

## REBATE SYSTEM

### Rebate Setup

There are two parts to setting up the rebate system. The first one is to declare the customers and items or vendors for which you will file rebate claims. The second one is to set up the pricing/cost for the items for which you will file claims.

#### Part I: Declare the customers and items/vendors

If you have a file that contains the UPC # for the items that you wish to set up, then you can use the option on the REB menu CREATE REBATES FROM FILE. The program will ask for the customer, job (optional), begin date, end date, customer account #, and reference #. The customer account # and reference # will either appear on the claim report or in the file depending upon how you submit your claims. The data file only needs to contain the 11 digit UPC #. If the rebate (SPA) applies to more than one customer, then you will need to run this program to set up the rebates for each of the customers.

If you must set up the rebate without a data file then use the first option on the REB menu REBATE MAINTENANCE. This program will give you the option to breakout the items for a vendor by commodity code, matrix sell, or product detail status code. Then it will ask for the customer, job (optional), begin date, end date, customer account #, and reference #. The customer account # and reference # will either appear on the claim report or in the file depending upon how you submit your claims.

#### Part II: Setup the price exceptions

If you have a file that contains the UPC #, price, and cost for the rebate items, then this can be used to create Individual Item Price Exceptions by using the option on the FLI menu CREATE CUST IND ITEM PRICE EXCEPTIONS. If the rebate applies to more than one customer, you should first setup a MODEL in CUSTOMER PRICING MAINTENANCE on the CPM menu, and assign each of the customers to the model. After entering the customer or the model, the program gives the option for reading in a file that contains UPC #'s or the Customer Part #'s, and then it will give the required format for the file. After entering the file name, the system will give a preview of the file, print a report of the information that is being processed, and then give the operator the option to update.

Preparing an excel file to read into Harvest

- Remove any columns that will not be used
- Remove the column headings
- Remove commas from any columns containing numbers
- Remove the dollar signs from any columns containing numbers
- Columns that contain numbers should be right justified, except the item # (UPC #)

- If the item # (UPC#) is 12 digits, then the width of the column will be 12, but Harvest will only use the first 11 digits.
- Set the width of each column to an integer
- Save the file as 'Formatted text (space delimited) )(\*.prn)
- ftp to Harvest server (/tmp) and read in the file

Note: any items where the system could not find a match on the UPC # will not be updated.

### Submitting Rebate Claims

Rebate Claims can be submitted either via report or via file. There are five different formats that can be used for the reports. A default is used unless a different format is specified, and the other choices are formats requested by Cutler Hammer, General Electric, Sylvania Lighting, and Juno Lighting. It is important to realize that these are format names and any format can be used for any manufacturer. The best way to see the differences in these formats is to set a manufacturer to each of the formats and print a sample report.

The Excel file that can be generated for submitting a rebate claim contains all of the detail information, such as the customer, reference #, document #, date, rebate cost, replacement cost, etc. A file can also be generated to submit the rebate electronically (844) or to email the operator a separate file for each vendor. At the end of the month, simply run the program to generate the Excel file for Review, and the system will email (to the operator running the program) a file for each vendor that has a claim to be filed

**Note** that whether you submit your rebates via report or file, we recommend that you use 'ALL' as the beginning date. This will cause the report or file to include any invoices that were processed with a date in a previous month.

**Note** that if the rebates are submitted via file, then after this is submitted successfully, the rebate report should be printed for the same time period in order to clear the rebate records that have been submitted from the monthly file. This is important to do so that if customer invoices are processed with a date in a previous month, then these will be picked up on the next rebate submission.

### Monitor Expiring Rebates and Price Exceptions

The following reports should be run **every quarter** to monitor the system for rebates or price exceptions that are going to expire.

- Expiring Rebates Report (REB) – When printing this report the operator enters the date through which the report should print. Any rebates that expire before this date will be printed and the operator is given the option to enter a new expiration date for them.
- Expiring Customer Price Exceptions (CPM) – This is one of the options (#7) in the Customer Pricing Exception Reports. Print the Summary Report and the report will show the # of exceptions that are going to expire in a very concise format. The report will

show the six types of price exceptions with the number of exceptions that are going to expire in 4 columns each. C=Current, 1=one month, 2=2 months, F=Future (beyond 2 months).

The dates on these exceptions can be extended using the RENEW EXPIRING PRICE EXCEPTIONS on the CPM menu.