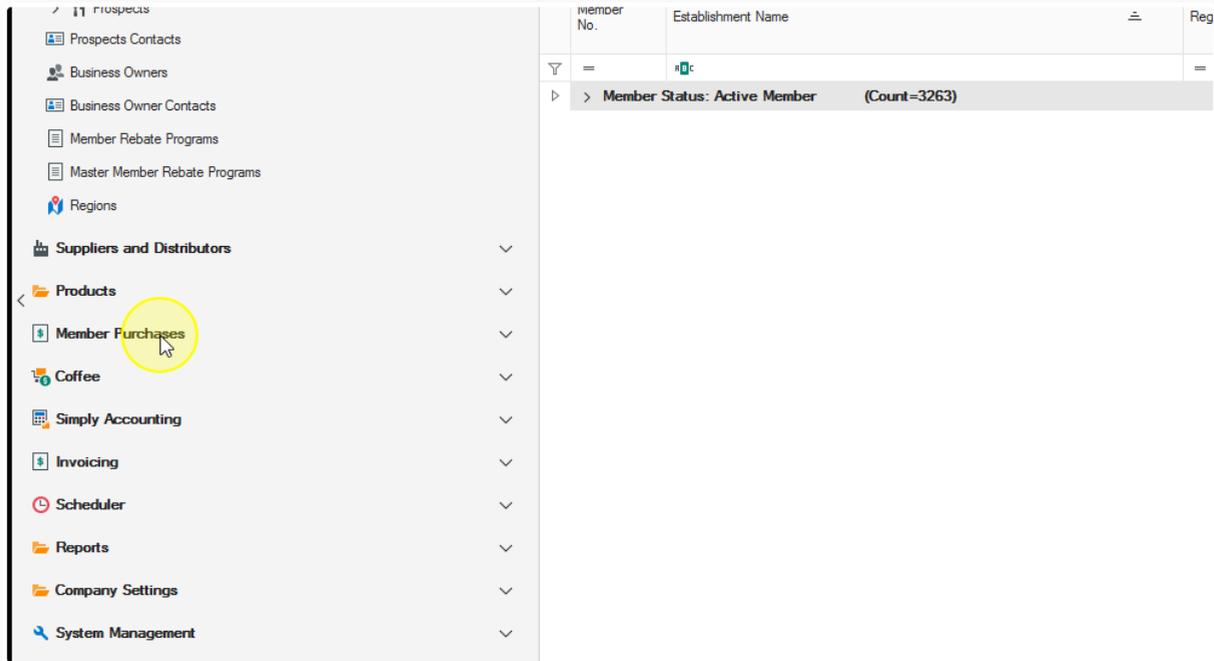


Calculate the Year End Supplier Bonus Amounts

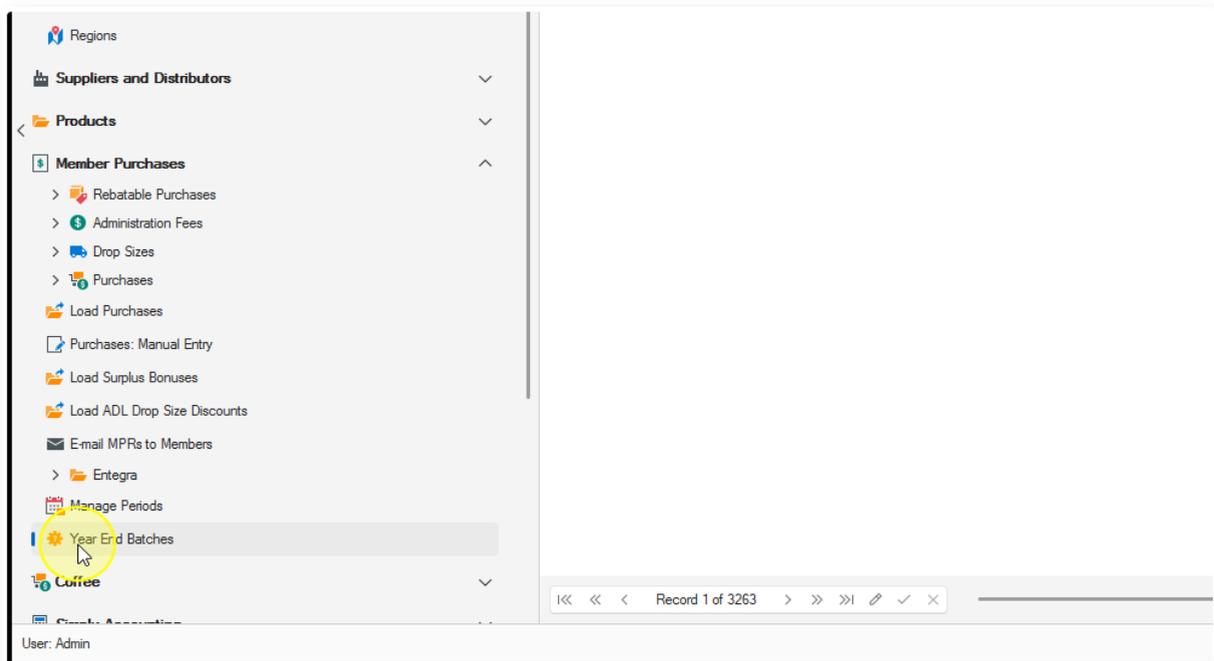
Daniel Rail | 16 steps | 2 minutes

January 5, 2026

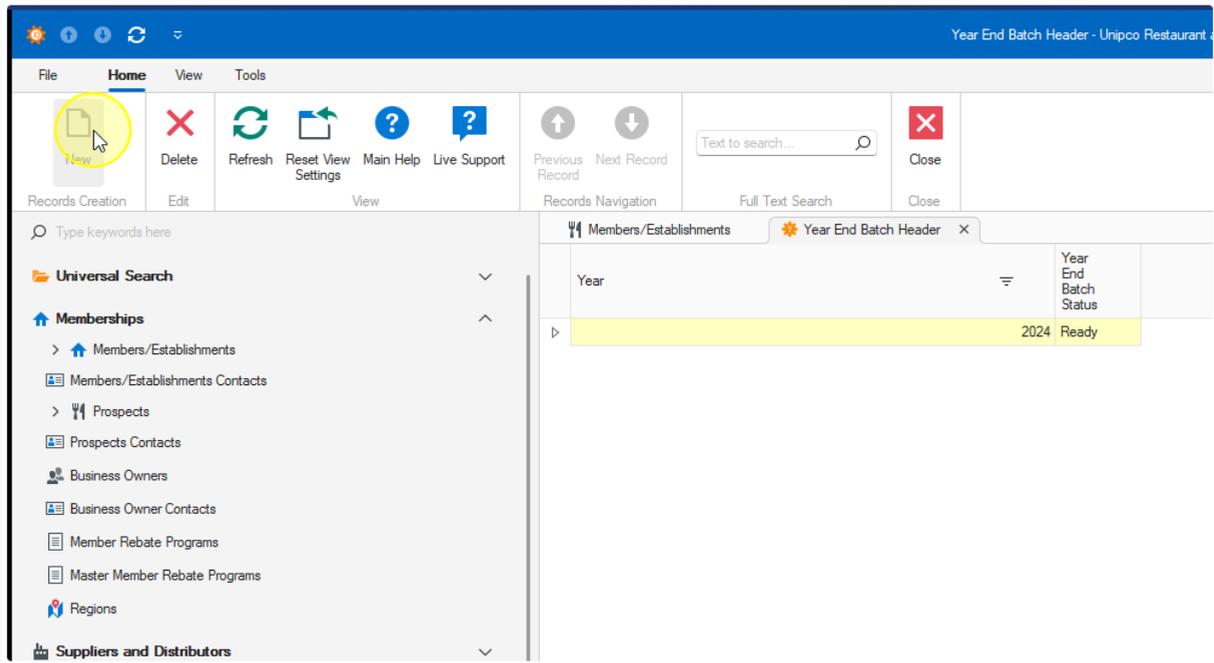
1 Click "Member Purchases"



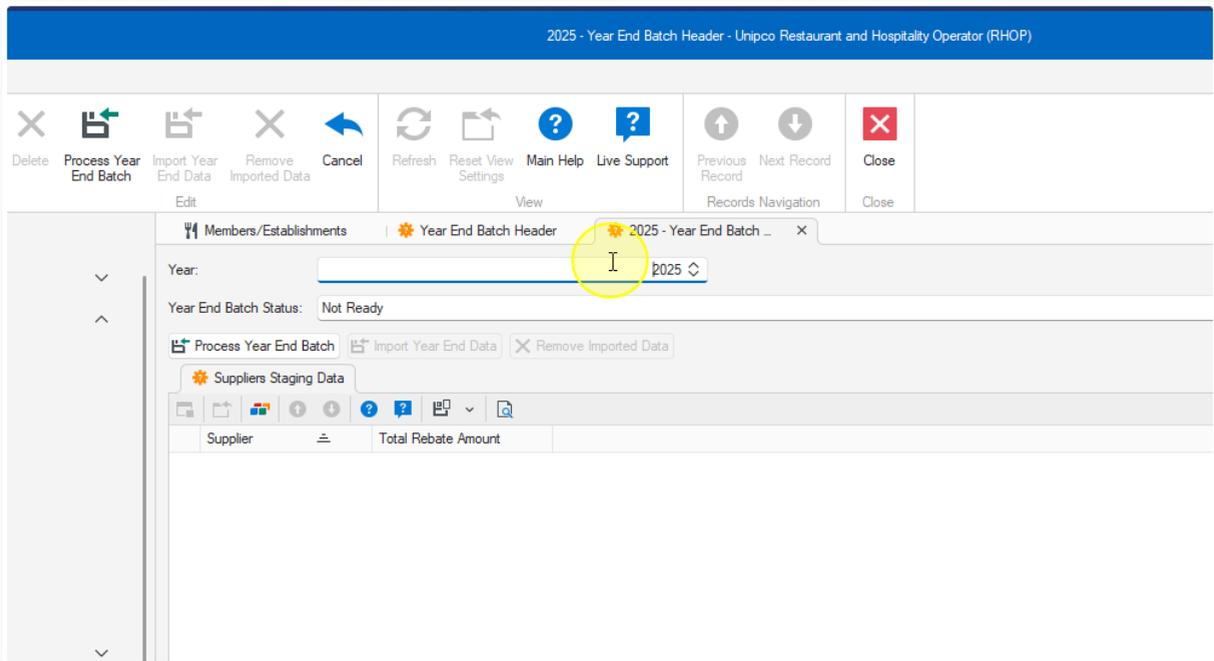
2 Click "Year End Batches"



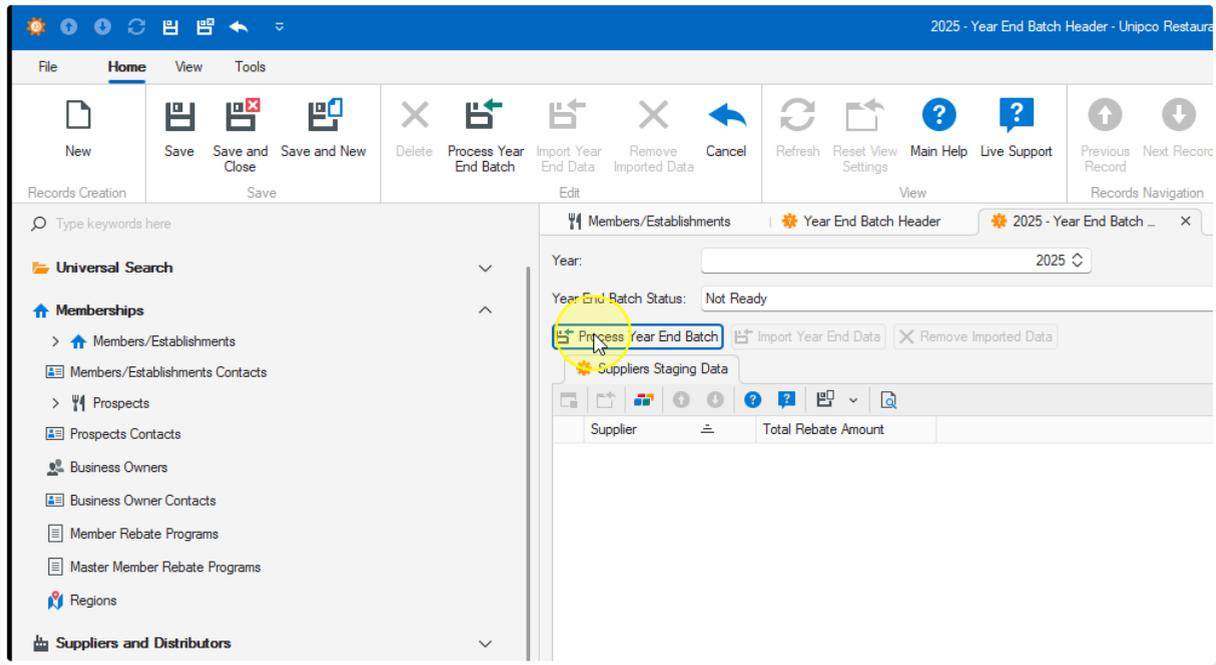
3 Click "New"



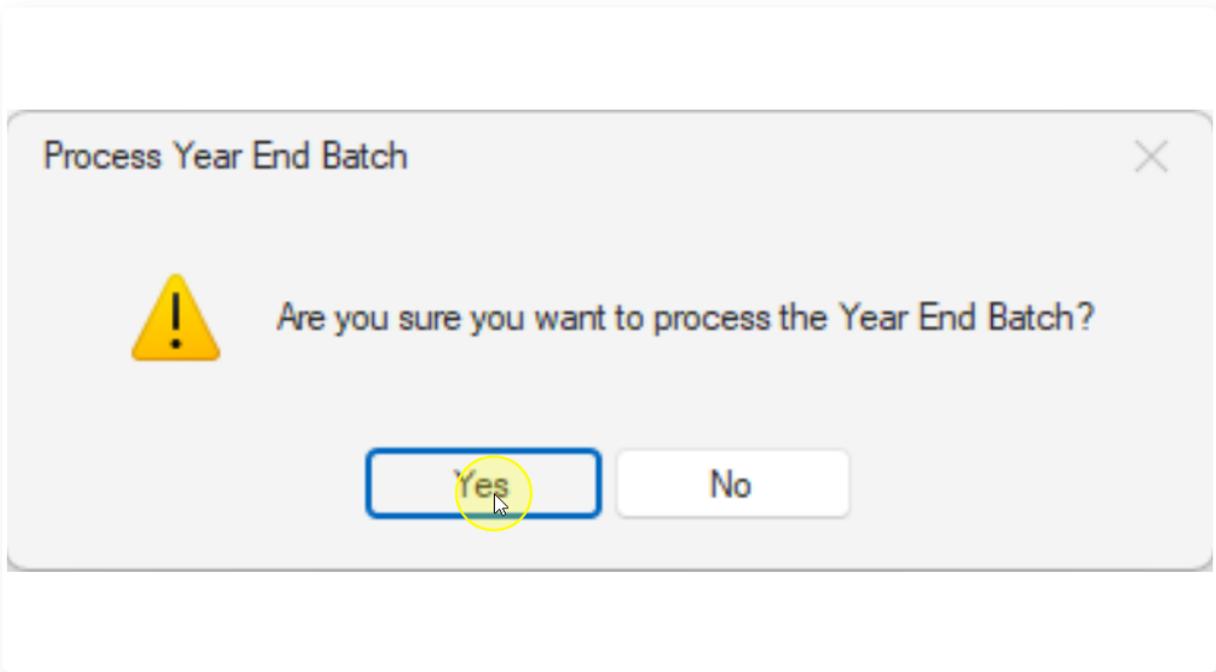
4 Enter the desired Year for the Year-End calculations. By default, RHOP will use the previous year.



5 Click "Process Year End Batch"



6 Click "Yes", to proceed.



7 Once the processing is completed, you can open each supplier record to view/verify the detailed information. Only the suppliers that have a bonus rebate amount calculated will be in this list.

Records Creation | Save | Edit | View | Records Navigation

Type keywords here

- Universal Search
- Memberships
 - Members/Establishments
 - Members/Establishments Contacts
 - Prospects
 - Prospects Contacts
 - Business Owners
 - Business Owner Contacts
 - Member Rebate Programs
 - Master Member Rebate Programs
 - Regions
- Suppliers and Distributors
- Products
- Member Purchases
 - Rebatable Purchases
 - Administration Fees

Members/Establishments | Year End Batch Header | 2025 - Year End Batch ...

Year: 2025

Year End Batch Status: Ready

Process Year End Batch | Import Year End Data | Remove Imported Data

Suppliers Staging Data

Supplier	Total Rebate Amount
ALASKO FOODS INC.	\$6,379.30
BRIDOR	\$4,119.00
COMEAU'S SEAFOOD	\$7,050.50

8 In this screen, you can review the various calculations that were applied for the given supplier.

Save and New | Delete | Cancel | Edit | Open Year End Batch Header | Refresh | Reset View Settings | Main Help | Live Support | Previous Record | Next Record | Close | Records Navigation | Close

Members/Establishments | Year End Batch Header | 2025 - Year End Batch ... | BRIDOR - Year End Bat...

Year End Batch Header: 2025

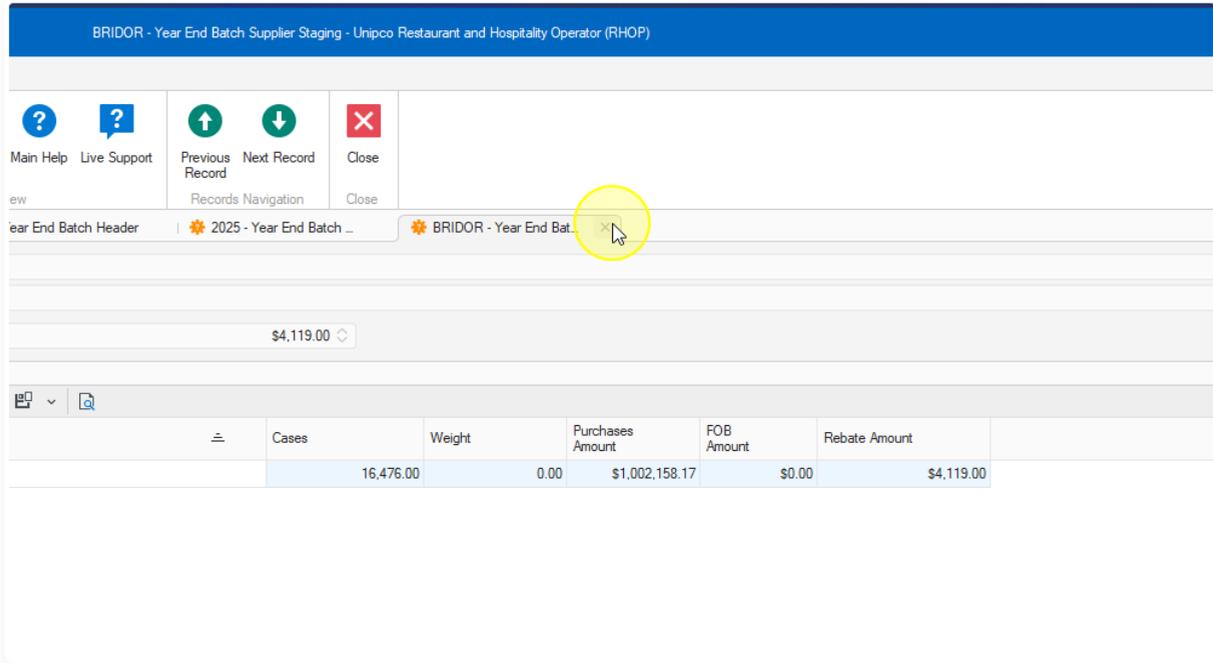
Supplier: BRIDOR

Total Rebate Amount: \$4,119.00

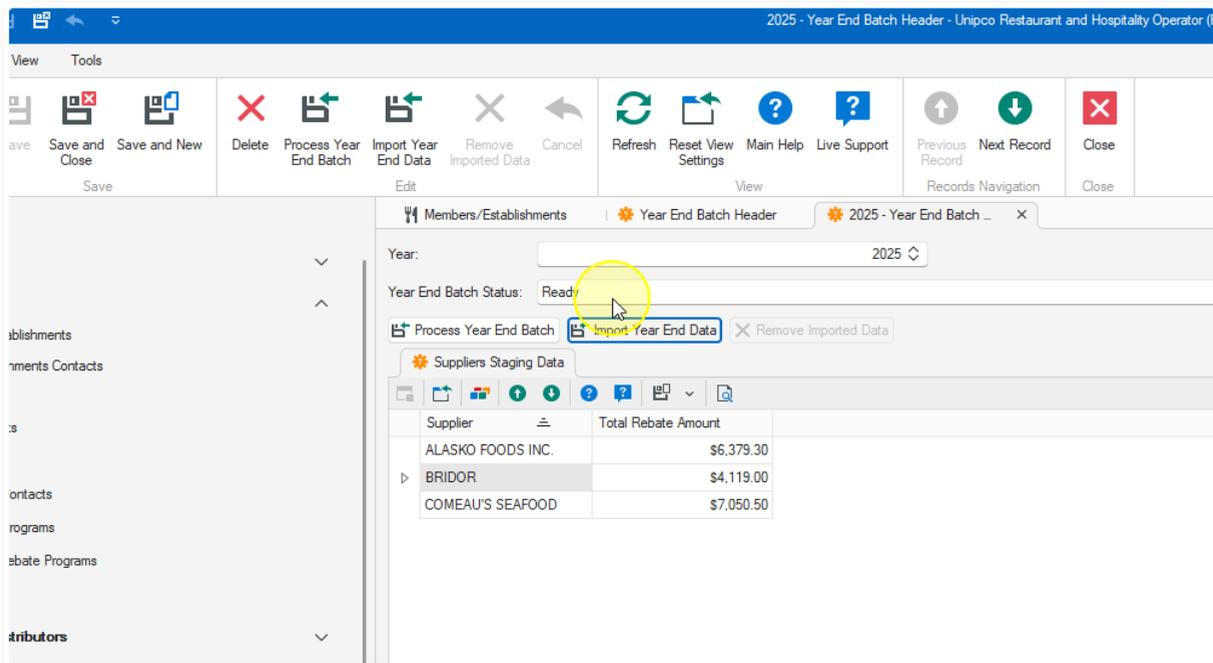
Detail Amounts

Bonus Rule	Cases	Weight	Purchases Amount
Scale for All Products based on Cases	16,476.00	0.00	\$1,002,158.

- 9 Once you finished reviewing the supplier's detailed calculations, you can close the supplier's page.

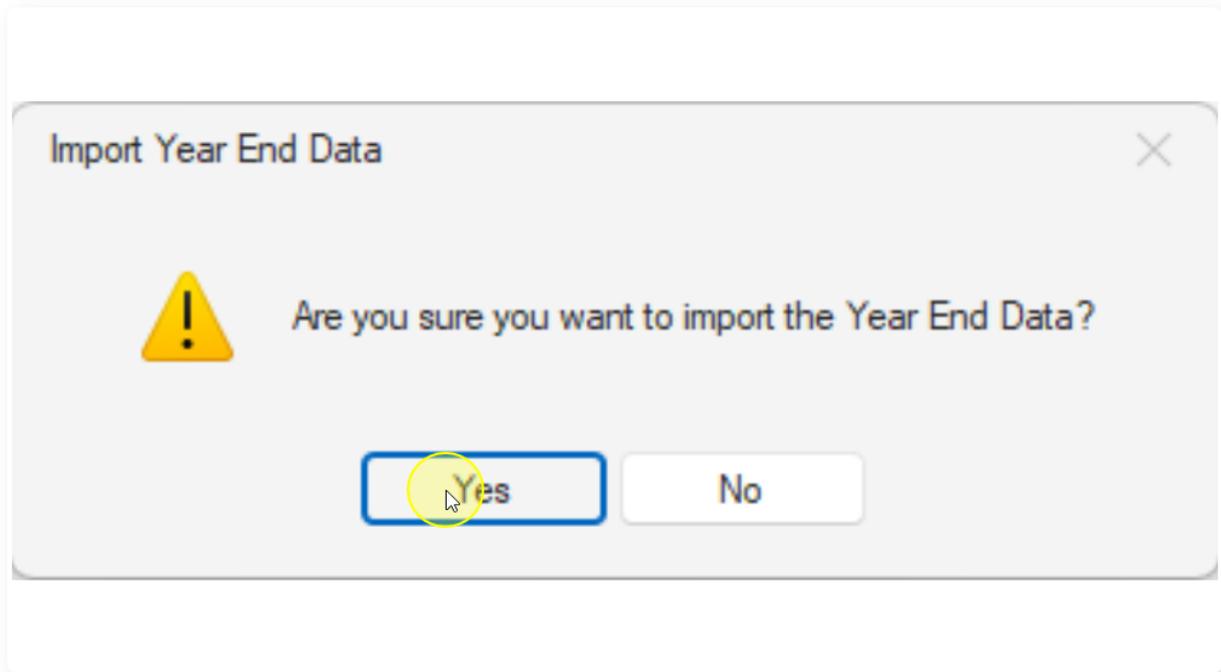


- 10 Once all the data was reviewed and found to be ready for importing, you can click on the "Import Year End Data" button to import the information, in the live data.



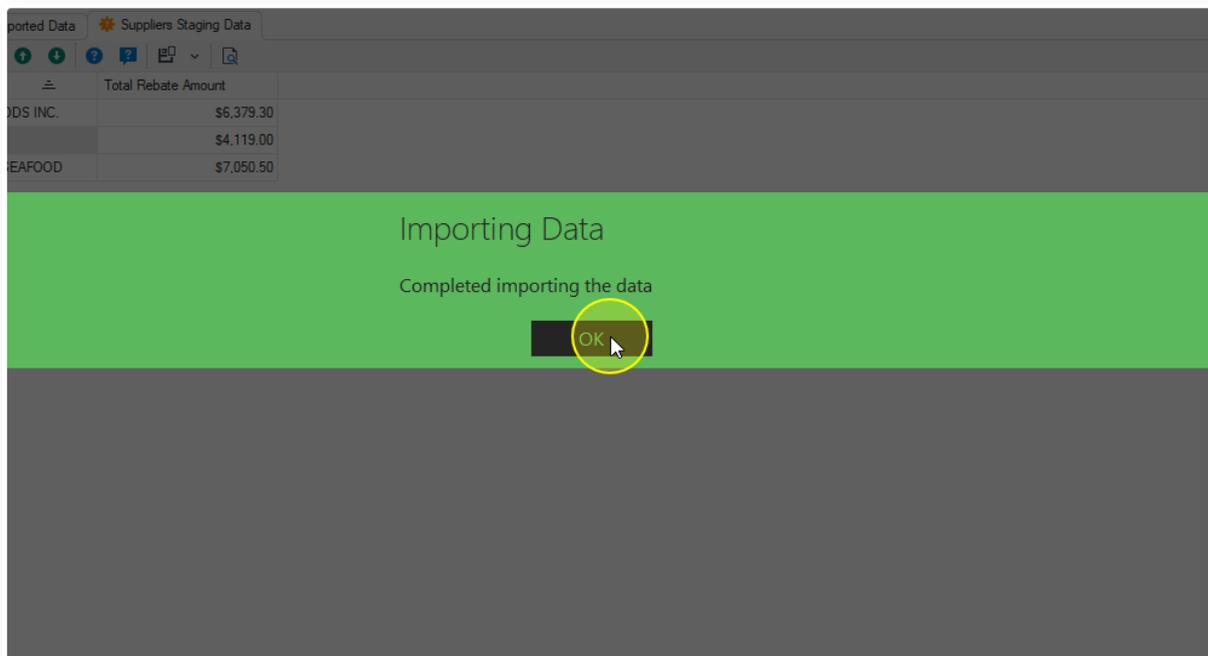
11

Click "Yes", to proceed.



12

Click "OK"



13

Click "Suppliers Imported Data" to view the imported information.

The screenshot shows a software interface with a top navigation bar containing icons for New, Save, Save and Close, Save and New, Delete, Process Year End Batch, Import Year End Data, Remove Imported Data, Cancel, Refresh, Reset View Settings, Main Help, Live Support, Previous Record, Next Record, and Close. Below the navigation bar is a search bar and a sidebar menu with categories: Universal Search, Memberships, Prospects, Business Owners, Regions, Suppliers and Distributors, and Products. The main content area displays the '2025 - Year End Batch Header' with a 'Year' dropdown set to 2025 and a 'Year End Batch Status' of 'Imported'. A toolbar below the header includes buttons for Process Year End Batch, Import Year End Data, and Remove Imported Data. The 'Suppliers Imported Data' button is highlighted with a yellow circle. Below this toolbar is a table with columns 'Supplier' and 'Total Rebate Amount'.

Supplier	Total Rebate Amount
ALASKO FOODS INC.	\$6,379.30
BRIDOR	\$4,119.00
COMEAU'S SEAFOOD	\$7,050.50

14

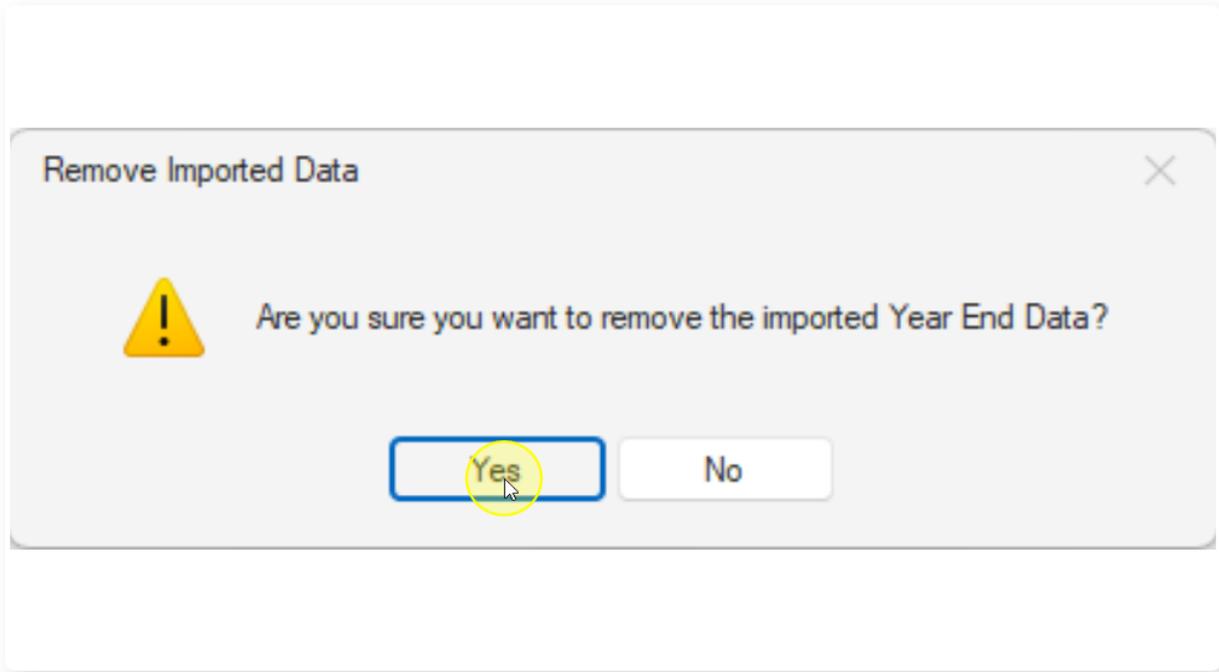
If the imported data needs to be removed from RHOP's live data, click on the "Remove Imported Data" button, from the live data, the batch associated imported data.

The screenshot shows the same software interface as above, but with the 'Remove Imported Data' button highlighted with a yellow circle. The table below the toolbar remains the same.

Supplier	Total Rebate Amount
ALASKO FOODS INC.	\$6,379.30
BRIDOR	\$4,119.00
COMEAU'S SEAFOOD	\$7,050.50

15

Click "Yes", to confirm the removal of the imported information.



16

Click "OK"

