

11/21/24

Receiving Cannabis Items

Initial Setup

On your MyBud POS terminal go to Tools > Store Setup > Portal Account



| Tools | | | Back to Home |
|--|--------------------------------|---------------|--|
| Terminal II Master BC | D: LXX-56513 SS Club Accour | it: | For Support Call 800-215-0931 Your IP Address 216.53.69.2 |
| Propert Collect | Paper Relia | Fall Public | |
| Release toto | Lalest M2410082217 | Current: M242 | Update POS |
| Network | status: (click for details) | Passed | HTTP. Text |
| Tyrone | Status: (click for details) | Failed | Nours |
| Printer | Status: (click for details) | Falled | Printout Test |
| Scamer | Status: (click for details) | Failed | |
| Touch Screen | | | Tauch Tred |
| Reset 5 | 57 Protie Restar | _ | Rebox Admin Page |
| and the second s | | | |

| Store | Configu | ration | | | | Back to Tools | |
|------------------------------|-------------------|---------------|----------------|-------------|---------------|----------------|--|
| Basic Info | Register Settings | Payment Types | Taxes and Fees | Credit Card | Receipt Foote | Portal Account | |
| Email : Email to register | | | | | R | egister Email | |

Once you get to the Portal Account page, register your email address.

Follow the instructions you receive to your email address to set up Merchant Portal access.

Log in to your MyBud Merchant Portal <u>here</u>. Go to Tools & Settings > Options and click on the Integrations button on the bottom of the page.

| Timezone America/New York 🛩 | Workday Start : | Receive Daily Report | | |
|-------------------------------------|---------------------------|-------------------------------|--|--|
| Allow Mixed EBT Transactions | Remember last item's info | Sort InStore Items by ABC | | |
| Track Open/Close Cash | Shareable held baskets | Activate eWIC | | |
| Warn on large Transactions. | Warning Quantity | Warning Total Amount 5 999 99 | | |
| 5 10 10 45 | 15 % 2ñ % | | | |
| Tips Tio Synchronize Packages | rations | | | |

This will bring you to Data Exchanges, which will look like this.

| | DATA EXCHANGES | | | | |
|-----------------------------------|----------------------|---|--|---|--|
| in etta | Providar | Info | Setup | | Actions |
| NAVISATION Home Customers + | (NJ State Reporting) | HELP: Metro impuduestan About these admin pages | Satup Categories Initial Investory | Strains Products/Iterm Packages [import] | Check/Send Sales Check/Send Adjustments Reconcile Inventory Check, Nem Retrigon Incoming Transfers |
| ttems + Employees + Reports | weedmaps 20 | Gude | Basic Information (Locations) (| Subegories (Current Merril | Acid o Verified Product March Verified Products Products Orders |
| | Leafly | Garge (PDF) | Basic Information, Locations, Ca | Ingones | Products |
| Sectings Data Exchanges | 🧐 Nugg MD | Builde (PDF) | APR Kay | | 2 3 |
|) Help | m | | APR Key | | 荒 |

Click Setup for the appropriate tracking system in your state (i.e. BioTrack or Metrc).

| PROTEUS ⁴²⁰ | | | | | | | - • • |
|--|---|-------------------------|--|--|--|--|-----------------------|
| 6 | Y | DATA EXCHANGES | | | | | |
| demo Claskwark Welkess | 1 | Provider | info | Setup | | Actions | |
| Banking Documents | | SBIOTRACK | | Setup Cases Categories Grow: Grow: Plantings- | Plants - Harvesta - Grow History | Check/Send Sales Check/Send Adjustments Packages Incoming Transfers | |
| Processing No Sale | ÷ | LeelData (420demo view) | POF Guide | Deens Gasee Strains Initial Inventory | | Customers Products Batches – inventory Daily Sales Report | |
| Settings Deta Exchanges Holp | | (42Bdemo view) | HELP: Nvtrd Introduction About these admin pages | Categories Initial Inventory Grow Rooms - Plantings - Plant In the acetis (42)demo o | Strains Packages [Import] Packages [Import] s - Harwata - Grow History db): [Import Flams] | Check/Send Sales Check/Send Adjustments Check/Send Det remail (429 Reconcile Inventory Check Item Settings Incoming Transfers | demo/deliveryAPi only |

If you use Metrc, enter your Metrc User API key (the "state reporting API key") and your license number. Set send Sales to state to "Queued" and list your license type as "Retailer."

| PROTEUS420 | | ** * * 0 ** |
|--------------------------|--|--|
| | STATE REPORTING SETTINGS | |
| | Back to Settings | |
| demo Clodwork Welness | Your State Reporting API Key. | osTH4cpnlstXo9HEgl60RaidsSNajVqfxdBzeWANIVr3Onlv |
| 盦 Banking | Your License Number: | GAAA 45GH-RJP |
| Documents | Your License Type: | Retailer 🗶 |
| A Processing - | Default Room for sending new packages. | The Vault |
| 勐 No Sale | | View Cartern |
| | When to send Inventory Adjustments to state: | kremedianely 🛩 |
| i Settinge | When to send Sales to state | Queued 👻 |
| Data Exchanges | Process of the product of y your construction of the manufacture of the process of the product o | |
| Help | after their whow are performed defines at the end of the PCO process during peek house, it mapped as More being unable to living up mittly detriend endition and up and up and the receipter will be guessed up and up works 10 mitudes. | |
| #-2012 Protoco (20 | When to send new packages to state: | Immediate 👻 |

If you use BioTrack, enter yourBioTrack username and password and your UBI ("Unified Business Identifier,") Set send Sales to state to "Queued" and list your license type as "Retailer."

| PROTEUS-420 | | | × + ∞ | ¢ 0 0 |
|-------------------|----|--|---------------|-------|
| | 37 | STATE REPORTING JETTINGS | | |
| | | Basic to Samuja | | |
| dmin kytuerito | | Vour Bate Legir: | Union: | |
| ACM INAUGUATION | _ | | | |
| At Horse | | | Pass | |
| L Customers | + | | | |
| IL Reves | + | Voar 1821 Number | | |
| El Ergényeus | * | Default Rozer for sanding row packages: | | |
| 2 Reports | | | | |
| | | When to send lowstory Adjustments to state | Charas Dae - | |
| 0 Settings | | Wersto send liales to state | Charan line - | |
| Data Parkeners | | Receiveree de by your take. If you also economical transition cale inter secting you can show themat | | |
| | | reporting while you are anothing to your while investing durabout anothin to overladers when that | | |
| D web | | If you are petiting down within and the PES answers during peek Navis (Conjuttion distance being another or language with strength) | | |
| | | In this case, choose Queened and the complete will be parently as and one within 12 weather | | |
| | | When its word new parkages to instead the space is parkages instead to introduce take and parkages containing them insteads. | Charan Daw w | |
| | | When to send one provide the to date: One applies to provide the company steps change, because | Chaose Bee - | |
| | | and an | | |

Receive cannabis items

- 1) Accept the transfer with the cannabis item in Metrc or BioTrack.
- Log in to your MyBud Merchant Portal <u>here</u>. 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.

| 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 Sellings Incoming Transfers |
| weedmaps 2.0 | Guide | Basic Information Locat | ions Categories Current Menu | Add a Verified Product Match Verified Products Products Orders |
| Leafly | Ouide (PDF) | Basic Information, Location | ons, Calegories | Products |
| 🧐 Nugg MD | Guide (PDF) | API Key | | - |
| | | API Key | | (4) |

| EXCHANGES | | | |
|------------------|------|----------------|--|
| Provider | info | Setup | Actions |
| SBIOTRACK | | Setup Cases | Check/Send Sales Check/Send Adjustments |
| | | Categories | Packages |

This will open a screen that looks like this.

| Back to Data Starting Dat | Bact to Data Exchanges home Starting Date 00/11/2023 -How Many Days ² 7 ♥ Cutilar | | | | | | | | | | |
|------------------------------|---|-----------|---------|---------------|-------------|-------------|-------------------|----------|-------------|--|--|
| Transfer ID | Sant From | Updated 1 | 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 | Q, View (2) | | |

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.