

| | | |
|---|---|--------------------------------------|
| Bulletin Number: MN_IB_0059 | Distribution Date: 03/26/2026 | Effective Date: 04/02/2026 |
| Contact Point: Metrc Support | Subject: Trade Samples | |
| Reason: To announce the availability of trade sample functionality within Metrc. | | |

Greetings,

Metrc, in conjunction with the OCM, is pleased to provide information on an update that will allow industry users to create Trade Samples. Trade Samples are samples created by license holders and provided to other licenses, and/or employees. This bulletin provides information on the process license holders will need to follow to designate packages as a trade sample.

Please note, trade samples are not to be sold for any dollar amount and are for the strict purpose of allowing other licenses to test new products.

Please see the following pages for more details.

Designating a Trade Sample

Trade samples should only be created/used for packages that are intended as samples for other licenses to try the product. Trade samples cannot be sold to an end consumer, nor can they be unmarked as a trade sample once they have been transferred. Because of this, it is very important that a package that is, in fact, not a trade sample that it not be transferred or accepted on a manifest.

A package can be created as a trade sample from within the New Packages action window by selecting the “Trade Sample” checkbox below the package date field – **see Figure 1.**

The screenshot shows the 'New Packages' form. The 'Trade Sample' checkbox is located below the 'Package Date' field and is highlighted with a red rectangle. Other fields include 'New Tag', 'Location', 'Sublocation', 'Item', 'Quantity', 'Package # 1', 'Quick Entry', and 'Production Batch'. The 'Create Packages' button is at the bottom right.

Figure 1: Trade Sample checkbox

Once a package has been created as a trade sample, that package will display an icon in the shape of a briefcase. This allows for easy identification of trade samples on transfer manifests and within the packages grid – **see Figure 2.**



Figure 2: Trade Sample icon

The columns within the package grid can also be adjusted to include a Trade Sample column by clicking on the three vertical dots to the right of any column, navigating to “Column” and selecting the “Trade Sample” checkbox – **see Figure 3 below.**

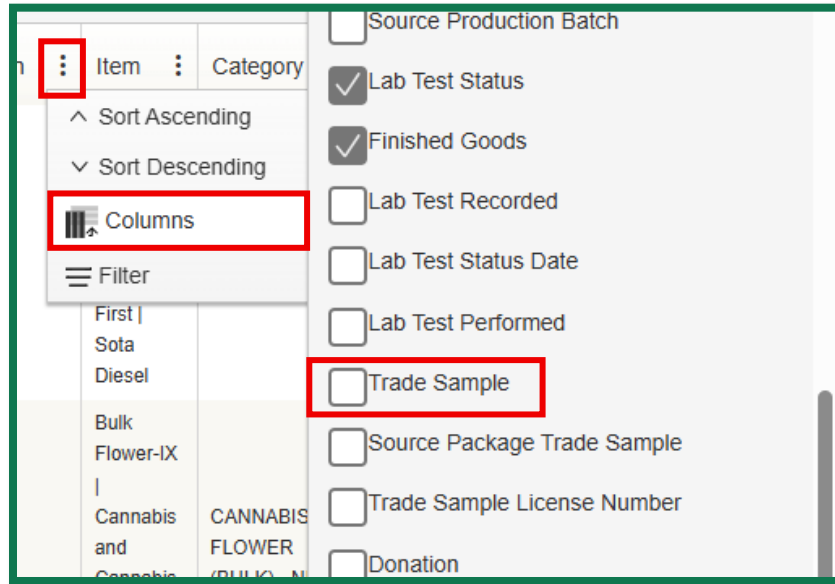


Figure 3: Adding a Trade Sample Column to the Package Grid

Flagging/Unflagging Trade Samples for Existing Packages

If a package is made, prior to being transferred, and is found to need to be identified as a trade sample (or have that designation removed), it can be marked or unmarked as such using the “Trade Sample” button within the packages grid – see Figure 4.

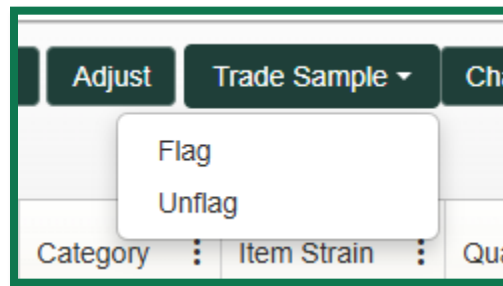


Figure 4: Flag/Unflag Trade Samples in Packages grid

It is important to again note that once the package has been transferred, the designation of trade sample cannot be undone.

Adjusting a Trade Sample

Once a trade sample has been received and used, the trade sample package will need to be adjusted down to zero using the “Employee Sample” adjustment reason and a note of the employee that sampled the product – see **Figure 5**.

The screenshot shows the 'Adjust Packages' interface. At the top, it says 'Adjust Packages' with a close button. Below that, 'Package # 1' is displayed with a '(clear)' button. The interface is divided into two main sections. The left section contains fields for 'Package' (with a search icon), 'Quantity' (5 Grams), 'Adj. Quantity' (-5 Grams), and 'New Quantity' (0 Grams). Below these is a 'Removing' status indicating 'new total will be 0 g'. The right section contains a 'Reason' dropdown set to 'Employee Sample', an 'Optional Note' field with 'Bob Ross', and an 'Adj. Date' field with '03/04/2026' and a 'today' button. Below the date is a checked 'Finish Package' checkbox and a 'Finish Date' field with '03/04/2026' and a 'today' button. At the bottom left, there is a '+' button and a '1' in a box. At the bottom right, there are 'Cancel' and 'Adjust Packages' buttons. A red rectangular box highlights the 'Reason', 'Optional Note', and 'Adj. Date' fields.

Figure 5: Adjusting Trade Sample

Metrc resources

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

Contact Metrc Support

By navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will 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](#) platform is simple:

From within the Metrc system

- Navigate to the drop-down Support menu in the navigational toolbar and select “Sign up for Training” to register.

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.metrc.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.

Metrc Expert

In the Metrc system, click on widget icon in the lower right-hand corner to open the Metrc Expert knowledge base to access step-by-step guides, ask questions, and more.

Thank you for your continued partnership.