

<b>Bulletin Number:</b> VA_IB_0012	<b>Distribution Date:</b> 09/09/2025	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> New Genetics	
<b>Reason:</b> Providing important information regarding the process for cultivators and processors to bring in seeds (new genetics) into Metrc.		

Greetings,

Metrc, in conjunction with Virginia CCA, is providing guidance on the use of External Transfers to bring seeds into Metrc. The External Transfer functionality is enabled to correctly record seeds being brought into Cultivator, Cultivator – Integrated, and Processor license types from sources outside of Metrc. This functionality is 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.

***NOTE: All requests to bring in new genetics (seeds) into Metrc must be approved by the CCA. The external transfer type “New Genetics” will not be available for use unless approved and activated by CCA. Send requests to [licensing@cca.virginia.gov](mailto:licensing@cca.virginia.gov).***

Please read on for additional information.

## Creating Seeds Item for External Transfer

Before bringing seeds into Metrc, an item for seeds must be created. To do this, go to the Items grid under the Admin area on the navigational bar and select the “Add Items” button. This will prompt the Add Items action window to input the item name, type, and any additional required fields – **see Figure 1**. This item will be used for seeds being brought in from outside of the system.

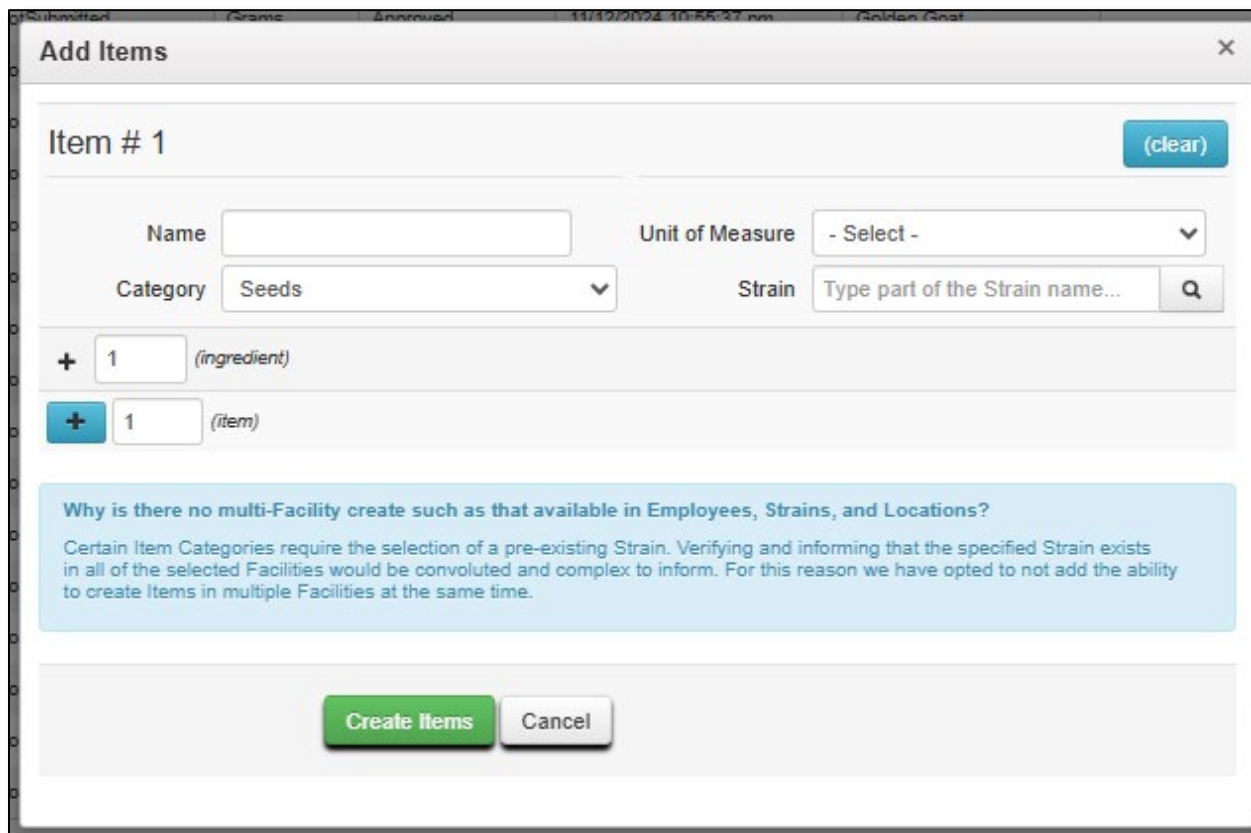
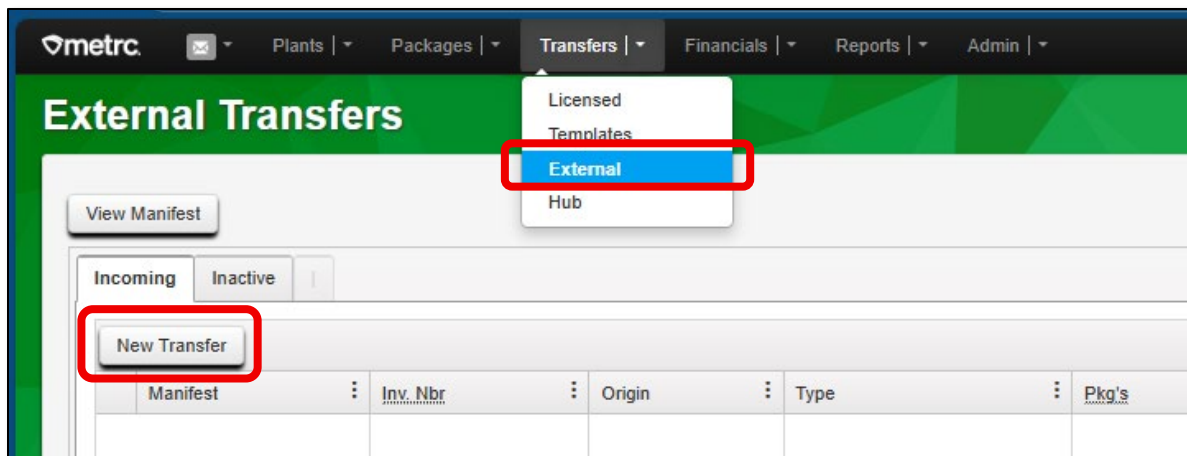


Figure 1: Create Seed Item

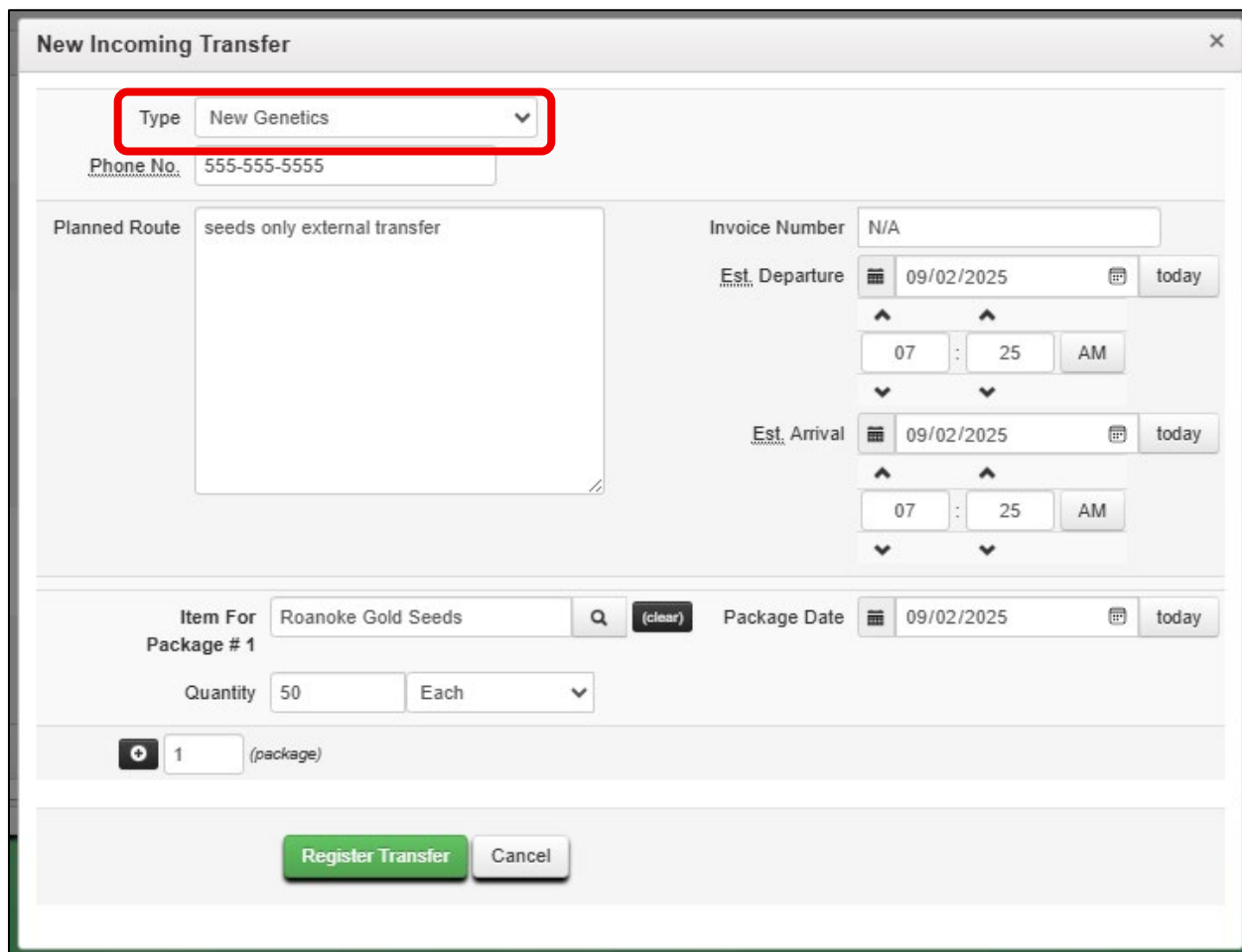
## Creating an External Transfer

Once the item has been created and is ready and available for use, navigate to the External Transfer option under the Transfers area dropdown on the navigational toolbar, then click the “New Transfer” button – **see Figure 2.**



**Figure 2: Select External Transfers, Click New Transfer**

Clicking the “New Transfer” button will open the New Incoming Transfer action window to create a new External transfer. Use the “New Genetics” transfer type. In the Planned Route field, licensees can input “seeds only external transfer”. In the invoice field, licensees can input “N/A”. Once all information has been entered, select the Register Transfer button – **see Figure 3 below.**



The "New Incoming Transfer" window contains the following fields and controls:

- Type:** A dropdown menu with "New Genetics" selected, highlighted by a red rectangle.
- Phone No.:** A text field containing "555-555-5555".
- Planned Route:** A text area containing "seeds only external transfer".
- Invoice Number:** A text field containing "N/A".
- Est. Departure:** A date and time picker set to "09/02/2025" at "07:25 AM".
- Est. Arrival:** A date and time picker set to "09/02/2025" at "07:25 AM".
- Item For Package # 1:** A text field containing "Roanoke Gold Seeds" with a search icon and a "(clear)" button.
- Package Date:** A date and time picker set to "09/02/2025".
- Quantity:** A text field containing "50" and a unit dropdown menu set to "Each".
- Package Count:** A spinner control set to "1" with the label "(package)".
- Buttons:** "Register Transfer" (green) and "Cancel" (grey).

Figure 3: New Incoming Transfer Action Window

## Receiving the External Transfer

Now that the External Transfer has been created, the transfer must be received. To receive the transfer, use the "Complete" button on the right side of the transfer grid – see **Figure 4**.



The "External Transfers" table displays a list of transfers with the following columns:

Manifest	Inv. No.	Type	Pkg's	ETD	ETA	Received	Actions
0000005401	none	New Genetics	1	09/02/2025 11:14 am	09/02/2025 11:55 am		

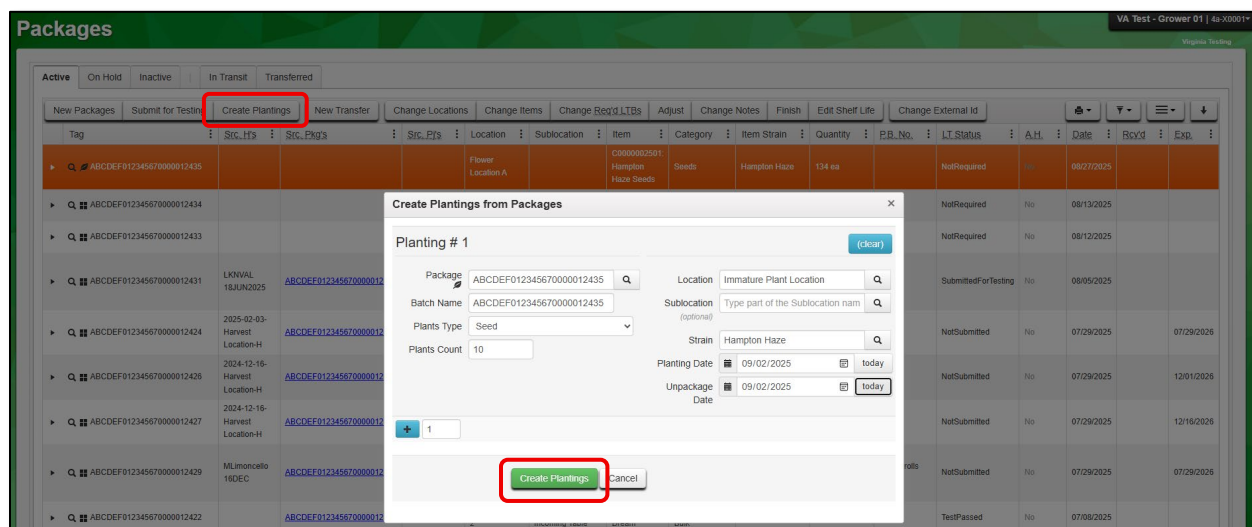
The "Complete" button is highlighted with a yellow rectangle.

Figure 4: Complete the External Transfer

The Complete Incoming Transfer action window will open to assign a package tag to the item(s) and assign a location. Then select the “Complete Transfer” button to complete the process, and the package will then appear in the license’s Active Packages grid.

## Creating a Planting from New Seeds

Once the new package of seeds is available in the Packages grid, the package may be used to create plantings. To do this, select the package of seeds needing to be planted and then click the “Create Plantings” button. The Create Plantings from Packages action window will open and prompt additional information about the type of plantings, how many plantings are being created, the location, the strain, and the date. Once completed, select the “Create Plantings” button – see Figure 5.



**Figure 5 – Create Plantings from Package of Seeds**

Once the plantings have been created, they will appear in the Plants tab on the “Immature” tab.

## Metrc resources

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

### Contact Metrc Support

By navigating to [Support.Metr.com](https://support.metr.com), or from the Metrc System, click Support on the navigational toolbar and click support.metr.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 is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

#### ***From within the Metrc system***

Navigate to the Support area on the navigational toolbar and select “Sign up for Training” to register option from the dropdown.

#### ***From the Metrc website***

Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – *learn.metr.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

Thank you for your continued partnership.