

Bulletin Number: CA-IB-2024-005 Metrc Retail ID Product Labeling Functionality Available	Distribution Date: 11/11/2024	Effective Date: 11/4/2024
Contact Point: Metrc Support	Subject: Product labeling functionality in Metrc	
Reason: A reminder that new product labeling functionality is available in the Metrc system with guidance on how to access training materials.		

Greetings,

We are pleased to announce that product labeling functionality through Metrc Retail ID (“Retail ID”) is currently available in the Metrc system. This new, optional product labeling QR code solution creates a single source for compliance information as item-level unique identification data is pulled directly from the Metrc system.

What is Metrc Retail ID?

Metrc Retail ID leverages QR code technology to provide unique product labeling for individual items. It is designed to enhance supply chain transparency, optimize operational efficiency, and improve compliance outcomes.

By enabling precise tracking and easy access to product information, Retail ID aims to protect public health, ensure products are legal and safe, and boost consumer confidence through increased transparency. Retail ID offers benefits across the supply chain:

1. **Brands & Manufacturers:** Generate QR codes for inventory that has passed testing to streamline product identification and labeling, ensuring each item is easily trackable throughout its lifecycle.
2. **Distributors & Transporters:** Move product easily through the supply chain without additional scanning requirements to reduce handling time and potential errors while enhancing efficiency.
3. **Retailers & Dispensaries:** Pending POS providers’ integration capabilities, quickly scan a Metrc Package UID to complete transfers received and during sales to speed up checkout processes and improve accuracy in inventory and sales records.
4. **Consumers:** In a single scan, consumers gain access to detailed product information, including COAs, product origins, and more.

Please note:

- This new feature is optional for licensed businesses in California to use.
- Integration with third-party ERP and POS systems is available to automatically capture data updates with each product scan, ensuring data consistency across systems, reducing administrative burdens, and enhancing decision-making with up-to-date information.

Please read on for important information regarding specific Metrc system functionality related to Retail ID.

Metrc Retail ID overview

The functionality and data points highlighted below are available for licensees to add into product information when generating a Retail ID QR code.

Access location	Metrc system
Unique, serialized QR codes	Prints in PDF format, fixed size 0.75" x 0.75"
Label customization	Label sizes and additional data are unable to be changed or added
Data export	Ability to generate a CSV file of the QR URL
ERP and POS integration	Full integration is available to allow seamless data flow and synchronization. Retail ID integration is available to Metrc Connect customers only.

COA header	Cannabinoids	Terpenes	
Cultivar (strain)	Total Cannabinoids	aBisabolbol	eucalyptol
Package ID	CBC	aFarnesene	farnesol
Facility name	CBD	aHumulene	fenchol
License number	CBDv	aMyrcene	geraniol
Cannabinoids pie chart	CBG	aPhellandrene	gTerpinene
Batch	CBGa	aPinene	guaiol
Tested (by lab name on date)	CBDa	aTerpinene	limonene
Lab license	CBDVa	aTerpineol	linalool
Link to COA	CBN	bCaryophyllene	myrcene
	THCa	bEudesmol	nerol
	Total THC	bFarnesene	ocimene
	THCv	bHumulene	ocimenesomer1
	Delta 9-THC	bMyrcene	ocimenesomer2
	Delta 8-THC	bOcimene	otherTerpenes
	Total CBD	borneol	pMentha15diene
	Total Terpenes	bPinene	sabinene
		bTerpinene	sabineneHydrate
		camphene	squalene
		carene	terpineol
		caryophylleneOxide	terpinolene
		cisNerolidol	transNerolidol
		dLimonene	valencene
		encoFenchylAlcohol	

Getting started with Metric Retail ID

The proper product labeling employee permissions must be granted by an Admin to be able to access this functionality.

To enable permissions, access the "Admin" area on the navigational toolbar and select the "Employees" option from the drop-down list.

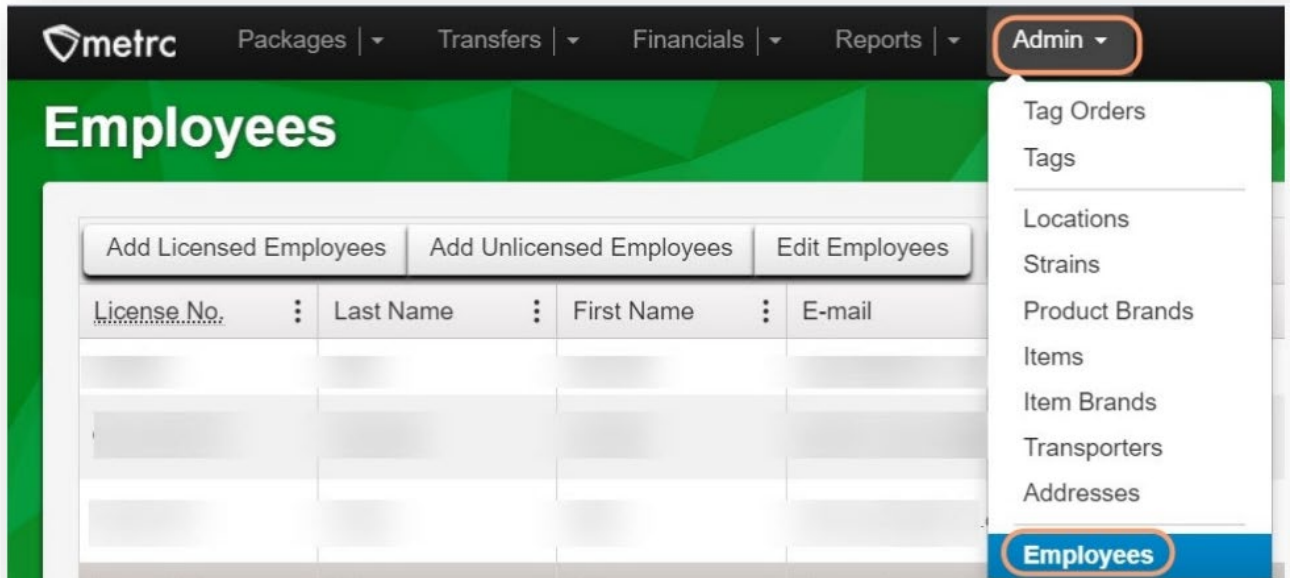


Figure 1: Employees in Admin dropdown

From the Employees grid, click on the "Edit Employees" button – see Figure 2.

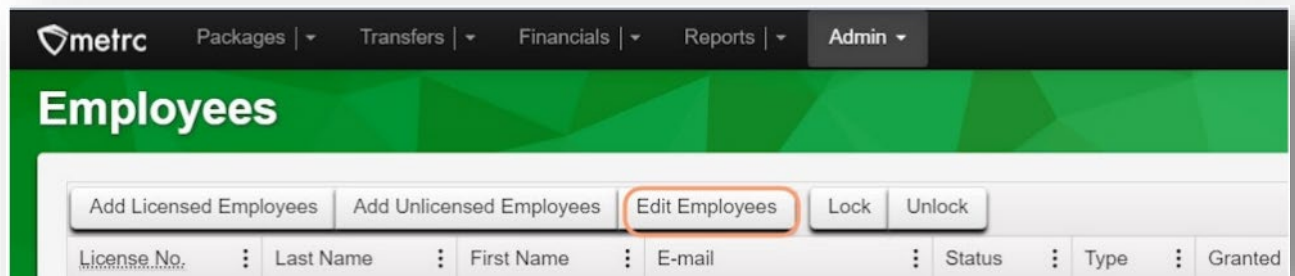


Figure 2: Edit Employees button

From the Edit Employees action window, click the permission for “Product Labels.” When editing an employee’s permission, an employee’s email can be updated, the welcome email can be resent, and any assigned permissions can be updated or added. Permission for Product Labels should be added. The following options are available to select regarding permission for Product Labels:

- **View:** Allows users to see the Product Labels tab and the packages within it but not make changes.
- **Manage:** Grants full access to download, associate, discontinue, and view product labels.

Additionally, the same permissions can be applied to an employee’s information across multiple licenses by checking the corresponding checkbox for each license that the permission needs to be enabled for. – **see Figure 3.**

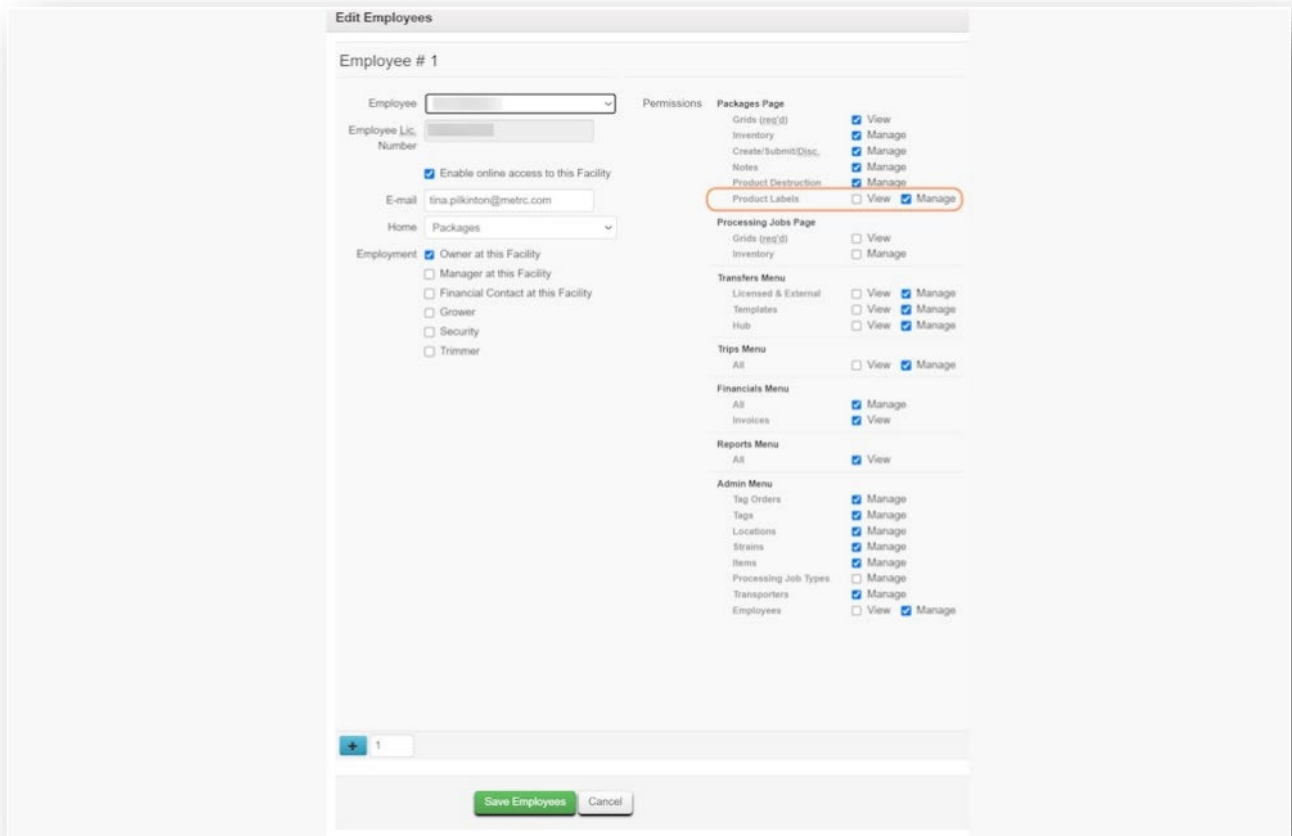


Figure 3: Manage Product Labels Employee Permissions

Downloading Product Labels

With the appropriate employee permissions set, take the following steps to generate and download product labels within the Metrc system:

Go to the Packages area on the navigational toolbar. Then select the "Product Labels" tab from the Packages grid– **see Figure 4.**

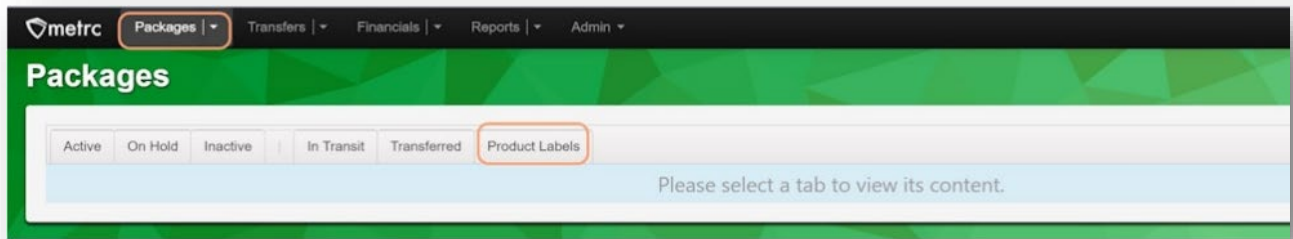


Figure 4: Product Labels tab

From the Product Labels grid, select a package with a status of Test Passed or Re-test Passed that labels need to be downloaded for. Then click on the "Download Labels" button – **see Figure 5.**

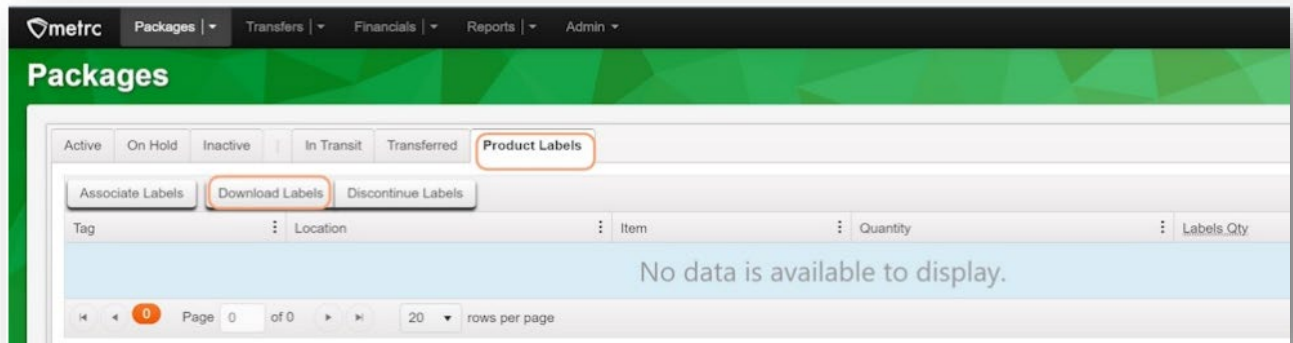


Figure 5: Download Labels

This will open the Download Labels action window to enter the quantity of labels needed. Select the file format by choosing either Download Labels PDF or CSV.

- The QR size in the PDF is 0.75" x 0.75".
- The PDF is formatted for printing in a roll format.

Open the downloaded PDF or CSV to view your serialized labels – **see Figure 6 below.**

Note: Consider downloading more labels than you currently need to account for any replacements.

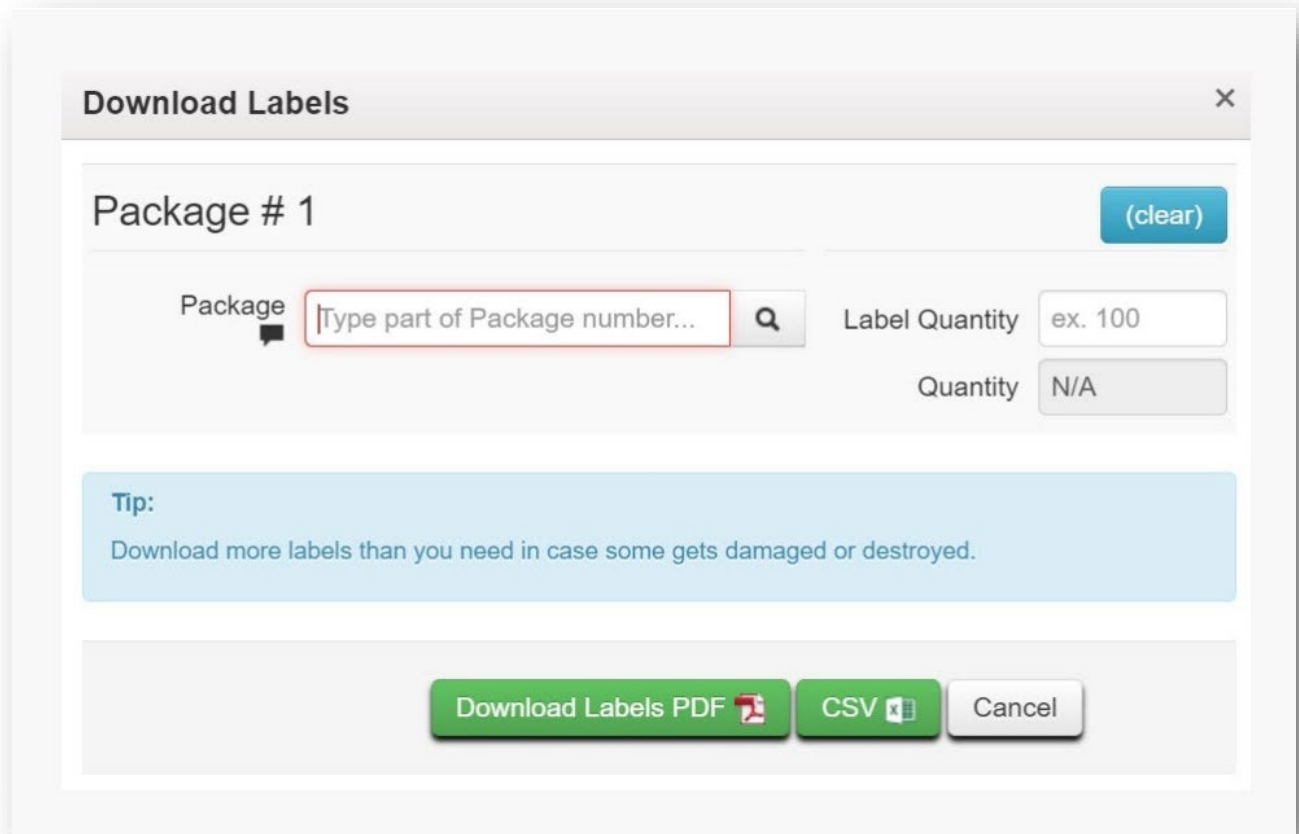


Figure 6. Download Labels action window

How to Associate Labels

When repackaging from a source package that has Retail ID codes generated from it, licensees have the option to associate which specific units are assigned to the derived Metric Package Tag “Child Tag”. Associating to a child tag reduces the chances of inventory being assigned to the incorrect Metric Package Tag. If no association is made, Metric will track all available Retail ID codes with the number of Metric Package Tags that were derived from the original source of generation.

To associate labels, go to the Packages area on the navigational toolbar and choose the Packages option from the dropdown. From the Packages grid, select the "Product Labels" tab.

From the Product labels grid, select a package that has been tested, and has a testing status of Test Passed or Retest Passed, that you want to associate labels with. Then click the "Associated Labels" button – **see Figure 7.**



Figure 7: Associate Labels button

Please note: Associating labels is not required but encouraged, since it enhances traceability of individual units and ensures that each final products are uniquely assigned to a single Metric Package Tag, thereby upholding product safety and best practice inventory standards.

From the Associate Labels action window, the package tag number will be auto-populated. In the QR Scan input field, using a scanner and scan all of the QR codes on your items until all QR codes are scanned. The Quantity fields will auto-populate with each scan. Once all QR codes have been scanned, click the “Associate Labels” button to complete the Associating Labels process – **see Figure 8 below.**

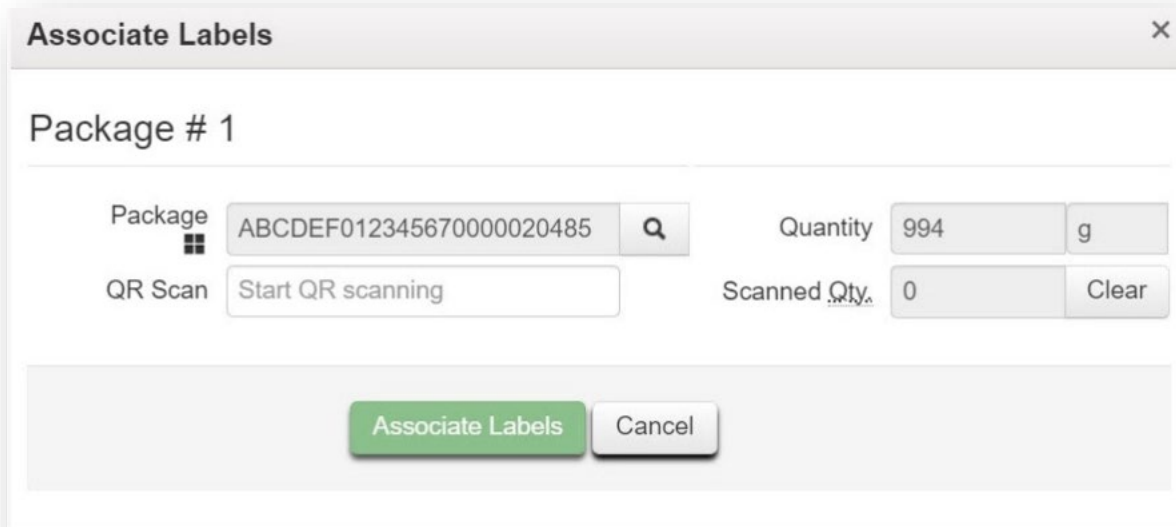


Figure 8: Associate Labels action window

How to Discontinue Labels

Discontinuing product labels will remove the link between packages and previously downloaded product labels but will not discontinue the package itself. Once package labels are discontinued, they cannot be re-downloaded in the current version.

To discontinue product labels, go to the Packages area on the navigational toolbar and select the Packages option from the dropdown. From the Packages grid, select the "Product Labels" tab. Then select a Package grid for which you want to discontinue product labels and click the "Discontinue Labels" button – see Figure 9.

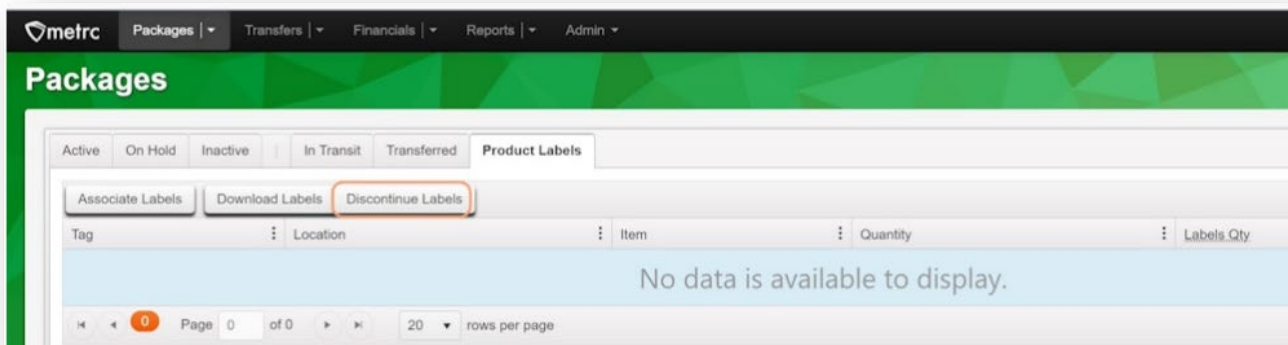


Figure 9: Discontinue Labels button

Thank you for your continued partnership. We look forward to supporting your success with Retail ID.

Metrc resources

To ensure users who opt to leverage this new feature and related functionality can start using it quickly, the following resources are available:

Metrc Expert: Access help directly within Metrc via the Metrc Expert widget located in the lower-right corner of your screen with the question mark icon.

Metrc Learn: Our redesigned learning management system now includes a new course titled Metrc Retail ID Walkthrough to learn more about this functionality. To access this training, go to [Metrc Learn](#).

Please note: The proper product labeling employee permissions must be granted by an Admin to be able to access this functionality.

If you still have questions, please reach out to Metrc Support to create a Metrc Retail ID case in the [Support portal](#).