

I. Processing Coupons

We offer several coupons, most of which are from manufacturers to help promote various products. Each of these manufacturers has a different policy as to how these coupons are to be redeemed. While all of them require a discount or no charge during invoicing, the following is a guideline for procedures concerning each coupon. Check expiration dates to see when a coupon expires.

Clinic Referral Coupons

- This is a dollar-off coupon to be applied during invoicing.
- During invoicing, use the REFRL (Discount Referral Coupon) code to apply the coupon. This code will automatically apply the referral dollar-off amount to the invoice. Change the amount if more than one referral is indicated on the coupon.
- Write on the referral coupon the date it was redeemed and place in the file drawer under Vendor Coupons.

Advantage (Bayer) Coupons

- Invoice free dose at no charge.
- Complete client information on the Advantage Free Dose form pad and include copy of client invoice showing purchase of qualifying product.
- Place yellow copy of form in the Practice Manager's in-box.

Heartgard (Merial) Coupons

Heartgard coupons are mailed in by the client for the \$5.00 mail-in rebate.

Hill's Dollar Off Coupons

- Discount is given on the client's invoice by using the DSCNT code and typing in the amount of the coupon using a negative sign in front of the number to subtract the amount from the invoice.
- Mail coupons to Hills.

End of Section