



SCA Personal Care North America, Inc.

Coupon Redemption Policy

Effective June 1, 2013

This policy outlines the terms and conditions under which SCA Personal Care North America (“SCA”) will reimburse Retailers (“Retailer” or “you” or, as the context may require, “your”) for coupon submissions. SCA may modify at its sole discretion its Coupon Redemption Policy at any time. Proper store redemption of our coupons authorizes you to submit coupons for reimbursement by SCA.

Redemption at the Store:

1. Coupons are valid only in the United States of America.
2. Coupons are redeemable only when consumers purchase the brand and, where applicable, sizes indicated, prior to the expiration date, with the face value of the coupon deduction from your retail selling price whether the purchased item is discounted at the time of purchase or not. Multiple SCA coupons (two or more, in any form including using a paper and digital coupon together) may not be applied against the purchase of the same item. Coupons are not redeemable by an individual who is purchasing products for resale which may be evidenced by larger than normal quantities of coupons presented in a single or multiple transactions.
3. Coupons (Paper or digital) are void where regulated or when reproduced, photocopied, altered or transferred.
4. Coupons are non-assignable and are void if transferred from their original recipient to any other person, firm or group. SCA does not permit the unauthorized distribution, collection, sale, or assignment of its coupons for any reason. Therefore, coupons are not to be used in swap boxes, gathered or distributed by any person or group for charitable fund-raising purposes, or otherwise used in any way except as described in requirement 2.
5. Consumers must pay any applicable sales tax.
6. SCA encourages Retailers participating in digital coupon promotions to use industry standard formats for reading, writing and transmitting data and to implement industry standards for digital coupon promotions in order to uphold efficient and strong controls.

Processing Coupons for Payment:



7. SCA will accept properly redeemed and identified coupons directly from the Retailer, through a Retailer clearinghouse, or through a Retailer-billing agent. Coupons from unauthorized intermediary agents will not be accepted.
8. All applicable IRS reporting requirements, including obtaining an appropriate taxpayer identification number must be complied with by Retailer and its agent.
9. To redeem coupons for SCA, the retailer shall send properly redeemed coupons to:
SCA Personal Care, Inc.
P.O. Box 880177
El Paso, TX 88588-0177
10. Coupon reimbursements may NOT be deducted from payments of SCA invoices.

Policy for Payment and Denials:

11. For each properly redeemed coupon, Retailers will be reimbursed for the following (3) items:
 - a.) Face value of the coupon or if the coupon calls for free merchandise, for your retail-selling price (up to the stated maximum value printed on the coupon).
 - b.) Eight cents (8¢) handling fee per coupon for each coupon properly redeemed, which covers any special handling, invoice preparation and any other fees.
 - c.) Postage
 - Retailers using a retail clearinghouse or billing agent will be reimbursed for the lesser of claimed postage or \$5.00 per thousand coupons for the physical transportation of SCA coupons to our authorized clearinghouse.
 - Retailers who do not utilize a retail clearinghouse or agent will be reimbursed postage at current actual rates.
12. Retailers will NOT be reimbursed for unreasonable postage/transportation or any administrative consolidation or additional fees or any other charges, for your and/or your agent if any.
13. On request, Retailers must provide SCA with proof of purchase or sufficient stock to cover coupons presented for payment. Failure to provide SCA with valid proof-of-purchase documentation will result in all coupons for which redemption is requested to be considered invalid, and payment for such coupons will be withheld. Handwritten invoices or invoices from salvaged merchandise suppliers or diverters will not be considered as valid proof-of-purchase, and will not be honored for reimbursement.



14. Coupon reimbursements and adjustments may NOT be deducted from payments of SCA invoices. Invoice deductions and deduction fees are strictly prohibited.
15. SCA reserves the right to deny reimbursement, retain, and declare void any coupons presented for redemption (paper or digital) that are in mint or mass cut condition, in violation of items 2 or 3 above, or are otherwise improperly redeemed. SCA reserves the right to forward any such coupons to law enforcement or postal authorities for review.
16. For all coupons (paper or digital), SCA will deny reimbursement for coupons which exhibit signs of misredemption, including, but not limited to: accuracy or quality issues in data files, excessive or unusual patterns of redemption, use of multiple coupons (digital and paper) for a single purchase and excessive “make good” coupons or point of sale overrides.
17. In the event a Retailer payment or any portion thereof is withheld, the Retailer must appeal the decision of SCA with six (6) months of the date of the notification. Appeals made more than six (6) months after the date of notification will not be honored by SCA.
18. Under no circumstances will payment be issued to Post Office Boxes.

Other Information:

19. Retailer shall cause its agent, if any, to abide by the terms and conditions of this Agreement.
20. The cash value of each coupon is 1/20 of one cent.
21. It is FRAUD to present coupons for redemption other than as provided by this Agreement.
22. It is the Retailer’s responsibility to ensure all personnel within their organization comply with this Policy.
23. Retailer shall indemnify and hold SCA, its affiliates, and their respective shareholders, directors, officers, employees, representatives and agents harmless from and against all direct and indirect damages, costs or losses which SCA or such persons are required to pay or incurred, arising out of any alleged breach by Retailer, its employees, representatives and agents of this Agreement or in connection with the execution of the Agreement by the Retailer, its employees, representatives and agents.
24. YOU AGREE THAT FAILURE TO OBSERVE THESE TERMS AND CONDITIONS FOR PROPER REDEMPTION MAY AT THE SOLE OPTION OF SCA VOID ALL COUPONS SUBMITTED FOR REIMBURSEMENT AND ALL COUPONS MAY BE RETAINED AS PROPERTY OF SCA, WITHOUT PAYMENT. THE EXERCISE OR WAIVER, IN WHOLE OR IN PART, OF ANY RIGHT, REMEDY OR DUTY PROVIDED FOR IN THIS AGREEMENT WILL NOT CONSTITUTE THE WAIVER OF ANY PRIOR, CONCURRENT OR SUBSEQUENT RIGHT, REMEDY OR DUTY UNDER THIS AGREEMENT.