

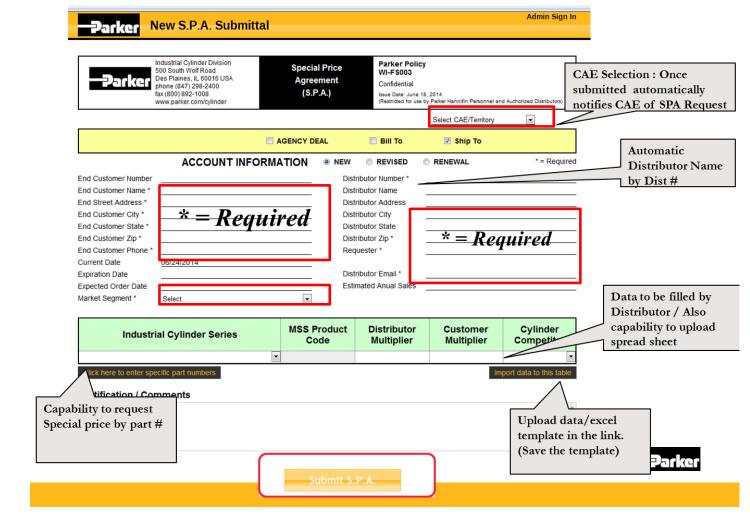


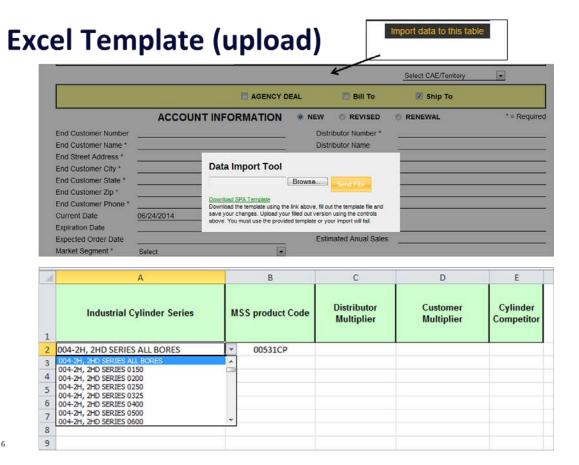
SPA Process Workflow

- 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

Admin Sign In

Submission Complete!

Thank you for your submission

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