



# Grocers Supply Retailer Coupon Processing

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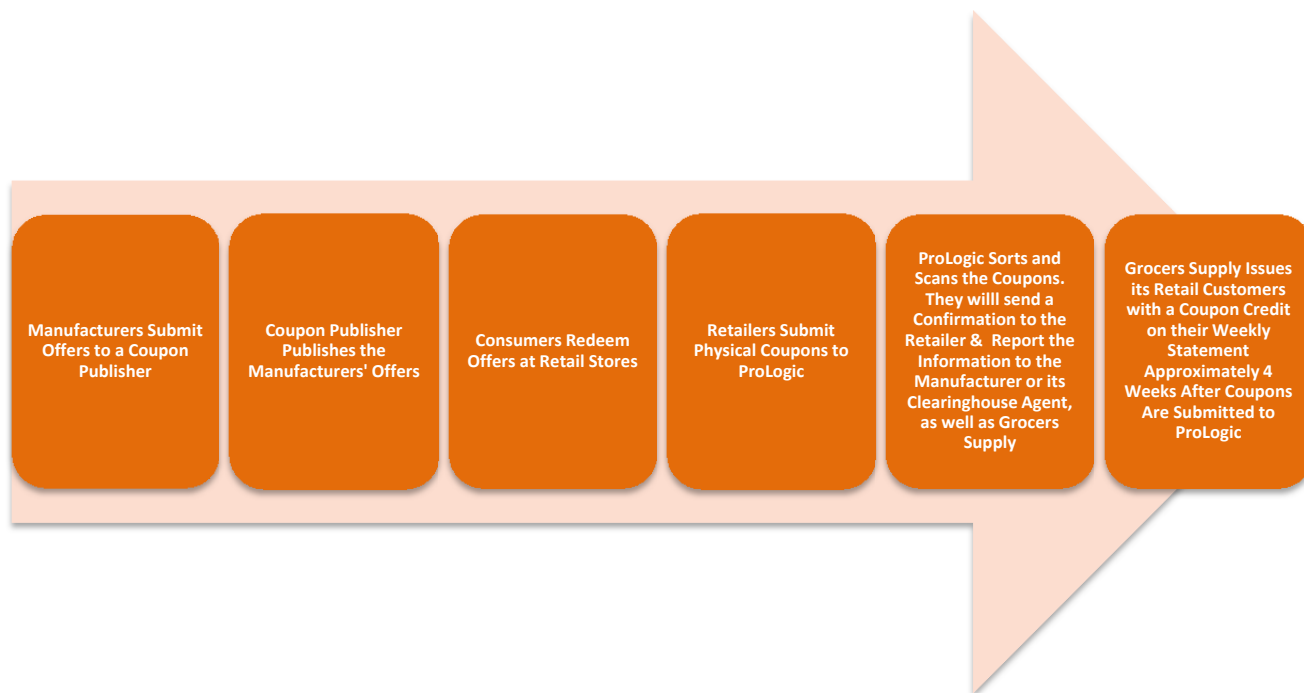
The Grocers Supply Company offers its retail customers the opportunity to participate in our Coupon Processing Program. This program provides a simplified solution for the coupon redemption process. Grocers Supply has strategically partnered with ProLogic Redemption Solutions, a neutral third-party, responsible for sorting, counting and verifying coupons submitted by our retail customers.

To participate in the Grocers Supply Coupon Processing Program all retailers must have an industry standard Coupon Processing Questionnaire and Coupon Processing Agreement on file. These documents are valid for a period of two years. After each two year period, the documents must be resubmitted to Grocers Supply. Below you will find useful information which further explains the Coupon Processing Program.

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## The Paper Coupon Process

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## Retailer Coupon Submission

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After submitting the industry standard Coupon Processing Questionnaire and Coupon Processing Agreement, Grocers Supply will work with ProLogic to setup your retail store in our coupon processing system. You will then receive a package from ProLogic that includes pre-paid UPS shipping labels, and forms that must be completed with each coupon submission. Coupon credits are typically applied to our customers' statements approximately 4 weeks from the date the coupons are shipped to ProLogic.

Grocers Supply and ProLogic recommend that retailers carefully package their coupons prior to shipment to ProLogic's processing facilities. Poorly constructed or mislabeled packages can result in delays or even loss of coupon shipments in transit.

The following recommendations will ensure your coupons arrive quickly and securely at ProLogic's processing plants:

- Coupons from each individual store should be placed in sealed, tamper-resistant bags or envelopes. ProLogic can provide coupon bags for this purpose.
- Coupon bags should be clearly labeled with
  - Retailer name
  - Store number
  - Ship date & week ending date
  - Claimed coupon count and value
  - Number of bags per store (e.g. Bag 1 of 3)
- Coupon bags should be packed in sturdy, sealed boxes that are clearly labeled with:
  - Retailer/wholesaler name
  - Number of enclosed coupon bags
  - Ship date & week ending date
  - Number of boxes in shipment (e.g. Box 1 of 3)
- Coupon transmittal forms should be complete and accurate.
- The bill of lading should include:
  - The correct weight
  - Number of boxes
  - Addresses: including ship-from address, ship-to address, and bill-to address
- Copies of the coupon transmittal forms and record of the UPS tracking number should be maintained for your records.
- You may choose from the following options when submitting coupons via UPS with the provided pre-paid labels:
  - Drop your shipment in a UPS drop box;
  - Take your shipment to a UPS store;
  - Call UPS at 1-800-377-4877 for a pickup;
- It is important to indicate whether your corporate office or individual retail locations will be submitting coupons to ProLogic.
- When re-ordering shipping supplies from ProLogic please allow 10 working days to receive your supplies. It is preferable to order a new supply 2-3 weeks before your current supply runs out.

Using these best practices in submitting your coupons will ensure that your shipments reach the ProLogic processing plants intact and without delay.



*Sample Coupon Transmittal Form*

**COUPON TRANSMITTAL FORM**

INVOICE # \_\_\_\_\_  
 ACCOUNT NAME \_\_\_\_\_ DIVISION \_\_\_\_\_ DATE/WEEK ENDING \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 INVOICE PREPARED BY: \_\_\_\_\_ TELEPHONE \_\_\_\_\_ EXT. \_\_\_\_\_

STORE NAME AND/OR NUMBER		#PKGS.	# CLAIMED	WEIGHT	RECEIVED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
TOTALS					

**SHIPPING ACCOUNT; PLEASE ENCLOSE ORIGINALS - MAINTAIN DUPLICATE FOR RECORDS  
 PLEASE PACKAGE COUPONS SECURELY**



**SHIP TO:**  
 Prologic Redemption Solutions  
 \_\_\_\_\_  
 Del Rio, TX 78840

# Sample ProLogic Shipment Confirmation



## Job Shipment Recap Final

Run Date: 9/1/2011 1:40:17 PM

### GROCERS SUPPLY COMPANY - GS

Division Number: 91  
 Division Address: Retailer X  
 123 Main Street  
 Anytown, USA 12345

Shipment #: 501117  
 Div Invoice #: 0731  
 Div Invoice Date: 07/31/2011

Date Completed: 08/26/2011  
 Date Received: 8/19/2011

Customer Store #	PLRS Store #	Store Name	Weight	Claimed	Verified	%	Difference	Returns	Closed	Total RET	Net Hand	Net Face/Redeem	Due Store
002596	25965	Retailer X #1	0.01 0.01	0 0.00	4 1.65	100%	4 1.65	0 0.00	0 0.00	0 0.00	0	4 1.65	1.92
002620	26203	Retailer X #13	0.08 0.08	0 0.00	25 15.55	100%	25 15.55	0 0.00	0 0.00	0 0.00	0	25 15.55	17.24
002726	27268	Retailer X #17	0.01 0.01	0 0.00	1 0.75	100%	1 0.75	0 0.00	0 0.00	0 0.00	0	1 0.75	0.82
002727	27276	Retailer X #29	0.01 0.01	0 0.00	2 0.90	100%	2 0.90	0 0.00	0 0.00	0 0.00	0	2 0.90	1.04
002743	27433	Retailer X #44	0.04 0.04	0 0.00	21 17.09	100%	21 17.09	0 0.00	0 0.00	0 0.00	0	21 17.09	18.51
002766	27664	Retailer X #62	0.05 0.05	0 0.00	1 0.50	100%	1 0.50	0 0.00	0 0.00	0 0.00	0	1 0.50	0.57
<b>GRAND TOTAL</b>			<b>0.20</b> <b>0.20</b>	<b>0</b> <b>0.00</b>	<b>54</b> <b>36.44</b>	<b>100%</b>	<b>54</b> <b>36.44</b>	<b>0</b> <b>0.00</b>	<b>0</b> <b>0.00</b>	<b>0</b> <b>0.00</b>	<b>0</b> <b>3.65</b>	<b>54</b> <b>36.44</b>	<b>40.09</b>

For questions or requests for additional information, please call Prologic Redemption Solutions at (915) 581-6237. Thank you for your business.

NOTE: Returns and closed mfg(s) are not returned unless the individual store total exceeds \$5.00

Confidential and Proprietary

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## Contact Information

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If at any time you have any questions regarding the Grocers Supply Coupon Processing Program, please contact:

Pat Collins  
Grocers Supply  
(T) 713.715.2843  
(E) [patcollins@grocerssupply.com](mailto:patcollins@grocerssupply.com)

Trina Fields  
Grocers Supply  
(T) 713.749.9347  
(E) [trinafields@grocerssupply.com](mailto:trinafields@grocerssupply.com)

To request additional coupon processing supplies, please contact:

Sandra Elias  
ProLogic  
(T) 800.581.6237 ext 139  
[selias@prologicredemption.com](mailto:selias@prologicredemption.com)

To resolve retailer payment suspension issues, please contact the manufacturer or clearinghouse to discuss why payment has been denied.

INMAR  
(T) 800.285.7602

NCH  
(T) 800.833.7096

Procter & Gamble  
(T) 800.543.8443