

Bulletin Number: MN_IB_001	Distribution Date: 03/13/2026	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Beginning Inventory Guidelines	
Reason: To provide guidance to the industry on proper beginning inventory procedures.		

Greetings,

This document is intended to guide you through the process of tagging and reporting your beginning inventory in Metrc. This reference guide is designed as a step-by-step tool, and the information may be used in conjunction with the license specific business processes. **The external transfer steps herein are only to be used for bringing in the beginning inventory and are not the same steps that will be taken to track the active inventory in the Metrc system once the beginning inventory has been added.**

There are two types of tagged inventory in Metrc: *Plants* and *Packages*. All plants must enter the system as immature plant batches. Seeds will be brought in via Packages. *Packages* are created from immature plants, harvest batches, or other packages.

Please find a detailed description of this on the following pages.

Ordering Tags

After being credentialed into Metrc, the first thing that should be done by each facility is to order plant and package tags. Both Plant and Package tags are available to cultivation licenses only. All other facility types will only have the option to order package tags. Tags are printed and shipped via UPS with a standard shipping time of 5-7 days. Please keep this in mind as it is required to have a sufficient stock of tags on hand as they are needed to enter your beginning inventory as well as any ongoing inventory activity.

To order tags, log into your Metrc account, go to the Admin area on the navigational toolbar and select the Tag Orders option from the drop down.

Please note if expedited shipping for tags is needed, you will reach out to Metrc Support after placing your order to provide the order number and payment method for which you were requesting expedited shipping.

Once in the Tag Orders grid, click on the “New Tag Order” button – **see Figure 1.**

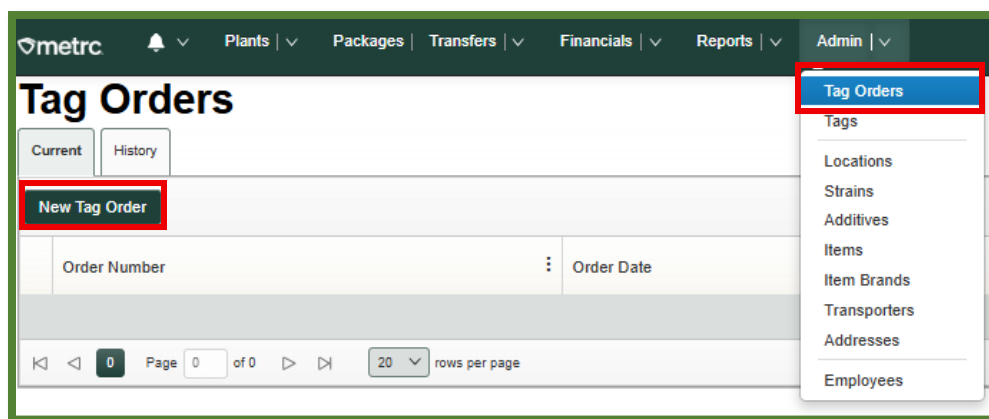
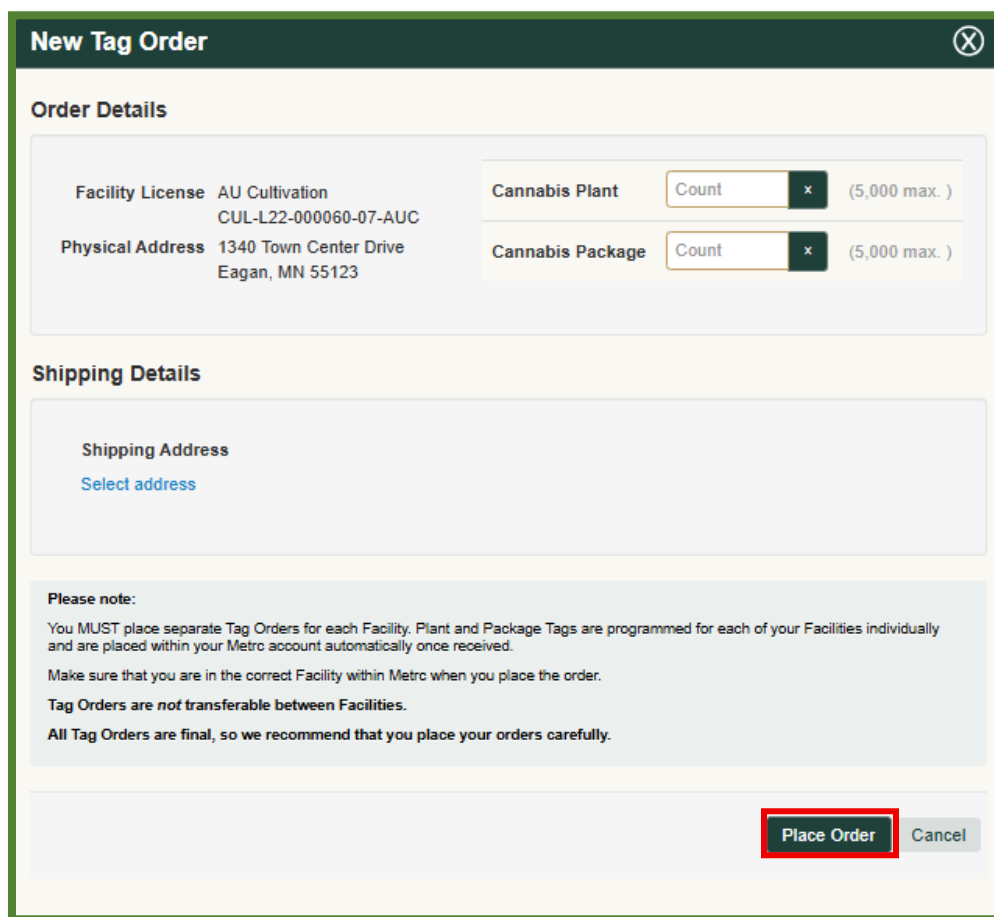


Figure 1: Ordering Tags

This will open the New Tag Order action window to create a tag order - **see Figure 2.**



New Tag Order

Order Details

Facility License	AU Cultivation CUL-L22-000060-07-AUC	Cannabis Plant	Count	x	(5,000 max.)
Physical Address	1340 Town Center Drive Eagan, MN 55123	Cannabis Package	Count	x	(5,000 max.)

Shipping Details

Shipping Address
[Select address](#)

Please note:
 You MUST place separate Tag Orders for each Facility. Plant and Package Tags are programmed for each of your Facilities individually and are placed within your Metro account automatically once received.
 Make sure that you are in the correct Facility within Metro when you place the order.
 Tag Orders are not transferable between Facilities.
 All Tag Orders are final, so we recommend that you place your orders carefully.

Place Order **Cancel**

Figure 2: New Tag Order Action Window

Once all information for the tag order has been entered and verified as accurate, click the “Place Order” button to place the Tag Order.

Metric tags are one-time use ONLY. If an error is made when assigning a plant tag when moving plants into the vegetative phase, that plant’s tag must be replaced using the “Replace Tag” option in the software. If an error is made when assigning a tag to a package, the package in question needs to be discontinued. Once discontinued, that quantity will return to the source package or harvest that the product was originally pulled from so that a new package can be created correctly.

Once the tags arrive physically, navigate back into the Tag Orders grid (Tag Orders option under the Admin area on the navigational toolbar) for the specific facility license number, then select the “Receive” button to the far right to populate the tags in the system - **see Figure 3**. DO NOT receive your tags digitally before they

physically arrive as receiving them acknowledges that the tags are in the cannabis business license's physical possession.

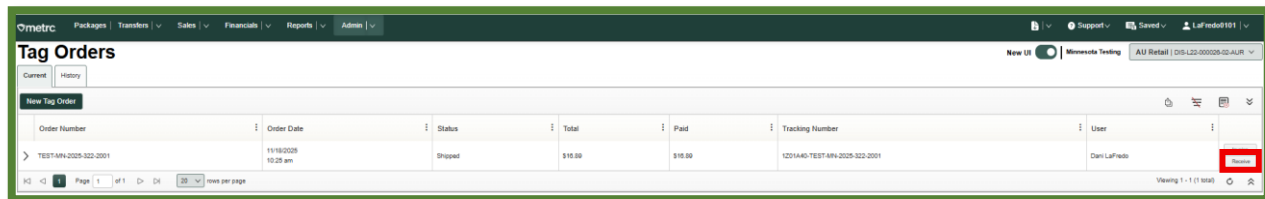


Figure 3: Receiving a Tag Order

Once the receive button is selected, this will prompt a confirmation window to open to confirm the receipt of the tag order that was physically received - **see Figure 4.**

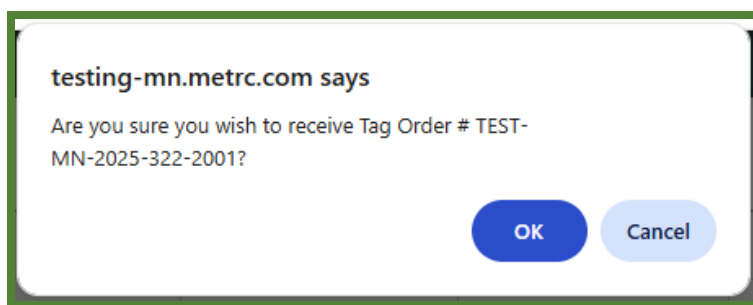


Figure 4: Confirming Receipt of a Tag Order

Each tag order will arrive and display your facility license number, name, and the unique identification number for that tag.

Admin Setup

After a tag order has been placed, licensee Admins, based on their license type, will need to go to the Admin area and add all the Strains, Items (Item Names for products), and Locations their business license is planning to cultivate or create.

Please note: Additional Strains, Items, and Locations can always be added later as needed. Items can be updated only if the item has not been used previously. Each of these areas of Metrc is accessible via the Admin area dropdown on the navigational toolbar.

For all beginning inventory:

- Seeds must be brought in through an external transfer.
- Immature plants must be brought in through creation of plantings.
- Plants eight inches in height or taller must be brought in through plantings and be individually tagged by using the change growth phase option.

To bring in and create your beginning inventory, each of the strains must be created in the facility's Metrc account. The potency and Indica/Sativa genetics can be guessed if it is not actually known as those estimated values can always be edited later, if needed.

To create a Strain(s), go to the Admin area on the navigational toolbar and select the Strains option from the dropdown. Once in the Strains grid, click the Add Strains button - **see Figure 5.**

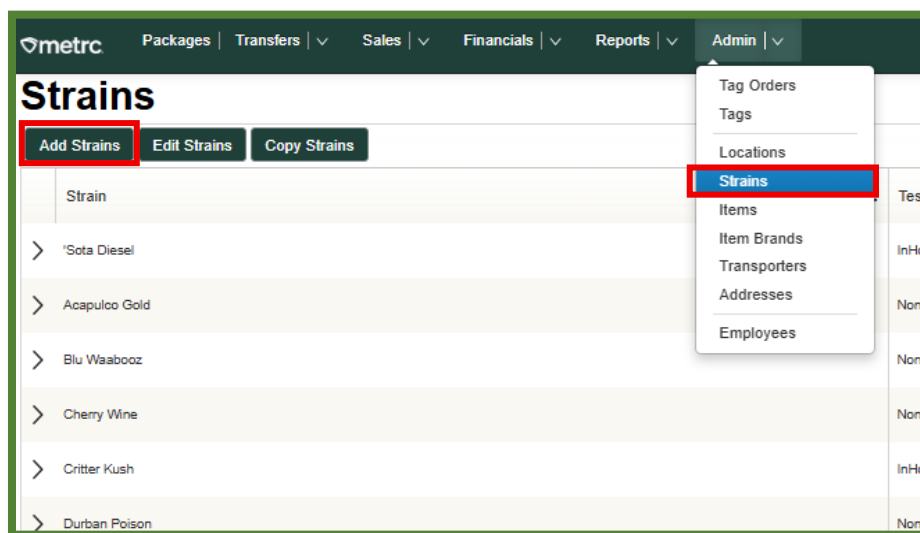


Figure 5: Admin Navigation (Strains)

This will open the Add Strains action window to enable the adding of the strain(s) needed. The Strain name, Testing Status, THC and CBD as well as the indication of Indica and Sativa should be entered/designated. The Strain can also be added for multiple license facilities simultaneously if needed by selecting the check box next to the licensed facility listed on the right side of the Add Strains action window. Once the strain information has been entered, click the Create Strains button to complete the process of creating a strain - **see Figure 6**.

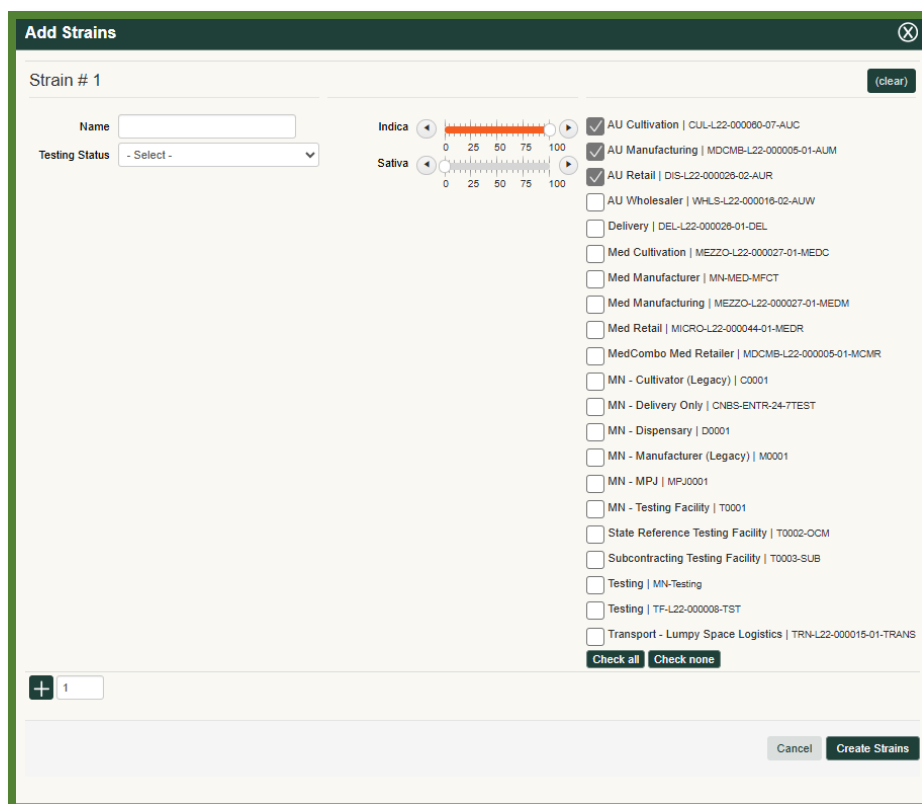


Figure 6: Adding Strains

After strains have been created, individual items need to be created with an item name, associated category of product, a default unit of measure, and any other required item elements based on the category.

To create an item, go to the Admin area on the navigational toolbar and select the Items option from the dropdown - **see Figure 7**.

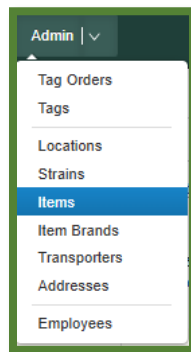
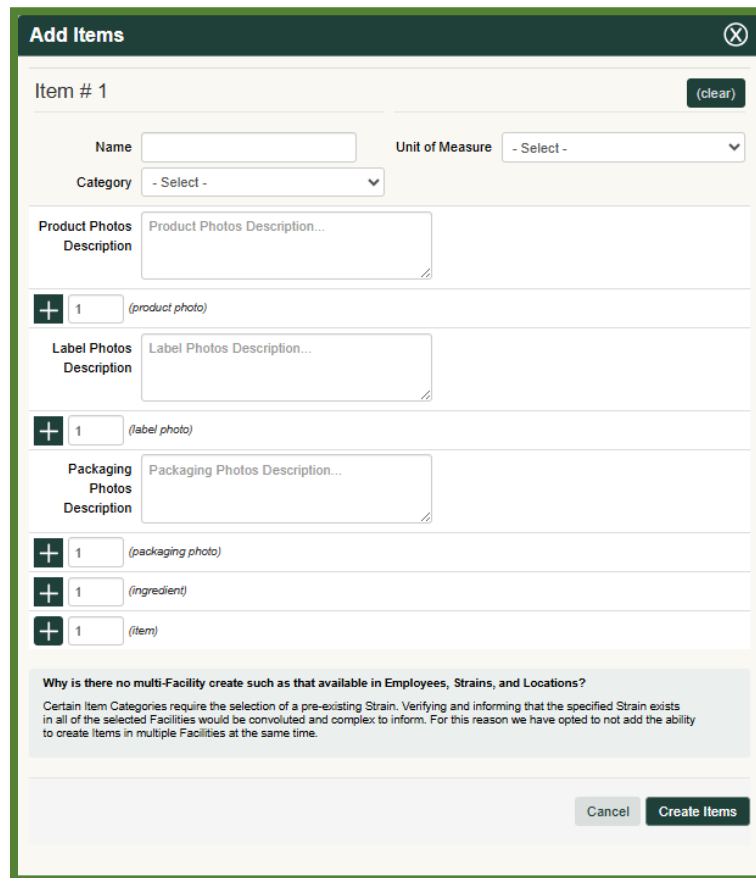


Figure 7: Items option in Admin area

Note: The workflow below is also available through the API. If interested in leveraging this option, please contact your third-party software provider for more information. Adding items will be most of the work. It is recommended you begin this process as soon as possible to provide yourself with an adequate amount of time.

Once on the Items grid, click the Add Items button. This will open the Add Items action window to be able to create an item. In the example below, seeds are being brought in so an item will need to be created. The item name of “Seeds – Blue Dream” is used to describe the seed package that will be brought in, indicating the item category of seeds and the strain of Blue Dream – **see Figure 8.**



Add Items [X]

Item # 1 [clear]

Name [] Unit of Measure - Select -

Category - Select -

Product Photos Description... []

+ 1 (product photo)

Label Photos Description... []

+ 1 (label photo)

Packaging Photos Description... []

+ 1 (packaging photo)

+ 1 (ingredient)

+ 1 (item)

Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?

Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

[Cancel] [Create Items]

Figure 8: Adding Items Action Window

Further details on all Admin related setup and tagging information can also be found in Metrc Expert or Metrc Learn training, including the Metrc New Business Training which all cannabis business license employees can register for at [here](#) or in the Advanced Cultivation Training, Advanced Processor/Product Manufacturer Training, and Advanced Sales Training.

Beginning Inventory

All beginning inventory will need to be brought into your license to ensure your Metrc electronic inventory matches your physical inventory on hand.

After January 2, 2026, newly credentialed licenses will have 30 days to input their beginning inventory, after which, the ability to create immature plantings without a source will be disabled. If a license holder acquires new genetics beyond this 30-day window, they will need to refer to the [New Genetics Workflow bulletin](#) for information on how to get those seeds into Metrc.

When reporting beginning inventory for a Cultivation license, newly created immature plant batches are created to reflect the seeds or immature plants that are being brought into the active inventory.

Cultivation Only: Planting Seeds or Immature Plants

After bringing in all your beginning inventory via External Transfers, your licensed Metrc account should have all medical or adult-use cannabis inventory reported within the license number. Seeds, clones, and immature plants will now need to be planted within the Plants section of Metrc. After January 2, 2026, starting plants from unauthorized sources will not be allowed. All seeds or immature plants will need to be planted from the packages. If planning on storing seeds, meaning they would not be planted as a live immature plant yet, then the seeds would be kept in package(s) per the Beginning Inventory section above.

Follow the steps below to create Immature Plant Batches from seeds or immature plants.

Once logged into Metrc, go to the Packages area on the navigational toolbar. In the Packages grid, go to the Active tab, select the package of the seeds or immature plants that need to be planted and then click the “Create Plantings” button – **see Figure 13.**

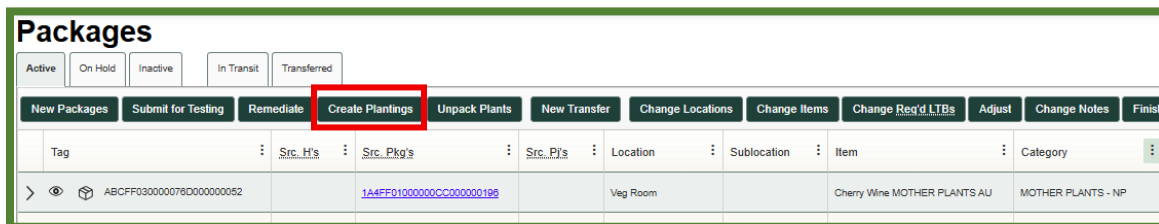


Figure 13: Selecting Package to Create Plantings

This will open the Create Plantings action window to create the Immature Plant Batch. A preferred naming convention should be used for the Group Name. It is Metrc’s best practice for the Group Name to include the Strain Name and date of planting. The example below would be how it is recommended to enter an immature plant batch of Blue Dream clones for beginning inventory where the Group Name is labeled as **Blue Dream 4.1.21_Beginning Inventory**.

Strains and Locations must already have been created in the Strains and Locations grids under the Admin area on the navigational toolbar for selection here. Use today’s date (the date of entry) for the “Planting Date.” Once the information has been entered, click on the “Create Plantings” button to create the planting(s) – **see Figure 14 below**.

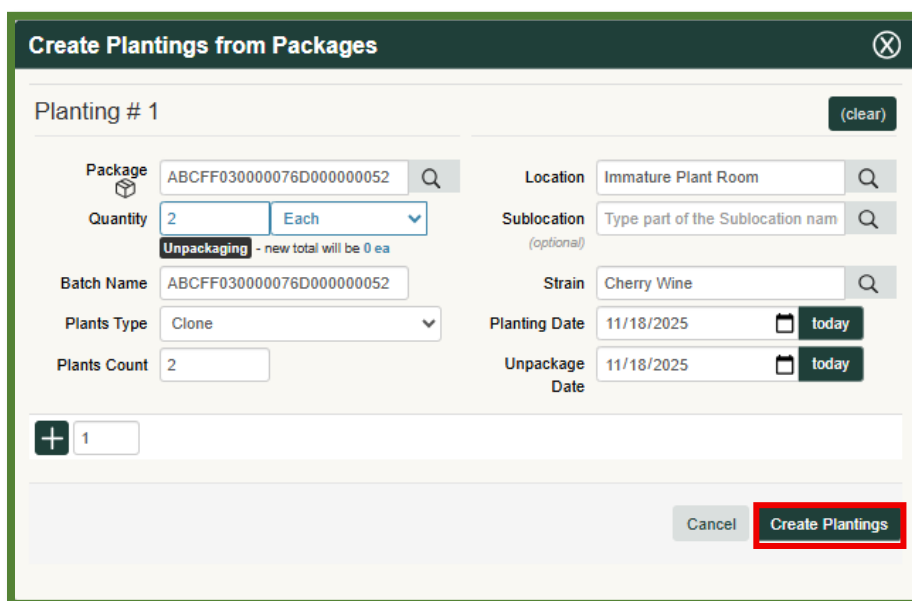


Figure 14: Creating Immature Plantings

Once the Immature Plant Batch has been created, it can be seen in the Immature tab of the Plants area on the navigational toolbar.

Please note: When bringing in beginning inventory for any packaged product, the product will come into Metrc as Not Submitted (for a testing status).

Creating Plantings for Immature Plants

To create plantings directly into Metrc for immature plants, navigate to the Plants area on the navigational toolbar, select the Immature tab and then click the Create Plantings button – see Figure 15 below.

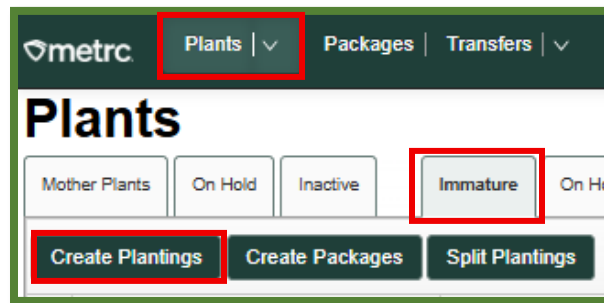


Figure 15: Immature Plants Area

This will open the Create Plantings action window. Input the data for the planting that is being created and click Create Plantings – see Figure 16.

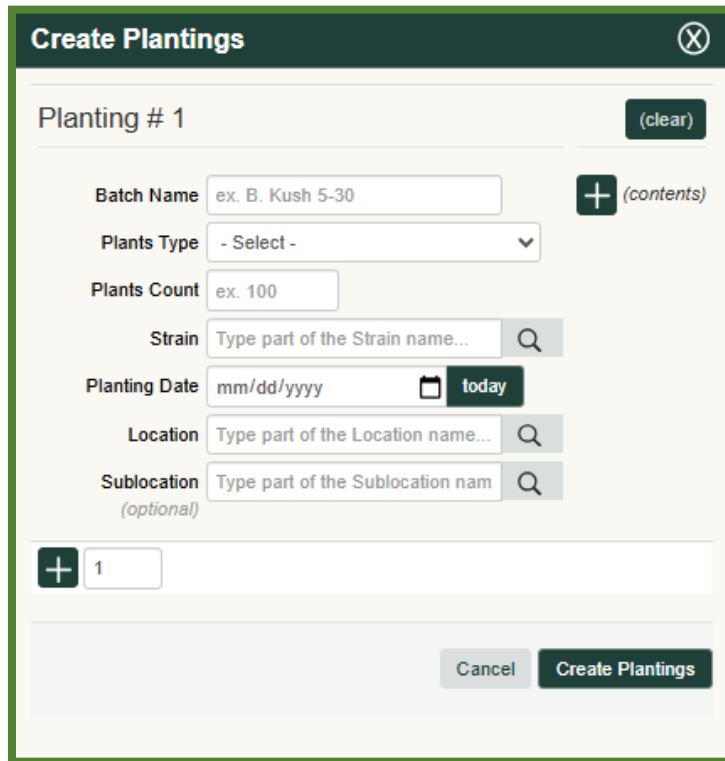


Figure 16: Create Plantings Action Window

For any plants that are needing to be tagged, highlight the newly created plant batch and select the Change Growth Phase to open the Change Immature Plant Growth Phase action window – **see Figure 17**.

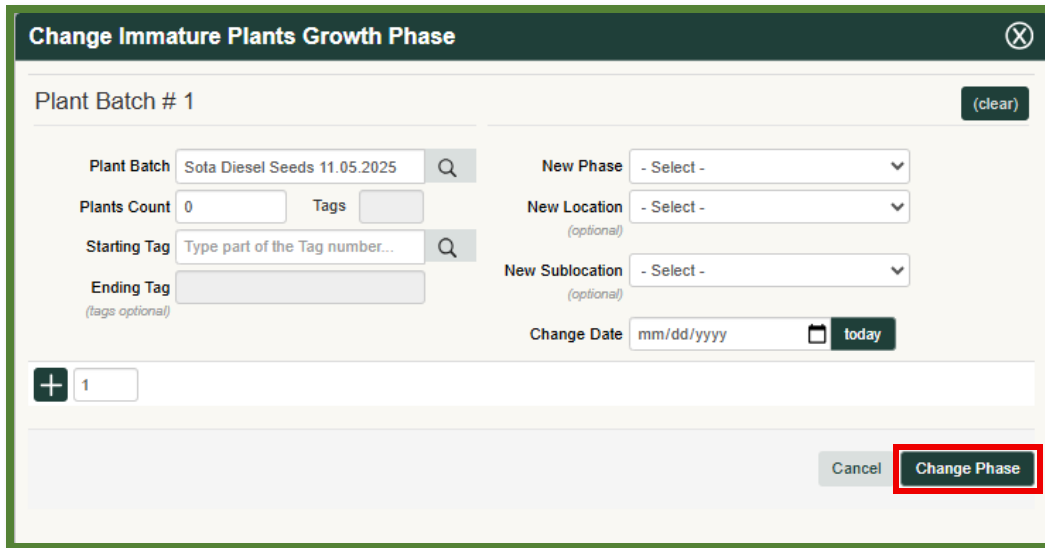


Figure 17: Change Growth Phase

Metrc resources

If you have any questions, or need additional support, the following resources are available:

Contact Metrc Support by using the new full-service system – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click support.metrc.com to redirect to the portal.

Please note: If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

Metrc Learn: Metrc Learn was recently redesigned to offer interactive educational opportunities to enhance Metrc system users’ skills and provide various training options based on experience level.

In addition, the learning system is organized into facility-specific programs made up of various courses. To login or register for an account, visit [Metrc Learn](#).

Access additional resources: In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.