

### WHEN TO USE THIS CHEAT SHEET: It's important

Use this CHEAT SHEET to help ensure your referring partner gets paid in a timely manner.

Use this CHEAT SHEET to increase your odds of being properly compensated.

### THE BASICS: Get the opportunity right

Did your partner submit a Deal Registration?

Was the Deal Registration approved & converted to an opportunity?

Opportunity Record Type = Sales Record

Type = Channel Referral

Influence Account (Partner 3) = referring partner

Ship To AND Bill To = customer contact

### LEVERAGE THE SALES REP: Referral Fee Form

Enlist the help of the Splunk sales rep to complete the Referral Fee Form.

Completed form contains key details that partners are required to include on referral invoice.

Best Practice: Submit the completed form along with Referral Checklist to your partner within 5 business days of Close/Win date.

### PARTNER PROVIDES: Documentation

Vendor Form:	REQUIRED if your partner has not previously been set up as a Vendor in NetSuite	If unsure, send inquiry to <a href="mailto:canderson@splunk.com">canderson@splunk.com</a>	Submit completed Vendor Form to <a href="mailto:purchasing@splunk.com">purchasing@splunk.com</a>
W-9:	REQUIRED if your partner has not previously been set up as a Vendor in NetSuite	If unsure, send inquiry to <a href="mailto:canderson@splunk.com">canderson@splunk.com</a>	Submit completed Vendor Form to <a href="mailto:purchasing@splunk.com">purchasing@splunk.com</a>
Invoice:	REQUIRED for initiation of referral fee payment	Must include: vendor address/contact info, Splunk sales order OR quote #, customer name, order amount, referral fee amount and supporting documentation for any special terms	Submit vendor invoice to <a href="mailto:ap@splunk.com">ap@splunk.com</a>

Your partner may send this information to the designated email address directly OR you may instruct them to send everything to you and you submit on their behalf.

Assuming all documentation has been submitted and processed, you partner can expect to receive payment within 30 days of receipt of customer's payment.

### KEEP THESE THINGS IN MIND

### DON'T JUST GUESS: Leverage your resources



By [deleted]  
[cheatography.com/deleted-20127/](https://cheatography.com/deleted-20127/)

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