Accessing MER Agreements and Statements SAP Sales Cloud

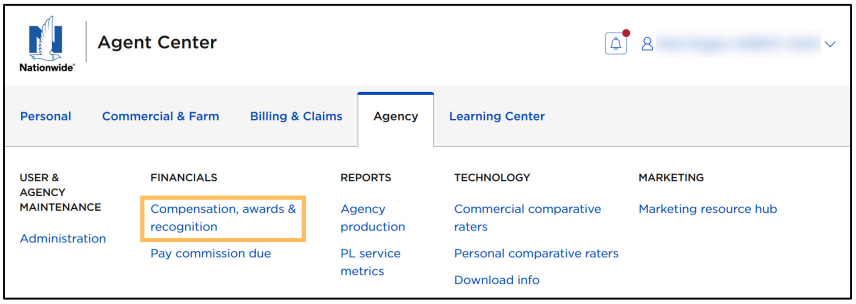
SAP Sales Cloud is set up for you to be able to access your agreements as well as view your statements for MER (Marketing Expense Reimbursements).

Accessing SAP Sales Cloud

Step 1

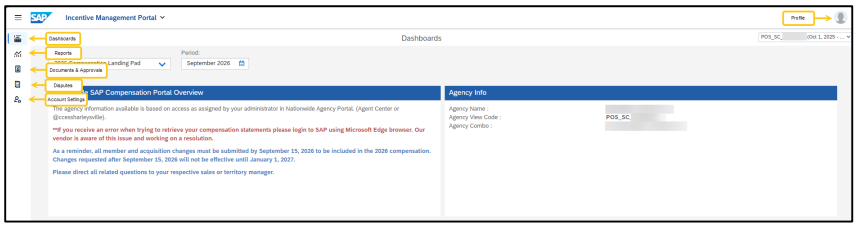
From Agent Center, go to the **Agency** tab and select **Compensation, awards & recognition**. You will be automatically logged in.

Note: *If you are taken to a sign in page, and you believe you should have access to SAP Sales Cloud, please contact your Principal or Agency Administrator.*



Step 2

Once in SAP Sales Cloud, you will be defaulted to the Messages section within the Sales Performance Home module. Here you have access to the Dashboard, Messages, Reports, Account Settings and the Profile button, which you will use to access specific compensation statements.



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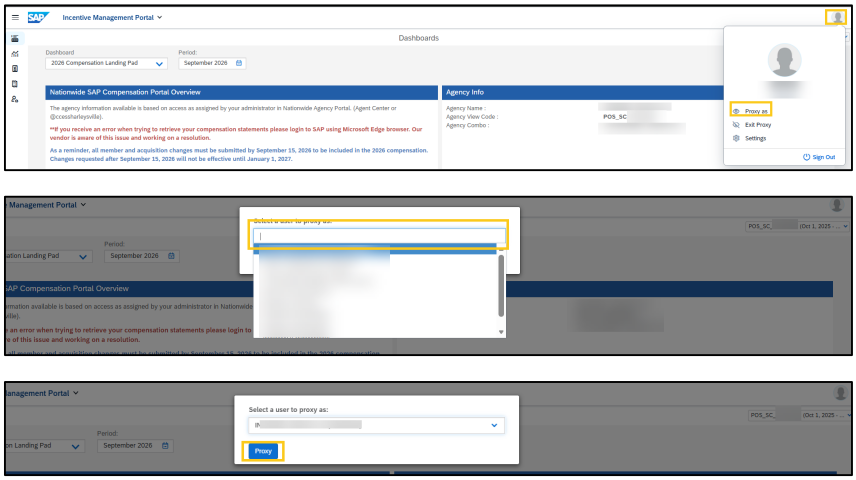
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Accessing MER Agreements and Statements

Locating the MER Agreement

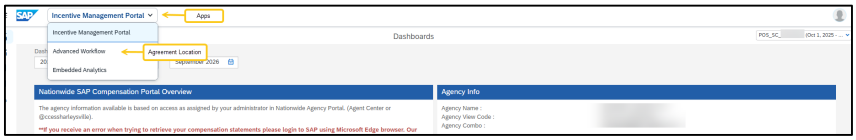
Step 1

From the Home Screen of SAP, click on the **Profile** Icon in the upper right-hand corner. Under **Select a User to Proxy**, select the appropriate Agency code and click on **Proxy**.



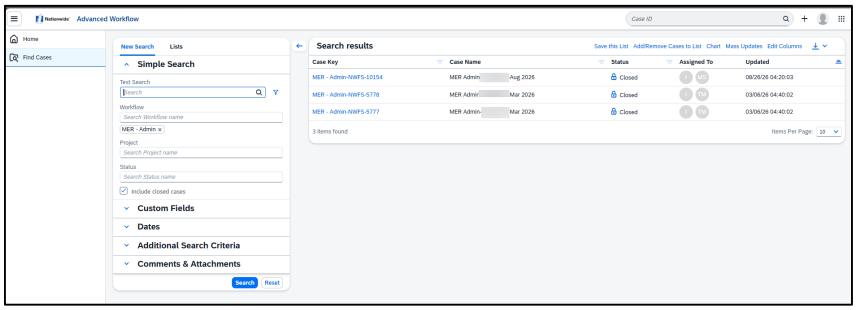
Step 2

Navigate to the **App** section on the left-hand side and select **Advanced Workflow**.



Step 3

Click on **Find Cases** from the left-hand navigation. In the **Workflow** search field, enter **MER - Admin**. Click the radio for **Include Closed Cases** and click on **Search**. Click on the blue hyperlink under **Case Key** to open the agreement.



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Accessing MER Agreements and Statements

Navigating to the MER Summary Statement

Step 1

You can access your MER Statement from the SAP Sales Performance Home module by clicking the **Reports** button along the left navigation bar. From the dropdown menu, select the **MER Compensation Statement**. This will provide only the MER Compensation Statements. Click on any of them to view the report details.



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