

Bulletin Number: MA_IB_0108	Distribution Date: 2/24/2026	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Vendor Sample Transfer Type	
Reason: Guidance on utilizing the Trade Sample functionality and registering a Vendor Sample transfer.		

Greetings,

Metrc in collaboration with the Cannabis Control Commission is pleased to provide guidance on how to mark and transfer a vendor sample by utilizing a new available transfer type called Vendor Sample Transfer.

This transfer type is to be used moving forward for any vendor samples that will need to be transferred without monetary value.

Please find additional information below.

Trade Sample Toggle Button

- To designate a package as a trade or vendor sample, navigate to the Packages Grid
- Select the package you would like to be marked as a trade/vendor sample
- Select the Trade Sample drop down menu option.
- The carrot dropdown will show a Flag and Unflag selector. Select Flag to mark that entire package as a trade sample. See Image 1.
- The trade sample can be identified with a suitcase icon within the package window.

Important Note: Once a trade sample has been transferred to another facility, the trade sample indicator cannot be unflagged.

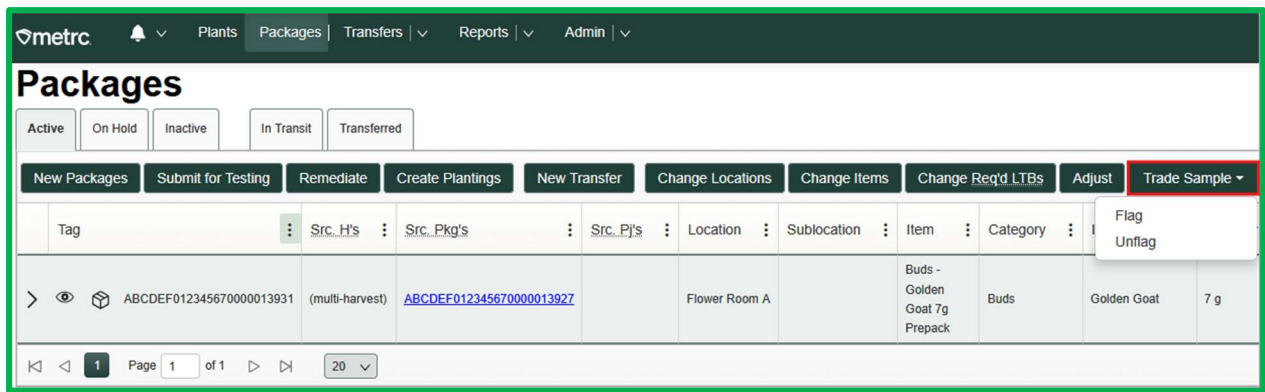


Image 1: Trade Sample Button

Vendor Sample Transfer Type

- Once a package has been marked as a Trade Sample, and is ready to be transferred to another facility, navigate to the packages grid and select the Active tab.
- Once you have identified the Trade Sample package, you would like to send to another facility, select that package, and then select New Transfer.
- In the New Transfer window, select Vendor Sample Transfer as the transfer type in the drop-down menu. See Image 2.
- Include all other required information for the transfer including the destination, planned route, departure and arrival times, and transporter information.
- Select Register Transfer to complete the transfer action.

Please note that the Trade/Vendor Sample transfer type should only be utilized for packages within that transfer that have been flagged as Trade Samples and require no monetary value for transfer.

The screenshot shows the 'New Transfer' form with the following fields and values:

- Destination 1: 402-X0001
- Planned Route: (empty)
- Type: Trade/Vendor Sample (dropdown menu is open, showing options: - Select -, Affiliated Transfer, Lab Transfer, Patient Supply, Patient Supply - Affiliated Transfer, Patient Supply - Unaffiliated Transfer, Trade/Vendor Sample (highlighted), Unaffiliated Transfer)
- Invoice Number: - Select -
- Est. Departure: (empty)
- Est. Arrival: (empty)
- Transport # 1: Type part of the License Number.
- Phone No.: ex. +1-123-456-7890
- Layover: (checkbox)
- Driver 1: Type part of the Driver Name...
- Vehicle 1: Type part of the vehicle make, m...
- Driver's Name: (empty)
- Vehicle Make: (empty)
- Employee ID: (empty)
- Vehicle Model: (empty)
- Driver's Lic. No.: (empty)
- License Plate: (empty)
- Package # 1: ABCDEF012345670000013931
- Gross Weight: ex. 100.23
- Quick Entry: Quick entry packages OFF
- Package Labels: Select files...
- Destination: 1

At the bottom right, there are 'Cancel' and 'Register Transfer' buttons.

Image 2: Selecting the Vendor Sample Transfer Type

Industry 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.

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Metrc Resources

If you have any questions, or need additional support, please reach out to the Metrc API Support team at api-info@metrc.com.

Thank you for your continued partnership.