

Bulletin Number: MTIB#005	Distribution Date: 12/07/18	Effective Date: N/A
Contact Point: support@metrc.com	Subject(s): Packages without a source, Beginning Inventory	

Greetings Metrc Users,

The purpose of this bulletin is to provide additional guidance and clarification regarding the process of entering beginning inventory, and the upcoming transition which will require all licensees to create packages from an existing source within the system.

Beginning Inventory

Must be completed by: 12/14/18

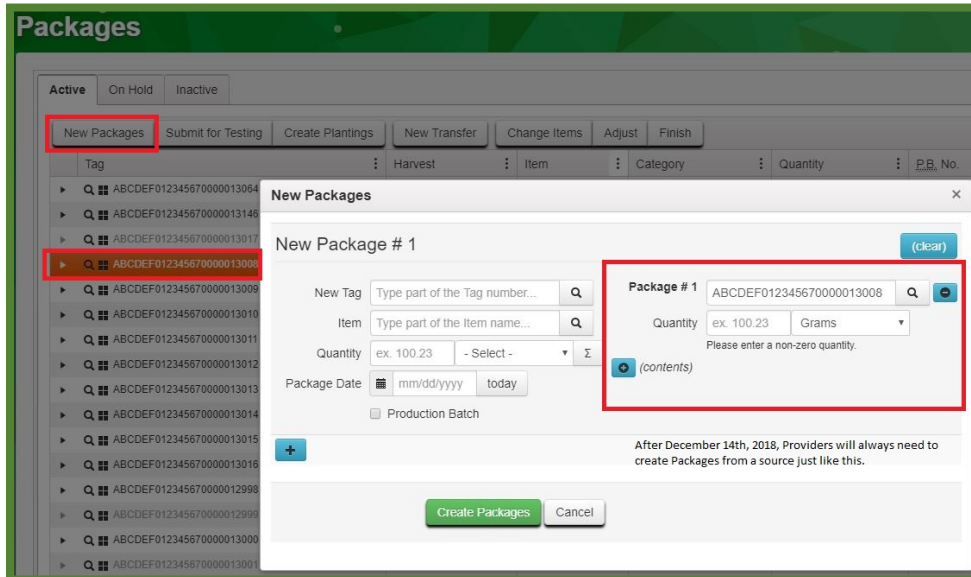
- **All licensees in the state of Montana are expected to have their beginning inventory for all facilities completed by December 14th, 2018.**
- For *new* licensees or those who are credentialed into Metrc after December 14, 2018, your beginning inventory should be completed within 14 days of Metrc credentialing (within two weeks after gaining access to Metrc).
- Beginning Inventory must occur for each facility license for which you have existing inventory.
- Metrc has created a Beginning Inventory Guide available under the Support tab on the navigation bar when logged into the software that provides additional information to assist you in bringing your existing inventory into the Metrc system for tracking.

This guide will provide step-by-step instructions on entering your beginning inventory in Metrc



As of December 14, 2018:

- At the request of the DPHHS, Metrc will be disabling this function which allows licensees to create packages of inventory without a source identified in the system.
- Once this function has been disabled, all Providers in the State of Montana will be required to specify a source within the system when creating every package.
- Packages can be created from an Immature plant batch, a Harvest, or an existing Package/Production Batch. These are the three “sources” from which a Package may be created in Metrc after December 14, 2018.



The screenshot displays the Metrc software interface for creating new packages. The main window is titled "Packages" and has tabs for "Active", "On Hold", and "Inactive". A menu bar includes "New Packages", "Submit for Testing", "Create Plantings", "New Transfer", "Change Items", "Adjust", and "Finish". The "New Packages" button is highlighted with a red box. Below the menu bar is a list of existing packages with columns for Tag, Harvest, Item, Category, Quantity, and P.B. No. The "New Package # 1" form is open, showing fields for "New Tag", "Item", "Quantity" (set to "ex. 100.23"), and "Package Date" (set to "today"). A red box highlights the "Package # 1" field, which contains the tag number "ABCDEF012345670000013008". The "Quantity" field is set to "ex. 100.23" and the unit is "Grams". A note at the bottom states: "After December 14th, 2018, Providers will always need to create Packages from a source just like this."

- Existing licensees who have NOT completed the beginning inventory process by December 14, 2018 must contact DPHHS for further guidance.

Metrc – Industry Training

Metrc provides industry training & education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: www.metrc.com/montana
- *You must attend at least one New Business (Level 1) class online before you may register for other classes.*
- *We recommend that all industry users take classes every 3-4 months to stay up-to-date on any new features or changes.*

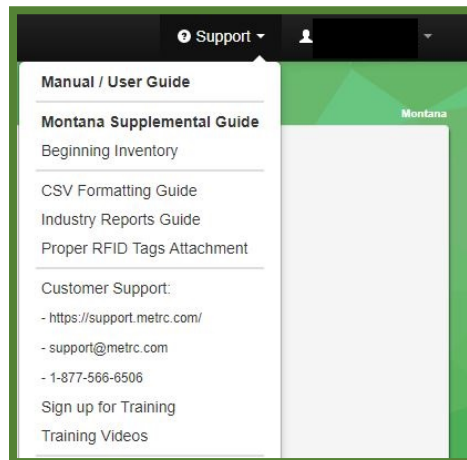
Online classes:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – All Facilities
- Metrc Advanced (Level 2) – Testing Labs (labs must request training via email to Support)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. Contact information is available on our website, under the Support tab when logged into Metrc, and is listed below.

Check under the “Support” tab for additional resources



Please be advised that the new *CSV Formatting Guide and Industry Reports Guide* are also located under the Support Tab when you log in to Metrc.

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