

Accessing MER Agreements and Statements

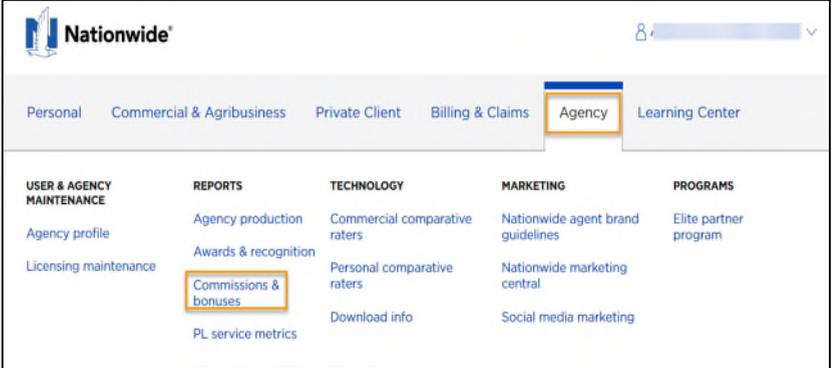
SAP Sales Cloud



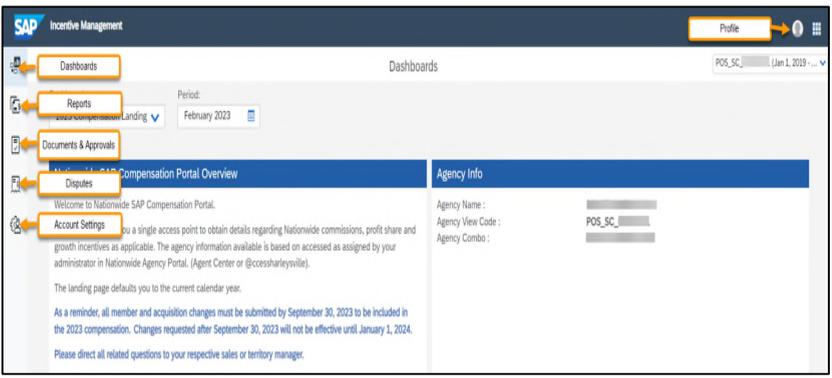
SAP Sales Cloud is set up for you to be able to access your agreements as well as view your statements for MER (Marketing Expense Reimbursements).

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	Screen
<p>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.</p>	

Step 2

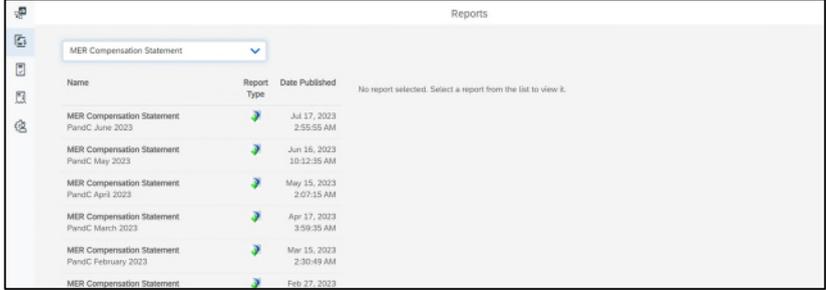
Action	Screen
<p>Navigate to the Apps section in the top right corner and select Workflow.</p>	

Step 3

Action	Screen
<p>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.</p>	

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>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Report Type</th> <th>Date Published</th> </tr> </thead> <tbody> <tr> <td>MER Compensation Statement PlanC June 2023</td> <td></td> <td>Jul 17, 2023 2:55:55 AM</td> </tr> <tr> <td>MER Compensation Statement PlanC May 2023</td> <td></td> <td>Jun 16, 2023 10:12:35 AM</td> </tr> <tr> <td>MER Compensation Statement PlanC April 2023</td> <td></td> <td>May 15, 2023 2:07:15 AM</td> </tr> <tr> <td>MER Compensation Statement PlanC March 2023</td> <td></td> <td>Apr 17, 2023 3:59:35 AM</td> </tr> <tr> <td>MER Compensation Statement PlanC February 2023</td> <td></td> <td>Mar 15, 2023 2:30:49 AM</td> </tr> <tr> <td>MER Compensation Statement</td> <td></td> <td>Feb 27, 2023</td> </tr> </tbody> </table>	Name	Report Type	Date Published	MER Compensation Statement PlanC June 2023		Jul 17, 2023 2:55:55 AM	MER Compensation Statement PlanC May 2023		Jun 16, 2023 10:12:35 AM	MER Compensation Statement PlanC April 2023		May 15, 2023 2:07:15 AM	MER Compensation Statement PlanC March 2023		Apr 17, 2023 3:59:35 AM	MER Compensation Statement PlanC February 2023		Mar 15, 2023 2:30:49 AM	MER Compensation Statement		Feb 27, 2023
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