

Bulletin Number: NVIB#023031519	Distribution Date: 03/15/19	Effective Date: N/A
Contact Point: support@metrc.com	Subject(s): New Item Categories, Transfer Hubs, Gross Weight Transfer Hubs, Notifications - Badge Renewals	

Greetings Metrc Users,

The purpose of this bulletin is to provide some reminders about banner notifications and recent change the state has made to your **Item Categories** in Metrc. It will also cover some new features that are being implemented including **Transfer Hubs** and a new requirement of recording **Gross Weight when transferring Packages**.

New Item Categories

Effective Date: Already in effect

As a reminder, new item categories have been created in Metrc by the state to assist with the tracking of product which is intended for remediation. Please refer to Bulletin #020 for additional guidance on usage of these categories.

The item categories that have been added are listed in Metrc as seen below:

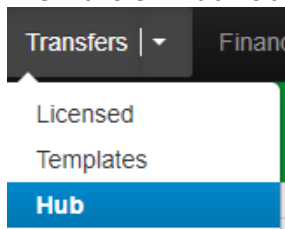
Item Category
Flowers/Buds Approved for Extraction
Shake/Trim Approved for Extraction
Wet Whole Plant Approved for Extraction

Transfer Hubs – Distributors Only

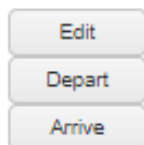
Effective Date: April 1st, 2019

As of April 1st, 2019, all Distributors will have access to the Transfer “Hubs” function. The Transfer Hub allows Distributors the ability to record their check-in and check-out times for all transfers that are created where they are designated as the transporter.

- The Transfer “Hub” is available under the “Transfers” tab.



- Distributors will have the following functions available:



- **“Edit”** – Edit an open manifest
 - *Only information related to the distributor may be changed (Driver information and departure date/time)*
- **“Depart”** – Confirm the actual departure time.
- **“Arrive”** – Confirm the actual arrival time.
- **“View Manifest”** – View a PDF of the manifest for download or print

Edit Transporter Info

Manifest

Origin Lic. No.

Origin Name

Main Phone No.

Mobile Phone No.

Est. Departure

02/20/2019

today

02 : 50 PM

Transfer Type

Unaffiliated Transfer

Destination Lic. No.

Destination Name

Main Phone No.

Mobile Phone No.

Est. Arrival

02/20/2019

today

02 : 50 PM

Employee ID

X

Vehicle Make

X

Driver's Name

x

Vehicle Model

X

Driver's Lic. No.

x

License Plate

X

Update Transporter Info

Cancel

Important Notes:

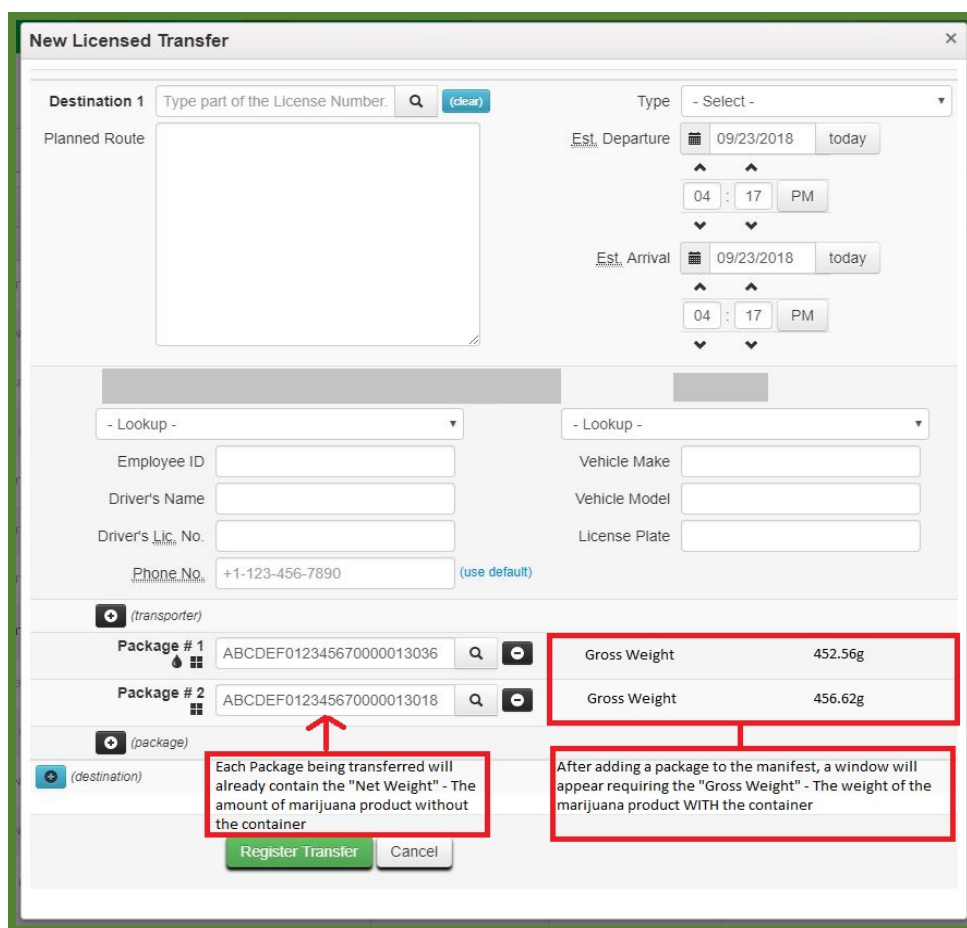
- The Distributor must be registered correctly as the “Transporter” whenever a manifest is created by entering the Distributor’s license number into the “Transporter” area on the manifest.
 - *If a Distributor is not registered correctly on the manifest as the “Transporter”, they will not be able to see or access any functionality related to that transfer or the Transfer Hub.*
- Each licensee will still be responsible for setting up and receiving their transfers, this function will allow Distributors to more accurately record their own departure and arrival times.

Record Gross Weight for Packages being transferred

Effective Date: April 1st, 2019

As of April 1st, 2019, transfers will require the “Gross Weight” to be entered into Metrc for each package. The individual transporting the product should weigh or witness the recipient/deliverer weigh the package of product and document the “Gross Weight” of the package in the container.

- Users will be recording the Gross Weight of each individual Metrc package on the manifest.
- The users should weigh the entire package with the container it is being transported in regardless of the number of separate units (1/8ths, each, etc.) that package may contain.
- “Gross Weight” is the weight of the package containing marijuana product **INCLUDING** the weight of the container.
- “Net Weight” is the weight of the marijuana product in the container and is embedded in the package information.



New Licensed Transfer

Destination 1: Type part of the License Number. [Search] [Clear]

Planned Route: [Text Area]

Type: - Select -

Est. Departure: 09/23/2018 today
04 : 17 PM

Est. Arrival: 09/23/2018 today
04 : 17 PM

- Lookup -

Employee ID: [Text Field]
Driver's Name: [Text Field]
Driver's Lic. No.: [Text Field]
Phone No.: +1-123-456-7890 (use default)

Vehicle Make: [Text Field]
Vehicle Model: [Text Field]
License Plate: [Text Field]

(transporter)

Package #	ID	Gross Weight
Package # 1	ABCDEF012345670000013036	452.56g
Package # 2	ABCDEF012345670000013018	456.62g

(package)

(destination)

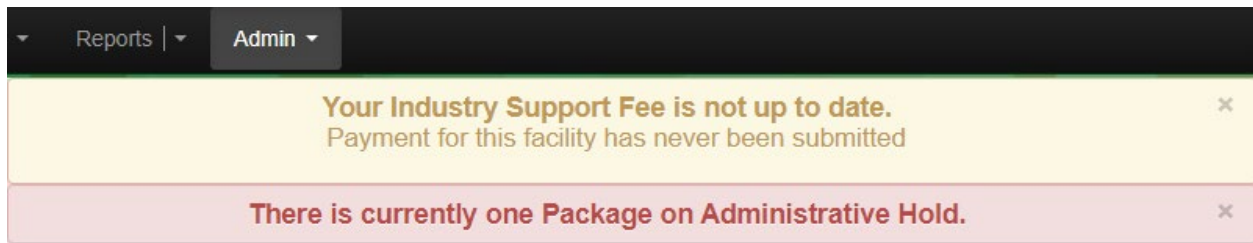
Each Package being transferred will already contain the "Net Weight" - The amount of marijuana product without the container

After adding a package to the manifest, a window will appear requiring the "Gross Weight" - The weight of the marijuana product WITH the container

[Register Transfer] [Cancel]

Industry User Notifications - Badge Renewals

Metrc industry users will receive “Banner Notifications” for various events involving their licenses or licensed facilities. These notifications may be for events such as license expirations/renewals, Admin Holds, Holiday closures or other major events.



- There is also a notification for the individual users. When you are within 90 days of your badge expiration date, Metrc will populate a banner notification until the badge has been renewed.
- Please remember that these user notifications may not be received via third party programs.
 - *This means that some notifications from Metrc may not be received in a 3rd party program such as a POS.*

Metrc – Industry Training

Metrc provides industry training and education workshops in person and online, as well as training guides and videos available online anytime.

- Register for all 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
- Videos are available at: <https://www.youtube.com/channel/UCcasu4orlpyqqEmQWWOkW0w>

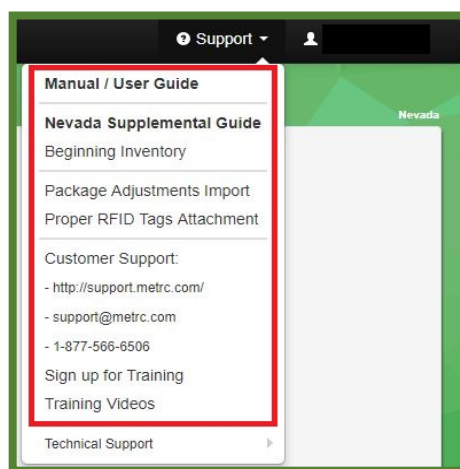
Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – Cultivators
- Metrc Advanced (Level 2) – Producers
- Metrc Advanced (Level 2) – Stores/Dispensaries
- Metrc Advanced (Level 2) – Testing Labs (not available via scheduler)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. Support contact information can be found on our website, when logged into Metrc under your Support tab, 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 now located under the Support Tab when you log in to Metrc.

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.