

# How to Claim Your Xsell SPIFF

Leverage our end user savings offers and trade-in rebates to close more Xerox sales. Then, file a claim for your eligible Xerox SPIFFs online through the Xsell program.

## System Tools

Submit your Xerox Xsell SPIFF claims and manage your account through our secure online system.

## System Access

Visit the Xerox Reseller Partner website at [office.xerox.com/resellers](http://office.xerox.com/resellers). Click the [Quick Link](#) under Rebates & Promotions > Xsell Card & Claim SPIFFs.

Or

Visit [xsellincentives.com](http://xsellincentives.com). Log in using the user name and password sent with your registration approval. Call **866-221-6586** or email [xsell@mtcperformance.com](mailto:xsell@mtcperformance.com) if you need assistance.

## Filing Your Xsell SPIFF Claim

### Step 1

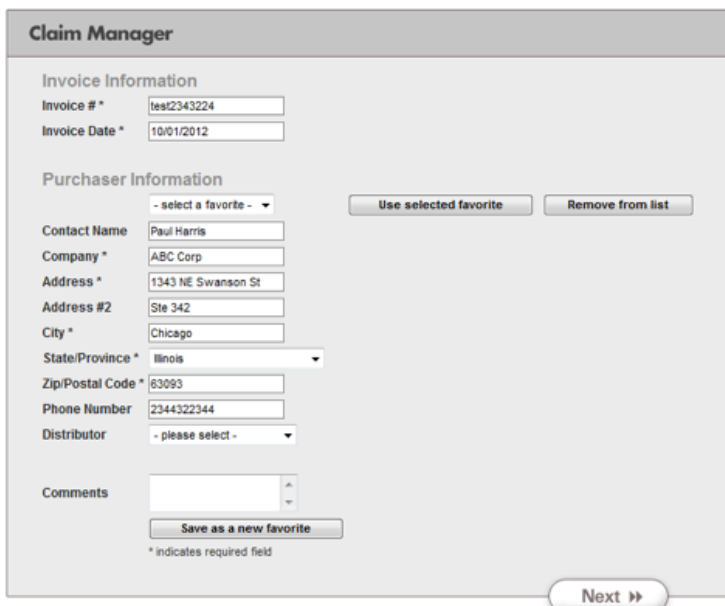
In the **Invoice #** field, enter "Xsell".

In the **Invoice Date** field, enter the date of your invoice from Xerox.

In the **Purchaser Information** fields, enter your customer information.

Click the **Next** button.

**Note:** Claims for SPIFFs on eligible PagePack contracts and Xerox eConcierge® new customer placements must be filed separately than hardware SPIFFs.



The screenshot shows a web form titled "Claim Manager" with the following fields and controls:

- Invoice Information:**
  - Invoice # \* (text input): test2343224
  - Invoice Date \* (text input): 10/01/2012
- Purchaser Information:**
  - select a favorite - (dropdown menu)
  - Use selected favorite (button)
  - Remove from list (button)
  - Contact Name (text input): Paul Harris
  - Company \* (text input): ABC Corp
  - Address \* (text input): 1343 NE Swanson St
  - Address #2 (text input): Ste 342
  - City \* (text input): Chicago
  - State/Province \* (dropdown menu): Illinois
  - Zip/Postal Code \* (text input): 63093
  - Phone Number (text input): 2344322344
  - Distributor (dropdown menu): - please select -
  - Comments (text area)
  - Save as a new favorite (button)
- \* indicates required field (text)
- Next >> (button)

# How to Claim Your Xerox eConcierge® SPIFF

## Step 2

Enter the product name, for example: "6700" in the product name field and select the product from the drop-down menu.

Enter the quantity, serial number, sale price and click the **Next** button.

Repeat this process for each product.

**Claim Manager**

Invoice Information  
Invoice # test2343224  
Invoice Date 10/19/2012

Product Information

Product Search  
Product Name 6700 search

8 product(s) were found matching your search.

Product	Quantity	Serial # Or PagePack Contract # or Coupon #	Sale Price
6700N			
6700E			
6700X			
6700N			
6700DN			
6700DT			
6700DK			
6700YL			

Please remember if you have a coupon, you must use it with a Xerox sale. The coupon cannot be redeemed alone and therefore payment will not be awarded. If you have a coupon, enter the information below and click on "Add Line".

« Back Next »

**Claim Manager**

Invoice Information  
Invoice # test2343224  
Invoice Date 10/19/2012

Product Information

Product Search  
Product Name search

Product	Quantity	Serial # Or PagePack Contract # or Coupon #	Sale Price	Unit Award	Net Award
6700N	1	234234 (INVALID FORMAT)	\$234.00	\$100.00	\$100.00

« Back Next »

## Step 3

Review the claim. When all the information is correct, click the **Browse** button to select a file to upload. Then click the **Add** button to upload the selected file.

When the upload is complete, its file name will appear beside the **Add** button. Click the **Save (Don't Submit)** button to save your claim, or click the **Submit Claim** button to generate a claim information.

**Claim Manager**

Invoice Information  
Invoice # test2343224  
Invoice Date 10/19/2012

Purchaser Information

Company ABC Corp  
Contact Name Paul Harris  
Address 1343 NE Swanson St  
Address #2 Ste 342  
City Chicago  
State IL  
Zip 63093  
Phone Number 234432244

This claim is required to have supporting backup documentation sent in prior to claim approval. Please upload documents below or you may print the claim form below to email or fax your documents to Program Headquarters for review. Please make sure the serial number is referenced on the invoice you submit for back-up.  
Email: xsell@mtcperformance.com  
Fax: (847)303-0397

Click here for a printable form to send with your invoice information

Successfully uploaded Xsell Invoice.pdf

Choose your file. Then add to list (PDF, TIF, BMP, PNG, JPG, GIF)

Uploaded Files: Xsell Invoice.pdf

« Back Save (Don't Submit) Submit Claim

## Step 4

Print the confirmation page or save the Confirmation # and Date for your records.

**Note:** Your claim is not complete until you click the **Done** button.

## Claim Review

Once a claim has been submitted, track the status of the claim online by selecting the **View Claims** link.

Contact the Xerox Xsell Helpdesk with any questions about claim status. Contact information is listed online in the Support section or call 866-221-6586.

**Claim Manager**

Confirm Your Claim Details  
Confirmation # 3918480  
Confirmation Date 10/19/2012

Documents were not uploaded for this claim. Please remember to print the printable claim form below and send in with your backup documentation. If you would like to upload documents later go to "View Claims" and upload the documents on the claim details page.

Please print this page and submit it with a copy of the invoice for this claim using one of the methods below. Please make sure the serial number is referenced on the invoice you submit for back-up.

Email: You can email a copy of the claim invoice to xsell@mtcperformance.com. In the Subject Line, enter the confirmation # from above. Simply select to receive a read receipt and you can be assured that we receive your information.

Fax: You can fax a copy of the claim invoice to the number below, using this page as the coversheet. If you don't have access to a printer, please include the confirmation # with your invoice to ensure quick processing. Please keep a copy of your Fax Confirmation page with your claim copy to verify that the fax went through and as proof of an on time submission.

Mail: You can mail a copy of the claim invoice with a copy of this page to the below address. If you don't have access to a printer, please include the confirmation # with your invoice to ensure quick processing.

Remember that the claim back-up must also be received within 30 days of the sold date. Check the claim status online 2-3 days after submitting the invoice to confirm that your claim is in process.

Your claim is not complete until you select the Done button below.

Xerox Xsell Incentives Program Headquarters  
1627 Madison Office Sq  
suite 200  
Schaeffsburg, IL 60173  
FAX: (847) 303-0397  
Phone: 866-221-6586

Click here for a printable form to send with your invoice information

Done

