



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. 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.



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-xxxxxx – 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.

