



October 1, 2023

By using our Fleetguard Rebate Center to submit rebate claims to Atmus Filtration Technologies, you agree to abide by the Policies and Procedures below. Atmus Filtration Technologies reserves the right to amend the Policies and Procedures at any time.

Part Eligibility

To qualify for rebates, Fleetguard branded parts must have been purchased through Atmus Filtration Technologies in the US or Canada, depending on Delivery Partner location, within the last three years. Parts purchased from other sources, or imported from other Atmus Filtration Technologies regions, are not eligible for rebates. Parts listed on either the "Filtration" price sheet or the "Coolant & Chemicals" price sheet may qualify for rebates, but part numbers in the categories below are not eligible:

- Bulk coolant products
- Diesel exhaust fluid (DEF) and related equipment
- Diesel fuel injector cleaners (DFIC)
- Specific Fleetcool products
- Part numbers sold to the Delivery Partner under quoted pricing
- Original, Exclusive or Distinctive (OED) parts

Certain filtration part numbers have been classified as Original, Exclusive or Distinctive (OED) parts and will not be eligible for rebate support. The list of OED parts is located in [Fleetguard.com](https://fleetguard.com). Atmus Filtration Technologies reserves the right to modify this list of part numbers at any time.

Account Eligibility

Delivery Partners may submit rebate claims only for End User accounts approved prior to the sale of Fleetguard product to the End User. You can download the updated *List of Approved End User Accounts* eligible for each month's rebate support from the *Rebate Center Main Menu*. **Submitted requests should reflect only the previous calendar month's sales. Any sales for months prior to the effective date of the rebate support will not be accepted.**

If a new End User account does not appear on the *List of Approved End User Accounts*, please contact your Atmus Filtration Technologies Territory Manager to confirm the effective date of rebate support. Only accounts available for rebate support for the previous month will appear on the list.

Time Period for Rebate Claim Submissions

Delivery Partners must file all claims for rebate support online through Fleetguard Rebate Center within the calendar month following the sale to the End User. **There is no provision for late submissions.**



Submitting Rebate Claims

In Fleetguard Rebate Center, you may submit Atmus Filtration Technologies part number quantities sold to each approved account by using either the Upload Rebate Claim (in the main page) or Upload New Claim function (in the My Rebate Claims page).

You should verify your submission by reviewing any Error Report provided. The Error Report identifies invalid account numbers, ineligible parts submitted, or any other errors created when submitting a rebate request. **Any failed items seen on the Error Report will not be included in your rebate claim, so please make any corrections and replace your upload prior to finalizing your submission.**

Be sure to click "Submit Claim" button and finalize your claim. To review your successful submission, click on the My Rebate Claims – My Payouts screen prior to the end of the month. The status should be "Completed", "Processing" or "Fleetguard Final Review", otherwise you have **NOT** finalized the submission and the claim will not be paid.

Refer to detailed operational procedures are included in the Rebate Training, Rebate Training Videos and FAQ sections.

Rebate payment

Any rebate payment will be issued after rebate claim has been finalized.

Supporting Documentation

By using the Fleetguard Rebate Center to submit rebate claims, Delivery Partners agree to maintain supporting documentation for rebate claims for seven years following the sales period of the claim. Supporting documentation includes, but is not limited to, the following:

- Delivery Partner name
- End User account name
- Invoice numbers reflecting the sale
- Atmus Filtration Technologies part number
- Quantity sold
- Date of sale
- Extended End User sales amount

Auditing

Atmus Filtration Technologies reserves the right to audit the rebate claims made by any Delivery Partner. If the audit is to be conducted at your location, written and verbal notification will be provided at least 30 days prior to the audit date.

If any documentation supporting those claims is required to perform the audit, you will be notified by email and/or mail. You will have 30 days from the request date to provide the specified digital and/or physical documentation for the time period being audited. If



requested documentation is not provided within that timeframe, Atmus Filtration Technologies reserves the right to withhold future rebate payments until the documentation is received.

Account Reviews

End User accounts approved for rebate support may be reviewed quarterly. You will be notified of any reviewed accounts which have not reported minimum annualized sales of \$2,500.

New End User accounts having no reported sales may be cancelled after six months. If, at the end of the six months, the account is showing progress towards meeting the minimum \$2,500 annual sales level, the account will not be cancelled. End User accounts with reported sales may continue to be reviewed every three months, and status changes will be communicated. If annual sales meet or exceed \$2,500, rebate support for the account will be continued.

User Access

Access to Fleetguard Rebate Center is limited to approved Delivery Partner employees. Users are required to provide a valid email address and are expected to update the profile as information changes, i.e., phone numbers, addresses or email, etc.

Delivery Partners must have at least one employee registered to use the Fleetguard Rebate Center to claim rebate payments on approved accounts. Atmus Filtration Technologies recommends more than one employee be trained to use the system to ensure claims are submitted timely.

Approved users may request rebate support for accounts, request changes to existing supported accounts and monitor rebate account activity. Because the available information may be sensitive or confidential, Atmus Filtration Technologies recommends that Delivery Partners limit the number of individuals with access to prevent inappropriate employee access.

When an approved user no longer requires access, either due to changes in employment or in responsibilities, the Delivery Partner is responsible for notifying Atmus Filtration Technologies promptly to obsolete the applicable username(s). Notification should be sent by email to FGD.Rebate@atmus.com.

Doing so helps to minimize the risk of inappropriate access by an unauthorized former user. The Delivery Partner remains solely responsible for any unauthorized access by its employees, former employees, representatives or agents.