

Low Spark Distribution - Order Instructions 3.0

Send an email to: deliveries@lowsparkinc.com - Please attach a completed CSV File (Template Provided), that contains the following info in ***separate columns on the spreadsheet:***

- *OriginatingEntityLicense (License Number of pickup location)
- *TransportContactName (Your name)
- *TransportContactPhone (Your Phone number)
- *DestinationPOCEmail (Email address for your customer)
- *PickupDropoffDate (Date Low Spark will come into possession of your products)
- *AcquireType(Pickup if Low Spark will picking the product at your facility -- Dropoff product will be dropped off at Low Spark Facility)
- ManifestNumber (Manifest number associated with the respective order)
- *TransportationInvoiceNumber (Your company invoice number)
- SpecialInstructions (Special instructions for a respective order e.g. keep upright, keep cold, etc.)
- *DestinationLicense (License number of destined facility)
- Delivery Date (Requested date of delivery)
- Box Count (Number of boxes on order)

***This is a required field for order submission. Optional info if known at time of order.**

1. Please place all Containers into modular, hard-bodied, and opaque box and secure with tamper resistant tape.
2. Please make sure to include **(2) hard copies of your invoice** to the customer for each order
3. Please make sure to include **(3) hard copies of the METRC Manifest** for each order
4. When ***dropping off*** at our Distribution Warehouse Center, please note receiving hours are Mon-Fri 9:00am-5:00pm. Call 720-360-5856 prior to arrival.

METRC MANIFEST CREATION INFORMATION:

For orders that will be **dropped off** at the Low Spark Distribution Center, that are then dispatched out for customer deliveries:

1. Enter your facility as Transporter #1, enter Driver Info
2. Enter Low Spark license as Transporter #2, click layover, enter **delivery** Driver Info
 - a. 406-00004
 - b. 406(R)-00004
3. Select Date/Time the product will leave your facility
 - a. *Time of Departure*
 - b. *Check In*
4. Select Date/Time the product will deliver to the Buyer
 - a. *Time of Arrival*
 - b. *Check Out*
5. Save and Print (3) copies

For orders that will be **picked up at your facility**, get checked into the Low Spark Distribution Center, and then dispatched out for customer deliveries:

1. Enter Low Spark license as Transporter #1, click layover, enter the **pickup** Driver Info
 - a. 406-00004
 - b. 406(R)-00004
2. Select Date/Time the product will leave your facility
 - a. *Time of Departure*
 - b. *Check In*
3. Select Date/Time the product will deliver to the Buyer
 - a. *Time of Arrival*
 - b. *Check Out*
4. Save and Print (3) copies

For orders that will be **dropped-off** at the Low Spark Distribution Center, that are going to be picked up directly by the customer:

1. Enter your facility as Transporter #1, enter Driver Info
2. Enter Low Spark license as Transporter #2, click layover, enter Driver Info
 - a. 406-00004
 - b. 406(R)-00004
3. Select Date/Time the product will leave your facility
 - a. *Time of Departure*
 - b. *Check In*
4. Select Date/Time the product will deliver to the Buyer
 - a. *Time of Arrival*
 - b. *Check Out*
5. Enter the facility receiving the product as Transporter #3, enter Driver Info (Note: Manifests can no longer be edited once a transfer has been checked-in to the Low Spark Distribution Center)

Please put directions from your originating facility to our Low Spark Distribution Warehouse, and then put directions from our warehouse to the end destination.

*****If you have any questions about METRC Manifest Creation – Please contact Vito Bartolomei at 720.434.7710 or vito@lowsparkinc.com**