Rebate Automation
Distributor Instructions

Table of contents

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 universal format 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. Upload of an Excel file using Goodman's SecureNet web site.
b. Server-to-Server transfer of a pipe "|" delimited file using the File Transfer Protocol (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 "close" 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 inquiry 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. Distributor sends the sales file(s) to Goodman.
3. Distributor Closes the Period via SecureNet.
4. Goodman calculates rebate amounts and publishes the corresponding reports on SecureNet.
5. Distributor reviews the rebate amounts and the corresponding reports.
6. Distributor approves or rejects the rebate amounts.
7. Upon approval of the Rebate amounts, Goodman submits the rebate for payment.
8. Goodman pays the rebate amount.

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.

1. Distributor prepares sales file:
   Distributor prepares a file containing sales according to the universal format described in section "2. Creating the Sales File" of this document.

2. 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 "3. Sending the Sales File to Goodman" 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 "4.2 Closing a Periods to Kick-Off the Calculation Process" 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 "4.3 Reviewing the Rebate Amounts and the Corresponding Reports" 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 "4.4 Approving or Rejecting the Rebate Amounts" 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 "4.5 Viewing the Rebate Payment Information" 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) Rebate link in the Reporting link of SecureNet where the distributor can do the following:

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

2 Creating the Sales File

2.1 Universal Format

Field	Required / Optional	Comments/Clarification for customers	Type
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. **IN and OUT are not used for Rebate calculations**	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	• Goodman's model number when Transaction type is SLD • Valid promotional code (per PMN) when Transaction type is PROMO. Please refer to section 3 of this document for more details.	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 #	O	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	O	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	Type
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	O	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	O	Please refer to section 3 of this document	Char(15)
Reference number	O	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

Type	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

Type	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.

	Distributor Number	Zip sold from	Transaction Type	Bonded (B/N)	Model/Item Number	Unit Serial Number	Transfer Customer #	Transfer Zip Code	Dealer / Customer Number	Dealer / Customer Name	Invoice or Transaction Number	Invoice Date	Unit Price	Unit Cost	Zip sold / shipped to	Promo Code	Reference number
Option A: Discount in a separate line	123456789	12345	SLD	N	GSZ130181	0911223344			123	Dealer 123	113	20101201	817.00	778.00			
	123456789	12345	SLD	N	ARUF18241	0999887766			123	Dealer 123	113	20101201	336.00	320.00			
	123456789	12345	SLD	N	HKR-05C	0912345678			123	Dealer 123	113	20101201	40.00	38.00			
	123456789		PROMO	N	PR368				123	Dealer 123	113	20101201	-100.00	0.00			
Option B: Discount included in the price	123456789	12345	SLD	N	GSZ130181	0911223344			123	Dealer 123	113	20101201	717.00	778.00		PR368	
	123456789	12345	SLD	N	ARUF18241	0999887766			123	Dealer 123	113	20101201	336.00	320.00			
	123456789	12345	SLD	N	HKR-05C	0912345678			123	Dealer 123	113	20101201	40.00	38.00			

Price after $100 discount

3 Sending the Sales File to Goodman

Once the distributor has prepared the sales file according to the Universal format, 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 view them using SecureNet.

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

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

Please refer to section "4.1 Uploading the Sales File, Viewing and Deleting Submissions" 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 Universal format discussed above.

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

File Name:	**Rebate Automation Sales Input File Name** nnnnnnnnyyyymmddhh-ra-data.txt nnnnnnnnyyyymmddhh-ra-data.xls nnnnnnnnyyyymmddhh-ra-data.xlsx
Description:	Rebate Automation Sales File, where nnnnnnnn = 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 - ftp.goodmanmfg.com 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

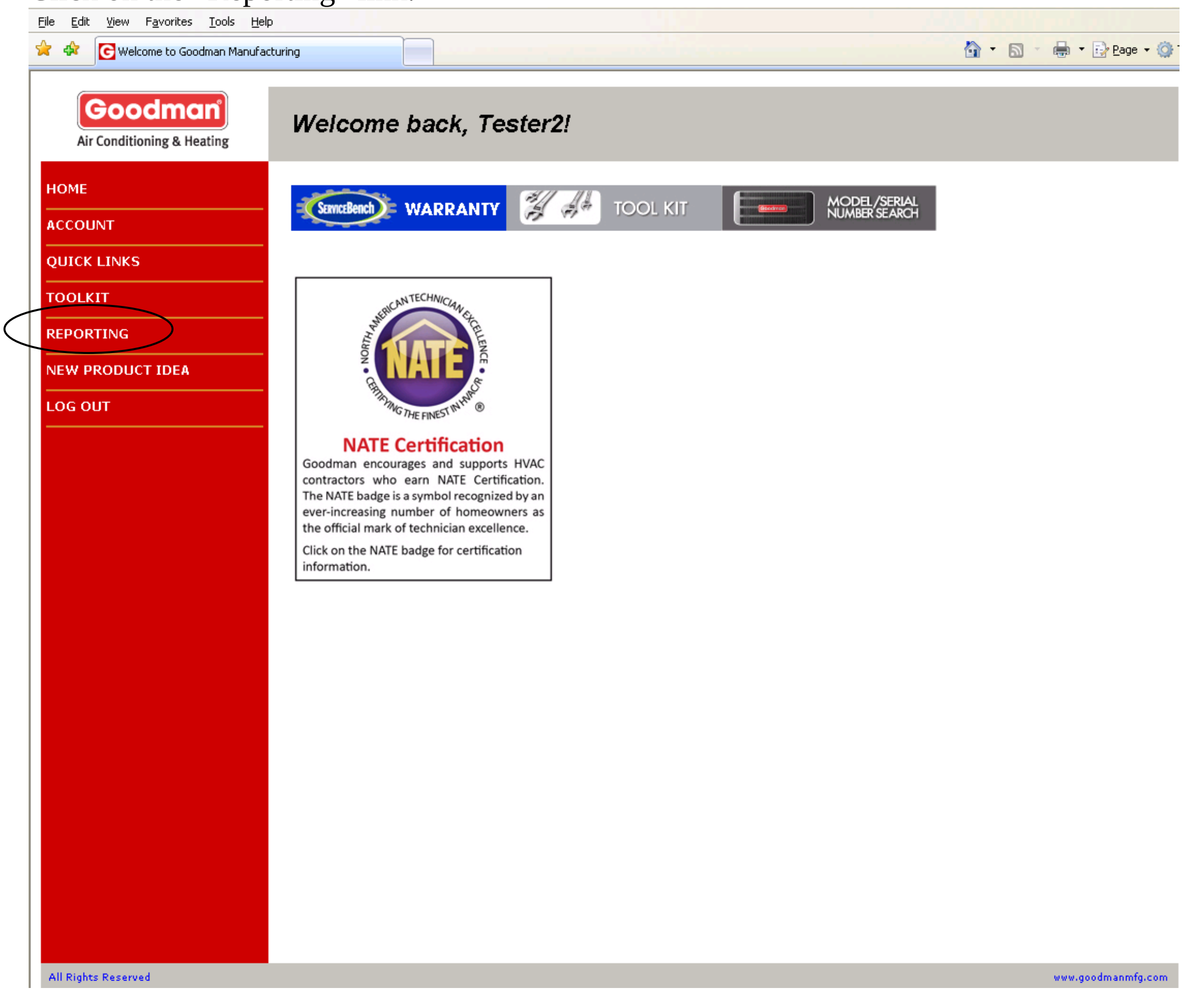
This section of the document explains how to access and use the several components of the Rebate link that is in the Reporting section of SecureNet.

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

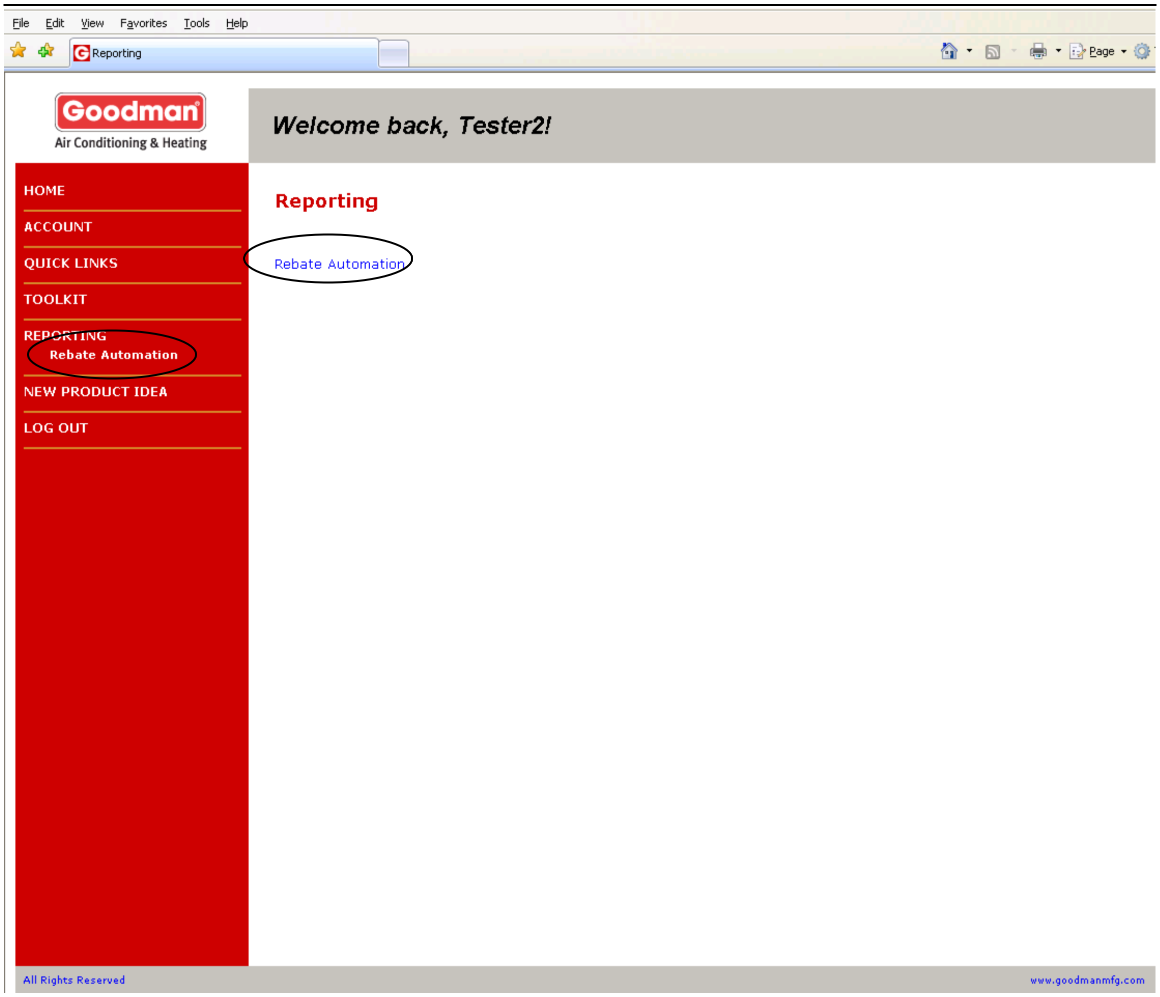
Use your PartnerLink user id and password to sign in to the site. If you don't have a user id, please contact your PartnerLink administrator within your company to obtain your credentials. If you don't know who your PartnerLink admistrator is, please contact the Goodman rebates department at rebates@goodmanmfg.com.

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.



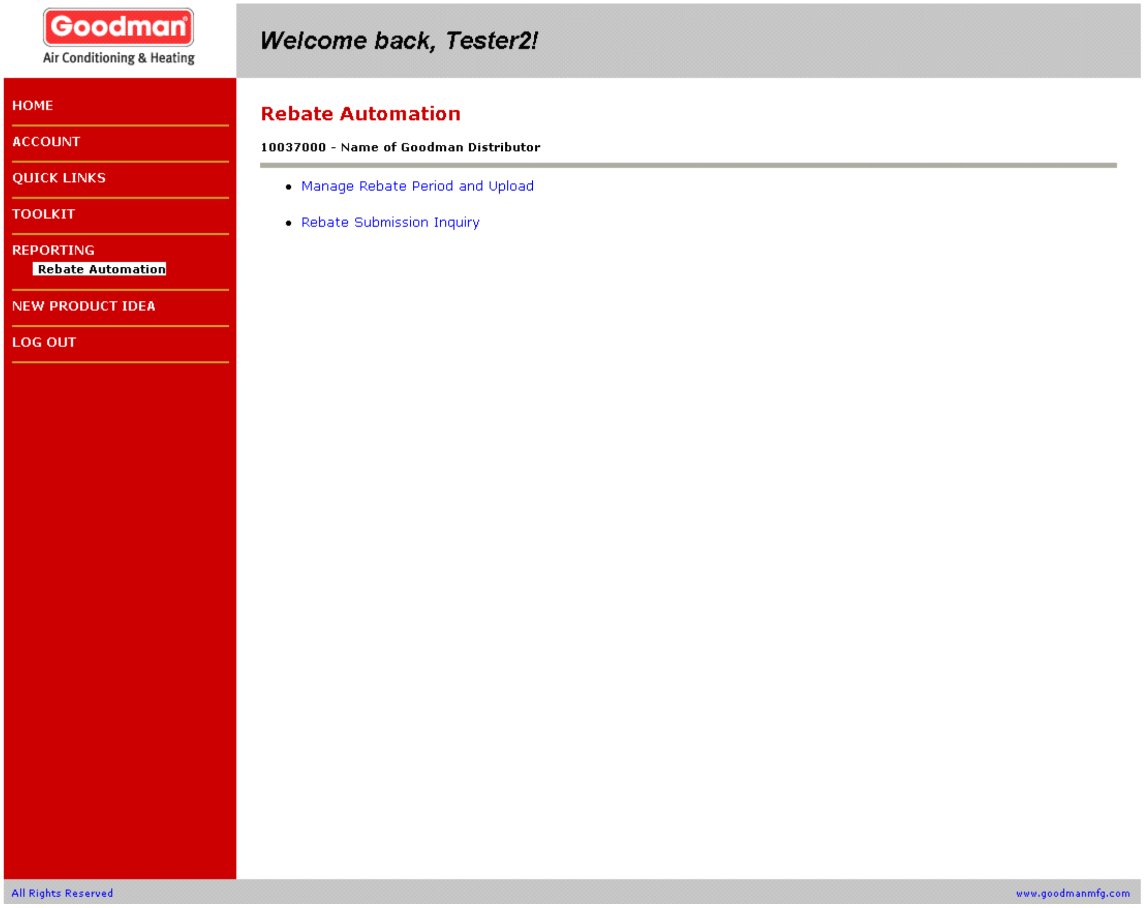
The “Reporting” main screen should be presented on the right side of the page. Depending on your settings, you could see more options listed under the “Reporting” heading. If you don’t see the “Rebate Automation” link listed, you need to request access to your PartnerLink administrator within your company.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

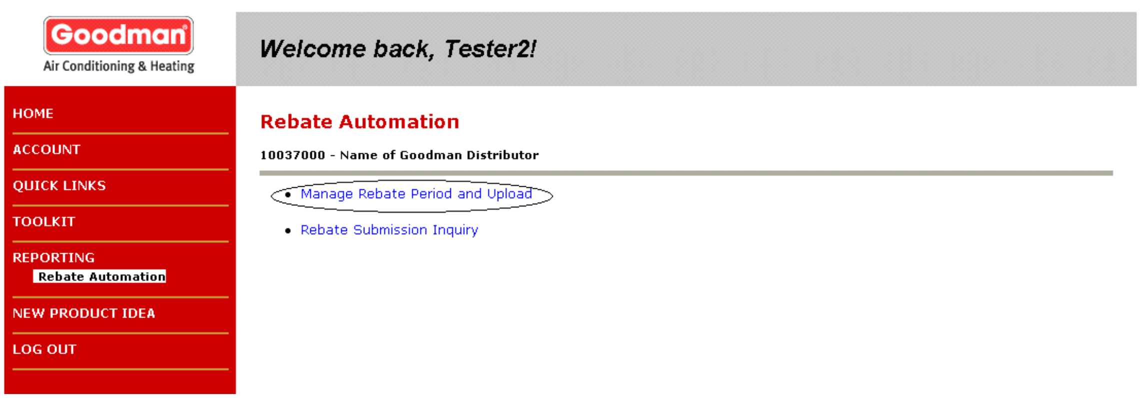
- Manage Rebate Period and Upload:
  Allows viewing all reporting periods as well as upload files, close a period, view the rebate reports and view payment information for a given period.
- Rebate Submission Inquiry:
  Allows viewing a list of all the files received at Goodman from the distributor. The 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.



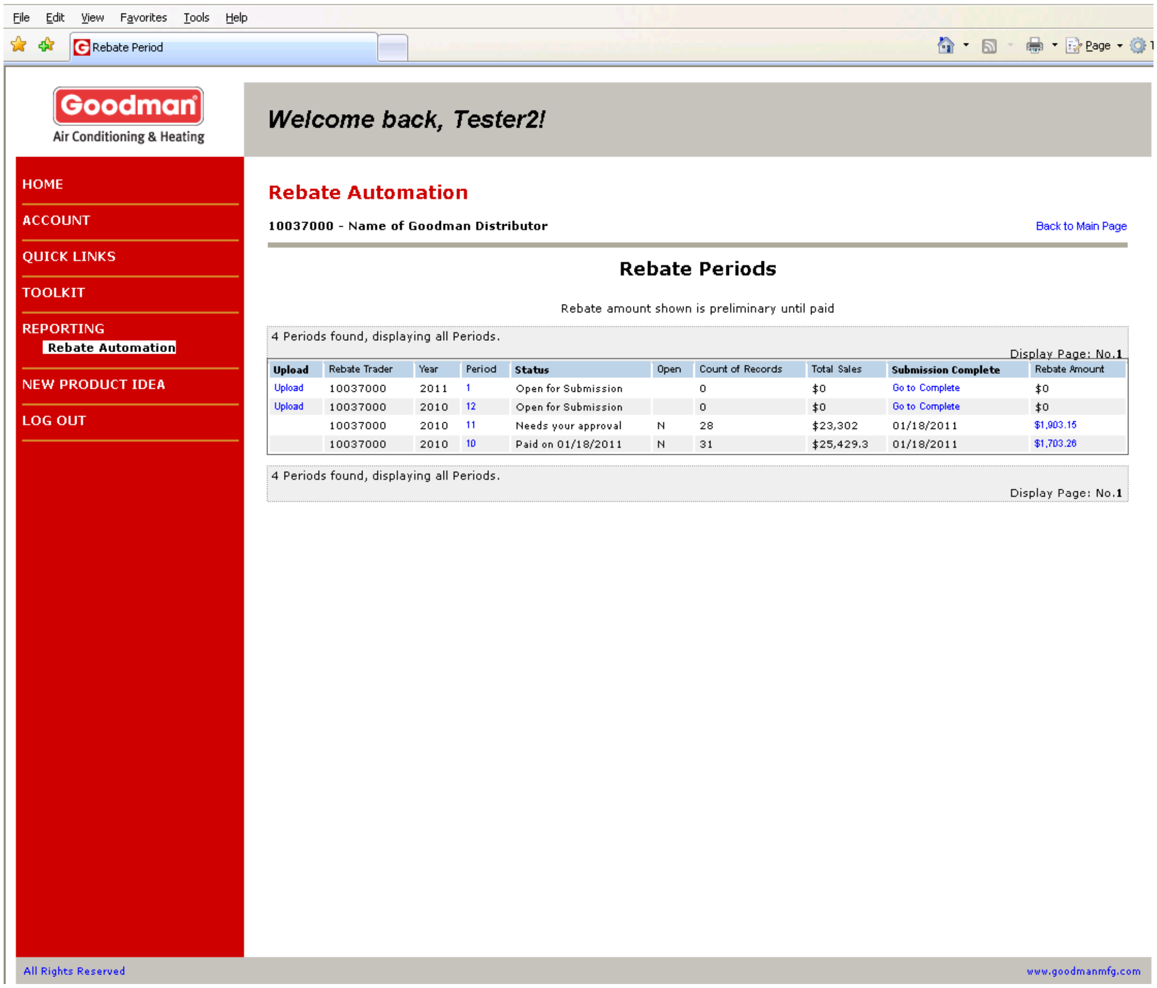
4.1 Uploading the Sales File, Viewing and Deleting Submissions.

4.1.1 Uploading.

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



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.

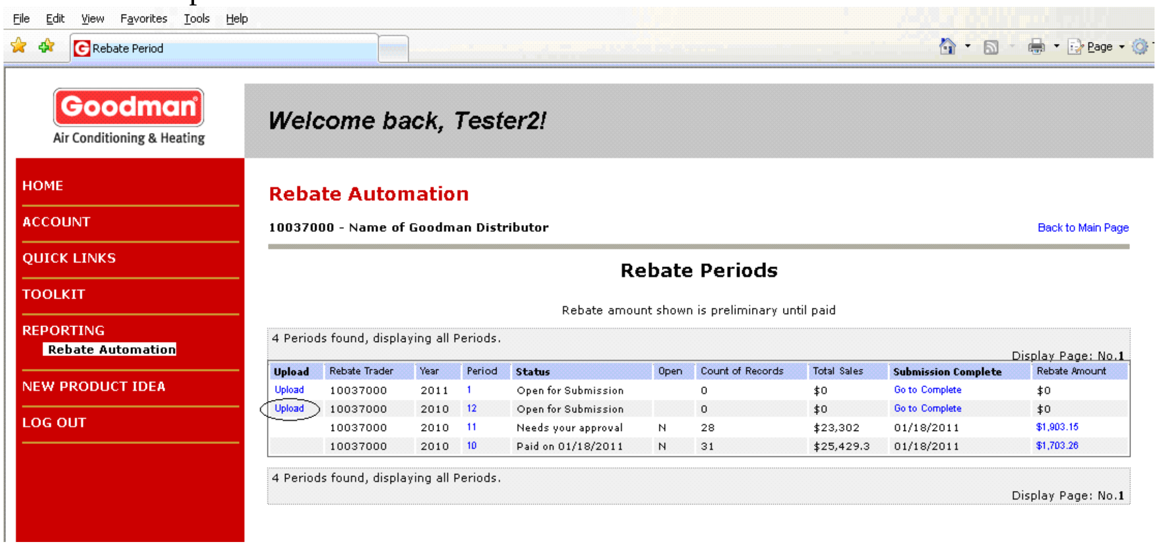


Locate the period (month) to which you want to load sales to, and click on the “Upload” link located on the first column of the list. If there is no “Upload” link available for a given period is because the period is not open for submissions any more. That means that the distributor already closed the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

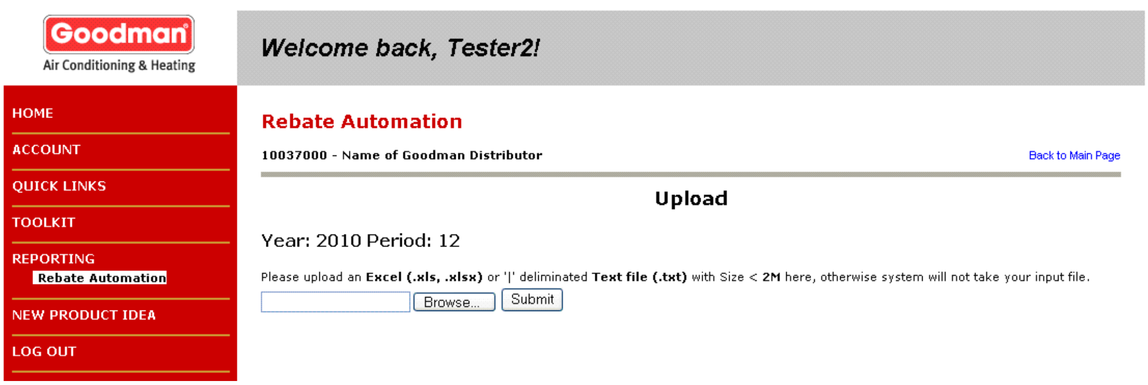
For requests to reopen a closed period, please contact the Rebate department at rebates@goodmanmfg.com.

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.



Upload	Rebate Trader	Year	Period	Status	Open	Count of Records	Total Sales	Submission Complete	Rebate Amount
Upload	10037000	2011	1	Open for Submission		0	$0	Go to Complete	$0
Upload	10037000	2010	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	N	31	$25,429.3	01/18/2011	$1,703.26

After clicking on the “Upload” link, the “Upload” screen is presented.

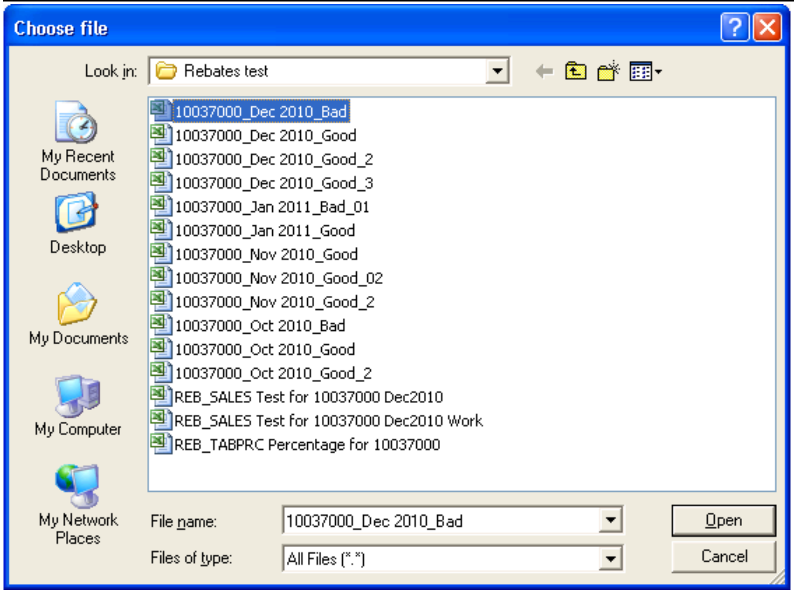


From the “Upload” screen, click on the “Browse” button, which will allow you locating the sales file that needs to be uploaded.

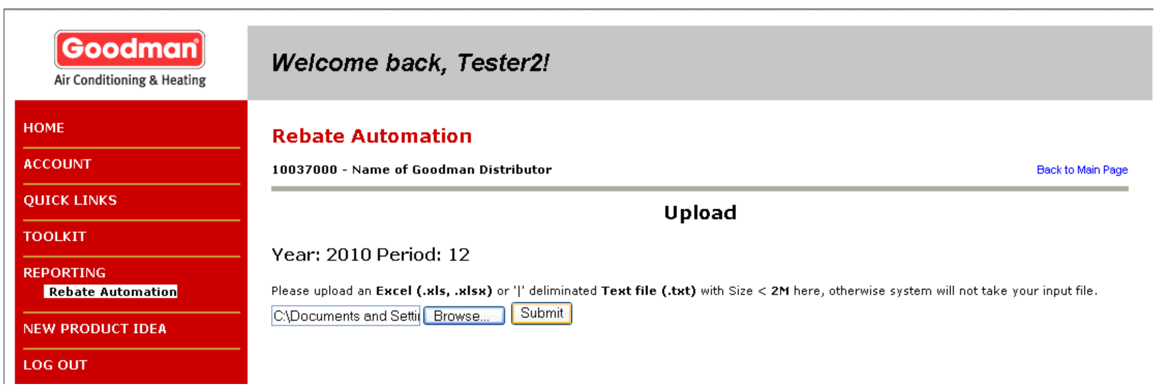
After clicking on the “Browse” button, the “Choose file” window pops-up on top of the screen. Navigate through your folders and locate the sales file that will be uploaded.

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.

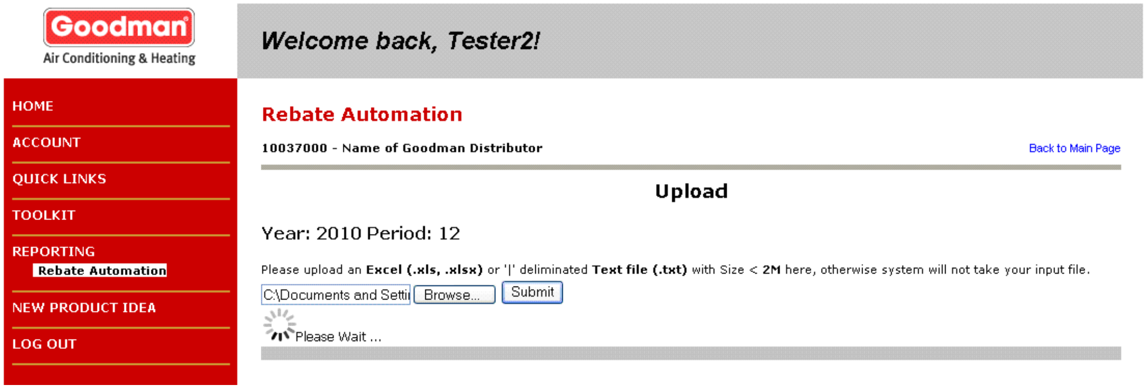
Select the file and after it is highlighted, click on the “Open” button, or just double-click on the file.



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.

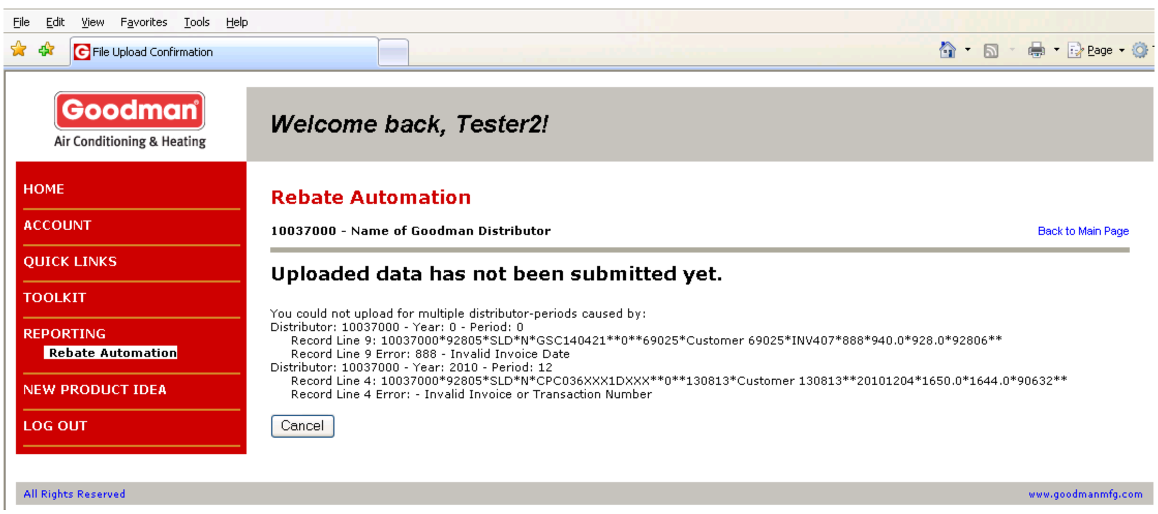


After clicking on the "Submit" button, the upload process starts. Please note that under the file box and the two buttons there is a "Please Wait" message indicating that all the rows and columns of the file are being analyzed and verified for data quality.



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.



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.

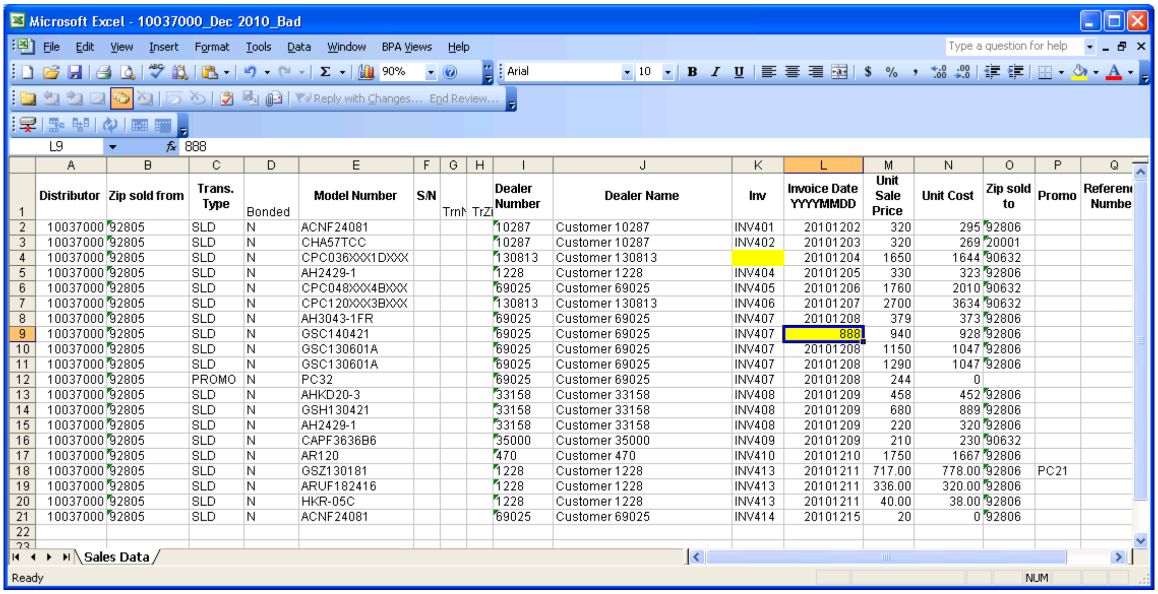
The first line shows the distributor number and the Year and Period to which the data was trying to be uploaded.

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.



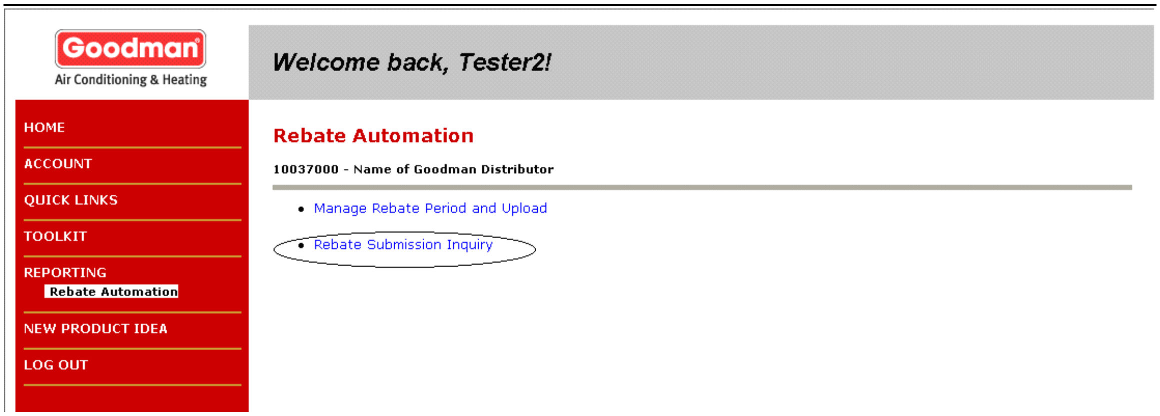
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Distributor	Zip sold from	Trans. Type	Bonded	Model Number	S/N	TrnN	TrZi	Dealer Number	Dealer Name	Inv	Invoice Date YYYYMMDD	Unit Sale Price	Unit Cost	Zip sold to	Promo	Referen Numbe
2	10037000	92805	SLD	N	ACNF24081				10287	Customer 10287	INV401	20101202	320	295	92806		
3	10037000	92805	SLD	N	CHA57TCC				10287	Customer 10287	INV402	20101203	320	269	20001		
4	10037000	92805	SLD	N	CPC036XXX1DXXX				130813	Customer 130813		20101204	1650	1644	90632		
5	10037000	92805	SLD	N	AH2429-1				1228	Customer 1228	INV404	20101205	330	323	92806		
6	10037000	92805	SLD	N	CPC048XXX4BXXX				69025	Customer 69025	INV405	20101206	1760	2010	90632		
7	10037000	92805	SLD	N	CPC120XXX3BXXX				130813	Customer 130813	INV406	20101207	2700	3634	90632		
8	10037000	92805	SLD	N	AH3043-1FR				69025	Customer 69025	INV407	20101208	379	373	92806		
9	10037000	92805	SLD	N	GSC140421				69025	Customer 69025	INV407	888	940	928	92806		
10	10037000	92805	SLD	N	GSC130601A				69025	Customer 69025	INV407	20101208	1150	1047	92806		
11	10037000	92805	SLD	N	GSC130601A				69025	Customer 69025	INV407	20101208	1290	1047	92806		
12	10037000	92805	PROMO	N	PC32				69025	Customer 69025	INV407	20101208	244	0			
13	10037000	92805	SLD	N	AHKD20-3				33158	Customer 33158	INV408	20101209	458	452	92806		
14	10037000	92805	SLD	N	GSH130421				33158	Customer 33158	INV408	20101209	680	889	92806		
15	10037000	92805	SLD	N	AH2429-1				33158	Customer 33158	INV408	20101209	220	320	92806		
16	10037000	92805	SLD	N	CAPF3636B6				35000	Customer 35000	INV409	20101209	210	230	90632		
17	10037000	92805	SLD	N	AR120				470	Customer 470	INV410	20101210	1750	1667	92806		
18	10037000	92805	SLD	N	GSZ130181				1228	Customer 1228	INV413	20101211	717.00	778.00	92806	PC21	
19	10037000	92805	SLD	N	ARUF182416				1228	Customer 1228	INV413	20101211	336.00	320.00	92806		
20	10037000	92805	SLD	N	HKR-05C				1228	Customer 1228	INV413	20101211	40.00	38.00	92806		
21	10037000	92805	SLD	N	ACNF24081				69025	Customer 69025	INV414	20101215	20	0	92806		
22																	

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

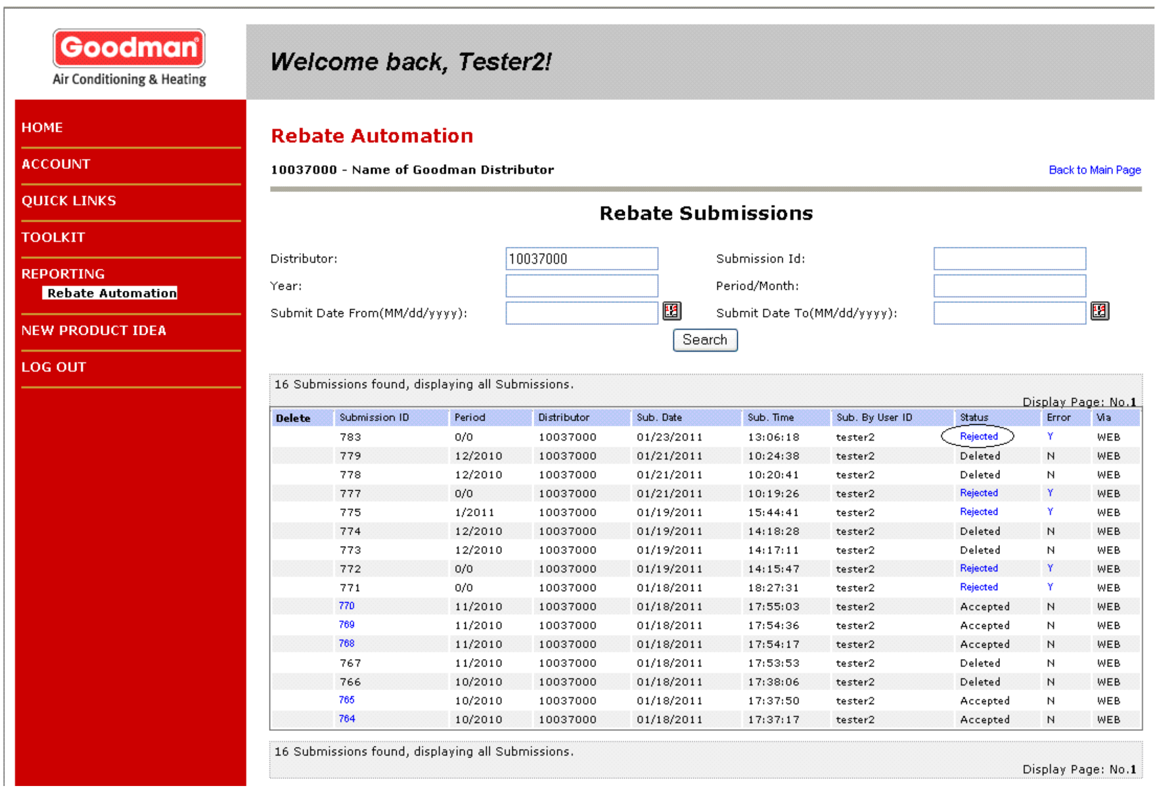
If you did not have a chance to correct the file when the errors were presented on the screen, or if you clicked on "Cancel" before correcting your errors, you can see the list of errors again from "Rebate Submissions" screen. Click on the "Back To Main Page" link located on the top-right area of the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



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

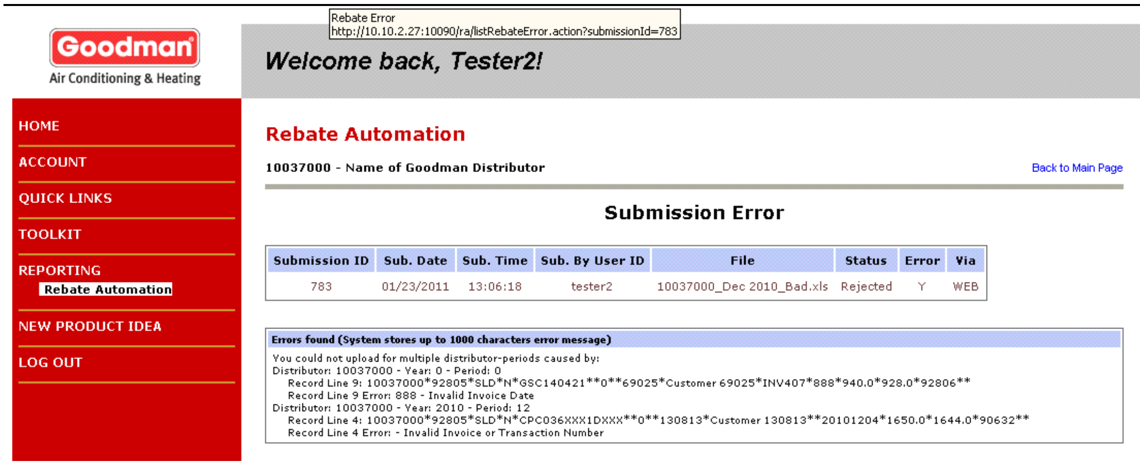


Delete	Submission ID	Period	Distributor	Sub. Date	Sub. Time	Sub. By User ID	Status	Error	Via
	783	0/0	10037000	01/23/2011	13:06:18	tester2	Rejected	Y	WEB
	779	12/2010	10037000	01/21/2011	10:24:38	tester2	Deleted	N	WEB
	778	12/2010	10037000	01/21/2011	10:20:41	tester2	Deleted	N	WEB
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected	Y	WEB
	775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	Y	WEB
	774	12/2010	10037000	01/19/2011	14:18:28	tester2	Deleted	N	WEB
	773	12/2010	10037000	01/19/2011	14:17:11	tester2	Deleted	N	WEB
	772	0/0	10037000	01/19/2011	14:15:47	tester2	Rejected	Y	WEB
	771	0/0	10037000	01/18/2011	18:27:31	tester2	Rejected	Y	WEB
	770	11/2010	10037000	01/18/2011	17:55:03	tester2	Accepted	N	WEB
	769	11/2010	10037000	01/18/2011	17:54:36	tester2	Accepted	N	WEB
	768	11/2010	10037000	01/18/2011	17:54:17	tester2	Accepted	N	WEB
	767	11/2010	10037000	01/18/2011	17:53:53	tester2	Deleted	N	WEB
	766	10/2010	10037000	01/18/2011	17:38:06	tester2	Deleted	N	WEB
	765	10/2010	10037000	01/18/2011	17:37:50	tester2	Accepted	N	WEB
	764	10/2010	10037000	01/18/2011	17:37:17	tester2	Accepted	N	WEB

16 Submissions found, displaying all Submissions.
Display Page: No.1

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.

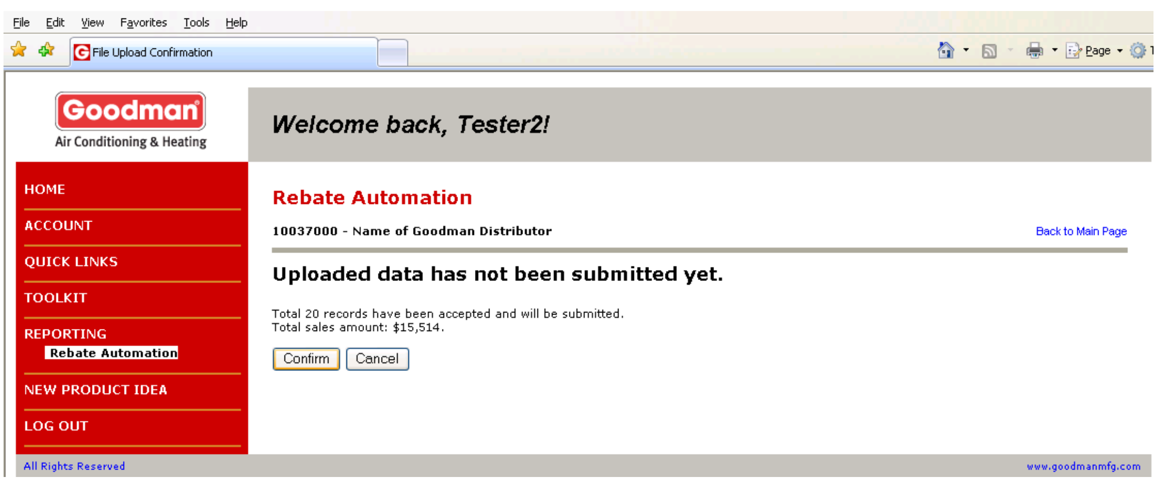
The status column shows different statuses: Rejected, Deleted, Accepted. The list of errors that caused a file to be rejected can be accessed by clicking on the "Rejected" link. Click on the link to see the list of errors again.



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.

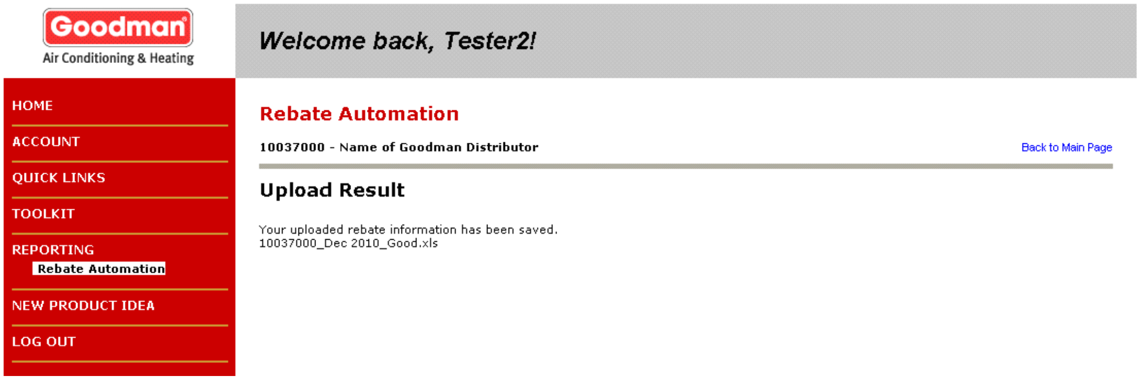
If the file contains no errors, the following screen is presented.



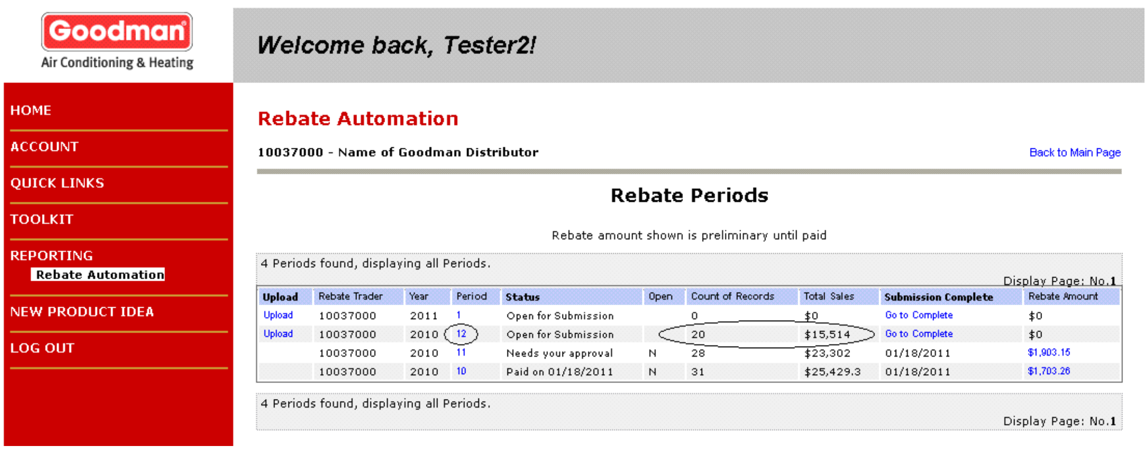
Please note that the screen shows a summary of the file containing the count of records found in the file and the total amount calculated based on the “Unit Sale Price” column from the file.

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.



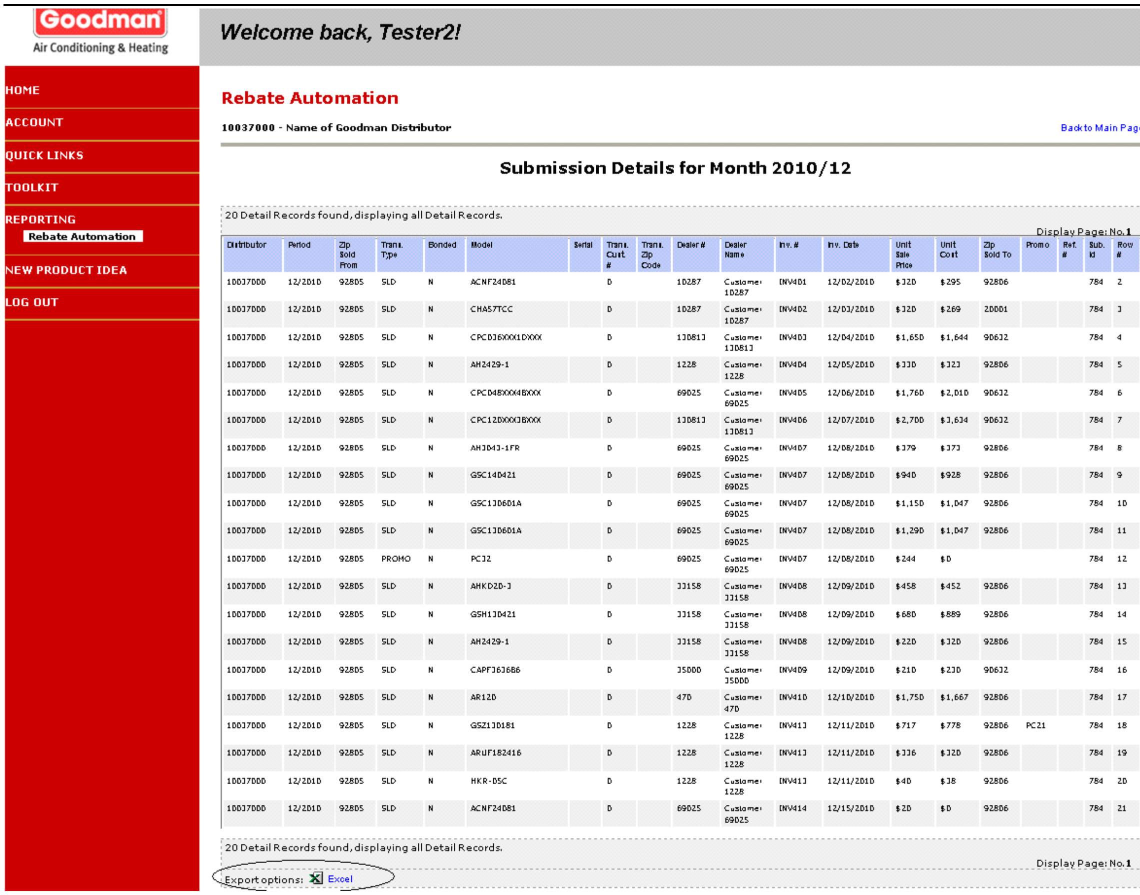
Click on “Back to Main Page” and then on “Manage Rebate Period and Upload” to see how the period now shows a count of records and a sales amount.



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.



Submission Details for Month 2010/12

20 Detail Records found, displaying all Detail Records.

Display Page: No. 1

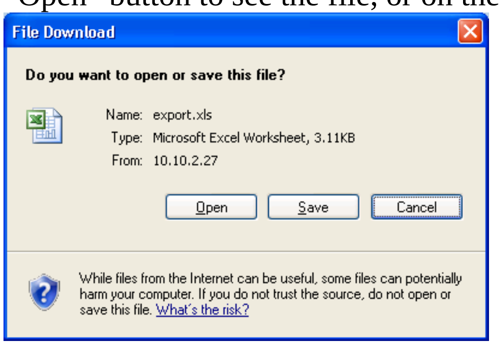
Distributor	Period	Zip Sold From	Trans. Type	Bonded	Model	Serial	Trans. Cust. #	Trans. Zip Code	Dealer #	Dealer Name	Inv. #	Inv. Date	Unit Sale Price	Unit Cost	Zip Sold To	Promo	Ref. #	Sub. Id	Row #
10037000	12/2010	92805	SLD	N	ACNF24081		0		10287	Custome 10287	INV401	12/02/2010	$320	$295	92806			784	2
10037000	12/2010	92805	SLD	N	CHA57TCC		0		10287	Custome 10287	INV402	12/03/2010	$320	$269	20001			784	3
10037000	12/2010	92805	SLD	N	CPC036XXX1DXXX		0		130813	Custome 130813	INV403	12/04/2010	$1,650	$1,644	90632			784	4
10037000	12/2010	92805	SLD	N	AH2429-1		0		1228	Custome 1228	INV404	12/05/2010	$330	$323	92806			784	5
10037000	12/2010	92805	SLD	N	CPC048XXX4BXXX		0		69025	Custome 69025	INV405	12/06/2010	$1,760	$2,010	90632			784	6
10037000	12/2010	92805	SLD	N	CPC120XXX3BXXX		0		130813	Custome 130813	INV406	12/07/2010	$2,700	$3,634	90632			784	7
10037000	12/2010	92805	SLD	N	AH3043-1FR		0		69025	Custome 69025	INV407	12/08/2010	$379	$373	92806			784	8
10037000	12/2010	92805	SLD	N	GSC140421		0		69025	Custome 69025	INV407	12/08/2010	$940	$928	92806			784	9
10037000	12/2010	92805	SLD	N	GSC130601A		0		69025	Custome 69025	INV407	12/08/2010	$1,150	$1,047	92806			784	10
10037000	12/2010	92805	SLD	N	GSC130601A		0		69025	Custome 69025	INV407	12/08/2010	$1,290	$1,047	92806			784	11
10037000	12/2010	92805	PROMO	N	PC32		0		69025	Custome 69025	INV407	12/08/2010	$244	$0				784	12
10037000	12/2010	92805	SLD	N	AHKD20-3		0		33158	Custome 33158	INV408	12/09/2010	$458	$452	92806			784	13
10037000	12/2010	92805	SLD	N	GSH130421		0		33158	Custome 33158	INV408	12/09/2010	$680	$889	92806			784	14
10037000	12/2010	92805	SLD	N	AH2429-1		0		33158	Custome 33158	INV408	12/09/2010	$220	$320	92806			784	15
10037000	12/2010	92805	SLD	N	CAPF363686		0		35000	Custome 35000	INV409	12/09/2010	$210	$230	90632			784	16
10037000	12/2010	92805	SLD	N	AR120		0		470	Custome 470	INV410	12/10/2010	$1,750	$1,667	92806			784	17
10037000	12/2010	92805	SLD	N	GSZ130181		0		1228	Custome 1228	INV413	12/11/2010	$717	$778	92806	PC21		784	18
10037000	12/2010	92805	SLD	N	ARUF182416		0		1228	Custome 1228	INV413	12/11/2010	$336	$320	92806			784	19
10037000	12/2010	92805	SLD	N	HKR-05C		0		1228	Custome 1228	INV413	12/11/2010	$40	$38	92806			784	20
10037000	12/2010	92805	SLD	N	ACNF24081		0		69025	Custome 69025	INV414	12/15/2010	$20	$0	92806			784	21

20 Detail Records found, displaying all Detail Records.

Display Page: No. 1

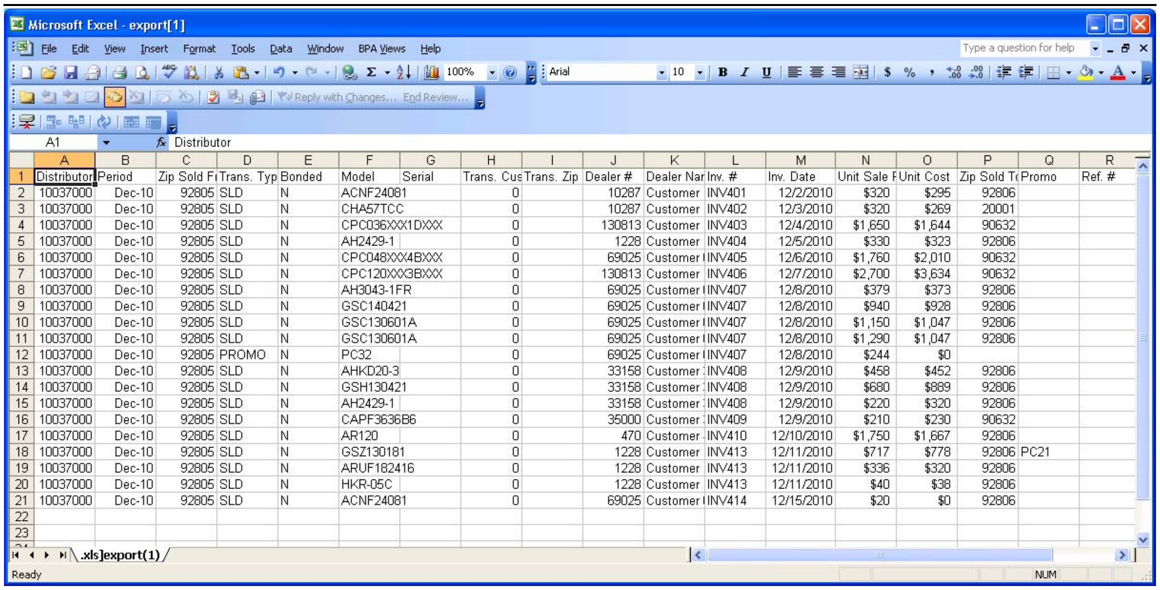
Export options: Excel

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.



Distributor	Period	Zip Sold Fr	Trans. Typ	Bonded	Model	Serial	Trans. Cus	Trans. Zip	Dealer #	Dealer Nar	Inv. #	Inv. Date	Unit Sale P	Unit Cost	Zip Sold To	Promo	Ref. #
10037000	Dec-10	92805	SLD	N	ACNF24081		0		10287	Customer	INV401	12/2/2010	$320	$295	92806		
10037000	Dec-10	92805	SLD	N	CHA57TCC		0		10287	Customer	INV402	12/3/2010	$320	$269	20001		
10037000	Dec-10	92805	SLD	N	CPC036XXX1DXXX		0		130813	Customer	INV403	12/4/2010	$1,650	$1,644	90632		
10037000	Dec-10	92805	SLD	N	AH2429-1		0		1228	Customer	INV404	12/5/2010	$330	$323	92806		
10037000	Dec-10	92805	SLD	N	CPC048XXX4BXXX		0		69025	Customer	INV405	12/6/2010	$1,760	$2,010	90632		
10037000	Dec-10	92805	SLD	N	CPC120XXX3BXXX		0		130813	Customer	INV406	12/7/2010	$2,700	$3,634	90632		
10037000	Dec-10	92805	SLD	N	AH3043-1FR		0		69025	Customer	INV407	12/8/2010	$379	$373	92806		
10037000	Dec-10	92805	SLD	N	GSC140421		0		69025	Customer	INV407	12/8/2010	$940	$928	92806		
10037000	Dec-10	92805	SLD	N	GSC130601A		0		69025	Customer	INV407	12/8/2010	$1,150	$1,047	92806		
10037000	Dec-10	92805	SLD	N	GSC130601A		0		69025	Customer	INV407	12/8/2010	$1,290	$1,047	92806		
10037000	Dec-10	92805	PROMO	N	PC32		0		69025	Customer	INV407	12/8/2010	$244	$0			
10037000	Dec-10	92805	SLD	N	AHKD20-3		0		33158	Customer	INV408	12/9/2010	$458	$452	92806		
10037000	Dec-10	92805	SLD	N	GSH130421		0		33158	Customer	INV408	12/9/2010	$680	$889	92806		
10037000	Dec-10	92805	SLD	N	AH2429-1		0		33158	Customer	INV408	12/9/2010	$220	$320	92806		
10037000	Dec-10	92805	SLD	N	CAPF3636B6		0		35000	Customer	INV409	12/9/2010	$210	$230	90632		
10037000	Dec-10	92805	SLD	N	AR120		0		470	Customer	INV410	12/10/2010	$1,750	$1,667	92806		
10037000	Dec-10	92805	SLD	N	GSZ130181		0		1228	Customer	INV413	12/11/2010	$717	$778	92806	PC21	
10037000	Dec-10	92805	SLD	N	ARUF182416		0		1228	Customer	INV413	12/11/2010	$336	$320	92806		
10037000	Dec-10	92805	SLD	N	HKR-05C		0		1228	Customer	INV413	12/11/2010	$40	$38	92806		
10037000	Dec-10	92805	SLD	N	ACNF24081		0		69025	Customer	INV414	12/15/2010	$20	$0	92806		

4.1.2 Viewing

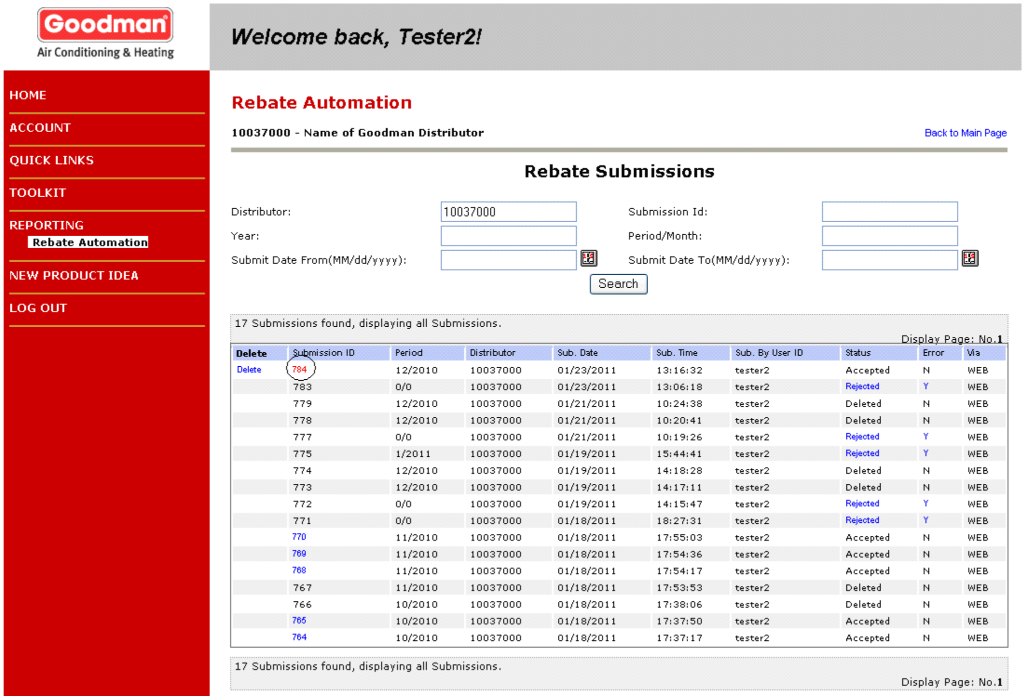
Individual submissions can also be viewed and their data exported to Excel from the "Rebate Submissions" screen.

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.

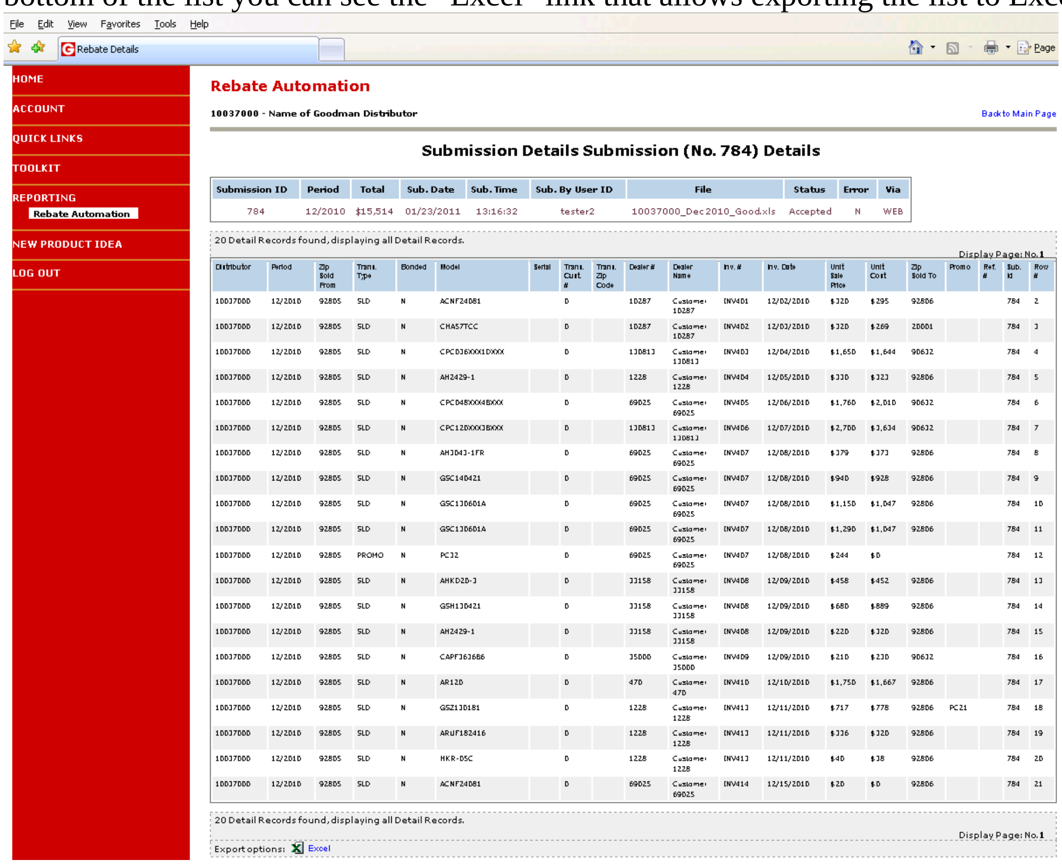
Once the period of interest is located, click on the number that corresponds to the file's "Submission ID".



Delete	Submission ID	Period	Distributor	Sub. Date	Sub. Time	Sub. By User ID	Status	Error	Via
Delete	784	12/2010	10037000	01/23/2011	13:16:32	tester2	Accepted	N	WEB
	783	0/0	10037000	01/23/2011	13:06:18	tester2	Rejected	Y	WEB
	779	12/2010	10037000	01/21/2011	10:24:38	tester2	Deleted	N	WEB
	778	12/2010	10037000	01/21/2011	10:20:41	tester2	Deleted	N	WEB
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected	Y	WEB
	775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	Y	WEB
	774	12/2010	10037000	01/19/2011	14:18:28	tester2	Deleted	N	WEB
	773	12/2010	10037000	01/19/2011	14:17:11	tester2	Deleted	N	WEB
	772	0/0	10037000	01/19/2011	14:15:47	tester2	Rejected	Y	WEB
	771	0/0	10037000	01/18/2011	18:27:31	tester2	Rejected	Y	WEB
	770	11/2010	10037000	01/18/2011	17:55:03	tester2	Accepted	N	WEB
	769	11/2010	10037000	01/18/2011	17:54:36	tester2	Accepted	N	WEB
	768	11/2010	10037000	01/18/2011	17:54:17	tester2	Accepted	N	WEB
	767	11/2010	10037000	01/18/2011	17:53:53	tester2	Deleted	N	WEB
	766	10/2010	10037000	01/18/2011	17:38:06	tester2	Deleted	N	WEB
	765	10/2010	10037000	01/18/2011	17:37:50	tester2	Accepted	N	WEB
	764	10/2010	10037000	01/18/2011	17:37:17	tester2	Accepted	N	WEB

17 Submissions found, displaying all Submissions.
Display Page: No.1

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.



Submission ID	Period	Total	Sub. Date	Sub. Time	Sub. By User ID	File	Status	Error	Via
784	12/2010	$15,514	01/23/2011	13:16:32	tester2	10037000_Dec2010_Good.xls	Accepted	N	WEB

20 Detail Records found, displaying all Detail Records.
Display Page: No.1

Distributor	Period	Zip Sold From	Trans. Type	Bonded	Model	Serial	Trans. Cust #	Trans. Zip Code	Dealer #	Dealer Name	Inv. #	Inv. Date	Unit Sale Price	Unit Cost	Zip Sold To	Promo	Ref. #	Sub. Id	Row #
10037000	12/2010	92805	SLD	N	ACNF24081		0		10287	Custome 10287	INV401	12/02/2010	$320	$295	92806			784	2
10037000	12/2010	92805	SLD	N	CHA57TCC		0		10287	Custome 10287	INV402	12/03/2010	$320	$269	20001			784	3
10037000	12/2010	92805	SLD	N	CPC036XXX10XXX		0		130813	Custome 130813	INV403	12/04/2010	$1,650	$1,644	90632			784	4
10037000	12/2010	92805	SLD	N	AH2429-1		0		1228	Custome 1228	INV404	12/05/2010	$330	$323	92806			784	5
10037000	12/2010	92805	SLD	N	CPC048XXX4BXXX		0		69025	Custome 69025	INV405	12/06/2010	$1,760	$2,010	90632			784	6
10037000	12/2010	92805	SLD	N	CPC120XXX3BXXX		0		130813	Custome 130813	INV406	12/07/2010	$2,700	$3,634	90632			784	7
10037000	12/2010	92805	SLD	N	AH3043-1FR		0		69025	Custome 69025	INV407	12/08/2010	$379	$373	92806			784	8
10037000	12/2010	92805	SLD	N	GSC140421		0		69025	Custome 69025	INV407	12/08/2010	$940	$928	92806			784	9
10037000	12/2010	92805	SLD	N	GSC130601A		0		69025	Custome 69025	INV407	12/08/2010	$1,150	$1,047	92806			784	10
10037000	12/2010	92805	SLD	N	GSC130601A		0		69025	Custome 69025	INV407	12/08/2010	$1,290	$1,047	92806			784	11
10037000	12/2010	92805	PROMO	N	PC32		0		69025	Custome 69025	INV407	12/08/2010	$244	$0				784	12
10037000	12/2010	92805	SLD	N	AHKD20-3		0		33158	Custome 33158	INV408	12/09/2010	$458	$452	92806			784	13
10037000	12/2010	92805	SLD	N	GSH130421		0		33158	Custome 33158	INV408	12/09/2010	$680	$889	92806			784	14
10037000	12/2010	92805	SLD	N	AH2429-1		0		33158	Custome 33158	INV408	12/09/2010	$220	$320	92806			784	15
10037000	12/2010	92805	SLD	N	CAPF363686		0		35000	Custome 35000	INV409	12/09/2010	$210	$230	90632			784	16
10037000	12/2010	92805	SLD	N	AR120		0		470	Custome 470	INV410	12/10/2010	$1,750	$1,667	92806			784	17
10037000	12/2010	92805	SLD	N	GSZ130181		0		1228	Custome 1228	INV413	12/11/2010	$717	$778	92806	PC21		784	18
10037000	12/2010	92805	SLD	N	ARUF182416		0		1228	Custome 1228	INV413	12/11/2010	$336	$320	92806			784	19
10037000	12/2010	92805	SLD	N	HKR-05C		0		1228	Custome 1228	INV413	12/11/2010	$40	$38	92806			784	20
10037000	12/2010	92805	SLD	N	ACNF24081		0		69025	Custome 69025	INV414	12/15/2010	$20	$0	92806			784	21

20 Detail Records found, displaying all Detail Records.
Display Page: No.1
Export options: Excel

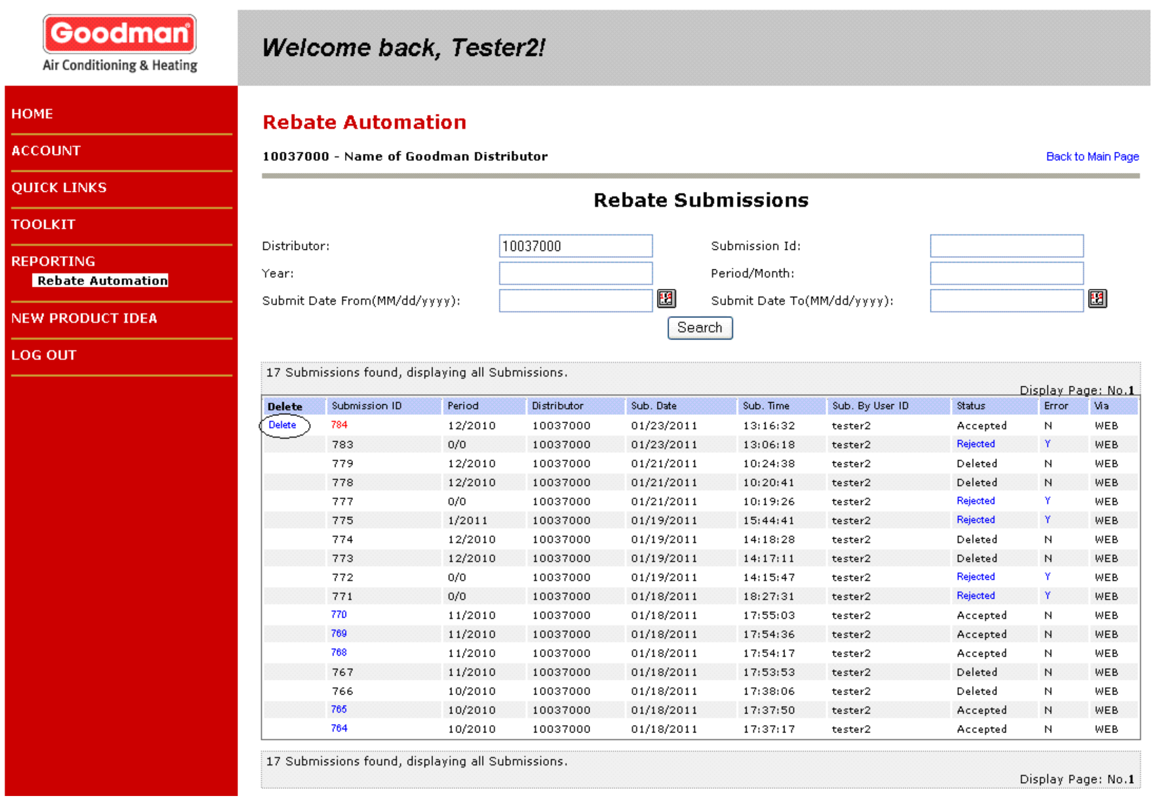
4.1.3 Deleting

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 rebates@goodmanmfg.com. 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.

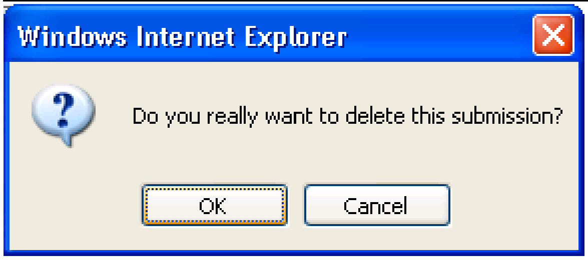


Delete	Submission ID	Period	Distributor	Sub. Date	Sub. Time	Sub. By User ID	Status	Error	Via
Delete	784	12/2010	10037000	01/23/2011	13:16:32	tester2	Accepted	N	WEB
	783	0/0	10037000	01/23/2011	13:06:18	tester2	Rejected	Y	WEB
	779	12/2010	10037000	01/21/2011	10:24:38	tester2	Deleted	N	WEB
	778	12/2010	10037000	01/21/2011	10:20:41	tester2	Deleted	N	WEB
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected	Y	WEB
	775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	Y	WEB
	774	12/2010	10037000	01/19/2011	14:18:28	tester2	Deleted	N	WEB
	773	12/2010	10037000	01/19/2011	14:17:11	tester2	Deleted	N	WEB
	772	0/0	10037000	01/19/2011	14:15:47	tester2	Rejected	Y	WEB
	771	0/0	10037000	01/18/2011	18:27:31	tester2	Rejected	Y	WEB
	770	11/2010	10037000	01/18/2011	17:55:03	tester2	Accepted	N	WEB
	769	11/2010	10037000	01/18/2011	17:54:36	tester2	Accepted	N	WEB
	768	11/2010	10037000	01/18/2011	17:54:17	tester2	Accepted	N	WEB
	767	11/2010	10037000	01/18/2011	17:53:53	tester2	Deleted	N	WEB
	766	10/2010	10037000	01/18/2011	17:38:06	tester2	Deleted	N	WEB
	765	10/2010	10037000	01/18/2011	17:37:50	tester2	Accepted	N	WEB
	764	10/2010	10037000	01/18/2011	17:37:17	tester2	Accepted	N	WEB

17 Submissions found, displaying all Submissions.

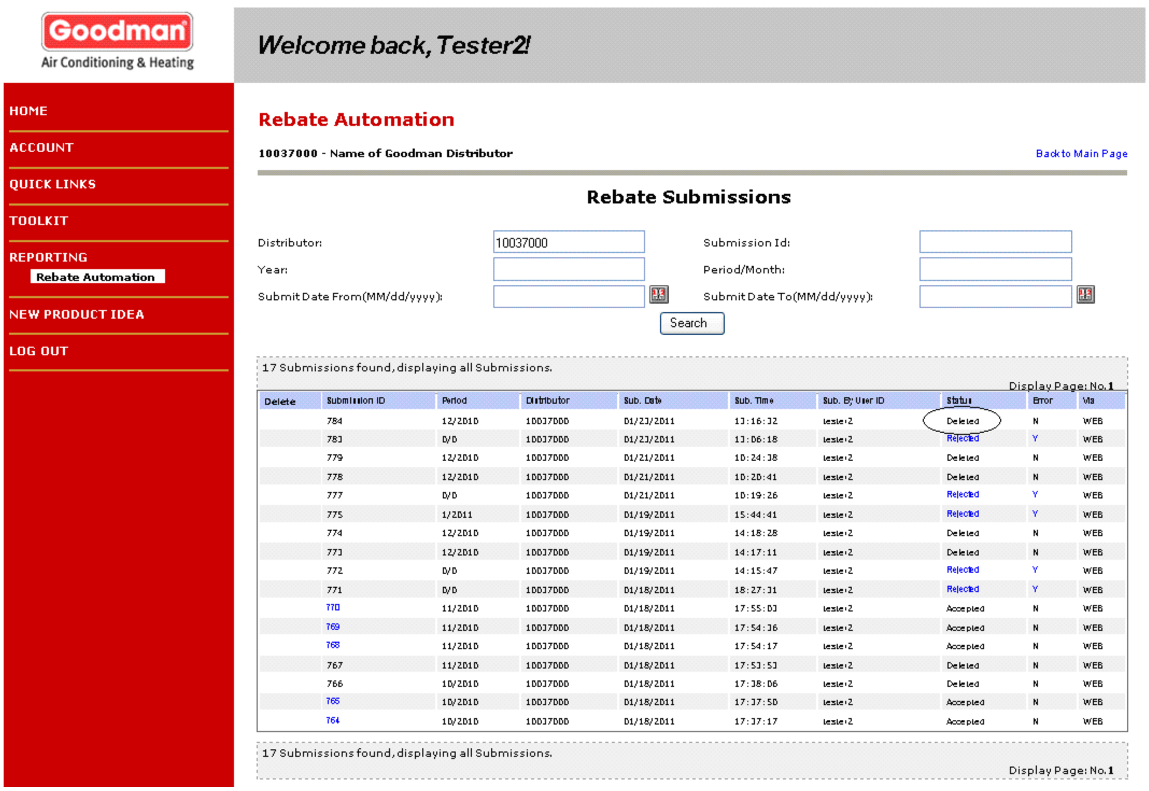
Display Page: No.1

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.



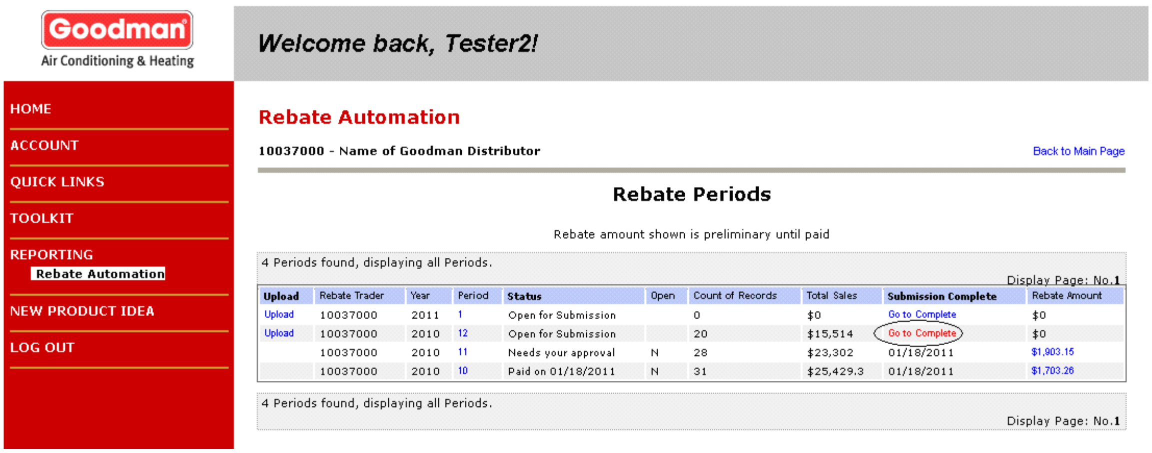
Delete	Submission ID	Period	Distributor	Sub. Date	Sub. Time	Sub. By User ID	Status	Error	Via
	784	12/2010	10037000	01/23/2011	13:16:32	tester2	Deleted	N	WEB
	783	0/0	10037000	01/23/2011	13:06:18	tester2	Rejected	Y	WEB
	779	12/2010	10037000	01/21/2011	10:24:38	tester2	Deleted	N	WEB
	778	12/2010	10037000	01/21/2011	10:20:41	tester2	Deleted	N	WEB
	777	0/0	10037000	01/21/2011	10:19:26	tester2	Rejected	Y	WEB
	775	1/2011	10037000	01/19/2011	15:44:41	tester2	Rejected	Y	WEB
	774	12/2010	10037000	01/19/2011	14:18:28	tester2	Deleted	N	WEB
	773	12/2010	10037000	01/19/2011	14:17:11	tester2	Deleted	N	WEB
	772	0/0	10037000	01/19/2011	14:15:47	tester2	Rejected	Y	WEB
	771	0/0	10037000	01/18/2011	18:27:31	tester2	Rejected	Y	WEB
	770	11/2010	10037000	01/18/2011	17:55:03	tester2	Accepted	N	WEB
	769	11/2010	10037000	01/18/2011	17:54:36	tester2	Accepted	N	WEB
	768	11/2010	10037000	01/18/2011	17:54:17	tester2	Accepted	N	WEB
	767	11/2010	10037000	01/18/2011	17:53:53	tester2	Deleted	N	WEB
	766	10/2010	10037000	01/18/2011	17:38:06	tester2	Deleted	N	WEB
	765	10/2010	10037000	01/18/2011	17:37:50	tester2	Accepted	N	WEB
	764	10/2010	10037000	01/18/2011	17:37:17	tester2	Accepted	N	WEB

4.2 Closing a period to kick-off the calculation process

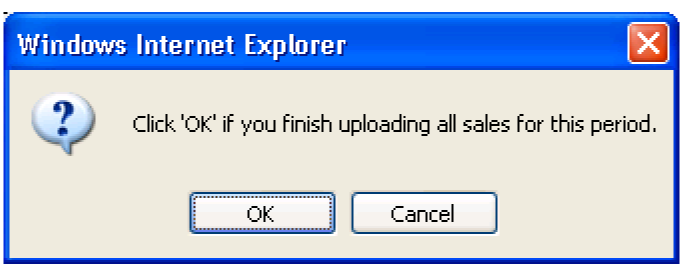
Distributors can upload sales data or transfer sales file via FTP as many times as necessary until all sales are stored in the Goodman system and the distributor closes the period. Closing the period indicates the Rebates system that all sales are completed for a given month and that the distributor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

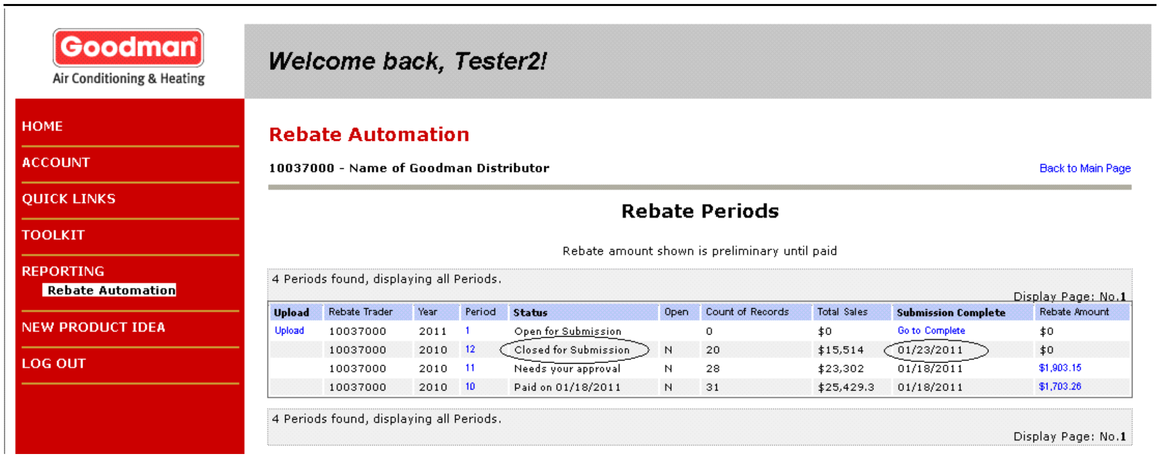


After clicking on the "Go to Complete" link, the system presents a confirmation window that pops up.



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

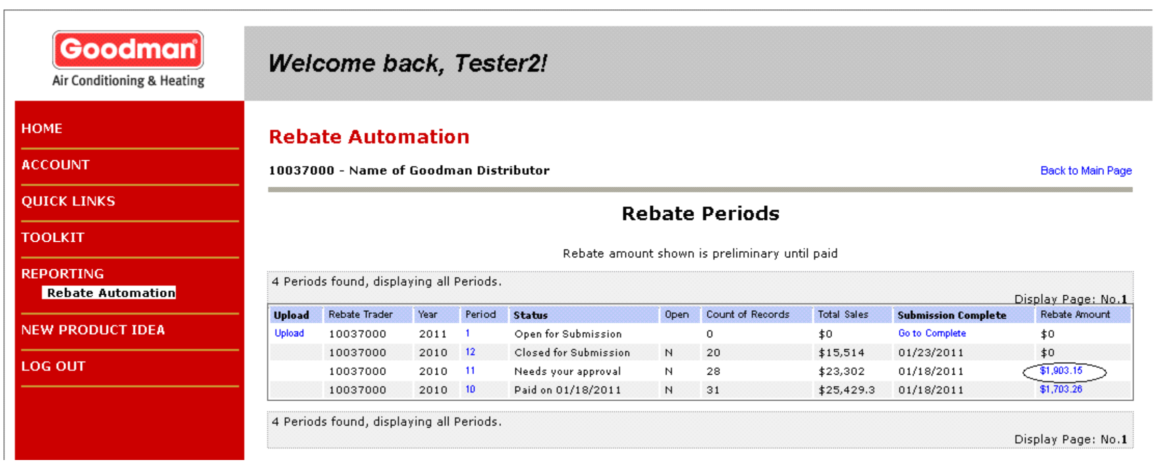
After being closed, the status of the period on the screen shows as "Closed for Submissions", like the month of Dec 2010 shown on the sample screen below. Please also note that the date on which the period was closed is presented on the screen as well.



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.

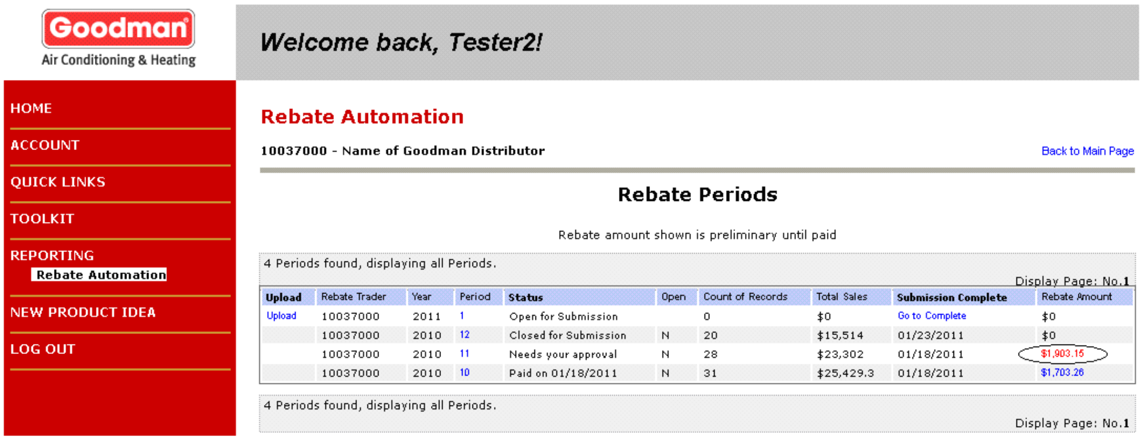
Once the amounts have been calculated, they are presented on the "Rebate Periods" screen. The sample screen below shows the month of November 2010 as closed by the distributor on January 18 2011. It also shows a calculated **PRELIMINARY** rebate amount of $1,903.15.



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.



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Rebate Automation

10037000 - Name of Goodman Distributor — Back to Main Page

Rebate Periods

Rebate amount shown is preliminary until paid

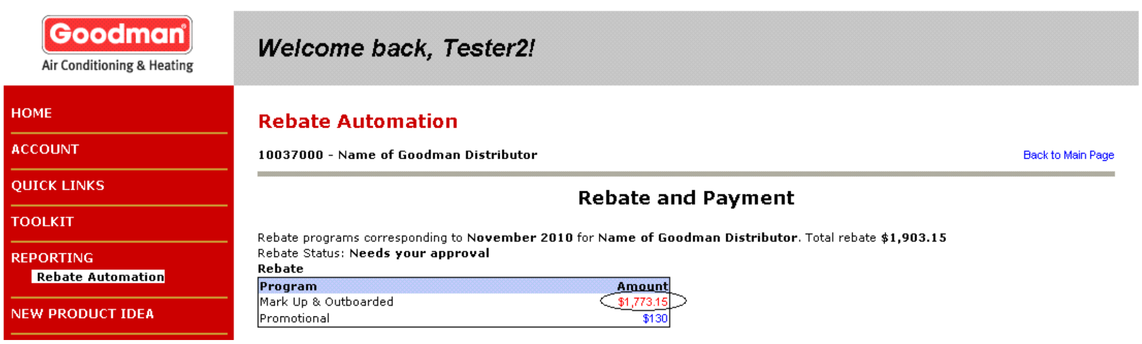
4 Periods found, displaying all Periods.
Display Page: No.1

Upload	Rebate Trader	Year	Period	Status	Open	Count of Records	Total Sales	Submission Complete	Rebate Amount
Upload	10037000	2011	1	Open for Submission		0	$0	Go to Complete	$0
	10037000	2010	12	Closed for Submission	N	20	$15,514	01/23/2011	$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	N	31	$25,429.3	01/18/2011	$1,703.26

4 Periods found, displaying all Periods.
Display Page: No.1

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".



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HOME
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REPORTING
Rebate Automation
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Rebate Automation

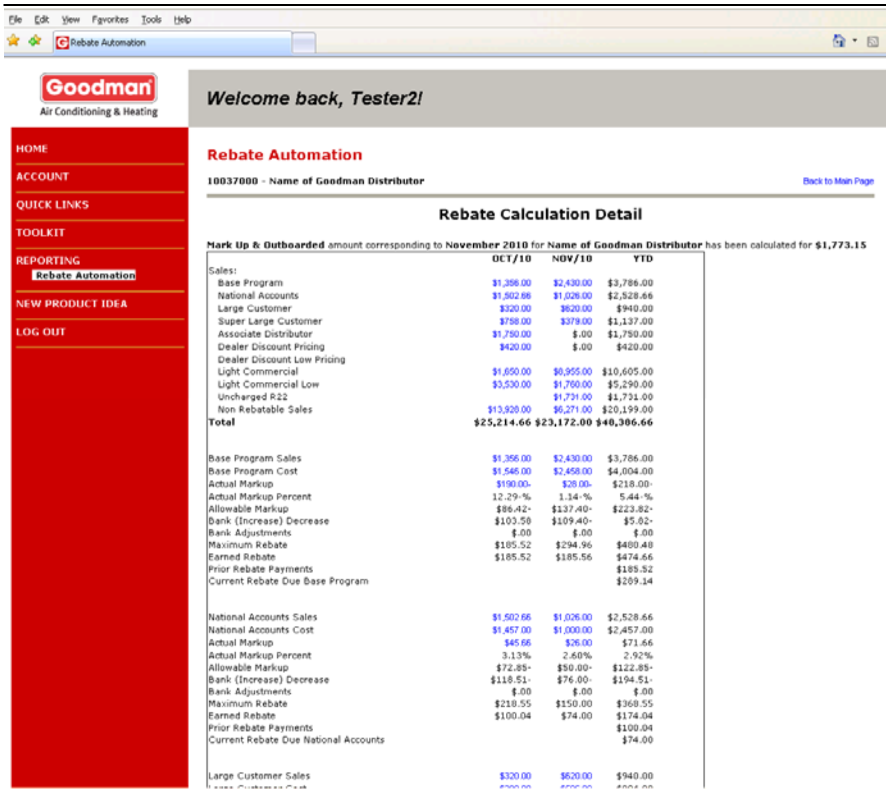
10037000 - Name of Goodman Distributor — Back to Main Page

Rebate and Payment

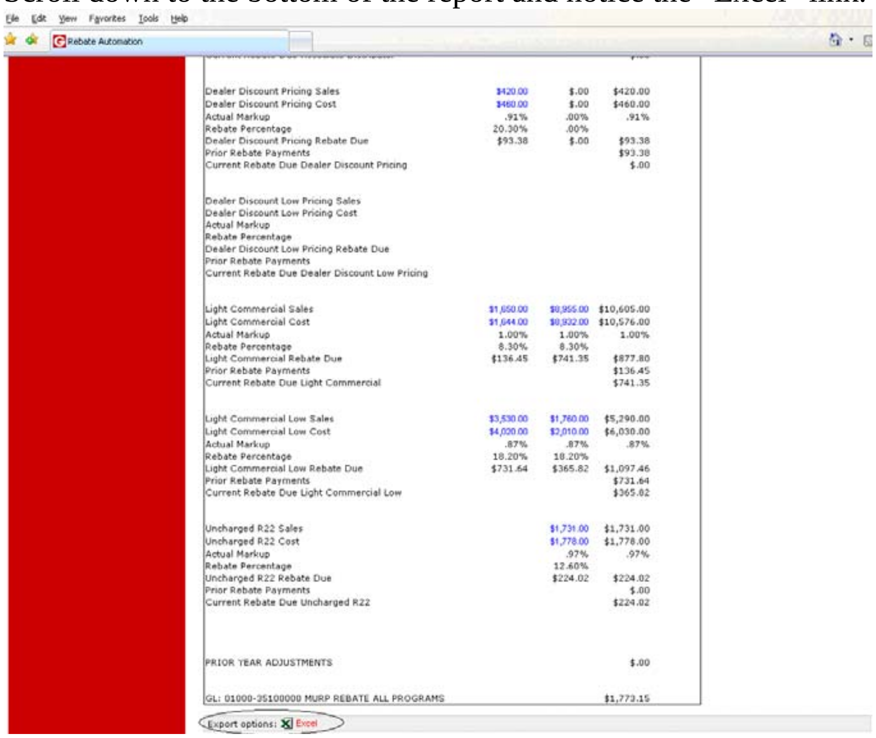
Rebate programs corresponding to **November 2010** for **Name of Goodman Distributor**. Total rebate **$1,903.15**
Rebate Status: **Needs your approval**
Rebate

Program	Amount
Mark Up & Outboarded	$1,773.15
Promotional	$130

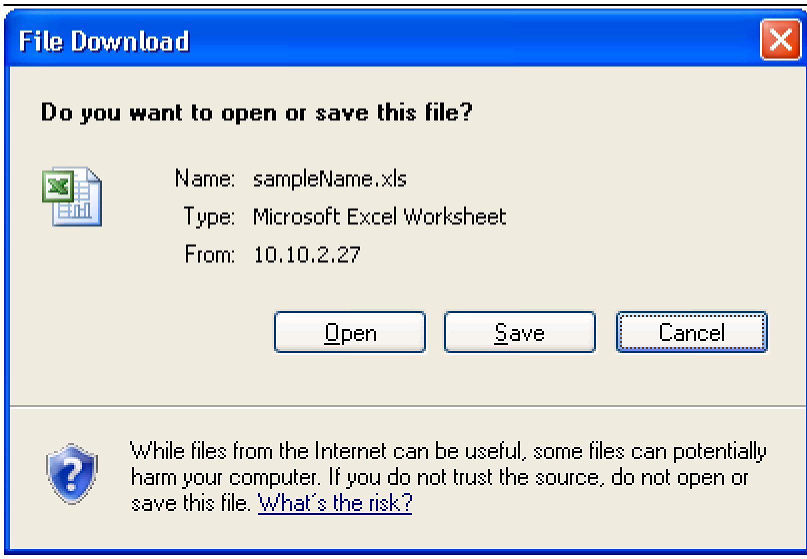
By clicking on one of the program rebate amounts, you can view the report that supports the calculations. Below two screens show two portions of the report corresponding to the $1,773.15 amount calculated for the "Mark Up & Outboarded" program.



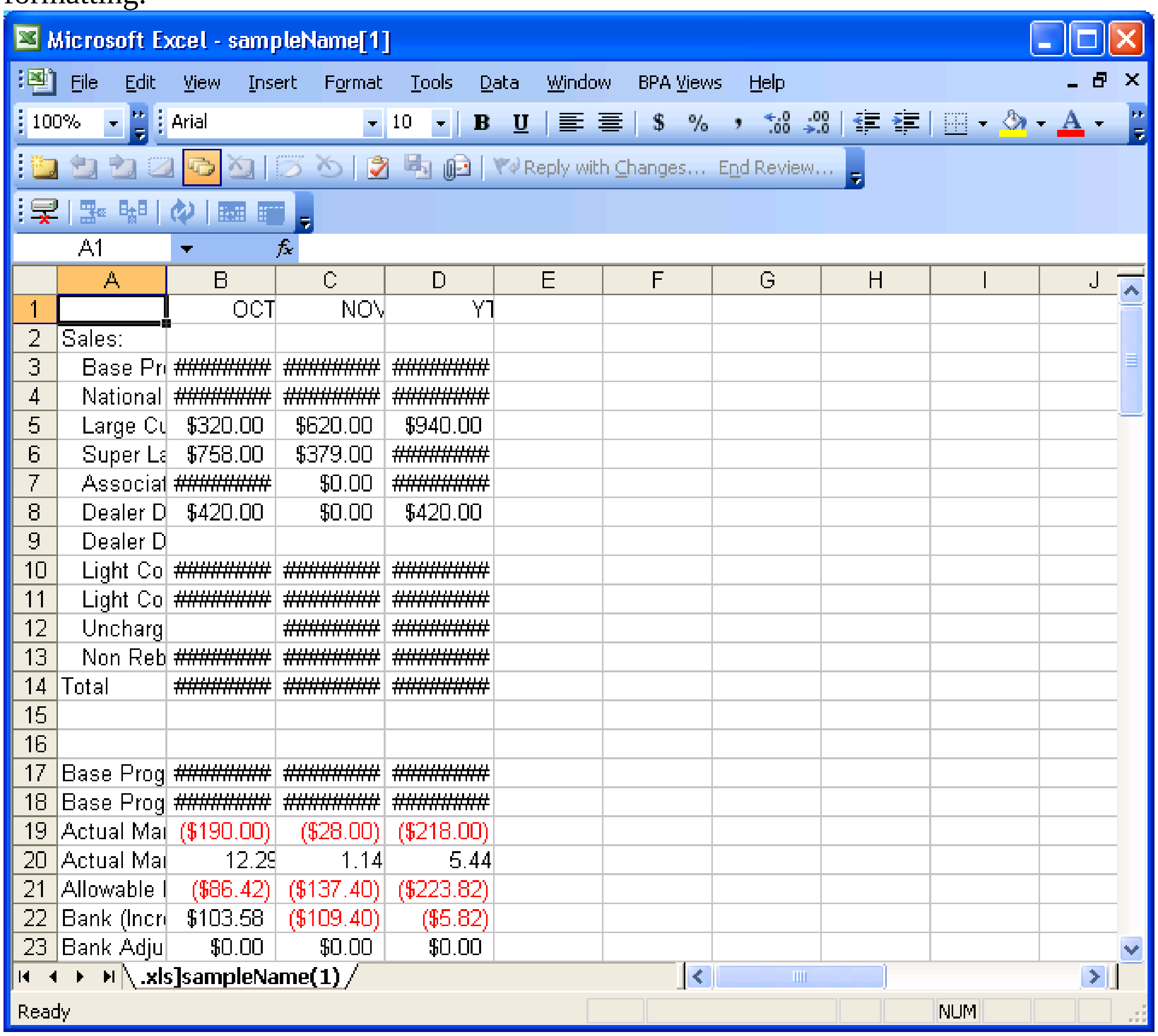
Scroll down to the bottom of the report and notice the "Excel" link.



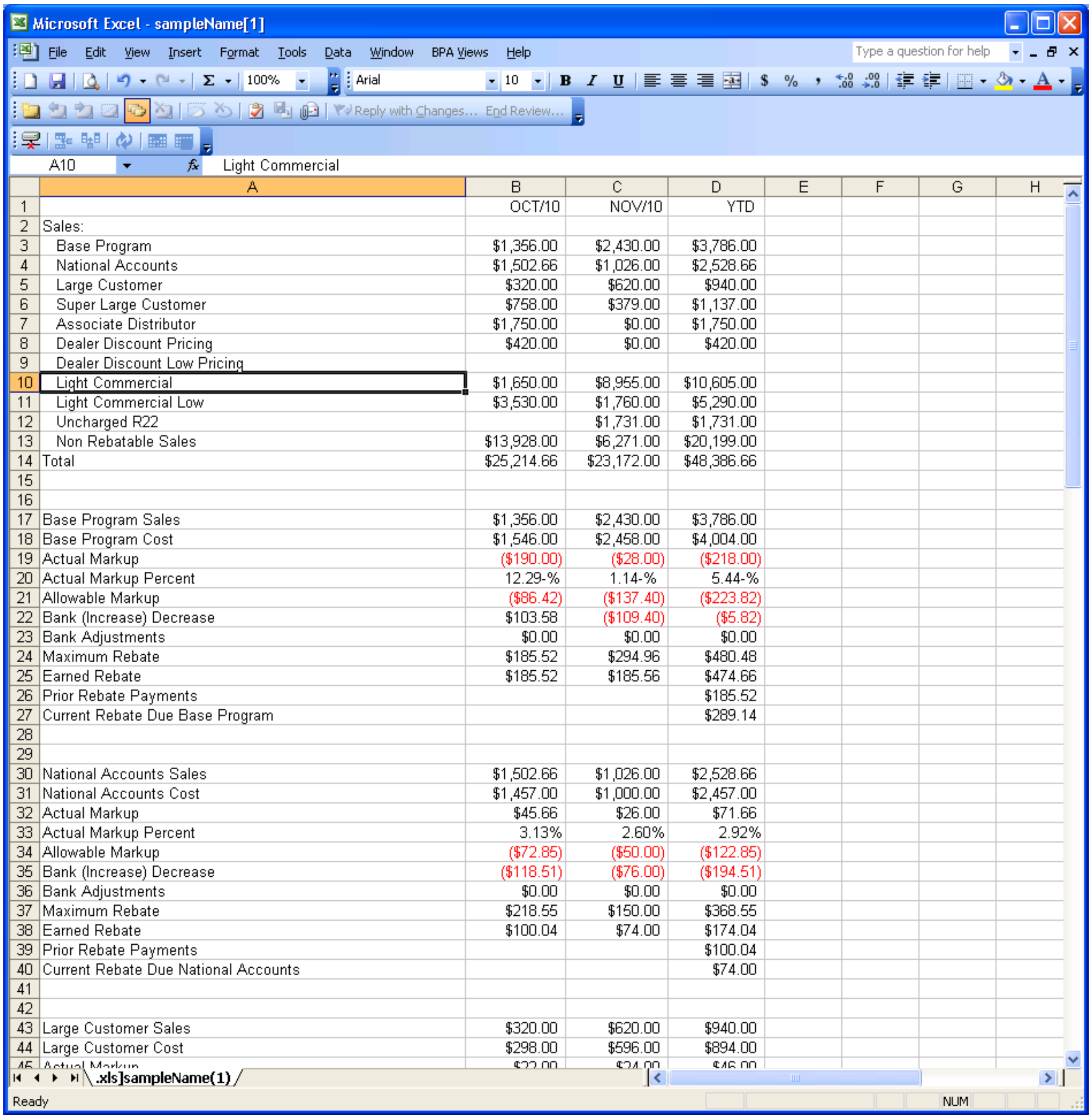
By clicking on the "Excel" link, the report can be exported to Excel. After clicking on "Excel", the system shows the "File Download" window, where you can decide between opening or saving the file, or just cancel and return to the previous screen.



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



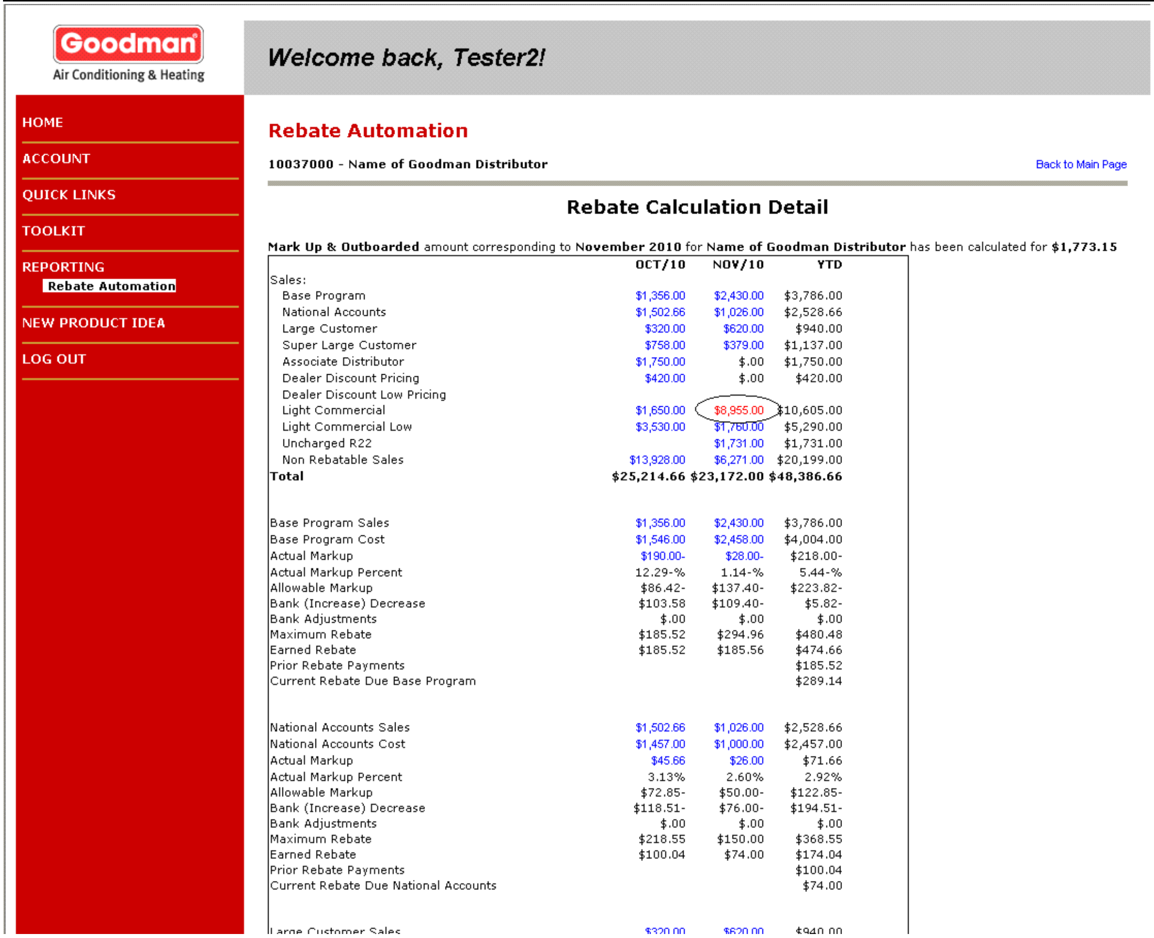
Adjust the width of the columns to view all the information as shown in the below sample.



	A	B	C	D
1		OCT/10	NOV/10	YTD
2	Sales:			
3	Base Program	$1,356.00	$2,430.00	$3,786.00
4	National Accounts	$1,502.66	$1,026.00	$2,528.66
5	Large Customer	$320.00	$620.00	$940.00
6	Super Large Customer	$758.00	$379.00	$1,137.00
7	Associate Distributor	$1,750.00	$0.00	$1,750.00
8	Dealer Discount Pricing	$420.00	$0.00	$420.00
9	Dealer Discount Low Pricing			
10	Light Commercial	$1,650.00	$8,955.00	$10,605.00
11	Light Commercial Low	$3,530.00	$1,760.00	$5,290.00
12	Uncharged R22		$1,731.00	$1,731.00
13	Non Rebatable Sales	$13,928.00	$6,271.00	$20,199.00
14	Total	$25,214.66	$23,172.00	$48,386.66
15				
16				
17	Base Program Sales	$1,356.00	$2,430.00	$3,786.00
18	Base Program Cost	$1,546.00	$2,458.00	$4,004.00
19	Actual Markup	($190.00)	($28.00)	($218.00)
20	Actual Markup Percent	12.29-%	1.14-%	5.44-%
21	Allowable Markup	($86.42)	($137.40)	($223.82)
22	Bank (Increase) Decrease	$103.58	($109.40)	($5.82)
23	Bank Adjustments	$0.00	$0.00	$0.00
24	Maximum Rebate	$185.52	$294.96	$480.48
25	Earned Rebate	$185.52	$185.56	$474.66
26	Prior Rebate Payments			$185.52
27	Current Rebate Due Base Program			$289.14
28				
29				
30	National Accounts Sales	$1,502.66	$1,026.00	$2,528.66
31	National Accounts Cost	$1,457.00	$1,000.00	$2,457.00
32	Actual Markup	$45.66	$26.00	$71.66
33	Actual Markup Percent	3.13%	2.60%	2.92%
34	Allowable Markup	($72.85)	($50.00)	($122.85)
35	Bank (Increase) Decrease	($118.51)	($76.00)	($194.51)
36	Bank Adjustments	$0.00	$0.00	$0.00
37	Maximum Rebate	$218.55	$150.00	$368.55
38	Earned Rebate	$100.04	$74.00	$174.04
39	Prior Rebate Payments			$100.04
40	Current Rebate Due National Accounts			$74.00
41				
42				
43	Large Customer Sales	$320.00	$620.00	$940.00
44	Large Customer Cost	$298.00	$596.00	$894.00
45	Actual Markup	$22.00	$24.00	$46.00

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.



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Rebate Automation

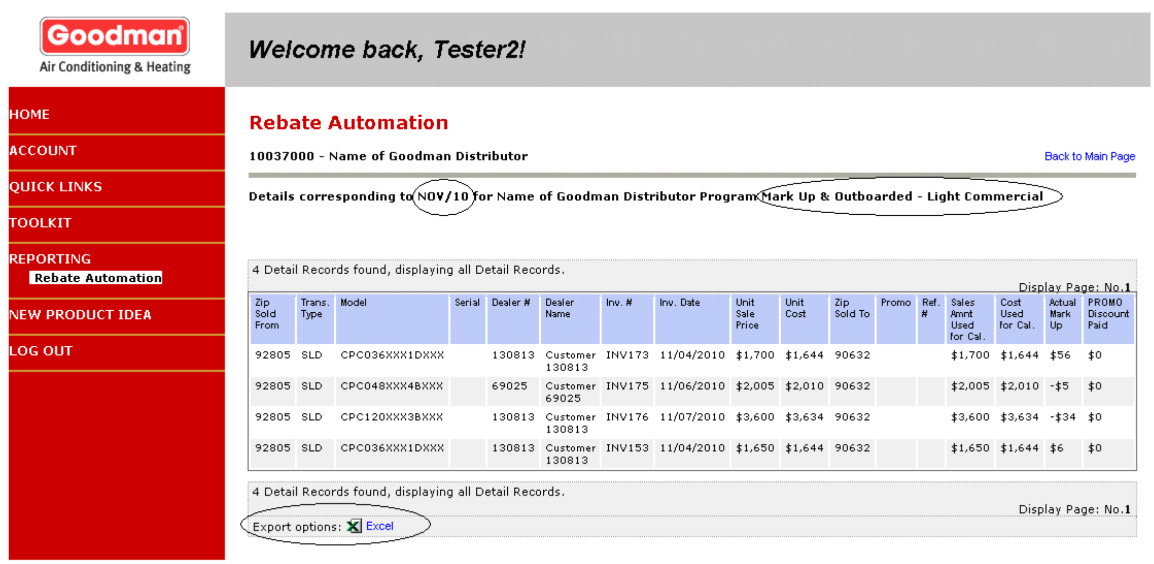
10037000 - Name of Goodman Distributor Back to Main Page

Rebate Calculation Detail

Mark Up & Outboarded amount corresponding to **November 2010** for **Name of Goodman Distributor** has been calculated for **$1,773.15**

	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	$1,750.00	$.00	$1,750.00
Dealer Discount Pricing	$420.00	$.00	$420.00
Dealer Discount Low Pricing			
Light Commercial	$1,650.00	$8,955.00	$10,605.00
Light Commercial Low	$3,530.00	$1,760.00	$5,290.00
Uncharged R22		$1,731.00	$1,731.00
Non Rebatable Sales	$13,928.00	$6,271.00	$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			$100.04
Current Rebate Due National Accounts			$74.00
Large Customer Sales	$320.00	$620.00	$940.00

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



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10037000 - Name of Goodman Distributor Back to Main Page

Details corresponding to NOV/10 for Name of Goodman Distributor Program Mark Up & Outboarded - Light Commercial

4 Detail Records found, displaying all Detail Records.

Display Page: No.**1**

Zip Sold From	Trans. Type	Model	Serial	Dealer #	Dealer Name	Inv. #	Inv. Date	Unit Sale Price	Unit Cost	Zip Sold To	Promo	Ref. #	Sales Amnt Used for Cal.	Cost Used for Cal.	Actual Mark Up	PROMO Discount Paid
92805	SLD	CPC036XXX1DXXX		130813	Customer 130813	INV173	11/04/2010	$1,700	$1,644	90632			$1,700	$1,644	$56	$0
92805	SLD	CPC048XXX4BXXX		69025	Customer 69025	INV175	11/06/2010	$2,005	$2,010	90632			$2,005	$2,010	-$5	$0
92805	SLD	CPC120XXX3BXXX		130813	Customer 130813	INV176	11/07/2010	$3,600	$3,634	90632			$3,600	$3,634	-$34	$0
92805	SLD	CPC036XXX1DXXX		130813	Customer 130813	INV153	11/04/2010	$1,650	$1,644	90632			$1,650	$1,644	$6	$0

4 Detail Records found, displaying all Detail Records.

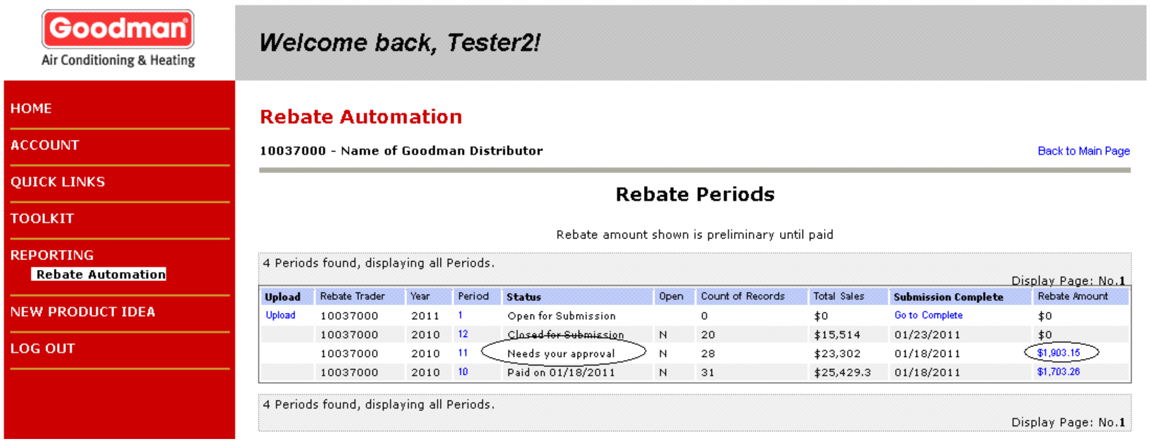
Display Page: No.**1**

Export options: Excel

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.

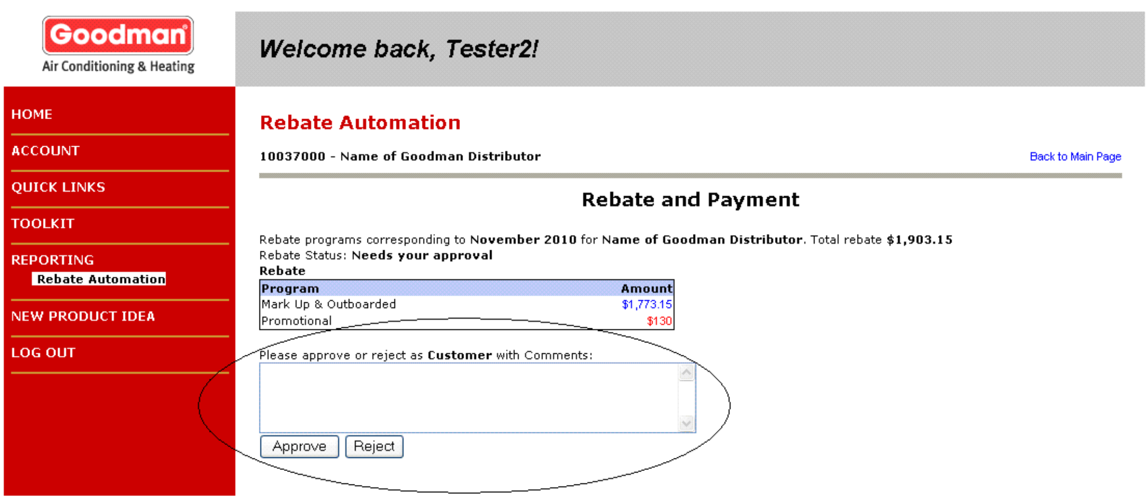
4.4 Approving or Rejecting the rebate amounts.

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.

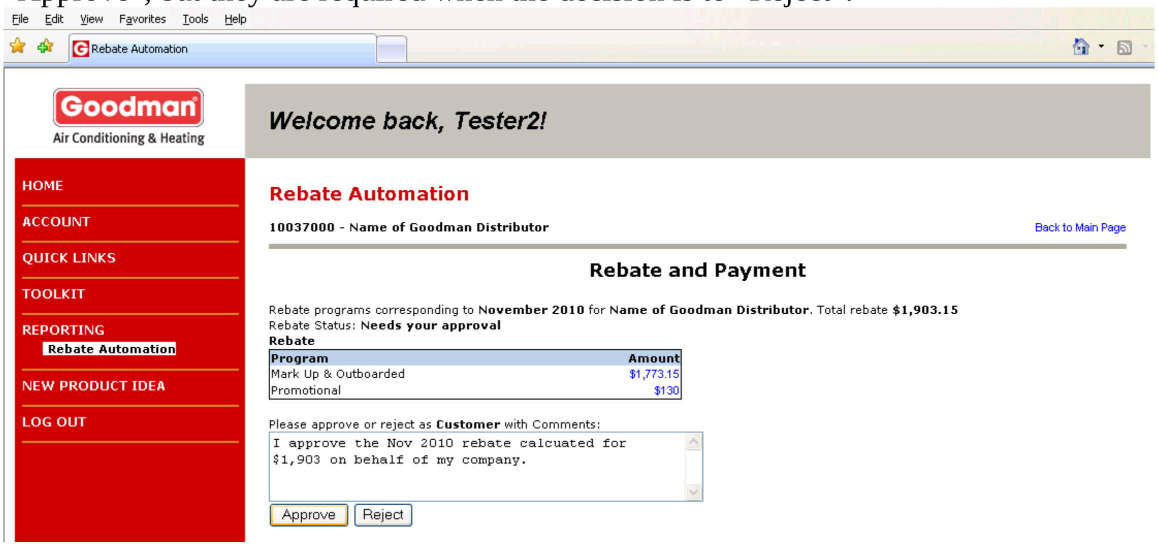


To proceed to Approve or Reject the calculated amount, click on the rebate amount.

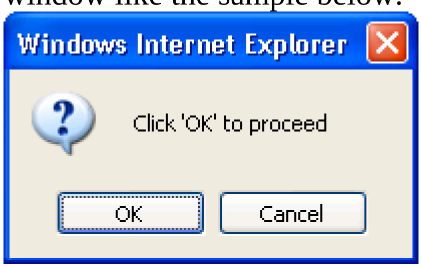
Since the rebate amount has already been approved by the Rebate Department, the screen presents an empty box for you to type comments and the “Approve” and “Reject” buttons.



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".

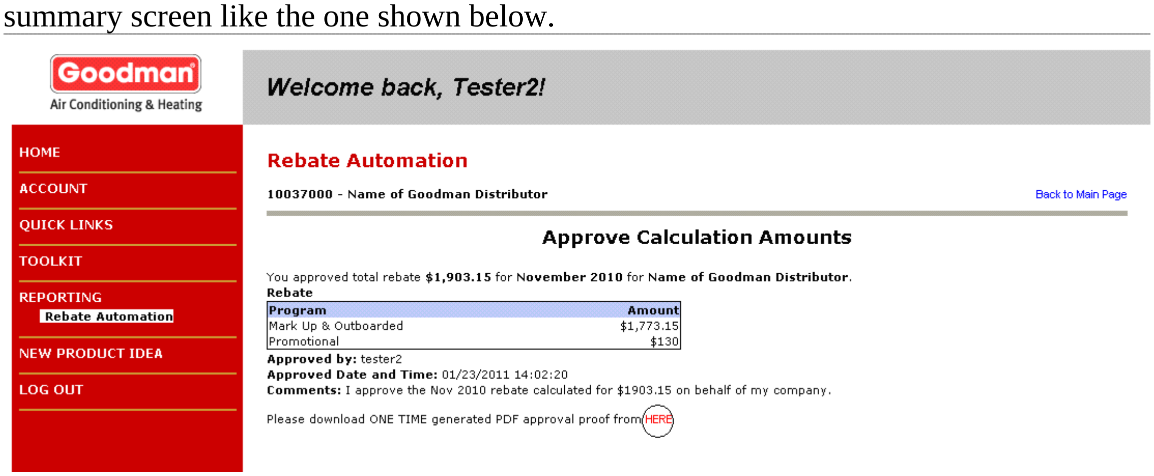


After clicking on "Approve", the system asks for confirmation by presenting a pop-up window like the sample below.



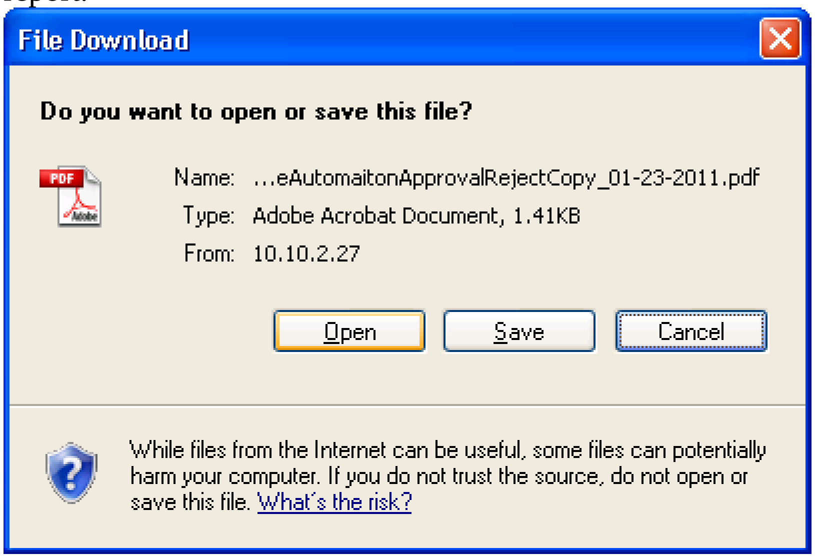
Click "OK" to confirm that you want to approve, or click on "Cancel" to return without approving.

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



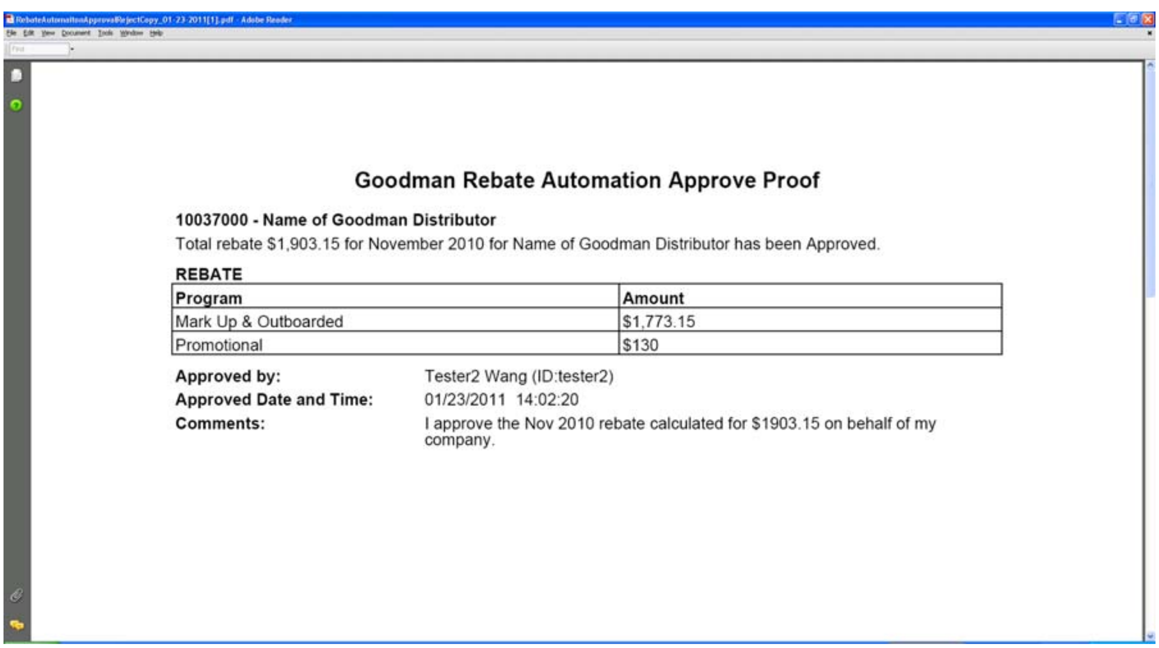
The details presented on the confirmation screen are available ONE TIME ONLY and can be downloaded to a PDF file for future reference. Click on the “HERE” link to generate the PDF file.

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.



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.



Goodman Rebate Automation Approve Proof

10037000 - Name of Goodman Distributor

Total rebate $1,903.15 for November 2010 for Name of Goodman Distributor has been Approved.

REBATE

Program	Amount
Mark Up & Outboarded	$1,773.15
Promotional	$130

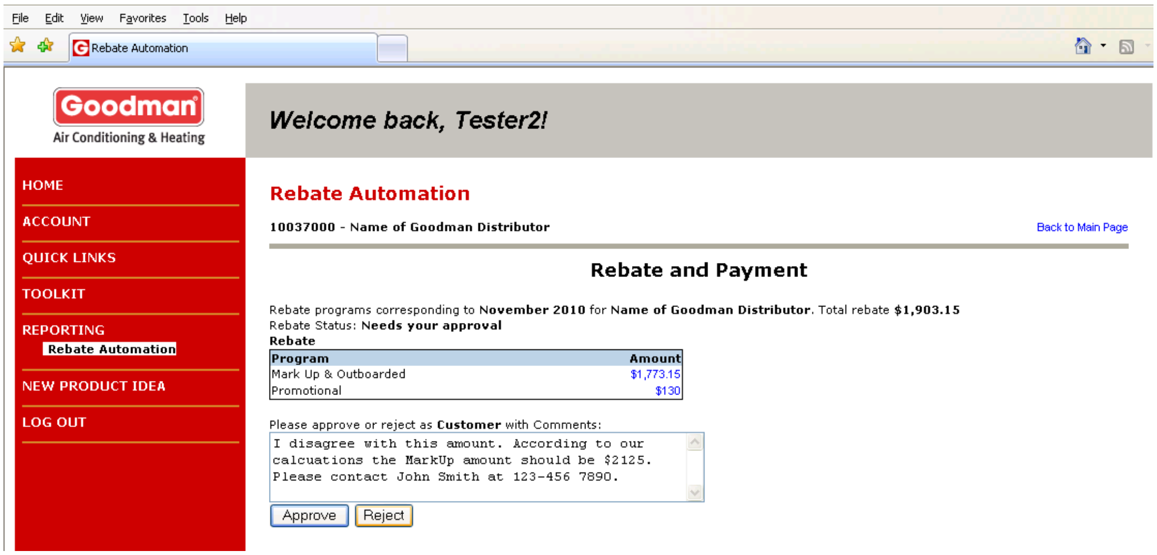
Approved by: Tester2 Wang (ID:tester2)

Approved Date and Time: 01/23/2011 14:02:20

Comments: I approve the Nov 2010 rebate calculated for $1903.15 on behalf of my company.

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.



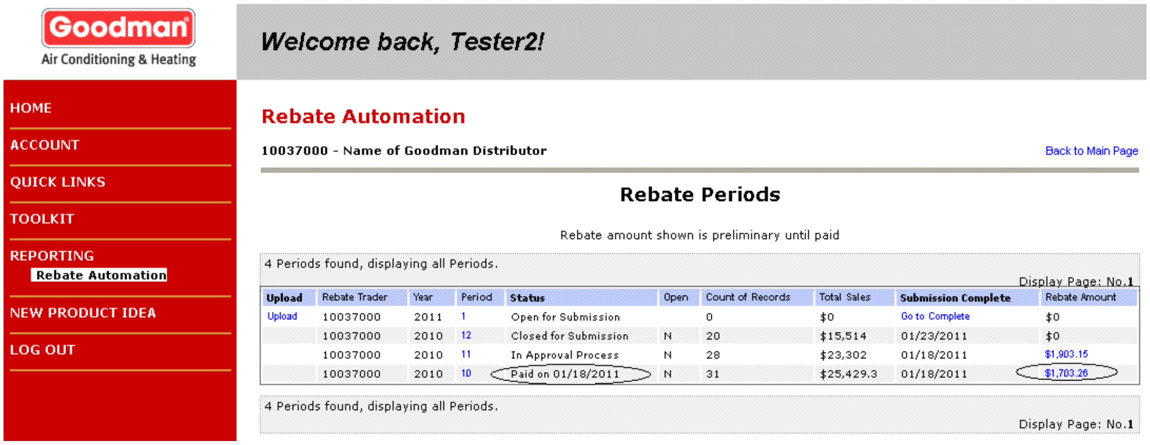
4.5 Viewing the Rebate Payment Information.

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.

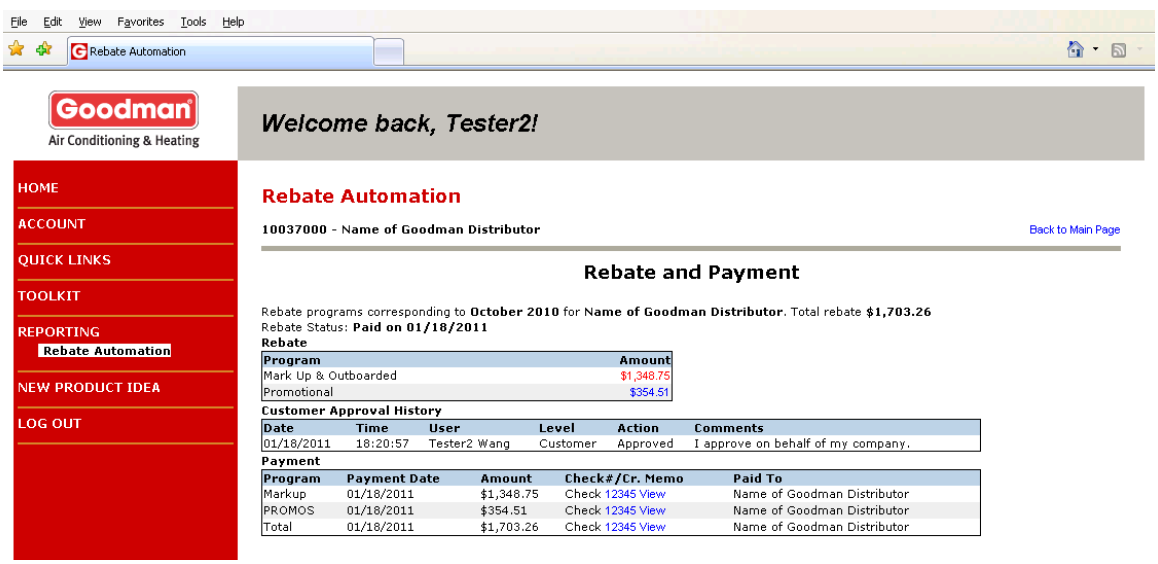


On the above sample screen, the rebate amount corresponding to the month of Oct 2010 was already approved and paid.

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

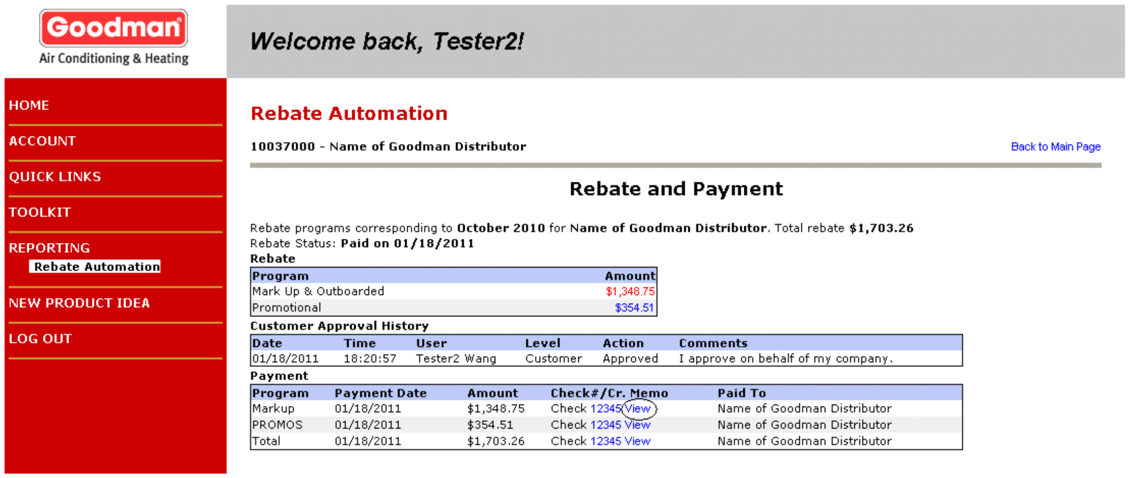
The top box shows the rebate amount broken down by program. Each amount has a link that shows the corresponding support report.

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



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.



Program	Amount
Mark Up & Outboarded	$1,348.75
Promotional	$354.51

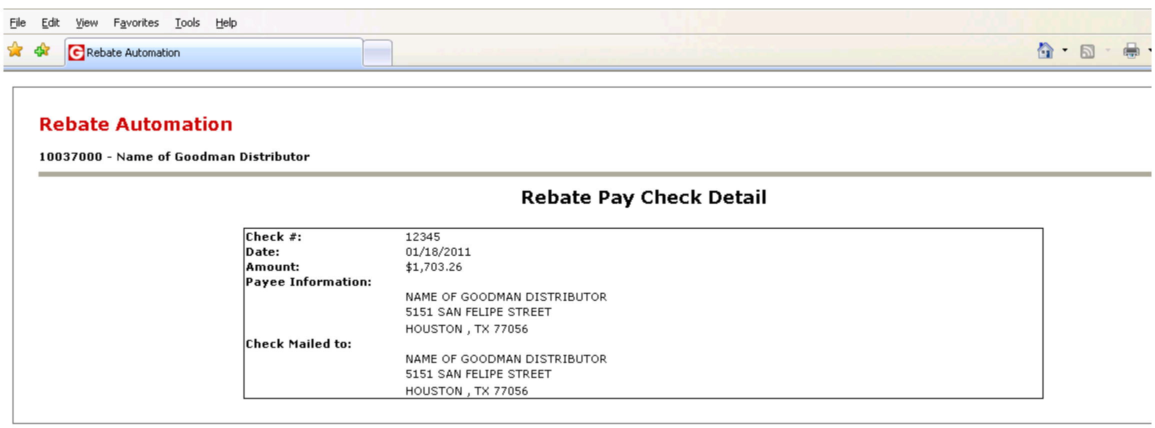
Customer Approval History

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 Date	Amount	Check#/Cr. Memo	Paid To
Markup	01/18/2011	$1,348.75	Check 12345 View	Name of Goodman Distributor
PROMOS	01/18/2011	$354.51	Check 12345 View	Name of Goodman Distributor
Total	01/18/2011	$1,703.26	Check 12345 View	Name of Goodman Distributor

After clicking on the “View” link, a new window pops up with details of he selected payment.



Check #:	12345
Date:	01/18/2011
Amount:	$1,703.26
Payee Information:	NAME OF GOODMAN DISTRIBUTOR 5151 SAN FELIPE STREET HOUSTON , TX 77056
Check Mailed to:	NAME OF GOODMAN DISTRIBUTOR 5151 SAN FELIPE STREET HOUSTON , TX 77056

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 rebates@goodmanmfg.com.

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.