

Bulletin Number: OK_IB_0021	Distribution Date: 2/6/2023	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: External Transfers for seeds	
Reason: Metrc and OMMA are providing an update to the industry outlining External Transfer functionality and its role in tracking seeds coming from outside of Metrc		

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.

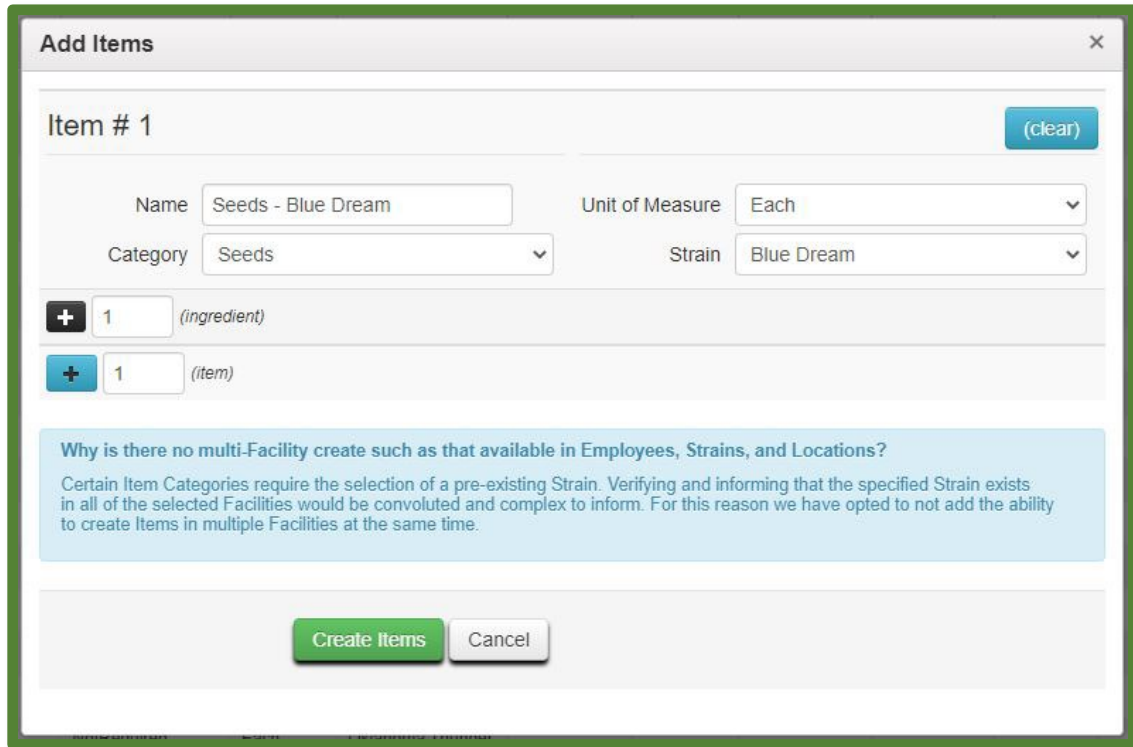


Figure 1: Create Seed Item

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.

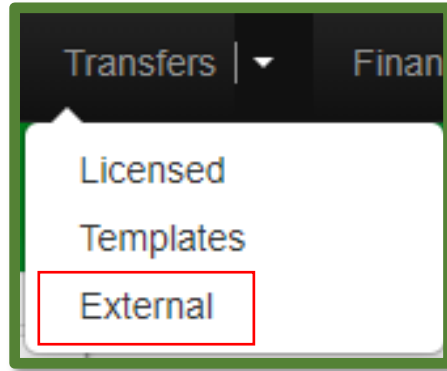


Figure 2: Navigating to the External Transfer Screen

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

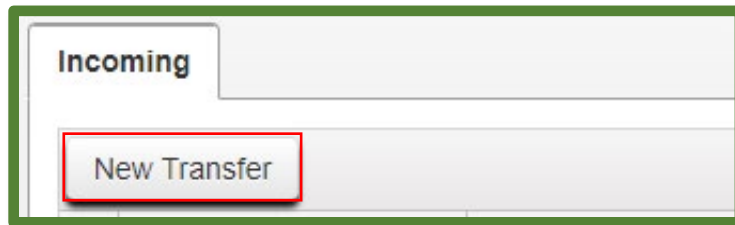


Figure 3: Creating New Incoming Transfer

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.

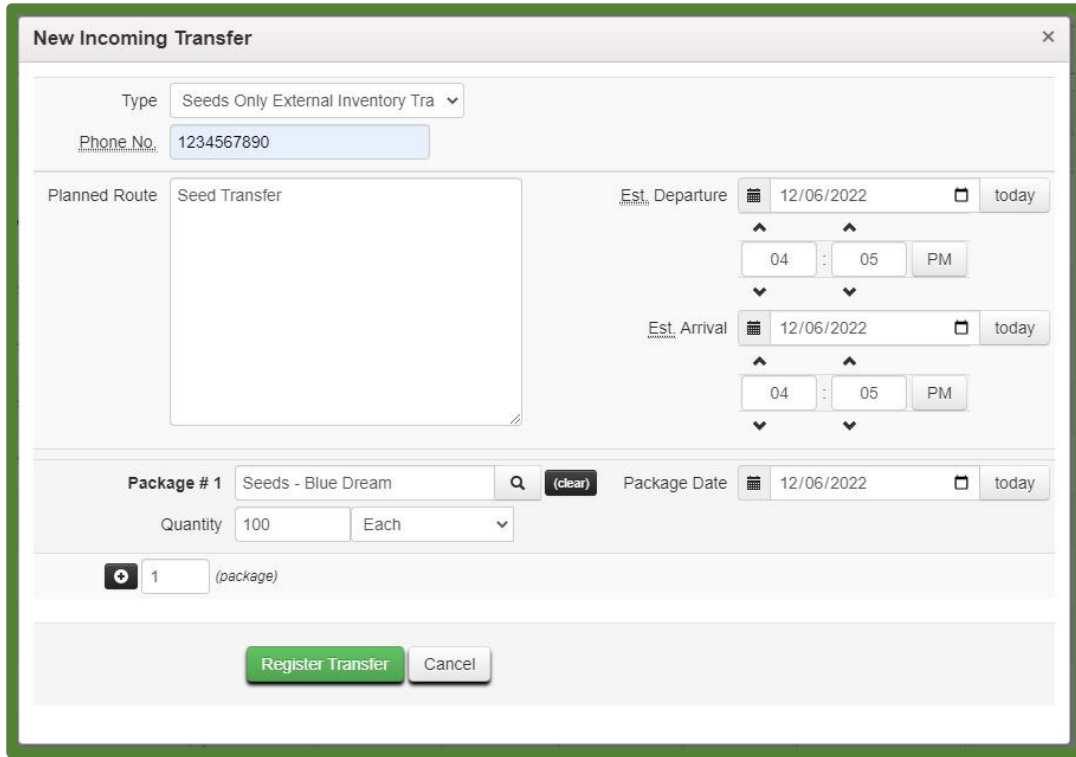
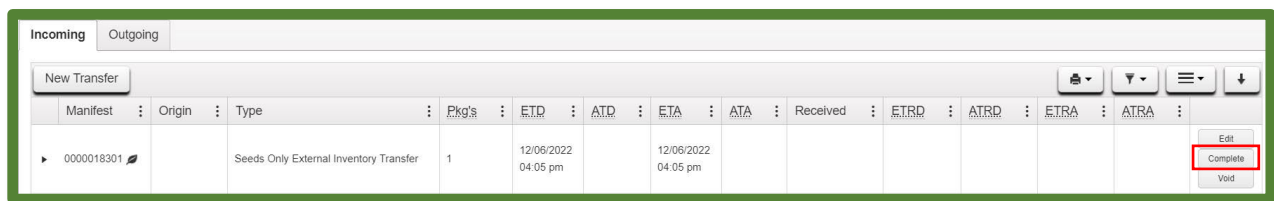


Figure 4: Create Incoming Transfer Action Window

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.



Manifest	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	Edit
0000018301		Seeds Only External Inventory Transfer	1	12/06/2022 04:05 pm		12/06/2022 04:05 pm							Complete 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.

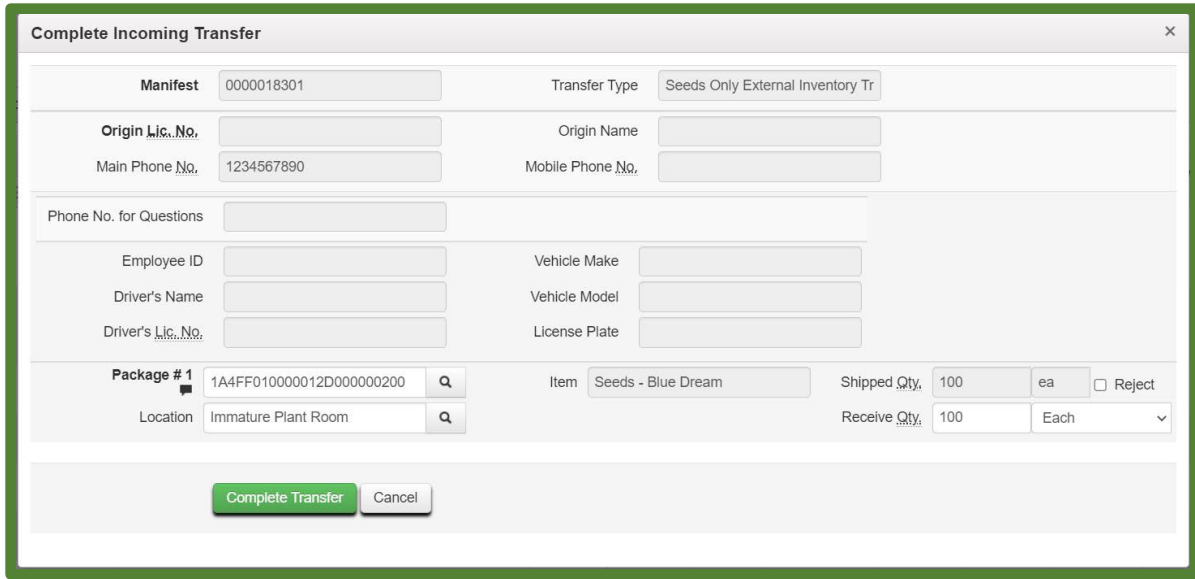


Figure 6: Complete Incoming Transfer

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 support@metrc.com or 877-566-6506 with any questions.