

**VENDOR PROGRAM TEMPLATE (02-08-12)**

DATE: \_\_\_\_\_

NAME OF BUYER: \_\_\_\_\_

DATE ENTERED INTO TRACKMAX: \_\_\_\_\_

NAME OF SUPPLIER: \_\_\_\_\_

**PROGRAM IS BASED ON:**

- \_\_\_\_ PURCHASES FROM SUPPLIERS
- \_\_\_\_ SALES TO CUSTOMERS (Rebate paid to Company)
- \_\_\_\_ SALES TO CUSTOMERS (Pass Thru-Tracking -Rebate paid to Customer)
- \_\_\_\_ IN-HOUSE SALES PROMOTION

**PROGRAM DESCRIPTION:** \_\_\_\_\_

**PROGRAM DATE RANGE:** \_\_\_\_\_ TO \_\_\_\_\_

**BILLING FREQUENCY:** \_\_\_\_\_

**SEND INVOICE TO:** (If different from above Supplier) \_\_\_\_\_

**E-MAIL ADDRESS FOR INVOICING:** \_\_\_\_\_

**WHO IS PAYING INVOICE?:** (If different from above Supplier) \_\_\_\_\_

**IS THIS LEGACY PROGRAM?** \_\_\_\_\_

**PROGRAM TYPE:**

\_\_\_\_ **REGULAR:**  
REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price

**GROWTH FROM CASE ONE:**

**LEVEL ONE:**

REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price  
BASIS AMT \$ \_\_\_\_\_  
BASIS UNIT: \_\_\_\_\_ CASES \_\_\_\_\_ WEIGHT \_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ SOLD FOR \$

\_\_\_\_ **GROWTH FROM CASE ONE LEVEL TWO**

REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price  
BASIS AMT \$ \_\_\_\_\_  
BASIS UNIT: \_\_\_\_\_ CASES \_\_\_\_\_ WEIGHT \_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ SOLD FOR \$

\_\_\_\_ **GROWTH FROM CASE ONE LEVEL THREE**

REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price  
BASIS AMT \$ \_\_\_\_\_  
BASIS UNIT: \_\_\_\_\_ CASES \_\_\_\_\_ WEIGHT \_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ SOLD FOR \$

**IF ADDITIONAL LEVELS, PLEASE ATTACH DOCUMENTATION.**

\_\_\_\_ **GROWTH OVER BASIS LEVEL ONE**  
REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price  
BASIS AMT \$ \_\_\_\_\_  
BASIS UNIT: \_\_\_\_\_ CASES \_\_\_\_\_ WEIGHT \_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ SOLD FOR \$

\_\_\_\_ **GROWTH OVER BASIS LEVEL TWO**  
REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price  
BASIS AMT \$ \_\_\_\_\_  
BASIS UNIT: \_\_\_\_\_ CASES \_\_\_\_\_ WEIGHT \_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ SOLD FOR \$

\_\_\_\_ **GROWTH OVER BASIS LEVEL THREE**  
REBATE AMT \$ \_\_\_\_\_  
PAID ON \_\_\_\_\_ % of FOB cost \_\_\_\_\_ % of DEL cost  
\_\_\_\_\_ \$ per CASE \_\_\_\_\_ \$ per POUND \_\_\_\_\_ % of Sold For Price  
BASIS AMT \$ \_\_\_\_\_  
BASIS UNIT: \_\_\_\_\_ CASES \_\_\_\_\_ WEIGHT \_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ SOLD FOR \$

\_\_\_\_ **BILLBACK**  
\_\_\_\_\_ \$ FOB \_\_\_\_\_ \$ DEL \_\_\_\_\_ FOB \$ per wgt. \_\_\_\_\_ DEL \$ per wgt. \_\_\_\_\_  
BILLBACK TO \$ \_\_\_\_\_

**If the Program is Based on:**

**PURCHASES FROM SUPPLIERS:**  
\_\_\_\_\_ OTHER AUTHORIZED SUPPLIERS? \_\_\_\_\_

**IF THE Program is Based on:**

**SALES TO CUSTOMERS: (Income to Company)**  
\_\_\_\_\_ CUSTOMERS INCLUDED IN PROGRAM:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if needed.

**SALES TO CUSTOMERS: (Tracking for Customer)**  
\_\_\_\_\_ CUSTOMERS INCLUDED IN PROGRAM:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if needed.

**IN-HOUSE SALES PROMOTION**  
SALES REPS ELIGIBLE \_\_\_\_\_ ALL (If Not All, Designate Salesreps Eligible)  
\_\_\_\_\_

**Be sure to attach information about:**

- Items not included on this program from the MAIN SUPPLIER.
- Items to include on this program from the SECONDARY SUPPLIER.
- Items receiving an amount different than the default amount above.
- Items eligible for the rebate but not counted toward Growth program.
- Items counted toward the growth program but not eligible for the rebate.

**If this is a SALES or IN-HOUSE PROMO include:**

- Customers NOT eligible for this program
- Customer Contracts NOT eligible for this program

**SUPPORTING SIGNED VENDOR DOCUMENTATION MUST BE ATTACHED TO THIS TEMPLATE BEFORE IT WILL BE SET UP IN TRACKMAX!!**