

## REP PARTNER INFORMATION SHEET

Greenheck has been awarded a Sourcewell contract to benefit our rep partners. This new contract fulfills the competitive bid process required for state and local governments, schools, and nonprofits.

### Products:

- All Greenheck brand products are available for purchase
- Greenheck is not offering services as part of this agreement

### Price:

- The Mechanical Representative's sell price to a Sourcewell member must be **at least 10% below Greenheck's list price**. This is a "not to exceed price" or ceiling price
  - The rep's sell price could be discounted further to stay competitive
- Our agreement **requires** us to validate pricing to ensure compliance before quoting via **discount request**
  - A discount request **must** be sent via CAPS® for **every job**, including Quick Builds, for all Greenheck products on the Sourcewell job **before** quoting the Sourcewell member
  - CAPS® has been updated to include fields under the compliance tab to report the Sourcewell member number and requested rep sell price at the time of the discount request
  - Proceed through the discount request process as usual utilizing "Rep Buy Price" method

### Ordering:

- Greenheck reps will receive the **itemized** purchase order from the Sourcewell member separately listing:
  - On contract items (Greenheck products only with your sell price)
  - Non-contract items (Other ancillary HVAC items that are not Greenheck products)
- Any services offered are not on Greenheck's contract and will need to be on a separate customer PO
- In CAPS®, the salesperson will need to fill out information for Sourcewell under the "Compliance" tab
  - **Actual sell price of all Greenheck products (excluding any services)**
  - Your customers Sourcewell Member ID number
- Ensure the discount request number with approved pricing is entered in the appropriate field
- Reps **must** send the Sourcewell member's purchase order to Greenheck when placing the sales order
  - Send to **Rachel Waliczek** at [Rachel.Waliczek@Greenheck.com](mailto:Rachel.Waliczek@Greenheck.com)

### General Compliance:

- All documents (your quotes and invoices) from the rep to the members must include:
  - Greenheck Sourcewell contract number: 080824-GRH
  - Your customer's Sourcewell Member ID number
  - Member list: [www.sourcewell-mn.gov/sourcewell-for-suppliers/agency-locator](http://www.sourcewell-mn.gov/sourcewell-for-suppliers/agency-locator)
  - Greenheck discount number (We will use this as the pricing validation number)
- Greenheck will pay Sourcewell a fee based on the rep's sell price of **Greenheck products ONLY**
- In the event of a pricing audit, contact Greenheck