

TITLE: Auditing Metrc Manifests			
Creation Date: 2/21/2024	Department: Compliance	Doc No: INV-AMM-001	Approved Version: 1.0
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Process – Auditing Metrc Manifests

1. Purpose:

- 1.1. To provide instruction on how to audit Metrc manifests. Transfers should only be received in Metrc after manifests and COAs have been fully audited.

2. Scope:

- 2.1. All inventory teams will be tasked with auditing Metrc manifests.

3. Responsible Parties:

- 3.1. Inventory teams will be required to verify manifests to physical product

4. References:

- 4.1. [Receiving in Odoo](#)
- 4.2. [Auditing Certificates of Analysis SOP](#)

5. Definitions:

- 5.1. Metrc - Seed to Sale tracking system
- 5.2. Manifest - a document generated by distributor containing shipment information

6. Procedure:

6.1. Download from Metrc

- 6.1.1. Log into Metrc
- 6.1.2. Go to the Transfers page
- 6.1.3. Click the Incoming tab
- 6.1.4. Select the appropriate manifest
- 6.1.5. Click the View Manifest button

6.2. Confirm License Information

- 6.2.1. Confirm the following details are accurate:
 - 6.2.1.1. Originating Entity
 - 6.2.1.2. Originating License Number
 - 6.2.1.3. Address of Originating Entity
 - 6.2.1.4. Destination
 - 6.2.1.5. Destination License Number
 - 6.2.1.6. Address of Destination

6.2.2. If any of the above information is inaccurate, ask the driver to contact their team so that the appropriate course of action can be taken

6.2.2.1. If a new or updated manifest is provided, print two copies (one Eaze and one for the driver)

6.3. Confirm Package Details

6.3.1. Package ID / Lot #

6.3.1.1. Match the blue Metrc tags with the corresponding package IDs on the manifest

6.3.1.1.1. If the blue tags do not match with packages on the manifest OR if blue tags are missing, then the applicable packages should be rejected

6.3.2. Item Name

6.3.2.1. If packages were physically delivered but not listed on the manifest, then have the driver reach out to the vendor to add those packages to the manifest

6.3.2.1.1. If the vendor cannot add packages to the manifest, reject those packages

6.3.2.2. If packages are listed on the manifest but are not physically present, then reject those packages

6.3.3. Quantity

6.3.3.1. If quantity delivered is different than quantity listed on the manifest, then it can be updated when receiving the transfer in Metrc, using Incorrect Quantity as the adjustment reason

6.4. Confirm Lab Results

6.4.1. Refer to the [Auditing Certificates of Analysis SOP](#) to confirm lab test results for each line item on the manifest

6.5. Record Date/Time and Provide Signatures

6.5.1. Once all of the above has been completed, on both printed manifests:

6.5.1.1. Record the date/time received

6.5.1.2. Get driver's signature

6.5.1.3. Print your name

6.5.1.4. Sign your name

6.5.1.5. Record the date

6.5.1.6. If any portion of the order was rejected, then the driver must sign their name in the bottom section

7. Revision History:

REVISION NUMBER	STEPS REVISED	REASON FOR REVISION	INITIALS	EFFECTIVE DATE
1.0		Initial Creation		