

<b>Bulletin Number:</b> MI_IB_0037	<b>Distribution Date:</b> 5/24/21	<b>Effective Date:</b> 5/24/21
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Process for Temporary Events	
<b>Reason:</b> Metrc is providing an update on the process used by licenses involved in temporary event sales.		

Greetings Metrc Users,

This bulletin provides information on the inventory steps necessary to properly record packages that are being transferred and potentially sold at a temporary event. These steps should only be followed by licensees with permission to operate at these events.

The steps outlined within this bulletin are as follows:

1. Create a location to denote packages that will be brought to the temporary event
2. Generate an external outgoing transfer with the packages in the newly created location
3. Void the virtual outgoing transfer
4. Record sales for the day at the temporary event
5. Return packages to the licensed business from the temporary event

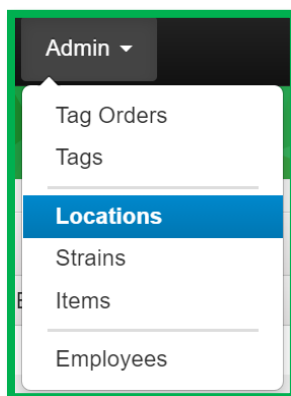
Please find on the following pages detailed steps on the process outlined above:

## Creating a Temporary Event Location

When a Retailer or Microbusiness has been granted permission by the MRA to transfer and sell product at a temporary event, the following steps below must be done to accurately report the packages that will be brought, and sold from, during the event.

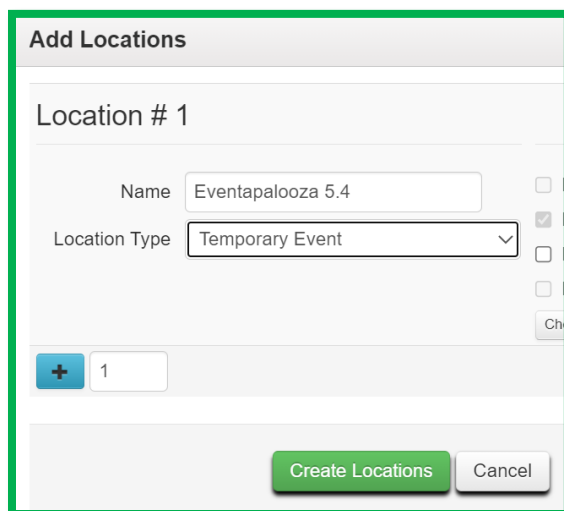
The first step, when permission has been granted to attend the temporary event, will be to create a new location that denotes the inventory for the temporary event.

Click the Admin dropdown to select the “Locations” page



**Figure 1: Locations**

Click the Add Locations button which will open an action window to create the new location. Next, create the new location with the name of the event, and the location type as Temporary Event. Once properly named and type selected, click the “Create Locations” green button.

A screenshot of the 'Add Locations' form. The form has a title bar 'Add Locations'. Below it, 'Location # 1' is displayed. There are two main input fields: 'Name' with the value 'Eventapalooza 5.4' and 'Location Type' with a dropdown menu showing 'Temporary Event'. To the right of these fields are several checkboxes, with the second one (next to 'Temporary Event') being checked. At the bottom left, there is a blue '+' button and a text input field containing the number '1'. At the bottom right, there are two buttons: a green 'Create Locations' button and a grey 'Cancel' button.

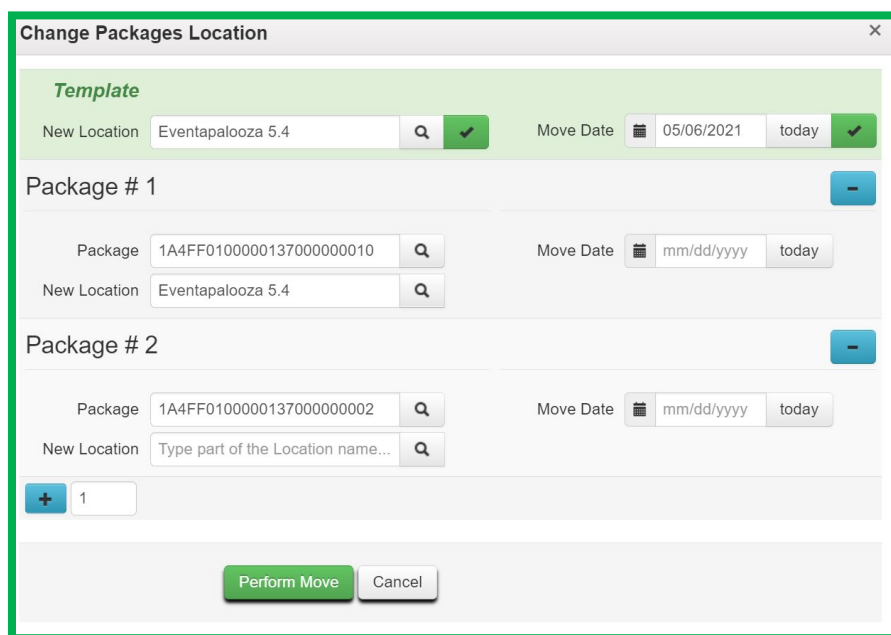
**Figure 2: Adding Locations**

## **Moving Packages to the New Temporary Event Location**

Within the active packages inventory, click the “Change Locations” button and begin selecting the packages that are being brought to the event. Use the template feature to select all packages that need to be moved.

Please note, these packages should be moved in Metrc prior to the creation of the event transfer, and should stay within the designated location until the event has ended and the packages have returned.

Once all of the correct packages have been selected, click the “Perform Move” green button, and ensure the location has all packages that will be taken to the event.



**Change Packages Location**

*Template*

New Location: Eventapalooza 5.4  ☒

Move Date: 05/06/2021  ☒

**Package # 1**

Package: 1A4FF01000001370000000010

Move Date: mm/dd/yyyy

New Location: Eventapalooza 5.4

**Package # 2**

Package: 1A4FF01000001370000000002

Move Date: mm/dd/yyyy

New Location: Type part of the Location name...

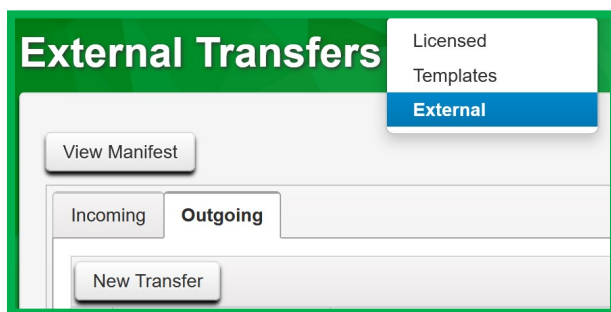
1

**Figure 3: Change Package Locations**

## External Outgoing Transfer to Temporary Event

The next step is to create an external outgoing transfer that will allow for a physical manifest to be generated, and as a way to accurately depict which packages are leaving your facility for the day. In order to record sales in real time at the event, the external transfer **should not be completed and should be voided before the driver has left the facility.**

**Transporters: Should not accept the transfer even if they are transporting to the event**



**Figure 4: External Transfers**

Once “External” transfer has been chosen under the Transfers area on the navigation bar, click on the “Outgoing” tab. Within the outgoing external transfer tab, click the “New Transfer” button (above image). This will bring up the action window (below image) to enter the required information to begin the process of placing the necessary packages into this transfer. The fields should be completed as follows:

**Type:** Select the Temporary Event Transfer option from the dropdown menu.

**TME Number:** Enter the temporary event license number.

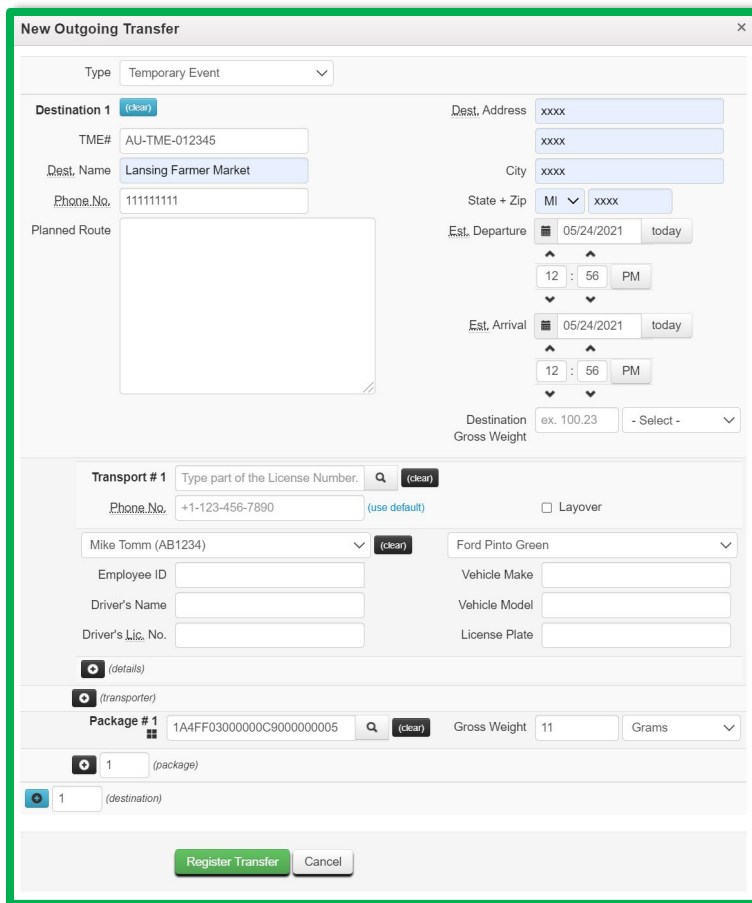
**Destination Name/Address:** Name of the temporary event and address of the location.

**Phone Number:** Enter your phone number or number of transporter.

**Planned Route:** This should be the route traveled to the event. If you will be bringing more than the allowed 15 ounces or 60 grams of concentrate to travel with, you will need to enter the route the secure transporter will take.

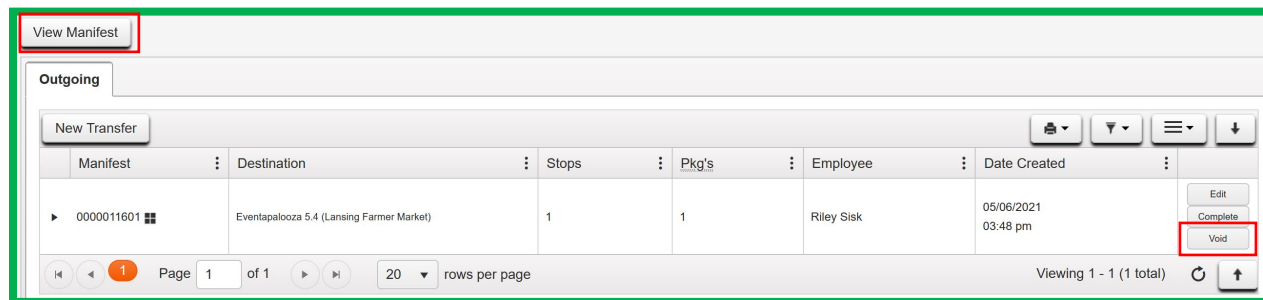
**Transport #:** If transporting less than 15 ounces or 60 grams of concentrate, the transporter can be the licensed business. Otherwise, the Transport # should be the Secure Transporter license number.

**Package Tags:** The magnifying glass allows for specific packages to be selected and the gross weight and price will need to be input per package for the transfer.



**Figure 5: Creating External Transfer**

Creating a pending outgoing transfer from does not immediately remove the Metrc package tags from the licensee's active inventory. After the planned packages are added to the transfer, the transfer manifest should be generated by clicking the "Register Transfer" green button. Then the transfer manifest can be printed for record keeping purposes and then the transfer **should be voided**.



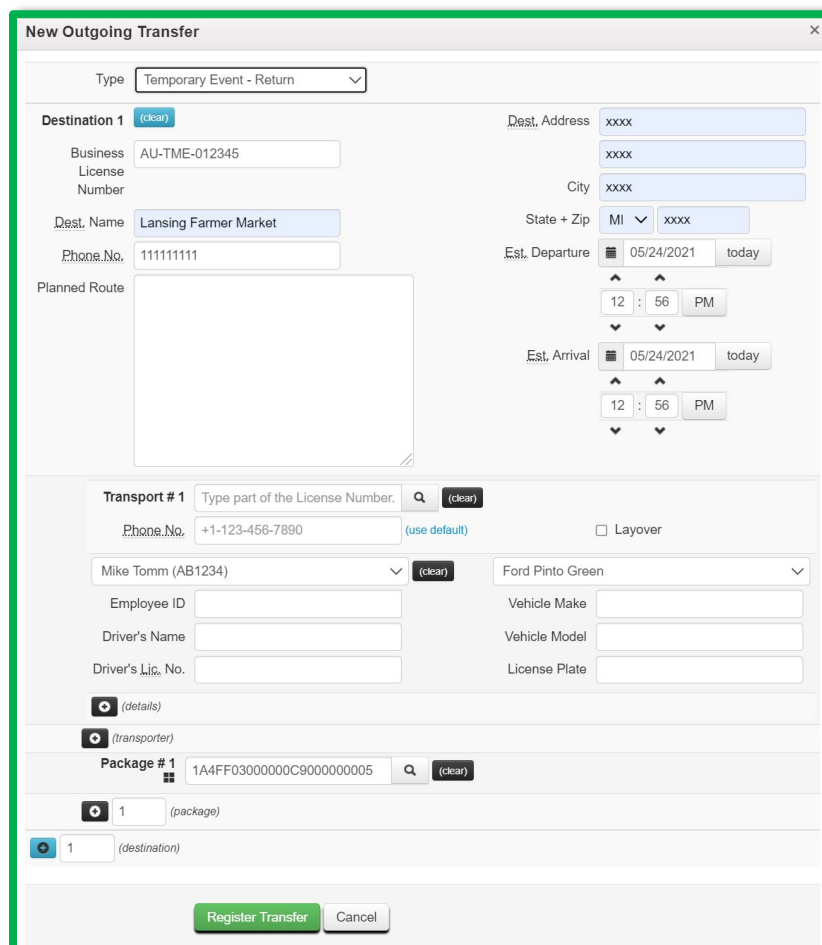
**Figure 6: Voiding Transfer**

This voiding of the transfer allows for the packages to return to the license inventory so sales can be recorded against the packages sold at the event.

## External Outgoing Transfer to Temporary Event Return

Once the event has concluded and the remaining inventory that is intended to be transferred back to the licensed premises from where it originated the same steps should be followed from above for generating a manifest. Only this time, the Transfer Type should be “Temporary Event – Return” and the Business License Number should be the licensed business for where the packages are returning to.

After the transfer has been virtually created and the manifest generated, then the transfer should be voided and the package locations can be updated to indicate the physical location within the licensed premises. This should be how a licensee typically reports package locations in their physical location using Metrc for day to day operations.



**Figure 7: Temporary Event - Return**

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