



Retail Home Delivery Metric Guide

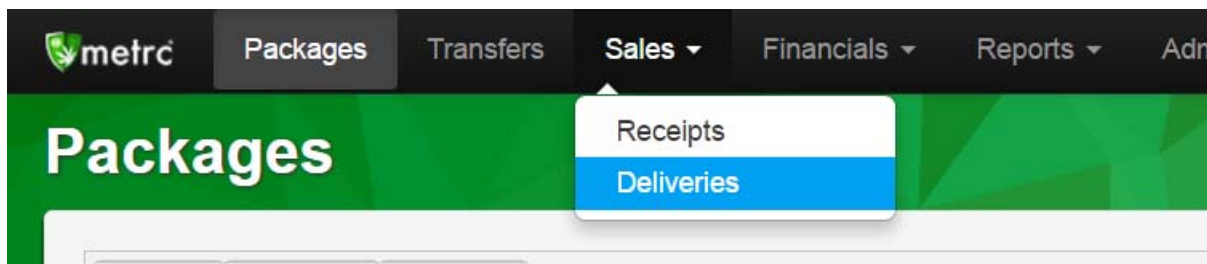
Under [OAR 845-025-2880](#) OLCC-licensed retailers may deliver to a residence with prior approval from the OLCC. It is recommended that all licensees read the rules carefully in order to understand all requirements and limitations. Retail delivery may be restricted or prohibited under local regulations, and approval by OLCC does not guarantee that home delivery is allowed in the jurisdiction in which you operate. Failure to comply with local regulations regarding home delivery could result in sanctions against the licensee, even if it is approved by OLCC.

This guide is intended to demonstrate how to properly use Metrc to properly document all home deliveries.

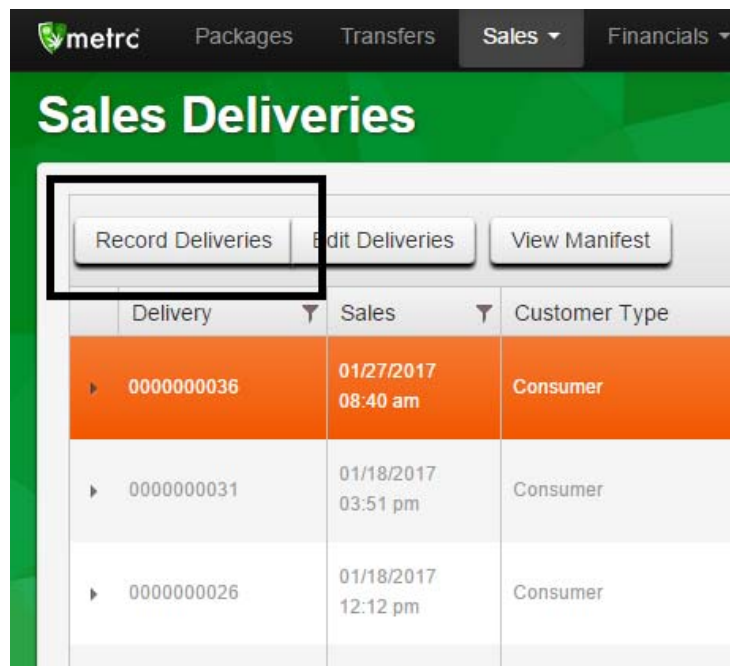
Creating a Sales Delivery Manifest

Home delivery sales in Metrc are in effect a hybrid of the existing sales functionality and transfer manifests. Like with license-to-license transfers, all home deliveries must be accompanied by a printed Metrc Sales Delivery Manifest.

To navigate to the Home Delivery section of Metrc, click on “Deliveries” under the Sales tab in your retailer Metrc account.



Once in the Sales Delivery section, click on the Record Deliveries button.



A modal will appear that must be completed. As discussed above, it is in essence a hybrid of license-to-license transfers and existing in-store sales functionality. A package must be selected with a quantity, price, and customer type selected. Multiple packages per stop and multiple stops per delivery may be added. Driver information, departure and delivery times, and residence location must also be entered. **Items on the delivery do not have to have an individual RFID tag** – they will come from a tagged package and must be packaged and labeled in accordance with OLCC and OHA rules, just as in the case of an in-store sale.

Record Deliveries
×

Sales Delivery # 1
(clear)

Sale Date/Time

:

Customer Consumer Patient

Occ. Lic. No.

Driver's Name

Driver's Lic. No.

Phone No. for Questions

Vehicle Make

Vehicle Model

License Plate

Est. Departure

:

Planned Route

Est. Arrival

:

Address

Address Cont.

City

State + Zip

Package # 1

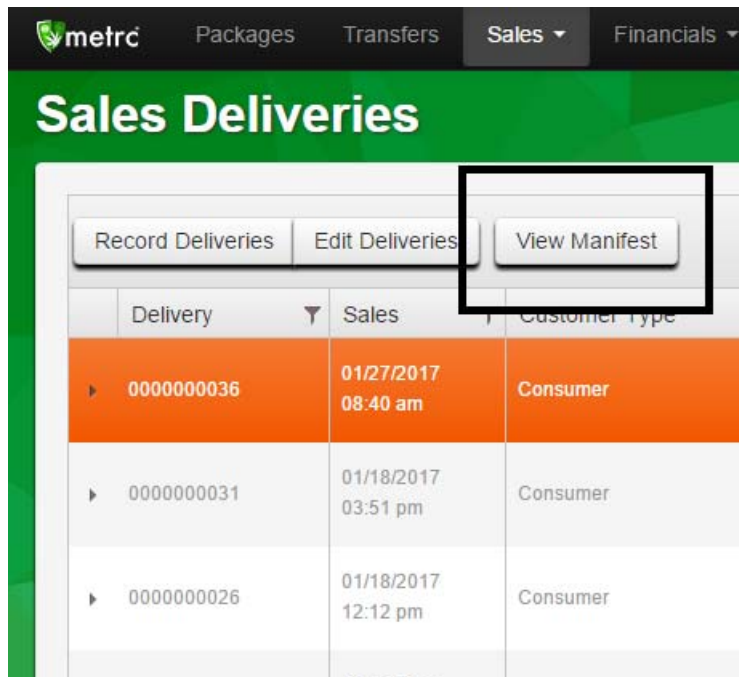
Available

Quantity

Total Price \$

(package)

Prior to departure, the driver must have a printed manifest to accompany the delivery, just as in the case of a license-to-license delivery. After the information above has been submitted, highlight the relevant delivery and click the View Manifest button. This will generate a PDF that can be printed.



Completing a Home Delivery

After a home delivery is completed – either successfully or unsuccessfully – it must be marked as such in Metrc. Each delivery has two buttons on the far right of the row: “Complete” and “Void.” **Void** should be used only in the case when a delivery was mistakenly generated and a correction is being made prior to a driver leaving the store. **Complete** should be used in all other cases – when a delivery is successfully made *or* when a delivery is unsuccessful.



After clicking the Complete button a confirmation screen will appear. In the case of a successful transfer only the actual arrival/delivery date and time must be entered. **Note:** like in the case of license-to-license transfers, deliveries must be the full amount originally added to the manifest. “Partial sales” cannot be done through the Complete Transfer modal.

Complete Delivery

Occupational: 6g51ad3f21
 Driver's Name: 65d1af32ad1
 Driver's Lic. No.: g65wrgdf16dw5s21tgf
 Phone No. for Questions: 5555555555

Vehicle Make: 6g5r1ds63g5d165g1
 Vehicle Model: 9rsw841gf6e5d1f
 License Plate: g98rwq4ftgqe6as
 Actual Arrival: 01/27/2017 today
 08 : 40 AM

Package # 1: ABCDEF012345670000013803
 Item: Big Buds
 Quantity: 1 g Reject Package

Complete Sales Delivery Cancel

In the case of a rejected delivery, the licensee must verify the amount of the item returning to the store and indicate why the delivery was unsuccessful. This could include an inability to verify the age or identity of the recipient, inability to find the correct location, visible intoxication of the recipient, etc. Indicating a rejected delivery will return the quantity in the "Verification" field back to its original package.

Complete Delivery

Occupational: 6g51ad3f21
 Driver's Name: 65d1af32ad1
 Driver's Lic. No.: g65wrgdf16dw5s21tgf
 Phone No. for Questions: 5555555555


Vehicle Make: 6g5r1ds63g5d165g1
 Vehicle Model: 9rsw841gf6e5d1f
 License Plate: g98rwq4ftgqe6as
 Actual Arrival: 01/27/2017 today
 08 : 40 AM

Package # 1: ABCDEF012345670000013803
 Item: Big Buds
 Quantity: 1 g Reject Package

Verification: 1 Grams
 Return Reason: - Select -
 (optional) Note:

Complete Sales Delivery Cancel

Example Sales Delivery Manifest

		OREGON LIQUOR CONTROL COMMISSION CANNABIS SALES DELIVERY MANIFEST	
<small>All sales transactions are to be completed prior to transportation of any Cannabis. The receiving entity may reject product delivered, but amount delivered must be limited to amount agreed upon in prior sales transaction. If the person transporting Cannabis has not yet received his or her Handler's Permit number, please put "Pending" in the appropriate field.</small>			
Manifest #:	000000036	Date Completed:	1/27/2017 8:41 AM
License # of Originating Entity:	200-X0001	For OLCC Use Only	
Name of Originating Entity:	OR LOFTY ESTABLISHMENT, LLC		
Address of Originating Entity:	9079 SE McLoughlin Blvd. Portland, OR 97222-7355		
Phone No. of Originating Entity:			
Contact Phone No. for Inquiries:	5555555555		
Address of Destination:	123 Fake St Suite B Portland, OR 97123	Date and Approximate Time of Departure:	1/27/2017 8:40 AM
		Date and Approximate Time of Arrival:	1/27/2017 8:40 AM
Route to be Traveled:	asx Notes: details for extenuating circumstances (e.g., road closure, flat tire, etc.)		
Item Description	Item Label	Weight/Quantity	
Big Buds	ABCDEF012345670000013803	1.0000 g	
PRODUCT REJECTION (if only a portion of shipment is rejected, circle that portion above)			
Name of Person Receiving or Rejecting Product:			
I confirm that the contents of this shipment match weight records entered above, and I agree to take custody of those portions of this shipment not circled above. Those portions circled were returned to the individual delivering this shipment.			
Signature:		Date:	
Signature of individual taking receipt of rejected portion of this shipment:			
Name of Person Transporting:	65d1af32ad1	Handler Permit of Person Transporting:	6g51ad3f21
Signature of Person Transporting:			
Make, Model, License Plate No.: 6g5r1ds63g5d165g1 9rsw841g16e5d1f g98rwq4ftgqe6as			