

# HOW TO SUBMIT PAPER COUPONS TO INMAR

## FOR RETAILERS NOT USING A CLEARINGHOUSE



Inmar processes paper coupons for hundreds of manufacturers throughout the United States – handling redemption and reconciliation for their coupons, including making payments to submitters. If you are not using a retail clearinghouse to submit your coupons to the appropriate manufacturer(s), you may submit them directly to Inmar for payment. If you choose to submit directly to Inmar, please follow the guidelines provided below to help facilitate prompt processing and payment.

### ▶ **1. Submit each manufacturer's coupons separately.**

Each manufacturer-specific submission should be packaged and mailed independently and include an invoice which provides:

- Name of store
- The number of coupons being submitted
- Mailing address (physical preferred)
- Handling (\$.08 per coupon or as specified on coupon)
- Manufacturer name
- Postage
- Date
- An invoice number (generated by submitter)
- Total dollar amount due (total of offer values plus billable handling and applicable postage)

Please be aware that individual manufacturer policies will determine actual shipping and handling reimbursement.

### ▶ **2. Keep copies of all invoices sent to Inmar for your records.**

### ▶ **3. Check all coupons for, and follow, any special instructions for redemption.**

For example, "free" value coupons require that the value of the item given away be written on the coupon presented.

### ▶ **4. Mail your coupons to the attention of the appropriate manufacturer at this address:**

Client Name Dept # (Dept. # can be found on coupon)  
MFR RCV Office  
801 Union Pacific Blvd  
Ste 5  
Laredo, TX 78045

### ▶ **5. Securely seal the package containing your submissions. Enclose them in a strong envelope or box.**

### ▶ **6. Notify Inmar immediately of any change in the status of your store.**

Call (800)285-7602 if your store 1) has closed and/or 2) you are mailing your last submission, 3) your store is under new ownership or 4) you have a new address. Depending on the type of change, you may need to complete a new submitter questionnaire.

*Please call the Inmar Trade Relations Response Line at (800)285-7602 with any questions concerning the information above.*