



REP PARTNER INFORMATION SHEET

Products: All Greenheck products are being offered for purchase except for kitchen ventilation products.

Price:

- The Mechanical Representative's price to a Sourcewell member must be discounted at least 10% from Greenheck's list price. To stay competitive, a 30%+ discount from the list price could be offered.
- Greenheck will pay Sourcewell a rebate based on the Rep's sell price of **Greenheck products ONLY** and will need to know the Rep's selling price upfront on every job.
- A future CAPS® release will include a field to enter the Rep's selling price and member number.

Quoting:

- A discount request should be sent via CAPS® **prior** to quoting the Sourcewell member for Greenheck's pricing validation process. This contract requirement must include the Greenheck Rep's selling price to the Sourcewell member for the job.
- Greenheck is required to report all sales and will need the following information in the notes section of your discount request:
 - Participating Entity Name (e.g., City of Staples Highway Department)
 - Sourcewell Participating Entity Account Number; Rep's Sourcewell Member ID# found here: <https://www.sourcewell-mn.gov/sourcewell-for-suppliers/agency-locator>
 - Member's Purchase Price (Rep's selling price to the registered Sourcewell member)
- If the rep-sold pricing requires us to increase Greenheck multipliers to cover the rebate fee, a reverse discount will be used.

Purchase Order and Invoicing:

- Greenheck Mechanical Representatives will receive the purchase order for the products. This PO and all invoices should list the Greenheck contract number—080824-GH—and the registered Sourcewell member number (purchaser).
- The PO should be sent to Rachel Waliczek at Rachel.Waliczek@greenheck.com for review to ensure contract compliance.

Services: Greenheck is not offering services as part of this agreement.

Billing: Greenheck will bill the Mechanical Representative for the product.