

Bulletin Number: NY_IB_0021	Distribution Date: 07/22/2026	Effective Date: Ongoing
Subject: Hemp Product Items & Intake Process		
Reason: Metrc and the OCM are providing guidance on how Licenses can create Hemp only items and bring them into Metrc via the External Transfer process.		

Greetings Metrc Users,

Adult-use cannabis processors utilizing hemp-derived ingredients or hemp-derived cannabinoids in adult-use cannabis products must enter all hemp-derived inputs into Metrc.

Metrc, in conjunction with the NY OCM, is providing guidance on the use of the External Transfer functionality to bring Hemp and Hemp Based Products into the Metrc system. This will be made available on **7/22/2026**.

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 OCM Please reach out to **STS@ocm.ny.gov** via email, 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.

Please see the following pages for more details.

Creating Items for External Transfer

Before creating an External Transfer, an Item must be created that identifies what product is being brought into your inventory. To do this, navigate to Admin > Items and under the Admin area and select the “Add Items” button:

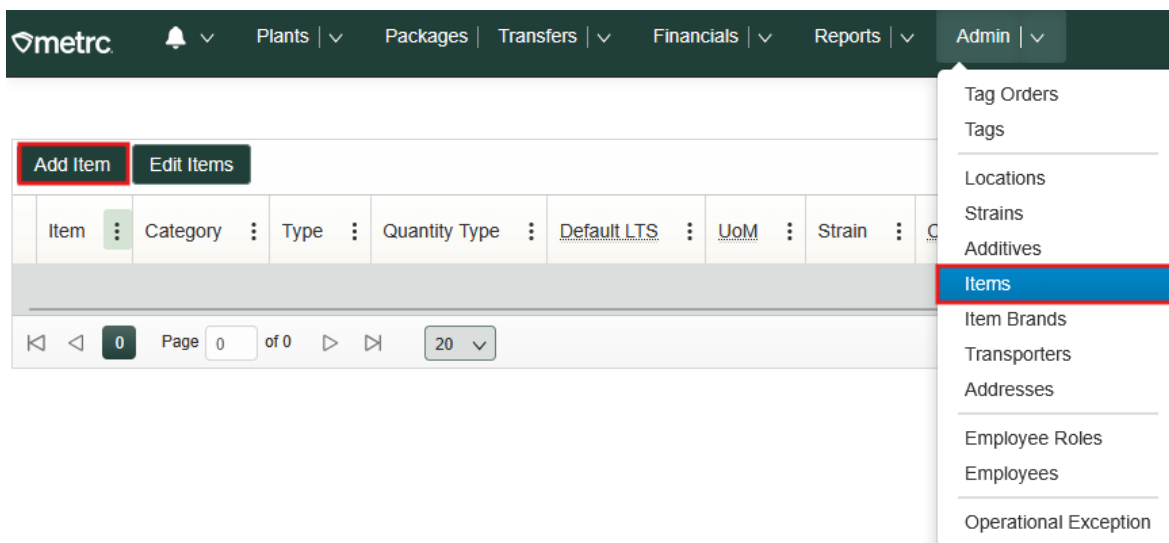
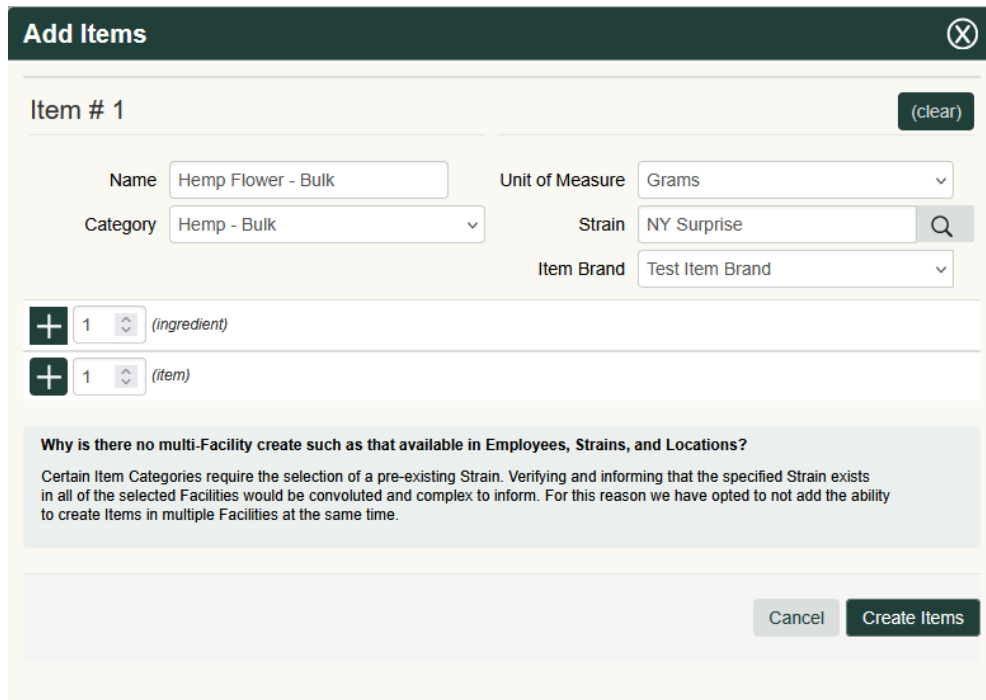


Image 1: Admin > Add Items

This will prompt an action window where the item name can be entered, and the category selected. **Please Note:** This item must be a Hemp-only product. The two categories available for use are: Hemp Concentrate - Bulk and Hemp - Bulk Hemp for Flower Hemp.

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



Add Items (X)

Item # 1 (clear)

Name Unit of Measure

Category Strain Q

Item Brand

+ 1 Q (ingredient)

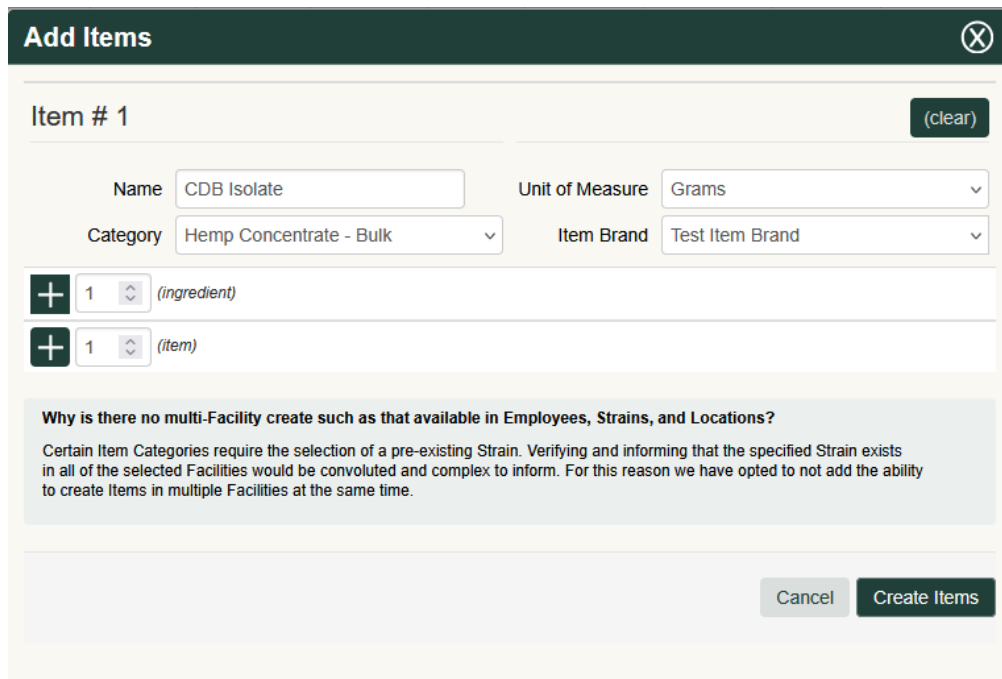
+ 1 Q (item)

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.

Cancel Create Items

Image 2: Create Bulk Hemp Flower Item



Add Items (X)

Item # 1 (clear)

Name Unit of Measure

Category Item Brand

+ 1 Q (ingredient)

+ 1 Q (item)

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.

Cancel Create Items

Image 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.

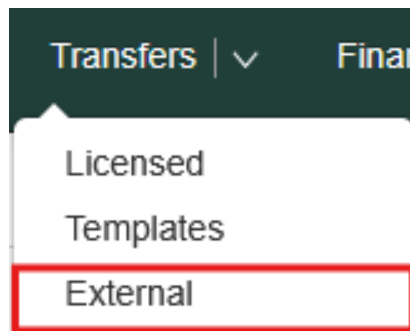


Image 4: Navigating to the External Transfer Screen

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

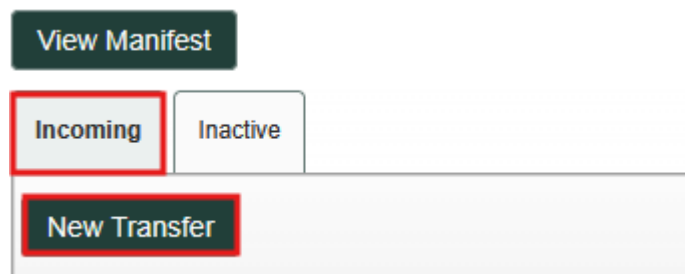
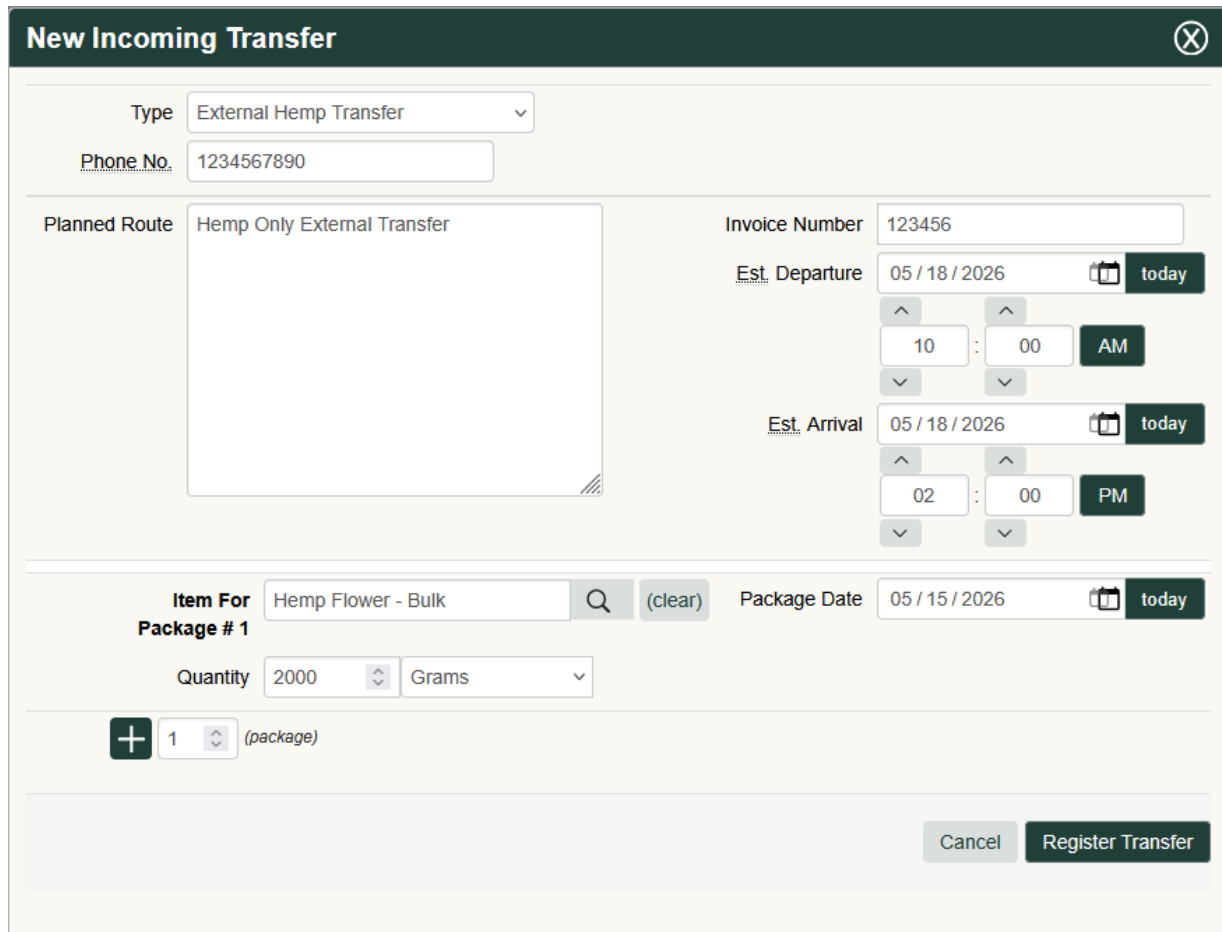


Image 5: Creating New Incoming Transfer

This will prompt an action window to appear, as shown in **Image 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.



New Incoming Transfer

Type: External Hemp Transfer

Phone No.: 1234567890

Planned Route: Hemp Only External Transfer

Invoice Number: 123456

Est. Departure: 05 / 18 / 2026 10 : 00 AM

Est. Arrival: 05 / 18 / 2026 02 : 00 PM

Item For Package # 1: Hemp Flower - Bulk

Quantity: 2000 Grams

Package Date: 05 / 15 / 2026

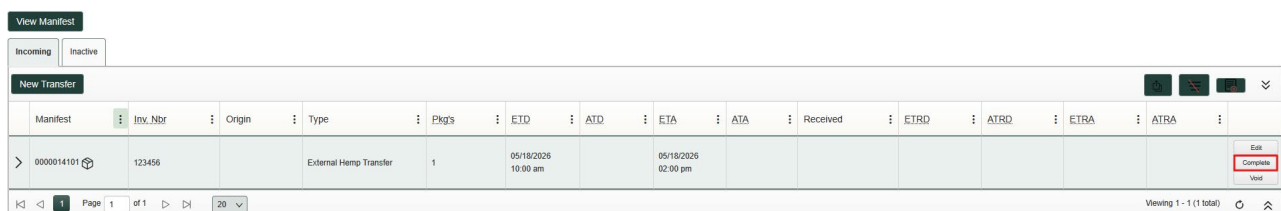
+ 1 (package)

Cancel Register Transfer

Image 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 **Image 7**.



View Manifest

Incoming Inactive

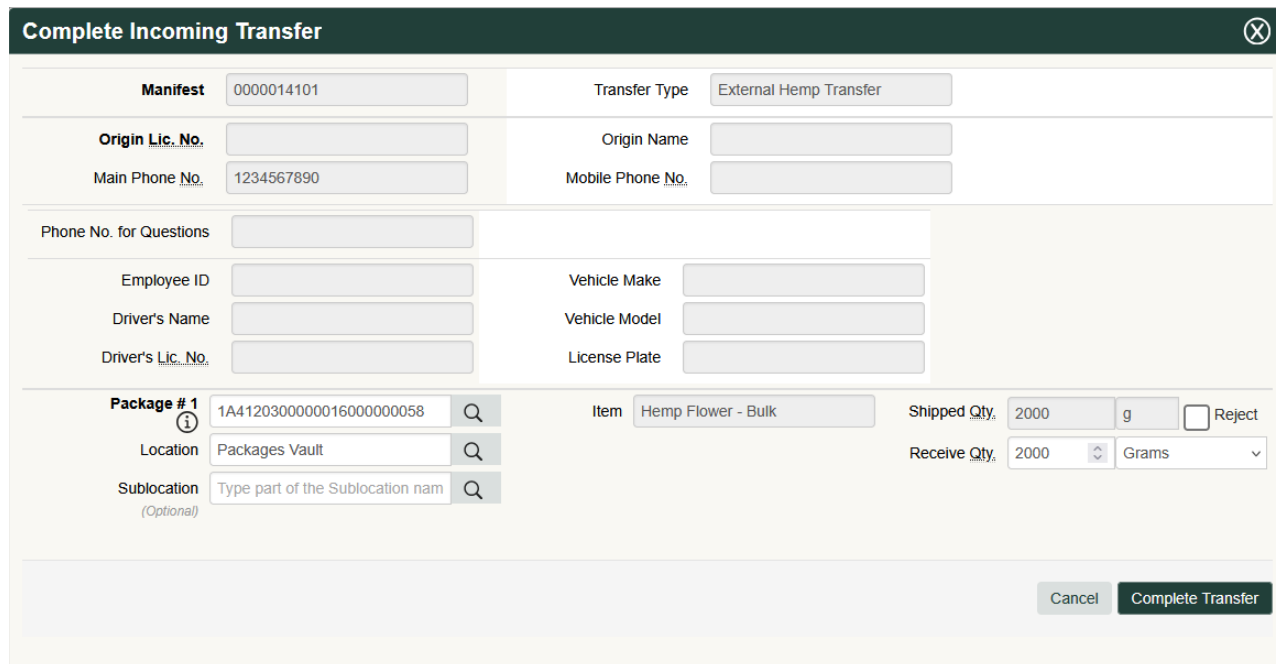
New Transfer

Manifest	Inv. Nbr	Origin	Type	Pkgs	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA	
> 0000014101	123456		External Hemp Transfer	1	05/18/2026 10:00 am		05/18/2026 02:00 pm							Edit Complete Void

Page 1 of 1 20 Viewing 1 - 1 (1 total)

Image 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 **Image 8**.



Complete Incoming Transfer			
Manifest	0000014101	Transfer Type	External Hemp Transfer
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	1A41203000000160000000058	Item	Hemp Flower - Bulk
Location	Packages Vault	Shipped Qty.	2000 g ☐ Reject
Sublocation (Optional)	Type part of the Sublocation nam	Receive Qty.	2000 Grams
		Cancel Complete Transfer	

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.

Web API Documentation

Transfers

Server: <https://api-ny.metrc.com/>

POST /transfers/v2/external/incoming

Creates external incoming shipment plans for a Facility.

Permissions Required

Manage Transfers

Parameters

licenseNumber The License Number for which to create a Shipment Plan.

Example Request

POST /transfers/v2/external/incoming?licenseNumber=123-ABC

```
[
  {
    "ShipperLicenseNumber": "123-ABC",
    "ShipperName": "Lofty Med-Cultivation B",
    "ShipperMainPhoneNumber": "123-456-7890",
    "ShipperAddress1": "123 Real Street",
    "ShipperAddress2": null,
    "ShipperAddressCity": "Somewhere",
    "ShipperAddressState": "CO",
    "ShipperAddressPostalCode": null,
    "TransporterFacilityLicenseNumber": null,
    "DriverOccupationalLicenseNumber": null,
    "DriverName": null,
    "DriverLicenseNumber": null,
    "PhoneNumberForQuestions": null,
    "VehicleMake": null,
    "VehicleModel": null,
    "VehicleLicensePlateNumber": null,
    "VehicleRegistrationNumber": null,
    "Destinations": [
      {
        "RecipientLicenseNumber": "123-XYZ",
        "InvoiceNumber": "INV-001-0236521",
        "TransferTypeName": "Transfer",
        "PlannedRoute": "I will drive down the road to the place.",
        "EstimatedDepartureDateTime": "2018-03-06T09:15:00.000",
        "EstimatedArrivalDateTime": "2018-03-06T12:24:00.000",
        "GrossWeight": null,
        "GrossUnitOfWeightId": null,
        "Transporters": [
          {
            "TransporterFacilityLicenseNumber": "123-ABC",
```

```
"DriverOccupationalLicenseNumber": "50",
"DriverName": "X",
"DriverLicenseNumber": "5",
"DriverLayoverLeg": "FromAndToLayover",
"PhoneNumberForQuestions": "18005555555",
"VehicleMake": "X",
"VehicleModel": "X",
"VehicleLicensePlateNumber": "X",
"VehicleRegistrationNumber": null,
"IsLayover": false,
"EstimatedDepartureDateTime": "2018-03-06T12:00:00.000",
"EstimatedArrivalDateTime": "2018-03-06T21:00:00.000",
"TransporterDetails": [
  {
    "DriverOccupationalLicenseNumber": "50",
    "DriverName": "X",
    "DriverLicenseNumber": "5",
    "DriverLayoverLeg": "FromLayover",
    "VehicleMake": "X",
    "VehicleModel": "X",
    "VehicleLicensePlateNumber": "X",
    "VehicleRegistrationNumber": "X"
  }
]
},
"Packages": [
  {
    "ItemName": "Buds",
    "Quantity": 10.0,
    "UnitOfMeasureName": "Ounces",
    "PackagedDate": "2018-02-04T00:00:00Z",
    "ExpirationDate": null,
    "SellByDate": null,
    "UseByDate": null,
    "GrossWeight": 20.1,
    "GrossUnitOfWeightName": "Grams",
    "WholesalePrice": null,
    "ExternalId": "123456789",
    "IsFinishedGood": false
  },
  {
    "ItemName": "Buds",
    "Quantity": 9.5,
    "UnitOfMeasureName": "Ounces",
    "PackagedDate": "2018-03-06T00:00:00Z",
    "ExpirationDate": null,
    "SellByDate": null,
    "UseByDate": null,
    "GrossWeight": 30.7,
    "GrossUnitOfWeightName": "Milligrams",
    "WholesalePrice": null,
    "ExternalId": null,
    "IsFinishedGood": false
  },
  {
```

```
      "ItemName": "Buds",
      "Quantity": 8.5,
      "UnitOfMeasureName": "Ounces",
      "PackagedDate": "2018-03-06T00:00:00Z",
      "ExpirationDate": null,
      "SellByDate": null,
      "UseByDate": null,
      "GrossWeight": 30.7,
      "GrossUnitOfWeightName": "Milligrams",
      "WholesalePrice": null,
      "ExternalId": "010203040506",
      "IsFinishedGood": true
    }
  ]
}
]
```

Example Response

```
{
  "Ids": [
    1
  ],
  "Warnings": null
}
```

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.

TPI Metrc Resources

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.