



Scratch & Win

Ticket Transfers – Between Active Sites

Transferring Tickets Overview

Step #1 – Site A (outgoing tickets) will scan Tickets to transfer to Site B (incoming tickets). The transfer order will be created in BCLC's system pending completion of the transfer.

- Once a ticket has been scanned to be transferred, the ticket cannot be sold to a player until transfer has been completed by Site B.

Step #2 – Site A must print a copy of the transfer order(s) and hand it over to Site B for verification, with the physical tickets.

Step #3 – Site B contacts Lottery Retail Support and provides confirmation that the transfer order matches the inventory that is being transferred.

- If Site B rejects the transfer, inventory will be moved back to Site A.

Step #4 – Lottery Retail Support will then complete the transfer in BCLC's system which will trigger the following payment schedule where applicable:

	Site A	Site B
Pre-activated tickets	Credit issued	Billed as per payment cycle upon ticket activation
Non-activated tickets	Inventory movement only, no credit	Billed as per payment cycle upon ticket activation



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



Scratch & Win

Ticket Transfers – Between Active Sites



Tips to Streamline Your Transfer Process

- Only open packs when ready to sell.
- Sell through single tickets.
- Scan before or after operating hours, or during downtime, to minimize interruptions.
- Create Transfer Slips by Game and/or price point.
- **Note:** can add up to 100 items per Transfer Slip.
- Review the Stock Summary Report for a list of Activation Tickets in inventory. See Appendix.

Contact Support

Finance and Banking (1-800-667-0710) for financial questions.

Lottery Retail Support (Text or call: 1-800-667-1649) for assistance with the transfer process.



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

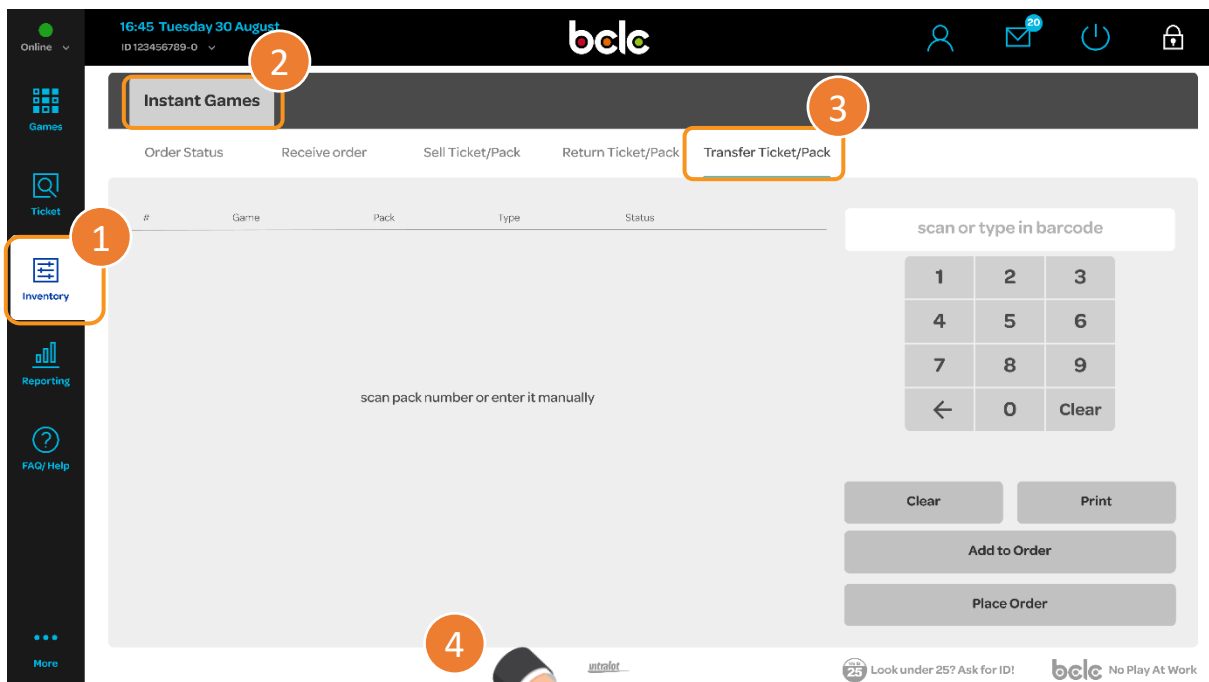


Scratch & Win

Ticket Transfers – Between Active Sites

How to Transfer Tickets

1. Tap **Inventory** menu
2. Tap **Instant Games** tab
3. Tap **Transfer Ticket/Pack** button
4. **Scan** loose tickets and/or ticket packs. Or, manually enter the digits below the sales matrix or pack barcode - the Add to Order button will turn blue, tap Add to Order.



Tip: scan using the handheld Lotto Scanner or place them in the Ticket Tray.

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



Scratch & Win

Ticket Transfers – Between Active Sites

How to Transfer Tickets

Once scanned, the Ticket and/or Ticket Pack is automatically added to the screen.

To delete a line item before placing the order, tap the Trash icon.

5. Tap **Place Order** button

Once **Place Order** button is selected, a Transfer Slip automatically prints containing the Request ID.

Games

Tickets

Inventory

Reporting

FAQ/Help

Instant Games

Order Status

Receive Order

Sell Ticket/Pack

Return Ticket/Pack

Transfer Ticket/Pack

#	Game	Pack	Type	Status		
1	\$5 Out Of This World	05997433000001005	Ticket			
2	\$5 Crossword Red-Orange	31991163960024022	Pack			
3	\$1 Sweet Escape	31993231960024199	Ticket			
4	\$1 Sweet Escape	31993231960024199	Ticket			
5	\$1 Sweet Escape	31993231960024199	Pack			

scan pack number or enter it manually

scan or type in barcode

1

2

3

4

5

6

7

8

9

←

0

Clear

Clear

Print

Add to Order

5 Place Order

If you navigate away from the screen before tapping on the **Place Order** button, the displayed items will disappear and you will be required to rescan the Tickets and/or Packs again.



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

Scratch & Win



Ticket Transfers – Between Active Sites

How to Transfer Tickets

6. Print a copy of the Transfer Slip for your records.

- Stay on the screen and **tap Print again**.
- Once you navigate off the screen, the Transfer Slip is no longer available. In this case, take a photo of the printed slip.


7. Bundle the Transfer Slip with the batch of tickets for hand-off to Retailer B.

Lottery Retail Support uses the Request ID on the Transfer Slip(s) to complete the transfer.

Transfer

Retailer: 42565
Request ID: 173
30/05/2023 12:21:26

Game:	31-997433
	\$5 Out of This World
Qty:	1
Game:	31-991163-01
	\$5 Crossword Red-Orange
Qty:	50
Game:	31-993231
	\$1 Sweet Escape
Qty:	102


 173

be!e
lotto!
be!e
be!e
lotto!
be!e

Online 22:04:55 12 June 2023 Terminal: 1002901 be!e

Instant Games

Order Status Receive Order Sell Ticket/Pack Return Ticket/Pack Transfer Ticket/Pack

#	Game	Pack	Type	Status	
1	\$5 Out of This World	05307433000001005	Ticket	✓	🗑️
2	\$5 Crossword Red-Orange	21091163000004002	Pack	✓	🗑️
3	\$1 Sweet Escape	310932310000024190	Ticket	✓	🗑️
4	\$1 Sweet Escape	310932310000024190	Ticket	✓	🗑️
5	\$1 Sweet Escape	310932310000024190	Pack	✓	🗑️

scan pack number or enter it manually

scan or type in barcode

1

2

3

4

5

6

7

8

9

←

0

Clear

Clear

6

Print

Add to Order

Place Order



Transferring Tickets in multiple batches?

Repeat 1 – 6.
Each batch must have an accompanying Transfer Slip.



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

Scratch & Win



Ticket Transfers – Between Active Sites

Rejected Tickets

Expired or previously reported lost or stolen tickets or ticket packs will be rejected and will not be included in the Transfer Order or on the Transfer Slip.

An error will display below the line item, after the Order is placed. The Transfer Order has been submitted; however, the identified line item(s) will not be included in the Transfer Order or on the Transfer Slip.

Remove the physical tickets that have been rejected.

To return rejected tickets contact Lottery Retail Support or your BCLC Territory Manager for assistance.

Instant Games

Order Status Recieve Order Sell Ticket/Pack **Return Ticket/Pack** Transfer Ticket/Pack

#	Game	Pack	Type	Status
1	\$5 BINGO MULTIPLIER - BEIGE&BLUE	0500114000395500	Ticket	✓
2	\$5 BINGO MULTIPLIER - BEIGE&BLUE	0500114000395501	Ticket	✓
3	\$5 BINGO MULTIPLIER - BEIGE&BLUE	0500114000395502	Ticket	✓
4	\$5 BINGO MULTIPLIER - BEIGE&BLUE	0400111408013700	Ticket	✗
5	\$5 BINGO MULTIPLIER - BEIGE&BLUE	0400111408013701	Ticket	✗
6	\$5 BINGO MULTIPLIER - BEIGE&BLUE	0400111408013702	Ticket	✗

Product inventory date has passed. Productid = [1] 402, Inventory End Date = 2023-04-19 T 06:59:59

scan or type in barcode

1	2	3
4	5	6
7	8	9
←	0	Clear

Clear Print

Add to Order

Place Order

mitralor 25 Look under 25? Ask for ID! bclc No Play At Work



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





Scratch & Win

Ticket Transfers – Between Active Sites

Appendix

How to Print the Stock Summary Report (Activation Tickets Only)

1. Tap **Reporting** menu
2. Tap **Instants** tab
3. Tap **Stock Summary**
4. Scroll down to View, or
5. Tap **Print**

16:45 Tuesday 30 August
ID 123456789-0

bclc

General **Instants** Transactions History

Pack Status **Stock Summary**

1 Reporting

2 Instants

3 Stock Summary

4 Stock Summary
29 July 2024
Retailer 41534
\$1 Gold Rush
31-992164

Book #	Quantity
366807	44
367905	100
367905	100

5 Print

25 Look under 25? Ask for ID! **bclc** No Play At Work



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