Alaska - Metrc Support Bulletin

Bulletin Number: AKIB#012_091818	**Distribution Date**: 09/18/18	**Effective Date**: 9/18/18
Contact Point: support@metrc.com	**Subject(s)**: Trade Shows, Voiding Transfers	

Greetings Metrc Users,

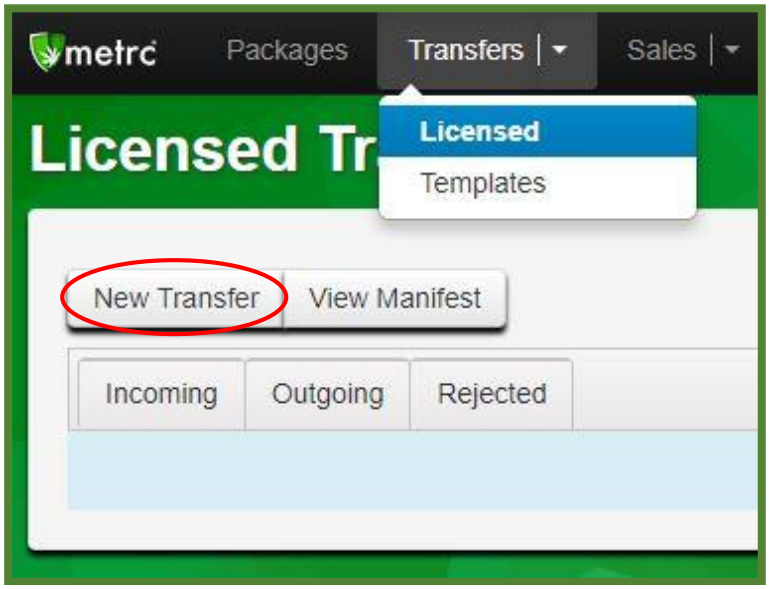
This bulletin is intended to provide guidance on the process for transferring product to trade shows and also covers how to void an open transfer from your facility.

Transfers to Industry Trade Shows

Cannabis product may NOT be sold, consumed, traded or given away to anyone at any time during any trade show.

- Licensees in Alaska are now permitted to transfer recreational cannabis product to industry trade shows.
- All cannabis product being transferred to a trade show should be recorded on a transportation manifest and returned to the originating facility at the end of the trade show.
- All cannabis product must remain in the possession of the individual transporting the product at all times.
- **Please use the following instructions for all transfers to/from trade shows:**

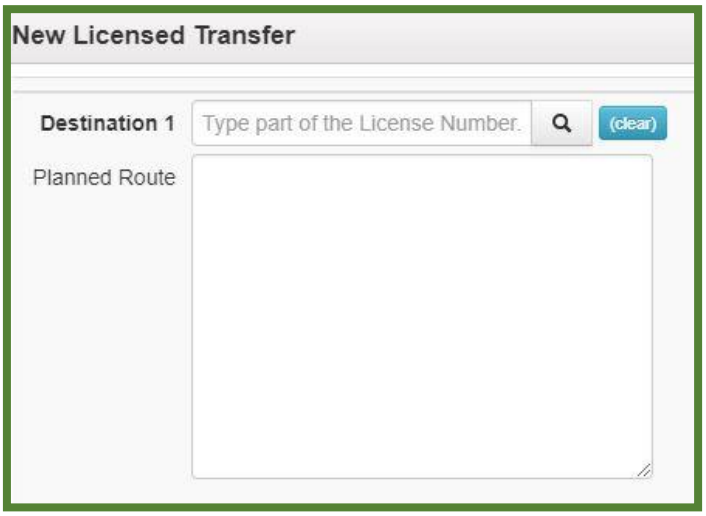
1. Select "New Transfer" under your Licensed Transfers section.



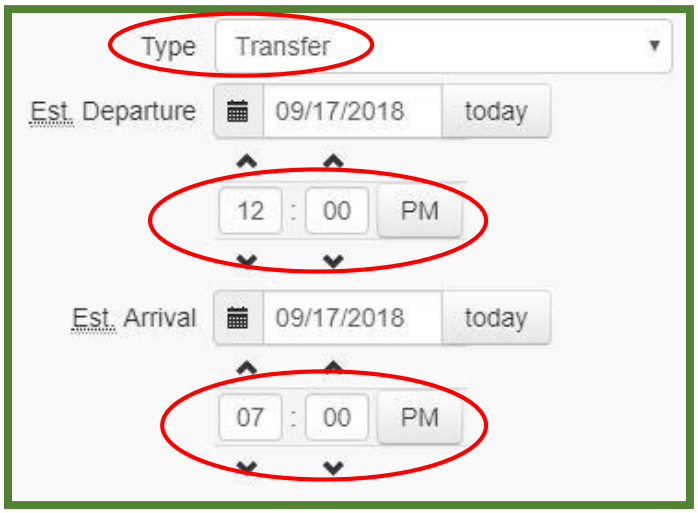
2. Input the correct trade show license as the destination on the manifest.
    - *Different trade shows will have different names, locations and licenses. Make sure you select the correct one.*
    - **For example:**

      Facility Name: Trade Show – Anchorage

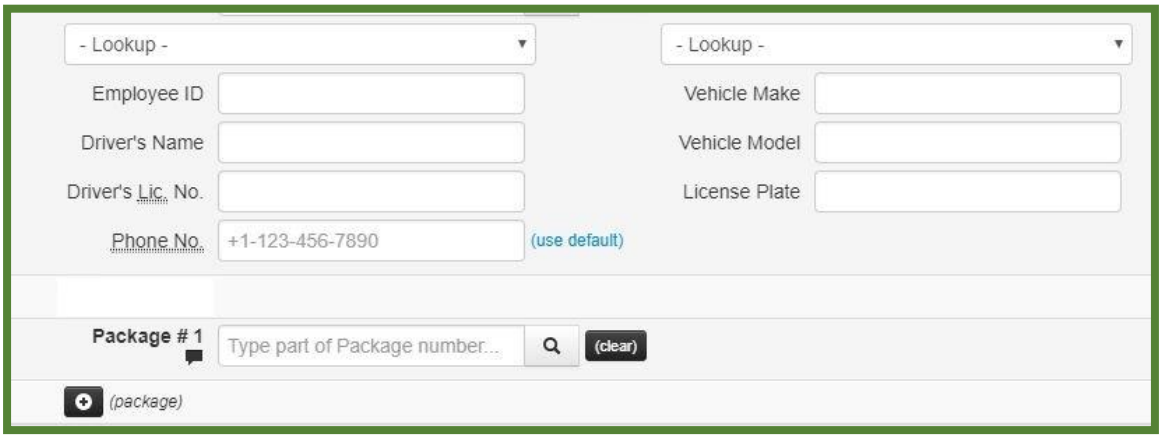
      License Number: 7a-TSXXX
3. In the "Planned Route" section, make sure to include the following:
    - **Route TO the trade show**
    - **Route FROM the trade show back to your facility** (If you are taking a different route back)



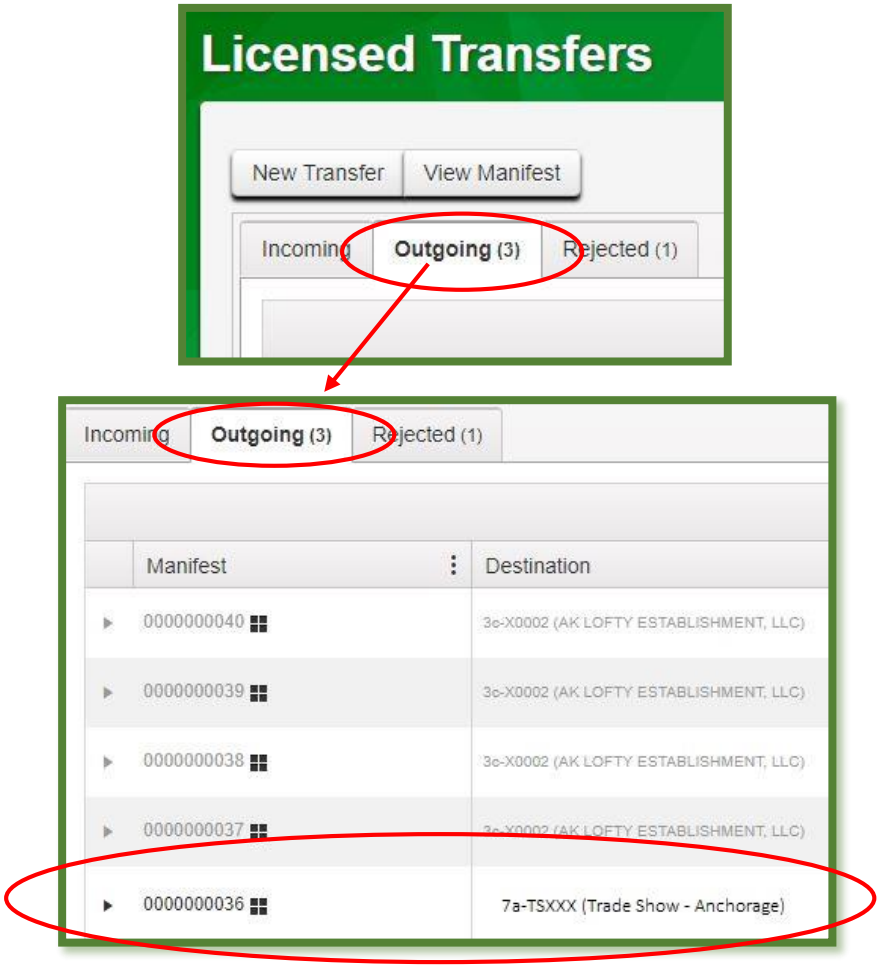
4. Select "Transfer" as the transfer type.
5. Enter your estimated departure and arrival times.
    - *Your estimated time of arrival should be the time you expect to return to your facility.*



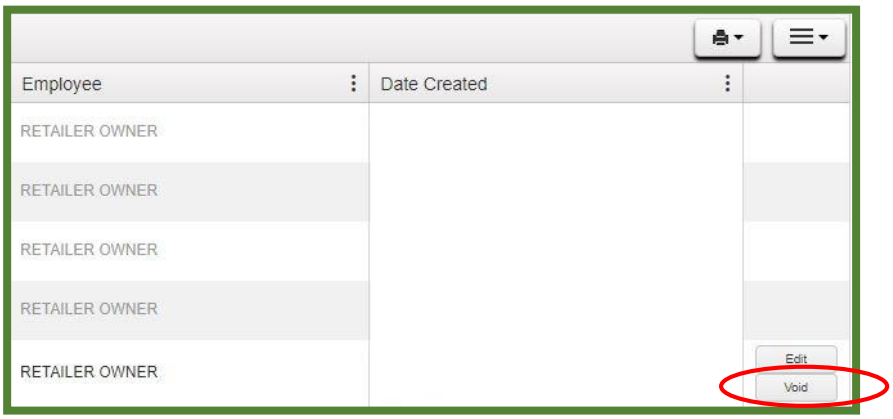
6. Enter the information for the individual and the packages they are transporting.

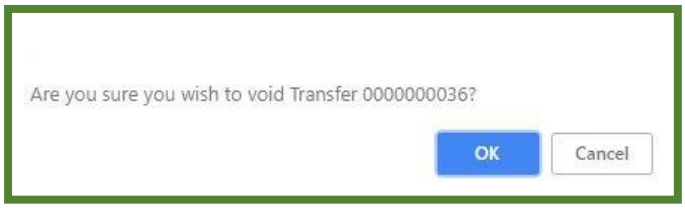


7. When you are finished at the trade show, return with all packages to the originating facility.
8. Upon returning, you need to locate the manifest in your "Outgoing" transfers tab.
9. Under your "Outgoing" transfers tab, you will see the transfer to the trade show listed.



10. At the far-right hand side of the screen, you will see the "Void" button next to the manifest.
    - *The void and edit functions are only visible for open transfers.*
11. Select "Void" to void the transfer and "OK" to confirm the action.





12. This will return all packages into your facility's inventory.

This process is intended to allow industry users to transfer product to and from trade shows, documenting the required information, and avoid locking up packages of product for indeterminate amounts of time for review or approval.

Remember: Cannabis product may NOT be sold, consumed, traded or given away to anyone at any time during any trade show.

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Metrc – Industry Training

Metrc provides industry training and education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: **Metrc.com/Alaska**
- *You must attend at least one New Business (Level 1) class online before you may register for other classes*
- *We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes*

Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2)
- Metrc Advanced (Level 2) – Testing Labs (Labs must request training via email)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This information can found on our website, when logged into Metrc under your Support tab, and is listed below.

Check under the "Support" tab for additional resources.

Please be advised that the new *CSV Formatting Guide* and *Industry Reports Guide* are now located under the Support Tab when you login to Metrc.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.

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