



Metrc Support Bulletin

Bulletin Number: MA_IB_0006	Distribution Date: 5/3/19	Effective Date: 5/15/19
Contact Point: Metrc® Support	Subject: Patient Sales Delivery and Advanced Training	
Reason: Metrc is announcing the addition of advanced training classes for Retailers and Cultivators. Additionally, the following update will allow Medical Marijuana Retailers to record a sales delivery of Medical Marijuana to a qualifying patient		

Greetings Metrc Users,

Metrc is opening registration for advanced training classes. There will be weekly sessions that are specific to Cultivators and Retailer license types. These classes will be on Tuesdays 12 PM EST for Cultivators and Thursdays 12 PM EST for Retailers.

Additionally, Metrc is releasing information within this bulletin on a new software update that will allow Medical Marijuana Retailers the ability to record sales deliveries to a qualifying patient. Beginning on May 15, 2019, the Metrc Admin for each Medical Marijuana Retailer will see a new selectable Deliveries option beneath the Sales tab.

Advanced Trainings

To provide as much industry training and support as possible, Metrc will be offering license type specific, advanced trainings. Cultivator and Retailer advanced trainings will now be offered on a weekly basis on the following days **starting the week of May 5th**:

Marijuana Cultivator: Tuesdays 12 PM – 130 PM

Marijuana Retailer: Thursdays 12 PM – 1 PM

Licensees can register for the classes on the Massachusetts specific Metrc webpage (metrc.com/Massachusetts) through the Training Signup link. Please note registration does close 24 hours prior to the start of each training. Advanced training helps user's ability to proficiently work in the Metrc system.

Software Update for Sales Deliveries:

With the update implemented, employees who need access must be granted the permission by the Metrc admin, or an employee who can update employee permissions. The permission will be found within the **Sales Menu** for **Medical Marijuana Retailers** only.

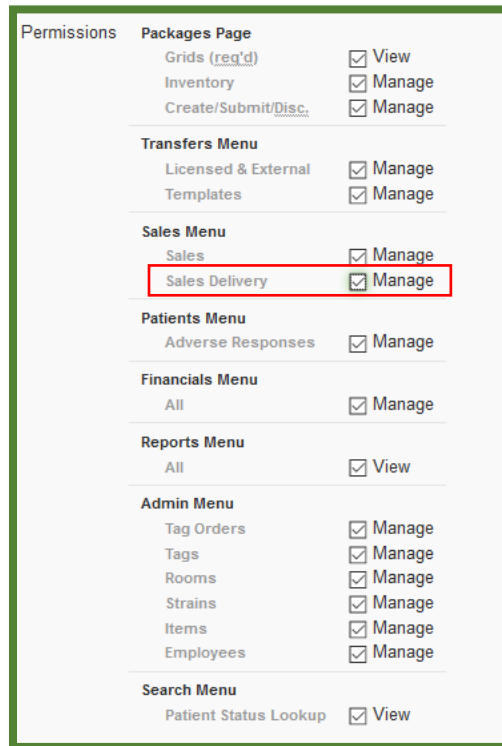


Figure 1: Employee Permissions

Once the permission is granted to a user, the sales delivery option can be found beneath the sales tab on the navigation pane.

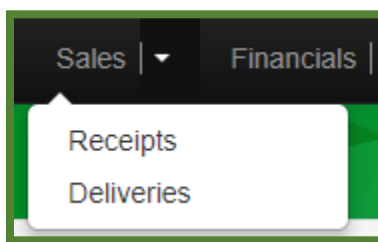


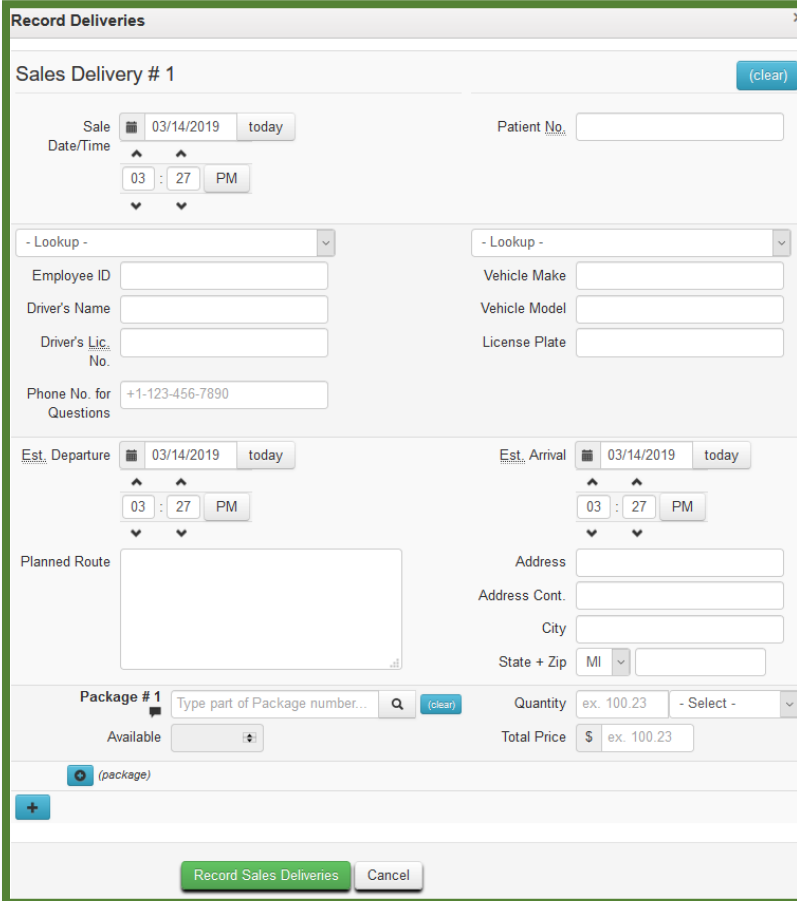
Figure 2: Selectable Sales Options

In Metric, sales deliveries are reported differently than in-store sales receipts. Reporting a sales delivery as an in-store sales receipt within Metric will not meet the regulatory requirements. To differentiate the two, please see the following.

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- Sales receipts would indicate the transaction took place within the licensed premise of the Medical Marijuana Retailer.
- Sales deliveries would indicate active inventory within a Medical Marijuana Retailer was taken off the licensed premises and delivered to a patient.
- Medical Marijuana Retailers should never be recording the same transaction as a sales receipt and delivery.

Just like a transfer manifest is created within Metrc, a sales delivery manifest is required to be created once the order has been placed by the patient. When recording the necessary information within the sales delivery manifest, it is important to ensure the patient number accurately reflect the card number provided to the Medical Marijuana Retailer.



Record Deliveries

Sales Delivery # 1 (clear)

Sale Date/Time: 03/14/2019 today
 03 : 27 PM

Patient No.

- Lookup - - Lookup -

Employee ID Vehicle Make

Driver's Name Vehicle Model

Driver's Lic. No. License Plate

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

Est. Departure: 03/14/2019 today
 03 : 27 PM

Est. Arrival: 03/14/2019 today
 03 : 27 PM

Planned Route

Address

Address Cont.

City

State + Zip: MI

Package # 1 Type part of Package number... Quantity: ex. 100.23 - Select -

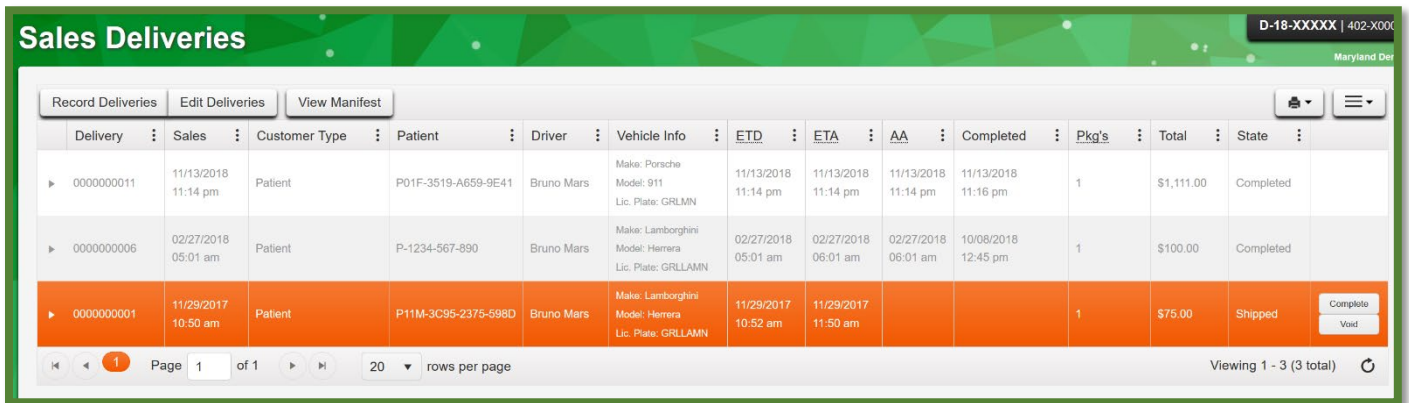
Available Total Price: \$ ex. 100.23

(package)

Figure 3: Recording Sales Deliveries

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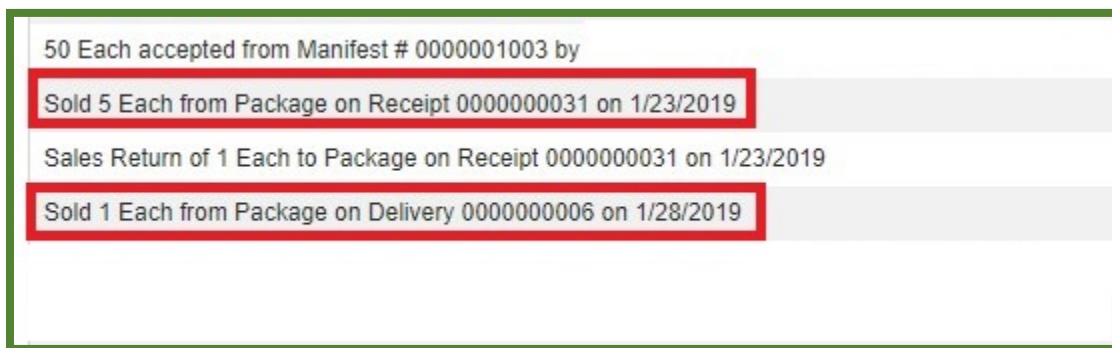
Each delivery to a patient should be recorded separately. If a Medical Marijuana Retailer is making multiple deliveries, the planned route should notate this information. Once the sales delivery is recorded, it is considered open in Metrc. As you will see below, there are two completed Sales Deliveries that cannot be edited once the “Complete” button on the far right is selected by the Medical Marijuana Retailer employee. If the delivery is still open, the employee can edit, or void as needed.



Delivery	Sales	Customer Type	Patient	Driver	Vehicle Info	ETD	ETA	AA	Completed	Pkg's	Total	State	
000000011	11/13/2018 11:14 pm	Patient	P01F-3519-A659-9E41	Bruno Mars	Make: Porsche Model: 911 Lic. Plate: GRLLMN	11/13/2018 11:14 pm	11/13/2018 11:14 pm	11/13/2018 11:14 pm	11/13/2018 11:16 pm	1	\$1,111.00	Completed	
000000006	02/27/2018 05:01 am	Patient	P-1234-567-890	Bruno Mars	Make: Lamborghini Model: Herrera Lic. Plate: GRLLAMN	02/27/2018 05:01 am	02/27/2018 06:01 am	02/27/2018 06:01 am	10/08/2018 12:45 pm	1	\$100.00	Completed	
000000001	11/29/2017 10:50 am	Patient	P11M-3C95-2375-598D	Bruno Mars	Make: Lamborghini Model: Herrera Lic. Plate: GRLLAMN	11/29/2017 10:52 am	11/29/2017 11:50 am			1	\$75.00	Shipped	Complete Void

Figure 4: Sales Deliveries Grid

When a delivery is recorded in Metrc as “Complete”, the inventory is removed from the package and marked as a delivery. Remember, you should NOT report a “Sale Receipt” and a “Sale Delivery” for the same transaction. This will cause inventory to be removed from the affected package twice.



50 Each accepted from Manifest # 0000001003 by
Sold 5 Each from Package on Receipt 0000000031 on 1/23/2019
Sales Return of 1 Each to Package on Receipt 0000000031 on 1/23/2019
Sold 1 Each from Package on Delivery 0000000006 on 1/28/2019

Figure 5: Packages History Example

Sales Deliveries API Impact

If a Medical Marijuana Retailer plans to report sales deliveries through their Point-of-Sale (POS) system. Please note the sales delivery manifest can only be printed within your Metrc account. The Metrc API will allow for the creation/reporting of sales deliveries, but Medical Marijuana Retailers should ensure the following.

- Confirm with your POS provider that sales deliveries are being reported into Metrc as deliveries and not receipts.
- Log into Metrc prior to departure and print out the Metrc Sales Delivery manifest.
- Do not create both a sales delivery in Metrc manually and in your POS system separately as you will likely be recording the transaction twice.

If your POS system does not currently differentiate between sales deliveries and receipts, your sales data may be reported inaccurately. Metrc provides documentation [here](#) for integrators to reference the new available endpoints for the sales section.

The new endpoints that will be available for POS systems to utilize the sales delivery section of the Metrc API are outlined below.

- POST /sales/v1/deliveries
- PUT /sales/v1/deliveries
- PUT /sales/v1/deliveries/complete
- DELETE /sales/v1/delivery/{id}

Support

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.