








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

11/28/23

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 or BioTrack.
- 3) Confirm that the item is in Proteus 420's item list. To do so go to Items > View Items. Cannabis items you create in MyBud will automatically appear as items in Proteus 420.
- 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 or BioTrack section.

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	-

Provider	Info	Setup	Actions
		Setup Cases Categories	Check/Send Sales Check/Send Adjustments Packages Incoming Transfers

This will open a screen that looks like this:

Back to Data Exchanges home

Starting Date: 04/11/2023 - How Many Days? 7 [Filter](#)

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 (7) Import

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.

- 5) In the Merchant Portal, go to Tools & Settings > Options and hit the blue Synchronize Packages button.

Basic Info Services **Options** Taxes and Fees Ads

Timezone:

Workday Start: : AM

Receive Daily Report:

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:

Warning Total Amount:

% Discount Buttons: % % % %

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

 [Back to Tools](#)

- Payment Types
- Taxes and Fees
- Credit Card
- Receipt Footer
- Portal Account
- Hardware
- Printers
- MyBud**

Synchronize Packages :

[Synchronize Packages](#)

Verification Type:

Medical ▼