

<b>Bulletin Number:</b> ME_IB_0050	<b>Distribution Date:</b> 10/31/2024	<b>Effective Date:</b> 11/06/2024
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Specified Events	
<b>Topic:</b> Provide instruction on how cannabis stores record off-premises sales at specified events in Metrc.		

Greetings,

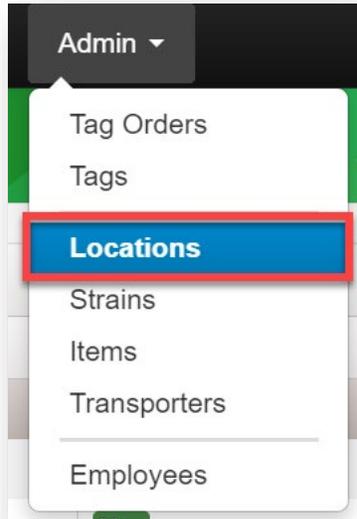
Metrc and the Office of Cannabis Policy (OCP) are providing the following guidance regarding the inventory tracking requirements applicable to the new authorized activity for cannabis stores off-premises sales of cannabis and cannabis products at specified events.

Cannabis store licensees are reminded that a specified event permit is required for each specified event where the licensee intends to make off-premises sales to consumers. Under no circumstances may a cannabis store licensee make, or record in Metrc, off-premises sales at a specified event without first obtaining from OCP a permit to conduct sales at the specified event. Licensees should reach out to OCP for additional information regarding the permitting process and requirements applicable to off-premises sales at a specified event.

Please read on for additional information on the Metrc data entry process. Licensees may also visit Metrc Learn to watch a training video on how to perform Specified Event specific functions in Metrc.

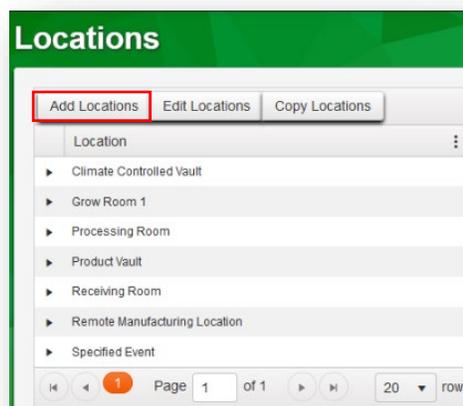
## Specified Event Locations

Specified event locations need to be designated within the Cannabis Store’s account. To prepare for a specified event, begin by accessing the Admin area on the navigational toolbar and choose the Locations option from the drop-down – **see Figure 1.**



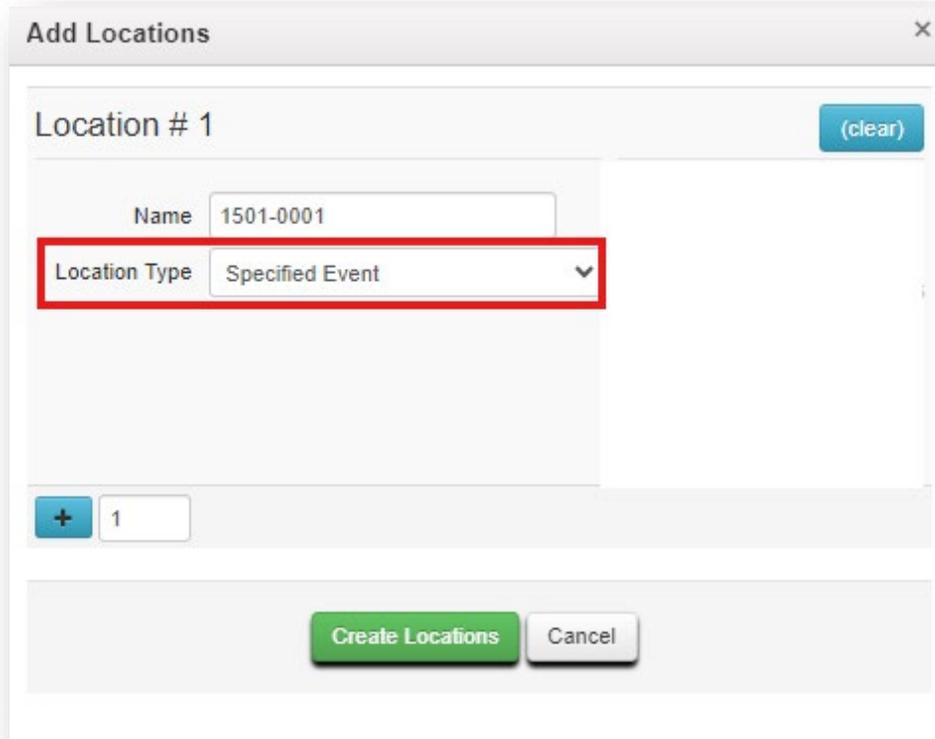
**Figure 1: Locations option in Admin area dropdown**

From the Locations grid, select the Add Locations button to add or create a new location – **see Figure 2.**



**Figure 2: New Location Creation**

This will open the Add Locations action window to add a new location. Use the Name field to record the specified event permit number listed on the specified event permit issued by the OCP. Then select the “Specified Event” from the Location Type dropdown. Once all required fields are completed, click the “Create Locations” button – **see Figure 3:**



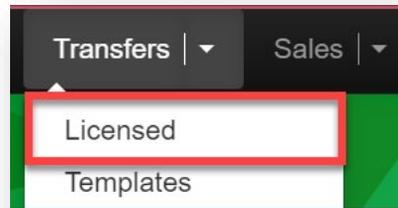
**Figure 3: Add Locations action window**

The newly created Location will now be available for use.

## Specified Event Transfers

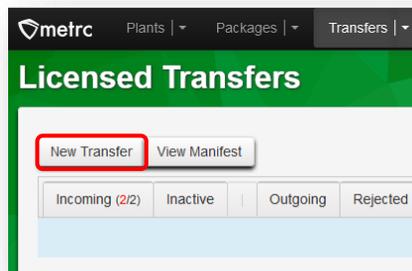
Licensees approved for specified events by the OCP are required to record products being transferred to the event through a licensed transfer using the transfer type of “Specified Event.”

To create a transfer, navigate to the Transfers area on the navigational toolbar and select the “Licensed” option from the Transfers dropdown – **see Figure 4.**



**Figure 4: Transfer drop down**

This will open the Licensed Transfers grid. Then, select the New Transfer button to open the New Licensed Transfer action window – **see Figure 5.**



**Figure 5: New Licensed Transfers**

From the New Licensed Transfer action window, fill out the required fields. In the Destination 1 field use the store license number, as it appears in Metrc. The license number can be populated by either typing in the license number and selecting the correct license number when it shows in the list or using the magnifying glass and selecting the license number from the list.

The Type of transfer should be “Specified Event” that is chosen from the dropdown. The Planned Route field should be populated with the location the product is originating from and the location the specified event is located in (i.e. Portland, ME to Orono, ME). In the Transport #1 field, use the **same** store number that is populated in the Destination 1 field.

The Est. Departure and Est. Arrival times can be updated to the appropriate dates and times that accurately reflect the time of the transfer. Add the Driver and Vehicle information for the appropriate driver and vehicle that will be used for the transfer. Then add the package(s) to the transfer that are being sent to the Specified Event. Once all information has been entered and verified to be accurate, select the Register Transfer button – see **Figure 6**.

**New Licensed Transfer**

Destination 1 ME-00002  (clear)

Planned Route Portland, ME to Orono, ME

Type Specified Event

Invoice Number Enter the Invoice Number

Est. Departure 10 / 28 / 2024 today  
11 : 00 AM

Est. Arrival 10 / 28 / 2024 today  
01 : 30 PM

Transport # 1 ME-00002  (clear)

Phone No. 1234567890 (use default)  Layover

Driver 1 Joe Brown  (clear)

Driver's Name Joe Brown

Employee ID X10009

Driver's Lic. No. A140056789090

Vehicle 1 LVWeed  (clear)

Vehicle Make Chevy

Vehicle Model Kush Van

License Plate LVWeed

1 (details)

1 (transporter)

Package # 1 Type part of Package number  (clear)

Quick Entry Quick entry packages OFF

1 (package)

CSV or TXT file up to 1 Mb with one package label value per line is required.

Select files...

1 (destination)

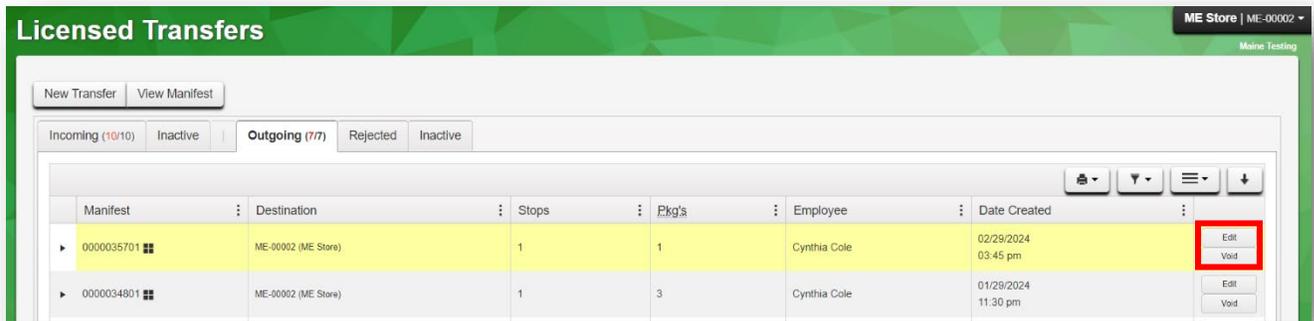
If submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not show these fields the upload will not populate the values on the page.

Register Transfer Cancel

**Figure 6: Licensed Transfer action window**

**Note:** Transfers are recorded for entire packages. If only a portion of the package is being transferred or if some of the package has already been sold, a new child package must be created from the original product.

If a Transfer that has been created needs to be edited or voided, that would be done in the Licensed Transfers grid in the Outgoing transfers tab – **see Figure 7.**



**Figure 7: Outgoing Transfer – Edit or Void action buttons**

Upon arriving at the specified event, the incoming transfer needs to be received. To receive the transfer, go to the Transfers area on the navigational toolbar and select the Licensed option from the dropdown. Click on the Incoming tab and this will display all of the incoming transfers. Locate the Specified Event transfer needing to be received and select the Receive button on the right-hand side of the Licensed Transfer grid that correlates with the product that has physically arrived at the specified event – **see Figure 8.**



**Figure 8: Receiving Incoming Licensed Transfers**

Packages being received at a specified event must be assigned to the corresponding Specified Event location. To assign a location to the packages, use the magnifying glass icon to the right of the location field to designate the correct location. If using the Template, select the green check mark to auto populate the same location to all of the packages being received. When complete, click the Receive Transfer button – **see Figure 9.**

**Figure 9: Receive Licensed Transfer action window**

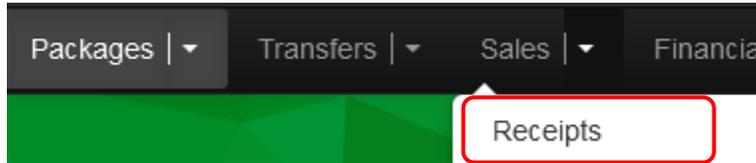
The newly received packages will now be visible on the Active Packages screen and those packages will show the Specified Event location that was previously assigned for the event when they were received – **see Figure 10.**

**Figure 10: Active Packages assigned to locations**

**Note:** To expand visible columns, such as to view location types, use the three dots located on the right side of any column header. This shortcut can be used across various grids in Metrc.

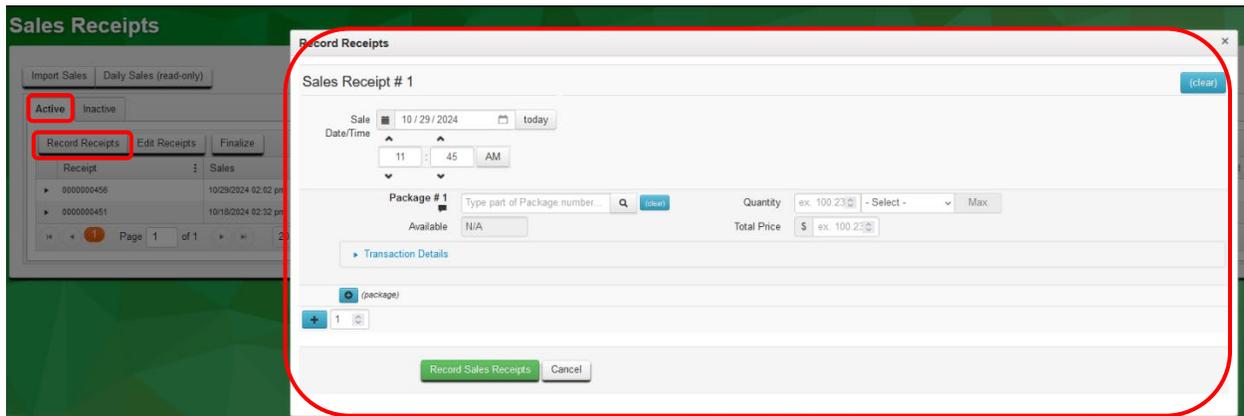
## Specified Event Sales Receipts

Once the package(s) have been fully received, specified event sales need to be recorded. To record specified event sales, go to the Sales area on the navigational toolbar and select the Sales Receipts option from the dropdown – **see Figure 11.**



**Figure 11: Sales Receipts in the Sales area**

From the Sales Receipts grid, select the Active tab and click the ‘Record Receipts’ button to open the Record Receipts action window – **See Figure 12.**

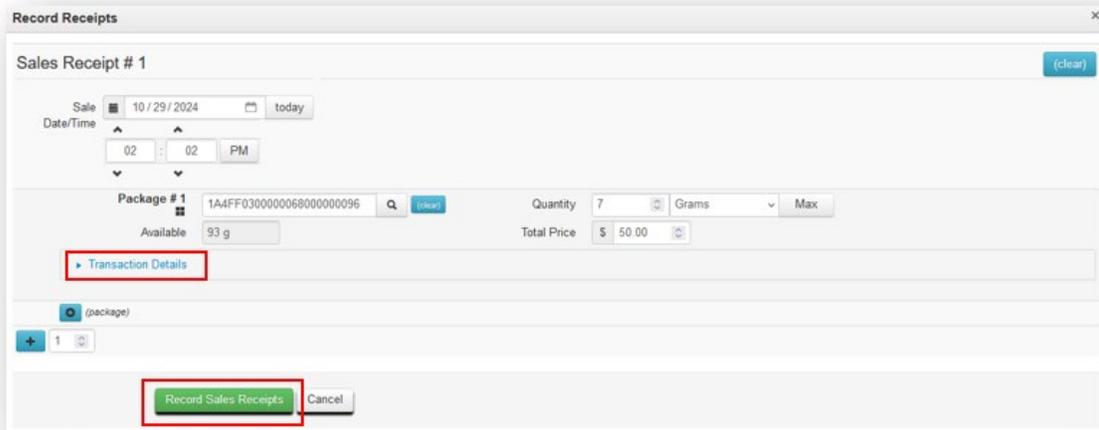


**Figure 12: Record Sales Receipts action window**

In the Record Receipts action window, enter all required information ensuring you select the specified event package in the Package field to record the specified event sale.

**Note:** To confirm information is accurate, utilize the Location filter from within the Record Receipts #1 action window to confirm.

Once all required information has been entered, click the Record Sales Receipts button to complete the recording of the Sales Receipt. – **see Figure 13 below.**

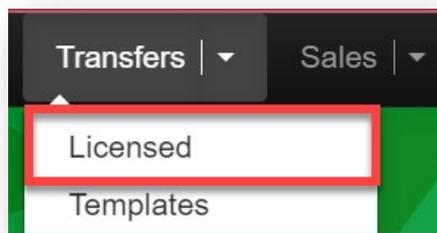


**Figure 13: Record Receipts action window**

## Specified Event Return Transfer

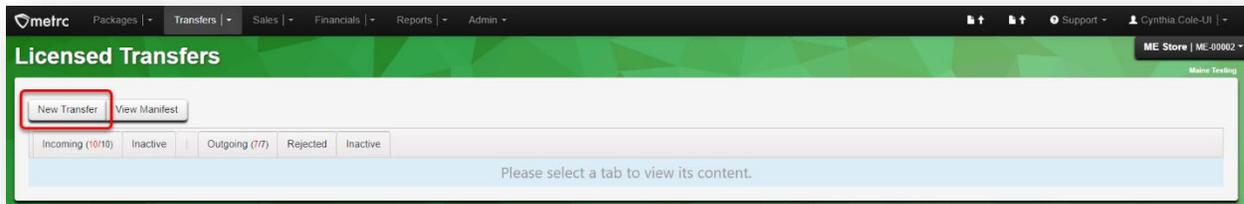
When the specified event has concluded, a new licensed transfer must be created to record the transfer of any unsold product(s) back to the Store license.

To record the transfer of product back to the Store license, all remaining packages must be included in a new Specified Event transfer to record the final transfer taking place. To record the transfer of product, go to the Transfers area on the navigational toolbar and select the 'Licensed' option from the drop-down – **see Figure 14.**



**Figure 14: Select Transfers**

From the Licensed Transfers grid, select the New Transfer button – **see Figure 15 below.**



**Figure 15: Select New Transfer**

This will open the New Licensed Transfer action window to fill out the required fields. In the Destination 1 field use the store license number, as it appears in Metrc. The license number can be populated by either typing in the license number and selecting the correct license number when it shows in the list or using the magnifying glass and selecting the license number from the list.

The Type of transfer should be “Specified Event” that is chosen from the dropdown. The Planned Route field should be populated with the route on how to go from the specified event back to the store. In the Transport #1 field, use the **same** store number that is populated in the Destination 1 field.

The Est. Departure and Est. Arrival times can be updated to the appropriate dates and times that accurately reflect the time of the transfer. Add the Driver and Vehicle information for the appropriate driver and vehicle that will be used for the transfer. Then add the package(s) to the transfer that are being returned from the Specified Event. Once all information has been entered and verified to be accurate, select the Register Transfer button – **see Figure 16 below.**

**New Transfer**
✕

**Destination 1** ME-00002 Q (clear)

**Planned Route** Orono, ME to Portland, ME

**Type** Specified Event

**Invoice Number** Enter the Invoice Number

**Est. Departure** 10 / 29 / 2024 today  
 05 : 00 PM

**Est. Arrival** 10 / 29 / 2024 today  
 06 : 30 PM

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**Transport # 1** ME-00002 Q (clear)

**Phone No.** 1234567890 (use default)

**Driver 1** Joe Brown Q (clear)

**Driver's Name** Joe Brown

**Employee ID** X10009

**Driver's Lic. No.** A140056789090

Layover

**Vehicle 1** LVWeed Q

**Vehicle Make** Chevy

**Vehicle Model** Kush Van

**License Plate** LVWeed

⊕ (details)

⊕ (transporter)

**Package # 1** 1A4FF0300000068000000096 Q (clear)

**Quick Entry** Quick entry packages OFF

⊕ (package)

⊕ 1 (destination)

CSV or TXT file up to 1 Mb with one package label value per line is required.

Register Transfer

Cancel

**Figure 16: New Licensed Transfer action window**

**Note:** To verify all specified event packages are recorded, select the magnifying glass to the right of the package field and filter for the Specified Event location using the three stacked dots located on the right side of the location column header. More packages can be added to the transfer by selecting the plus sign icon in the lower left corner under package #1. – see **Figure 17** below.

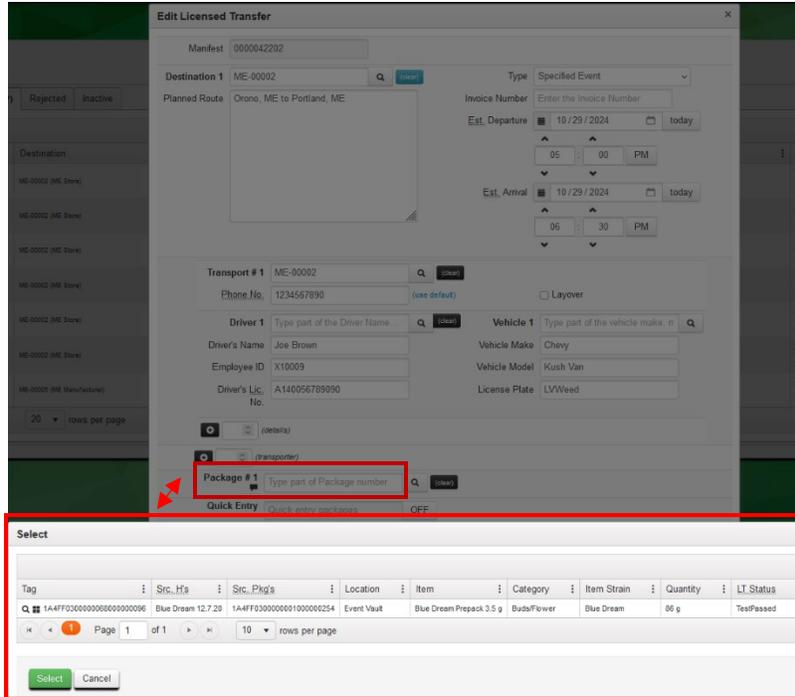
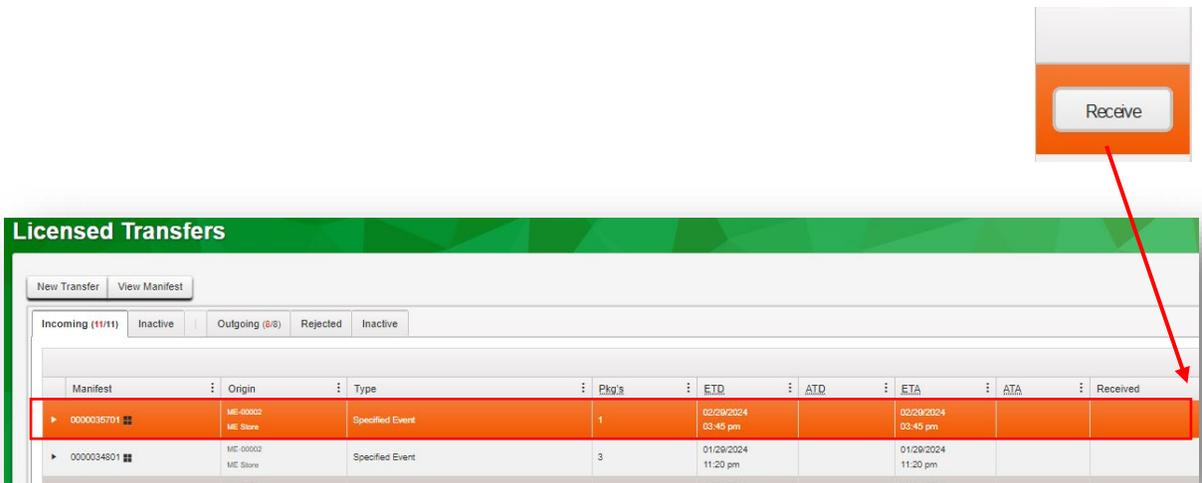


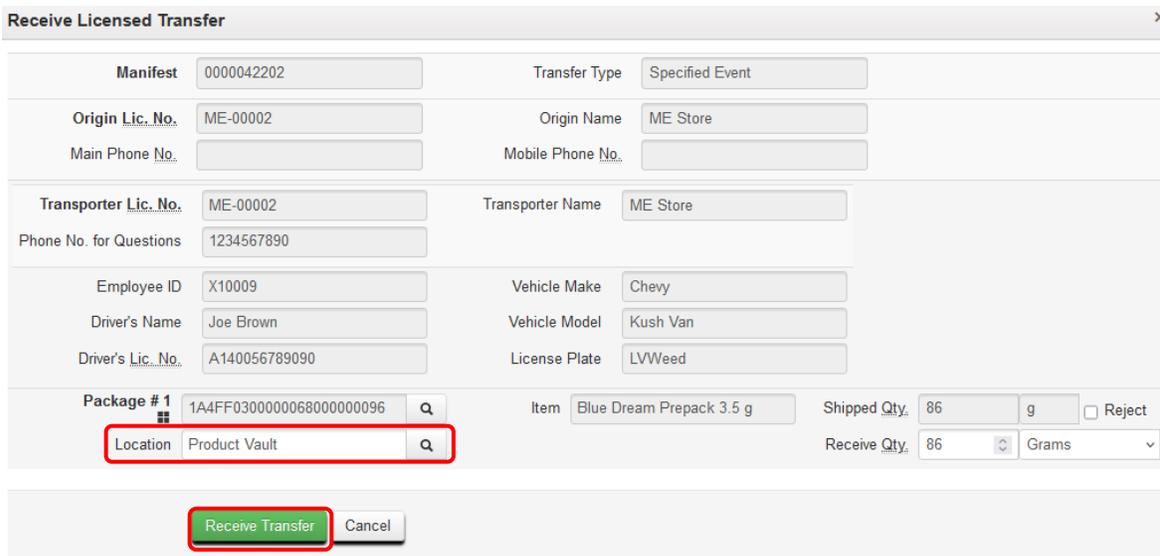
Figure 17: New Licensed Transfer Packages action window

Once the final Specified Event transfer has been registered, navigate to the Transfers area on the navigational toolbar and select the Licensed option from the dropdown. Click the Incoming tab in the Licensed Transfers grid and select the Receive button to the right of the corresponding Specified Event transfer being received into the store license – see Figure 18 below.



**Figure 18: Receiving Incoming Specified Event Transfers**

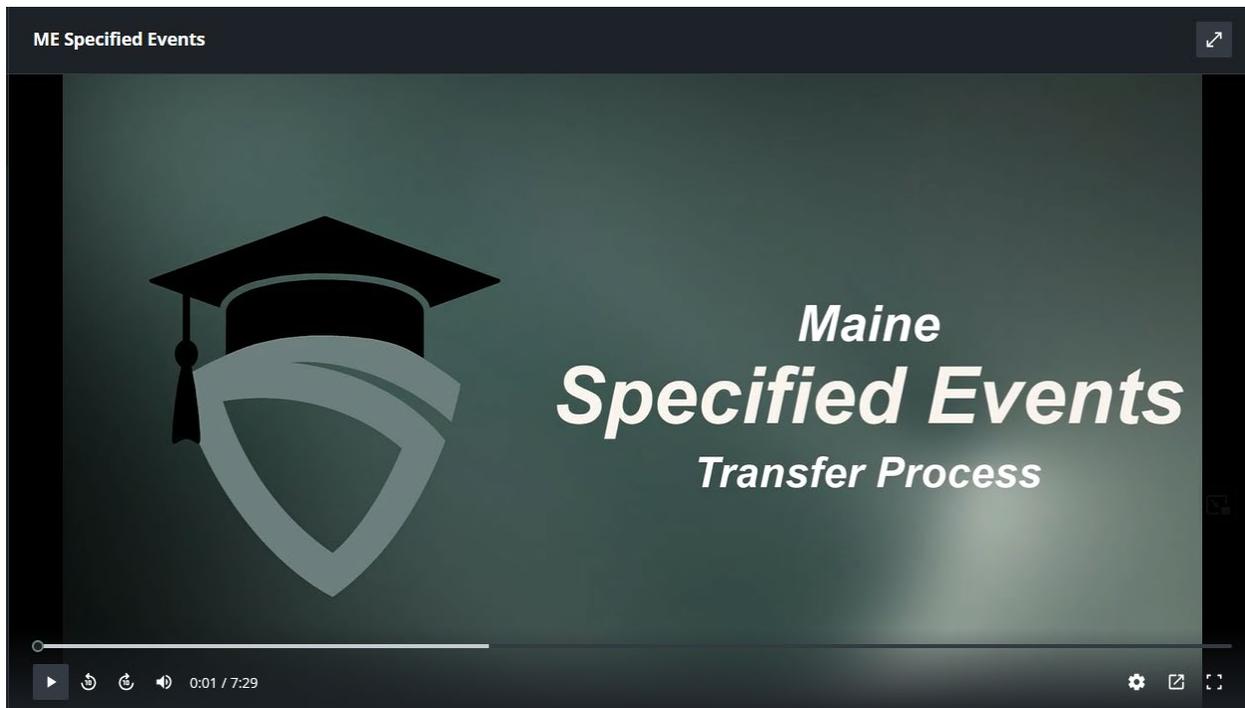
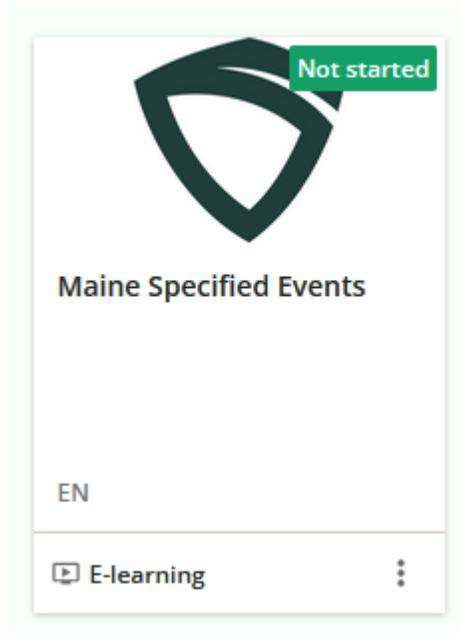
From the Receive Licensed Transfer action window, verify the location is correct and then click the Receive Transfer button. Package(s) being received as returned products to the license's store facility will no longer be associated with a Specified Event location. They should be recorded with the correct location electronically where the package(s) will be physically located at the Store location – **see Figure 19 below.**



**Figure 19: Receive Licensed Transfer action window**

## Metrc Learn – Specified Events training

To access additional training on Specified Events, please login to Metrc Learn and navigate to the “Maine Specified Events” module – see **Figure 20**.



**Figure 20: Maine Specified Events training in Metrc Learn**

## **Metrc resources**

If you have any questions, or need additional support, the following resources are available:

**Contact Metrc Support** by using the new full-service system – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area and navigate to support.metrc.com and it will redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

**Metrc Learn:** Right now, Metrc Learn offers various programs for users featuring different courses. To login, visit [Metrc Learn](#) and enter your login credentials, or to access, register by visiting the [Metrc Learn Registration](#).

However, we’ve conducted a lot of listening and learning across the industry, and we're proud to share that Metrc Learn is undergoing a redesign, featuring interactive modules and on-demand advanced training. Stay tuned for more exciting details rolling out soon, as we redefine your experience with Metrc!

**Access additional resources:** In the Metrc system, click on the Support area on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the dropdown.

Thank you for your continued partnership.