

Bulletin Number: WV-IB-0029	Distribution Date: 10/22/2024	Effective Date: 10/22/2024
Contact Point: Metrc Support	Subject: Optional Invoice Number on Transfer Manifest	
Reason: To introduce a new feature that allows licensees to optionally include an Invoice Number on transfer manifests.		

Greetings,

On 10/22/2024 Metrc will be updated to allow licensees to optionally include an *Invoice Number* on transfer manifests.

This enhancement is described in detail on the following pages.

Optional Invoice Number on Transfer

When creating or editing a transfer, a new optional *Invoice Number* field displays on the action window - see **Figure 1**.

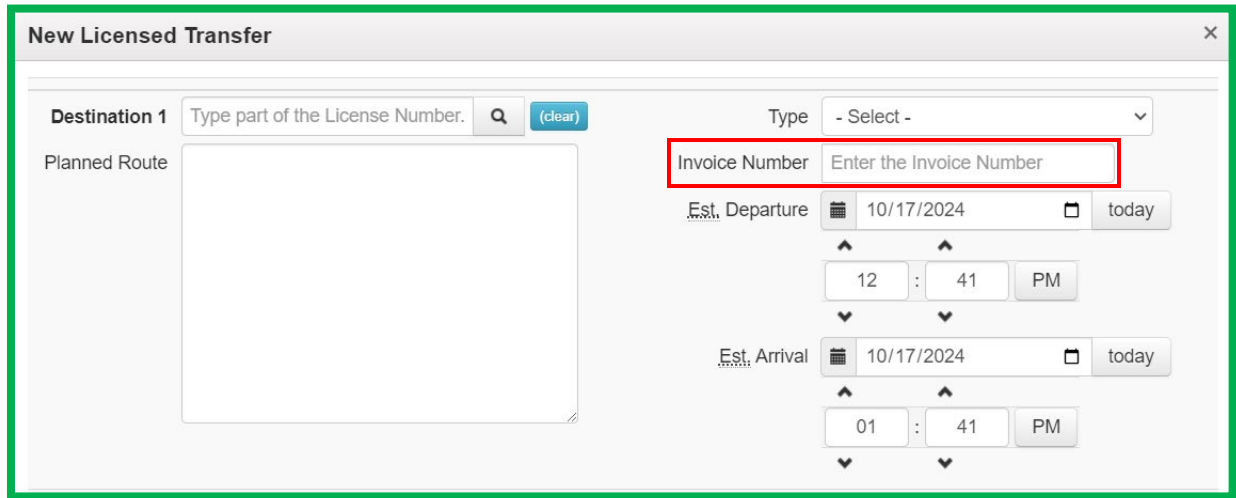


Figure 1: Invoice Number Field in New Licensed Transfer Action Window

An entry in the *Invoice Number* field is **NOT** required, but it can optionally be used by origin licensees who find it helpful to include this information on the transfer/transfer manifest.

The *Invoice Number* field can be viewed by the origin licensee in the manifest drill-down on the *Outgoing* tab on the *Licensed Transfers* grid - see **Figure 2**.

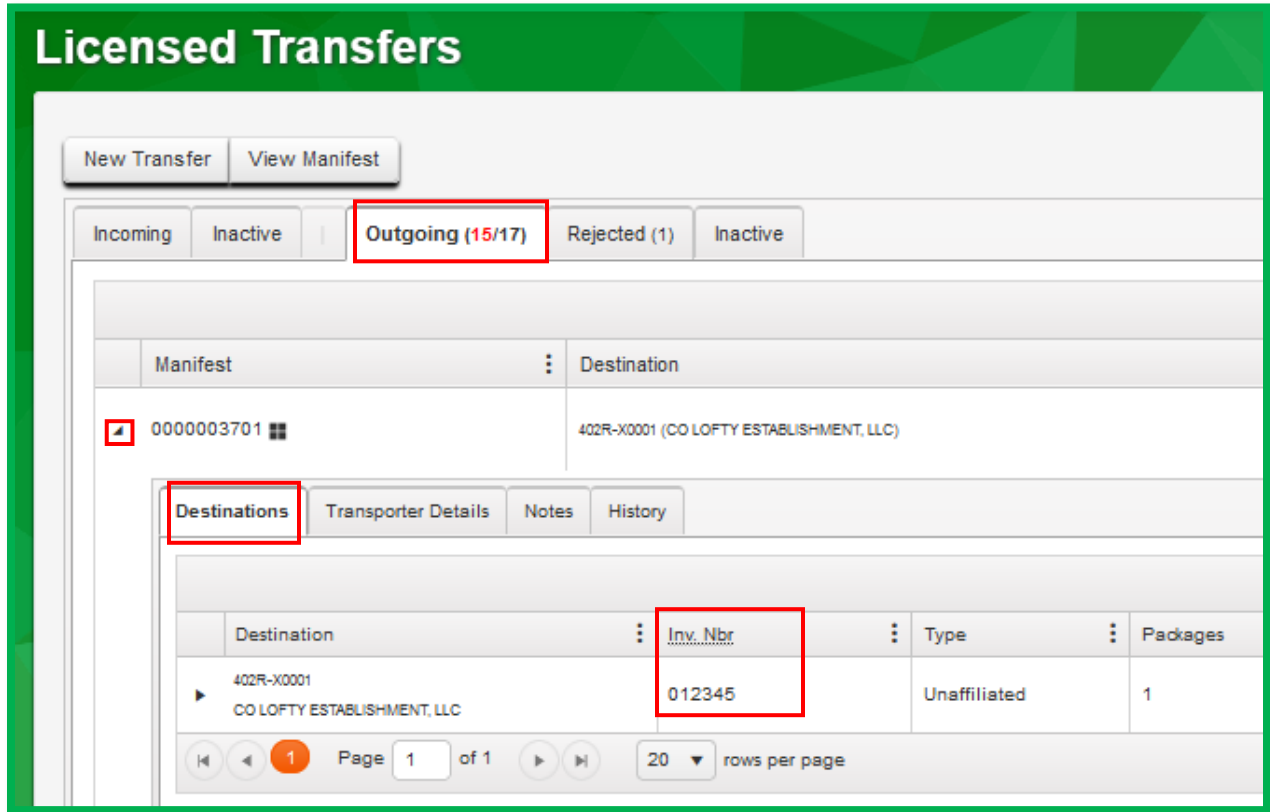


Figure 2: Invoice Number Field on Outgoing Tab Drilldown

The *Invoice Number* field can be viewed by the destination licensee on the *Incoming* tab of the *Licensed Transfers* grid - see **Figure 3**.

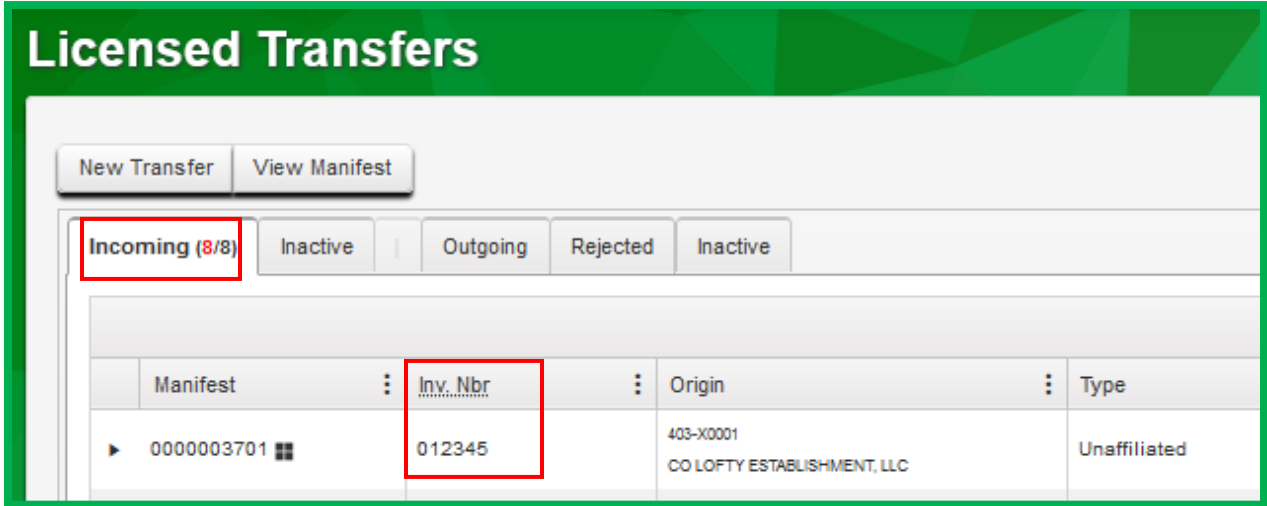


Figure 3: Invoice Number Field on Incoming Tab

Invoice Number on Transfer Manifest

The new *Invoice Number* field also displays when viewing or printing a manifest. It will be populated with a value only if the origin licensee opted to include this information when creating or editing the transfer.

An example of the new *Invoice Number* field on the transfer manifest is shown below - see **Figure 4**.

		METRC®	
MARIJUANA TRANSPORTATION MANIFEST			
All sales transactions are to be completed prior to transportation of any MARIJUANA. The receiving entity may reject product delivered, but amount delivered must be limited to amount agreed upon in prior sales transaction.			
Manifest No.	000003701	Date Created	10/21/2024 6:39 PM
Originating Entity	CO LOFTY ESTABLISHMENT, LLC	For Agency Use Only	
Originating License Number	403-X0001		
Address of Originating Entity			
Phone No. of Originating Entity	+1-800-420-MAIN		
1. Destination	CO LOFTY ESTABLISHMENT, LLC	Destination Phone No.	+1-800-420-MAIN
Invoice Number	012345		
Destination License Number	402R-X0001	Date and Approx. Time of Departure	10/21/2024 6:38 PM

Figure 4: Invoice Number on Transfer Manifest

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

Thank you for your continued partnership.