

Receiving a Manifest

How to receive a shipment into your inventory

This only receives the packs into your inventory. This does not begin your ticker to pay.



1. Each shipment should come with a manifest. (Paper in shipment) The manifest will contain ticket information for packs in that shipment.
2. Check game ID and quantity.
3. Verify pack information.
4. Go to Scratchers tab on terminal and click receive manifest.
5. Scan barcode at top right of manifest.
6. You have now received these packs into your inventory.

Are you missing a pack from your shipment? Received an extra pack not listed on your manifest?

- Contact the Oklahoma Lottery security team.
405-522-7765
- After hours or on weekends, please contact the Scientific Games (SG) hotline.
1-866-369-4925

Both numbers are listed on the bottom right of your terminal.

Example of Manifest

Please use this barcode to receive this shipment on your terminal:						
 Oklahoma Lottery		Station: WS-MXL91747KL WH auditor1 #: SamanthaENZerra WH auditor2 #: Order Date: 10/10/2024 12:58:51 PM				
INSTANT TICKET SHIPMENT RECEIPT		Order Date: 10/10/2024 12:58:51 PM				
Shipment #: 0000000000-0001600783		Retailer #: 100001	Order #: 349577			
Consigned to: Andys Convenience Store 6231 S Cherokee St Suite 10000 Muskogee OK 74403		Reprint				
↓		↓				
Game		Ticket		Pack		Pack list
ID	Description	Value	Quantity	Value	Total	
747	MATCH 2 DOUBLER	2.00	1	200.00	200.00	009975
765	BLAZING HOT 7S	10.00	3	600.00	1,800.00	007790 007791 007792
Box #: 1 of 1		Total packs issued: 4				
Bag - Small		Total retail Value: \$2,000.00				
Manifest #: 349385						
Please verify contents. Notify the Oklahoma Lottery of any discrepancies at 1-866-369-4925 Option 2. Thank you.						