

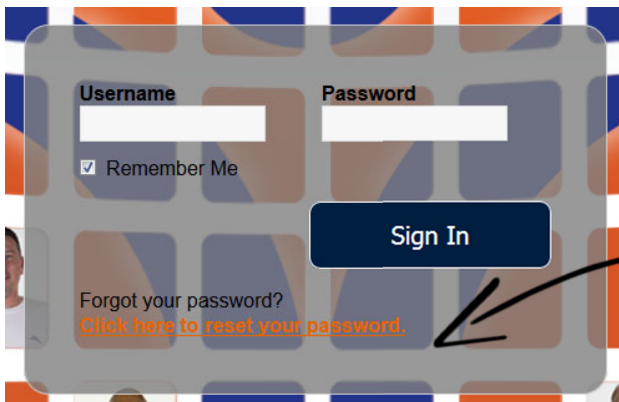
## How to Complete a Partner Network PPCF

Welcome to the SGI Partner Network! We are excited to help you begin your journey. The Partner Network website has everything you need to put you on the pathway to profitability.

To get started, simply contact the partner representatives featured on the Partner Network website. Let them know you are an SGI Member to receive your exclusive benefits.

For manufacturers that sell their products through a third-party distributor, a Preferred Partner Collection Form (PPCF) is required and must be received in the quarter the purchases are made to qualify for rebates. Follow these easy steps to complete these important forms:

- 1) The Partner Network website is accessible from the SGI HUB: [www.yoursgihub.com](http://www.yoursgihub.com)

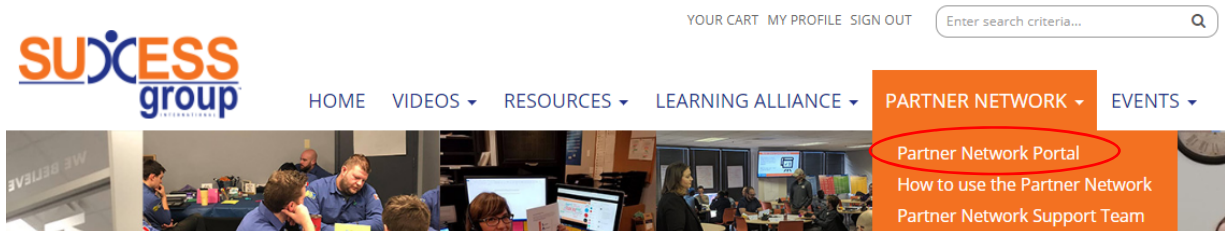


Forgot your password?

Click this link to have it reset.

Each location generally has one login to the HUB which has been issued to the owner or general manager.

- 2) From the top menu on the HUB, click "SGI Partner Network."



- 3) Once on the Partner Network home page, click on the Partner Connections icon.



**Partner Connections** provides you with the complete list of partners, their incentives, and contact information. From the Partner Connections page, you can search by category or by partner name.

- 4) The Partner Connections page features all participating partners. You may scroll through the list alphabetically, select a category, or search for a specific partner. Click the partner logo or text to open the complete resource page.

The screenshot shows the 'Partner List' page of the SGI Partner Network. At the top, there is a breadcrumb trail 'Home / Partner List' and the SGI Partner Network logo. Below this, there are two sections: 'Select A Category:' and 'Search Partners:'. A dropdown menu is open under 'Select A Category:', listing various partner categories such as Administrative Partners, Apparel, Office & Print Partners, Distribution Partners, Electrical Partners, Financial Partners, HVAC Partners, Marketing Partners, Plumbing Partners, Roofing Partners, Safety Partners, Technology & Communication Partners, Training Partners, and Vehicle Partners. Below the dropdown, there are two partner logos: '321 SWIPE Payment Processing' and 'AC Smith. Innovation has a name.' Both logos include flags for the United States and Canada, and the AC Smith logo includes the text 'Earn \$10.50 - \$28.00 Rebate Per Water Heater'.

- 5) Click the blue PPCF Form box. If the box says, "Preferred Partner" or is orange and says, "Remove Preferred Partner," a PPCF is not required for this partner. These boxes will add/remove this partner from the rebate reporting list.

The screenshot shows the Amana partner page on the SGI Partner Network. At the top, there is a breadcrumb trail 'Home / Partner List / Amana' and the SGI Partner Network logo. Below this, there is a large orange box with the word 'Rebate' in white text. Below the 'Rebate' box is a blue button labeled 'PPCF Form'. A yellow callout box with a black arrow points to the 'PPCF Form' button, containing the text 'Click here to complete the PPCF'. To the right of the 'Rebate' box, there is a block of text describing Amana's services and rebate program. The text includes: 'Amana provides high-quality, energy-efficient heating and air conditioning systems to independent HVAC professionals. This includes remote air conditioners and heat pumps, evaporator coils, air handlers, package units and the Amana brand gas furnaces. Rebates are paid on Amana brand equipment used in residential replacement or new construction and purchased through an Amana branch or independent distributor (excluding PTAC and RAC), as long as eligibility requirements are met. rebate with additional volume rebates available on Amana branded serialized equipment. IMPORTANT! In order to participate in the program, an Amana Preferred Partner Collection Form (PPCF) must be filled out. Members must complete this form electronically in order to get rebates. Credits for purchases will be retroactive to the quarter in which the PPCF is received by Goodman. Also, you will need to notify your distributor that you are an SGI Partner Network Strategic Alliance member and must be added to the Goodman/Amana/Daikin Program Application Process (PAP) database. \*If you are an existing SGI Member who has been receiving Goodman/Amana/Daikin rebates through BuyMax, please do not have your distributor re-register you in the PAP database as an SGI Partner Network member as it will be updated internally.' At the bottom of the page, there is a footer section with the following information: 'Amana', 'Website: www.amana-hac.com', and 'Rebate Contact: Beverly Childress (931) 625-2118 Beverly.Childress@goodmanmfg.com'.

Click here to complete the PPCF

- 6) Complete the PPCF with all required information, listing ALL distributors and account numbers from which you purchase these brands. Click the “Add Distributor” box for additional fields. Click “Submit” and copies will be distributed to both the manufacturer and to the Partner Network.

**Goodman Manufacturing Company, L.P.**

**Disclaimer:** In addition to completing this PPCF, you will need to notify your distributor that you are an SGI Partner Network Strategic Alliance member and must be added to the Goodman/Amana/Daikin Program Application Process (PAP) database.

Member Id: SGIOPS

**Your Company Information**

*Your company* → \* Company Name  \* Address

Company Name 2  Address Line 1

\* Contact Name  City

Select Stat  Postal Code

\* Contact Email  \* Contact Phone

**Your Distributor Information**

* Distributor Name <input type="text" value="Distributor Name"/>	* Account # <input type="text" value="Acct Number"/>	* Distributor Contact <input type="text" value="Distributor Contact Name"/>
* City <input type="text" value="City"/>	* State <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="State"/>	* Contact Email <input type="text" value="Contact Email"/>
		* Contact Phone <input type="text" value="Contact Phone"/>

→ Click to add more distributors or account numbers.

I am authorized to submit information on behalf of Your Company Name

\* Your Name

\* Your Title

Have more questions? Contact your Partner Network team at 866-356-8328 or [PartnerNetwork@YourSGI.com](mailto:PartnerNetwork@YourSGI.com). We are here to help!