

Bulletin Number: IL_IB_0011	Distribution Date: 07/17/2025	Effective Date: 07/17/2025
Contact Point: Metrc Support	Subject: New Genetics workflow	
Reason: To notify licensees of changes to the new genetic workflow.		

Greetings,

As of July 17, 2025, the ability to create plantings directly in Metrc will be turned off and all plantings must be derived from a source. After this date, all new genetic inventory must be approved by the Department of Agriculture and brought in through the external transfer process.

Please find a detailed description of this on the following pages.

Requesting New Genetics

Before an incoming external transfer for new inventory can be approved, the following steps should be taken:

1. Licensee creates a Metrc Support case through the Support Portal [here](#) to request permission to bring in new genetics.
2. Metrc Support provides the licensee with a case number.
3. Licensee provides the Metrc Support case number to the Department of Agriculture at agr.s2scompliance@illinois.gov and requests permission to bring in their new genetics.
4. The DOA either approves or denies the request.
 - a. If the request is approved, the DOA will work with Metrc Support to enable the permission to allow for an incoming external transfer to be created.
 - i. The steps outlined in this bulletin should be followed to create and complete that transfer.

Incoming External Transfers Steps

For all other beginning inventory, Incoming External Transfers are used to bring in the packaged product for seeds, raw plant material, or packaged products. This is a two-step process which will require creating an External Transfer and packaging the products. Incoming external 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 Incoming External 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 Transfers grid, select the Incoming tab. Then select the “New Transfer” button - **see Figure 1**.

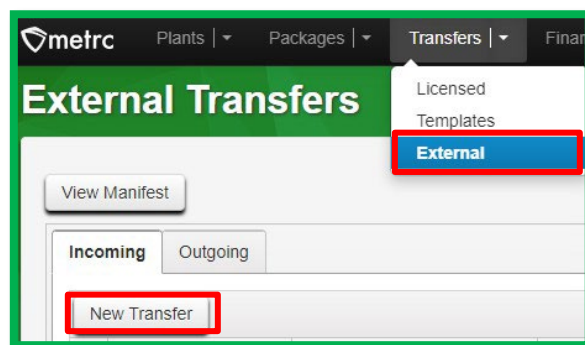


Figure 1: Incoming External Transfers

This will open the New Incoming Transfer action window to create a transfer to bring in seeds or other packages of product for beginning inventory. Complete the fields as follows:

Type: Select the New Genetics 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 into Metrc. 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 – **see Figure 2**. Creating a pending incoming transfer from Step 1 does not immediately associate Metrc package tags with those items.

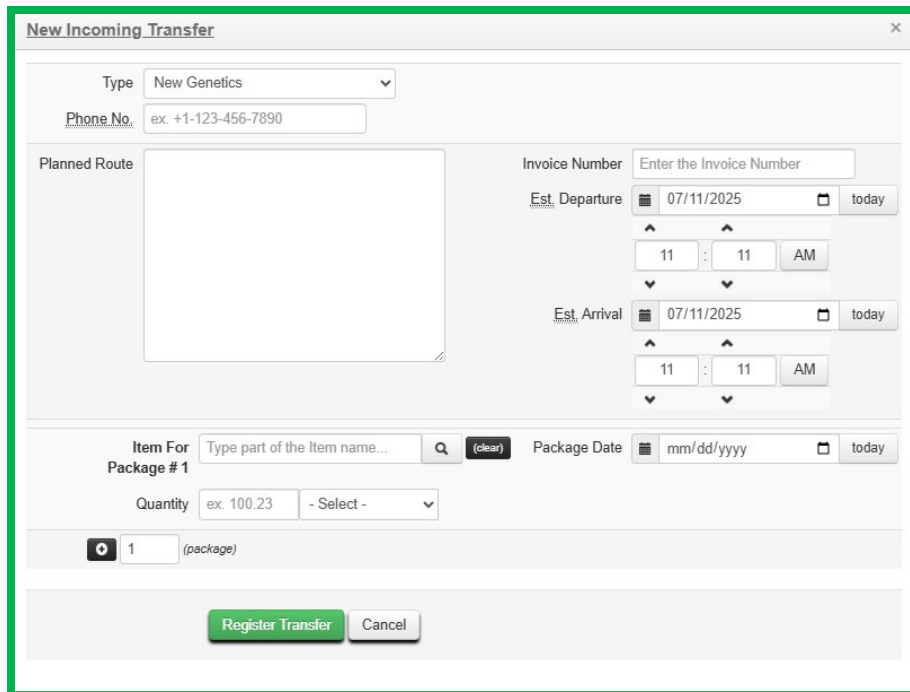


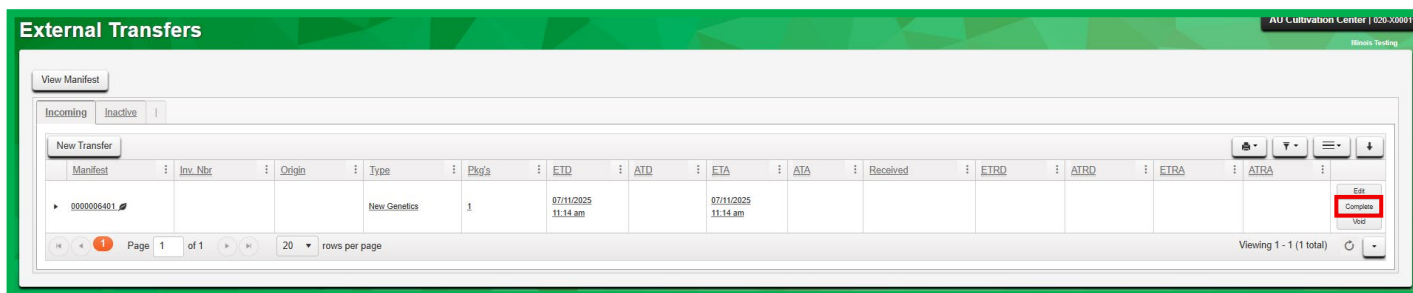
Figure 2: Registering the external incoming transfer

Without completing the External Incoming transfer, a licensee will not show the proper inventory and will not be in compliance with inventory reconciliation requirements.

Completing the External Transfer

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

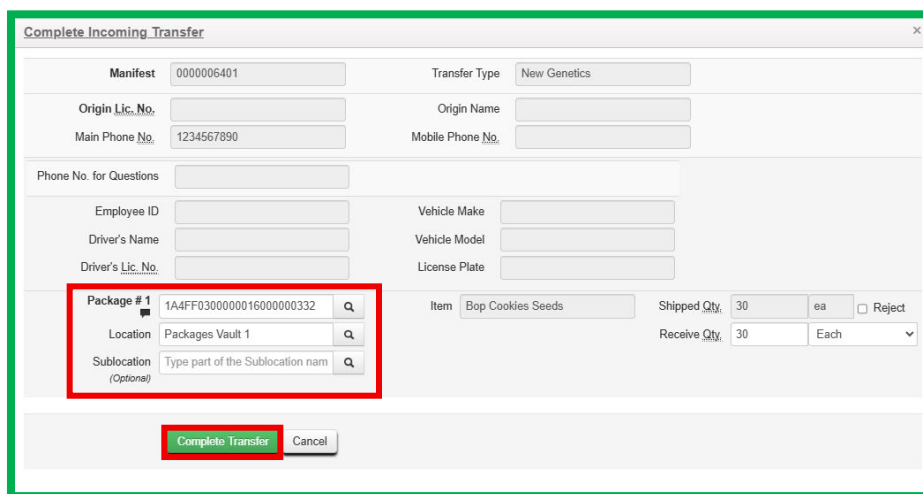
Each Licensee **MUST** have package tags available to complete this step. To complete the pending Incoming External Transfer, select the “Complete” button on the far right of the External Transfer needing to be received in the External Transfers grid - **see Figure 3.**



Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
0000006401			New Genetics	1	07/11/2025 11:14 am		07/11/2025 11:14 am							<input type="button" value="Edit"/> <input type="button" value="Complete"/> <input type="button" value="Add"/>

Figure 3: 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 other products 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 4.**



Manifest: 0000006401
Transfer Type: New Genetics

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: 1A4FF0300000016000000332
Location: Packages Vault 1
Sublocation (Optional): Type part of the Sublocation name

Item: Bop Cookies Seeds
Shipped Qty: 30 ea
Receive Qty: 30 Each

Figure 4: Complete Incoming Transfer

Creating Plantings from Packages

Once the package has been created for the new genetics, those seeds/clones will need to be moved from the packages area to the plants area of Metrc. To do this, select the package that was created using the incoming external transfer process and click the “Create Plantings” button – **see Figure 5.**

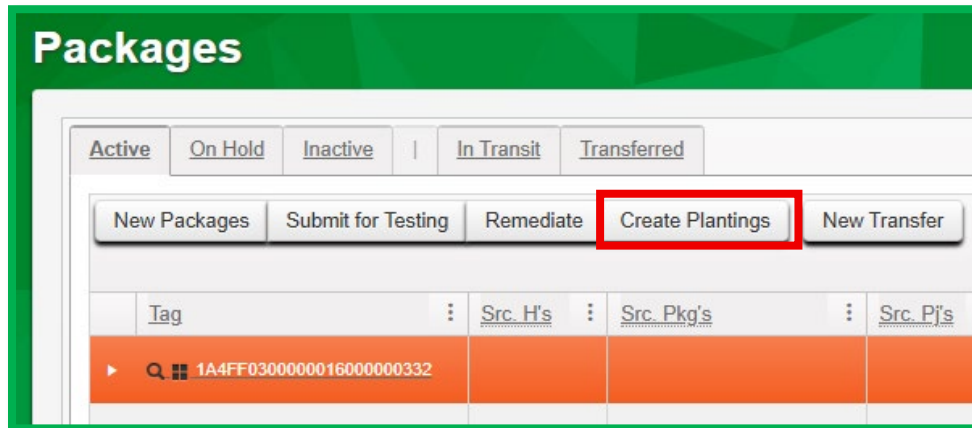
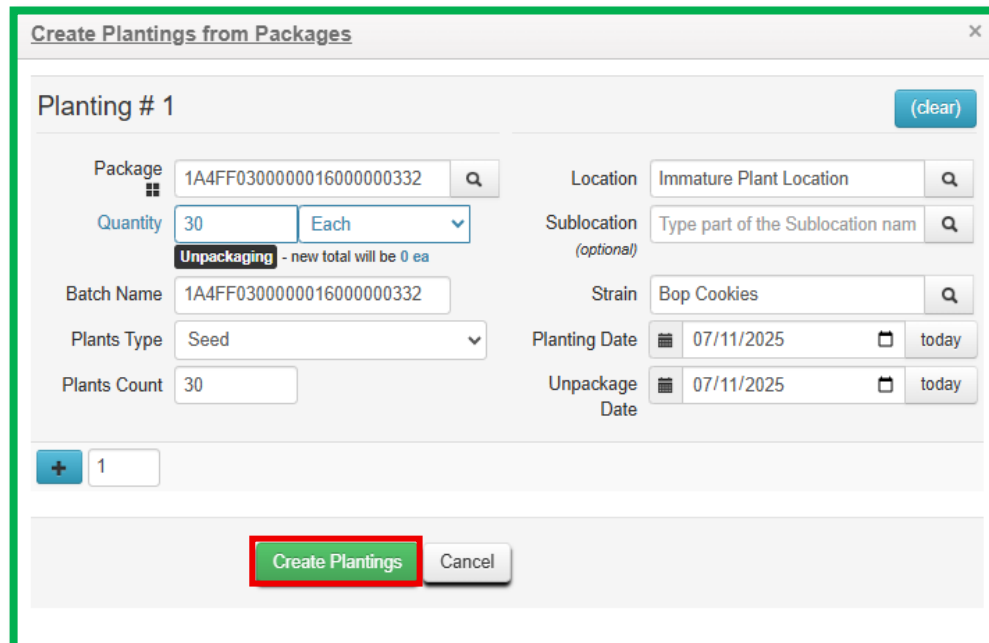


Figure 5: Creating Plantings in Packages Area

This will open the Create Plantings from Packages window. Fill in the quantity, plants type and count, location, strain, planting date and unpackaging date and click “Create Plantings” – **see Figure 6.**



The screenshot shows the 'Create Plantings from Packages' window. It contains the following fields and controls:

- Planting # 1** (with a '(clear)' button)
- Package**: 1A4FF03000000160000000332 (with a search icon)
- Quantity**: 30 (with a dropdown menu set to 'Each')
- Unpackaging**: - new total will be 0 ea
- Batch Name**: 1A4FF03000000160000000332
- Plants Type**: Seed (with a dropdown menu)
- Plants Count**: 30
- Location**: Immature Plant Location (with a search icon)
- Sublocation (optional)**: Type part of the Sublocation nam (with a search icon)
- Strain**: Bop Cookies (with a search icon)
- Planting Date**: 07/11/2025 (with a calendar icon and a 'today' button)
- Unpackage Date**: 07/11/2025 (with a calendar icon and a 'today' button)
- + 1** (with a plus button and a text input field)
- Create Plantings** (highlighted with a red box) and **Cancel** buttons at the bottom.

Figure 6: Create Plantings window

The new genetics can now be found in the Immature Plants area of Metrc – **see Figure 7.**

Plants				
Immature	On Hold	Inactive		Vegetative
Flowering	On Hold	Inactive		Harvested
On Hold				
Create Plantings	Create Packages	Split Plantings	Rename	Update Sublocations
Change Strains	Change			
Plant Batch	Strain	Location	Sublocation	Type
▶ 1A445345	White Sox Sativa	BN Packages Vault		Clone
▶ 1A4FF0200000016000000462	Chad Strain	Bill Shaub		Clone
▶ 1A4FF0300000016000000332	Bop Cookies	Immature Plant Location		Seed

Figure 7: New Genetics in Plants Area

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.