

Bulletin Number: MI_IB_0095	Distribution Date: 01/06/2025	Effective Date: 01/21/2025
Contact Point: Metrc Support	Subject: Upload Tolling Agreement to a Transfer Manifest	
Reason: To provide an update on a new Metrc feature		

Greetings,

Metrc and the Michigan Cannabis Regulatory Agency (CRA) are pleased to announce new functionality that allows for the ability to upload Tolling Agreements to a Metrc manifest. This functionality was delivered with insight from the Michigan Metrc Industry User Group. Your collaboration and partnership are appreciated.

What is a Tolling Agreement / Tolling Transfer?

Also referred to as a “Tolling Transfer,” Tolling Agreements involve a transfer of raw goods to another marihuana business to be processed for a fee or toll.

Please read on for additional information related to the new feature and it’s optional use as a transfer type in Metrc.

Upload a Tolling Agreement

When creating new transfers in Metrc, the originating license will have the ability to upload a Tolling Agreement as an optional feature. To upload the document, access the Packages area on the navigational toolbar and click the Active tab in the Packages grid. Then, select the package for transfer and the “New Transfer” button – **see Figure 1**.

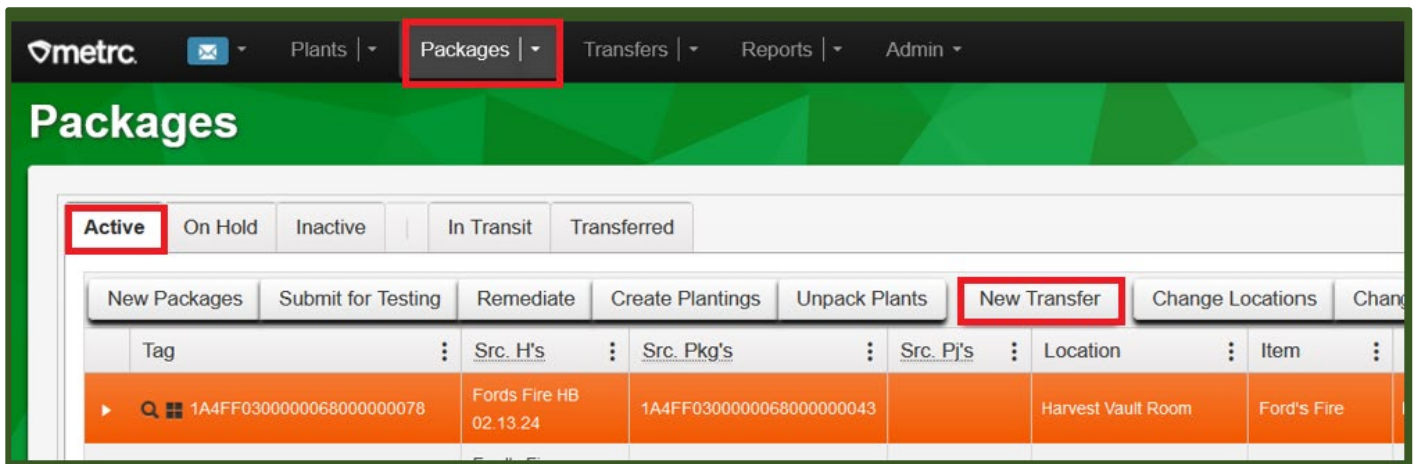


Figure 1: Navigate to the New Transfer Window

This will open the New Transfer action window where the file upload option will be located (near the bottom of the action window) that states “Tolling Agreement File”. Select the “Select Files” button - **see Figure 2 below**.

New Transfer

Destination 1: AU-P-000000

Type: Tolling Agreement

Invoice Number: Enter the Invoice Number

Est. Departure: 11/12/2024 02:54 PM

Est. Arrival: 11/12/2024 03:42 PM

Package # 1: 1A4FF0300000065000000093

Quick Entry: Quick entry packages OFF

CSV or TXT file up to 1 Mb with one package label value per line is required.

Select files...

A Tolling Agreement File is Required

Tolling Agreement File Select files...

1 (destination)

If submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not require these fields, the upload will not populate the values on the page.

Register Transfer Cancel

Figure 2: Upload Tolling Agreement File

As with any other Transfers in Metrc, be sure to select “Register Transfer” once finished uploading to submit the Tolling Agreement and finished creating the transfer. A successful upload will have a green font - see **Figure 3 below**.

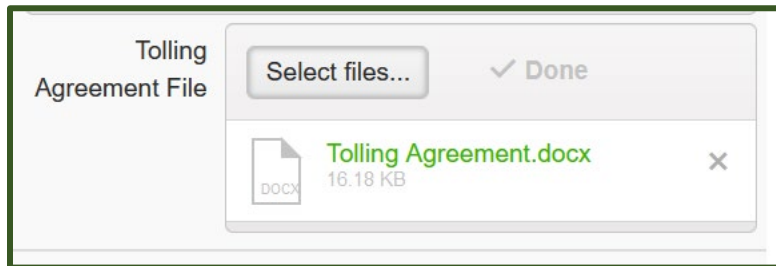


Figure 3: Successful Upload

An unsuccessful upload will show in a red font - see Figure 4.

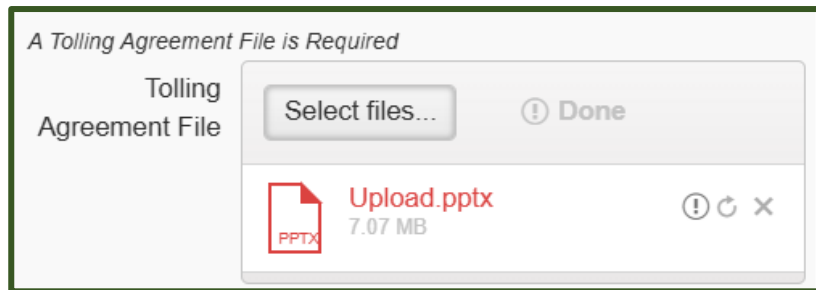


Figure 4: Unsuccessful Upload

In the Incoming tab of the Transfers grid, for transfers that have a Tolling Agreement uploaded by the originating licensee, the destination licensee will be able to view a “Download TA” button. Selecting this button will open the uploaded Tolling Agreement document - see Figure 5.

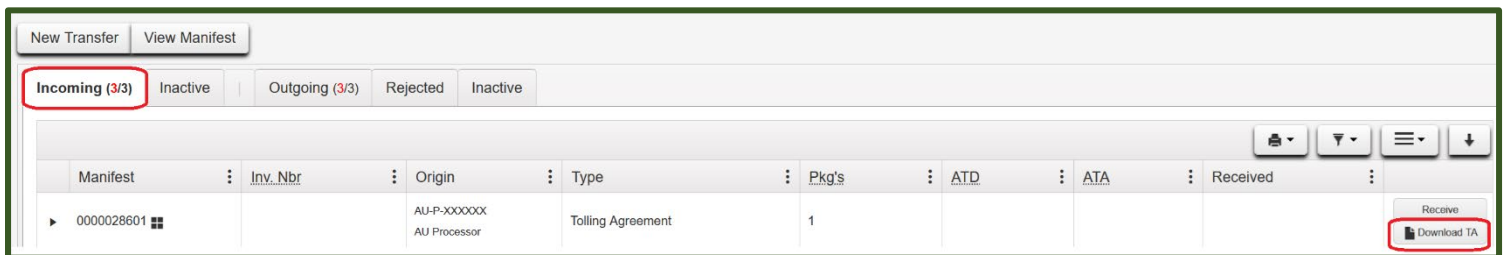


Figure 5: Recipient License – Incoming Transfer – Download TA

For the originating licensee, in the Outgoing tab of the Transfers grid, there will be a Download TA button that displays in addition to the edit and void options. A Tolling Agreement can be edited or removed so long as the transfer has not been received by the destination licensee. A tolling agreement can be edited or removed so long as the transfer has not been received by the destination license. This operates the same as any other Metric Transfer. – **see Figure 6.**

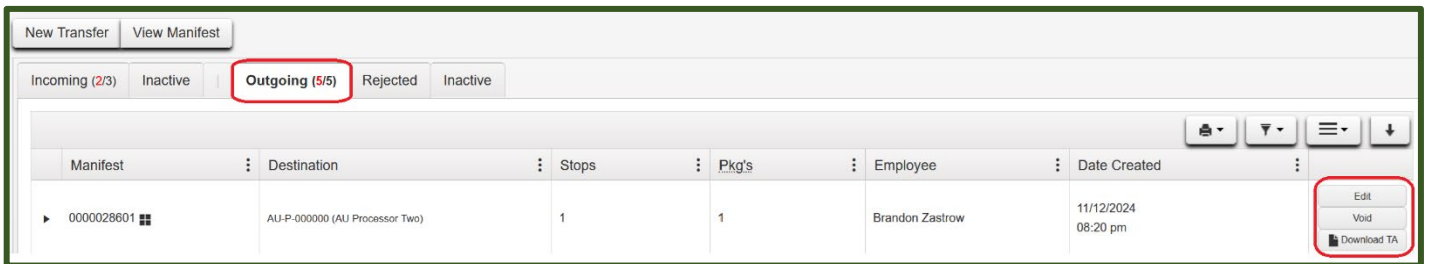


Figure 6: Shipping License - Outgoing Transfer - Edit/Void

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

Thank you for your continued partnership.