

1. I am a section lead/project lead. Am I eligible to submit opportunities?

- a. Yes. If your job description does not specify you to drive sales as a core functionality, you may submit opportunity leads. If you are tasked with driving/generating opportunities for specific accounts, these opportunities are not eligible for the program. For specific cases, please contact your direct Belcan manager or supervisor.

2. What is run rate work? Can I submit opportunities for run rate work through the program?

- a. Run rate work qualifies as any existing type of work from an existing customer and is not eligible for program entry. Examples: renewing a PO for continuing projects, adding resources to an existing PO/project, repeat type of work we have done for the customer before.
- b. New work is qualified for the Grow Together Program. New work is any work from a new customer or a new type of work from an existing customer. For example: We have been designing seating for X Aerospace company and the Belcan project lead hears that they plan to design lavatories next and are looking for engineering resources. The lavatory project would qualify as an opportunity lead.

3. Can more than one person submit an opportunity lead?

- a. Only one person can submit and be paid on an opportunity lead at this time. Arrangements outside of the program are up to the submitter but will not be considered through the GTP.

4. Positions are listed on a customer website or public location. Can I submit these opportunities to the Grow Together Program to negotiate the positions to statement of work or contract instead of direct?

- a. Positions that are listed as direct, on a customer website, or other public domain are not eligible for program submission. Exceptions will be considered if you have an internal customer contact and have had conversations surrounding conversion of specific roles or programs to SOW or contract positions.

5. I am an account manager and received a new opportunity through the program, but there is not enough information in the form.

- a. The form is designed to act as an introduction to the customer contact and opportunity. To avoid the project manager/engineer being unbillable, the expectation is that the assigned account manager will contact the Belcan submitter, vet the opportunity, reach out to the customer, and drive the opportunity to a close.

6. I am not receiving emails from Salesforce notifying me of a new opportunity assigned to me.

- a. Emails are sent to the email account listed in Salesforce. This is typically your Belcan email address. Please be sure you are checking the correct email for opportunities or work with IT to forward your Belcan emails accordingly.
- b. Add salesforce.com to your list of safe senders to ensure the email does not go to a spam or junk folder. Click [here](#) for instructions on adding a safe sender to Outlook, and 'add @salesforce.com'.

7. I received a submission and the close date is today.

- a. Close dates are rough estimates on project start dates by the submitter. If the date is incorrect, it is the responsibility of the account manager to edit as soon as more detail is available.

- b. As a submitter, if you are not sure when the project start date is, it's best to push it out slightly to give the account manager enough time for due diligence.

8. How can I see opportunities assigned to me from the program in Salesforce?

- a. Click "Opportunities" from the main menu. Select the dropdown list titled "Grow Together Submissions". This will show you all submissions assigned to you or anyone from your team.

9. When I click submit, it appears that nothing happens.

- a. Please email technical support at gtpsupport@belcan.com. Do not complete the form a second time.

10. Who do I contact with questions about the program or questions filling out the form?

- a. Please direct all questions to gtpsupport@belcan.com.

11. How can I track my submission? When will I be paid for a win?

- a. Each time the account manager changes the stage, the submitter will receive an email notification with details on the stage change and anticipated close date. Please see question 6 if you are not receiving emails.
- b. Reward values are calculated based on Belcan recognized revenue from the applicable PO. Upon Belcan reaching 75% of the PO Amount, the full reward amount will be made to the submitter. Payments will be determined and paid out quarterly. Rewards are subject to ordinary employment taxes as required by the law.

12. Where can I find details about the program?

- a. www.belcan.com/grow-together-info

13. Where can I find the form to submit an opportunity lead?

- a. www.belcan.com/grow-together
- b. www.belcan.com > Resources > Portals > Employee Links > Submit Your Opportunity Today