Metrc Support Bulletin

Bulletin Number: MI_IB_0005	Distribution Date: 3/29/19	Effective Date: 4/5/19
Contact Point: Metrc® Support	Subject: Patient Sales Delivery	
Reason: The following update will allow a Provisioning Center's to record a sales delivery of Medical Marijuana to a qualifying patient.		

Greetings Metrc Users,

Metrc is releasing information within this bulletin on a new software update that will allow Provisioning Centers the ability to record sales deliveries to a qualifying patient. Beginning on April 5th, 2019, the Metrc Admin for each Provisioning Center will see a new selectable Deliveries option beneath the Sales tab.

As a further reminder, the LARA BMR checklist and bulletin regarding sales deliveries are available at www.michigan.gov/bmr.

Software Update for Sales Deliveries:

With the update implemented, employees who need access must be granted the permission by the Metrc admin, or an employee who can update employee permissions. The permission will be found within the **Sales Menu** for **Provisioning Centers** only.
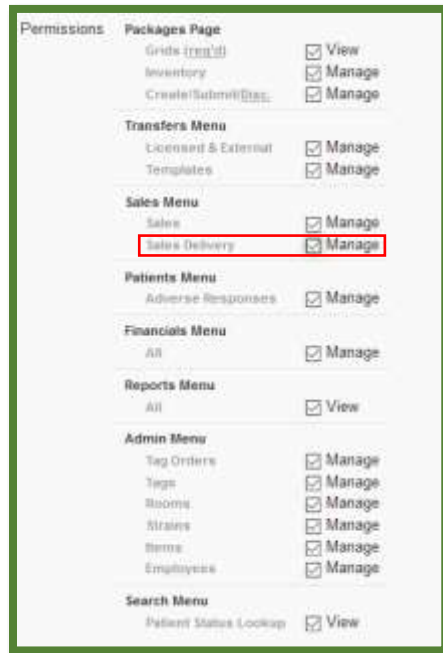

Figure 1: Employee Permissions

Once the permission is granted to a user, the sales delivery option can be found beneath the sales tab on the navigation pane.
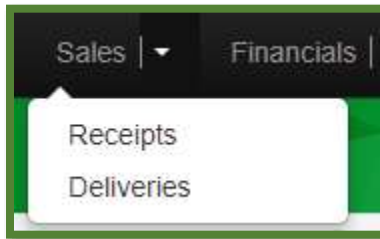

Figure 2: Selectable Sales Options

In Metrc, sales deliveries are reported differently than in-store sales receipts. Reporting a sales delivery as an in-store sales receipt within Metrc will not meet the regulatory requirements. To differentiate the two, please see the following.

- Sales receipts would indicate the transaction took place within the licensed premise of the Provisioning Center.

- Sales deliveries would indicate active inventory within a Provisioning Center was taken off the licensed premises and delivered to a patient.

- Provisioning Centers should never be recording the same transaction as a sales receipt and delivery.

Just like a transfer manifest is created within Metrc, a sales delivery manifest is required to be created as soon as the order has been placed by the patient in order to remove the product ordered from the patient's limit. This keeps patients from calling multiple Provisioning Centers and purchasing over their limits. When recording the necessary information within the sales delivery manifest, it is important to ensure the patient number accurately reflect the card number provided to the Provisioning Center.
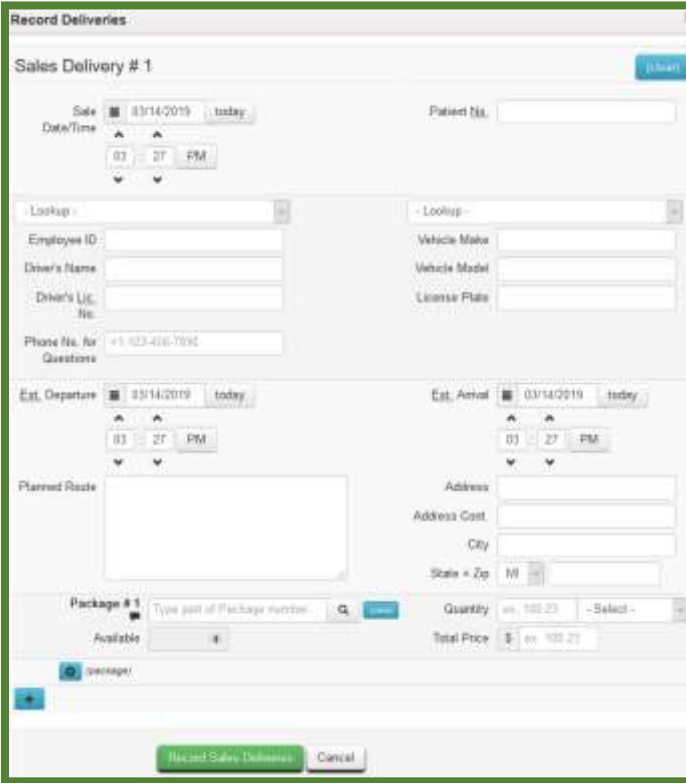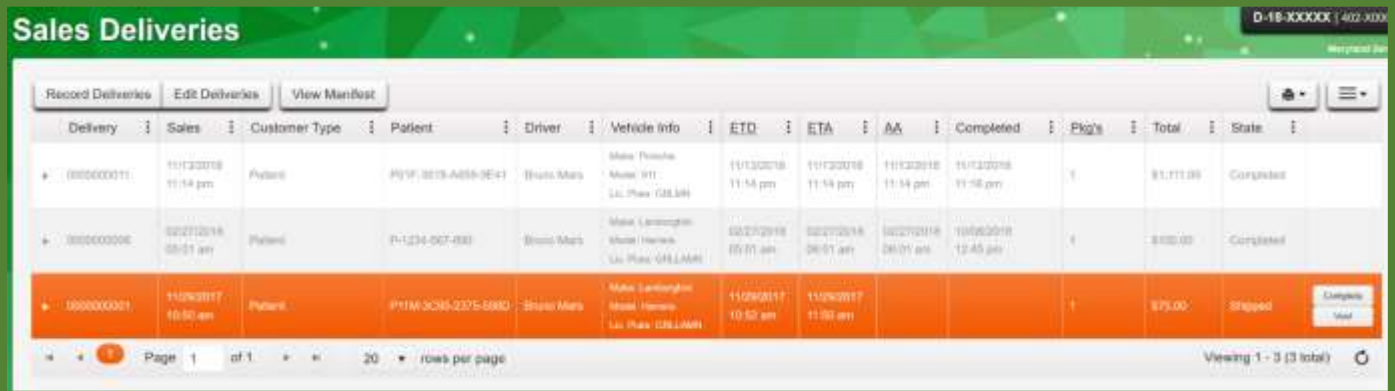
Figure 3: Recording Sales Deliveries

Each delivery to a patient should be recorded separately. If a Provisioning Center is making multiple deliveries, the planned route should notate this information. Once the sales delivery is recorded, it is considered open in Metrc. As you will see below, there are two completed deliveries that cannot be edited once the "Complete" button on the far right is selected by the Provisioning Center employee. If the delivery is still open, the employee can edit, or void as needed.

Figure 4: Sales Deliveries Grid

When a delivery is recorded in Metrc as "Complete", the inventory is removed from the package and marked as a delivery. Remember, You should NOT report a "Sale Receipt" and a "Sale Delivery" for the same transaction. This will cause inventory to be removed from the affected package twice.

Figure 5: Packages History Example

Sales Deliveries API Impact

If a Provisioning Center plans to report sales deliveries through their Point-of-Sale (POS) system. Please note the sales delivery manifest can only be printed within your Metrc account. The Metrc API will allow for the creation/reporting of sales deliveries, but Provisioning Centers should ensure the following.

- Confirm with your POS provider that sales deliveries are being reported into Metrc as deliveries and not receipts.

- Log into Metrc prior to departure and print out the Metrc Sales Delivery manifest.

- Do not create both a sales deliveries in Metrc manually and in your POS system separately as you will likely be recording the transaction twice.

If your POS system does not currently differentiate between sales deliveries and receipts, your sales data may be reported inaccurately. Metrc provides documentation here for integrators to reference the new available endpoints for the sales section.

The new endpoints that will be available for POS systems to utilize the sales delivery section of the Metrc API are outlined below.

- POST /sales/v1/deliveries
- PUT /sales/v1/deliveries
- PUT /sales/v1/deliveries/complete
- DELETE /sales/v1/delivery/{id}