



# BARCODED BREAKOPEN – QUICK REFERENCE

## RECEIVE

When our courier delivers your BARCODED BREAKOPEN ticket order it will contain a **DELIVERY NOTE** that details what is included in your order. You must make sure that the serial number on the box of BREAKOPEN matches the serial number on your Delivery Note. The serial number on the box should also match the serial number on the tickets.

Contact your Inside Sales Representative to report any discrepancies in your order and please do not sell the product in question. If your order is correct, you must **RECEIVE** the tickets on your lottery terminal.

To **RECEIVE** tickets, select RECEIVE FROM MANIFEST on the Ticket Inventory menu. Tickets can be received by scanning the barcode from the Delivery Note. You can also receive by selecting RECEIVE INDIVIDUAL PACKS and scanning the barcode on the box of BREAKOPEN or entering the barcode number.

## ACTIVATE

BARCODED BREAKOPEN tickets must be **ACTIVATED** on the lottery ticket terminal prior to selling these tickets to customers.

From the TICKET INVENTORY menu, select ACTIVATE PACK. You can activate by scanning the barcode on the box of BREAKOPEN or by scanning one ticket within the box. You can also manually enter the barcode number to activate the box. This process will trigger the billing cycle and tickets will settle 8 days after activation.

## BARCODED BREAKOPEN PRIZES

**ALL** winning BARCODED BREAKOPEN tickets (including \$1 wins) **MUST** be validated using your lottery terminal by scanning or entering a validation barcode.

**Retailers are responsible to pay for all prizes in each box of tickets (within encashment level).**

Any winning tickets that are not scanned through the terminal will be charged back on your invoice once the ticket expires.

BARCODED BREAKOPEN tickets can be validated and redeemed at **ANY RETAIL LOCATION** with a lottery terminal. Customers can check their BARCODED BREAKOPEN tickets on a ticket checker.



\*NEW\* - EXPIRY DATE



SECURITY CODE

BARCODE

**All winning BARCODED BREAKOPEN tickets must be validated on your lottery terminal prior to paying any prizes.**

## VALIDATING TICKETS ON YOUR LOTTERY TERMINAL

Validate BARCODED BREAKOPEN tickets by **SCANNING** the barcode under the tabs on the inside of the ticket or scan the barcode on the front of the ticket and enter the 4-digit security code also found under the tabs.

If the **PRIZE** is within your encashment limit, pay the customer the full prize as indicated on the player receipt. Please view the lottery terminal screen for instructions while validating tickets. **IMMEDIATELY RETURN** the winning validated ticket to the customer along with the player receipt.

You must **not** pay any prize or any portion of a prize if the prize amount is greater than your **ENCASHMENT LIMIT**. Winning tickets for prizes greater than your encashment limit will validate as "Claim Centrally".

If a customer presents a ticket to you that you validate for a prize above your encashment limit, give the ticket and player receipt back to the customer and ask them to present their ticket along with two pieces of identification to a Scotiabank location, or contact Customer Care. Do not payout the prize even if you have sold the ticket.

**! REMINDER:** Please carefully scan each ticket to ensure it is validated on the lottery terminal. Sometimes when scanning multiple tickets too quickly, the terminal does not have time to process the validation.

## BARCODED BREAKOPEN TICKETS

### PREVIOUSLY VALIDATED TICKETS

You must not pay prizes for any tickets that cannot be validated on the lottery terminal as these tickets may have been previously validated. Do not pay the prize if the validation message from the lottery terminal indicates it has already been paid.

### BONUS PRIZE TICKETS

If the Bonus prize value is within your encashment level, you **must pay** the prize if you validate the ticket on the lottery terminal. BARCODED BREAKOPEN tickets do not have a signature line.

## NON-BARCODED BREAKOPEN REMINDERS

- ✓ NON-BARCODED BREAKOPEN tickets cannot be validated on the lottery terminal and must be checked manually. Be sure to check security features: winning audit code, orange win box, "Winner/Gagnant" printed over the winning symbol row with intersecting yellow bars, etc.
- ✓ Because each box of NON-BARCODED BREAKOPEN is a self-contained game, retailers can only verify and pay prizes for tickets that were purchased at their store. Retailers are required to pay all prizes (*except bonus Prizes*) for non-barcode tickets that were purchased at their store.
- ✓ Retailers are not to return winning NON-BARCODED BREAKOPEN tickets to customers. Tickets must be defaced (stamped/ink dabbed, hole punched, torn, or crossed out) after they pay the prize. This will prevent the ticket from being presented for payment again.
- ✓ Retailers are required to pay out all prizes within the purchased unit with the exception of winning bonus prizes. Even if the non-barcode winning bonus prize is within the retailer's encashment level, they are not eligible to pay out the prize. All bonus prizes must be redeemed at SCOTIABANK or an Atlantic Lottery office.
- ✓ All winning NON-BARCODED BREAKOPEN tickets must be redeemed in the store where the tickets were purchased.
- ✓ NON-BARCODED BREAKOPEN tickets will settle **15 days** after they are activated.