

CCRS Cannabis Central Reporting System

Cannabis Transportation Manifest User Guide

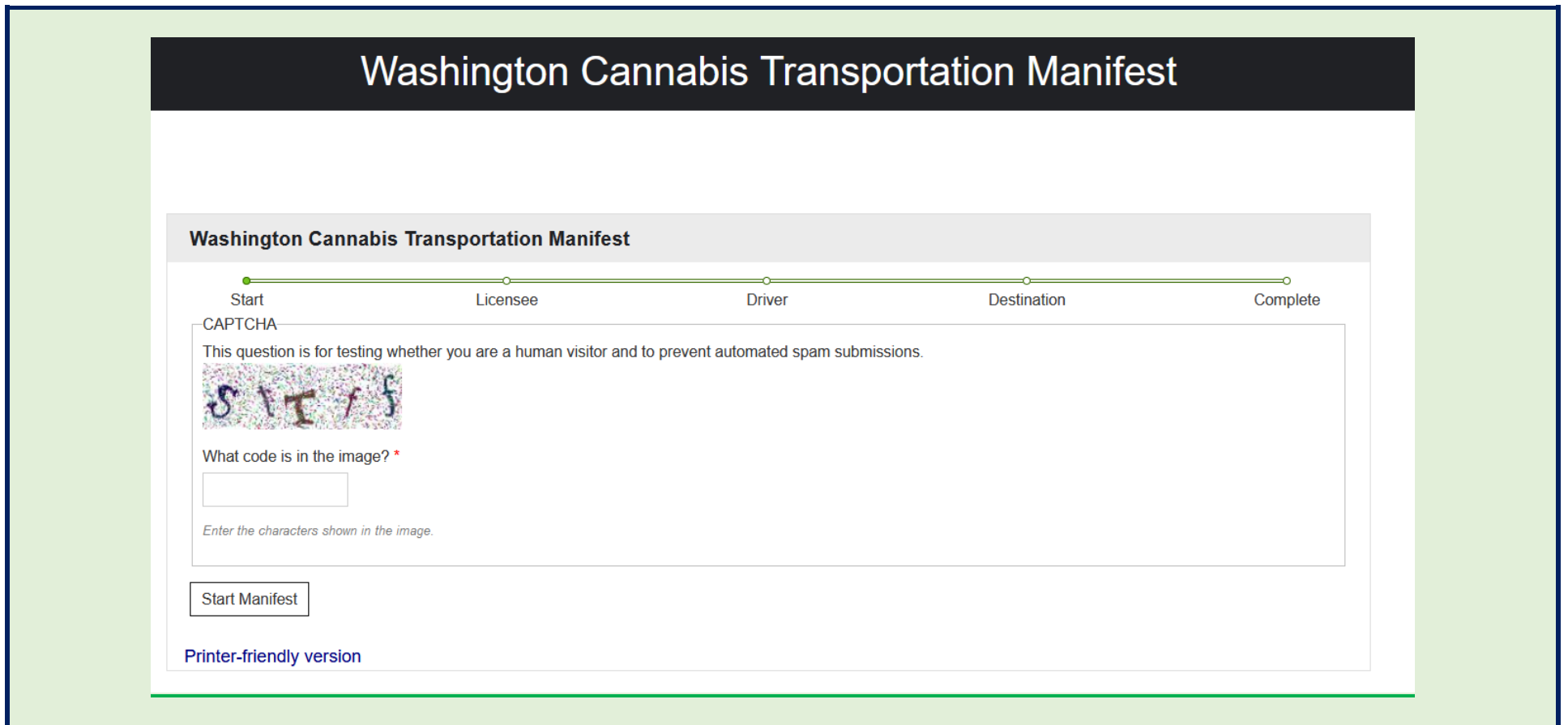


Web Form Manifest

WAC 314-55-085 remains in full effect. Manifests are required for all product moving between authorized locations.

Note: A complete, printed transport manifest containing all information required by the LCB must be kept with the product at all times while in transit. There is no process to correct a manifest once submitted. In instances where a manifest has been deemed incorrect, the licensee shall create a new manifest - no void, nor edit, is available or expected.

- 1) Navigate to the URL: <https://lcb.wa.gov/manifest>
 - a. Fill out the CAPTCHA
 - b. Select the "Start Manifest" button



The screenshot displays the "Washington Cannabis Transportation Manifest" web form. At the top, a black header contains the title "Washington Cannabis Transportation Manifest" in white text. Below this, a grey header also contains the title. A progress bar with five steps is shown: "Start" (active), "Licensee", "Driver", "Destination", and "Complete". The main content area is titled "CAPTCHA" and includes the text: "This question is for testing whether you are a human visitor and to prevent automated spam submissions." Below this is a CAPTCHA image showing the characters "S I E / S". A text input field is provided for the user to enter the code, with the label "What code is in the image? *". Below the input field is the instruction "Enter the characters shown in the image." At the bottom of the form is a "Start Manifest" button and a link for "Printer-friendly version".

- 2) Fill out the licensee information
 - a. Select the Transportation Type
 - b. Select the Scheduled Transportation Date
 - c. Fill out the UBI Number
 - d. Fill out the Origin License Number
 - e. Fill out the Origin Trade Name
 - f. Fill out the Origin License Address
 - g. Fill out the Origin License Phone
 - h. Fill out the Origin License E-mail Address

- 3) Select the "Next Page" button

Washington Cannabis Transportation Manifest

Washington Cannabis Transportation Manifest

Start Licensee Driver Destination Complete

Transportation Type *
 Delivery
 Pick-up
 Transporter

Scheduled Transportation Date *
Month Day Year

UBI Number *

Origin License Number *

Origin Trade Name *

Origin License Address *

Origin License Phone *

Origin License E-mail Address *

[Printer-friendly version](#)

- 4) Fill out the driver's information
 - a. Fill out the Driver's Name
 - b. Select the Departure Date
 - c. Select the Estimated Departure Time
 - d. Select the Arrival Date
 - e. Select the Estimated Arrival Time
 - f. Fill out the Vehicle Plate Number
 - g. Fill out the Vehicle Model
 - h. Fill out the Vehicle Make
 - i. Fill out the Vehicle Color

- 5) Select the "Next Page" button

Washington Cannabis Transportation Manifest

Washington Cannabis Transportation Manifest

Start Licensee Driver Destination Complete

Driver Name *

Departure Date *
Month ▾ Day ▾ Year ▾ 📅

Estimated Departure Time *
Hour ▾ : Minute ▾ ⌚ am pm

Arrival Date *
Month ▾ Day ▾ Year ▾ 📅

Estimated Arrival Time *
Hour ▾ : Minute ▾ ⌚ am pm

Vehicle Plate Number *

Vehicle Make *

Vehicle Model *

Vehicle Color *

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[Printer-friendly version](#)

- 6) Fill out the destination information
 - a. Fill out the Destination License Name
 - b. Fill out the Destination License Number
 - c. Fill out the Destination License Email
 - d. Fill out the Destination License Phone
 - e. Fill out the Destination License Address
 - f. Fill out the Items Shipped
 - i. Unique Identifier
 - ii. Product Type
 - iii. Quantity

NOTE: Enter Manifest Items in the following format

“Sub-category / Unique ID / Quantity / Medical = (Yes/No) /
 Unit of Measure / Inventory Name / Strain /
 Weight Per Unit, Servings per Unit or Serving Size / Inventory
 Description”

Manifest Line Items should be separated with a carriage return

- 7) Select the “Submit” button

Washington Cannabis Transportation Manifest

Washington Cannabis Transportation Manifest

Start
Licensee
Driver
Destination
Complete

Destination License Name *

Destination License Number *

Destination License Email *

Destination License Phone *

Destination License Address *

Items Shipped *

Sub-category / Unique ID / Quantity / Medical = (Yes/No) / Unit of Measure / Inventory Name / Strain / Weight Per Unit, Servings per Unit or Serving Size / Inventory Description

< Previous Page
Submit

[Printer-friendly version](#)

- 8) Completion page is populated
- Success message will appear: *Thank you, your submission has been received.*
 - To print the manifest, it should appear in the associated email addresses.

The screenshot displays the 'Washington Cannabis Transportation Manifest' completion page. At the top, a dark header contains the title 'Washington Cannabis Transportation Manifest' in white. Below this, a light gray bar also contains the title. A progress bar with five green dots is shown, with the first dot at 'Start' and the others at 'Licensee', 'Driver', 'Destination', and 'Complete'. The 'Start' step is highlighted with a green line and contains the text 'Thank you, your submission has been received.' Below the progress bar, there are two links: 'Go back to the form' and 'Printer-friendly version'.