# Accessing MER Agreements and Statements SAP Sales Cloud

SAP Sales Cloud is set up for you to be able to access your agreements as well as view your statements for MER (Marketing Expense Reimbursements).

Accessing SAP Sales Cloud			
Step 1			
Action	Screen		
From the Agent Center Home screen, go to the <b>Agency tab</b> and select <b>Reports/</b> <b>Commissions &amp; Bonuses</b> . You will be automatically logged in. Note: <i>If you are taken to a sign in page, and</i> <i>you believe you should have access to SAP</i> <i>Sales Cloud, please contact your Principal or</i> <i>Agency Administrator.</i>	Nationwide*       &         Personal       Commercial & Agribusiness       Private Client       Billing & Claims       Agency       Learning Center         User & AGENCY MAINTENANCE       REPORTS       TECHNOLOGY       MARKETING       PROGRAMS         Agency profile       Agency production       Commercial comparative raters       Nationwide agent brand guidelines       Elite partner program         Licensing maintenance       Awards & recognition Commissions & bonuses       Personal comparative raters       Nationwide marketing central         Download info       Social media marketing		
Step 2			
Action	Screen		
Once in SAP Sales Cloud, you will be defaulted to the Messages section within the Sales Performance Home module. Here you have access to the Dashboard, Messages, Reports, Account Settings and the Profile button, which you will use to access specific compensation statements.	Neartify       Profile       Image: Control of Management         Image: Control of Management       Period:       <		

As a reminder, all member and acquisition changes must be submitted by September 30, 2023 to be included in the 2023 compensation. Changes requested after September 30, 2023 will not be effective until January 1, 2024.

Please direct all related questions to your respective sales or territory manager.

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### Locating the MER Agreement

### Step 1

Action	Screen
From the Home Screen of SAP, click on the Profile Icon in the upper right hand corner. Under Select a User to Proxy, select the appropriate Agency code and click on Proxy.	nomble Management Dashboards (Proxy for: ( >)) Period: 2022 Compensation Landing ▼ Period: 2023 Compensation Landing ■ Period: 2023 Com
	Period: In the frequency 2022 In the frequency of the fr
	Period: Select a user to proxy as: PPUITT / PPUITT /
Step 2	

Action	Screen		
Navigate to the <b>Apps</b> section in the top right corner and select <b>Workflow.</b>	KAP     Koorde Management     Costbacards     Control Management     Control Managemen	Approximate Location Vectorion Management Location Vectorion Management Location Vectorion Vectorion Vectorion	

### Step 3 Action Screen Click on Find Cases from the left hand SAP . . 1 Nat navigation. In the Workflow search field, enter MER - Admin. Click the radio for Include Rind Cases Closed Cases and click on Search. Click on MER Adr Sens 202 00 (i) there inclu 0.0 (L 10 the blue hyperlink under Case Key to open the agreement. Additional Search Criter ere & de

## Navigating to the MER Summary Statement

### Step 1

Action	Screen			
You can access your MER Statement from the SAP Sales Performance Home module by clicking the <b>Reports</b> button along the left navigation bar. From the dropdown menu, select the <b>MER Compensation Statement</b> . This will provide only the MER Compensation Statements. Click on any of them to view the report details.	MER Compensation Statement     Manne     MER Compensation Statement     Manne     MER Compensation Statement     Manne     MER Compensation Statement     Partic Lang 2023     MER Compensation Statement     Partic Lang 2023     MER Compensation Statement     Partic March 2023     MER Compensation Statement     Partic Tetrusry 2023     MER Compensation Statement     Partic Tetrusry 2023     MER Compensation Statement     Partic Compensation Statement     Partic Tetrusry 2023     MER Compensation Statement     Partic Tetrusry 2023	Date Published           Jul 17, 2023           25555 AM           Jun 18, 2555 AM           Jun 18, 2023           201235 AM           May 15, 2023           20215 AM           Apr 17, 2023           23049 AM           Mer 15, 2023           2014 PM           Feb 27, 2023	Reports No report selected. Select a report from the list to view it.	

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