

10/29/24

## **Creating Cannabis Items**

There are two ways to create a cannabis item.

## 1) Via the MyBud Pricebook

On your POS Terminal or in your <u>Merchant Portal</u> menu click Pricebook > Add item.

You must first enter a UPC code. If you have one available you can use a UPC code. If not use a 4 digit code beginning with the number 6000.

asic info	Promotions	Quantity Choices		ps ner	is a Carton		
UPC							
Item Desc				Size			
Department	t: select de	partment					•
Va (Prie	ariable Price: ce will be set at	checkout time)	Price:	1	item for	\$ 0.00	
EBT	Eligible:	/es No	DHIP		Sold by weig	ght:	
			Price inc	cludes taxe	s (if applicab	le):	
			Price in	ncludes fee	s (if applicab	le):	
			F	ee multiplie	r (if applicab	le): 1	

For Department choose a Cannabis Department.

Add price and adjust other settings as you see fit.

## 2) Via Transfer from State Reporting (Metrc or BioTrack)

Follow the usual steps to receive cannabis items.

On the import screen, for each item that you want to import click Create New

IMPORT PACKAGES F Back to Cota Exchanges Filter by date created des	RIM METRO Note: we black for light 24 bound: 10/29/2024	- Minten av Seats		Show if all the	y in Photosia, Yes, 🗙 🚽 David								
Please edit: This pro	cess will only import the packages and will no	t hack costs. To track product costs	use the "Cr	ate PO' functi	in Instead.								
Barcode	Protous Item	netro Data	metre Qty	metre UOM	metre Rem Name		matre Status	metro Category	Producer	Prod Lic #	Lookup	Convert to Grams	Import
			908	Grams		1	Accepted	Shake/Trim (by Strein)	()		Locup	0	O
			909	Grams		in a	Accepted	Shake/Trim(by Strain)			Losup		
	Choose the item or <mark>Deate New</mark>	14. 14.	454	Grams			Accepted	Shake/Tren(by Strain)			Lookp		0*
	Choose line item		454	Grama			Accepted	Shake/Trim(by Strain)			Loonpe		.D*
				import Paci	isges into Case: notsult Isport			2					

This will bring up the following window.

Davic Information			Physical Informat	lion
Product Norme	Product Nama	- 1		a a
malar Name	. see and		Wwight	The second secon
Chard Physics			Net wit	
Contra La Contra da			Mul wit	y or units
SAU	RDC123		Раск	Per 😐
unc 12 Action 15 On Ulchride	123456709012	Dirby	UOM	Grame 🗢
No Discensis - Print	One Label D Excise Exempt D I	Med Sales Gray	Fullil By	Obr
noome Account	Retail Accassories		Report Sr	Search
Dest Account	Accessories Pulichase	(#	State Rep Rv	Line shows Drawet by:
Asset Account	Accounts Raceivable		UK Metro category	(the design of the second s
Strain.		v 📇	Hane.	
kude		*	State Unit W	
facable	9			~ 0
Parent Situ		*	Location	All
Idritives			Fulliment Care D	~
Tint Label	8			Primary.
Søstorner Brnit	wery slage		It is iten over the	si satwi () 7 siwi () res
"roduct Type		~	Chem Label	Cloose File ho he closen
iona			Product Origin	
riang Kisyle Price	8.06		Product Origin Vindor	1
riony Single Price	8.00		Product Origin Vendor Vendor Parl #	
riorg Gogle Mice	2.00		Product Origin Vendor Vendor Part #	
isang Ingle frice	1.0		Product Origin Vendor Vendor Part # Country Balance Date	
inang	1.00		Product Origin Vendor Vendor Part # Country Balance Date Item Cost	any (studymy) Periodant ar
hory Sigle Nice	8.90		Product Origin Vendor Vendor Part # Country Belause Outs Item Cost Addit Tee	erroutskivryy Per liter -
rising Single Price	1.00		Product Origin Vendor Vendor Parl 7 Country Balance data Item Cost Add3 Teic Add3 Teic Tea	anotherry Period
ining	8.00		Product Origin Vestor Vestor Part # Coarty Rohase Data Rate Cost Add3 Tas Add3 Tas Add3 Tas	anutidativny Periodi v
rising lingte frice	1.00		Product Origin Vestor Vestor Part, F Vestor Part, F Balaxao Data Banco Cast Additi Tais Additi Tais Liawage Brand	mm (thu from a state of the sta
Custom Fields & P	a de		Produce Origin Vendor Vendor Part 7 Country Balance Data Banco Dat	Paristri v S
Custom Fields & Pi Costom	affilment		Product Origin Vendor Vendor Part // Vendor Part // Oceany Bilania dala Itam Cost Add3 Tac Nat Add3 Tac Nat Nat Nat Nat Nat Nat Nat Nat Nat Nat	errotisk/vryy
riorg light Nice Custom Fields & Po Custom Fields & Po	afilized		Product Origin Vestor Vestor Part F Vestor Part F Belavas Data Ben Cost Add3 Tric Tata Linesge Brend Categories Estive Bathon	arro(151/1779) Per/Jont Co R
riorsy Single Price Custom Fields & Pr Codearer Cadearer Cadearer Cadearer Cadearer	affilment		Product Origin Vender Vender Part F Ocarty Belwar Odis Tam Cost Add371as Add371as Add371as Umego Brond Categories Factor Brond Parts Parts Parts	emplativery Period v Z
Custom Fields & Pl Custom Fields & Pl Custom Fields & Pl Customs Custo Customs Custo C	artitment		Produce Origin Vendor Vendor Part F Courty Bislass Odd Rest Coll Add3 Tais Add3 Tais Add3 Tais Tais Categories Extra Rest Rest Categories Extra Rest Rest Rest Rest Rest Rest Rest Rest	armotalivryy
Gustom Fields & Fi Castom Fields & Fi Castom Fields & Fi	uffilment		Product Origin Vendor Vendor Part F Courty Balance Data Rem Cost Add3 Tac Add3 Tac Tac Brend Entropy Partin	I Periodi II IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Custom Fields & P Custom Field	afilized		Product Origin Vendor: Vendor Paul, F Courty Belavas Data Bendor Bendor Bendor Bendor Bendor Bendor Perents Pe	
Custom Fields & P Custom Fields & P Custom Fields & P Custom Fields autors autors autors Fields Fields product reating dy	afiliment		Produce Origin Vendor Vendor Part I Country Balance Anis Rem Cast Anist Tes Anist Tes Anist Tes Band Band Band Band Band Band Band Band	annotalivivivi pareitant vo 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
Custom Fields & Pr Custom Fields & Pr Custom Fields & Pr Custom Fields & Pr Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields Custom Fields	affilment	× ×	Produce Origin Vendor Vendor Part F Courty Bission Date Rescalar Add3 Tac Tac Bission Add3 Tac Tac Bission Participation Partici	Per later w

The Product Name will automatically populate with the product name in Metrc or BioTrack. You can use that or select another. The SKU and UPC code will be identical and will also automatically generate, or you can create your own.

You also need to select a Category, which will match a Cannabis Department in MyBud. Then click Save.

This new item will now appear in MyBud and you will be able to see the imported package ID and inventory when <u>selling the item</u>.

**Note:** You will still need to add the item's price in MyBud. We strongly recommend you not create a new item via a transfer from state reporting for an item that already exists in MyBud. Creating duplicate items may negatively impact MyBud's performance and create issues for your internal reporting.