



AMENDED – 5/16/18

This bulletin is an important notice regarding changes that affect package creation and transfers. Ensure that you and your staff read Page 3 regarding wholesale transfers to address an important issue about reporting transfers correctly.

Closing the Loop – Disabling creating packages without a source

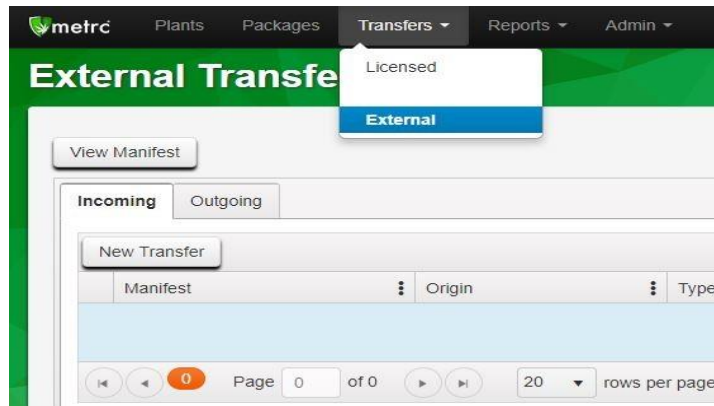
Metrc, with the approval of the Nevada DoT, has removed the functionality allowing users to create a package without a source. All Packages must be created from a source such as a Harvest Batch or a Package.

External Transfers

The “External” Transfers function must be used to record any transfers that may come from an un-licensed source such as Medical Patients.

- External transfers are currently only permissible for Medical Cultivation Facilities to receive plants and Medical Dispensaries to receive Flower (Bud or Shake/Trim)
- Please keep in mind that all product must still be submitted for the required lab testing before being dispensed to patients

1. Select “External Transfers” under the “Transfers” Tab



Make sure to include the patient number for any patient donations

The screenshot shows a web form titled "New Incoming Transfer". At the top, there is a "Type" dropdown menu set to "- Select -" and a "Phone No." field containing "+1-123-456-7890". Below this is a "Planned Route" section, which is highlighted with a blue border. It contains the text "Donation from Patient #01234" and a list of directions: "R on park", "Park to I-15", "I-15 to Warm Springs Rd.", "Warm Springs to Clark", and "Destination on Right". A blue text annotation "Make sure to include the patient number for any donations" is placed next to the patient number. To the right of the route, there are "Est. Departure" and "Est. Arrival" date and time pickers, both set to "04/10/2018" and "11:18 AM". Below the route section is a "Transport # 1" section with a "Type part of the License Number" search field, a "Layover" checkbox, and several input fields for "Employee ID", "Driver's Name", "Driver's Lic. No.", "Phone No.", "Vehicle Make", "Vehicle Model", and "License Plate". The "Phone No." field is pre-filled with "+1-123-456-7890" and has a "(use default)" link. Below the transport section is a "Package # 1" section, highlighted with a red border. It contains a "Clones - Blue Dream" search field, a "Quantity" field set to "10", and a "Each" dropdown menu. To the right of the package section is a "Package Date" picker set to "04/10/2018". At the bottom of the form are "Register Transfer" and "Cancel" buttons. A red text annotation "Create Packages - New Beginning Inventory" is located below the package section.

Type: - Select -

Phone No.: +1-123-456-7890

Planned Route: Donation from Patient #01234
R on park
Park to I-15
I-15 to Warm Springs Rd.
Warm Springs to Clark
Destination on Right

Est. Departure: 04/10/2018 today
11 : 18 AM

Est. Arrival: 04/10/2018 today
11 : 18 AM

Transport # 1: Type part of the License Number. (clear) Layover

- Lookup -

Employee ID:

Driver's Name:

Driver's Lic. No.:

Phone No.: +1-123-456-7890 (use default)

Vehicle Make:

Vehicle Model:

License Plate:

(transporter)

Package # 1: Clones - Blue Dream (clear)

Quantity: 10 Each

Package Date: 04/10/2018 today

(package) Create Packages - New Beginning Inventory

Register Transfer Cancel

2. Weigh/count the product being received and create packages for them here
3. After you have filled out the manifest & created the packages, register the transfer
4. You must receive the Transfer in Metrc after registering it (this allows for verification and corrections)
5. You will assign Package Tags to these packages once you receive them

Wholesale Transfers

- All transfers require a “Transfer Type” to be selected
- All transfers to a Lab or to a facility that acts as a distribution hub for a single entity will be standard transfers
 - *For example: one dispensary accepting transfers on behalf of multiple facilities owned by the same entity*
- All transfers from Cultivators or Producers MUST be recorded as “Wholesale Transfers”
- All packages on a wholesale transfer MUST have the wholesale price
 - *If the origin and the destination facilities on a wholesale transfer are owned by the same company, individual or entity and no money is actually being exchanged or paid, **then the current Fair Market Value at Wholesale must be recorded instead.***

1. Select “Wholesale” from the transfer “Type” dropdown menu in the transfer manifest area

The screenshot shows the 'New Licensed Transfer' form. The 'Type' dropdown menu is set to 'Wholesale'. The 'Destination 1' field is empty. The 'Planned Route' field is empty. The 'Est. Departure' date is 04/11/2018, and the 'Est. Arrival' date is 04/11/2018. The 'Transport # 1' field is empty. The 'Package # 1' field is empty. The 'Wholesale Price' field for Package #1 is set to 'ex. 100.23'. The 'Register Transfer' button is highlighted in green.

New Licensed Transfer

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

Planned Route: [empty box]

Est. Departure: 04/11/2018 today

03 : 30 PM

Est. Arrival: 04/11/2018 today

03 : 30 PM

Transport # 1: Type part of the License Number. [clear]

- Lookup -

Employee ID: [empty]

Driver's Name: [empty]

Driver's Lic. No.: [empty]

Phone No.: +1-123-456-7890 (use default)

Layover: [checkbox]

- Lookup -

Vehicle Make: [empty]

Vehicle Model: [empty]

License Plate: [empty]

(transporter)

Package # 1: Type part of Package number... [clear]

Wholesale Price: ex. 100.23

(package)

(destination)

Register Transfer Cancel

2. After selecting “Wholesale” transfer you will then see a box appear under each individual package on the manifest for the “Wholesale Price” of each Package

Metrc Training & Support

Metrc is happy to provide training, training materials and support to licensees in the industry at no additional cost.

- There is no charge to attend training classes or for support
- Interactive Support is available via email or phone
- YouTube training videos are available online 24/7

Metrc provides a Level 1 New Business Class and a Level 2 Advanced Class for each facility type to cover the functionality of Metrc. You must attend a new business class before you can sign up for an advanced class.

Metrc New Business (Level 1) – All Facilities

Metrc Advanced (Level 2) - Cultivator

Metrc Advanced (Level 2) - Processor

Metrc Advanced (Level 2) – Store/Dispensary

Metrc Advanced (Level 2) – Testing Labs

You may register for training at the link below:

<https://www.metrc.com/nevada>

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