

Deal Registration Program Guidelines

The Spectrum Deal Registration Program (“Program”) is available to all authorized Spectrum Reseller Partners (“Partners”) in North America. The purpose of the Program is to protect and reward Resellers for sourcing and closing new Spectrum sales opportunities.

Benefits of Deal Registration

- Establishes a co-selling relationship between the Reseller and Spectrum
- Enhances the profitability of the Reseller
- Provides a selling advantage to Reseller to win the business
- Earns 10% protected discount on \$5,000 deals and above

All qualified Resellers participating in the Program must understand and adhere to the Program Guidelines. The Program terms and conditions outlined in this document are subject to change or modification or termination by Spectrum at any time.

Program Overview

Resellers can leverage their sales teams to register eligible Spectrum sales opportunities through the Spectrum Deal Registration Program. Eligible Spectrum sales opportunities are defined as deals that are:

1. Not currently registered in the Spectrum Deal Registration system.
2. Net new to the Spectrum sales pipeline.
3. Have an incubation period of at least 5 business days.
4. Purchased from DSC.

Resellers that register eligible opportunities in accordance with the Program Guidelines are eligible to receive a 10% discount off Reseller unit cost if the deal is closed within Program requirements. At each Reseller’s discretion, the discount may be extended in whole or in part to the end-customer to help close the deal, or can be captured as additional margin. Spectrum has authorized The Douglas Stewart Company to extend the additional discount to qualifying Resellers (off-invoice) when providing quotes and processing orders for approved registered deals.

Opportunity Eligibility Requirements

- Registered opportunities must identify the specific sales opportunity within the institution or organization, including the department that will deploy the Spectrum solution.
- Opportunities must be registered at least five (5) business days prior to the deal closing.
- The opportunity must be net new to the Spectrum sales pipeline.
- Deals identified by Spectrum and extended to Resellers for fulfillment are not eligible for the Program.
- RFQs & RFPs may qualify for Deal Registration if the opportunity was initiated and driven by the Reseller.

Program Administration

- Resellers must register eligible sales opportunities via the [Spectrum Reseller Portal](#)
- The Program Administrator will review and approve or deny registration submissions using the following criteria:
 - » Completeness of information submitted
 - » Existence of prior registration for the opportunity
- If a deal registration is approved, Reseller will receive a quote within Three (3) business days that will include the program discount applied to each individual line item.
- Once the deal closes, Resellers must place the order with The Douglas Stewart Company to receive the off-invoice deal registration discount.
- Orders must be placed on a single order and cannot be combined across multiple orders.
- Resellers must include the Spectrum Deal Registration number on their purchase order.

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Extension Request

A registration is active for ninety (90) days from the date of approval. If the registration is approaching the expiration date, the approved Reseller may request an extension of the registration for up to an additional thirty (30) days.

- To request an extension, Reseller must submit an updated Deal Registration Form with the new requested expiration date and justification indicating why the deal will close within the next **thirty (30)** days.
- Extension requests must be submitted to the Program Administrator via email to dealreg@dstewart.com at least one day prior to expiration of the initial registration.
- Extension requests will be approved or denied at the discretion of Spectrum.
- Only one extension request is allowed per opportunity. If the extension request is approved, the opportunity expiration will be extended **thirty (30)** days.
- Once a registered opportunity expires, it is no longer eligible for the Deal Registration Program.

Deal Registration Rejection Reasons

Deal registrations can be rejected for, but are not limited to, the following:

- Does not meet the opportunity eligibility requirements.
- The opportunity is already in the Spectrum sales pipeline and therefore not new to Spectrum at the time of registration.
- The opportunity is below the minimum deal size requirement and does not have a chance to grow per the Spectrum sales rep.
- Another partner has already registered the opportunity.

Reasons for canceling the deal registration discount include, but are not limited to, the following:

- The products on the sales order do not match the products on the deal registration.
- The products on the order do not meet the minimum deal size requirement.
- The Spectrum deal registration number has already been claimed on another deal registration.
- The order date is within five (5) business days.
- The deal registration number is invalid.