

# 2019 Co-op

## Submissions on New Dealer Portal

# What is it?

- Dealer Marketing Co-ops can now be submitted through New Dealer portal under the menu Reference -> Co-op Expense Settlement -> Co-op Submission.
- You will be able to enter the invoice information and attach all related documents to the submission in Dealer portal.
- This new process will be beneficial for tracking each Co-op submission, viewing the approval status, and will result in faster processing times for Credit Memos.

# Where do I find it?

- You can access the Co-op form on Dealer Portal.  
<http://gcrm.hyundai-ce.com>
- If you need an account set up, please contact your company's admin for assistance.
- Once you get into portal, click "Construction Equipment" on the left menu bar. You will find "Reference" to click then go to "Co-op Expense Settlement". You will find "Co-op submission" right below it.

# Co-Op Submission [PDSMA00740]

New Submission

Construction  
Equipment

Currency USD

Co-Op No

Sales Area 2315 / 10 / M3

Notice

Base Info

Order

Payment

[Reference](#)

• BrandCI

• [CO-OP Expense Settlement](#)

- [CO-OP Submission](#)

- CO-OP List

• Emerald Tiger Club

• Dealer General Info

• Sales & MS

• view evaluation result

Market Information

## Invoice Data

Invoice No. \*  Invoice Date \*

Invoice Amount \*  Requested Percent (%) \* 50.00

Company / Vendor \*  Invoice Type \* Print Ad. (01)

Pre-Authorized Sinaged Program

Comment

Attachment

Submit

# Co-op Submission Eligibility

This is the new Co-op Submission page found under the Co-op expense settlement:

Here, you will fill in all of the boxes with the appropriate information for each co-op invoice submitted.

## Rules for Eligibility:

- 1) Co-op must be pre-approved by HCEA.
- 2) Dealer must have eligible co-op funds remaining for the year.
- 3) Must attach a final invoice with photo proof of final product/advertisement.
- 4) Final reimbursement percentage will be determined by HCEA for each co-op submission.

As before, all co-op expenses must be approved by HCEA marketing to qualify for reimbursement. All pre-approvals must still be emailed to [coop@hyundaiamericas.com](mailto:coop@hyundaiamericas.com)

Make sure you attached the HCEA signed pre-approval form to each submission. Any co-op requests submitted in Dealer portal without pre-approval forms could be subject to rejection.

# Co-op Submission Screen

## Each Co-op Submission must include:

- 1) A unique invoice number.
- 2) Invoice date.
- 3) Invoice amount (USD Sub-total only)
  - Only enter numbers and decimal points. DO NOT put commas or dollar signs. If invoice is in CAD, convert to USD using the exchange rate for the day the co-op is submitted in Ceres.
- 4) Invoice type (choose the closest type from the drop-down list that describes the submission)
- 5) Requested Percentage (subject to HCEA approval)
  - Only enter numbers and decimal points. Do not enter a percentage sign.
- 6) Invoice Company/Vendor name
- 7) Any comments/details describing the submission.
- 8) Attach all photos, ads, scripts, tear sheets, invoices, pre-approval forms, and any other relevant materials related to the Co-op submission.

\*The “Pre-Authorized Signage Program” is separate from normal co-op submissions for signage. This box should only be checked if a reimbursement for an indoor or outdoor sign has been pre-approved by HCEA.

Currency	USD
Co-Op No	
Sales Area	2315 / 10 / M3

Invoice Data

Invoice No. *	<input type="text" value="test1234"/>	Invoice Date *	<input type="text" value="2018/12/05"/>
Invoice Amount *	<input type="text" value="250"/>	Requested Percent (%) *	<input type="text" value="50.00"/>
Company / Vendor *	<input type="text" value="Construction Equipment Guide"/>	Invoice Type *	<input type="text" value="Print Ad. (01)"/>

Pre-Authorized Sinaged Program

Comment  
 Construction Equipment Guide Print Ad.  
 Pre-Approved by HCEA on 11/30/2018

Attachment	<input type="button" value="Attach Files"/> <span>Machine Promo PS - 0 for 48 months Wheel Loaders v2.png (376355) X</span> <span>Preapproval Form Hyundai District Publishing Ad.pdf (440382) X</span>
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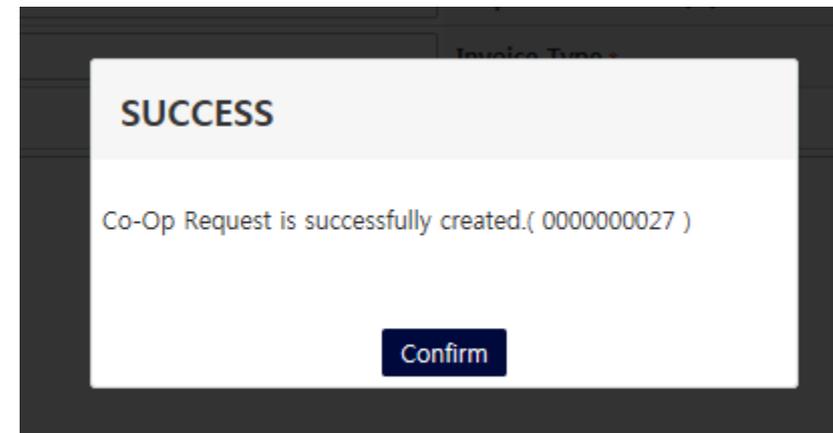
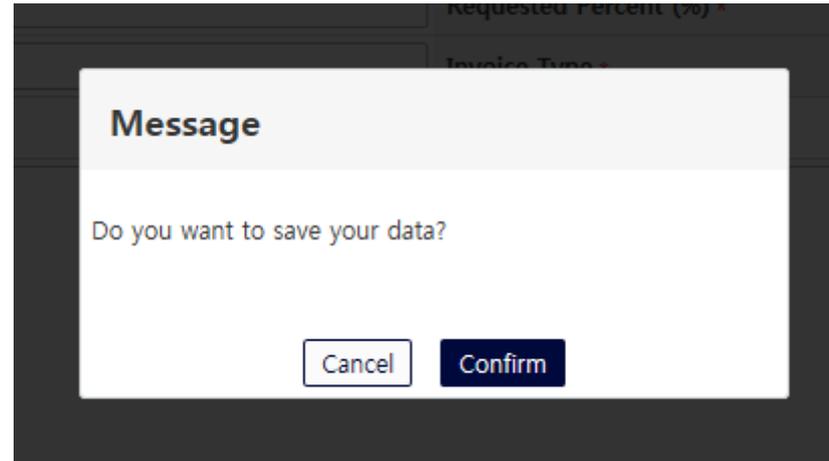
Submit

# Co-op Submission

Once all information is entered and files uploaded, press the “Submit” button.

After the co-op is submitted, a message will show to save your data. Click “Confirm” button and will give you another message saying your submission is completed. Click “Confirm” again to complete your process.

\*It will not allow you to enter the same invoice number more than once.



# Co-op Submit Status

After you submit a co-op, you can see the approval status listed under the “CO-OP list” menu below “CO-OP Submission”.

Status  Submit Date  -

Search

Invoice No	Invoice Date	Invoice Type	Invoice Amt	Currency	Submit Date	Request (%)	Approved Amt	Decision Date	Pre-Auth	Co-Op Status	Co-Op Comment	Resubmit Reason	Remark
621694	2018/12/26	Print Ad.	125.00	USD	2019/01/09	50.00	62.50	2019/01/15	<input type="checkbox"/>	Approved			
621693	2018/12/26	Print Ad.	780.00	USD	2019/01/09	50.00	390.00	2019/01/15	<input type="checkbox"/>	Approved			

# Co-op Submit Status

Co-Op No	Invoice No	Invoice Date	Invoice Type	Invoice Amt	Currency	Submit Date	Request (%)	Approved Amt	Decision Date	Pre-Auth	Co-Op Status	Co-Op Comment
0000000027	TEST12345	2018/12/05	Print Ad.	250.00	USD	2018/12/18	50.00	125.00	2018/12/19	<input type="checkbox"/>	Submit	Construction Equipmen...

New entries will show the information entered by the dealer, and a “Submit” status under “Co-op Status”. HCEA will review the entry and either approve, reject or ask for a resubmission.

Once HCEA has reviewed the submission, the status will change to “Approved”.

If you see a status of “Resubmit”, there was an issue with your request and you will have to re-enter the appropriate information. You can click on the Co-Op number from the list to edit the entry, and you will see the resubmit reason details on the Remark section. Click “resubmit” button on bottom right corner once information is revised.

If you see a status of “Rejected”, the co-op was rejected and HCEA will state the reason in the Remark section.

Once a Credit Memo has been issued. You will see “Processed” under the “Credit Status” column and the Credit Memo Number will be listed in the next column.

You can review all Co-op submissions and attachments by clicking on the Co-op number listed on this screen.

# Co-op Totals

You can view your Co-op allotment totals and balance on top of the Co-op list page.

Budget Amount	Used Amount	Remained Amount	Usage	In-Review Amount
50,000.00	1,112.50	48,887.50	2.23	10,000.00

# FAQs

Q: Why won't it let me submit a co-op?

A: It will not let you submit a co-op unless all necessary boxes are filled in, no symbols (besides periods) are entered in the "Invoice Amount" & "Requested Percentage" sections, and an invoice is attached. Each invoice number entered must be unique, because it won't let you enter the same invoice number twice.

Q: What do I enter for the "Requested Percentage"?

A: All standard Co-op Submissions can be reimbursed up to 50% of the sub-total advertising cost. The HCEA approved percentage will be based on the prominence of the Hyundai brand, the type of advertising, other potential brands included in the ad, etc.

Q: What if I make a mistake on a co-op submission?

A: After you press the "Submit" button, you cannot make any changes. Please email [coop@hceamericas.com](mailto:coop@hceamericas.com) and alert them of any changes that need to be made on any submissions.

Q: When will I get my Co-op reimbursement Credit Memo?

A: Co-op Credit Memos are processed on a monthly basis. Please allow three to four weeks for processing.

Q: What if I don't see the exact "Invoice Type" in the co-op submission drop-down list?

A: Please choose the closest related invoice type from the drop-down list. You may describe the invoice type details in the comments box.

# FAQs Cont.

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Q: What is the “Pre-Authorized Signage Program” box for?

A: The Pre-Authorized Signage Program is separate from normal co-op submissions for signage. This box should only be checked if a reimbursement for an indoor or outdoor sign has been pre-approved by HCEA.

Q: Is there a cut-off date for submissions?

A: All Co-op submissions should be entered in Ceres within 30 days of the invoice date. Any invoices that are entered after HCEA processes a monthly Credit Memo will roll into the following month's credit amount.

Q: How do I submit a pre-approval for a Co-op submission?

A: All pre-approvals must still be emailed to [coop@hceamericas.com](mailto:coop@hceamericas.com). Pre-approval forms must be signed by HCEA and attached to the co-op submissions in Ceres.