Weekly Invoice

Overview

This information sheet is designed to help you understand your weekly invoice by explaining the billing cycle, sweep day and the details included on the invoice.

What is the weekly Invoice?

The weekly invoice provides a detailed summary of your location's lottery transactions, back-office adjustments and the total amount due.

When & How Do I receive the Weekly Invoice?

Your weekly invoice is emailed to your designated contact one business day before your Sweep Day.

What is the Sweep day?

The Sweep Day is the day the total amount owing on your invoice is automatically withdrawn from the bank account on file with BCLC. If the amount due is a credit, this amount will be deposited into your bank account.

Who do I contact with questions about my invoice?

If you have any questions about your Lottery invoice, contact our Finance & Banking team at 1-800-667-0710.

What is the Billing Cycle for my Invoice?

The billing cycle covers seven days of activity. Transactions included on your invoice are cut off three business days before your Sweep Day. **Note**: **If your invoice or sweep date falls on a statutory holiday, it will be processed on the next business day**.

To help understand the timing of your Sweep Day, Billing Cycle & Invoice timing, view the chart below:

If your Sweep Day is	The Billing Cycle is	Invoice will arrive
Monday	Thursday - Wednesday	Friday
Tuesday	Friday – Thursday	Monday
Wednesday	Saturday – Friday	Tuesday
Thursday	Tuesday – Monday	Wednesday
Friday	Wednesday – Tuesday	Thursday

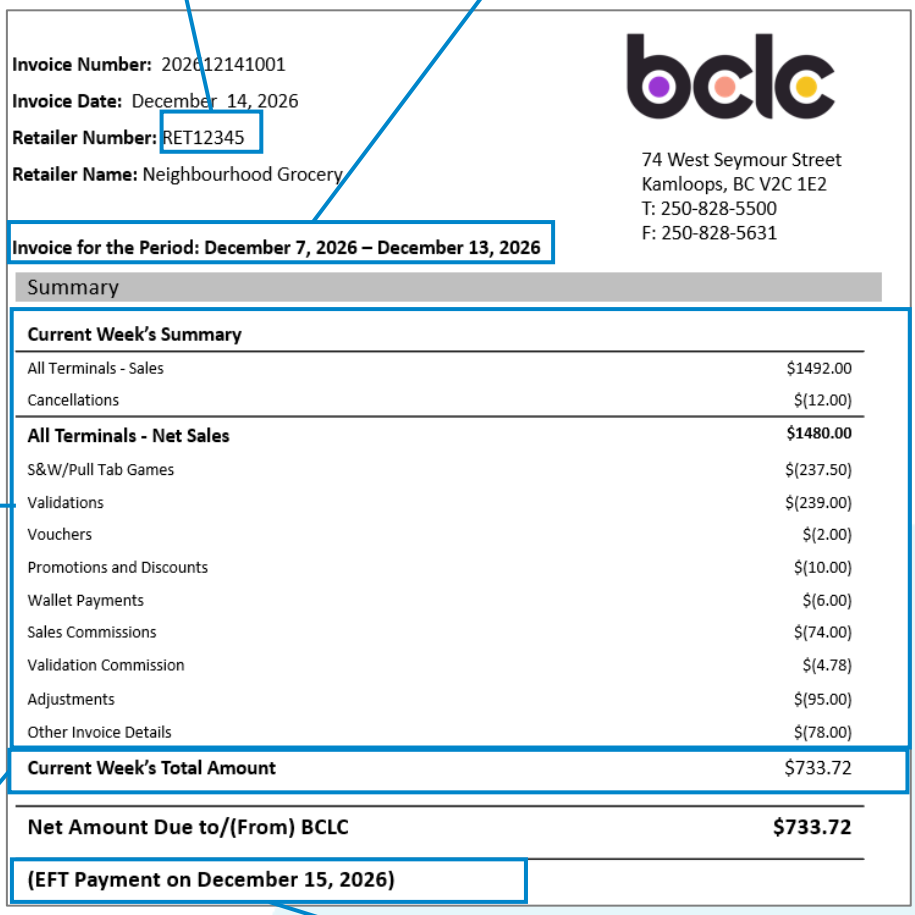
Weekly Invoice

Overview

The following pages provide a detailed breakdown of each section and explain the information contained in the invoice.

Retailer Number:
5-digit number preceded by "RET" e.g. RET12345

Invoice Timing:
Specifies the billing period for this invoice.
All transactions within this period are included.



Invoice Number: 202612141001
Invoice Date: December 14, 2026
Retailer Number: RET12345
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: December 7, 2026 – December 13, 2026

Summary

Current Week's Summary	
All Terminals - Sales	$1492.00
Cancellations	$(12.00)
All Terminals - Net Sales	**$1480.00**
S&W/Pull Tab Games	$(237.50)
Validations	$(239.00)
Vouchers	$(2.00)
Promotions and Discounts	$(10.00)
Wallet Payments	$(6.00)
Sales Commissions	$(74.00)
Validation Commission	$(4.78)
Adjustments	$(95.00)
Other Invoice Details	$(78.00)
Current Week's Total Amount	$733.72
Net Amount Due to/(From) BCLC	**$733.72**
(EFT Payment on December 15, 2026)	

Summary Section:
Provides a brief overview of the amounts owing.

Note: All Terminals – Sales Includes: On Demand Sales; S&W Activation Sales and if applicable sales from the Lotto Express Terminals.

Refer to the following pages for a detailed breakdown of each entry.

Net Amount Due:
The amount BCLC will withdraw or deposit on your scheduled sweep day..

Due Date:
The scheduled withdrawal or deposit date, also known as the **EFT Payment Date or Sweep Day.**

Weekly Invoice

Overview

Net Sales – On Demand:
This section includes Sales of Online tickets including the sale of Free Tickets and all Cancellations.

Net Sales – S&W Activation:
This section includes Sales of Scratch & Win & Tickets & WebCash. It also includes the sale of Free Tickets and all Cancellations.

Total Validations:
Includes All Free Ticket and Cash redemptions for both Online and S&W Tickets

Total Other Transactions:
Includes Promotions, Discounts, Wallet Payments and SST Vouchers redeemed

Total Commissions:
Includes Sales & Validation Commissions (includes WebCash Commissions)

Net for Lottery Terminals:
Net amount calculated from all Lottery Terminal transactions.

Lottery Terminals

On Demand Sales	
Sales	$980.00
Cancellations	$(9.00)
Net Sales – On Demand	**$971.00**
S&W Activation Sales	
Sales	$412.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$409.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Wallet Payments	$(6.00)
Vouchers	$(10.00)
Total Other Transactions	$(18.00)
Commissions	
Sales Commissions	$(69.00)
Validation Commissions	$(4.78)
Total Commissions	**$(73.78)**
Net For Lottery Terminals	**$1049.22**

Weekly Invoice

Overview

S&W Traditional/Pull Tab Games/WebCash

This section will show any credits because of a Buyback Campaign
Note: WebCash sales are included in the S&W Activation sales section

Lotto Express Terminals:

This section is applicable to retailers with Lotto Express in-lane Terminals

Adjustments:

Includes back-office adjustments relevant to Lottery products, such as product specific corrections needed for reconciliation.

Other Invoice Details:

Includes back-office adjustments not related to products (e.g. Seller's Prize, NSF fee and other administrative items)

S&W Traditional/Pull Tab Games/Webcash	
Returned Tickets	$(237.50)
Net for S&W Traditional/Pull Tab Games/Webcash	$(237.50)

Lotto Express Terminals	
On Demand Sales	
Sales	$100.00
Net Sales – On Demand	$100.00
Commissions	
Sales Commissions	$(5.00)
Total Commissions	$(5.00)
Net for Lotto Express Terminals	$95.00

Adjustments	
Incomplete Validation	$(95.00)
Net for Adjustments	$(95.00)

Other Invoice Details	
1Misc Retailer Charge	$222.00
Incentive	$(50.00)
Seller's prize	$(250.00)
Net for Other Invoice Details	**$(78.00)**

Current Week's Total Amount	**$733.72**

If your location has more than 1 Lottery Terminal, your invoice includes transactions from all of them!

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

lotto! Retailer Hub