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NV_IB_0047									
Contact Point: Metrc® Support Subject: Returning a Transfer									
Reason: Metrc is providing a reminder on how to return Transfers with different drivers									

Greetings Metrc Users,

Metrc is pleased to provide a quick reminder on how to return a Transfer with a different driver (s).

Users with Transfers Hub access are able to acknowledge receipt for rejected packages and record departure, arrival and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid for visual indicators on the direction and point of delivery for a transfer. In addition, licensees that are shipping packages and licensed transporters who are listed on a manifest are able to update the transporter information if a package is rejected by the destination facility.

Please find on the following pages a detailed description of returning a Transfer:



Transfers Process Updates

Outbound Trip

When the shipping licensee creates a transfer manifest where a layover will occur, the licensee must ensure the layover box is checked as seen in **Figure 1**.

Edit Licensed	Transf	er				×
Manifest	000000	06901				
Destination 1	402R->	0001	٩	(clear)	Туре	Unaffiliated
Planned Route	This is out.	a planned route that must	be filled		<u>Est.</u> Departure	■ 12/01/2019 today
				н	<u>Est.</u> Arrival	■ 12/02/2019 today ▲ ▲ 06 : 22 PM ★ ★
Transp	oort # 1	406-X0001		Q, (clear)	ĺ	
- Look	up -			~	- Lookup -	м.
Empl	oyee ID	X00420		Verify	Vehicle Make	Tesla
Driver	's Name	Cheese Joel			Vehicle Model	Cybertruck
Driver's	Lic. No.	BLU-CHZ123			License Plate	ULY-TRK
Ph	one No.	1234567890		(use default)		☑ Layover
<u>Est.</u> C	heck-In	■ 12/01/2019 tod.	ay		<u>Est.</u> Check-Out	12/02/2019 today • • 04 : 22 PM • •
😧 (tra	nsporter)					
Packa	age # 1	ABCDEF012345670000	011227	Q (clear)	1	
Whs	e. Price	\$ 100				

Figure 1: Registering a Transfer Manifest with a Layover

Once the transfer is registered, both the transporter and destination licensees can see the transfer information entered. The designated transporter can edit certain details within the manifest from the Transfers Hub, while the destination licensee can view all information that has been registered.

A licensed transporter who has been designated by the shipping licensee to transfer the packages will have selectable buttons as seen in **Figure 2** within their Transfers Hub. These buttons are treated as reportable actions a transporter licensee takes with each transfer.

The cases for use for each button are outlined below.

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- The "Edit" button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The "Accept" and "Depart" buttons are designed to be used when a transporter accepts custody of the packages for delivery and then departs the originating facility.
- The "Check-In" and "Check-Out" buttons are only applicable when a layover is selected and that transfer will be stored at a transporter's facility for a certain period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The "Arrive" button indicates the transporter arrived at the destination facility.

It is also important to note the following when using these buttons for transporters.

- Buttons pictured in **Figure 2** are applied in chronological order. For example, if Arrive is clicked prior to Depart, the Depart button will no longer be visible. Also, no date/time would be recorded for Depart.
- All buttons outlined for transporters to report their actions are not enforced by Metrc. Meaning, if a transporter does not select any button during their route or layover and the manifest is received by the destination facility then these options would no longer be selectable by the transporter. The CCB's expectation is, at a minimum, the transporter licensee will use the "Check-In" and "Check-Out" buttons when arriving at their layover facility and leaving their layover facility.



Figure 2: Selectable Buttons for Transporters



Return Trip

If the destination facility rejects a package in the transfer, the originating facility will have access to the return manifest under their Rejected tab as pictured in **Figure 3**.

ncoming Out	joing (9/10) Rejecte	d												
													A-	.
Manifest	License No.	Rejector :	Туре :	Pkg's	ETD :	ATD :	ETA :	ATA :	Received	ETRD	ATRD	ETRA	: ATRA	:
	402R-X0001	CO LOFTY			12/01/2019 07:22 pm		12/02/2019 06:22 pm							Transpor

Figure 3: Rejected Transfers Grid

Users will now see a new "Transporters" button within the Rejected transfers grid pictured in **Figure 4**. This button allows the originating licensee to update details of the return transporter as pictured in **Figure 5**

Transporters	
Receive	

Figure 4: New Selectable Button to Update Transporters for Rejected Transfers



	lanifest	0000006901		Transfer Type		Unaffiliated		
Originating	Lic. No.	403-X0001		Destination	Lic. No.	402R-X0001		
Originatin	g Name	CO LOFTY ESTABL	ISHMENT, LI	Destinatio	on Name	CO LOFTY ESTABLISHMENT,		
Main Ph	one <u>No.</u>	+1-800-420-MAIN		Main Ph	one <u>No.</u>	+1-800-420-MAIN		
Mobile Ph	one <u>No.</u>	+1-800-420-CELL		Mobile Ph	ione <u>No.</u>	+1-800-420-CELL		
		RE	Delivery	Direction CK TO ORIGIN				
Est. De	eparture	12/02/2019	today	Es	t. Arrival	🗎 12/02/2019 today		
						· ·		
		09 : 47 PM				09 : 47 PM		
Transport # 1	406-X000	01	Q (clear)]				
- Lookup -			\sim	- Lookup -		~		
Employee ID	X00420		Verify	Vehicle Make	Tesla			
Driver's Name	Cheese J	loel		Vehicle Model	Cybertrue	ruck		
Driver's Lic. No.	BLU-CHZ	2123		License Plate	ULY-TRK			
Phone No.	12345678	890	(use default)			r		
Est. Check-In	i mm/c	dd/yyyy today		Est. Check-Out	mm/o	dd/yyyy today		
	10:4	18 PM			10:4	8 PM		
• (transporter)								

Figure 5: Updating Transporter Manifest Information on Rejected Transfers Tab

Once modified, the return transporter will have access to the manifest under the Transfers Hub.

The cases for use behind each button for a rejected transfer are outlined below.

- The "Edit" button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The "Accept" and "Depart" buttons are designed to be used when a transporter accepts custody of the rejected packages and then departs the original destination facility.
- The "Check-In" and "Check-Out" buttons are only applicable when a layover is selected and that transfer will be stored at a transporter's facility for a certain period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The "Arrive" button indicates the transporter arrived at the originating shipping facility with the rejected packages.



Transfers Hub Icons

Transporters with access to the Transfers Hub grid in Metrc will have a new icon and column outlined in **Figure 6**. The icon will identify the point of delivery for each transfer and the new column will indicate a direction (Outbound or Return) in which the designated transporter license is going.

View Manifest												
	Manifest	Origin	Destination	Direction :	Driver :	Vehicle Info	Pkg's					
×	0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	← Return	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1					
•	0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	 402R-X0001 CO LOFTY ESTABLISHMENT, LLC 	→ Outbound	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1					

Figure 6: Transfers Hub Grid

Please feel free to contact support at <u>support@metrc.com</u> or 877-566-6506 with any questions.