

## **Redeeming 50/100 coupons**

### **Purpose:**

To perform the action of completing invoices in which 50/100 codes are redeemed

### **Guidelines:**

Follow these steps when a customer wishes to redeem a 50/100 coupon

### **Process:**

STEP	ACTION
1	Verify the code being redeemed has not already been redeemed by accessing the HUB
2	Use Article 85251 for orders valued under \$500. The discount amount is \$50
3	Use Article 85252 for orders valued at \$500 or greater. The discount amount is \$100
4	Include the coupon code redeemed in the agent notes
5	Mark the code being redeemed as “used” in the HUB

### **Contact:**

Please see an assistant manager or manager with questions.