



Date: 07/14/2014

SPA Process Workflow

1. Salesman of record selects the target account where there is significant potential and submits the form via the Online Portal to their local CAE for approval.
2. Once approved, your SPA will be cleared for ordering.
3. Any account that has not seen any activity for over one year will be subject to review.
4. In order to move away from Agency, accounts less than \$10,000 annual potential will not be approved for an Agency deal but will be considered for a special price on a Ship To deal for the Distributor.

Instructions to fill out the SPA form:

1. Go to <http://parkercylinderdistributor.com/spa-form/>
2. Fill out form :
 - a) Select the CAE in your territory
 - b) Select Agency or Ship To
 - c) Fill in the Distributor 6 digit account number, zip code, requester name, distributor email
 - d) Fill in the complete Customer information – Name, Address, City, State, Zip Code, Phone Number, Market (Customer Market information from drop down menu).
 - e) Select the Industrial Cylinder series from the drop down menu or import the list. To import the list select “Import data to this table” for a SPA template that can be downloaded onto your computer.
 - f) For Ship To deal – enter distributor multiplier and customer multiplier; for Agency deal – enter customer multiplier.
 - g) Select the competitor from the drop down list.
 - h) Add notes if any in Justification/ Comments.
 - i) Click “Submit S.P.A” when you are finished.
 - j) The form is then submitted. You will be notified shortly of the approval status by email including a final pdf of the SPA form.

Parker
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Special Price Agreement (S.P.A.)

Parker Policy WI-FS003
Confidential
Issue Date: June 18, 2014
(Restricted for use by Parker Hannifin Personnel and Authorized Distributors)

CAE Selection : Once submitted automatically notifies CAE of SPA Request

Select CAE/Territory

AGENCY DEAL Bill To Ship To

Automatic Distributor Name by Dist #

ACCOUNT INFORMATION NEW REVISED RENEWAL * = Required

End Customer Number
End Customer Name *
End Street Address *
End Customer City *
End Customer State *
End Customer Zip *
End Customer Phone *
Current Date
Expiration Date
Expected Order Date
Market Segment *

*** = Required**

Distributor Number *
Distributor Name
Distributor Address
Distributor City
Distributor State
Distributor Zip *
Requester *
Distributor Email *
Estimated Annual Sales

*** = Required**

Select

Data to be filled by Distributor / Also capability to upload spread sheet

Industrial Cylinder Series	MSS Product Code	Distributor Multiplier	Customer Multiplier	Cylinder Competit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click here to enter specific part numbers

Import data to this table

Justification / Comments
Capability to request Special price by part #

Upload data/excel template in the link. (Save the template)

Submit S.P.A.



Excel Template (upload)

Import data to this table

Select CAE/Territory

AGENCY DEAL Bill To Ship To

ACCOUNT INFORMATION NEW REVISED RENEWAL * = Required

End Customer Number _____ Distributor Number * _____
End Customer Name * _____ Distributor Name _____
End Street Address * _____
End Customer City * _____
End Customer State * _____
End Customer Zip * _____
End Customer Phone * _____
Current Date 06/24/2014
Expiration Date _____
Expected Order Date _____ Estimated Annual Sales _____
Market Segment * Select _____

Data Import Tool

[Download SPA Template](#)

Download the template using the link above, fill out the template file and save your changes. Upload your filled out version using the controls above. You must use the provided template or your import will fail.

	A	B	C	D	E
1	Industrial Cylinder Series	MSS product Code	Distributor Multiplier	Customer Multiplier	Cylinder Competitor
2	004-2H, 2HD SERIES ALL BORES	00531CP			
3	004-2H, 2HD SERIES ALL BORES				
4	004-2H, 2HD SERIES 0150				
5	004-2H, 2HD SERIES 0200				
6	004-2H, 2HD SERIES 0250				
7	004-2H, 2HD SERIES 0325				
8	004-2H, 2HD SERIES 0400				
9	004-2H, 2HD SERIES 0500				
6	004-2H, 2HD SERIES 0600				

Submission Complete!

Thank you for your submission
[Enter another S.P.A. Submittal](#)

Validation of submission to the distributor once form is complete and submitted