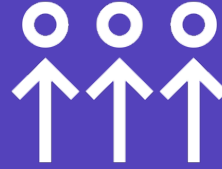


# Claiming Loyalty Rewards (SPIFs) on Samsung's Partner Portal

\*Click [here](#) for the current list of SPIFs\*

Training Manual



**SAMSUNG**  
BUSINESS



# Logging into Samsung's Partner Portal

1. Open an internet browser
2. Navigate to <http://partnerportal.samsung.com>
3. Click "Partner Login"
  - > Enter your E-mail Address
  - > Enter your Password
4. Click "Login"

The screenshot shows a web browser window with the URL <https://partnerportal.samsung.com/portal/app/main> in the address bar, highlighted with a red box and a circled '2'. The page features a navigation menu with 'Partner Login' highlighted by a red box and a circled '3'. A 'Partner Login' modal window is open in the center, containing an 'E-mail Address' field with the value 'justinfauqno@outlook.com', a 'Password' field with masked characters, a 'Save ID' checkbox, and a 'Login' button, all highlighted with a red box and a circled '4'. Below the login fields are links for 'Register for Samsung Partner Portal', 'Forgot Password', and 'Need Help?'. The background of the page includes a banner for 'About STEP' and a 'Schedule a tour today! Executive Briefing Center' call to action.

# Accessing the SPIFF menu

5. Hover your mouse over the “Program” menu
6. Click “SPIFF”

The screenshot shows the Samsung Business Customer Portal interface. At the top, there is a navigation bar with the Samsung logo and several menu items: MY SAMSUNG, PROGRAM, OPPORTUNITY, RESOURCES, and TRAINING. The 'PROGRAM' menu is highlighted with a red box and a circled '5'. A dropdown menu is visible below it, listing 'Partner Program', 'Demo', 'SPIFF', 'Trade-In Program', and 'COOP'. The 'SPIFF' option is highlighted with a red box and a circled '6'. Below the navigation bar, there is a welcome message for Justin Faugno and a section for 'NEWS & NOTICE' with three articles.

FOR BUSINESS CUSTOMERS

JUSTINFAUGNO@OUTLOOK.COM

**SAMSUNG** MY SAMSUNG PROGRAM OPPORTUNITY RESOURCES TRAINING

Partner Program

Demo

**SPIFF**

Trade-In Program

COOP

**WELCOME JUSTIN FAUGNO !**

Thank you for registering on Samsung's Partner Portal! We are committed to constantly enhancing the STEP program and its benefits to enable you to take full advantage of new opportunities and resources needed to improve your bottom line.

Samsung operates various Specialization Programs to support your professional business [Apply Now!](#)

**NEWS & NOTICE**

Samsung Business SKU & Price Reference Guide  
2016-02-18

Best Enterprise SSDs  
2015-12-08

Samsung allows wireless VARs into STEP partner program  
2015-12-08

# Applying for the Loyalty Rewards Program

7. Fill out a quick application for the Loyalty Rewards Program
  - Your personal residence address, social security number, etc. are required to claim rewards.
8. Accept the Terms & Conditions (click the check box)
9. Click "Submit"

The screenshot displays a two-step application process. Step 1, titled "Step 1 of 2 - Personal Information", contains a form with the following fields: First Name\*, Last Name\*, Social Security No.\*, Date of Birth\* (with a calendar icon), Address Line 1\*, Address Line 2\*, City\*, Country\* (with a dropdown menu), State\* (with a dropdown menu), Postal Code\*, Work Email Address\*, and Work Phone #\*. A red box encloses the entire form, and a red circle with the number 7 is positioned to its right. Step 2, titled "Step 2 of 2 - Company Information", includes an Organization\* field with the text "Justin Faugno" and a checkbox labeled "I accept the Terms & Conditions\*", which is also enclosed in a red box. A red circle with the number 8 is placed to the right of this checkbox. At the bottom right of the form, there is a "SUBMIT" button, which is also enclosed in a red box, with a red circle containing the number 9 to its left. The copyright notice at the bottom of the page reads: "COPYRIGHT © 2016 MARKETING TECHNOLOGY CONCEPTS, LLC. U.S. PATENTS 7,769,629 B1 AND 7,778,870 B1."

# Creating Your First Claim

10. Hover your mouse over the claim icon
11. Click "Create"

The screenshot displays the Samsung Business portal interface. At the top, there is a navigation bar with the Samsung logo and menu items: MY SAMSUNG, PROGRAM, OPPORTUNITY, RESOURCES, and TRAINING. The user's email address, MTCSAMSUNGTEST@GMAIL.COM, is visible in the top right corner. The main content area features the STEP logo (Samsung Team of Empowered Partners) and a sidebar on the left with various icons. A red box highlights the 'CLAIMS' icon in the sidebar, with a red circle containing the number '10' next to it. A second red box highlights the 'Create' button within the 'CLAIMS' dropdown menu, with a red circle containing the number '11' next to it. The main content area includes a 'Welcome' message, a 'September 2015 Upgrade User Guide' section, and a 'Welcome Valued Business Partner' message. Each section has a 'View Details' button at the bottom.

# Step 1 – Enter End User Invoice Information

12. Enter end user information, invoice number, etc.
13. Click “Next”

**Claim Entry**

**Step 1**  
Enter End User Invoice Information

**Step 2**  
Enter End User Invoice Line Items

**Step 3**  
Provide Support Documentation

To enter a claim you need:  
- the Samsung part # & serial number(s) for each product you are claiming

Please enter the information from your company's invoice to your customer in the following fields.

**Your Customer Invoice**

Please enter the information from your company's invoice to your customer in the following fields.

**Sold To\***  
 Company  Individual

Select Company Name  
--- Select ---

Company Name\*  
[Text Field]

Contact Name\*  
[Text Field]

Bill to Address  
[Text Field]

City  
[Text Field]

Country  
--- Select ---

State  
--- Select ---

Zip  
[Text Field]

Invoice #\*  
[Text Field]

Invoice Date\*  
m/m/dd/yyyy [Calendar Icon]

**12**

**13** Next [Next Arrow]

Cancel

# Step 2 – Enter End User Invoice Line Items

14. Enter the Samsung Part Number, Qty, Sale Amount, and Serial Number(s)
  - To enter multiple serial numbers, just separate each one by comma or row
15. Click the “+” plus sign to add the line item
16. Click “Next”

## Claim Entry

Step 1  
Enter End User Invoice Information

Step 2  
Enter End User Invoice Line Items

Step 3  
Provide Support Documentation

**Instructions:**  
Please enter line item information of the invoice from your company to your customer.

### Your Line Items

Please enter the line item information from your company's invoice to your customer in the following fields.

Samsung Part #*	Qty*	Sale Amount*	Serial # *(Separated by a comma or new line)
<input type="text" value="DM55E"/>	<input type="text" value="2"/>	<input type="text" value="2000"/>	<input type="text" value="TESTSERIALNUMBER1&lt;br/&gt;TESTSERIALNUMBER2"/>

# Step 3 – Provide Support Documentation

17. “Browse” for the invoice to your end user
18. Click “Upload”
19. Click “Submit”

**Claim Review**

**Step 1** Enter End User Invoice Information

**Step 2** Enter End User Invoice Line Items

**Step 3** Provide Support Documentation

Salesperson: Justin Faugno  
Sold To:  
Invoice Date: 03/01/2016

Reseller: Ray Morgan Company  
Invoice #: 123456789

Company Name: Bank of Teaneck  
Claim ID: 48653

Please provide supporting documentation (Your company's invoice to your customer).  
You can either upload a digital copy or print a fax cover and fax it to us. The appropriate fax number is on the cover sheet.

To complete your claim click on Submit.

**Proof Of Sale**  
Please provide supporting documentation (Your company's invoice to your customer).

**Steps:**

- 1 "Browse" to select a file (Max Size: 3M) using any of the following formats:
- 2 "Upload" to add the selected file to the list.
- 3 To complete your claim, click on "Submit" button.

**Fax Cover Sheet**

[Print Cover Sheet](#)

**17**  [Browse](#) [Upload](#) **18**

**Uploaded Files**

**You Sold**

Show / hide columns

Samsung Part #	Qty	Sale Amount	Serial #	Comments	Status
DM5SE	2	\$2,000.00	TESTSERIALNUMBER1	Not valid	Not Submitted
			TESTSERIALNUMBER2	Serial number pattern check failed	Not Submitted

First Previous **1** Next Last Show 10 Showing 1 to 2 of 2 entries

Delete This Claim [Submit](#) **19**



Click [here](#) for the current list of SPIFs

**SAMSUNG**  
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For questions, contact our helpdesk at

Phone: 1-866-263-3409

Email: [stepwards@mtcperformance.com](mailto:stepwards@mtcperformance.com)