

<b>Bulletin Number:</b> DC_IB_0091	<b>Distribution Date:</b> 2/13/2026	<b>Effective Date:</b> 2/25/2026
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Transfers Hub	
<b>Topic:</b> Metrc is providing guidance on the newest feature for transfers.		

Greetings,

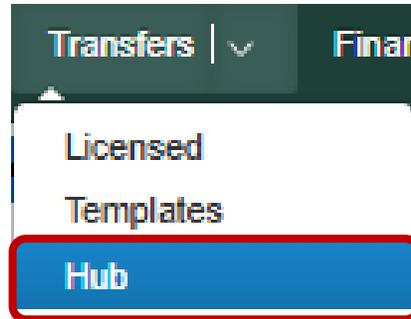
Metrc, in conjunction with Alcoholic Beverage and Cannabis Administration (ABCA) is pleased to provide information on a new enhancement that will be available on February 25, 2026.

Please read on for more information.

## Transfers Hub

The Transfers Hub grid is located under the Transfers area on the long black navigational bar as shown in **Figure 1**. After a transfer is registered, both the transporter and destination licensees can see the transfer information entered.

The designated transporter can edit certain details within the manifest from the Transfers Hub, while the destination licensee can view all information on the manifest.



**Figure 1: Transfers Dropdown**

Users with permission to access the Transfers Hub will see selectable buttons on each transfer in the grid when listed as the transporting license. Each button allows the user to report a separate action taken during the transfer.

The use cases behind each button are below:

- **Edit** – allows a Transporter to update the Estimate Departure and Arrival times as well as the Driver and Vehicle information.
- **Accept and Depart** – these buttons are designed to be used when a Transporter accepts physical custody of the packages for delivery and then departs from the originating facility.
- **Check-In and Check-Out** – these buttons are only applicable when a layover is selected and the transfer will be stored at a Transporter's facility for any period. A Check-In selection indicates the Transporter has arrived at their layover facility. The user will then select Check-Out once they are leaving the layover facility to continue the planned route.
- **Arrive** – indicates the Transporter arrived at the destination facility.

It is also important to note the following when using these buttons for Transporters:

- The buttons are arranged by the order in which they should be used starting top to bottom.
- After selecting one of the buttons, all the buttons that come before it will disappear. For example, if 'Arrive' is selected before 'Depart', the Depart button will no longer be visible. In addition, no date/time would be recorded for Depart. Clicking any button after 'Edit', removes the 'Edit' button as an option.

- Metric does not enforce all buttons outlined for Transporters to report their actions. If a Transporter does not select any button during their route or layover, and the manifest is received by the destination facility, then these options would no longer be selectable by the Transporter.

**Transfers Hub** New UI  | transporter | 406-X0001

[View Manifest](#)

Transfers

Manifest	Origin	Destination	Direction	Driver	Vehicle Info	Pkg/s	Accepted	ETD	ATD	ETRD	ATRD	ECl	ACI	ECO	ACO	ETA	ATA	ETRA	ATRA	Voided
> 0000004601	403-X0001 DC Test Cultivation Center 1	403-X0002 DC Test Cultivation Center 2	Outbound	John Doe	Make: Big Model: Truck Lic. Plate: ABC123 Reg. No:	1		01/26/2026 01:01 pm								01/26/2026 01:01 pm				No

Edit

Accept

Depart

Check-In

Check-Out

Arrive

Edit

Accept

Depart

Arrive

**Figure 2: Selectable Buttons for Transporters**

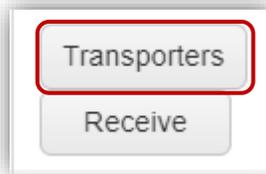
## Return Transfers

If the destination facility rejects a package in the transfer, the originating facility will have access to the return manifest under their Rejected tab – **see Figure 3.**

License No.	Rejector	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
403-X0002	DC Test Cultivation Center 2	Affiliated Transfer	1	01/26/2026 01:01 pm		01/26/2026 01:01 pm	01/26/2026 01:14 pm	01/26/2026 01:15 pm					Transporters Receive

**Figure 3: Rejected Transfers Grid**

Users will see a 'Transporters' button within the Rejected transfers grid that can be used to access the Edit Return Transporters action window – **see Figure 4.**



**Figure 4: Button to Update Transporters for Rejected Transfers**

The Transporter button allows the originating license to confirm or revise the transport details for the return trip. Confirm that the Transport License Number, Driver, and Vehicle are correct or update if necessary – **see Figure 5 below.**

**Edit Return Transporters**
✕

<b>Manifest</b> <input type="text" value="000004601"/>	<b>Transfer Type</b> <input type="text" value="Affiliated Transfer"/>
<b>Originating Lic. No.</b> <input type="text" value="403-X0001"/>	<b>Destination Lic. No.</b> <input type="text" value="403-X0002"/>
<b>Originating Name</b> <input type="text" value="DC Test Cultivation Center 1"/>	<b>Destination Name</b> <input type="text" value="DC Test Cultivation Center 2"/>
<b>Main Phone No.</b> <input type="text"/>	<b>Main Phone No.</b> <input type="text"/>
<b>Mobile Phone No.</b> <input type="text"/>	<b>Mobile Phone No.</b> <input type="text"/>

**Delivery Direction**

**RETURN // BACK TO ORIGIN**

<b>Est. Departure</b> <input type="text" value="01/26/2026"/> <input type="button" value="today"/>	<b>Est. Arrival</b> <input type="text" value="01/26/2026"/> <input type="button" value="today"/>
<input type="text" value="02"/> : <input type="text" value="21"/> <input type="button" value="PM"/>	<input type="text" value="02"/> : <input type="text" value="21"/> <input type="button" value="PM"/>

**Transport # 1**

**Phone No.**    Layover

<b>Driver 1</b> <input type="text" value="Type part of the Driver Name..."/> <input type="button" value="Q"/> <input type="button" value="(clear)"/>	<b>Vehicle 1</b> <input type="text" value="Type part of the vehicle make, m..."/> <input type="button" value="Q"/>
<b>Driver's Name</b> <input type="text" value="John Doe"/>	<b>Vehicle Make</b> <input type="text" value="Big"/>
<b>Employee ID</b> <input type="text" value="123"/>	<b>Vehicle Model</b> <input type="text" value="Truck"/>
<b>Driver's Lic. No.</b> <input type="text" value="1213141516"/>	<b>License Plate</b> <input type="text" value="ABC123"/>

(details)

(transporter)

**Figure 5: Updating Transporter Manifest Information on Rejected Transfers Tab**

Once modified, the return Transporter will have access to the manifest under the Transfers Hub. The same six actions will be available on the transfer as outlined and shown previously in **Figure 2**.

### Transfers Hub Icons

Licensees with permission to access the Transfers Hub grid in Metric will see an icon used in the Destination column and a column titled 'Direction'. The icon is used to identify the point of delivery for each transfer, and the column indicates the direction, Outbound or Inbound, in which the designated Transporter license is going – see **Figure 6**.

**View Manifest**

Transfers						
Manifest	Origin	Destination	Direction	Driver	Vehicle Info	
> 0000004601	403-X0001 DC Test Cultivation Center 1	403-X0002 DC Test Cultivation Center 2	Outbound	John Doe	Make: Big	Model: Truck
					Lic. Plate: ABC123	Reg. No.:

**Figure 6: Transfers Hub Grid**

## **Metrc Resources**

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

### **Contact Metrc Support**

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 is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing [Metrc Learn](#) is simple through the following convenient locations:

#### **From within the Metrc system**

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

#### **Access additional resources**

In the Metrc system, click on the Metrc Expert icon and search for the appropriate topic or type in a question.

Thank you for your continued partnership.