



# Rebate Process

## Advantages:

### Advantages of Rebate Process:

Streamlines the Rebate Process
Informs all parties involved of upcoming rebates
Provides stakeholders all the information needed for rebates

## In-Store Rebate Process:

Timeline	Task Description
8-9 Weeks Out	<ul style="list-style-type: none"> <li>Buyer to fill out the entire Rebate Request form 9 weeks prior to rebates hitting the stores (Please include Long SKUs on the Rebate Request form)</li> <li>Buyer to email the Rebate Request form to "Rebate" email group (<b>Email should include: Rebate Request Form and Hi-Res PFD of both sides of the Rebate</b>)</li> <li>Ad Admin to complete I-Share request</li> </ul>
6-7 Weeks Out	<ul style="list-style-type: none"> <li>Ad Admin to get approvals on signs and rebates from Merchant Team and Store Ops</li> <li>Rebates are received from the vendor</li> <li><b>Vendors need to provide rebates with a 1/4" hole punched in the top/center of the rebate pads</b></li> </ul>
4-5 Weeks Out	<ul style="list-style-type: none"> <li>Create and submit memo to Task Manager</li> <li>Signs and Rebates sent to the printer</li> <li>Signs and Rebates kitted and placed in totes</li> <li>Ad Team <i>CAN</i> use the rebate for future ads</li> </ul>
3 Weeks Out	<ul style="list-style-type: none"> <li>Signs and Rebates ship to the stores</li> <li>Stores display signs and rebate pads</li> <li>E-Comm Team posts rebate online</li> </ul>

## Online Only Rebate Process:

Timeline	Task Description
4-5 Weeks Out	<ul style="list-style-type: none"> <li>Buyer to fill out the entire Rebate Request form 5 weeks prior to rebates posting online (Please include Long SKUs on the Rebate Request form)</li> <li>Buyer to email the Rebate Request form to "Rebate" email group (Email should include: Rebate Request Form and Hi-Res PFD of Rebate)</li> <li>Ad Admin to complete I-Share request and submit memo to Task Manager</li> <li>Ad Team <i>CAN</i> use the rebate for future ads</li> </ul>
1-3 Weeks Out	<ul style="list-style-type: none"> <li>E-Comm Team posts rebate online</li> </ul>