

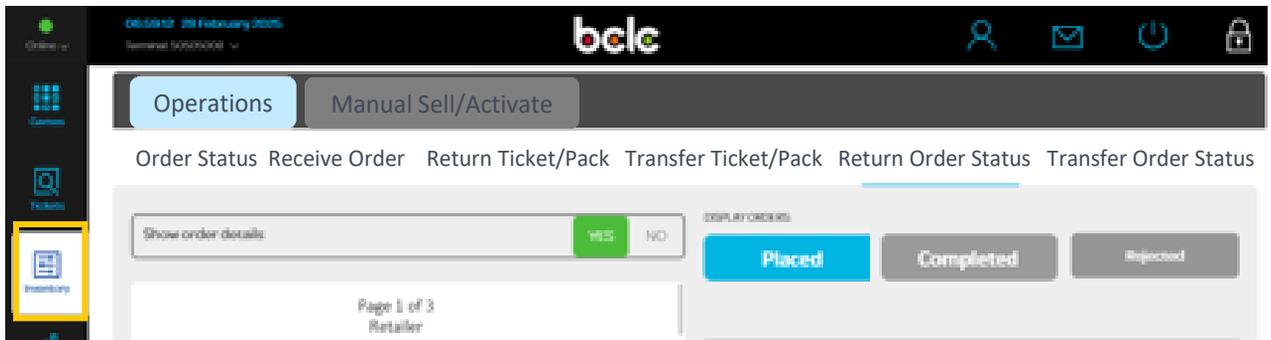
Scratch & Win

Inventory Screen Explained

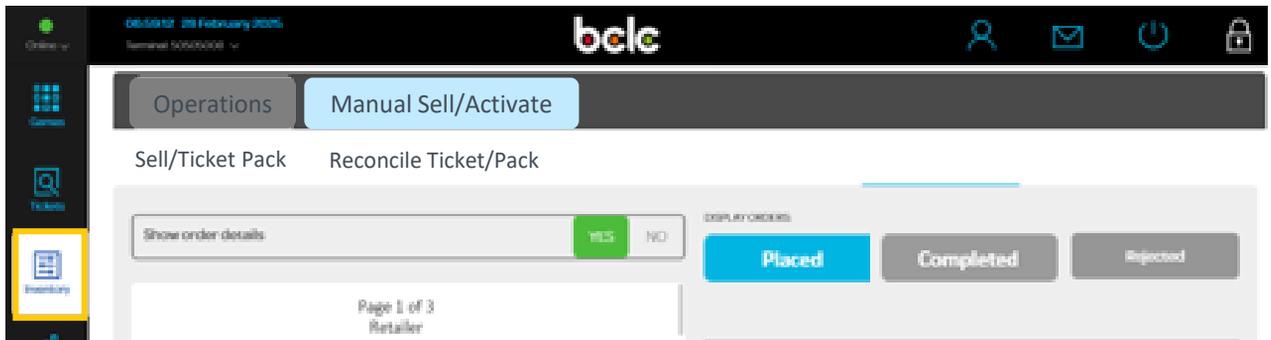


This information sheet explains the functionality on the **Inventory** screen to help you manage your Scratch & Win business.

OPERATIONS TAB



MANUAL SELL/ACTIVATE TAB



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



Scratch & Win

Inventory Screen Explained



OPERATIONS TAB

1. Order Status:

- Check your order status using this tab.
- View the whole story [here](#) on page 10.

2. Receive Order:

- Receive your Ticket order by scanning the Packing Slip under this tab.
- View the steps involved to properly receive a ticket order [here](#).

3. Return Ticket/Pack

- The Return Ticket/Pack should only be accessed for processing during Return Campaigns, Expiring Ticket Campaigns, Ticket Withdrawals, and store closures.
- View the steps involved to properly return Scratch & Win Tickets to BCLC [here](#).

4. Transfer Ticket/Pack

- Transfer Ticket/Pack should only be accessed with authorization by your BCLC Territory Manager for inventory movement between sites or change of ownerships.

5. Return Order Status

- Allows the retailer to verify ticket information that has been submitted for return.
- Review details [here](#).

6. Transfer Order Status

- Allows the retailer to verify ticket information that has been submitted for transfer. Note: information is available only on the outgoing terminal.
- Review details [here](#).

MANUAL SELL/ACTIVATE TAB

1. Sell Ticket/Pack

- Use the Sell Ticket/Pack screen when selling a Scratch & Win ticket or pack if the barcode will not scan and you need to enter it manually.
- View the steps to sell Scratch & Win Tickets [here](#). See page 2 for manual entry.

2. Reconcile Ticket/Pack

- This feature provides retailers a way to correct situations where a ticket was mistakenly sold without being scanned into the lottery terminal.
- View the steps involved to reconcile tickets [here](#).



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