



***Steps on how to process delivery tickets through Pioneer Partner Network:***

1. Select Sale
2. Select Point of Sale
3. Under Item, input receipt number from Partner Network Ticket
4. Select Enter
5. If a co-pay needs to be collected:
  - a. Select "LTC" quick item on the right
  - b. Input the co-pay amount under Price
6. Select Delivery
7. Attach delivery receipt to bag