Metrc Support Bulletin

Bulletin Number: LA_IB_0007	**Distribution Date**: 10/28/19	**Effective Date**: 11/1/19
Contact Point: Metrc® Support	**Subject**: Opening External Transfers for CBD Product	
Reason: Metrc and the State of Louisiana are providing an update to the industry outlining External Transfer functionality and its role in tracking CBD product from outside of Metrc		

Greetings Metrc Users,

Metrc, in conjunction with the LDAF and Louisiana Board of Pharmacy, is providing guidance on the use of the External Transfer functionality that will be made available on **November 1st, 2019**. The External Transfer functionality will be enabled to properly record CBD-only products being brought into Louisiana Manufacturing licenses from sources outside of Metrc. This functionality will be similar to the current process for creating transfer manifests, except that the receiving license will create the manifest and assign tags to the product upon completing the transfer.

Please see the following pages for details on these changes:

Creating Items for External Transfer

Before creating an External Transfer, the user must create an Item that explains what the product the user is bringing in. To do this the user will go to the items screen under the admin navigational menu and select "Add Items", this will prompt an action window where the user will input the item name, type, and any additional required fields. This item must be CBD only product as a product containing THC cannot be brought in from outside of the system.
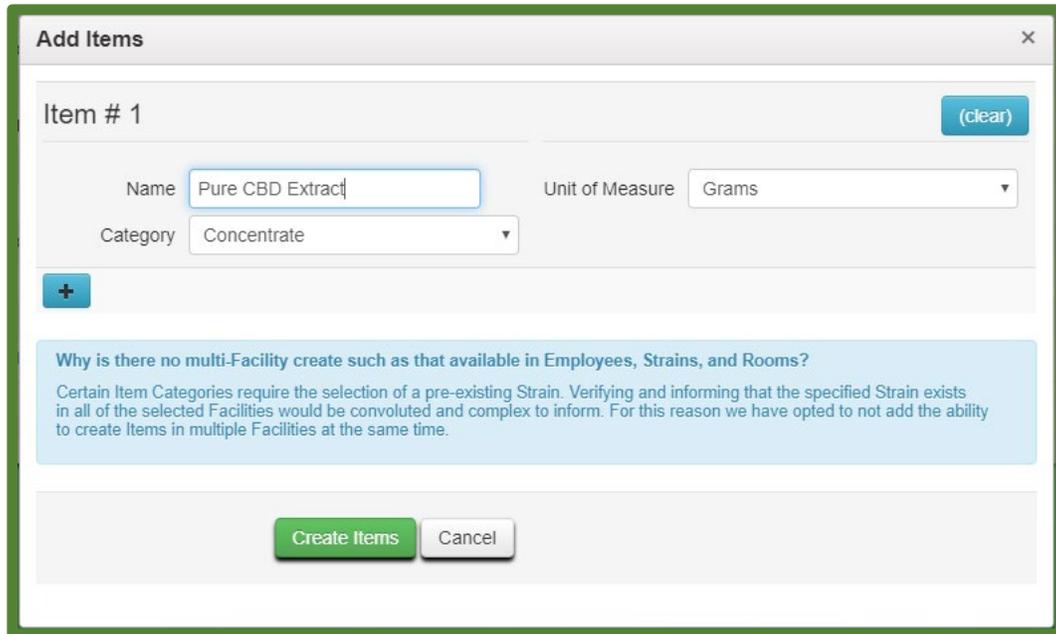
Figure 1: Create CBD Only Item

Once the user has verified the item name and information is correct, they will select "Create Item" and it will be added to the list of items available when creating the external transfer.

Please note: If the item being brought in is a finished product that falls into the acceptable item categories as outlined by the Louisiana Board of Pharmacy, such as a CBD only tincture, it would need to have been approved by the State of Louisiana before it can be transferred into Metrc.

Creating an External Transfer

Once the item is ready and available for use, the user will navigate to the External Transfer page located under the Transfers Navigational menu.
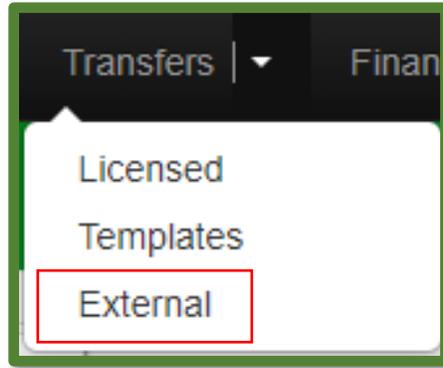
Figure 2: Navigating to the External Transfer Screen

Once on the External Transfer page, the user will then select the "Incoming" tab and select "New Transfer".
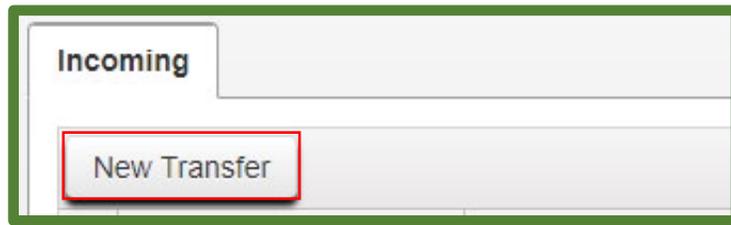
Figure 3: Creating New Incoming Transfer

This will prompt an action window to appear where the user will provide the information about the transfer including the amount and items in the packages that are being brought in, utilizing the newly created items. Please note that the transfer type will be "External CBD Transfer" and the planned route should indicate the transfer is a CBD-Only External Transfer. Once the information is complete, the user will select "Register Transfer", completing the creation of the transfer.
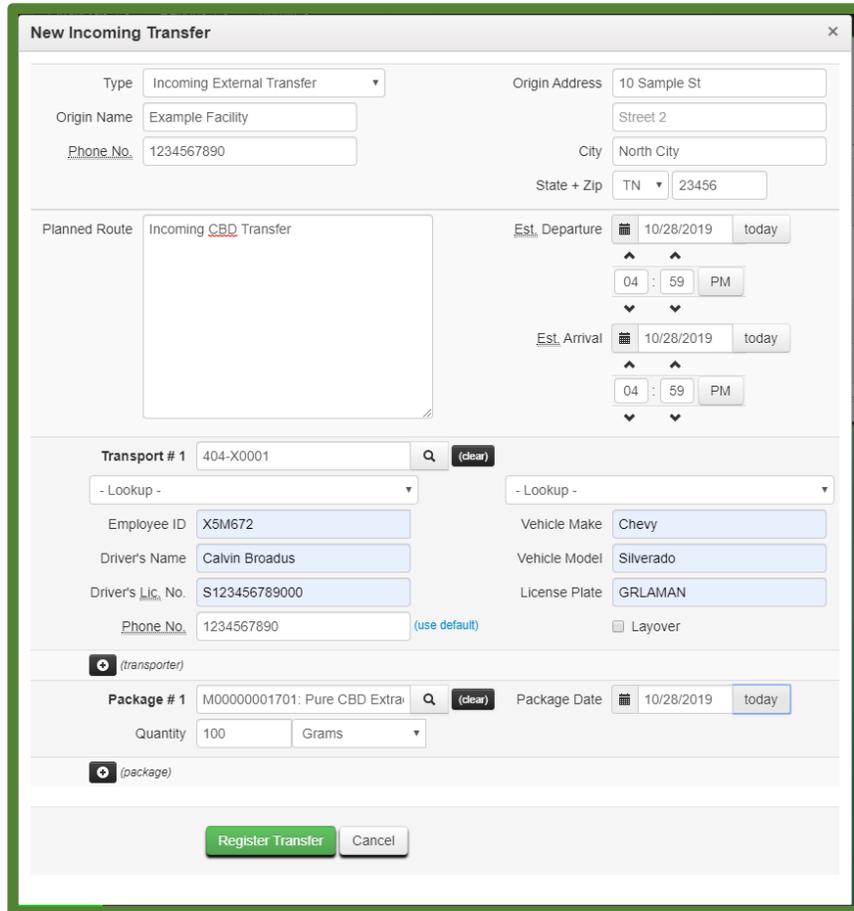
Figure 4: Create Incoming Transfer Action Window

Receiving the External Transfer

Now that the External Transfer has been created, the user will now receive the transfer and assign Metrc package tags to the product. To receive the transfer, the user will use the "Complete" button at the far right-hand side of the transfer screen.
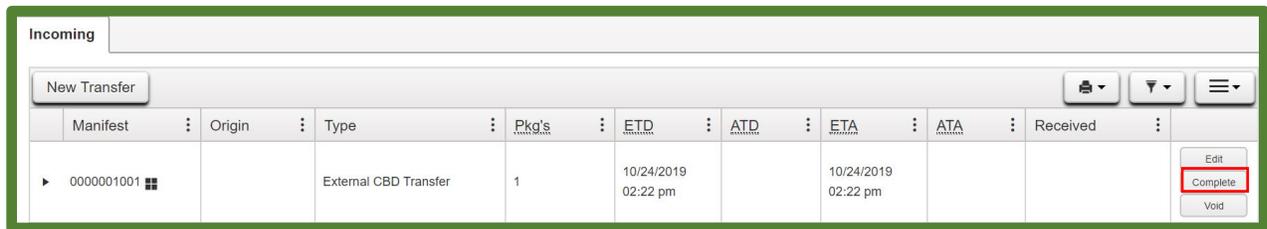
Figure 5: Complete Transfer Button

Once the user selects to complete the transfer, an action window is prompted where the user will assign Metrc tags to the incoming packages.
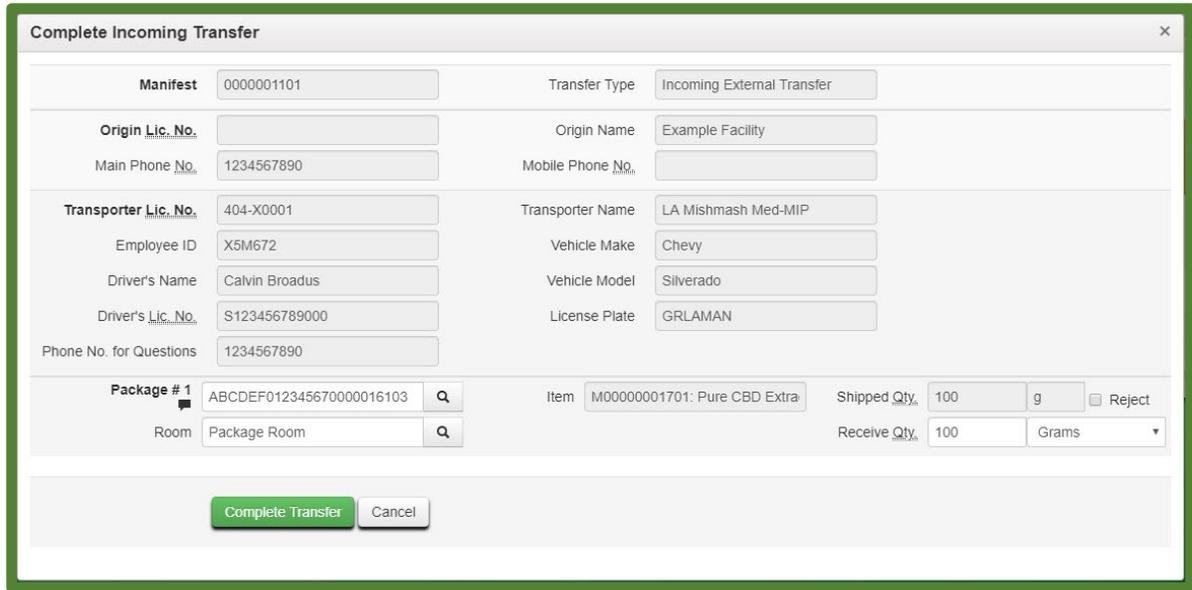
Figure 6: Complete Incoming Transfer

Once the user has assigned package tags to the incoming product in the system and physically applied the corresponding tags to the package, the user will select "Complete Transfer". This action will complete the process, and the package will now appear in the licenses Active Packages page.

Testing External Transfer Product

Once the product has been brought into the license's inventory through the External Transfer Process, it must still undergo testing if it is finished product that is intended to be used in producing a final product. To do this, the user would follow the same testing protocol utilized by the State of Louisiana for all finished products.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.