



# **Hubbell Electronic Withhold Cost (EWC)**

Release 8.6.3 (Eterm)

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## Table Of Contents

EWC Download Overview .....	1
Setup Requirements for EWC Download .....	2
Control Maintenance Record .....	2
Accessing the Hubbell Web Site.....	2
Additional Requirements .....	2
Running the Customer Sales Rebate Report with Hubbell Download .....	3
Uploading an EWC Text File to the Hubbell Web Site.....	5



## EWC Download Overview

The EWC Download is an Eclipse companion product that provides an interface between the Eclipse system and Hubbell's Electronic Withheld Cost (EWC) application, which handles customer rebate requests electronically.

To generate your rebate request, run the Customer Sales Rebate Report with Hubbell Download for a designated date range. The system generates a report and downloads a text file containing the rebate information Hubbell requires to the msg-out directory of your server. After you upload this file to the Hubbell web site, their system processes your rebate request.

Using the EWC Download application reduces the steps required to submit and process your rebate requests and thereby increases the accuracy of your reporting and timeliness of receiving your rebates. Submitting your requests in the format requested by Hubbell ensures that your requests will be processed promptly and accurately.

The following topics describe the rebate reporting process:

- Running the Customer Sales Rebate Report with Hubbell Download
- Uploading an EWC Text File to the Hubbell Web Site

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### **See Also:**

Setup Requirements for EWC Download

## Setup Requirements for EWC Download

Following are the setup requirements for using the EWC Download companion product.

### Control Maintenance Record

Set the following control maintenance record:

- **Hubbell Distributor IDs** – For each branch, enter the Hubbell account number to assign to the text file the system generates for the EWC download.

### Accessing the Hubbell Web Site

Before you can upload the rebate request data to the hubbellnet web site, you need to obtain a user name and password.

### Additional Requirements

Following are additional requirements for using this product:

- The contract numbers stored in the Buy Matrix must be in the exact format Hubbell is expecting.
  - All products must have a UPC code.
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## Running the Customer Sales Rebate Report with Hubbell Download

Use the Customer Sales Rebates Report with Hubbell Download to do the following:

- Generate a report of product sales eligible for Hubbell rebates.  
The report lists each transaction line item for which you are entitled to a rebate. The data for each contract is printed on a separate page, with the last page displaying grand totals for the quantity shipped and rebate extension columns.
- Download a text file containing the rebate details, which you can then upload to the Hubbell web site for processing.

### ►To run the Customer Sales Rebates Report with Hubbell Download:

1. From the **Custom** menu, select **Hubbell Customer Sales Rebates** to display the Customer Sales Rebates Report with Hubbell Download screen.
2. Complete the following fields:

Field	Description
<b>Br/Tr/All</b>	Enter the branch or territory to include in the report. Type <b>All</b> to include all branches and territories.
<b>Start Date and End Date</b>	Enter the date range of invoices to include in the report. The system populates the <b>End Date</b> field with the date entered in the <b>Start Date</b> field. You can enter a calendar date or variable date in these fields.
<b>Customer</b>	Enter the customer for which to run the report. Use the <b>Multi</b> hot key to include selected customers. If left blank, the report includes all customers.
<b>Vendor</b>	Enter the vendor for which to run the report. Use the <b>Multi</b> hot key to include selected vendors. If left blank, the report includes all vendors.
<b>Price Line</b>	To run the report for a price line, enter the price line ID. If you leave this field blank, the system includes all prices lines in the report. Use the <b>Multi</b> hot key to include selected price lines. If left blank, the report includes all price lines.
<b>Buy Line</b>	To run the report for a buy line, enter the buy line ID. If you leave this field blank, the system includes all buy lines in the report.
<b>Product</b>	To run the report for a product, enter the product ID. If you leave this field blank, the system includes all products in the report.
<b>Hubbell Account</b>	Enter the Hubbell account number assigned to the designated branch. If you leave this field blank, the system assigns the account number entered in the Hubbell Branch IDs control maintenance record for the designated branch.
<b>Subtotal on Products</b>	Enter one of the following: <ul style="list-style-type: none"> <li>• <b>Y</b> – Includes subtotals for each product.</li> <li>• <b>N</b> – Does not include subtotals. This is the default.</li> </ul>
<b>Use COGS or Comm Cost for Rebate Cost</b>	Enter one of the following: <ul style="list-style-type: none"> <li>• <b>COGS</b> – Uses cost of goods sold for rebate cost.</li> <li>• <b>Comm Cost</b> – Uses commission cost for the rebate cost.</li> </ul>

Field	Description
<b>If Rebate Cost &gt; Actual Cost, use</b>	Enter one of the following to calculate rebate cost: <ul style="list-style-type: none"> <li>• <b>Rebate Cost</b> – Uses the rebate cost when the rebate cost is greater than the actual in-stock cost.</li> <li>• <b>Actual Cost</b> – Uses the actual cost when the rebate cost is greater than the actual in-stock cost.</li> </ul>
<b>Print Contract Number Column (Y/N)</b>	Indicate whether to add a column to the report that shows the contract number for each item. <ul style="list-style-type: none"> <li>• <b>Y</b> – Adds the last eight characters of the contract number in the contract column of the report.</li> <li>• <b>N</b> – Does add the contract number column to the report.</li> </ul>

3. Use the **Include/Exclude/Print Opts** hot key to display the Include/Exclude/Print Options window and set the following fields:

Field	Description
<b>Include Credits</b>	Enter one of the following: <ul style="list-style-type: none"> <li>• <b>Y</b> – Includes credit sales in the report. This is the default.</li> <li>• <b>N</b> – Does not include credit sales in the report.</li> </ul>
<b>Directs (Inc/Exc/Only)</b>	Enter one of the following: <ul style="list-style-type: none"> <li>• <b>Include</b> – Includes direct orders in the report. This is the default.</li> <li>• <b>Exclude</b> – Excludes direct orders.</li> <li>• <b>Only</b> – Includes only direct orders.</li> </ul>
<b>Print Kit Components (Y/N)</b>	Enter one of the following: <ul style="list-style-type: none"> <li>• <b>Y</b> – Prints individual kit components.</li> <li>• <b>N</b> – Does not print individual kit components. This is the default.</li> </ul>

4. To include cost overrides on your report, use the **Cost Ovrld Codes** hot key, and enter the cost override codes.
5. To include the contract number on the report, use the **Column** hot key to display the Column Setup screen and verify that **Column No** is in the **On Report** field.
6. Use the **Hold** hot key to generate the report and generate the text file of data for Hubbell.

The system does the following:

- Sends the rebate report to your Hold file.
- Downloads a text file in the msg-out directory on the Eclipse server. The file name starts with WC and contains the date range for which the report was run. For example, the file name might be **WC 02-01-04 to 02-29-04.txt**.

**Note:** To submit your rebate request, you need to upload the text file from the msg-out directory to the Hubbell web site.

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**See Also:**

Uploading an EWC Text File to the Hubbell Web Site

## Uploading an EWC Text File to the Hubbell Web Site

To submit a rebate request to Hubbell, you need to upload the rebate request data generated by the Hubbell Customer Sales Rebates Report to the Hubbell web site.

When you run the report, the system places a text file containing the rebate request data in your server's msg-out directory. Access the Hubbell web site, [www.hubbellnet.com](http://www.hubbellnet.com), and copy the file from this directory to a folder on your PC or your desktop. Then, on the Hubbell web site, upload the file for immediate processing. After the file processes successfully, you can delete the original text file from the msg-out directory on your server.

Uploading an EWC text file includes the following procedures:

- Copy the text file from your server's msg-out directory to your PC.
- Upload the text file to the Hubbell web site.
- Remove the text file from your server's msg-out directory.

### ▶ To copy the EWC text file from your server's msg-out directory to your PC:

1. On your PC, click **Start > Run**.
2. In the **Open** field, enter the IP address of the msg-out directory on your Eclipse server and click **OK**.

For example, you might enter `\\eclipseservername\msg-out`.

3. Find the EWC text file and copy it to a directory or the desktop on your PC.  
The file name starts with WC and contains the date range for which the report was run.  
For example, the file name might be **WC 02-01-04 to 02-29-04.txt**.
4. Close the directory.

### ▶ To upload an EWC text file to the Hubbell web site:

1. Display your web browser and enter the following address:  
`http://hubbellnet.com/`
2. Complete the **Username** and **Password** fields and click **LogOn** to access the web site.
3. Select **Sales & Business > e-WC > E-WC Application** to display the Electronic Withheld Cost (eWC) table of contents.
4. Click **Create a Claim** to display the Disclaimer page.
5. Select **Agree** and click **Submit** to display the Choose an input method page.
6. Click **Continue** for the **Upload and Import** option to display the Upload a file page.
7. In the **Select File** field, click **Browse** and select the EWC text file you copied to your PC.
8. Click **Upload**.

The Hubbell system uploads and processes the selected text file.

9. Wait until the system displays a success or error message and then click **Close**.
10. Exit the Hubbell web site.

▶ **To remove the EWC text file from your server's msg-out directory:**

1. On your PC, click **Start > Run**.
2. In the **Open** field, enter the IP address of the msg-out directory on your Eclipse server and click **OK**.

For example, you might enter `\\ourcompany\msg-out`.

3. Find the EWC text file and delete it from the directory.
4. Close the directory.

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**See Also:**

Running the Customer Sales Rebate Report with Hubbell Download

EWC Download Overview