

Accessing MER Agreements and Statements

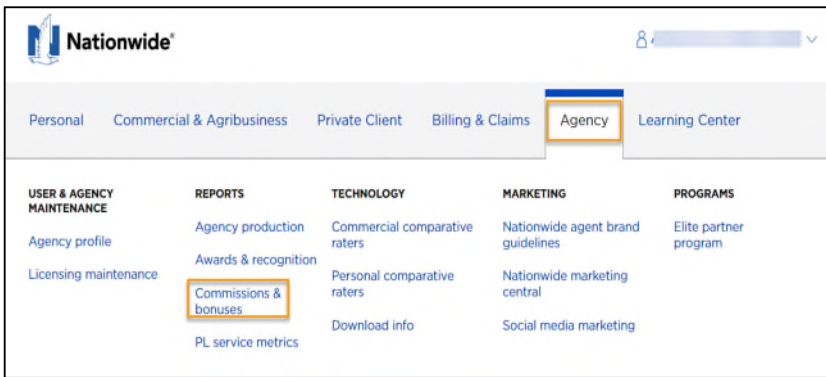
SAP Sales Cloud



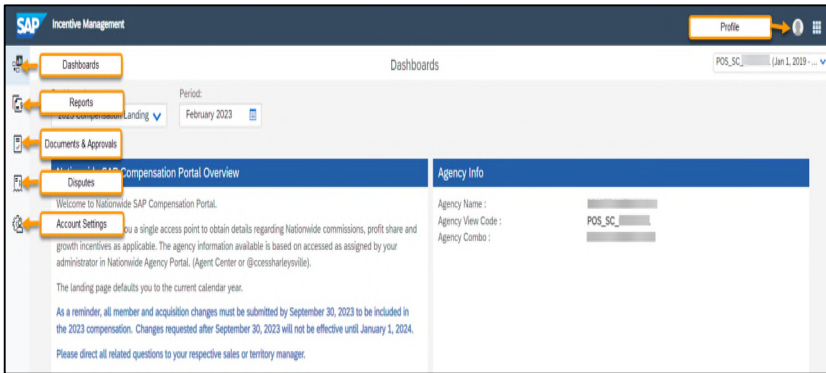
SAP Sales Cloud is set up for you to be able to access your agreements as well as view your statements for MER (Marketing Expense Reimbursements).

Accessing SAP Sales Cloud

Step 1

Action	Screen
<p>From the Agent Center Home screen, go to the Agency tab and select Reports/ Commissions & Bonuses. You will be automatically logged in.</p> <p><i>Note: If you are taken to a sign in page, and you believe you should have access to SAP Sales Cloud, please contact your Principal or Agency Administrator.</i></p>	

Step 2

Action	Screen
<p>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.</p>	

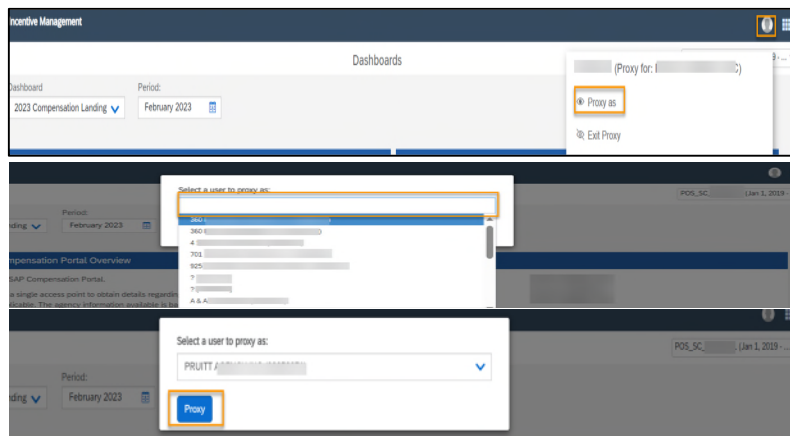
Locating the MER Agreement

Step 1

Action

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**.

Screen

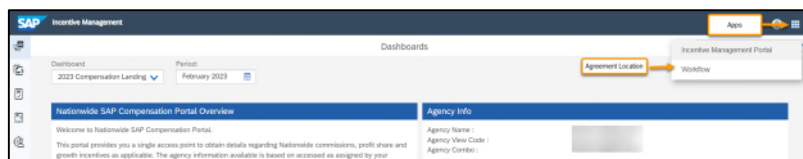


Step 2

Action

Navigate to the **Apps** section in the top right corner and select **Workflow**.

Screen

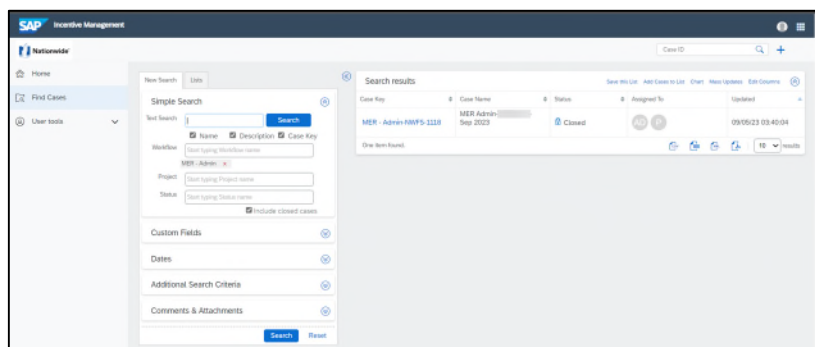


Step 3

Action

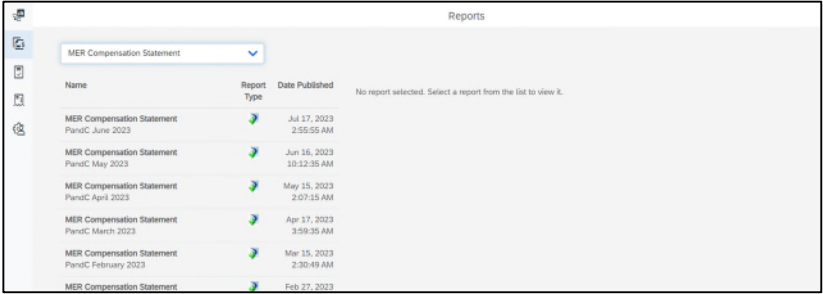
Click on **Find Cases** from the left hand navigation. In the **Workflow** search field, enter **MER - Admin**. Click the radio for **Include Closed Cases** and click on **Search**. Click on the blue hyperlink under **Case Key** to open the agreement.

Screen



Navigating to the MER Summary Statement

Step 1

Action	Screen
<p>You can access your MER Statement from the SAP Sales Performance Home module by clicking the Reports button along the left navigation bar. From the dropdown menu, select the MER Compensation Statement. This will provide only the MER Compensation Statements. Click on any of them to view the report details.</p>	 <p>The screenshot shows the SAP Reports interface. At the top, there is a search bar with 'MER Compensation Statement' entered. Below the search bar, there is a table with columns: Name, Report Type, and Date Published. The table lists several reports, including 'MER Compensation Statement' for various periods (June 2023, May 2023, April 2023, March 2023, February 2023, and January 2023). The 'Date Published' column shows the date and time for each report. A message on the right side of the table states: 'No report selected. Select a report from the list to view it.'</p>

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