

<b>Bulletin Number:</b> SD_IB_27	<b>Distribution Date:</b> 10/18/2024	<b>Effective Date:</b> 10/23/2024
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Optional Invoice Number on Transfer Manifest	
<b>Reason:</b> To introduce a new feature that allows licensees to optionally include an invoice number on transfer manifests.		

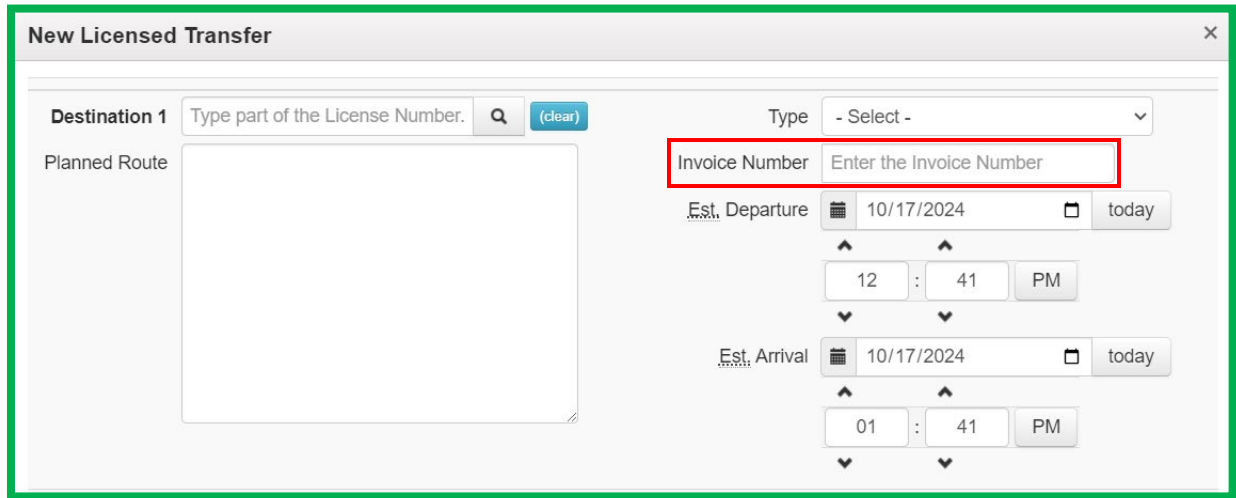
Greetings,

Metrc and the South Dakota DOH are pleased to provide new optional functionality for Metrc users. Effective *10/23/24*, Metrc will be updated to allow licensees to optionally include an invoice number on transfer manifests.

This enhancement is described in detail on the following pages.

## **Optional Invoice Number on Transfers**

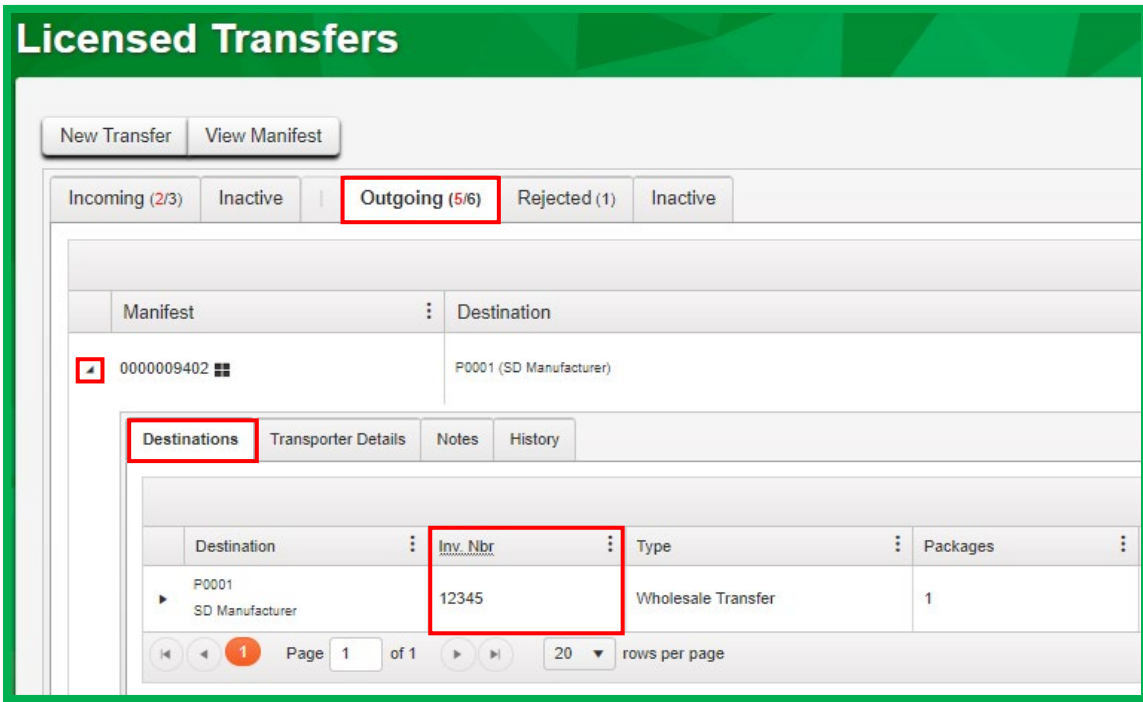
When creating or editing a transfer, a new optional *Invoice Number* field displays on the action window - **see Figure 1**.



**Figure 1: Invoice Number Field in New Licensed Transfer Action Window**

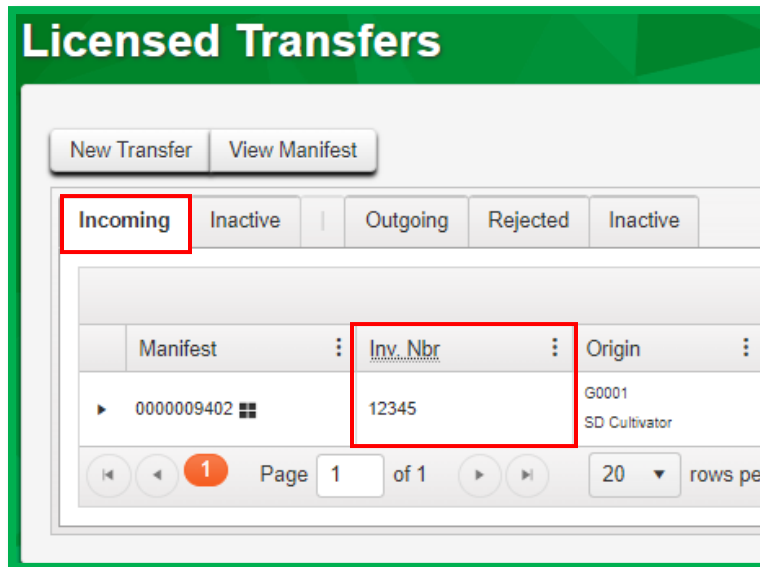
An entry in the *Invoice Number* field is **NOT** required, but it can optionally be used by origin licensees who find it helpful to include this information on the transfer/transfer manifest.

The *Invoice Number* field can be viewed by the origin licensee in the manifest drill-down on the *Outgoing* tab on the *Licensed Transfers* grid - see **Figure 2**.



**Figure 2: Invoice Number Field on Outgoing Tab Drilldown**

The *Invoice Number* field can be viewed by the destination licensee on the *Incoming* tab of the *Licensed Transfers* grid - see **Figure**




**Figure 3: Invoice Number Field on Incoming Tab**

## Invoice Number on Transfer Manifest

The new *Invoice Number* field also displays when viewing or printing a manifest. It will be populated with a value only if the origin licensee opted to include this information when creating or editing the transfer.

An example of the new *Invoice Number* field on the transfer manifest is shown below - see **Figure 4**.

		<b>METRC®</b>	
<b>MARIJUANA TRANSPORTATION MANIFEST</b>			
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 limited to amount agreed upon in prior sales transaction.			
<b>Manifest No.</b>	000009402	<b>Date Created</b>	10/18/2024 11:00 AM
<b>Originating Entity</b>	SD Cultivator	<b>For Agency Use Only</b>	
<b>Originating License Number</b>	G0001		
<b>Address of Originating Entity</b>	1 State Ln Pierre, SD 57501		
<b>Phone No. of Originating Entity</b>			
<b>1. Destination</b>	SD Manufacturer	<b>Destination Phone No.</b>	
<b>Invoice Number</b>	12345		
<b>Destination License Number</b>	P0001	<b>Date and Approx. Time of Departure</b>	10/18/2024 10:58 AM

**Figure 4: Invoice Number on Transfer Manifest**

## 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 the Support area dropdown on the navigational toolbar and click support.metrc.com to 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 was recently redesigned to offer interactive educational opportunities to enhance Metrc system users’ skills and provide 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 or register for an account, visit [Metrc Learn](#).

**Access additional resources:** In the Metrc system, click on the Support area on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the dropdown.

Thank you for your continued partnership.