



Placing Orders And Creating Manifests

A. Submitting Your Transportation Order:

By Email: deliveries@lowsparkinc.com - Please attach a completed "Bulk Order Request Form" .csv file (provided by Low Spark). Include your order details under the corresponding columns:

1. *OriginatingEntityLicense (MED License number of originating facility)
2. *TransportContactName (Your name)
3. *TransportContactPhone (Your phone number)
4. DestinationPOCEmail (Email address for your customer)
5. *PickupDropoffDate (Date Low Spark will come into possession of your product)
6. *AcquireType ("Pickup" if Low Spark will picking the product at your facility or "Dropoff" product will be dropped off at Low Spark Distribution Center)
7. ManifestNumber (Manifest number associated with the Metrc transfer)
8. TransportationInvoiceNumber (Invoice number for the order)
9. SpecialInstructions (Handling or storage instructions. e.g. "keep upright", "keep cold", etc.)
10. *DestinationLicense (MED License number of destination facility)
11. Delivery Date (Requested date of delivery)
12. Box Count (Total number of boxes in order)

"*" are required fields.

By Online Webform: <https://lowsparkinc.com/>

***Note: Orders should be submitted before 4pm the day prior to requested service.**

B. Packaging Your Order:

1. Place all containers in a modular, hard-bodied, and opaque box and secure with tamper resistant tape.
2. Make sure to include **(2) hard copies of your invoice** for each order. One will be returned to you, the other we will leave with your customer.
3. Make sure to include **(3) hard copies of the METRC Manifest** for each order. One will be returned to you, one will be left with your customer, the last is for Low Spark's records.
4. When **dropping off** at our Distribution Center, please note receiving hours are Mon-Fri 9:00am-5:00pm. Please call (720) 539-2454 prior to arrival.

C. Creating Your METRC Manifest

i. For orders that will be **dropped off at the Low Spark Distribution Center**, then **delivered by Low Spark**:

1. Enter your facility as Transporter #1, enter driver information.

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2. Enter the Low Spark license as Transporter #2, click layover, enter the delivery driver information provided by Low Spark:
 - a. 406-00004 (if Medical)
 - b. 406(R)-00004 (if Recreational)
3. Select Date/Time the product will leave your facility:
 - a. *Time of Departure (approximate time driver leaves your facility day of drop off)*
 - b. *Check In (8 pm day of drop off)*
4. Select Date/Time the product will be delivered to the Destination:
 - a. *Check Out (8am day of delivery)*
 - b. *Time of Arrival (8pm day of delivery)*
5. Save and Print (3) copies.

ii. For orders that will be ***picked up by Low Spark***, then ***delivered by Low Spark***:

1. Enter Low Spark license as Transporter #1, click layover, enter the pickup driver information provided by Low Spark
 - a. 406-00004 (if Medical)
 - b. 406(R)-00004 (if Recreational)
2. Click the “+details” button directly below the pickup driver information. Enter the delivery driver information provided by Low Spark into the newly populated fields.
3. Select Date/Time the product will leave your facility:
 - a. *Time of Departure (8am day of pickup)*
 - b. *Check In (8pm day of pickup)*
4. Select Date/Time the product will be delivered to the Destination:
 - a. *Check Out (8am day of delivery)*
 - b. *Time of Arrival (8pm day of delivery)*
5. Save and Print (3) copies.

iii. For orders that will be ***dropped off at the Low Spark Distribution Center***, then ***picked from the Low Spark Distribution Center***:

1. Enter your facility as Transporter #1, enter driver information.
2. Enter Low Spark license as Transporter #2, click layover, enter driver information:
 - a. 406-00004 (if Medical)
 - b. 406(R)-00004 (if Recreational)
3. Select Date/Time the product will leave your facility:
 - a. *Time of Departure (approximate time driver leaves **your** facility)*
 - b. *Check In (approximate time driver arrives at LowSpark facility)*
4. Select Date/Time the product will be delivered to the Destination:
 - a. *Check Out (8 am day of pickup)*
 - b. *Time of Arrival (8pm day of arrival at final destination)*

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5. Enter the Destination as Transporter #3, enter driver information.

iv. For orders that will be ***picked up by Low Spark***, then ***picked up from the Low Spark Distribution Center***:

1. Enter Low Spark license as Transporter #1, click layover, enter driver information:
 - a. 406-00004 (if Medical)
 - b. 406(R)-00004 (if Recreational)
2. Enter license number for company picking up from Low Spark as Transporter #2, enter driver information. No layover is needed.
3. Select Date/Time the product will leave your facility:
 - a. Time of Departure (approximate time driver leaves your facility)
 - b. Check In (approximate time driver arrives at LowSpark facility)
4. Select Date/Time the product will be delivered to the Destination:
 - a. Check Out (8 am day of pickup)
 - b. Time of Arrival (8pm day of arrival at final destination)

For ***directions***, please include turn-by-turn directions from the originating facility to the Low Spark Distribution Center. Then, from the Low Spark Distribution Center to the destination facility. Originating Facility -> Low Spark -> Destination.

***Note:** A Manifest can no longer be edited once the transfer has been “checked-in” to the Low Spark Distribution Center in METRC. Please make sure your manifests are accurate before they come into our possession.

If you have any questions about METRC manifest creation, please contact Director of Operations, Miranda Nicholson at (720) 434-7710 or miranda@lowsparkinc.com

If you have any questions about submitting your order, please contact us at (720) 364-0459 or deliveries@lowsparkinc.com