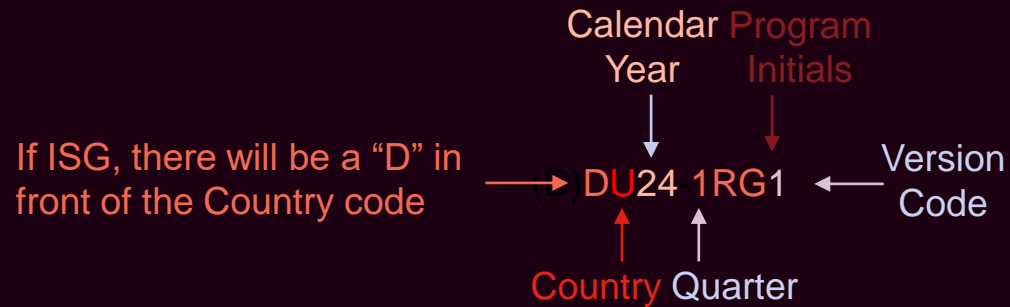# Lenovo Program Administration

Deciphering Program Codes In A Glance

Lenovo confirms program participation with a Program Letter (aka Challenge Letter). The Program Letter contains an overview of the program, the requirements, benefits, terms & conditions, etc. It is basically our commitment to you with respect to a particular program.

Each Program letter contains a Program code and because these codes are referenced in LPH (Lenovo Partner Hub) , it is helpful to understand what they mean.

Calendar Year · Program Initials

If ISG, there will be a "D" in front of the Country code → DU24 1RG1 ← Version Code

Country · Quarter

Other Examples

- DC24-1BRG = ISG, Canada, 2024, Q1, Base Rebate, Gold

Tracking Program Benefits in LPH

Only your company's LPH Admins can access this information

Step 1

Step 2
Choose Lenovo 360 Incentives

Step 3
Choose ISG or scroll down to view IDG

Step 4
Choose scope & level of detail

Step 4A
"QTD Rebates Earned" contains details (e.g. customer & sku) for most, but not all program payouts.
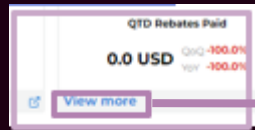
Step 4B
"QTD Rebates Paid" contains all payments (but does not provide line item details).

NOTE: You can readily see the current quarterly payouts to-date in the dashboard but by clicking on "View more" you'll see years worth of past data.
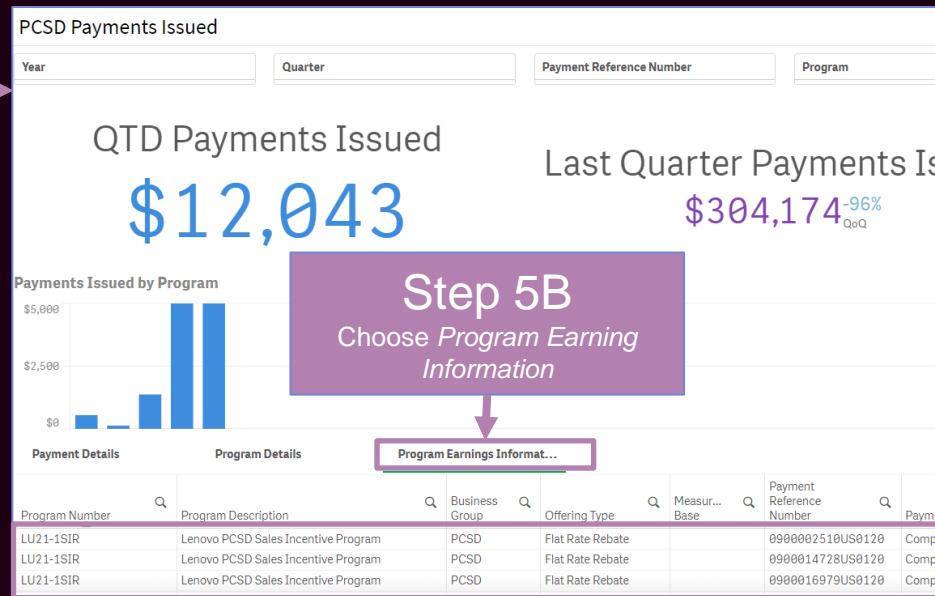
Tracking Program Benefits in LPH – Detailed View

NOTE: **Not all** Programs have a detailed breakdown in this dashboard

Opens to a new window

Step 4A
"QTD Rebates Earned" contains details (e.g. customer & sku) for most, but not all program payouts.

Step 5A
Choose at least one program from the top of the screen for data to populate.

Step 6A
Once the data appears, you can right-click anywhere on the data to download the data into excel.

Tracking Program Benefits in LPH – All Payments

NOTE: This view includes **all** payments at a high level (does not include line item data)

Step 4B
"QTD Rebates Paid" contains all payments (but does not provide line item details).

Opens to a new window

Step 5B
Choose *Program Earning Information*

Step 6B
Right-click anywhere on the data to download into excel.

Tracking Program Benefits (At Program Level)

LPH > Programs > Lenovo 360 Incentives

Step 1: Toggle between Tier & Other

Step 2: Toggle between Open & Closed Programs

Step 3: Click on the program name to view additional details. Not all programs are in this section.

Step 4: View/Download Program

Banking Information

- Payments are sent to the bank account defined in LPH. Your LPH Admin (or *Leading Financial Contact* if your company designated one*)* can view & change this information.

- If you aren't receiving payments, check to see if the payments are going to the correct account.

- You have 180 days to submit banking information. After 180 days, outstanding payments will be forfeited.

If the banking info is **changed**, your LPH Admins (or *Leading Financial Contact* if your company designated one*)* will be notified but additionally you **must** alert Lenovo by sending an email to pcsdprograms@lenovo.com

Set up Banking info in LPH:
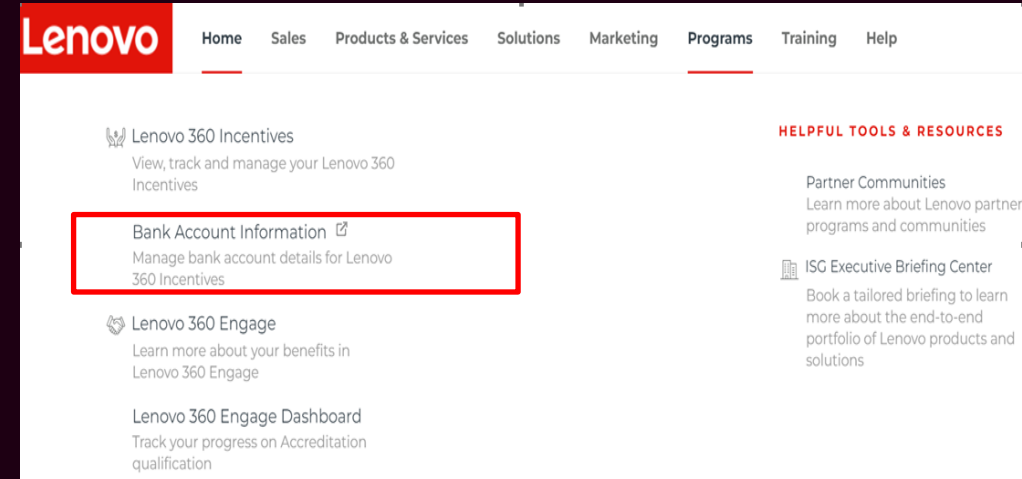
- Enter all info and ensure that "Submit All" is checked off:
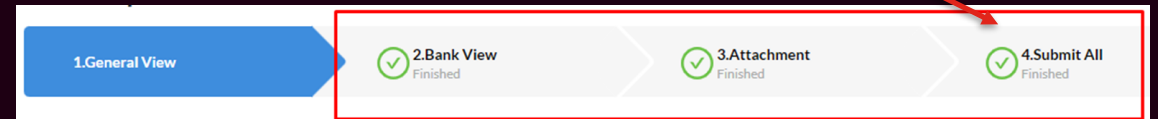
It takes a couple of weeks for Lenovo to validate the information and create the vendor code.

Program Payments Schedule

Legend:

- ■ Payments issued for automatic programs (e.g. MDF, Base Rebates) monthly until all payments are made. Also includes Challenge Letters/Director Funds.

- ■ LPH – Payment $s are viewable in LPH on Thursdays (ahead of actual payment on Fridays)

- ■ Payment reference # added to details in LPH the Tuesday after a payment

- ▨ Manual payments (rare exception)

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				LPH Details	Oct - Dec Payments	
		Payment ref #			▨	
					▨	
				LPH Details	Jan Payments	
		Payment ref #				

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					▨	
					▨	
					▨	
					▨	
				LPH Details	Jan - Feb Payments	

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					▨	
					▨	
					▨	
					▨	

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				LPH Details	Jan - Mar Payments	
		Payment ref #			▨	
					▨	
				LPH Details	Apr Payments	
		Payment ref #				

Internal Info   View Standard Benefits

Determine Program Eligibility For a Product

Partners can find the Master Product Catalog (MPC) in LPH in the Asset Library
NOTE: CTO (configured-to-order) products are available not on the MPC.

1. Reference the Program Letter, which will show what is eligible for the program.

   Example:

Group	Family	Payment(Rebate)
ALL	Premium	1.750%
ALL	Velocity	1.750%
ALL	Desktop	1.750%
Legion	ALL	1.750%
ThinkOptions	Options	1.750%
Visuals	ThinkVisual	1.750%
ALL	Workstation	4.75%
Services & Software	Services	6.50%
Services & Software	Software	6.50%

2. Search for the product in the MPC. Once you locate it, see if it matches the Group, Family and/or Modifier criteria in the letter.

Mapping the Program Letter to the MPC:

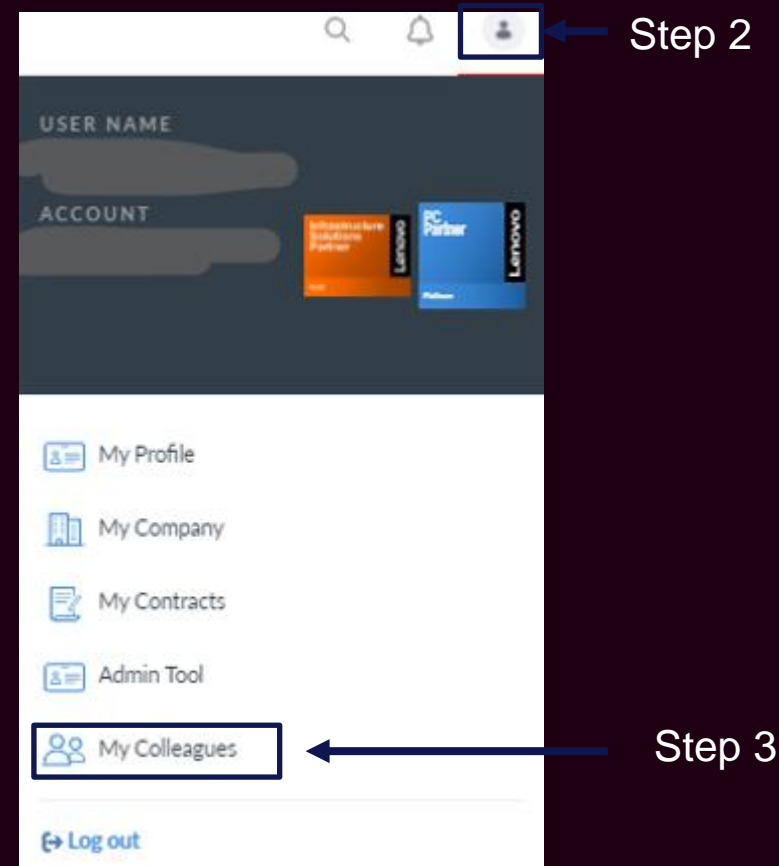| Program Letter		MPC Reference
Group	▶	PPD
Family	▶	Family
Modifier	▶	Programs Product Description (related to TopSeller specifically)

LPH – Managing Users & Profiles

In LPH, the users with the system role set as *Admin* can manage LPH participants and their profiles.

Steps:

1. Log in to the LPH

2. Go to My Profile (Upper Right Side)

3. Click *My Colleagues*

4. Add participants or edit the roles as required

Admins Compared to Leading Financial Contact:

- Payment notifications - Sent to Leading Finance Contact (LFC) unless one is not designated, in which case, they are sent to Full Admins

- Full Admins and Leading Finance Contact can access and change bank information

- To update the Lenovo Program Letter distribution list, complete this Smartsheet Form

Step 2

USER NAME

ACCOUNT

My Profile

My Company

My Contracts

Admin Tool

My Colleagues

Log out

Step 3

Letter of Authorization

Letters of authorization can be downloaded from LPH (by LPH Administrators) by following these steps:

1. Login to LPH

2. Click on the person (top right corner)

3. Click "My Company"

4. Click "Authorization Letter"

5. Print (option to print to .pdf)
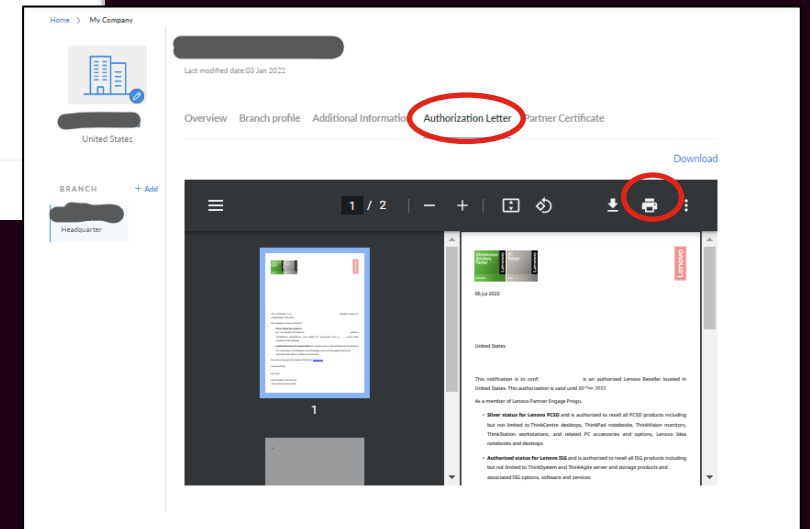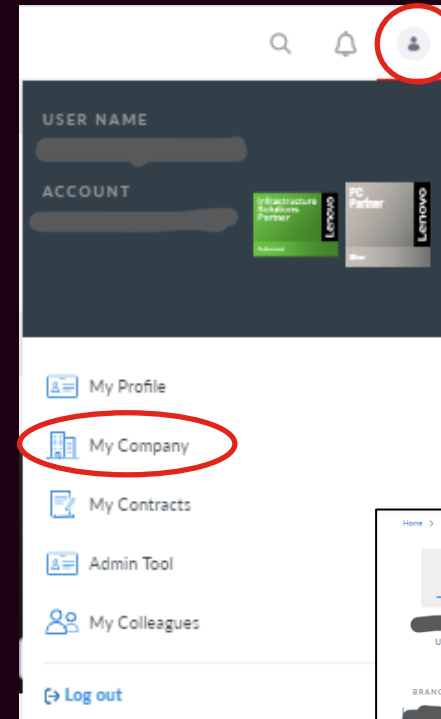
The Fine Print

- In the event between of a discrepancy between this guide and a Lenovo Program Letter, the letter will take precedence.

- All programs are paid on Bid Index price.

- The contents in this PowerPoint are for Lenovo Partner Use only and cannot be shared outside of your organization.

- Lenovo reserves the right to change these programs at any time.

thanks.