

<b>Bulletin Number:</b> NVIB01_111517	<b>Distribution Date:</b> 11/15/17	<b>Effective Date:</b> 11/15/17
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Metrc Setup	
<b>Reason:</b> Tag Orders, License Numbers & License Types		

Greeting Metrc Users,

We would like to thank all of you for your hard work and patience as we proceed through this transition period.

The purpose of this bulletin is to provide some clarity and eliminate some confusion regarding Tag Orders, adding Licenses/Facilities into Metrc and the distinction between medical and retail.

## **Medical and Retail Licenses**

- All Medical and Retail/Recreational Licenses must be added into Metrc, even if you do not produce Medical products.
- Some Licensees, such as Cultivators, grow their product entirely for retail with no intention of growing product Medical.
- Such facilities may not need medical tags because they will never have medical product.
- However, if you have a Medical Cultivation License, that License must still be added into Metrc and Medical product must still be tracked accordingly including medical patient donations.

The official recommendation from both the State of Nevada and Metrc is that all licenses/facilities have tags on hand. In the even that Medical product is received, there is a clear expectation that it is tracked and reportedly correctly in Metrc under the Medical License.

To simplify which license types need tags, we have separated requirements vs. recommendations for each license type, listed below:

### **Retail Cultivation – Required**

Medical Cultivation – Recommended

### **Retail Store – Required**

Medical Dispensary – Recommended

### **Retail Processor – Required**

**Medical Processor – Required** – *Product that exceeds potency limits for retail sale MUST be classified as medical product. This medical product must be transferred to the medical license and tracked accordingly*

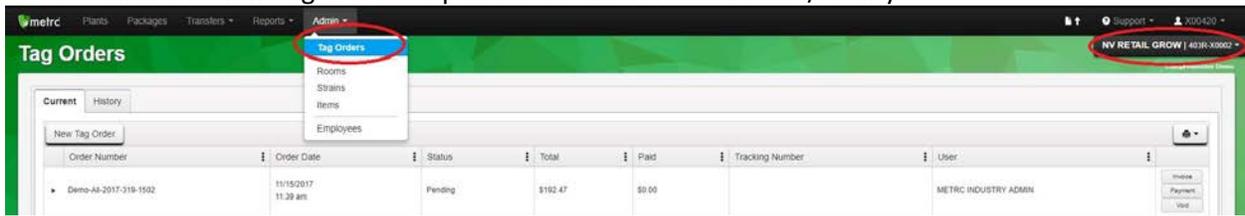
## Ordering Tags

When Ordering Tags, please remember that your tags are ordered for each license by that license number. You must log in to the correct License that will be using the tags.

**If you are logged into your medical license, you will be ordering medical tags.**

**If you are logged into your retail license, you will be ordering retail tags**

1. Verify the License name & number in the upper right hand corner of your screen
2. Click on the “Admin” tab at the top of the screen
3. Click on “New Tag Order” to place the order for that license/facility



**Once placed, all tag orders will appear in the tag orders section**

## Cancelling Tag Orders

You can void any placed tag orders until the moment the tags have been printed. Once the tags have been printed; orders can not be cancelled, voided or refunded.

To cancel an existing Tag Order:

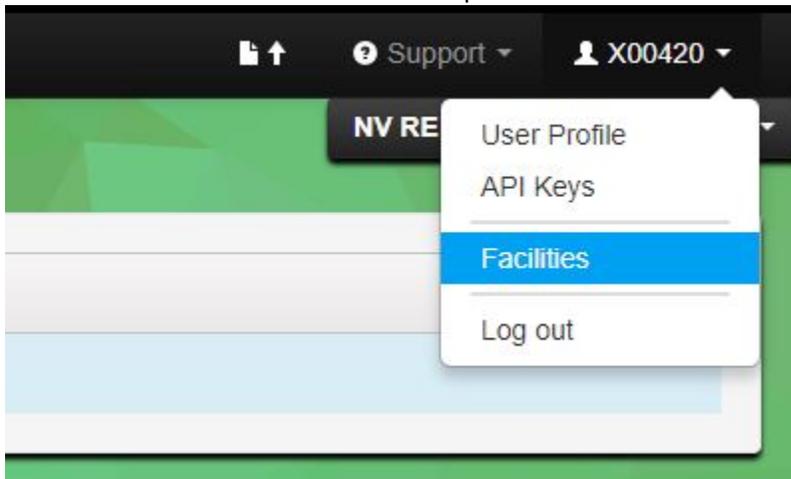
1. Highlight the appropriate tag order
2. Click “Void” on the far right hand side of the order
3. Metrc will pop up a window to ask you for confirmation and then the cancellation will be made



## Changing License/Facility Names in Metrc

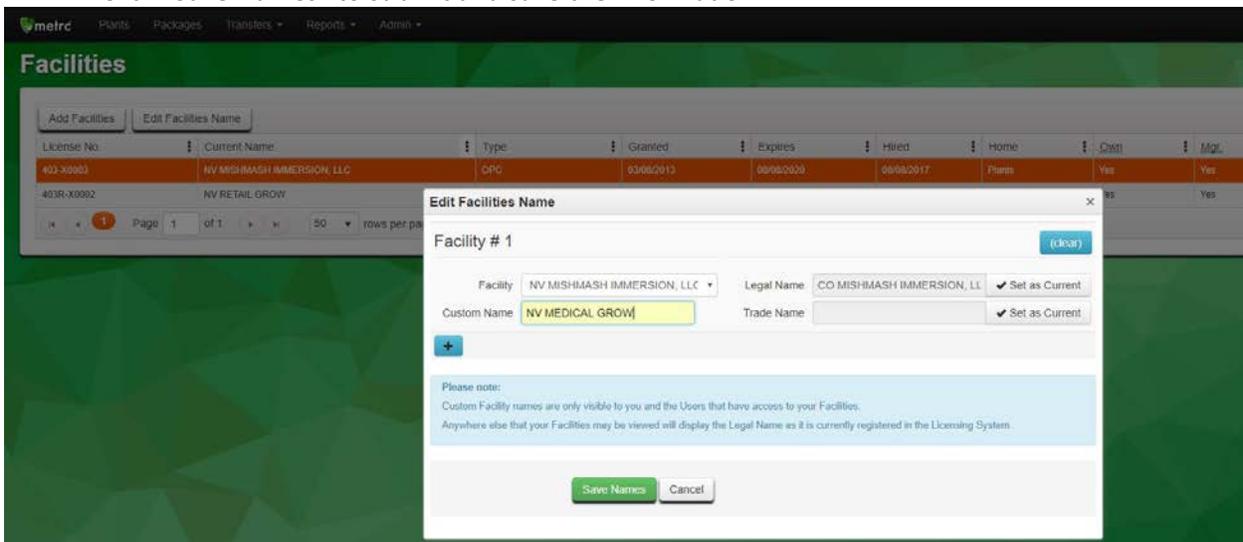
Principal Owners & Key Administrators have the ability to add additional licenses/facilities and can edit the names of these facilities as desired to make it easier for staff and users to discern one license from the next.

1. Click on your username login (Agent ID)
2. Select “Facilities” from the dropdown menu



This will take you to the Licenses/Facilities screen in Metrc where you can edit any existing License or add new ones.

1. Highlight the appropriate license/facility number
2. Click “Edit Facilities Name”
3. Change entry in the “Custom Name” field to the desired name
4. Click “Save Names” to submit and save the information



The names will be changed immediately after saving and can be changed again as needed.

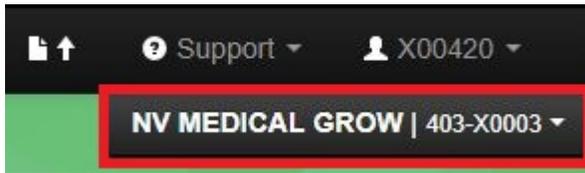
### Facilities

Add Facilities Edit Facilities Name

License No.	Current Name	Type	Granted	Expires
403-X0003	NV MEDICAL GROW	OPC	03/08/2013	08/08/2020
403R-X0002	NV RETAIL GROW	Retail Cultivation	03/08/2013	08/08/2020

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The new License Name will be shown each time when you log in on the main screen



For any questions regarding these updates, please contact the Metrc Support Team at [support@metrc.com](mailto:support@metrc.com) or by calling 877-566-6506.