

Beginning Inventory Guidelines for US Virgin Islands



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 once the beginning inventory has been added.**

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 seeds, harvest batch packages, or other packages.

All Facility Types - 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 with a standard arrival time of 7-10 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.

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

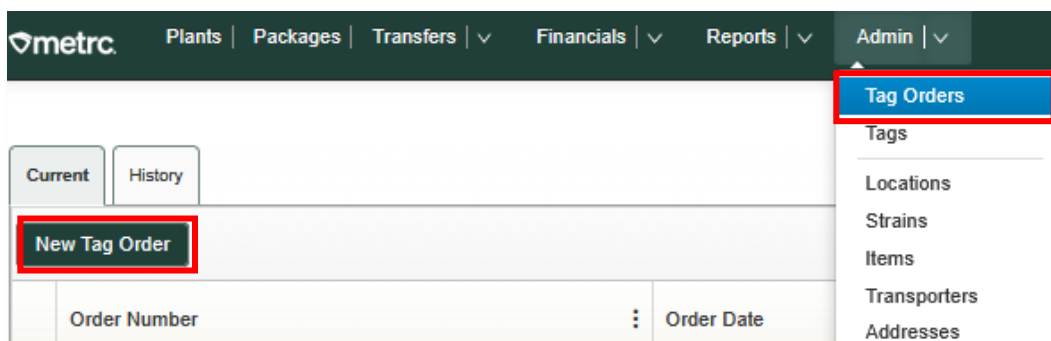


Figure 1: Ordering Tags

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This will open the New Tag Order action window to create a tag order - **see Figure 2**. Enter the amount of Plant tags and/or Package tags that are being requested for the order. Then select or verify the address that the tag order will be shipped to.

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.

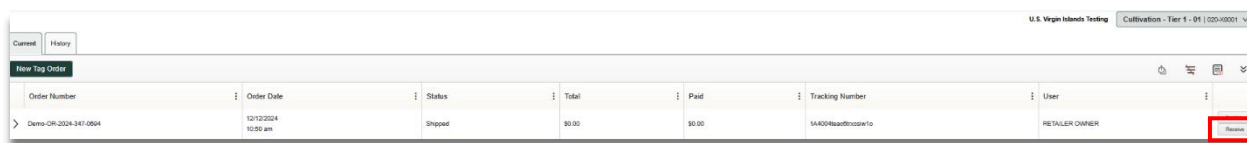
Metrc tags are a one-time use ONLY. If an error is made when assigning a plant tag to a plant when moving plants into the vegetative phase, that plant’s tag must be replaced using the “Replace Tag” option in the software. If an error is made when assigning a tag to a package, the package in question 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.

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Before the tags arrive (See Admin Setup below), 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.



U.S. Virgin Islands Testing							Calibration - Tier 1 - 91 000/10001	
Current		History						
New Tag Order								
Order Number	Order Date	Status	Total	Paid	Tracking Number	User		
Demo-OR-2023-347-0804	12/12/2024 10:00 am	Shipped	\$0.00	\$0.00	1A0044aard0rusew1o	RETAILER OWNER	Receive	

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**.

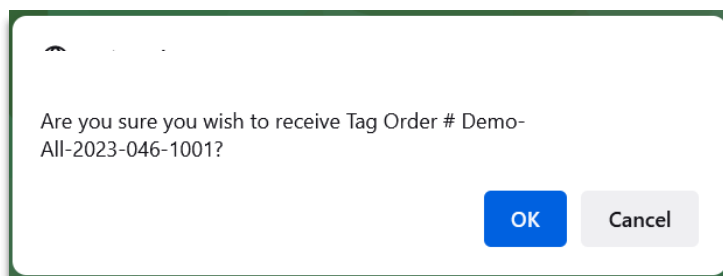


Figure 4: Confirming Receipt of a Tag Order

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

All Facility Types - Admin Setup

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After a tag order has been placed, licensee Admins based on their license type will need to go to the Admin area and add all the Strains, Items (Item Names for products), and Locations their business license is or is planning to cultivate or create. *Transporters will only need to add employees to Metrc and no other Admin or inventory information.*

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.

For all beginning live plant inventory, those plants will be entered/brought in through the immature plant batches area. All other inventory will be brought in via 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.

Strains must be created prior to strain specific items. 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.**

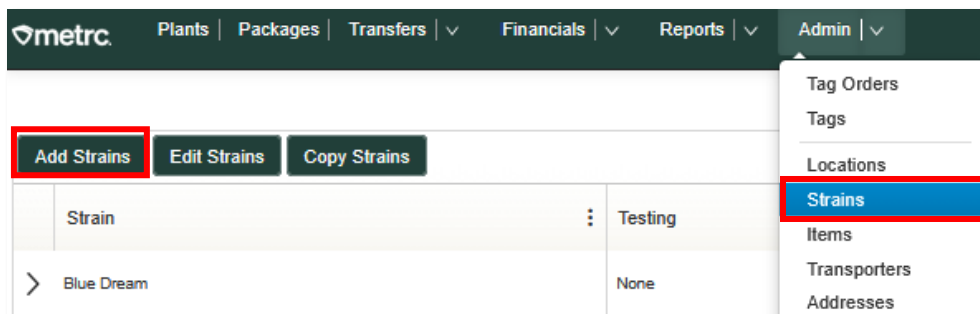


Figure 5: Admin Navigation (Strains)

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.**

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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**.

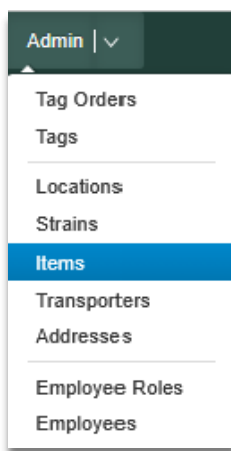


Figure 7: Items option in Admin area

Once on the Items grid, click the Add Items button – **see Figure 8 below**.

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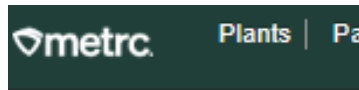


Figure 8: Add Items button

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 – Metrc Bliss” is used to describe the seed package that will be brought in, indicating the item category of seeds and the strain of Metrc Bliss – **see Figure 9**.

Figure 9: Adding Items Action Window

Further details on all Admin related setup and tagging information can also be found in Metrc Expert or Metrc Learn Training. Also, it is covered in the Metrc New Business Training which all cannabis business license employees can register for at [here](#) or in the Advanced Cultivation Training, Advanced Processor/Product Manufacturer Training, Advanced Dispensary Training, or Advanced Testing Facility Training.

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All Facility Types – Creating Beginning

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

Transporters will not bring in any beginning inventory.

Note: All licensees must contact Metrc Support to enable External Transfers for their licenses before importing packages as beginning inventory. Once enabled, USVI regulations require licensees to add all beginning inventory packages within 30 days. After this 30-day period, the ability to import packages externally into Metrc will be disabled.

When reporting beginning inventory for a Cultivation license, newly created immature plant batches are created to reflect the seeds or immature plants that are being or have been planted into the active inventory. For further information regarding how to enter beginning inventory for Immature Plant Batches, please see section Cultivation Only: Creating Beginning Inventory Plants.

External Incoming Transfers Steps

For all other beginning inventory, External Incoming Transfers are used to bring in the packaged product for seeds (that are not planted) or clones/plants. This is a two-step process which will require creating an External Transfer and packaging the products. External incoming transfers should be used for all beginning inventory.

Both steps must be completed 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 Transfers grid, select the Incoming tab. Then select the “New Transfer” button- **see Figure 10 below.**

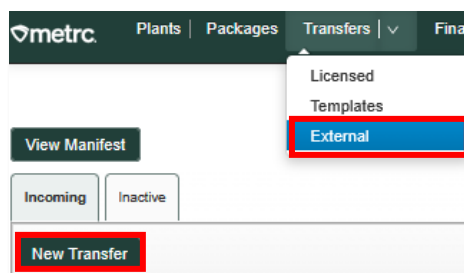


Figure 10: Incoming External Transfers

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This will open the New Incoming Transfer action window to create an External Transfer to bring in seeds or other packages of product for beginning inventory. 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 verified at the Licensed Business # _____ 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 – **see Figure 11 below**. 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.

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New Incoming Transfer

Type: Beginning Inventory

Phone No.: 1234567890

Planned Route: Received and verified at the Licensed Business # by the Metrc Admin

Invoice Number: Enter the Invoice Number

Est. Departure: 10/10/2025 01:02 PM

Est. Arrival: 10/13/2025 11:15 AM

Item For: Metrc Bliss Seeds

Package # 1

Quantity: 250 Each

Package Date: 10/10/2025

Use-By Date: mm/dd/yyyy

Cancel Register Transfer

Figure 11: 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 License **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 12**.

View Manifest

Incoming Inactive

New Transfer

Manifest	ID	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
> 000001001			Beginning Inventory	1	10/10/2025 01:02 pm		10/13/2025 11:15 am							Complete

Figure 12: 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

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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 13**.

Complete Incoming Transfer

Manifest: 0000001601 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: 1A4FF0300000016000000003 Item: Metrc Bliss Seeds Shipped Qty: 250 ea Reject: Location: Immature Plant Location Receive Qty: 250 Each Sublocation: Type part of the Sublocation nam Cancel **Complete Transfer**

Figure 13: Complete Incoming Transfer

Please keep in mind:

- When bringing in beginning inventory for any packaged product, the product will come into Metrc as Not Submitted (as a testing status).
- When bringing in beginning inventory, all licensees must contact Metrc Support to enable External Transfers for their licenses before importing packages as beginning inventory. Once enabled USVI regulations require licensees to add all beginning inventory packages within 30 days. After this 30 day period, the ability to import packages externally into Metrc will be disabled.
- All employees need to take the Metrc New Business Fundamentals training which all cannabis business license employees can register for at [here](#) as well as the Metrc Training: Cultivation, Metrc Training: Processor/Product Manufacturer, or Metrc Training: Dispensary/Store, or Metrc Training Testing Facility in order to be successful in working in Metrc.

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Cultivation Only: Creating Beginning Inventory Plants

After bringing in all your beginning inventory via External Transfers, your licensed Metrc account should have all cannabis inventory reported within the license number. Seeds and other Plants can now be planted within the Plants section of Metrc. All plants will need to be recorded as Immature Plant Batches for the beginning inventory and then moved to the Vegetative or Flowering phases as needed to reflect where the plants are physically at the time of beginning inventory. If planning on storing seeds, meaning they would not be planted as a live immature plant yet, those seeds would be kept in strain specific package(s) per the Beginning Inventory section above.

Follow the steps below to plant seeds or plants into Immature Plant Batches for beginning inventory.

Once logged into Metrc, go to the Plants area on the navigational toolbar. In the Plants grid, go to the Immature tab and click the Create Plantings button – **see Figure 14 below.**

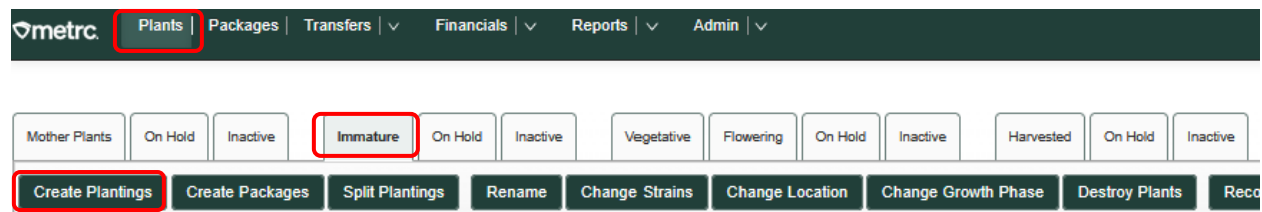


Figure 14: Create Plantings button in Immature tab in Plants grid

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. The plantings are required to be strain specific. 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 Metrc Bliss Plants for beginning inventory where the Group Name is labeled as **Metrc Bliss 10.10.25 Beg Inv.**

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 the date of the original planting for the "Planting Date." Once the information has been entered, click on the "Create Plantings" Button to create the planting(s) – **see Figure 15 below.**

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Figure 15: 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.

Once the Immature Plant Batch has been created, then the plants can be moved to the appropriate growth phase using the original phase dates the plants were moved to mirror your physical inventory. Below is an example of some Vegetative Plants that have been created as part of the beginning inventory and will now be moved to the Vegetative Phase. To move those plants, in the Immature tab, select the Metro Bliss 4/1/2025 Immature Plant Batch that was created for the Beginning Inventory and then select the Change Growth Phase button – **see Figure 16.**

Figure 16: Change Growth Phase button to Move Plants to Veg

This will open the Change Immature Plants Growth Phase action window. Enter the Plants Count for the number of plants being moved to the Vegetative phase in the Plants Count field. Use the magnifying glass to select the next available plant tag to

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start the sequence of tags for the plants having their growth phase changed. The system will automatically assign the next consecutive set of tags in the serialized sequence and auto-populate the ending tag number in the Ending Tag field. Then select the New Phase from the drop down menu. In this case, select the Vegetative Phase. Then select the New Location where the plants will be moved into from the drop down menu of options in the New Location field. Then populate the Change Date with the date that the plants were originally moved into the Vegetative phase prior to beginning inventory. The Today button can be selected if the plants are moving for the first time today from Immature to the Vegetative phase. Once all information has been entered and verified as accurate, click the Change Phase button to complete the move of the plants from Immature to the Vegetative phase – **see Figure 17.**

Figure 17: Change Immature Plants Growth Phase

If there are beginning inventory plants that need to move to the Flowering phase, those plants can be moved from the Vegetative tab in the Plants grid area. Select all of the plants needing to be moved and then select the Change Growth Phase button – **see Figure 18.**

more

Mother Plants	On Hold	Inactive	Immature	On Hold	Inactive	Vegetative	Flowering	On Hold	Inactive	Harvested	On Hold	Inactive	Addives	Waste
Assign Tags														
Replace Tags														
Change Strains														
Change Location														
Change Growth Phase														
Changes by Location														
Destroy														
Record Additives														
Record Waste														
Create Plantings														
Manicure														
Tag	:	Strain	:	Location	:	Sublocation	:	Hold	:	Plant Batch	:	Plant Batch Type	:	
>	1A4FF02000000160000000003		Metro Bliss		Veg Location A			No		Metro Bliss 10/10/25 Beg Inv		Seed		
>	1A4FF02000000160000000004		Metro Bliss		Veg Location A			No		Metro Bliss 10/10/25 Beg Inv		Seed		

Figure 18: Change Plants Growth Phase from Vegetative to Flowering

This will open the Change Vegetative Plants Growth Phase action window. In this action window each plant is listed, and the template can be used to auto-populate for all plants down below by populating the template and then selecting the checkmark boxes to the

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right of each field. In the example below, the Flowering phase was selected. The New Location is the Flower Location A and the Change Date is 4/14/2025. Once all fields have been selected or entered, the checkmarks were clicked and the information from the template is populated below for each of the plants being moved from the Vegetative phase to the Flowering phase. After all required fields have been entered, click the Change Phase button at the bottom of the action window to move the plants from the Vegetative phase to the Flowering phase – **see Figure 19.**

Figure 19: Change Plants Growth Phase from Vegetative to Flowering

Cultivation Only: Harvested Product

To bring in beginning inventory for plant material that has already been harvested, that product will need to be packaged up and brought into Metrc via the External Incoming Transfer as shown previously. All product should be packaged strain and harvest specifically and brought in via the External Incoming Transfer so a new Metrc package tag can be assigned for that harvest batch package.

As always, if there are any questions, please contact Metrc Support.