

Metrc Support Bulletin

Bulletin Number: MN_IB_0004_Hemp External Transfers and Categories	Distribution Date: April 27, 2023	Effective Date: May 8, 2023
Contact Point: Metrc® Support	Subject: Hemp Product Intake and Categories	
Reason: Metrc and the OMC are providing guidance on how Manufacturers can intake and categorize hemp products.		

Greetings Metrc Users,

Metrc, in conjunction with the OMC, is providing guidance on the use of the External Transfer functionality that will be made available on **May 8, 2023**.

The External Transfer functionality will be enabled to properly record Hemp and Hemp-based products being brought into Manufacturer/Processor licenses from sources outside of Metrc. This functionality will be similar to the current process for creating transfer manifests, except that the licensed business bringing in the product will create the manifest and assign tags to the product upon completing the transfer.

To properly record these new transfers, there are two new item categories that will be created and utilized:

- Bulk Hemp Extract
- Bulk Hemp Flower

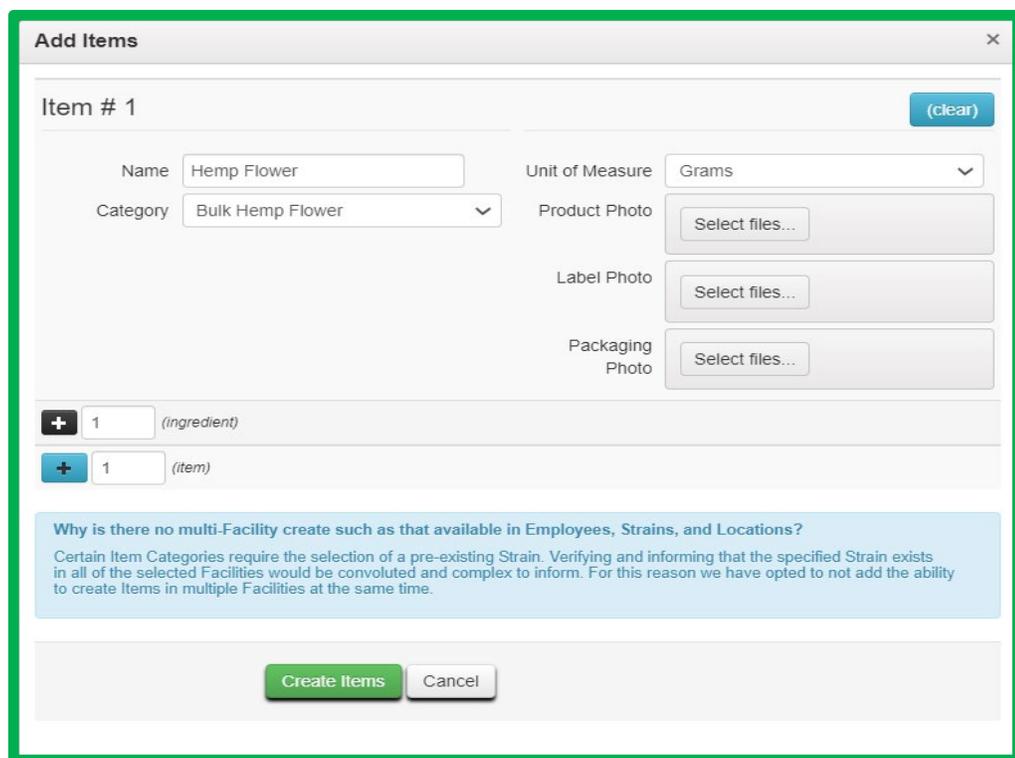
Please see the following pages for details on these changes:

Metrc Support Bulletin

Creating Items for External Transfer

Before creating an External Transfer, an Item must be created that explains what product is being brought in. To do this go to Items under the Admin area and select the “Add Items” button, this will prompt an action window where the item name can be entered, and the category selected. This item must be a Hemp-only product as a product containing THC above the federal limits cannot be brought in from outside of the Metrc system. The two item categories available for use are: Bulk Hemp Extract and Bulk Hemp Flower.

Examples of creating these items are depicted in **Figure 1** and **Figure 2** below.



The screenshot shows a web form titled "Add Items" with a close button (X) in the top right corner. The form is for "Item # 1" and includes a "(clear)" button. The fields are as follows:

- Name: Hemp Flower
- Category: Bulk Hemp Flower (dropdown menu)
- Unit of Measure: Grams (dropdown menu)
- Product Photo: Select files... (button)
- Label Photo: Select files... (button)
- Packaging Photo: Select files... (button)

Below the main form, there are two rows for adding ingredients or items:

- Row 1: + 1 (Ingredient)
- Row 2: + 1 (Item)

A blue informational box contains the text: "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."

At the bottom of the form, there are two buttons: "Create Items" (green) and "Cancel" (grey).

Figure 1: Create Bulk Hemp Flower Item

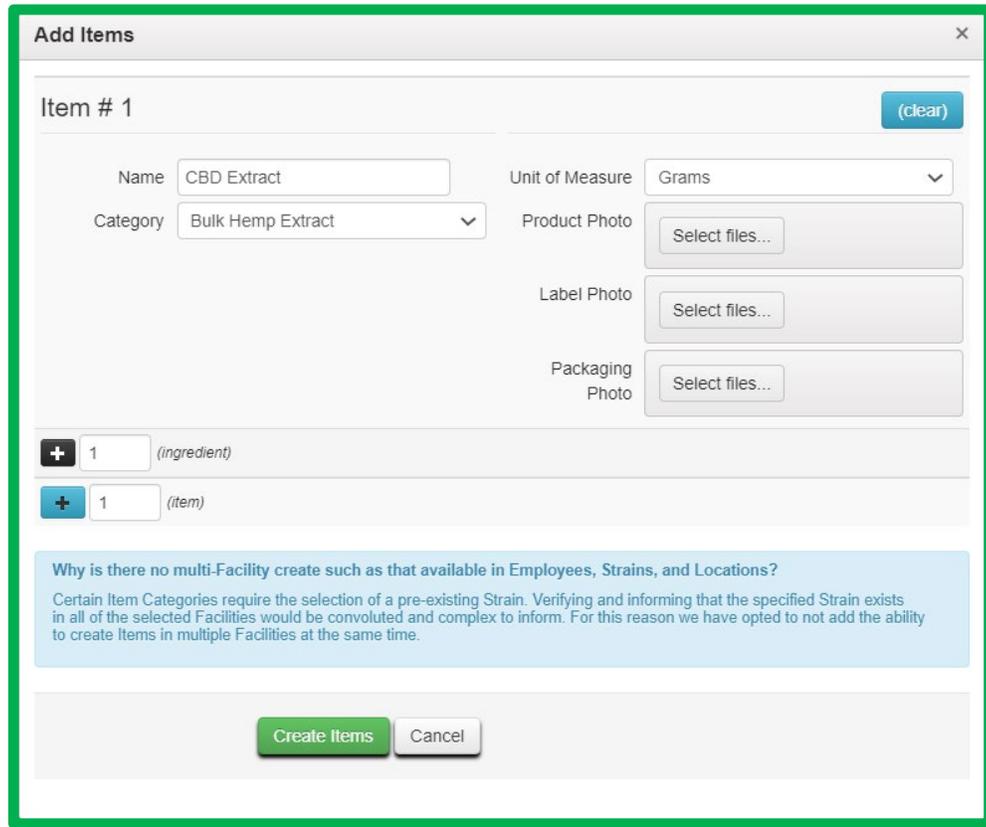


Figure 2: Create Bulk Hemp Concentrate Item

Once the item name has been verified that all the information is correct, then select the “Create Items” 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 available for use, then navigate to the External Transfer page located under the Transfers area.

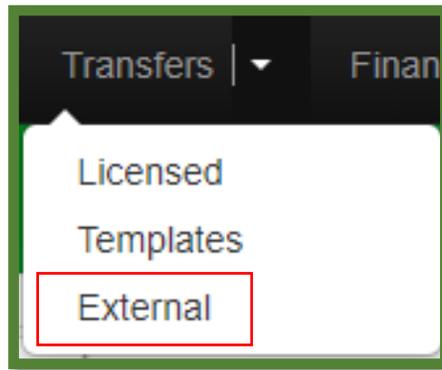


Figure 2: Navigating to the External Transfer Screen

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

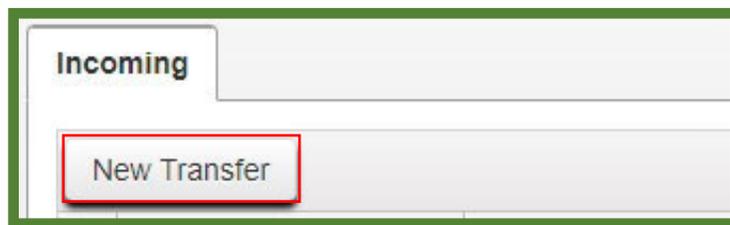
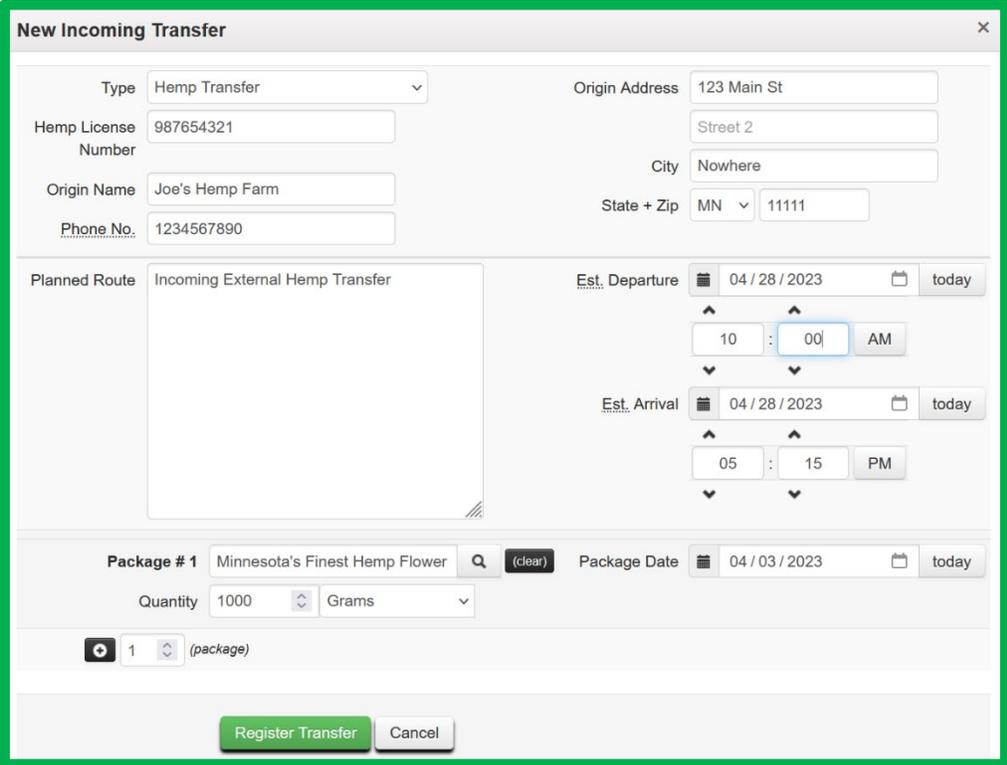


Figure 3: Creating New Incoming Transfer

This will prompt an action window to appear, as shown in **Figure 4** below, where the information about the transfer can be added including the Item name and amount in the packages that are being brought in, utilizing the newly created items. Please note that the transfer type will be “Hemp Transfer” and the planned route should indicate that the transfer is a Hemp Only External Transfer. Once all the information is complete, then select the “Register Transfer” button, completing the creation of the transfer.



New Incoming Transfer

Type: Hemp Transfer

Hemp License Number: 987654321

Origin Name: Joe's Hemp Farm

Phone No.: 1234567890

Origin Address: 123 Main St
Street 2
City: Nowhere
State + Zip: MN 11111

Planned Route: Incoming External Hemp Transfer

Est. Departure: 04/28/2023 10:00 AM

Est. Arrival: 04/28/2023 05:15 PM

Package # 1: Minnesota's Finest Hemp Flower (clear) Package Date: 04/03/2023

Quantity: 1000 Grams

1 (package)

Register Transfer Cancel

Figure 4: Create Incoming External Transfer Action Window

Please note, if you have any questions on the information required for the shipping entity, please contact the OMC for clarification.

Receiving the External Transfer

Now that the External Transfer has been created, the transfer can be completed and Metrc package tags assigned to the product. To complete the transfer, select the “Complete” button at the far right-hand side of the transfer screen as shown in **Figure 5**.

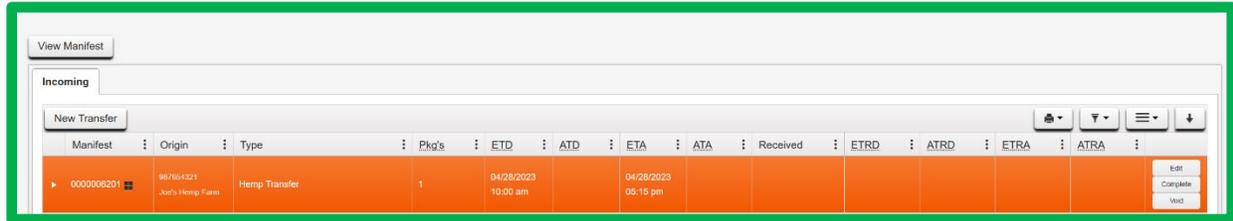


Figure 5: Complete Transfer Button

Once the “Complete” button is selected, an action window is opened where Metrc tags can be assigned to the incoming packages as shown in **Figure 6**.

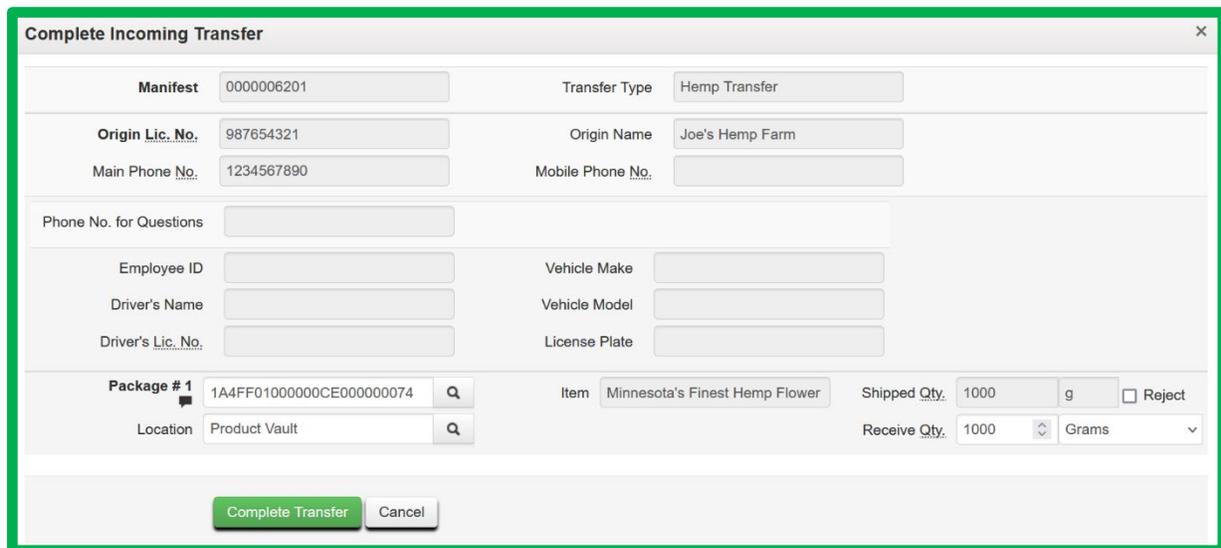


Figure 6: Complete Incoming Transfer

Once package tags have been assigned to the incoming product in the system and physically the corresponding tags have been applied to the physical packages, then select the “Complete Transfer” button. This will complete the incoming external transfer process and the package will now appear in the licensed business’ active Packages inventory grid.

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