

Revised May 26, 2020

NSLC Agency Stores – Coupon Voucher Process

The process for receiving reimbursement for Brewery beer vouchers and Other liquor coupon vouchers is to use them as tender at NSLC Agency store locations:

Agency Stores will be required to submit a completed Coupon Voucher package that must contain the following to be reimbursed for all vouchers:

- Redeemed beer/other liquor vouchers must include the copies of the cash register receipts and be sorted by Vendor.
- Completed "Redeemed Product Voucher" spreadsheet totaled by Vendor

Packages which do not contain the above will be returned to the Agent.

Requirements:

- The agent will need to provide all redeemed coupon vouchers along with a copy of the cash register receipt upon which the coupon voucher was accepted as tender.
- On the receipt, the agent must indicate which product and the value of the product for which the coupon voucher was redeemed.
- The coupon voucher must be defaced by marking 'VOID' on the face of the voucher.
- The vouchers must be sorted and subtotaled by Vendor.
- A spreadsheet will be provided that should be completed each day coupon vouchers are redeemed.
- The spreadsheet must contain the date and value of the coupon vouchers redeemed on that day.

Submission timeline: Monthly or Quarterly (June, September, December and March). Please forward the completed Coupon Voucher package to:

NSLC Head Office
93 Chain Lake Drive
Halifax NS B3S 1A3
Attention: Accounts Receivable

The coupon vouchers will then be reviewed by NSLC and credit will be applied to the customers' account. Reimbursement for outstanding credit balances are typically issued within 5 business days.