

Bulletin Number:	Distribution Date:	Effective Date:							
IL_IB_0003	05/22/2025	Ongoing							
Contact Point:	Subject: Transfers Best Practices								
Metrc Support									
Reason: To inform industry of best practices for receiving and rejecting transfer manifests.									

Greetings,

This bulletin is intended to cover the best practices for receiving or rejecting Metrc transfers. All product within Metrc must be accounted for; meaning if a transfer is received with damaged or missing units, it will need to be accounted for in Metrc to ensure proper tracking.

Please find more details on the following pages.



Receiving a Transfer

In order to view incoming transfers, navigate to the Transfer area on the navigational toolbar and select the "Licensed" option from the dropdown menu – **see Figure 1**.



Figure 1: Navigating to the Licensed Transfers area

From the Licensed Transfers grid, select the "Incoming" tab and click the "Receive" button on the far right of the appropriate manifest – **see Figure 2**.

ensed Transfers												A	J Dispensary 050 Illinois Tes
New Transfer View Manifest													
Incoming (2/3) Inactive Out	going Rejected Inactive												
												≜ -) (▼-)	■ • •
Manifest : Inv. Nbr	: Origin	: <u>Type</u>	: Pkg's	EID	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	1
 0000003812 				04/16/2025 12:07.pm		04/16/2025 12:07 pm							Receive
► <u>0000003504</u>	020-X0001 IL Testing - AU Cultivation Center	Affiliated Transfer	1	04/15/2025 01:07.pm		04/15/2025 02:07.pm							Receive
▶ 0000001602 ■	020-X0001 IL Testing - AU Cultivation Center	Unaffiliated Transfer	1	03/27/2025 05:42.pm	03/31/2025 09:41 am	03/27/2025 05:42.pm	03/31/2025 09:41 am	03/31/2025 02:39.pm		04/04/2025 12:08.pm			Unreject
H A D Page 1 of 1	► ► 20 ▼ rows per	page										/lewing 1 - 3 (3 1	otal) 🔿 💽

Figure 2: Receive Button in Incoming Transfers tab

This will open the Receive Licensed Transfers action window. Ensure that all information is correct, taking special care to note the package ID number, item name, quantity, and unit of measure. If everything is accurate, select the location for the package and click the "Receive Transfer" button – **see Figure 3**.

|--|

Receive Licensed Tra	nsfer								×
Manifest	0000004101		Transfer Typ	e	Wholesale Transfer				
Origin Lic. No.	020-X0001		Origin Nam	ne	IL Testing - AU Cultivation	n Center			
Main Phone No.			Mobile Phone N	<u>0.</u>					
Transporter Lic. No.	406-X0001		Transporter Name	IL	. Testing - Transporter 01				
Phone No. for Questions	13122356522								
Employee ID	IL6595		Vehicle Make	F	ord				
Driver's Name	Richard Dent		Vehicle Model	Va	an				
Driver's Lic. No.	IL-1989-13		License Plate	C	ARGO				
Package # 1	1A4FF03000001600000279	٩	Item Black	hawl	k Haze PreRoll 1g	Shipped <u>Qty</u>	100	ea	Reject
Location	Packages Vault	۹				Receive <u>Qty.</u>	100	Each	~
						Whsle, Price	200		
	Receive Transfer Cancel)							
				_					

Figure 3: Receive Licensed Transfer Action Window

Once the transfer has been received, the package(s) will appear in the Active Packages inventory in the packages grid – **see Figure 4**.

≎metrc.	: 🖂 -	Packages -	Transfers • Sales	 Financials 	Reports -	Admin •	•				
Pack	ages										
Activ	ve On Hold	Inactive	In Transit Transferre	d							
Ne	ew Packages	Submit for Testing	g New Transfer	Change Locations	Change Items	Change R	legid LTBs	Adjust Change M	lotes Finish Edit She	elf Life Change External	Id
	Tag	1	Src. H's	Src. Pkg's	i <u>Src.</u>	Pi's :	Location :	Sublocation :	Item :	Category :	Item Strain
	Q 🔡 1A4FF03	000001600000279	BH 2.21.25	1A4FF030000001600	0000278		Packages Vault		Blackhawk Haze PreRoll 1g	Packaged Pre-Roll (Final Form)	Blackhawk Haze

Figure 4: Received Package Appearing in Active Packages Inventory



Rejecting a Transfer

In the case that the incoming transfer is incorrect or incomplete and needs to be rejected, in the Receive Licensed Transfer action window, check the "Reject" checkbox, select the Reject Reason from the drop down and add a note as to why it has been rejected – **see Figure 5**.

Please note: The "Receive" button on the right of the appropriate transfer within the Licensed Transfer grid will still need to be selected in order to access the reject button.

Manifest	0000004101		Transfer Typ	Wholesale Transfer				
Origin Lic. No.	020-X0001		Origin Nam	IL Testing - AU Cultiv	ation Center			
Main Phone No.			Mobile Phone N	P.				
Transporter Lic. No.	406-X0001		Transporter Name	IL Testing - Transporter (01			
Phone No. for Questions	13122356522							
Employee ID	IL6595		Vehicle Make	Ford				
Driver's Name	Richard Dent		Vehicle Model	Van				
Driver's Lic. No.	IL-1989-13		License Plate	CARGO				
Package # 1	1A4FF0300000016000000279	٩	Item Black	hawk Haze PreRoll 1g	Shipped Oty	100	ea	Reject
					Reject Reason	Transfer B	Error	
					Optional Note	Incorrect p	oackage in t	he transfer.

Figure 5: Rejecting a Package

Once the package has been rejected, the same manifest can be printed to show the return on the manifest for the transporter to return the package(s) to the origin license.



Receiving Damaged Product to Return

In the case of receiving damaged units within a package, you must receive the package and then either destroy the damaged units or repackage them into a new Metrc package tag and return them to the origin license.

First, select the package that was received and contains damaged product within the packages screen to highlight it and click "New Packages" button – **see Figure 6**.

≎metro	c. 🖂	Pac	:kages •		Transfers 🕶	Sales •	Financials •	Report	s •	Admin	•										
Pack	ages																				
Acti	ive On H	old Ir	nactive	I.	In Transit	Transferred	1														
N	lew Package	s Sut	bmit for Te	sting	New Trar	nsfer C	hange Locations	Change I	tems	Change	Reg'd LTBs	Adjust	Change	Notes	Finish	Edit She	If Life	Change E	xternal I	d	
	Tag			:	Src. H's	1	Src. Pkg's	1	Src. F	<u>Pj's</u> :	Location	Suble	ocation :	<u>Item</u>		1	Categor	<u>IX</u>	1	Item Strain	1
	Q 🎛 1A4F	F030000	016000000	279	BH 2.21.25		1A4FF0300000016	800000278			Packages Vault			Blackha	wk Haze Pr	eRoll 1g	Packaged Form)	d Pre-Roll (Fin	al	Blackhawk Haze	

Figure 6: Highlighting and Creating a New Package

In the New Packages action window, fill out the required fields and add a note regarding the damaged units. The quantity should be number of units that are being returned and the "Same Item" checkbox should be selected instead of selecting an item manually – **see Figure 7**.

New Package	<u>s</u>					×
New Packa	ge # 1					(clear)
New Tag	1A4FF030000	0018000000030	Q	Package # 1	1A4FF03000001600000279	۹ 🖸
Location	Transfer Vault		Q		Item: Blackhawk Haze Pre Roll 1g Current Lab Testing State: Test Pas	sed
	Same Item		_	Quantity	2 Each	✓ Max
Quantity	2	Each	Υ Σ		Packaging - new total will be 98 ea	
Note	Return of Dam	aged Units		Quick Entry	Quick entry packages	OFF
Package Date	₩ 04/30/202	25 📼	today	(contents)		
	Production E	latch				
+ 1						
	Сге	eate Packages	Cancel)		

Figure 7: Creating a New Package for Damaged Units



Click to highlight the newly created package within the packages screen and select the "New Transfer" button – **see Figure 8**.

♦ Transfers • Sales	Financials - Reports	🔹 Admin 🖛					
Packages							
Active On Hold Inactive I In Transit Transferred New Packages Submit for Testing New Transfer Ch	ange Locations Change Iter	ms Change Reg	<u>'d LTBs</u> Adjust Change N	lotes Finish Edit She	If Life Change External	Id	
Tag : Src. H's :	Src. Pkg's	Src. Pj's Lo	ocation E Sublocation	Item E	Category E	Item Strain	Quantity :
► Q. # 1A4FF030000001600000027₽ BH 2.21.25	1A4FF03000001600000278	Pa Va	ackages_ ault	Blackhawk Haze PreRoll 1g	Packaged Pre-Roll (Final Form)	Blackhawk Haze	<u>98 ea</u>
► Q # 1A4FF03000001800000030 BH 2:21:25	1A4FF03000001600000279	Tra	ansfer Vault	Blackhawk Haze PreRoll 1g	Packaged Pre-Roll (Final Form)	Blackhawk Haze	2 ea
			askagas	Boos Down Bitos 50ma			

Figure 8: Creating a New Transfer from the New Package

This will open the New Transfer action window. Enter the required information to create a transfer manifest to transfer the damaged units back to the originating license. Please ensure that originating license is listed as the destination and that the correct transporter is listed – **see Figure 9**.

Destination 1	020-X00	01	Q (clear)		Туре	Wh	olesale	Transfe	r	,	~	
Planned Route	East on I	Belmont, South on Austin,	East on		nvoice Number	123	4567					
	North, or Cumberl	n the corner of North and and.			Est. Departure	m	04/30	/2025	E	tod	ay	
						^		^				
						0	9	35	AM			
					Est Arrival	-	04/20	(2025		tod	-	
					LSL Alliva	-	04/30	*	E	100	ay	
			10			(9	35	AM			
						*		*				
Tran	sport # 1	406-X0001	C	(clear)								
Р	hone No.	13122356522	(us	e default)			Lavov	ər				
		((1000)		-						
	Driver 1	Luke Skywalker	C	(clear)	Vehicle 1	C	ARGO				٩	
Drive	Driver's Name Luke Skywalker				Vehicle Make			Ford				
Em	ployee ID	MD347589			Vehicle Model	V	an					
Driver	s <u>Lic.</u> No.	K-04-382984			License Plate	C	ARGO					
0	(d	etails)										
0	(tran	1sporter)										
Pack	age # 1	14455020000001200000	0020 0	(alassa)								
10.0		C C 00	10030 Q	(ciear)								
<u>vyns</u>	e, Price	\$ 5.00										
Quic	k Entry	Quick entry packages	OF	F								
0	(pad	skage)		9	SV or TXT file up to	4 Mb	with on	e package	label value j	per line i	is requir	
						Sel	lect file	s				
0 1 (d	estination)											
Partains to COV.	unloads if c	ubmitting multiple package	aluas lika Groco	Weight Lie	Of Measure or M	holes	ale Prie	e niesso				
include a header Type chosen doe	row as Labi s not require	el, Gross Weight, UOM, and a these fields, the upload will	Wholesale Price	e in a csv file e values on t	with each record or he page.	n a ne	ew line.	If the Tran	Isfer			

Figure 9: Creating a New Transfer for Damaged Units



Receiving Damaged Product to Adjust

In the case where the originating license agrees to either send replacement items or send a credit for the damaged items and the damaged items need to be destroyed, the package will need to be adjusted to account for the non-sellable damaged units.

Once the transfer has been received, then select the package that contains the damaged units in the active Packages grid of Metrc and click the "Adjust" button – **see Figure 10**.

Ometrc	Transfers • Sales •	Financials - Reports	s ▼ Admin	•				
Packages								
Active On Hold Inactive	In Transit Transferred							
New Packages Submit for Testing	New Transfer Cha	ange Locations Change It	ems Change F	Req'd LTBs	Adjust Change N	lotes Finish Edit She	Change External	Id
Tag	Src. H's	Src. Pkg's	Src. Pj's	Location :	Sublocation :	Item :	Category :	Item Strain
Q # 1A4FF0300000016000000279		1A4FF0300000016000000278		Packages Vault		Blackhawk Haze PreRoll 1g	Packaged Pre-Roll (Final Form)	Blackhawk Haze

Figure 10: Highlighting the Package for Adjustment

This will open the Adjust Packages action window. Enter the "Adj Quantity" number as a negative to reflect the subtraction of the damaged units or fill in the New Quantity to reflect the removal of the damaged units. – **see Figure 11**.

Adjust Packag	<u>ges</u>							×
Package #	1							(clear)
Package	1A4FF030000	0016000000279	Q	Reason	Da	maged During Transfe	er	~
Quantity	100	Each		Required Note	Da	maged items during tra	ansfer.	
<u>Adj.</u> Quantity	-2	Each	~	Adj. Date	Ħ	04/30/2025		today
New Quantity	98	Each						
	Removing - new	v total will be 98 ea						
+ 1								
	Ad	just Packages	Cancel	J				

Figure 11: Adjust Packages Screen



Once the package has been adjusted to account for the damaged units, the new quantity will be reflected in the Active Packages grid – **see Figure 12**.

≎m	Ometro: Packages + Transfers + Financials + Admin +														
Pa	cł	kages													
	Acti	ive <u>On Hold</u> Iew Packages	Inactive I Submit for Testin	In Transit Transfe	rred Change Locati	ons Change Item	s Change R	eq'd LTBs	Adjust Change N	lotes Finish Ed	it Shelf Life	Change External Id			
		Tag	:	Src. H's	Src. Pkg's	: 5	rc. Pj's	Location	Sublocation :	Item	: <u>c</u>	ategory	Item Strain	Quantity	
	•	Q. 1A4FF03	00000016000000279	<u>BH 2.21.25</u>	1A4FF0300	00001600000278		Packages Vault		Blackhawk Haze PreRo	oll 1g Pa Eq	ackaged Pre-Roll (Final arm)	Blackhawk Haze	<u>98 ea</u>	

Figure 12: Package Reflecting Adjusted Quantity



Metrc resources

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

Contact Metrc Support using the full-service system by navigating to <u>Support.Metrc.com</u>, 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 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 <u>Metrc Learn</u>.

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

Thank you for your continued partnership.