# Metrc Support Bulletin



Bulletin Number: OK_IB_0021	Distribution Date: 2/6/2023	Effective Date: Ongoing
Contact Point: Metrc <sup>®</sup> Support	Subject: External Transfers for	rseeds
<b>Reason:</b> Metrc and OMMA are providing functionality and its role in tracking seed		•

Greetings Metrc Users,

Metrc, in conjunction with the OMMA, is providing guidance on the use of the External Transfer functionality for bringing in seeds into Metrc is now available. The External Transfer functionality is enabled to correctly record seeds being brought into Cultivation 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 Packages for the Seeds Only External Transfer

Before bringing seeds into the Metrc account using the External Transfer functionality, the user must create an Item for Seeds. 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. This item will be used for seeds being brought in from outside of the system.

Add Items					×
Item # 1					(clear)
Name	Seeds - Blue Dream		Unit of Measure	Each	~
Category	Seeds	~	Strain	Blue Dream	~
Why is there no r Certain Item Cate in all of the select	tem) multi-Facility create such as that av gories require the selection of a pre-ex ed Facilities would be convoluted and multiple Facilities at the same time. Create Items Car	kisting S complex	train. Verifving and inf	orming that the specified St	rain exists dd the ability

Figure 1: Create Seed Item

Once the item has been verified that the 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 is ready and available for use, navigate to the External Transfer page located under the Transfers area on the long black navigational bar.

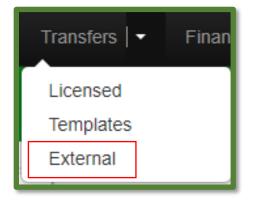


Figure 2: Navigating to the External Transfer Screen

Once on the External Transfer grid, select the "Incoming" tab and select the "New Transfer" button.

Incoming		
New Transfer		

#### 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 packages that are being brought in, utilizing the newly created items. Please note that the transfer type will be "External Seeds Transfer" and the planned route should indicate the transfer is a Seeds Only External Transfer. Once the information is complete, select the "Register Transfer" button, completing the creation of the transfer.

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Туре	Seeds	Only Extern	al Inventory Tra	~				
Phone No.	123456	7890						
Planned Route	Seed T	ransfer			Est Departure		12/06/2022	today
					<u>Est.</u> Arrival	*		today
	age # 1 Quantity	Seeds - B	lue Dream	Q ~	(clear) Package Date		12/06/2022	today
01	(pi	ackage) Registe	r Transfer C	ancel				

Figure 4: Create Incoming Transfer 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.

New Transfer																ê-	<b>T</b> -	)(=	≣• ][
Manifest :	Origin :	Туре :	Pkg	g's :	ETD	: A	ATD :	ETA :	ATA :	Received	:	ETRD	:	ATRD	:	ETRA	ATR	۱ : ۱	
0000018301 💋		Seeds Only External Inventory Transfer	1		12/06/202 04:05 pm			12/06/2022 04:05 pm											Edit Comple Void

Figure 5: Complete Transfer Button

Once the complete button has been selected, an action window is prompted to assign Metrc tags to the incoming packages.

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Manifest	0000018301		Transfer Type	Seeds Only Extern	nal Inventory Tr			
Origin <u>Lic. No</u> ,			Origin Name					
Main Phone <u>No</u> ,	1234567890		Mobile Phone No.					
Phone No. for Questions								
Employee ID			Vehicle Make					
Driver's Name			Vehicle Model					
Driver's Lic. No.			License Plate					
Package # 1	1A4FF010000012D000000200	۹	Item Seeds	- Blue Dream	Shipped <u>Qty</u> ,	100	ea	Reject
Location	Immature Plant Room	۹			Receive <u>Qty.</u>	100	Each	
	Complete Transfer Cancel							

Figure 6: Complete Incoming Transfer

Once the package tags have been assigned to the incoming product in the system and physically applied the corresponding tags 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 <u>support@metrc.com</u> or 877-566-6506 with any questions.*