



THE "WORLD'S MOST LIT POINT OF SALE SYSTEM"

8/24/23

Receiving Cannabis Items






To receive cannabis items:

- 1) On your MyBud POS terminal go to Tools > Store Setup > Register Email. Follow the instructions you receive to your email address to set up [Merchant Portal](#) access.
- 2) Accept the transfer with the cannabis item in [Metrc](#).¹ This is a one button process that you should have received training on from Metrc. All customer support questions regarding Metrc should be directed to Metrc. Metrc's main contact phone number is 877-566-6506. You can also find Metrc support contact email addresses [here](#).²
- 3) Confirm that the item is in Proteus 420's item list. To do so Items > View Items. Cannabis items you create in MyBud will automatically appear as items in Proteus 420. Searching for the UPC code you used when creating your cannabis item in the Proteus 420 SKU field is an easy way to find the item in Proteus if you are having trouble. If you do not see the items you have created in MyBud in Proteus 420, double check to make sure that the items are associated with a cannabis department in MyBud. If you still don't see the items, refresh the browser and wait a few minutes. **Note:** The UPC code you use in MyBud will appear in the SKU field in Proteus 420. The UPC field in Proteus 420 will be a randomly generated number.
- 4) Log in to your MyBud Merchant Portal [here](#). Go to Tools & Settings > Options and click on the Integrations button on the bottom of the page. Then click on Incoming Transfers in the Metrc section. This will open a screen that looks like this.

¹ <http://metrc.com>

² <https://www.metrc.com/about/contact/>

DATA EXCHANGES

Provider	Info	Setup		Actions
 (NJ State Reporting)	HELP: Metrc Introduction About these admin pages	Setup Categories Initial Inventory	Strains Products/Items Packages [Import]	Check/Send Sales Check/Send Adjustments Reconcile Inventory Check Item Settings Incoming Transfers
	Guide	Basic Information Locations Categories Current Menu		Add a Verified Product Match Verified Products Products Orders
	Guide (PDF)	Basic Information, Locations, Categories		Products
	Guide (PDF)	API Key		-
		API Key		-

- 5) Click on Incoming Transfers in the appropriate track and trace (i.e. Metrc) section. Find the transfer in the Incoming Transfers list. Associate the transfer with the appropriate cannabis item and click Import. This will add the appropriate package ID and inventory quantity to your item. **Note:** You can view transfers for any 7 day period. The “Transfer ID” in Proteus 420 matches the Metrc manifest number.

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Starting Date: How Many Days?

Transfer ID	Sent From	Updated	Vehicle	License Plate	Delivery ID	Driver name	Est. Arrival	Status	Packages
1292310	OKIE HIGHLAND FARMS LLC	04/16/23			1297410		04/16/23 14:00 PM	Accepted	View (1) <input type="button" value="Import"/>

You must use MyBud to create your items. If you create items in Proteus 420 the integration between the two systems will not work and you will not be able to correctly report your sales to the state track and trace system.

- 6) The last step is to synchronize the package ID between your Proteus 420 account and your MyBud system.

To do this via the Merchant Portal, go to Tools & Settings > Options and hit the blue Synchronize Packages button.

[Basic Info](#)
[Services](#)
[Options](#)
[Taxes and Fees](#)
[Ads](#)

Timezone
 America/New_York

Workday Start :
 12 : 00 AM

Receive Daily Report
 Yes

Allow Mixed EBT Transactions
 No

Remember last Item's info
 Yes

Sort InStore Items by ABC
 Yes

Track Open/Close Cash
 Yes

Shareable held baskets
 No

Activate eWIC
 No

Warn on large Transactions
 Yes

Warning Quantity
 99

Warning Total Amount
 \$ 999.99

% Discount Buttons
 5 % 10 % 15 % 20 %

Rounding
 No

Tips
 No

[Synchronize Packages](#) [Integrations](#)

To do this on the MyBud POS Terminal go to Tools > Store Setup > MyBud and hit the Synchronize Packages button.

Store Configuration

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[Receipt Footer](#)
[Portal Account](#)
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[Printers](#)
[MyBud](#)

Synchronize Packages : [Synchronize Packages](#)

Verification Type: