

<b>Bulletin Number:</b> LA_IB_0031	<b>Distribution Date:</b> 7/30/21	<b>Effective Date:</b> 8/4/2021
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Transfer Functionality	
<b>Reason:</b> Metrc is providing guidance on the usage of Wholesale Transfers and the Transporter Employee ID field as well as the new Employee ID verification		

Greetings Metrc Users,

Metrc is pleased to provide additional clarification on when and how to use the wholesale transfer functionality and highlight the correct usage of the employee number field when creating all transfers.

Users take note:

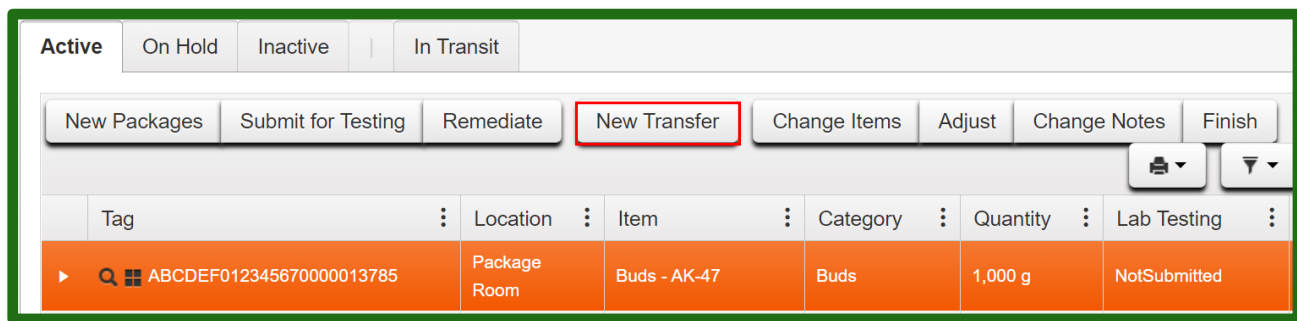
1. The Wholesale Transfer type should be used when transferring final product from a Manufacturing facility to a Pharmacy or it can be used to transfer packages to another license of the same facility type (ex. Manufacturing to Manufacturing).
2. When creating a transfer manifest, the Employee ID field should be populated with the employees' badge number.
  - a. If the driver is contracted by a pharmacy and does not have an Employee ID number "Pharmacy Driver" should be entered in this field
3. Louisiana driver's license number should be input into the Driver's License Number.
4. All the information should be entered correctly and verified before creating the transfer.

Additionally, on **Wednesday August 4th**, functionality will be added to Metrc that will allow licensees to verify if the employee number is correct for **drivers working for production or manufacturing facilities**.

Please see the following pages a detailed description of how to create a wholesale transfer.

## Creating a Wholesale Transfer

When creating a wholesale transfer for a flower package, select the package they will be transferring from the manufacturing license and use the “New Transfer” button to initiate the transfer creation process. A wholesale transfer cannot be created from a Production license. This step is demonstrated in **Figure 1**.

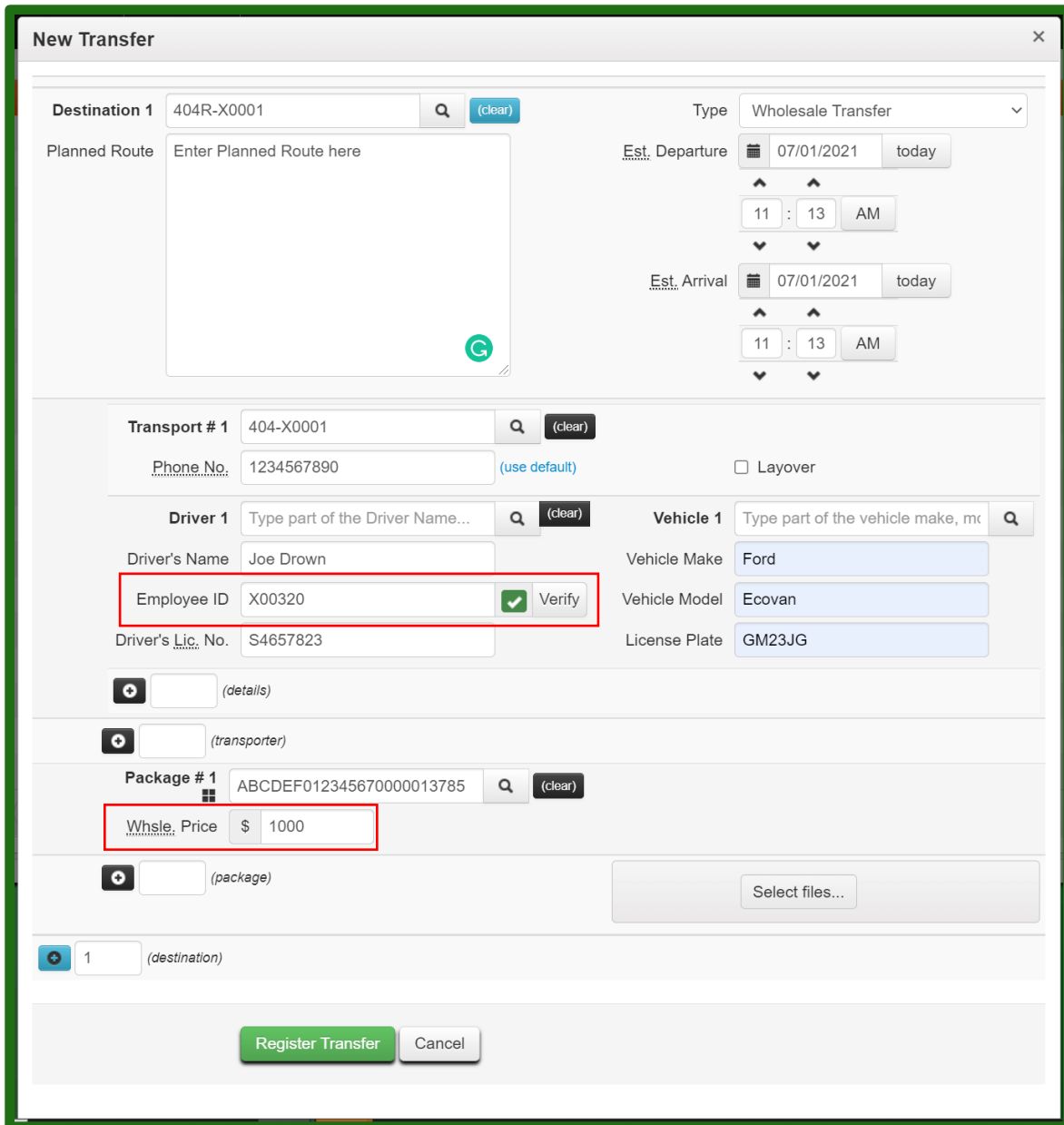


**Figure 1: Select Package and Create New Transfer**

The New Transfer button will trigger an action window to enter all of the required information about the destination, planned route, the transporting license, driver, and vehicle. Once the information is entered and verified as correct, use the “Register Transfer” button to complete the transfer creation.

**Please Note:** The Employee ID field should correspond to the transporting agent’s badge number that is also the same ID used to login to Metrc. Once entered, use the “Verify” button to ensure that badge number is correct.

This step is demonstrated in **Figure 2** below.



**New Transfer**

Destination 1: 404R-X0001 (clear)

Planned Route: Enter Planned Route here

Type: Wholesale Transfer

Est. Departure: 07/01/2021 today (11 : 13 AM)

Est. Arrival: 07/01/2021 today (11 : 13 AM)

Transport # 1: 404-X0001 (clear)

Phone No.: 1234567890 (use default)

☐ Layover

Driver 1: Type part of the Driver Name... (clear)

Driver's Name: Joe Drown

Employee ID: X00320 (Verify)

Driver's Lic. No.: S4657823

Vehicle 1: Type part of the vehicle make, model... (clear)

Vehicle Make: Ford

Vehicle Model: Ecovan

License Plate: GM23JG

Package # 1: ABCDEF012345670000013785 (clear)

Whse. Price: \$ 1000

Select files...

1 (destination)

Register Transfer Cancel

**Figure 2: Create New Transfer**

Once this step is completed, then select the Register Transfer button. After the transfer has been created, the manifest should be printed to accompany the transfer. An example of a manifest is shown in **Figure 3** below.



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## MARIJUANA TRANSPORTATION MANIFEST

All sales transactions are to be completed prior to transportation of any MARIJUANA. The receiving entity may reject product delivered, but amount delivered must be limited to amount agreed upon in prior sales transaction.

<b>Manifest No.</b>	<b>0000003401</b>	<b>Date Created</b>	<b>5/6/2021 3:15 PM</b>
<b>Originating Entity</b>	LA Mishmash Med-MIP	<b>For Agency Use Only</b>	
<b>Originating License Number</b>	404-X0001		
<b>Address of Originating Entity</b>			
<b>Phone No. of Originating Entity</b>			
<b>1. Destination</b>	LA Mishmash Rec-MIP	<b>Destination Phone No.</b>	
<b>Destination License Number</b>	404R-X0001	<b>Date and Approx. Time of Departure</b>	5/6/2021 4:13 PM
<b>Address of Destination</b>		<b>Date and Approx. Time of Arrival</b>	5/6/2021 4:13 PM
		<b>Date/Time Received</b>	
<b>Route to be Traveled</b> Enter Planned Route Here		<b>Notes:</b> details for extenuating circumstances (e.g., road closure, flat tire, etc.)	
<b>1. Outbound Transporter</b>	LA Mishmash Med-MIP	<b>No Layover Scheduled</b>	
<b>Transporter License Number</b>	404-X0001		
<b>Address of Transporter</b>			
<b>Contact Phone No. for Inquiries:</b> 1234567890			
<b>Name of Person Transporting</b>	Janet Parton	<b>Employee ID of Driver</b>	7779311
<b>State Driver's License No.</b>	123456789	<b>Signature of Person Transporting</b>	
<b>Make, Model, License Plate No.</b>	Chevy Tahoe 420GUY		
<b>1. Package   Shipped</b>	<b>Production Batch No.</b>	<b>Item Name</b>	<b>Quantity</b>
ABCDEF012345670000013785 Lab Test: NotSubmitted		Buds - AK-47 (Buds)	Shp: 1000.0000 g
<b>Item Details</b>	Strain: AK-47		
<b>Source Harvest(s)</b>	AK-47 052819		

<b>PRODUCT REJECTION (if only a portion of shipment is rejected, circle that portion above)</b>			
<b>Name of Person Receiving or Rejecting Product</b>			
I confirm that the contents of this shipment match weight records entered above, and I agree to take custody of those portions of this shipment <i>not</i> circled above. Those portions circled were returned to the individual delivering this shipment.			
<b>Signature</b>		<b>Date</b>	
<b>Signature of individual taking receipt of rejected portion of this shipment</b>			

Figure 3: Transfer Manifest

**Please Note:** If the driver is contracted by a pharmacy and does not have an employee number, The Employee ID field should be filled in as "Pharmacy Driver" this is shown in Figure 4 below.

New Transfer

Destination 1
402-X0001

Q

(clear)

Planned Route

Enter Planned Route Here

G

Type

Wholesale Transfer

Est. Departure

07/01/2021

today

11

:

38

AM

Est. Arrival

07/01/2021

today

11

:

38

AM

Transport # 1

402-X0001

Q

(clear)

Phone No.

123457890

(use default)

☐ Layover

Driver 1

Type part of the Driver Name...

Q

(clear)

Driver's Name

George White

Employee ID

Pharmacy Driver

X

Verify

Driver's Lic. No.

S234525

Vehicle 1

Type part of the vehicle make, mo

Q

Vehicle Make

Ford

Vehicle Model

1500

License Plate

1DF3FD56

+

(details)

+

(transporter)

Package # 1

ABCDEF012345670000016125

Q

(clear)

Whsle. Price

\$ 2000

+

(package)

Select files...

+

1

(destination)

Register Transfer

Cancel

**Figure 4: Pharmacy Employee Transfer Action Window**

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.

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