

Bulletin Number: MD_IB_0122	Distribution Date: 04/06/2026	Effective Date: 04/14/2026
Contact Point: Metrc Support	Subject: Micro Dispensary delivery to AU Consumer for Standard Dispensary	
Reason: Guidance for Micro Dispensaries and Standard Dispensaries when partnering to deliver sales orders to Adult Use Consumers.		

Greetings,

Metrc in conjunction with Maryland Cannabis Administration is providing guidance for Micro Dispensaries and Standard Dispensaries on how to document sales deliveries in Metrc when partnering for delivery to Adult Use Consumers.

Reference **Metrc Expert** in the Metrc System for step-by-step instructions on how to create a sales receipt and FAQs regarding dispensary sales in Maryland.

Reference **Metrc Learn** at <https://learn.metrc.com> to take the course “Maryland Microdispensary Training” and other courses such as “Maryland Advanced Dispensary Metrc Training”.

Please read on for further information.

Micro Dispensary Delivering for Standard Dispensary

Per Maryland regulations, Standard Dispensaries may only conduct cannabis sales deliveries to medical patients and caregivers. Micro Dispensaries have a unique role in the Maryland cannabis industry as they may conduct cannabis sales deliveries to medical patients, caregivers, and adult use consumers.

A Micro Dispensary may possess and sell from their own inventory in Metrc, using licensed transfers to purchase cannabis items from cultivators, processors, and other dispensaries. A Micro Dispensary may also deliver sales orders on behalf of a Standard Dispensary as agreed to in a business arrangement. For any questions regarding regulations for adult use delivery or business arrangements between Micro Dispensaries and Standard Dispensaries, please contact MCA.Compliance@maryland.gov.

When partnering for an adult use sales delivery, the Standard Delivery must create the sales delivery in Metrc and designate the Micro Dispensary as the transporter facility – see **Figure 1**.

Figure 1: Standard Dispensary registers sales delivery with Micro Dispensary documented as Transporter Facility

Once a Standard Dispensary has created a sales delivery (designating the Micro Dispensary as the transporter facility), the Micro Dispensary will see the sales delivery in their Sales Delivery Hub grid. The Micro Dispensary may edit the route and transporter details as needed. The Micro Dispensary will click the “Accept” button to begin their delivery process – see **Figure 2**.

Delivery	Sales	Destination	Direction	Driver	Vehicle Info	Plg's	Accepted	ETD	ATD	ETA	ATA	ATRD	ATRA	ID Verified	Pay
> 000000020	02/18/2020 12:28 pm	Street: 123 easy street Street: City: Johnson City State: Postal Code: 37179	Outbound	Elvis Parsley	Make: chevy Model: 1500 Lic. Plate: 10F9F056 Reg No:	2		02/18/2020 12:28 pm		02/18/2020 12:28 pm				No	Accept
> 000000021	02/12/2020 12:14 pm	Street: 123 main Street: City: Johnson City State: MO Postal Code: 00000	Outbound	Elvis Parsley	Make: chevy Model: 1500 Lic. Plate: 10F9F056 Reg No:	1	02/12/2020 12:17 pm	02/12/2020 12:14 pm	02/12/2020 12:17 pm	02/12/2020 12:14 pm	02/12/2020 12:14 pm			Yes	Electronic

Figure 2: Micro Dispensary views and accepts sales deliveries in the Sales Delivery Hub as created by the Standard Dispensary.

Once the Micro Dispensary have picked up the cannabis items from the Standard Dispensary and are loaded in the Micro Dispensary vehicle for transport the “Accept” will be selected for the sales delivery in the Sales Delivery Hub. The “Accepted” column will reflect the time the delivery was accepted, and a “Depart” button will appear – see **Figure 3**.

Delivery	Sales	Destination	Direction	Driver	Vehicle Info	Plg's	Accepted	ETD	ATD	ETA	ATA	ATRD	ATRA	ID Verified	Pay
> 000000020	02/18/2020 12:28 pm	Street: 123 easy street Street: City: Johnson City State: Postal Code: 37179	Outbound	Elvis Parsley	Make: chevy Model: 1500 Lic. Plate: 10F9F056 Reg No:	2	02/18/2020 09:50 am	02/18/2020 12:28 pm		02/18/2020 12:28 pm				No	Depart

Figure 3: Accepted time updated in grid, Depart button appears.

The Micro Dispensary will click “Depart” when the Micro Dispensary vehicle is leaving with the cannabis items for transport. Once the depart button has been clicked, the “ATD” (actual time of departure) column will reflect the time the delivery departed, and a “Verify ID” button will appear – see **Figure 4**.

Delivery	Sales	Destination	Direction	Driver	Vehicle Info	Plg's	Accepted	ETD	ATD	ETA	ATA	ATRD	ATRA	ID Verified	Pay
> 000000020	02/18/2020 12:28 pm	Street: 123 easy street Street: City: Johnson City State: Postal Code: 37179	Outbound	Elvis Parsley	Make: chevy Model: 1500 Lic. Plate: 10F9F056 Reg No:	2	02/18/2020 09:50 am	02/18/2020 12:28 pm	02/18/2020 09:55 am	02/18/2020 12:28 pm				No	Verify ID

Figure 4: Departed time updated in grid, Verify ID button appears.

Upon delivery of the cannabis items, the Micro Dispensary will click “Verify ID”. An action window will appear with a drop-down prompting the Micro Dispensary to select the payment type for delivery, then click the “Verify Customer ID” button below – see **Figure 5** below.

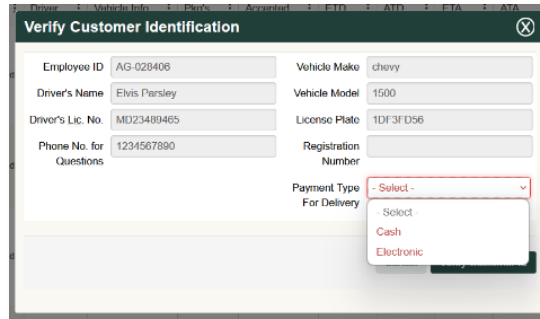


Figure 5: Micro Dispensary selects Payment Type for Delivery, then clicks Verify Customer ID.

Once the Micro Dispensary has verified the payment type for delivery in the Verify Customer ID action window, they will Verify and their role in the sale delivery is complete.

The Standard Dispensary may now complete the delivery in their Sales Deliveries grid – see **Figure 6**.

Delivery	Transporter	Sales	Driver	Vehicle Info	ETD	ETA	AA	Completed	Pkg's	Total	Recorded	State	
> 0000000206	MD-24-00001 Micro Dispensary 01	02/18/2026 12:28 pm	Elvis Parsley	Make: chevy Model: 1500 Lic. Plate: 1DF3FD56	02/18/2026 12:28 pm	02/19/2026 12:28 pm			2	\$164.61	02/18/2026 01:31 pm	Shipped	Complete Void

Figure 6: Standard Dispensary marks the delivery Complete.

Metrc resources

If you need additional support, the following resources are available:

Metrc Support

You can submit and track a case via the [Support portal](#) or by calling 877-566-6506. Our team is available:

- Monday – Friday, 8 a.m. ET – 10 p.m. ET
- Saturday 10 a.m. – 8 p.m. ET
- Sunday – Voicemail or portal only

Please note: If accessing the portal for the first time, a username (which is established when logging in), the respective state, “Facility license number”, and a valid email to set a password are required.

Metrc Learn

Our on-demand training platform provides users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Access [Metrc Learn](#) directly or via the Support drop-down in Metrc. If you have not yet registered for Metrc Learn, that will be your first step.

Metrc Expert

In the Metrc system, click on widget icon in the lower right-hand corner to open the Metrc Expert knowledge base to access step-by-step guides, ask questions, and more.

Metrc.com

Explore your [state’s partner page](#) for training links, FAQs, and more.

Thank you for your continued partnership.