

<b>Bulletin Number:</b> MS_IB_0014	<b>Distribution Date:</b> 12/11/2023	<b>Effective Date:</b> 12/15/2023
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Suppository Item Category	
<b>Reason:</b> Metrc is providing an update on the addition of the new Suppository Item Category		

Greetings,

Metrc, in conjunction with the MSDH and MSDOR, would like to announce the addition of the “Suppository” item category that will go live on December 15, 2023. This bulletin will walk through the process of creating an item using this new item category.

Suppository sales to medical patients in Mississippi will not count against their daily allotment. If a suppository is sold to a non-patient, enter NOPT000000 in the field requiring a patient number to indicate this is “not a patient.”

Any existing “Topical” suppositories at Dispensaries or manifested and received at Dispensaries before December 31, 2023, will not be required to be repackaged and assigned the new item.

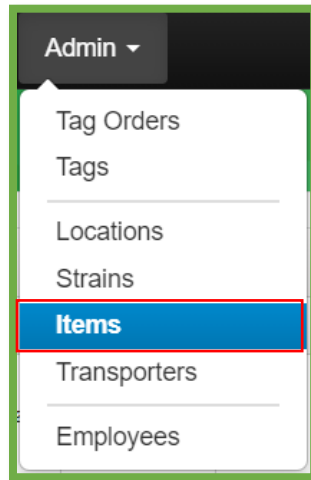
Any products manifested on or after January 1, 2024 will need to be sent as the new “suppository” item.

Processors, if needed, please contact MSDH for assistance with correcting any suppository items already existing with a category of “Topical” via [mclicensing@msdh.ms.gov](mailto:mclicensing@msdh.ms.gov) or via your MSDH Medical Cannabis district assignee.

Please find on the following pages a detailed description of the updates:

## **Suppository Item Category**

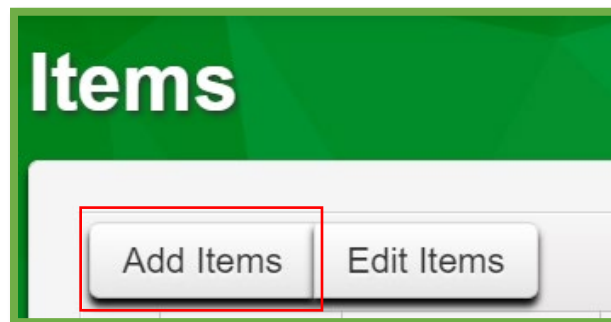
MSDH MMCP will be creating a new “Suppository” Item Category on December 15, 2023. Once the new Item Category has been enabled, new Items will need to be created utilizing this new Item Category in order to be able to package the product properly. To create a new Item using the Suppository Item Category, select the Items option under the Admin area on the navigational toolbar. This step is shown below in **Figure 1**.



**Figure 1: Admin Menu with Items Option**

**Please Note:** If you do not see this option, you will need to be granted permission under the employee admin menu.

Once on the Items grid, utilize the “Add items” button to begin the process. This step is demonstrated below in **Figure 2**.



**Figure 2: Add Items Button**

This button will open an action window to enter the item information utilizing the “Suppository” Item Category. Once the information is entered, use the green “Create Items” button to complete the process. This step is demonstrated in **Figure 3**.

The screenshot shows the 'Add Items' window with the following details:

- Item # 1** (with a clear button)
- Name:** Metrc Suppositories 5 pk
- Category:** Suppository
- Unit of Measure:** Each
- U. CBD Percent:** .01 %
- U. THC Percent:** 9.91 %
- Unit Weight:** 72.5 Grams
- Ingredients:** 1 (ingredient), 1 (item)
- Informational Text:** Why is there no multi-Facility create such as that available in Employees, Strains, and Locations? Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.
- Buttons:** Create Items, Cancel

**Figure 3: Add Items Action Window**

Once the item is created, navigate to the packages grid and select the appropriate source package that is being used to create the new Suppository package. Use the “New Packages” button as shown in **Figure 4**.

The screenshot shows the 'Packages' grid with the following structure:

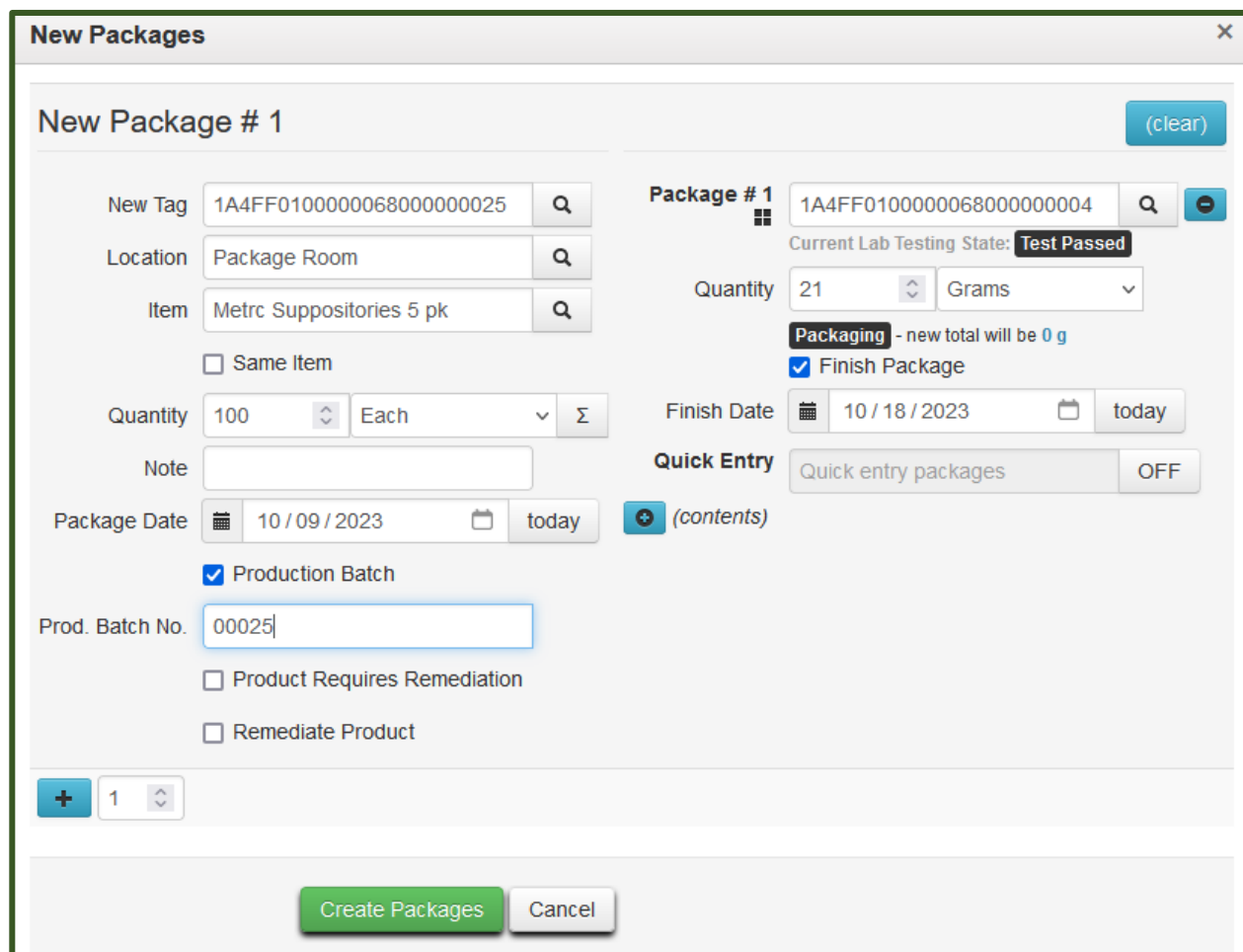
Tag	Src. H's	Src. Pkg's	Src. P's	Location	Item	Category	Item Strain	Quantity
1A4FF0100000068000000021	Mississippi Bulldog 4.27.22	1A4FF0100000068000000020		Package Room	BHO Distillate	Concentrate		100 g

Buttons above the grid: Active, On Hold, Inactive, In Transit, New Packages, Submit for Testing, Remediate, New Transfer, Change Locations, Change Items, Change Req'd LTBs, Adjust, Change Notes, Finish.

**Figure 4: Select Source Package & New Packages Button**

This button will open an action window to create the new Suppository package utilizing the new Item name that was previously created. Then indicate the amount taken from the source package on the right-hand side and the new package information on the left-hand side.

Please note that the production batch box should be selected since the new package is a different item category than the previous packages. A production batch number will then need to be assigned. This step is shown in **Figure 5**.



**Figure 5: Create New Packages Action Window**