



Ford Vehicle Incentive Program for TopSource Members

September 27, 2012

Member: **The Grocers Supply Company**
Ford FIN Code AF282

Note: Please take these instructions with you to your Ford dealer to obtain discounts

ORDERING A NEW VEHICLE OR REPORTING IT SOLD OUT-OF-STOCK:

Ordering dealer or lessors should take the following actions to ensure prompt payment of eligible monies:

- **CPA discounts are to be off-invoice.** CPA Monies for out-of-stock units will be paid to the dealer from Ford within 30 days of the sale so the out-of-stock vehicles should have the CPA monies credited to the client at the time of the sale by the dealer.
- Use the proper Fleet Identification Number (FIN), as noted above, on each order.
- All units must be reported sold fleet, using appropriate **FIN code** plus appropriate model CPA discount (see attached list), and coded with **option code "56A."**
- When reporting the sale, use the applicable fleet delivery type: Delivery type = 7 for sale of unit to fleet customer. Delivery type = D for sale of unit to a leasing company for subsequent lease to the fleet customer.
- After reporting the sale, **wait a minimum of 25 hours and go back into the system and claim the incentive.** If you attempt to claim the incentive before the full 25 hours has lapsed, the system will give you a message that the FIN code is not valid. For example, if the sale is reported at 4PM then you must wait until 5PM of the next day to claim the incentive.
- Participating companies and TopSource LLC have elected to assign all or part of their CPA funds to the selling dealer so the CPA amounts can be taken off invoice at the time of sale. Amounts due the selling dealer will be paid via the Fleet Integrated Marketing Payment Statement (FIMPS), at the end of each month.
- Dealers will not be able to remove the option code 56A from an order. Dealers should contact the FCIC at 1-800-34-FLEET (pick #2) to request the removal of option code 56A.
- Certain model year vehicles can fall under two program years with potentially different CPA amounts. The order receipt date, not the invoice or sales date will determine which program year is applicable.
- If you have additional questions or need validation, call Ford Fleet customer service at 1-800-34-FLEET (enter # 2 then # 3).
- **Use of 56A on units previously paid Retail, Dealer Cash, or National Fleet Incentive Program (56M) incentives could result in a dealer charge back.** Customer is eligible for this fleet CPA discount OR a retail incentive, NOT BOTH. Ford Finance up front rebates are considered retail incentives.

Properly Reporting a Sale to a Franchisee, Distributor, or a DBA

- To ensure franchisee, distributor or a DBA (doing business as) is properly recorded as the owner of a vehicle reported sold to a corporate FIN, additional steps must be taken when the sale is reported. CONCEPS automatically populates the corporate name and address when the corporate FIN is used. This information has to be overwritten with the franchisee, distributor, or DBA info to properly record the sale. Any questions on how to complete this procedure should be directed to the Fleet Customer Information Center at **1-800-34-FLEET**.

For questions, please contact the following Ford Program TopSource representatives:

TopSource Program contact:

Susan McNamara
Member Vehicle Incentive Program Lead
TopSource Logistics & Distribution
3 Batterymarch Park, 4th Floor, Quincy MA 02169
Phone: 781-926-6036
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Ford National Account Representative:

Catherine A Morrissey
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Auburn MA 01501
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Fax: 866-715-8510
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Ford Vehicle 2013/2014 CPA Incentives for TopSource Members

Eligible Vehicle Lines	Body	Model	Off-Invoice Incentive (*)
Fiesta	ALL	13,14	\$250
Focus	ALL	13,14	\$2400
Fusion	ALL	13,14	\$2600
Fusion SE Hybrid	POL	13,14	\$0
MKS	ALL	13,14	\$1000
MKZ	ALL	13,14	\$3100
Taurus	ALL	13,14	\$3550
Com Stripped Chassis	F5K	13,14	\$400
Econoline	ALL	13,14	\$5800
Edge	ALL	13,14	\$2300
Escape	ALL	13,14	\$1650
Expedition	ALL	13,14	\$3300
Explorer	ALL	13,14	\$4100
F-Series SD F250 Thru F550	ALL	13,14	\$5400
F150	ALL	13,14	\$5400
F150 4X2 Reg Cab	F1C	13,14	\$4600
Flex	ALL	13,14	\$2800
MKX	ALL	13,14	\$2100
Medium Truck	ALL	13,14	\$5900
Navigator	ALL	13,14	\$4100
Transit Connect	ALL	13,14	\$1100

* Amount will be deducted off the factory invoice. Hybrid models are not included in CPA incentive.

Program Year Definition

These 2013 models, with an order receipt date prior to 7/1/12, are included in the 2012 CPA Program Year.

2013 Edge
 2013 Escape
 2013 Explorer
 2013 Fiesta
 2013 Flex
 2013 Mustang
 2013 MKS
 2013 MKT
 2013 MKX
 2013 Stripped Chassis
 2013 Taurus

E-Series Free Options

In addition to CPA, E-Series van customers can select (choice of one):

- No-Charge Power Group (option codes 90F + 62P) **or** one of the following three options, at no charge, if included in the original vehicle order.
- No-Charge Racks and Bins Package (option code 96G) or
- No-Charge EconoCargo Package (option code 96B) or
- No-Charge Quiet Flex III™ Composite Racks and Bins Package (option code 96Q)

Ineligible Programs

- The CPA program (56A) outlined in this letter is in lieu of the National Fleet Incentive Program (56M), Regional Preferred Equipment Package (PEP) discounts (including the Commercial Connection Upfit Program), and customer retail programs.
- Payment of a National Fleet Incentive (56M) or of a retail incentive on a vehicle will make that vehicle ineligible for CPA (56A).
- To ensure CPA payment eligibility, instruct your dealer or fleet management company in writing, NOT to utilize retail or commercial account programs on your CPA eligible vehicles. This restriction applies to units ordered from production and out-of-stock purchases.
- A vehicle sold using the National Fleet Incentive (56M) will count towards the minimum volume requirement of this agreement but will be ineligible for CPA dollars.
- In the event you claim retail or any other special incentive on a vehicle(s) purchased from dealer stock, that vehicle(s) will be ineligible for all aspects of this CPA program. Utilizing option code 56A on your orders will ensure maximum CPA incentives are paid to your company.

In-Service Requirements

The minimum in-service requirement for commercial vehicles is 12 months or 20,000 miles (whichever comes first). Customers who violate the minimum in-service requirements may be subject to fleet incentive chargeback and/or cancellation of their FIN code.