

<b>Bulletin Number:</b> CA_IB_2023_009	<b>Distribution Date:</b> 11/30/2023	<b>Effective Date:</b> 01/02/2024
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Retailer Deliveries – New Required Fields	
<b>Reason:</b> New DCC regulations requiring capture of City and Zip Code on Retailer Deliveries		

Greetings,

New Department of Cannabis Control (DCC) regulations have been implemented, which require the capture of both the destination City and Zip Code when recording both planned and unplanned product sales during Retailer Deliveries. This functionality will become effective on January 2, 2024.

A description of where these additional fields can be found within the existing process is provided on the following pages. A detailed description of the related Retailer Deliveries workflows can be found in previous support bulletin [CA\\_IB\\_2022\\_08, Tracking Retailer Deliveries](#).

## Capturing Destination City and Zip Code in Retailer Deliveries

Capturing the destination City and Zip Code for Retailer Deliveries will occur in one of two areas of the system.

First, for planned deliveries, navigate to the *Record Retailer Deliveries* pop-up window (reference previous bulletin for instructions) – see **Figure 1**.

The screenshot shows the 'Record Retailer Deliveries' window. It features a 'Retailer Delivery # 1' header with a '(clear)' button. Below this are two date/time pickers: 'Date/Time' (12/29/2022, 01:05 PM) and 'Est. Departure' (12/29/2022, 01:30 PM). A 'destination' list contains one item: '1'. The driver information section includes fields for 'Driver' (Retail Roger), 'Employee ID' (Roger@Retail.com), 'Driver's Name' (Retail Roger), 'Driver's Lic. No.' (RR123456789), and 'Phone No. for Questions' (+1-123-456-7890). The vehicle information section includes 'Vehicle' (RP12345), 'Vehicle Make' (Ram), 'Vehicle Model' (Pro City), and 'License Plate' (RP12345). The package section has 'Package # 1' (Type part of Package number...) and 'Quantity' (ex. 100.23). A 'package' list contains one item: '1'. At the bottom are 'Record Sales Deliveries' and 'Cancel' buttons.

Figure 1: Record Retailer Deliveries

To enter orders that have been received and processed by the licensed retailer before the driver leaves the licensed premises, add one or more destinations using the add destination button - . A destination should be used for each order that will have a unique delivery location.

This will insert a *Destination* section for selecting the county (pre-existing field), **as well as entering the City and Zip Code** (new fields) where each delivery is to be made – see **Figure 2**.

**Figure 2: Record City and Zip Code for Scheduled Deliveries**

Second, the *Sale* button is used to record unplanned sales made from packages in the vehicle on the delivery trip, including selecting the County (pre-existing field), **as well as entering the City and Zip Code** (new fields). The *Record Deliveries* action window appears after the *Sale* button is selected – see **Figure 3**.

The screenshot shows a web application window titled "Record Deliveries". At the top, it says "Sales Delivery # 1" with a "(clear)" button. Below this, there are several input fields and sections:

- Sale Date/Time:** A date picker set to 11/01/2023 with a "today" button. Below it are time pickers for hours (04), minutes (04), and AM/PM (PM).
- Customer:** Radio buttons for "Consumer" and "Patient".
- Name (optional):** A text input field.
- Est. Departure:** A date picker set to 11/01/2023 with a "today" button. Below it are time pickers for hours (04), minutes (04), and AM/PM (PM).
- Est. Arrival:** A date picker set to 11/21/2023 with a "today" button. Below it are time pickers for hours (10), minutes (32), and AM/PM (AM).
- City:** A text input field highlighted with a red border.
- County:** A dropdown menu with "---" selected.
- Zip:** A text input field highlighted with a red border.
- Driver 1:** Fields for Employee ID (Yes, that Stan), Driver's Name (Stan), Driver's Lic. No. (1234567890), and Phone No. for Questions (123456123456).
- Vehicle 1:** Fields for Vehicle Make (Dodge), Vehicle Model (Dodge ram 1500), and License Plate (ee5-qrt).
- Package:** A blue "+" button followed by "(package)".
- Count:** A blue "+" button followed by a text input field containing "1".

**Figure 3: Record City and Zip Code on Sales from Potential Sale Packages**

## **Metrc Resources**

If you have any questions, or need additional support:

**Contact Metrc Support:** Email [Support@metrc.com](mailto:Support@metrc.com) or call 877-566-6506

**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](#).

**Access additional resources:** In the Metrc system, click on the "Support" dropdown in the top-right navigation pane and select the appropriate resource, including educational guides and more.

Thank you for your continued partnership.