

**Rebate Automation Distributor Instructions** 



## **Table of contents**

1	Intro	oduction	3
	1.1	The Rebate Automation Process	4
	1.2	The Rebate Automation System.	5
2	Crea	ting the Sales File	7
	2.1	Universal Format	7
	2.2	How to report Promotional Discounts	9
3	Send	ling the Sales File to Goodman1	
	3.1	Uploading the Sales File using the Rebate Automation system via SecureNet 1	1
	3.2	Server-to-Server transfer using FTP	1
4	The	Rebate link in SecureNet	
	4.1	Uploading the Sales File, Viewing and Deleting Submissions16	5
	4.1.1	l Uploading16	5
	4.1.2	2 Viewing	5
	4.1.3	3 Deleting	3
	4.2	Closing a period to kick-off the calculation process	9
	4.3	Reviewing the Rebate Amounts and the corresponding Reports	
	4.4	Approving or Rejecting the rebate amounts	7
	4.5	Viewing the Rebate Payment Information	)
5	Freq	uent Asked Questions	
	5.1	Can two different people from the same company report their own claims? 43	
	5.2	How many approvers per company can be setup?	
	5.3	How can I request access to the new system?	
	5.4	Can I report my sales using the model numbers with prefixes as I have them in	
	my sys	stem?	
	5.5	Is serial number required in the sales file?	
	5.6	Do I have to register my dealers for the Base Program?	
	5.7	Can I send non rebatable sales as well?	4
	5.8	Are Zip codes required?	
	5.9	Do I need to continue submitting the Amana Quote claim?	4
	5.10	If I submit Serial Number and Model number, will you verify that they match	
	in you	system?	4
	5.11	What is the purpose of the rightmost column of the sales file, the one called	
	"Refer	ence"?	4

# 1 Introduction

In January, 2011Goodman launched a rebate automation system. The system processes essentially all promotional claims, mark-up rebates, and out-boarded program rebates. We expect to gain some very significant efficiencies together with simpler programs, simpler calculations, greatly reduced time to submit claims, reduced time to process claims, greater transparency, ability to see claim status, automatic payments, fewer disputes/errors, just to name a few. This is a general summary of how we expect the new process to work.

-Distributors register dealers for rebate programs on the PAP website
-Goodman reviews and approves PAP applications
-Distributors submit sales data electronically
-Based on "Promo Code", some sales/credits are reimbursed
-Based on model #, some sales go into model-specific program buckets
-Based on PAP dealer registrations, sales go into correct out-boarded program
-All other sales fall to base MURP, if applicable
-System will create rebate reports for your review/approval

There is a <u>universal format</u> to report sales data electronically for rebate purposes. All distributors will be reporting their sales data to Goodman using this universal format. Note: even though the new format is similar to the bonded sales reporting file with a few minor changes, the bonded reporting process is not changing at this time.

The file containing sales data can be sent to Goodman using one of two transmission methods:

- a. <u>Upload of an Excel file using Goodman's SecureNet web site</u>.
- b. <u>Server-to-Server transfer of a pipe "|" delimited file using the File Transfer Protocol</u> (FTP) method.

Distributors can report their sales data monthly or more frequently. Once all data for a calendar month has been reported, Distributors will use SecureNet to "<u>close</u>" the month for submissions, closing the month triggers an overnight automatic rebate calculation process. The process will produce rebate amounts using three elements:

- a. Sales data received electronically from the distributor
- b. Approved and active PAP registration forms
- c. Calculation rules and guidelines published in the Distributor's Manual

Preliminary calculated amounts will be available for <u>inquiry</u> the day after the Distributor "closes" the period via SecureNet. The amounts will follow an approval process that will include Goodman personnel and the Distributor. Once the approval process is completed, the system will pass the approved rebate amount on to the payment cycle.

#### **1.1 The Rebate Automation Process.**

With the automation of rebates calculations, the process is as follows:

- 1. Distributor prepares sales file.
- 2. <u>Distributor sends the sales file(s) to Goodman</u>.
- 3. Distributor Closes the Period via SecureNet.
- 4. Goodman calculates rebate amounts and publishes the corresponding reports on SecureNet.
- 5. <u>Distributor reviews the rebate amounts and the corresponding reports</u>.
- 6. Distributor approves or rejects the rebate amounts.
- 7. Upon approval of the Rebate amounts, Goodman submits the rebate for payment.
- 8. <u>Goodman pays the rebate amount</u>.

Below is a more detailed explanation of each step in the process of automatically calculating rebates. This document contains instructions for each step of the process where the distributor needs to take some action.

- Distributor prepares sales file: Distributor prepares a file containing sales according to the universal format described in section "<u>2. Creating the Sales File</u>" of this document.
- Distributor sends the sales file(s) to Goodman: Distributor sends the file electronically to Goodman as frequently as needed from daily to monthly. Goodman must receive at least one file per month from each distributor. Methods of transmission as explained below in section "<u>3. Sending the</u> <u>Sales File to Goodman</u>" of this document.
- 3. Distributor Closes the Period via SecureNet: Once all the sales data corresponding to a month has been sent to Goodman, the month needs to be closed for submission via SecureNet. Closing the month tells Goodman that the sales for the month are complete and ready for rebates calculation. More details about closing a period, and instructions to close can be found in section "<u>4.2 Closing a Periods to Kick-Off the Calculation Process</u>" of this document.
- 4. Goodman calculates rebate amounts and publishes the corresponding report via SecureNet, then initiates the internal approval process: Using the sales information, the approved and renewed PAP registrations, and the rules and tables that define the rebates, Goodman calculates the rebate amounts. The

calculation process runs automatically during the night after the distributor closed the month via SecureNet. When the calculations are complete, the rebate amounts and corresponding reports are available on SecureNet for the customer to review them. At the same time, an internal approval process is initiated at Goodman.

- 5. Distributor reviews the rebate amounts and the corresponding reports: Distributor can review the calculated rebate amounts and corresponding reports as soon as the calculation process completes. In the meantime, personnel from the Goodman Rebate department reviews the amounts, makes any necessary adjustments and recalculates in a cycle that continues until the amounts are correct and are ready for the distributor's approval. Please refer to section "<u>4.3 Reviewing the Rebate</u> <u>Amounts and the Corresponding Reports</u>" of this document for details and instructions.
- 6. Distributor approves or rejects the rebate amounts: Once the Rebate department approves the rebate amounts, the distributor can proceed to approve or reject them via SecureNet. If approved and depending on the amount of the rebate, some additional internal approvals could be required before the rebate is submitted for payment. If rejected by the distributor, the Rebate department works with the distributor until both parts are in agreement. Section "<u>4.4 Approving or Rejecting the Rebate Amounts</u>" of this document provides detailed instructions to approve or reject the calculated amounts
- 7. Upon approval of the Rebate amounts, Goodman submits the rebate for payment: Once all required approvals are obtained, the rebate amounts are submitted for payment via Credit Memo to the customer's account, or Check issued by the Accounts Payables department.
- 8. Goodman pays the rebate amount: Payments requested to be made via Credit Memo are posted to the customer account on the next business day after the payment request was submitted. Payments via check could take up to 4 business days to be generated and mailed out. Section "<u>4.5</u> <u>Viewing the Rebate Payment Information</u>" can be used to learn how to view payment details.

## 1.2 The Rebate Automation System.

The rebate automation system consists of the following elements:

- 1) Sales data electronically reported by the distributor to Goodman
- 2) Program Automation Process (PAP) system and the approved and renewed registrations.
- 3) Calculation process
- 4) <u>Rebate link in the Reporting link of SecureNet where the distributor can do the following:</u>



- a. <u>Upload sales, view and delete submissions</u>.
- b. <u>Close a period to indicate Goodman that the rebate amounts can be calculated</u>.
- c. <u>Review rebate amounts and corresponding reports</u>.
- d. Approve or Reject rebate amounts
- e. <u>View rebate payment information</u>



# 2 Creating the Sales File

## **2.1 Universal Format**

Field	Required / Optional	Comments/Clarification for customers	Туре
Distributor Number	R	Distributor assigned as the parent account in SecureNet	INT(8) Char(8)
Zip sold from	R	Zip code where the unit was sold from. Report US 5-digit zip codes and Canada zip codes only. For international sales other than Canada, report "INTL". Zip Code is not required when reporting a Promo discount (1)	Char(10)
Transaction Type	R	SLD=sale, RTN=Return, IN=In Transfers, OUT=Out Transfers, PROMO=Promo Discount. <b>IN and OUT are not used for</b> <b>Rebate calculations</b>	Char(5)
Bonded (B/N)	R	B=Bonded sale N=No Bonded sale. If customer is not in Bonded program, populate with N	Char(1)
Model/Item Number	R	<ul> <li>Goodman's model number when Transaction type is SLD</li> <li>Valid promotional code (per PMN) when Transaction type is PROMO. Please refer to section 3 of this document for more details.</li> </ul>	Char(15)
Unit Serial Number	R	Serial number of the unit sold. If the model reported in the sales file is a revision of the serial number reported with it, the system will replace this model with the correct base model for the S/N that was submitted. If the reported model is completely unrelated to the serial number, the entry will be treated as an error and will cause rejection.	Char(10)
Transfer Distributor #	Ο	If unit has been transferred to or from other Distributor, please indicate the other distributor's number. This information is not used for Rebates	INT(8) Char(8)
Transfer Distributor Zip Code	0	If unit has been transferred to or from other Distributor, please indicate Zip code involved in the transfer. This information is not used for Rebates calculations	Char(10)



Field	Required / Optional	Comments/Clarification for customers	Туре
Dealer/Customer Number	R	Dealer number assigned by the distributor to its customer. Note: If the dealer is not registered in any Rebate program, the base rebate will be applied to the sale	Char(25)
Dealer/Customer Name	R	Name of the dealer	Char(25)
Invoice or Transaction Number	R	Invoice number used on the sale. Required for auditing purposes.	Char(10)
Invoice Date	R	Date of the sale in YYYYMMDD format.	INT(8)
Unit Price	R	Unit price or discount amount for Promos. Always a positive amount. For PROMO lines, the system will reimburse the indicated amount to the distributor	Dec(11,2)
Unit Cost	0	Unit price paid to Goodman at purchase time	Dec(11,2)
Zip sold/shipped to	R	Zip code where the unit was shipped to. Report US 5-digit zip codes and Canada zip codes only. For international sales other than Canada, report "INTL". Zip Code is not required when reporting a Promo discount (1)	Char(10)
Promo Code	Ο	Please refer to section 3 of this document	Char(15)
Reference number	0	To be printed as a reference on the payment check.	Char(26)

## 2.2 How to report Promotional Discounts

To report Goodman promotional discounts, typically announced through a PMN, distributors will have two reporting options, depending on how the distributor plans to invoice the dealer. Option A requires the distributor to report the promotion discount as a separate line item on the invoice using the PMN number as the model number. The separate line item is reimbursed to the distributor and the other line items on the invoice will flow through the rebate calculations unaffected. Option B requires the distributor to apply the discount directly to each invoice line item. This will also require the distributor to denote, on the sales upload, which line items contain a promotional discount. With the correct "promo code", the system will be able to figure the discount given and (1) reimburse the distributor and (2) adjust the line item price to be passed through the rest of the rebate calculation process.

**Option A:** Report the discount amount as an extra line in the file that contains all sales data.

Example: \$100 discount on GSZ130181

Туре	Invoice	Model	Price	Cost	Promo
SLD	113	GSZ130181	817.00	778.00	
SLD	113	ARUF182416	336.00	320.00	
SLD	113	HKR-05C	40.00	38.00	
PROMO	113	PR368	-100.00	0.00	

Required changes to data submission:

- Transaction Type: PROMO
- Model/Item Number: Promotional code per PMN
- Unit Price: total discount granted in the invoice per the PMN

**Option B:** Each detail line in the invoice reported at promotional discount price

Example: \$100 discount on GSZ130181

Туре	Invoice	Model	Price	Cost	Promo
SLD	113	GSZ130181	717.00	778.00	PR368
SLD	113	ARUF182416	336.00	320.00	
SLD	113	HKR-05C	40.00	38.00	

Required changes to data submission:

- Price: contains the promotional discounted price
- Promo Code: contains the Promotional code per PMN

See below for the way to report under either of the two options described above.



113         20101201         817.00           113         20101201         336.00           113         20101201         40.00           113         20101201         100.00           113         20101201         717.00           113         20101201         717.00           113         20101201         717.00           113         20101201         740.00           113         20101201         740.00		Distributor Zip sold Trans Number from Type	Zip sold	Transaction Type	Bonded (B/N)	Distributor Zip sold Transaction Bonded Model/Item Unit Serial Number from Type (B/N) Number Number	Unit Serial Number	Transfer Customer Zip Code	Dealer / Dealer / Customer Customer Number Name	Invoice or Transaction Number	Unit Price	Unit Cost Zip sold / shipped to	Promo Code	Promo Reference Code number
N         ARUF 18241 0999887766         123         Dealer 123         113         20101201         336.00           N         HKR-05C         0912345678         123         Dealer 123         113         20101201         40.00           MO         N         PR368         123         Dealer 123         113         20101201         40.00           MO         N         PR368         123         Dealer 123         113         20101201         40.00           MO         N         PR368         123         Dealer 123         113         20101201         717.00           M         GSZ130181         0911223344         123         Dealer 123         113         20101201         717.00           N         ARUF18241         09999887766         123         Dealer 123         113         20101201         717.00           N         HKR-05C         0912345678         123         Dealer 123         113         20101201         40.00           N         HKR-05C         0912345678         123         Dealer 123         113         20101201         40.00		123456789	12345 5	SLD	z	GSZ130181	0911223344		123 Dealer 123		817.00	778.00		
N         HKR-05C         0912345678         123         Dealer 123         113         20101201         40.00           0MO         N         PR368         113         20101201         40.00         123           0MO         N         PR368         113         20101201         100.00         123           0MO         N         PR368         113         20101201         100.00         123           N         GSZ130181         0911223344         123         Dealer 123         113         20101201         717         00           N         ARUF18241         0999887766         123         Dealer 123         113         20101201         717         00           N         HKR-05C         0912345678         123         Dealer 123         113         20101201         70         70           N         HKR-05C         0912345678         123         Dealer 123         113         20101201         40.00	on A: Discount	123456789	12345 5	SLD	z	ARUF18241	0999887766		123 Dealer 123		336.00	320.00		
123456789       PRCMO       N       PR368       113       20101201       -100 00         113       123456789       12345       113       20101201       717 00         113       123456789       12345       113       20101201       717 00         113       123456789       12345       113       20101201       717 00         123456789       12345       123       113       20101201       710 00         123456789       12345       123       113       20101201       40 00         123456789       12345       123       113       20101201       40 00         123456789       123455       123       113       20101201       40 00         123456789       12345518       123       113       20101201       40 00	separate line	123456789	12345 5	SLD	z	HKR-05C	0912345678		123 Dealer 123			38.00		
Int         123456789         123455 SLD         N         GSZ130181         0911223344         123         113         20101201         717.00           123456789         12345 SLD         N         ARUF18241         09911223344         123         113         20101201         310         20101201         717.00           123456789         12345 SLD         N         ARUF18241         0912345678         123         113         20101201         40.00           123456789         12345 SLD         N         HKR-05C         0912345678         123         113         20101201         40.00		123456789		PROMO	z	PR368			123 Dealer 123		-100.00	00.00		
Introduct         123456789         123455 SLD         N         GSZ130181 [0911223344         123         113         20101201         717.007           123456789         12345 SLD         N         ARUF18241 [099887766         1123         113         20101201         336.00           123456789         12345 SLD         N         ARUF18241 [0998887766         123         113         20101201         336.00           123456789         12345 SLD         N         HKR-05C         [0912345678         123         113         20101201         40.00           123456789         12345 SLD         N         HKR-05C         [0912345678         123         113         20101201         40.00														
123456789 12345 SLD N ARUF18241 <sup>(0</sup> 099887766 123 Dealer 123 113 20101201 336.00 123456789 12345 SLD N HKR-05C <sup>(0</sup> 912345678 123 Dealer 123 113 20101201 40.00 123456789 12345 SLD N HKR-05C <sup>(0</sup> 912345678 123 Dealer 123 113 20101201 40.00 N HKR-05C <sup>(0</sup> 912345678 123 113 123 113 123 113 123 113 123 113 123 113 11	on B: Discount	123456789	12345 5	SLD	z	GSZ130181	0911223344		123 Dealer 123		717.00	778.00	PR368	
12345 SLD N HKR-05C 0812345678 123 Dealer 123 113 20101201 40.00	ided in the	123456789	12345 5	SLD	z	ARUF18241	0999887766		123 Dealer 123		336.00	320.00		
		123456789	12345 5	SLD	z	HKR-05C	0912345678		123 Dealer 123		40.00	38.00		
												Price after \$100 discount	nut	

# **3** Sending the Sales File to Goodman

Once the distributor has prepared the sales file according to the <u>Universal format</u>, there are two methods to transfer the file to Goodman:

- 1) Upload of the sales file into the SecureNet website.
- 2) Sever-to-Server transfer using the File Transfer Protocol, also known as FTP.

Sales can be sent to Goodman daily, once a month, or at any frequency in between that fits the distributor.

Once the sales have been sent to Goodman, the distributor can <u>view them using</u> <u>SecureNet</u>.

## 3.1 Uploading the Sales File using the Rebate Automation system via SecureNet

The Reporting section within SecureNet has a <u>Rebates link</u> that allows distributors to access the Rebate Automation system where the sales files can be manually uploaded.

Please refer to section "<u>4.1 Uploading the Sales File, Viewing and Deleting Submissions</u>" of this document for detailed instructions to upload the sales file and also view and delete previous submissions of sales data.

## 3.2 Server-to-Server transfer using FTP

In order for the sales file to be transmitted to Goodman, it needs to be created according to the <u>Universal format</u> discussed above.

Below are the details and additional instructions required to send the sales file server-toserver via FTP to Goodman. If you have any questions, please email us at <u>rebates@goodmanmfg.com</u>.

File Name:	Rebate Automation Sales Input File Name nnnnnnyyyymmddhh-ra-data.txt nnnnnnnyyyymmddhh-ra-data.xls nnnnnnnyyyymmddhh-ra-data.xlsx
Description:	Rebate Automation Sales File, where nnnnnnn = Customer Number, same as your PartnerLink number. yyyymmddhh = Year, Month, Day, Hour.
Format:	Pipe   delimited text file. (.txt) There are 17 fields in the report, 16 delimiters expected for each record. Excel 97 and above. (.xls or .xlsx) Columns A to Q

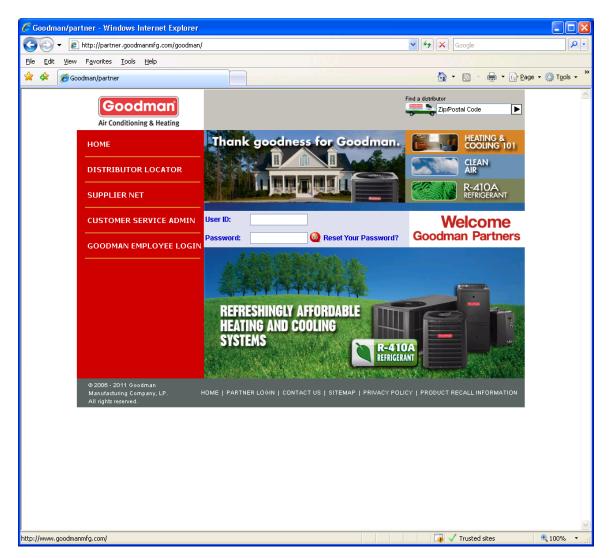


FTP:	Server - <u>ftp.goodmanmfg.com</u>
	Username/Password – Your current FTP Username and Password. If you do not have an FTP account with Goodman, please request one via email at rebates@goodmanmfg.com.
	Work Directory – ra

# 4 The Rebate link in SecureNet

This section of the document explains how to access and use the several components of the Rebate link that is in the Reporting section of SecureNet.

To access the Rebate link in SecureNet, sign in to the Goodman partner link web site at: <u>http://partner.goodmanmfg.com</u>

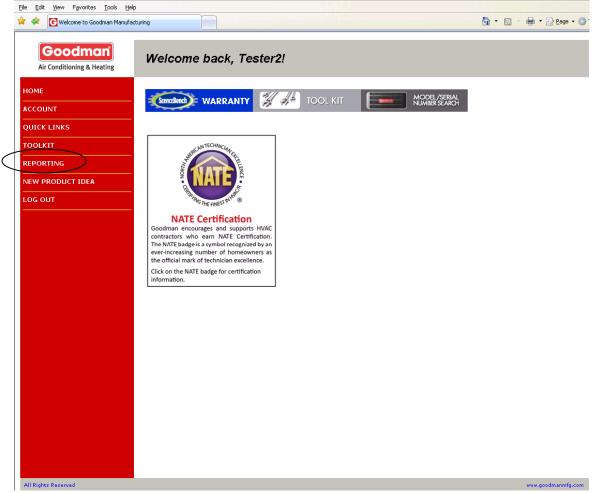


Use your PartnerLink user id and password to sign in to the site. If you don't have a user id, please contact your PartnerLink administrator within your company to obtain your credentials. If you don't know who your PartnerLink admistrator is, please contact the Goodman rebates department at <u>rebates@goodmanmfg.com</u>.



After signing in, the "Welcome back" greeting is presented on the screen. Depending on your settings, the icons on the right section of the screen and the options on the menu that is presented on the left side could show more or less elements than on the below sample.

#### Click on the "Reporting" link.



The "Reporting" main screen should be presented on the right side of the page. Depending on your settings, you could see more options listed under the "Reporting" heading. If you don't see the "Rebate Automation" link listed, you need to request access to your PartnerLink administrator within your company. If you don't know who your PartnerLink administrator is, please contact Goodman at <u>rebates@goodmanmfg.com</u>.



<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> el	p	
🚖 🏟 💽 Reporting		🔭 🔊 🕆 🖶 🕈 🔂 Page 🕶 🎯
Goodman Air Conditioning & Heating	Welcome back, Tester2!	
номе	Reporting	
ACCOUNT		
QUICK LINKS	Rebate Automation	
TOOLKIT		
REPORTING Rebate Automation		
NEW PRODUCT IDEA		
LOG OUT		
All Rights Reserved		www.goodmanmfg.com
		and good and any com

Click on the "Rebate Automation" link from either the left menu bar or using the link located on the right side of the page.

The Rebate Automation page is presented with two links listed:

- Manage Rebate Period and Upload: Allows viewing all reporting periods as well as upload files, close a period, view the rebate reports and view payment information for a given period.
- Rebate Submission Inquiry: Allows viewing a list of all the files received at Goodman from the distributor. The list includes files sent via FTP or uploaded via this web site. All submissions from all users within the distributor will be shown on the list. From the list the user can view the records in a submitted file, delete a file (if the corresponding period is still open), and view the errors that caused a given file to be rejected.



Welcome back, Tester2!
Rebate Automation
10037000 - Name of Goodman Distributor
Manage Rebate Period and Upload
Rebate Submission Inquiry
www.goodmanmfg.com

## 4.1 Uploading the Sales File, Viewing and Deleting Submissions.

## 4.1.1 Uploading.

In order to upload a sales file that has already been created according to the specifications provided above in section "<u>2. Creating the Sales File</u>", click on the "Manage Rebate Period and Upload" link.

Goodman Air Conditioning & Heating	Welcome back, Tester2!
НОМЕ	Rebate Automation
ACCOUNT	10037000 - Name of Goodman Distributor
QUICK LINKS	<ul> <li>Manage Rebate Period and Upload</li> </ul>
TOOLKIT	Rebate Submission Inquiry
REPORTING Rebate Automation	
NEW PRODUCT IDEA	
LOG OUT	



The "Rebate Periods" screen is presented with a list of periods, or months, organized in descending order from the most current to the oldest one.

HOME ACCOUNT QUICK LINKS FOOLKIT REPORTING Rebate Automation NEW PRODUCT IDEA LOG OUT	4 Perioc Upload	te Autor 00 - Name of ds found, displa	f Goodm		Re		e Periods			Back to Main P
UICK LINKS OOLKIT EPORTING Rebate Automation EW PRODUCT IDEA	4 Perioc			an Disti	Re		e Periods			Back to Main P
POLKIT PORTING Rebate Automation	Upload	ds found, displa					e Periods			
PORTING Rebate Automation W PRODUCT IDEA	Upload	ds found, displa			Rebate amou					
Rebate Automation W PRODUCT IDEA	Upload	ds found, displa				nt showr	n is preliminary un	til paid		
W PRODUCT IDEA	-		sying all F	Periods.						
	-	Rebate Trader	Year	Period	Status	Open	Count of Records	Total Sales	Submission Complete	)isplay Page: No Rebate Amount
G OUT	Upload	10037000		1	Open for Submission	open	0	\$0	Go to Complete	\$0
G OUT	Upload	10037000		12	Open for Submission		0	\$0	Go to Complete	\$0
		10037000	2010	11	Needs your approval	N	28	\$23,302	01/18/2011	\$1,903.15
		10037000	2010	10	Paid on 01/18/2011	Ν	31	\$25,429.3	01/18/2011	\$1,703.26

Locate the period (month) to which you want to load sales to, and click on the "Upload" link located on the first column of the list. If there is no "Upload" link available for a given period is because the period is not open for submissions any more. That means that the distributor already closed the period, initiating the calculation process.

Periods that have already been closed by the distributor can be reopened by the Rebate department as long as the corresponding rebate amount has not been submitted for payment yet. If you think that the paid rebate amount needs to be reviewed and corrected, and adjustment –if approved- will have to be made to the next rebate period that has not been paid yet.

For requests to reopen a closed period, please contact the Rebate department at <u>rebates@goodmanmfg.com</u>.



In order to upload a file to an open period, click on the "Upload" link located on the first column of the period's row.

Rebate Period										🖶 🔹 🔂 Page 🗸		
Goodman Air Conditioning & Heating	Weld	come ba	ack,	Test	er2!							
НОМЕ	Reba	te Autor	natio	n								
ACCOUNT		00 - Name of			ributor					Back to Main Page		
QUICK LINKS		Rebate Periods										
TOOLKIT							n is preliminary un	til naid				
REPORTING	4 Period	ls found, displa	iving all I	Periods.			,					
					-							
Rebate Automation		1					Count of Records	Total Sales	Submission Complete	Display Page: No.1		
Rebate Automation	Upload	Rebate Trader	Year	Period	Status	Open	-		00 200000000000000000000000000000000000	Rebate Amount		
Rebate Automation	Upload	10037000	2011	1	Open for Submission	Upen	0	\$0	Go to Complete	Rebate Amount \$0		
Rebate Automation	00.0000000	a pooceeeeeeeeeeeeeeee		0000000000		Open	0 0 28	\$0 \$0 \$23,302	00 200000000000000000000000000000000000	Rebate Amount		
	Upload	10037000	2011	1	Open for Submission	Upen	-	·	Go to Complete	Rebate A \$0		

After clicking on the "Upload" link, the "Upload" screen is presented.

Goodman Air Conditioning & Heating	Welcome back, Tester2!	
номе	Rebate Automation	
ACCOUNT	10037000 - Name of Goodman Distributor	Back to Main Page
	Upload	
TOOLKIT	Year: 2010 Period: 12	
REPORTING		
Rebate Automation	Please upload an Excel (.xls, .xlsx) or ' ' deliminated Text file (.txt) with Size < 2M here, otherwise system will not take yo	ur input file.
NEW PRODUCT IDEA	Browse	
LOG OUT		

From the "Upload" screen, click on the "Browse" button, which will allow you locating the sales file that needs to be uploaded.

After clicking on the "Browse" button, the "Choose file" window pops-up on top of the screen. Navigate through your folders and locate the sales file that will be uploaded.

Important: make sure that the file only contains invoices dated for the period (month) where you clicked "Upload". If you upload a file containing an invoice for a different period, the complete file will be rejected by the system.

Select the file and after it is highlighted, click on the "Open" button, or just double-click on the file.



Choose file				? 🛛				
Look jn:	🔁 Rebates test	•	+ 🗈 💣 💷 -					
My Recent Documents Desktop	10037000_Dec 201           10037000_Dec 201           10037000_Dec 201           10037000_Dec 201           10037000_Dec 201           10037000_Jan 201           10037000_Jan 201           10037000_Nov 201	0_Good 0_Good_2 0_Good_3 1_Bad_01 1_Good 0_Good						
My Documents	10037000_Nov 201	10037000_Nov 2010_Good_02     10037000_Nov 2010_Good_2     10037000_Nov 2010_Good_2     10037000_Oct 2010_Bad     10037000_Oct 2010_Good						
My Computer	REB_SALES Test fo REB_SALES Test fo	역 1003/000_0ct 2010_600d_2 웹 REB_SALES Test for 10037000 Dec2010 웹 REB_SALES Test for 10037000 Dec2010 Work 웹 REB_SALES Test for 10037000 Dec2010 Work ■ REB_TABPRC Percentage for 10037000						
My Network Places	· · · · · · · · · · · · · · · · · · ·	037000_Dec 2010_Bad	<b>_</b>	<u>O</u> pen Cancel				

The "Upload" screen should be presented again, and the beginning of the selected file and its path should be shown on the box located to the left of the "Browse" button. Click on the "Submit" button to start uploading the selected file.

Goodman <sup>2</sup> Air Conditioning & Heating	Welcome back, Tester2!	
	Rebate Automation	
ACCOUNT	10037000 - Name of Goodman Distributor	Back to Main Page
	Upload	
TOOLKIT	·	
REPORTING Rebate Automation NEW PRODUCT IDEA	Year: 2010 Period: 12 Please upload an Excel (.xls, .xlsx) or ' ' deliminated Text file (.txt) with Size < 2M here, otherwise system will not take you C\Documents and Settii Browse	ur input file.
LOG OUT		

After clicking on the "Submit" button, the upload process starts. Please note that under the file box and the two buttons there is a "Please Wait" message indicating that all the rows and columns of the file are being analyzed and verified for data quality.



Goodman Air Conditioning & Heating	Welcome back, Tester2!	
НОМЕ	Rebate Automation	
ACCOUNT	10037000 - Name of Goodman Distributor	Back to Main Page
QUICK LINKS	Upload	
TOOLKIT REPORTING Rebate Automation NEW PRODUCT IDEA LOG OUT	Year: 2010 Period: 12 Please upload an Excel (.xls, .xlsx) or ' ' deliminated Text file (.txt) with Size < 2M here, otherwise sy C/Documents and Settij Browse Submit Please Wait	ystem will not take your input file.

For details on how the sales file should be populated with the expected data and in the expected format, please refer to section "2. Creating the Sales File" above.

If the uploaded file contains any errors, the complete file is rejected and the screen shows the list of errors that the validation process detected.

Eile Edit View Favorites Tools Help	
😭 🏟 🕞 File Upload Confirmation	🛅 * 🔊 * 🖶 Page * 🎯
Goodman Air Conditioning & Heating	Welcome back, Tester2!
НОМЕ	Rebate Automation
ACCOUNT	10037000 - Name of Goodman Distributor Back to Main Page
QUICK LINKS	Uploaded data has not been submitted yet.
TOOLKIT	You could not upload for multiple distributor-periods caused by:
REPORTING Rebate Automation	Distributor: 10037000 - Year: 01 - Period: 0 Record Line 9: 10037001*92805*LD*N*GSC140421**0**69025*Customer 69025*INV407*888*940.0*928.0*92806** Record Line 9 Error: 888 - Invalid Invoice Date Distributor: 10037000 - Year: 2010 - Period: 12
NEW PRODUCT IDEA	Record Line 4: 10037000*92805*SLD*N*CPC036XXX1DXXX**0**130813*Customer 130813**20101204*1650.0*1644.0*90632** Record Line 4 Error: - Invalid Invoice or Transaction Number
LOG OUT	Cancel
All Rights Reserved	www.goodmanmfg.com

In the above example, the file was rejected because of errors on two lines: line 9 and line 4.

Please note that the error report presents at least three lines to help you understand the error. See below for the portion of the report corresponding to line 9.

The first line shows the distributor number and the Year and Period to which the data was trying to be uploaded.

The second line shows the line number that has the error, and all the pieces of information contained on that line, all separated by asterisks (\*).



The third line shows the number of the line again, and then a short description of the error. In the case shown below, the error is the invoice date containing an invalid value of 888.

Distributor: 10037000 - Year: 0 - Period: 0 Record Line 9: 10037000\*92805\*SLD\*N\*GSC140421\*\*0\*\*69025\*Customer 69025\*INV407\*888\*940.0\*928.0\*92806\*\* Record Line 9 Error: 888 - Invalid Invoice Date

Below is the file that was uploaded. Highlighted in yellow are the two errors. This is shown here just to help you visualize how the "Record Line" number can be located on the file. But please keep in mind that the system <u>will not</u> return you the original Excel file with the errors highlighted as shown below.

2	<u>File E</u> dit	<u>V</u> iew Insert	Format	Tools D	ata <u>W</u> indow BPA <u>V</u> i	ews	He	lp						Type a	question I	or help	8
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	A	В	C	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q
1		Zip sold from	Trans. Type	Bonded	Model Number	S/N	Trn	Ւ TrZ	Dealer Number	Dealer Name	Inv	Invoice Date YYYYMMDD	Unit Sale Price	Unit Cost	Zip sold to	Promo	Referen Numbe
2	10037000		SLD	N	ACNF24081				10287	Customer 10287	INV401	20101202	320		92806		
3	10037000		SLD	N	CHA57TCC				10287	Customer 10287	INV402	20101203	320		20001		
ł	10037000		SLD	N	CPC036XXX1DXXX				130813	Customer 130813		20101204	1650		90632		
	10037000		SLD	N	AH2429-1				1228	Customer 1228	INV404	20101205	330		92806		
	10037000		SLD	N	CPC048XXX4BXXX				69025	Customer 69025	INV405	20101206	1760		90632		
1	10037000		SLD	N	CPC120XXX3BXXX				130813	Customer 130813	INV406	20101207	2700		90632		
	10037000		SLD	N	AH3043-1FR				69025	Customer 69025	INV407	20101208	379		92806		
	10037000		SLD	N	GSC140421				69025	Customer 69025	INV407	888	940		92806		
)	10037000		SLD	N	GSC130601A				69025	Customer 69025	INV407	20101208	1150		92806		
	10037000		SLD	N	GSC130601A				69025	Customer 69025	INV407	20101208	1290		92806		
2	10037000			N	PC32				69025	Customer 69025	INV407	20101208	244	0			
3	10037000		SLD	N	AHKD20-3				33158	Customer 33158	INV408	20101209	458		92806		
ŀ	10037000		SLD	N	GSH130421				33158	Customer 33158	INV408	20101209	680		92806		
5	10037000		SLD	N	AH2429-1				33158	Customer 33158	INV408	20101209	220		92806		
6	10037000		SLD	N	CAPF3636B6				35000	Customer 35000	INV409	20101209	210		90632		
7	10037000		SLD	N	AR120				470	Customer 470	INV410	20101210	1750		92806		
В	10037000		SLD	N	GSZ130181				1228	Customer 1228	INV413	20101211	717.00	778.00		PC21	
3	10037000		SLD	N	ARUF182416				1228	Customer 1228	INV413	20101211	336.00	320.00			
D	10037000		SLD	N	HKR-05C				1228	Customer 1228	INV413	20101211	40.00		92806		
1	10037000	92805	SLD	N	ACNF24081				69025	Customer 69025	INV414	20101215	20	0	92806		
2																	
2	▶ H\Sale	s Data /								<							>

After understanding the causes of rejection, click on the "Cancel" button.

If you did not have a chance to correct the file when the errors were presented on the screen, or if you clicked on "Cancel" before correcting your errors, you can see the list of errors again from "Rebate Submissions" screen. Click on the "Back To Main Page" link located on the top-right area of the screen.

Back to Main Page

The "Back to Main Page" link will take you to the screen shown below. Click on the "Rebate Submission Inquiry" link.



Goodman <sup>2</sup> Air Conditioning & Heating	Welcome back, Tester2!
НОМЕ	Rebate Automation
ACCOUNT	10037000 - Name of Goodman Distributor
QUICK LINKS	Manage Rebate Period and Upload
TOOLKIT	Rebate Submission Inquiry
REPORTING Rebate Automation	
NEW PRODUCT IDEA	
LOG OUT	

The "Rebate Submissions" screen lists all the submissions made organized from the most recent to oldest.

Reba	ate Automa	tion							
100370	00 - Name of Go	odman Dist	ributor					Backt	to Main
;			R	ebate Sul	missions				
			, in	ebute but	511113510113				
Distribu	:or:		10037000		Submission Id:				
Year:					Period/Month:				Ŧ.
itomation				_					
CT IDEA Submit	Date From(MM/dd/)	(444):			Submit Date To(	MM/dd/yyyy):			
				Sean	ch				
16 Sub	missions found, dis	playing all Su	ubmissions.						
		1	l martina a	1	1			Display P	
Delete	Submission ID 783	Period 0/0	Distributor 10037000	Sub. Date 01/23/2011	Sub. Time 13:06:18	Sub. By User ID tester2	Status Rejected	Error	Via WE
	783	12/2010	10037000	01/23/2011	10:24:38	tester2 tester2	Deleted	N	WE
	778	12/2010	10037000	01/21/2011	10:24:38	tester2 tester2	Deleted	N	WE
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected	Y	WE
	775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	Y	WE
	774	12/2010	10037000	01/19/2011	14:18:28	tester2	Deleted	N	WE
	773	12/2010	10037000	01/19/2011	14:17:11	tester2	Deleted	N	WE
	772	0/0	10037000	01/19/2011	14:15:47	tester2	Rejected	Y	WE
		0/0	10037000	01/18/2011	18:27:31	tester2	Rejected	Y	WE
	771			01/18/2011	17:55:03	tester2	Accepted	N	WE
	771 770		10037000			tester2	Accepted	N	WE
		11/2010	10037000		17:54:36				WE
	770		10037000 10037000 10037000	01/18/2011 01/18/2011	17:54:36 17:54:17	tester2	Accepted	N	
	77D 769	11/2010 11/2010	10037000	01/18/2011			Accepted Deleted	N	
	770 769 768	11/2010 11/2010 11/2010	10037000 10037000	01/18/2011 01/18/2011	17:54:17	tester2			WE
	770 769 768 767	11/2010 11/2010 11/2010 11/2010	10037000 10037000 10037000	01/18/2011 01/18/2011 01/18/2011	17:54:17 17:53:53	tester2 tester2	Deleted	м	WE

Note that each successful or unsuccessful attempt to send Goodman a file is registered and assigned a unique Submission ID. Even the files that are sent Server-to-Server with FTP are registered on this list.

The status column shows different statuses: Rejected, Deleted, Accepted. The list of errors that caused a file to be rejected can be accessed by clicking on the "Rejected" link. Click on the link to see the list of errors again.



OME	Rebate Au	tomatio	n								
COUNT	10037000 - Nam	e of Goodm	an Distribut	or					Back to Main Pa		
UICK LINKS		Submission Error									
DOLKIT											
PORTING	Submission ID	Sub. Date	Sub. Time	Sub. By User ID	File	Status	Error	Via			
Rebate Automation	783	01/23/2011	13:06:18	tester2	10037000_Dec 2010_Bad.xls	Rejected	Y	WEB			
W PRODUCT IDEA											
	Errors found (Syster	Errors found (System stores up to 1000 characters error message) You could not upload for multiple distributor-periods caused by:									

The "Submission Error" screen is presented and contains two main sections: the top section that describes the file that was submitted and rejected, and the bottom section that shows the errors that caused the rejection.

After correcting all errors in the file and you are ready to submit a fixed version of the sales file, click on "Back to Main Page", then click on the "Manage Rebate Period and Upload", then locate the period of interest and click on "Upload". From the "Upload" screen click on "Browse" to locate the corrected file, locate it and double click on it to select and return to the "Upload" screen. From the "Upload" screen click on "Submit" and wait for the system to validate each record of the file and return the results.

If the file contains no errors, the following screen is presented.

<u>Eile Edit View Favorites Iools H</u> elp				
😭 🕸 💽 File Upload Confirmation		<b>a</b> •	<b>a</b> -	🖶 🔹 🔂 Page 🔹 🍈 1
Goodman Air Conditioning & Heating	Welcome back, Tester2!			
HOME ACCOUNT	Rebate Automation			Back to Main Page
QUICK LINKS	Uploaded data has not been submitted yet.			
TOOLKIT REPORTING Rebate Automation	Total 20 records have been accepted and will be submitted. Total sales amount: \$15,514.			
NEW PRODUCT IDEA	Confirm			
LOG OUT All Rights Reserved				www.goodmanmfg.com

Please note that the screen shows a summary of the file containing the count of records found in the file and the total amount calculated based on the "Unit Sale Price" column from the file.

Also, please note that the file has not been accepted into the system yet and it will not be accepted until you click on "Confirm".

After clicking on the "Confirm" button, a screen presents the "Upload Result" indicating that the information contained in the file has been saved in the system. The screen also shows the name of the accepted file.

Goodman Air Conditioning & Heating	Welcome back, Tester2!	
	Rebate Automation 10037000 - Name of Goodman Distributor	Back to Main Page
QUICK LINKS TOOLKIT REPORTING Rebate Automation NEW PRODUCT IDEA LOG OUT	<b>Upload Result</b> Your uploaded rebate information has been saved. 10037000_Dec 2010_Good.xls	

Click on "Back to Main Page" and then on "Manage Rebate Period and Upload" to see how the period now shows a count of records and a sales amount.

Goodman Air Conditioning & Heating	Weld	come ba	ack, 1	Test	er2!					
ЮМЕ	Reba	ate Auton	natio	n						
ACCOUNT	100370	100 - Name of	Goodma	an Disti	ributor					Back to Main Page
QUICK LINKS					R	hate	Periods			
TOOLKIT							n is preliminary un	til paid		
REPORTING Rebate Automation	4 Perior	ds found, displa	iying all P	eriods.						Display Page: No.1
			0000000000000	Period			Count of Records	Total Sales		
	Upload	Rebate Trader	Year	renou	Status	Open	Count of Records	Total Sales	Submission Complete	Rebate Amount
EW PRODUCT IDEA	Upload Upload	Rebate Trader 10037000	Year 2011	1	Status Open for Submission	Upen	0	\$0	Go to Complete	Rebate Amount \$0
				1						
EW PRODUCT IDEA	Upload	10037000	2011	1	Open for Submission	N N N		\$0	Go to Complete	\$0

On the above screen, note also that the number of the period -12 in this case- is a link. By clicking on that link you can view all the records that have been accepted for the month - 20 records in this case-.

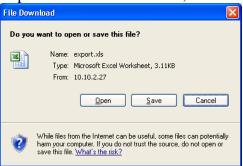
Click on the number of the period to see the "Submission Details for Month mm/yy". Notice that the screen shows all the columns that were present in the sales file plus three; one on the left side, next to the Distributor number, and two on the right end:

- Period: showing the year and month to which the sales were added
- Sub.Id: submission id of the file that was used to upload each record
- Row #: the row in the original file that contained each record shown.



Reba	ite Aut	omat	ion															
-	00 - Name c			ibutor													Backto	Ma
NKS						_			-									_
					Submi	ssio	n De	tails	s for I	1onth	2010	/12						
NG 20 Det	ail Records fo	ound, dis	playing al	l Detail F	Records.													
te Automation	r Period	Zip Sold	Tran I. Type	Bonded	Model	Serial	Trans. Cust	Tran I. Zip	Dealer#	Dealer Name	nv. #	Inv. Date	Unit Sale	Unit	Zip Sold To	Disp Promo	Ref.	ge: Sub. Id
DUCT IDEA	12/2010	Prom 92805	SLD	N	ACNF24D81		#	Code	10287	Customer	INV4D1	12/02/2010	Price \$ 320	1 295	92806			784
1003700		92805	SLD	N	CHA57TCC		D		10287	10287 Custamer	ENV4D2	12/D3/2D1D	\$320	\$269	20001			784
1003700	0 12/2010	92805	SLD	N	CPC036X001D00X		D		130813	10287 Customer	DNV4D3	12/04/2010	\$1,65D	\$1,644	90632			784
1003700	12/2010	92805	SLD	N	AH2429-1		D		1228	130813 Customer	INV4D4	12/D5/2D1D	\$330	\$ 323	92806			784
1003700	12/2010	92805	SLD	N	C PC D48XXX4BXXX		D		69D25	1228 Customer	INV4D5	12/06/2010	\$1,760	\$2,010	90632			784
1003700	12/2010	92805	SLD	N	CPC12DXXXJBXXX		D		130813	69025 Customer	DNV4D6	12/07/2010	\$2,700	\$3,634	90632			784
1003760	) 12/2010	92805	SLD	N	AH3D43-1FR		D		69D25	130813 Customer 69025	ENV4D7	12/D8/2010	\$ 379	¢ 373	92806			784
1003700	12/2010	92805	SLD	N	G5C14D421		D		69D25	Customer 69025	ENV4D7	12/08/2010	\$940	\$928	92806			784
1003700	12/2010	92805	SLD	N	G9C1306D1A		D		69D25	Customer 69025	ENV4D7	12/08/2010	\$1,15D	\$1,047	92806			784
1003700	12/2010	92805	SLD	N	G9C130601A		D		69D25	Custamer 69025	DNV4D7	12/08/2010	\$1,290	\$1,047	92806			784
1003700	12/2010	92805	PROMO	N	PC 32		D		69D25	Customer 69025	ENV4D7	12/08/201D	\$244	\$D				784
1003700	12/2010	92805	SLD	N	AHKD2D-J		D		33158	Customer 13158	ENV4D8	12/09/2010	\$458	\$452	92806			784
1003700	12/2010	92805	SLD	N	G5H13D421		D		33158	Customer 13158	DVV4D8	12/09/2010	\$ 680	\$-889	92806			784
1003700	12/2010	92805	SLD	N	AH2429-1		D		33158	Customer 33158	ENV4D8	12/09/201D	\$220	\$320	92806			784
1003700	12/2010	92805	SLD	N	CAPF363686		D		JSDDD	Customer 35000	ENV4D9	12/09/2010	\$210	\$230	90632			784
1003700	12/2010	92805	SLD	N	AR12D		D		47D	Customer 470	DNV41D	12/10/2010	\$1,750	\$1,667	92806			784
1003700	12/2010	92805	SLD	N	G5Z130181		D		1228	Customer 1228	DNV413	12/11/2D1D	\$717	\$778	92806	PC21		784
1003700	12/2010	92805	SLD	N	ARUF182416		D		1228	Customer 1228	[NV413	12/11/2D1D	\$336	\$ 320	92806			784
1003700	12/2010	92805	SLD	N	HKR-DSC		D		1228	Custamer 1228	DNV413	12/11/2010	\$4D	\$ 38	92806			784
1003700	12/2010	92805	SLD	N	ACNF24D81		D		69025	Customer 69025	DNV414	12/15/2010	\$ 2D	\$ D	92806			784

At the bottom of the screen there is a message and an icon indicating that the data can be exported to Excel. Click on the "Excel" link to download the list. After clicking on "Excel" the system will present the "File Download" pop-up window. Click on the "Open" button to see the file, or on the "Save" button to save it.



If you click on the "Open" button, Excel will start and will show you the records that were exported from the system.

Please note that the exported version of the file contains all the fields from the Universal format, plus the "Period" that has been added in column B.



ВМ	icrosoft E	ccel - expo	rt[1]																5
4)	<u>File E</u> dit	View Inse	ert Format	<u> </u>	Data Wind	low BPA <u>V</u> ier	vs <u>H</u> elp									Type a que:	stion for hel	p	ê
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9	Te BtB																		
	A1		f≽ Distribu	itor															
T	A	B	C	D	E	F	G	Н	1		K	1	M	N	0	P	Q	R	i
r	Distributor				vp Bonded	Model	Serial		Trans 7ir	Dealer #		rinv #				Zip Sold T		Ref. #	
	10037000	Dec-10	92805		N	ACNF240		0			Customer		12/2/2010	\$320	\$295	92806			
t	10037000	Dec-10	92805		N	CHA57TC		Ō			Customer		12/3/2010	\$320	\$269	20001			
t	10037000	Dec-10	92805	SLD	N	CPC036X	CX1DXXX	0		130813	Customer	INV403	12/4/2010	\$1,650	\$1,644	90632			
I	10037000	Dec-10	92805	SLD	N	AH2429-1		0		1228	Customer	INV404	12/5/2010	\$330	\$323	92806			
1	10037000	Dec-10	92805	SLD	N	CPC048X	X4BXXX	0		69025	Customer	INV405	12/6/2010	\$1,760	\$2,010	90632			
I	10037000	Dec-10	92805		N	CPC120X		0			Customer		12/7/2010	\$2,700	\$3,634	90632			
	10037000	Dec-10	92805		N	AH3043-1		0			Customer		12/8/2010	\$379	\$373	92806			
	10037000	Dec-10	92805		N	GSC1404		0			Customer		12/8/2010	\$940	\$928	92806			
	10037000	Dec-10	92805		N	GSC1306		0			Customer		12/8/2010	\$1,150	\$1,047	92806			
ļ	10037000	Dec-10	92805		N	GSC1306	D1A	0			Customer		12/8/2010	\$1,290	\$1,047	92806			
	10037000	Dec-10		PROMO		PC32		0			Customer		12/8/2010	\$244	\$0	1		1	
	10037000	Dec-10	92805		N	AHKD20-3		0			Customer		12/9/2010	\$458	\$452	92806			
	10037000	Dec-10	92805		N	GSH1304	21	0			Customer		12/9/2010	\$680	\$889	92806			
l	10037000	Dec-10	92805		N	AH2429-1		0			Customer		12/9/2010	\$220	\$320	92806			
	10037000	Dec-10	92805		N	CAPF363	5B6	0			Customer		12/9/2010	\$210	\$230	90632		-	
	10037000	Dec-10	92805		N	AR120	L	0			Customer		12/10/2010	\$1,750	\$1,667	92806			
	10037000	Dec-10	92805		N	GSZ13018		0			Customer		12/11/2010	\$717	\$778	92806		-	
	10037000	Dec-10	92805		N	ARUF182	416	0			Customer		12/11/2010	\$336	\$320	92806			
	10037000	Dec-10	92805		N	HKR-05C		0			Customer		12/11/2010	\$40	\$38	92806		-	
+	1003/000	Dec-10	92805	SLD	N	ACNF240	51	U		69025	Customer	UNV414	12/15/2010	\$20	\$0	92806		-	
										-									
1			7										1		-			1	
4	► ► ► .xls	]export(1)	)/								<			100					
d	y																NUM		

#### 4.1.2 Viewing

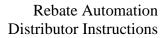
Individual submissions can also be viewed and their data exported to Excel from the "Rebate Submissions" screen.

Return to the main screen by clicking on the "Back to Main Page" link. Then click the "Rebate Submission Inquiry" link.

On the "Rebate Submissions" screen, browse through the list of submissions and locate the one for which you would like to look at its records.

Use the six boxes on the top portion of the screen to narrow down the list. You can use Year, Submission ID, Period (month), for Submission Date –from and to- to select visualize fewer entries in the list.

Once the period of interest is located, click on the number that corresponds to the file's "Submission ID".





Reb	ate Automa	tion							
10037	000 - Name of Go	odman Dist	ributor					Back1	:0 N
			R	ebate Subi	missions				
									_
Distribu	tor:		10037000	s	ubmission Id:				
Year:				P	eriod/Month:				1
Submit	Date From(MM/dd/			🗹 s	ubmit Date To(	MM/dd/vvvv):			ī
				Search					_
17 Sub	missions found, dis	playing all Su	bmissions.				(	Display P	ac
Delete	Submission ID	Period	Distributor	Sub. Date	Sub. Time	Sub. By User ID	Status	Error	
Delete	(784)	12/2010	10037000	01/23/2011	13:16:32	tester2	Accepted	Ν	
	783	0/0	10037000	01/23/2011	13:06:18	tester2	Rejected	Y	
	779	12/2010	10037000	01/21/2011	10:24:38	tester2	Deleted	Ν	
		12/2010	10037000	01/21/2011	10:20:41	tester2	Deleted	Ν	
	778							Y	
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected		
	777 775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	γ	
	777 775 774	1/2011 12/2010	10037000 10037000	01/19/2011 01/19/2011	15:44:41 14:18:28	tester2 tester2	Rejected Deleted	Y N	
	777 775 774 773	1/2011 12/2010 12/2010	10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011	15:44:41 14:18:28 14:17:11	tester2 tester2 tester2	Rejected Deleted Deleted	Y N N	
	777 775 774 773 772	1/2011 12/2010 12/2010 0/0	10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011	15:44:41 14:18:28 14:17:11 14:15:47	tester2 tester2 tester2 tester2	Rejected Deleted Deleted Rejected	Y N N Y	
	777 775 774 773 772 771	1/2011 12/2010 12/2010 0/0 0/0	10037000 10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/18/2011	15:44:41 14:18:28 14:17:11 14:15:47 18:27:31	tester2 tester2 tester2 tester2 tester2 tester2	Rejected Deleted Deleted Rejected Rejected	Y N N Y	
	777 775 774 773 772 771 770	1/2011 12/2010 12/2010 0/0 0/0 11/2010	10037000 10037000 10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/18/2011 01/18/2011	15:44:41 14:18:28 14:17:11 14:15:47 18:27:31 17:55:03	tester2 tester2 tester2 tester2 tester2 tester2 tester2	Rejected Deleted Deleted Rejected Rejected Accepted	Y N Y Y	
	777 775 774 773 772 771 770 789	1/2011 12/2010 12/2010 0/0 0/0 11/2010 11/2010	10037000 10037000 10037000 10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/18/2011 01/18/2011 01/18/2011	15:44:41 14:18:28 14:17:11 14:15:47 18:27:31 17:55:03 17:54:36	tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2	Rejected Deleted Deleted Rejected Rejected Accepted Accepted	Y N Y Y N	
	777 775 774 773 772 771 770 789 788	1/2011 12/2010 12/2010 0/0 0/0 11/2010 11/2010 11/2010	10037000 10037000 10037000 10037000 10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/18/2011 01/18/2011 01/18/2011 01/18/2011	15:44:41 14:18:28 14:17:11 14:15:47 18:27:31 17:55:03 17:54:36 17:54:17	tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2	Rejected Deleted Rejected Rejected Accepted Accepted Accepted	Y N Y Y N N	
	777 775 774 773 772 771 770 789	1/2011 12/2010 12/2010 0/0 0/0 11/2010 11/2010	10037000 10037000 10037000 10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/18/2011 01/18/2011 01/18/2011 01/18/2011 01/18/2011	15:44:41 14:18:28 14:17:11 14:15:47 18:27:31 17:55:03 17:54:36	tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2	Rejected Deleted Deleted Rejected Rejected Accepted Accepted	Y N Y Y N	
	777 775 774 773 772 771 770 789 788 768	1/2011 12/2010 12/2010 0/0 0/0 11/2010 11/2010 11/2010 11/2010	10037000 10037000 10037000 10037000 10037000 10037000 10037000 10037000	01/19/2011 01/19/2011 01/19/2011 01/19/2011 01/18/2011 01/18/2011 01/18/2011 01/18/2011	15:44:41 14:18:28 14:17:11 14:15:47 18:27:31 17:55:03 17:54:36 17:54:17 17:53:53	tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2 tester2	Rejected Deleted Rejected Accepted Accepted Accepted Deleted	Y N Y N N N	

After clicking on the submission id, the system presents the contents of the file. At the bottom of the list you can see the "Excel" link that allows exporting the list to Excel. File Edit Yiew Favorites Tools Help

	Rebat																			
	10037000	- Name	of Goodm	an Distrib	utor														Back to M.	in Pa
K LINKS					s	ubmiss	ion [	Deta	ils S	ubn	nissio	on (No.	784)	Details						
_KIT												•					-			
DRTING	Submissi	on ID	Period	Total	Sub.		Time	Sub.	By Use	r ID		File		Statu	s Erro	or Via				
tebate Automation	78	4	12/2010	\$15,514			16:32		tester:			-	010_Good	xls Accept	ed N	WEB				
PRODUCT IDEA	20 Detail f	Records	found, disp			ecord <i>s</i> .														
оит	Distributor	Pertod	ZIP Sold	Tranı. Tranı	Bonded	Model		Serial	Tranı. Curt	Tran I. Zip	Dealer#	Destor Name	nv.#	In v. Date	Unit Sale	Unit Cort	ZIP Sold To	Promo	Ref. Sub. # Kd	
	10037000	12/2010	From	SLD	N	ACNF24081			e D	Code	10287	Customer	INV4D1	12/02/2010	Price \$ 320	\$ 295	92806		784	2
	10037000	12/2010		SLD	N	CHAS7TCC			D		10287	10287 Customer	INV4D2	12/03/2010	\$ 320	\$ 2.69	20001		784	1
	10037000	12/2010		SID		CPCD160001D			D		110811	10287 Customer	INVADO	12/04/2010	\$1,650	\$1,644	90632		784	4
	10017000	12/2010		SID	N	AH7479-1			D		1228	130813 Customer	NV454	12/05/2010	\$ 3 3 0	\$ 323	92806		784	5
	10037000	12/2010		SLD	N	CPCMEOD4B	007		0		69025	1228 Customer	INV4DS	12/06/2010	\$1,760	\$2,010	90612		784	
	10037000	12/2010		SID	N	CPC12B00018			n.		110811	69025 Cutiomer	INVAD6	12/07/2010	\$2,700	\$3,634	90632		784	7
	10037000	12/2010		SLD	N	AHJD4J-1FR			D		69025	Luberu Customer	INV407	12/08/2010	\$ 379	\$3,534	92806		784	, 8
	10037000	12/2010		SLD	N	G5C140421			D		69025	69025 Customer	INV407	12/08/2010	\$940	\$928	92806		784	9
	10037000	12/2010		SLD	N	G5C13D6D1A			D		69025	69025	INV407			\$1,047	92806			10
												Custome: 69025		12/08/2010	\$1,150					
	10037000	12/2010		SLD	N	G5C130601A			D		69025	Custome: 69025	DNV407	12/08/2010	\$1,290	\$1,047	92806		784	11
	10037000	12/2010		PROMO	N	PC 32			D		69025	Custame: 69025	DNV4D7	12/08/2010	\$ 244	\$D			784	12
	10037000	12/2010	92805	SLD	N	AHKD2D-3			D		33158	Custame: JJ158	DVV408	12/09/2010	\$458	\$452	92806		784	13
	10037000	12/2010	92805	SLD	N	G5H13D421			D		33158	Custome: JJ158	DNV4D8	12/09/2010	\$ 680	\$889	92806		784	14
	10037000	12/2010	92805	SLD	N	AH2429-1			D		33158	Custame: 33158	DVV408	12/09/2010	\$ 220	\$ 320	92806		784	15
	10037000	12/2010	92805	SLD	N	CAPF363686			D		3500D	Custome: 35000	DNV409	12/09/2010	\$210	\$230	90632		784	16
	10037000	12/2010	92805	SLD	N	AR12D			D		470	Custame: 470	DNV41D	12/10/2010	\$1,750	\$1,667	92806		784	17
	10037000	12/2010	92805	SLD	N	G5Z1 JD181			D		1228	Custame: 1228	DV413	12/11/2010	\$717	\$778	92806	PC21	784	18
	10037000	12/2010	92805	SLD	N	ARUF182416			D		1228	Custome: 1228	DNV413	12/11/2010	\$ 336	\$ 320	92806		784	19
	10037000	12/2010	92805	SLD	N	HKR-DSC			D		1228	Custame: 1228	INV413	12/11/2010	\$4D	\$ 38	92806		784	20
	10037000	12/2010	92805	SLD	N	ACNF24D81			D		69025	Custame: 69025	DNV414	12/15/2D1D	\$ 2D	\$ D	92806		784	21
	20 Detail F																			



#### 4.1.3 Deleting

Submissions corresponding to open periods can be deleted from the system. If you need to delete a submission for a closed period, please contact the rebate department at <u>rebates@goodmanmfg.com</u>. Periods for which the rebate has already been paid cannot be re-opened.

To delete a submission, return to the main screen by clicking the "Back to Main Page" link. Then click on the "Rebate Submission Inquiry" link.

On the "Rebate Submissions" screen, browse through the list of submissions and locate the one which you would like to delete. You can use the six boxes on the top portion of the screen to narrow down the list. You can use Year, Submission ID, Period (month), for Submission Date –from and to- to select visualize fewer entries in the list.

Once the submission of interest is located, click on the "Delete" button located on the first column.

Reba	te Automa	tion							
100370	00 - Name of God	odman Dist	ributor					Back	to Main
			R	ebate Sub	missions				
Distribut	or:		10037000	s	Submission Id:				7
Year:				F	eriod/Month:				ī.
mation				(TT)					
IDEA Submit L	)ate From(MM/dd/y	.ÀÀÀ):			Submit Date To(I	MM/dd/yyyy):			
				Searc	h				
17 Subr	nissions found, disp	playing all Su	ubmissions.						
Delete	Submission ID	Period	Distributor	Sub. Date	Sub. Time	Sub. By User ID	Status	Display P Error	age: Vi:
Delete	784	12/2010	10037000	01/23/2011	13:16:32	tester2	Accepted	N	W
	783	0/0	10037000	01/23/2011	13:06:18	tester2	Rejected	Y	W
	779	12/2010	10037000	01/21/2011	10:24:38	tester2	Deleted	N	W
	778	12/2010	10037000	01/21/2011	10:20:41	tester2	Deleted	N	W
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected	Y	W
	775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	Y	W
	774	12/2010	10037000	01/19/2011	14:18:28	tester2	Deleted	N	W
	773	12/2010	10037000	01/19/2011	14:17:11	tester2	Deleted	N	W
	772	0/0	10037000	01/19/2011	14:15:47	tester2	Rejected	Y	w
	771	0/0	10037000	01/18/2011	18:27:31	tester2	Rejected	Y	W
	770	11/2010	10037000	01/18/2011	17:55:03	tester2	Accepted	N	W
	769	11/2010	10037000	01/18/2011	17:54:36	tester2	Accepted	N	W
		11/2010	10037000	01/18/2011	17:54:17	tester2	Accepted	N	W
	768				17:53:53	tester2	Deleted	Ν	W
	768 767	11/2010	10037000	01/18/2011					
		11/2010 10/2010	10037000 10037000	01/18/2011 01/18/2011	17:38:06	tester2	Deleted	N	W
	767					tester2 tester2	Deleted Accepted	N	W

After clicking on the "Delete" link, the system asks for confirmation by popping up a window like the one shown below.





Click on the "OK" button to confirm that you want to delete the data that was uploaded under that given submission, or click on the "Cancel" button to keep the data. Deleted data cannot be restored back into the system unless you upload it again.

After clicking on the "OK" button, the submission changes to the "Deleted" status as shown on the sample screen below.

Reba	ite Automa	tion							
100370	00 - Name of Good	man Distribu	ıtor					Backt	o Main
				lebate Sul	omissions				
					51113310113				
Distribu	tor:		10037000		Submission Id:				
Year:					Period/Month:				1
mation									
	Date From(MM/dd/y	YYY):			Submit Date To(MM/dd/yyyy):				
IDEA				Sea	rch				
17 Sub	missions found, dis	playing all Su	bmissions.						
								Display P.	
Delete	Subminion ID	Period	Distributor	Sub. Date	Sub. Time	Sub. B; Uter ID	statur	Error	Via
	784	12/2010	10037000	D1/23/2D11	13:16:32	teste:2	Deleted	N	WE
	783	D/D	10037000	D1/23/2D11	13:06:18	teste:2	Rejected	Y	WE
	779	12/2010	10037000	D1/21/2D11	1D:24:38	leste 2	Deleted	N	WE
	778	12/2010	10037000	D1/21/2D11	1D:2D:41	teste:2	Deleted	N	WE
	777	D/ D	10037000	D1/21/2D11	10:19:26	teste:2	Rejected	۷	WE
	775	1/2011	10037000	D1/19/2D11	15:44:41	teste:2	Rejected	Y	WE
	774	12/2010	10037000	D1/19/2D11	14:18:28	teste:2	Deleted	N	WE
	773	12/2010	10037000	D1/19/2D11	14:17:11	teste:2	Deleted	N	WE
	772	D/ D	10037000	D1/19/2D11	14:15:47	teste:2	Rejected	۷	WE
	771	D/D	10037000	D1/18/2D11	18:27:31	teste:2	Rejected	Y	WE
	770	11/2D1D	10037000	D1/18/2D11	17:55:03	teste:2	Accepted	N	WE
	769	11/2010	10037000	D1/18/2D11	17:54:36	teste:2	Accepted	N	WE
		11/2D1D	10037000	D1/18/2D11	17:54:17	teste:2	Accepted	N	WE
	768			D1/18/2D11	17:53:53	teste 2	Deleted	N	WE
	767	11/2D1D	10037000						
	767 766	10/2010	10037000	D1/18/2D11	17:38:06	teste 2	Deleted	N	WE
	767				17:38:06 17:37:50	teste:2 teste:2	Deleted Accepted	N N	WE

#### 4.2 Closing a period to kick-off the calculation process

Distributors can upload sales data or transfer sales file via FTP as many times as necessary until all sales are stored in the Goodman system and the distributor closes the period. Closing the period indicates the Rebates system that all sales are completed for a given month and that the distributor wants the corresponding rebates to be calculated.



After closing a period, the distributor will not be able to upload more files to that period or to delete files that were already accepted. If after a given period is closed the distributor needs to make changes to the sales data, the period can be opened by the Rebates department. Periods for which the corresponding rebate amount has already been paid cannot be re-opened.

To close a period the distributor needs to click on the "Go to Complete" link that is located on the "Rebates Period" screen. To access the "Rebates Period" screen from any other screen in the system, click on the "Back to Main Page" link located on the top-right section of the screen, or on the "Rebate Automation" link located on the left menu.

HOME	Reba	ite Autor	natio	n						
ACCOUNT	100370	00 - Name of	Goodm	an Distr	ibutor					Back to Main Pag
QUICK LINKS					Re	ebate	Periods			
OOLKIT					Pehate amou	nt chowr	n is preliminary un	til paid		
REPORTING			oving all B	Periods.			no prominiar, an	an para		
Rebate Automation	4 Perio	is found, displa	i, ing an i						r	)isplav Page: No.
Rebate Automation	4 Perio	Rebate Trader	Year	Period	Status	Open	Count of Records	Total Sales	Submission Complete	)isplay Page: No. Rebate Amount
Rebate Automation					Status Open for Submission	Open	Count of Records	Total Sales \$0		
Rebate Automation	Upload	Rebate Trader	Year			Open			Submission Complete	Rebate Amount
	Upload Upload	Rebate Trader	Year 2011	Period 1	Open for Submission	Open N	0	\$0	Submission Complete Go to Complete	Rebate Amount \$0

After clicking on the "Go to Complete" link, the system presents a confirmation window that pops up.



Click on "OK" to proceed with closing the period, or click on "Cancel" to leave the period open.

After being closed, the status of the period on the screen shows as "Closed for Submissions", like the month of Dec 2010 shown on the sample screen below. Please also note that the date on which the period was closed is presented on the screen as well.



Air Conditioning & Heating		come ba	,							
IOME	Reba	ate Autor	natio	n						
ACCOUNT	100370	100 - Name of	Goodm	an Dist	ributor					Back to Main Pa
UICK LINKS										
DICK LINKS					Re	bate	Periods			
OOLKIT	-						Periods	il paid		
	4 Perio	te found displa	aving all	Periods	Rebate amour		Periods	il paid		
OOLKIT	4 Perio	ds found, displa	aying all	Periods.	Rebate amour			il paid		oisolav Page: No.
OOLKIT EPORTING Rebate Automation	4 Perio	ds found, displa	aying all Year	Periods.	Rebate amour			il paid Total Sales	Submission Complete	)isplay Page: No. Rebate Amount
DOLKIT EPORTING Rebate Automation					Rebate amour	t shown	is preliminary unt	•		
DOLKIT EPORTING Rebate Automation EW PRODUCT IDEA	Upload	Rebate Trader	Year		Rebate amour	t shown	is preliminary unt	Total Sales	Submission Complete	Rebate Amount
	Upload	Rebate Trader	Year 2011	Period	Rebate amour Status Open for Submission	t shown Open	is preliminary unt Count of Records O	Total Sales	Submission Complete Go to Complete	Rebate Amount \$0

#### 4.3 Reviewing the Rebate Amounts and the corresponding Reports

Once a period has been closed or marked by the distributor as Complete, a system calculation process that is run every night will note that the distributor has finished reporting sales for the month and the appropriate rebate amounts will be calculated.

Once the amounts have been calculated, they are presented on the "Rebate Periods" screen. The sample screen below shows the month of November 2010 as closed by the distributor on January 18 2011. It also shows a calculated **PRELIMINARY** rebate amount of \$1,903.15.

Goodman <sup>°</sup> Air Conditioning & Heating	lcome ba	ack, '	Test	er2!					
OME Rel	ate Autor	natio	n						
CCOUNT	'000 - Name of			ributor					Back to Main Pa
JICK LINKS				Re	bate	Periods			
							il naid		
	ods found, displa	ying all f	Periods.	Rebate amour		Periods	il paid		Display Page: No.
OLKIT PORTING 4 Per		iying all F Year	Periods. Period	Rebate amour			il paid Total Sales	Submission Complete	Display Page: No. Rebate Amount
PORTING Rebate Automation				Rebate amour	nt shown	is preliminary unt	·		
OLKIT PORTING Rebate Automation W PRODUCT IDEA Uploa	Rebate Trader	Year 2011		Rebate amour	nt shown	is preliminary unt	Total Sales	Submission Complete	Rebate Amount
PORTING Rebate Automation	Rebate Trader	Year 2011	Period	Rebate amour	nt shown Open	is preliminary unt Count of Records	Total Sales \$0	Submission Complete Go to Complete	Rebate Amount \$0

Please note that on top of the list of periods, the "Rebate Periods" screen shows a disclaimer. The disclaimer is indicating that all rebate amounts shown are **preliminary** until they are paid. The clarification is important because once the initial rebate amounts are calculated they can change as a result of recalculations. One common reason for recalculations is that distributor makes changes to the PAP registrations and asks the Rebates department to recalculate the month.

Once the system calculates the rebate amounts for a given period, the amount is presented on the right-most column of the "Rebate Periods" screen. Also, the corresponding reports that support the calculations are available for inquiry.

Note on the sample screen below, that there is a rebate amount of \$1903.15 calculated for the month of Nov 2010. Click on the amount to see more details about it.

I <b>tomatic</b>	n						
ne of Goodn							
	ıan Dist	ributor					Back to Main Page
		Re	bate	Periods			
					il paid		
displaying all	Periods.		it shown	is premimary und			Display Page: No.1
ader Year	Period	Status	Open	Count of Records	Total Sales	Submission Complete	Rebate Amount
00 2011	1	Open for Submission		0	\$0	Go to Complete	\$0
00 2010	12	Closed for Submission	N	20	\$15,514	01/23/2011	\$0
00 2010	11	Needs your approval	N	28	\$23,302	01/18/2011	\$1,903.15
00 2010	10	Paid on 01/18/2011	N	31	\$25,429.3	01/18/2011	\$1,703.26
	rader         Year           000         2011           000         2010           000         2010           000         2010           000         2010	Year         Period           000         2011         1           000         2010         12           000         2010         11           000         2010         11           000         2010         10	Rebate amour displaying all Periods. rader Year Period Status 2010 2011 1 Open for Submission 2010 12 Closed for Submission 2010 11 Needs your approval	Rebate amount shown       displaying all Periods.     Open       2010     2011     1     Open for Submission       2000     2010     12     Closed for Submission     N       2000     2010     11     Needs your approval     N       2000     2010     10     Paid on 01/18/2011     N	displaying all Periods.           rader         Year         Period         Status         Open         Count of Records           000         2011         1         Open for Submission         0           000         2010         12         Closed for Submission         N         20           000         2010         11         Needs your approval         N         28           000         2010         10         Paid on 01/18/2011         N         31	Rebate amount shown is preliminary until paid           displaying all Periods.         Count of Records         Total Sales           value         Year         Period         Status         Open         Count of Records         Total Sales           000         2011         1         Open for Submission         0         \$0         \$0           000         2010         12         Closed for Submission         N         20         \$15,514           000         2010         11         Needs your approval         N         28         \$23,302           000         2010         10         Paid on 01/18/2011         N         31         \$25,429.3	Rebate amount shown is preliminary until paid           displaying all Periods.         Total Sales         Submission Complete           000         2011         1         Open for Submission         0         \$0         Go to Complete           000         2010         12         Closed for Submission         N         20         \$15,514         01/23/2011           000         2010         11         Needs your approval         N         28         \$23,302         01/18/2011           000         2010         10         Paid on 01/18/2011         N         31         \$25,429.3         01/18/2011

After clicking on the amount, the "Rebate and Payment" screen is presented with a break down by program of the calculated amount.

On the sample screen below, note that the total amount of \$1,903.15 corresponds to two programs: "Mark Up and Outboarded" and "Promotional".

Goodman Air Conditioning & Heating	Welcome back, Tester2!	
номе	Rebate Automation	
ACCOUNT	10037000 - Name of Goodman Distributor	Back to Main Page
QUICK LINKS	Rebate and Payment	
TOOLKIT	Rebate programs corresponding to November 2010 for Name of Goodman Distributor. Total rebate \$1,903.15	
REPORTING Rebate Automation	Rebate Status: Needs your approval Rebate Program Amount	
NEW PRODUCT IDEA	Mark Up & Outboarded \$1,773.15 Promotional \$130	

By clicking on one of the program rebate amounts, you can view the report that supports the calculations. Below two screens show two portions of the report corresponding to the \$1,773.15 amount calculated for the "Mark Up & Outboarded" program.



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Rebate Automation					6	• 🖻
Goodman Air Conditioning & Heating	Welcome back, Tester2!					
IOME	Rebate Automation					
ACCOUNT	10037000 - Name of Goodman Distributor				Back to Main	Page
QUICK LINKS	Pa	bate Calcu	ulation	Detail		
TOOLKIT						
REPORTING	Mark Up & Outboarded amount corresponding to No	vember 2010 fo OCT/10	r Name of NOV/10	Goodman Distril YTD	butor has been calculated for \$1,773.	.15
Rebate Automation	Sales: Base Program	\$1,356.00	\$2,430.00	\$3,786.00		
NEW PRODUCT IDEA	National Accounts Large Customer	\$1,502.68 \$320.00	\$1,026.00 \$620.00	\$2,528.66 \$940.00		
OG OUT	Super Large Customer Associate Distributor	\$758.00 \$1,750.00	\$379.00 \$.00	\$1,137.00 \$1,750.00		
	Dealer Discount Pricing Dealer Discount Low Pricing	\$420.00	\$.00			
	Light Commercial Light Commercial Low	\$1,650.00 \$3,530.00	\$8,955.00	\$10,605.00 \$5,290.00		
	Uncharged R22 Non Rebatable Sales	\$13,920.00	\$1,751.00	\$1,731.00		
	Total	\$25,214.66 \$				
	Base Program Sales Base Program Cost	\$1,356.00 \$1,545.00	\$2,430.00 \$2,458.00	\$4,004.00		
	Actual Markup Actual Markup Percent	\$190.00- 12.29-%	\$28.00- 1.14-%	\$218.00- 5.44-%		
	Allowable Markup Bank (Increase) Decrease	\$86.42- \$103.58	\$137.40- \$109.40-	\$5.82-		
	Bank Adjustments Maximum Rebate	\$.00 \$185.52	\$.00 \$294.96	\$480.48		
	Earned Rebate Prior Rebate Payments	\$185.52	\$185.56	\$474.66 \$185.52		
	Current Rebate Due Base Program			\$289.14		
	National Accounts Sales	\$1,502.68	\$1,026.00	\$2,528.66		
	National Accounts Cost Actual Markup	\$1,457.00 \$45.66	\$1,000.00	\$2,457.00 \$71.66		
	Actual Markup Percent Allowable Markup	3.13% \$72.85-	2.60%	2.92% \$122.85-		
	Bank (Increase) Decrease	\$118.51-	\$76.00-	\$194.51- \$.00		
	Bank Adjustments	\$.00				
	Bank Adjustments Maximum Rebate Earned Rebate	\$.00 \$218.55 \$100.04	\$150.00	\$368.55 \$174.04		
	Maximum Rebate Earned Rebate Prior Rebate Payments			\$174.04 \$100.04		
	Maximum Rebate Earned Rebate	\$218.55	\$150.00	\$174.04		
	Maximum Rebate Earned Rebate Prior Rebate Payments	\$218.55	\$150.00	\$174.04 \$100.04		
croll down to	Maximum Rebate Earnod Rebate Prior Rebate Payments Current Rebate Due National Accounts Large Custamer Sales	\$210.55 \$100.04	\$150.00 \$74.00	\$174.04 \$100.04 \$74.00 \$940.00	e "Excel" link	ζ.
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Edit Yew Favorites Looks He	Maximum Rebate Earnod Rebate Prior Rebate Payments Current Rebate Our Networks Dealer Discourt Pricing Sales Dealer Discourt Pricing Sales Dealer Discourt Pricing Cost Actual Markup Rebate Parcentage Rebate Parcentage Rebate Proceeding Rebate Price Price Price Dealer Discourt Low Pricing Sales Dealer Discourt Low Pricing Cost Actual Markup Rebate Due Dealer Discourt Low Pricing Current Rebate Due Light Commercial Light Commercial Low Sales Light Commercial Low Sales Current Rebate Due Light Commercial Low Current Rebate Due Light Commercial Low Current Rebate Due Light Commercial Low Uncharged R22 Sales Uncharged R22 Sales Uncharged R22 Sales Uncharged R22 Sales Uncharged R22 Sales Current Rebate Due Light Commercial Low Pror Rebate Payments	\$220.55 \$100.04 \$220.00 \$200.00 \$420.00 \$420.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$400.0	\$155.00 \$74.00 \$574.00 \$570.00 \$570.00 \$570.00 \$570.00 \$500 \$500 \$500 \$500 \$500 \$500 \$500	\$174.04 \$74.00 \$940.00 \$174.00 \$174.00 \$174.00 \$174.00 \$100.055.00 \$400.00 \$40	4.0.2.65	
Edit Yew Favorites Iools He	Animum Rebate Earnol Rebate Pair Rebate Pair Rebate Pair Rebate Current Rebate Our Nethonal Accounts Large Curtamer Sales Dealer Discourt Pricing Sales Dealer Discourt Low Dealer Discourt Low Pricing Dealer Discourt Low Dealer Discourt Low Pricing Dealer Discourt Dealer Discourt Low Pricing Dealer Dealer Discourt Low Pricing Sales Dealer Dealer Discourt Dealer Discourt Low Pricing Dealer Dealer Discourt Dealer Discourt Dealer Dealer Dealer Discourt De	\$220.55 \$100.04 \$220.00 \$200.00 \$420.00 \$420.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$460.00 \$400.0	\$155.00 \$74.00 \$574.00 \$570.00 \$570.00 \$570.00 \$570.00 \$500 \$500 \$500 \$500 \$500 \$500 \$500	1174.04 1174.04 174.00 174.00 174.00 174.00 174.00 174.00 174.00 175.00 10,076.00 10,076.00 10,076.00 10,076.00 10,076.00 10,076.00 10,076.00 11,077.00 11,077.60 11,077	4.0.2.65	

By clicking on the "Excel" link, the report can be exported to Excel. After clicking on "Excel", the system shows the "File Download" window, where you can decide between opening or saving the file, or just cancel and return to the previous screen.



File Dow	mload 🛛 🔀
Do you	want to open or save this file?
	Name: sampleName.xls Type: Microsoft Excel Worksheet From: 10.10.2.27 <u>O</u> pen <u>S</u> ave Cancel
0	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

After clicking on the "Open" button, Excel presents the exported data without any formatting.

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2	Sales:									
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4		##########	######################################	###########						
5		\$320.00	\$620.00	\$940.00						
6	Super La	\$758.00	\$379.00	###########						
7	Associat	##########	\$0.00	###########						
8	Dealer D	\$420.00	\$0.00	\$420.00						
9	Dealer D									
10			###########	###########						
11		###########	###########	############						
12	Uncharg		###########	############						
13	Non Reb	###########	###########	############						
14	Total	##########	###########	############						
15										
16										
17	Base Prog	##########	##########	###########						
	Base Prog		##########	###########						
	Actual Mar		(\$28.00)	(\$218.00)						
20	Actual Mai			5.44						
	Allowable I		(\$137.40)							
22	Bank (Incr		(\$109.40)	(\$5.82)						
	Bank Adju		\$0.00	\$0.00						~
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Adjust the width of the columns to view all the information as shown in the below sample.

Microsoft Excel - sampleName[1]								
Eile Edit View Insert Format Tools Data Window						stion for help		8
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<b>₹ </b> = 40   <b>0</b>   <b>0</b>		-						
A10 - 🖈 Light Commercial								
A	В	С	D	E	F	G	Н	_
	OCT/10	NOV/10	YTD					-
Sales:								
Base Program	\$1,356.00	\$2,430.00	\$3,786.00					
National Accounts	\$1,502.66	\$1,026.00	\$2,528.66					
Large Customer	\$320.00	\$620.00	\$940.00					
Super Large Customer	\$758.00	\$379.00	\$1,137.00					
Associate Distributor Dealer Discount Pricing	\$1,750.00	\$0.00	\$1,750.00					
	\$420.00	\$0.00	\$420.00					
Dealer Discount Low Pricing Uight Commercial	\$1,650.00	\$8,955.00	\$10,605.00					
I Light Commercial     Light Commercial Low	\$1,650.00	\$0,955.00	\$5,290.00					
2 Uncharged R22	ψ0,000.00	\$1,731.00	\$1,731.00					
3 Non Rebatable Sales	\$13,928.00	\$6,271.00	\$20,199.00					
4 Total	\$25,214.66	\$23,172.00	\$48,386.66					
5								
6								
7 Base Program Sales	\$1,356.00	\$2,430.00	\$3,786.00					
Base Program Cost	\$1,546.00	\$2,458.00	\$4,004.00					
3 Actual Markup	(\$190.00)	(\$28.00)	(\$218.00)					
Actual Markup Percent	12.29-%	1.14-%	5.44-%					
1 Allowable Markup	(\$86.42)	(\$137.40)	(\$223.82)					
2 Bank (Increase) Decrease	\$103.58	(\$109.40)	(\$5.82)					
Bank Adjustments Maximum Rebate	\$0.00	\$0.00	\$0.00 \$480.48					
Earned Rebate	\$185.52 \$185.52	\$294.96 \$185.56	\$400.40 \$474.66					
6 Prior Rebate Payments	\$100.0Z	00.00	\$185.52					
Current Rebate Due Base Program			\$289.14					-
3			φ200.14					
3								
National Accounts Sales	\$1,502.66	\$1,026.00	\$2,528.66					
National Accounts Cost	\$1,457.00	\$1,000.00	\$2,457.00					
2 Actual Markup	\$45.66	\$26.00	\$71.66					
Actual Markup Percent	3.13%	2.60%	2.92%					
4 Allowable Markup	(\$72.85)	(\$50.00)	(\$122.85)					
5 Bank (Increase) Decrease	(\$118.51)	(\$76.00)	(\$194.51)					
Bank Adjustments	\$0.00	\$0.00	\$0.00					
Maximum Rebate	\$218.55	\$150.00	\$368.55					
Earned Rebate	\$100.04	\$74.00	\$174.04					
Prior Rebate Payments Current Rebate Due National Accounts			\$100.04 \$74.00					
1 Current Repate Due National Accounts			\$74.UU					
2								
2 3 Large Customer Sales	\$320.00	\$620.00	\$940.00					
4 Large Customer Cost	\$298.00	\$596.00	\$894.00					
Actual Markun StampleName(1)	¢200.00		00.400				1	
↓ ▶ ▶ \\.xis]sampleName(1) /		00. AC2					>	Þ

The "Rebate Calculation Detail" screen that shows the supporting report also allows diving into details for some of the shown amounts.

Locate an amount of interest and it is highlighted in blue, you can click on it to obtain a list of sales records from your reported sales data that was used to calculate that given amount.



Rebate Automation				
T 10037000 - Name of Goodman Distribut	or			Back to Mai
INKS	Rebate Calc	ulation	Dotail	
	Repate Calc		Jelan	
Mark Up & Outboarded amount correspond				utor has been calculated for \$1,773
ING	OCT/10	NOV/10	YTD	
te Automation Sales:				
Base Program	\$1,356.00	\$2,430.00	\$3,786.00	
DDUCT IDEA National Accounts	\$1,502.66	\$1,026.00	\$2,528.66	
Large Customer	\$320.00	\$620.00	\$940.00	
Super Large Customer	\$758.00	\$379.00	\$1,137.00	
Associate Distributor	\$1,750.00	\$.00	\$1,750.00	
Dealer Discount Pricing	\$420.00	\$.00	\$420.00	
Dealer Discount Low Pricing			S	
Light Commercial	\$1,650.00	\$8,955.00	\$10,605.00	
Light Commercial Low	\$3,530.00		\$5,290.00	
Uncharged R22			\$1,731.00	
Non Rebatable Sales	\$13,928.00		\$20,199.00	
Total	\$25,214.66	\$23,172.00	48,386.66	
Base Program Sales	\$1,356.00	\$2,430.00	\$3,786.00	
Base Program Cost	\$1,546.00	\$2,458.00	\$4,004.00	
Actual Markup	\$190.00-	\$28.00-	\$218.00-	
Actual Markup Percent	12.29-%	1.14-%	5.44-%	
Allowable Markup	\$86.42-	\$137.40-	\$223.82-	
Bank (Increase) Decrease	\$103.58	\$109.40-	\$5.82-	
Bank Adjustments	\$.00	\$.00	\$.00	
Maximum Rebate	\$185.52	\$294.96	\$480.48	
Earned Rebate	\$185.52	\$185.56	\$474.66	
Prior Rebate Payments			\$185.52	
Current Rebate Due Base Program			\$289.14	
National Accounts Sales	\$1,502.66	\$1,026.00	\$2,528.66	
National Accounts Cost	\$1,457.00	\$1,000.00	\$2,457.00	
Actual Markup	\$45.66	\$26.00	\$71.66	
Actual Markup Percent	3.13%	2.60%	2.92%	
Allowable Markup	\$72.85-	\$50.00-	\$122.85-	
Bank (Increase) Decrease	\$118.51-	\$76.00-	\$194.51-	
Bank Adjustments	\$.00	\$.00	\$.00	
Maximum Rebate	\$218.55	\$150.00	\$368.55	
Earned Rebate	\$100.04	\$74.00	\$174.04	
Prior Rebate Payments		4	\$100.04	
Current Rebate Due National Accounts			\$74.00	

The below screen corresponds to clicking on the \$8,955.00 sales amount that qualified for the "Light Commercial" rebate.

	Reba	ate /	Automation														
UNT	10037	1 - 000	Name of Goodmar	n Distr	ibutor											Back to	) Main Pa
K LINKS	Details	corre	sponding to NOV	(10 Fo	r Name	of Goods	an Distr	ibutor Prog	ram Ma	rk IIn 8	Outho	arded	- Lia	ht Com	mercial	~	
кіт	Jetun			2												*****	
RTING	4 Deta	il Reco	ds found, displayin	g all D	etail Reco	rds.											
bate Automation															Dico		
bate Automation	Zip Sold From	Trans. Type	Model	Serial	Dealer #	Dealer Name	Inv.#	Inv. Date	Unit Sale Price	Unit Cost	Zip Sold To	Promo		Sales Amnt Used for Cal	Cost Used	d <u>ay Pa</u> Actual Mark Up	PROM
	Zip Sold	Туре	Model CPC036XXX1DXXX	Serial		Name		Inv. Date 11/04/2010	Sale Price	Cost	Sold To	Promo		Amnt Used for Cal.	Cost Used	Actual Mark Up	PROM Disco Paid
PRODUCT IDEA	Zip Sold From	Type SLD		Serial		Name Customer 130813	INV173		Sale Price \$1,700	Cost \$1,644	Sold To 90632	Promo	Ħ	Amnt Used for Cal.	Cost Used for Cal. \$1,644	Actual Mark Up \$56	PROM Discor Paid
PRODUCT IDEA	Zip Sold From 92805	Type SLD SLD	CPC036XXX1DXXX	Serial	130813 69025	Name Customer 130813 Customer 69025	INV173 INV175	11/04/2010	Sale Price \$1,700 \$2,005	Cost \$1,644 \$2,010	Sold To 90632 90632	Promo	Ħ	Amnt Used for Cal. \$1,700 \$2,005	Cost Used for Cal. \$1,644	Actual Mark Up \$56 -\$5	PROM Disco Paid \$0 \$0

On the above sample screen, note that the heading information tells you the month and the program. Also at the bottom of the list notice that the "Export to Excel" feature is available as well.



#### 4.4 Approving or Rejecting the rebate amounts.

Once the rebate amount is calculated by the system, an approval process is initiated. Even though the amount and the reports are available for inquiry in the system, the approval process requires the Rebate department to review the amounts and approve them in the system before the distributor can approve them. During that period of time, the status of the period is shown in the system as "In Approval Process". When the Rebate department has approved the amount, the status of the period changes to "Needs your Approval" to let the distributor know that the amount is ready for approval.

Goodman Air Conditioning & Heating	Weid	come ba	ack,	Test	er2!					
НОМЕ	Reba	ate Autor	natio	'n						
ACCOUNT	100370	00 - Name of	Goodn	nan Dist	ributor					Back to Main Pag
QUICK LINKS					Re	bate	Periods			
FOOLKIT										
REPORTING Rebate Automation	4 Period	ds found, displa	aying all	Periods.		shown	is preliminary unt	лраю		Display Page: No.
Rebate Automation	4 Period	ds found, displa	ying all Year	Periods.		Open	Count of Records	Total Sales	Submission Complete	Display Page: No Rebate Amount
Rebate Automation										
Rebate Automation	Upload	Rebate Trader	Year	Period 1	Status		Count of Records	Total Sales	Submission Complete	Rebate Amount \$0 \$0
	Upload	Rebate Trader	Year 2011	Period 1	<b>Status</b> Open for Submission	Open	Count of Records	Total Sales \$0	Submission Complete Go to Complete	Rebate Amount \$0

To proceed to Approve or Reject the calculated amount, click on the rebate amount.

Since the rebate amount has already been approved by the Rebate Department, the screen presents an empty box for you to type comments and the "Approve" and "Reject" buttons.

Goodman <sup>°</sup> Air Conditioning & Heating	Welcome back, Tester2!	
НОМЕ	Rebate Automation	
ACCOUNT	10037000 - Name of Goodman Distributor	Back to Main Page
QUICK LINKS	Rebate and Payment	
TOOLKIT	Rebate programs corresponding to November 2010 for Name of Goodman Distributor. Total rebate \$1,903.15	
REPORTING Rebate Automation	Rebate program Amount Program Amount	
NEW PRODUCT IDEA	Mark Up & Outboarded \$1,773.15 Promotional \$130	
	Please approve or reject as Customer with Comments:	



If the decision is to approve the calculated amounts, you can type a comment before clicking on the "Approve" button. Comments are not required when the selected action is "Approve", but they are required when the decision is to "Reject".

Lie Fair New Lidvoluces Tools Tiel		
🚖 🏟 💽 Rebate Automation		🗿 • 🔊
Goodman Air Conditioning & Heating	Welcome back, Tester2!	
НОМЕ	Rebate Automation	
ACCOUNT	10037000 - Name of Goodman Distributor	Back to Main Page
QUICK LINKS	Rebate and Payment	
TOOLKIT	Rebate programs corresponding to November 2010 for Name of Goodman Distributor. Total rebate \$1,903.15	
REPORTING	Rebate Status: Needs your approval Rebate Status: Needs your approval	
Rebate Automation	Program Amount	
NEW PRODUCT IDEA	Mark Up & Outboarded \$1,773.15 Promotional \$130	
LOG OUT	Please approve or reject as <b>Customer</b> with Comments:	
	I approve the Nov 2010 rebate calcuated for	
	\$1,903 on behalf of my company.	
	Approve Reject	

After clicking on "Approve", the system asks for confirmation by presenting a pop-up window like the sample below.



Click "OK" to confirm that you want to approve, or click on "Cancel" to return without approving.

After clicking on "OK" to confirm the approval of the amount, the system shows a summary screen like the one shown below.

Goodman Air Conditioning & Heating	Welcome back, Te	ster2!	
НОМЕ	Rebate Automation		
ACCOUNT	10037000 - Name of Goodman D	Distributor	Back to Main Page
		Approve Calculation Amounts	
TOOLKIT	You approved total rebate ¢1 903 1	5 for November 2010 for Name of Goodman Distributor.	
REPORTING	Rebate		
Rebate Automation	Program Mark Up & Outboarded	Amount \$1,773.15	
NEW PRODUCT IDEA	Promotional Approved by: tester2 Approved Date and Time: 01/23/	\$130	
LOG OUT		0 rebate calculated for \$1903.15 on behalf of my company.	
	Please download ONE TIME generate	ed PDF approval proof from (HERE	



The details presented on the confirmation screen are available ONE TIME ONLY and can be downloaded to a PDF file for future reference. Click on the "HERE" link to generate the PDF file.

After clicking on "HERE", the system presents a window where you can choose between opening or saving the resulting PDF file or just canceling without generating the PDF report.

File Dow	mload 🔀
Do you	want to open or save this file?
	Name:eAutomaitonApprovalRejectCopy_01-23-2011.pdf Type: Adobe Acrobat Document, 1.41KB From: 10.10.2.27 <u>Open Save</u> Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

After clicking on the "Open" button, the report is generated in PDF format and presented on the screen as the below sample.

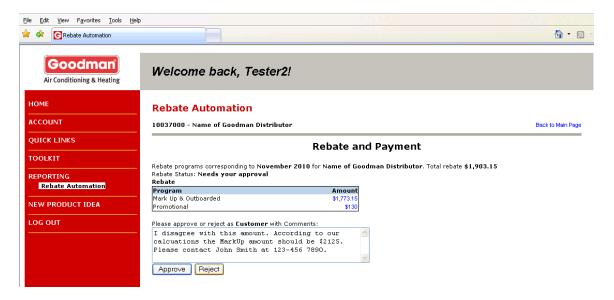
Save or print the file for future reference.

RebateAutomationApprovaBejectCopy_01-23-2011[1 le Edit yew Document India Window Help	].pdf - Adobe Reoder			E
a fig has formed for Rams fat				
1003	Good 7000 - Name of Goodman	lman Rebate Automati Distributor	ion Approve Proof	
Total	rebate \$1,903.15 for Nove	mber 2010 for Name of Goodm	an Distributor has been Approved.	
REBA	ATE			
Prog	ram	A	mount	]
	Up & Outboarded	\$	1,773.15	]
Prom	otional	\$	130	]
Appr	oved by: oved Date and Time: ments:	Tester2 Wang (ID:tester2) 01/23/2011 14:02:20 I approve the Nov 2010 reba company.	te calculated for \$1903.15 on behalf of my	-



After the distributor approves the amount, and depending on the amount of the rebate, it is possible that the rebate continues the approval process within Goodman or it is submitted for payment.

If the distributor elects to Reject the calculated rebate amount, the system will require that you type comments. Use the comments box to be very clear on the reasons why you are rejecting the calculations, and what you want the Rebate department to do to correct the amount. See below sample.



#### 4.5 Viewing the Rebate Payment Information.

Rebate amounts that complete the approval process are submitted for payment by a nightly process. Depending on the method of payment agreed between the distributor and Goodman, the rebate is submitted for payment in the form of a Credit Memo or a check. Credit Memos are posted to the customer's account on the next business day. Checks are cut and mailed to the customer within four business days after the approval process was completed and the payment request was submitted to the Accounts Payables department.

Periods for which the rebate amount has already been paid, show in status "Paid on mm/dd/yy" on the "Rebate Periods" screen.

Please note that the date that is shown next to the "Paid on" message is the date on which the corresponding Credit Memo was posted to the customers account or the check was cut and mailed out.

In order to see details of the payment, such us check or credit memo number, click on the corresponding rebate amount.



Goodman Air Conditioning & Heating	Weid	come ba	ack,	Test	er2!					
НОМЕ	Reba	ite Autor	natio	'n						
ACCOUNT 10037000 - Name of Goodman Distributor										Back to Main Pa
QUICK LINKS Rebate Periods										
FOOLKIT										
REPORTING Rebate Automation	4 Period	ds found, displa								Display Page: No
IEW PRODUCT IDEA	Upload	Rebate Trader	Year	Period	Status	Open	Count of Records	Total Sales	Submission Complete	
EW PRODUCT IDEM	Upload	10037000	2011	1	Open for Submission Closed for Submission	N	0 20	\$0	Go to Complete	\$0 \$0
DG OUT		10037000	2010	11	In Approval Process	N	20	\$15,514 \$23,302	01/23/2011 01/18/2011	\$U \$1,903.15
	-	10037000	2010	10 <	Paid on 01/18/2011	D N	31	\$25,429.3	01/18/2011	\$1,703.26
	4 Period	ds found, displa	aying all	Periods.						

On the above sample screen, the rebate amount corresponding to the month of Oct 2010 was already approved and paid.

Since the amount is paid, the below sample screen shows details in three different sections.

The top box shows the rebate amount broken down by program. Each amount has a link that shows the corresponding support report.

The middle box shows the distributor's approval information, including the user name and id, date, time and comments.

e <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u>	elp							
Rebate Automation								🟠 • 🖻
Goodman Air Conditioning & Heating	Welco	me bac	k, Te	ster2!				
НОМЕ	Rebate	Automa	ition					
ACCOUNT	10037000 -	Name of Go	odman D	istributor				Back to Main Page
QUICK LINKS					Re	ebate an	d Payment	
τοοικιτ							•	
REPORTING Rebate Automation		rams correspo is: Paid on O			10 for Nai	me of Goodn	nan Distributor. Total rebate \$1,703.26	
Repate Automation	Program					Amount		
	Mark Up & C					\$1,348.75		
IEW PRODUCT IDEA	Promotional					\$354.51		
		Approval Hist	-					
DG OUT	Date	Time	User		Level	Action	Comments	
	01/18/2011	18:20:57	Tester2	Wang (	Customer	Approved	I approve on behalf of my company.	
	Payment							
	Program	Payment D	ate	Amount		(#/Cr. Memo		
	Markup	01/18/2011		\$1,348.75		12345 View	Name of Goodman Distributor	
	PROMOS	01/18/2011		\$354.51		12345 View	Name of Goodman Distributor	
	Total	01/18/2011		\$1,703.26	Check	12345 View	Name of Goodman Distributor	1

The third box shows the payment details. In the event that the various programs are paid with different methods, each program and rebate are shown on separate lines.

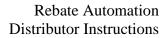
To view the payment details, click on the "View" link.



Goodman Air Conditioning & Heating	Welco	me bac	k, Testeri	2!					
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After clicking on the "View" link, a new window pops up with details of he selected payment.

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# **5** Frequent Asked Questions

#### 5.1 Can two different people from the same company report their own claims?

Answer: Distributors do not have to submit claims anymore, they submit their sales information. If you have more than one person report sales information because they are reporting for two different programs, that is allowed. You will just need to ensure that sales are not duplicated. Also, someone will have to "complete" the submission when everyone has entered the sales. Once you see how the system works, you might also consider just reporting all of the sales together.

#### 5.2 How many approvers per company can be setup?

Answer: all users that are granted access to the Rebate Automation link in SupplierNet have the same privileges. i.e. all users will be allowed to upload and delete files, close periods and approve rebate amounts.

#### 5.3 How can I request access to the new system?

Contact your PartnerLink administrator within your company. If you don't know who your administrator is, please contact the Goodman Rebates department at rebates@goodmanmfg.com

# 5.4 Can I report my sales using the model numbers with prefixes as I have them in my system?

Answer: No. Our system expects the Goodman model numbers as provided in our invoices. We use the model number to find the corresponding base price in the system and to determine if a given model is rebatable or not. If we don't recognize a model number in your file, the whole file will be rejected.

## 5.5 Is serial number required in the sales file?

Answer: Yes, Goodman expects the reported sales data to contain the corresponding serial numbers. If you are experiencing problems providing this information, please conctact the Goodman Rebates department at <u>rebates@goodmanmfg.com</u>.



#### 5.6 Do I have to register my dealers for the Base Program?

Answer: No, our calculation process will assign to the base program all sales that do not qualify for other programs.

#### 5.7 Can I send non rebatable sales as well?

Answer: Yes, our calculation process will use qualifying sales to calculate your rebates. You do not need to select sales, we will do the selection for you based on your PAP registrations and the terms of each program. All other sales will fall to a non-rebatable category.

#### **5.8 Are Zip codes required?**

Answer: Yes, they will be used for some specific programs like the New Dealer Location program and market analysis. If you are experiencing problems providing this information, please conctact the Goodman Rebates department at rebates@goodmanmfg.com.

#### **5.9 Do I need to continue submitting the Amana Quote claim?**

Answer: You can report your Amana sales, but at this time the automated system is not prepared to calculate the rebates corresponding to the Amana Quotes program. Please continue submitting your Amana Quotes claims as usual.

# **5.10** If I submit Serial Number and Model number, will you verify that they match in your system?

If the model reported in the sales file is a revision of the serial number reported with it, the system will replace this model with the correct base model for the S/N that was submitted. If the reported model is completely unrelated to the serial number, the entry will be treated as an error and will cause rejection.

# 5.11 What is the purpose of the rightmost column of the sales file, the one called "Reference"?

If the distributor wants a reference number printed on the "Description" column of the check –assuming that they get paid by check-, they can populate a value on the last –rightmost- column of the sales file (aka Universal Format). Ideally, all entries of the month should have the same reference number; but if there are multiple, the system will select all the distinct numbers found during the month and will print the first few from the list organized in ascending order.