

<b>Bulletin Number:</b> DC IB 0092	<b>Distribution Date:</b> 04/20/2026	<b>Effective Date:</b> 4/21/2026
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> New Genetics and Retailer Seed Sales	
<b>Reason:</b> Providing important information regarding the process for cultivators to bring in seeds (new genetics) and retailer seed sales		

Greetings,

Metrc, in conjunction with the Alcoholic Beverage and Cannabis Administration (ABCA), is providing guidance on the use of External Transfers to bring seeds into Metrc. The External Transfer functionality is enabled for Cultivator licenses to correctly record seeds brought in from sources outside of Metrc.

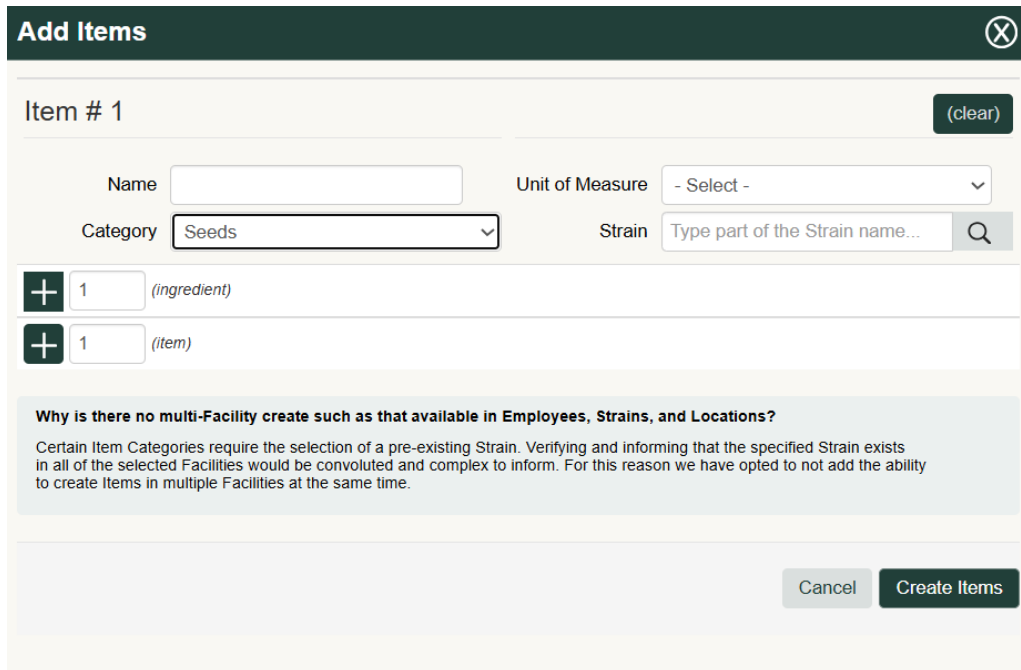
This functionality is similar to the current process for creating transfer manifests, except that the receiving cultivator creates the manifest and assigns tags to the seeds when completing the transfer. Once those seed packages are created, cultivators may transfer them to retailers using licensed transfers, and retailers can then record sales from those seed packages through the normal retail workflow.

**NOTE: All requests to bring in new genetics (seeds) into Metrc must be approved by Nick McLean at ABCA. The external transfer type “Beginning Inventory Transfer” will not be available for use unless approved and activated by ABCA. Cultivators should send requests to bring in new genetics [Nick.Mclean@dc.gov](mailto:Nick.Mclean@dc.gov).**

Please read on for additional information.

## Creating Seeds Item for External Transfer

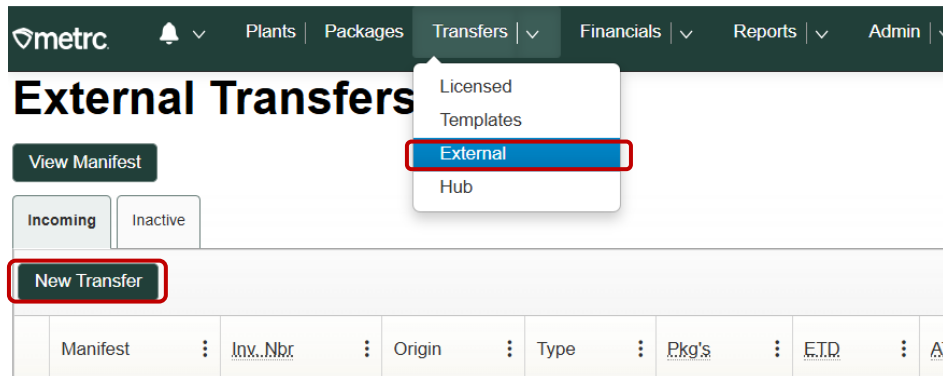
Before bringing seeds into Metrc, an item for seeds must be created. To do this, go to the Items option under the Admin area on the navigational bar. Once on the Items grid, select the “Add Items” button. This will open the Add Items action window to input the item name, category type, unit of measure, 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**

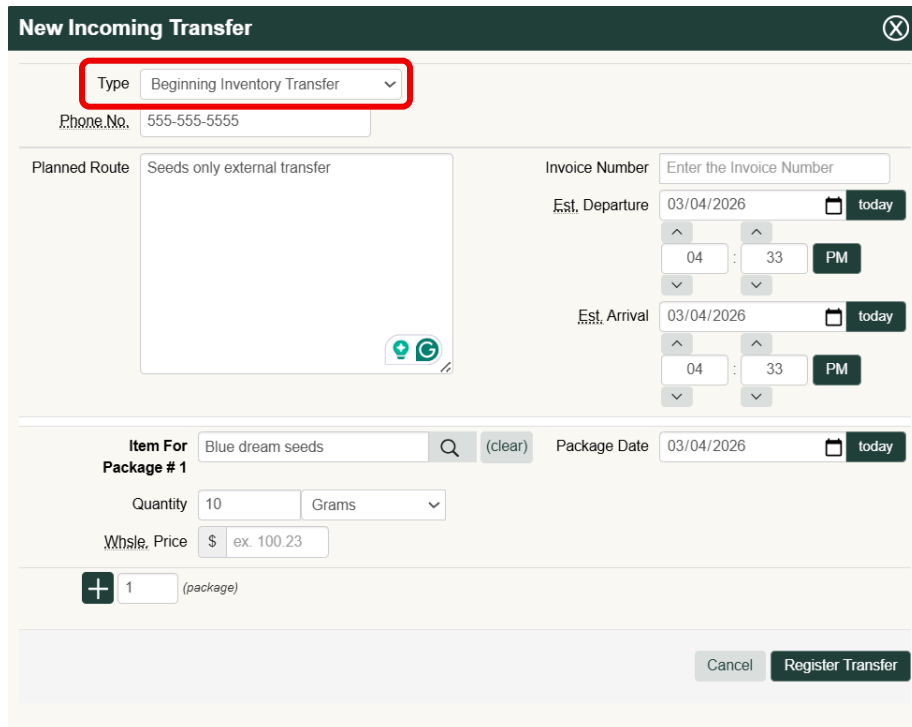
## Creating an External Transfer

Once the item has been created and is ready for use, an External Incoming Transfer needs to be created. This is a 2 step process. Navigate to the External option under the Transfers area dropdown on the navigational toolbar. Then click the Incoming tab and click the “New Transfer” button – see **Figure 2**.



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

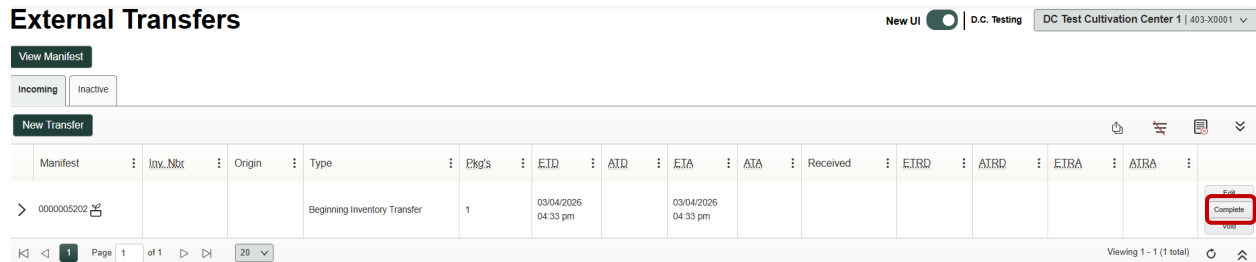
Clicking the “New Transfer” button will open the New Incoming Transfer action window to create a new External transfer. Use the “Beginning Inventory Transfer” transfer type. In the Planned Route field, licensees can input “Seeds only external transfer”. – see **Figure 3** below.



**Figure 3: New Incoming Transfer Action Window**

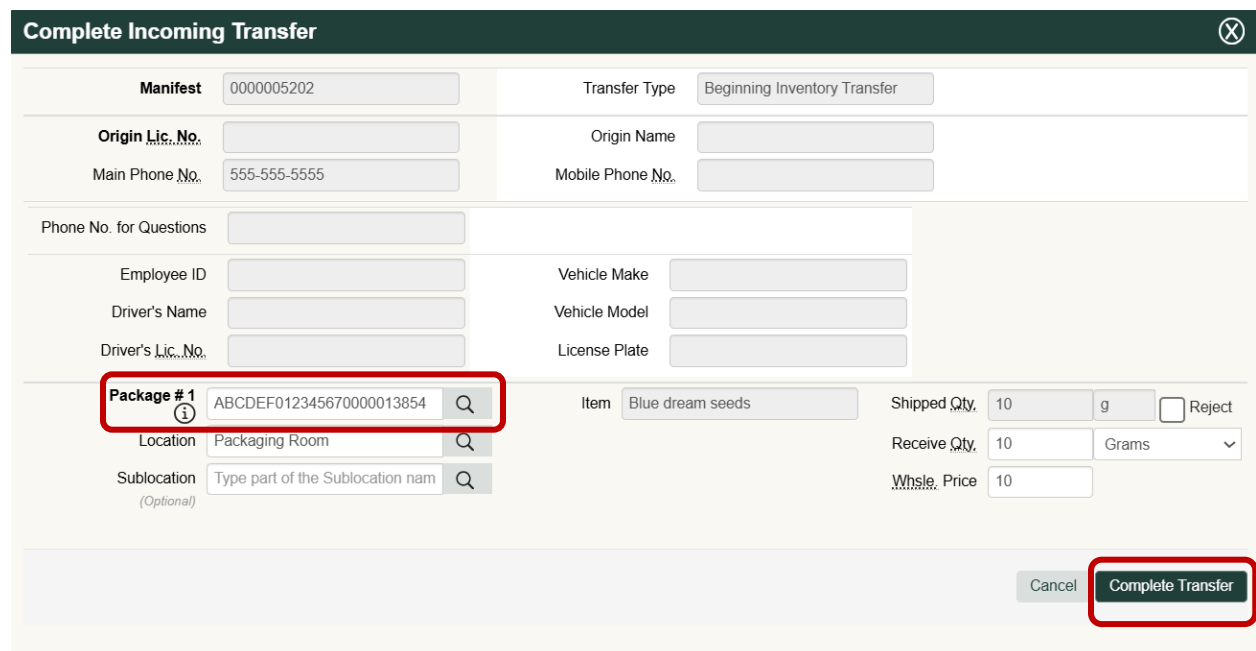
## Receiving the External Transfer

Now that the External Transfer has been created, the transfer must be received. This is step 2. To receive the transfer, use the “Complete” button on the right side of the transfer grid for the external transfer needing to be received – **see Figure 4.**



**Figure 4: Complete the External Transfer**

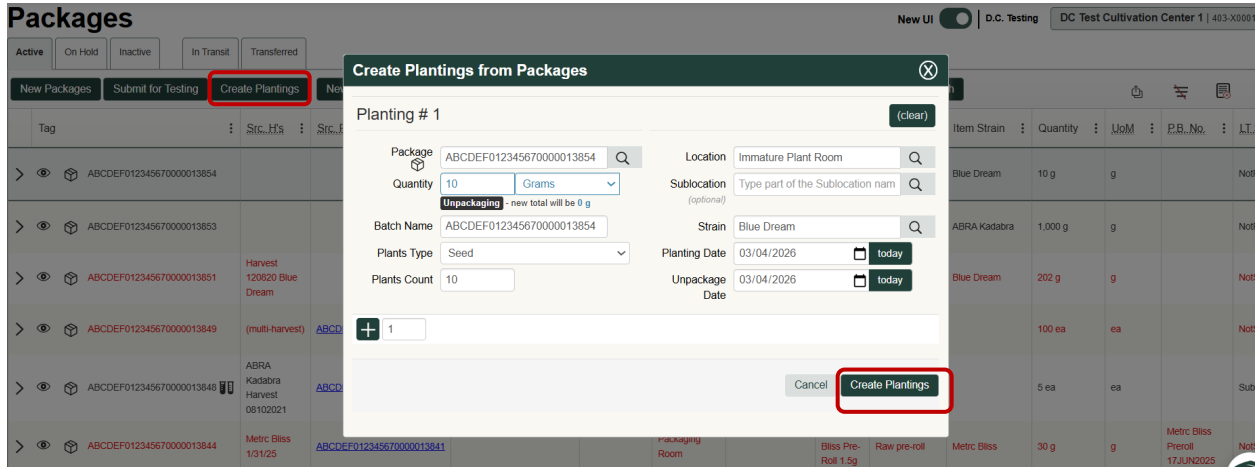
The Complete Incoming Transfer action window will open to assign a package tag to the item(s) and assign a location. Then select the “Complete Transfer” button to complete the process, and the package will then appear in the license’s Active Packages grid. **see Figure 5.**



**Figure 5: Complete External Transfer Window**

## 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. This will open the Create Plantings from Packages action window and prompt additional information. An Immature Plant Batch name will need to be assigned as well as the type of plants, how many plants in the batch are being created, the location, the strain, and the dates. Once completed, select the “Create Plantings” button – **see Figure 6**.

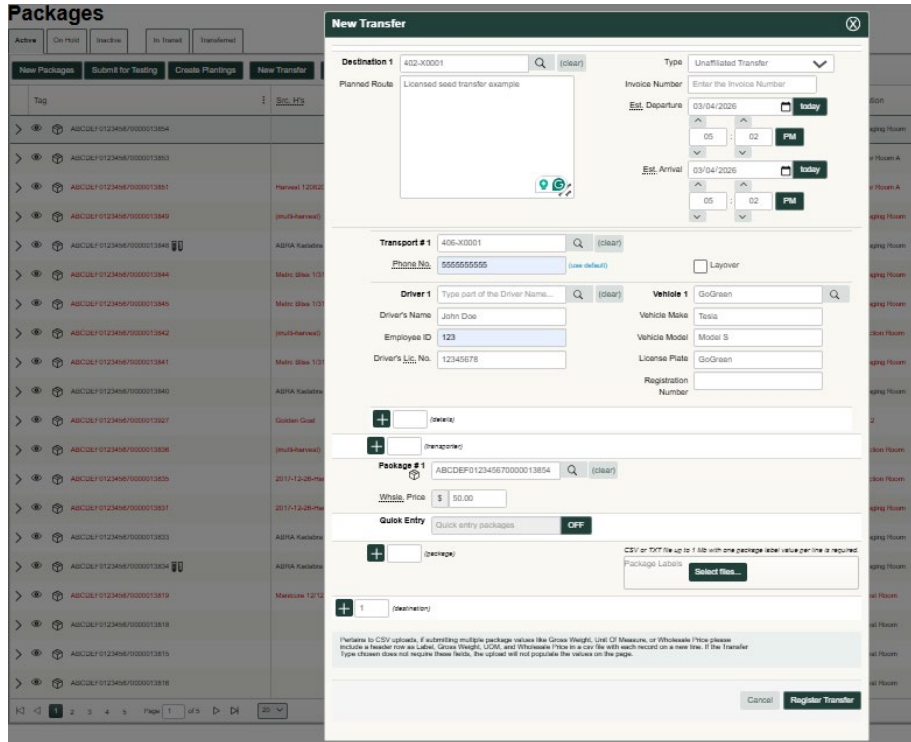


**Figure 6: Create Plantings from Package of Seeds**

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

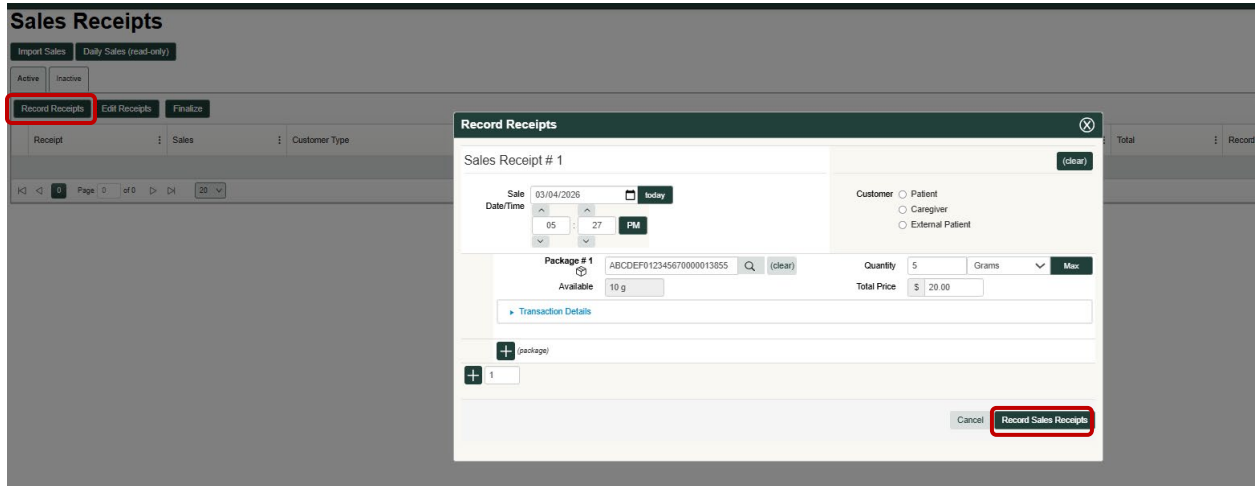
## Licensed Transfer and Sale

When packages of Seeds are created, they default to a testing status of “Not Required” and may be transferred to retailers on a licensed transfer.– see **Figure 7**



**Figure 7: Licensed Seed Transfer**

Once received by the retail license, seed packages can be sold from using sales receipts just like any other active package. – see **Figure 8** below.



**Figure 8: Record Receipt**

## 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 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 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.metrc.com](https://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.

Thank you for your continued partnership.