

## **QUICK GUIDE**

| HOME \$ Spiffs - 🗠 Reports -               |                             |
|--|-----------------------------|
| Message Center                             |                             |
| No messages at this time.                  |                             |
| \$Add a new Spiff 😧                        |                             |
| * Delivery Date                            | 02/12/2021                  |
| * Model #                                  | 2 Start typing for options. |
| Dealer PO # or Serial # is required.       |                             |
| Dealer PO #                                | Dealer PO #                 |
| Serial #                                   | Serial #                    |
| Attach sales invoice here.                 | Choose File No file chosen  |
| Save for Later Finish & Register Reset     |                             |
| Enter multiple items from one sale invoice |                             |

- Enter Invoice Date this date must match the date on the attached sales invoice
- Enter the model number after typing the first 3 digits, models number will be promoted. You MUST select the model in the drop down window
- 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
- 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
- Press the Finish & Register button and the claim goes to Milestone to review and then pay

## PLEASE NOTE

- For step 2 -5, if you have been successful, a green box will display in the top right corner of the screen
- If you have questions when loading the claim, click on the "?" and "i" 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 <a href="mailto:spiffs@milestonedist.com">spiffs@milestonedist.com</a> 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



## **TERMS + CONDITIONS**

- 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
- 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
- Claims received for product after 1 year of Milestone's invoice to dealer will be rejected
- Project quotes are not eligible for Bonus Spiff
- Product sold as Model Home or Personal Use does not qualify for spiff incentives
- 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
- Milestone Distributors reserves the right to cancel, suspend or modify this program at any time.