

NAPA INCENTIVES AND REBATES

4. Once the offer is found, you may “Submit Online” or “Print Mail In Form” to print and mail rebate form with receipt.

[SUBMIT ONLINE](#) [PRINT MAIL IN FORM](#)

- 💡 The address to mail in rebates will be located on the form.
- 💡 If the Submit Online button is not shown, please click the “Print Mail In Form” button for full rebate details.
- 💡 If there is not an address on form the offer only allows online claims

5. To submit online, enter your consumer’s full mailing address in boxes provided

- 💡 Be sure to include an apartment, suite or lot number, if applicable.
- 💡 Customer’s email address is required to allow for rebate status notifications and for some offers, send their reward.
 - i. For instance, the Sept/Oct brakes offer reward of a Fanatics.com code delivered via email.



CONSUMER INFORMATION

First Name
Last Name
Address
City
State
Zip
Email

6. Take a picture or scan a copy of the full invoice/receipt with the rebate item(s) circled and upload using the Browse button.

- 💡 If the invoice is multiple files/images, use the additional “invoice or receipt image” boxes to submit them.
- 💡 Only one file/image may be attached per box.
- 💡 Credit card receipts may not be included as valid purchase information.



UPLOAD RECEIPT(S)

Invoice or Receipt Image* [BROWSE](#) [Clear](#)

Invoice or Receipt Image [BROWSE](#) [Clear](#)

Invoice or Receipt Image [BROWSE](#) [Clear](#)

NOTE: IMAGES MUST BE CLEARLY LEGIBLE AND INCLUDE ALL CUSTOMER

SUBMIT REBATES FOR DEALER OFFERS

1. Click “Find Dealer Rebates/Promotions.”
 - 💡 If applicable, enter your special offer code.
2. Choose the incentive/rebate promotion you wish to submit for.
 - 💡 Click “Submit Online” to continue or “Print Mail In Form” to mail in your submission.
3. Review and enter the information from the receipt/invoice.
4. Click “Add Item” for multiple items on the same invoice.
5. Upload your entire detailed invoice with eligible rebate item circled.
 - 💡 Only one invoice may be submitted at a time.
 - 💡 To submit multiple invoices, complete the first invoice and click “Submit Another Invoice for This Offer.”
 - 💡 Only one file/image may be uploaded per submission box. Use the additional “Upload Invoice” boxes to submit each additional file.
6. If you would like to mail in your detailed repair order/invoice for the promotion, click “Print Form” to download and mail to the address listed on the form.



SUBMIT INCENTIVES FOR DEALER OFFERS

1. For incentive/tally sheet offers, you will see two options for online submissions.
2. On the pop-up screen, choose how you want to submit.
 - 💡 Option 1 is the same process as the Rebates for Dealers; you enter each individual invoice throughout the promotion. (see above directions).



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💡 Option 2 is available to submit one time, at the end of the promotional period.



- Use the Print Form button to print a copy of a blank scorecard.
- Upload your **completed** scorecard AND supporting receipts/NAPA report.

💡 You may mail in your scorecard and receipts by downloading this form and mailing to the address listed.

SUBMIT FOR COST SHARE/INSTANT SAVINGS CREDITS

- Select “Request Cost Share/Instant Credits.”
- 💡 Available cost share promotions will appear.

- Choose the appropriate cost share promotion and select “Submit Online.” Only online claims will be processed.

- Review the promotion information and enter the receipt/repair order information.
- In the “Customer Rebate Amount” box, only enter in the amount of credit to customer as shown on the receipt.

- The item/part box should only be filled in with the qualifying product that was given as “free” for validation.

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- 💡 If more than one type of product is needed to qualify, such as Belts and Hoses, enter both product numbers.
- 7. To add multiple receipts for one cost share promotion, click “Add Another Receipt.”
 - 💡 If you added too many items or too many receipts, click the trash can icon.
 - 💡 You are able to enter 5 receipts at a time.
- 8. Upload your consumer’s receipt with eligible instant rebate item circled to qualify by clicking “Browse.”
- 9. Your store will submit your approved cost share credits for further processing.

HELPFUL HINTS

Uploading Receipt/Repair Orders

- 💡 Smartphone/tablet: You can take a picture of your receipt/repair order and upload the image.
 - Only one image may be uploaded per box. Use additional boxes for multiple images.



Single receipt



Multiple receipts

- Make sure you circle qualifying items on receipt
- Make sure full receipt is captured and the image is not blurry so it can be properly validated for approval

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- 💡 PC: You must scan all receipts/repair orders into a single document and then upload the file.
- If all receipts/repair orders do not fit on one page, you may upload additional pages in the additional upload boxes.
 - DO NOT include credit card receipts. Make sure all items on the receipt are captured in image.



✘
Credit card receipt is included and covering invoice.



✔
Multiple invoices are included in one, easy to read file.

Special Offer Code

- 💡 Most offers will NOT have a special offer code.
- The option is available for exclusive offers.
 - The offer number, such as NP3001, is not a special code.
- 💡 If you have a code, click YES and enter your code in the space provided.
- 💡 If not, click “No” and then continue.

A screenshot of a form asking for a special offer code. The form has a question "Do you have a special offer code?" with two radio buttons: "Yes" and "No". Below the question is a text input field labeled "Special Offer Code*" with the placeholder text "Enter Special Offer Code". At the bottom left of the form is a small asterisk and the word "Required". At the bottom right is a yellow button labeled "CONTINUE".