

12/2011

Pet Supplies "Plus" Cashier Coupon Procedure

Cashiers:

1. We take all valid coupons, including competitor's coupons.
2. Manufacturer's coupons – Over \$1.00 (face value coupons):
 - A. Coupons that have a specific value stated on them over \$1.00.
 - i. You must circle the expiration date
 - ii. Initial the coupon
 - B. Buy one, get one free or free product coupons.
 - i. You must fill out the yellow coupon form complete with UPC code
 - ii. Fill in the value taken for the item
 - iii. Circle the expiration date
 - iv. Initial the coupon
 - C. Frequent buyer envelopes/ cards
 - i. Verify all the necessary information to be correct
 - ii. Fill out the back of the envelope
 - iii. Call a manager to check and authorize the free product
 - D. To take these coupons you must scan them or enter the amount as "MFG Coupon"
 - i. First scan the coupons bar code.
 - ii. Type the amount that the coupon is for, hit enter (if asked for amount)
 - iii. Initial the coupon, circle the expiration date and put the coupon underneath the drawer
 - iv. If the coupon does not scan you need to enter the dollar amount and then select "MFG Coupon" on your register's touchscreen
 - v. Then you press "Open Department" and find the best match for the item the coupon is for.
3. Manufacturer's Coupons - Under \$1.00 (expense coupons):
 - A. These coupons are doubled up to a \$1.00 total amount
 - B. Examples:
 - i. $25¢ = 50¢$, $30¢ = 60¢$, $50¢ = \$1.00$, $55¢ = \$1.00$, $75¢ = \$1.00$
 - ii. The doubling function is done automatically with the POS system
 - C. To take these coupons you must scan them or enter the amount as "MFG Coupon"
 - i. First scan the coupons bar code.
 - ii. Type the amount that the coupon is for, hit enter (if asked for amount)
 - iii. Initial the coupon, circle the expiration date and put the coupon underneath the drawer
 - iv. If the coupon does not scan you need to enter the dollar amount and then select "MFG Coupon" on your register's touchscreen
 - v. Then you press "Open Department" and find the best match for the item the coupon is for.
 - D. Buy one, get one free or free product coupons.
 - i. You must fill out the yellow coupon form complete with UPC code
 - ii. Fill in the value taken for the item
 - iii. Circle the expiration date
 - iv. Initial the coupon
 - E. To take these coupons you must scan them or enter the amount as "MFG Coupon"
 - i. First scan the coupons bar code.
 - ii. Type the amount that the coupon is for, hit enter (if asked for amount)
 - iii. Initial the coupon, circle the expiration date and put the coupon underneath the drawer
 - iv. If the coupon does not scan you need to enter the dollar amount and then select "MFG Coupon" on your register's touchscreen
 - v. Then you press "Open Department" and find the best match for the item the coupon is for.
 - vi. Hit the "Do Not Double" button on the screen for free product coupons under \$1.00.
 - F. If the coupon has a PLU number assigned or printed on the coupon, enter the PLU code and verify the dollar amount shown on the screen to match the printed amount on the coupon.
4. Store coupons or our coupons:
 - A. These coupons range from Valpak, PSP mailings, Coupons4Indy.com, Pin Point Perks, Vet coupons, and bag stuffers
 - B. Dollars off coupons (\$4 off the purchase of \$44 or more)
 - i. You must write the total for the transaction before the coupon on the coupon
 - C. These coupons should all be taken for the value stated on the coupon and initial it
 - D. If there is no value, you must write in the value taken for the coupon and initial it
 - E. To take these coupons you must type in the amount of the Coupon and then Select "Store Coupon" on your touch screen.
 - i. Initial the coupon and circle the expiration date
 - ii. Put the coupon underneath the drawer
5. Additional Store coupons
 - A. These are given out at the manager's discretion
 - B. This will also be used for coupons that have stickers on the bag (\$2 off oops stickers) for ripped bags
 - C. Competitors coupons:
 - i. We will accept **ALL** competitors coupons
 - ii. Taken the same way as regular store coupons

Manager Name Printed _____

Manager Signature _____ Date _____

Employee Name Printed _____ ID # 01489 _____

Employee Signature _____ Date _____