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| Bulletin Number: RI_IB_0046_Hemp External Transfers and Categories | Distribution Date: 10/21/2025 | Effective Date: 11/01/2025 |
| Contact Point: Metrc® Support | Subject: Hemp Product Intake and Categories | |
| Reason: Metrc and the CCC are providing guidance on how Cannabis Cultivator Licenses can participate in the RI Industrial Hemp Program within their current licensed facility | | |

Greetings Metrc Users,

Metrc, in conjunction with the Cannabis Office, is providing guidance on the use of the External Transfer functionality to bring in Hemp and Hemp Based Products for Cannabis Establishment Licensees that are Participating in the RI Industrial Hemp Program at their licensed facility. This will be made available on **11/01/2025**.

The External Transfer functionality will be enabled to properly record Hemp and Hemp Based products being brought into Cannabis Establishment licenses from sources outside of Metrc. This will require specific permission from the Cannabis Office. Please reach out to CCC.CannabisCompliance@ccc.ri.gov with the [HEMP EXTERNAL TRANSFER REQUEST FORM](#), for approval.

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 will be two new item categories that will be created and utilized:

- Hemp Distillate/Isolate
- Hemp Flower

For further information on how to utilize Metrc while tracking hemp products and cannabis simultaneously, please see [CCC Metrc Combined Guidance](#), page 12.

Please see the following pages for details on these changes:

Utilizing Hemp Package Tags

In order to bring in Hemp and Hemp Based Products, the Cultivation and/or Processor/Product Manufacturer will need to order Metrc Hemp Package Tags. These tags will be used for your batches or packages of Hemp or Hemp Based Products.

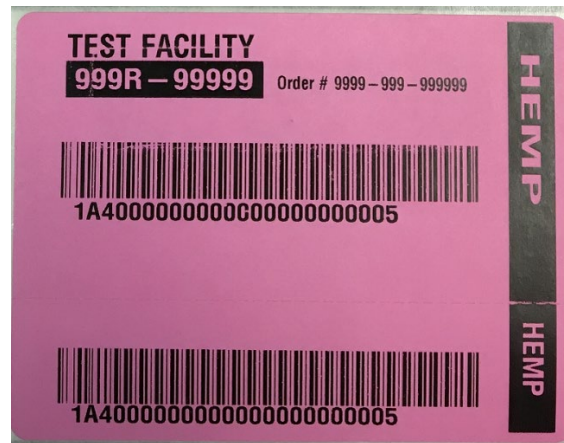


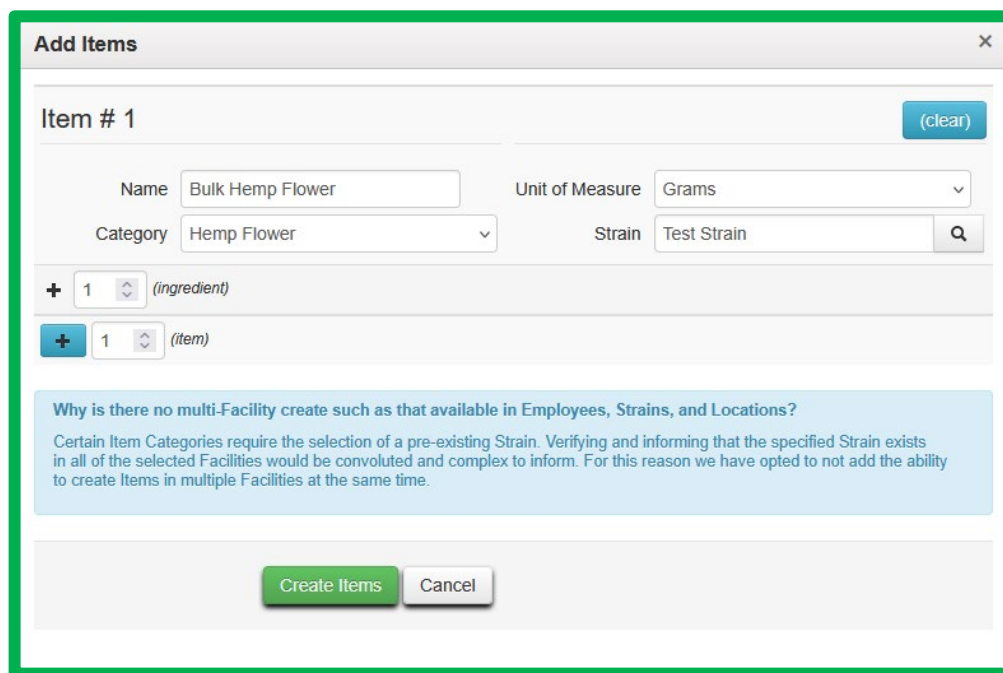
Figure 1: Hemp Package Tag

On 11/01/2025, when a Cultivation or Processor/Product Manufacturer orders Metrc tags, they will see the following option for Hemp Package Tags – **see Figure 1**. These tags will be used in conjunction with an External Incoming Transfer to bring in Hemp and Hemp Derived Products into the Metrc Inventory.

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.

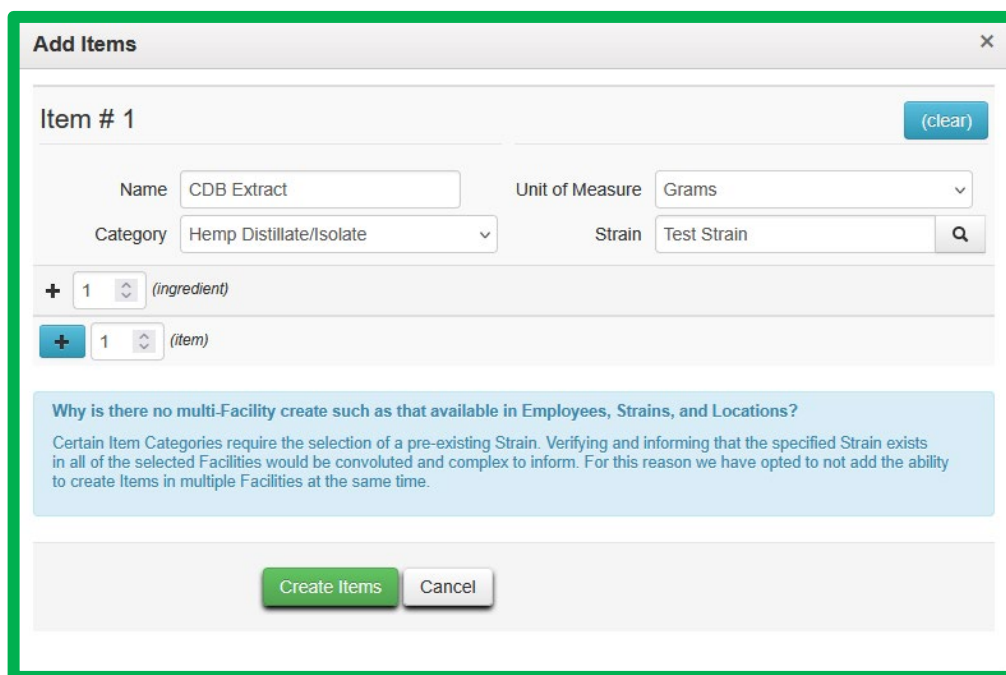
Examples of creating these items are depicted in **Figure 2** and **Figure 3** below.



The screenshot shows the 'Add Items' window with the following details:

- Item # 1** (with a clear button)
- Name:** Bulk Hemp Flower
- Unit of Measure:** Grams
- Category:** Hemp Flower
- Strain:** Test Strain
- Quantity:** 1 (ingredient)
- Quantity:** 1 (item)
- Message:** 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.
- Buttons:** Create Items, Cancel

Figure 2: Create Bulk Hemp Flower Item



The screenshot shows the 'Add Items' window with the following details:

- Item # 1** (with a clear button)
- Name:** CDB Extract
- Unit of Measure:** Grams
- Category:** Hemp Distillate/Isolate
- Strain:** Test Strain
- Quantity:** 1 (ingredient)
- Quantity:** 1 (item)
- Message:** 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.
- Buttons:** Create Items, Cancel

Figure 3: 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.

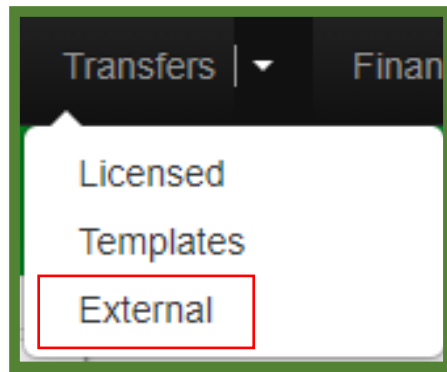


Figure 4: Navigating to the External Transfer Screen

Once on the External Transfer grid in the “Incoming” tab, select the “New Transfer” button as shown in **Figure 5**.

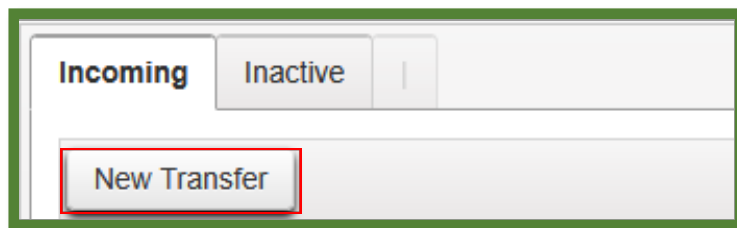
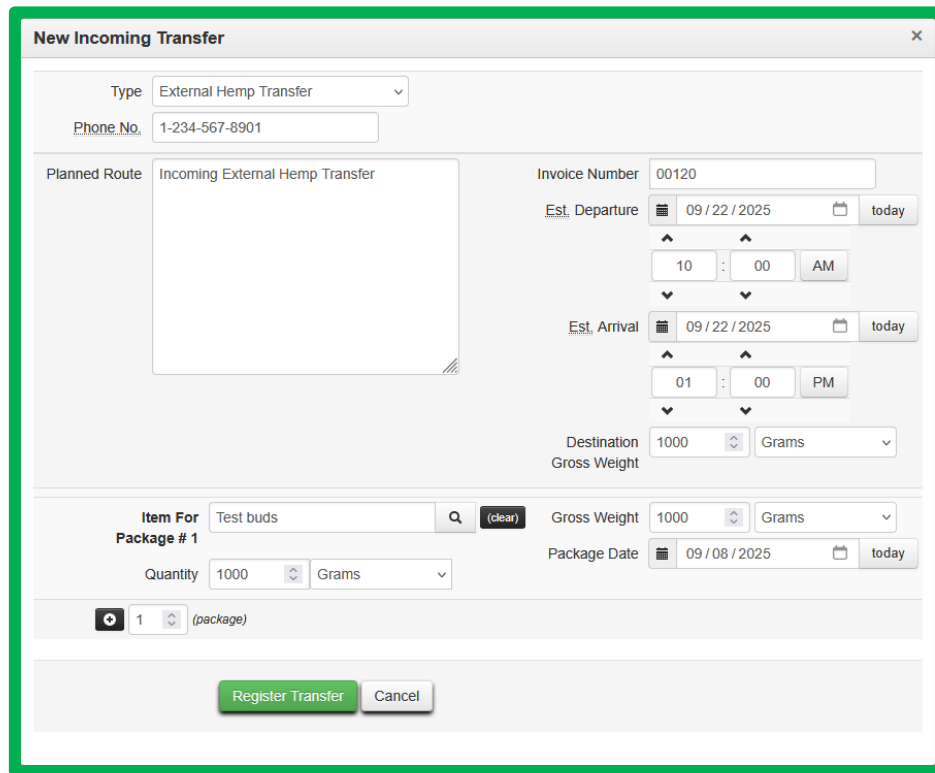


Figure 5: Creating New Incoming Transfer

This will prompt an action window to appear, as shown in **Figure 6** 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 “External 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.



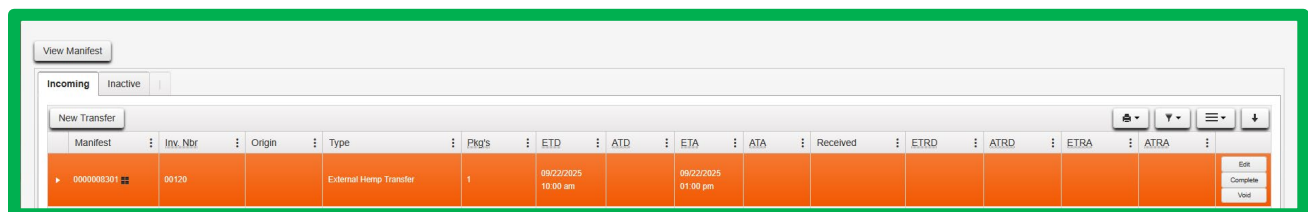
The "New Incoming Transfer" window contains the following fields and controls:

- Type:** External Hemp Transfer (dropdown)
- Phone No.:** 1-234-567-8901 (text input)
- Planned Route:** Incoming External Hemp Transfer (text area)
- Invoice Number:** 00120 (text input)
- Est. Departure:** 09 / 22 / 2025 (calendar), 10 : 00 AM (time selector)
- Est. Arrival:** 09 / 22 / 2025 (calendar), 01 : 00 PM (time selector)
- Destination:** 1000 (dropdown)
- Gross Weight:** Grams (dropdown)
- Item For Package # 1:** Test buds (text input with search and clear buttons)
- Quantity:** 1000 (text input with up/down arrows)
- Gross Weight:** 1000 (text input with up/down arrows)
- Gross Weight:** Grams (dropdown)
- Package Date:** 09 / 08 / 2025 (calendar)
- Package Date:** today (button)
- Package Count:** 1 (text input with up/down arrows)
- Package Count:** (package) (text)
- Buttons:** Register Transfer, Cancel

Figure 6: Create Incoming External Transfer Action Window

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 7**.



The "Complete Transfer Button" window shows a table of incoming transfers. The table has the following columns: Manifest, Inv. Nbr, Origin, Type, Pkg's, ETD, ATD, ETA, ATA, Received, ETRD, ATRD, ETRA, ATRA, and a set of buttons (Edit, Complete, Void).

| Manifest | Inv. Nbr | Origin | Type | Pkg's | ETD | ATD | ETA | ATA | Received | ETRD | ATRD | ETRA | ATRA | Buttons |
|------------|----------|--------|------------------------|-------|---------------------|-----|---------------------|-----|----------|------|------|------|------|----------------------|
| 0000000301 | 00120 | | External Hemp Transfer | 1 | 09/22/2025 10:00 am | | 09/22/2025 01:00 pm | | | | | | | Edit, Complete, Void |

Figure 7: Complete Transfer Button

Once the “Complete” button is selected, an action window is opened where Metrc Hemp tags can be assigned to the incoming packages as shown in **Figure 8**.

Complete Incoming Transfer

Manifest0000008301
Transfer TypeExternal Hemp Transfer

Origin Lic. No.
Origin Name

Main Phone No.1-234-567-8901
Mobile Phone No.

Phone No. for Questions

Employee ID
Vehicle Make

Driver's Name
Vehicle Model

Driver's Lic. No.
License Plate

Package # 1
1A4FF0300000065000000094
ItemTest buds
Shipped Qty.1000g
Reject

LocationCultivation Vault
Gross Wgt.1000g
Receive Qty.1000Grams

SublocationType part of the Sublocation nam

Complete Transfer
Cancel

Figure 8: 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.