



Sales

Entering Sales at the Dispensaries

Only Dispensaries send Sales information in the system. Recording Sales in Metrc is "reporting the last event in chain of custody" in this Seed-to-Sale tracking software.

Sales may be entered two (2) ways:

1. Manually
2. Data Import - via .csv file upload or through the API from a Third Party Vendor that has completed the certification process with Metrc and the State.

Sales must be entered into Metrc daily on the day sales are made using the "Record Receipts" button for manual entries, or the "Import" button for CSV uploads.

Metrc Acronyms

- | | |
|------------|--|
| 1. API - | <u>A</u> pplication <u>P</u> rogramming <u>I</u> nterface |
| 2. CSV - | <u>C</u> omma <u>S</u> eparated <u>V</u> ariable file |
| 3. METRC - | <u>M</u> arijuana <u>E</u> nforcement <u>T</u> racking <u>R</u> eporting <u>C</u> ompliance <u>S</u> ystem |
| 4. MMCP - | <u>M</u> edical <u>M</u> arijuana <u>C</u> ontrol <u>P</u> rogram |
| 5. PDL - | <u>P</u> rovisional <u>D</u> ispensary <u>L</u> icense (Licensee) |
| 6. POS - | <u>P</u> oint <u>O</u> f <u>S</u> ale <u>S</u> ystem |
| 7. TPV - | <u>T</u> hird <u>P</u> arty <u>V</u> endor |

Metrc Terms

1. **Licensee API Key** - an API Key unique to each individual employee within a licensed entity. Each employee within a licensed entity is authorized to create or deactivate their own unique API Key. The licensee's existing API Key will automatically be deactivated by generating a new API Key. The licensee API Key is linked directly to a dispensary's METRC account, which allows exclusive access to their METRC data and information.
2. **Provider API Key** - an API Key unique to a dispensary's POS System, which in combination with a unique licensee API Key allows a dispensary's POS system to gain authorized access to METRC and communicate data and information between a dispensary's POS System and METRC.

A. Seed-to-Sale Product Identification Terms

1. **Item** – refers to the quantity of product that is associated to a package.
2. **Item Brand** - the standard name assigned to a line of products that may be applied to containers of all like products differing only by the number of doses within an individual



container. The name of the Item Brand must comply with a standard format based on base form.

For plant material product the following format should be followed: [Form and Method] – [Strain Classification (Indica, Sativa, or Hybrid)] – [% THC] – [%CBD]. (I.E. – Tier 1 Vap-Indica-28- 10). For non-plant material a different format is required: [Form or Method Type] – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] (I.E. - Oil Oral Admin-11-0).

- Item Category** - options that an industry user can choose from when creating Items. Each Item Category is setup by the state and the required fields are configurable. The following are available:

Category Types
Tier 1 Plant Material for Vaporization
Tier 2 Plant Material for Vaporization
Oil for Oral Administration
Tincture for Oral Administration
Capsule for Oral Administration
Edible for Oral Administration
Metered Oil or Solid for Vaporization
Patch for Transdermal Administration
Lotion for Topical Administration

- Item Name** – is the name of the product being packaged. In Ohio, the item name includes the following minimum required elements in the following format:

Forms and Methods Types	Item Name Convention
Tier 1 Plant Material for Vaporization	Tier 1 Vap – [Strain Classification] – [% THC] – [%CBD] – [#of grams]
Tier 2 Plant Material for Vaporization	Tier 2 Vap – [Strain Classification] – [% THC] – [%CBD] – [#of grams]
Oil for Oral Administration	Oil Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses]
Tincture for Oral Administration	Tin Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses]
Capsule for Oral Administration	Cap Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses]
Edible for Oral Administration	Edb Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] – [Type of Edible] – [Flavor]
Metered Oil or Solid for Vaporization	Oil or Sol Vap – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses]
Patch for Transdermal Administration	Pat TD Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses]
Lotion for Topical Administration	Lot Top Admin – [Target THC Content(mg)] – [Target CBD Content(mg)] – [# of doses]

- Packages** - any amount of medical marijuana that may be sold, processed or transferred. Each package must be placed into one or more containers with each container having a unique package tag created in METRC.
- Package ID Number** - a number generated by METRC that is unique to the package and facility associated with the product. The Package ID Number is printed on a package tag, which facilitates the movement of product between licensees and dispensation to patients.

- 7. **Package Label** - the label containing the METRC package ID Number.
- 8. **Product ID** –an 11-digit number beginning with the letter “M” (e.g. M0000009401) assigned by the State Board of Pharmacy. Each Item and Item Brand must be assigned a Product ID before a finished product can be transferred between licensees or dispensed to a patient.
- 9. **Quantity** - the number of units or total weight of an Item. METRC tracks quantity in three ways based on the Item Category configuration: (1) Weight-based; (2) Count-based; or (3) Volume-based. For example, the Tier 1 Plant material below is weight-based (g). The tincture example below is volume based (87 ml) and not referencing the number of doses sold.

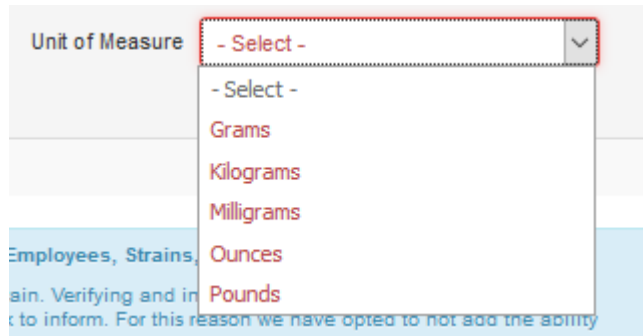
Category	Item Strain	Quantity ↓
Tier I Plant Material for Vaporization	Pheno 51	658.58 g
Tier I Plant Material for		

Category	Item Strain	Quantity ↓
Tinctures for Oral Administration		87 ea

- 10. **Strain** - a specific cultivar grouping of marijuana plants. Strains may be specific to each licensee.
- 11. **Unit of Measure** - the weight, volume, or count measure of a product depending upon item category.

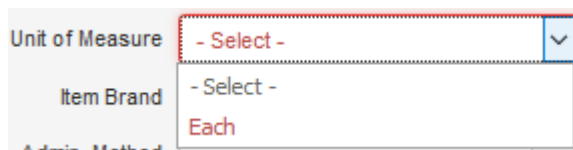
Intentionally Left Blank

Weight-based



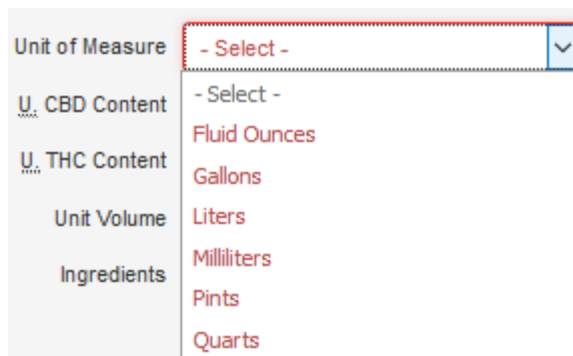
Unit of Measure - Select -
 - Select -
 Grams
 Kilograms
 Milligrams
 Ounces
 Pounds

Count-based



Unit of Measure - Select -
 - Select -
 Each

Volume-based



Unit of Measure - Select -
 - Select -
 Fluid Ounces
 Gallons
 Liters
 Milliliters
 Pints
 Quarts

B. Customer Types

1. **Caregiver Number** - refers to the caregiver registration number issued by the State of Ohio Board of Pharmacy.
2. **Customer Type** - describes the type of customer as a Patient or Caregiver.
3. **Patient Number** – refers to the patient registration number issued by the State of Ohio Board of Pharmacy.

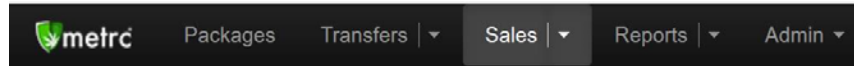
C. Sales Terms

1. **Finalizing Receipts** – the act of going into the sales section and selecting the “Finalize Sales Receipt” button. Selecting finalize indicates the user has confirmed the accuracy of all components in the receipt (Patient #, Sales Price, Quantity, Sales Date/Time) and determined it to be complete. Should a receipt need to be corrected, it may be unfinalized

at any time and then re-finalized once it has been corrected. Finalizing receipts will also improve the performance of the sales receipt grid whenever a receipt needs edited.

Steps:

- A. The user logs into Metrc.
- B. The user selects the sales option on the navigation panel.

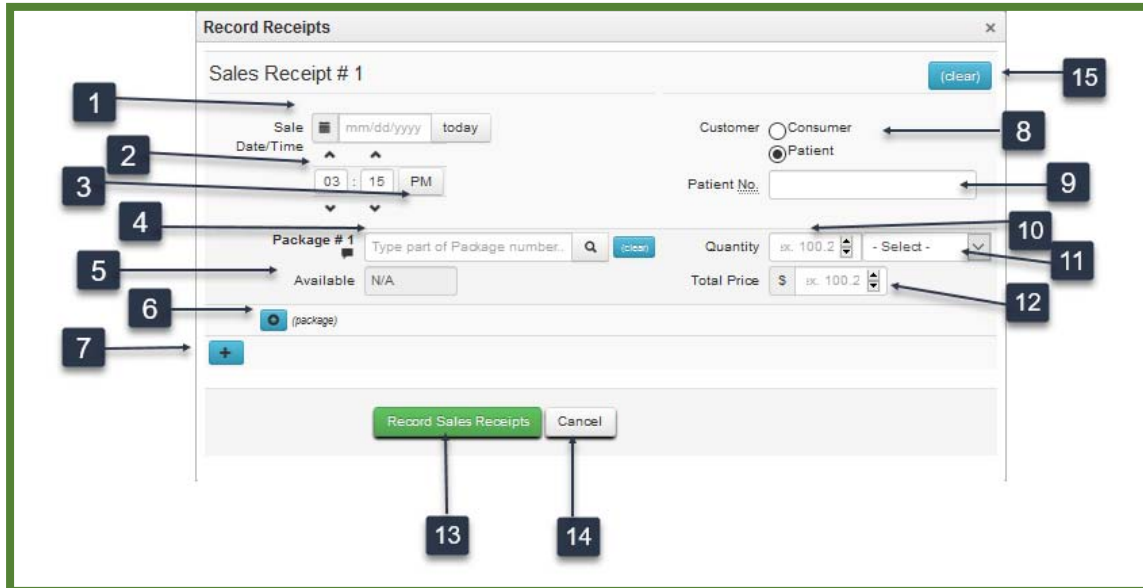


- C. The user selects the “Active” tab in Sales Receipts.



- D. Once in the active sales receipts tab, the user would select the receipt(s) they would like to finalize. These selections will highlight in orange.
 - E. After the receipt(s) are highlighted, the user will click the “Finalize” button.
 - F. The finalize button prompts the action window above which the user can then select “Finalize Sales Receipts”
2. **Recorded Date/Time** - the date and time the user or API actually records the transaction.
 3. **Recording Sales** – act of reporting the last event in the chain of custody in the Seed-to-Sale tracking software. Manually entered sales must be recorded by clicking on the “Record Receipts” button after entering the sale. CSV uploads can be completed by using the “Import” button.
 4. **Sales** - dispensation data entered by dispensaries into METRC. Although the expectation is that sales be automatically imported into METRC, sales can be entered two (2) ways:
 - a. Manually
 - b. Data import through the API
 5. **Sales Date/Time** - the date and time of purchase at the POS.
 6. **Total Amount** - means the total amount for the product sold before tax and after any discounts.

Manually Entering Sales



The screenshot shows a 'Record Receipts' form titled 'Sales Receipt # 1'. It includes fields for 'Sale Date/Time' (mm/dd/yyyy, today), 'Customer' (Consumer, Patient), 'Patient No.', 'Package # 1' (Type part of Package number, search, clear), 'Quantity' (bk. 100.2, - Select -), and 'Total Price' (\$ bk. 100.2). There are also 'Available' and 'Add Package' buttons. At the bottom are 'Record Sales Receipts' and 'Cancel' buttons. Numbered callouts 1-15 point to these elements: 1 (Date), 2 (Time), 3 (AM/PM), 4 (Package #), 5 (Available), 6 (Add Package), 7 (Add button), 8 (Customer), 9 (Patient No.), 10 (Quantity), 11 (Quantity dropdown), 12 (Total Price), 13 (Record Sales Receipts), 14 (Cancel), and 15 (Clear button).

Item 1: Receipt Date

The date of purchase from the receipt.

Item 2: Time of Sale

The Time of Sale in hours and minutes.

Item 3: Time of Day

Identifies whether the sale occurred in the am or pm hours.

Item 4: Package Number

Package(s) from which product was distributed to the Patient.

Item 5: Availability

Displays how much product remains in the existing Metrc package.

Item 6: Add Package button

Use to add additional package information.

Item 7: Add button

Use to populate information from a separate Sales Receipt while on the same screen.

Item 8: Customer button

Identifies whether the customer was a retail consumer or a Patient.

Item 9: Patient Number

The Patient Number of the person purchasing the product.

Item 10: Quantity

How much product the Patient purchased from the identified package(s).

Item 11: Unit of Measure dropdown

Select the Unit of Measure from the dropdown. The Unit of Measure must match the Unit of Measure of the source package(s).

Item 12: Total Price

Enter the Total Price for the product sold before tax and after any discounts.

Item 13: Record Sales button

Select Record Sales to save the information and exit the screen.

Item 14: Cancel button

Select to exit the screen without saving any changes.

Item 15: Clear button

Select to clear all entered information.

You can use the "Edit Receipts" button to edit the date and time, customer/patient information, and package/sales details.

Sales Data Import

You will need the ability to associate the Metrc package ID number to one or more sku items in your POS to import Sales data via the API.

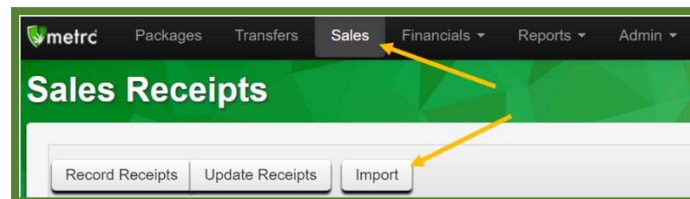
If they do not participate in the API (see the API Third Party Vendor list of companies who are certified to use the API with Merc at www.metrc.com), your Point of Sales vendor can help you export a csv file from their system to your computer. You can then import that csv file into Metrc.

If your POS vendor participates in the API, they can push this data to the software automatically.

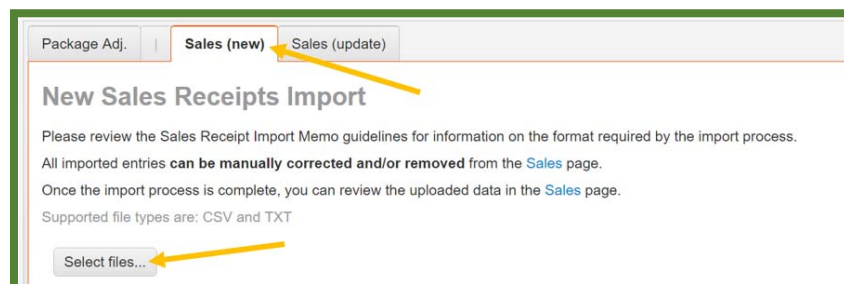
CSV - Comma Separated Variable file or Comma Delimited file

To use the CSV upload:

A sales upload from a common file type is available from the Sales function within a retailer. The file will need to be a test file separated by commas, commonly called a CSV file. This type of file can be created from an excel worksheet. The image below shows where to select the file. Once you have selected sales, select the "Import" button shown below. You should be able to create a CSV file from your existing Point of Sale system.



A new screen will open. Select the "Sales (new)" button and select the file to upload.



Notes:

1. Please be sure to select the correct files before uploading
2. All uploaded files will be imported automatically
3. Once a file is uploaded, it cannot be removed
4. Once a file is imported, its data cannot be removed
5. Every single upload is tied to your current account and facility
6. Files are limited to 1MB (megabyte) in size
7. All files will be scanned by antivirus software



Formatting your CSV Sales File for Upload

The CSV data fields for the upload are as follows:

New Sales Receipts:

Field	Format	Description
Sales Date/Time	YYYY-MM-DD HH:MM	Date and time of the actual sale
Sales Customer Type	Patient, Caregiver, or External Patient	Type of sales transaction
Patient Number	Numeric Value	State-Provided Patient Number Leave blank if N/A
Caregiver Number	Numeric Value	State-Provided Caregiver Number Leave blank if N/A
Package Label	Alpha-numeric value	Metrc Package ID Number
Quantity	Numeric Value	Number of Units Sold
Unit of Measure	Numeric Value	IE: grams, ounces, each
Total Amount (\$)	Numeric Value	Numeric Value, do not include "\$"

Please remember, the CSVs cannot have a header, just the data. The file will need to be created without headers and with a separate row for each transaction, for example:

Example:

"2018-01-23 12:30","Patient","123456","654321","ABCDEF012345670000011229","5","Grams","20"

*Please note that the commas are just to designate the next column in the file. These commas will NOT be placed in your file if you are using a .csv file/excel spreadsheet. If you are making a .txt file, then you WILL need the commas.

Existing Sales Receipts:

Field	Format	Description
Metrc Receipt Number	Numeric Value	10 digits
Sales Date/Time	YYYY-MM-DD HH:MM	Date and time of the actual sale
Sales Customer Type	Patient, Caregiver, or External Patient	Type of sales transaction
Patient Number	Numeric Value	State-Provided Patient Number Leave blank if N/A
Caregiver Number	Numeric Value	State-Provided Caregiver Number Leave blank if N/A
Package Label	Alpha-numeric value	Metrc Package ID Number
Quantity	Numeric Value	Number of Units Sold
Unit of Measure	Numeric Value	IE: grams, ounces, each
Total Amount (\$)	Numeric Value	Numeric Value, do not include "\$"

Example:

"001234567","2018-01-23 12:30","Patient","123456","654321","ABCDEF012345670000011229","5",
"Grams","20"

*Please note that the commas are just to designate the next column in the file. These commas will NOT be placed in your file if you are using a .csv file/excel spreadsheet. If you are making a .txt file, then you WILL need the commas.

Notes:

- If you are updating a previously uploaded entry, you will need to retrieve the receipt number from Metrc.
- If you receive an error upon upload, you may contact the Metrc Support Desk for assistance diagnosing the issue. Errors are usually due to missing or invalid data in the CSV file.