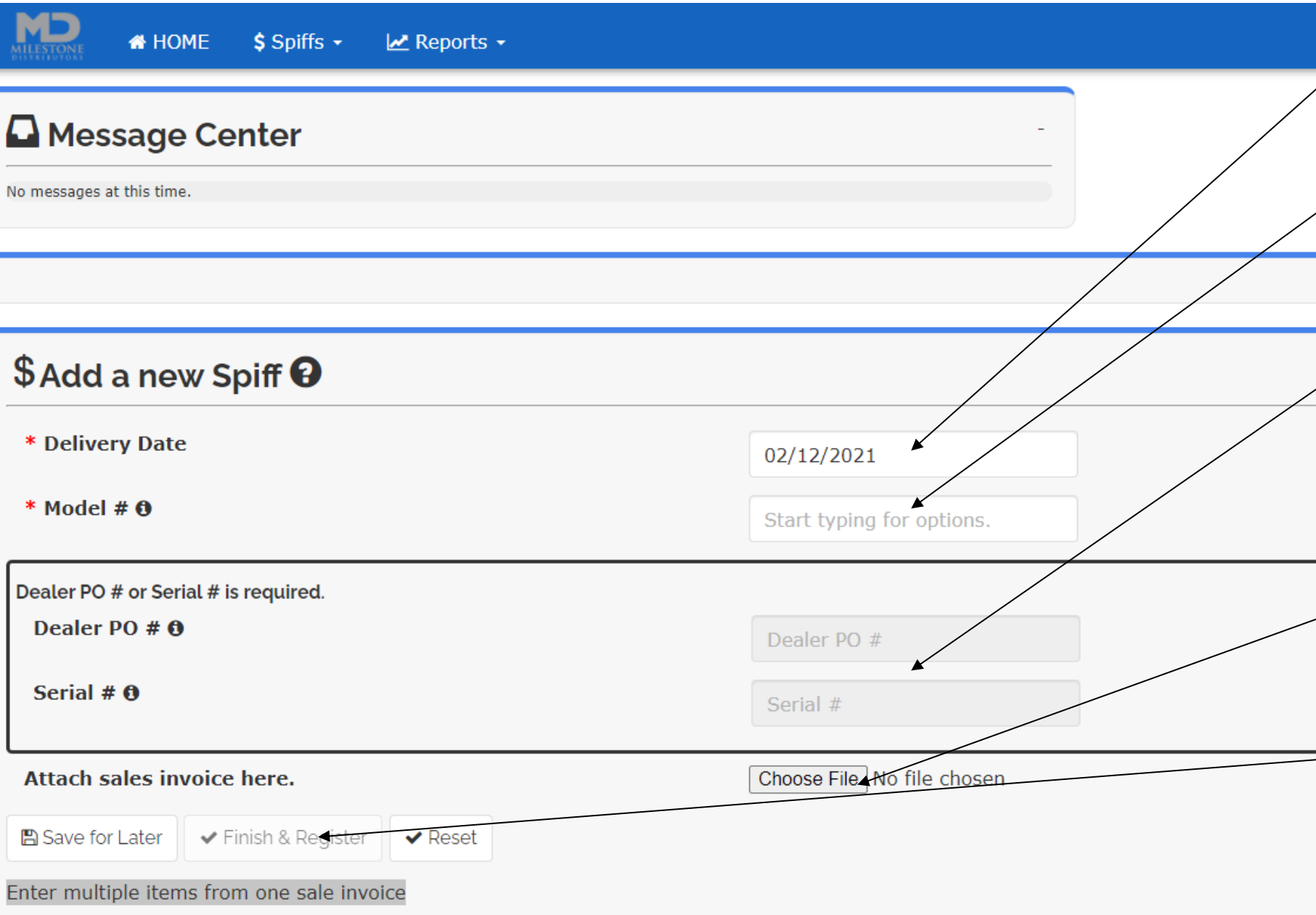


QUICK START GUIDE FOR MILESTONE SPIFF PORTAL



The screenshot shows the Milestone Spiff Portal interface. At the top is a blue navigation bar with the MD logo, a home icon, and menu items for 'HOME', '\$ Spiffs', and 'Reports'. Below this is a 'Message Center' section with a notification icon and the text 'No messages at this time.'. The main content area is titled '\$ Add a new Spiff' with a help icon. It contains several input fields: 'Delivery Date' with the value '02/12/2021', 'Model #' with the placeholder 'Start typing for options.', 'Dealer PO #' (disabled), and 'Serial #' (disabled). A note states 'Dealer PO # or Serial # is required.'. Below the inputs is a file upload section with the text 'Attach sales invoice here.' and a 'Choose File' button. At the bottom are three buttons: 'Save for Later', 'Finish & Register', and 'Reset'. A footer note says 'Enter multiple items from one sale invoice'.

Step 1: Enter Invoice Date – this date must match the date on the attached sales invoice.

Step 2: Enter the model number – after typing the first 3 digits, models number will be promoted. You MUST select the model in the dropdown window.

Step 3: Enter the dealer PO with the product sold **OR** the serial number of the model. After entering 3 digits of the serial #, all the serial numbers sold to your dealer acct for that model will display (that have not already been claimed). You MUST select one of the serial numbers or PO numbers from the drop down list.

Step 4: Attach the customer sales receipt. Somewhere on the document, the invoice date, the serial # or PO # needs to be listed. If the official document does not have the number, simply handwrite it on yourself before scanning.

Step 5: Press the Finish & Register button and the claim goes to Milestone to review and then pay.

QUICK START GUIDE FOR MILESTONE SPIFF PORTAL

Match(s) Found: Total of 134 matching records found.

Message Center

No messages at this time.

For step 2 -5, if you have been successful, a green box will display in the top right corner of the screen

\$ Add a new Spiff

* Delivery Date: 02/12/2021

* Model #: EAS428S1 (Elica 2021)

Dealer PO # or Serial # is required.

Dealer PO #: Dealer PO #

Serial #: Serial #

Attach sales invoice here. Choose File No file chosen

[Enter multiple items from one sale invoice](#)

If you have questions when loading the claim, click on the and icons in the document for information

If the serial number of your sale is not listed in the drop down list, then most likely someone at your store has already claimed this sale. Send an email to spiffs@milestonedist.com with the model and serial number not being accepted in the system for us to check. Please "Save for Later" the claim and provide the claim ID number (see box below) in the email for faster support.

If you are missing information and cannot complete the entry, click on Save for Later. The record will show at the bottom of the page as incomplete. Hit the open button to complete the claim in the future.

If you have multiple units sold on the same sales invoice, click here to load more than one model using the same sales invoice

ID	Model #	Amount	Status	Sent Date
97358	EAS428S1	\$40.00	Incomplete	2/12/2021 12:27:44 PM

[Enter multiple items from one sale invoice](#)

1. When filing online, a copy of dealer sales invoice including customer name, model number, serial number or Milestone purchase order, sell price and sell date must be attached to the claim request.
2. Timely submittal of Spiff Incentive claims are important in order to ensure that claims are processed for payment. Claims need to be submitted for payment within 90 DAYS from the date of dealer's invoice to customer.
3. Claims received for product after 1 year of Milestone's invoice to dealer will be rejected.
4. Project quotes are not eligible for Bonus Spiff.
5. Product sold as Model Home or Personal Use does not qualify for spiff incentives
6. Product sold as free or at a discount of 50% or more will not qualify for spiff incentives. All other discounted product less than 50% may be reviewed to determine an appropriate spiff incentive amount.
7. Milestone Distributors reserves the right to cancel, suspend or modify this program at any time.