



Metrc Support Bulletin

Bulletin Number: MI_IB_48	Distribution Date: 6/3/22	Effective Date: 4/18/22
Contact Point: Metrc® Support	Subject: Updates to functionality for Processors	
Reason: Metrc and the CRA are providing notice informing processors how to receive hemp products and use the correct tags		

Greetings Metrc Users,

Metrc, in conjunction with the CRA, is providing guidance on the use of the External Transfer functionality to receive ingredients containing cannabinoids from external facilities. The External Transfer functionality has been enabled to properly record ingredients containing cannabinoids being brought into **producer** (Processor/Product Manufacturer) **license types** from sources outside of Metrc. This functionality will be similar to the current process for creating transfer manifests. To properly record these new transfers, there are two new item categories that will be utilized: **Hemp Flower Buds, Hemp Concentrate**.

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 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, THC/CBD percent, and any additional required fields. This item must be for ingredients containing cannabinoids other than marijuana as a product containing THC above the federal limits cannot be brought in from outside of the Metrc system. Examples of creating these items are depicted in **Figure 1** and **Figure 2 (below)**.

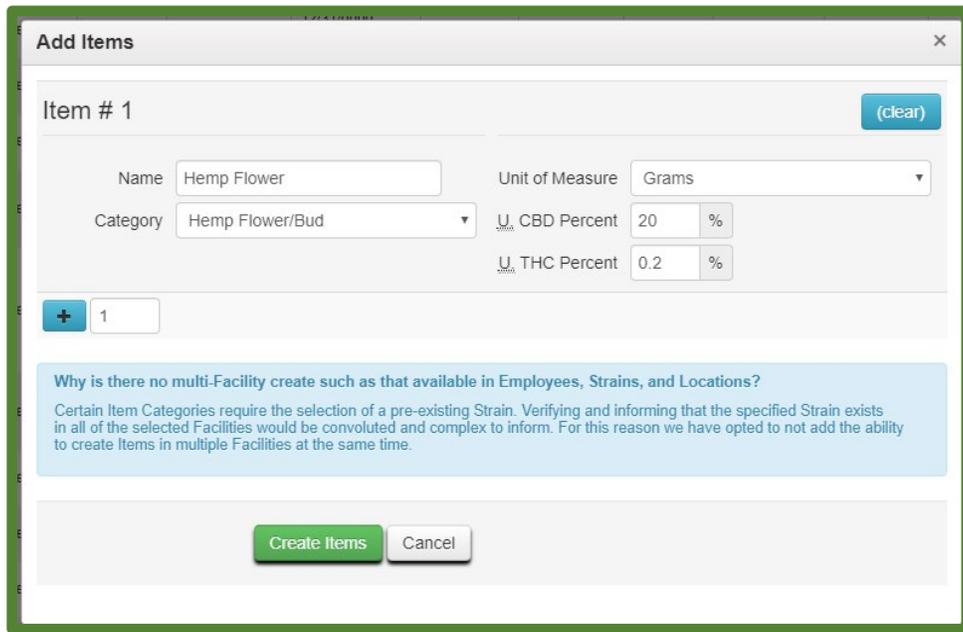
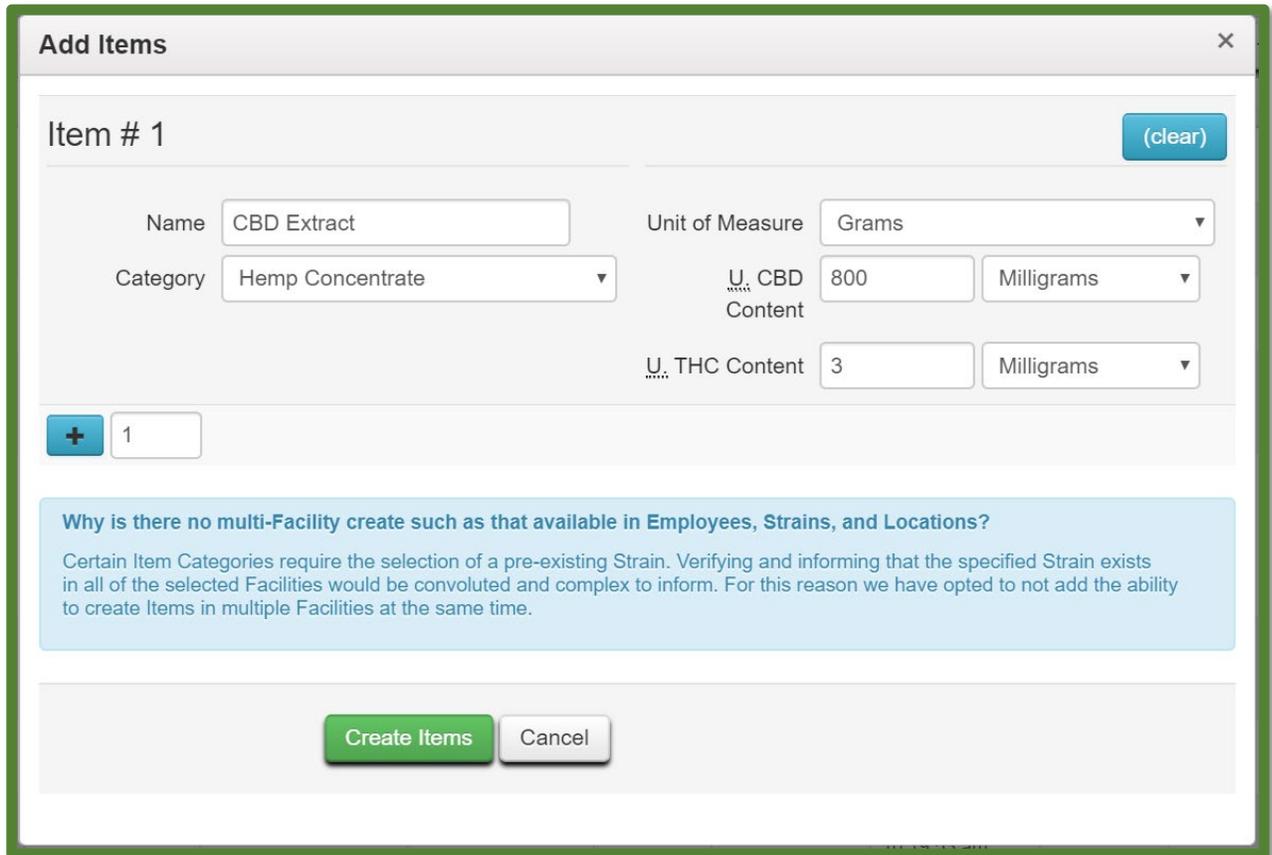


Figure 1: Create Hemp Flower/Bud Item

**Please note that the Unit CBD and THC Percent fields should be accurate to the Certificate of Analysis obtained from a CRA registered independent testing laboratory.*



Add Items [Close]

Item # 1 [clear]

Name: Unit of Measure:

Category: U. CBD Content:

U. THC Content:

+

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.

Figure 2: Create Hemp Concentrate Item

**Please note that the Unit CBD and THC Content fields are an indicator of the milligram-to-gram ratio of the product.*

Once the item name and information has been verified as correct, select “Create Item” and it will be added to the list of items available when creating the external transfer.

Creating an External Transfer

Once the item is ready and available for use, navigate to the External Transfer page located under the Transfers Navigational menu as shown in **Figure 3** below.

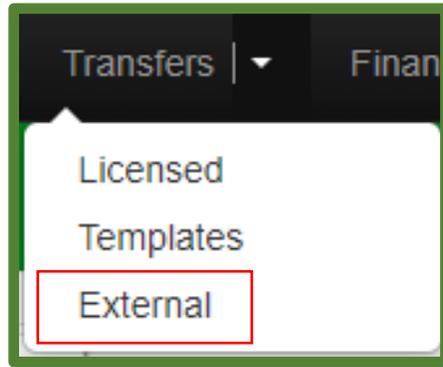


Figure 3: Navigating to the External Transfer Screen

Once on the External Transfer page, then select the “Incoming” tab and select “New Transfer”.

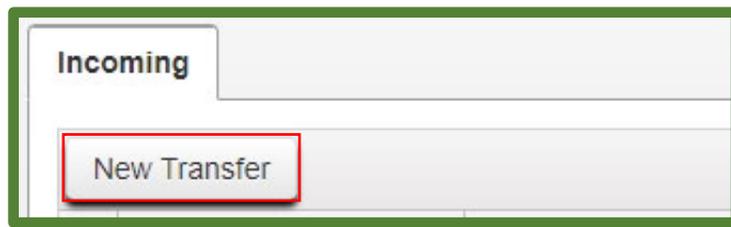


Figure 4: Creating New Incoming Transfer

This will prompt an action window to open to 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 Hemp Transfer” and the planned route should indicate the transfer is a Hemp Only External Transfer. Once the information is complete, select “Register Transfer”, completing the creation of the transfer as shown in **Figure 5** below.

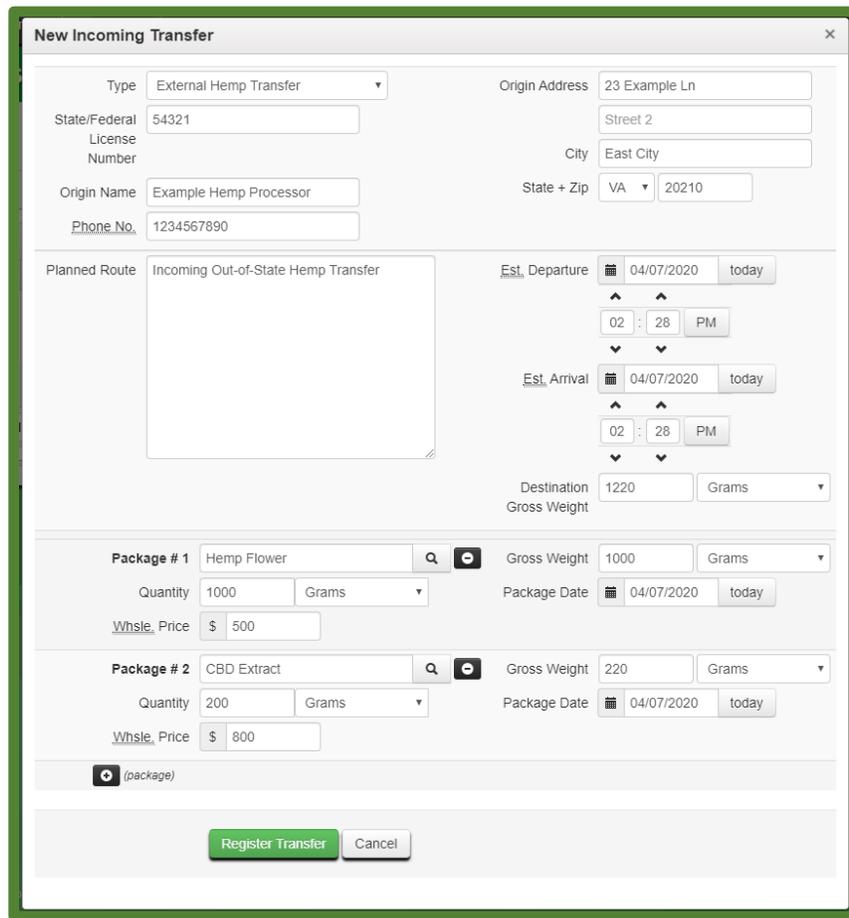
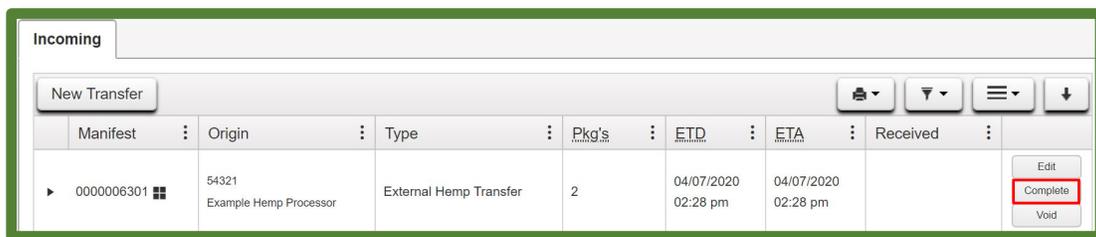


Figure 5: Create Incoming Transfer Action Window

Please note, if there are any questions on the information required for the shipping entity, please contact the CRA for clarification.

Receiving the External Transfer

Now that the External Transfer has been created, the transfer can be received and assign Metrc package tags to the product. To receive the transfer, use the “Complete” button at the far right-hand side of the transfer screen shown in **Figure 6**.

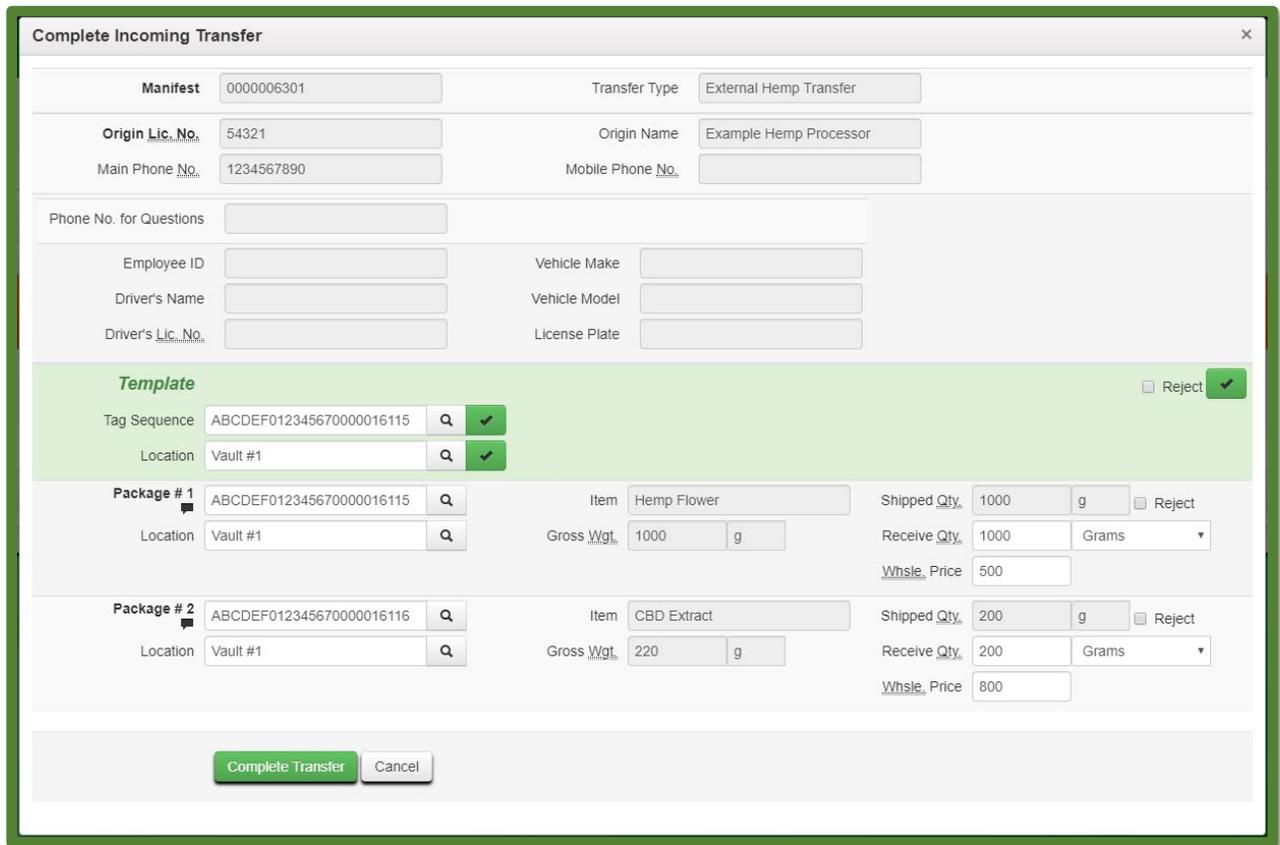


Manifest	Origin	Type	Pkg's	ETD	ETA	Received	Actions
0000006301	54321 Example Hemp Processor	External Hemp Transfer	2	04/07/2020 02:28 pm	04/07/2020 02:28 pm		Edit Complete Void

Figure 6: Complete Transfer Button

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Once the Complete button has been selected, an action window is prompted to assign Metrc tags to the incoming packages as shown in **Figure 7**.



Manifest		Transfer Type	
Manifest	0000006301	Transfer Type	External Hemp Transfer
Origin Lic. No.	54321	Origin Name	Example Hemp Processor
Main Phone No.	1234567890	Mobile Phone No.	
Phone No. for Questions			
Employee ID		Vehicle Make	
Driver's Name		Vehicle Model	
Driver's Lic. No.		License Plate	
Template <input type="checkbox"/> Reject <input checked="" type="checkbox"/>			
Tag Sequence	ABCDEF012345670000016115	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Location	Vault #1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Package # 1	ABCDEF012345670000016115	Item	Hemp Flower
Location	Vault #1	Gross Wgt.	1000 g
		Shipped Qty.	1000 g <input type="checkbox"/> Reject
		Receive Qty.	1000 Grams
		Whsle. Price	500
Package # 2	ABCDEF012345670000016116	Item	CBD Extract
Location	Vault #1	Gross Wgt.	220 g
		Shipped Qty.	200 g <input type="checkbox"/> Reject
		Receive Qty.	200 Grams
		Whsle. Price	800

Figure 7: 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 licenses 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, follow the same testing protocol utilized by the CRA for all finished products.

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