Scanning the Packing Slip
Scratch & Win and Pull Tabs Ticket Orders

After accepting and verifying the Ticket order, orders must be received on the Lottery Terminal by scanning the Packing Slip. Review the following features and steps to effectively scan the Packing Slip and complete 'receiving the order'.

The Barcode

Only scan one barcode.

- If Packing Slip is multiple pages, you only need to scan the barcode from one page. They are all the same.

bclc

Packing Slip

Ticket Order Ref. Number : 0200053398   FEB-02-2023

Barcode: 0200053398

Retailer Information

Retailer Number: RET54321
ABC Company
1357 Fraser Way
Vancouver, BC V3B 2T1

Product Information

Material Code	Description	Qty Shipped
31-997433-00	$5 Out of This World	5
31-998477-00	$5 Shooting Stars	2

PAYABLE UPON TICKET SALE

Material Code	Description	Qty Shipped	Estimated Unit Cost	Estimated Total
31-001125-00	$2 Blackjack IV	50	$ 1.90	$ 95.00
	$2 Lottery Product			$ 95.00
31-009873-00	$5 Set For Life	50	$4.75	$237.50
	$3 Lottery Product			$237.50
	ESTIMATED PAYABLE 28 DAYS FROM PACKING SLIP DATE			$332.50

Text or call Lottery Retail Support:
1-800-667-1649

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Scanning the Packing Slip
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Scan the Packing Slip

Must scan on the Inventory page

1. Tap **Inventory** icon.

2. Tap **Receive Order t**ab.

3. **Scan the Packing Slip using the Lotto Scanner.** Accounts without a scanner, scan the barcode in the Ticket Tray.

4. Select **Confirm**. If the Confirm button remains greyed out, check the Retailer name on the Packing Slip.

5. An order confirmation message appears. Tap **Close** and you have completed receiving the order.

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Scanning the Packing Slip
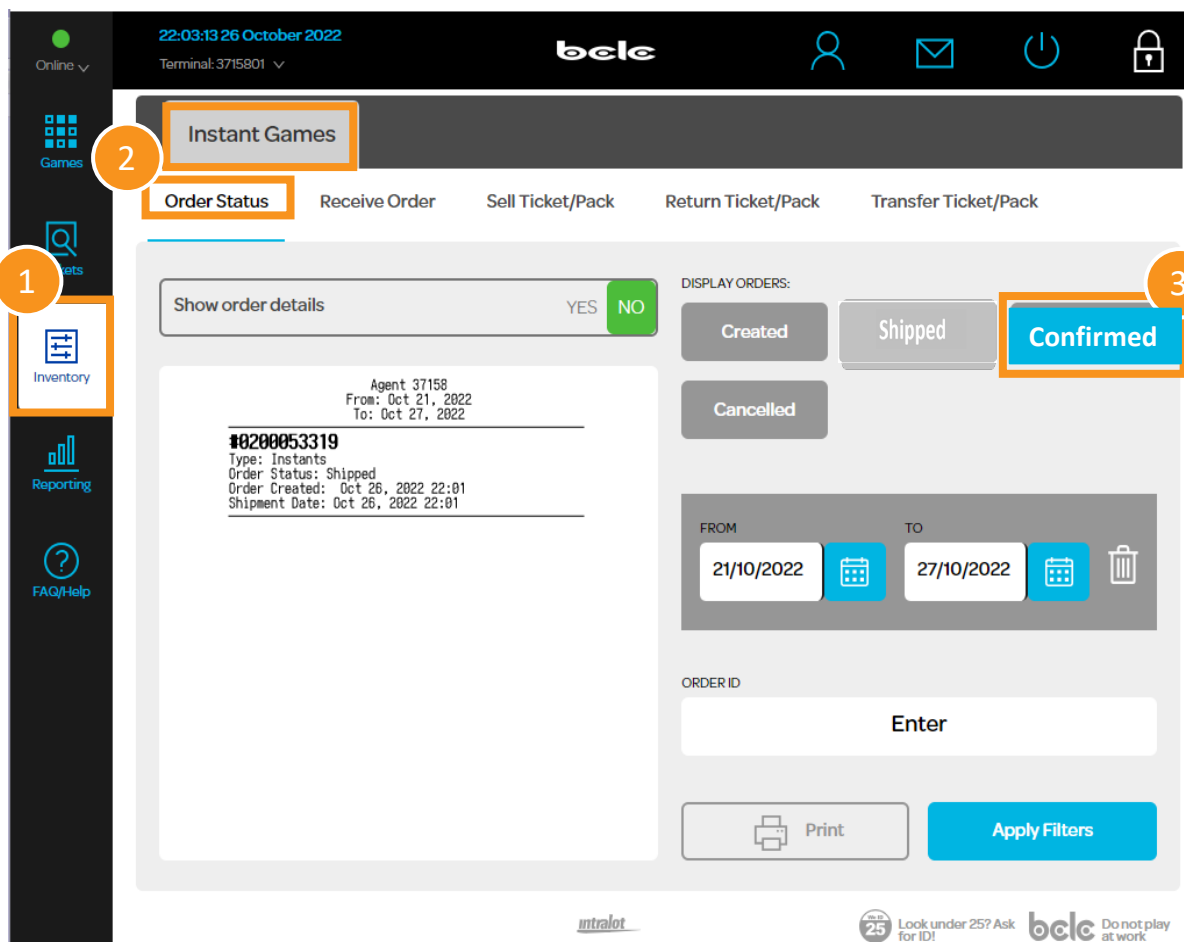## Scratch & Win and Pull Tabs Ticket Orders

Check the Order Status

After scanning the Packing Slip, you can confirm it by checking the Order Status.

1. Tap the **Inventory** menu

2. Tap **Order Status** tab

3. Select **Confirmed**

Orders that have been successfully received on the Lottery Terminal will appear here. If not there, repeat the steps for scanning the Packing Slip.

Read More   **For complete additional information on Receiving a Scratch & Win Ticket order**

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