

Recreational Marijuana Program

Compliance Education Bulletin

Bulletin CE2017-14

The Oregon Liquor Control Commission is providing the following information to: recreational marijuana retailer licensees and third-party integrators.

The bulletin is part of OLCC's compliance education. It is important that you read it, and understand it. If you don't understand it please contact the OLCC for help.

Failure to understand and follow the information contained in this bulletin *could result in an OLCC rules compliance violation affecting your ability to work or operate your business.*

Bulletin CE2017-14 covers the following issues:

- Retailer Home Delivery of Sales

Home Delivery of Sales

Oregon law and OLCC rules allow for retailer home delivery of purchased product, subject to specific requirements. To be in compliance, when delivering purchased items to customers' residences, retailers must:

- Be approved for the home delivery privilege ([see form here](#));
- Receive and retain a bona fide order for the items being delivered (see [OAR 845-025-2880\(3\)](#));
- Comply with all delivery requirements, including only delivering within your licensed jurisdiction between the hours of 8:00 AM and 9:00 PM (see [OAR 845-025-2880\(4\)](#)); and
- Generate a Metrc Sales Delivery manifest to accompany the sales delivery of the items.

In Metrc, **home deliveries are reported differently than in-store sales.** Reporting a home delivery as an in-store sale in Metrc **will not** meet the requirements outlined above in rule, particularly the requirement to generate a Metrc sales delivery manifest. Reporting such sales incorrectly could result in an OLCC rules compliance violation affecting your ability to work or operate your business.

In January 2017, OLCC released a [Metrc Retail Home Delivery Guide](#) that outlines how sales deliveries must be reported in Metrc. Specifically, retailers should report these sales under "Deliveries" in the Sales tab of Metrc.

Important: when a home delivery is completed (i.e. items actually delivered and sale finalized) **the delivery in Metrc must be completed.** This is equivalent to receiving a license-to-license transfer – if the home delivery is not completed in Metrc it is still an "open" delivery and makes it appear that it is still on the road, and missing from the licensed retail establishment.

November 1, 2017

Reporting of Home Delivery Sales into a POS System

If you are reporting home delivery sales into a Point-of-sale (POS) system, Metrc Sales Delivery manifests can **only** be printed from within your Metrc account. The Metrc API allows for creation/reporting of home delivery sales, but you should:

- 1) Confirm with your POS supplier that home delivery sales are being reported into Metrc as deliveries and not “receipts” (i.e. in-store sales) **and**
- 2) Log into Metrc prior to departure to print out the Metrc Sales Delivery manifest.

The OLCC has learned that licensees are creating home delivery sales in Metrc manually and their POS system is separately reporting delivery sales as in-store sales (“receipts”). **This results in double-counting of your sales, which will make your inventory level incorrect and potentially cause reporting and payment issues with your quarterly tax filings.**

If your POS system does not currently differentiate between home delivery sales and in-store sales, your home delivery sales data is likely not being reported accurately into Metrc; as a result any home delivery sales you are making **are not in compliance with Oregon law and OLCC rules.** To remain in compliance you should do the following:

- 1) Manually create home delivery sales within Metrc until your POS supports the ability to differentiate between in-store and home delivery sales.
- 2) For any double reporting of the same sale as a home delivery and in-store sale, void the in-store (“receipts”) sale in Metrc.

The OLCC does not monitor your POS systems; the OLCC only requires you to accurately report your inventory into Metrc.

If you are a **POS third-party integrator**, more information on the home delivery sales API can be found at <https://api-or.metrc.com/Documentation#>; the relevant endpoints are /sales/v1/deliveries.

If you would like validation for home delivery sales in order to report via API into Metrc, please contact api-info@metrc.com.