Metrc Support Bulletin

Bulletin Number: LA_IB_0031	**Distribution Date**: 7/30/21	**Effective Date**: 8/4/2021
Contact Point: Metrc® Support	**Subject**: Transfer Functionality	
Reason: 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.
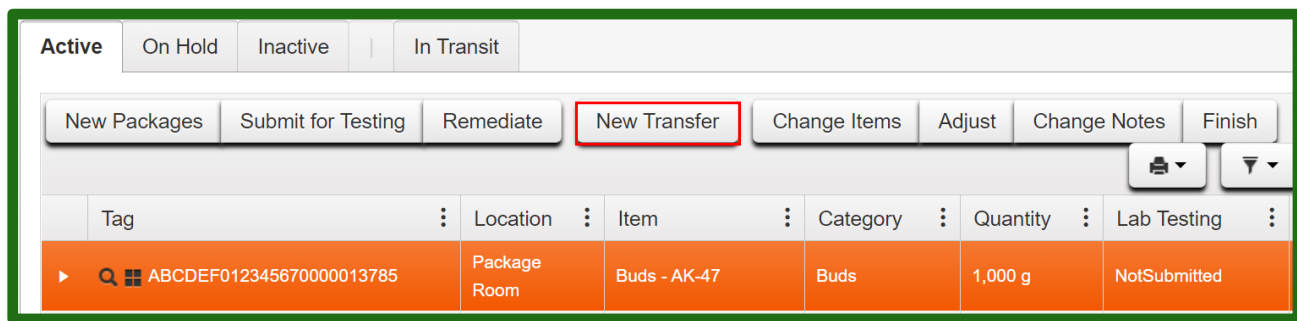
Users take note:

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**.
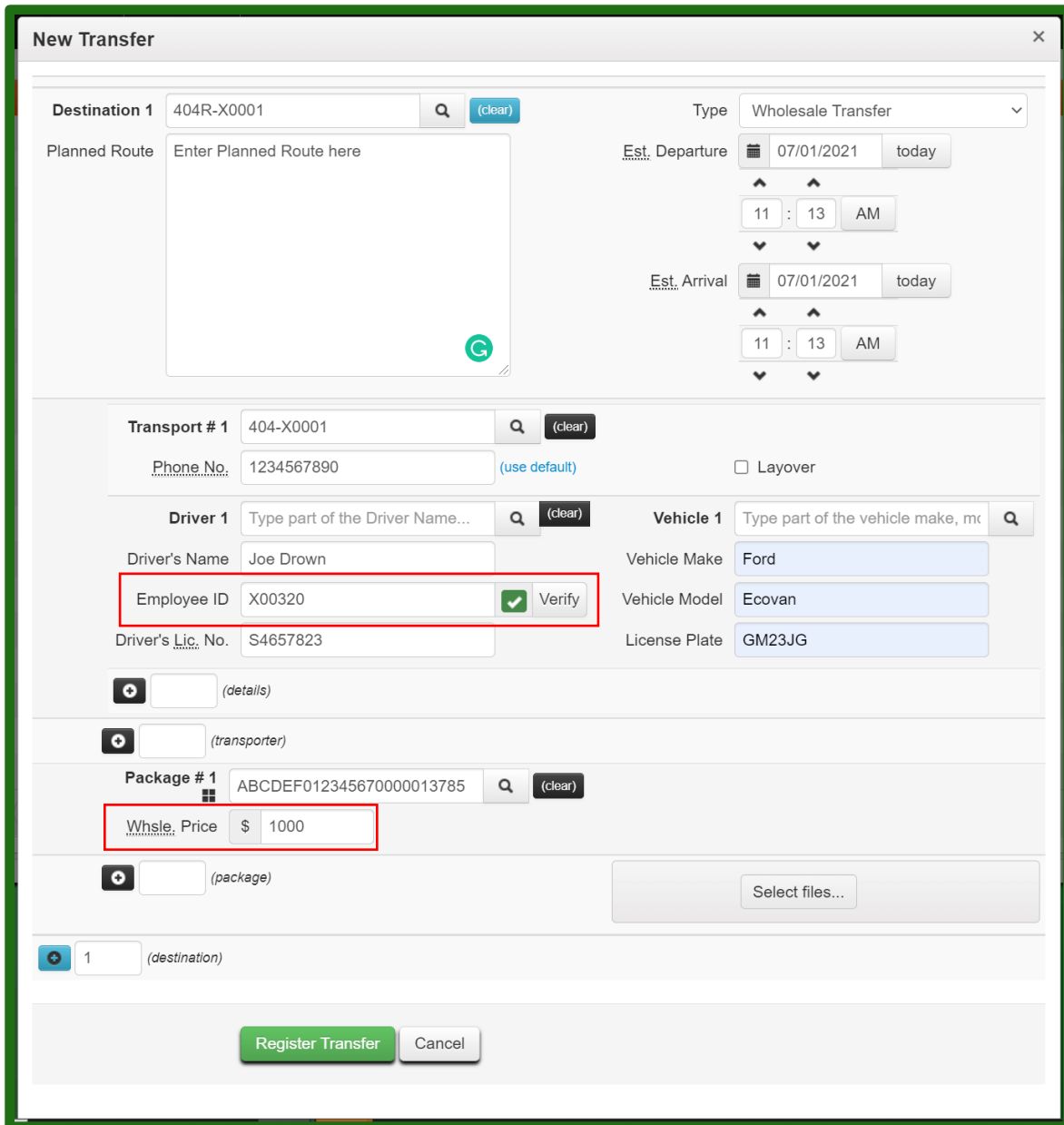

Figure 1: Select Package and Create New Transfer

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.

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.

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.

Figure 4: Pharmacy Employee Transfer Action Window

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.