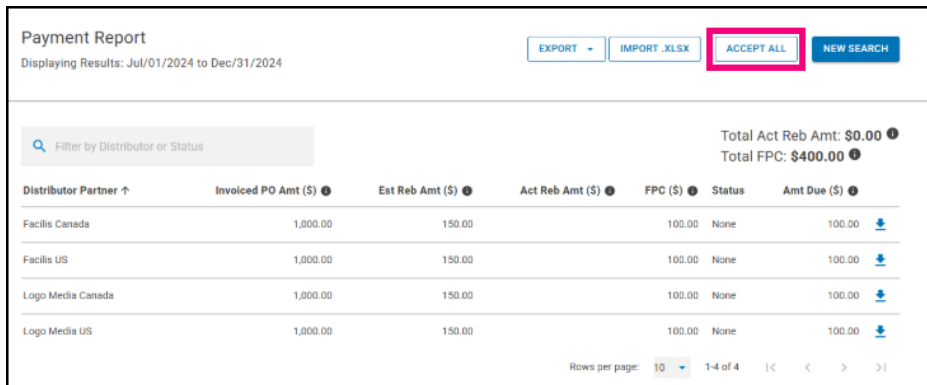
Auto Approve

All Rebate amounts in the status of "None" the day after the Supplier Audit period ends (71st day), will be automatically set to Approved status and available to all Distributors in Syncore for the Distributor review and audit period.

Accept All Rebates in the Supplier Portal

Overview

The Accept All feature allows Supplier Portal users to quickly accept all rebates in a Payment Report with a single action.



Payment Report
Displaying Results: Jul/01/2024 to Dec/31/2024

EXPORT | IMPORT .XLSX | **ACCEPT ALL** | NEW SEARCH

Filter by Distributor or Status

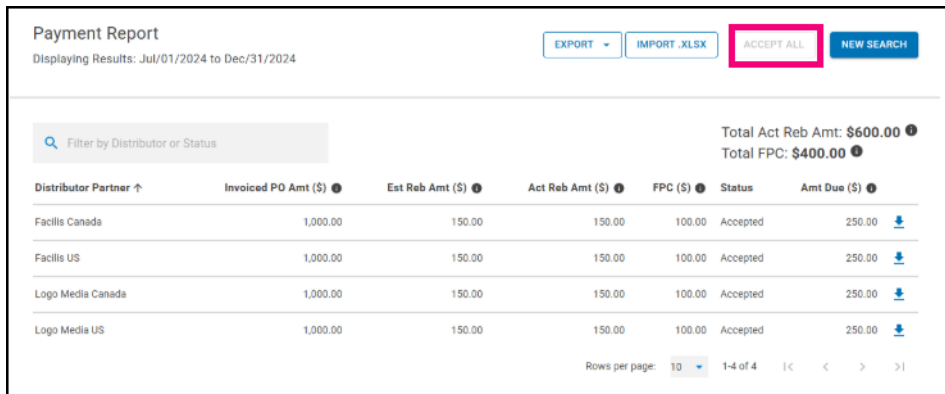
Total Act Reb Amt: \$0.00
Total FPC: \$400.00

Distributor Partner ↑	Invoiced PO Amt (\$) ●	Est Reb Amt (\$) ●	Act Reb Amt (\$) ●	FPC (\$) ●	Status	Amt Due (\$) ●
Facilis Canada	1,000.00	150.00	100.00	100.00	None	100.00
Facilis US	1,000.00	150.00	100.00	100.00	None	100.00
Logo Media Canada	1,000.00	150.00	100.00	100.00	None	100.00
Logo Media US	1,000.00	150.00	100.00	100.00	None	100.00

Rows per page: 10 | 1-4 of 4 | < >

When the Accept All Button Is Available

On the **Payment Report** page, the **Accept All** button appears at the top of the report.



The screenshot shows the 'Payment Report' interface. At the top right, there are four buttons: 'EXPORT', 'IMPORT .XLSX', 'ACCEPT ALL' (highlighted with a pink box), and 'NEW SEARCH'. Below the buttons, there is a search filter 'Filter by Distributor or Status' and summary statistics: 'Total Act Reb Amt: \$600.00' and 'Total FPC: \$400.00'. The main table lists four distributor partners with their respective financial data.

Distributor Partner ↑	Invoiced PO Amt (\$) ●	Est Reb Amt (\$) ●	Act Reb Amt (\$) ●	FPC (\$) ●	Status	Amt Due (\$) ●
Facilis Canada	1,000.00	150.00	150.00	100.00	Accepted	250.00 ↓
Facilis US	1,000.00	150.00	150.00	100.00	Accepted	250.00 ↓
Logo Media Canada	1,000.00	150.00	150.00	100.00	Accepted	250.00 ↓
Logo Media US	1,000.00	150.00	150.00	100.00	Accepted	250.00 ↓

Rows per page: 10 | 1-4 of 4 | < > >|

The button is disabled in the following situations:

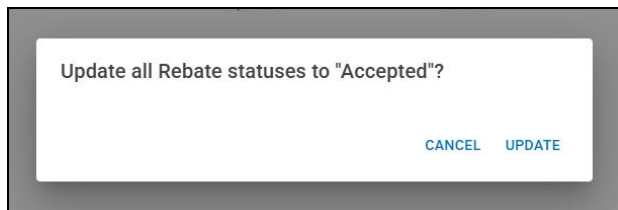
- One or more rebate statuses have already been updated**
 Tooltip message:
“The Accept All feature is unavailable since one or more rebate statuses have already been updated.”
- The current date is outside the Supplier Audit Period**
 Tooltip message:
“The Accept All feature is unavailable outside of the audit period.”

Supplier Audit Periods

- H1:** August 15 – September 8
 - H2:** February 15 – March 11
- Note:** Dates will vary in leap years.

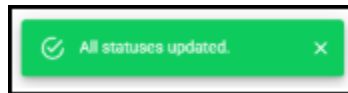
Using Accept All

- Click **Accept All** on the Payment Report page.
- A confirmation message appears:
“Update all Rebate statuses to ‘Accepted’?”



Options: **Cancel** or **Update**

- **Cancel:** Closes the confirmation without making changes.
- **Update:** Applies the following updates
 - All rebate statuses are set to **Accepted**.
 - **Act Reb Amt (\$)** is updated to match **Est Reb Amt (\$)**.
 - **Amt Due (\$)** is recalculated using the existing formula.
 - **Total Amount Due** at the top of the page is updated accordingly.
 - A toast message confirms the action: *"All statuses updated."*



Downstream Visibility

After using **Accept All**, the supplier's rebate status displays as **Accepted** in **Syncore** for the relevant distributor, consistent with existing behavior.

Bulk Rebate Updates

Bulk Rebate updates is a more efficient way to input multiple Rebate adjustments in the portal instead of going line by line to add them manually.

Suppliers can export the Distributor Payment Report to enter adjustments for Distributor Partners and then import (upload) the adjusted file back into the system as a bulk update.

Export File Updates

To export the Distributor Summary:

1. Select **Export** to open the dropdown menu.
2. Select **Distributor Summary .XLSX**.

Payment Report

Displaying Results: Jan/01/2024 to Jun/30/2024

Filter by Distributor or Status

EXPORT | IMPORT .XLSX | NEW SEARCH

1 2

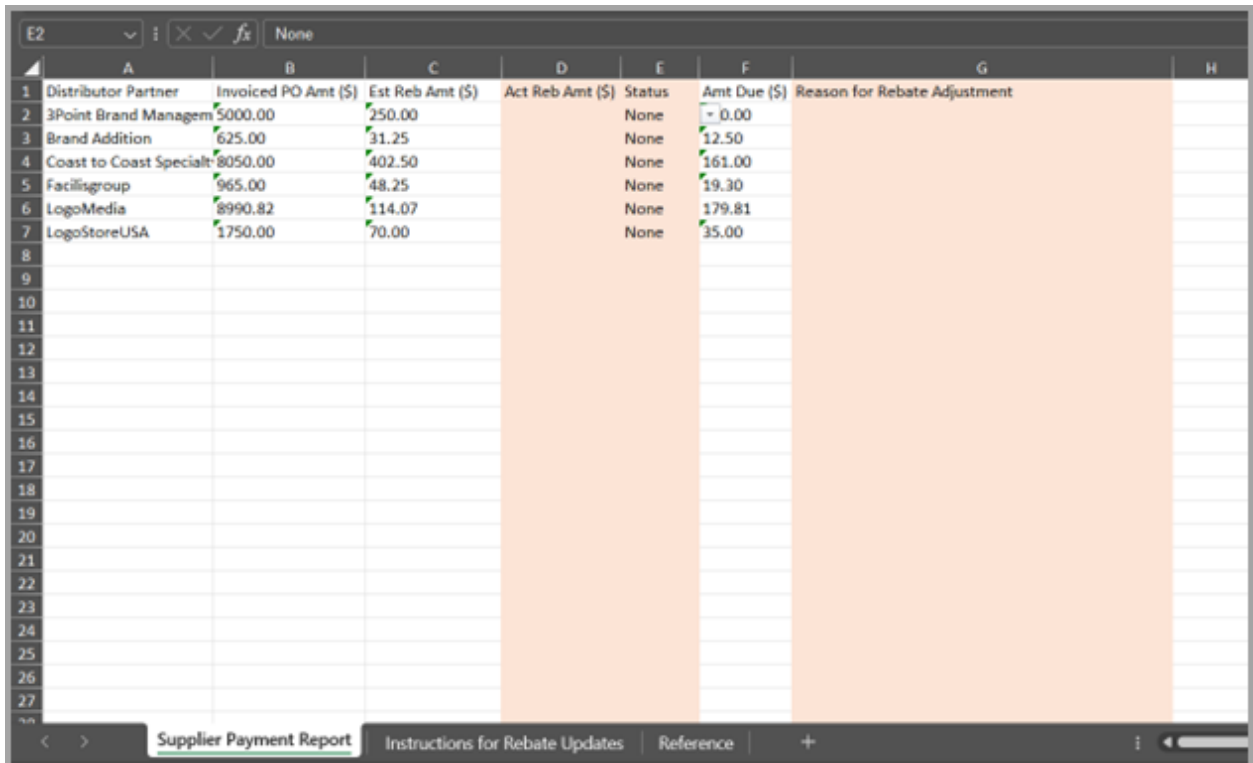
- Distributor Summary .XLSX
- Syncore Purchase Orders .CSV
- Non-Syncore Purchases .CSV

Amt: \$0.00
17.61

Distributor Partner ↑	Invoiced PO Amt (\$) ⓘ	Est Reb Amt (\$) ⓘ	Act Reb Amt (\$) ⓘ	FPC (\$) ⓘ	Status	Amt Due (\$) ⓘ
3Point Brand Management.	5,000.00	250.00		100.00	None	100.00 ↓
Brand Addition	625.00	31.25		12.50	None	12.50 ↓
Coast to Coast Specialty Advertising	8,050.00	402.50		161.00	None	161.00 ↓
Facilisgroup	965.00	48.25		19.30	None	19.30 ↓
LogoMedia	8,990.82	114.07		179.81	None	179.81 ↓
LogoStoreUSA	1,750.00	70.00		35.00	None	35.00 ↓

Rows per page: 10 | 1-6 of 6 | < >

The Distributor Summary Report is downloaded onto your device.



Distributor Partner	Invoiced PO Amt (\$)	Est Reb Amt (\$)	Act Reb Amt (\$)	Status	Amt Due (\$)	Reason for Rebate Adjustment
3Point Brand Management	5000.00	250.00		None	- 0.00	
Brand Addition	625.00	31.25		None	12.50	
Coast to Coast Specialty Advertising	8050.00	402.50		None	161.00	
Facilisgroup	965.00	48.25		None	19.30	
LogoMedia	8990.82	114.07		None	179.81	
LogoStoreUSA	1750.00	70.00		None	35.00	

Supplier Payment Report | Instructions for Rebate Updates | Reference

The Report displays the following columns from left to right:

- Distributor Partner
- Invoiced PO Amt (\$)
- Est Reb Amt (\$)
- Act Reb Amt (\$)
- Status: dropdown menu with the following options:
 - Adjusted, Accepted, Disputed, None.
- Amt Due (\$)
- Reason for Rebate Adjustment.

The next tab (worksheet) labeled “Instructions for Rebate Updates” provides instructions/rules that must be followed for a successful upload, as well as a section for Version history (internal use).

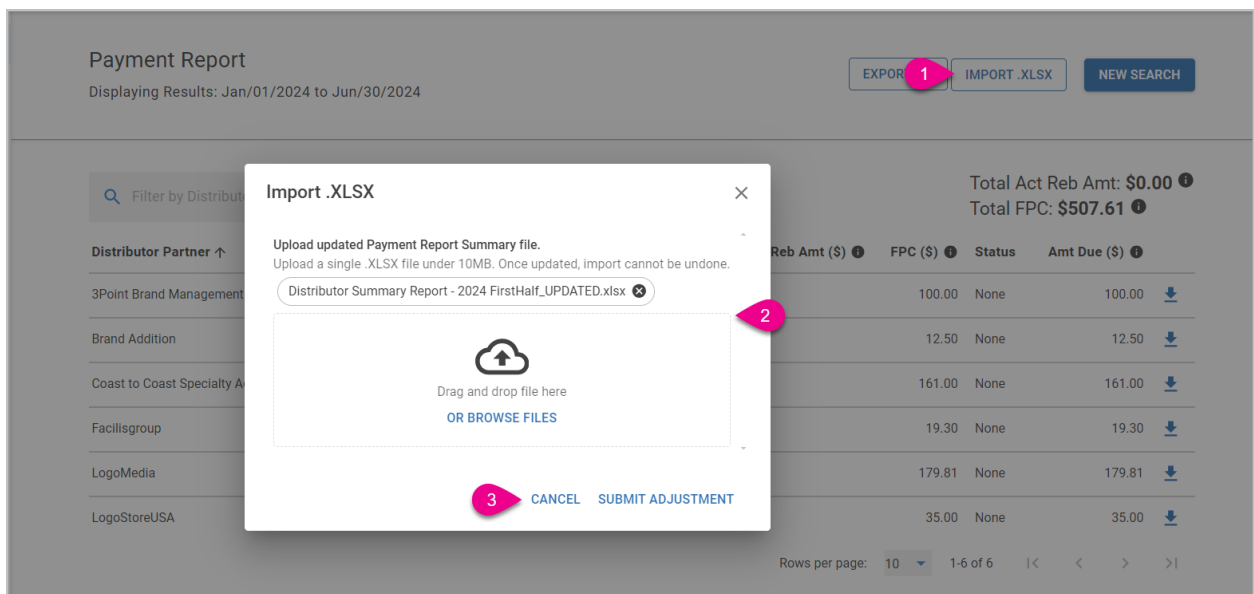
3. Enter adjustments for Distributor Partners on the Distributor Summary Report and save the updated file.
 - State “full year rebate” as the reason for all adjusted amounts.

File Upload

To upload (import) the updated file:

1. Select **IMPORT.XLSX**.

The Import.XLSX window opens.



The screenshot displays the 'Payment Report' interface. At the top right, there are buttons for 'EXPORT', 'IMPORT .XLSX', and 'NEW SEARCH'. The 'IMPORT .XLSX' button is highlighted with a red circle '1'. A modal dialog titled 'Import .XLSX' is open in the center. It contains the text: 'Upload updated Payment Report Summary file. Upload a single .XLSX file under 10MB. Once updated, import cannot be undone.' Below this, a file name 'Distributor Summary Report - 2024 FirstHalf_UPDATED.xlsx' is listed with a close icon. A red circle '2' points to the file name. The dialog has a dashed box for file upload with a cloud icon and the text 'Drag and drop file here' and 'OR BROWSE FILES'. At the bottom of the dialog, there are 'CANCEL' and 'SUBMIT ADJUSTMENT' buttons, with a red circle '3' pointing to the 'SUBMIT ADJUSTMENT' button. The background shows a table with columns: 'Reb Amt (\$)', 'FPC (\$)', 'Status', and 'Amt Due (\$)'. The table has 6 rows of data. Summary statistics at the top right show 'Total Act Reb Amt: \$0.00' and 'Total FPC: \$507.61'. At the bottom right, there is a 'Rows per page' dropdown set to 10 and a pagination indicator '1-6 of 6'.

2. Upload the updated file.

NOTES:

- i. Only one file can be selected at a time.
- ii. File must be in .xlsx format.
- iii. Max file size 10 MB.

3. Select:

- **CANCEL** to exit.
- **SUBMIT ADJUSTMENT** to upload file.

If successful:

- Message appears: "Rebates have been adjusted."
- The applicable changes will be applied to the following fields in the portal and in Syncore reporting. The Distributor in Syncore will see the amount for both periods and will be able to review appropriately:
 - Act Reb Amt (\$)
 - Status
 - Reason for Rebate Adjustment
 - Amt Due (\$).

Payment Report

Displaying Results: Jan/01/2024 to Jun/30/2024

EXPORT ▾

IMPORT .XLSX

NEW SEARCH

Total Act Reb Amt: **\$400.75** ⓘ

Total FPC: **\$507.61** ⓘ

Distributor Partner ↑	Invoiced PO Amt (\$) ⓘ	Est Reb Amt (\$) ⓘ	Act Reb Amt (\$) ⓘ	FPC (\$) ⓘ	Status	Amt Due (\$) ⓘ
3Point Brand Management.	5,000.00	250.00	275.25	100.00	Adjusted	375.25 ↓
Brand Addition	625.00	31.25		12.50	None	12.50 ↓
Coast to Coast Specialty Advertising	8,050.00	402.50		161.00	None	161.00 ↓
Facilisgroup	965.00	48.25		19.30	None	19.30 ↓
LogoMedia	8,990.82	114.07	125.50	179.81	Adjusted	305.31 ↓
LogoStoreUSA	1,750.00	70.00		35.00	None	35.00 ↓

Rows per page: 10 ▾ 1-6 of 6 |< < > >|

→
↻ Rebates have been adjusted. ×

If unsuccessful for any rows:

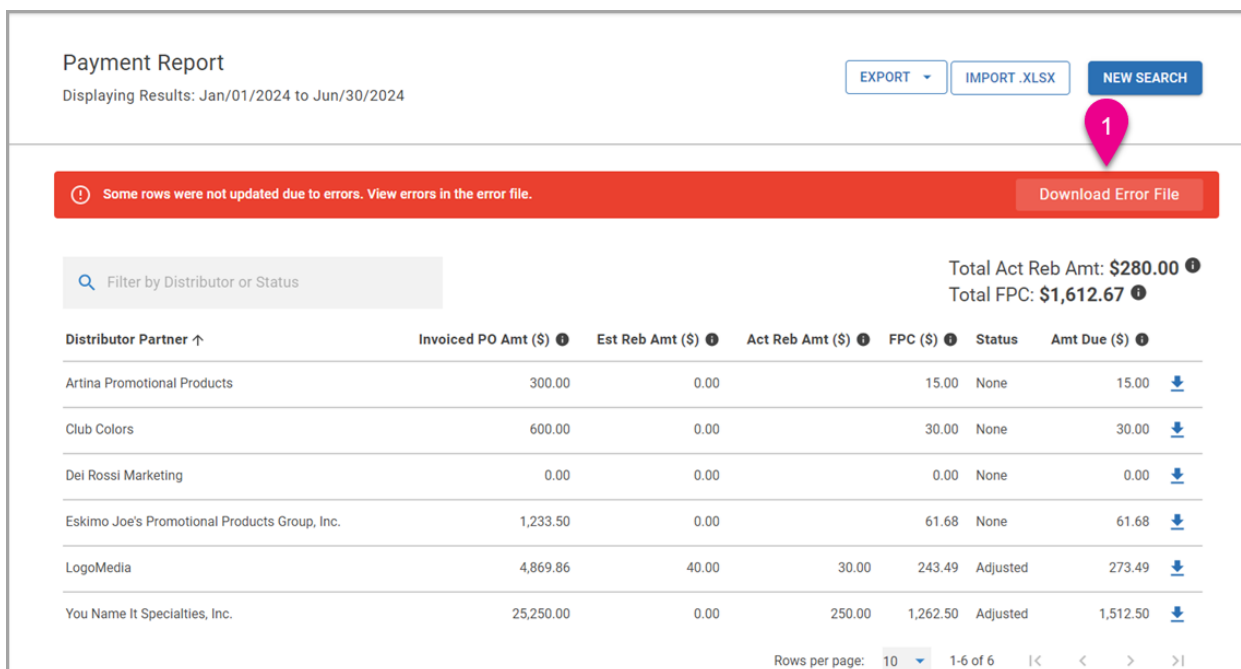
- Message appears: "Some rows were not updated due to errors. View errors in the error file."

Error File

If there are errors with any of the rows in the imported file, the rows with errors will not be updated in the portal. Download the error file to view which Distributor Partners were not updated and why. You can correct the errors in the file and re-upload or apply the changes manually.

To download the Error file:

1. Select **Download Error File**.



The screenshot shows a 'Payment Report' interface. At the top, there are buttons for 'EXPORT', 'IMPORT .XLSX', and 'NEW SEARCH'. A red banner contains the message: 'Some rows were not updated due to errors. View errors in the error file.' with a 'Download Error File' button. Below this is a search filter 'Filter by Distributor or Status'. On the right, summary statistics are shown: 'Total Act Reb Amt: \$280.00' and 'Total FPC: \$1,612.67'. A table lists distributor partners with columns for Invoiced PO Amt, Est Reb Amt, Act Reb Amt, FPC, Status, and Amt Due. A red callout bubble with the number '1' points to the 'Download Error File' button.

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


The Error File is downloaded onto your device.

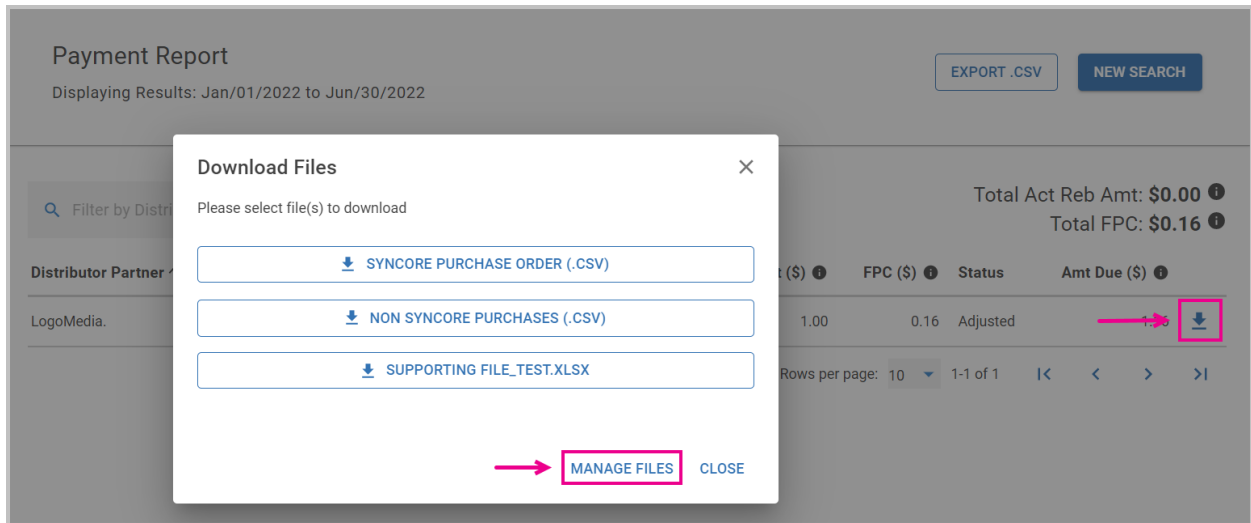
	A	B	C	D	E	F	G	H
1	Distributor Partner	Invoiced PO Amt (\$)	Est Reb Amt (\$)	Act Reb Amt (\$)	Status	Amt Due (\$)	Reason for Rebate Adjustment	Error
2	3Point Brand Managem	5000.0	250.0	275.25	Adjusted	100.0		Status can not change to 'Adjusted' if a 'Reason for Rebate Adjustment' is not provided
3	LogoMedia	8990.82	114.07	125.5	None	179.81	Correction for missing data	Status can not change to 'None' if a 'Act Reb Amt(\$)' is provided
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Delete Uploaded Supporting Documents

Any file that was uploaded incorrectly can be deleted from viewing the uploaded file for a Distributor Partner.

To Delete an Uploaded File:

1. Select  (download icon) at the end of the Distributor Partner.
The “Download Files” window opens.



2. Select **MANAGE FILES**.

The “Manage Files” window opens.

3. Select the file(s) to delete.

4. Select  (red trash can icon).

The “Delete “Supporting file_test.xlsx” file?” dialog window opens.

5. Select **DELETE** to delete file.

The “Manage Files” window opens again.

6. Select **Done** in when finished to return to the view list of files.