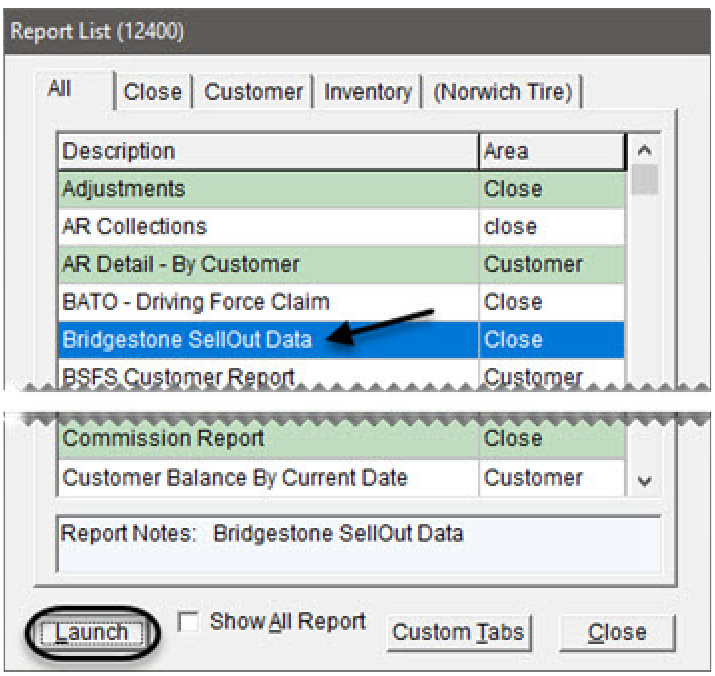
Bridgestone SellOut Data Report

The Bridgestone SellOut Data Report will provide Bridgestone with sales information by article number, date, and invoice number for a selected date range. The information must be exported as an Excel file and submitted through the Bridgestone Affiliated Retailer website.

The three steps below will walk you through generating the report and submitting the file.

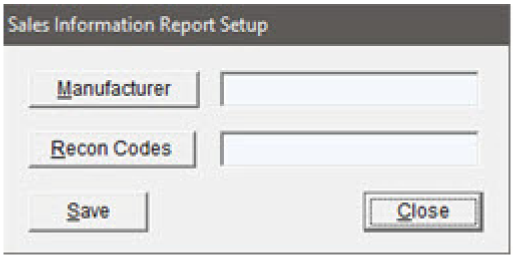
Step 1: Run the Report

1. Click **Reports** and select the **Close** tab.
2. Select **Bridgestone SellOut Data** and click **Launch**. The Sales Information Screen appears.



3. Click **Setup**.

4. Click **Manufacturer** or **Recon Codes**, and select codes from the list to filter the report results.



Note: To choose multiple manufacturer or recon codes, press the **Ctrl** key on the keyboard as you click your selections.

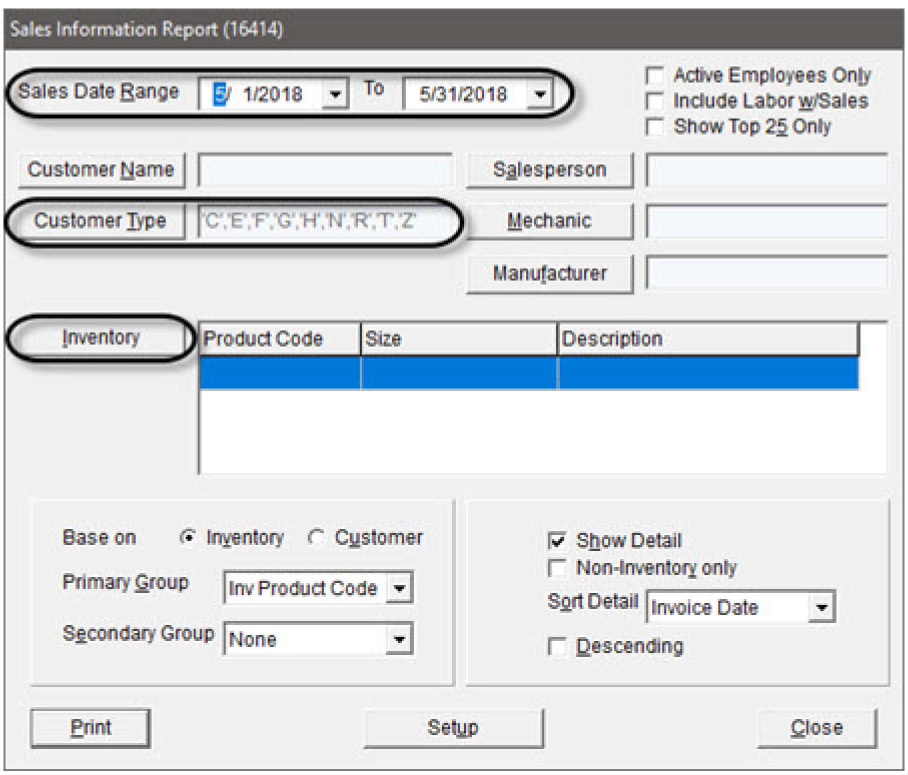
5. Click **Save**.

6. Select the following criteria on the Sales Information Report screen:

   a. **Sales Date Range** for the dates of the sales you want to include on the report.

   b. **Customer Type** to select the customer types used for retail sales. For multiple customer types, press the **Ctrl** key on the keyboard as you click your selections.

   c. **Inventory** and look up tires by inventory *group*.

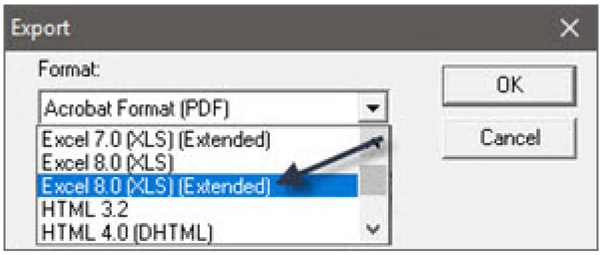


7. Click **Print**. The report window appears and you are now ready to export the file.

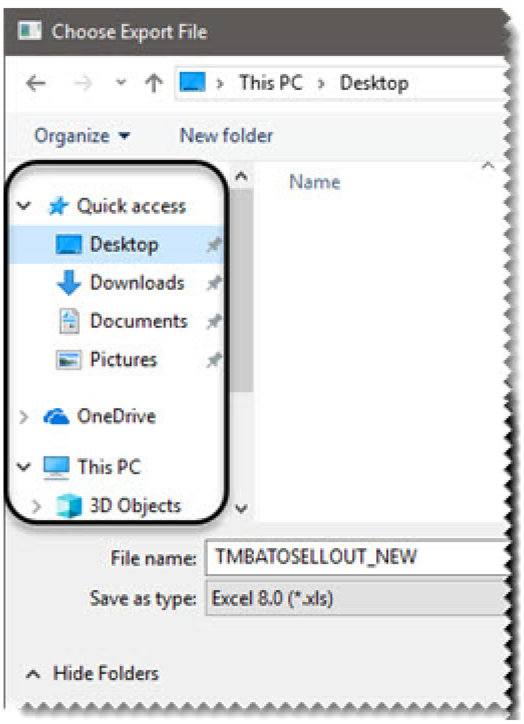
Step 2: Export the Report to Excel

1. At the top of the Report Window, click . The Export screen appears.

2. Select Excel 8.0 (XLS)(Extended) from the **Format** drop-down list and verify that the selected destination is Disk file.



3. Click **OK**. The Format Options screen appears.
4. Click **OK**. The Choose Export File screen appears.
5. Select the location where you want to save the file.



Note: Make note of the location where you save the file, because you will need to access it in Step 3: Submit the Excel File.

6. Type a name for the file in **File name** field. The default file name is TMBATOSELLOUT_NEW.
7. Click **Save**. You are now ready to submit the file.

Step 3: Submit the Excel File

Files can be submitted as often as you want to report sales information (monthly, quarterly, semi-annually or annually).

1. Go to http://www.affiliatedretailer.net.
2. Log in to your account.
3. Under Current Incentive Programs, click the link for monthly retail sellout submissions.

4. Follow the on-screen steps to upload your claim submission.

Note: If you need assistance submitting your file through the Bridgestone Affiliated Retailer website, view the tutorials available on the website or contact the Affiliated Retailer support team at **800-792-8807**.