

How to Submit Rebates

1. On Vendor Rebates menu, click Buybacks. The Rebates Search will display focusing in Open tab.
2. Select an open invoice. Click the **Submit button**. The invoice will be automatically removed in Open tab's grid.
3. Navigate to **Submitted tab**, the details below will be displayed.

- Vendor - *vendor name used in invoice*
- Program Id - *id of the program for the specific vendor*
- Customer - *customer number from the invoice*
- Vendor's Customer - *vendor number from the invoice*
- Location - *location from invoice*
- Invoice No. - *generated number of the created invoice*
- Invoice Date - *date of the invoice*
- Item No. - *displays the item number used in invoice*
- Item Description - *displays the item description used in invoice*
- Category Code - *code from item*
- Quantity - *value from invoice*
- UOM - *value used in invoice*
- Units - *unit from item*
- Rebate Rate
- Rebate Amount
- Exported - *with check mark if the rebates has been exported*
- Submitted Date - *date the invoice is submitted*