Metrc Support Bulletin

Bulletin Number: ME_IB_0030	Distribution Date: 05/08/2023	Effective Date: 05/08/2023
Contact Point: Metrc Support	Subject: New feature updates	
Reason: Provide information on the latest feature release.		

Metrc is pleased to provide information on the latest system enhancements planned to deploy on 5/8/2023. These enhancements include:

- **Wholesale Transfer Editing**
    - The originating facility that creates the Wholesale Transfer can now edit the transfer's wholesale price if the price was incorrect even after receipt of the transfer for a term of seven days.

Please read on for more information regarding this new functionality.

Editing Wholesale Transfer Dollar Amount

Metrc has updated the ability to edit the Wholesale Price after a transfer has been received by the receiving licensee. Previously, if the originating licensee initiating the transfer input an incorrect price on the Wholesale Transfer, there was no way to correct this for reporting. Now, the originating licensee that initiated the transfer can make a correction to the Wholesale Price for up to seven days after its date of creation.

To edit the Outgoing Wholesale Transfer, select the Outgoing tab in the Licensed Transfers area. In the Outgoing Transfers grid, an Edit button has been added to allow for transfer price errors to be corrected as shown in **Figure 1**.
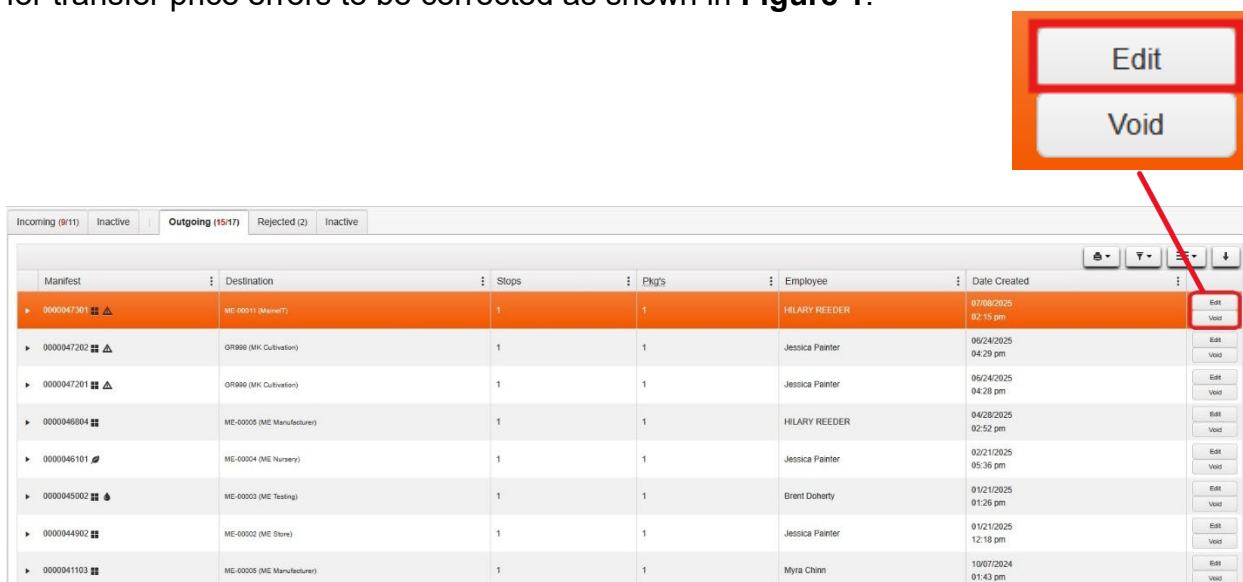

Figure 1: Edit button added to Outgoing Transfers

Please Note: After the transfer has been received at the destination facility, the Edit button will appear on all Licensed Transfers for the originating licensee.

After selecting the Edit button on the Wholesale Transfer needing correction, this will open the Edit Licensed Transfer action window as shown in **Figure 2**.

◇metrc.

Edit Licensed Transfer   ✕

Manifest	0000047202

Destination 1 [GR999] 🔍 (clear)   Type [Unaffiliated Wholesale Transfer ▾]

Planned Route [Bangor > Portland]   Invoice Number [Enter the Invoice Number]

Est. Departure 📅 06 / 24 / 2025 🗓 today

⌃ ⌃
04 : 28 PM
⌄ ⌄

Est. Arrival 📅 06 / 24 / 2025 🗓 today

⌃ ⌃
04 : 28 PM
⌄ ⌄

Transport # 1 [ME-00001] 🔍 (clear)
Phone No. [123-456-7890] (use default)   ☐ Layover

Driver 1 [Type part of the Driver Name...] 🔍 (clear)   Vehicle 1 [Type part of the vehicle make, m] 🔍
Driver's Name [Jane Doe]   Vehicle Make [Chevy]
Employee ID [X10007]   Vehicle Model [Tahoe]
Driver's Lic. No. [CA12345]   License Plate [LVWeed]

⊕ [⇕] (details)

⊕ [⇕] (transporter)

Package # 1 [1A4FF0300000001000000659] 🔍 (clear)
⚠ ▦
Whsle. Price [$] [100.00 ⇕]

Quick Entry [Quick entry packages] OFF

⊕ [⇕] (package)   *CSV or TXT file up to 1 Mb with one package label value per line is required.*

Select files...

⊕ [1 ⇕] (destination)

> Pertains to CSV uploads, if submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not require these fields, the upload will not populate the values on the page.

Save Transfer Cancel

Figure 2: Edit Wholesale Transfer Price Window

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In the event where a Wholesale Price entry error goes unnoticed, the originating licensee initiating the transfer has up to seven days to make the correction. To correct the Wholesale Price for a Licensed Transfer that has been received, the originating licensees can navigate to the Inactive Transfers tab and select the Edit button on the appropriate transfer as shown in **Figure 3**.

Figure 3: Inactive Transfers Tab with Edit Option

All historical changes can be found by selecting the dropdown arrow on the far left of the Transfer, then selecting the History tab as shown in **Figure 4** and **Figure 5**.

Figure 4: History of Changes for Licensed Transfer

Figure 5: Shipped vs. Received Wholesale Transfer Price

Metrc Resources

If you have any questions, or need additional support, the following resources are available:

Contact Metrc Support by using the full-service system by navigating to Support.Metrc.com, or from the Metrc System, click the Support area and select support.metrc.com and you will be redirected to the portal.

*Please note***:** If accessing the portal for the first time, a username (which is established when logging in)*,* the respective state and "Facility license number", and a valid email to set a password are required.

Metrc Learn: Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To login, visit Metrc Learn and enter your login credentials, or to access, register by visiting the Metrc Learn Registration**.**

Thank you for your continued partnership.

Metrc LLC
For additional support:
Support.metrc.com