



This bulletin is an important notice regarding upcoming changes that will affect package creation and transfers. Ensure that you and your staff read Page 3 regarding wholesale Transfers to address an important issue about reporting transfers correctly.

### **Closing the Loop – Disabling creating packages without a source**

The State and Metrc will be removing the functionality to create a package without a source.

**This change will be effective 04/18/18**

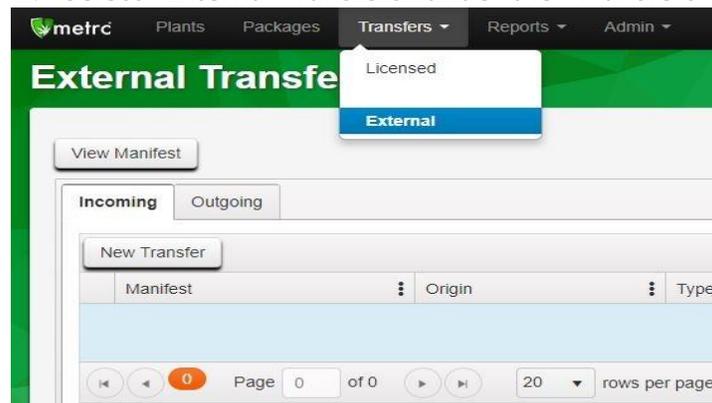
- All Packages will be required to be created from a source: An existing Harvest, Package, Production Run etc.

### **External Transfers**

The “External” Transfers function will be implemented to record any transfers that may come from an un-licensed source such as Medical Patients.

- External transfers are currently only permissible for Medical Cultivation Facilities to receive plants and Medical Dispensaries to receive Flower (Bud or Shake/Trim)
- Please keep in mind that all product must still be submitted to the required lab testing before being dispensed to patients

#### **1. Select “External Transfers” under the “Transfers” Tab**



## Make sure to include the patient number for any donations

**New Incoming Transfer**

Type: - Select -

Phone No.: +1-123-456-7890

**Planned Route**: Donation from Patient #01234  
R on park  
Park to I-15  
I-15 to Warm Springs Rd.  
Warm Springs to Clark  
Destination on Right  
**Make sure to include the patient number for any donations**

Est. Departure: 04/10/2018 today  
11 : 18 AM

Est. Arrival: 04/10/2018 today  
11 : 18 AM

**Transport # 1** Type part of the License Number. (clear)  Layover

- Lookup -

Employee ID:

Driver's Name:

Driver's Lic. No.:

Phone No.: +1-123-456-7890 (use default)

Vehicle Make:

Vehicle Model:

License Plate:

(transporter)

**Package # 1** Clones - Blue Dream (clear) Package Date: 04/10/2018 today

Quantity: 10 Each

(package) **Create Packages - New Beginning Inventory**

2. Weigh/count the product being received and create packages for them here
3. After you have filled out the manifest & created the packages, register the transfer
4. You must receive the Transfer in Metrc after registering it (this allows for verification and corrections)
5. You will assign Package Tags to these packages once you receive them

## Wholesale Transfers

- All transfers require a “Transfer Type” to be selected
- All transfers to a Lab or to a facility that acts as a distribution hub for a single entity will be standard transfers
  - *For example: one dispensary accepting transfers on behalf of multiple facilities owned by the same entity*
- All transfers from Cultivators or Producers MUST be recorded as “Wholesale Transfers”
- All packages on a wholesale transfer MUST have the wholesale price
  - *If the origin and the destination facilities on a wholesale transfer are owned by the same company, individual or entity and no money is actually being exchanged or paid, then the Wholesale value of the product must be recorded instead. For Example: The cost of the product or the cost of the product +10%*

### 1. Select “Wholesale” from the transfer “Type” dropdown menu in the transfer manifest area

The screenshot shows the 'New Licensed Transfer' form. The 'Type' dropdown menu is set to 'Wholesale'. The 'Wholesale Price' field for 'Package # 1' is highlighted with a red box and contains the value 'ex. 100.23'. Other fields include 'Destination 1', 'Planned Route', 'Est. Departure', 'Est. Arrival', 'Transport # 1', 'Employee ID', 'Driver's Name', 'Driver's Lic. No.', 'Phone No.', 'Vehicle Make', 'Vehicle Model', and 'License Plate'. The 'Register Transfer' button is green, and the 'Cancel' button is grey.

### 2. After selecting “Wholesale” transfer you will then see a box appear under each individual package on the manifest for the “Wholesale Price” of each Package

## **Metrc Training & Support**

Metrc is happy to provide training, training materials and support to licensees in the industry at no additional cost.

- There is no charge to attend training classes or for support
- Interactive Support is available via email or phone
- Youtube training videos are available online 24/7

Metrc provides a Level 1 New Business Class and a Level 2 Advanced Class for each facility type to cover the functionality of Metrc. You must attend a new business class before you can sign up for an advanced class.

Metrc New Business (Level 1) – All Facilities

Metrc Advanced (Level 2) - Cultivator

Metrc Advanced (Level 2) - Processor

Metrc Advanced (Level 2) – Store/Dispensary

Metrc Advanced (Level 2) – Testing Labs

You may register for training at the link below:

<https://www.metrc.com/nevada>

For any questions regarding these updates, please contact the Metrc Support Team at [support@metrc.com](mailto:support@metrc.com) or by calling 877-566-6506.