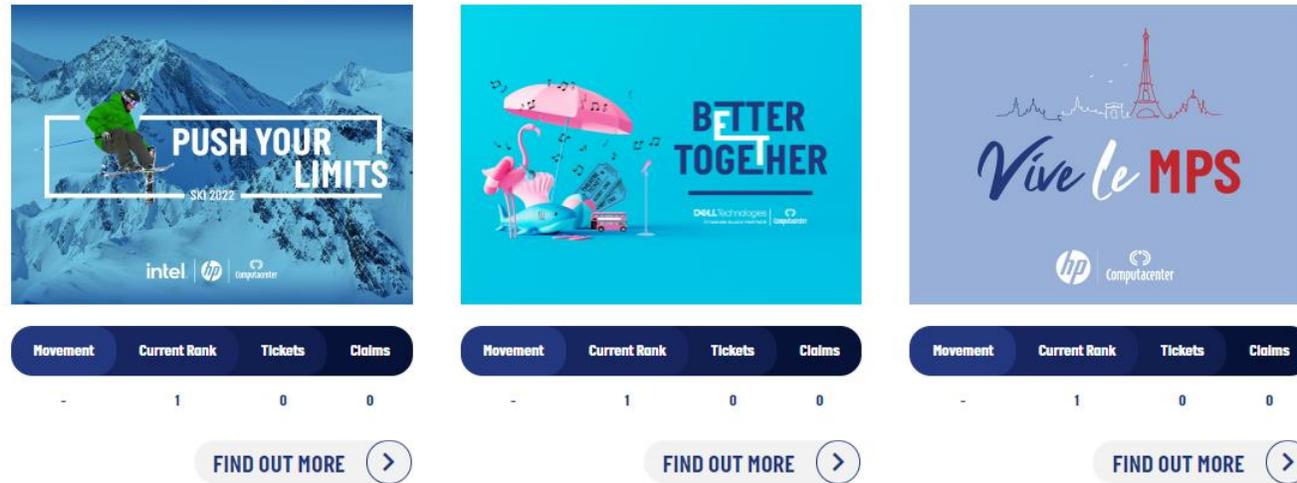


**COMPUTACENTER
REWARDS**  **POWERFUL
PARTNERSHIPS**

**CC REWARDS
INCENTIVE GENERAL USER PORTAL GUIDE**

OVERVIEW

YOUR INCENTIVES



The reward hub is the home for all Vendor Incentive programmes. Participants can see their level across multiple incentives and how they rank against their colleagues.

Once you have logged in, you will see your allocated incentives displayed on the homepage. Each incentive is linked to a specific set of objectives with claims criteria. You will also be able to see stats such as how many claims you have made this week and where you rank on the leaderboard.



0

YOUR NEW TICKETS THIS WEEK



0

TOP PERFORMING BUSINESS AREA THIS WEEK



0

YOUR NEW CLAIMS THIS WEEK

PROFILE

Profile

Password

First Name

Sophie



Last Name

Walkden

Email

sophie.walkden@cigroup.co.uk

Save

The Profile area of the Hub can be found under 'My Account' in the menu icon found in the top right corner. This area allows you to update your name and password.

If you're struggling to reset your password using the reset link, admin users can update it manually for you. Once you are logged back in, you can update your details to something more unique.

INCENTIVE PAGE

Once you've entered an Incentive page you will first see a paragraph about the incentive with buttons underneath it that when clicked on will take you to that section of the page.

Computacenter, in partnership with HP and Intel, are delighted to announce the return of the coveted Ski Incentive for 2021/22, where the lucky winners will be treated to a 5* luxury all-inclusive ski trip. This trip to St Anton promises to live up to its reputation as the place for big skiing, soft snow, serious Après Ski and evening nightlife. The incentive runs from 1st July 2021 to 14th January 2022 and all eligible activities between these dates must be claimed using the 'Make a Claim' button below.

MAKE A CLAIM

LEADERBOARD

HOW IT WORKS

THE PRIZE

PROMO CODES

CLAIMS CRITERIA

TERMS OF USE

When **Make A Claim** is clicked a pop-up banner will appear where you can select and submit different claims from the drop-down menu

Visit page 7 for **Leaderboard**

Visit page 6 for **Claims and Criteria**

How it works - Shows you detailed information on how to earn tickets and win prizes along with key start and end dates

The Prize takes you to the images and details to do with the incentive prize. You can also find another **Make A Claim** button.

Promo Code is an area where you can enter codes given to you to earn extra tickets in the Grand Draw.

Terms of Use - A pop-up will appear that will take you through terms and conditions of the Incentive.

HOW TO MAKE A CLAIM

1. Select a vendor incentive tile from the Homepage under 'Incentives'.
2. Click the 'Make a claim' button and choose a qualifying activity type from the drop down list provided. All claims must apply to at least one of the criteria.
3. Enter your claim details, such as the PO number that relates to the order placed and submit. You will only have a limited number of days after order placement to make a claim. Be sure to check the incentive T&Cs to find out as they can differ with each incentive. Remember to upload all appropriate Proof of Execution (POE)
4. Press the 'Submit' button to submit your claim for approval. Your claim will route for approval to the relevant incentive owner who will verify your POE.
5. Once validated, your claim will route for approval to the relevant incentive owner who will verify your POE. Your claim will be logged to your CC Rewards account and your Claims and Tickets summary updated. If your claim is rejected, no points will be credited to your account.
6. Check any Incentive Leader boards to see how your performance in the league has improved.

MAKE A CLAIM



Enter your claim details in the fields below, remember, all fields are mandatory and qualifying entries must be invoiced between 1st July and 14th January 2022.

Press the 'Make Claim' button below to submit your claim for approval.

Activity

SUBMIT

CLAIMS CRITERIA

DISCOVER HOW TO EARN POINTS

Claims Criteria takes you through everything you need to do to claim points. Each incentive that you are signed too will have different objectives.

Activity/Objective:

Here you can find what you have to accomplish in order to gain the points.

POE:

Shows how you can prove you have completed the task.

Ticket Value:

The amount of points the Activity/Objective is

CLAIMS CRITERIA

Discover how you can earn points!

Activity/Objective	POE (Proof of Execution)	Ticket Value
£100000 of HP or Intel business on a single Invoice, for every additional £100K 1 point is allocated	Sales Order Number, Value of Order, Units Sold, Deal Margin	5 points
Net New Intel focus product sales order	Sales Order Number, Value of Order, Units Sold, Deal Margin	20 points
Sales Order of HP Intel Dragonfly 1-100 devices	Sales Order Number, Value of Order, Units Sold, Deal Margin	5 points
Sales Order of HP Intel Dragonfly 101-500 devices	Sales Order Number, Value of Order, Units Sold, Deal Margin	10 points
Sales Order of HP Intel Dragonfly 501-1000 devices	Sales Order Number, Value of Order, Units Sold, Deal Margin	15 points
Sales Order of HP Intel Dragonfly >1000 devices	Sales Order Number, Value of Order, Units Sold, Deal Margin	20 points

LEADERBOARD

Milestones

The leader board defines the number of tickets a user needs to get to in order to win the prize shown for the corresponding tickets value.

Prizes may be displayed as an image for each milestone.

You will be able to track where they are on the board as well as how many points they are away from prizes.

For each incentive you are involved in there is a leader board

TO CHECK WHERE YOU ARE RANKING ON THE LEADER BOARD YOU NEED TO FOLLOW THESE STEPS.

1. Click onto your incentive on the homepage.
2. This will navigate you to this specific incentive, where you can find all the information you may need about it.
3. Scroll down and press the 'LEADERBOARD' button. This will take you to the leader board.

THE ALL IMPORTANT LEADERBOARD

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas condimentum accumsan velit. Quisque suscipit risus sed nibh pharetra suscipit. Vestibulum fermentum. Lorem eu varius.

FIRST TO
1,000
POINTS



WINS A LUXURY HOLIDAY
TO XXXXXXXXXXX



200pts
SPA DAY



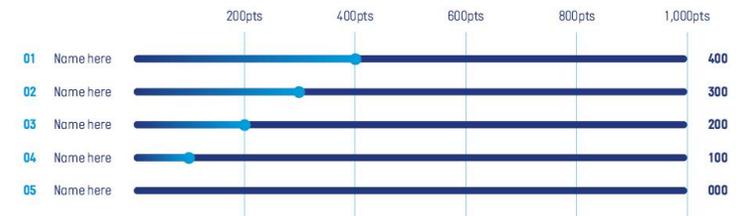
400pts
COOKERY COURSE



600pts
GARDEN SET



800pts
HOT AIR BALLOON



FURTHER SUPPORT

- 01. **HOME**
- 02. **ABOUT**
- 03. **FAQ**
- 04. **Contact**
- 05. **MY ACCOUNT**
- 06. **ADMIN**
- 07. **LOGOUT**

Name

Email

Message

Submit

If you are in need of any further support in regards to your Incentive account then complete the form seen here with your enquiry to contact the support team. They will aim to respond within 48 hours.

To get to this form you need to press the menu icon in the top right corner. This will provide these different options, press 'Contact'. Once you have pressed 'Contact' you will be navigated to this page where you can find this form.

Likewise, you can use this email support@ccvendorrewards.co.uk which can be found at the bottom of each page for further support you may need.

FAQ

Our frequently asked questions

- 01. HOME
- 02. ABOUT
- 03. **FAQ**
- 04. CONTACT
- 05. MY ACCOUNT
- 06. ADMIN
- 07. LOGOUT

I am not able to see a particular incentive



I get an error when I try to login



To find the FAQ's press the icon in the top right corner, this will then provide these different options.

Press 'FAQ' to navigate to the frequently asked questions area.

To see the answers to these FAQ's press the arrow that you can see to the right side of every question. The answer will become visible below.