

iLabPOS – Configuring BCRS



June 2025

1. Introduction

The Beverage Container Refund Scheme (BCRS) started on the 14th of November 2022. As from that day fiscal receipts issued from iLabPOS for all retail outlets selling beverages will need to show:

- your BCRS Registration number
- any deposits collected, shown separately
- any BCRS vouchers redeemed

Follow this step by step user manual to configure iLabPOS so that your receipt becomes compliant to BCRS requirements.

This user manual applies to customers who have iLabPOS v3.99 and above. iLabMalta cannot guarantee BCRS compliance with older versions of iLabPOS.

BCRS Mobile App

Make sure you install the BCRS Mobile App on your Phone or Tablet to be able to redeem the BCRS Vouchers for your customers. Important Note: Vouchers scanned in iLabPOS still need to be scanned by the BCRS app to be redeemed.



2. Configuration

Step 1 – Create new Department

| Go to "Stock" >> "Departments". Click | |
|---|--|
| Department. | Department Code Department Name V.A.T. Rate |
| | F FULL 18% VAT 18% R REDUCED 5% VAT 5% |
| Department Code input M Department Name input BCRS | User: ADM ARTICLE DEPARTMENT - DETAIL Terminal: Shop |
| Tax Rate choose Non-Taxable Press Save when ready (The blue diskette) | Department Code M Department Name BCRS Tax Rate Non-Taxable |
| | |

Step 2 – BCRS Registration No.

| The BCRS Registration Number should be shown on all receipts and invoices. | User: LEO CUSTOMISABLE TEXTS | T Terminal: Mosta | | |
|---|--|--|--|--|
| Go to File >> Customisable Text | Invoice Cash Sale Delivery Note Quote | Purchase Order Statement | | |
| Click on the Cash Sale Tab and input | Cash Sale Title BCRS 1234 | | | |
| your BCRS registration number in field | Cash Sale Statement 1 (At the bottom in the middle) Amount settled in full | Amount settled in full | | |
| Cash Sale Title (and invoice title if you | Cash Sale Statement 2 (Below statement 1) Opening Hours: Mon-Fri 9am to 4pm | | | |
| also issue invoices) | Cash Sale Footer (Greyed out at the bottom) Operations: iLabMalta Ltd, 8, Office 1, Vassallo Buil | dings, Triq Nicolo Isuoard, Mosta (C47762) | | |
| If by any chance you already have another number in the Cash Sale Title, place the 2 next to each other with a slash / in between. | | | | |
| Important Note – If you have more than 1 terminal, this setting needs to be applied on all the terminals. | | | | |

Step 3 – Create 2 new Items

| • | |
|--|--|
| Go to "Stock" >> "Articles" and click on "+" | Bar Code / Code BCRSD Article ref. code |
| to add a new article. | Article Name BCRS REFUNDABLE DEPOSIT (For optimum use with <i>i</i> -Touch, use a space after every 13 chars) |
| | Full Name BCRS REFUNDABLE DEPOSIT |
| | Stock Category 001 - GENERIC CATEGORY Department (VAT%) M - BCRS |
| - In Barcode input: BCRSD | 1st Supplier GENERIC SUPPLIER Brand NOT SPECIFIED |
| | Date Added 28/10/2022 Last Sold 11/11/2022 Discontinued C 🔗 |
| - In Article Name input: BCRS REFUNDABLE | Excl. VAT Eincl. VAT Used for weight articles. Click help for more info. Shop Price 0.100 0.00% Stop seconda Decimals If the seconda HS Code |
| | Wholesale Price 0.000 0.000 |
| DEPOSIT | Not Used #1 0.000 0.000 (Displayed on Sale below each item. ex. 1 Year) |
| | Not Used #2 0.000 0.000 Re-order Point Show on Sales 🔽 🥐 Catalogue |
| - Stock Category: Choose any category you | Price #5 0.000 0.000 Re-order uty 0 Stock uty7 Pallet OTY ? 0 |
| wich | Shelf Case QTY (?) |
| WISH. | Excl. VAT, Incl. Additional Cost - Per Unit Last Cost 0100 u popo - O Color (No QuikScan (?) |
| | € Last Additional Cost 0,000 € Size Last Expiry Date // |
| - Department (VAT%): Choose M – BCRS | (Freight / Labour etc.) Loyalty Points |
| | Average Cost (excl.) 0.000 € ⑦ Non Stockable 🔽 🕐 Kit? 📷 🕐 Kitchen ⑦ N/A 💌 |
| | |
| - Supplier: Choose any supplier you wish | This item will be used to charge the client 10 cents for each |
| | returnable container sold |
| - In Shop Price incl VAT input: 0.10 | |
| In Last Cast input 0.10 | |
| - In Last Cost input. 0.10 | |
| | |
| - At the bottom tick: Non Stockable (If | |
| available if not it is not important) | |
| | |
| | |
| When ready press Save. | |
| Click on """ again to add another item as | Bar Cade (Cade Cares |
| Click on + again to add another item as | |
| follows: | |
| | Stock Category Ont - CENEDIC CATEGORY Department (VAT%) |
| - In Barcode input: BCRSV | 1st Supplier GENERIC SUPPLIER Brand NOT SPECIFIED |
| | Date Added 28/10/2022 Last Sold 11/11/2022 Discontinued 🔽 😚 |
| | Fexcl. VAT € incl. VAT Used for weight articles. Click help for more info. |
| - In Article Name input: BCRS DEPOSIT | Shop Price Decimals Odd |
| REFUND | Wholesale Price 0.000 0.000 Warranty Period Always allow (* 🕐 |
| | Not Used #1 0.000 0.000 (Displayed on Sale below each item, ex. 1 Year) Not Used #2 0.000 0.000 Re-order Point -1 (P) |
| | Price #5 0.000 0.000 Re-order City. 0 Stock City. 4 Catalogue |
| - Stock Category: Choose any category you | Consumer Price (mp) 0,000 € (incl. VAT) ⑦ Stock Units SKU (SKU, Kgs, Metres etc) |
| wish. | Excl. VAT, incl. Additional Cost - Per Unit |
| | Last Cost0.100 M-BCRS • 📀 Color 📀 No QuikScan 🗆 🧒 |
| Department () (AT9()) Changes M. BCBS | Last Additional Cost 0.000 € Size Last Expiry Date 1/ |
| - Department (VAT%). Choose M – BCRS | (rreight / Labour etc.) Loyalty Points _ 0.00 Touch Direct ⑦ Button 7 - |
| | Non Subcrate 🧭 🧭 Kit? 🕐 Kitchen 🥐 WA 🝸 |
| - Supplier: Choose any supplier you wish | This item will be used when as described with a second set |
| | This item will be used when redeeming the vouchers on the |
| | |
| - In Shop Price Incl VAT Input: -0.10 | voucher from the dill. |
| - In Last Cost input: -0.10 | It is advised to always scan and verify the yougher on your |
| | RCPS mobile and before applying it in the system |
| At the bettern tick New Checkels () | borto mobile app before applying it in the system. |
| I - AL THE DOLLOTE LICK. MOR STOCKADIA (IT | |
| | |
| available, if not it is not important) | |
| available, if not it is not important) | |
| available, if not it is not important) | |

3. Adding the BCRS Refundable Deposit with a Product.

iTouch can automatically add the BCRS Refundable Deposit of 10 cents with each beverage sold. The product needs to be configured once after it is created. This is done from the Articles Screen.

Open the Articles Screen.

| ols <u>I</u> mpor | t/Export <u>H</u> elp | | \sim | | | |
|-------------------|-----------------------|---------|----------|-------|--------|--|
| /Sales | Suppliers | Clients | Articles | Dawer | Logout | |
| | | | | | | |

Search for the product and highlight it. To search by barcode (or also by Article Name), scan the barcode in the barcode field, click on the blue refresh arrows and then click on "Offer and Combos" at the bottom.

| | ARTICLES | | Terminal: MOSTA-SHOP User: ADN |
|--|---|---|---|
| Bar Code 900001 | | Article Ref. Code | Search in Notes #1 |
| Category Brand Master Barcode Show Kits Only Published (Show Kits Only Show Kits Only Show Show Show Show Show Show Show Show | Sale no. | Department (Tax) Notes Shelf Shop Price between Loyalty Points Type First ALL | -1.00 and -1.00 |
| Currently on Sale Only Created las Articles: 1 Exclude Non-Stock | t7 days only able Cutatogue to days only able Low Stock not Set Cutatogue | Stock 🔽 Auto Loca | te on New 🔽 Hide Discontinued |
| Bar Code Article Name | Ref. Code Supplier Categories GENERIC SUPPLIER GENE | ory Department (Tax R. RIC CATEGORY FULL 18% | tPrice #1 Brand đ 1.77 NOT SPECIFED |
| After updating or adding a new article, click on refresh | to refresh this list. 🔽 Default Style | Web Shop Style Pictures Commission % | CTY In Stock: -2.000 Stock History Stock Adjustment |

In Offers and Combos, tick the tickbox next to "Combo – Add another product automatically when this product is sold", choose the BCRSD product we added earlier and make sure Quantity and Price per Unit is set at 10 cents.

Note: This feature is available in more recent version of iLabPOS. If you do not have it, purchase the upgrade from iLabMalta.

| 20 32 32 S | | | | | - | 12 |
|------------|-------|----------------|---------------|-------|-----|----|
| Bar Code | BCRSD | BCRS REFUN | DABLE DEPOSIT | | | |
| Qtv. | 1 000 | Price per Unit | 0.100 | 0.100 | FUR | |

Save and then try and scan your beverage in iTouch. The Refundable Deposit should appear automatically with the product.

Note: If while using iTouch you remove, for example, one beverage, don't forget to also remove the BCRS fee that comes with it.



4. Redeeming the Vouchers

When you need to redeem the customer's BCRS voucher, first verify and exchange the voucher on the BCRS mobile app. If ok, scan the voucher on the system and the amount on the voucher should be deducted automatically.

Note: This feature is available in more recent version of iLabPOS. If you do not have it, purchase the upgrade from iLabMalta.

| This is how the receipt will appear. | ACME Company |
|--|---|
| We do not suggest redeeming vouchers higher than the value of the cash sale, however if necessary it is possible by closing with a cash return and giving the customer cash from your till. | ACME CollipanyMain RoadMelliehaMLH02BCRS 9999 $28/10/2022$ 13:59:12Cashier ADMINISTRATORTerminal 1 - ShopReceipt Number:000068CtyDescriptionAmount2HOBZA KBIRAE3BCRS DEPOSIT REFUNDM-0.30Discount 0.000%€ 0.00Total Due€ 1.50S ItemsVAT AnalysisTotalM-0.30E - 0%€ 1.80€ 0.00 |
| ACME Company Main Road Mellieha MLH02 DAILY SALES REPORT: 28/10/2022 Cashie: ADMINISTRATOR Terminal 1 - Shop Sales Summary Rate % Description VAT € Gross € 18% (F) FULL 18% 0.37 2.40 0% (F) EXEMPT 0.00 1.80 0% (M) BCRS 0.00 -0.10 | In the end of day report, any BCRS refunds collected and vouchers redeemed will also show separately under the M section, as portrayed on the left. |