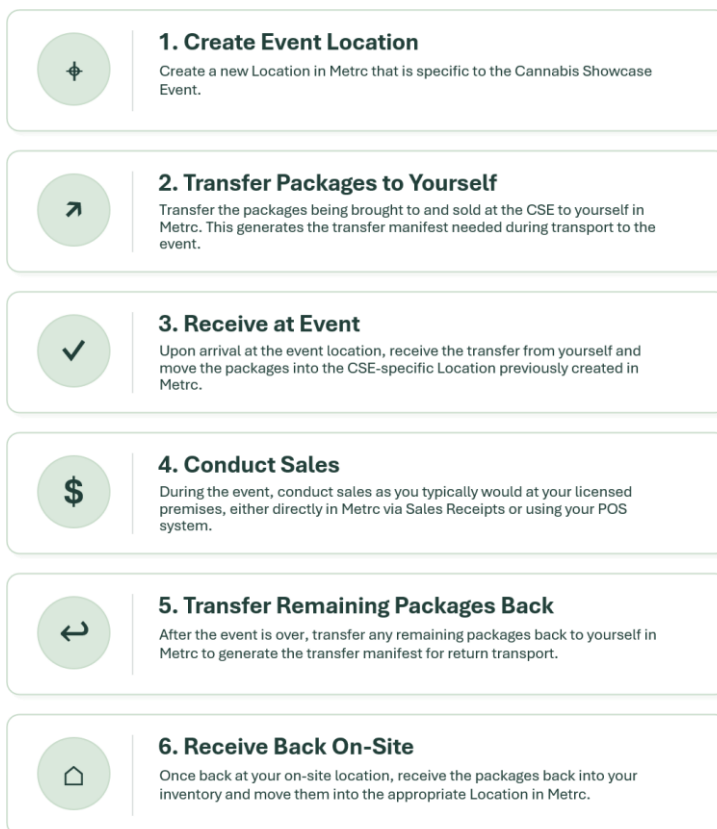


Bulletin Number: NY_IB_0016	Distribution Date: 08/28/2026	Effective Date: 08/28/2026
Contact Point: Metrc Support	Subject: Updated Cannabis Showcase Events Workflow	
Reason: Updated Guidance on Cannabis Showcase Event Procedure.		

Greetings,

Metrc, in collaboration with the Office of Cannabis Management, is writing to provide guidance on an updated workflow for cannabis showcase events.

Starting on September 8, 2026, all licensees participating in Cannabis Showcase Events must follow this updated procedure.

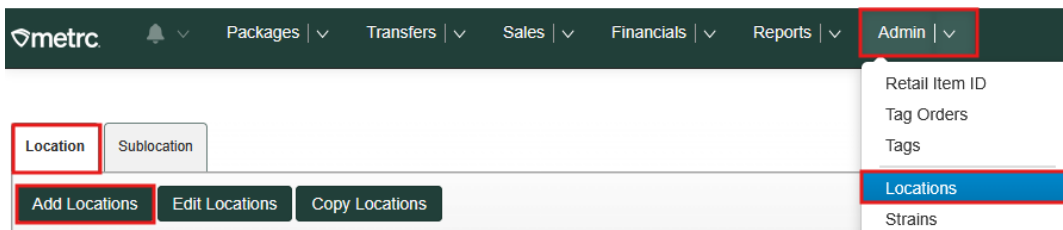


Please find detailed information on the updated workflow below.

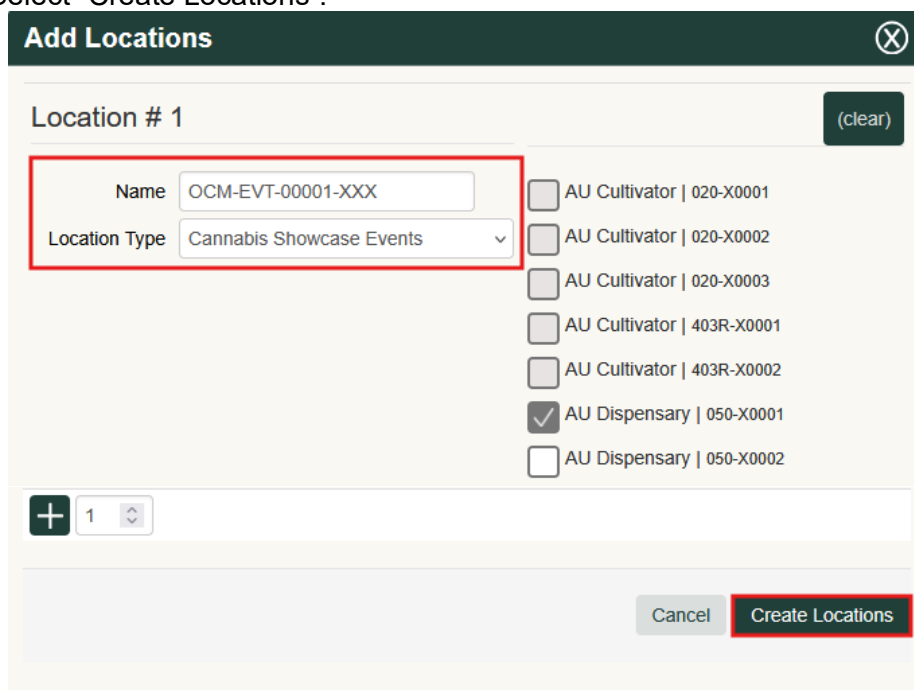
Metrc LLC
 For additional support,
 please visit [Support.Metrc.com](https://support.metrc.com)

Step 1: Creating a New Cannabis Showcase Location

1. Navigate to the Admin Dropdown and select Locations.



2. Select Location Tab and then the Add Locations Button.
3. Once selected, the Add Locations window will open:
 - a. Enter the Cannabis Showcase Event Permit Number as the location name.
 - b. Select the "Cannabis Showcase Events" Location Type from the drop-down menu.
 - c. Make sure the Dispensary license that this additional location is needed for is selected on the right-hand side of the window.
 - d. Select "Create Locations".

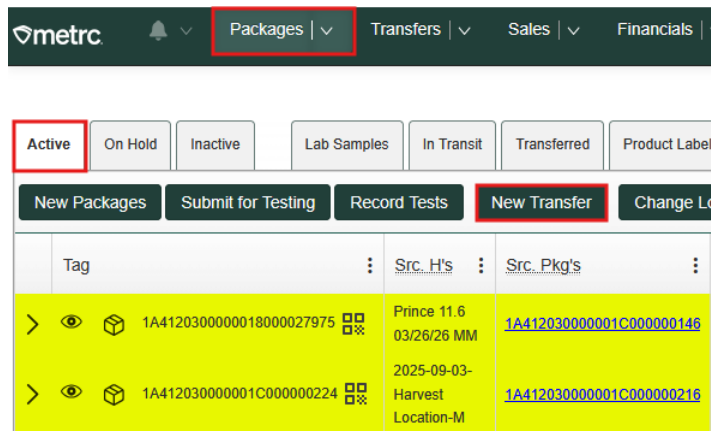


The screenshot shows the 'Add Locations' window. At the top, there is a title bar with the text 'Add Locations' and a close button. Below the title bar, there is a section for 'Location # 1' with a '(clear)' button. The form contains the following fields and options:

- Name:** A text input field containing 'OCM-EVT-00001-XXX'.
- Location Type:** A dropdown menu with 'Cannabis Showcase Events' selected.
- License Selection:** A list of checkboxes on the right side of the window:
 - ☐ AU Cultivator | 020-X0001
 - ☐ AU Cultivator | 020-X0002
 - ☐ AU Cultivator | 020-X0003
 - ☐ AU Cultivator | 403R-X0001
 - ☐ AU Cultivator | 403R-X0002
 - ☒ AU Dispensary | 050-X0001
 - ☐ AU Dispensary | 050-X0002
- Quantity:** A field with a plus sign, the number '1', and a minus sign.
- Buttons:** At the bottom right, there are two buttons: 'Cancel' and 'Create Locations'. The 'Create Locations' button is highlighted in red.

Step 2: Create a CSE Event Transfer Manifest

1. Navigate to Packages > Active Tab and highlight the packages that need to be transported to the Cannabis Showcase Event, and select “New Transfer”:



2. In the New Transfer window, enter the following information:
 - a. **Destination:** Enter your license number.
 - b. **Planned Route:** Enter the event permit number and the address of the event location.
 - c. **Type:** Select the “CSE Event Transfer” transfer type from the drop-down menu.
 - d. **Invoice Number:** Enter the Event Permit Number in this field.
 - e. Enter the **Estimated Departure and Arrival Date/Time**.
 - f. Confirm that all packages that are being transported to the event are listed on the transfer that is being created.
 - g. Select “**Register Transfer**”.

New Transfer

Destination 1
050-X0001

Planned Route
Event OCM-EVT-0001-123 at 213 Apple Street, New York, NY 12345,

Type
CSE Event Transfer

Invoice Number
Event Permit Number

Est. Departure
08 / 20 / 2026

Est. Arrival
08 / 20 / 2026

Package # 1
1A4120300000018000027975

Package # 2
1A412030000001C000000224

Quick Entry
Quick entry packages
OFF

+
(package)

CSV or TXT file up to 4 Mb with one package label value per line is required.

Package Labels
Select files...

+
1
(destination)

Pertains to CSV uploads, if submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not require these fields, the upload will not populate the values on the page.

Cancel

Register Transfer

3. Once the transfer manifest is created you can navigate to Transfers > Licensed > Outgoing to view the transfer that was just created:

metrc

Packages
Transfers
Sales
Financials
Reports
Admin

Support
Saved
Rubin0101

New Transfer
View Manifest

Licensed
Templates
External

Incoming (1616)
Inactive
Outgoing (444)
Rejected
Inactive

Manifest	Destination	Stops	Pkg's	Employee	Date Created	
> 0000019001	050-X0001 (AU Dispensary)	1	2	Jesse Rubin	08/21/2026 03:40 pm	Edit Void

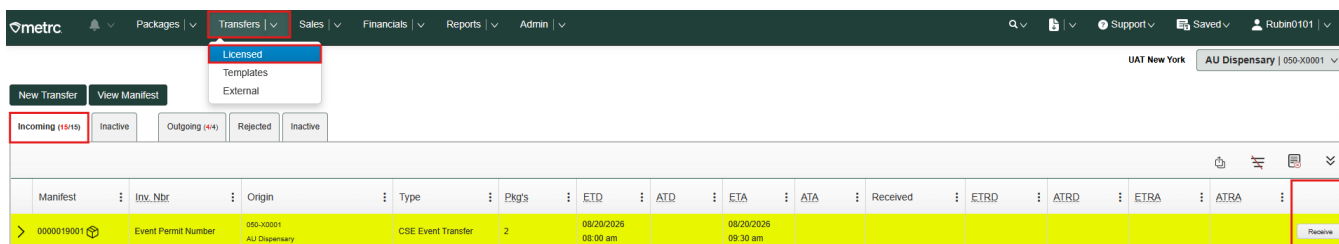
- a. You can highlight the outgoing transfer and select the “View Manifest” to generate a PDF document of the transfer manifest.
- b. If necessary, you can also select the “Edit” button to make any changes to it or select “Void” to cancel the transfer manifest completely and start over.

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For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

4

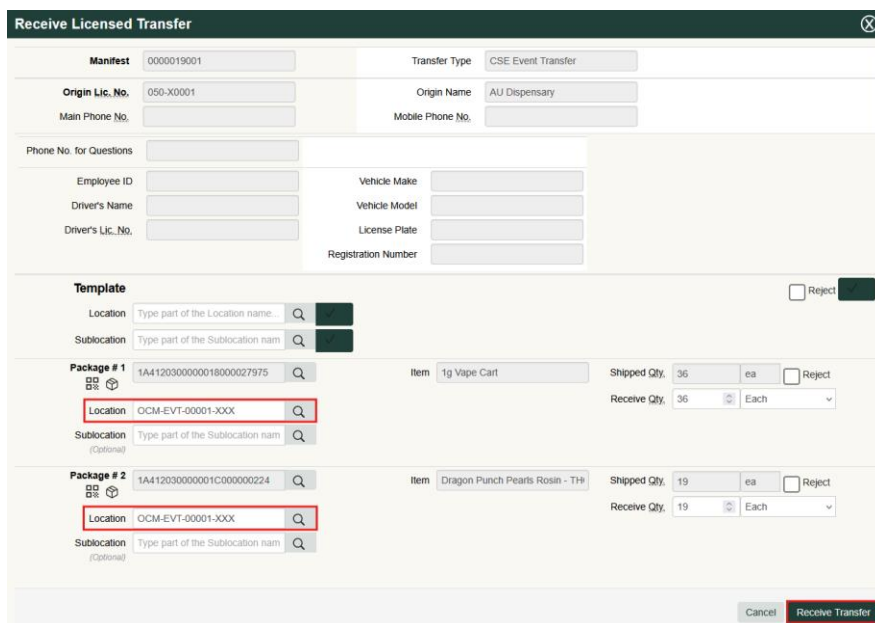
Step 3: Arriving at the Event & Receiving Manifest

1. Upon arrival at the CSE event location, you will need to “Receive” the transfer in Metrc so that the packages will be available to sell at the event. You can do this by navigating to Transfers > Licensed > Incoming and select the “Receive” button located on the right side of the page:



Manifest	Trx. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
> 0000019001	Event Permit Number	050-X0001 AU Dispensary	CSE Event Transfer	2	08/29/2026 08:00 am		08/29/2026 09:30 am							Receive

2. This will open up the “Received Licensed Transfer” window where you will then:
 - a. Set the **Location** that you are receiving these packages into in Metrc.
 - i. You will want to select the Cannabis Showcase Event Specific Location that was previously setup so that those packages are clearly only meant to be sold at the CSE Event.
 - b. Ensure that you are receiving the correct amount of each package.
 - c. Select “Receive Transfer”.



3. Once the transfer has been received, you will find those packages in the CSE Event Location in your active inventory:

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For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

Metrc Support Bulletin

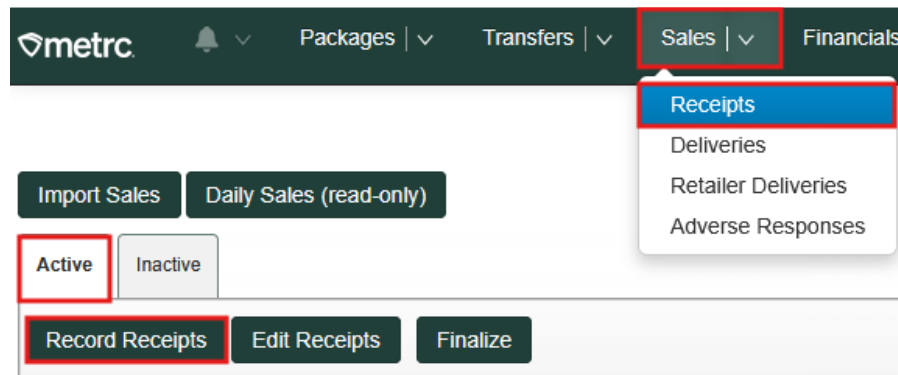


metrc															
Packages Transfers Sales Financials Reports Admin															
UAT New York AU Dispensary 050-X0001															
Active On Hold Inactive Lab Samples In Transit Transferred Product Labels Staged Product Labels															
New Packages Submit for Testing Record Tests New Transfer Change Locations Change Items Adjust Merge Return Duration Finished Goods Change Notes Finish Edit Shelf Life Change External Id															
Tag	Src. H's	Src. Pkg's	Orig. Src. Pkg. Label	Src. P's	Location	Sublocation	Item	Category	Item Strain	Quantity	UoM	P.B. No.	Src. P.B.	LT. Status	F.G.
> 1A4120300000018000027975	Prince 11.6 03/26/26 MM	1A412030000001C00000146	1A4120300000018000027975		OCM- EVT-00001- XXX		1g Vape Cart	Vape Cartridge - Each		35 ea	ea			TestPassed	Yes
> 1A412030000001C000000224	2025-09-03- Harvest Location-M	1A412030000001C000000218	1A412030000001C000000218	Bulk oil to Jars 11.25.25	OCM- EVT-00001- XXX		Dragon Punch Pearls Rosin - THC - Indica	Infused Edible - Each		19 ea	ea		11.25.25	TestPassed	Yes

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For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

Step 4: Conducting Sales at the Event

1. During the event, licensees will be able to conduct sales just as you typically would at your on-site premises by using your POS system or by manually entering “Sales Receipts” directly into Metrc.
2. To manually record a sales receipt in Metrc, navigate to Sales > Receipts > Active and select “Record Receipts”:



3. This will open the “Record Receipts” window where you will need to input the following:
 - a. Date & Time that the Sale occurred.
 - b. Select the Customer Type.
 - c. Enter or select the Package number of the product that is being sold
 - i. You can select the magnifying glass icon to see a list of all our active packages to choose from.
 - d. Enter the Quantity that is being sold out of that package.
 - e. Enter the Total Price of the transaction for that package.
 - f. Click “Record Sales Receipts” to complete the sales transaction directly in Metrc.

Record Receipts

Sales Receipt # 1

(clear)

Sale Date/Time08 / 20 / 2026today

10:16 AM

Customer☒ Consumer☐ Patient☐ Caregiver☐ External Patient

Package # 1

1A4120300000018000027975

Q

(clear)

Quantity5EachMax

Total Price\$50.00

Available36 ea

Transaction Details

+ (package)

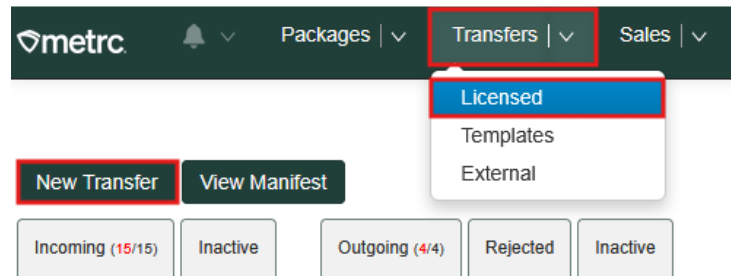
+ 1

Cancel

Record Sales Receipts

Step 5: After the Event is Over

1. When the event is over, any leftover product that is being transported back to your licensed facility will need to be put on a Transfer Manifest. This can be done by navigating to Transfers > Licensed > New Transfer:



2. In the New Transfer window, enter the following information:
 - a. **Destination:** Enter your license number.
 - b. **Planned Route:** Enter the event permit number and the address of the event location.
 - c. **Type:** Select the “CSE Event Transfer” transfer type from the drop-down menu.
 - d. **Invoice Number:** This field is optional, but it is recommended to enter the Event Permit Number here.
 - e. Enter the **Estimated Departure and Arrival Date/Time**.
 - f. Enter or select the package(s) that are being transported back to your licensed facility from the event.
 - i. You can select the green “+” Package button to add more package fields to the transfer as needed.
 - g. Select “**Register Transfer**”.

New Licensed Transfer

Destination 1

050-X0001

Q

(clear)

Type

CSE Event Transfer

▼

Planned Route

Returning back to facility from the event:
OCM-EVT-0001-123 at 123 Apple Street.
New York, NY 12345.

Invoice Number

Event Permit Number

Est. Departure

08 / 20 / 2026

today

05

:

00

PM

Est. Arrival

08 / 20 / 2026

today

06

:

30

PM

Package # 1

1A4120300000018000027975

Q

—

Package # 2

1A412030000001C000000224

Q

—

Quick Entry

Quick entry packages

OFF

+

1

▼

(package)

CSV or TXT file up to 4 Mb with one package label value per line is required.

Package Labels

Select files...

+

1

▼

(destination)

Pertains to CSV uploads, if submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not require these fields, the upload will not populate the values on the page.

Cancel

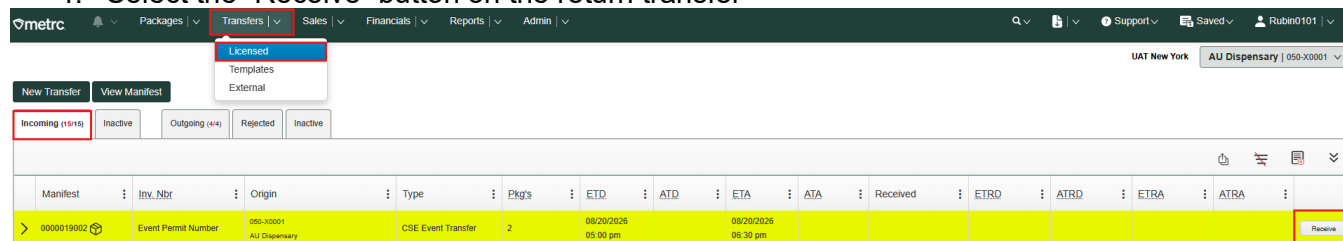
Register Transfer

Once the transfer manifest is registered in Metrc you can transport the product physically back to your licensed facility.

Step 6: Receiving Inventory Back at Store

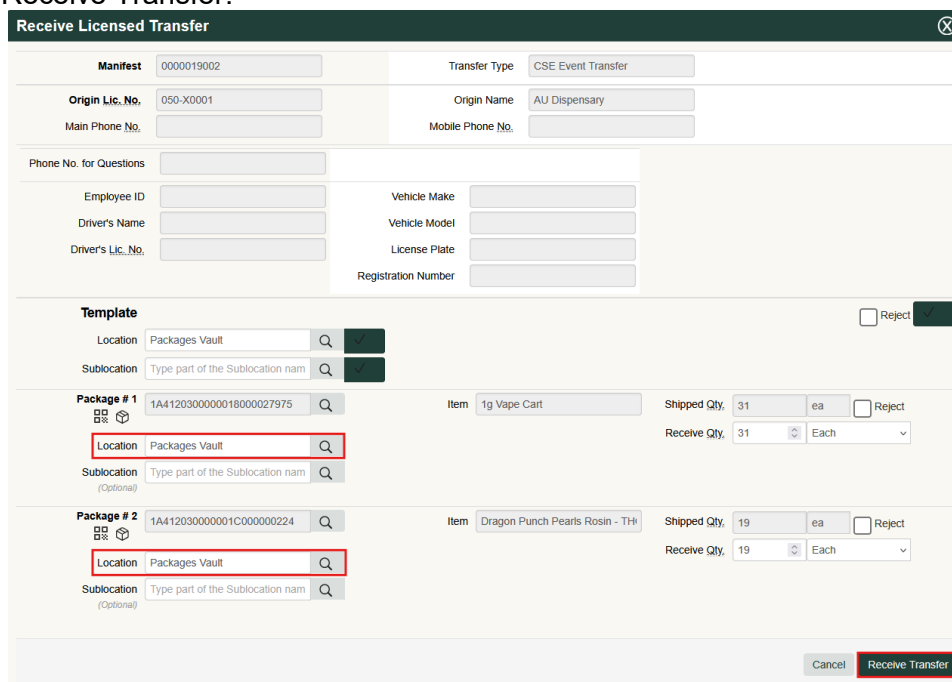
Upon physically arriving at your licensed facility, you can receive the product back into your active store inventory

1. Navigate to the Transfers area
2. Select Licensed
3. Select Incoming transfers
4. Select the "Receive" button on the return transfer



Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
0000019002	Event Permit Number	050-X0001 AU Dispensary	CSE Event Transfer	2	08/29/2025 05:00 pm		08/29/2025 06:30 pm							Receive

5. Once the Received License Transfer window opens, include the new location the product will be stored. Please chose a location other than the event location previously created.
6. Verify the received amount is correct.
7. Select Receive Transfer.



Manifest: 0000019002
Transfer Type: CSE Event Transfer

Origin Lic. No.: 050-X0001
Origin Name: AU Dispensary

Main Phone No.:
Mobile Phone No.:

Phone No. for Questions:

Employee ID:
Vehicle Make:

Driver's Name:
Vehicle Model:

Driver's Lic. No.:
License Plate:

Registration Number:

Template
☐ Reject ☒

Location: Packages Vault
Sublocation: Type part of the Sublocation nam

Package # 1
1A4120300000018000027975
Item: 1g Vape Cart
Shipped Qty: 31 ea ☐ Reject
Receive Qty: 31 Each

Package # 2
1A412030000001C000000224
Item: Dragon Punch Pearls Rosin - TH
Shipped Qty: 19 ea ☐ Reject
Receive Qty: 19 Each

Cancel Receive Transfer

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For additional support,
please visit Support.Metrc.com

TPI Information

Transfers

Server: `https://api-ny.metrc.com`

GET /transfers/v2/incoming

Retrieves a list of incoming shipments for a Facility, optionally filtered by last modified date range.

Permissions Required

Manage Transfers

View Transfers

Parameters

licenseNumber	The License Number of the Facility for which to return incoming transfers.
pageNumber <i>optional</i>	The number of the data page from which to return data.
pageSize <i>optional</i>	The number of records to return per page. Pagination is currently disabled by default. You can enable pagination on this query by specifying a value that does not exceed 20.
lastModifiedStart <i>optional</i>	The last modified start timestamp
lastModifiedEnd <i>optional</i>	The last modified end timestamp

Example Request

```
GET /transfers/v2/incoming?licenseNumber=123-ABC&lastModifiedStart=2018-01-17T06:30:00Z&lastModifiedEnd=2018-01-17T17:30:00Z&pageNumber=1&pageSize=10
```

Example Response

```
{
  "Data": [
    {
      "Id": 1,
```

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For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

```
"ManifestNumber": "0000000001",
"InvoiceNumber": null,
"ShipmentLicenseType": 0,
"ShipperFacilityLicenseNumber": "123-ABC",
"ShipperFacilityName": "Lofty Med-Cultivation B",
"Name": null,
"TransporterFacilityLicenseNumber": "123-BCD",
"TransporterFacilityName": "Lofty Med-Dispensary",
"DriverName": "X",
"DriverOccupationalLicenseNumber": "",
"DriverVehicleLicenseNumber": "",
"VehicleMake": "X",
"VehicleModel": "X",
"VehicleLicensePlateNumber": "X",
"VehicleRegistrationNumber": "X",
"DeliveryCount": 0,
"ReceivedDeliveryCount": 0,
"PackageCount": 7,
"ReceivedPackageCount": 0,
"ContainsPlantPackage": false,
"ContainsProductPackage": false,
"ContainsTradeSample": false,
"ContainsDonation": false,
"ContainsTestingSample": false,
"ContainsProductRequiresRemediation": false,
"ContainsRemediatedProductPackage": false,
"ContainsPreTreatedProductPackage": false,
"IsVoided": false,
"CreatedDateTime": "2016-10-10T08:20:45+00:00",
"CreatedByUserName": null,
"LastModified": "0001-01-01T00:00:00+00:00",
"DeliveryId": 1,
"RecipientFacilityLicenseNumber": "123-ABC",
"RecipientFacilityName": "Lofty Med-Cultivation A",
"ShipmentTypeName": "Transfer",
"ShipmentTransactionType": "Standard",
"EstimatedDepartureDateTime": "2016-10-11T14:48:30.000",
"ActualDepartureDateTime": null,
"EstimatedArrivalDateTime": "2016-10-11T16:50:00.000",
"ActualArrivalDateTime": null,
"DeliveryPackageCount": 7,
"DeliveryReceivedPackageCount": 0,
"ReceivedDateTime": "2016-10-11T16:42:19+00:00",
"EstimatedReturnDepartureDateTime": null,
"ActualReturnDepartureDateTime": null,
"EstimatedReturnArrivalDateTime": null,
"ActualReturnArrivalDateTime": null,
"OriginatingTemplateId": null
}
],
"Total": 1,
"TotalRecords": 1,
"PageSize": 1,
```

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For additional support,
please visit Support.Metrc.com

```
"RecordsOnPage": 1,  
"Page": 1,  
"CurrentPage": 1,  
"TotalPages": 1  
}
```

Transfers

Server: <https://api-ny.metrc.com>

GET /transfers/v2/outgoing

Retrieves a list of outgoing shipments for a Facility, optionally filtered by last modified date range.

Permissions Required

Manage Transfers

View Transfers

Parameters

licenseNumber	The License Number of the Facility for which to return outgoing transfers.
pageNumber <i>optional</i>	The number of the data page from which to return data.
pageSize <i>optional</i>	The number of records to return per page. Pagination is currently disabled by default. You can enable pagination on this query by specifying a value that does not exceed 20.
lastModifiedStart <i>optional</i>	The last modified start timestamp
lastModifiedEnd <i>optional</i>	The last modified end timestamp

Example Request

```
GET /transfers/v2/outgoing?licenseNumber=123-ABC&lastModifiedStart=2018-01-17T06:30:00Z&lastModifiedEnd=2018-01-17T17:30:00Z&pageNumber=1&pageSize=10
```

Example Response

```
{  
  "Data": [  
    {
```

Metrc LLC
For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

```
"Id": 1,
"ManifestNumber": "0000000001",
"InvoiceNumber": null,
"ShipmentLicenseType": 0,
"ShipperFacilityLicenseNumber": "123-ABC",
"ShipperFacilityName": "Lofty Med-Cultivation B",
"Name": null,
"TransporterFacilityLicenseNumber": "123-BCD",
"TransporterFacilityName": "Lofty Med-Dispensary",
"DriverName": "X",
"DriverOccupationalLicenseNumber": "",
"DriverVehicleLicenseNumber": "",
"VehicleMake": "X",
"VehicleModel": "X",
"VehicleLicensePlateNumber": "X",
"VehicleRegistrationNumber": "X",
"DeliveryCount": 1,
"ReceivedDeliveryCount": 0,
"PackageCount": 7,
"ReceivedPackageCount": 0,
"ContainsPlantPackage": false,
"ContainsProductPackage": false,
"ContainsTradeSample": false,
"ContainsDonation": false,
"ContainsTestingSample": false,
"ContainsProductRequiresRemediation": false,
"ContainsRemediatedProductPackage": false,
"ContainsPreTreatedProductPackage": false,
"IsVoided": false,
"CreatedDateTime": "2016-10-10T08:20:45+00:00",
"CreatedByUserName": null,
"LastModified": "0001-01-01T00:00:00+00:00",
"DeliveryId": 1,
"RecipientFacilityLicenseNumber": null,
"RecipientFacilityName": null,
"ShipmentTypeName": null,
"ShipmentTransactionType": null,
"EstimatedDepartureDateTime": "0001-01-01T00:00:00.000",
"ActualDepartureDateTime": null,
"EstimatedArrivalDateTime": "0001-01-01T00:00:00.000",
"ActualArrivalDateTime": null,
"DeliveryPackageCount": 0,
"DeliveryReceivedPackageCount": 0,
"ReceivedDateTime": null,
"EstimatedReturnDepartureDateTime": null,
"ActualReturnDepartureDateTime": null,
"EstimatedReturnArrivalDateTime": null,
"ActualReturnArrivalDateTime": null,
"OriginatingTemplateId": null
}
],
"Total": 1,
"TotalRecords": 1,
```

Metrc LLC

For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

```
"PageSize": 1,  
"RecordsOnPage": 1,  
"Page": 1,  
"CurrentPage": 1,  
"TotalPages": 1  
}
```

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 dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

TPI Metrc Resources

Metrc Resources

If you have any questions, or need additional support, please reach out to the Metrc API Support team at api-info@metrc.com.

Thank you for your continued partnership.

Metrc LLC
For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)