Nevada - Metrc Support Bulletin

Bulletin Number: NVIB#015	Distribution Date: 09/07/18	Effective Date: 09/10/18
Contact Point: support@metrc.com	Subject(s): Licensing Changes	

Greetings Metrc Users,

The purpose of this bulletin is to share an important update regarding upcoming licensing changes for recreational facilities.

License Number Changes

Important Update:

This change has been postponed until September 10th, 2018

All recreational cannabis facilities (Cultivators, Manufacturers, and Stores) will experience a change of their facility license numbers.

Recreational facilities currently have a 10-digit license number with a 6-digit suffix; this 10-digit license number will be *replaced* with a **brand new** 20-digit license number on September 10th, 2018.

EXAMPLE:

Current Recreational License Number: 1234567890-001-CUL
New Recreational License Number: 12345678901234567890

The changes to your license numbers will go into effect on the day of implementation and will immediately be registered in Metrc.

These changes should not affect any of your day-to-day reporting in Metrc and you will be able to log in as normal. Upon logging in, you will see your new license number at the top right corner of your screen.

It is critical that all system Admins verify the license number change on the day it occurs and instruct staff to begin using the new license number.

Nevada - Metrc Support Bulletin

License Number Changes – RFID Tags

Following this change, all recreational facilities will be registered under the new license numbers in Metrc and the MED licensing systems. Many organizations will still have tags that list the old facility license number to use up before placing a new tag order.

Things to Know:

On September 10th, all licensed recreational facilities will be listed in Metrc under their new 20-digit license numbers.

Starting September 10th, all new RFID tag orders will automatically list your new 20-digit facility license number.

All other facility information in Metrc will be the same as it was; *only* your license number is changing.

All recreational facilities will be able to use up any remaining RFID Plant/Package tags.

Alternatively, you may choose to void any of your remaining tags with the old facility license numbers and proceed with the new tags once received.

Things to Do:

Please notify all your staff members, especially inventory control personnel, of the expected changes.

Please notify your vendors/clients if you do wholesale transactions to avoid any confusion.

Recommendations and Best Practices:

We recommend that licensees use up all remaining tags with the original license numbers before using any new tags.

We recommend posting a notice to all staff members who may be affected that identifies what the old license number was and what the new number is until all the old tags have filtered out of the facility and the change has been fully implemented.
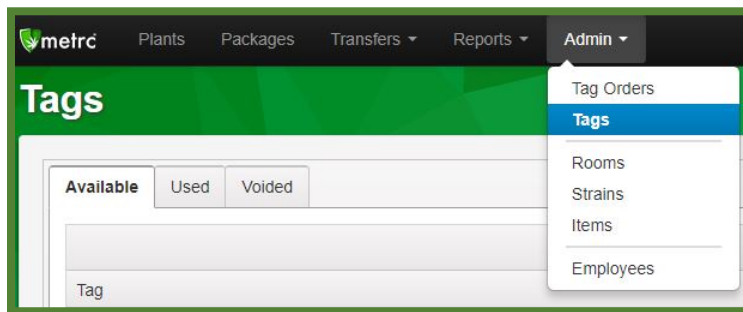
Put your new facility license number(s) on a business card for your customers/vendors.

License Number Changes – Voiding RFID Tags

You may choose to void any unused tags in Metrc under the "Admin" tab.

Any "Voided" tags should be destroyed.

Select "Tags" under your Admin tab

You may then select any unused tags at your facility and void them

Nevada - Metrc Support Bulletin

<u>Metrc – Industry Training</u>

Metrc provides industry training and education workshops in person and online, as well as training guides and videos available under the Support tab in the software.

Register for workshops or classes online at: **https://www.metrc.com/nevada**
> *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 updated on new features or changes.*

Online classes available:
Metrc New Business (Level 1) – All Facilities
Metrc Advanced (Level 2) – Cultivators
Metrc Advanced (Level 2) – Manufacturers
Metrc Advanced (Level 2) – Stores
Metrc Advanced (Level 2) – Testing Labs (not available via scheduler)

<u>Metrc – Industry Support</u>

Metrc provides live, interactive support for industry users. Support information can be found on our website (www.metrc.com/nevada), or under the Support tab when logged into Metrc, as shown below.

Check under the "Support" tab for additional resources

Please notice that the new *CSV Formatting Guide* is now available under the Support Tab.

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