

Supplier Portal: Rebates Dashboard for Supplier Partners: Training

OVERVIEW

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

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

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

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

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

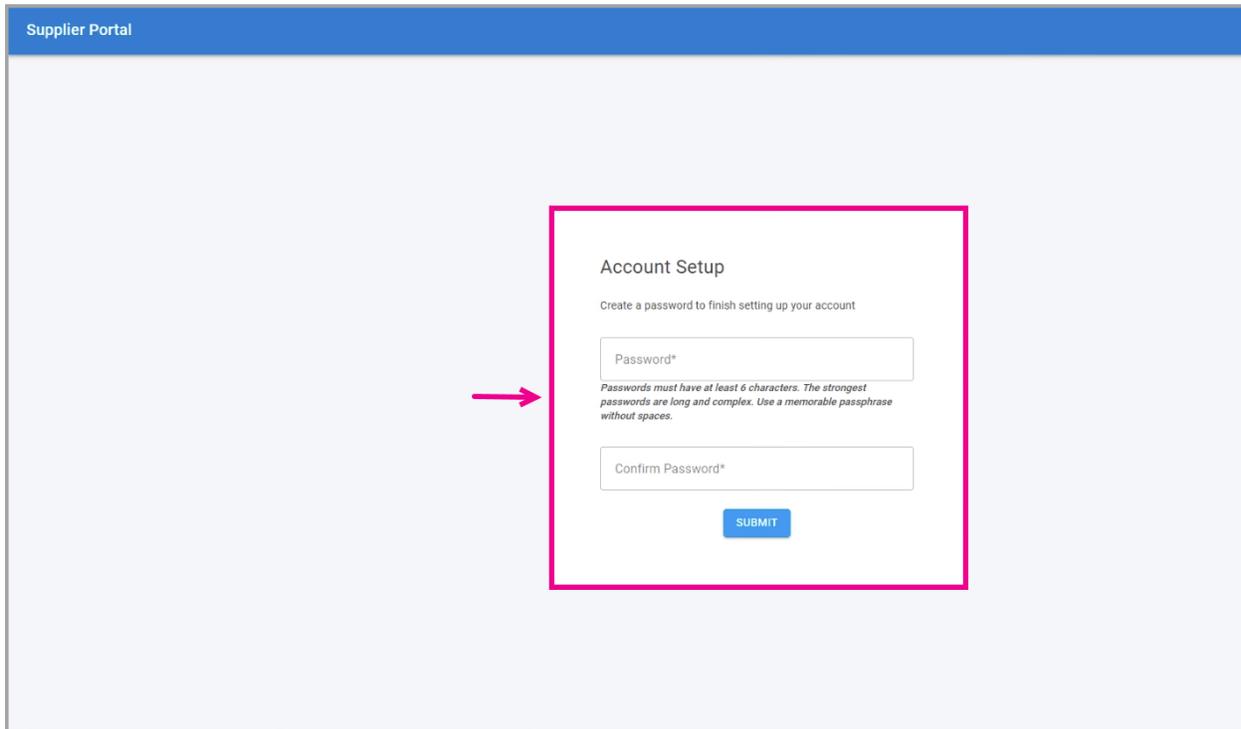
The Supplier Partner contract information will be used to calculate the estimated Rebate and Facilisgroup Partnership Contribution (FPC) amounts for qualifying Purchase Orders (POs) for Distributor Partner purchases. The Rebate calculation includes the penalty for payment by credit card (where credit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

Users:

For Supplier Partners.

1. Account Set Up

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



To Finish Setting up Your Account:

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

Set Up Account Link Expired

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

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

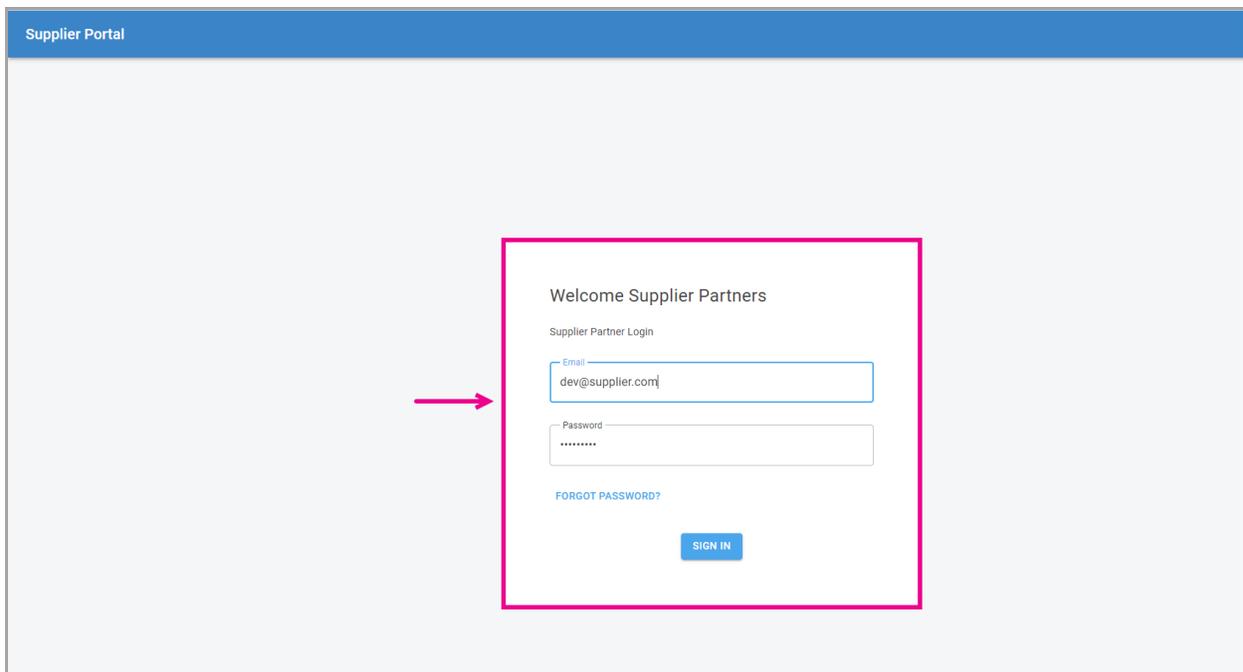
2. Login: Welcome Supplier Partners

To Log in:

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

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

3. Select **SIGN IN**.



Supplier Portal

Welcome Supplier Partners

Supplier Partner Login

Email
dev@supplier.com

Password
.....

[FORGOT PASSWORD?](#)

SIGN IN

4. You are logged in.

Forgot Password

If you forgot your password:

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

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

3. Select **SUBMIT**.

Message:

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

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

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

Password Reset

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

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

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

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

4. The Login page opens.

Forgot Password Link Expired

The Forgot password link valid for 30 minutes.

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

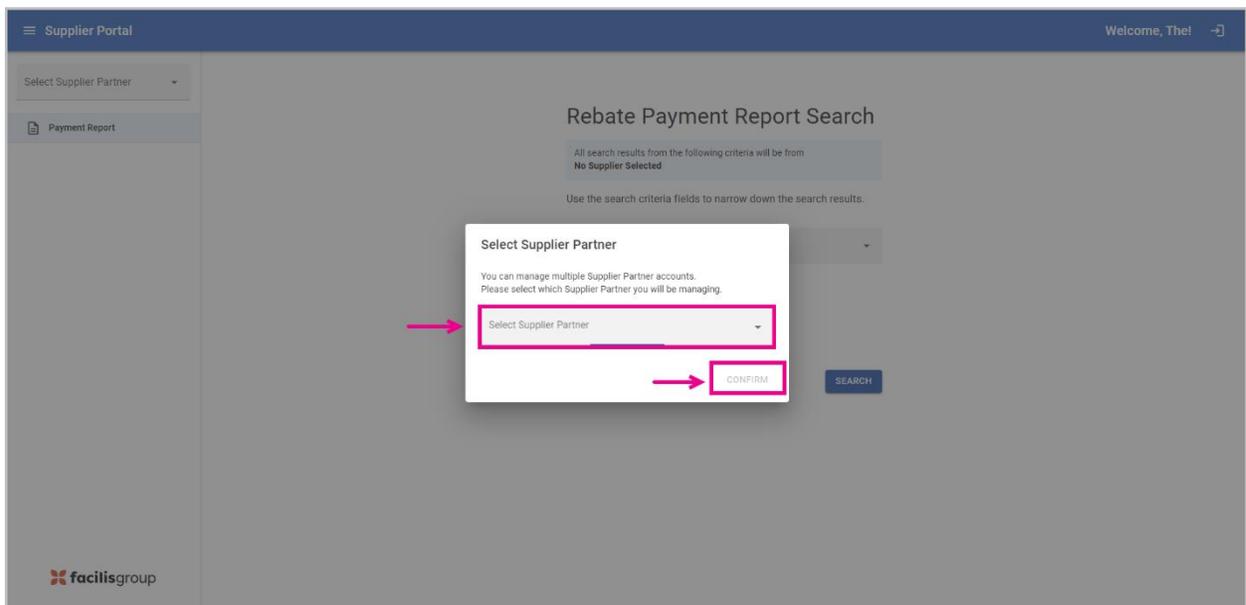
*"Your temporary token link has expired.
Please continue to Forgot Password page to reset password."*

2. Select **CONTINUE**.

3. Supplier Partner Users Associated with Multiple Suppliers:

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

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

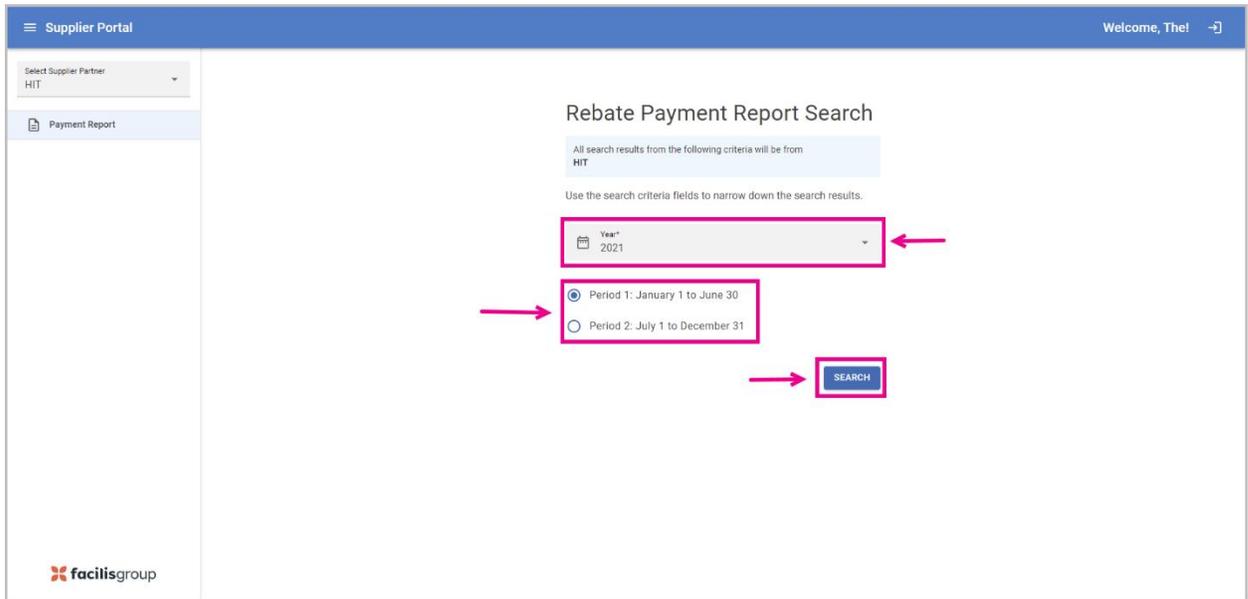


3. The Rebate Payment Report Search page opens.

4. Rebate Payment Report Search

To search for a Rebates Payment Report:

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



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

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

5. Payment Report

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

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

NOTES:

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

Payment Report

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

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

EXPORT .CSV NEW SEARCH

Filter by Distributor or Status

Information and sorting icons

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

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

Rows per page: 10 1-10 of 15

a. Filtering the Payment Report

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

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

b. Table Rows and Navigation

To change the number of rows displayed and navigate:

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

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

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

c. Downloading Files

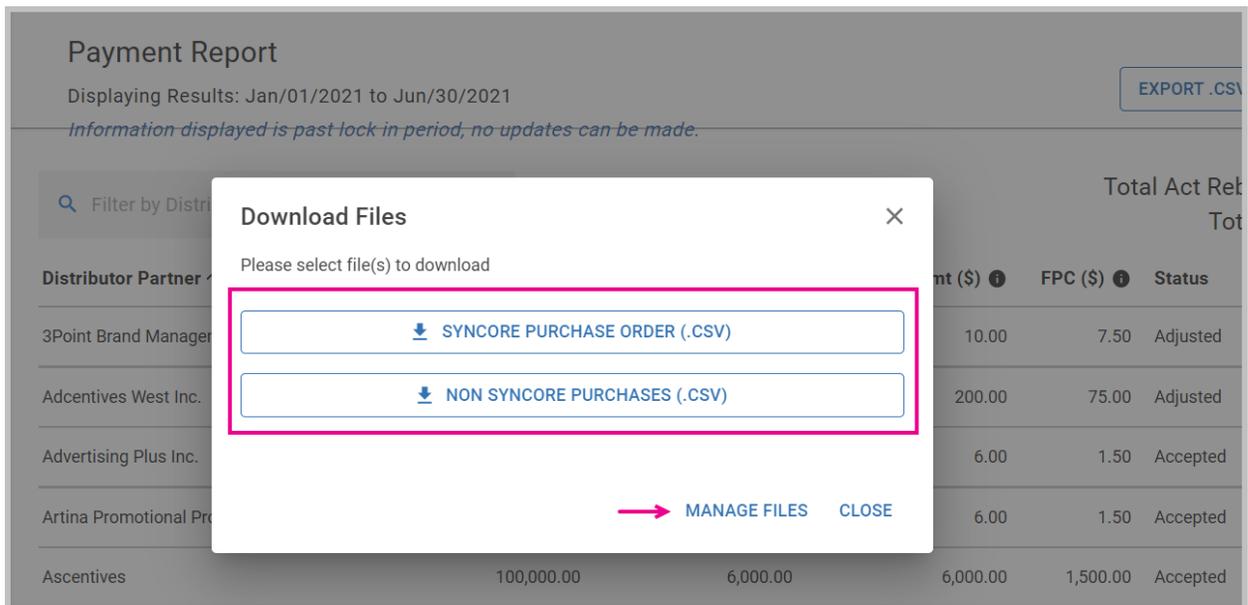
To download individual files:

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

Payment Report							EXPORT .CSV	NEW SEARCH
Displaying Results: Jan/01/2021 to Jun/30/2021								
Filter by Distributor or Status						Total Amount Due: \$395,030.48		
Distributor Partner ↑	Invoiced PO Amt (\$) ●	Est Reb Amt (\$) ●	Act Reb Amt (\$) ●	FPC (\$) ●	Status	Amt Due (\$) ●		
3Point Brand Management.	500.00	50.00	50.00	12.50	Accepted	62.50		
Adcentives West Inc.	5,000.00	500.00	700.00	125.00	Disputed	825.00		
Advertising Plus Inc.	200.00	20.00	100.00	5.00	Adjusted	105.00		
Artina Promotional Products	200.00	20.00	20.00	5.00	Disputed	25.00		
Ascentives	100,000.00	10,000.00	10,000.00	2,500.00	Accepted	12,500.00		
Bergman Incentives	375,600.00	0.00	20.00	9,390.00	Adjusted	9,410.00		Download
Blue Dog Merch	400.00	40.00	100.00	10.00	Disputed	110.00		
Brand IQ	120,000.00	10,800.00	10,000.00	3,000.00	Adjusted	13,000.00		
Competitive Edge	200,000.00	20,000.00	20,300.00	5,000.00	Disputed	25,300.00		
Facilis US	7,512,000.00	0.00	0.00	187,800.00	Accepted	187,800.00		

Rows per page: 10 1-10 of 12 |< < > >|

The “Download Files” window opens.



2. Select **CLOSE** to exit.

3. Select:

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

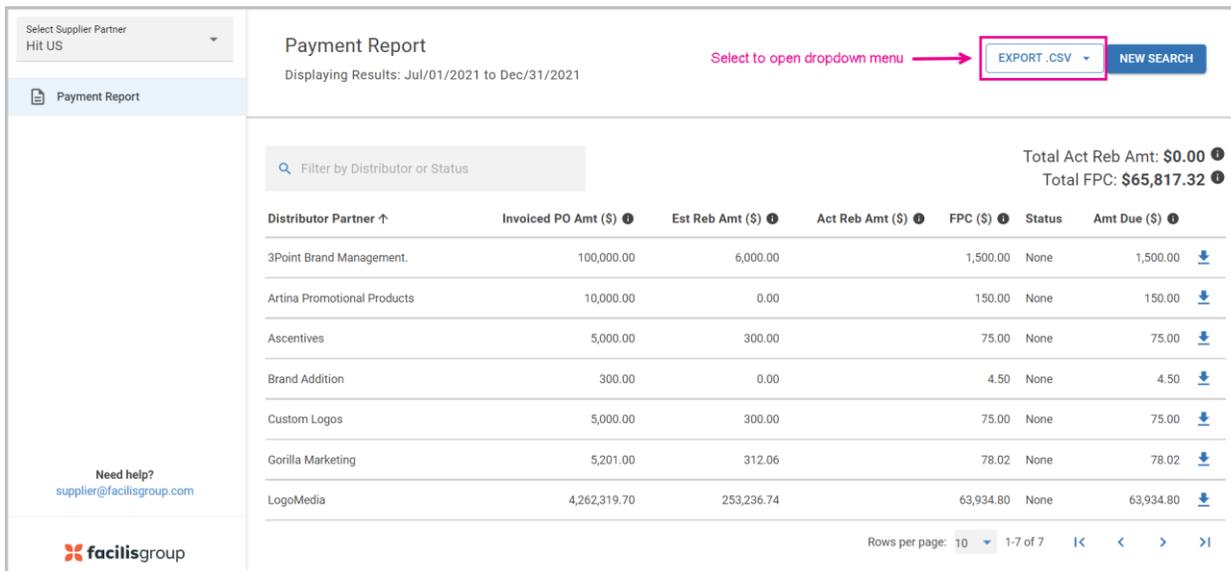
The file(s) are downloaded onto your computer as a .CSV.

d. Exporting

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

To Export the Payment Reports:

1. Select **EXPORT .CSV** on the top right corner to open the dropdown menu.



Select to open dropdown menu → **EXPORT .CSV** **NEW SEARCH**

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

Filter by Distributor or Status

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

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

Need help?
supplier@facilisgroup.com

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Rows per page: 10 1-7 of 7

2. Select from the following reports to download:

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

The report is downloaded onto your computer.

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

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

The Syncore Purchase Orders Report show the following details:

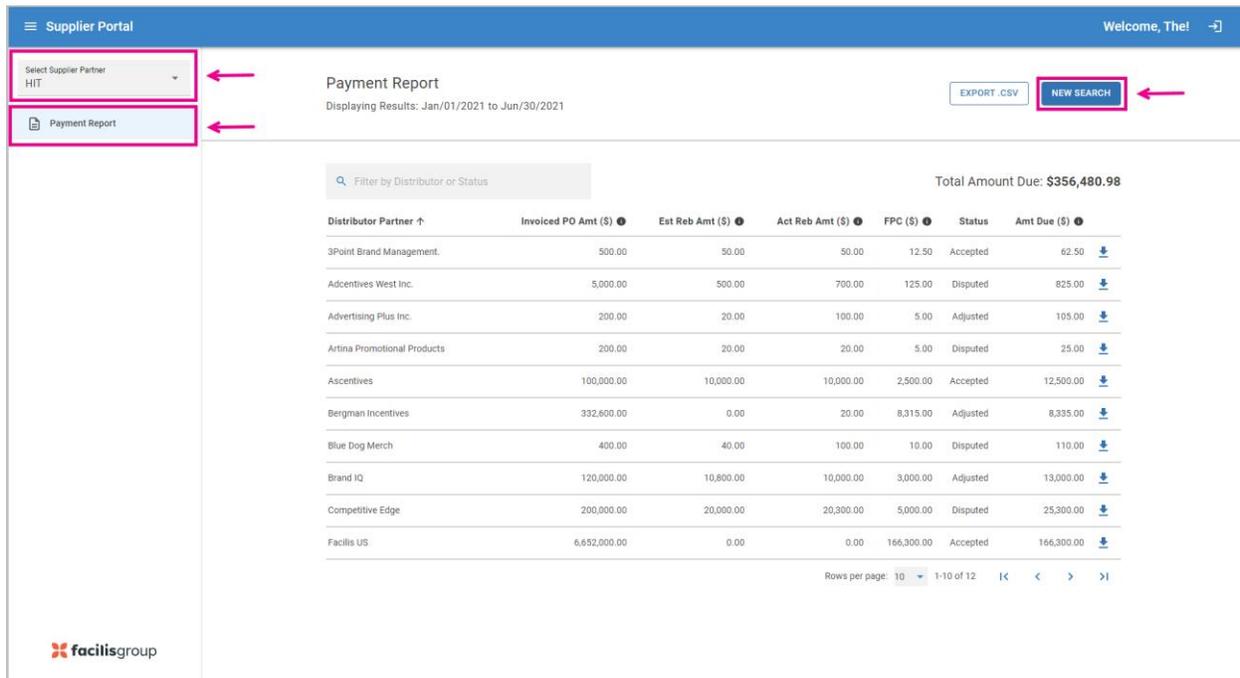
- Distributor Partner name
- PO #
- Status
- Invoice #

- v. Invoiced Amount
- vi. Invoiced Date
- vii. Paid Date
- viii. Payment Cycle Time
- ix. Payment Type
- x. Credit Card Penalty Percentage (%)
- xi. Credit Card Penalty (\$)
- xii. Rebate Percentage (%)
- xiii. Estimated Rebate Amount (\$)

e. New Search and Changing Supplier

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

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



The screenshot displays the 'Supplier Portal' interface. At the top, there is a navigation bar with 'Supplier Portal' on the left and 'Welcome, The!' on the right. Below the navigation bar, the main content area is titled 'Payment Report' and shows 'Displaying Results: Jan/01/2021 to Jun/30/2021'. On the left sidebar, there are two menu items: 'Select Supplier Partner' (with a dropdown arrow) and 'Payment Report'. The 'Payment Report' item is highlighted with a red box and a red arrow. In the top right corner of the main content area, there are two buttons: 'EXPORT .CSV' and 'NEW SEARCH'. The 'NEW SEARCH' button is highlighted with a red box and a red arrow. Below the navigation bar, there is a search filter 'Filter by Distributor or Status' and a 'Total Amount Due: \$356,480.98'. The main table lists distributor partners with columns for 'Invoiced PO Amt (\$)', 'Est Reb Amt (\$)', 'Act Reb Amt (\$)', 'FPC (\$)', 'Status', and 'Amt Due (\$)'. The table includes rows for 3Point Brand Management, Adcentives West Inc., Advertising Plus Inc., Artina Promotional Products, Ascendives, Bergman Incentives, Blue Dog Merch, Brand IQ, Competitive Edge, and Facilis US. At the bottom of the table, there is a 'Rows per page' dropdown set to 10 and a page indicator '1-10 of 12'.

To change to different Supplier:

You can manage multiple Suppliers in the Supplier portal.

1. Select **Supplier Partner** to open the dropdown menu in the left sidebar.

2. Select the Supplier account you would like to manage.

6. Change the Status of a Rebate: Accept and Adjust

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

- Accept Rebate
- Adjust Rebate
- Adjust Disputed Rebate.

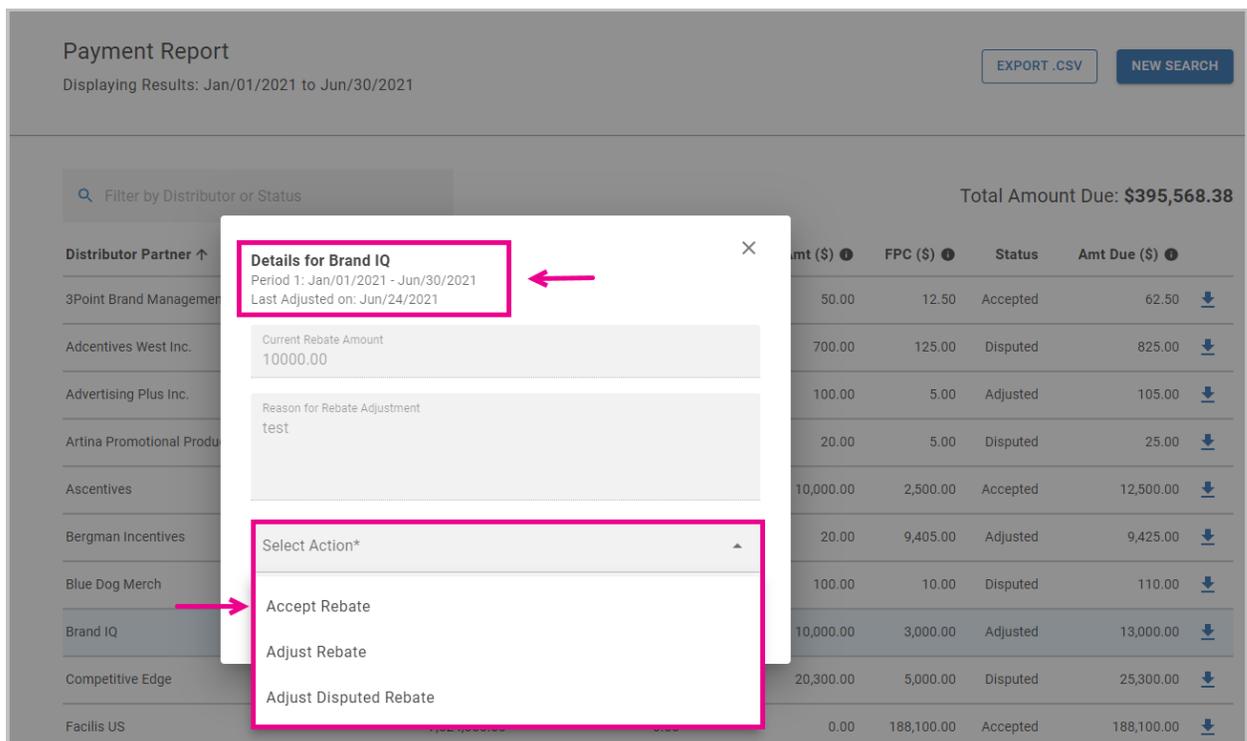
a. Accept Rebate

To Accept a Rebate:

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

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

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



The screenshot shows the 'Payment Report' interface. A modal window titled 'Details for Brand IQ' is open, displaying the following information:

- Period 1: Jan/01/2021 - Jun/30/2021
- Last Adjusted on: Jun/24/2021
- Current Rebate Amount: 10000.00
- Reason for Rebate Adjustment: test

Below the details, there is a dropdown menu labeled 'Select Action*' with the following options:

- Accept Rebate
- Adjust Rebate
- Adjust Disputed Rebate

The background shows a table of rebate submissions with columns for Distributor Partner, Amount (\$), FPC (\$), Status, and Amt Due (\$). The 'Brand IQ' row is highlighted in blue.

2. Select **CLOSE** to exit.
3. Select **SELECT ACTION** to open the dropdown menu and select **Accept Rebate**.
4. Select **CANCEL** to exit.

A dialog window will open with the following message:

"You will lose all changes if you exit."

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

5. Select **SUBMIT ACCEPTANCE** to accept the current Rebate amount.

The status updates to "Accepted", and Actual Rebate amount and Amount Due are updated.

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

b. Adjust Rebate

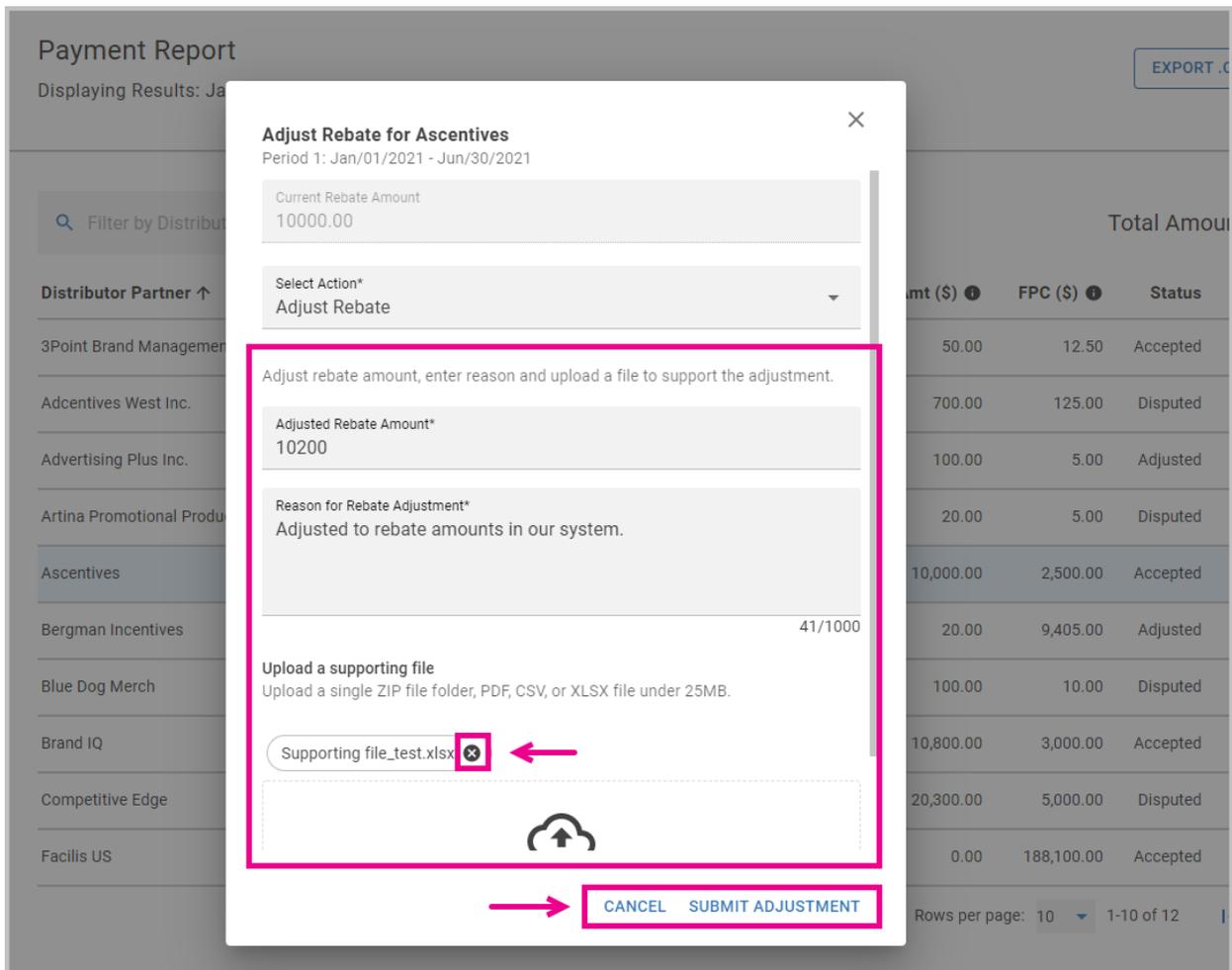
To Adjust a Rebate:

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

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

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

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



4. Select **CANCEL** to exit.

A dialog window will open with the following message:

"You will lose all changes if you exit."

5. Select **EXIT** or select **KEEP EDITING** if you want to return to the Details window.
6. Enter numerical amount (to 2 decimal places) into the **Adjusted Rebate Amount*** field.
7. Enter the reason for the adjustment into the **Reason for Rebate Adjustment*** field.
8. Drag and drop a supporting file(s) (or browse and choose the file(s)) into the **Upload a supporting file** field.

NOTES:

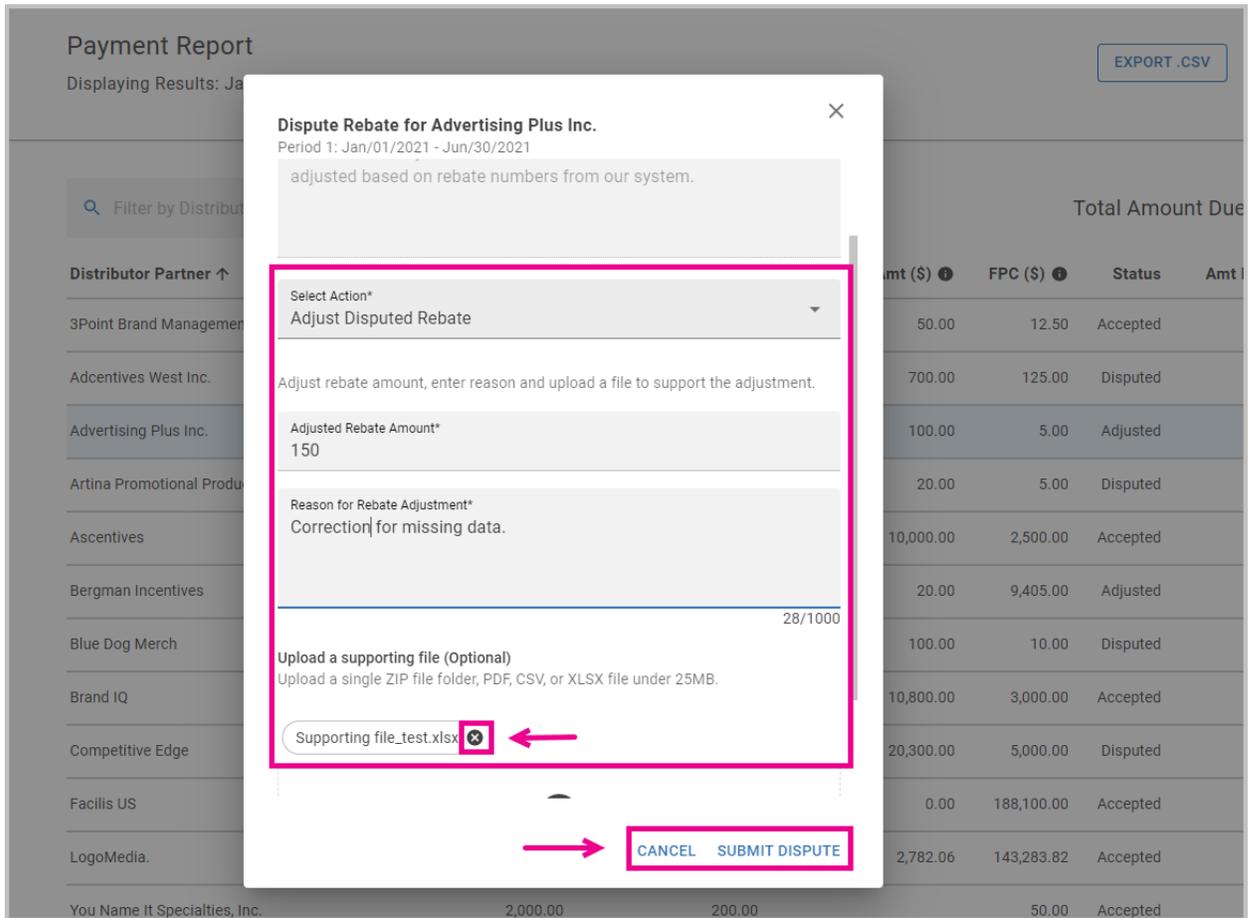
- i. Some of the above fields are mandatory (indicated by the *):
 - Adjusted Rebate Amount*
 - Reason for Rebate Adjustment*
 - ii. You can select the **x** beside the uploaded file to delete it.
9. Select **SUBMIT ADJUSTMENT** to adjust the current Rebate amount.
- The status updates to “Adjusted”, Actual Rebate amount and Amount Due are updated, and any files are uploaded.
- Updates to Rebate requests are pushed back to Syncore to flow into Distributor Partner and Facilis reporting.

c. Adjust Disputed Rebate**To Adjust a Disputed Rebate:**

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

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

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



4. Select **CANCEL** to exit.

A dialog window will open with the following message:

"You will lose all changes if you exit."

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

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

NOTES:

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

7. Auto Approve

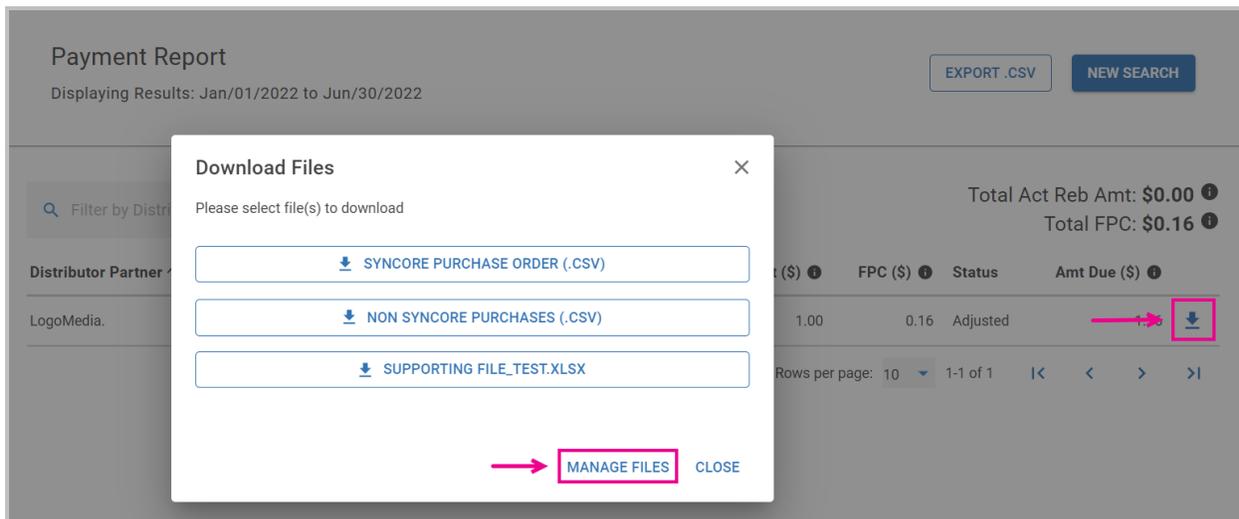
All Rebate amounts in the status of "None" the day after the Supplier Audit period ends (71st day), will be automatically set to Approved status and available to all Distributors in Syncore for the Distributor review and audit period.

8. Delete Uploaded Files

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

To Delete an Uploaded File:

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



2. Select **MANAGE FILES**.

The “Manage Files” window opens.

3. Select the file(s) to delete.

4. Select  (red trash can icon).

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

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

The “Manage Files” window opens again.

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