

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

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**.

ancor	Tran	Licensed	
chiset	a man	Templates	
		Hub	
ew Transfer	View Manifes	t	

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.**

S\$metrc ₽	ackages 🕶 🛛	Transfers → Fi	nancials •	Reports 🗸	Admin 👻
License	d Trans	fers		\sum	
New Transfer	View Manifest				
Incoming (5/7) Inactive	Outgoing (4/4)	Rejected	Inactive	

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.**

Destination 1	Type pa	rt of the License Number. 🍳 🕻	dear)	Туре	Transfer		~
lanned Route				<u>Est.</u> Departure	a 03/14/202	24	today
					^ ^	•	
					01 :	37 PM	
				Est Asial	• • •		Andres
				<u>ESI,</u> Amvai	• 03/14/202	24 U	loday
					01 :	37 PM	
			le		• •	•	
Tran	sport # 1	Type part of the License Number.	Q (clear)				
E	hone.No.	ex. +1-123-456-7890	(use default)		Layover		
	Driver 1	Type part of the Driver Name	Q (clear)	Vehicle 1	Type part of t	the vehicle make,	mt Q
Drive	er's Name			Vehicle Make			
Em	ployee ID			Vehicle Model			
Driver'	s <u>Lic.</u> No.			License Plate			
0	1 (4	details)					
0 1	(tra	nsporter)					
Pack	age # 1	Time part of Deskage number	0	Orace Weight	av. 100.00	Calast	
		Type part of Package number	Q (clear)	GIUSS Weight	ex. 100.25	- Select -	~
Quic	k Entry	Quick entry packages	OFF				
● 1	(pa	ckage)		CSV or TXT file up to	1 Mb with one pa	ckage label value pe	er line is required
					Select files		
) 1 (de	estination)						
		Register Transfer Cancel					
) 1 (de	estination)	Pegister Transfor Cancel					

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 21st, 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**.

Manifest	0000007	7001						
Destination 1	600-X00	01	٩	(clear)	Туре	Transfer		~
lanned Route	Route				Est. Departure	0 2/20/20	24 🗖	today
						12 :	37 PM	
						× •	•	
					Est Arrival	1 02/20/20	24 🗖	today
						12	37 PM	
				li		¥	•	
Trar	isport # 1	600-X0001		Q (clea	ar)			
£	hone.No.	123-456-7890		(use default)		Layover		
Est	Check-In	■ 02/20/2024		today	Est Check-Out	m 02/21/2	024	today
		^ ^	-			•	▲	
		♥ ♥	РМ			▼	30 PM	
	Driver 1	Type part of the Driver N	ame	Q (clea	0 Vehicle 1	Type part of	the vehicle make,	mc Q
Drive	er's Name	John Smith			Vehicle Make	Chevy		
Em	ployee ID	X004298			Vehicle Model	Malibu		
Driver	's Lic, No.	187-29-1862			License Plate	12-98D		
La	yover Leg	From And To Layover	8	~				
٥	(0	letails)						
٥	(trai	nsporter)						
Pack	age # 1	ABCDEF0123456700000	14150	Q (clear)	Gross Weight	9	Pounds	~
Quid	k Entry	Quick entry packages		OFF				
0	(pac	ckage)			CSV or TXT file up to	o 1 Mb with one pa	ackage label value pe	r line is required.
						Select files		
) 1 (d	estination)							

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.

Phone No.	123-456-7890	(use default)		Layover	
Est. Check-In	■ 09/19/2024	today	Est. Check-Out	iii 09/19/2024 iii	too
	^ ^			· ·	
	11 : 43 AM			11 : 43 AM	
	v v			* *	
Driver 1	Steve McQueen	Q (clear)	Vehicle 1	Bullitt	
Driver's Name	Steve McQueen		Vehicle Make	Ford	
Employee ID	X00420	Verify	Vehicle Model	Mustang	
Driver's <u>Lic.</u> No.	12345		License Plate	Bullitt	
Layover Leg	To Layover	 Image: Image: Ima			
O 1 (de	taiis)				
Transport # 2	403R-X0001	Q 0			
Phone No.	124-456-7890	(use default)		Z Lavover	
	➡ 00/40/2024				
Est Check-In	m 09/19/2024	today	Est Check-Out	09/20/2024	TOCI
<u>Est</u> Check-In	• •	today	<u>Est.</u> Check-Out	• •	toda
<u>Est.</u> Check-In	11 : 43 AM	today	<u>Lst.</u> Check-Out	11 : 43 AM	todi
<u>Est.</u> Check-In	11 : 43 AM	today	<u>Est.</u> Check-Out	11 : 43 AM	todi
<u>Est</u> Check-In Driver 1	09/19/2024 11 43 AM Steve McQueen	Q	Lst. Check-Out	09/20/2024	todi
Est. Check-In Driver 1 Driver's Name	09/19/2024 11 43 M Steve McQueen Steve McQueen	Q O	Lest. Check-Out Vehicle 1 Vehicle Make	09/20/2024 11 43 AM Y Bullitt Ford	
Est Check-In Driver 1 Driver's Name Employee ID	09/19/2024 11 43 M Steve McQueen Steve McQueen X00420	Q Verify	Vehicle 1 Vehicle Make Vehicle Model	09/20/2024 Image: Constraint of the second sec	
Est. Check-In Driver 1 Driver's Name Employee ID Driver's Lic. No.	09/19/2024 11 43 M Steve McQueen Steve McQueen X00420 12345	Q Verify	Vehicle 1 Vehicle Make Vehicle Model License Plate	09/20/2024 Image: Constraint of the second sec	
Driver 1 Driver's Name Employee ID Driver's Lic, No. Layover Leg	09/19/2024 Image: Constraint of the second sec	Q Verify	Vehicle 1 Vehicle Make Vehicle Model License Plate	09/20/2024 11 43 AM * Bullitt Ford Mustang Bullitt	
Est Check-In Driver 1 Driver's Name Employee ID Driver's Lic, No. Layover Leg Driver 2	Osy 19/2024 A Osy 19/2024 A A Steve McQueen Steve McQueen X00420 12345 From And To Layover Type part of the Driver Name	Q Verify	Vehicle 1 Vehicle Make Vehicle Model License Plate Vehicle 2	09/20/2024 11 43 AM Y Bullitt Ford Mustang Bullitt Type part of the vehicle make, model	
Est. Check-In Driver 1 Driver's Name Employee ID Driver's <u>Lic.</u> No. Layover Leg Driver 2 Driver's Name	Osy 19/2024 Osy 19/2024 Osy 19/2024 Osy 19/2024 Osy 19/2024 Steve McQueen Steve McQueen X00420 12345 From And To Layover Type part of the Driver Name John Smith	Verify	Vehicle 1 Vehicle Make Vehicle Model License Plate Vehicle 2 Vehicle Make	Bullitt Ford Mustang Bullitt Type part of the vehicle make, mc Chevy	
Est. Check-In Driver 1 Driver's Name Employee ID Driver's Lic, No. Layover Leg Driver 2 Driver's Name Employee ID	Osy 19/2024 Osy 19/2024 A 11 43 AM Steve McQueen Steve McQueen X00420 12345 From And To Layover Type part of the Driver Name John Smith X00420	Q Verify	Vehicle 1 Vehicle Make Vehicle Model License Plate Vehicle Make Vehicle Make Vehicle Model	O 9/20/2024 O 9/20/202 O 9/20 O 9/20/202 O 9/20 O 9/20/202 O 9/20 O 9/20	
Est. Check-In Driver 1 Driver's Name Employee ID Driver's Lic, No. Layover Leg Driver 2 Driver's Name Employee ID Driver's Lic, No.	Osy 19/2024 A Osy 19/2024 A I1 A Steve McQueen Steve McQueen X00420 I2345 From And To Layover Type part of the Driver Name John Smith X00420 12345	Verify	License Plate Vehicle Make	09/20/2024 11 43 AM • • Bullitt Ford Mustang Bullitt Type part of the vehicle make, mode Chevy Silverado CO5280	

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 <u>CO_IB_12.02.2021_Multi-Destination</u> <u>Transfers</u> for more information regarding transferring to multiple destinations.

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

vincue.	MARIJUANA ENFOR MARIJUANA <u>TRANSPO</u>	CEMENT DIVISION DRTATION MANIFEST	1
All sales trans reject product	actions are to be completed prior to transp delivered, but amount delivered must be lin	ortation of any MARIJUANA. The recein mited to amount agreed upon in prior sa	ving entity may ales transaction.
Manifest No.	0000030301	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			
1. Destination	CO LOFTY ESTABLISHMENT. LLC	Destination Phone No.	
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
		Data (Time Descined	
		Date/Time Received	
1. Outbound Transporter	CO FEDERAL PARCEL SERVICE, INC	Layover 5	Schedule
1. Outbound Transporter Transporter License Number	CO FEDERAL PARCEL SERVICE, INC 406-X0001	Layover S Date and Approx. Time of Check- In	Schedule 10/17/2024 11:00 AM
1. Outbound Transporter Transporter License Number Address of Transporter	CO FEDERAL PARCEL SERVICE, INC 406-X0001	Layover 5 Date and Approx. Time of Check- In Date and Approx. Time of Check- Out	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM x00420
Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No.	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM 200420
Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No.	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM 200420 From And To Layover
Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No. 1. Package Shipped	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No.	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name	Chedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM X00420 From And To Layover Quantity
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No. I. Package I Shipped ABCDEF01234567000013962 ABCDEF01234567000013962	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No.	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name Immature Plants Immature Plants	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM x00420 From And To Layover Quantity Shp: 10 ea
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No. 1. Package Shipped ABCDEF01234567000013962 Lab Test TestPassed Item Details	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No.	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name Immature plants (Immature Plants)	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM 10/17/2024 11:30 AM X00420 From And To Layover Quantity Shp: 10 ea
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No. 1. Package Shipped ABCDEF01234567000013962 Lab Test. TestPassed Item Details Source Harvest	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No. Strain. Blue Dream 2019-04-03-Harvest Room-H	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name immature plants (immature Plants)	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License Plate No. Make, Model, License Plate No. 1. Package Shipped ABCDEF01234567000013962 Lab Test TestPassed Item Details Source Harvest Source Harvest Source Ackage(s)	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No. Strain: Blue Dream 2019-04-03-Harvest Room-H ABCDE F02345570000013961	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name immature plants (Immature Plants)	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No. 1. Package Shipped ABCDEF01234567000013962 Lab Test TestPassed Item Details Source Package(s) PRODUCT REJE	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No. Strain: Bive Dream 2019-04-03-Harvest Room-H ABCDEF012345670000013961 CTION (if only a portion of s)	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name Immature plants (Immature Plants)	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM 10/17/2024 11:30 AM X00420
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License No. Make, Model, License Plate No. 1. Package Shipped AECDEF01234567000013962 Lab TestPassed Item Details Source Package(s) PRODUCT REJE Name of Person Receiving or Rejecting Product	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No. Strain: Blue Dream 2019-04-03-Harvest Room-H ABCDE F01234567000013961 CTION (if only a portion of si	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name immature plants (Immature Plants) hipment is rejected, circle in	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM X00420 From And To Layover Shp: 10 ea that portion above)
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License Plate No. 1. Package Shipped ABCDEF01234567000013962 Lab Test: TestPassed Item Details Source Package(s) PRODUCT REJE Name of Person Receiving or Rejecting Product I confirm that the contents of th circle	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No. Strain: Blue Dream 2019-04-03-Harvest Room-H ABCDEF012345670000013961 CTION (<i>if only a portion of s</i> s shipment match weight records entered.	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name Immature plants (Immature Plants) hipment is rejected, circle is nove, and I agree to take custody of the ned to the individual delivering this ship	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM 10/17/2024 11:30 AM X00420 From And To Layover From And To Layover Shp: 10 ea that portion above) that portion above
1. Outbound Transporter Transporter License Number Address of Transporter Contact Phone No. fo Name of Person Transporting State Driver's License No. Make, Model, License No. Make, Model, License Plate No. 1. Package Shipped AECDEF01234567000013962 Lab Test TestPassed Item Details Source Package(s) PRODUCT REJE Name of Person Receiving or Rejecting Product I confirm that the contents of th circle Signature	CO FEDERAL PARCEL SERVICE, INC 406-X0001 r Inquiries: 123-456-7890 Dave ABCD Van Toyota 2SLOW Production Batch No. Strain: Blue Dream 2019-04-03-Harvest Room-H ABCDEF01234567000013961 CTION (if only a portion of si s shipment match weight records entered. d above: Those portions circled were return	Layover S Date and Approx. Time of Check- In Date and Approx. Time of Check- Out Occupational No. of Driver Signature of Person Transporting Leg of Layover Trip Item Name immature plants (Immature Plants) hipment is rejected, circle i above, and I agree to take custody of th need to the individual delivering this ship Date	Schedule 10/17/2024 11:00 AM 10/17/2024 11:30 AM 10/17/2024 11:30 AM X00420 From And To Layover From And To Layover Shp: 10 ea that portion above) that portions of this shipment <i>not</i> ment.

Figure 6: Layover Leg Field on Transfer Manifest



Manifest	: Destina	ition	I	Stops	:	<u>Pkg's</u>	:	Employee	:	Date Created
000030301 🌉								Brooke Solano		10/17/2024 10:39 am
Destinations Transporter Details	Notes His	tory								
			_					_		
Driver	:	Vehicle Info	Layover Leg					Driving Start Time		
Dave		Make: Van Model: Toyota Lic. Plate: 28LOW	From And To	Layover						
Page 1 of	1.	20 v rows per page								

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.**

The Transfer has been marked for Layover, a Driver has been marked for a portion of the layover please ensure both parts of the Layover have at least one Driver selected.

Figure 8: Metrc warning to assign a driver

New Voided Transfers Column

Based on user feedback, Metrc has added a "Voided" column to the Incoming and Outgoing Inactive transfer tabs – **see Figure 9.**

cor	ming (8/10) Ina	Ctive Outgoing (1/1)	Rej	ected I	nact	ive																			
																							•-)[*	-	≡•
	Manifest	Origin	:	Туре	:	Pkg's	:	ETD :	ATD :	EI	\$:	ATA	:	Received	: "	TRD	:	ATRD	:	ETRA	:	ATRA	-	Voided
e.	0000006703 📷							01/08/2024 12.53 pm			8/2024 3 pm				01/08/2024 02:55 pm									1	
	0000006101 🏢																								Yes
Þ	0000004501	200-X0001 OR LOFTY ESTABLISHMENT, LLC		Transfer		1		12/21/2020 10:34 am	12/21/2020 11:52 am	12/2 07:3	2/2020 4 pm				12/21/2020 12:34 pm										No
Þ	0000004102	300-X0001 OR LOFTY ESTABLISHMENT, LLC		Transfer		1		10/12/2020 02:16 pm		10/1 02:1	4/2020 6 pm				10/12/2020 12.21 pm									3	No
Þ	0000000201	200-X0001 OR LOFTY ESTABLISHMENT, LLC		Transfer		4		05/11/2016 09:24 pm		05/1	1/2016 4 pm				05/11/2016 08:27 pm									U	No

Figure 9: Voided Transfers column



Transfer Variances

Beginning November 21st, 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.

Manifest	0000029301	Tran	sfer Type	Affiliated				
Origin Lic. No.	404R-X0001	Orig	gin Name	CO Mishmash Rec-MIP				
Main Phone <u>No.</u>		Mobile P	hone <u>No</u> ,					
Transporter <u>Lic. No.</u>	406R-X0001	Transporter	Name	CO FEDERAL PARCEL SEI	RVICI			
Phone No. for Questions	123-456-7890							
Employee ID	X00420	Vehicle	Make	Dodge				
Driver's Name	Mary Jane	Vehicle	Model	Ram				
Driver's <u>Lic. No.</u>	DL12-345-6789	License	Plate	009 BHE				
Package # 1	ABCDEF012345670000016749	Q Item	Brownie	s 40mg	Shipped <u>Qty</u>	4	ea	Rejec
Location	Storage Vault	٩			Receive <u>Qty.</u>	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.**



Outgoing (1/3) Reject	cted (2) Inactive								
ceive Licensed Trar	nsfer								
Manifest	0000029301		Transf	fer Type	Affiliated				
Origin Lic. No.	404R-X0001		Origi	n Name	CO Mishmash Rec-M	VIP			
Main Phone <u>No.</u>			Mobile Ph	one <u>No.</u>					
Transporter Lic. No.	406R-X0001		Transporter N	lame	CO FEDERAL PARCEL	SERVICI			
hone No. for Questions	123-456-7890								
Employee ID	X00420		Vehicle I	Make	Dodge				
Driver's Name	Mary Jane		Vehicle N	lodel	Ram				
Driver's <u>Lic. No.</u>	DL12-345-6789		License	Plate	009 BHE				
Package # 1	ABCDEF012345670000016749	٩	Item	Brownie	es 40mg	Shipped Ot	y, 4	ea	Reje
Location	Storage Vault	۹				Receive <u>Qt</u>	у. З	Each	
Location	Storage Vault	Q				Receive <u>Ot</u>	y. 3	Each m Variance of 1.00	000

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 as checked, then the transfer can now be received – **see Figure 12**.



Manifest	0000029301		Transfer Typ	e Affiliated			
Origin Lic. No.	404R-X0001		Origin Nam	e CO Mishmash I	Rec-MIP		
Main Phone <u>No.</u>			Mobile Phone No	le.			
Transporter Lic. No.	406R-X0001		Transporter Name	CO FEDERAL PAR	RCEL SERVICI		
Phone No. for Questions	123-456-7890						
Employee ID	X00420		Vehicle Make	Dodge			
Driver's Name	Mary Jane		Vehicle Model	Ram			
Driver's <u>Lic. No.</u>	DL12-345-6789		License Plate	009 BHE			
Package # 1	ABCDEF012345670000016749	٩	Item Brown	ies 40mg	Shipped C	tty. 4	ea 🗌 Rejeo
Location	Storage Vault	٩			Receive C	ty. 3	Each
						Confirmation	m Variance of 1.0000
	Receive Transfer Cancel	1					

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 <u>Support.Metrc.com</u>, 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 <u>Metrc Learn</u> 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 <u>state's partner page</u> 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.