

<b>Bulletin Number:</b> MT_IB_0050_ Metrc RFID Tags	<b>Distribution Date:</b> 7/3/2024	<b>Effective Date:</b> 8/1/2024
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Metrc RFID tags update	
<b>Reason:</b> Update regarding Metrc RFID tags		

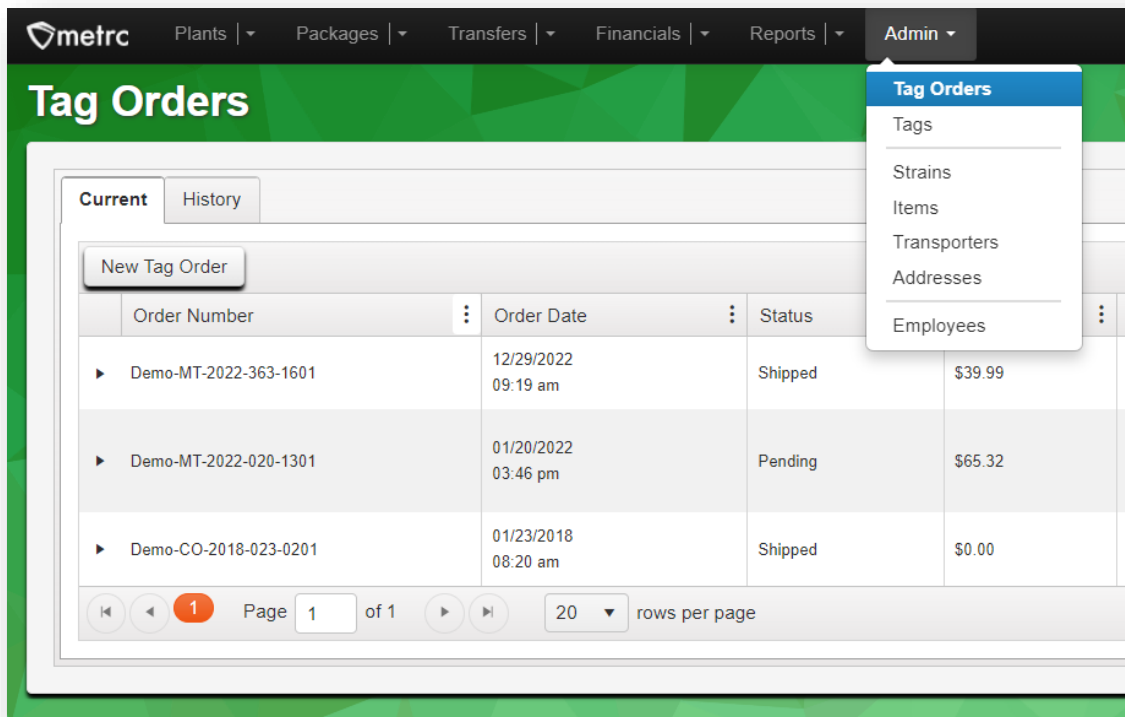
Greetings,

Under the agreement established between the Montana Cannabis Control Division and Metrc, the following will go into effect beginning August 1<sup>st</sup>, 2024:

- **Metrc RFID plant tag price:** \$0.55 per plant tracked
- **Metrc RFID package tag price:** \$0.32 per package tracked

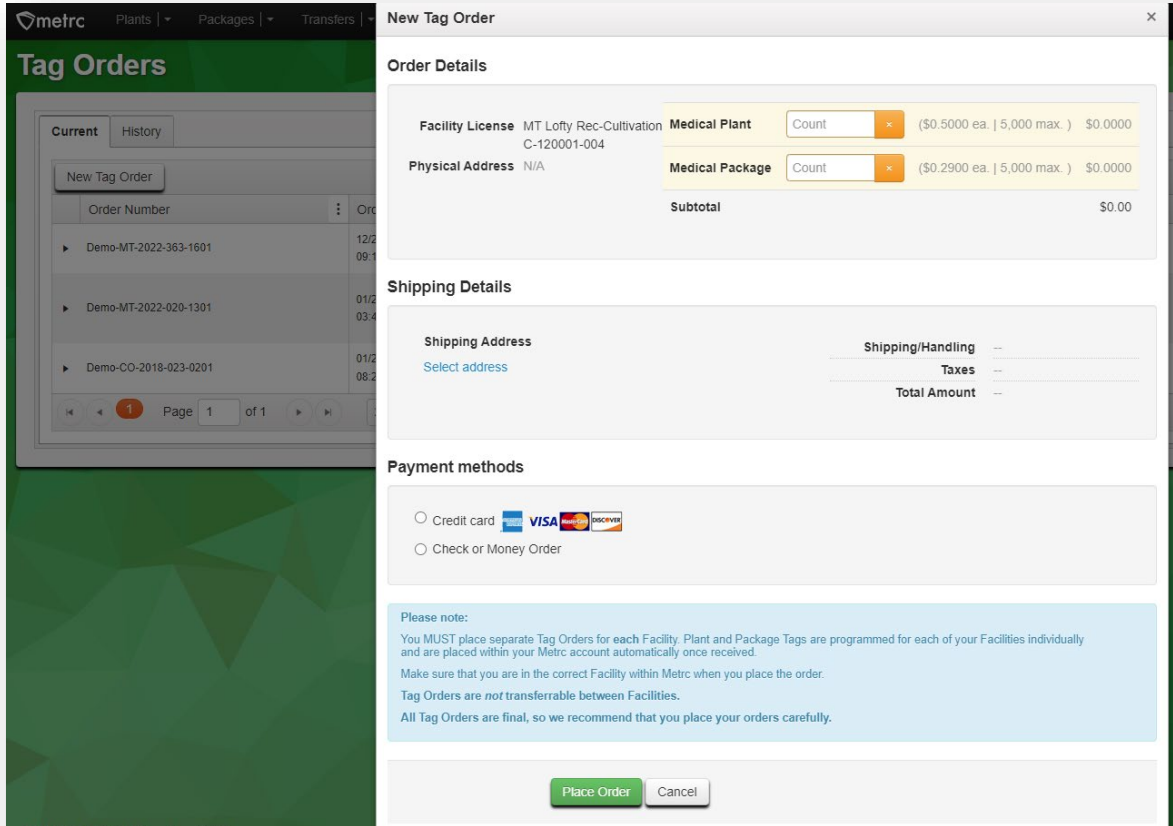
As a reminder, Admins, or those with proper permissions, can access Metrc Tag Orders by taking the following steps:

1. Navigate to the Admin area dropdown on the navigational toolbar and select the Tag Orders option – **see Figure 1.**



**Figure 1: Access Tag Orders grid**

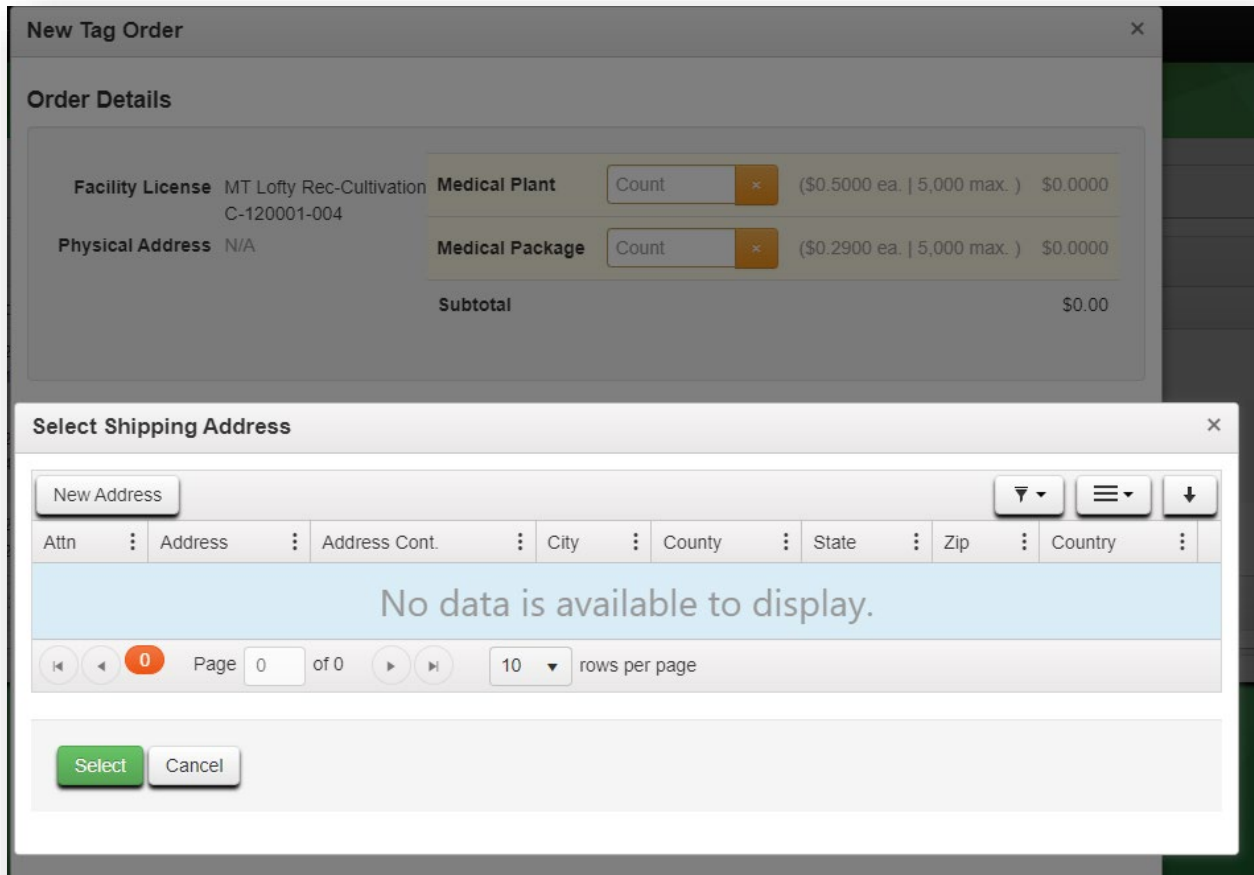
2. Click on the New Tag Order button from the Tag Orders grid to access the New Tag Order action window – **see Figure 2.**



**Figure 2: New Tag Order action window**

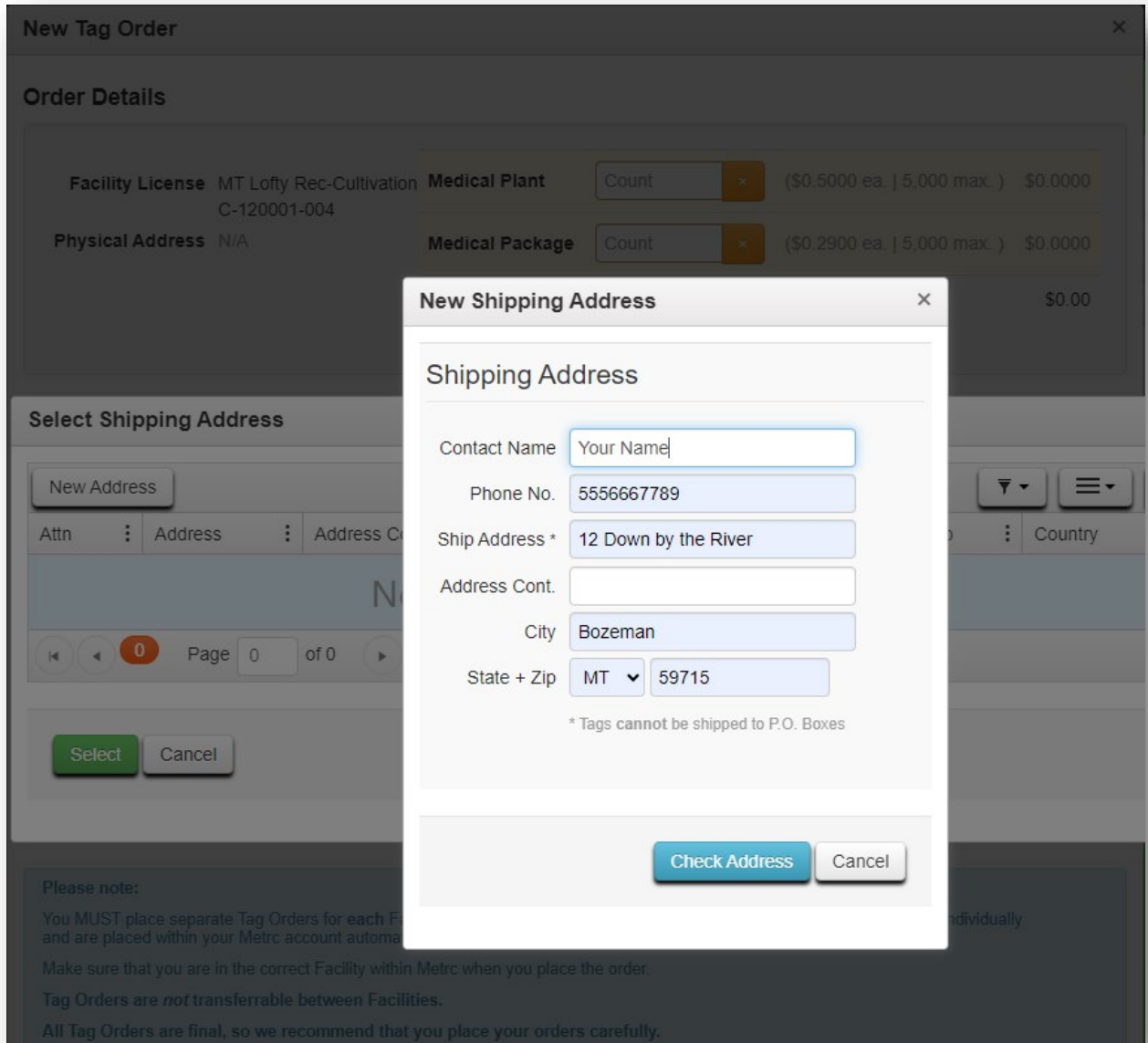
3. In the New Tag Order action window, add the number of plant and/or package tags needed in the “Order Details” section.

4. Click the Select address option in the “Shipping Details” section to open the Select Shipping Address action window – **see Figure 3.**



**Figure 3: Select preferred Shipping Address**

5. Select the preferred shipping address from the displayed list. If the preferred address is not saved, click the New Address button and complete the required fields. Then, check the address for accuracy before saving – **see Figure 4.**



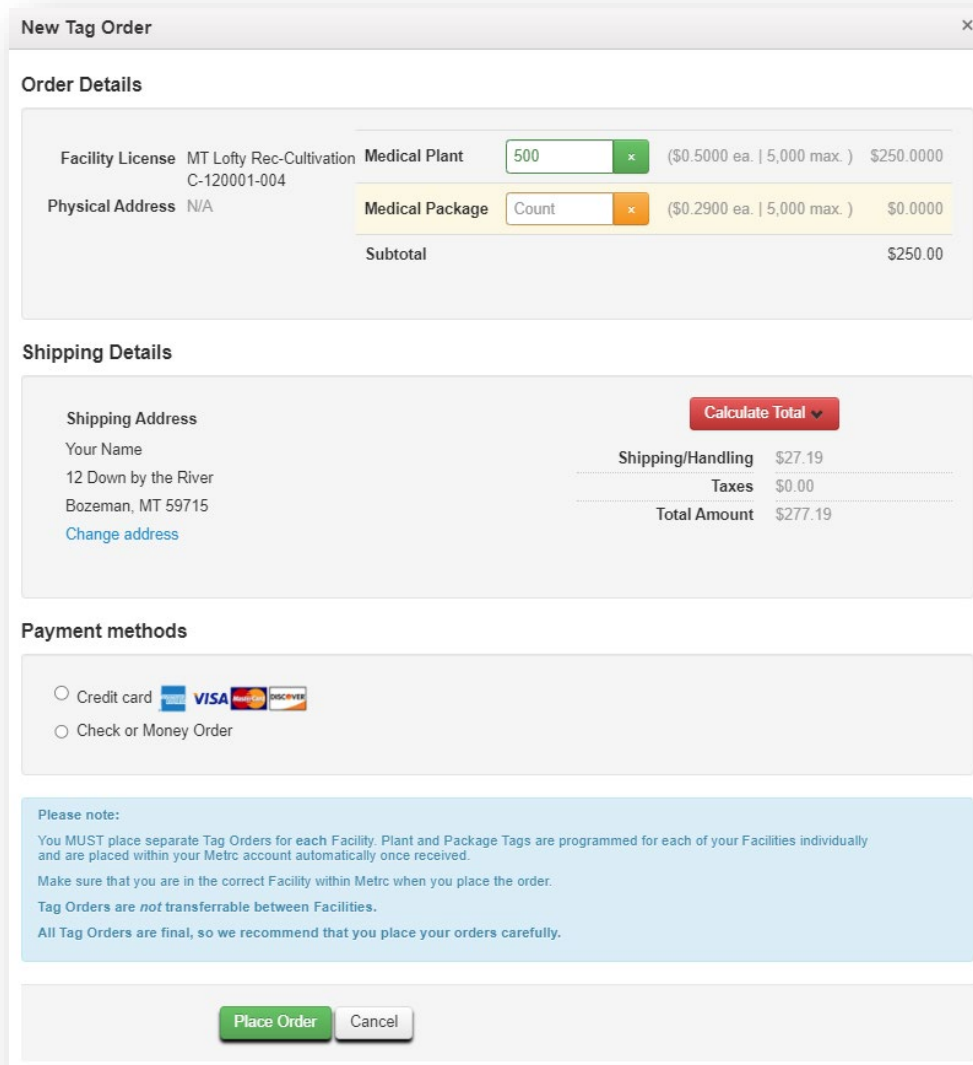
**Figure 4: Add a New Shipping Address**

**Please note:** Metrc plant and package tags cannot be shipped to a P.O. box.

Once the shipping address is selected, the following fields will auto-populate:

- Shipping/Handling
- Taxes
- Total Amount

To finalize and place the tag order, select the preferred payment method – Credit card or Check/Money Order – then click the green Place Order button – see **Figure 5**.



**New Tag Order**

**Order Details**

Facility License	MT Lofty Rec-Cultivation C-120001-004	Medical Plant	500	(\$0.5000 ea.   5,000 max. )	\$250.0000
Physical Address	N/A	Medical Package	Count	(\$0.2900 ea.   5,000 max. )	\$0.0000
Subtotal					\$250.00


**Shipping Details**

Shipping Address: [Calculate Total](#)

Your Name: 12 Down by the River  
Bozeman, MT 59715  
[Change address](#)

Shipping/Handling	\$27.19
Taxes	\$0.00
<b>Total Amount</b>	<b>\$277.19</b>

**Payment methods**

Credit card 

Check or Money Order

**Please note:**  
You MUST place separate Tag Orders for each Facility. Plant and Package Tags are programmed for each of your Facilities individually and are placed within your Metrc account automatically once received.  
Make sure that you are in the correct Facility within Metrc when you place the order.  
Tag Orders are *not* transferrable between Facilities.  
All Tag Orders are final, so we recommend that you place your orders carefully.

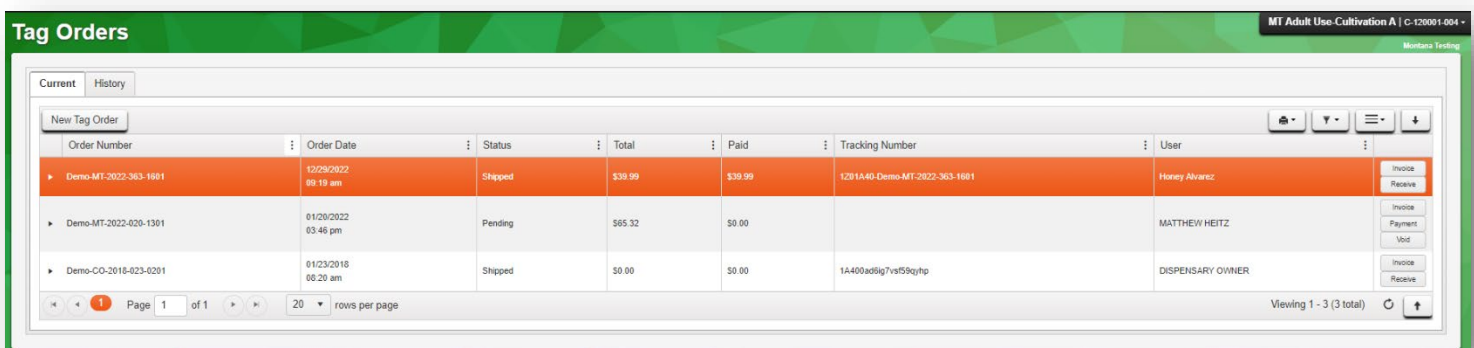
**Place Order**

**Figure 5: Place Tag Order**

Once the new tag order is placed, the following information can be viewed from the Current Tag Orders grid – see **Figure 6**.

- Order Number
- Order Date, with time
- Status of shipment
- Total and paid costs
- Shipment tracking number
- User who placed the order

Users can also select the Invoice button to the right of the Tag Order you would like to view the receipt for.



Order Number	Order Date	Status	Total	Paid	Tracking Number	User	
Demo-MT-2022-363-1861	12/29/2022 08:19 am	Shipped	\$38.99	\$39.99	1Z91A40 Demo-MT-2022-363-1861	Honey Alvarez	Invoice Receipt
Demo-MT-2022-020-1301	01/20/2022 03:46 pm	Pending	\$65.32	\$0.00		MATTHEW HEITZ	Invoice Payment Void
Demo-CO-2018-023-0201	01/23/2018 06:20 am	Shipped	\$0.00	\$0.00	1A400ad8g7vaf59qjhp	DISPENSARY OWNER	Invoice Receipt

**Figure 6: Tag Order information and tracking**

### Important notes:

- Separate tag orders must be placed for **each** Facility License, so it is important that you are in the correct Facility License within Metrc when you place the order.
- Plant and Package Tags are programmed for each of your Facilities individually and are placed within your Metrc account automatically once received.
- Tag orders are **not** transferrable between Facilities.
- Tag orders received are typically processed and shipped the following business day.

## Metric resources

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

### Contact Metric Support

By using the new full-service system by navigating to [Support.Metric.com](https://Support.Metric.com), or from the Metric System, click Support on the navigational toolbar and navigate to [support.metric.com](https://support.metric.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.

### Metric Learn

Metric Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies. Accessing the new [Metric Learn](#) LMS is simple through multiple convenient locations:

#### ***From within the Metric system***

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

#### ***From the Metric website***

Navigate to your [state’s partner page](#) and scroll down to the “Metric’s Training Resources” section to find the link.

Also, save the link – [learn.metric.com](https://learn.metric.com) – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

Thank you for your continued partnership.