Metrc Support Bulletin

Ometrc

Bulletin Number: MI_IB_0045	**Distribution Date**:	**Effective Date**:
Contact Point: Metrc® Support	**Subject**: Package Creation	
Reason: Provide information on creating new packages for returns or testing		

Greetings Metrc Users,

The MRA and Metrc are putting out this information to remind users how to create packages from existing packages, and how to create sample packages for testing. This information will allow users to return products that have sales out of the original package by creating new packages. **Without creating a new package for a return, the recorded sales will be lost.** Additionally, this function will allow users to create test samples from the newly created packages.

Please see the following pages for additional details below:

Creating a New Package

Users with the ability to manage packages will be able to create packages from the original package. Select the package that needs to be returned to the processor or grower, then select the "New Packages" button in the top row. With the correct package selected, go through the package creation screen by selecting the appropriate information in the tag number, location, date, and click the "Same Item" box so the same item name will be used for the new package.

On the right-hand side, enter the amount of product being removed from the original package after the testing facility has taken the physical sample. This will enable you to select the summation button Σ for the new package, converting the original quantity listed into the total quantity of the new package in the correct UoM that you have selected. This is show in the **Figure 1** below.
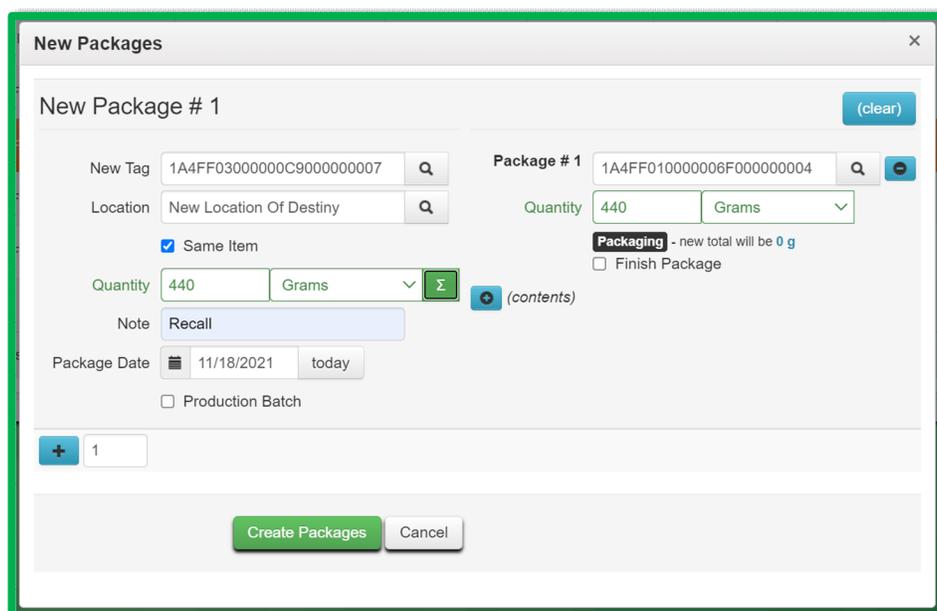

Figure 1: New Package Creation Screen

![metrc logo]

Creating a New Package for Testing

Users with the ability to manage packages will be able to create packages to submit for testing. Select the package that needs to be tested and then select "Submit for Testing" in the top row. With the correct package selected, go through the package sample creation screen by selecting the appropriate information in the tag number, location, date fields, then click the "Same Item" box that will be used for the new package.

On the right-hand side, enter the amount of product removed from the original package after you have taken your sample. This will enable you to select the summation button ![Σ button] for the new package, converting the original quantity listed into the total quantity of the new package in the correct UoM that you have selected. This is shown in **Figure 2**.
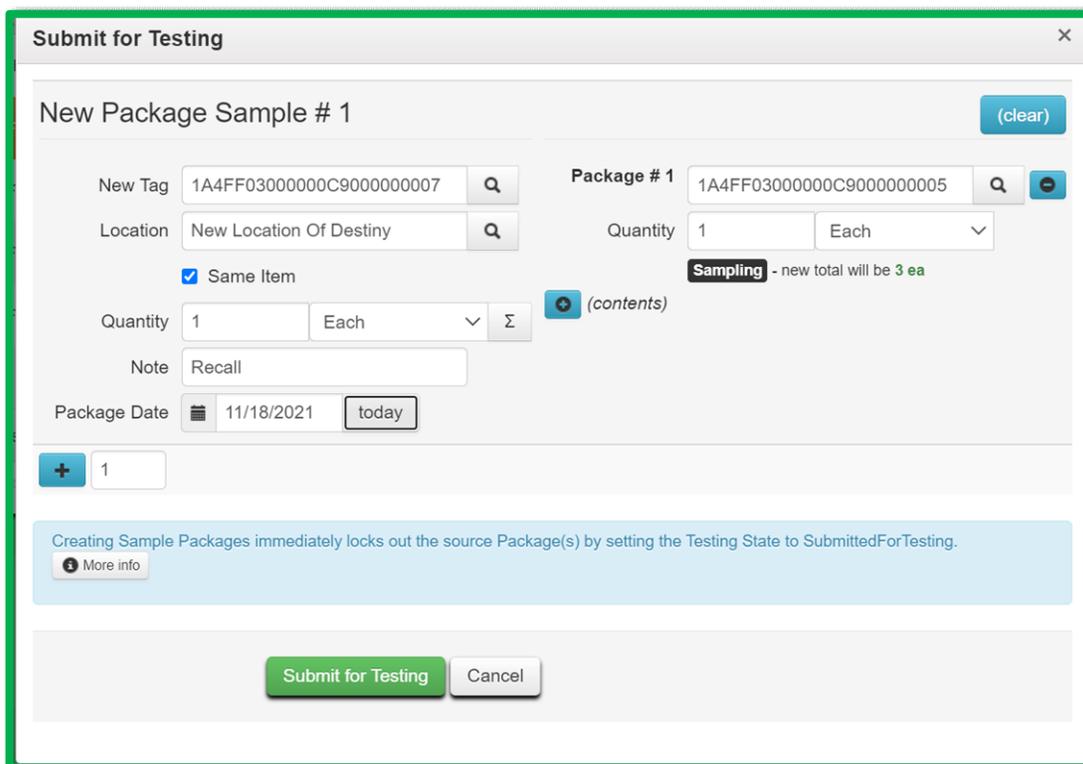

Figure 2: New Package Sample Creation Screen

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