

<b>Bulletin Number:</b> SD_IB_0002	<b>Distribution Date:</b> 11/23/22	<b>Effective Date:</b> 11/21/22
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Opening External Transfers for the Donation of Seeds	
<b>Reason:</b> Metrc and the State of South Dakota are providing an update to the industry outlining External Transfer functionality and its role in tracking Seeds from outside of Metrc		

Greetings Metrc Users,

Metrc, in conjunction with the DOH, is providing guidance on the use of the External Transfer functionality for the donation of seeds that will be made available on **November 21, 2022**. The External Transfer functionality will be enabled to properly record seeds being brought into Cultivation licenses from sources outside of Metrc (“Out of State” and “Patient”). 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.

The South Dakota Medical Cannabis Program and Metrc would also like to take this opportunity to reiterate the South Dakota Medical Cannabis Program’s conclusion of beginning inventory was October 14, 2022, 5:00 pm central time.

At this time all of your establishment’s inventory must exist in Metrc in South Dakota’s medical cannabis program. If you need further assistance in your beginning inventory process the South Dakota Medical Cannabis Program is providing the email, [MCQuestions@state.sd.us](mailto:MCQuestions@state.sd.us).

The 2 types of External Transfers are as follows:

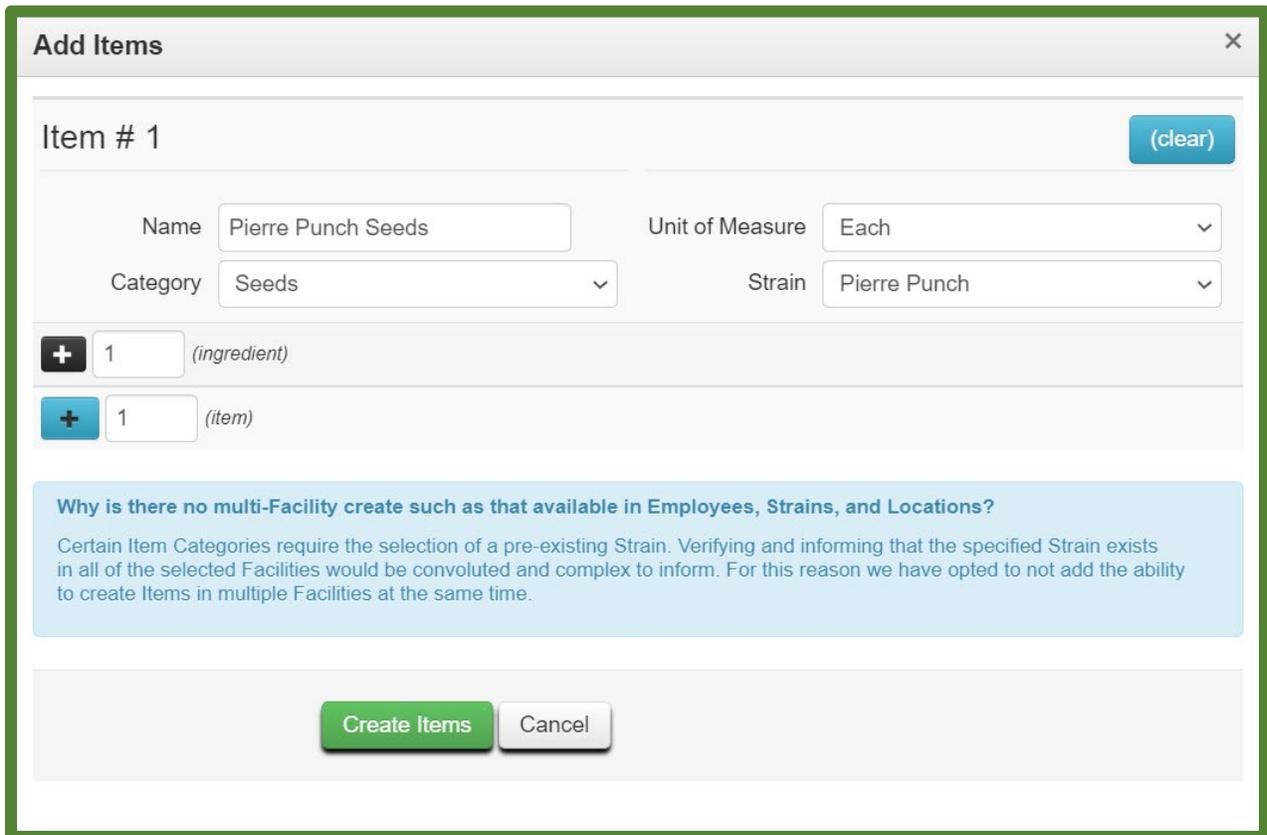
**“Seed Donation - Out of State “** – Used when creating an incoming transfer of seeds from out of state into Metrc via an External Transfer.

**“Seed Dontaion - Patient”** – User when creating an incoming transfer of seeds from an in-state patient into Metrc via External 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, go to the items grid under the admin area on the long black navigational bar and select the “Add Items” button. This will prompt an action window to input the item name, type, and any additional required fields as shown in **Figure 1**. This item will be used for seeds being brought in from outside of the system. Please keep in mind that the strain for the seeds must be create prior to creating the item name.



**Add Items** [Close]

Item # 1 [clear]

Name: Pierre Punch Seeds      Unit of Measure: Each

Category: Seeds      Strain: Pierre Punch

+ 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.

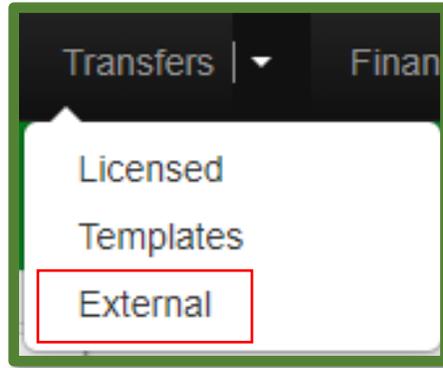
[Create Items] [Cancel]

**Figure 1: Create Seeds Item**

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

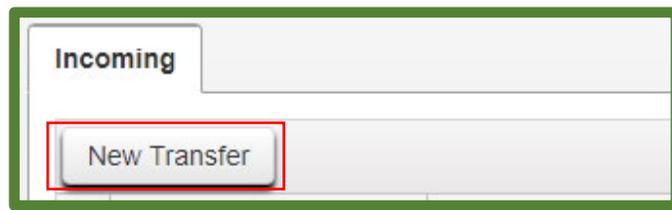
**Creating an External Transfer**

Once the item has been created and ready to be used, navigate to the External Transfer grid located under the Transfers area on the long black navigational bar shown in **Figure 2**.



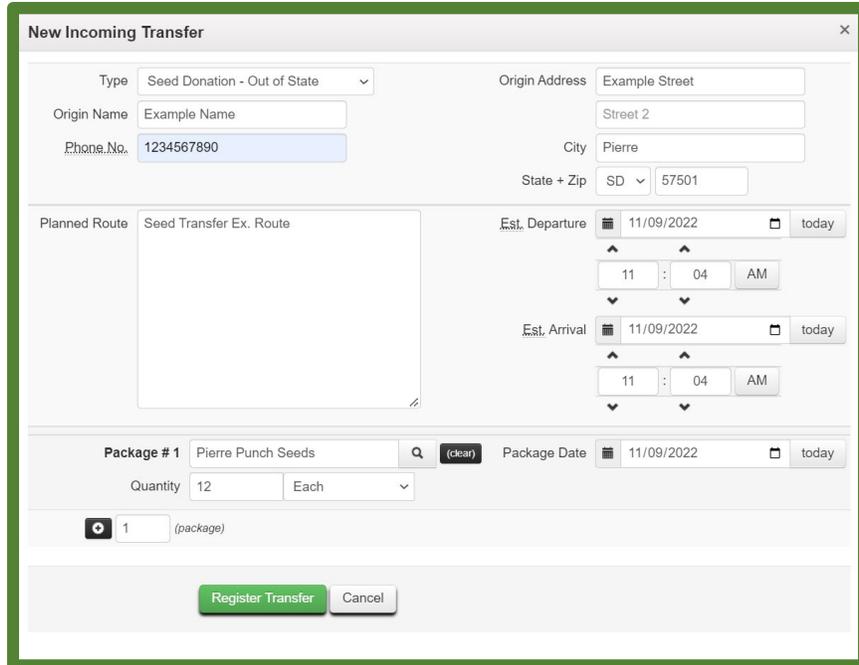
**Figure 2: Navigating to the External Transfer Screen**

Once on the External Transfer grid, select the “Incoming” tab and click the “New Transfer” button shown in **Figure 3**.



**Figure 3: Creating New Incoming Transfer**

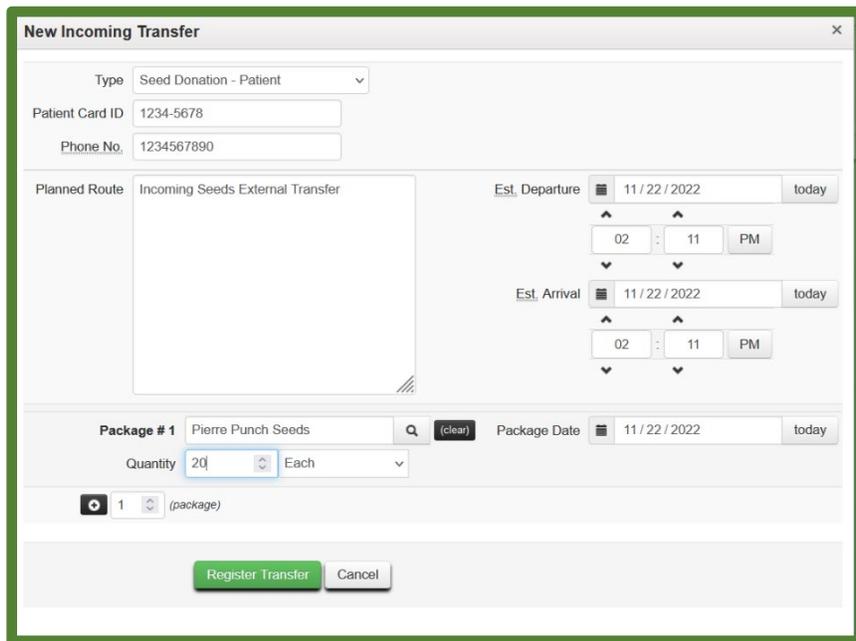
This will prompt an action window to appear to provide the information about the transfer including the amount and items in the package that are being brought in, utilizing the newly created item. Please note that the transfer type will be “Seed Donation – Out of State” or “Seed Donation – Patient” and the planned route should indicate the transfer is a “Seeds Only External Transfer” as shown in **Figure 4** and **Figure 5**. Once the information is complete, select the “Register Transfer” button, completing the creation of the transfer.



The screenshot shows a 'New Incoming Transfer' window with the following fields and values:

- Type: Seed Donation - Out of State
- Origin Name: Example Name
- Phone No.: 1234567890
- Origin Address: Example Street, Street 2, City: Pierre, State + Zip: SD 57501
- Planned Route: Seed Transfer Ex. Route
- Est. Departure: 11/09/2022, 11:04 AM
- Est. Arrival: 11/09/2022, 11:04 AM
- Package # 1: Pierre Punch Seeds, Quantity: 12 Each
- Package Date: 11/09/2022
- Buttons: Register Transfer, Cancel

**Figure 4: Create Incoming Transfer for Out of State Seed Donation Action Window**



The screenshot shows a 'New Incoming Transfer' window with the following fields and values:

- Type: Seed Donation - Patient
- Patient Card ID: 1234-5678
- Phone No.: 1234567890
- Planned Route: Incoming Seeds External Transfer
- Est. Departure: 11/22/2022, 02:11 PM
- Est. Arrival: 11/22/2022, 02:11 PM
- Package # 1: Pierre Punch Seeds, Quantity: 20 Each
- Package Date: 11/22/2022
- Buttons: Register Transfer, Cancel

**Figure 5: Create Incoming Transfer for Patient Seed Donation Action Window**

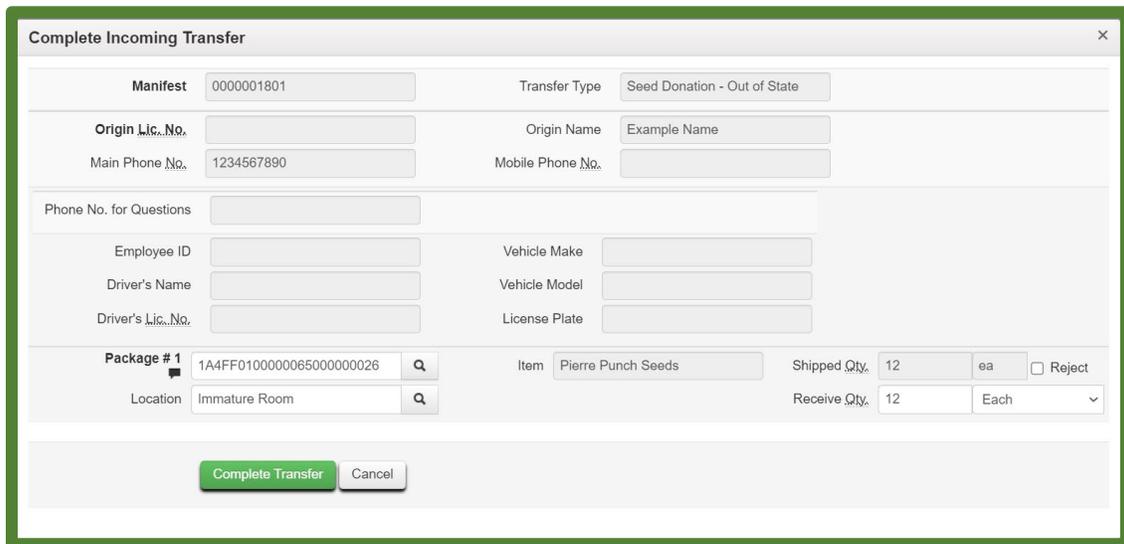
**Receiving the External Transfer**

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 as shown in **Figure 6**.



**Figure 6: Complete Transfer Button**

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**.



**Figure 7: Complete Incoming Transfer**

Once the package tag has been assigned to the incoming product in the system and physically applied the corresponding tag to the package, select the “Complete Transfer” button. This action will complete the process, and the package will now appear in the licenses Active Packages grid.

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.