

<b>Bulletin Number:</b> CO_IB_10.24.2024_Transfers with Layovers, Voided Transfer Column, and Transfer Variance Functionality	<b>Distribution Date:</b> 10/24/2024	<b>Effective Date:</b> 11/21/2024
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Transfers with Layovers, Voided Transfer Column, and Transfer Variance Functionality	
<b>Reason:</b> To provide an overview of the transfer process using layovers, inform users of a new column in the Transfer grid and new functionality requiring users to acknowledge transfer variances.		

Greetings,

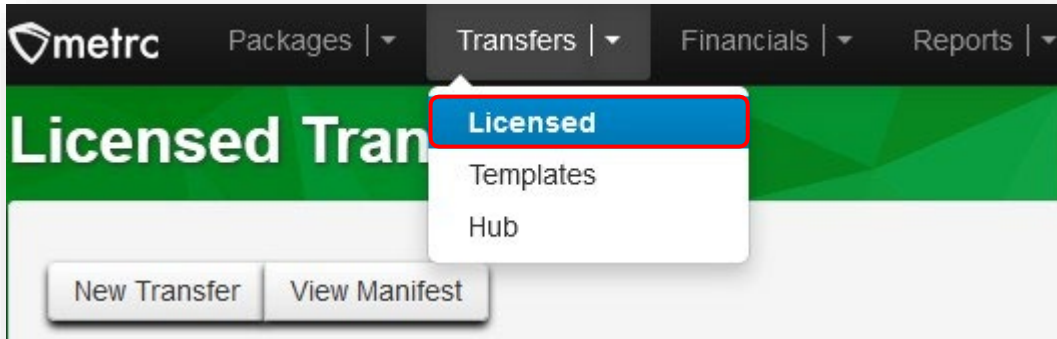
Metrc is pleased to offer guidance on transfers with layovers, allowing the use of the same transporter license for multiple legs. We are also introducing a new “Voided” column in the Inactive Transfer grid.

Additionally, this update includes important new functionality, effective November 21, 2024, which requires licensed users to confirm any variance in a transfer that exceeds the MED-established threshold of 5%.

Please continue reading for more details.

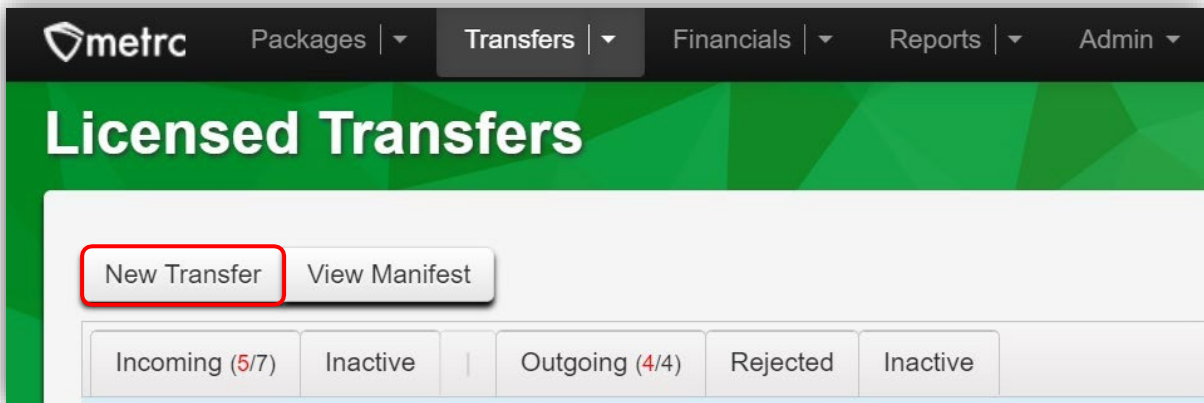
## New Transfers

To create a new transfer, go to the Transfers area on the navigational toolbar and select the Licensed option from the dropdown – **see Figure 1.**



**Figure 1: Licensed Transfers option**

From the Licensed Transfers grid, select the New Transfer button to open the New Licensed Transfer action window – **see Figure 2 below.**



**Figure 2: New Licensed Transfers button**

From the New Licensed Transfer action window, enter all required information. Once completed, select the Register Transfer button – see Figure 3.

**Figure 3: New Licensed Transfer Window**

If a layover is scheduled during the transfer, please refer to the instructions below for identifying applicable layover legs.

## Transfers with Layovers

Effective November 21<sup>st</sup>, you have the ability to assign the same transporter license to multiple layover legs.

Layovers occur when a Medical/Retail Marijuana Transporter with a Licensed Premises utilizes that Licenses Premises to briefly take possession of the packages being transferred.

The Layover Leg field within the New or Edit Licensed Transfer action windows will only display once the Layover checkbox is marked – **see Figure 4.**

The screenshot shows the 'Edit Licensed Transfer' window with the following details:

- Manifest: 0000007001
- Destination 1: 600-X0001
- Type: Transfer
- Est. Departure: 02/20/2024, 12:37 PM
- Est. Arrival: 02/20/2024, 12:37 PM
- Transport # 1: 600-X0001
- Phone No.: 123-456-7890
- Est. Check-In: 02/20/2024, 02:00 PM
- Est. Check-Out: 02/21/2024, 12:30 PM
- Layover
- Driver 1: John Smith, Employee ID: X004298, Driver's Lic. No.: 187-29-1862
- Vehicle 1: Chevy, Malibu, License Plate: 12-98D
- Layover Leg: From And To Layover
- Package # 1: ABCDEF012345670000014150, Gross Weight: 9 Pounds
- Quick Entry: OFF
- Buttons: Save Transfer, Cancel

**Figure 4: Layover checkbox and Layover Leg field**

Three options will be available to be selected for the Layover Leg field – see **Figure 5**.

- **From And to Layover** – This should be selected if the same Driver will be completing the entire trip, from origin license to destination license.
- **To Layover** – This should be selected if the driver will be transporting the package(s) from the origin license to the layover point.
- **From Layover** – This should be selected if the driver will be transporting the packages from the layover point to the destination license.

The screenshot displays three transport records in a list view. Each record includes fields for Transport #, Phone No., Est. Check-In, Est. Check-Out, Driver 1, and Vehicle 1. The Layover Leg field is highlighted with a red box in each record:

- Record 1:** Transport # 403R-X0001, Phone No. 123-456-7890, Est. Check-In 09/19/2024 11:43 AM, Est. Check-Out 09/19/2024 11:43 AM, Driver 1 Steve McQueen, Vehicle 1 Bullitt. Layover Leg is set to "To Layover".
- Record 2:** Transport # 403R-X0001, Phone No. 124-456-7890, Est. Check-In 09/19/2024 11:43 AM, Est. Check-Out 09/20/2024 11:43 AM, Driver 1 Steve McQueen, Vehicle 1 Bullitt. Layover Leg is set to "From And To Layover".
- Record 3:** Transport # 403R-X0001, Phone No. 124-456-7890, Est. Check-In 09/19/2024 11:43 AM, Est. Check-Out 09/20/2024 11:43 AM, Driver 2 John Smith, Vehicle 2 Chevy Silverado. Layover Leg is set to "From Layover".

**Figure 5: Layover Leg options**

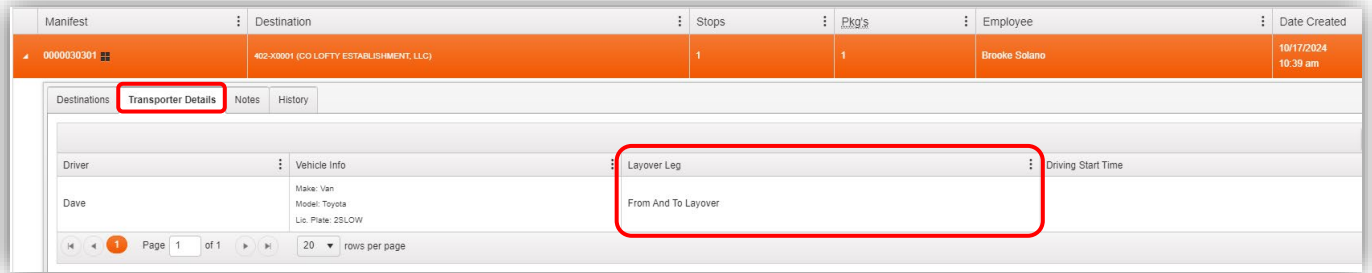
## Important tips:

- When selecting “To Layover,” the system will require a “From Layover” leg. The plus sign can be used to add additional legs.
- Layover legs must occur on the Licensed Premises of a Regulated Marijuana Business.
- If a driver is transporting Regulated Marijuana to multiple destinations (i.e., transporting marijuana from a single cultivation to multiple stores), the destinations are not considered layover legs. Please see [CO IB 12.02.2021 Multi-Destination Transfers](#) for more information regarding transferring to multiple destinations.

The Layover Leg field is now included on the Metric transportation manifest and in the Transporter Details tab in the manifest detail’s dropdown menu – see **Figures 6 & 7**.

Manifest No.		000030301		Date Created		10/17/2024 10:39 AM	
Originating Entity		CO LOFTY ESTABLISHMENT, LLC		For MED Use Only			
Originating License Number		403-X0001					
Address of Originating Entity							
Phone No. of Originating Entity							
<b>1. Destination</b>		CO LOFTY ESTABLISHMENT, LLC		<b>Destination Phone No.</b>			
Invoice Number		00000420					
Destination License Number		402-X0001		Date and Approx. Time of Departure		10/17/2024 10:30 AM	
Address of Destination				Date and Approx. Time of Arrival		10/17/2024 12:30 PM	
				Date/Time Received			
Route to be Traveled		Route		Notes: details for extenuating circumstances (e.g., road closure, flat tire, etc.)			
<b>1. Outbound Transporter</b>		CO FEDERAL PARCEL SERVICE, INC		<b>Layover Schedule</b>			
Transporter License Number		406-X0001		Date and Approx. Time of Check-In		10/17/2024 11:00 AM	
Address of Transporter				Date and Approx. Time of Check-Out		10/17/2024 11:30 AM	
<b>Contact Phone No. for Inquiries:</b>		123-456-7890					
Name of Person Transporting		Dave		Occupational No. of Driver		X00420	
State Driver's License No.		ABCD		Signature of Person Transporting			
Make, Model, License Plate No.		Van Toyota 2SLOW		Leg of Layover Trip		From And To Layover	
<b>1. Package   Shipped</b>		<b>Production Batch No.</b>		<b>Item Name</b>		<b>Quantity</b>	
ABCDEF012345670000013962 Lab Test: TestPassed				immature plants (immature Plants)		Shp: 10 ea	
<b>Item Details</b>		Strain: Blue Dream					
Source Harvest		2019-04-03-Harvest Room-H					
Source Package(s)		ABCDEF012345670000013961					
<b>PRODUCT REJECTION</b>		<i>(if only a portion of shipment is rejected, circle that portion above)</i>					
Name of Person Receiving or Rejecting Product							
I confirm that the contents of this shipment match weight records entered above, and I agree to take custody of those portions of this shipment not circled above. Those portions circled were returned to the individual delivering this shipment.							
Signature				Date			
Signature of individual taking receipt of rejected portion of this shipment							

**Figure 6: Layover Leg Field on Transfer Manifest**



**Figure 7: Layover Leg Field in Transporter Details tab**

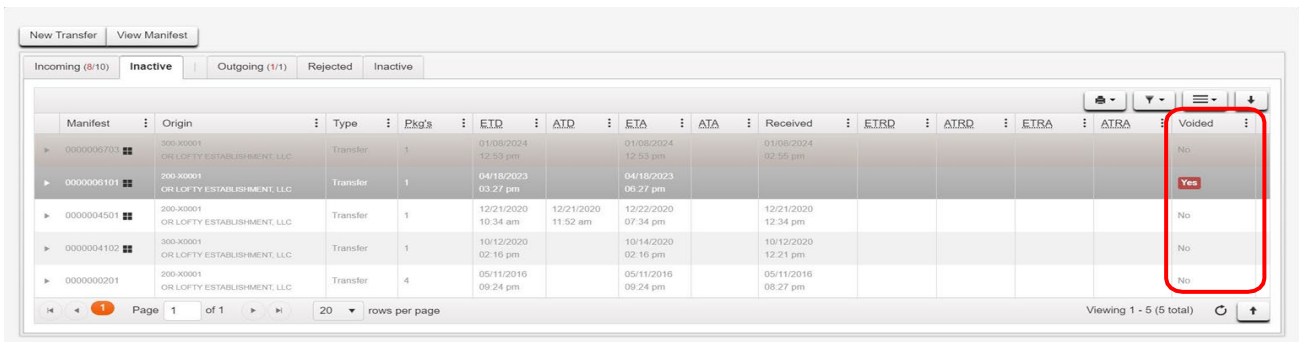
A driver must be assigned for each transfer layover leg, or a warning message will appear – see **Figure 8**.



**Figure 8: Metric warning to assign a driver**

## New Voiced Transfers Column

Based on user feedback, Metric has added a “Voiced” column to the Incoming and Outgoing Inactive transfer tabs – see **Figure 9**.

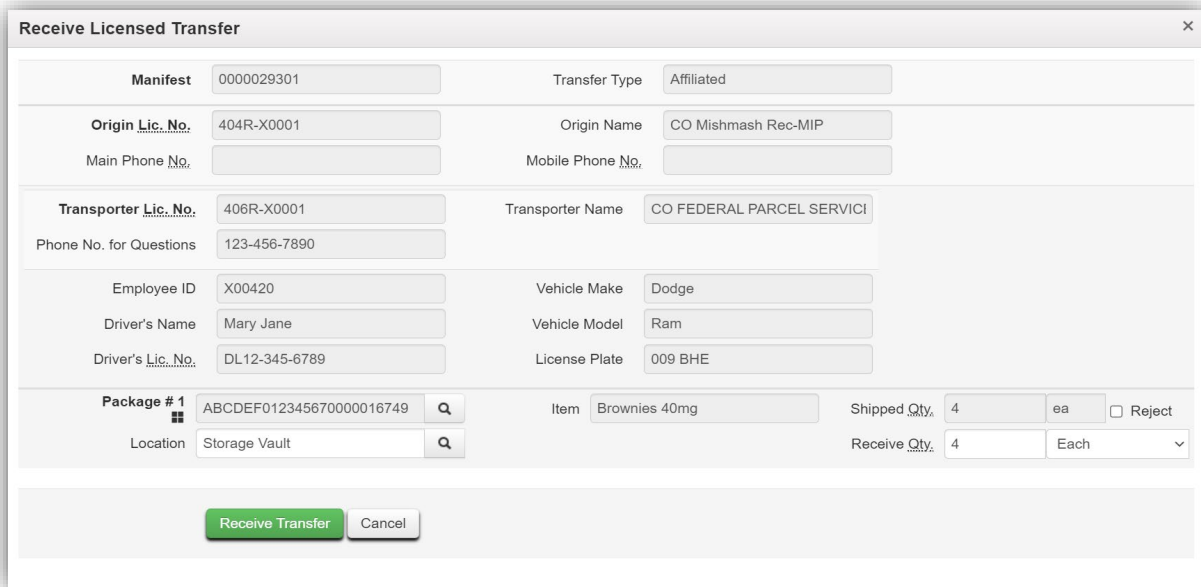


**Figure 9: Voiced Transfers column**

### Transfer Variances

Beginning November 21<sup>st</sup>, if the quantity received varies from the shipped amount by more than 5%, a confirmation checkbox will appear. An employee from the destination license will have to acknowledge this variance prior to receiving the transfer.

If the quantity does not exceed this threshold, the typical receive-transfer action window will be displayed — **see Figure 10 below.**

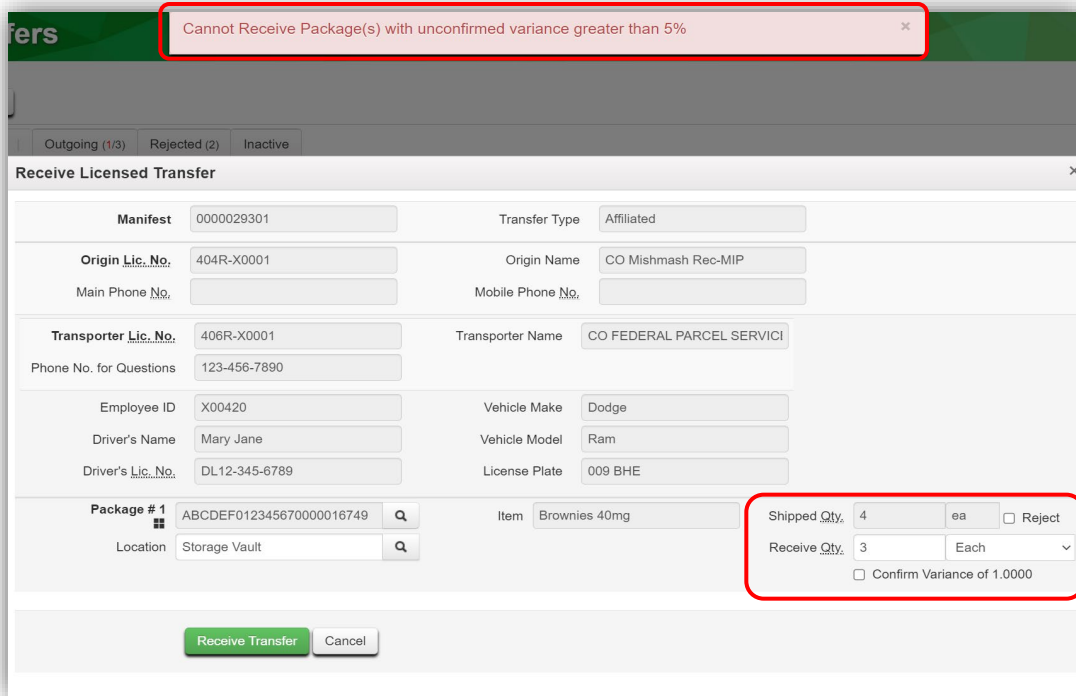


<b>Manifest</b>	0000029301	<b>Transfer Type</b>	Affiliated
<b>Origin Lic. No.</b>	404R-X0001	<b>Origin Name</b>	CO Mishmash Rec-MIP
<b>Main Phone No.</b>		<b>Mobile Phone No.</b>	
<b>Transporter Lic. No.</b>	406R-X0001	<b>Transporter Name</b>	CO FEDERAL PARCEL SERVI
<b>Phone No. for Questions</b>	123-456-7890		
<b>Employee ID</b>	X00420	<b>Vehicle Make</b>	Dodge
<b>Driver's Name</b>	Mary Jane	<b>Vehicle Model</b>	Ram
<b>Driver's Lic. No.</b>	DL12-345-6789	<b>License Plate</b>	009 BHE
<b>Package # 1</b>	ABCDEF012345670000016749	<b>Item</b>	Brownies 40mg
<b>Location</b>	Storage Vault	<b>Shipped Qty.</b>	4 ea <input type="checkbox"/> Reject
		<b>Receive Qty.</b>	4 Each

**Figure 10: Receive Transfer box with no variance**

A confirmation box will appear if the quantity entered into the Receive Qty. box differs by +5% or -5% from the shipped amount. When attempting to receive the transfer without checking the confirmation box, an error will be received – **see Figure 11 below.**





**Figure 11: Error after receiving transfer without checking confirmation box**

**Important note:** If the confirmation box is checked, the transfer can be received even if the weight is inaccurate.

If the quantity being received into the Receive Qty. box differs +5% or -5% from the shipped amount and the confirmation box is checked, then the transfer can now be received – **see Figure 12.**

**Receive Licensed Transfer** [X]

<b>Manifest</b>	0000029301	<b>Transfer Type</b>	Affiliated
<b>Origin Lic. No.</b>	404R-X0001	<b>Origin Name</b>	CO Mishmash Rec-MIP
<b>Main Phone No.</b>		<b>Mobile Phone No.</b>	
<b>Transporter Lic. No.</b>	406R-X0001	<b>Transporter Name</b>	CO FEDERAL PARCEL SERVICE
<b>Phone No. for Questions</b>	123-456-7890		
<b>Employee ID</b>	X00420	<b>Vehicle Make</b>	Dodge
<b>Driver's Name</b>	Mary Jane	<b>Vehicle Model</b>	Ram
<b>Driver's Lic. No.</b>	DL12-345-6789	<b>License Plate</b>	009 BHE
<b>Package # 1</b>	ABCDEF012345670000016749 [Q]	<b>Item</b>	Brownies 40mg
<b>Location</b>	Storage Vault [Q]	<b>Shipped Qty.</b>	4 ea <input type="checkbox"/> Reject
		<b>Receive Qty.</b>	3 Each [v]
			<input checked="" type="checkbox"/> Confirm Variance of 1.0000

**Receive Transfer** **Cancel**

**Figure 12: Checked confirmation box**

## 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 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 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.