

Bulletin Number: AK_IB_0066_Transfers with Layovers & Voided Transfer Column	Distribution Date: 5/30/2024	Effective Date: Current and ongoing
Contact Point: Metrc® Support	Subject: Transfers with Layovers & Voided Transfer Column	
Reason: To provide an overview of the transfer process using layovers and a new column in the Transfer grid.		

Greetings,

Metrc is pleased to provide guidance and tips regarding transfers with layovers and a new column available within the Inactive Transfer grid.

Please read on for more information.

New Transfers

To create a new transfer, select the Licensed option in the Transfers area on the navigational toolbar – see **Figure 1**.

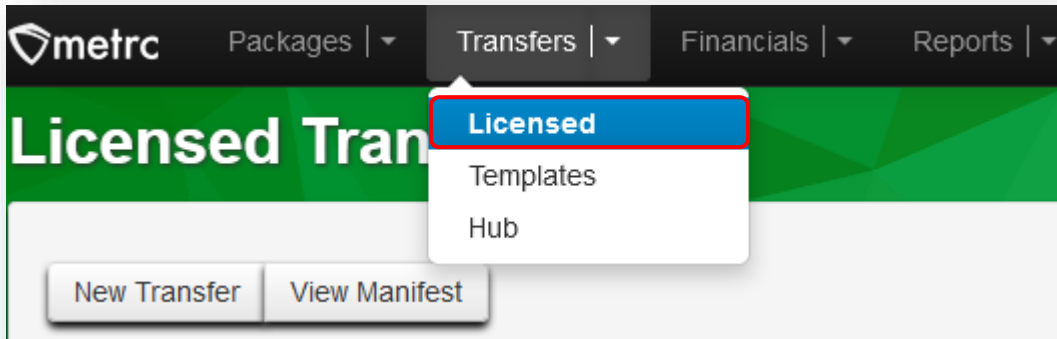


Figure 1: Licensed Transfers option

From the Licensed Transfers grid, select the New Transfer button to open the New Licensed Transfer action window – see **Figure 2 below**.

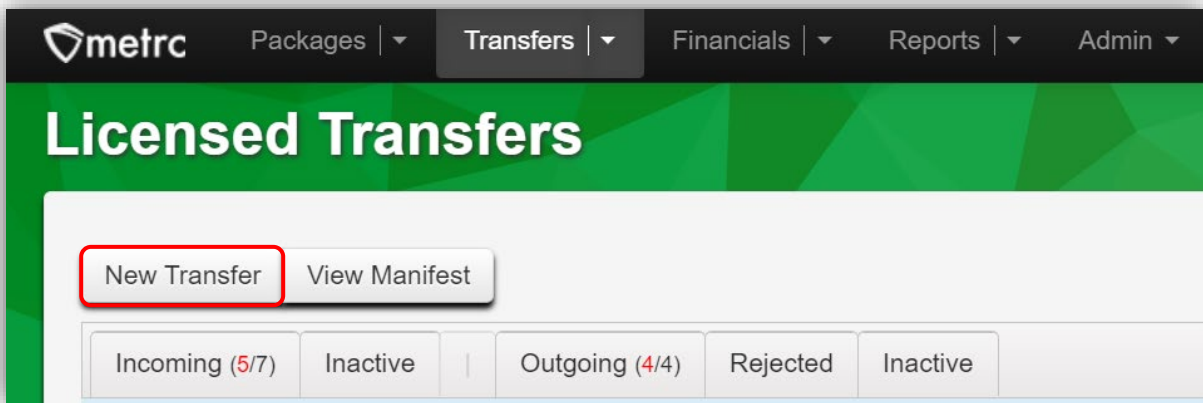


Figure 2: New Licensed Transfers button

From the New Licensed Transfer action window, enter all required information and once completed, select the green Register Transfer button – **see Figure 3.**

The screenshot shows the 'New Licensed Transfer' window with the following fields and controls:

- Destination 1:** Search field for license number, clear button, and a large empty text area for the planned route.
- Type:** Dropdown menu set to 'Transfer'.
- Est. Departure:** Date picker (03/14/2024), time picker (01:37 PM), and 'today' button.
- Est. Arrival:** Date picker (03/14/2024), time picker (01:37 PM), and 'today' button.
- Transport # 1:** Search field for license number, clear button, phone number field (ex. +1-123-456-7890), and a 'Layover' checkbox.
- Driver 1:** Search field for driver name, clear button, and fields for Driver's Name, Employee ID, and Driver's Lic. No.
- Vehicle 1:** Search field for vehicle make, model, and license plate.
- Package # 1:** Search field for package number, clear button, Gross Weight field (ex. 100.23), and a '- Select -' dropdown.
- Quick Entry:** Toggle switch for 'Quick entry packages' (currently OFF).
- File Upload:** A 'Select files...' button with a note: 'CSV or TXT file up to 1 Mb with one package label value per line is required.'
- Buttons:** A green 'Register Transfer' button and a 'Cancel' button at the bottom.

Figure 3: New Licensed Transfer Window

If a layover will be taking place during the transfer, please see instructions for identifying applicable layover legs below.

Transfer with Layovers

The Layover Leg field within the New or Edit Licensed Transfer action window will only display once the Layover checkbox is marked – see **Figure 4**.

The screenshot shows the 'Edit Licensed Transfer' window with the following details:

- Manifest: 000007001
- Destination 1: 600-X0001
- Type: Transfer
- Planned Route: Route
- Est. Departure: 02/20/2024 12:37 PM
- Est. Arrival: 02/20/2024 12:37 PM
- Transport # 1: 600-X0001
- Phone No.: 123-456-7890
- Est. Check-In: 02/20/2024 02:00 PM
- Est. Check-Out: 02/21/2024 12:30 PM
- Layover
- Driver 1: John Smith, Employee ID: X004298, Driver's Lic. No.: 187-29-1862
- Vehicle 1: Chevy Malibu, License Plate: 12-98D
- Layover Leg: From And To Layover
- Package # 1: ABCDEF012345670000014150, Gross Weight: 9 Pounds
- Quick Entry: OFF
- Buttons: Save Transfer, Cancel

Figure 3: Layover checkbox and Layover Leg field

Three options can be selected for the Layover Leg field – see **Figure 4**.

- **From And to Layover** – This should be selected if the same Driver will be completing the entire trip, from origin license to destination license.
- **To Layover** – This should be selected if the driver will be transporting the package(s) from the origin license to the layover point.
- **From Layover** – This should be selected if the driver will be transporting the packages from the layover point to the destination license.

The screenshot shows the 'New Licensed Transfer' form with the following details:

- Destination 1:** 600-X0001
- Type:** Transfer
- Planned Route:** Route
- Est. Departure:** 02/20/2024, 12:37 PM
- Est. Arrival:** 02/20/2024, 12:37 PM
- Transport # 1:** 600-X0001
- Phone No.:** 123-456-7890
- Est. Check-In:** 02/20/2024, 02:00 PM
- Est. Check-Out:** 02/21/2024, 12:30 PM
- Layover:** Layover
- Driver 1:** John Smith, Employee ID: X004298, License No: 187-29-1862. **Layover Leg:** To Layover
- Vehicle 1:** 12-98D, Make: Chevy, Model: Malibu, License Plate: 12-98D
- Driver 2:** John Smith, Employee ID: X004298, License No: 187-29-1862. **Layover Leg:** From And To Layover
- Vehicle 2:** 12-98D, Make: Chevy, Model: Malibu, License Plate: 12-98D
- Driver 3:** John Smith, Employee ID: X004298, License No: 187-29-1862. **Layover Leg:** From Layover
- Vehicle 3:** 12-98D, Make: Chevy, Model: Malibu, License Plate: 12-98D

Figure 4: Layover Leg options

Important tips:

- If selecting “To Layover,” the system will require a “From Layover” leg. Please use the plus sign to add additional legs.
- Layover legs must be performed on the Licensed Premises of a Regulated Marijuana Business.
- If a driver is transporting Regulated Marijuana to multiple destinations (i.e., transporting marijuana from a single cultivation to multiple stores), the destinations are not considered to be layover legs.

The Layover Leg field is now included on the Metric transportation manifest and in the Transporter Details tab in the manifest details dropdown menu – **see Figure 5.**

ALCOHOL & MARIJUANA CONTROL OFFICE MARIJUANA TRANSPORTATION MANIFEST			
All sales transactions are to be completed prior to transportation of any MARIJUANA. The receiving entity may reject product delivered, but amount delivered must be linked to amount agreed upon in prior sales transaction.			
Manifest No.	000007001	Date Created	2/20/2024 11:11 AM
Originating Entity	OR LOFTY ESTABLISHMENT, LLC	For Agency Use Only	
Originating License Number	200-X0001		
Address of Originating Entity	9079 SE McLoughlin Blvd. Portland, OR 97222-7355 County: Clackamas		
Phone No. of Originating Entity			
1. Destination	OR LARGER THAN SALES, LLC	Destination Phone No.	
Destination License Number	600-X0001	Date and Approx. Time of Departure	2/20/2024 12:37 PM
Address of Destination	9079 SE McLoughlin Blvd. Portland, OR 97222-7355 County: Clackamas		
		Date and Approx. Time of Arrival	2/20/2024 12:37 PM
		Date/Time Received	
Route to be Traveled	Notes: details for extraordinary circumstances (e.g., road closures, flat tire, etc.)		
Route#			
1. Outbound Transporter	OR LARGER THAN SALES, LLC	Layover Schedule	
Transporter License Number	600-X0001	Date and Approx. Time of Check-In	2/20/2024 2:00 PM
Address of Transporter	9079 SE McLoughlin Blvd. Portland, OR 97222-7355 County: Clackamas		
		Date and Approx. Time of Check-Out	2/21/2024 12:30 PM
Contact Phone No. for Inquiries:	123-456-7890		
Name of Person Transporting	John Smith	Handler Permit No. of Driver	X004298
State Driver's License No.	187-29-1862	Signature of Person Transporting	
Make, Model, License Plate No.	Chevy Malibu 12-98D	Leg of Layover Trip	From And To Layover
1. Package Shipped	Production Batch No.	Item Name	Quantity
ABCDEF012345670000014150 Lab Test: TestPassed	14150	Jane's Peanut Butter Cookies (E:026)	Ship: 113.0000 ea GWT: 9.0000 lb
Item Details			
Source Package(s)	ABCDEF012345670000014152		
Source Production Batch			
PRODUCT REJECTION (if only a portion of shipment is rejected, circle that portion above)			
Name of Person Receiving or Rejecting Product			
I confirm that the contents of this shipment match weight records entered above, and I agree to take custody of those portions of this shipment not circled above. Those portions circled were returned to the individual delivering this shipment.			
Signature	Date		
Signature of individual taking receipt of rejected portion of this shipment			

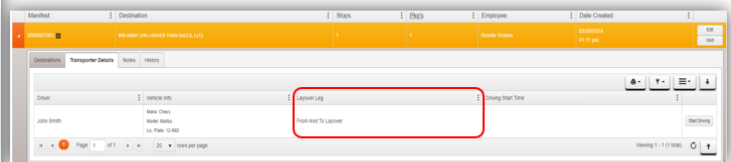


Figure 5: Layover Leg Field on Transfer Manifest and in Transporter Details tab

A driver will need to be assigned for each transfer layover leg or the user will receive a warning message – **see Figure 6.**

The Transfer has been marked for Layover, a Driver has been marked for a portion of the layover please ensure both parts of the Layover have at least one Driver selected.

Figure 6: Metric warning to assign a driver

New Voiced Transfers Column

Additionally, based on user feedback, Metrc has added a “Voiced” column to the Incoming and Outgoing Inactive transfer tabs – **see Figure 7.**

The screenshot shows a web application interface with a table of transfer records. The table has columns for Manifest, Origin, Type, Pkg's, ETD, ATD, ETA, ATA, Received, ETRD, ATRD, ETRA, ATRA, and Voiced. The 'Voiced' column contains 'No' for most rows and 'Yes' for one row. A red box highlights the 'Voiced' column header and its contents.

Manifest	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	Voiced
▶ 000000670	300-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	1	01/08/2024 12:53 pm		01/08/2024 12:53 pm		01/08/2024 02:55 pm					No
▶ 000000610	200-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	1	04/18/2023 03:27 pm		04/18/2023 06:27 pm							Yes
▶ 000000450	200-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	1	12/21/2020 10:34 am	12/21/2020 11:52 am	12/22/2020 07:34 pm		12/21/2020 12:34 pm					No
▶ 000000410	300-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	1	10/12/2020 02:16 pm		10/14/2020 02:16 pm		10/12/2020 12:21 pm					No
▶ 000000201	200-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	4	05/11/2016 09:24 pm		05/11/2016 09:24 pm		05/11/2016 08:27 pm					No

Figure 7: Voiced Transfers column

Metrc resources

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

Contact Metrc Support

By using the new full-service system – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect 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 has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

From within the Metrc system

- Navigate to the Support area dropdown on the navigational toolbar and select “Sign up for Training” to register.

From the Metrc website

- Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.