

Bulletin Number: NV_IB_0047	Distribution Date: 03/23/21	Effective Date: Ongoing
Contact Point: Metric® Support	Subject: Returning a Transfer	
Reason: Metric is providing a reminder on how to return Transfers with different drivers		

Greetings Metric Users,

Metric is pleased to provide a quick reminder on how to return a Transfer with a different driver (s).

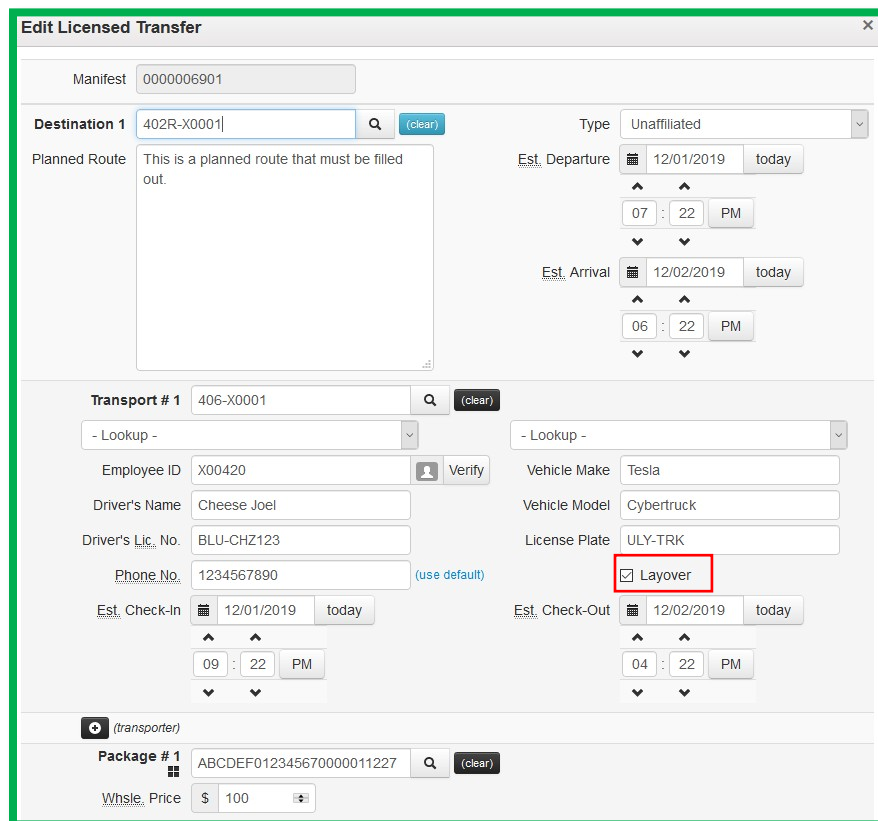
Users with Transfers Hub access are able to acknowledge receipt for rejected packages and record departure, arrival and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid for visual indicators on the direction and point of delivery for a transfer. In addition,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

Please find on the following pages a detailed description of returning a Transfer:

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 'Whse. 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** below, 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 Metrc. 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 CCB’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.

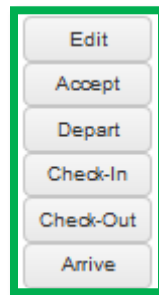


Figure 2: Selectable Buttons for Transporters

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**.

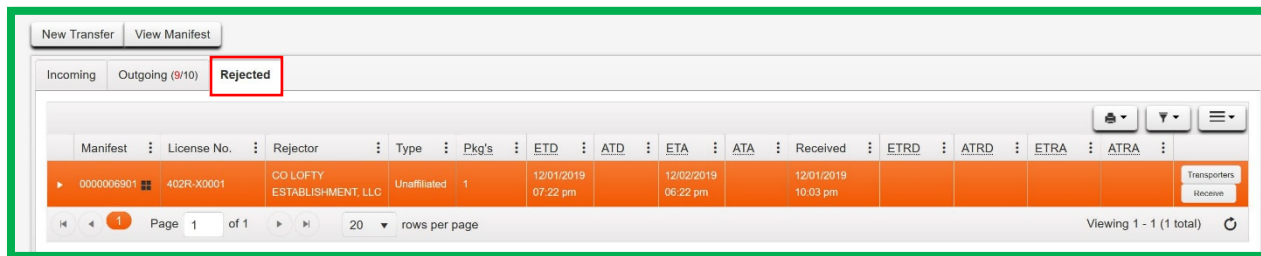


Figure 3: Rejected Transfers Grid

There is now a “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**

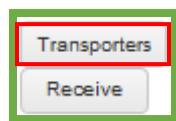
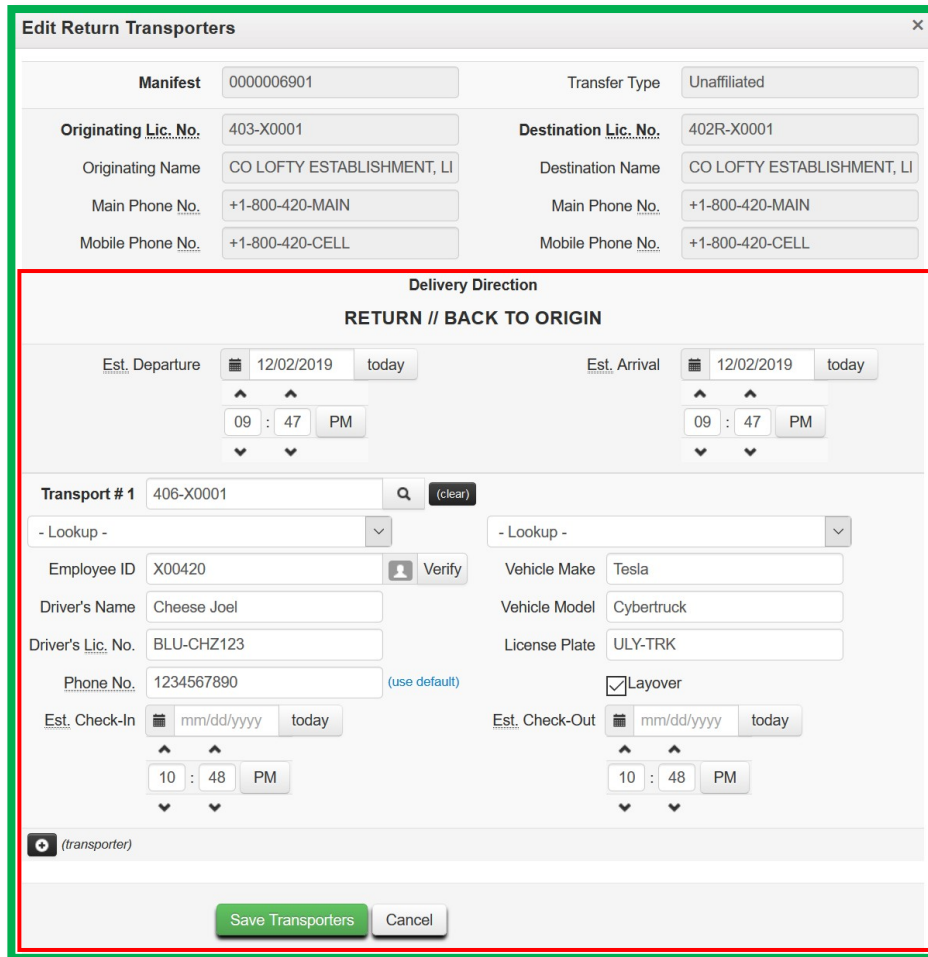


Figure 4: New Selectable Button to Update Transporters for Rejected Transfers



Edit Return Transporters

Manifest: 000006901 Transfer Type: Unaffiliated

Originating Lic. No.: 403-X0001 Destination Lic. No.: 402R-X0001

Originating Name: CO LOFTY ESTABLISHMENT, LI Destination Name: CO LOFTY ESTABLISHMENT, LI

Main Phone No.: +1-800-420-MAIN Main Phone No.: +1-800-420-MAIN

Mobile Phone No.: +1-800-420-CELL Mobile Phone No.: +1-800-420-CELL

Delivery Direction
RETURN // BACK TO ORIGIN

Est. Departure: 12/02/2019 today Est. Arrival: 12/02/2019 today

09 : 47 PM 09 : 47 PM

Transport # 1: 406-X0001 (clear)

- Lookup - - Lookup -

Employee ID: X00420 Verify Vehicle Make: Tesla

Driver's Name: Cheese Joel Vehicle Model: Cybertruck

Driver's Lic. No.: BLU-CHZ123 License Plate: ULY-TRK

Phone No.: 1234567890 (use default) Layover

Est. Check-In: mm/dd/yyyy today Est. Check-Out: mm/dd/yyyy today

10 : 48 PM 10 : 48 PM

(transporter)

Save Transporters Cancel

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.

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.