

Bulletin Number: MT_IB_0050_ Metrc RFID Tags	Distribution Date: 7/3/2024	Effective Date: 8/1/2024
Contact Point: Metrc Support	Subject: Metrc RFID tags up	odate
Reason: Update regarding Metrc R	FID tags	

Greetings,

Under the agreement established between the Montana Cannabis Control Division and Metrc, the following will go into effect beginning August 1st, 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.**

Smetrc Plants - Packages	l - Tra	nsfers		Reports 🗕	Admir	•		
Tag Orders					Tag (Tags	Orders		
Current History					Strain Items Trans	ns ; sporters		
Order Number	:	Order Date	:	Status	Empl	oyees	:	F
▶ Demo-MT-2022-363-1601		12/29/2022 09:19 am		Shipped		\$39.99		\$
Demo-MT-2022-020-1301		01/20/2022 03:46 pm		Pending		\$65.32		\$
► Demo-CO-2018-023-0201		01/23/2018 08:20 am		Shipped		\$0.00		\$
Page 1 of	1	► 20 ▼ rows per p	bag	e				
l	A						_	Z

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.**

Smetrc Plants + Packages + Transfers +	New Tag Order		×	
Tag Orders	Order Details			
Current History	Facility License MT Lofty Rec-Cultivation	Medical Plant	Count * (\$0.5000 ea. 5,000 max.) \$0.0000	
New Tag Order	Physical Address N/A	Medical Package	Count × (\$0.2900 ea. 5,000 max.) \$0.0000	
Order Number : Ord		Subtotal	\$0.00	
▶ Demo-MT-2022-363-1601 12/2 09:1				
Demo-MT-2022-020-1301 01/2	Shipping Details			
03.4	Shipping Address		Shipping/Handling	
Demo-CO-2018-023-0201 01/2 08-2	Select address		Taxes	
(+ + 1) Page 1 of 1 (+) +			iotal Amount	
	Payment methods			81
	 Credit card VISA more Check or Money Order 			I
	Please note: You MUST place separate Tag Orders for each Faci and are placed within your Metrc account automatic Make sure that you are in the correct Facility within in Tag Orders are <i>not</i> transferrable between Faciliti All Tag Orders are final, so we recommend that y	iiity. Plant and Package ally once received. Metrc when you place th ies. rou place your orders	Tags are programmed for each of your Facilities individually he order. carefully.	
	Place Order	Cancel		I

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.**

New Tag Order						×
Order Details						
Facility License	MT Lofty Rec-Cultivation	Medical Plant	Count	× (\$0.5000 ea. 5,000) max.) \$0.0000	
Physical Address	N/A	Medical Package	Count	× (\$0.2900 ea. 5,000	0 max.) \$0.0000	
		Subtotal			\$0.00	
Select Shipping A	ddress					×
New Address					.	• •
Attn : Addres	Address Con	t. : City	: County	: State : Z	p : Country	:
	No	data is av	ailable to	display.		
Pa	ge 0 of 0 🕨	▶ 10 ▼ ro	ws per page			
						_
Select Cance	4					

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.**



New Tag Order		×
Order Details		
Facility License MT Lofty Rec-Cultivation Medical Plant		0 ea. 5,000 max.) \$0.0000
Physical Address N/A Medical Package	e Count × (\$0.290	0 ea. 5,000 max.) \$0.0000
New Shipping	Address	× \$0.00
Shipping Ac	ldress	
Select Shipping Address Contact Name	Your Name	
New Address Phone No.	5556667789	▼• ≡•
Attn : Address : Address C Ship Address *	12 Down by the River	Country
Address Cont.		
City	Bozeman	
State + Zip	MT 🖌 59715	
Select Cancel	* Tags cannot be shipped to P.O. Boxes	
	Check Address C	ancel
Please note: You MUST place separate Tag Orders for each Fi		ndividually
and are placed within your Metrc account automa Make sure that you are in the correct Eacility within Metrc when you place	e the order	
All Tag Orders are final, so we recommend that you place your orde	ers carefully.	

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**.

rder Details						
Facility License	MT Lofty Rec-Cultivation	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
nipping Details						
Shipping Addre	SS			Calculate	e Total 👻	
Your Name			SI	hipping/Handling	\$27.19	
12 Down by the F	River					
-				Taxes	\$0.00	
Bozeman, MT 59 Change address	1715			Taxes Total Amount	\$0.00 \$277.19	
Bozeman, MT 59 Change address	1715 S			Taxes	\$0.00 \$277.19	
Bozeman, MT 59 Change address ayment methods	1715 S			Taxes	\$0.00 \$277.19	
Bozeman, MT 59 Change address Ayment methods	9715 S VISA Constant y Order			Taxes	\$0.00 \$277.19	
Bozeman, MT 59 Change address Ayment methods Credit card	VISA			Taxes	\$0.00 \$277.19	
Bozeman, MT 59 Change address Ayment methods Credit card Credit card Credit Card Check or Mone	9715 S VISA Content y Order			Taxes Total Amount	\$0.00 \$277.19	
Bozeman, MT 59 Change address Ayment methods Credit card Credit card Check or Mone Please note: You MUST place separ and are placed within y	1715 S VISA ::::::::::::::::::::::::::::::::::::	lity. Plant and Package	Tags are programme	Total Amount	\$0.00 \$277.19	у
Bozeman, MT 59 Change address Ayment methods Credit card Credit card Check or Mone Please note: You MUST place separ and are placed within y Make sure that you are	1715 S VISA ::::::::::::::::::::::::::::::::::::	lity. Plant and Package ally once received. Vletrc when you place I	Tags are programme the order.	Total Amount	\$0.00 \$277.19 illies individual	у
Bozeman, MT 59 Change address ayment methods Credit card Credit card Check or Mone Please note: You MUST place separ and are placed within y Make sure that you are Tag Orders are <i>not</i> tra	1715 S VISA I I I I I I I I I I I I I I I I I I	lity. Plant and Package ally once received. Wetrc when you place f es.	Tags are programme the order.	Total Amount	\$0.00 \$277.19	у
Bozeman, MT 59 Change address Ayment methods Credit card a Credit card a Check or Mone Please note: You MUST place separ and are placed within you Make sure that you are Tag Orders are <i>not</i> tra All Tag Orders are find	715 S VISA Content y Order ate Tag Orders for each Faci our Metrc account automatic in the correct Facility within I insferrable between Faciliti al, so we recommend that y	lity. Plant and Package ally once received. Metrc when you place t es. ou place your orders	Tags are programme the order. carefully.	Taxes Total Amount	\$0.00 \$277.19	у
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Bozeman, MT 59 Change address Ayment methods Credit card Credit card Credit card Check or Mone Please note: You MUST place separ and are placed within you Make sure that you are Tag Orders are <i>not</i> tra All Tag Orders are find	715 S VISA ::::::::::::::::::::::::::::::::::::	lity. Plant and Package ally once received. Wetrc when you place t es. ou place your orders	Tags are programme he order. carefully.	Total Amount	\$0.00 \$277.19	y

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.

ew Tag Order						A- T	· (≡•)+
Order Number	: Order Date	: Status	: Total	: Paid	Tracking Number	: User	1
	12/29/2022 09:19 am	Shipped					Invoice Receive
Demo-MT-2022-020-1301	01/20/2022 03.46 pm	Pending	\$65.32	\$0.00		MATTHEW HEITZ	Payment Void
Demo-CO-2018-023-0201	01/23/2018 06:20 am	Shipped	\$0.00	\$0.00	1A400ad6ig7vsf59qyhp	DISPENSARY OWNER	Receive

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.



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 by navigating to Support.Metrc.com, or from the Metrc System, click Support on the navigational toolbar 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 has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies. Accessing the new Metrc Learn LMS is simple through multiple convenient locations:

From within the Metrc system

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

From the Metrc website

Navigate to your state's partner page and scroll down to the "Metrc's Training Resources" section to find the link.

Also, save the link – *learn.metrc.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.