

GTI OH general info

OHIO GENERAL INFO

OH GTI Team		
Brett Stinson	Sales director	brett.stinson@gtigrows.com
Stephen Saluga	Account Executive	stephen.saluga@gtigrows.com
Kyle Kuchta	Account Executive	kyle.kuchta@gtigrows.com
Vanessa Ellis	Account Executive	vanessa.ellis@gtigrows.com

Teams channel: **HQ Kickoff - OH**

- **FORMAT:** Almost all orders are coming in the **menu format**.
- **DISCOUNTS:** They have different discounts (volume tiered flower discounts, 20 off Incredibles, inventory reduction tab, etc). If it is something out of that, it will be communicated in the menu or email. They usually create the promo prices on Monday, and those rules are created in LT within a maximum of 24 hours. That is the gap when prices on the menu are not reflected in LT, and we have to adjust them manually.
- **PRIORITY ORDERS:** Rise is having priority over regular orders (if they come late Wed, early Thu). They hold with regular orders until the rise is in.

OH RISE

OHIO RISE ORDERS

General info:

- Order Cutoff Wednesday EOD - prep for RISE
- There are 5 rise stores: Cleveland, Detroit, Madison, Lorain and Toledo.
- We receive a rise in the menu format.
- Average 1000 – 6000k units per store.
- It is split by delivery dates but inputted at the same time.
- Comes on Thursday AM – they punch them for delivery next week
- Toledo delivery – Tue / Thu
- Other stores – Mon / Wed / Fri

PRICING: For rise orders, we follow the MENU pricing. Menu prices should be the same as **LT** prices; if not, follow the menu price and make a note.

DISCOUNT: They have special discounts for some SKUs. They provide this info in the body of the email when they send a rise. **Usually, these discounts are already included in the menu and LT**, however we can always double-check.

Bucket 3 discount pricing for all other flower not listed above:

WS Pricing	Bucket 3 Price
Rythm 2.83	\$13.00
Rythm 5.66	\$25.00
Rythm 14.15	\$60.00
Good Green 2.83	\$10.00
Good Green 5.66	\$19.00
Good Green 14.15	\$45.00

20% off edibles promo continued:

Brand	Category/Product	Discount Price
Bebco	Bebco Gummy (Thick) 100mg - Huckleberry	\$ 10.00
Bebco	Bebco Gummy (Thick) 100mg - Inspired Blood Orange	\$ 10.00
Bebco	Bebco Gummy (Thick) 200mg - Sparkling Paw (1:1 THC:CBD)	\$ 12.00
Bebco	Bebco Gummy (Thick) 200mg - Golden Peach (Blood Orange) (1:1 THC:CBD)	\$ 12.00
Bebco	Bebco Gummy (Thick) 300mg - Golden Peach (2:1 CBD:THC)	\$ 12.00
Bebco	Bebco Gummy (Thick) 120mg - Sweet Dreams (Plum Berry) (5:1 THC:CBN)	\$ 12.00
Incredibles	Incredibles Chocolate 100mg - Peanut Budda Buddha	\$ 8.00
Incredibles	Incredibles Chocolate 100mg - Strawberry Crunch	\$ 8.00
Incredibles	Incredibles Chocolate 100mg - The Old Bar	\$ 8.00
Incredibles	Incredibles Chocolate 100mg - Mountain Mint	\$ 8.00
Incredibles	Incredibles Chocolates 120mg - Blueberry Dream	\$ 10.00
Incredibles	Incredibles Chocolate 200mg - Black Cherry 1:1	\$ 10.00
Incredibles	Incredibles Gummy 100mg - Summer Peach	\$ 8.00
Incredibles	Incredibles Gummy 100mg - Watermelon Smash	\$ 8.00
Incredibles	Incredibles Gummy 100mg - Mountain Mint	\$ 8.00
Incredibles	Incredibles Gummy 100mg - Sour Cherry Pops	\$ 8.00
Incredibles	Incredibles Gummy 100mg - Sour Cherry Tart	\$ 8.00
Incredibles	Incredibles Gummy 100mg - Super Sour Apple Pucker	\$ 8.00
Incredibles	Incredibles Gummy 200mg - Sour Blue Raspberry (1:1 THC:CBD)	\$ 10.00
Incredibles	Incredibles Gummy 200mg - Lemon Lime Bounce (5:1 THCV:CBD:THC)	\$ 10.00
Incredibles	Incredibles Gummy 200mg - Tangahhine (2:1 CBD:THC)	\$ 10.00
Incredibles	Incredibles Gummy 220mg - Blueberry Dream	\$ 10.00
Incredibles	Incredibles Gummy 300mg - Dreamer Berry (4:1 THC:CBN:CBD)	\$ 16.00
Incredibles	Incredibles Gummy 220mg - Mountain Mint	\$ 16.00
Incredibles	Incredibles Gummy 220mg - Sour Cherry Pops	\$ 16.00
Incredibles	Incredibles Gummy 220mg - Watermelon Smash	\$ 24.00
Incredibles	Incredibles Gummy 330mg - Summer Peach	\$ 24.00
Incredibles	Incredibles Gummy 600mg - Blueberry Dream (5:1 THC:CBN)	\$ 28.00
Incredibles	Incredibles Tarts 100mg - Fruit Trio	\$ 8.00
Incredibles	Incredibles Mints 100mg - Mint Chilli	\$ 8.00

Image 1. Special discounts they are running

ORDER PLACING: We start with Monday's orders for all stores, then move on to Tuesday's, Wednesday's, and so on. After completing Monday and Tuesday, we inform them via Teams that we're done. The same goes after Wednesday and Thursday, and lastly for Friday.

ORDER CHECK: On the order sheet, we have the **total unit count** and **total dollar amount**, which we must refer to when checking the order at the end.

0.00%	0.00%	0.00%	0.00%	0.00%
817	0	651	0	620
\$14,828	\$0	\$16,003	\$0	\$14,270
EDIT				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Image 2. Total dollar and unit amount per store/day

- **Pull number** is in column F
- **Unit price** is in column K

BATCH SUB: If the requested batch is OOS, we search for the product by name. If we have multiple batches available, we need to follow the same process as for regular orders and make sure we are choosing the oldest batch available (always make a note - example below).

LESS AVAILABILITY: If there are fewer available units than requested, and there is no other batch available, we add as much as we have. If we have a request for 25 units, and there are only 20 units available, we pick 25 units from a different batch. If there is no other batch available, we pick these 20 units and make a note (example below).

BATTERIES: Batteries go on separate invoices!

INVOICES: There is no need to send the invoices (but we should save them for our records)

DELIVERY DATE: Once we place the orders, we need **to add delivery dates** (they are for the following week).

Summary

INVOICE #936102 [edit]	DELIVERY DATE Set delivery date <input checked="" type="checkbox"/>
View Draft	APPROVED DATE
Download CSV	None
PAYMENT STATUS	PLACED DATE
UNPAID	Mar. 25, 2025

Image 3. Delivery date set up

<input type="checkbox"/> #944306	Approved	Toledo	Unmapped Items	Rise Ohio - Lorain	04/03/2025	04/11/2025	<input type="text"/>	\$16,341.00
<input type="checkbox"/> #944301	Approved	Toledo	Unmapped Items	Rise Ohio - Lakewood II - Detroit Ave.	04/03/2025	04/11/2025	<input type="text"/>	\$31,736.00
<input type="checkbox"/> #944297	Approved	Toledo	Unmapped Items	Rise Ohio - Lakewood I - Madison Ave.	04/03/2025	04/11/2025	<input type="text"/>	\$27,786.00

Image 4. A place to check if the order is dated

Notes example:

- **No available item:** 0/25 Gelato Punch Cookies Pre-Pack (Popcorn) 2.83g - Good Green (Hybrid)
- **Less available item:** 16/20 Brownie Scout Cartridge 850mg - Rythm (Indica Dominant)
- **Pull SUB:** Incredibles Gummy 120mg - Blueberry Dream - requested 1A40703000027D9000009245 (OOS) - batch 1A40703000027D9000037408 added to the order instead
- **Different pricing:** Jack Herer Pre-Pack (Buds) 2.83g (1A40703000027D9000008016) - Rythm (Sativa Dominant) - \$10 per unit in the menu, \$3 per unit in LT - Corrected the price to \$10 in LT

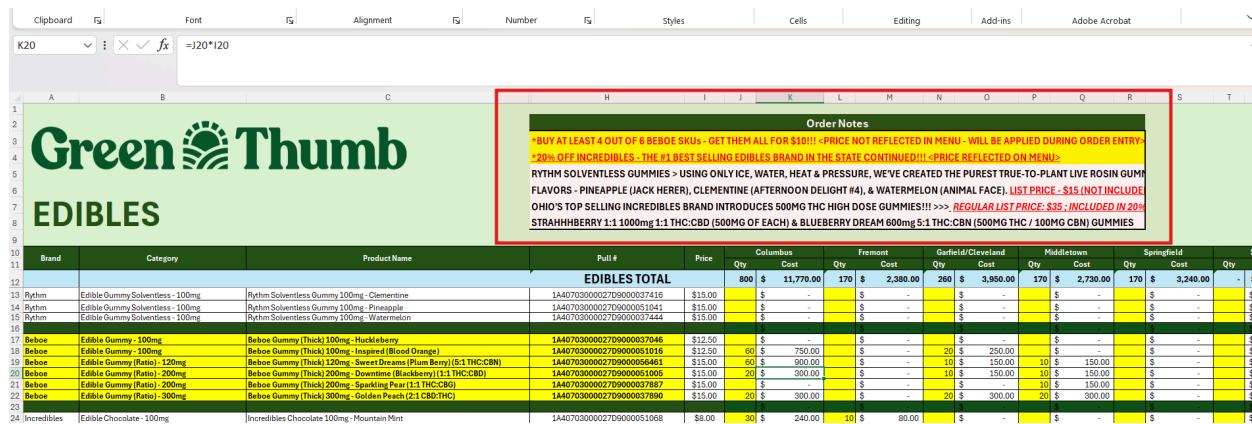
OH regular orders

OHIO REGULAR ORDERS

- **PRICING:** We always follow **MENU PRICING (ACTUAL PRICE)** - in case the formula is not pulling correctly, and we see that the price should be discounted according to the number of units, address that in the email or via Teams.
- **SPECIAL PRICING:** Sometimes promotions are not reflected in the menu pricing; however, you can find more information at the top of the menu. In such cases, we should manually adjust the price and make a note about it (e.g., for Beboe gummies \$10).

List Price	Hillsboro				Prod	
	Qty	Product Total Quantity	Actual Price	Cost		
	475		\$ 15.00	\$ 14,512.50	550	
20.00	125	\$ 15.00	\$ -			
20.00	25	\$ 15.00	\$ 375.00	25		
20.00	125	\$ 15.00	\$ -			
20.00	25	\$ 15.00	\$ 375.00	25		
20.00	125	\$ 15.00	\$ -			
20.00	125	\$ 15.00	\$ -			

Image 1. Actual price column



The screenshot shows a Microsoft Excel spreadsheet with the following details:

- Header:** The title 'EDIBLES' is displayed prominently at the top left. The 'Order Notes' section contains promotional text:
 - *BUY AT LEAST 4 OUT OF 6 BEBOE SKUS - GET THEM ALL FOR \$10!!! <PRICE NOT REFLECTED IN MENU - WILL BE APPLIED DURING ORDER ENTRY>
 - >20% QFT INCREDIBLES - THE #1 BEST SELLING EDIBLES BRAND IN THE STATE CONTINUE!!!! <PRICE REFLECTED ON MENU>
 - RYTHM SOLVENTLESS GUMMIES - USING ONLY ICE, WATER, HEAT & PRESSURE, WE'VE CREATED THE PUREST TRUE-TO-PLANT LIVE ROSIN GUMMIES FLAVORS - PINEAPPLE (JACK HERER), CLEMENTINE (AFTERNOON DELIGHT #4), & WATERMELON (ANIMAL FACE). **LIST PRICE - \$15 (NOT INCLUDE**
 - OHIO'S TOP SELLING INCREDIBLES BRAND INTRODUCES 500MG THC HIGH DOSE GUMMIES!!! >>> **REGULAR LIST PRICE: \$35 - INCLUDED IN 20%**
 - STRAHHHERRY 1:1 1000mg 1:1 THC:CBD (500MG OF EACH) & BLUEBERRY DREAM 600mg 5:1 THC:CBN (500MG THC / 100MG CBN) GUMMIES
- Data:** The main body of the spreadsheet lists products by brand, category, and product name, along with their pull numbers, prices, and quantities across various locations (Columbus, Fremont, Garfield/Cleveland, Middletown, Springfield). A row for 'EDIBLES TOTAL' provides summary data for each location.

Image 2. Special deals

- **PRICE CHANGE WHEN ITEM IS OOS:** Since pricing depends on the number of products ordered, if some items are out of stock and the order no longer qualifies for the lower price tier, we should apply the higher price and inform the reps when sending the invoice. Explanation:



Image 3. Bucket price change

- **BATCH/PULL NOT AVAILABLE:** In case the requested batch is not available, GO TO – Inventory/Pricing - Search the product by name - check expiration date first. If multiple batches have the same exp date, the second step would be to search for the lowest pull no (last 4 digits / in case there are 0000, then it might be 5 digits)

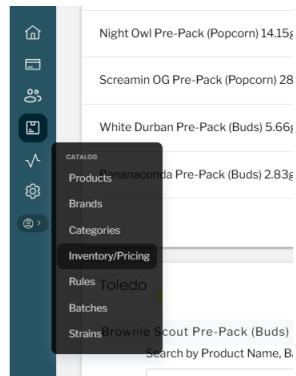


Image 4. Process of checking which batch should be used for sub (Inventory/Pricing)

Status	Product Name	Category	Stock Location
Visible, Hidden	Brownie Scout
Package Unit	Brand	SKU	Inventory Count
Pull #	Batch #	Sample	Sellable Inventory
			<input type="button" value="Filter"/>

Image 4. Search by product name (ex., Animal face)

Update Variant Status									
PRODUCT VARIANTS ▾			BATCH #	PULL #	LAB DATE	EXP DATE	STOCK LOCATION	INV	
<input type="checkbox"/>	Brownie Scout 5 Pack 1.75g - Dogwalkers (Sit) (1.75g, case of 25)		2507 4740 0645 9076	2507 4740 0645 9076	2025-02-24	2025-12-23	GTI Oglesby	2: 150:	
<input type="checkbox"/>	Brownie Scout 5 Pack 1.75g - Dogwalkers (Sit) (1.75g, case of 25)		0414 4261 6618 6073	0414 4261 6618 6073	2025-01-22	2025-12-23	GTI Oglesby	3: 25 al	
<input type="checkbox"/>	Brownie Scout 5 Pack 1.75g - Dogwalkers (Sit) (1.75g)								
<input type="checkbox"/>	Brownie Scout Big Dogs .75g - Dogwalkers (Sit) (0.75g, case of		7166 1903 1002	7166 1903 1002	2025-02-	2025-12-	GTI Oglesby	2: 1	

Image 5 . 1st step - Checking the expiration date column

PRODUCT VARIANTS ▾	BATCH #	PULL #	LAB DATE	EXP DATE	STOCK LOCATION	INVENTORY	MIN. ORDER OVERRIDE	MAX. ORDER OVERRIDE	VARIANT STATUS
<input type="checkbox"/>	Durban Z 12 Pack (Infused) 5.4g - Dogwalkers (Play) (5.4g, case of 25)	0209 1031 3195 1728	0209 1031 3195 1728	2025-01-22	2025-10-28	GTI Oglesby	1121 75 allocated		Hidden
<input type="checkbox"/>	Durban Z 5 Pack 1.75g - Dogwalkers (Play) (1.75g, case of 25)	6211 9820 3300 3462	6211 9820 3300 3462	2025-01-14	2025-12-30	GTI Oglesby	3080 0 allocated		Hidden
<input type="checkbox"/>	Durban Z 5 Pack 1.75g - Dogwalkers (Play) (1.75g, case of 25)	6370 6602 4445 1706	6370 6602 4445 1706	2024-11-13	2025-10-28	GTI Oglesby	763 75 allocated		Hidden
<input type="checkbox"/>	Durban Z 5 Pack 1.75g - Dogwalkers (Play) (1.75g, case of 25)	1647 5657 3465 9519	1647 5657 3465 9519	2025-01-14	2025-12-30	GTI Oglesby	3899 0 allocated		Hidden

Image 6. 2nd step - Checking the smallest pull number

Notes example:

Pull sub: Black Afghan Pen 2000mg - Rythm (Indica Dominant) - requested 1A40703000027D9000051097, we used 1A40703000027D9000061554

- **LESS AVAILABLE UNITS FROM REQUESTED BATCH:** If we have a request for 25 units, and there are only 20 units available, we pick 25 units **from a different batch**. If there is no other batch available, we will pick these 20 units and send a note via email
- **REC VS MED – no priorities**
- **SUBS –** If the batch is not available, we substitute with a **different batch** number according to the rules. If the other batch is not available, we don't substitute with different products; we just advise the rep in the email about OOS
- **BATTERIES:** Batteries are going on a separate invoice
- **OFF-SPEC PRODUCTS:** If we notice that the product has an **Off spec** in the batch name, we should avoid adding it to the regular orders. We use these only for RISE stores.

<input type="checkbox"/>	Incredibles Gummy 120mg - Dreamier Berry (2:1 THC.CBN.CBG)	OFF SPEC OH20250325K102 67	1A40703000027D90000379	03/31/2025	03/25/2026	Toledo	3.02	Unit
<input type="checkbox"/>	Rythm Solventless Gummy 100mg - Pineapple	OFF SPEC OH20250326K101 02	1A40703000027D90000510	03/31/2025	03/26/2026	Toledo	1.98	Unit

Image 7. OFF SPEC products

- **CASE SIZES:**

- All **28.3g** flowers - CASE OF 10 UNITS
- All **2.83g and 5.66g** flowers - CASE OF 30 UNITS
- All **14g** flowers - CASE OF 20 UNITS

If we have a situation where there is a request for 15 units of Good Green 28.3g - we should add 10 or 20 units and add that info in the email (because of the case size)

CASE SIZE EXCEPTION: Only in the case of fewer available units (with no other batch to substitute), we can **break the case**. For example, if there are only 14 units left of Good Green 28.3g and we have a request for 20, **we will not pull** 10 (1 case), but we will pull all 14 and **close that batch**, notifying them in the email.

ORDER CHECK: In the first tab, we have the **summary** where we can check if everything is correct after we are done with the order.

ORDER SUMMARY	Cincinnati		Hillsboro		Wapakoneta		Store		Store		All-Store Total	
	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost
Inventory Reduction Sale	600	\$ 15,437.50	200	\$ 10,437.50	150	\$ 7,500.00	-	\$ -	-	\$ -	950	\$ 33,375.00
Flower	950	\$ 15,950.00	475	\$ 14,512.50	550	\$ 18,287.50	-	\$ -	-	\$ -	1,975	\$ 48,750.00
Vape	1,050	\$ 24,375.00	75	\$ 1,875.00	75	\$ 1,875.00	-	\$ -	-	\$ -	1,200	\$ 28,125.00
Edibles	-	\$ -	25	\$ 200.00	-	\$ -	-	\$ -	-	\$ -	25	\$ 200.00
Concentrates	275	\$ 6,750.00	200	\$ 4,875.00	200	\$ 4,875.00	-	\$ -	-	\$ -	525	\$ 13,125.00
Topicals / Tinctures	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Total	2,875	\$ 62,512.50	975	\$ 31,900.00	975	\$ 32,537.50	-	\$ -	-	\$ -	4,675	\$ 123,575.00

Image 7. 2nd step - Order summary

MONTH SPECIALS: Every month, they are running promos on some SKUs. Some are reflected in the menu, some are not. We should always pay attention to that.

8 MB

Good Afternoon HQ Team,

I wanted to reach out and make you all aware of our June promos we are launching today.

Please see the below (full promo deck attached as well) and let me know if you have any questions.

NEW VAPE BUCKETS: Buy 200 total units of vape get 5% off, buy 300 total units get 10% off, buy 400 units get 15% off.

- This deal excludes 0.5g Rythm carts (please note 0.5g solventless live rosin carts are included) & 0.85g Luster Pods.
- The menu sent over by our sales team will reflect these prices and the two categories listed above will be at full price.
- **Rise Orders - similar to flower will automatically receive the 15% off regardless of units ordered.**

		WS Price	5% Off	10% off	15% Off
RYTHM	0.3g Live Sauce DVP	\$ 12.50	\$ 11.88	\$ 11.25	\$ 10.63
	0.5g Live Sauce Cart				
	0.5g Solventless Cart	\$ 25.00	\$ 23.75	\$ 22.50	\$ 21.25
	0.85g Live Sauce Cart	\$ 22.50	\$ 21.38	\$ 20.25	\$ 19.13
	0.85g Live Resin Cart	\$ 25.00	\$ 23.75	\$ 22.50	\$ 21.25
	2g Live Sauce DVP	\$ 40.00	\$ 38.00	\$ 36.00	\$ 34.00
&SHINE	0.5g Distillate DVP	\$ 12.50	\$ 11.88	\$ 11.25	\$ 10.63
	0.85g Distillate Luster Pod				
	1g Distillate Cart	\$ 20.00	\$ 19.00	\$ 18.00	\$ 17.00
	2g Distillate DVP	\$ 35.00	\$ 33.25	\$ 31.50	\$ 29.75
		Buy 200 units	Buy 300 units	Buy 400 units	

Image 8. Month specials

OH account details

OHIO ACCOUNTS

Firelands Scientifics dispensary, The Landing in Cinci - should be placed in LT under "**The Landing - Cinci**", NOT 'Firelands Scientifics.

Huron location is the only one titled '**Firelands Scientific**' while their Monroe, Cincinnati, Columbus, and Cleveland locations are titled '**The Landing**'.

OH Rise CLE - in LT: **Rise Ohio - Whitehall - REC**

GTI MD general info

MARYLAND GENERAL INFO

Manny Jayaratne (Sales Manager) - mjayaratne@gtigrows.com - our POC

- Orders: 70% of the orders come from the Menu / 30% loose email orders
- Cutoff is at 9 AM every day.
- The **expiration date** for all products is 90 days!

MD GTI Team		
Marko Steinhagen	Regional Commercial General Manager (RCGM)	marko.steinhagen@gtigrows.com
Jeff Mangold	Sales Director	jmangold@gtigrows.com
Manny Jayaratne POC	Sales Manager	mjayaratne@gtigrows.com
Eden Trowell	Account Executive	eden.trowell@gtigrows.com
Jackson Kerchner	Account Executive	jackson.kerchner@gtigrows.com
Alex Chang	Account Executive	alex.chang@gtigrows.com
Melba Wood	Buyer	melba.wood@gtigrows.com
Chrysten Rudy	Associate Buyer	chrysten.rudy@gtigrows.com

- Working Hours: 8 am - 5 pm
- Preferred communication channel: Email, Teams, Call
- Call if Urgent:
 - Manny - (240) 893-2389
 - Jackson - (443) 223-3492
 - Alex - (240) 274-1316
 - Eden - (310) 800-7031

MD RISE

PRICING: We should follow the LT pricing. It should have been automatically 20% off - **always make sure that the LT price is a discounted menu price!**

BATCH: For most products, there is only one batch available. However, if two or more batches are available, we follow the THC% request. If not available, we prioritize older products first (FIFO), based on the earliest lab result date.

LESS AVAILABLE ITEM: If we have less available units than requested, we add what we have—as long as it's **9 units or more**.

For example, if the request is for 25 units and we have 11 available, we will add the 11 and make a note. However, if only 6 units are available, we will not fulfill the request - just mark the product as OOS

SPLITTING THE PRODUCT: For orders **exceeding 300** units of a single product (for example, 16 cases of Animal Face 3.5g), **both product size types** (cases and loose units) will be used. If a case size is 25 units, a request for 400 units will require 16 cases. We will usually allocate **8 cases + 200 loose** units to fulfill the request, two lines. However, we can split the other way if needed, ex. Below

Afternoon Delight #4 Cartridge - Rythm (Hybrid) - Vape Cart - 1000mg (1000mg, case of 25)	1A40303000003EA000069824	1A40303000003EA000069824	\$27.50	\$27.50	\$687.50	12	300	N/A	\$8,250.00	:
Afternoon Delight #4 Cartridge - Rythm (Hybrid) - Vape Cart - 1000mg (1000mg)	1A40303000003EA000069824	1A40303000003EA000069824	\$27.50	\$27.50	N/A	100	100	N/A	\$2,750.00	:

Image 3. Product split between case and loose units (for requested 300+ units)

BATCH SPLIT: We can split the batch a maximum of **two times in one order** if needed (use 2 batches of the same product). We do this in order to close the open batch.

Example 1: If there is a batch with 50 units left and a batch with 500 units available, and we have a request for 4 cases, we will pull 2 cases from the smaller batch and 2 from the larger.

Example 2: If there is a batch with 12 units left and we have a request for 50 units (2 cases), we will add those 12 loose units to close the batch, and take the remaining 38 loose units from the second available batch.

PRIORITY: The store that orders the highest number of units receives priority. Typically, this is **Hagerstown!**

SKU LIMITS: We generally follow the maximum SKU number a store can accept (ex., Hagerstown **6000 units**). However, if the store orders more, we can still process the order and verify with Manny whether it is acceptable or needs to be adjusted. This usually doesn't happen - This is usually not happening.

INVOICES: We need to download the invoices and send them together with the notes.

Invoice format: Store name_Product_X

 Hagerstown_PreRolls_X

 Joppa_PreRolls_X

 Silver Spring_PreRolls_X

Image 4. Invoice format

NOTES: We need to send notes about OOS items, less available products, batch split (if we used two), and price discrepancies (LT vs Menu).

Bethesda

Less available item: 11/50 - Blueberry Cartridge (NCD) - &Shine (Hybrid) - Vape Cart - 500mg
No available item: 0/50 Afternoon Delight Vape Cart 500mg
No available item: 0/50 Brownie Scout Vape Pen 500mg
No available item: 0/25 Pineapple Runtz &Shine Vape Pen 500mg
No available item: 0/25 Pineapple Express Vape Pen 2000mg
No available item: 0/150 - Durban Poison &Shine Vape Cart 1000mg
No available item: 0/150 - Vanilla Sparkle &Shine Vape Cart 1000mg

 Hagerstown Vape_... ↗ ...  Hagerstown_Vape ... ↗ ...  Joppa_Vape Ryth... ↗ ...
 Joppa_Vape &Shin... ↗ ...  Bethesda_Vape &S... ↗ ...  Bethesda_Vape Ry... ↗ ...

Image 5. Notes example

The **tracker** is populated once orders are submitted. It tracks how many units of each SKU category have been allocated to each store - [TRACKER](#) - Usually we are not doing this

RISE FOR FLOWERS

RISE Flower Hold: They will send us the order number where they are holding the flowers for rise. They will also send us the flower split. Example:

Maneth Jayaratne 3/24 5:41 AM



Good morning! Work sheets we are using for this weeks order entries are below:

- [03.26.25 Green Thumb Product Request Form RISE MD](#)
- [RiseFlowerHold03.29.25.xlsx](#)
 - LT#918988 is the Order we are moving the units from

Image 6. Flower hold sheet

The order where they are holding the units will usually be under the **Hagerstown location**. Once we find that order in LT, we need to create a new order for Hagerstown, and later for Joppa, SS, and Bethesda. The biggest difference between Rise for Flowers and for other products is that the flowers are **saved in advance**, and we are moving products to our orders

instead of searching for them. **So we need to move the SKUs from the main order to the separate orders we created!**

We open LT in two tabs. In one, we are keeping the main order; in the other, the order that we are building. The order from which we are moving the items doesn't have to be in add/edit—just open it by clicking on the order number. Once you are ready, you move the items by clicking the three dots on the side, and you choose how many units you want to move (the number is always by item, even if the product is in case size) (e.g., moving 2 cases, you will type 50 units). When you transfer, it will show "2 cases," so no worries. Once you move, refresh the page of the new order and you will see the products. The good thing is, if you make a mistake, you can always transfer the units back to the main order. When you transfer all requested units, you save your new order and download the invoice. Since the main order is not in the add/edit mode, you don't have to save or anything.

ITEM	BATCH # / SKU	PULL NUMBER	UNIT PRICE	DISCOUNT PRICE	CASE PRICE	QTY	UNIT(S)	SAMPLE	TOTAL	⋮
Animal Face Live Resin - Rythm - (Indica Dominant) Concentrate - 1g (1g, case of 25)	1A4030300003EA000069466	1A4030300003EA000069466	\$25.00	\$25.00	\$625.00	4	100	N/A	\$2,500.00	⋮

Image 7. Moving the items step 1

The screenshot shows a modal window titled "Move order line" with the order number 942035. It lists the product "Animal Face Live Resin - Rythm - (Indica Dominant) Concentrate - 1g (1g, case of 25)". The "Quantity*" field contains "100". The "Target Order*" dropdown is set to "New order". A red box highlights the "Move" button on the left side of the modal. Below the modal, the main order summary shows a total of \$2,500.00, with a breakdown of \$625.00 and \$2,500.00.

Image 8. Moving the items step 2

The problem arises when we have a request **for more than 300 units of one product**, as we need both the case and loose size items on the main order, which is usually not the case. Here's how we handle it: We remove the product from the main order and click save (**ALWAYS make a note about the product name, batch, and quantity—so you know what to pull back**). Then, we wait for a few minutes before searching for the product again. Once the product is visible, we pull it back into the order, with half the quantity in the case and half in the loose size.

If there is no loose size or case size still available, we need to **ask Maneth for help**. Sometimes he will agree to go with (350, 400 units), but sometimes he will create those for us.

We can split the batch a maximum of two times in the order (sometimes you will not have enough units in one batch, so you will use two. That is fine—just make sure to split only two times).

Usually, the requested number of units is not the same as what is available. Example: request for 2 cases, and there are only 46 units left. That is fine—add as much as you can. Usually, the last store is the one receiving more or less than requested.

Not enough units: If we have a request for, for example, 395 units across 4 stores (100 each), we will allocate 95 units to one of the stores, usually the last or second-to-last one. If we have more examples like this, we try to divide them between the stores so that not only one store receives these partials.

Notes example

The screenshot shows a software interface for managing flower orders. It displays four separate notes, each detailing the missing quantity and a note about adding partial units:

- Hagerstown:** We are missing the Animal Face 3.5g - 4 cases
- Joppa:** We are missing the Animal Face 3.5g - 4 cases
Jacks Delight 3.5g - requested 8 cases, 135 units available and added to the order
- Silver Spring:** We are missing the Animal Face 3.5g - 24 cases
- Bethesda:** We are missing the Animal Face 3.5g - 18 cases
Afternoon Delight #4 Pre-Pack (Buds) - Rythm (Hybrid) - Usable - 3.5g - we added 13 cases (325) units + loose units. Please let us know if that is fine, if not we will delete those items, and pull 12 cases + loose units.
This is left in the main order

Below the notes is a table of order details:

Item Description	Quantity	Unit Price	Total Price
Brownie Scout Pre-Pack (Buds) - Rythm (India Dimmel) - Usable - 3.5g (1.5kg)	1440300000002560000056518	-27.50	-735.00
Brownie Scout Pre-Pack (Buds) - Rythm (India Dimmel) - Usable - 3.5g (1.5kg, case of 25)	1440300000002560000059930	-27.50	-687.50
Brownie Scout Pre-Pack (Buds) - Rythm (India Dimmel) - Usable - 3.5g (1.5kg, case of 25)	1440300000002560000059930	-27.50	-687.50
Flower Margarita Pre-Pack (Mixed Buds) - Good Green (Salvia) - Usable - High Quality	1440300000002560000059923	-65.00	-135.00
Total		944.968	

Below the table, a note states: "Once the Animal Face 3.5g is live we can add it to the orders."

At the bottom, there are three buttons for "Bethesda_Flower_X1...", "Silver Spring_Flow...", and "Joppa_Flower_X1...".

Image 9. Notes for flowers

MD regular orders

MARYLAND REGULAR ORDERS

MENU: Typically, we receive the order request in the menu form

 Incredibles	GUMMY	Inspired	2:1 CBD:THC	Ratio	20 Socially-dosed Blood Orange 5mg THC per piece 100mg THC per container	Bebee	100mg	\$12.49	\$25.00	25	\$	312.25				
		Sweet Dreams	CBN:THC	Ratio	20 Socially-Dosed Plum Berry Gummies: 5mg CBN * 1mg THC per piece 100mg THC * 20mg CBD	Bebee	300mg	\$12.49	\$25.00	25	\$	312.25				
		Strahhberry	1:1 THC:CBD	Ratio	100mg CBD: 100mg THC	Incredibles	200mg	\$9.99	\$19.99	25	\$	249.75				
		Snoozieberry	5:1 THC:CBN	Ratio	100mg THC: 20mg CBN	Incredibles	120mg	\$8.99	\$17.99	25	\$	224.75				
		Snoozieberry	2:1:1 THC:CBN:CBG	Ratio	100mg THC: 50mg CBN: 50mg CBG	Incredibles	200mg	\$12.49	\$24.99	25	\$	312.25				
		Tangahhrrine	2:1 CBD:THC	Ratio	200mg CBD: 100mg THC	Incredibles	300mg	\$9.99	\$19.99	25	\$	249.75				
		Greener Apple	THC	Core Dose	100mg THC	Incredibles	100mg	\$7.49	\$14.99	25	\$	187.25				
		Mon Cherry	THC	Core Dose	100mg THC	Incredibles	100mg	\$7.49	\$14.99	25	\$	187.25				
		Summer Peach	THC	Core Dose	100mg THC	Incredibles	100mg	\$7.49	\$14.99	25	\$	187.25				
		Watermelon Smash	THC	Core Dose	100mg THC	Incredibles	100mg	\$7.49	\$14.99	25	\$	187.25				
Doctor Solomon's	SOUR GUMMY	Sour Cherry Tart	THC	Core Dose	100mg THC	Incredibles	100mg	\$7.49	\$14.99	25	\$	187.25				
		Balm	Ease	1:3 CBD:THC	300mg CBD: 90mg THC	Solomons	120mg	\$15.00	\$30.00	25	\$	375.00	2			
	TRANSDERMAL	Unwind	3:1 CBD:THC		135mg CBD: 45mg THC	Solomons	180mg	\$15.00	\$30.00	25	\$	375.00				
		Lotion/Liniment	Restore (CBD:THC)		200mg CBD: 200mg THC	Solomons	400mg	\$22.50	\$45.00	25	\$	562.50	1			
													Total	3	0	0

Image 1: Menu form

FLOWER PAGE: We should always confirm whether we should add the flower page. Typically, they offer discounts (10%, 15%) with most retailers, and those discounts are usually already in LT.

DISCOUNT: They offer different pricing options. The general document is called

GTI MD PRODUCT PRICING: There we can find all the retailers who are getting a discount on flowers, vapes or dog walkers products. We should apply prices accordingly. If the retailer is on the **Dank Vape discount** list and is **marked in green**, we should follow the prices from the "**J**" column for vapes. If it is there but **not marked in green**, we should follow the prices from the "**F**" column.

PRODUCT	PRODUCT TYPE	BASE PRICING	Discounted Price	Price per G	%
FLOWER	Rythm Premium 3.5g	\$27.50	29%+\$27.50, 28% Below \$25, Below 25% \$22.50	\$7.14	11%
	Rythm Premium 7g	\$44.00	25% below \$40	\$5.71	14%
	Rythm Popcorn 7g	\$41.00	25% below \$35 Below 20% \$32.50	\$5.71	14%
	Good Green 3.5g	\$22.50	25%+\$22.50; Below 25%=\$20.00, Below 23%=\$17.50	\$5.00	17%
	Good Green 7g	\$37.50	25% below \$35 Below 20% \$32.50	\$4.00	2%
	Good Green 14g	\$65.00	25% below \$60	\$2.93	2%
	&Shine 3.5g	\$17.50	20%+\$17.50, Below 20% \$15	\$4.29	20%
	&Shine 7g	\$32.50		\$3.43	20%
	&Shine 14g	\$55.00		\$2.75	10%
	Select Grind 7g	\$17.50		\$2.50	
IPR	&Shine SUN Grind 14g	\$31.50			
	&Shine SUN 14g	\$40.00		\$10.00	15%
	Big Dogs	\$7.50		\$8.57	11%
	Mini Dogs - 5 pack	\$15.00		\$0.01	No Change
TERP SAP	Mini Dogs - 12 pack	\$27.50			
	ShowDog Infused Single 1g	\$15.00	\$12.50		
	Rythm Remix 1g Single	\$12.50			
	Showdog Infused Pack	\$25.00	\$22.50		
	Rythm Remix 5 Pack	\$22.50			
RTM Live Concentrates	1000mg	\$25.00	\$22.50		
				\$0.03	11%
				\$0.04	17%
Cured Concentrates					
1000mg					
500mg Cartridge					
\$17.50					
\$15.00					

Image 2: MD NEW BASE PRICING 2025 document {-ñpñ{-lp'o01jnbc

TERRITORY DOCUMENTS: There are 3 territory documents:

- Western + Moco Discounts - [link](#)
- GTI North + Central Pricing Guide - [link](#)
- SouthEastAccount Discounts - [link](#)

In each file, we can find special pricing and retailer preferences for their accounts.

PRICING: When we receive an order, we should:

1. Check the retailer in the territory files to see their preferences and special prices.
2. Check if the retailer is receiving any of the discounts (flowers, vapes, or walkers) in the [GTI MD PRODUCT PRICING](#) doc
3. For all other products, follow the menu pricing.

LOOSE UNITS: We can always add loose units if a case is not available. For Western and Moco accounts, we should prioritize loose units.

LESS AVAILABLE ITEMS: If we have limited inventory, we can still add items, as long as at least 9 units are available. For instance, if there's a request for 25 units and we have 11, we should add them. However, if only 8 are available, we should mark the item as OOS (out of stock).

SPLITTING THE PRODUCT: For orders **exceeding 300** units of a single product (for example, 16 cases of Animal Face 3.5g), **both product size types** (cases and loose units) will be used. If a case size is 25 units, a request for 400 units will require **16 cases**. We will usually allocate **8 cases + 200 loose** units to fulfill the request, two lines.

BATCH: For most products, there is only one batch available. However, if two or more batches are available, we follow the THC% request. If not available, we prioritize older products first (FIFO), based on the earliest lab result date. **We don't sub for a different product.**

THC%: If the discrepancy is not within the same 10% range (e.g., ordered 50% - 41% available, or ordered 42% - 35% available), always make a note.

BATTERIES: If there is a request for batteries, we can add them to the same invoice as our products, but we should make a note about it.

REC VS MED – They don't have MED or REC locations. They only use one location.

SAMPLES: We typically do not receive requests for samples. However, if a request is made, we must confirm whether the samples should be added to the existing sales order or if a separate order should be created. **Samples are always priced at \$0.01.**

MD account details

MARYLAND ACCOUNTS

ASCEND stores:

Store 1: Aberdeen

Store 2: Crofton

Store 3: Ellicott City

Store 4: Laurel

G Leaf / Columbia care:

Store 1: Care Chevy Chase

Store 2: gLeaf Wellness Solutions - Frederick

Store 2: gLeaf Wellness Solutions - Rockville

MANA ORDERS: Always create two invoices: one for flower and prerolls, and another for the remaining products.

VERILIFE ORDERS: For Verilife stores, we should always **offer substitution** from the same strain (Sativa, Indica, Hybrid).

500mg Cartridge	SATIVA	Pineapple Express	8Shine 500mg	91.2	88.0	3.8	\$12.50	\$25.00	25	\$	312.50	6	4	2	
		Raspberry Lemonade	8Shine 500mg	92.7	88.7	3.8	\$12.50	\$25.00	25	\$	312.50	6	4	2	
		Strawberry Sprinkles	8Shine 500mg	94.5	90.3	3.9	\$12.50	\$25.00	25	\$	312.50	6	4	2	
	HYBRID	Cannalope Haze	8Shine 500mg	92.9	89.7	3.6	\$12.50	\$25.00	25	\$	312.50	6	4	2	
		Blue Dream	8Shine 500mg	92.2	88.4	4.5	\$12.50	\$25.00	25	\$	312.50	6	4	2	
		Berry Gelato	8Shine 500mg	93.1	89.7	4.3	\$12.50	\$25.00	25	\$	312.50	6	4	2	
		Dream Angels	8Shine 1000mg	90.7	86.9	4.3	\$12.50	\$25.00	25	\$	625.00	6	4	2	
8Shine 500mg 92.7 88.6 4.8 \$12.50 \$25.00 25 \$ 312.50															

LOCATION: Do not place orders under Grow Facility's locations.

Example: Requested order for District Cannabis Hagerstown- Retail and in LT options are:



The correct location in this case is the District Cannabis MD - MCP Retail LLC one.

GTI NJ general info

NEW JERSEY GENERAL INFO

NJ GTI Team		
Marko Steinhagen	Regional Commercial General Manager (RCGM)	marko.steinhagen@gtigrows.com
Jeff Mangold	Sales Director	jmangold@gtigrows.com
Jess Gerencser	Sales Manager	jess.gerencser@gtigrows.com
Javier Guzman	Account Executive	javier.guzman@gtigrows.com
Richard Macko	Account Executive	richard.macko@gtigrows.com
Melba Wood	Buyer	melba.wood@gtigrows.com
EJ Frankel	Associate Buyer	ej.frankel@gtigrows.com

- Teams channel: **Rise NJ x HQ Orders Connect**
- Jeff Mangold is our POC for MD, NJ, for day-to-day things
- Order cutoff time is 8 AM for next-day shipment
- 6 Months EXP date on SKUs in NJ (related to batches)

NJ RISE

NEW JERSEY RISE ORDERS

- We receive orders on different days throughout the week. Usually RISE orders for vapes, edibles on Thursday and RISE orders for Flower and Preroll are on Friday.
- There are five shipping locations: Bloomfield REC1, Bloomfield MED, Paterson REC1, Paterson MED, and Paramus.
- We should receive the Rise order sheet and Max Unit count via Teams. Please request access if you don't have it!

[MaxUnit Tracker NJ.2025.xlsx](#)

[03.31.2025 RISE Green Thumb Product Request Form.xlsx](#)

03.31.2025 RISE Green Thumb Prod... RevenueOrg > MD - NJ - VA Region

MaxUnit_Tracker_NJ.2025.xlsx personal > edith_silva_gtigrows_com

Image 1. Rise Order Sheet and MaxUnit tracker

MENU: We are receiving the menu and requested unit counts in a different format compared to other states.

Flower Request Form											
Delivery Weeks MAR 31- APR 04											
Category	Strain	Brand	Size	THCA	PRICE PER UNIT	SUGGESTED PRICE	CASE BASED ON	CASE ALLOCATED	CASE REQUESTED	CASE REMAIN	TOTAL
RTHM PREMIUM FLOWER PREPACKED 3.5g											
Setiva	8.5	RTHM	3.5g	26.52%	\$ 30.00	\$ 60.00	30	\$ 900.00	138	3	\$ 2,700.00
Setiva	L'Orange	RTHM	3.5g	34.68%	\$ 30.00	\$ 60.00	30	\$ 900.00	55	8	\$ 7,200.00
Setiva	Sour Diesel	RTHM	3.5g	22.88%	\$ 30.00	\$ 60.00	30	\$ 900.00	22	0	\$ -
Setiva	Tangerine Haze	RTHM	3.5g	27.35%	\$ 30.00	\$ 60.00	30	\$ 900.00	97	4	\$ 3,600.00
Setiva	White Durban	RTHM	3.5g	24.61%	\$ 30.00	\$ 60.00	30	\$ 900.00	93	4	\$ 3,600.00
Hybrid	Afternoon Delight #4	RTHM	3.5g	31.66%	\$ 30.00	\$ 60.00	30	\$ 900.00	4	4	\$ 3,600.00
Hybrid	Blue Zeshimi	RTHM	3.5g	26.24%	\$ 30.00	\$ 60.00	30	\$ 900.00	78	0	\$ 7,200.00
Hybrid	OG Diesel	RTHM	3.5g	32.13%	\$ 30.00	\$ 60.00	30	\$ 900.00	44	8	\$ 7,200.00
Hybrid	OG4	RTHM	3.5g	27.45%	\$ 30.00	\$ 60.00	30	\$ 900.00	223	14	\$ 12,600.00
Hybrid	Rose Gold Runtz	RTHM	3.5g	26.08%	\$ 30.00	\$ 60.00	30	\$ 900.00	16	0	\$ -
Indica	Original OG	RTHM	3.5g	31.33%	\$ 30.00	\$ 60.00	30	\$ 900.00	131	50	\$ 45,000.00
Indica	Brownie Scout	RTHM	3.5g	32.13%	\$ 30.00	\$ 60.00	30	\$ 900.00	95	14	\$ 12,600.00
Indica	Head Cracker	RTHM	3.5g	32.54%	\$ 30.00	\$ 60.00	30	\$ 900.00	137	17	\$ 15,300.00
Indica	Kodher Kush	RTHM	3.5g	26.54%	\$ 30.00	\$ 60.00	30	\$ 900.00	133	0	\$ 143.00
Indica	Permanent Marker	RTHM	3.5g	24.41%	\$ 30.00	\$ 60.00	30	\$ 900.00	54	0	\$ -
Indica	Xeno	RTHM	3.5g	26.4%	\$ 30.00	\$ 60.00	30	\$ 900.00	49	0	\$ 49.00
PREMIUM POPCORN PREPACKED 7g											
Setiva	Cherry Maui Wowie	RTHM	7g	30.07%	\$ 47.50	\$ 95.00	30	\$ 1,425.00	20	12	\$ 17,100.00
Setiva	Tangerine Haze	RTHM	7g	27.35%	\$ 47.50	\$ 95.00	30	\$ 1,425.00	10	10	\$ -
Setiva	White Durban	RTHM	7g	27.17%	\$ 47.50	\$ 95.00	30	\$ 1,425.00	74	9	\$ 65

Enter Request Cases Below in the table per store					
Date Here	Bloomfield REC1	Bloomfield MED	Paterson REC1	Paterson MED	Paramus
0	4	1	1	1	1
0	4				
60	2		2		
0					
120	6	1	4	1	
0					
600	20	2	20	4	4
120	8	2	4		
0					
600	8		8	1	
0					
0	6	1	8 → 6	1	2
0					
0	4		4	1	1

Batch Number	Expiration Date
_6019	7/24/2025
_6004	7/16/2024
_6101	9/6/2025
_6075	
_6065	8/14/2025
_6053	8/6/2025
_4992	6/7/2025
_6039	8/6/2025
_5077	7/20/2025
_6041	8/7/2025
_6079	8/26/2025
_6055	8/14/2025
_1199	7/24/2025

Image 2. Rise Menu

- In the sheet on the right, we'll see the requested number of cases. Based on availability, we should mark the cells as follows:
 - **Green** – Available and added to the order
 - **Yellow** – Limited availability, added to the order (e.g., 4 > 1 means 4 cases requested, 1 case added)
 - **Red** – Not available and not added to the order

PRICING: We should follow the menu pricing. No need to create the notes, just advise them that we used menu pricing.

SAMPLE UNITS PRICING: If there is a product priced \$1, that is the sample product. We don't add those to the rise orders. In that case, please mark the item as OOS (red) and make a note.

BATCH: We should search for the product by name and select the available batch. In 80% of cases, only one batch will be available. If there are multiple options, please select the batch indicated on the right. If no batch is indicated, follow the THC% request. If that is not available as well, choose the batch according to FIFO.

Sample Units

	v	v	v	v	v
Bloom Green 14g	594	66	242	22	44
Total Units	3908	282	2714	294	404

Enter Request Cases Below in the table per store

Date Here

Bloomfield REC1	Bloomfield MED	Paterson REC1	Paterson MED	Paramus
8	4		2	
12	1	8	1	
8			1	
			1	
	4			
8	1	4		1
			1	
14		16	2	2
8	1	4>3		2
4			4	
4				
0	1			1

Batch Number	Expiration Date
_6019	7/24/2025
_6128	7/16/2024
_6101	9/6/2025
_6117	
	5/3/2025
_4705	6/7/2025
_6039	8/6/2025
_6145	9/22/2025
_6175	10/3/2025
_6081	8/27/2025
_6055	8/14/2025
_6106	9/11/2025
_1199	7/24/2025
	_6157 9/27/2025
	_6136 9/19/2019
	_6063 8/18/2025

Image 3. Requested Batch

DATE: We are adding dates to the orders. They should advise us on this.

Summary

INVOICE #936102 ✉	DELIVERY DATE ✉
View Draft	Set delivery date ✉
Download CSV	
PAYMENT STATUS	APPROVED DATE
UNPAID	None
	PLACED DATE
	Mar. 25, 2025

Image 4. Setting a delivery date

UNITS TOTAL: The maximum total per order is 4,000 units. If there are more than 4,000 items, the order must be split. The second order will be scheduled for the next day.

UNITS TOTAL PER DAY: There's a daily limit of 4,000 units per store. For example, if we have an order for 1,500 units of edibles, another for 200 units of concentrates, and a third for 1,000 units of prerolls (that totals 2,700 units), that means we have 1,300 units of available space left for that delivery date. We should follow these daily limits whenever instructed to do so.

INVOICES: There is no need to send the invoices (we can save them for our records). Ideally, also include the unit count and delivery date. Notes example:

Rise New Jersey - Bloomfield - REC #979802 - 3575 units - Tue delivery

NOTES: There's no need to include notes about out-of-stock (OOS) or limited-availability items, as these are already marked in their Rise menu. Since we are following menu pricing, there is no need to send those.

Rise orders for prerolls are placed as well. We marked OOS items. We followed the menu pricing. We added units from both tabs.

Rise New Jersey - Bloomfield - REC #979802 - 3575 units - Tue delivery
Rise New Jersey - Bloomfield - MED #979811 - 400 units - Tue delivery
Rise New Jersey - Paterson - REC #979817 - 3650 units - Tue delivery
Rise New Jersey - Paterson - MED #979821 - 275 units- Tue delivery
Rise New Jersey - Paramus - MED #979830 - 475 - Tue delivery

Image 5. Shipping location / order no / delivery date / no of units

BATCH SPLIT: We don't do batch split (2 batches of the same product) if not necessary. If that is the only option, we can do it.

LOOSE UNITS: We don't add loose units to the rise orders (they keep those for regular orders)

BATTERIES: Batteries must go on a separate invoice.

PRODUCT LIMITS & SPLITTING ORDERS:

In NJ, we need to follow product limits per invoice. If a request exceeds the allowed quantity, the **order must be split into multiple invoices**.

Maximum per invoice:

- Rythm Flower Products: 240 units (8 cases)
- All other products/categories: 250 units (10 cases)

If we receive a request for more than the allowed quantity (e.g., 13 cases), split the product into two orders — for example, **enter 6 cases on one invoice and 7 on the second**.

RESERVED UNITS: Sometimes, units are reserved on different orders for Rise. A yellow note on the side will confirm this. In such cases, we need to move units from that order to our Rise order.

- **Before** moving any units, take a screenshot of the order to capture how many items of each product were originally there (one person in charge)
- **After** completing the orders for one product type (eg. Prerolls), take another screenshot and send it along with the notes (same person in charge)

Process of moving the units (there is a video tutorial in the teams group):

1. Open the order where the units are reserved (click *Add/Edit*).
2. Open the order you're working on (click *Add/Edit*).
3. In the order you're working on, select "**Variant stock**", and from the drop-down menu, choose the dotted line.
4. Copy the batch number of the product from the order where it's reserved, then search for it in the order you're working on (the product should appear).
5. Go back to the order where the product is reserved and remove the units you need (e.g., if there are 12 cases and you need 5, change the quantity to 7 and save the order).
6. Once that order is saved, you'll be able to pull those 5 cases into your order. Simply enter the quantity as 5 and save

Hackettstown		Variant Status		Variant Stock		Category filter		Items Per Page			
Filter by product		Search by Product Name, Batch or Pull	NAME	BATCH #/SKU	In Stock	MBER	LAB RESULT DATE	STATUS	PRICE	INVENTORY	QUANTITY
				1A41103000001F5000035948	1000001F5000062952	2025-01-13	HIDDEN	375.00	USD	250	125 allocated
				1A41103000001F5000035948	1000001F5000062952	2025-01-13	HIDDEN	375.00	USD	250	125 allocated
				1A41103000001F5000035948	1000001F5000062952	2025-02-06	HIDDEN	937.50	USD	225	25 allocated

Image 6. Variant Stock

MAR 31- APR 04				
	CASE ALLOCAT ION	CASE REQUEST	CASE REMAIN	TOTAL
0.00	25	25	0	\$ 22,500.00
0.00	182	18	164	\$ 16,200.00
0.00	190	14	176	\$ 12,600.00
0.00	106	0	106	\$ -
0.00	243	0	243	\$ -

Enter Request Cases Below in the table per store					
Date Here					
Bloomfield REC1	Bloomfield MED	Paterson REC1	Paterson MED	Paramus	Batch Number
12	1	9	1	2	6101
8		8		2	6019
8	1	4	1		6133
					6101
					9/6/2025
					7/24/2025
					7/16/2024
					9/6/2025
					6117

Inventory is on Invoice_939112

Image 7. Yellow note about reserved items

TRACKER - [MaxUnit_Tracker_NJ.2025.xlsx](#)

- They have a special unit tracker that we should populate after placing the orders. After the orders are submitted and the delivery date is set, we can work on it.
- We should mark the cells this way.

04.07 - 04.13	Bloomfield-REC	Total	+/-	Bloomfield-MED	Total	+/-	Paterson-REC	Total	+/-	Paterson-MED	Total	+/-
Monday	3525			3525	475	225	0	4000	2375	1625	250	0
Tuesday	1500	1350	150	3000	1000	125	50	0	4000	1900	1500	225
Wednesday	3625			3625	375	325	0	4000	2650	0	4000	225
Thursday	3540			3540	460	482	0	4000	3822	0	4000	356
Friday	1548			1548	2452		0	4000	308	0	4000	
Saturday		0	4000				0	4000		0	4000	
				15238	8762		569	24000		6000	18000	
												0 24000

04.07 - 04.13	Bloomfield-REC	Total	Bloomfield-MED	Total	Paterson-REC	Total	Paterson-MED	Total	PARAMUS-MED	Total	
Flower	3540	1548	5088	482	482	3822	308	4130	356	356	674
PreRoll	3625		0	325	0	2650	0	0	225	0	475
Edibles / Tincture	1350		0	125	0	1500	0	0	200	0	375
Vapes	3525	1500	0	225	0	2375	1900	0	250	0	550
Concentrates / RSO	150		0	50	0	225	0	0	50	0	50
Topicals			0		0		0		0		0
Testers			0		0		0		0		0

Image 8. Tracker coloring

GTI UNIT MAX					
03.24 - 03.31	B-REC	B-MED	P-REC	P-MED	PA-MED
Monday	4000	4000	4000	4000	4000
Tuesday	4000	4000	4000	4000	4000
Wednesday	4000	4000	4000	4000	4000
Thursday	4000	4000	4000	4000	4000
Friday	4000	4000	4000	4000	4000
Saturday	4000	4000	4000	4000	4000
Sunday					
Total Units per Week	12000	12000	12000	12000	12000
Total Units	-				
Total Units Left					

Image 9. Tracker coloring

- We are adding unit count to the product sheet (flower / preroll / edibles..) and to the delivery date sheet (Mon / Tue / Wed...)
- Always make sure - MAX UNIT COUNT PER DAY IS 4K PER STORE

NJ regular orders

NEW JERSEY REGULAR ORDERS

- **MENU FORMAT:** Most orders (approximately 95%) come through the Menu format. They are actively training buyers to order via Menu.
- **PRICING:** We always follow **menu pricing**. In most cases, menu prices will be lower than those listed in **LT**. The only exception is when the **LT price is lower** than the menu price—in that case, we use the LT price and **make a note**.
- **SUBS:** Since batch numbers are not listed in their menus, we fulfill orders based on the **requested THC percentage (it should be the oldest batch available)**. If the requested THC level is **out of stock**, we follow **FIFO**. **We do not make substitutions for other products**.
- **REC vs. MED:** We usually prioritize **REC** over **MED** orders. However, **always confirm this with the reps**.
- **LESS AVAILABLE UNITS:** If we receive a request for **2 cases** and only **1 case** is available, we can fulfill the **1 case** and **make a note**.
- **LOOSE UNITS:** We do **not use loose units** for regular or **RISE** orders. Only if **partial cases** are requested, **loose units can be used**.
- **BATTERIES:** **Batteries must go on a separate invoice**.
- **CASE SIZE:** Always ensure the **case size** from the **menu** matches the one selected in **LT**. Discrepancies are common. If there is a difference, **make a note** and adjust pricing accordingly based on the case size.
- **INTERNAL NOTES:** For **New Jersey (NJ)** orders only, internal notes must be added in **LT (Internal Notes)**.

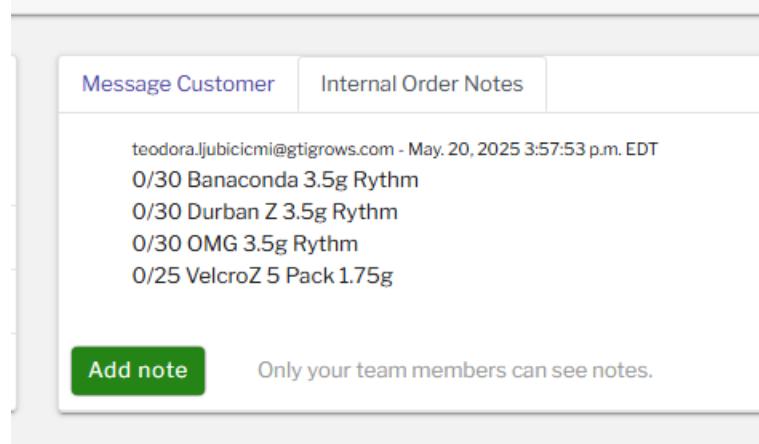


Image 1. Internal notes example

- **SAMPLE PRODUCTS:** If a product is priced at \$1, it is considered a **sample**. These items should **not** be added to **RISE orders**. Instead, **mark the item as OOS (red)** and **make a note**.
- **ORDER CHECK:** At the top of every tab, there is a **total summary**. Always refer to it when placing an order.
Note: Sometimes the summary formulas are incorrect and do not include all cells, which can cause discrepancies in order totals. If this happens, **make a note**.
- **DISCOUNT:** Discounts are listed on the **menu**. Any **additional discounts** are communicated via **email**.
- **ORDER SPLIT:** If an order has more than **50 line items**, it must be **split** accordingly.
Example: A RISE order with 150 lines should be split into 3 orders of 50 lines each.
- **SAMPLE ORDER:** If a request for **samples** is received (rare), they should be placed as a **new order**.
- **TWO MENU FORMATS:** If an **NJ order** email includes **two Excel menus** for the **same store**, **combine them into one order** in LT.
- **NOTES FORMAT:** Always follow this format for notes:
0/30 Animal Face 3.5g Rythm
25/50 Brownie Scout 7g Rythm

GTI IL general info

ILLINOIS GENERAL INFO

IL GTI Team		
Patrick Hannigan	Commercial General Manager (CGM)	patrick.hannigan@gtigrows.com
Wes Philpott	Sales Director	wes.philpott@gtigrows.com
Harrison Burt	Sales Manager	harrison.burt@gtigrows.com
Devin DeClercq	Sales Manager	devin.declercq@gtigrows.com
Ty Ross	Account Executive	ty.ross@gtigrows.com
Kensey Williams	Account Executive	kensey.williams@gtigrows.com
Preston Van Dervort	Account Executive	preston.van-dervort@gtigrows.com
Michael Robot	Buyer	michael.robot@gtigrows.com
Shelby McMillin	Associate Buyer	shelby.mcmillin@gtigrows.com

- Cutoff for order placement is during the time we punch in RISE orders (RISE orders usually come as early as 10 AM and as late as 3 PM)
- No special order prioritization—FIFO rules—unless its a brand new store, but the rep will specify it.

IL RISE

ILLINOIS RISE ORDERS

STORES: There are 10 Rise stores (Canton, Charleston, Effingham, Joliet Colorado, Joliet Rock, Lake in the hills, Mundelein, Naperville, Niles, Quincy)

BATTERIES: Batteries go on separate invoices!

ORDER SPLIT: If the order is **above 150k** or has more than **8k units**, you need to split the order **equally**.

BATCH SUB: We always **use the batch provided in the menu**. If it is OOS we can sub the batch following FIFO and make the note (try to stay within the same THC% tens - eg. 30%, 40% for flowers and prerolls).. If the item is **totally OOS**, we make a note as well (**We do not substitute with different flavours of the same item**).

PRICING: We follow the **LT pricing** - if not instructed to follow the menu.

DISCOUNT: RISE orders do not succumb to any discounts

ORDER CHECK: Make sure to double-check the **requested number of units** and the total number of units in the order (see if they match, including your notes)

There might be a second tab on the menu - please check if we should enter those units as well - should be advised in the rise email.

LOOSE UNITS: We **ADD LOOSE UNITS ONLY if that is the last batch** (units available)

CASE SIZE: Case sizes might differ from time to time; make sure to double-check. (They might request a case of 30, but only cases of 25 are available; you can freely add those and make notes about them.)

LESS AVAILABLE: If we have for example, 2 available cases out of 4 requested (and there is no other batch available) we **add those 2** and make a note. If there are 2 cases available, but there is another batch, we pull these 2 cases from the requested batch, and add 2 cases from another batch. Always make a note about it!

INVOICES: We **don't need** to save the PDF invoices

NOTES FORMAT: (please put No available notes on top)

- **No available item:** 0/30 3.5g Afternoon Delight #4 (Hybrid) Rythm Flower
- **Less available item:** 30/60 Afternoon Delight #4 (Hybrid) Rythm Flower
- **Batch SUB:** Blue Dream Cartridge (NCD) 500mg - andShine (Hybrid), batch 0411 7409 2531 6188 not available sub with 7221 1359 3488 3442

- **Wrong price:** A la mode Cartridge (Live Resin) 500mg - Rythm (Hybrid) - LT price of \$600 has been changed to the menu price of \$312.50

IL regular orders

ILLINOIS REGULAR ORDERS

MENU: Typically, we receive the order request in the menu form

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Order Code	Batch#	Promo	Brand (Size) Category	Units per Case	Unit Price	Promo Price	Product	Avg. Cannab	Expiration Date	Total Cases Avail.	Total Ordered	Bloc Kedzie	Bloc Northfield	Bloc Metropolis	Bloc Forest Park
Gre 6454 7600 37611917			Rhythm Mini Buds Flower 14g	30	\$65.00	-	Durban Z Pre-Pack (Mini Buds) 14g - Rhythm (Sativa Dominant)	27.70%	30-12-25		0				
Gre 3626 9359 1123 3853			Rhythm Mini Buds Flower 14g	30	\$65.00	-	Gelonade Pre-Pack (Mini Buds) 14g - Rhythm (Sativa Dominant)	28.85%	18-12-25		0				
Gre 1728 0974 5475 1740			Rhythm Mini Buds Flower 14g	30	\$65.00	-	L'Orange Pre-Pack (Mini Buds) 14g - Rhythm (Sativa Dominant)	22.60%	24-03-26	Low inventory	0				
Gre 1681 4673 6132 8206			Rhythm Mini Buds Flower 14g	30	\$65.00	-	Runtz S1 Pre-Pack (Mini Buds) 14g - Rhythm (Hybrid)	33.16%	04-02-26	Low inventory	0				
Gre 6510 257 0069 3579			Good Green Mixed Buds 3.5g	25	\$17.50	\$12.25	Ala mode Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	21.20%	26-11-25						
Gre 7191 0866 9676 4208			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Apple Cobbler Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	25.34%	11-03-26	Low inventory	1			1	
Gre 1370 6923 3914 2411			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Baklava Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	28.87%	17-03-26		1				
Gre 6346 6072 1224 7465			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Clementine Pre-Pack (Mixed Buds) 3.5g - Good Green (Sativa)	23.16%	18-02-26		0				
Gre 6219 4695 7922 5871			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Fruity Pebbles Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	21.42%	07-01-26		0				
Gre 9780 0221 4072 8568			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Ginch Mints Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	24.91%	10-03-26		0				
Gre 6510 257 0069 3579			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Good Green Mixed Buds 3.5g - Good Green (Hybrid)	22.00%	28-02-26		0				

Image 1: Menu form

REC VS MED: Please **ALWAYS** select MED if that's the option

DISCOUNTS: Most discounts (e.g., 20%, 30%) are already set up in Leaftrade.

However, there are times when we're asked to apply a discount that isn't pre-configured in LT.

- If the discount shown in LT **matches what they requested** via email, proceed with it and simply include a note with the invoice—for example, “20% discount applied.”
- If the discount in LT **is greater than what was requested** (e.g., they asked for 20%, but LT shows 30%), confirm with the rep.
- If the discount in LT **is lower than what was requested** (e.g., LT shows 20%, but the rep requested 30%), confirm in the discount doc and with Valerie.

When checking the discount, the best approach is to create a new column with a manual pricing formula — for example: **unit price × 0.8 × case size**

Additionally, some SKUs may be on promotion, listed in the "**Promo price**" column. These promo prices may or may not be reflected in LT, so always double-check and apply manually if needed.

B	C	D	E	F	G	H	I	J	K	L	M	N	
Order Code	Batch#	Promo	Brand (Size) Category	Units per Case	Unit Price	Promo Price	Product	Avg. Cannab	Expiration Date	Total Cases Avail.	Total Ordered	Bloc	
Blue 3740 3554 3539 0764			Rhythm Premium Flower 3.5g	30	\$27.50	\$19.25	Animal Face Pre-Pack (Buds) 3.5g - Rhythm (Indica Dominant)	33.24%	11-02-26	Strong inventory	1		
Blue 3226 5626 5507 7608			Rhythm Premium Flower 3.5g	30	\$27.50	-	Brownie Scout Pre-Pack (Buds) 3.5g - Rhythm (Indica Dominant)	31.37%	24-02-26	Strong inventory	1		
Blue 3563 8428 3017 1436			Rhythm Premium Flower 3.5g	30	\$27.50	-	Bogurtz Pre-Pack (Buds) 3.5g - Rhythm (Hybrid)	34.28%	11-02-26	Strong inventory	1		
Blue 6626 6944 0080 3555			Rhythm Premium Flower 3.5g	30	\$27.50	-	L'Orange Pre-Pack (Buds) 3.5g - Rhythm (Sativa Dominant)	30.58%	08-01-26	Strong inventory	1		
Oral 3319 7726 4048 9326			Rhythm Mini Buds Flower 7g	30	\$37.50	\$26.25	Beaver Cookies Pre-Pack (Mini Buds) 7g - Rhythm (Sativa Dominant)	27.82%	24-02-26	Low inventory	1		
Oral 1480 4569 3753 1668			Rhythm Mini Buds Flower 7g	30	\$37.50	\$26.25	Durban Z Pre-Pack (Mini Buds) 7g - Rhythm (Sativa Dominant)	27.95%	30-12-25		1		
Gre 7191 0866 9676 4208			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Apple Cobbler Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	25.34%	11-03-26	Low inventory	1		
Gre 1370 6923 3914 2411			Good Green Mixed Buds 3.5g	30	\$17.50	\$12.25	Baklava Pre-Pack (Mixed Buds) 3.5g - Good Green (Hybrid)	28.87%	17-03-26		1		
Gre 7396 0803 9627 3442			Good Green Mixed Buds 7g	30	\$30.00	\$21.00	Gas and Glue Pre-Pack (Mixed Buds) 7g - Good Green (Hybrid)	34.65%	31-03-26	Low inventory	1		
Gre 6510 257 0069 3579			Good Green Mixed Buds 7g	30	\$30.00	\$21.00	Good Green Mixed Buds 7g - Good Green (Hybrid)	22.00%	28-02-26		1		

Image 2: Promo price colum

BATCH SUB - THC% PRIORITY: For flowers and pre-rolls, we prioritize the THC percentage. If the batch with the requested THC% is out of stock, we should make a batch substitution, aiming to stay within the same 10% range (e.g., 20s, 30s, etc.).

BATCH SUB - FIFO PRIORITY: For all other products (excluding flower and pre-rolls), if the requested batch is out of stock, we make a batch substitution following FIFO.

BATTERIES: Batteries must go on a separate invoice.

LOOSE UNITS: We add loose units **only** if that is the **last batch available or if a partial case** is requested. **We never split a loose unit's batch.**

For example, if a retailer asks for a partial case and there are two batches — one with 20 units and another with 8 units — we should add **either all 20 or all 8 units**. We should **never take 15 units out of the batch of 20**. There is no minimum limit; we can add batch with 2 or 3 units as well.

Please order in full cases only. If a full case is not available, please order all the loose units in one order. We do not split loose units in IL or NV

- When you receive a request for a partial case and have two loose unit options:
 - Example 1: 20 loose units, normal case size is 30
 - Example 2: 8 loose units, normal case size is 30
- Within one batch, there should only be one partial case.
 - If you find that a batch (or more than one) has multiple partial case options, please flag it to me via email.
 - When this situation occurs, it is almost always an example where inventory is incorrect within Leaf Trade.
 - Sometimes it is a flag that a case was split within a prior order, and I'll need to track it down and troubleshoot with Order Fulfillment and sales.
- If there is a request for a partial case, all the units should be added to the order.
 - Example 1: 20 loose units, normal case size is 30
 - Add 20 units to the order.
 - Example 2: 8 loose units, normal case size is 30
 - Add 8 units to the order.

Image 3: Loose units rule

LESS AVAILABLE UNITS: If we receive a request for **2 cases** and only **1 case** is available, we can fulfill the 1 case and **make a note**.

SAMPLES: Samples are placed inside orders not separate from the order but the price rule applies the same (**\$0.01 per unit**)

ORDER CHECK: The order total (in dollars) at the top of the menu is often not accurate, so we verify order accuracy by checking the total number of units instead.

We calculate the total units listed in the menu and compare them with the unit total entered in the order to ensure they match.

If any items are out of stock, please mark that cell on the excel file in red and send the excel sheet back with the invoices

IL account details

ILLINOIS ACCOUNTS

***Beyond Hello:**

Sauget 1 = Goose Lake

Sauget 2 = Mississippi

Mission South Shore - LT: Mission Illinois - South Chicago - REC / MED

UMI Lincoln Park - LT: ÜMI - Chicago - REC

Viola The Village - LT: Viola IL - Broadview - REC

CONFIRMED DISCOUNTS

- Dutchess IL - 25%
- Bloc Dispensary - 20%
- Nuera and Prairie - 25%
- Sunnyside (Cresco group) - 30%
- The Dispensary - 30%
- D33 & Spark'd - 30%
- Terrabis - 15%

GTI NY general info

NEW YORK GENERAL INFO

OH GTI Team		
Nelson Guerrero	Account Executive	nelson.guerrero@gtigrows.com
Frankie Anetzberger	Sales Manger	frankie.anetzberger@gtigrows.com
Tara Comba	Sales Director	tara.comba@gtigrows.com
Lincoln Campbell	GM	lcampbell@gtigrows.com
Dylan Balaban	Account Executive	dylan.balaban@gtigrows.com
Johnny Zapata	Account Executive	johnny.zapata@gtigrows.com
Kevin Doherty	Account Executive	Kevin.Doherty@gtigrows.com

Teams channels:

- HQ NY x Nelson
- HQ x GTI NY - Frankie

Communication preference: immediate attention - Teams, second comm form - email, super important - call

Onboarding call notes:

Orange county cannabis - key account, Sour Diesel Rhythm 1/8ths, 1/4ths are a favorite and they will scoop up. New strains - put cases aside for them (1/8th). They have a bud bar so they send a single unit for them (sample). Chantelle is the buyer and will text or email for a refresh in the bud bar. Good to order 1 order a month if not 2.

Stage 1 - dropped off the map a little, and they are a bit off and on with ordering. He will meet with the buyer and go over the store with them. Brownie Scout, Sour Diesel, not open to new strains, White Durban (high testing- over 25%). New strains that are higher testing, they are open to it. Not open to subs typically. Backup batch is fine as long as the THC is close. Was ordering every week, but when strains are not available, they fell off the schedule.

Capital District Cannabis in Albany - sends the menu over usually. 1-2 times a month order.

Elevate - key account in terms of bandwidth, a while since they ordered, consistent with DW multipks. They buy everything. Brownie Scout, Sour Diesel - anything above 22%. Big on infused DW.

Silver Therapeutics (Silver Cannabis Company) - fairly new, they have stores in MA as well. Rythm 8ths, DW multipck, Beboe vapes and gummies.

THC Herbal vault - tricky in terms of ordering. A lot of times they send orders to the Accounting email, the order gets forwarded to Frankie.

- He will send accounts that have Bud Bars for sampling.
- On orders 10k or more, they include samples. About 10% of order (in units).
- Invoice naming convention - make sure to put Mock invoice (Account - Mock order - date)
- NY team oversees some MED accounts - **Columbia Care, Veralife, Verio** - all of them are open to subs and revisions
- Veralife MED, they don't require \$5k minimum on all stores. As long as the order AVG is around 5k it will be fine.
- **Travel Agency** - High priority, 3 locations. Pretty big weekly orders, not specific, but prioritize them if there is only 500 of a sku left.
- **Housingworks** - into Rythm, when a new sku is dropping they will order, they put in regular bi-weekly orders. But if a new product drops they will order that. When under 5k minimum, they were able to add a couple of SKUs.
- **Happy Days** - biggest spender in Long Island, they reach out to Lincoln but Douglas is cc'd. They get a menu a couple of days early and might ask to put some Skus aside.
- **Happy Monkey** - soft opening on Saturday but have been labeled as priority. Just submitted their 1st order.
- Most of the orders are on the template - 3 or 4 accounts text or call and have him do the order live over the phone. Now they are moved over to email. 90% are on the template.
- Average unit count for higher spenders is about 25000+ in \$ value as for units it depends.
- Average order is 10-13k \$.
- For higher end orders they sometimes give discounts or samples - or have promos on the menu.
- Communication method preference - text msg or a call if we need to reach immediately, doesn't like email (Outlook specifically), teams works great as well.
- Naming convention preference - open to anything, using the invoices directly off Leaf Trade.
- **SUBs** - high priority accounts accept subs. If it's too many subs they might ask for a live menu and change the order. It depends on the retailer so he can text them.
- **Order heavy** - Wed-Fri. Mondays can be sometimes. Wed-Thu is busiest and Fri-Mon is less busy but something happens.
- Spends about 7-10 orders (Travel Agency can take about 30 mins to do). 3-4 hours. From submission to approval takes about 4 hours on busy days.
- Doesn't really have time to prospect on Wed-Fri.

Nelson

Rise stores: priority by \$ amount as the other reps

As for SUBs, just leave it out of the order and note what was missing

Communication preference: email is good for visibility but he is always on his phone and teams.

He gets the orders sent to his phone usually but he can send it to us in any way

The majority use the order form

Native Haze usually uses the order form and sometimes they send it via email

Wed-Thur is the heaviest for orders (the day or the day after) as the menu gets sent out on Wed

Other stores than Rise - he doesn't mind us selecting SUBs and noting that to him

Samples: sometimes he enters sample orders himself, for certain stores, they like to send out at least one jar of the 1/8oz as a shelf sample of new items

Flinstone requires 3 samples since they are a huge store.

NY RISE

RISE NY

- We usually receive orders on Friday!
- Teams channel for any questions: **HQ x GTI NY - Frankie**
- There are five shipping locations: Henrietta, Halfmoon, E. Syracuse, Manhattan (New York in LT), Long Beach - **sometimes we receive rice only for 4 stores**
- We receive the orders in the menu format
- We always use MED license for rise
- Nelson is primarily responsible for RISE orders, so we should direct any questions about pricing and related matters to him.

Biotrack	PRODUCT NAME	MED ORDER FORM Green Thu (WEEK OF 04/21/25 - 04/25/25)			Henrietta	Halfmoon	E. Syracuse	Manhattan	Long Beach	TOTAL	QTY	Non-Qualifying Pricing (Less than \$6,000)			"Fast Start" Qualifying Pricing (\$6,000 or more)			
		PAC K SIZE	QTY	QTY	QTY	QTY	QTY	QTY	QTY			UNIT \$	MSRP	TOTAL	UNIT \$	MSRP	TOTAL	CDA
RYTHM - PREMIUM INDOOR FLOWER - 3.5 (g)																		
1429449446024923	Carolina Honey Pre-Pack (Buds) 3.5g - Rythm (Indica Dominant)	30	30						30	60	750	\$25.00	\$50.00	\$1,500.00	\$25.00	\$50.00	\$1,500.00	CQA
4397962149352506	Donut Triploid Pre-Pack (Buds) 3.5g - Rythm (Hybrid)	30	60	60	30				30	150	750	\$25.00	\$50.00	\$3,750.00	\$25.00	\$50.00	\$3,750.00	CQA
1228147595475405	Hong Zanana Pre-Pack (Buds) 3.5g - Rythm (Hybrid)	30			30	30			30	60	750	\$25.00	\$50.00	\$1,500.00	\$25.00	\$50.00	\$1,500.00	CQA
1994324910795291	Grimm Candy Pre-Pack (Buds) 3.5g - Rythm (Sativa Dominant)	30	60	60	30	30	30	30	30	210	750	\$25.00	\$50.00	\$5,250.00	\$25.00	\$50.00	\$5,250.00	CQA
1667744730277227	Jet Fuel OG Pre-Pack (Buds) 3.5g - Rythm (Hybrid)	30							30	60	750	\$25.00	\$50.00	\$1,500.00	\$25.00	\$50.00	\$1,500.00	CQA
14791719412917460	L'Orange Pre-Pack (Buds) 3.5g - Rythm (Sativa Dominant)	30	30	60	30	30			30	150	750	\$25.00	\$50.00	\$3,750.00	\$25.00	\$50.00	\$3,750.00	CQA
14231954220956	Permanent Marker Pre-Pack (Buds) 3.5g - Rythm (Hybrid)	30							30	60	750	\$25.00	\$50.00	\$1,500.00	\$25.00	\$50.00	\$1,500.00	CQA
7487174619531965	Xeno Pre-Pack (Buds) 3.5g - Rythm (Indica Dominant)	30							30	60	750	\$25.00	\$50.00	\$1,500.00	\$25.00	\$50.00	\$1,500.00	CQA
19191644717546	Donut Trip Pre-Pack (Buds) 7g - Rythm (Hybrid)	30	60	60	30	30	30	30	30	210	1200	\$40.00	\$80.00	\$8,400.00	\$40.00	\$80.00	\$8,400.00	CQA
1312742617910406	Honey Zanana Pre-Pack (Buds) 7g - Rythm (Hybrid)	30							30	30	1200	\$40.00	\$80.00	\$1,200.00	\$40.00	\$80.00	\$1,200.00	CQA
394449523024928	Jack's Delight Pre-Pack (Buds) 7g - Rythm (Sativa Dominant)	30	60	60	30	30	30	30	30	210	1200	\$40.00	\$80.00	\$8,400.00	\$40.00	\$80.00	\$8,400.00	CQA
9946103219346499	Slapz Pre-Pack (Buds) 7g - Rythm (Hybrid)	30	60	60	30	30	30	30	30	210	1200	\$40.00	\$80.00	\$8,400.00	\$40.00	\$80.00	\$8,400.00	CQA
7832374615161972	Sour Diesel Pre-Pack (Buds) 7g - Rythm (Sativa Dominant)	30							30	60	1200	\$40.00	\$80.00	\$2,400.00	\$40.00	\$80.00	\$2,400.00	CQA
4328797147474627	Veno Pre-Pack (Buds) 7g - Rythm (Indica Dominant)	30	30		30	30	30	30	30	120	1200	\$40.00	\$80.00	\$4,800.00	\$40.00	\$80.00	\$4,800.00	CQA
1963193223794596	Jack's Delight Pre-Pack (Popcorn) 7g - Rythm (Sativa Dominant)	30	30			30	30	30	30	90	1050	\$35.00	\$70.00	\$3,150.00	\$35.00	\$70.00	\$3,150.00	CQA
2117401417452	White Durban Pre-Pack (Mixed Buds) 23g - Good Green (Sativa)	5	20	20	20	10	10	10	80	900	\$90.00	\$180.00	\$7,200.00	\$72.00	\$170.00	\$5,760.00	CQA	
0046879539146044	Zack's Cake Pre-Pack (Mixed Buds) 23g - Good Green (Hybrid)	5	20	20	20	10	10	10	80	900	\$90.00	\$180.00	\$7,200.00	\$72.00	\$170.00	\$5,760.00	CQA	
9946212614294693	Dolce De Lea Solventless Live Rosin (Tier 1) 1g - Rythm (Indica Dom)	25	25	25	25	25	25	25	25	125	937.5	\$27.50	\$75.00	\$4,687.50	\$37.50	\$75.00	\$4,687.50	CQA
991126249261462	Afternoon Delight #8 Solventless Live Rosin (Tier 2) 1g - Rythm (I)	25	25	25	25	25	25	25	25	125	875	\$35.00	\$70.00	\$4,375.00	\$35.00	\$70.00	\$4,375.00	CQA
1417711917590491	Brownie Scout Solventless Live Rosin (Tier 2) 1g - Rythm (Indica D)	25	25	25	25	25	25	25	25	125	875	\$35.00	\$70.00	\$4,375.00	\$35.00	\$70.00	\$4,375.00	CQA
1515013124917319	OMG Live Concentrate 2g - Rythm (Hybrid)	10	10			10	10	10	10	40	375	\$27.50	\$75.00	\$1,100.00	\$37.50	\$75.00	\$1,100.00	CQA
1015910124919666	Black Maple Camphire (Live Rosin) 500mg - Rythm (Indica Dominant)	25	25	25	25	25			75	600	600	\$24.00	\$48.00	\$1,440.00	\$24.00	\$48.00	\$1,440.00	CQA
1405910124919666	Velozroz Carrotoids (Live Rosin) 500mg - Rythm (Hybrid)	25	25	25	25	25			75	600	600	\$24.00	\$48.00	\$1,440.00	\$24.00	\$48.00	\$1,440.00	CQA

Image 1. Menu format

PRIORITY: We are usually instructed to prioritize orders based on dollar amount. Henrietta is typically the largest one.

PRICING: We should follow the menu pricing. **ALWAYS** double-check which pricing we should use! LT has lower prices than the menu.

BATCH: We should place the orders according to the batch numbers listed in column "B." If a specific batch is not available, we should proceed based on FIFO. Always double-check that the batch corresponds to the correct product—**sometimes the batch numbers are incorrect!**

CASE SIZE: We should always prioritize case-size products. If the request differs—e.g., the case size is 25 and they're requesting 10 units—we should add 10 loose units to the order. If they request 30 units and the case size is 25, we should add 1 full case and 5 loose units.

LESS AVAILABLE UNITS: We can add less available units and make a note - e.g., requested 30 units, but only 12 are available. Note examples: Less available item: 12/30 (product name)

INVOICES: There's no need to send invoices at the end, just the notes.

BATTERIES: Batteries can go on the same invoice as other products

Fast:
Fast:

NY regular orders

NY REGULAR ORDERS

<https://app.avoma.com/meetings/50bbb942-3597-4a74-83de-7e09e7a898d5>

<https://app.avoma.com/meetings/88d7c085-9606-4501-94a9-616151233b51>

Order placing process:

The process starts when a Sales rep sends an order to the NY Headquarters email. This is a group email address that contains all HQ contractors working on the GTI Account.

There are a couple of ways the reps send orders:

- A. **Menu in Excel format** where the retailer has marked which products they want, how many cases & which TAC %. This is the best way to receive orders because it provides the exact Product Name, exact TAC % and case size as well as the Request Summary.

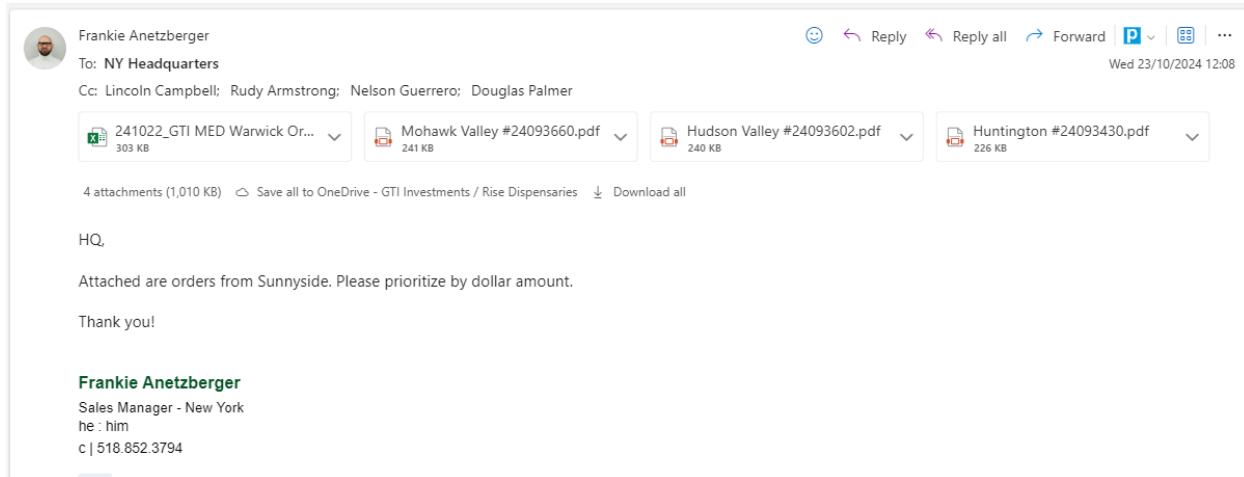


Image 1. Email containing the menu order form

NOTE: when the reps mention to prioritize orders by dollar amount, it means that we should place the branch with the highest \$ total and go on to the lowest from there. This is only for stores with more than 2 locations.

MED ORDER FORM (WEEK OF 10/28/24 - 11/01/24)											
CULTIVAR NAME / FLAVOR	LINEAGE / MINOR CANNABINOID(S)		PRODUCT NAME		WEIGHT/FORM	TOTAL THC %	EXP. DATE	PIC	TYPE	INVENTORY	PACK SIZE
RYTHM - PREMIUM INDOOR FLOWER - 3.5 G											
Apple Cobbler	Apple Fritter x Grape Pie	Apple Cobbler Pre-Pack (Buds) 3.5g - Rythm (Hybrid)			35 G	22.5%	08/10/2025	MM007100801	Indoor	1,495	30
Durban Z	Durban Poison x Zkittlez	Durban Z Pre-Pack (Buds) 3.5g - Rythm (Sativa Dominant)			35 G	27.2%	26/09/2025	MM007100801	Indoor	2,149	30
Gelonade	Lemon Tree x Gelato 41	Gelonade Pre-Pack (Buds) 3.5g - Rythm (Sativa Dominant)			35 G	19.2%	09/08/2025	MM007100701	Indoor	764	30
Night Owl Haze	Screaming Tangerine Haze x Indica Bubble Gum	Night Owl Haze Pre-Pack (Buds) 3.5g - Rythm (Sativa Dominant)			35 G	25.1%	02/10/2025	MM007100801	Indoor	291	30
OMG	GMO x Cherry Pie	OMG Pre-Pack (Buds) 3.5g - Rythm (Hybrid)			35 G	26.5%	09/09/2025	MM007100901	Indoor	1,521	30
Permanent Marker	Biscotti x Jelloogoo's Skewer BX	Permanent Marker Pre-Pack (Buds) 3.5g - Rythm (Hybrid)			35 G	21.3%	07/10/2025	MM007100801	Indoor	2,509	30
Rezziano #20	Cheese Whiz x OG4	Rezziano #20 Pre-Pack (Buds) 3.5g - Rythm (Sativa Dominant)			35 G	22.1%	01/08/2025	MM007100801	Indoor	527	30
SlapZ	Plantz x Grease Monkey	SlapZ Pre-Pack (Buds) 3.5g - Rythm (Hybrid)			35 G	23.8%	16/10/2025	MM007100801	Indoor	1,187	30
RYTHM - MINI BUD FLOWER - 7.0 G											
Brownie Scout	GTO Original	Brownie Scout Pre-Pack (Popcorn) 7g - Rythm (Indica Dominant)			7.0 G	28.6%	23/07/2025	MM007100901	Indoor	1,648	30
Durban Z	Durban Poison x Zkittlez	Durban Z Pre-Pack (Popcorn) 7g - Rythm (Sativa Dominant)			7.0 G	17.8%	09/08/2025	MM007100701	Indoor	652	30
Night Owl Haze	Screaming Tangerine Haze x Indica Bubble Gum	Night Owl Haze Pre-Pack (Popcorn) 7g - Rythm (Sativa Dominant)			7.0 G	21.3%	02/10/2025	MM007100801	Indoor	367	30
OMG	GMO x Cherry Pie	OMG Pre-Pack (Popcorn) 7g - Rythm (Hybrid)			7.0 G	23.3%	21/08/2025	MM007100801	Indoor	133	30
Permanent Marker	Biscotti x Jelloogoo's Skewer BX	Permanent Marker Pre-Pack (Popcorn) 7g - Rythm (Hybrid)			7.0 G	20.1%	07/10/2025	MM007100701	Indoor	695	30
SlapZ	Plantz x Grease Monkey	SlapZ Pre-Pack (Popcorn) 7g - Rythm (Hybrid)			7.0 G	21.4%	16/10/2025	MM007100801	Indoor	370	30
Sour Diesel	Chemdawg x Super Skunk	Sour Diesel Pre-Pack (Popcorn) 7g - Rythm (Sativa Dominant)			7.0 G	23.4%	24/09/2025	MM007100801	Indoor	906	30
GOOD GREEN INDOOR FLOWER - 3.5 G											
Apple Cobbler	Apple Fritter x Grape Pie	Apple Cobbler Pre-Pack (Buds) 3.5g - Good Green (Hybrid)			35 G	22.5%	08/19/2025	MM007100801	Indoor	1,495	30
LA Kush Cake	Vanilla Cake x Kush Mints	LA Kush Cake Pre-Pack (Buds) 3.5g - Good Green (Indica)			35 G	28.1%	16/10/2025	MM007100901	Indoor	641	30
& SHINE - VALUE INDOOR FLOWER - 3.5 G											
Baklava	Kosher Kunz (Gelato 41)	Baklava Pre-Pack (Mixed Buds) 3.5g - & Shine (Hybrid)			35 G	18.1%	10/06/2025	MM007100701	Indoor	1,796	20

Image 2. Order format in menu order form

Units											
CATEGORY	Huntington	Hudson Valley	Mohawk Valley	Dispensary	Dispensary	Total	%	Dollars			
FLOWER	970	680	380	-	-	2,030	51%	FLOWER	\$35,150.00	\$23,650.00	\$13,300.00
PRE-ROLLS	225	250	-	-	-	475	12%	PRE-ROLLS	\$2,387.50	\$2,962.50	\$0.00
CONCENTRATE	-	-	-	-	-	-	0%	CONCENTRATE	\$0.00	\$0.00	\$0.00
VAPE	225	50	-	-	-	275	7%	VAPE	\$6,187.50	\$1,375.00	\$0.00
EDIBLES	620	355	190	-	-	1,165	30%	EDIBLES	\$8,467.50	\$4,820.00	\$2,595.00
OTHER	-	-	-	-	-	-	0%	OTHER	\$0.00	\$0.00	\$0.00
ACCESSORIES	-	-	-	-	-	-	0%	ACCESSORIES	\$0.00	\$0.00	\$0.00
TOTAL	2,040	1,335	570	-	-	3,945	100%	TOTAL	\$52,192.50	\$32,807.50	\$15,885.00

Image 3. Order request summary

- B. In email order - Excel table or just a list. This way of receiving orders can be a little bit more complicated because the buyers do not name the products correctly a lot of the time, which results in a bit more time spent searching for the product in Leaf Trade.

Hey guys,

Hope you had a great weekend, here is our order for this week, let me know if you have any revisions and when you would be able to deliver:

Dogwalkers - LA Kush Cake (Indoor) - 5pk - .35g	25	\$16.00	\$400.00
Incredibles - Super Sour Apple Pucker - 100mg	25	\$12.50	\$312.50
Incredibles - Watermelon Smash - 100mg	50	\$12.50	\$625.00
Incredibles - Banana Pudding Chocolate Bar - 100mg	20	\$14.00	\$280.00
Incredibles - Peanut Budda Buddha Chocolate Bar - 100mg	20	\$12.50	\$250.00
Incredibles - Red Velvet Cake Chocolate Bar 1:1 THC:CBD - 100mg	20	\$14.00	\$280.00
Rythm - Night Owl Haze (Indoor) - 3.5g	90	\$27.50	\$2,475.00
Rythm - Bubba Fett - Live Rosin Vape Cartridge - .5g	25	\$32.50	\$812.50
Rythm - Cereal Milk #1 - Live Rosin Vape Cartridge - .5g	50	\$32.50	\$1,625.00
			\$7,060.00

Thank you,

Image 4. Example of an email order

2. Go to [Leaf Trade](#), Sales—> Account —> GTI NY —> Orders



3. Click New order

ORDER #	ORDER STATUS
<input type="checkbox"/> #809285	Revised
<input type="checkbox"/> #809275	New
<input type="checkbox"/> #809271	New

4. Choose a Retailer from the Dropdown menu, the rep will indicate the Store name, location, and in most cases, if we are sending the order to their Recreational License or Medical License (if they have both), and click Create.

Ship To Customer*

Holyoke

Cancel Create

- 1Connection Corporation - Dighton
- 253 Farmacy - Montague
- 253 Farmacy - Montague - Cultivator
- 4Front Ventures - Georgetown
- 617 THC - Boston
- 6 Bricks - Springfield
- Affinity Massachusetts - West Springfield - MED
- Alchemy League - Holyoke
- Alternative Compassion Services - Bridgewater - MED
- Alternative Compassion Services - Hull - MED
- Alternative Therapies Group - Amesbury - MED
- Alternative Therapies Group - Amesbury - REC
- Alternative Therapies Group - Salem - MED
- Alternative Therapies Group - Salem - REC
- Alternative Therapies Group - Salisbury - MED

Image 5. Retailer Dropdown in Leaf Trade

5. Copy & Paste or type out the product name in the Search bar. If the product you're adding to the order is a MIP, make sure the LAB RESULT D is filtered so the **arrow is pointing UP (FIFO principle is applied here)**.

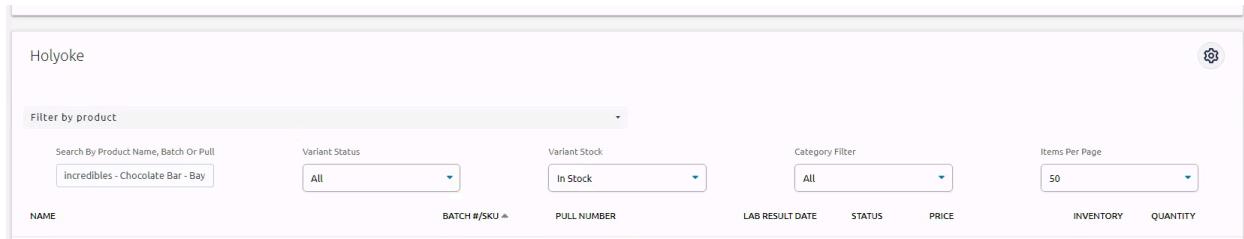


Image 6. Product Search Bar

- Some items usually don't come up in LeafTrade under the name that is listed in the Menu Order Form and that is because the name does not match what is the item under in the system. In this case, the **&Shine** items don't show for NY as they **use andShine** name instead of the **&Shine**.
So you would need to adjust that name in the search bar so it comes up.

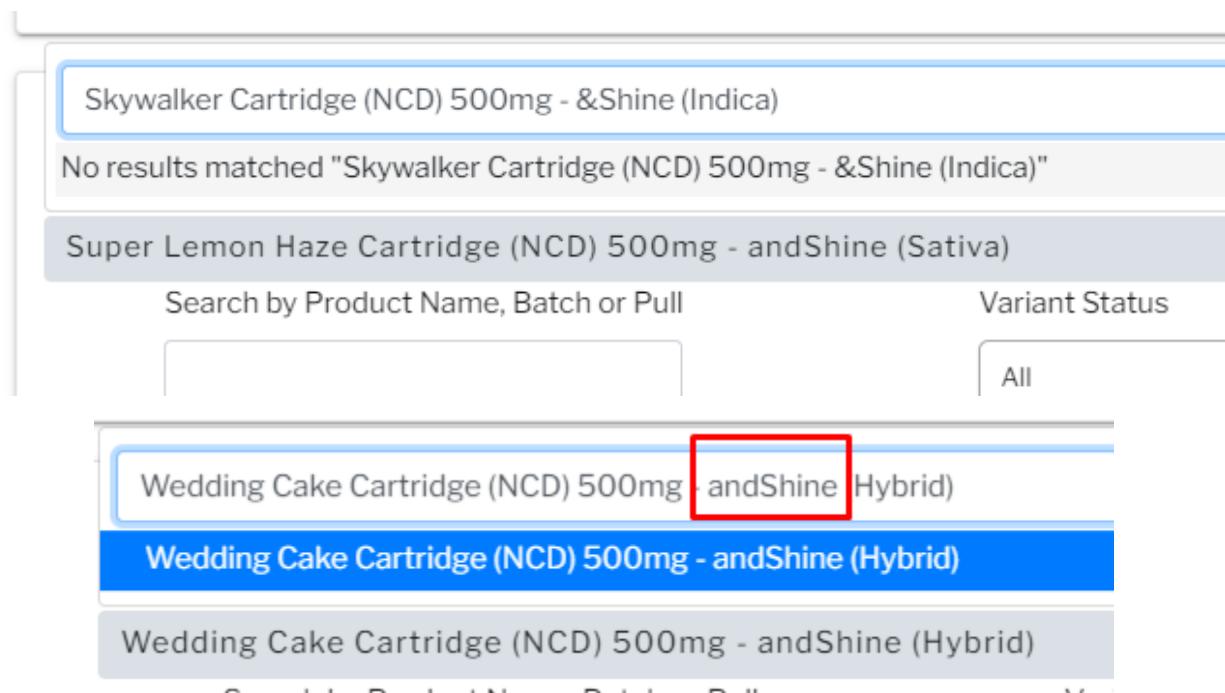


Image 7. Product name Search Bar

Note: If some of the requested products are not available (either completely unavailable or the requested THC % is not available) leave a note with how many units they requested next to the name of the item and how much we have left in stock if any. DO NOT add to order as the sales reps would need to check which products the retailer want

to use as substitutes.

I.e:

**Rythm - Cereal Milk #1 - Live Rosin Vape Cartridge - .5g - requested 50
we have 0**

6. Keep in mind that each product listed represents 1 Case so if you are supposed to add 2 cases of the same product you will have to type in 2 in the Quantity Section if the name contains something that indicates the case size: (a case of 25) this will add 2 of the same products to the order. However, if the retailer wants 30 and the case size is 20, you can add 1 of the 20, and then you will see another item name but without the case size - those are loose items - you can add 10 of the loose ones to match what the retailer requested.

Star Killer Pre-Pack (Select Grind) 7g - andShine (Indica) 7g, case of 20	20240603K-FSG-1 THC: 0.0, THCA: 0.0	4182 7236 3859 4616	HIDDEN	500.00	USD	210 100 allocated	1	
Star Killer Pre-Pack (Select Grind) 7g - andShine (Indica) (7g)	20240603K-FSG-1 THC: 0.0, THCA: 0.0	4182 7236 3859 4616	HIDDEN	25.00	USD	210 100 allocated	10	

//**

Image 8. Adding products to the order

7. Once all the products are added, make sure you check the Pricing against the Menu order form or the latest Menu if the order was in mail, adjust the pricing if needed, and click Save.

Note: Sometimes the promo pricing is not reflected in Leaf Trade so it has to be manually adjusted in the order.

8. Once the order is saved, you will end up on the Order Details Screen. In the Order Summary section, click View Draft - this will open the Draft Invoice.

GTI NY > Dashboard > Orders > #808225

Order #808225 Summary

CUSTOMER	INVOICE #808225 View Draft Download CSV	DELIVERY DATE
Star Buds NY - Buffalo - REC License # OCM-CAURD-24-000204		Set delivery date
STOCK LOCATION	PAYMENT STATUS	APPROVED DATE
Warwick CPG	UNPAID	None
		PLACED DATE
		Oct. 23, 2024

Duplicate This Order

Image 9. Order Summary Screen

9. Click on Download PDF - this will open a Print Screen, make sure you pick the Save as PDF

option in the Destination, Click Save.

GTI NY > Dashboard > Orders > #808225 > Invoice

Print **Download PDF** **Download CSV** **Save Changes**

Draft Invoice #808225

DELIVERY DATE

N/A

PAYMENT TERMS

N/A

ORDER PLACED DATE

Oct. 23, 2024 3:02:51 p.m. CDT

TOTAL DUE

us\$3,625.00

CUSTOMER

Star Buds NY - Buffalo - REC

LICENSE #: OCM-CAURD-24-000204

LICENSE NAME: OCC WNY Ventures

CONTACT

396 Kenmore Ave

Buffalo, NY 14223

United States

Image 10. Draft Invoice Screen - Download PDF

10. Add the store name as the extension of the Invoice number. Save the Draft invoice at a destination on your computer of your choosing.



Image 11. Draft Invoice naming convention

11. Go back to the email containing the order and REPLY ALL to the rep with the below text and the draft invoice attachment.

"Hi {NAME},

Order submitted in Revised Status, draft invoice attached.

Please let us know if this is good to be approved.

Thanks,

{Your Name}"

Always type out these changes in the email back to the rep, in the following format:



Hi Team,

The order is placed and left in revised status.

Notes:

Incredibles - Peanut Budda Buddha Chocolate Bar - 100mg - requested 20
we only have 7 which were added to the order

Rythm - Bubba Fett - Live Rosin Vape Cartridge - .5g - requested 25
we have 0

Rythm - Cereal Milk #1 - Live Rosin Vape Cartridge - .5g - requested 50
we have 0

Let us know if anything needs any adjustments.

Best regards,

Image 8. SUB Format

- Double-check the name of the product if you are using the batch number to search the product, when the batch is OOS, LeafTrade will give you results for other products.

GTI NV general info

NEVADA GENERAL INFO

NJ GTI Team		
Maggie Presley	Sales Director	maggie.presley@gtigrows.com
Josh Sepulveda	Buyer	Josh.Sepulveda@gtigrows.com
Patrick Hannigan	Commercial General Manager	Patrick.Hannigan@gtigrows.com
Andrew Acevedo	Buyer	andrew.acevedo@gtigrows.com

Order Entry process:

<https://app.avoma.com/meetings/bfa308d9-3277-45dd-a813-41e3275f82c3>

- Submitting orders via email
- We should always follow the LT pricing

OLD INFO

Notes

- Pricing - almost never will be discounted pricing given to Rise, except penny goods for testing and staff
- Since they don't give discount and what we can do for Rise stores is to check if front pricing is correct
- They place the orders on Friday morning and are usually ready around 10-11am PST. The whole to do would be for Rise on Fridays.
- They will refresh the inventory for the internal buying on Friday.
- After the 5pm upload on Thursday for wholesale customers, no orders should get processed until the Rise orders are submitted.
- There should be 0 instances where what they are trying to order is not there.
- If something is by chance not available, don't sub for anything except the exact same product but a different batch.
- Adjust the menu form to the quantity that was actually available.
- For quick questions contact Josh
- Ari is transitioning from the NV buyer position
- They will send us the order form for tomorrow.

Notes

- Teams for comms
- 10-11 am PT on Friday for Internal orders

- Maggie's capture is open until Thursday 5pm
- Adjust the order form to make sure the units that were added
- Add notes as to which products were adjusted
- Go back to the orders and adjust pricing for tester products 0.01
- Andrew Asavedo
- Create a group chat for Allocations - Josh, Andrew
- Create a chat for BOT questions - Joe, Val, Brian
- If they requested 25 units and all we have is 50, check in with Josh on the chat
- Where there are options to default to 50 case packs and they ordered 4x25 packs, we can replace them with 2x50 case packs.

Sep 3, 2024 | 📅 HQ Intro with Andrew Acevedo

Attendees: Catie Lazio andrew.acevedo@gtigrows.com Brian Amend Patrick Hannigan

Notes

- Assistant buyer in NV
- Works exclusively on Rise orders
- Add Patrick to the Allocations group
- NVHeadquarters@gtigrows.com
- Will submit the orders through teams
- Make sure to check the pricing. If there is anything in LT at \$0, notify the team.

Sep 4, 2024 | 📅 HQ Intro with Maggie Presley

Attendees: Catie Lazio Brian Amend Maggie Presley Patrick Hannigan

Notes

- Submitting orders via email
- Maggie will send to our team and to NVorder email so they can have visibility
- She gets orders all kind of ways - text, phone call, submitted on the order sheet
- She will submit them via email no matter how she received
- No special pricing normally, pricing is communicated through the pricing sheet, any special pricing will be communicated to us
- Two ways pricing will be changed - Master pricing sheet has frontline pricing, each one of the tabs has the same sheet but with special pricing for each customer. LT has pricing rules per customer which will cover 90% of special pricing customers

- PO orders can be confusing - because stores don't know where products are coming from. Timing for the orders, paperwork by Wednesday, they pick up orders on Friday.
- Deep Roots - long lead time or steps that need to take place
- Ayr - they have a PO process that we have to abide by, takes all the order that they just order and matching and letting them know where the shortcomings are
- Thrive - they want their paperwork sooner than typical
- Planet 13 - large lead time, put the orders in and reserve inventory
- Relaxed re. Subs - about 70% of clients
- Zenleaf is pretty flexible open subs too.

- Ayr - they will send just generic product classes rather than the specific product, so send as many variations of the product as possible. Once the order is in Leaftrade we have to let them know how many units of something we had. We need to jot down what is missing and how many units we are actually sending to each location.

Ayr requirements below:

I wanted to send a quick reminder regarding our order requirements:

- We only accept **flower with 17% THC and above**.
- **Harvest date** must be less than **120 days** for flower and pre-rolls.
- **Package date** must be less than **120 days** for MIPs, cartridges, and concentrates.
- Any product outside these specifications will be **rejected** and must be picked up.

Additionally, please keep in mind the following booking process guidelines:

- Vendors must book their deliveries, even when using a third-party service.
- We do not enforce booked time slots—only the **delivery date** matters.
- The delivery time frame is **9 AM – 5 PM** (even if 8 AM slots appear available).
- **Book deliveries under the BRAND/VENDOR name** (not personal names) to prevent confusion or rejection.
- Any orders not booked through the portal and calendar **may be rejected**.

Please confirm once this has been scheduled. Let us know if you have any questions.

Manually punch DGF Production location Internal orders on Friday, search by LOT number. Tomorrow orders are good to be processed after noon PST.

NV regular orders

NEVADA REGULAR ORDERS

Leaf Trade Order Placing

- The process starts when a Sales rep sends an order to the NV Headquarters email. This is a group email address that contains all HQ contractors working on the GTI Account. When the order comes in, please send a Slack message to #gti-salesops slack channel if you are taking responsibility for the order submission.

There are a couple of ways the reps send orders:

- Menu in excel format where the retailer has marked which products they want, how many cases & which TAC %. This is the best way to receive orders because it provides the exact Product Name, exact TAC % and case size as well as the Request Summary.

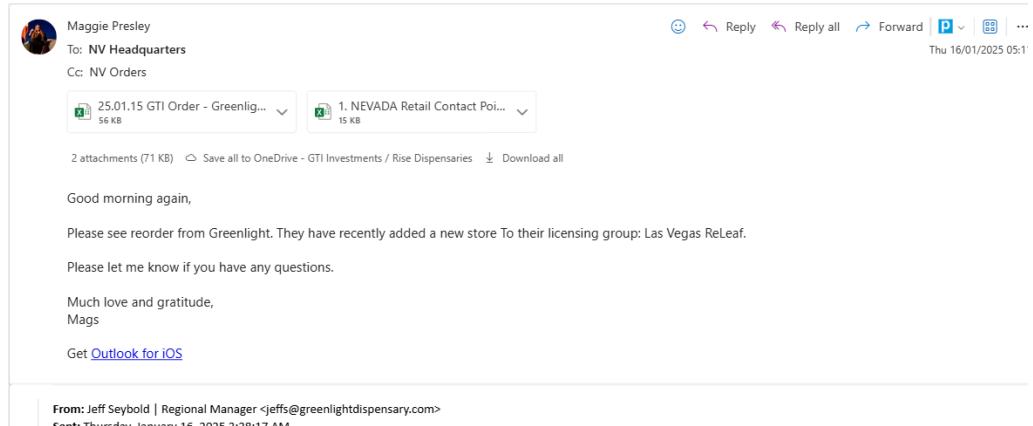


Image 1. Email containing the menu order form

NOTE: always check the time of the order with the hold off on order entry especially for NV as we have times that we can place WS (wholesales) orders.

D	E	F	G	I	J	L	Q	S	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1				Greenlight Dispensary					\$3,025.00	\$5,150.00	\$10,212.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2									73924	175	325	650	0	0	0	0	0	0
3																		
4	Brand/Size/Category	Units per Case	Unit Price	Promo Price	Strain	Dom	THC	Expiration Date	Available 2	Greenlight Dispensary	Greenlight Dispensary	Greenlight Dispensary - Paradise	- Ely (NV)	(NV)	(DTLV)	(NV)	(NV)	
5																		
6	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Afternoon Delight	Hybrid	36.23%	11/12/2025	117		25	25	25					
7	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Animal Face	Indica	31.92%	10/16/2025	1383			25	25					
8	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Brownie Scout	Indica	28.27%	7/28/2025	893									
9	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Bubba Fett	Indica	30.20%	9/8/2025	787									
10	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Head Cracker	Indica	24.49%	12/4/2025	979									
11	Rhythm Flower 3.5g	25	\$20.00	\$20.00	LA Kush Cake	Indica	29.51%	12/12/2025	1112									
12	Rhythm Flower 3.5g	25	\$20.00	\$20.00	L'Orange	Sativa	29.76%	10/24/2025	575		25	25	25					
13	Rhythm Flower 3.5g	25	\$20.00	\$20.00	OMG	Hybrid	29.06%	11/15/2025	783									
14	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Starkiller	Hybrid	34.54%	11/9/2025	847			25	25					
15	Rhythm Flower 3.5g	25	\$20.00	\$20.00	Tahoe Alien	Hybrid	34.32%	9/5/2025	1809		25	25	25					
16	Rhythm Flower 3.5g	25	\$20.00	\$20.00	White Durban	Sativa	27.33%	11/5/2025	1682									
17	Rhythm Flower 7g	25	\$25.00	\$25.00	Brownie Scout	Indica	25.95%	8/31/2025	1216									
18	Rhythm Flower 7g	25	\$25.00	\$25.00	Casino Kush	Indica	27.22%	11/17/2025	1									
19	Rhythm Flower 7g	25	\$25.00	\$25.00	OGM	Hybrid	23.62%	9/27/2025	482									
20	Rhythm Flower 7g	25	\$25.00	\$25.00	Starkiller	Indica	25.24%	8/31/2025	75									
21	Rhythm Flower 14g	25	\$50.00	\$50.00	Afternoon Delight	Hybrid	29.10%	11/21/2025	100									
22	Rhythm Flower 14g	25	\$50.00	\$50.00	Brownie Scout	Indica	26.61%	10/22/2025	412									
23	Rhythm Flower 14g	25	\$50.00	\$50.00	Bubba Fett	Indica	21.73%	12/12/2025	50									
24	Rhythm Flower 14g	25	\$50.00	\$50.00	OGM	Hybrid	27.38%	11/15/2025	75									
25	Grand Green Reserve 2.5g	25	\$12.00	\$12.00	All Moods	Hybrid	22.90%	12/19/2025	5									

Image 2. Order format in order entry form

3. Click New order

The screenshot shows a list of orders. At the top left is a green button labeled "New order". To its right is a link "Export to CSV". Below this is a header row with columns for "ORDER #", "SHIP TO", "ORDER STATUS", and "LOCK". There are three rows of order data:

ORDER #	SHIP TO	ORDER STATUS	LOCK
#809285		Revised	
#809275		New	
#809271		New	

4. Choose a Retailer from the Dropdown menu, the rep will indicate the Store name, location and in most cases if we are sending the order to their Recreational License or Medical License (if they have both) and click Create.

NOTE: for NV, we have 3 different stock locations - CULT, PROD and CBX. Most of the time CULT has all flowers and some prerolls. PROD is for prerolls and some vapes. CBX is for vapes, edibles, tinctures and lotions.

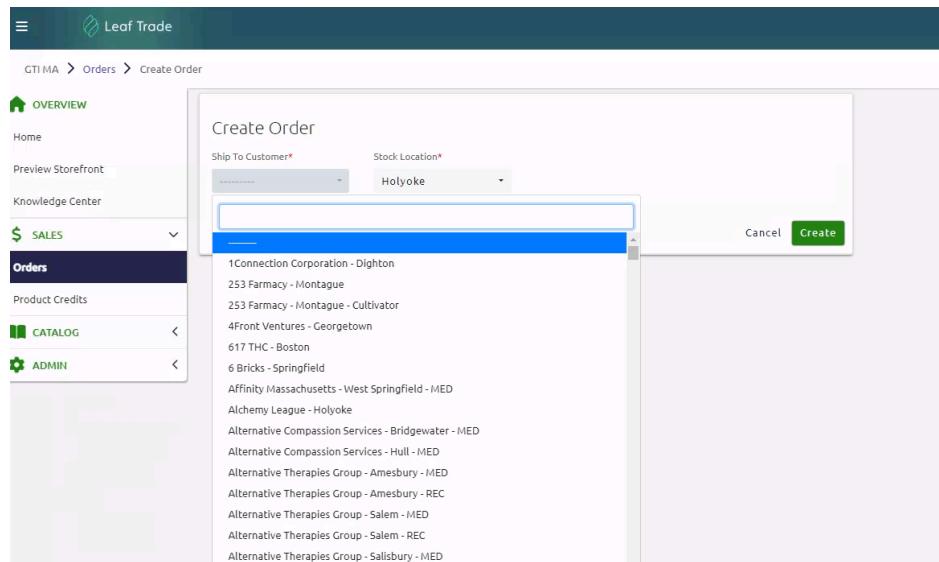


Image 5. Retailer Dropdown in Leaf Trade

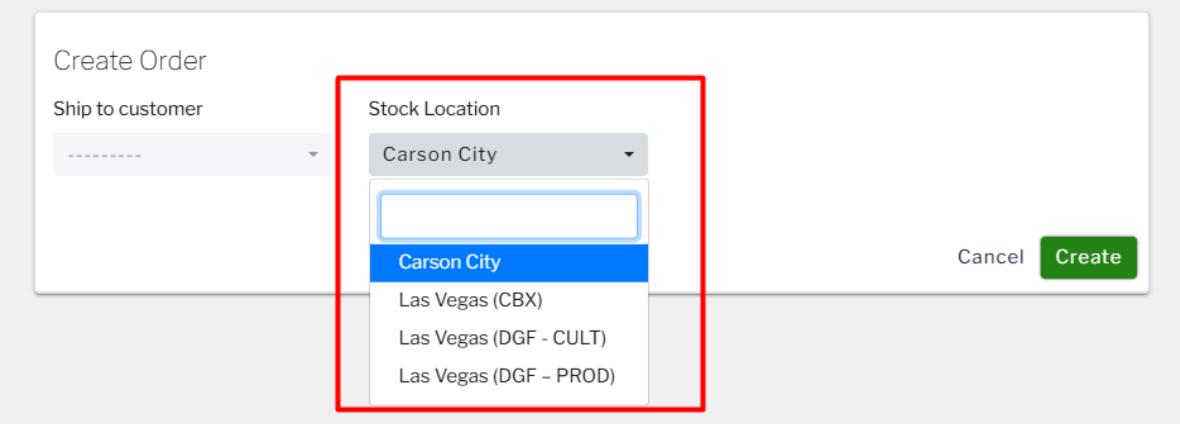


Image 6. Stock location drop down in LT.

5. Copy & Paste the batch number into the batch or pull field as for NV we search for specific batches instead of names.

Las Vegas (CBX)		Variant Status		Variant Stock	
Filter by product		Search by Product Name, Batch or Pull	All	In Stock	
NAME ▲					
A La Mode Cartridge (CD) 900mg - Rythm (Hybrid) (900mg)			1A40403000056B9C		
THC: 86.69, THCA: 0.27					
A La Mode Cartridge (CD) 900mg - Rythm (Hybrid) (900mg, case of 25)			1A40403000056B9C		
THC: 86.69, THCA: 0.27					
Afternoon Delight Cartridge (CD) 900mg - Rythm (Hybrid) (900.00mg)			1A40403000056B9C		
THC: 88.63, THCA: 0.00					

Image 7. Batch or Pull number search field.

F	G	I	J	L	P	Q	R	S	Y	Z	AA
Unit Price	Promo Price	Strain	Dom	THC	Lot #	Expiration Date	Stock Location	Available	Greenlight Dispensary	Greenlight Dispensary - Paradise (NV)	
\$20.00	\$20.00	Afternoon Delight	Hybrid	36.2%	1A40403000002A50001793041	1/11/2025	Las Vegas (DGF - CULT)	117	25	25	
\$20.00	\$20.00	Animal Face	Indica	31.9%	1A40403000002A50001793121	1/16/2025	Las Vegas (DGF - CULT)	1383		25	
\$20.00	\$20.00	Brownie Scout	Indica	28.2%	1A40403000002A50001615725	9/28/2025	Las Vegas (DGF - CULT)	893			
\$20.00	\$20.00	Bubba Fett	Indica	30.2%	1A40403000002A5000122285	9/2/2025	Las Vegas (DGF - CULT)	787			
\$20.00	\$20.00	Head Cracker	Indica	24.4%	1A40403000002A50001799001	1/14/2025	Las Vegas (DGF - CULT)	979			
\$20.00	\$20.00	LA Kush Cake	Indica	29.5%	1A40403000002A50001805111	1/12/2025	Las Vegas (DGF - CULT)	1112			
\$20.00	\$20.00	L'Orange	Sativa	29.7%	1A40403000002A5000178639725	1/14/2025	Las Vegas (DGF - CULT)	575	25	25	
\$20.00	\$20.00	OMG	Hybrid	29.0%	1A40403000002A50001750831	1/15/2025	Las Vegas (DGF - CULT)	783			
\$20.00	\$20.00	Starkiller	Hybrid	34.5%	1A40403000002A50001799051	9/9/2025	Las Vegas (DGF - CULT)	847		25	
\$20.00	\$20.00	Tahoe Alien	Hybrid	34.3%	1A40403000002A50001672005	9/2/2025	Las Vegas (DGF - CULT)	1909	25	25	
\$20.00	\$20.00	White Durban	Sativa	27.3%	1A40403000002A50001744581	1/5/2025	Las Vegas (DGF - CULT)	1682			
\$25.00	\$25.00	Brownie Scout	Indica	25.9%	1A40403000002A50001661525	8/31/2025	Las Vegas (DGF - CULT)	1216			
\$25.00	\$25.00	Casino Kush	Indica	27.2%	1A40403000002A50001759781	1/17/2025	Las Vegas (DGF - CULT)	1			
\$25.00	\$25.00	OMG	Hybrid	23.6%	1A40403000002A500017597625	9/27/2025	Las Vegas (DGF - CULT)	482			
\$25.00	\$25.00	Starkiller	Indica	25.2%	1A40403000002A500016611325	8/31/2025	Las Vegas (DGF - CULT)	75			
\$50.00	\$50.00	Afternoon Delight	Hybrid	29.1%	1A40403000002A500017982625	1/21/2025	Las Vegas (DGF - CULT)	100			
\$50.00	\$50.00	Brownie Scout	Indica	26.6%	1A40403000002A500017862625	1/22/2025	Las Vegas (DGF - CULT)	412			
\$50.00	\$50.00	Bubba Fett	Indica	21.7%	1A40403000002A500017981325	1/12/2025	Las Vegas (DGF - CULT)	50			

Image 8. Batch or Pull number in the order menu.

- There are instances where a specific batch is OOS so you would have to delete the batch number from the search field and search by the item name.

When you search by item name, some items usually don't come up in LeafTrade under the name that is listed in the Menu Order Form and that is because the name does not match what is the item under in the system. In this case, the &Shine items doesn't show for NY as they use andShine name instead of the &Shine.

So you would need to adjust that name in the search bar so it comes up.



Image 7. Product name Search Bar

Note: If some of the requested products are not available (either completely unavailable or the requested THC % is not available) leave a note with how many units they requested next to the name of the item and how much we have left in stock if any. We can offer SUBs as long as they meet the following criteria: Same brand (if Rythm has to be Rythm), same species, same or similar THC %.

We can always adjust on the items if the rep asks us to remove or change the subs so don't be afraid about the SUBs you choose.

6. Keep in mind that each product listed represents 1 Case so if you are supposed to add 2 cases of the same product you will have to type in 2 in the Quantity Section if the name contains something that indicates the case size: (a case of 25) this will add 2 of the same products to the order. However, if the retailer wants 30 and the case size is 20, you can add 1 of the 20, and then you will see another item name but without the case size - those are loose items - you can add 10 of the loose ones to match what the retailer requested.

Star Killer Pre-Pack (Select Grind) 7g - andShine (Indica) 7g, case of 20)	20240603K-FSG-1 THC: 0.0, THCA: 0.0	4182 7236 3859 4616	HIDDEN	500.00	USD	210 100 allocated	<input type="text" value="1"/>
Star Killer Pre-Pack (Select Grind) 7g - andShine (Indica) (7g)	20240603K-FSG-1 THC: 0.0, THCA: 0.0	4182 7236 3859 4616	HIDDEN	25.00	USD	210 100 allocated	<input type="text" value="10"/>

Image 8. Adding products to the order

7. Once the order is saved, you will end up on the Order Details Screen. In the Order Summary section, click View Draft - this will open the Draft Invoice.

GTI NY > Dashboard > Orders > #808225

Order #808225 Summary

CUSTOMER	INVOICE #808225 Edit	DELIVERY DATE
Star Buds NY - Buffalo - REC License # OCM-CAURD-24-000204	View Draft Download CSV	Set delivery date
STOCK LOCATION	PAYMENT STATUS	APPROVED DATE
Warwick CPG	UNPAID	None
		PLACED DATE
		Oct. 23, 2024

[Duplicate This Order](#)

Image 9. Order Summary Screen

9. Click on Download PDF - this will open a Print Screen, make sure you pick the Save as PDF option in the Destination, Click Save.

[Print](#) [Download PDF](#) [Download CSV](#) [Save Changes](#)

Draft Invoice #808225

DELIVERY DATE

N/A

PAYMENT TERMS

N/A

ORDER PLACED DATE

Oct. 23, 2024 3:02:51 p.m. CDT

TOTAL DUE

US\$3,625.00

CUSTOMER

Star Buds NY - Buffalo - REC

LICENSE #: OCM-CAURD-24-000204

LICENSE NAME: OCC WNY Ventures

CONTACT

396 Kenmore Ave
Buffalo, NY 14223
United States

Image 10. Draft Invoice Screen - Download PDF

10. Add the store name as the extension of the Invoice number along with the stock location -. Save the Draft invoice at a destination on your computer of your choosing.

I.e: Invoice #870675 Silver State Relief - Sparks CULT 1.8.25

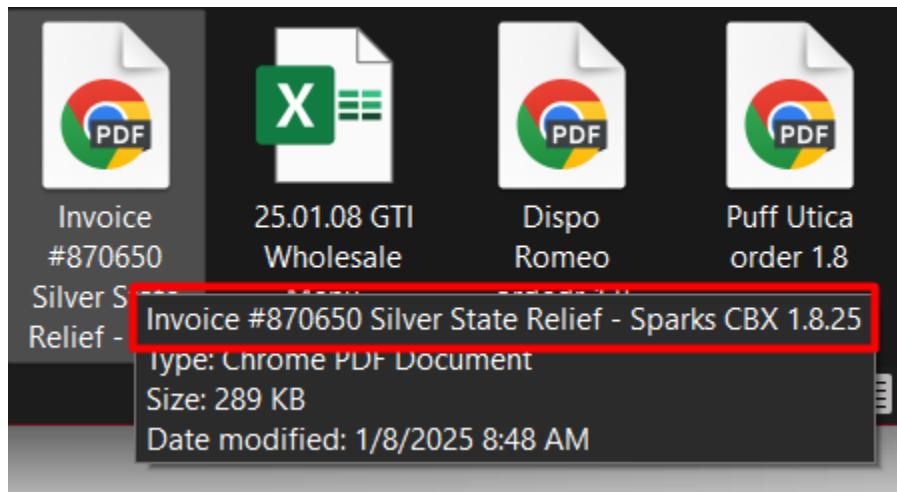


Image 11. Draft Invoice naming convention

11. Go back to the email containing the order and REPLY ALL to the rep with the below text and the draft invoice attachment.

"Hi {NAME},

Order submitted in Revised Status, draft invoice attached.

Please let us know if this is good to be approved.

Thanks,

{Your Name}"

Batch split: We can make a batch split if that is the only option to fulfill the request, however, we need to make sure to follow FIFO and always take the oldest batch. Always make a note about it.

Always type out these changes in the email back to the rep, in the following format:

Ognjen Petrovic-Contractor
To: Maggie Presley NV Headquarters
Cc: NV Orders Miguel Diaz-Contractor

Hi Maggie,

The order is placed and left in revised status.

Notes:

Greenlight Ely
No available item: Afternoon Delight Pre Pack (Buds) 3.5g - Rythm (Hybrid) - requested 25 units, OOS
No available item: Tahoe Alien Pre Pack (Buds) 3.5g - Rythm (Hybrid) - requested 25 units, only sativa strain is available (not added to the order)

Greenlight 3rd street
No available item: Afternoon Delight Pre Pack (Buds) 3.5g - Rythm (Hybrid) - requested 25 units, OOS
No available item: Starkiller Pre-Pack (Buds) 3.5g - Rythm (Hybrid) - requested 25 units, only INDICA strain is available (not added to the order)
No available item: Tahoe Alien Pre Pack (Buds) 3.5g - Rythm (Hybrid) - requested 25 units, only SATIVA strain is available (not added to the order)

Las Vegas Releaf - Las Vegas
No available item: Afternoon Delight Pre-Pack (Buds) 3.5g - Rythm (Hybrid), requested 25 units, OOS.
No available item: Starkiller Pre-Pack (Buds) 3.5g - Rythm (Hybrid), requested 25, OOS. Strain Indica is available. (not added to the order)
No available item: Tahoe Alien Pre-Pack (Buds) 3.5g - Rythm (Hybrid), requested 25 units OOS. Strain sativa available. (not added to the order)

Let us know if anything needs any adjustments.

Best regards,

Image 12. SUB Format

NV Lingo

 Ernesto Salazar Alejos Nov 26th, 2024 at 12:28 PM
NV Different Lingo
Cured Wax -&Shine Cured Concentrates, Wax is another term/type of lingo used to describe concentrates. (Sugars and Badders)
Live Wax Rythm 1G Live concentrates. (Sugars and Badders)
Dogwalker Mini -5- Dog Walkers
Dogwalker Show Dog -1G Infused Showdog Prerolls

1 1 1

*Image 13. Lingo
NV RISE Batteries:*

Airion Quillin 4:42 PM
Separate order would be best I think, just to make sure it gets called out for an invoice considering batteries don't show up on the manifest or transfer

Link for uploading Rise sheet - [HQ Leaftrade Ordering - Order Template - All Documents](#)

Link to file for batch requests -

https://docs.google.com/document/d/1lQ5bwM9eYYMuMk0Oa3XV16rthj_ARd0va2zLhlFXRRq/edit?tab=t.0

NV: Tips & Tricks

Always use the filter in the order sheet regarding stock locations and units to get a better view of which items are in which stock location:

R	S	Y	Z	AA	AB
Estimated Invoice \$		\$3,025.00	\$5,150.00	\$10,212.50	\$0.00
Total Allocated	73924	175	325	650	0
Stock Location	Available	Greenlight Greenlight Dispensary - Ely (NV)	Greenlight Dispensary - Paradise - DTLV (releaf) (NV)	Greenlight Dispensary - Ely (NV)	Greenlight Dispensary (NV)
2	2	25	25	25	25
025 Las Vegas (DGF - CULT)	117	25	25	25	25
025 Las Vegas (DGF - CULT)	1383		25		25
25 Las Vegas (DGF - CULT)	893				
5 Las Vegas (DGF - CULT)	787				
25 Las Vegas (DGF - CULT)	979				
025 Las Vegas (DGF - CULT)	1112				
025 Las Vegas (DGF - CULT)	575	25	25	25	25
025 Las Vegas (DGF - CULT)	783				
25 Las Vegas (DGF - CULT)	847		25	25	25
5 Las Vegas (DGF - CULT)	1909	25	25	25	25
25 Las Vegas (DGF - CULT)	1682				
25 Las Vegas (DGF - CULT)	1216				

Sort Z to A

Sort by Color

Sheet View

Clear Filter From "x"

Filter by Color

Text Filters

Search

- (Select All)
- Las Vegas (CBX)
- Las Vegas (DGF - CULT)
- Las Vegas (DGF - PROD)

Sheet View

Clear Filter From "(Column Y)"

Filter by Color

Number Filters

Search

- (Select All)
- 25
- (Blanks)

		Estimated Invoice \$		\$3,025.00	\$5,150.00	\$10,212.50	\$0.00
		Total Allocated	73924	175	325	650	0
Expiration Date	Stock Location	Available	Greenlight Dispensary - Ely (NV)				
			Greenlight Dispensary - Ely (NV)	Greenlight Dispensary - DTLV (releaf) (NV)	Greenlight Dispensary - Paradise (NV)	Greenlight Dispensary - Las Vegas (NV)	Greenlight Dispensary - Las Vegas (NV)
04/11/2025	Las Vegas (DGF - CULT)	117	25	25	25	25	
10/24/2025	Las Vegas (DGF - CULT)	575	25	25	25	25	
09/05/2025	Las Vegas (DGF - CULT)	1909	25	25	25	25	
12/12/2025	Las Vegas (DGF - CULT)	2880	25	25	25	25	
12/04/2025	Las Vegas (DGF - CULT)	526	25	25	25	25	
11/11/2025	Las Vegas (DGF - CULT)	83	25	25	25	25	

NV RISE

NEVADA RISE ORDERS

- **INVOICES:** Separate orders for Batteries!
- We receive rise orders on Thursdays via email.
- **STOCK LOCATIONS:** Stores and products should be divided by stock location - CULT, CBX, and PROD. Items that belong to one stock location will not show up if you try searching for them in the other. For regular orders, we can pull this info from “**Menu - Wholesale V2**”, however for rise, **Ernesto** is usually preparing the sheet - process:
https://vimeo.com/1086865872/18a3f5aa7c?utm_source=email&utm_medium=vimeo-email&utm_campaign=44349
- **BATCH:** We always use the batch provided in the menu. If it is OOS, we can sub the batch following FIFO. If the item is totally OOS, we make a note (We do not substitute with different flavours of the same item).
- **PRICING:** We follow **LT pricing**. There is no need to add notes if there's a price discrepancy with the menu
- **CASE SIZE:** We always prioritize the **largest available case size**, starting with 50. If that's not available, we use 25, and if neither is available, we can use loose units.
(e.g., for a request of 128 units, we would add 2 cases of 50, 1 case of 25, and 3 loose units)
- **REQUESTED BATCH SIZE NOT AVAILABLE:** If we don't have loose units available to fulfill a request (e.g., they request 11 units but we only have cases), we need to **add a request to open the batch** in the shared file [link](#) (The file includes a **note format example**).
 - Once the file is populated, we need to upload it to the drive so Valerie can create the batches - [HQ Leaftrade Ordering - Order Template - All Documents](#) (this is the case, only if we have many requests. If we have only 2,3 we can message her via teams)
 - We don't need to save the PDF invoices
 - FORMAT FOR NOTES (please put Not available notes on top)
 - **No available item:** 0/30 3.5g Afternoon Delight #4 (Hybrid) Rythm Flower
 - **Less available item:** 30/60 Afternoon Delight #4 (Hybrid) Rythm Flower
 - **Batch SUB:** Blue Dream Cartridge (NCD) 500mg - andShine (Hybrid), batch 0411 7409 2531 6188 not available sub with 7221 1359 3488 3442

NV account details

NEVADA ACCOUNTS

Rise Cookies - Should be placed under "Cookies on the strip - Las Vegas"

GTI MA

Links to calls and meeting recordings:

Order Entry process:

<https://app.avoma.com/meetings/5b1d1fa6-9541-4ab1-806c-762e60ce318b>

<https://app.avoma.com/meetings/88d7c085-9606-4501-94a9-616151233b51>

Sample order entry process:

<https://app.avoma.com/meetings/ff3cbac5-b92b-4828-9b22-9f33b5777609>

GTI MA Regular orders

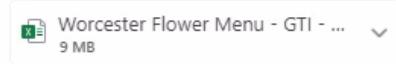
MASSACHUSETTS REGULAR ORDERS

1. The process starts when a Sales rep sends an order to the MA Headquarters email. This is a group email address that contains all HQ contractors working on the GTI Account. When the order comes in, please send a Slack message to #gti-salesops slack channel if you are taking responsibility for the order submission.

There are a couple of ways the reps send orders:

- A. Menu in excel format (divided by MIPs & Flower) where the retailer has marked which products they want, how many cases & which TAC %. This is the best way to receive orders because it provides the exact Product Name, exact TAC % and case size as well as the Request Summary.

JC Jennifer Corsac
To: Ireni Perez-Contractor; Catie Lazic-Contractor

2 attachments (21 MB) [Save all to OneDrive - GTI Investments / Rise Dispensaries](#) [Download all](#)

Get [Outlook for iOS](#)

Image 1. Email containing the menu order form

A	B	C	D	E	F	G	H	I	O	P
1										
2										
3	Master Cate	Category	Strain type	Strain	Case Size	Case 1	Promo	Qty Available	Cases Requested	Total
4	Vapes	Rythm - Cartridge (1g)	HYBRID	Cereal Milk #1	25	\$18.00	\$14.40	1725		\$ -
5				Slapz (Runtz x Grease Monkey)	25	\$18.00	\$14.40	250	1	\$ 360.00
6				Ground Beef	25	\$18.00	\$14.40	500		\$ -
7				PuTang	25	\$18.00	\$14.40	425		\$ -
8										\$ -
9			INDICA	Brownie Scout	25	\$18.00	\$14.40	525	1	\$ 360.00
10				Weed Nap	25	\$18.00	\$14.40	75		\$ -
11				Kush Mountains	25	\$18.00	\$14.40	897		\$ -
12				Sunset Sherbet	25	\$18.00	\$14.40	525		\$ -
13				Casino Kush	25	\$18.00	\$14.40	1650		\$ -
14										\$ -
15			SATIVA	L'Orange	25	\$18.00	\$14.40	1575		\$ -
16				Scottie Piffen	25	\$18.00	\$14.40	1309		\$ -
17				Jack Herer	25	\$18.00	\$14.40	1049		\$ -
18				Durban Skittlez	25	\$18.00	\$14.40	350	1	\$ 360.00
19										\$ -

Image 2. Order format in menu order form

Request Summary		
Category	Qty	Total \$
Edible - incredibles	9	\$ 1,540.00
Edible - Beboe	2	\$ 500.00
Vape - Rhythm	3	\$ 1,080.00
Vape - &Shine	0	\$ -
Coming Soon	0	\$ -
Concentrates	0	\$ -
Coming Soon	0	\$ -
Batteries	0	\$ -
TOTAL	14	3120

Image 3. Order request summary

- B. In email order - Excel table or just a list. This way of receiving orders can be a little bit more complicated because the buyers do not name the products correctly a lot of the time, which results in a bit more time spent searching for the product in Leaf Trade.

From: Samantha St. Germain <Samantha@communitygrowthpartners.com>
 Sent: Wednesday, March 27, 2024 10:07 AM
 To: Kerri Lammers <kerri.lammers@gtigrows.com>
 Subject: [EXTERNAL] Order for Rebelle GB

Hey Kerri! Could I please place the following order for Rebelle GB, thank you!

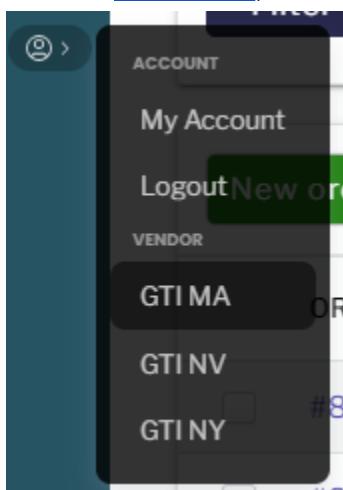
Beboe Sweet Dreams-- 25 units
Beboe Cloud 9-- 25 units
Snoozeberry Gummies-- 25 units
Snoozierberry Gummies-- 25 units
Peanut Budda Buddha Bar-- 25 units
Rythm 1G Brownie Scout-- 25 units
Rythm 1G Jack Herer-- 25 units
Beboe Inspired Dispo-- 25 units
Rythm Lemon Drip 7g-- 25 units
Good Green Jack Herer 3.5g (27.2%)-- 100 units
Rythm L'Orange 3.5g (28.8%)-- 50 units

--
 Samantha St.Germain (*She/Her*)
 Merchandise Assistant
 Community Growth Partners | Rebelle



Image 4. Example of an In email order

2. Go to [Leaf Trade](#), Sales—> Account —> GTI MA --->Orders



3. Click New order

ORDER #	ORDER STATUS
#809285	Revised
#809275	New
#809271	New

4. Choose a Retailer from the Dropdown menu, the rep will indicate the Store name, location and in most cases if we are sending the order to their Recreational License or Medical License (if they have both) and click Create.

The screenshot shows a dropdown menu for 'Ship To Customer*' with the following options listed:

- 1Connection Corporation - Dighton
- 253 Farmacy - Montague
- 253 Farmacy - Montague - Cultivator
- 4Front Ventures - Georgetown
- 617 THC - Boston
- 6 Bricks - Springfield
- Affinity Massachusetts - West Springfield - MED
- Alchemy League - Holyoke
- Alternative Compassion Services - Bridgewater - MED
- Alternative Compassion Services - Hull - MED
- Alternative Therapies Group - Amesbury - REC
- Alternative Therapies Group - Amesbury - MED
- Alternative Therapies Group - Salem - MED
- Alternative Therapies Group - Salem - REC
- Alternative Therapies Group - Salisbury - MED

Image 5. Retailer Dropdown in Leaf Trade

5. Copy & Paste or type out the product name in the Search bar. If the product you're adding to the order is a MIP, make sure the LAB RESULT D is filtered so the arrow is pointing UP (Fifo principle is applied here).

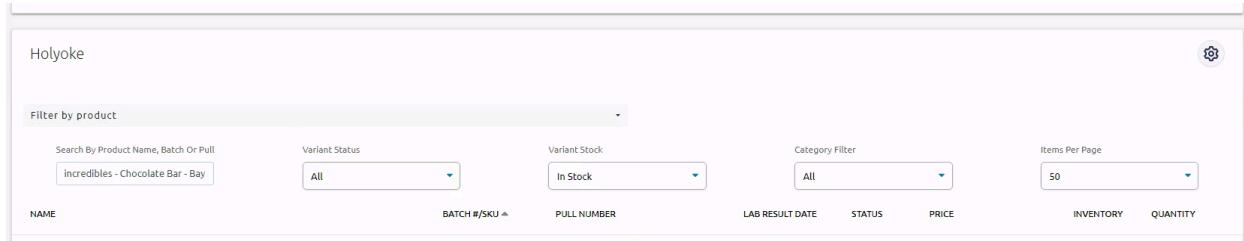


Image 6. Product Search Bar

Note: If some of the requested products are not available (either completely unavailable or the requested THC % is not available) add substitutions to the order:

- L'Orange 3.5g flower (1 case requested) not available, add 1 case of substitution SATIVA (same strain as requested) with a similar THC%
- L'Orange 3.5g flower 38.2% THC (1 case requested) not available, add 1 case of substitution, same product, next highest THC% available

Always type out these changes in the email back to the rep, in the following format:

Hi Eric,

Orders placed and left in revised status:

A couple of notes:

HPI Georgetown order

Dogwalkers - Pre-Roll 5pk - "PLAY" Sativa - Gelonade - 1.75g
-Requested 2 cases of 25% but only 1 available so 1 case replaced with the 21.8%
Dogwalkers - Pre-Roll 12pk - "PLAY" Sativa - Gelonade - 4.2g
-Not available, replaced with Night Owl Haze 19%

Worcester order:

Dogwalkers - Big Dog Pre-Roll - "STAY" Hybrid - Afternoon Delight #4 - .75g
-requested 100 units of the 36.1% but only 83 available.

Image 7. SUB Format

6. Keep in mind that each product listed represents 1 Case (case size is noted in the product name as well as in the Inventory Row), so if you are supposed to add 2 cases of the same product you will have to type in 1 in the Quantity Section on two product listings, this will add 2 of the same products to the order (each its own line item).

Search By Product Name, Batch Or Pull	Variant Status	Variant Stock	Category Filter	Items Per Page			
<input type="text"/>	All	In Stock	All	50			
NAME	BATCH #/SKU	PULL NUMBER	LAB RESULT DATE	STATUS	PRICE	INVENTORY	QUANTITY
RYTHM - Live Rosin Vape Cartridge - Hybrid - Guava Now N Later - 500mg (500mg, case of 25)	231102-GNL-SHO THC: 55.24, THCA: 30.98	1A40A01000010CD000217882	2023-11-02	VISIBLE	625.00 USD	25 0 allocated	<input type="text" value="1"/>
RYTHM - Live Rosin Vape Cartridge - Hybrid - Guava Now N Later - 500mg (500mg, case of 25)	231102-GNL-SHO THC: 55.24, THCA: 30.98	1A40A01000010CD000217881	2023-11-02	VISIBLE	625.00 USD	25 0 allocated	<input type="text"/>
RYTHM - Live Rosin Vape Cartridge - Hybrid - Guava Now N Later - 500mg (500mg, case of 25)	231102-GNL-SHO THC: 55.24, THCA: 30.98	1A40A01000010CD000217880	2023-11-02	VISIBLE	625.00 USD	25 0 allocated	<input type="text"/>

Image 8. Adding products to the order

Dogwalkers - Pre-Roll Spk - "STAY" Hybrid - Afternoon Delight #4 - 1.75g (1.75g, case of 50)	H020124AD4-B-1 THC: 0.23, THCA: 35.9	1A40A01000010CD000233228	2024-03-13	VISIBLE	50 50 allocated	562.50 USD	1	N/A
Dogwalkers - Pre-Roll Spk - "STAY" Hybrid - Afternoon Delight #4 - 1.75g (1.75g, case of 50)	H020124AD4-B-1 THC: 0.23, THCA: 35.9	1A40A01000010CD000233229	2024-03-13	VISIBLE	50 50 allocated	562.50 USD	1	N/A
Dogwalkers - Pre-Roll Spk - "STAY" Hybrid - Afternoon Delight #4 - 1.75g (1.75g, case of 50)	H020124AD4-B-1 THC: 0.23, THCA: 35.9	1A40A01000010CD000233230	2024-03-13	VISIBLE	50 50 allocated	562.50 USD	1	N/A

Image 9. Multiple cases of the same product added to the order

7. Once all the products are added, make sure you check the Pricing against the Menu order or the latest Menu if the order was in mail, adjust the pricing if needed and click Save.

Note: Sometimes the promo pricing is not reflected in Leaf Trade so it has to be manually adjusted in the order.

8. Once the order is saved, you will end up on the Order Details Screen. In the Order Summary section, click View Draft - this will open the Draft Invoice.

The screenshot shows the Order Summary screen for Order #634175. At the top, there are two tabs: 'Details' (selected) and 'History'. Below the tabs, the order number 'Order #634175 Summary' is displayed. The screen is divided into several sections:

- CUSTOMER:** Mission Massachusetts - Brookline - REC, License # MR282028
- INVOICE #:** PO#MA240082BR - DELIVERY NEXT WEEK TUE-FRI
- DELIVERY DATE:** Set delivery date
- STOCK LOCATION:** Holyoke
- PAYMENT STATUS:** UNPAID
- APPROVED DATE:** None
- PLACED DATE:** Mar. 27, 2024

At the bottom left, there is a green button labeled 'Duplicate This Order'.

Image 10. Order Summary Screen

9. Click on Download PDF - this will open a Print Screen, make sure you pick the Save as PDF option in the Destination, Click Save.

Draft Invoice #PO#MA240082BR - delivery next week tue-fri

Print **Download PDF** **Download CSV** **Save Changes**

Green Thumb

DELIVERY DATE
N/A

PAYMENT TERMS
N/A

ORDER PLACED DATE
Mar. 27, 2024 4:03:10 p.m. EDT

TOTAL DUE
\$5,001.11

Customer
Mission Massachusetts - Brookline - REC
LICENSE #: MR282028
LICENSE NAME: Mission

CONTACT
1024 Commonwealth Ave
Brookline, MA 02215
United States

Pay to the Order Of
GTI MA
LICENSE # RMD 645-P / MP281453

VENDOR CONTACT
29 Alderson Street
Holyoke, MA 01040
United States
info@GIGrows.com

Image 11. Draft Invoice Screen - Download PDF

10. Add the store name as the extension of the Invoice number. Save the Draft invoice at a destination on your computer of your choosing.

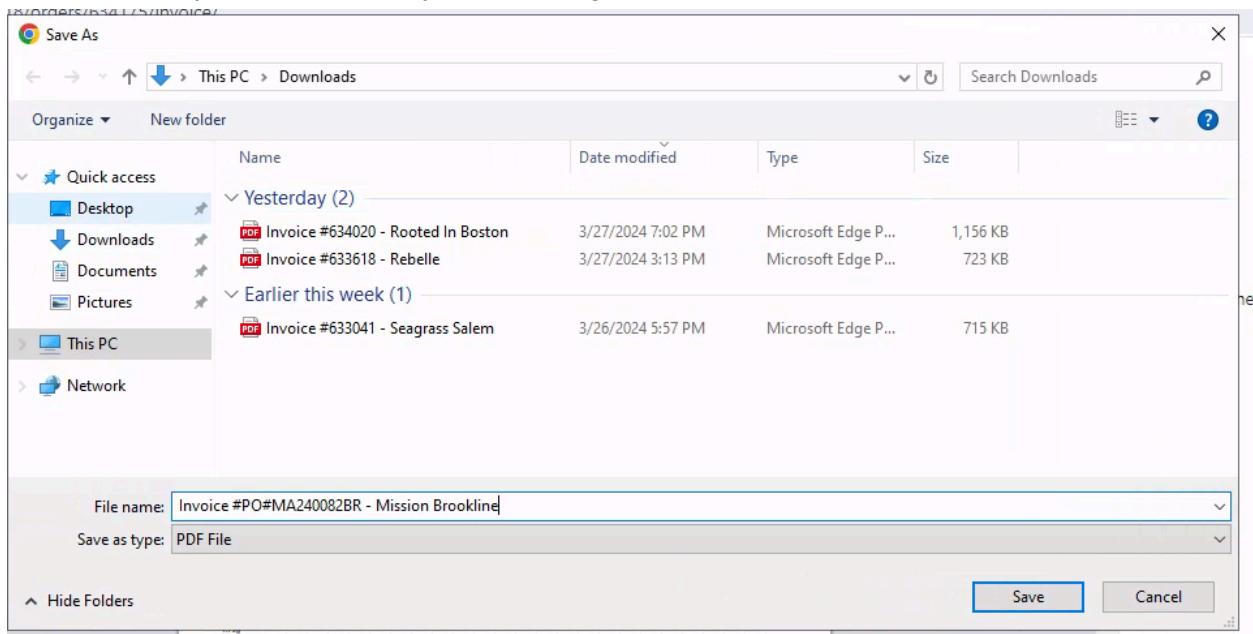


Image 12. Draft Invoice naming convention

11. Go back to the email containing the order and reply to the rep with the below text and the draft invoice attachment.

"Hi {NAME},
Order submitted in Revised Status, draft invoice attached.
Please let us know if this is good to be approved.
Thanks,
{Your Name}"

12. If the rep says the order is good to be approved, go back to Leaf Trade, open the order and update the order status to Approve. A confirmation pop-up will appear, confirming the Approval.



Image 13. Order Status update to Approved

13. If the rep requested a specific delivery date, you can note that in the Internal Order Notes



Image 14. Delivery date notes - Internal Order Notes

14. When saving the Draft invoice use the following format to name the file. Especially for Mark's orders:

M-D-Y [Account Name] Draft Invoice #XXXXXX
Example: 4.9.24 Bask MED Draft Invoice #634595

GTI MA Onboarding Notes

Vocabulary:

- OOS - Out Of Stock
- MIP - Marijuana Infused Product
- FIFO - First In First Out
- RSO - Rick Simpson Oil (full extract cannabis oil meant to be taken orally or applied topically)

Order Placing Process Specifics:

- Deadline to place orders (to be delivered in 48hrs) is 2pm ET.
- Sample orders should always be created as a standalone order.
- All notes (requested delivery date that is outside of the schedule, sample notes etc) should be added to the Invoice Column
- If the order is in the Approved Status and the buyer would like to add to it, a new order with the add-ons should be created
- We should never touch the Delivery date column
- If the order is placed after 2pm and they still want the order delivered on schedule, the rep will always notify the packaging/delivery team about that before they send us the order (we should specify the delivery date in the Invoice Notes section)
- When the order is in the Revised Status, we can edit it as much as it's needed as the packaging will not start until the order is Approved
- If we do not have inventory available for ordered products, we should let the rep know and offer substitute products (same strain or same product with different thc %)
- All orders placed should be left in the Revised Status, the rep should be notified that the order is in LeafTrade, draft invoice should be attached and we should wait for either the rep to give us the go-ahead or for them to Approve the order
- When submitting an order with MIP products, always filter the Lab Result Date to ensure FIFO (arrow pointing up)
- Flower is the only product we do not Batch filter

On Hold Accounts:

- Heka and Cape Ann are on hold.
 - Heka - delivery should not be scheduled until they pay the invoice ahead of time (COD)
 - Cape Ann - this account owes them over \$10k and if they order, they need to pay double the invoice for the order to be delivered

Special Pricing:

- Zenleaf - special price account - we should input the order and the sales rep or Eric will update the pricing or give us exact pricing per product.

BRANDS

- **Dog Walkers** - Prerolls
- **Rythm** - Flower, Live Resin Vape/Cartridge, Vape Pens, Concentrates

- **Beboe** - Edibles (gummies, pastilles), Vape Pens
- **Good Green** - Flower
- **Incredibles** - Edibles (chocolate, gummies, sour candy, hard candy)
- **Doctor Solomon's** - Topicals (lotions, balms, drops, RSO)

INTRO CALLS WITH REPS

Mark Wairi - South

Key Accounts:

- Special Pricing accounts - he will send a list
- Some accounts need special care after the order, this doesn't fall under us
- **Bask Fairhaven** - typically send everything to their medical license
- UpTop West Roxbury is on leaftrade as Beacon Compassion
- Pharmacann = VeriLife

Personal Working Styles:

- Usually gets orders Monday and Tuesday (Tuesday can get quite busy with orders)
- Few accounts have a scheduling delivery tool
- Veralife - two locations, have to cc someone to organize the delivery
- Text or phone call if something is urgent
- He will let us know when an order can be approved immediately
- If the sub has a very low difference in thc percentage he will let the buyer know, put in the order and just let the client know about the change

Preferred way of submitting orders:

- Order form in most cases
- Some accounts send a table or type out what they want to order
- Mark will send a substitute email example - list the product they asked for and list the bus below with needed info (thc % differences etc)
- Reserve products that have limited quantity (subs) and keep it in the Revised Status until Approved
- Certain accounts have preferences regarding sending to specific licenses - medical (Uptop - Beacon Compassion).
- High Dose edibles to medical, everything else to other rec license

PREFERRED INVOICE NAMING CONVENTION:

M.D.Y [Account Name] Draft Invoice #XXXXXX

Jennifer Corsac - Central

Key Accounts:

- Special Pricing Accounts - she will email
- Diam, Camp Fire Cannabis, Local Roots (both locations)
- **Try Redi.** Most orders go to Natick unless they specifically request it for Newton

Personal Working Styles:

- Tuesdays, Thursdays and Fridays are heavy order days
- MSO (all medical) - Cura Leaf, Ascend (Bottanist), Resonate (med license), Sunny Side Cresco

Preferred way of submitting orders:

- She is still building her buyer cadence - BoTerra account (completely different way of submitting orders), Temescal - orders that will probably not be sent to us because it's easier for her to submit for herself - Sky Cannabis, Clear Sky
- Brownie Scout is hot right now - reserving this strain for certain accounts will be a must
- Brand specific orders usually mostly

Kerri Lammers - West**Key Accounts:**

- Balagan - issue with them, they love high tech (anything that comes in with high thc he wants it), not knowing if new products with high % is coming in is a problem - they want to swap out the products they just ordered to be replaced with higher thc percentage product. Immediate attention, a bit difficult to work with.
- Bloom Brothers - will take expiring product
- Calix Great Barrington - Donna wife is nice, sweet, Sean needs attention and he needs it now (will follow up a mill times in 15 mins), gets worked up when he can't reach her, sometimes he snaps
- Canna Provisions - do a lot with them, they have special pricing, regardless of specials they will get \$10 pens, \$13.50 for 1g. Used to a ton of money with them but now barely anything. Account that possibly picks up orders soon (hopefully) - PAY CLOSE ATT, only accept the deliveries on Tuesday
- Cannabis Connection (Westville, West Springfield) - different emails for different stores, it gets a little confusing because the emails are similar.
- Dazed - they order for Holiox sporadically, they opened another store and now they put orders on hold.
- Dreamer & Honey - orders a lot of gummies, also loves high %, any 7g high t he wants pulled immediately, he calls and keeps on the phone a long time.
- Barnsworth - nothing delivered that expires in 6 months (add to notes on every order)
- Ember - started buying a ton of gummies and fell off the face of the earth - may come back
- Kika - in Westfield (COD - wait for wire before approving orders), she likes the orders put in immediately.
- Insa - buyer is Out of state, buys for all of them at the same time (a lot of stores), sends all orders in one email, special pricing but she puts pricing in the email. Springfield - for orders above 35k she needs approval, so sometimes she would send two orders to go around that.
- Silver therapeutics - they order a lot, a good account, love Browny Scout so she would send samples.
- Cheech & Chongs - trying to open

- Red Cardinal - only buys vapes (easy for subs as long as it's the same strain)

Personal Working Styles:

- Monday, Tuesday heavy order day, Friday can be kind of heavy.

Preferred way of submitting orders:

- License specific - if they have medical they will say what it's for.
- If you see HIGH DOSE on the order, send it to med license
- If it's a thc %, she will do the next highest, notify the rep
- Doesn't like to swap out the whole strain on an order

Stores peculiarities:

Ascend: They have three locations (Boston, New Bedford and Newton) and their orders all come in one file. One for MIPs and one for Flower. The Boston Store is also called Friend Street.

Beacon Compassion - emails orders under battle-green or Terrasana

GTI MA | Menu Updates SOP (New)

GTI MA Menu Updates SOP

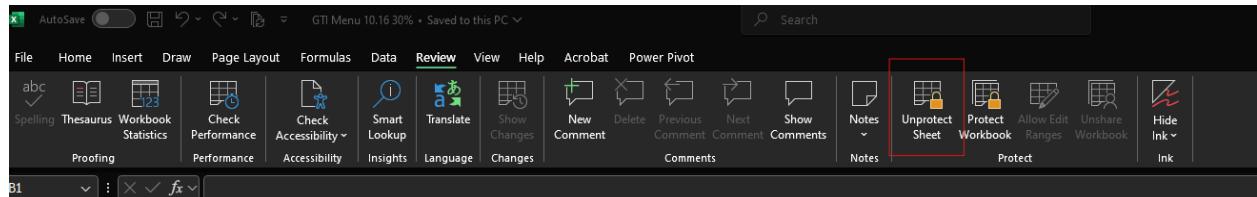
Step 1 - Prepare the Menu for new data

[Loom video for this Step - GTI MA | Menu Updates Part 1 - Prepare the Menu for new data](#)

We receive the data needed for menu updates from Eric Perez (Sales Director MA), he usually sends the report late evening the previous day.

His email will sometimes include the Menu file as well, in case any formulas were changed. If he sends a Menu file, make sure you use that file for the new menu. If he doesn't send a new Menu file, use the last menu you sent as your base.

1. Open the Menu Excel file
2. Click the Review Tab in Excel and navigate to Unprotect Sheet, click Unprotect Sheet



3. Type in the password to unprotect the sheet, the password is always GTIMA (all caps lock)
4. The first visible column in the menu is column C, click and drag to unhide column A & B

PRODUCT SOURCE	SUMMER vs REGULAR	MASTER CATEGORY	SUBCATEGORY	BRAND	PRODUCT NAME	RATIO	STRAIN TYPE	THC	THC-A
RVTMH									
Shine									
Doctor Solomon's									
Incredibles									
Good Green									
Rhythm									
Beboe									
PREROLL									
TINCTURE									
WAFER									
CONCENTRATE									
EDIBLE									
FLOWER									
PREFROLL									
TINCTURE									
WAFER									
AShine									
AShine - Concentrate Bar CONCENTRATE Regular									
AShine - Concentrate Bar CONCENTRATE Regular		CONCENTRATE		Badder - 0.5g	AShine - Concentrate Badder - Indica - Banana Cream - .5g		Indica	7%	84%
AShine - Concentrate Bar CONCENTRATE Regular		CONCENTRATE		Badder - 2g	AShine - Concentrate Badder - Hybrid - Afternoon Delight .4g		Hybrid	2%	86%
AShine - Concentrate Bar CONCENTRATE Regular		CONCENTRATE		Badder - 2g	AShine - Concentrate Badder - Indica - Banana Cream - .5g		Indica	7%	82%
RTHM									
RTHM - Concentrate Live Sugar CONCENTRATE Regular		CONCENTRATE		Live Sugar - 0.5g	RTHM - Concentrate Live Sugar - Indica - Bubblegum - .5g		Indica	3%	82%
RTHM - Concentrate Live Sugar CONCENTRATE Regular		CONCENTRATE		Live Sugar - 0.5g	RTHM - Concentrate Live Sugar - Hybrid - OMO - .5g		Hybrid	2%	83%
RTHM - Concentrate Live Sugar CONCENTRATE Regular		CONCENTRATE		Live Sugar - 0.5g	RTHM - Concentrate Live Sugar - Sativa Dominant - Gelonade - .5g		Sativa	5%	81%
RTHM - Concentrate Live Sugar CONCENTRATE Regular		CONCENTRATE		Live Sugar - 0.5g	RTHM - Concentrate Live Sugar - Sativa - DurbanZ - .5g		Sativa	3%	67%

5. Select data from in Column A from row 21 all the way down and delete it by pressing the Delete button on your keyboard
6. Right click on the MA WHOLESALE MENU TAB and select Unhide
7. Unhide the LeafTrade Export Tab



8. Navigate to LeafTrade Export tab
9. Select all data from Column B to Column S, all the way down
10. Delete the data
11. Leave Column A and Columns U through AF intact

Step 2 - Cleaning up the data

Loom video for this step - [GTI MA | Menu Updates Part 2 - Cleaning up the data](#)

We are only working in the LeafTrade export tab for this step.

1. Open the Inventory report from the email Eric sent
2. Copy all data from Row 2 onwards
3. Navigate to the LeafTrade Export tab in the Menu file
4. Paste the Inventory data in Column B, Row 3. Make sure you Paste Values Only. You can either right click on the cell and select Paste Values Only or use your keyboard shortcut to that by clicking on the cell (Column B, Row 3) and pressing Ctrl+Shift+V at the same time.
5. Once the data is pasted, click the Filter in Column S and deselect everything except 0 values. This will leave only products that have 0 available inventory.
6. Select all Rows with 0 inventory, right click and select Delete Row
7. Navigate back to the filter in the S column and select all values
8. There are a couple of data points we need to fix in the inventory export before updating the menu:
 - a. First check the data in Column D. There is one product that causes issues because of the naming convention and that is Dogwalkers - Show Dogs - 5pk (2.25g). The naming convention of this product causes an issue in the Dutchie Backend formula fields and it needs to be adjusted by simply

deleting the weight of the product so you are left with Dogwalkers - Show Dogs - 5pk

Incredibles - Gummies 20pk Ratio	No Strain	MA-IPR-GMY-0058	10/11/2024	9/24/2024	incredible	0	0	0	0	300.00mg	5	9/24/2025	5	0	5	9/24/2025 EDIBLE Gummies	5	\$ 4.25	\$ 4.25
Dogwalkers - Show Dogs - 5pk (2.25g)	OMG	MA-IPR-0072	10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	0.225g	25	9/26/2025	50	0	50	9/26/2025 EDIBLE #N/A	25	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - 5pk (2.25g)	OMG	MA-IPR-0072	10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	0.225g	50	9/26/2025	400	0	400	9/26/2025 EDIBLE #N/A	50	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - 5pk (2.25g)	OMG	MA-IPR-0072	10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	0.225g	6	9/26/2025	6	0	6	9/26/2025 EDIBLE #N/A	6	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - Single OMG	MA-IPR-0072		10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	1.00g	19	9/26/2025	19	0	19	9/26/2025 PREROLL Infused Pr	19	\$ 12.50	\$ 11.25
Dogwalkers - Show Dogs - Big Dogs - Single OMG	MA-IPR-0077		10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	1.00g	75	9/26/2025	75	0	75	9/26/2025 PREROLL Infused Pr	75	\$ 12.50	\$ 11.25
Incredibles - Gummies 20pk Ratio	No Strain	MA-IPR-GMY-0058	10/11/2024	9/24/2024	incredible	0	0	0	0	300.00mg	5	9/24/2025	10	0	10	9/24/2025 EDIBLE Gummies	5	\$ 4.25	\$ 4.25
Incredibles - Gummies 20pk Ratio	No Strain	MA-IPR-GMY-0058	10/11/2024	9/24/2024	incredible	0	0	0	0	300.00mg	5	9/24/2025	10	0	10	9/24/2025 EDIBLE #N/A	25	\$ 25.00	\$ 22.50
Dogwalkers - Show Dogs - 5pk (2.25g)	OMG	MA-IPR-0072	10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	0.225g	50	9/26/2025	400	0	400	9/26/2025 EDIBLE #N/A	50	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - 5pk (2.25g)	OMG	MA-IPR-0072	10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	0.225g	6	9/26/2025	6	0	6	9/26/2025 EDIBLE #N/A	6	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - 5pk (2.25g)	OMG	MA-IPR-0072	10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	0.225g	19	9/26/2025	19	0	19	9/26/2025 EDIBLE #N/A	19	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - Single OMG	MA-IPR-0072		10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	1.00g	75	9/26/2025	75	0	75	9/26/2025 EDIBLE #N/A	75	\$ N/A	\$ N/A
Dogwalkers - Show Dogs - Big Dogs - Single OMG	MA-IPR-0077		10/11/2024	9/26/2024	Dogwalker	0.0156	0.4749	0	0	1.00g	75	9/26/2025	75	0	75	9/26/2025 EDIBLE #N/A	75	\$ N/A	\$ N/A

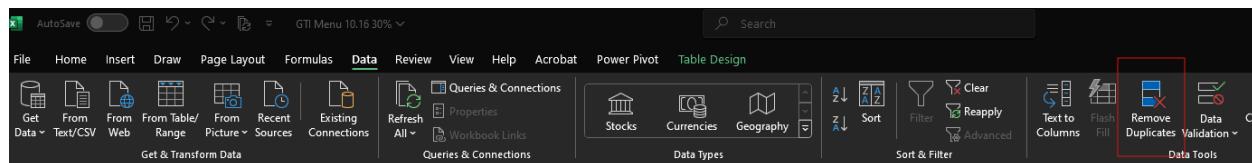
- b. Next thing to check and make sure it is populated for all products is the Brand name in Column I. If the Brand name is blank, make sure you populate it (usually the same brand is either listed above or below so you can just drag the cell to auto populate the blank cell)
 - c. Check the formatting in columns G and H, the formatting is usually off in the last couple of rows of the data - format those cells to date in m/d/yyyy format.
 - d. Finally we need to make sure that the Expiration Date is populated for all products in Column P. If the expiration date is blank on some products, you should look at the Lab Result Date field (Column H) and add +1 year to that - so if the Lab Result Date is 9/23/2024 you would add 9/23/2025 to the Expiration Date cell.
9. Find the row with RYTHM Batteries product and delete it - we do not include Batteries on the Menu.
10. When all the data is adjusted, proceed to the next step.

Step 3 - Updating the menu

Loom video for this step - [GTI MA | Menu Updates Part 3 - Updating the menu](#)

This step covers the actual Retailer facing menu update.

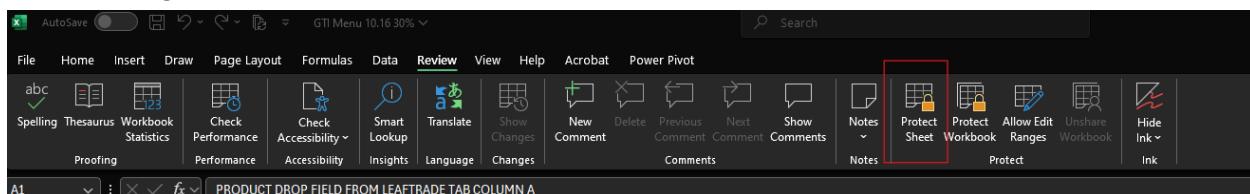
1. Copy all data from Column A in the LeafTrade Export tab
2. Navigate to the MA WHOLESALE MENU Tab
3. Paste the data to Column A, Row 21 in the MA WHOLESALE MENU Tab. Make sure you Paste Values Only. You can either right click on the cell and select Paste Values Only or use your keyboard shortcut to that by clicking on the cell (Column B, Row 3) and pressing Ctrl+Shift+V at the same time.
4. Scroll through the menu to make sure no blank rows were added, if they exist, delete those rows.
5. Click on any cell in the actual table containing the menu
6. Navigate to the Data tab in Excel and click Remove Duplicates



- In the Duplicates pop-up deselect everything and only select Product Source.



- Click OK - this will merge duplicate products that have the same Batch number to a unified Inventory count for that product
- Highlight Columns A and B, right click on either column and select Hide
- Navigate to the Review Tab in Excel and select Protect Sheet



- Type in the password GTIMA - this time you will be prompted to do it twice. Once during the selection process for Protected cells and Columns and once to confirm. Type the same password in both cases.
- Navigate to the LeafTrade Export Tab and repeat this process
- Right click on the LeafTrade Tab and select Hide
- Navigate to File, Save As and rename the Menu to GTI MENU “today’s date” (GTI MENU 10.16)
- Send the Menu via email to their team and MA Headquarters group.



MA: Tips & Tricks

- Always use the pricing assigned on the columns for pricing, avoid using the total pricing.
- Check the potencies for the SUBS.
- We DO NOT sub Gummies and Bars
- Pay attention to the pricing tiers
- When sending back notes about SUBs, if we have prerolls and flowers: include the THCA % of each item and which % we SUB with
- MED Dose items usually have the word Medical dose on the left-hand side in the menu, but always note:
 1. MED dose can only be gummies and chocolate bars from Incredibles (the brand) and they are always above 300mg; anything that is 300mg and less is NOT MED item.
- We place batteries on the same order as other products.

Question:

"I saw that some items are not in the menu but when I manually search them up in LeafTrade, they appear."

Answer:

"This is because our menu is from yesterday and they might have added new items to their inventory and when I update the menu tomorrow it will show there"

For MA:

Since we update their menus on Monday, Wednesday and Friday - Tuesday and Thursday are not always 100% accurate in regards to items and stock as most of the stock is either allocated, gone OR they have updated the inventory - so we either don't see certain items or we do see new ones that we don't have on the menu

Handling Late Orders

Handling Late Orders

Policy:

- If an order is received within **5 minutes** before the shift ends and takes approximately **10–15 minutes to finalize**, please proceed with processing it before logging off.
- If the order is expected to take **30 minutes** or more, it can be held for processing the next business day.
- **These situations are handled on a case-by-case basis. Please use your judgment and communicate with the team if unsure.**
- If an order is held for the next day, send an email to the client informing them that it will be processed in the morning.
- Please inform the team **via Slack** about what is pending for tomorrow.
- Also, tag the email with the **Follow-Up tag**.

Email Template

Hi [Client's Name],

We are confirming that the order has been received. Due to the time required to process it thoroughly, we'll be handling it first thing tomorrow morning and will send a confirmation once it's finalized.

We appreciate your understanding.

Best regards,
[Your Name]

Closing and opening the day

CLOSING SHIFT DUTIES

ORDER COMMUNICATION PROTOCOL

The person **closing the day** should post a message in the Teams channel with a summary of the order status.

This should include one of the following:

- A list of **pending orders for the next day**, along with a note that we'll follow up on them first thing in the morning, or:
- A simple message stating: "*Good evening team. There are no pending orders on our end from today*"

When listing pending orders, please be specific — include the **retailer name and state** (e.g., "Sweetspot – NJ").

Please continue to respond to order emails using the **template message**, indicating that we will follow up in the morning.

Process to check pending orders:

- Unassigned inbox in Hiver
- All unresolved inbox in Hiver (all conversations that are not closed should be there—please review to ensure no orders were missed)
- Relevant Teams channels
- Any orders marked with a Follow Up tag

If there are any pending orders, please advise our team by sending a message in the **#GTI-Pending** Slack channel. Please use the following notes format:

Sweetbuds NJ / Sales Rep: Kate / Channel: Email

NY LIST OF REVISED ORDERS

We need to send a list of orders in the revised status from LT (we simply open the NY state, filter the orders, and mark the ones that are not approved for more than 48h)

<input type="checkbox"/>	ORDER #	ORDER STATUS	STOCK LOCATION	SAGE STATUS	CUSTOMER	PLACED ON	DELIVERY DATE	INVOICE #	TOTAL
<input type="checkbox"/>	#970177	Revised	Warwick CPG	Needs Approval	CircleK - Staten Island - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$6,056.65
<input type="checkbox"/>	#970138	Revised	Warwick CPG	Needs Approval	The Pharmacy - Queens - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$4,400.00
<input type="checkbox"/>	#970026	Revised	Warwick CPG	Needs Approval	NYC Blvd - Long Island City - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$7,212.50
<input type="checkbox"/>	#970011	Revised	Warwick CPG	Unmapped Customer	Smashy's Paradise - East Greenwich - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$0.80
<input type="checkbox"/>	#969779	Revised	Warwick CPG	Unmapped Customer	Test Account - New York - Test Location	05/05/2025	<input type="text"/>	<input type="text"/>	\$35,000.00
<input type="checkbox"/>	#969738	Revised	Warwick CPG	Unmapped Customer	The Emerald Dispensary - Manhattan - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$3,543.75
<input type="checkbox"/>	#969736	Revised	Warwick CPG	Needs Approval	Stonks NYC - New York - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$0.39
<input type="checkbox"/>	#969725	Revised	Warwick CPG	Needs Approval	VapeJUIN - Staten Island - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$11,198.00
<input type="checkbox"/>	#969441	Revised	Warwick CPG	Unmapped Items	Happy Days - Farmingdale - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$59,199.25
<input type="checkbox"/>	#969361	Revised	Warwick CPG	Needs Approval	Chlorine Chloride Co - New York - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$6,750.00
<input type="checkbox"/>	#969214	Revised	Warwick CPG	Needs Approval	Altrojan Cleaners - Tribeca - REC	05/05/2025	<input type="text"/>	<input type="text"/>	\$19,816.25
<input type="checkbox"/>	#969030	Revised	Warwick CPG	Needs Approval	Treehouse Cannabis - Nyack - REC	05/04/2025	<input type="text"/>	<input type="text"/>	\$0.90
<input type="checkbox"/>	#968277	Revised	Warwick CPG	Needs Approval	Treehouse Cannabis - Nyack - REC	05/02/2025	<input type="text"/>	<input type="text"/>	\$8,200.00
<input type="checkbox"/>	#967642	Revised	Warwick CPG	Unmapped Customer	Grossery Paradise - East Greenwich - REC	05/01/2025	<input type="text"/>	<input type="text"/>	\$10,795.00
<input type="checkbox"/>	#967087	Revised	Warwick CPG	Needs Approval	Betzel - Calverton - REC	04/30/2025	<input type="text"/>	<input type="text"/>	\$5,660.00
<input type="checkbox"/>	#966848	Revised	Warwick CPG	Needs Approval	Betzel - Brooklyn - REC	04/30/2025	<input type="text"/>	<input type="text"/>	\$6,550.00
<input type="checkbox"/>	#966029	Revised	Warwick CPG	Needs Approval	Biz - Wickeezers Fazoo - MED	04/29/2025	<input type="text"/>	<input type="text"/>	\$0.54
<input type="checkbox"/>	#966022	Revised	Warwick CPG	Needs Approval	Biz - Brooklyn - MED	04/29/2025	<input type="text"/>	<input type="text"/>	\$0.54
<input type="checkbox"/>	#965620	Revised	Warwick CPG	Needs Approval	Biz - Wickeezers Fazoo - MED	04/28/2025	<input type="text"/>	<input type="text"/>	\$6,130.00
<input type="checkbox"/>	#965608	Revised	Warwick CPG	Needs Approval	Biz - Brooklyn - MED	04/28/2025	<input type="text"/>	<input type="text"/>	\$8,381.75
<input type="checkbox"/>	#965258	Revised	Warwick CPG	Needs Approval	Scrumptious - Brooklyn - REC	04/28/2025	<input type="text"/>	<input type="text"/>	\$2,750.00

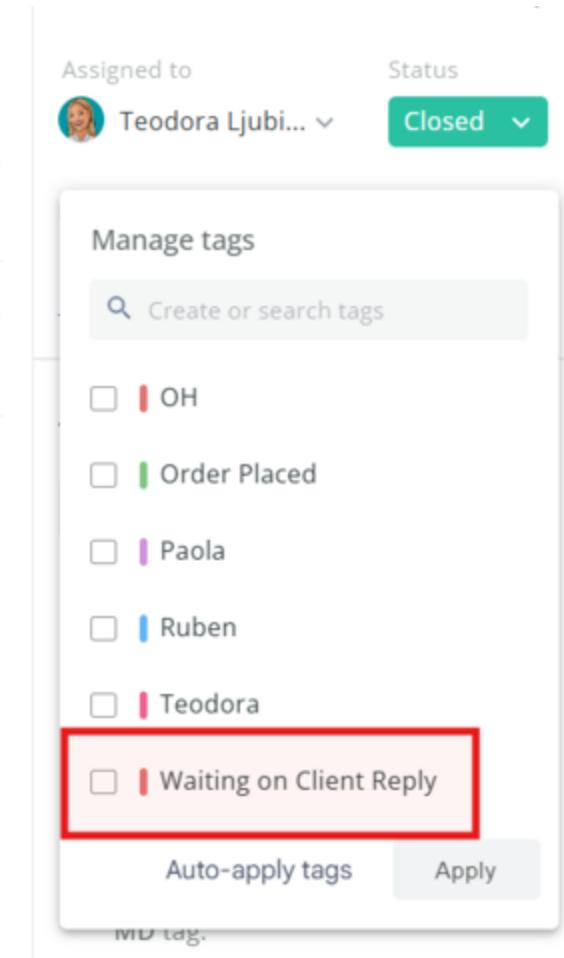
1. Image - List of orders in revised status not approved for more than 24h

NY LIST OF PENDING ORDERS

In rare cases, we may have pending orders (e.g., waiting for a response from the sales rep regarding details such as product type, license type, pricing, etc.).

If we are waiting for a response, please mark the **email in Hiver with "Waiting for client's reply."** If we don't receive a response within 2-3 hours, we can follow up via email. If there is still no response by EOD, teammates who are closing the day and sending the list of revised orders, should include **a note about the pending orders** in the following format:

Store (retailer) / Sales Rep / Type of Request



2. *Image - email tag “Waiting on Client Reply”*

OPENING SHIFT DUTIES

ORDER COMMUNICATION PROTOCOL

The person **starting the morning shift** should send the message to the teams channel:

- **If orders are carried over** from the previous evening, post an update such as:
“We’re working on Sweetspot – NJ and will proceed with new orders following FIFO.”
- **If new orders arrived overnight**, post a message like:
“We received 3 new orders overnight: Ascend – IL, Verilife – MD, and A21 – NJ.
We’re starting with those and will follow up on upcoming orders following FIFO”
- **If there are no new orders**, you may follow the current practice and post:
“Good morning team, nothing is pending on our end from yesterday. We will process
any orders received since in FIFO order.”

WORKING ON FOLLOW-UP ORDERS

If any orders are in pending status (i.e., the email is marked in Hiver and the info has been shared in Slack), a follow-up should be done in the morning.

- First, check whether the order has already been placed by the retailer.
- If the order has not been placed: Follow up via email or Teams, depending on the previous communication channel.