

Dealer Rewards Bulk Claims Submission Instructions

To submit **multiple claims** using **one** bulk submission file, please note the following:

- Your columns must match the columns in the **Dealer Rewards Bulk Claims Submission Template (see below)**.
- The file must be submitted in **.csv** format (Note: an Excel file can be “Saved As” a **.csv** file format).
- The file does not require a naming convention: name it something that makes sense for you.
- Use one line/row in the file for a **single eligible product**.
- To reduce the potential for submission errors, only include products that are eligible in the promotion(s).
- Your bulk file will be checked by Dealer Rewards immediately after you submit it. All serial numbers will be validated, and all required fields must be completed. You will get **immediate results on screen** for your submission. **If there are ANY ERRORS, the ENTIRE FILE will be rejected with error reasons. NOTE: claims will NOT BE placed on hold or processed, even if some rows do not contain errors.** Common errors are incorrect serial numbers or required information is missing. Your options are:
 - Correct errors and then resubmit the entire file, or
 - Remove any line/rows causing errors and then resubmit the file. Then correct errors and submit at a later date either in a bulk submission or one at a time.
- All SPIFF claimants listed in Column A **must first be registered in Dealer Rewards** or the file will be rejected. Direct unregistered SPIFF claimants to *ASDealerNet >> Marketing Center >> American Standard Dealer Rewards* to register.

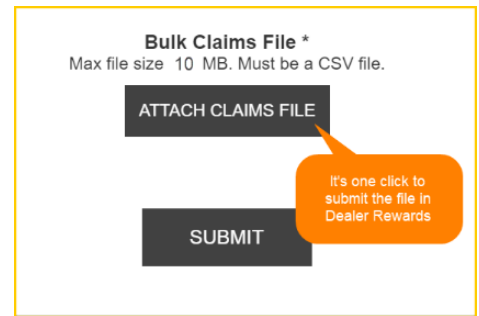
Bulk Claim Submission Column Descriptions:

RSP Username	Serial Number	Dealer Invoice Number*	Sold Date*	Installation Date*	Homeowner First Name*	Homeowner Last Name*	Homeowner Address1*	Homeowner Address2	Homeowner City*	Homeowner State/Province*	Homeowner Zip Postal*	Warranty/Other Item (use only if non-serialized items are eligible for promotion)
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- Column A** [RSP Username] **Not Required** – If your intention is to submit claims for SPIFF programs, or SPIFF *and* REBATE programs, **you must provide a Registered Salesperson’s (RSP) USERNAME**. This is the RSP’s USERNAME for signing into ASDealerNet.
 - If the dealer owner/principal will receive all SPIFF incentives, enter the owner’s **ASDealerNet Username**. The OWNER/PRINCIPAL must complete Dealer Rewards Registration *before* he or she can submit claims or have claims submitted on his or her behalf.
 - If you do not want your bulk submission to generate any potential SPIFF payments, *even if your dealership is eligible*, leave column A blank. Dealer Rewards will only process rebate claims associated with your submission.
- Column B** [Serial Number] **Required for Serialized Products** – If the product associated with the claim has a 10-digit serial number, **you must enter the serial number in Column B**. If a non-serialized product is eligible for a promotion (e.g., a warranty or non-serialized thermostat), leave this cell blank and use Column M instead. **If Column B is blank, then Column M must have content, or the file will be rejected.**
- Column C** [Dealer Invoice Number] **Required** – Enter the homeowner’s invoice number. All rows associated with a system sale must have the same homeowner invoice number, otherwise Dealer Rewards will not identify an eligible system rebate.
- Column D** [Sold Date] **Required** – Provide the sale date to the homeowner in mm/dd/yyyy format.
- Column E** [Installation Date] **Required** – Provide the install date using mm/dd/yyyy format.
- Column F** [Homeowner First Name] **Required** – Provide the first name of the homeowner.
- Column G** [Homeowner Last Name] **Required** – Provide the last name of the homeowner.
- Column H** [Homeowner Address1] **Required** – Provide the street address of the homeowner.
- Column I** [Homeowner Address 2] **Not Required** – Use if needed for additional street address information.
- Column J** [Homeowner City] **Required** – Provide the city of the homeowner.
- Column K** [Homeowner State/Province] **Required** – Provide the state or province of the homeowner.
- Column L** [Homeowner Zip Postal] **Required** – Provide ZIP or postal code of the homeowner.
- Column M** [Warranty/Other Item] **Not Required** – Use column M **ONLY IF** a non-serialized product or warranty is eligible for the promotion. DO NOT enter any 10-digit serial numbers in column M, instead enter in Column B.

Per the Sales Plan, invoices or American Standard Limited Warranty Certificates are required as **proof of purchase**. To submit, please note the following:

- The invoice/LWC file should be in **.pdf format**.
- The file does not have a naming convention requirement: name it something that makes sense to you.
- File size limit is 10MB.



Examples of Bulk Claim Submissions:

Scenario #1: Dealer Administrator wants to submit claims on behalf of RSPs at the dealership for all equipment sold and installed in January for the High Efficiency MBU SPIFF Program.

RSP Username	Serial Number	Dealer Invoice Number*	Sold Date*	Installation Date*	Homeowner First Name*	Homeowner Last Name*	Homeowner Address1*	Homeowner Address2	Homeowner City*	Homeowner State/Province*	Homeowner Zip Postal*	Warranty/Other Item (use only if non-serialized items are eligible for promotion)
abbot573	21454UE3JG	64406216	1/6/2022	1/27/2022	Richard	Sanders	221 union pt rd		Stephens	IN	30667	
dhamill23	21394TXF1G	64408473				Dover	804 Brannon Dr.		Greensboro	IN	30642	
dhamill23	20401U7P1F	64408473				Dover	804 Brannon Dr.		Greensboro	IN	30642	
JLW1335	214765SAJG	64407163				Walters	230 Forest Hills Dr.		Watkinsville	IN	30677	
JLW1335	214765SAJG	64407163				Walters	230 Forrest Hills Dr.		Watkinsville	IN	30677	
JLW1335	2140548F2F	64407163	1/7/2022	1/27/2022	Charlie	Walters	230 Forrest Hills Dr.		Watkinsville	IN	30677	
abbot573	21504MJ24F	64407163	1/7/2022	1/31/2022	Charlie	Walters	230 Forrest Hills Dr.		Watkinsville	IN	30677	
abbot573	21151RP91G	64407163	1/7/2022	1/31/2022	Charlie	Walters	230 Forrest Hills Dr.		Watkinsville	IN	30677	

Serial numbers for equipment in promotion, one serial number per row

Scenario #2: Dealer Administrator wants to submit all sales in April that are eligible for both the SPIFF and the NCP; the SPIFF payments should go to the RSP who made the sale and the rebate to the dealership.

RSP Username	Serial Number	Dealer Invoice Number*	Sold Date*	Installation Date*	Homeowner First Name*	Homeowner Last Name*	Homeowner Address1*	Homeowner Address2	Homeowner City*	Homeowner State/Province*	Homeowner Zip Postal*	Warranty/Other Item (use only if non-serialized items are eligible for promotion)
JWiley	21454UE3JG	84406216	4/6/2022	4/19/2022	Greg	Kordell	1311 PONDVIEW LANE		Indianapolis	IN	46259	
JLW1335	21394TXF1V	84408473					220 Highland Ave.		Fishers	IN	46038	
JLW1335	21401U7P1F	84408473					220 Highland Ave.		Fishers	IN	46038	
JLW1335	2053DGAUBX	84408473					220 Highland Ave.		Fishers	IN	46038	
abbot573	211014464L	84408486					3521 Lambeth Crossing		Martinsville	IN	46151	
abbot573	2048DGCYHX	84408486	4/7/2022	4/28/2022	Marianne	Cobb	3521 Lambeth Crossing		Martinsville	IN	46151	
JWiley	2140548F2F	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
JWiley	214765SAJG	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
JWiley	2132C0B4XX	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
JWiley	2051DGAX9X	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
JWiley	21504MJ24F	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
JWiley	21151RP91G	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	

Serial numbers for equipment in eligible in SPIFF and/or Rebate

Scenario #3: Dealer Administrator wants to submit **all sales in April that are eligible for both the SPIFF and the NCP**; the SPIFF payments should go to the owner of the dealership, who's Username is CPalmer70.

RSP Username	Serial Number	Dealer Invoice Number*	Sold Date*	Installation Date*	Homeowner First Name*	Homeowner Last Name*	Homeowner Address1*	Homeowner Address2	Homeowner City*	Homeowner State/Province*	Homeowner Zip Postal*	Warranty/Other Item (use only if non-serialized items are eligible for promotion)
CPalmer70	21454UE3IG	84406216	4/6/2022	4/19/2022	Greg	Kordell	1311 PONDVIEW LANE		Indianapolis	IN	46259	
CPalmer70	21394TXF1V	84408473	4/2/2022	4/21/2022	Mika	Patel	220 Highland Ave.		Fishers	IN	46038	
CPalmer70	21401U7P1F	84408473	4/2/2022	4/21/2022	Mika	Patel	220 Highland Ave.		Fishers	IN	46038	
CPalmer70	2053DGAUBX	84408473	4/2/2022	4/21/2022	Mika	Patel	220 Highland Ave.		Fishers	IN	46038	
CPalmer70	211014464L	84408473	4/7/2022	4/28/2022	Marianne	Cobb	3521 Lambeth Crossing		Martinsville	IN	46151	
CPalmer70	2048DGCYH	84408473	4/7/2022	4/28/2022	Marianne	Cobb	3521 Lambeth Crossing		Martinsville	IN	46151	
CPalmer70	2140548F2	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
CPalmer70	214765SAJ	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
CPalmer70	2132COB4X	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
CPalmer70	2051DGAX9	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
CPalmer70	21504MJ24F	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
CPalmer70	21151RP91G	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	

Enter the Owner's Username in the RSP Username column

Scenario #4: Dealer Administrator wants to submit **all sales in April only for the Spring NCP promotion**. The dealership selected the SPIFF Growth Benefit, however, each RSP is responsible for submitting his or her own SPIFF claims.

RSP Username	Serial Number	Dealer Invoice Number*	Sold Date*	Installation Date*	Homeowner First Name*	Homeowner Last Name*	Homeowner Address1*	Homeowner Address2	Homeowner City*	Homeowner State/Province*	Homeowner Zip Postal*	Warranty/Other Item (use only if non-serialized items are eligible for promotion)
	21454UE3IG	84406216	4/6/2022	4/19/2022	Greg	Kordell	1311 PONDVIEW LANE		Indianapolis	IN	46259	
	21394TXF1V	84408473	4/2/2022	4/21/2022	Mika	Patel	220 Highland Ave.		Fishers	IN	46038	
	21401U7P1F	84408473	4/2/2022	4/21/2022	Mika	Patel	220 Highland Ave.		Fishers	IN	46038	
	2053DGAUBX	84408473	4/2/2022	4/21/2022	Mika	Patel	220 Highland Ave.		Fishers	IN	46038	
	211014464L	84408473	4/7/2022	4/28/2022	Marianne	Cobb	3521 Lambeth Crossing		Martinsville	IN	46151	
	2048DGCYH	84408473	4/7/2022	4/28/2022	Marianne	Cobb	3521 Lambeth Crossing		Martinsville	IN	46151	
	2140548F2	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
	214765SAJ	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
	2132COB4X	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
	2051DGAX9	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
	21504MJ24F	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	
	21151RP91G	84407163	4/11/2022	4/29/2022	Brian	Foster	23 Sherburne Forest Dr.		Carmel	IN	46033	

Leave the RSP Username column BLANK to suppress validation of any potential SPIFF claims; this ensures that the RSP will be able to submit a SPIFF claim with that same serial number

Need Help with Bulk Claim Submission?

Dealer Rewards Program Headquarters
 Monday – Friday, 7 a.m. – 7 p.m., CT (excluding holidays)
 888-565-7628
ContactUs@ExperienceDealerRewards.com