

SUPPLIERS GUIDE TO DELINQUENCY REPORTING AND THE C.O.D. LIST

- A. [BEFORE YOU BEGIN](#)**
- B. [REPORT A DELINQUENT PAYMENT \(ADD A RETAILER TO THE C.O.D. LIST\)](#)**
- C. [REPORT A PAYMENT IN FULL \(REMOVE A RETAILER FROM THE C.O.D. LIST\)](#)**
- D. [VIEW THE C.O.D. LIST](#)**

Licensed retailers who purchase cannabis products from suppliers (Distributors, microbusinesses, cooperatives, Registered Organizations Dispensing (RODs), or Registered Organizations Non-Dispensing (RONDs)) are required to pay in full for the purchase no later than 30 days from the date of delivery.

Suppliers **must** report to the Office of Cannabis Management (Office) any retail licensee who, after 30 days from delivery date, still has an outstanding balance due for a credit purchase.

The C.O.D. reporting platform is restricted to suppliers only.

A link to the platform and login credentials is required to access the platform.

Credentials have been provided to each supplier via:

- an email sent from New York State Office of Cannabis Management to the suppliers contact email on file with the Office or**
- the welcome packet provided to you when your license was approved (if license approval was received after March 18, 2024).**

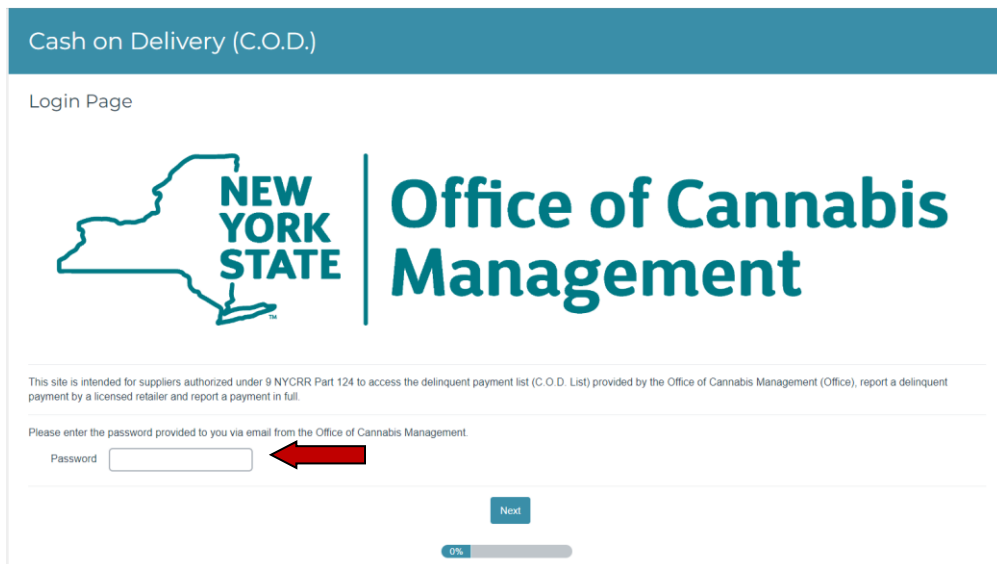
*****Do not share link or login credentials with anyone*****

A. BEFORE YOU BEGIN

1. If you are reporting a retailer who has multiple invoices with balances over 30 days past due, a separate submission must be made for each invoice.
2. You will be required to upload a copy of the notification of default that was sent to the retailer with each submission.
 - a. A Notice of Default (either the [template](#) provided by the Office or a template of your choice) must include:
 - Date sent to the retailer.
 - Retailers' business name, license number, business address, date of delivery and amount due.
 - Suppliers' business name, license number and business address.
3. Make sure to have all necessary information ready before you begin.


B. REPORT A DELINQUENT PAYMENT (ADD A RETAILER TO THE C.O.D. LIST)

1. Using the link and login credentials provided, log into the C.O.D. Reporting Platform.




Cash on Delivery (C.O.D.)

Login Page

 **Office of Cannabis Management**

This site is intended for suppliers authorized under 9 NYCRR Part 124 to access the delinquent payment list (C.O.D. List) provided by the Office of Cannabis Management (Office), report a delinquent payment by a licensed retailer and report a payment in full.

Please enter the password provided to you via email from the Office of Cannabis Management.

Password 

0%



2. Begin typing your license number or entity name and select your license information from the drop-down list. Click “Next”.

Cash on Delivery (C.O.D.)

Supplier Information

This reporting process is specific to licenses suppliers (Adult-Use Conditional Cultivators, Conditional Processors, Distributors, Microbusiness, Cooperatives, Registered Organizations Dispensing, or Registered Organizations Non Dispensing) pursuant to 9 NYCRR Part 124 Section 124.2.

[Click for current C.O.D. List](#)

1. Your License Number *

begin typing your license number or entity name and select from the list.

Reports of retailers with delinquent payments will appear on the C.O.D. list following document review and approval by the Office. The C.O.D. list is updated every Wednesday. If you have questions about the C.O.D. list or reporting procedures, please contact the Office at CODReporting@ocm.ny.gov

Back Next

13%

3. Begin typing the license number or entity name for the retailer you are reporting and select from the drop-down list.

Cash on Delivery (C.O.D.)

Retail Business - Delinquency

Pursuant to 9 NYCRR Section 124.2(d), Adult-Use Distributors, Microbusinesses, Cooperatives, RODs, or RONDs shall:

- report to the Office retailers who are delinquent in payment for cannabis products.
- not sell cannabis products on credit to any retailer appearing on the C.O.D. list.

Once you have selected a specific retailer, enter the delivery amount, and select the delivery date of this specific delinquent delivery.

2. Retailer License Number *


begin typing the license number or entity name for the retailer and select from the list.

4. Enter the amount due in dollars and cents (over 30 days).

3. Enter the delivery amount due (over 30 days). *

- 5. Enter the date cannabis products were delivered to the retailer with a balance due after 30 days. (Only dates greater than 30 days will be accepted).


4. Enter the delivery date of the specific delinquent delivery amount entered above. *

- 6. Upload a copy of the written notice of default that was sent to the retailer for the delivery date entered above. Click the “Browse” button to select the notice of default from your files to upload.


5. Pursuant to Section 124.2(e)(1)

Upload a copy of written notice of default sent to the retailer by first class mail or by such other method as contemplated or permitted by or under the applicable agreement. The Office will perform a review of this written notice of default prior to adding this retail licensee to the C.O.D. list. *

File: test.docx 

- 7. Click “Next”.
- 8. You will be provided with a transaction summary for your review prior to submitting the report to the Office. Please review carefully.
 - a. If any information is incorrect, click the “Back” button, and correct the information to be submitted.
 - b. If the transaction summary is correct, enter the email address that you have on file with the Office and click “Next” to add the retailer to the C.O.D. list.

Email for correspondence about this default. This email should match the email address you have on file with the Office. *







C.O.D. List – Supplier Instructions

- 9. Following Office review and acceptance of the Notice of Default, you will receive an email from the Office confirming that the retailer has been added to the C.O.D. list.

From: State of New York Office of Cannabis Management <no-reply@mail.forms.ny.gov>
 Sent: Tuesday, March 5, 2024 12:18 PM
 To: Example Supplier
 Subject: OCM-AUCR-TD-XXXXXX – Example Retailer- Notice of Default Confirmed

Some people who received this message don't often get email from no-reply@mail.forms.ny.gov. [Learn why this is important](#)
ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

This email confirms that your submission of a delinquent payment has been received by the Office of Cannabis Management (Office) as shown below and will undergo review by the Office prior to OCM-AUCR-TD-XXXXX- Example Retailer being added to the C.O.D. List. C.O.D. Lists are updated each Wednesday and may be accessed using the same link and password that you used to report this delinquency.

Unique Transaction ID	OCM-RD-2523548
Retailer	OCM-AUCR-TD-XXXXXX - Example Retailer
Delivery Date	01/01/2024
Amount Unpaid	\$672.99
Supplier	OCM-AUCC-22-XXXXXX – Example Supplier

****Important Instructions****

You must return to the electronic reporting application to remove OCM-AUCR-TD-XXXXXX – Example Retailer from the C.O.D. List within one business day of receiving full payment for cannabis products delivered on 01/01/2024. To remove OCM-AUCR-TD-XXXXXX – Example Retailer from the C.O.D. list for products delivered on delivery date **01/01/2024**:

Click: <http://example-link>
 Enter the Unique Transaction ID: OCM-RD-2523548
 Complete report and submit.

Please contact CODReporting@ocm.ny.gov should you have any questions.

! Please make sure to save the confirmation email. It contains a link and a unique transaction ID that you will need when reporting full payment from the retailer.

C. REPORT A PAYMENT IN FULL (REMOVE A RETAILER FROM THE C.O.D. LIST)

Suppliers must notify the Office within one (1) business day of receiving full payment for an invoice from the retailer. DO NOT REPORT PARTIAL PAYMENTS.
A payment reporting calendar has been provided for your use [here](#).

- 1. Reference the appropriate confirmation email received from “**State of New York Office of Cannabis Management**” that contains the Unique Transaction ID for the transaction that has been paid in full.



C.O.D. List – Supplier Instructions

From: State of New York Office of Cannabis Management <no-reply@mail.forms.ny.gov>
Sent: Tuesday, March 5, 2024 12:18 PM
To: Example Supplier
Subject: OCM-AUCR-TD-XXXXXX – Example Retailer- Notice of Default Confirmed

Some people who received this message don't often get email from no-reply@mail.forms.ny.gov. Learn why this is important.
ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

This email confirms that your submission of a delinquent payment has been received by the Office of Cannabis Management (Office) as shown below and will undergo review by the Office prior to OCM-AUCR-TD-XXXXX- Example Retailer being added to the C.O.D. List. C.O.D. Lists are updated each Wednesday and may be accessed using the same link and password that you used to report this delinquency.

Table with 2 columns: Unique Transaction ID, OCM-RD-2523548; Retailer, OCM-AUCR-TD-XXXXXX - Example Retailer; Delivery Date, 01/01/2024; Amount Unpaid, \$672.99; Supplier, OCM-AUCC-22-XXXXXX – Example Supplier

****Important Instructions****

You must return to the electronic reporting application to remove OCM-AUCR-TD-XXXXXX – Example Retailer from the C.O.D. List within one business day of receiving full payment for cannabis products delivered on 01/01/2024. To remove OCM-AUCR-TD-XXXXXX – Example Retailer from the C.O.D. list for products delivered on delivery date 01/01/2024:

Click: http://example-link
Enter the Unique Transaction ID: OCM-RD-2523548
Complete report and submit.

Please contact CODReporting@ocm.ny.gov should you have any questions.

The subject line of the email will read:

Retailers License Number-Business Name-“Notice of Default Confirmed”.

If you are unable to locate your confirmation email, please email

CODReporting@ocm.ny.gov.

- 2. Verify that you are reporting payment in full for the correct transaction using the information provided about the delinquent payment in the email.

Table with 2 columns: Unique Transaction ID, OCM-RD-xxxxxxx; Retailer, OCM-AUCR-TD-xxxxxxx – Example Retailer; Delivery Date, 01/01/2024; Amount Unpaid, \$1232.76; Supplier, OCM-AUCC-22-xxxxxx – Example Supplier

- 3. Click the link provided in your email.
4. Enter the Unique Transaction ID provided in your confirmation email (highlighted above). Click “Next”.



Cash on Delivery (C.O.D.)

Remove Delinquent Payment Transaction From C.O.D. List

Suppliers are required to remove the delinquent payment transaction from the C.O.D. List within one business day of receiving payment in full. Do not report partial payments. Should the retailer have no additional outstanding delinquency(s), a report of full payment submitted today will remove the retailer from the C.O.D. List the following Wednesday.

[Click for the current C.O.D. List](#)

Only report payment in full when the total balance due for this delivery date has been satisfied. Please enter the unique transaction ID you were provided in your email confirmation for this delinquent retailer. *

Next

50%



5. You will be removing the delinquent transaction from the C.O.D. list, so please review the transaction information for accuracy. If transaction information is accurate, enter the date that payment in full was received and click next.

6. You will receive a confirmation message:

Cash on Delivery (C.O.D.)

Email confirmation of this transaction has been sent.

100%

7. The confirmation message will be followed by a confirmation email.

From: State of New York | Office of Cannabis Management <no-reply@mail.forms.ny.gov>
 Sent: Tuesday, March 5, 2024 12:33 PM
 To: Example Supplier
 Subject: OCM-AUCR-TD-XXXXXX - Example Retailer – Payment in Full Confirmed

Some people who received this message don't often get email from no-reply@mail.forms.ny.gov. [Learn why this is important](#)

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

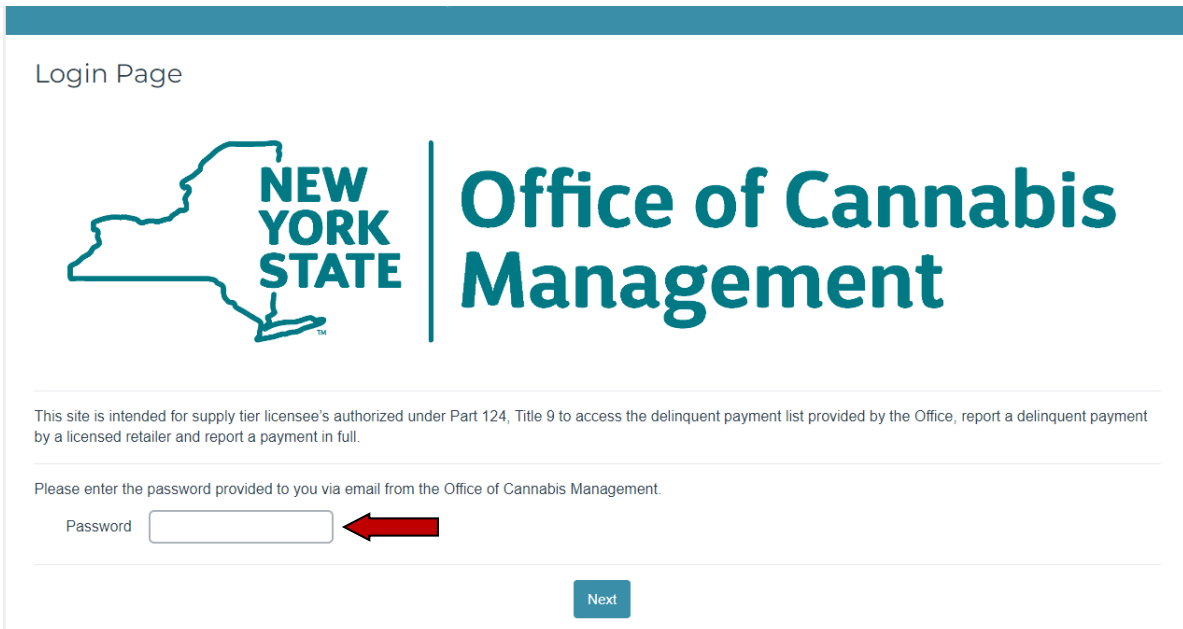
This email confirms that your report of payment in full has been received by the Office of Cannabis Management as shown below. This delinquent payment will be removed from the C.O.D. list on the Wednesday following 03/05/2024.

Unique Transaction ID	OCM-RD-2523548
Retailer	OCM-AUCR-TD-XXXXXX – Example Retailer
Delivery Date	01/01/2024
Amount Paid	\$672.99
Supplier	OCM-AUCC-22-XXXXX – Example Supplier

The retailer will be removed when the C.O.D. list is updated on the following Wednesday.

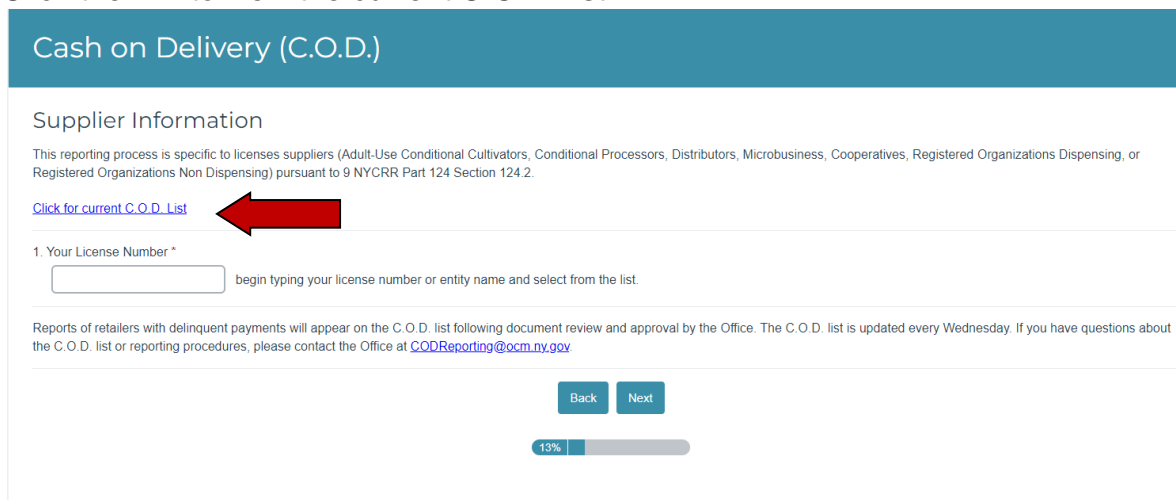
D. VIEW THE C.O.D. LIST

1. Using the link provided and login credentials, log into the C.O.D. Reporting Platform.



The screenshot shows the 'Login Page' of the Office of Cannabis Management. It features the state logo and the office name. A paragraph explains the site's purpose for supply tier licensees. Below this, a prompt asks for a password, with a red arrow pointing to the password input field. A 'Next' button is located at the bottom right of the form area.

2. Click the link to view the current C.O.D. list.



The screenshot shows the 'Cash on Delivery (C.O.D.)' page under 'Supplier Information'. It includes a paragraph about the reporting process and a blue link 'Click for current C.O.D. List' with a red arrow pointing to it. Below is a form for '1. Your License Number *' with a text input field and a note to begin typing. At the bottom, there are 'Back' and 'Next' buttons and a progress indicator showing 13% completion.



3. You will be directed to a PDF version of the C.O.D. list for viewing.