



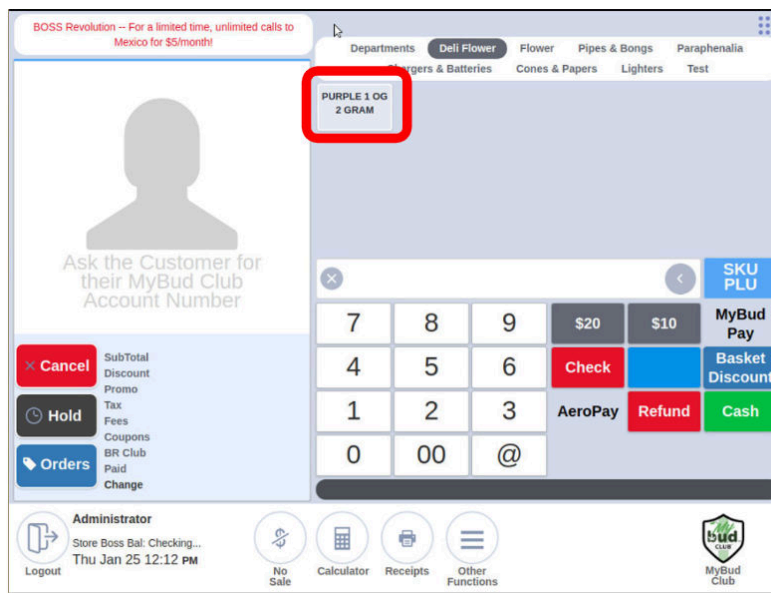
THE "WORLD'S MOST LIT POINT OF SALE SYSTEM"

2/13/25

## Selling Cannabis Items

Cannabis items are sold in MyBud one of four ways:

- 1) Click the item on the register screen

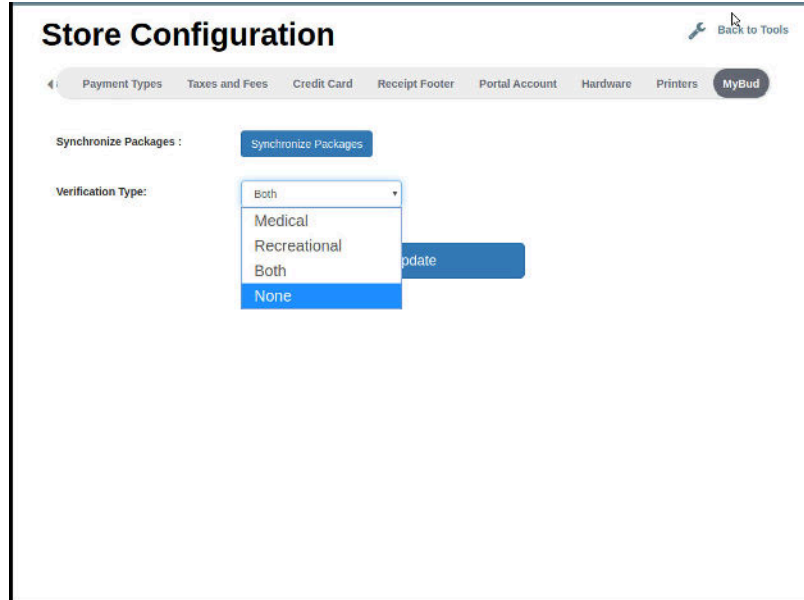


- 2) Scan the item's package ID
- 3) Scan the item's UPC code\* (if available)
- 4) Enter the item's 4 digit\* code (if available) and click SKU PLU

You can set up your store to sell one of four ways:

- Medical
- Recreational
- Both
- None

On the POS terminal, go to Tools > Store Settings > MyBud



“None” will apply no specific Medical or Recreational settings to your store.

If you have chosen Medical or Both, when you select an item you will then be prompted to enter the customer’s MyBud Club Account #, which is the same as their cell phone number. (You can bypass this screen by clicking enter without filling in the phone number or by using the [MyBud Loyalty](#) program.)

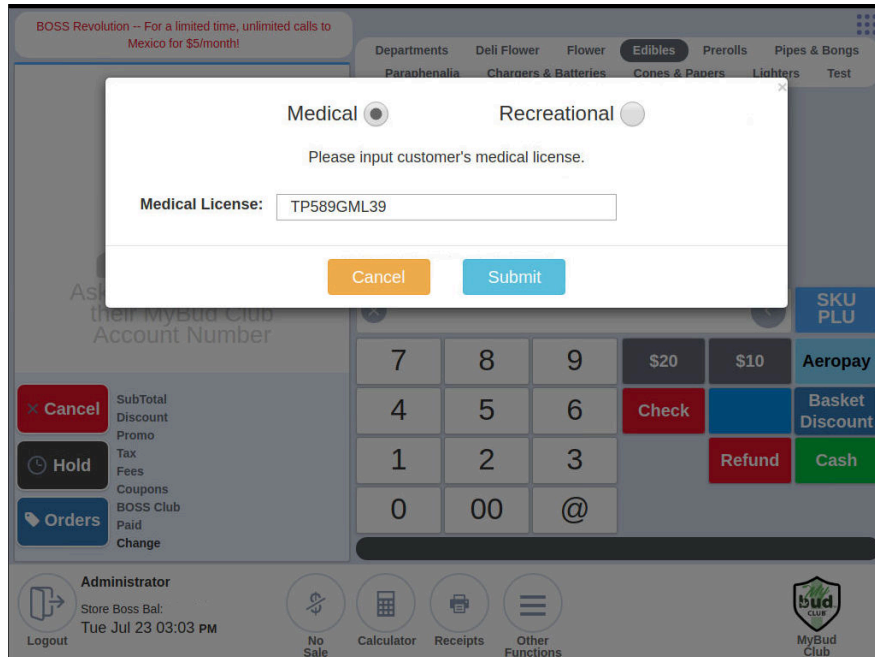
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**MyBud Club Account Not Found**  
To save or access your customer's patient license ID # enter his or her phone number.

**MyBud Account Number**

7	8	9
4	5	6
1	2	3
«	0	C

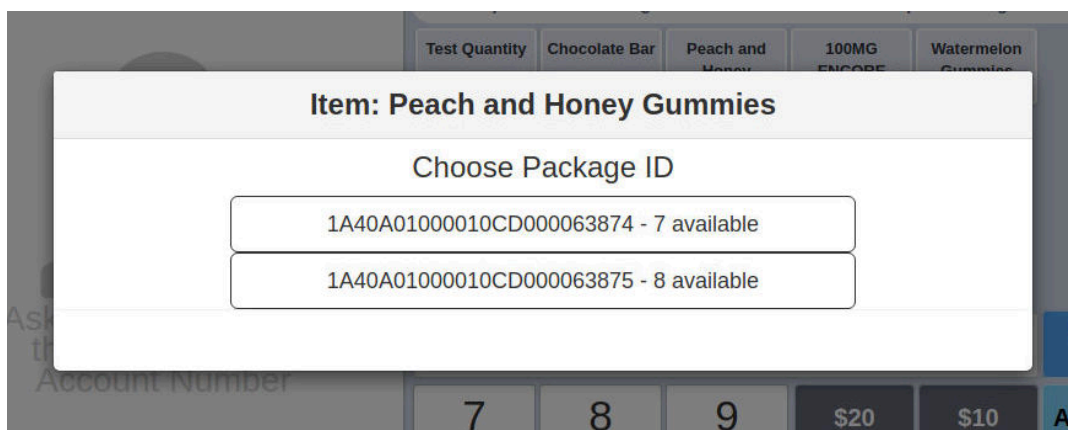
You will have the option to enter a patient’s license ID # if you are running a Medical sale.



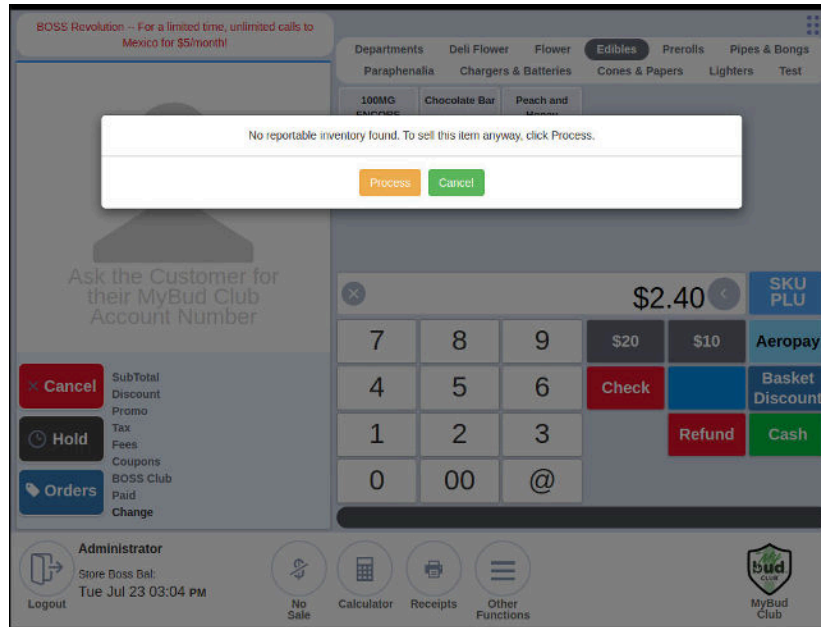
If the customer already has a MyBud Club Account (including one the patient may have created at another store using MyBud as their point of sale system), then the Medical License field will automatically show their patient license ID #. If the patient does not yet have a MyBud Club Account, you will need to enter the patient license ID # manually.

Once you do this, the patient will now be a MyBud Club Account member and you will not need to enter their patient license ID # again.

If you sell a cannabis item that has multiple package IDs by any method other than scanning the item's package ID, you will be prompted to choose the specific package ID you are selling.



If you choose a package ID that does not have sufficient inventory to cover the transaction you are processing, you will see the following message:



You have the option to process a sale anyway but if you do that sale may not automatically post to your [state's reporting system](#).

If there is only one package ID associated with the item MyBud will automatically sell that package ID.

The package ID you are selling will be visible in the basket before you complete the checkout.



**Note:** There is a caps lock feature on the onscreen keyboard (the arrow button will become black with a white arrow inside, see image above) that will make the entry of the patient license ID # easier.

**Oklahoma only:** The budtender will not see this, but MyBud will also check the website of the Oklahoma Medical Marijuana Authority (OMMA) to ensure that the patient license is active. If it is not active, MyBud will not allow the checkout to proceed. If the license is active, the cannabis item will appear in the basket and the budtender will be able to add more cannabis or non-cannabis items to the basket.

\*To [create a cannabis item](#), you use either a UPC code or create a unique 4 digit code.