

<b>Bulletin Number:</b> NJ_IB_0003	<b>Distribution Date:</b> 1/20/23	<b>Effective Date:</b> 1/24/2023
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Features in Metrc	
<b>Reason:</b> Provide instruction on Wholesale External Outgoing Medical Transfers to licensed facilities who are not utilizing Metrc currently.		

Greetings Metrc® users,

Metrc is introducing a new process to allow licensed users to wholesale product to medical-only operators that are not yet incorporated into the Metrc system. Per the NJ-CRC, utilization of the function for any other purpose may result in enforcement action taken against the licensee/permittee. In this bulletin, Metrc has provided a step-by-step process for creating an External Outgoing Transfer that users should utilize for their reporting needs

A detailed description of the new transfer functionality is provided on the following pages.

## Wholesale External Outgoing Medical Transfer

In the event where a licensed business entity is required to transfer inventory to another licensed business entity is not currently in Metrc, the user can conduct a transfer of packages to that licensed business via an Outgoing External Transfer labeled as “**Wholesale External Outgoing Medical Transfer**”. This option will only be available until the full integration of all licensed facilities in Metrc. In the future, Metrc will work with the NJ CRC to distribute communication detailing the closure of the External Outgoing Transfer functionality.

**The two-step process is as follows:**

### Step 1: Creating an External Outgoing Transfer

Once you have selected “External” under the Transfers tab on the navigation bar, click on “Outgoing.” Create the outgoing external transfer by clicking the “New Transfer” button (**Figure 1**) This will bring up the screen (**Figure 2**) where you will enter the required information to begin the process of receiving beginning inventory. You should complete the fields as follows:

**Type:** Select the Wholesale External Outgoing Medical Transfer option from the dropdown menu.

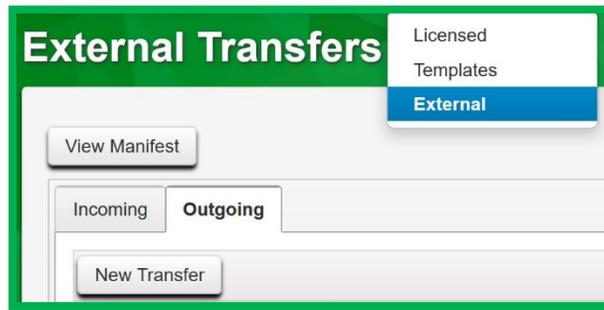
**Business License Number:** Enter the CRC license number that the transfer is being sent to.

**Destination Address:** Address of the CRC business that the transfer is being sent to.

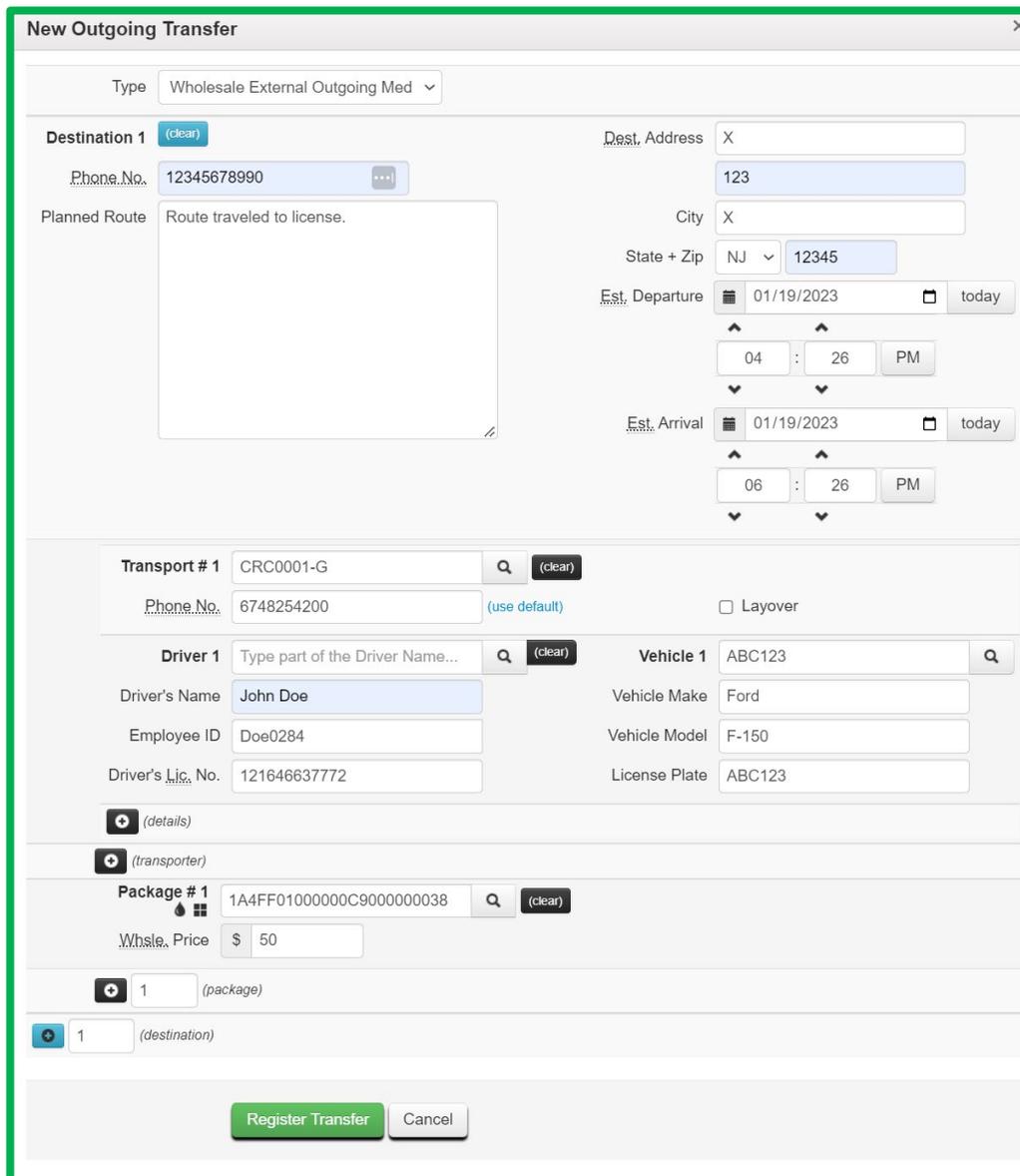
**Phone Number:** Enter a valid phone number. This can be designated as the business phone number and must be ten numerical digits.

**Planned Route:** The detailed route from the shipped location to the received location should be entered.

**Package Tags:** The magnifying glass allows for specific packages to be selected and the wholesale price will need to be input per package for the transfer.



**Figure 1: External Outgoing Transfer Tab**



The image shows a "New Outgoing Transfer" window with the following fields and values:

- Type: Wholesale External Outgoing Med
- Destination 1: (clear) [button]
- Phone No.: 12345678990 [button]
- Planned Route: Route traveled to license. [text area]
- Dest. Address: X
- City: 123
- State + Zip: NJ 12345
- Est. Departure: 01/19/2023 (today) 04:26 PM
- Est. Arrival: 01/19/2023 (today) 06:26 PM
- Transport # 1: CRC0001-G [button] (clear)
- Phone No.: 6748254200 (use default)
- Layover:
- Driver 1: Type part of the Driver Name... [button] (clear)
- Driver's Name: John Doe
- Employee ID: Doe0284
- Driver's Lic. No.: 121646637772
- Vehicle 1: ABC123 [button]
- Vehicle Make: Ford
- Vehicle Model: F-150
- License Plate: ABC123
- (details) [button]
- (transporter) [button]
- Package # 1: 1A4FF01000000C9000000038 [button] (clear)
- Wholesale Price: \$ 50
- 1 (package) [button]
- 1 (destination) [button]
- Register Transfer [button] Cancel [button]

**Figure 2: New Outgoing External Transfer Window**

Creating a pending outgoing transfer from Step 1 does not immediately remove the Metrc package tags from the license's active inventory. Without completing the transfer in Step 2, the inventory will continue to show as in the possession of the transferring license.

**You must complete Step 2 (below) to complete the outgoing external transfer; clicking "Register Transfer" does not remove tagged packages in your inventory.**

### Step 2: Completing the Outgoing External Transfer

To accurately indicate the removal of packages via the External Outgoing Transfer, a licensee must complete the pending outgoing transfer by clicking the "Complete" button to the far right and then entering the required information. The quantities entered in Step 1 will be auto-populated; you should confirm the accuracy of the quantities prior to completion. The tag assigned to the product in the system should be physically affixed to the associated product.

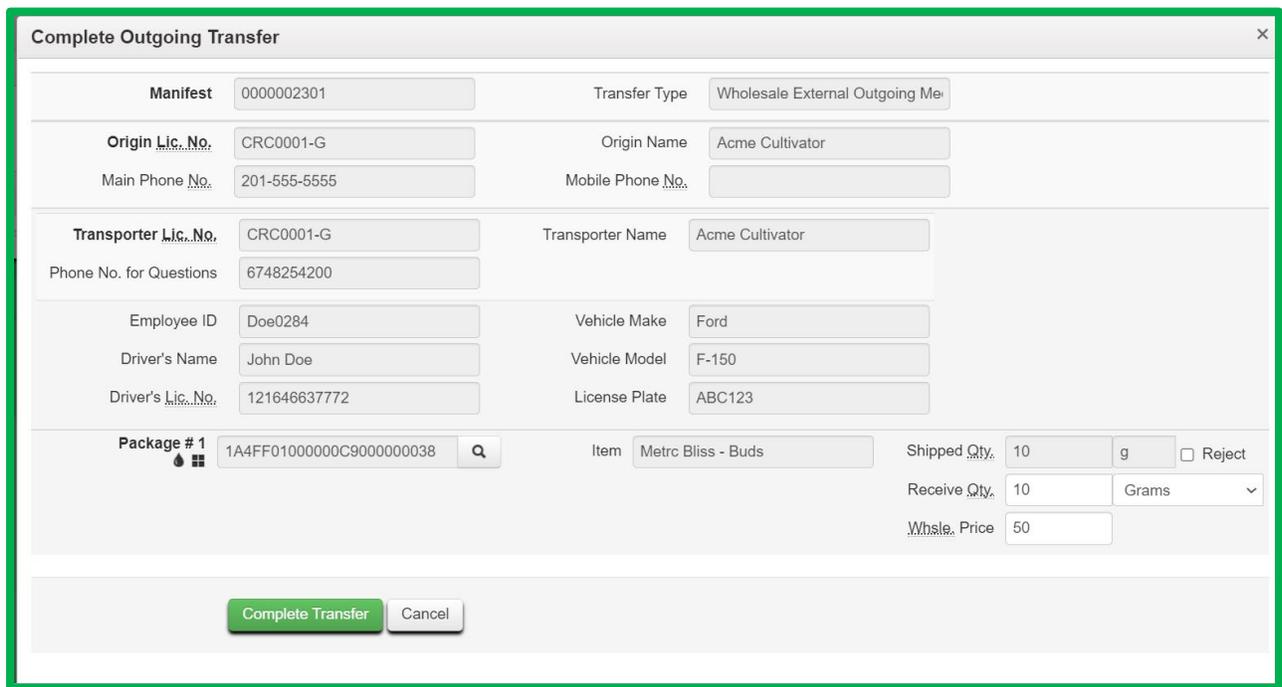
If your license has inventory that was transferred to another facility not in Metrc after the Beginning Inventory period ended on January 1<sup>st</sup> 2023, and before the External Outgoing Transfer functionality was released, you should record the external transfer for those packages with the date it left the facility. For example, if your license transferred product to a license that was not in Metrc, but the packages are still active in Metrc, you will need to record the external transfers to remove these packages from your inventory to reconcile what is currently on hand.

Once the information is accurate and complete, click on the "Complete" button to create the transfer. **(Figure 4. See highlighted "Complete" button)** After verifying the information in the Complete Outgoing Transfer window, select "Complete Transfer". This will remove the specified package tags and quantities in your inventory. If in the case that the License receiving the transfer did not accept the product, the package can be rejected in this window before "Complete Transfer" is selected. **(Figure 5)**



Manifest	Destination	Stops	Pkg's	Employee	Date Created	
000002301		1	1	METRC INDUSTRY ADMIN	01/19/2023 04:32 pm	<input type="button" value="Complete"/>

**Figure 4: External Outgoing Transfer Tab**



**Complete Outgoing Transfer**

Manifest	000002301	Transfer Type	Wholesale External Outgoing Me
Origin Lic. No.	CRC0001-G	Origin Name	Acme Cultivator
Main Phone No.	201-555-5555	Mobile Phone No.	
Transporter Lic. No.	CRC0001-G	Transporter Name	Acme Cultivator
Phone No. for Questions	6748254200		
Employee ID	Doe0284	Vehicle Make	Ford
Driver's Name	John Doe	Vehicle Model	F-150
Driver's Lic. No.	121646637772	License Plate	ABC123
Package # 1	1A4FF01000000C90000000038	Item	Metrc Bliss - Buds
		Shipped Qty.	10 g <input type="checkbox"/> Reject
		Receive Qty.	10 Grams
		Wholesale Price	50

**Figure 5: Complete Outgoing Transfer Window**

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.