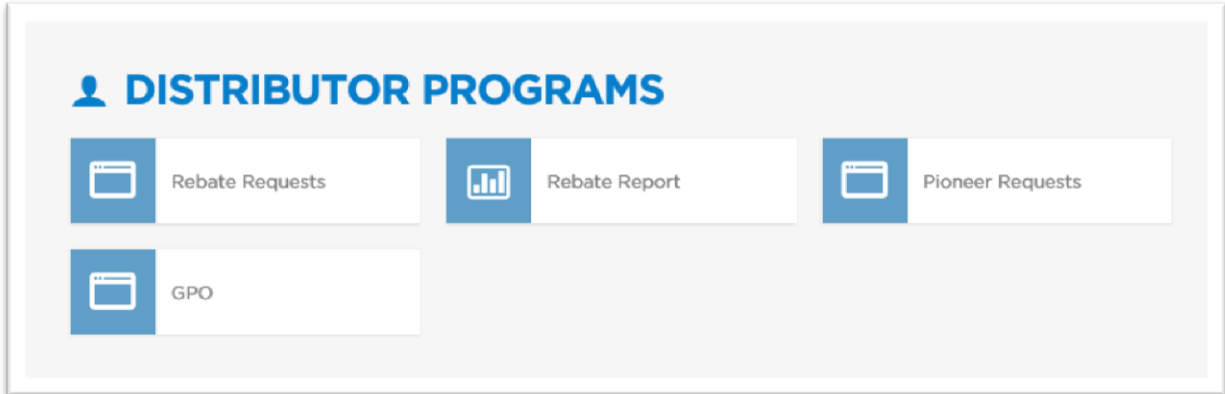# Pioneer Request Instructions:

Please follow these simple steps to submit a pioneer request to your Spartan Chemical Regional Manager.

1. Log into the Spartan Website: http://www.spartanchemical.com/
2. Locate the Distributor Programs and click "Pioneer Requests":

3. Distributor Information should be prepopulated, select your company representative. If an email address doesn't populate or is incorrect, you can change it.

4. End-User Information, please select the Company for this Pioneer Request. If this company doesn't appear in the list, you can select "---Add New End User---", which appears at the bottom of the dropdown list. If you are adding a new end user, you will need to enter all fields that have a red asterisk (*). When all the fields have been entered, click the "Add" button. If you have any questions, please contact your Regional Manager.

5. If this is Bid Work, click "yes", otherwise proceed to the next step.

6. If this is a GPO account, click "Yes", otherwise proceed to the next step #9. Then select the GPO Affiliation from the dropdown menu, and check if this is a GPO Laundry and/or GPO Housekeeping account.

7. For GPO Housekeeping Accounts, the information section will open and is required; you must enter the healthcare type and the number of beds for this facility.

Healthcare Type*:

--- Select ---
Acute Care (Hospitals)
Long-Term (Nursing Homes)

8. For GPO Laundry Accounts, the information section will open and is required. You must enter the laundry capacity in pounds. Below that the number of machines and the type of machine. Then the laundry dispenser information. The type of dispenser, number of dispensers installed and the installation date.

GPO LAUNDRY INFORMATION

Laundry Capacity Pounds*:

[   ] LBS

Number Laundry Machines*:

[   ]

Laundry Machines*:

--- Select ---
1- 40# Huebsch
100# EP PLus
2- 60# Huebsch

GPO LAUNDRY DISPENSER INFORMATION

* Type of Dispenser:

--- Select ---

* Number of Dispenser Installed:

[   ]

* Installation Date:

[   ]

+ Add Dispenser

9. To pioneer a dispenser simply select the type of dispenser from the dropdown, the number of dispensers installed, and installation date.

DISPENSER INFORMATION

* Type of Dispenser:

--- Select ---

* Number of Dispenser Installed:

[   ]

* Installation Date:

[   ]

+ Add Dispenser

10. You can now pioneer product. Simply select the product category from the dropdown, this will minimize the product options in the next drop down, where you choose the actual product.

11. Please enter any comments in the textbox. Check the box to the "Spartan Pioneering Agreement", which can be seen by clicking on the link. Once finished, simply click on the "Submit to RM" button. Your Spartan Regional Manager will now get an email to notify them that there is a pioneering request to review.