



## Multiple Rep Order Process

Date: March 2, 2022

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The Desert Aire Rep Agreement includes provisions for Split Rep Credit. Specifically, Engineering Credit; Destination Credit; & Order Credit have been defined for split credits. This document is intended to communicate the following:

1. Definitions
2. Split Credit Overview
3. Process for transferring ProjectAire selection to the Destination Rep for bidding/ordering
4. Process for compensating all reps involved in a Split Credit Order

### Definitions:

**Engineering Credit Sales Rep:** this is the sales rep that has worked with the engineer of record that is identified on the equipment schedule and plans. This engineer must be located in the sales rep's territory.

**Destination Credit Sales Rep:** this is the sales rep whose exclusive territory includes the location where the equipment will be installed & operated.

**Order Credit Sales Rep:** this is the sales rep whose exclusive territory includes the location where the purchaser is located.

### Split Credit Overview

Desert Aire Rep Agreement indicates that the following Split Credit is to be used for projects that involve multiple sales rep firms.

- **Engineering Rep Credit:** 20% to 50% Profit Credit
  - 50% Engineering Credit is selected when Desert Aire is named as Basis of Design (BOD) or the performance listed on the schedule is from our selection AND no other manufacturer is listed.
  - 20% Engineering Credit (Influence) is to be used when competitors are named as BOD but sales rep that calls on the engineer for the project secures Desert Aire as an approved provider for the project.
  - Desert Aire sales management reserves the right to establish Engineering Credit value based on project details and the distribution of the work involved.
- **Destination Rep Credit:** 20% Profit Credit
- **Order Rep Credit:** 30% Profit Credit



## ProjectAire Transfer Process

In order to secure Engineering Credit for a project that will be installed outside of the engineering sales rep territory the following should be completed:

1. Complete a ProjectAire selection that includes only the final equipment that has been approved by the engineer of record and is included on the equipment schedule. Include the Engineer contact details in ProjectAire on the Project Information page. Update the Project Status to **BUDGET**.
2. Identify the Destination for the project and the Desert Aire sales rep that supports the Destination location. This can be done by using Rep Locator from [www.desert-aire.com](http://www.desert-aire.com) or working with your Desert Aire Region Manager.
3. Engineering Sales Rep to retain PDF of the Submittal & the Pricing Summary for the approved unit selections.
4. Advise your Desert Aire Region Manager of the ProjectAire ID # so that he can transfer the project to the Destination Sales Rep. Input on timing of bidding and suggested contractor discount would be valuable.
5. Desert Aire Region Manager will add Commission Split to Pricing Pages of ProjectAire and then transfer the project to the Destination Rep with details on the Engineering Rep and contact details (Name, phone, email).

It is recommended that the Engineering Rep and Destination Rep communicate regularly in order to share project status details. Missing the Bid Date would not be beneficial for anyone.

**Note: Desert Aire cannot stress enough the need for sales reps to communicate and coordinate projects that cross territory lines. The Desert Aire name does not get on a schedule unless someone worked hard to get it there. Examples of how this applies include the following:**

- **Engineering Rep that completes BOD on a project near a territory border that could be bid by contractors from a neighboring territory. Engineering Rep to advise neighboring reps.**
- **The Order or Destination Rep that is bidding to a schedule that identifies Desert Aire as the BOD. Bidding rep should contact the BOD Engineering Rep so that a common Desert Aire “street price” can be identified.**
- **Sales Rep is contacted for pricing on a project outside of his territory**
  - **if contractor is not in his territory then Rep should refer the contractor to the Rep in the local market**
  - **if contractor is in his territory but has offices in other locations then let’s make sure that Desert Aire Reps are not being played against each other.**



## ProjectAire Order Entry

When successful in securing the order for a Split Credit Project the Ordering Rep will need to follow these instructions for communicating split credits.

**Commission Order:** This is the **preferred** method for entering Split Credit Orders. The Rep Split details are entered on the General Setup Pricing Screen of ProjectAire. Use the ***Production Instructions*** box to detail split % and all reps involved. Desert Aire compensates all reps identified as part of standard Commission procedure. Additionally Sales Credit is proportioned to all sales reps based on the Split Credit %.

**Buy Resell Order:** This is **NOT** a recommended transaction method unless **ALL** reps agree that a Buy Resell Order is acceptable. It should be noted that Sales Credit for this transaction method will **ONLY** reside with the purchasing rep.

If proceeding with a Buy Resell transaction then the **Ordering Rep must** do the following:

- Identify via email to all reps (copy Desert Aire Region Manager) the compensation value that will be provided to each sale rep firm.
- Ordering Rep will be responsible for compensating all other sales rep firms within 60 days of the order shipment.

Failure to provide timely compensation to fellow sales rep firms will be grounds for losing the right to purchase split order projects as Buy Resell or may result in representative cancellation.

## Sales Credit for Rep Quota

Desert Aire splits the sales revenue for all Split Credit Orders entered as a Commission order. For example, if the Rep Split is 50/50 between the Engineering Sales Rep and Order/Destination Rep then the Sales Bookings are split 50/50 as well.

***We are unable to split the Sales Revenue Credit on Buy Resell orders. The purchasing rep will receive 100% of any order entered as a Buy Resell order.***

All conflicts that cannot be settled between sales rep firms will be settled by the Desert Aire Vice President of Sales.

## Final Comments:

Desert Aire wants to see our sales reps work together to secure business. Do unto others as you wish to be treated and keep in mind that Desert Aire and its sales reps are on the same team.