

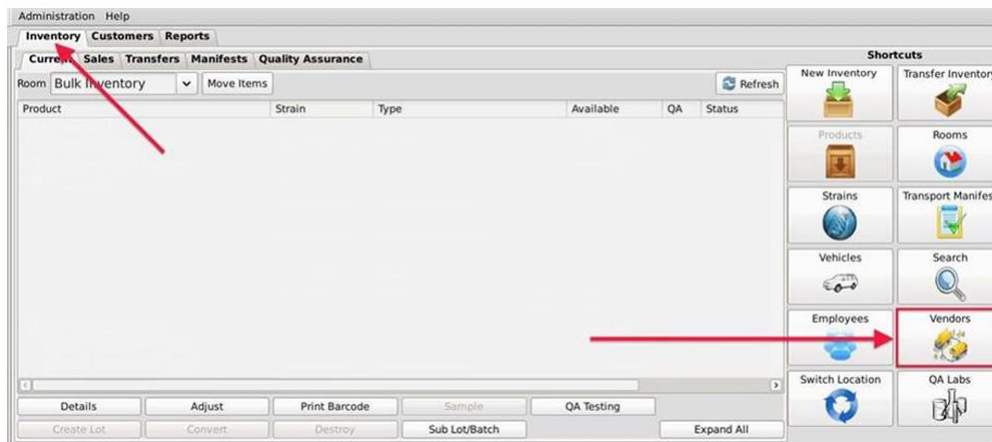
Hawaii Medical Marijuana Monitoring System

Wholesale from one Producer + Processor to another Producer + Processor

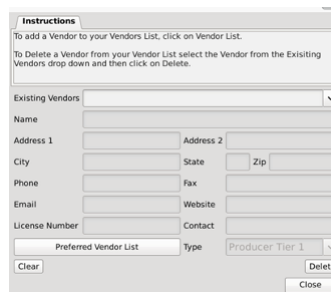
Add your preferred vendors

Before you begin your wholesale transfer you must first add the vendor(s) that you will be performing wholesales to in your preferred vendors. To view all possible vendors, add vendors to your Preferred Vendor List, or remove vendors from your Preferred Vendor List, you will need to access the Vendors screen.

- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Vendors” button located on the right-hand within the Shortcuts.

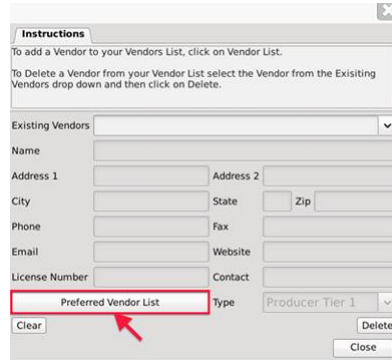


- This will bring up the Vendor Information screen.

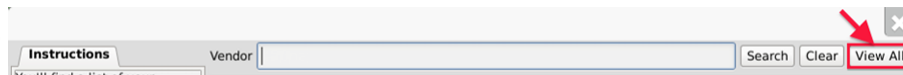
A screenshot of the 'Vendor Information' form. At the top, there is an 'Instructions' section with the following text: 'To add a Vendor to your Vendors List, click on Vendor List. To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete.' Below the instructions is a dropdown menu labeled 'Existing Vendors'. The form contains several input fields: 'Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Email', 'Website', 'License Number', and 'Contact'. At the bottom, there are two dropdown menus: 'Preferred Vendor List' and 'Producer Tier 1'. There are also 'Clear', 'Delete', and 'Close' buttons.

The detailed information of Licensees that are on your Preferred Vendors List (i.e., those you have indicated that you do business with) may be accessed via the Existing Vendors dropdown. Be aware that the dropdown will start empty and you will need to add vendors per the instructions below.

From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove other Government approved Licensees that you do business with.



You may click “View All” to view the entire population of Licensees.



A list of all Licensees that match the search criteria will appear in a pop-up.

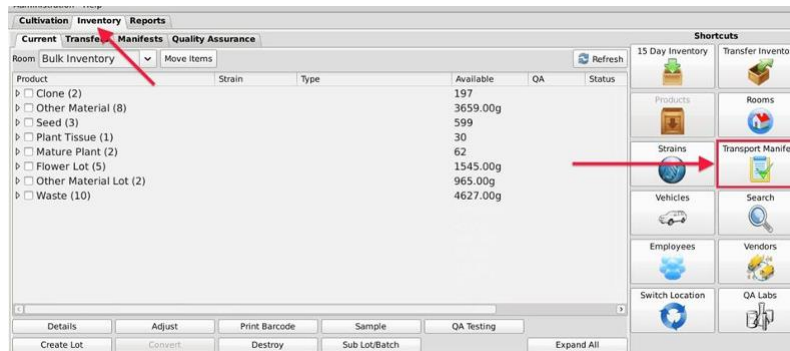
- Click the checkbox(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.

Your Preferred Vendor List is now updated with the selections.

Create a manifest

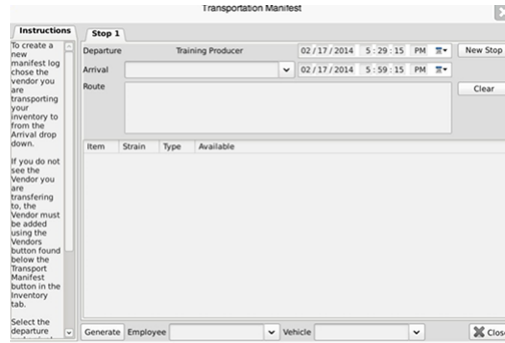
To create the standardized manifest for outbound shipments, you will need to access the Transportation Manifest screen.

- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Transportation Manifest” button located on the right-hand side of the screen



Product	Strain	Type	Available	QA	Status
<input type="checkbox"/> Clone (2)			197		
<input type="checkbox"/> Other Material (8)			3659.00g		
<input type="checkbox"/> Seed (3)			599		
<input type="checkbox"/> Plant Tissue (1)			30		
<input type="checkbox"/> Mature Plant (2)			62		
<input type="checkbox"/> Flower Lot (5)			1545.00g		
<input type="checkbox"/> Other Material Lot (2)			965.00g		
<input type="checkbox"/> Waste (10)			4627.00g		

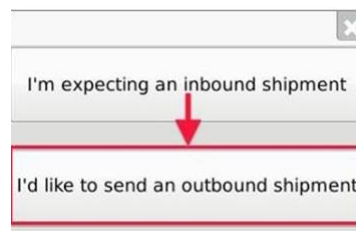
- This will bring up the Transportation Manifest screen.



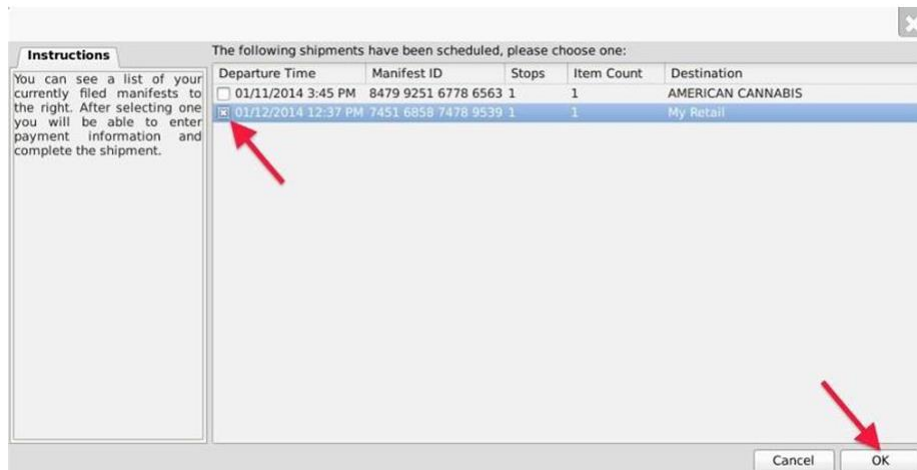
- Select the destination Licensee from the “Arrival” dropdown.
- Once “Arrival” is selected, you will need to include the route in the free text field. You will find a list all of the eligible inventory items that can be included on the manifest. All inventory that has passed all QA compliance testing will be available to send to another producer + processor.
- Select the Employee(s) and Vehicle that will be transporting the inventory.
- Select the expected departure date/time and the expected arrival date/time.
- Click “Generate” when all of the manifest components have been completed.
- The following notice confirms (1) the Traceability System’s receipt of the digital copy of the manifest, (2) the to-be-shipped items movement to the quarantine room within the Traceability System, and (3) the inventory is now ready to be transferred.

Wholesale transfer to a producer + processor:

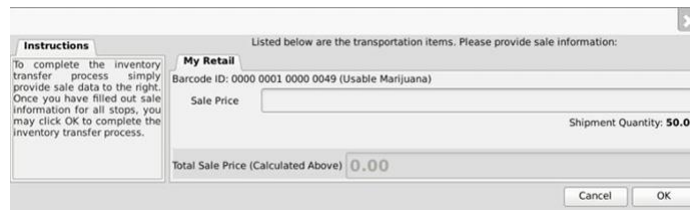
- Click on “I’d like to send an outbound shipment”
- A list of all currently filed but un-shipped outbound manifests to vendors appears.
- Click on the checkbox to the left of the manifest being shipped.
- Click “OK”.



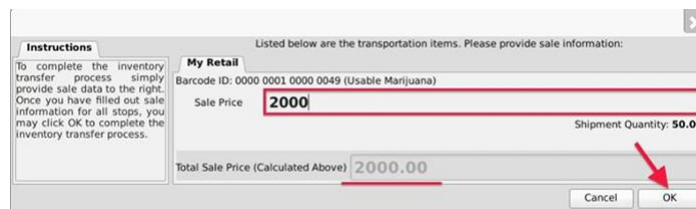
- A list of all currently filed but un-shipped outbound manifests to vendors appears.



- Click on the checkbox to the left of the manifest being shipped.
- Click "OK".



- The Sales Price screen, which lists the inventory associated with the manifest, appears.
- Enter the Sales Price of each item that is on the manifest.
- Click "OK" after all sales prices are entered (the total sales price is automatically computed within the greyed-out box).

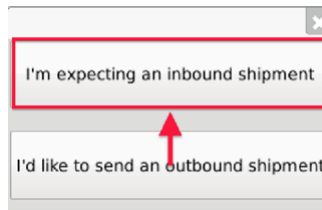


- The Traceability System automatically moves the inventory on the manifest out of the Quarantine room.

Receiving a wholesale

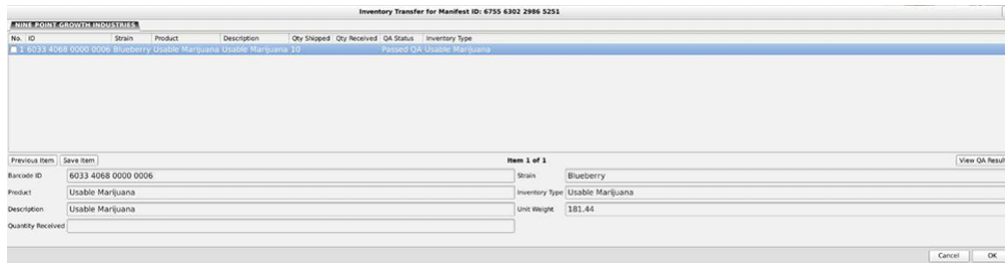
To receive an inbound shipment from a processor:

- Click on “I’m expecting an inbound shipment”



A list of all currently filed but not-yet-received inbound manifests from vendors appears.

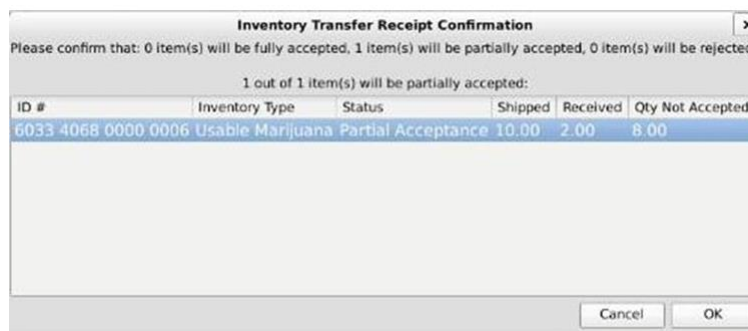
- Click on the checkbox to the left of the manifest being received.
- Click “OK”.



- Enter the Quantity Received for each item that is on the manifest.
- Note: Click “Save Item” after entering the Quantity Received of each line item.
- Click “OK” after the quantities have been entered.

Should you receive inventory that is damaged or defected during transport you can also partially accept inventory lots by entering the desired quantity received.

- The Inventory Transfer Receipt Confirmation screen displays.



- The Traceability System automatically moves the inventory on the manifest into the Bulk Inventory room and any inventory partially rejected



will automatically be returned to the vendor so there is no need to re-manifest rejected shipment.

- Once sub lots are created and sent to retails, retails do not have access or the ability to destroy inventory. Retails receiving wholesale items must ship it back to their producer + processor for destruction.

Should you have any additional questions please feel free to reach out to us through our ticketing system to create a service request at:

<https://biotrack.com/contact-us/#submit-a-case>