

Bulletin Number: NVIB01_111517	Distribution Date: 11/15/17	Effective Date: 11/15/17
Contact Point: Metrc <sup>®</sup> Support	Subject: Metrc Setup	
Reason: 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

Smetrc Plants Packages Transfers Re	orts • Admin										81	Support +	1 X00420 -
Tag Orders	Tag Order Rooms Strains Items		_ 8				>				4	NV RETAIL GR	OW   403R-X0002 •
New Tag Order	Employee	s											A-
Order Number	Order Date	1	Status	1	Total	1	Paid	Tracking Number	1	User		I.	
<ul> <li>Demo-A8-2017-319-1502</li> </ul>	11/15/2017 11.39 am		Pending		\$102.47		\$0.00			METRC INDUSTRY ADMIN			Payment Vod

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

New Tag Order							A-
Order Number	E Order Date	1 Status	1 Total	1 Paid	I Tracking Number	I User	10
12 12 12 12 12 12	11/15/2017	122/5	10000	100			()
<ul> <li>Demo-All-2017-319-1502</li> </ul>	11.39 am	Pending	\$192.47	\$0.00		METHIC PROUSTRY ADMIN	Payment



### **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

Winetro Plants Pa								
Facilities								
Add Facilities   Edit	Facilities Name							
License No.	E Current Name	: туре	: Granted	1 Expires	I Hived I	Home 1	Own I	Mg.
403-X0000	INV MISHMASH IMMERSION, LLC	OPO	03/06/2013	0908-2020	08/08/2017	Plants	Ye	Yes
403R-X0002	NV RETAIL GROW	Edit Facilities Na	me			>	( <sup>185</sup>	Yes
ii i 🜒 Page	1 of 1 + + 50 + rows per	Facility # 1				(dear)		
		Facility	V MISHMASH IMMERSION, LLC +	Legal Name	CO MISHMASH IMMERSION, LL	✓ Set as Current		
		Custom Name	V MEDICAL GROW	Trade Name		✓ Set as Current		
<b>Pre</b> t		Please note: Custom Facility nume Anywhere else that y	es are only visible to you and the Users that our Facilities may be viewed will display the	have access to you Legal Name as it i	ir Facilities. s currently registered in the Licensing S	yslem.		
200			Save Names Cancel					

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



	t Capilitian Name				
	Current Name	: Type	Granted	: Ex	pires
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

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 <u>support@metrc.com</u> or by calling 877-566-6506.