

RepTime Manufacturer - Things To Know...

How to Request for Commission Statements from the Manufacturers

Dear Manufacturer,

Please direct this document to the individual within your company whom provides Commission Statements to the Rep agencies. Our rep group has started working with RepTime Sales Software to enhance our office productivity. As a part of this effort we will begin to use electronic versions of file imports. This will help speed the process of data entry. Your assistance in this effort is vital to our success and we would like to work with you to obtain the following information to streamline both our sales processes. Take the moment to review the information below to see how you could start supplying this data. **Note that it is not necessary to supply everything.** These are all optional features and should be discussed with the rep group to enable the process.

File Specifications and Column Descriptions

RepTime has the capabilities to import excel sheets of commission statements. The information needed for importing commissions should be organized in columns. Each row in the list of columns will reference a single invoice and commission on that Purchase Order. The most accessible file format that can be used by RepTime must be in a **Microsoft Excel File Format (.xls or .xlsx)**. Also an image of a sample file format from Excel has been given.

**NOTE TO MANUFACTURER:** We understand that you may not be able to supply Excel Format Statements. That is OKAY. What's important is to have the 7 required columns below in any file format Word, Excel, or PDF sent to the rep firm.

**File Specifications:** The exact position of the columns of the information is not critical; however, the format must be clearly labeled. Most importantly, the details of the format must not change. Files can be emailed to the accounting person in the rep group. **\*= Required Fields for Import**

- Column A\***: Invoice Date *The date the order was invoiced with the customer from manufacturer.*
- Column B\***: Invoice number *The invoice number used to bill Customer.*
- Column C\***: PO number *The PO number associated with the order receiving the invoice.*
- Column D\***: Customer Name *The Ship To Customer Name associated with order. (max 50 characters)*
- Column E**: Customer City *The City to help differentiate customers with same names.*
- Column F**: Customer State *Same as above...*
- Column G\***: Customer Zip Code *The Zip Code to distinguish customers with same name. (max 10 characters)*
- Column H\***: Invoice Amount *The Invoice Amount. (Do not include shipping & handling costs)*
- Column I**: Commission Percent *The commission percentage paid to the rep agency. (i.e. 15%, 12%, 10%)*
- Column J\***: Commission Amount *The commission amount paid for the invoice.*
- Column K**: Customer Number (opt) *The manufacturer's unique customer number. (max 10 characters)*

Sample Invoice and Commission File (.xls)

A	B	C	D	E	F	G	H	I	J	K
*INV Date	*INV #	*PO #	*Name	City	St	*Zip	*INV \$	Comm%	*Comm\$	CustMFG#
03/02/2013	99424	HP154876	Retail Shop	Austin	TX	78753	240.00	12%	28.8	12345
03/15/2013	99375	DM23876	Toy Store	Dallas	TX	75208	840.0	10%	84.00	54836
...next record										

This information will help streamline the process. Thank you for your cooperation.  
Feel free to contact RepTime if you have any questions at 214-746-3671 or [support@reptime.com](mailto:support@reptime.com).