

Bulletin Number: CO_IB_NFR_12.20.19	Distribution Date: 12/20/19	Effective Date: 12/26/19
Contact Point: Metrc® Support	Subject: New Transporter Features in Metrc	
Reason: Metrc is providing an update on our newest features for Transporters.		

Greetings Metrc Users,

Metrc is pleased to provide information on our newest transfer enhancements within the software that will be available on December 26th, 2019.

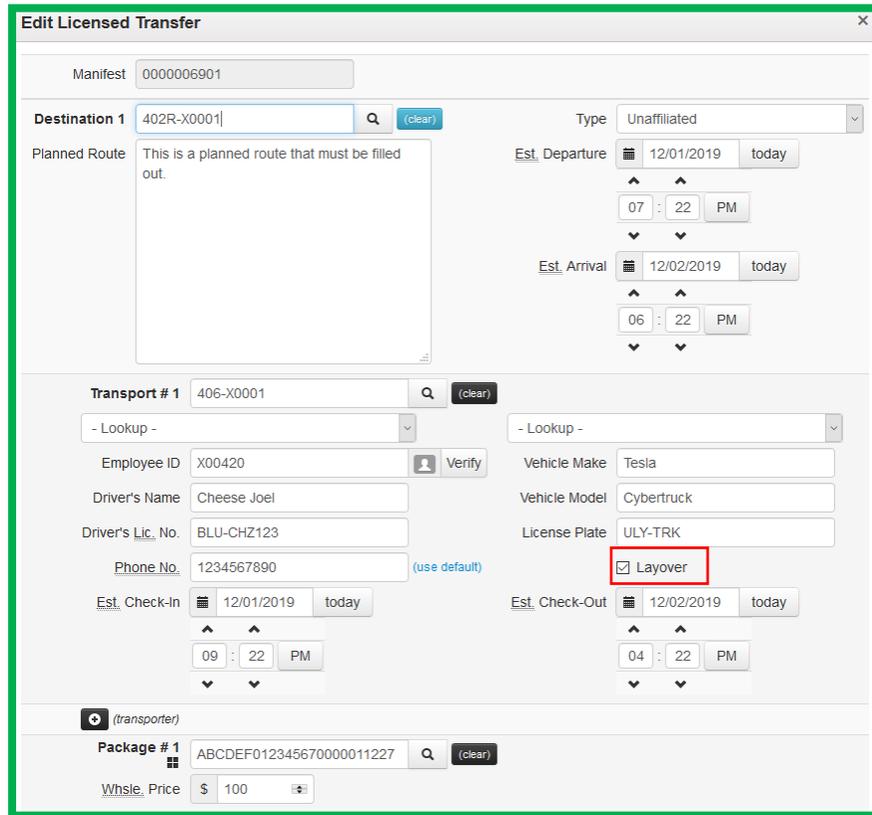
Users with Transfers Hub access will now be able to acknowledge receipt for rejected packages and record departure, arrival and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid for visual indicators on the direction and point of delivery for a transfer. In addition, licensees that are shipping packages and licensed transporters who are listed on a manifest will now be able to update the transporter information if a package is rejected by the destination facility.

Please find on the following pages a detailed description of the enhancements:

Transfers Process Updates

Outbound Trip

When the shipping licensee creates a transfer manifest where a layover will occur, the licensee must ensure the layover box is checked as seen in **Figure 1**.



The screenshot shows the 'Edit Licensed Transfer' interface. At the top, the 'Manifest' field contains '0000006901'. Below it, 'Destination 1' is '402R-X0001' and 'Type' is 'Unaffiliated'. The 'Planned Route' field contains the text: 'This is a planned route that must be filled out.' The 'Est. Departure' is set to '12/01/2019' at '07:22 PM' and 'Est. Arrival' is '12/02/2019' at '06:22 PM'. The 'Transport # 1' is '406-X0001'. The 'Employee ID' is 'X00420', 'Driver's Name' is 'Cheese Joel', 'Driver's Lic. No.' is 'BLU-CHZ123', and 'Phone No.' is '1234567890'. The 'Vehicle Make' is 'Tesla', 'Vehicle Model' is 'Cybertruck', and 'License Plate' is 'ULY-TRK'. The 'Layover' checkbox is checked and highlighted with a red box. The 'Est. Check-In' is '12/01/2019' at '09:22 PM' and 'Est. Check-Out' is '12/02/2019' at '04:22 PM'. At the bottom, 'Package # 1' is 'ABCDEF012345670000011227' and 'Whsle. Price' is '\$ 100'.

Figure 1: Registering a Transfer Manifest with a Layover

Once the transfer is registered, both the transporter and destination licensees can see the transfer information entered. The designated transporter can edit certain details within the manifest from the Transfers Hub, while the destination licensee can view all information that has been registered.

A licensed transporter who has been designated by the shipping licensee to transfer the packages will have selectable buttons as seen in **Figure 2** within their Transfers Hub. These buttons are treated as reportable actions a transporter licensee takes with each transfer.

The cases for use for each button are outlined below.

- The “Edit” button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The “Accept” and “Depart” buttons are designed to be used when a transporter accepts custody of the packages for delivery and then departs the originating facility.
- The “Check-In” and “Check-Out” buttons are only applicable when a layover is selected and that transfer will be stored at a transporter’s facility for a certain period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The “Arrive” button indicates the transporter arrived at the destination facility.

It is also important to note the following when using these buttons for transporters.

- Buttons pictured in **Figure 2** are applied in chronological order. For example, if Arrive is clicked prior to Depart, the Depart button will no longer be visible. Also, no date/time would be recorded for Depart.
- All buttons outlined for transporters to report their actions are not enforced by Metric. Meaning, if a transporter does not select any button during their route or layover and the manifest is received by the destination facility then these options would no longer be selectable by the transporter. The Marijuana Enforcement Division’s expectation is, at a minimum, the transporter licensee will use the “Check-In” and “Check-Out” buttons when arriving at their layover facility and leaving their layover facility.

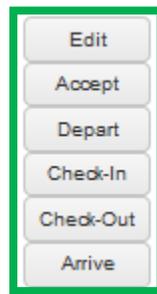
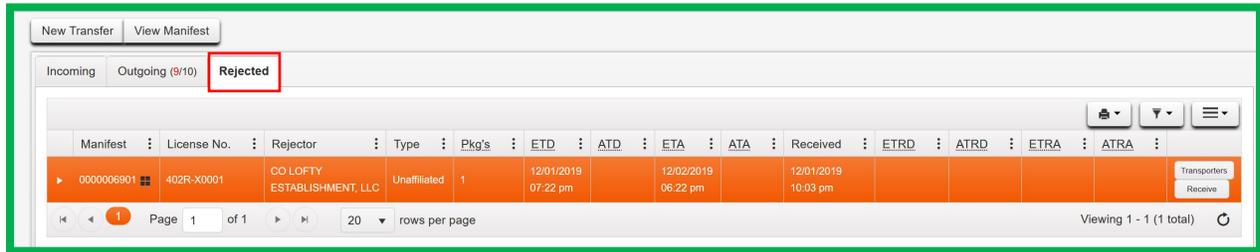


Figure 2: Selectable Buttons for Transporters

Return Trip

If the destination facility rejects a package in the transfer, the originating facility will have access to the return manifest under their Rejected tab as pictured in **Figure 3**.



Manifest	License No.	Rejector	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	Transporters Receive
0000006901	402R-X0001	CO LOFTY ESTABLISHMENT, LLC	Unaffiliated	1	12/01/2019 07:22 pm		12/02/2019 06:22 pm		12/01/2019 10:03 pm					

Figure 3: Rejected Transfers Grid

Users will now see a new “Transporters” button within the Rejected transfers grid pictured in **Figure 4**. This button allows the originating licensee to update details of the return transporter as pictured in **Figure 5**



Figure 4: New Selectable Button to Update Transporters for Rejected Transfers

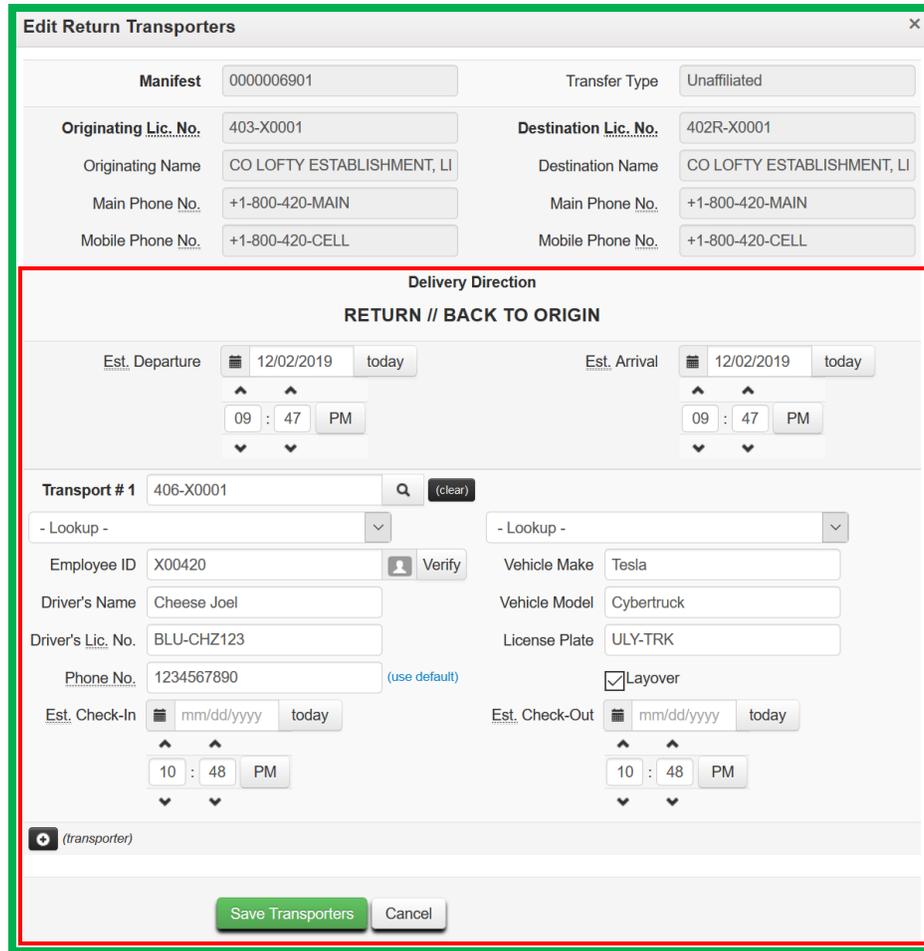


Figure 5: Updating Transporter Manifest Information on Rejected Transfers Tab

Once modified, the return transporter will have access to the manifest under the Transfers Hub.

The cases for use behind each button for a rejected transfer are outlined below.

- The “Edit” button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The “Accept” and “Depart” buttons are designed to be used when a transporter accepts custody of the rejected packages and then departs the original destination facility.
- The “Check-In” and “Check-Out” buttons are only applicable when a layover is selected and that transfer will be stored at a transporter’s facility for a certain period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The “Arrive” button indicates the transporter arrived at the originating shipping facility with the rejected packages.

New Transfers Hub Icons

Transporters with access to the Transfers Hub grid in Metrc will have a new icon and column outlined in **Figure 6**. The icon will identify the point of delivery for each transfer and the new column will indicate a direction (Outbound or Return) in which the designated transporter license is going.

View Manifest							
Manifest	Origin	Destination	Direction	Driver	Vehicle Info	Pkg's	
▶ 0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	← Return	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1	
▶ 0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	→ Outbound	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1	

Figure 6: Transfers Hub Grid

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.