

Claim form

# HP Technical Production Specialist IT VAR July - December 2016 SPIF



July 1, 2016 – December 31, 2016

Eligible resellers: TPS IT VAR\*

Sell fast and claim fast. Earn extra money for selling select HP PageWide XL printers! The funds for this promotion are limited to a predetermined amount and are available to the Dealer Sales Reps<sup>1</sup> who sell and claim first. Please refer to the terms and conditions below.



HP PageWide XL 4500 Printer

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## **\$250 SPIF per eligible SKU:**

CZ313C#B1K—HP PageWide XL 4500 Printer (3-year)  
CZ313B#BCB—HP PageWide XL 4500 Printer (3-year)  
CZ312C#B1K—HP PageWide XL 4500 MFP (3-year)  
CZ312B#BCB—HP PageWide XL 4500 MFP (3-year)

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Note: New terms and conditions for HP TPS IT VAR July - December 2016 SPIF Promotion

1. SPIF can be claimed for transactional sales.
2. Contractual sales (FM and MPS) sales can be claimed only if the end-user customer contracting the printer and the reseller selling the printer are not the same entity. Only contractual sales that are one year (12 months) or longer qualify for the SPIF.
3. Rental and TPS reseller internally owned production units do not qualify for the SPIF.
4. SPIF is not allowed to be claimed on HP PageWide XL printers purchased from HP Source when an end-user customer big deal discount has been applied.
5. The end-user customer information for SPIF must be in the HP TPS resellers' assigned HP PBM funnel at least one week prior to sale of the unit.
6. The invoice date on the reseller purchase order to HP Source for the end-user customer printer and the end-user customer invoice or contract date must be within the promotional period.
7. Dealer Owners/Managers (DOMs) are not eligible to claim SPIF, either as a DOM or the DSR of record.

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For more information about the HP Technical Production Specialist SPIF processing or status of claim forms submitted for payment, call 800.504.2007 (Monday–Friday, 8:00am to 5:00pm CST), or email us at [focus.crc@hp.com](mailto:focus.crc@hp.com).

The funds for this promotion are limited to a predetermined amount and are available to those DSRs who sell and claim first. Promotion period is July 1, 2016 – December 31, 2016. All SPIF claims must be received by January 31, 2017. The DSR is responsible for all associated taxes on earnings and awards. Refer to the HP Technical Production Specialist SPIF Promotion terms and conditions for full details.

\*Excludes CDW, PC Connection, More Direct, Insight, PC Mall, Zones, Softchoice

## HP Technical Production Specialist IT VAR July - December 2016 SPIF July 1, 2016 – December 31, 2016

### Customer information

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Customer invoice date: \_\_\_\_\_ Customer invoice number: \_\_\_\_\_  
Was this customer in your PBM funnel?  Yes  No Date entered in PBM funnel: \_\_\_\_\_

### Reseller information

Claimant ID (if provided, only DSR name is required below): \_\_\_\_\_  
HP Location ID: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Company address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
DSR name: \_\_\_\_\_  
DSR email: \_\_\_\_\_ DSR Social Security number: \_\_\_\_\_  
Address where check is to be mailed (if different than above): \_\_\_\_\_

### Claim information (one product per claim form)

Please check which type of claim you are filing for:  Transactional claim  Contractual Sale  
Reseller PO number: \_\_\_\_\_ Reseller PO date: \_\_\_\_\_  
HP Source invoice number: \_\_\_\_\_ HP PageWide XL printer name: \_\_\_\_\_  
HP PageWide XL SKU number: \_\_\_\_\_ HP PageWide XL serial number: \_\_\_\_\_  
Rebate amount expected: \_\_\_\_\_  
In addition for Contractual claim, please provide the following information:  
Length of contract (specify months or years): \_\_\_\_\_ Monthly contract rate: \_\_\_\_\_ Contract start date: \_\_\_\_\_  
Please check what products are included in the contract:  Ink  Media  Service and Support

### Claiming instructions

1. The promotion requires the DSR to fax or email claim form, along with the customer invoice (from reseller to end-user customer) and the HP Source invoice (from HP to reseller), to the claim headquarters. And, for Contractual claims, the promotion requires the DSR to also provide a copy of the contract page(s) that contains the signature of the end-user acceptance of the contract, end-user name, company name, address, the monthly contract rate, length of contract, contract start date, and the HP PageWide XL printer name, SKU number and serial number.
2. Valid products must be invoiced to the customer between July 1, 2016 and December 31, 2016, and not be purchased from distribution later than December 31, 2016. Returned products will require audit.
3. Claims MUST be filed within thirty (30) days of customer invoice. Last day to file claims is January 31, 2017. DSRs must keep proof of submission within the time-frame of the promotion (for example, fax cover with date stamp) to be used in the event that payment is not received.
4. DSR involved with the sale must be noted on the customer invoice.
5. SPIF participation and claim information may be shared with owner/manager upon request.
6. An audit may include verifying the sale with the customer and with the owner/manager.
7. Allow six (6) to eight (8) weeks from the time the claim is received by HP for processing.

### Acceptance

Please indicate your acceptance of the HP Technical Production SPIF Promotion terms and conditions and claiming instructions.  
Acceptance by DSR: \_\_\_\_\_ Date: \_\_\_\_\_

### Fax To:

HP Financial Operations  
HP TPS IT VAR July - December 2016 SPIF - serial number\*  
Attn: Rebate administrator 866.249.3012 (toll free)

### Or email to:

[promo.ibs@hp.com](mailto:promo.ibs@hp.com)  
Subject line: HP TPS IT VAR July - December 2016 SPIF- serial number\*

Program #: 34076

\*Please put the claimed printer(s) serial number(s) after the hyphen.

## Terms and Conditions

1. These terms and conditions outline the general rules applicable to the HP Technical Production Specialist SPIF Program. Additional details will be provided for specific product promotions. The SPIF program is a program designed and intended to provide Sales Professionals Incentive Funds (SPIF) for selling HP PageWide XL products.
  - a. The HP Technical Production Specialist SPIF Program is not a rebate program and awards are not intended to be used to reduce end-user price or to increase margin. Any HP Authorized Partner claiming SPIF awards for this type of activity will be terminated from participation in the HP Technical Production Specialist SPIF Program.
  - b. The SPIF benefits must be paid to the Dealer Sales Representatives (DSR) without deduction or set-off. SPIF benefits may not be paid to or kept by the channel partner company. The Dealer Sales Representative (DSR) employed by authorized HP channel partners are not required to pay the SPIF benefits they receive to the employer.
2. Eligible participants:
  - a. Dealer Sales Representatives (DSR) employed by authorized HP Technical Production Specialist Partners are eligible to participate in the HP Technical Production Specialist SPIF Program. The individual DSR must actively participate in closing the sale of HP PageWide XL product.
  - b. DSR must provide their Social Security number to participate. Failure to provide Social Security number may result in termination of participation in the SPIF program.
  - c. The SPIF will identify which HP Technical Production Specialist Program Track Partners are eligible.
3. Eligible sales:
  - a. Only Transaction Sales defined as a printer sale to end-user customers or Contractual (FM or MPS) sales to an end-user are eligible. Only contractual sales that are one year (12 months) or longer qualify for the SPIF.
  - b. Sales to other authorized resellers, brokers, or non-authorized resellers are not eligible for SPIF awards, regardless of intended use of the product.
  - c. SPIFs are available only for product that is available during the promotion period. Special consideration will not be provided for product that is out-of-stock or back-ordered.
  - d. SPIFs can be only be claimed for product SKUs defined as accessible for a specific HP Technical Production Specialist Program track as defined in the relevant HP PageWide XL Technical Production Program Guide.
  - e. This program is valid in the United States only and applies only to sales made within the United States.
  - f. HP reserves the right to limit the quantities or the total amount of funds available under the SPIF. SPIF is limited to product that is available during the SPIF period.
  - g. Regarding products sold into government accounts the following statements apply:
    - i. Dealer Sales Representatives (DSR) represent and warrant that acceptance of any compensation from HP in connection with this agreement will not violate any law, regulation, contract or conflict of interest policy.
    - ii. Dealer Sales Representatives (DSR) represent that they will not use bribes, kickbacks, illegal gratuities or other corrupt practices in connection with this agreement.
    - iii. Dealer Sales Representative (DSR) represent that they will not provide HP with any proprietary, source selection sensitive or other information that is restricted from disclosure by a third party.
4. Product sourcing: To qualify for SPIF awards, product must be purchased from HP Source or a HP authorized commercial distributor (CSP—Channel Service Provider) that is listed in the HP Technical Production Specialist Program Guide; dependent on the defined route to market of the printer.
5. Payment: Awards will only be paid to DSRs working for outlets that are authorized HP Technical Production Specialist Partners. Termination of a partner's HP Partner Agreement or program eligibility terminates DSR's eligibility under this program.
  - a. SPIF awards are considered income for tax purposes. Participant is responsible for all taxes which may be assessed on SPIF awards. HP will report SPIF award earnings, as required by law. HP will issue IRS form 1099 to appropriate SPIF participants for each taxable year as required by the IRS.
6. Claims: For Transaction sales, eligible products must be sold and invoiced to the end-user within the promotion period. For Contractual (FM or MPS) sales, eligible products must be contracted and invoiced to the end-user within the promotion period. All SPIF award claims must be received no later than thirty (30) calendar days from the date of invoice from the HP Technical Production Specialist partner to the end-user or by the claim deadline specified for the particular HP Technical Production Specialist SPIF Promotion, whichever comes first. Claims received after the deadline will not be accepted.
  - a. All supporting claim documentation must be received at the same time as the SPIF claim form.
  - b. Required supporting claim documentation includes filled out SPIF claim form and customer invoice from reseller to end-user with the following information: invoice date, invoice number, customer name, customer address, HP PageWide XL part number(s) and serial number(s). In addition, Contractual SPIF claims require proof of contractual placement, including signed contract with contract duration terms, contract start date, end-user signature and contract amount. Contract must show customer name, customer address, HP PageWide XL part number(s) and serial number(s).

## Terms and Conditions

7. Additional requirements may be established as part of any specific SPIF promotion. Additional requirements, if any, will be provided with SPIF promotion detail documentation. HP may impose additional terms and conditions for any particular SPIF.
8. Details about each HP Technical Production Specialist SPIF Promotion, including promotion period, qualifying products, SPIF award amount(s), eligible participants and claim deadline, will be communicated via the monthly HP Technical Production Specialist newsletter.
9. If product is returned, the SPIF benefit is ineligible and the DSR will be required to return payment to HP within thirty (30) days.
10. HP reserves the right to alter, amend or terminate the HP Technical Production Specialist SPIF Program without prior notice. HP reserves the right to interpret the rules of the program.
11. Neither party will incur liability to the other for claims arising solely out of the cancellation of this program. Except as provided in this document, all other terms of any agreements that DSRs or Business Partners may have with HP shall remain in full force and effect.
12. Audit: HP reserves the right to audit information provided in the documents associated with all claims made for HP Technical Production Specialist SPIF Promotion awards by any individual and/or outlet. The DSR must keep these documents on file for a period of at least four (4) years. DSR must submit all requested documentation/information within seven (7) business days from date of audit notification or claim will be denied. This audit will consist of, but will not be limited to, validating product quantities, product numbers, serial numbers and end-user verification. If an individual DSR fails a claim audit more than three (3) times, they will be permanently removed from HP Technical Production Specialist SPIF participation.
13. If HP determines that a claim(s) submitted by an individual participant or Partner is fraudulent, HP may (1) terminate the participation of the DSR in the HP Technical Production Specialist SPIF Program; (2) require DSR to refund or forfeit any programs payments paid and/or accrued during the scope of the breach period; (3) impose monetary penalties for any breach; and/or (4) required HP Partner to reimburse HP for all reasonable attorney fees associated with enforcing these provisions.
14. Submitting false claims for program benefits may subject the DSR and/or HP Partner to civil liability or criminal prosecution.
15. All other terms of the HP Partner Agreement and associated addenda, exhibits, amendments and/or operations guides apply.
16. Participants will have thirty (30) calendar days to appeal all rejected claims. HP decisions regarding appeals are final.
17. All decisions regarding the HP Technical Production Specialist SPIF Program made by HP are final.

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<sup>1</sup> Award dollars are available to the Dealer Sales Representatives (DSR) who actively participated in the closing of the sale. The funds for this promotion are limited to a predetermined amount and are available to those DSRs who sell and claim first. Promotion period is July 1, 2016 – December 31, 2016. All SPIF claims must be received by January 31, 2017, for cash award. The sales representative is responsible for all associated taxes on earnings and awards. Refer to the HP Technical Production Specialist SPIF Promotion terms and conditions for full details.

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