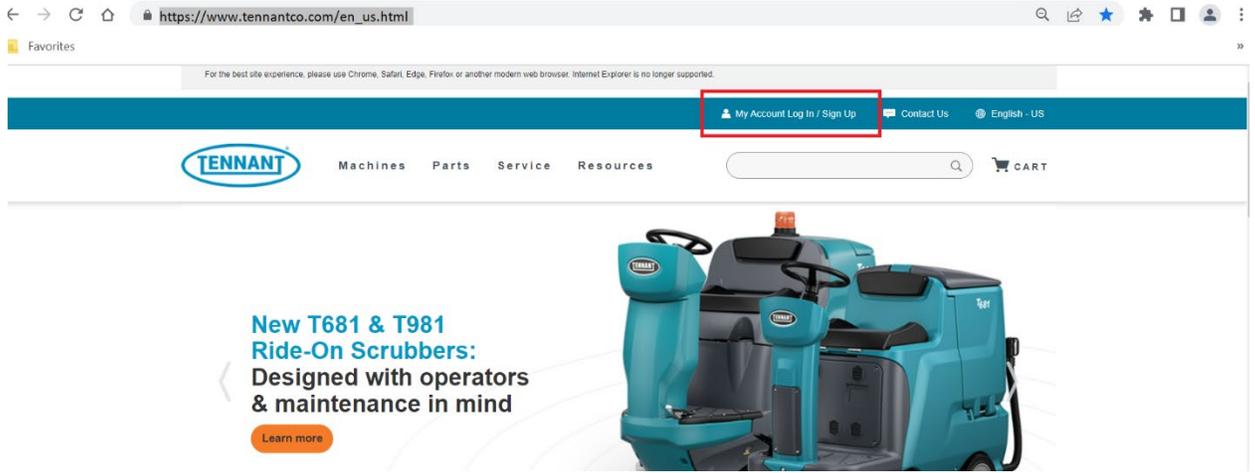
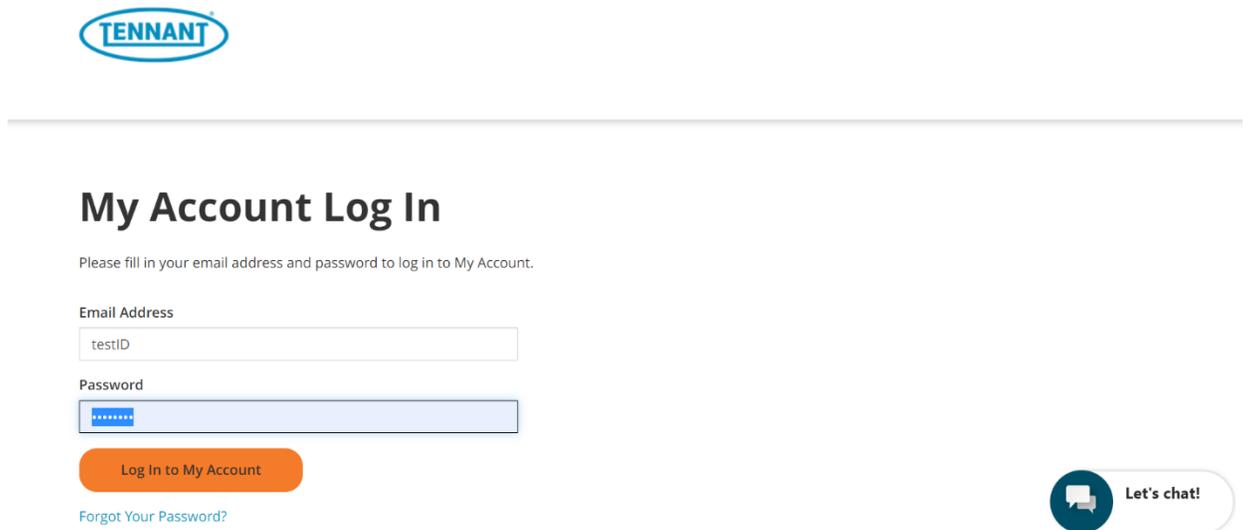


To View Rebate Reports

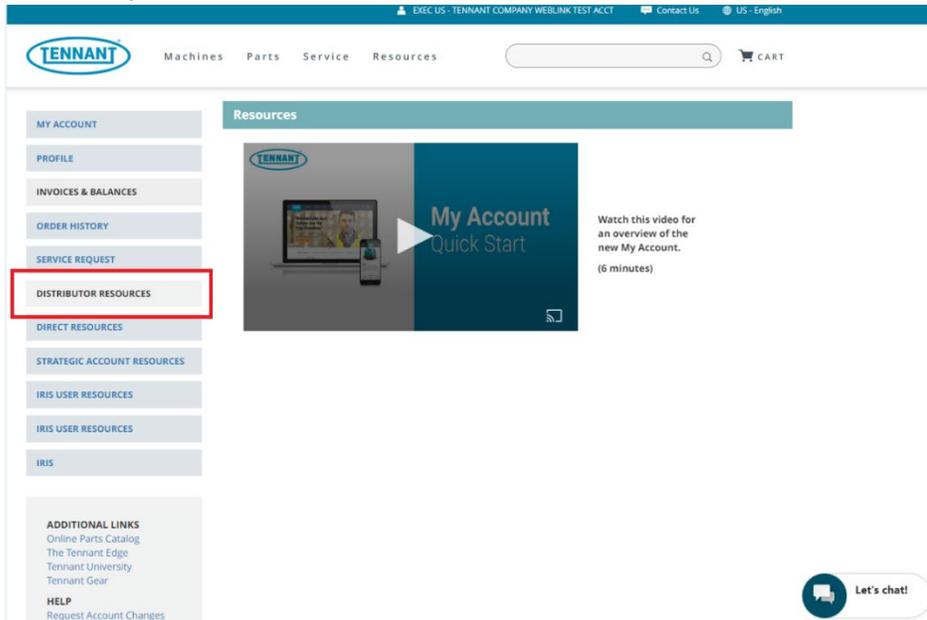
1. Browse to tennantco.com
2. Login to my account



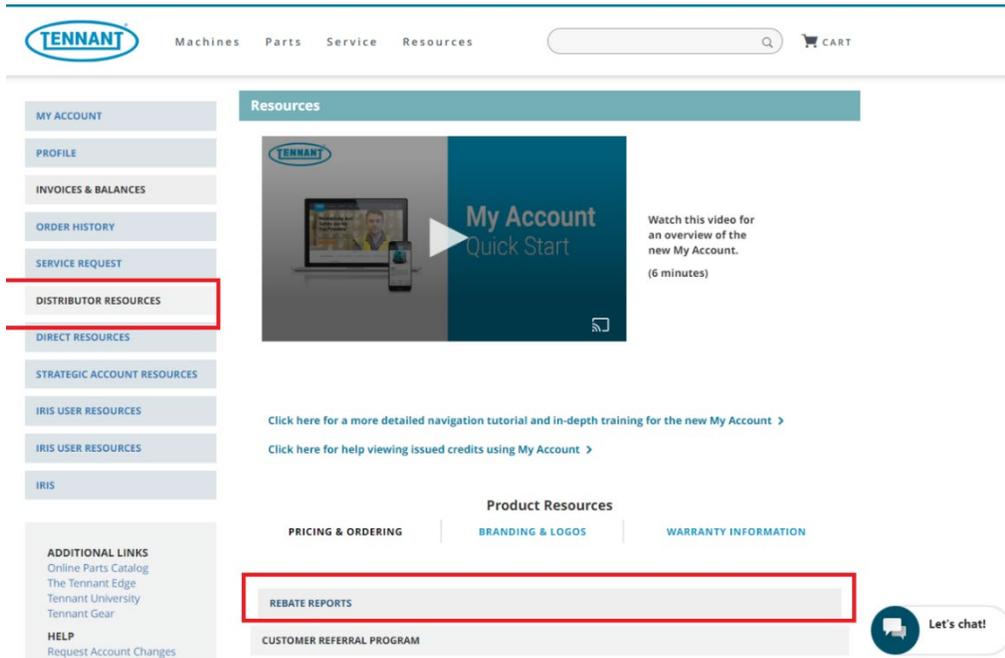
3. Enter your username and password



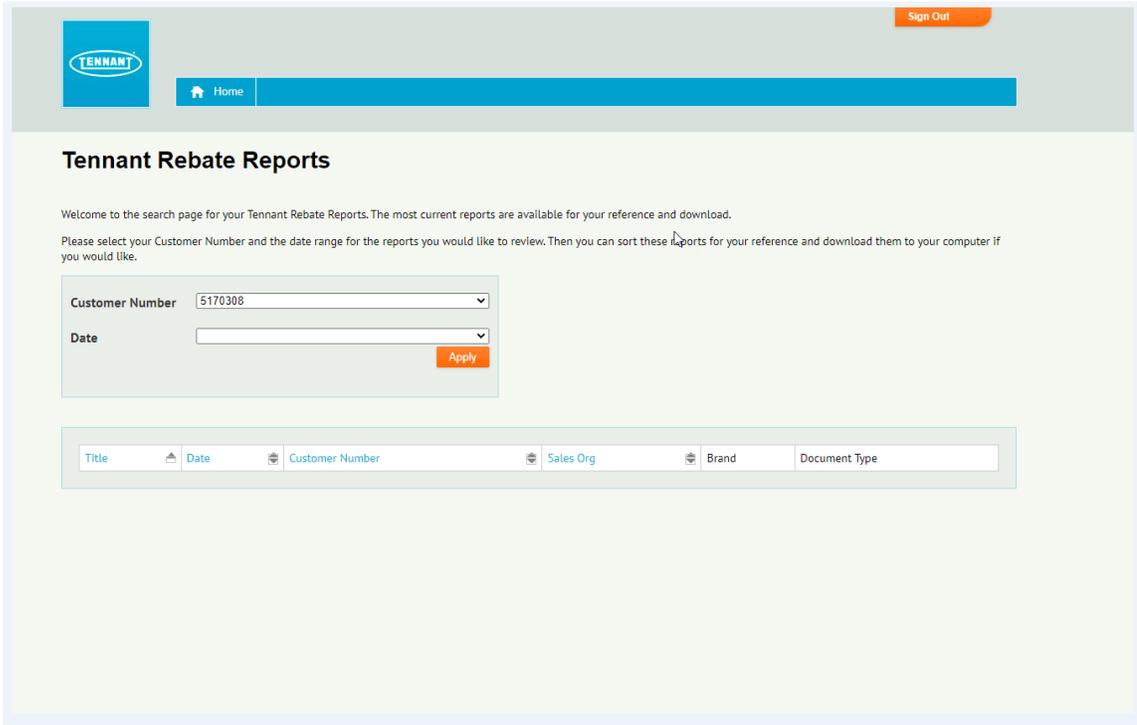
4. Once in My Account, select “Distributor Resources” in the left-hand menu



5. After selecting Distributor Resources, select “Rebate Reports” from the center menu.



6. Clicking “Rebate Reports” will bring you to the Rebate Reports site where you can search for your rebates by date. Your customer id will be entered for you.



In the list the POPEnduser report is the one you want to download and use for your POP and EndUser submissions every month.

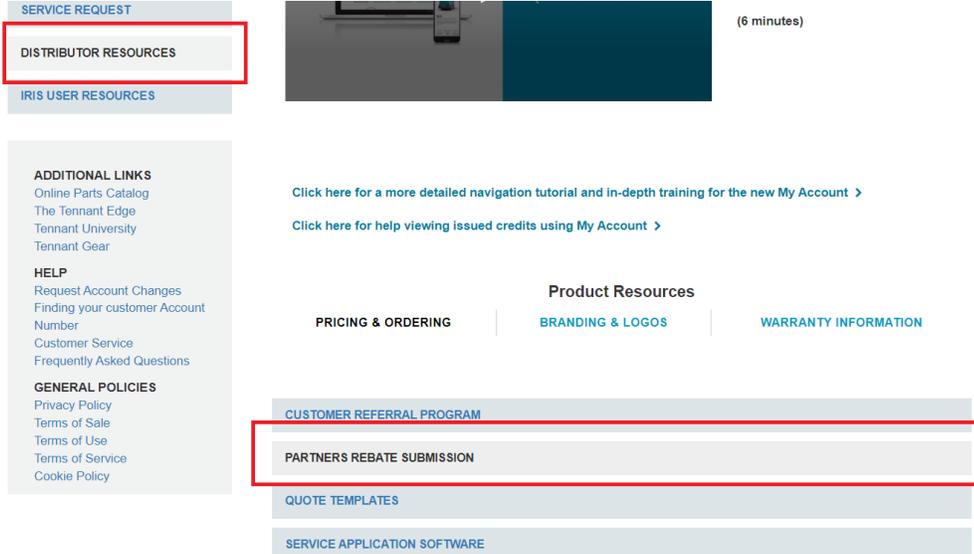
Fill out the form and for both EndUser and POP submissions. This download is only for the current year, as we progress it will be a rolling inventory log. When the new year starts, all “used” lines will be archived. If you have equipment from previous years, please use the blanket Template located here. EndUser POP Template.xls.



Once completed, submit your POP by the expected Deadline using the Key Dates POP rebates document.

To Submit Rebate Reports, Follow Steps 1-4 above.

1. Select “Partners Rebate Submission” and scroll down



The screenshot shows a navigation menu with the following items:

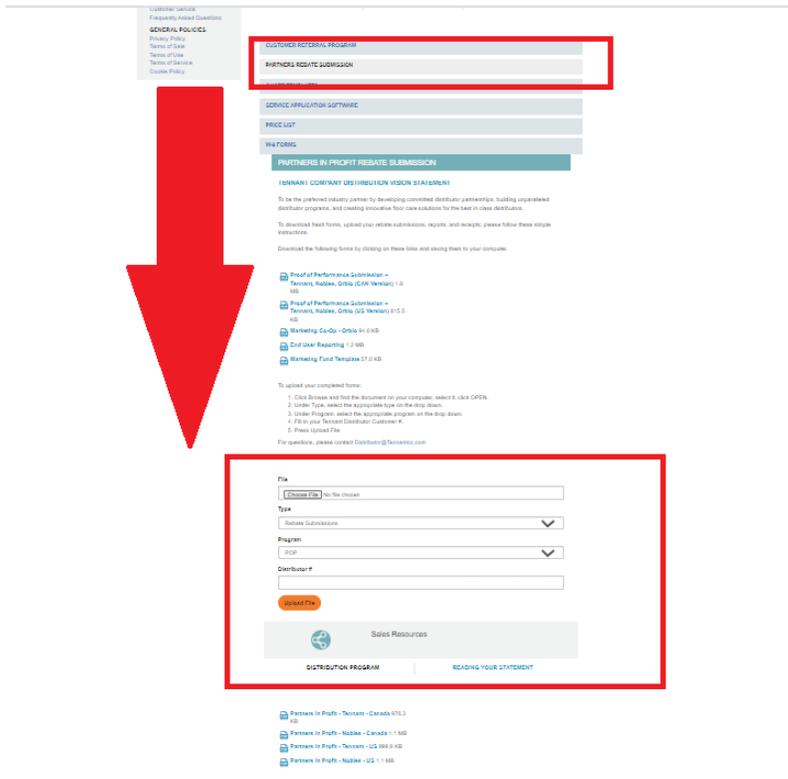
- SERVICE REQUEST
- DISTRIBUTOR RESOURCES** (highlighted with a red box)
- IRIS USER RESOURCES

Below the menu, there is a video thumbnail with a duration of (6 minutes). To the right of the video, there are two links:

- [Click here for a more detailed navigation tutorial and in-depth training for the new My Account >](#)
- [Click here for help viewing issued credits using My Account >](#)

Below the links, there are three tabs: PRICING & ORDERING, Product Resources, and WARRANTY INFORMATION. Under Product Resources, there are three sub-tabs: CUSTOMER REFERRAL PROGRAM, **PARTNERS REBATE SUBMISSION** (highlighted with a red box), and QUOTE TEMPLATES. Below these are two more tabs: SERVICE APPLICATION SOFTWARE and SERVICE APPLICATION SOFTWARE.

2. Scrolling down, you'll find the submission form.



The screenshot shows the 'PARTNERS IN PROFIT REBATE SUBMISSION' page. A large red arrow points from the 'PARTNERS REBATE SUBMISSION' link in the previous screenshot to the submission form. The form is titled 'PARTNERS IN PROFIT REBATE SUBMISSION' and includes the following sections:

- GENERAL POLICIES** (Privacy Policy, Terms of Sale, Terms of Use, Terms of Service, Cookie Policy)
- CUSTOMER REFERRAL PROGRAM**
- PARTNERS REBATE SUBMISSION** (highlighted with a red box)
- QUOTE TEMPLATES**
- SERVICE APPLICATION SOFTWARE**
- PRICE LIST**
- NEW FORMS**
- PARTNERS IN PROFIT REBATE SUBMISSION**

The 'PARTNERS IN PROFIT REBATE SUBMISSION' section includes the following text:

TENNANT COMPANY DISTRIBUTION VISION STATEMENT

To be the preferred industry partner by developing committed distributor partnerships, building unparalleled distributor programs, and creating innovative floor care solutions for the best in class distributor.

To download form forms, upload your rebate submissions, reports, and receipts, please follow these simple instructions.

Download the following forms by clicking on these links and saving them to your computer:

- [Proof of Performance Submission - Tennant, Holiba, Orbia \(US Weekly\) 1.0.xls](#)
- [Proof of Performance Submission - Tennant, Holiba, Orbia \(US Weekly\) 1-11.0.xls](#)
- [Marketing Co-Op - Orbia 1st 0.xls](#)
- [Co-Op Reporting 1.2.xls](#)
- [Marketing Fund Template 17 0.xls](#)

To upload your completed forms:

1. Click Browse and find the document on your computer, select it, click OPEN.
2. Under Type, select the appropriate type on the drop down.
3. Under Program, select the appropriate program on the drop down.
4. Fill in your Tennant Distributor Customer #.
5. Press Upload File.

For questions, please contact Distribution@Tennant.com

The submission form is highlighted with a red box and includes the following fields:

- File** (Choose file for the chosen)
- Type** (Sales Submission)
- Program** (EOP)
- Distributor #**
- Submit File** button

Below the form, there are two tabs: DISTRIBUTION PROGRAM and READING YOUR STATEMENT. At the bottom, there are four links for downloading forms:

- [Partners In Profit - Tennant - Canada 17.0.xls](#)
- [Partners In Profit - Holiba - Canada 1-11.xls](#)
- [Partners In Profit - Tennant - US 16.0.xls](#)
- [Partners In Profit - Holiba - US 1-11.xls](#)

3. Complete the submission form, select “End User POP” as Program and select “Submit”

 Marketing Fund Template 57.0 KB

To upload your completed forms:

1. Click Browse and find the document on your computer, select it, click OPEN.
2. Under Type, select the appropriate type on the drop down.
3. Under Program, select the appropriate program on the drop down.
4. Fill in your Tennant Distributor Customer #.
5. Press Upload File

For questions, please contact Distributor@Tennantco.com

File
 No file chosen

Type
Rebate Submissions ▼

Program
EndUser POP ▼

Distributor #

 Sales Resources