

<b>Bulletin Number:</b> KY_IB_0001	<b>Distribution Date:</b> 06/12/2025	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Beginning Inventory Guidelines	
<b>Reason:</b> To provide the industry with information regarding how to bring beginning inventory into Metrc.		

Greetings,

This document is intended to guide you through the process of tagging and reporting your beginning inventory in Metrc. This reference guide is designed as a step-by-step tool, and the information may be used in conjunction with the license specific business processes. The external transfer steps herein are only to be used for bringing in the beginning inventory and are not the same steps that will be taken to track the active inventory in the Metrc system.

There are two types of tagged inventory in Metrc: Plants and Packages. All plants must enter the system as immature plant batches. Seeds will be brought in via Packages. Packages are created from immature plants, harvest batches, or other packages.

Please find more information on the following pages.

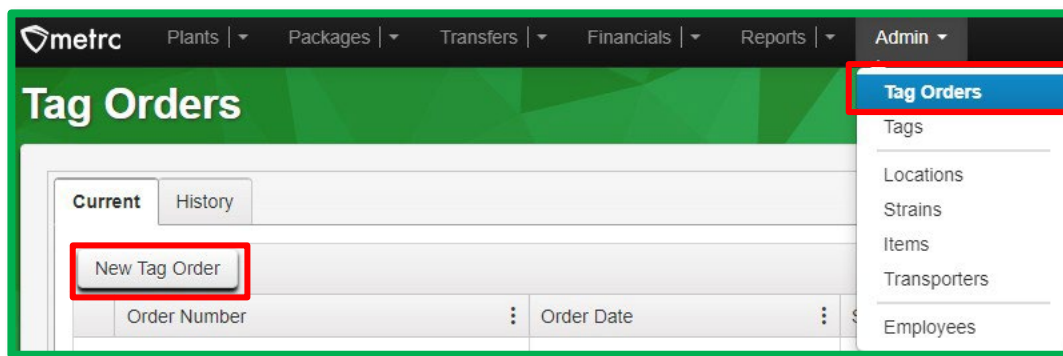
## **Ordering Tags**

After being credentialed into Metrc, the first thing that should be done by each facility is to order plant and package tags. Both Plant and Package tags are available to cultivation licenses only. All other facility types will only have the option to order package tags. Tags are printed and shipped via UPS with a standard shipping time of 5-7 days. Please keep this in mind as it is required to have a sufficient stock of tags on hand as they are needed to enter your beginning inventory as well as any ongoing inventory activity.

To order tags, log into your Metrc account, go to the Admin area on the navigational toolbar and select the Tag Orders option from the drop down.

**Please note if expedited shipping for tags is needed, you will reach out to Metrc Support after placing your order to provide the order number and payment method for which you were requesting expedited shipping.**

Once in the Tag Orders grid, click on the “New Tag Order” button – **see Figure 1.**



**Figure 1: Ordering Tags**

This will open the New Tag Order action window to create a tag order - **see Figure 2.**

New Tag Order

Order Details

Facility License

Acme Cultivator  
AMCC0001-G

Medical Plant Tag

500

×

(\$0.4500 ea., 5,000 max.) \$225.0000

Physical Address

100 Green Grow Way  
Hagatna Guam

Medical Package Tag

500

×

(\$0.2500 ea., 5,000 max.) \$125.0000

Subtotal

\$350.00

Shipping Details

Contact Name

John Doe

Phone No.

334-555-5555

Copy from

Facility ▼

Ship Address \*

100 Green Grow Way

Address Cont.

City

Hagatna Guam

Calculate Total ▼

Shipping/Handling

--

Taxes

--




Total Amount

--

\* Tags cannot be shipped to  
P.O. Boxes

Payment methods

☐ Credit card

☐ Check or Money Order

Please note:

You MUST place separate Tag Orders for each Facility. Plant and Package Tags are programmed for each of your Facilities individually and are placed within your Metrc account automatically once received.

Make sure that you are in the correct Facility within Metrc when you place the order.

Tag Orders are **not** transferrable between Facilities.

All Tag Orders are final, so we recommend that you place your orders carefully.

Place Order

Cancel

**Figure 2: New Tag Order Action Window**

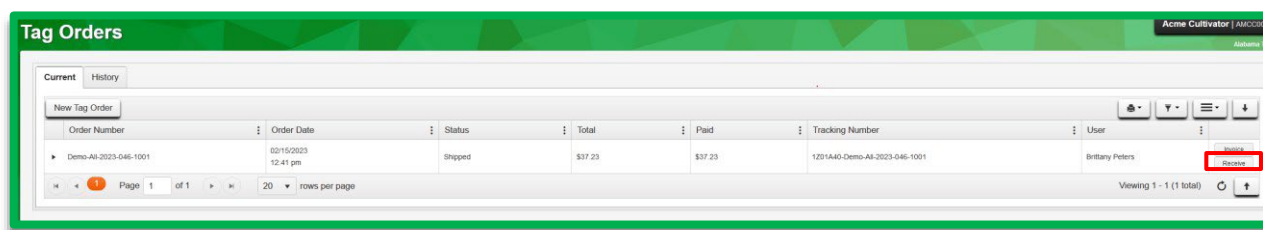
Once all information for the tag order has been entered and verified as accurate, click the “Place Order” button to place the Tag Order.

Metric tags are one-time use ONLY. If an error is made when assigning a plant tag to a plant when moving plants into the vegetative phase, that plant's tag must be replaced using the "Replace Tag" option in the software. If an error is made when assigning a tag to a package, the package in question needs to be discontinued. Once discontinued, that count, or weight will return to the source package or harvest that the product was

originally pulled from. Then a new package can be created with a new package tag associated to it.

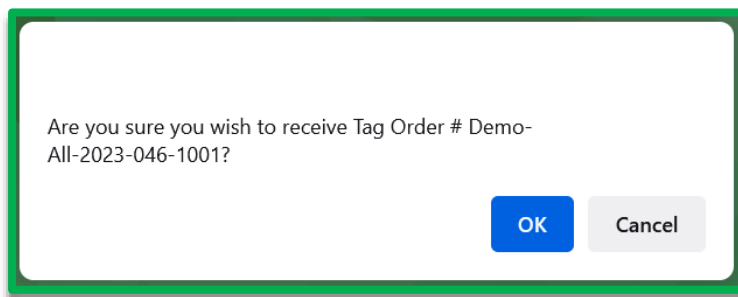
**Before the tags arrive (See Admin Setup), Items, Locations and Strains must be set up as well as adding all Employees into the facility's Metrc account.**

Once the tags arrive physically, navigate back into the Tag Orders grid (Tag Orders option under the Admin area on the navigational toolbar) for the specific facility license number, then select the "Receive" button to the far right to populate the tags in the system - **see Figure 3**. DO NOT receive your tags digitally before they physically arrive as receiving them acknowledges that the tags are in the cannabis business license's physical possession.



**Figure 3: Receiving a Tag Order**

Once the receive button is selected, this will prompt a confirmation window to open to confirm the receipt of the tag order that was physically received - **see Figure 4**.



**Figure 4: Confirming Receipt of a Tag Order**

Each tag order will arrive and display your facility license number, name, and the unique identification number for that tag.

## Admin Setup

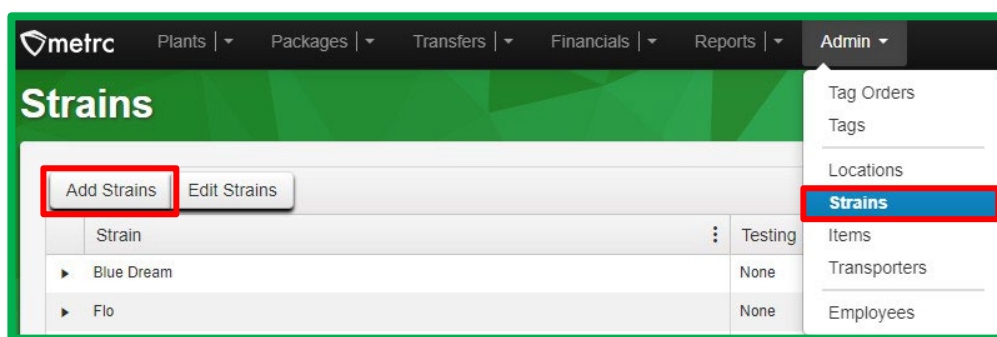
After a tag order has been placed, licensees based on their license type will need to go to the Admin area and add all the Strains, Items (products), and Locations their business license is planning to cultivate or create.

Please note that additional Strains, Items, and Locations can always be added later as needed. Items can be updated only if the item has not been used previously. Each of these areas of Metrc is accessible via the Admin area dropdown on the navigational toolbar.

Prior to bringing in Beginning Inventory, the Licensee shall submit a written request to the Kentucky Office of Medical Cannabis (OMC) via email to [kymedcanreporting@ky.gov](mailto:kymedcanreporting@ky.gov) its start- up inventory. This written request needs to include the number of strains of all medicinal cannabis seeds, seedlings, tissue cultures, clones, and plants being brought into the facility license inventory. Once approved, the licensee will have fourteen (14) calendar days from receipt of the OMC's approval of the written request in which to enter its start-up inventory.

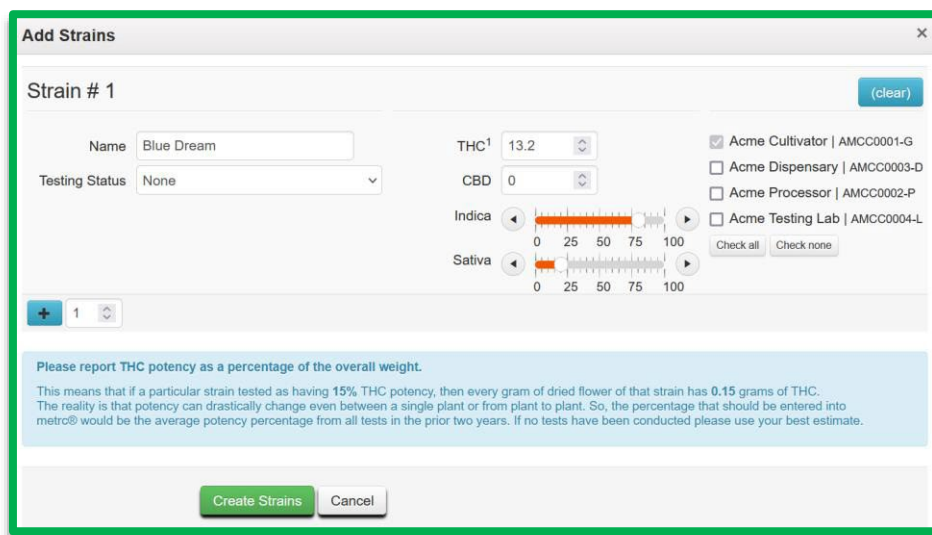
For all beginning live plant inventory, those seeds or immature plants must be brought in through external transfer. To bring in and create your beginning inventory, each of the strains must be created in the facility's Metrc account. The potency and Indica/Sativa genetics can be guessed if it is not actually known as those estimated values can always be edited later, if needed.

To create a Strain(s), go to the Admin area on the navigational toolbar and select the Strains option from the dropdown. Once in the Strains grid, click the Add Strains button - see Figure 5.



**Figure 5: Admin Navigation (Strains)**

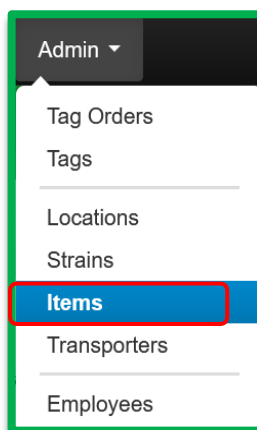
This will open the Add Strains action window to enable the adding of the strain(s) needed. The Strain name, Testing Status, THC and CBD as well as the indication of Indica and Sativa should be entered/designated. The Strain can also be added for multiple license facilities simultaneously if needed by selecting the check box next to the licensed facility listed on the right side of the Add Strains action window. Once the strain information has been entered, click the Create Strains button to complete the process of creating a strain - **see Figure 6 below**.



**Figure 6: Adding Strains**

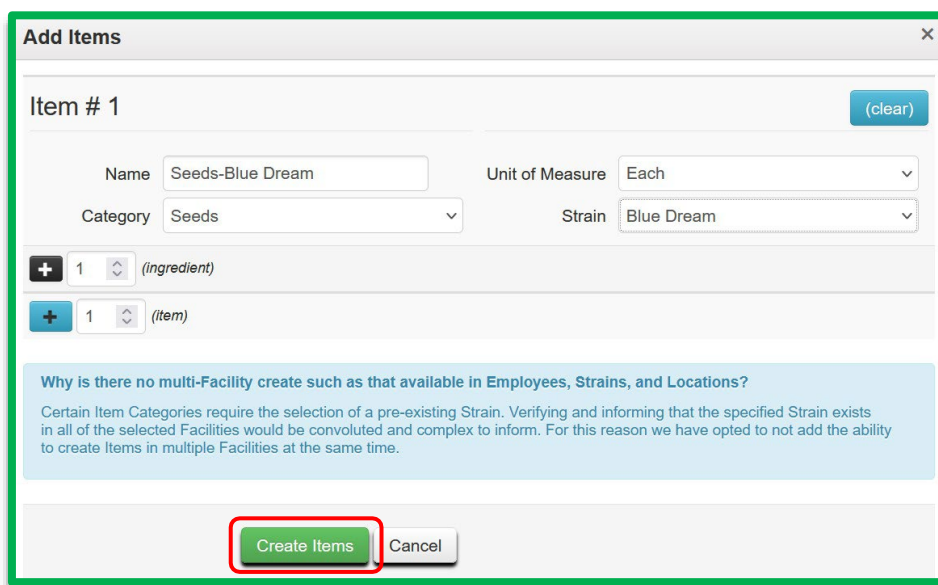
After strains have been created, individual items need to be created with an item name, associated category of product, a default unit of measure, and any other required item elements based on the category.

To create an item, go to the Admin area on the navigational toolbar and select the Items option from the dropdown - **see Figure 7**.



**Figure 7: Items option in Admin area**

Once on the Items grid, click the Add Items button. This will open the Add Items action window to be able to create an item. In the example below, seeds are being brought in so an item will need to be created. The item name of “Seeds – Blue Dream” is used to describe the seed package that will be brought in, indicating the item category of seeds and the strain of Blue Dream – **see Figure 8**.



**Figure 8: Adding Items Action Window**

Further details on all Admin related setup and tagging information can also be found in the Metrc Manual/User Guide under the Support area on the navigation toolbar. Also, it is covered in the Metrc New Business Training which all cannabis business license employees can register for at [here](#).

## **Beginning Inventory**

**All beginning inventory will need to be brought into your license to ensure your Metrc electronic inventory matches your physical inventory on hand.**

When reporting beginning inventory, newly created immature plant batches are created to reflect the seeds or immature plants that are being brought into the active inventory.

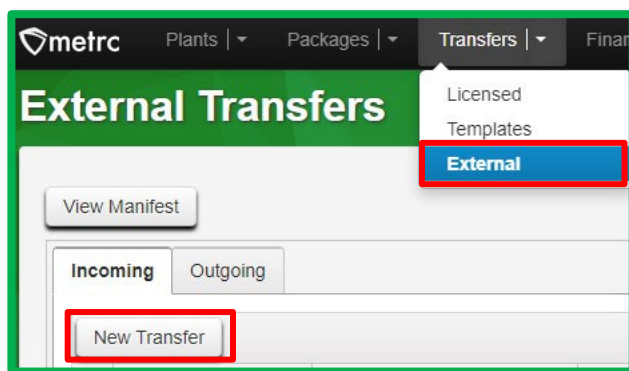
## **External Incoming Transfers Steps**

External Incoming Transfers are used to bring in the seeds or immature plants and so they can be planted. This is a two-step process which will require creating an External Transfer and packaging the seeds or immature plants. This process is intended for any Cultivation license who has seeds or immature plants inventory already on hand. External incoming transfers should be used for all beginning inventory.

**Both steps must be completed in order for the tagged packages to be reflected in your Metrc inventory.**

## **Creating an External Incoming Transfer**

To create an External Transfer, go to the Transfers area on the navigational toolbar and select the External option from the dropdown menu. From the External Transfer grid, select the Incoming tab. Then select the “New Transfer” button- **see Figure 9.**



*Figure 9: Incoming External Transfers*



This will open the New Incoming Transfer action window to create a transfer to bring in seeds or immature plants for beginning inventory – **see Figure 10**. Complete the fields as follows:

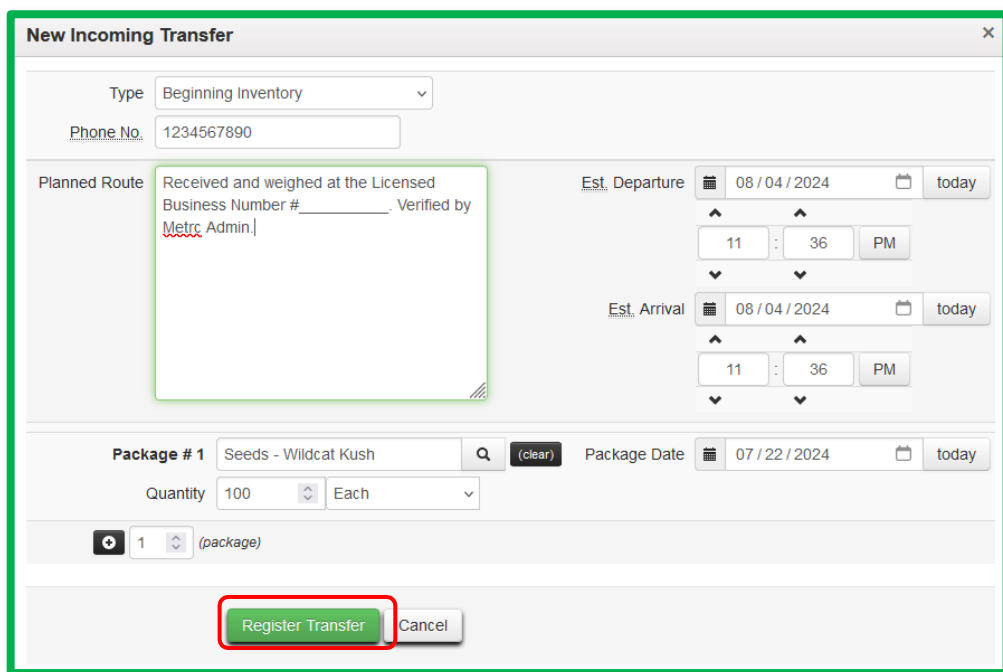
**Type**: Select the Beginning Inventory Transfer option from the dropdown menu.

**Phone Number**: Enter a valid phone number. This can be designated as the business phone number.

**Planned Route**: This can be stated as “Received and weighed at the Licensed Business Number # . Verified by the Metrc Admin.”

**Item Name, Quantity, and Packaged Date**: These fields correspond to the specific items (the items that were previously created) and quantities being brought in for beginning inventory. The date packaged should be the day that the items are being entered into Metrc. The quantities should be exact and should account only for the product being received.

Once all required information has been entered, select the “Register Transfer” button to create a pending incoming transfer. Creating a pending incoming transfer from Step 1 does not immediately associate Metrc package tags with those items. Without completing the External Incoming transfer, a licensee will not show the proper inventory and will not be in compliance with inventory reconciliation requirements.

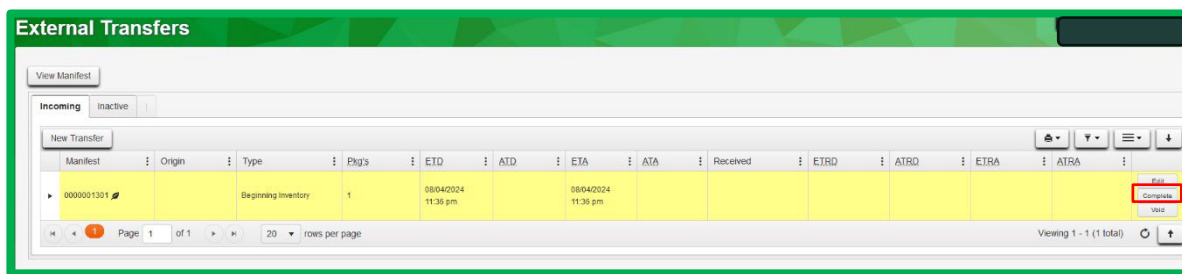


**Figure 10: Register Incoming Transfer**

## Completing the External Transfer

The Incoming External Transfer must be completed in order to receive and create the beginning inventory. Clicking “Register Transfer” does not create tagged packages in your inventory.

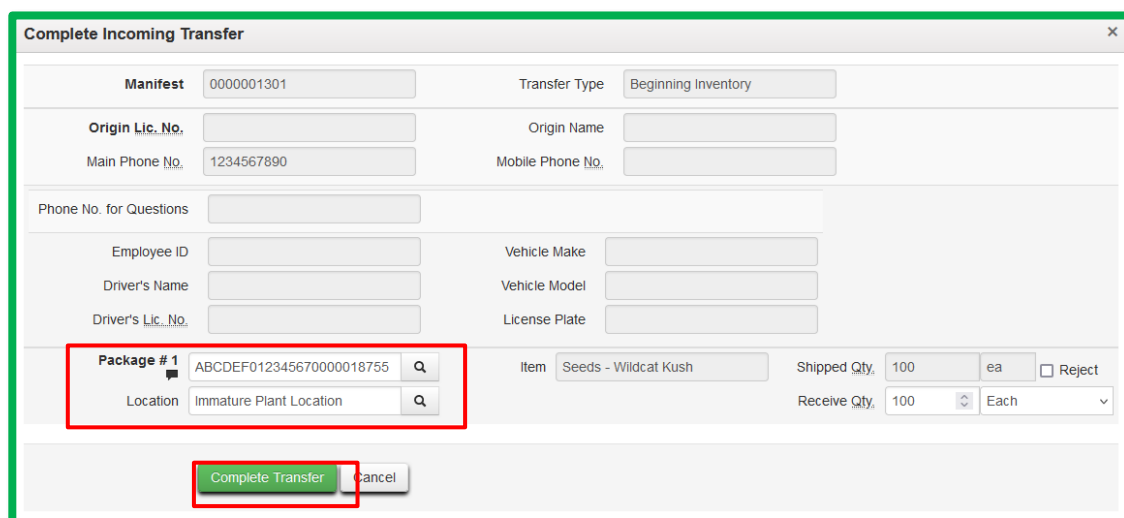
Each Licensed **MUST** have package tags available to complete this step. To complete the pending Incoming External Transfer, select the “Complete” button on the far right of the External Transfer needing to be received in the External Transfers grid - **see Figure 11**.



Manifest	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
000001301		Beginning Inventory	1	08/04/2024 11:36 pm		08/04/2024 11:36 pm							<div>Complete</div>

**Figure 11: Incoming External Transfer Grid**

This will open the Complete Incoming Transfer action window to enter the required information. The quantities entered in Step 1 will be auto-populated; confirm the accuracy of the quantities and assign a unique Metrc package tag to each item. The package tag assigned to the seeds or immature plants in the system should be physically affixed to the associated product. Once the information is confirmed as accurate, then click on the “Complete Transfer” button to create the package(s) with the specified quantities in the inventory - **see Figure 12**.



Manifest

000001301

Transfer Type

Beginning Inventory

Origin Lic. No.

Origin Name

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

Package # 1

ABCDEF012345670000018755

Q

Item

Seeds - Wildcat Kush

Shipped Qty.

100

ea

☐ Reject

Location

Immature Plant Location

Q

Receive Qty.

100

Each

Complete Transfer

Cancel

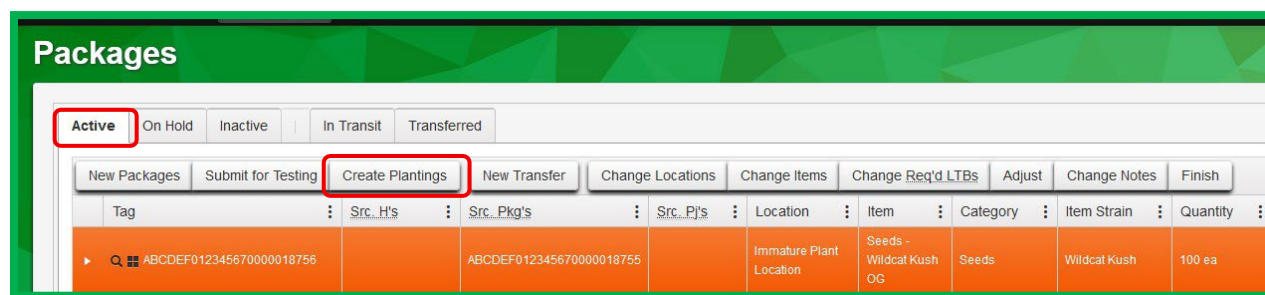
**Figure 12: Complete Incoming Transfer**

## **Cultivation Only: Planting Seeds or Immature Plants**

After bringing in all your beginning inventory via External Transfers, your licensed Metrc account should have all medical cannabis inventory reported within the license number. Seeds, clones, and immature plants will now need to be planted within the Plants section of Metrc. All seeds or immature plants will need to be planted from the packages. If planning on storing seeds, meaning they would not be planted as a live immature plant yet, then the seeds would be kept in package(s) per the Beginning Inventory section above.

Follow the steps below to plant the seeds or immature plants into Immature Plant Batches.

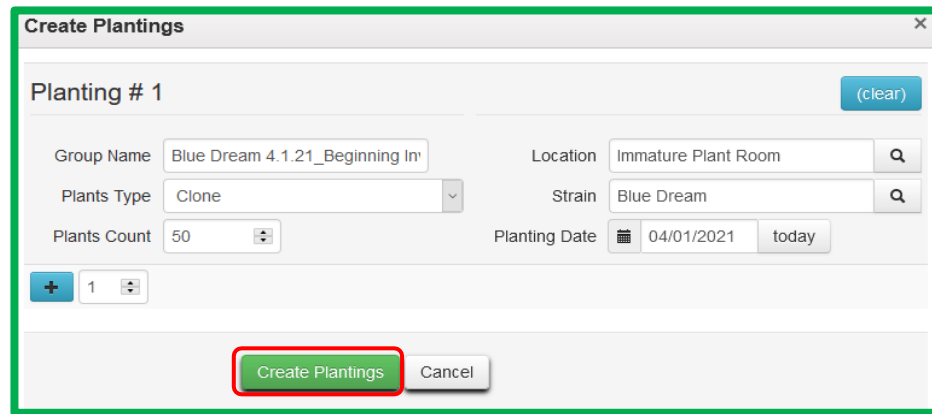
Once logged into Metrc, go to the Packages area on the navigational toolbar. In the Packages grid, go to the Active tab, select the package of the seeds or immature plants that need to be planted and then click the “Create Plantings” button – **see Figure 13**.



**Figure 13: Selecting Package to Create Plantings**

This will open the Create Plantings action window to create the Immature Plant Batch. A preferred naming convention should be used for the Group Name. It is Metrc’s best practice for the Group Name to include the Strain Name and date of planting. The example below would be how it is recommended to enter an immature plant batch of Blue Dream clones for beginning inventory where the Group Name is labeled as **Blue Dream 4.1.21\_Beginning Inventory**.

Strains and Locations must already have been created in the Strains and Locations grids under the Admin area on the navigational toolbar for selection here. Use today’s date (the date of entry) for the “Planting Date.” Once the information has been entered, click on the “Create Plantings” Button to create the planting(s) – **see Figure 14** below.



**Create Plantings**

Planting # 1 (clear)

Group Name: Blue Dream 4.1.21\_Beginning In

Location: Immature Plant Room

Plants Type: Clone

Strain: Blue Dream

Plants Count: 50

Planting Date: 04/01/2021 today

+ 1

Create Plantings Cancel

**Figure 13: Creating Immature Plantings**

Once the Immature Plant Batch has been created, it can be seen in the Immature tab of the Plants area on the navigational toolbar.

### **Metrc resources**

If you have any questions, or need additional support, the following resources are available:

**Contact Metrc Support** by using the new full-service system – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click support.metrc.com to redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

**Metrc Learn:** Metrc Learn was recently redesigned to offer interactive educational opportunities to enhance Metrc system users’ skills and provide various training options based on experience level.

In addition, the learning system is organized into facility-specific programs made up of various courses. To login or register for an account, visit [Metrc Learn](#).

**Access additional resources:** In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.