

Bulletin Number: MA_IB_0042	Distribution Date: 4/27/21	Effective Date: 5/12/21
Contact Point: Metrc® Support	Subject: Adult-Use Sales Deliveries	
Reason: Metrc is providing an update on the ability to record sales deliveries from Adult-Use Marijuana Retailer and Microbusiness Delivery licenses and the process for recording the Marijuana Courier license performing the delivery		

Greetings Metrc Users,

Metrc, in conjunction with the CCC, is announcing that on **May 12th, 2021**, sales delivery functionality will be activated in Metrc for **Adult-Use Marijuana Retailer** and **Microbusiness Delivery** licenses. Deliveries from Adult-use Marijuana Retailers will require the use of a Marijuana Courier license, whose license number will be recorded in the planned route field of the sales delivery manifest.

This is a temporary process that will remain in place while Metrc develops the functionality to better match the process for the Marijuana Courier licenses in the system.

The Retailer licenses will be responsible for recording the sales deliveries' creation and completion under their license. This process will mean that the retailer licensee will need to coordinate and track the Marijuana Courier licenses' sales deliveries and enter them into the system.

If the retailer license elects, they have the option to add an agent from the Marijuana Courier license providing the delivery service as an employee of the retailer license and give permissions to only manage the sales deliveries.

Microbusiness Delivery licenses will use the standard sales delivery process in Metrc, as they do not use Marijuana Courier licenses to complete the deliveries.

Please see the following pages for more details:

Creating Sales Deliveries

Once the sales delivery functionality is enabled in Metrc, navigate to the Deliveries table under the Sales dropdown on the top navigational bar. This step is shown below in **Figure 1**.

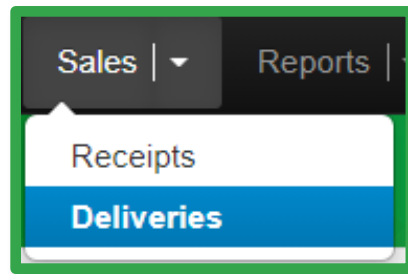


Figure 1: Navigate to Sales Deliveries Page

Please Note: If the sales delivery option isn't available under the sales menu, have a system administrator check your permissions as this is a separate permission from sales and will need to be enabled by the admin.

Once on the sales Deliveries page, create a new sales manifest by using the Record Deliveries button. This button will trigger an action window to input all the information about the delivery including the driver, vehicle, planned route, packages being sold out of, and price. Additionally, the name and address of the consumer receiving the product will be required when creating the manifest. The Consumer ID field is optional, and not required.

In order to record the Marijuana Courier license number that is being utilized for the delivery, input the license number in the Planned Route field before entering the planned route itself.

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

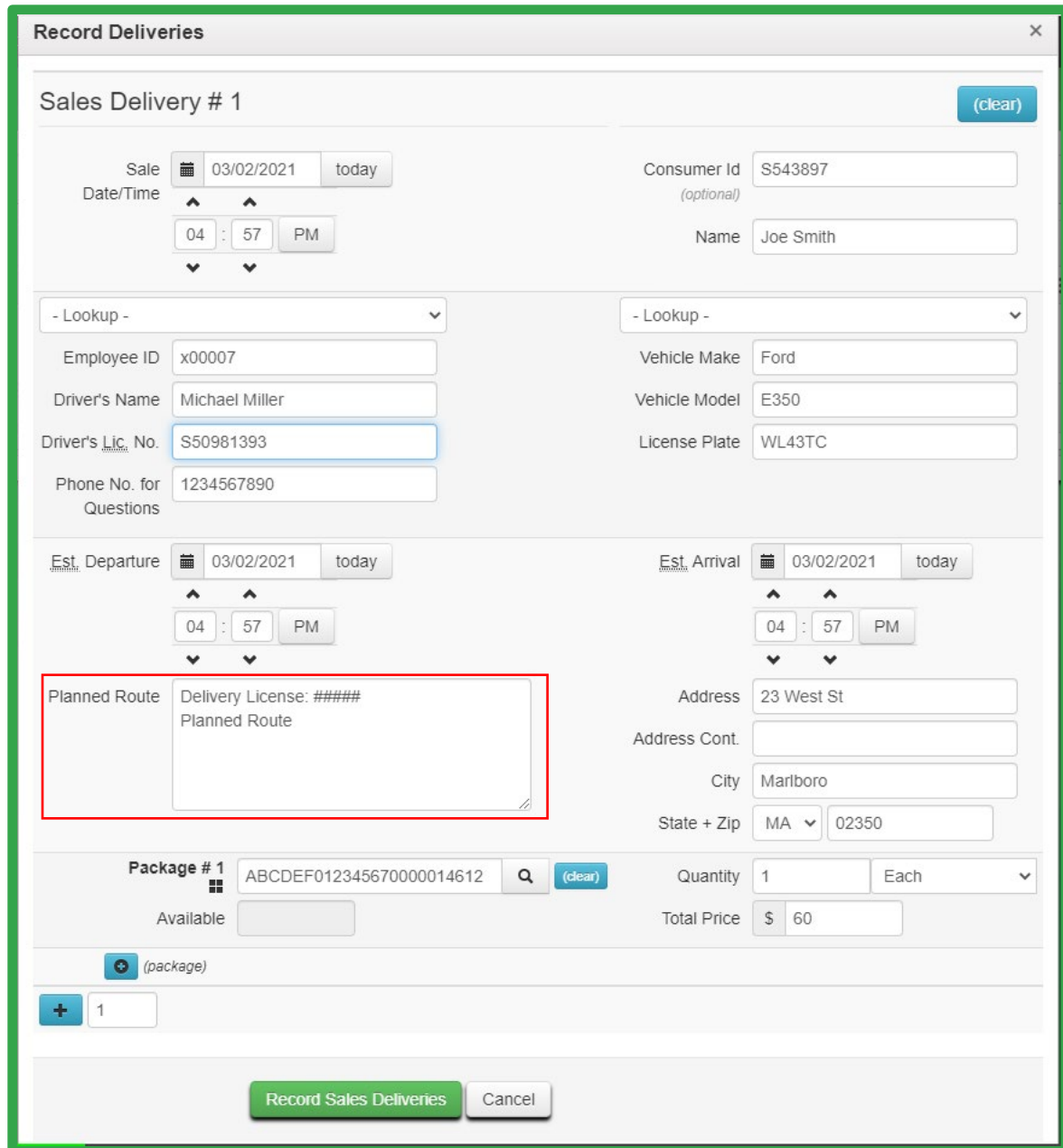
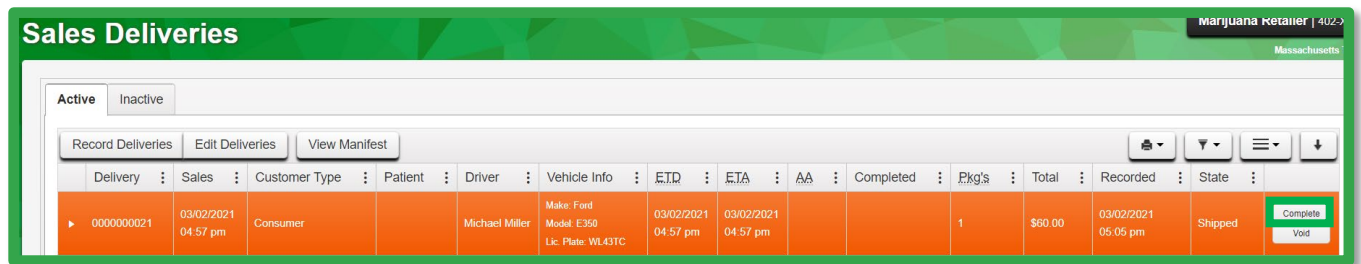


Figure 2: Create Sales Delivery Action Window

Once the sales delivery is created, print a copy of the manifest (access using the “View Manifest” button) for the Marijuana Courier license driver to carry with them during the delivery.

After the Marijuana Courier licensed agent completes the delivery, use the “Complete” button to complete the sales delivery in Metrc.

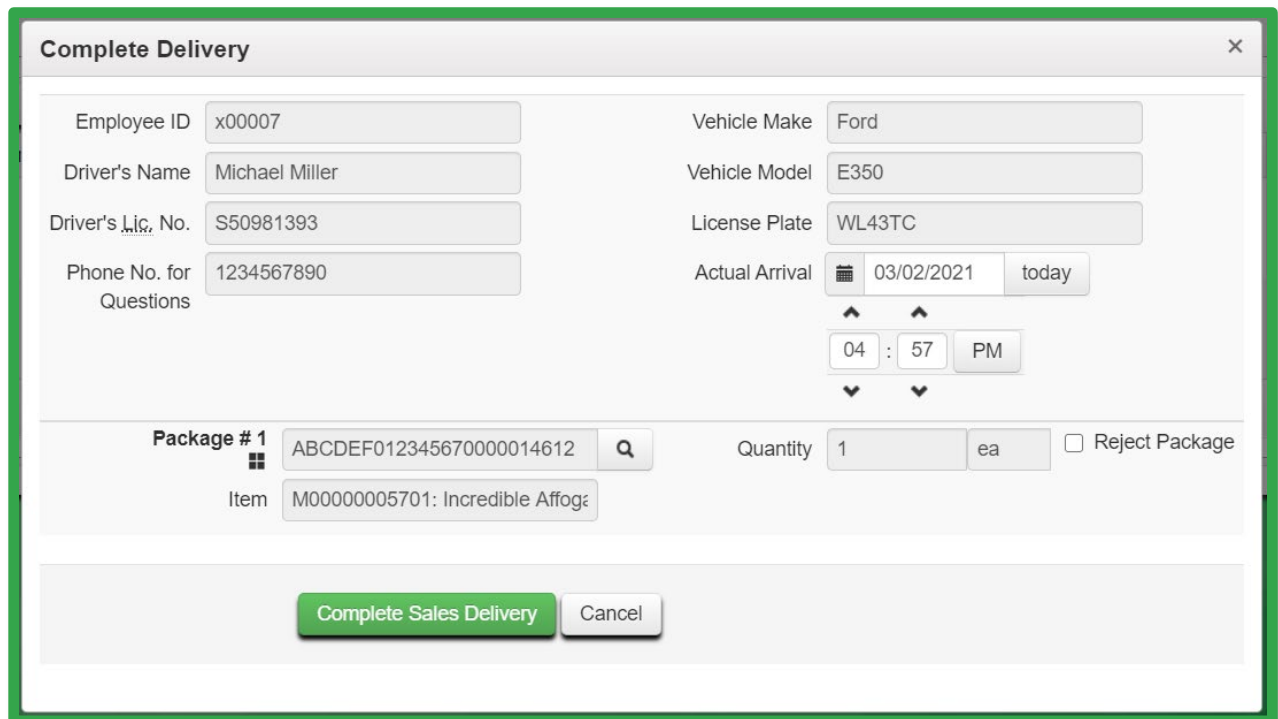
This step is shown below in **Figure 3**.



Delivery	Sales	Customer Type	Patient	Driver	Vehicle Info	ETD	ETA	AA	Completed	Pkg's	Total	Recorded	State	
▶ 0000000021	03/02/2021 04:57 pm	Consumer		Michael Miller	Make: Ford Model: E350 Lic. Plate: WL43TC	03/02/2021 04:57 pm	03/02/2021 04:57 pm			1	\$60.00	03/02/2021 05:05 pm	Shipped	Complete Void

Figure 3: Complete Sales Delivery

This button will trigger an action window to record the delivery date and time as well as has the ability to mark a delivery as rejected. This step is shown below in **Figure 4**.



Employee ID

x00007

Driver's Name

Michael Miller

Driver's Lic. No.

S50981393

Phone No. for Questions

1234567890

Vehicle Make

Ford

Vehicle Model

E350

License Plate

WL43TC

Actual Arrival

03/02/2021

today

04

:

57

PM

Package # 1

ABCDEF012345670000014612

Quantity

1

ea

☐ Reject Package

Item

M00000005701: Incredible Affog

Complete Sales Delivery

Cancel

Figure 4: Complete Delivery Action Window

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