

Seeds & Clones: External Transfer MMCP Guide



Overview

This document is intended to guide you through the process of tagging and reporting seeds or clones obtained outside of the MS-METRC system. Although this guide is designed as a step-by-step tool, the information may be used at the discretion of your business processes. **The external transfer steps herein are not the same steps you will take to track your inventory in the system once your external transfer inventory is added.**

There are two types of tagged inventory in Metrc: Plants and Packages.

Plants are Immature, Vegetative, or Flowering. All plants must enter the system through immature plant batches.

Packages are created from immature plants, harvest batches, waste, or other packages.

Cultivator licensees receiving clones or seeds from outside the MS-METRC system must record them in METRC as an external transfer the same day they receive them. To add them into your license, you will need to have the Items Sets (items you are receiving), Strains (strains you are receiving), and Locations created for your facility.

Step-by-Step instructions begin on the next pages:

Step 1. Add Items- Page 2

Step 2. Add Locations- Page 3

Step 3. Add Strains- Page 4

Step 4. External Transfer/Starting Seed Inventory- Page 5-7

Step 5. Creating Plant Batch from Seed Package- Page 8-9

*Steps 1-3 are only required if you do not have the item, location, or strain already included in your admin sets.

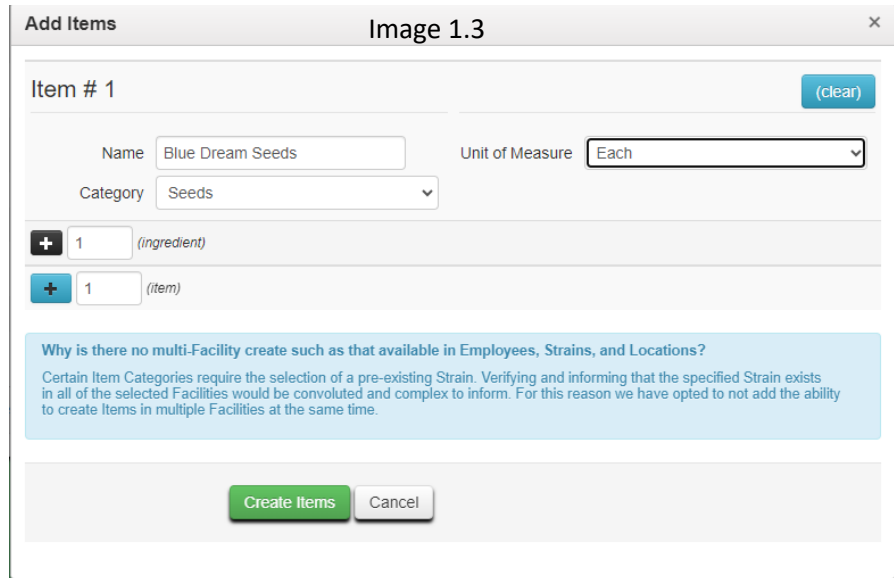
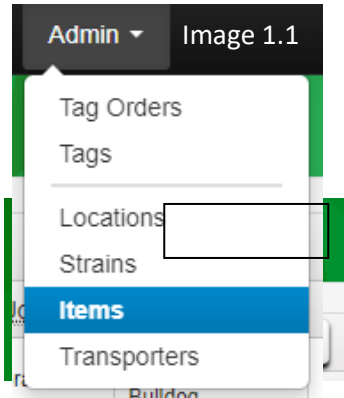
Seeds & Clones: External Transfer

MMCP Guide

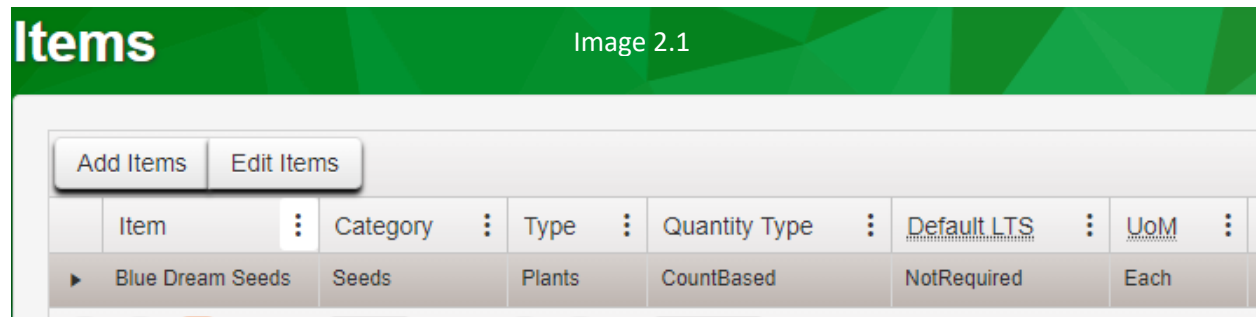


Adding Items

To add items, you will need to click the “Admin” tab, click “Items” (Image 1.1), click “add items” (Image 1.2) and then add all the seeds or clones that the business license is receiving. Clone items will be added as category “immature plants”. Multiple items can be added at once by using the blue plus button and the number field beside it (Image 1.3). Be sure to differentiate between seeds and clones in the item name. This will make it easier to differentiate when selecting later.



Once all seeds and clone item names have been entered, you can then click “create item”. Your created items will now be visible in your item list (Image 2.1)



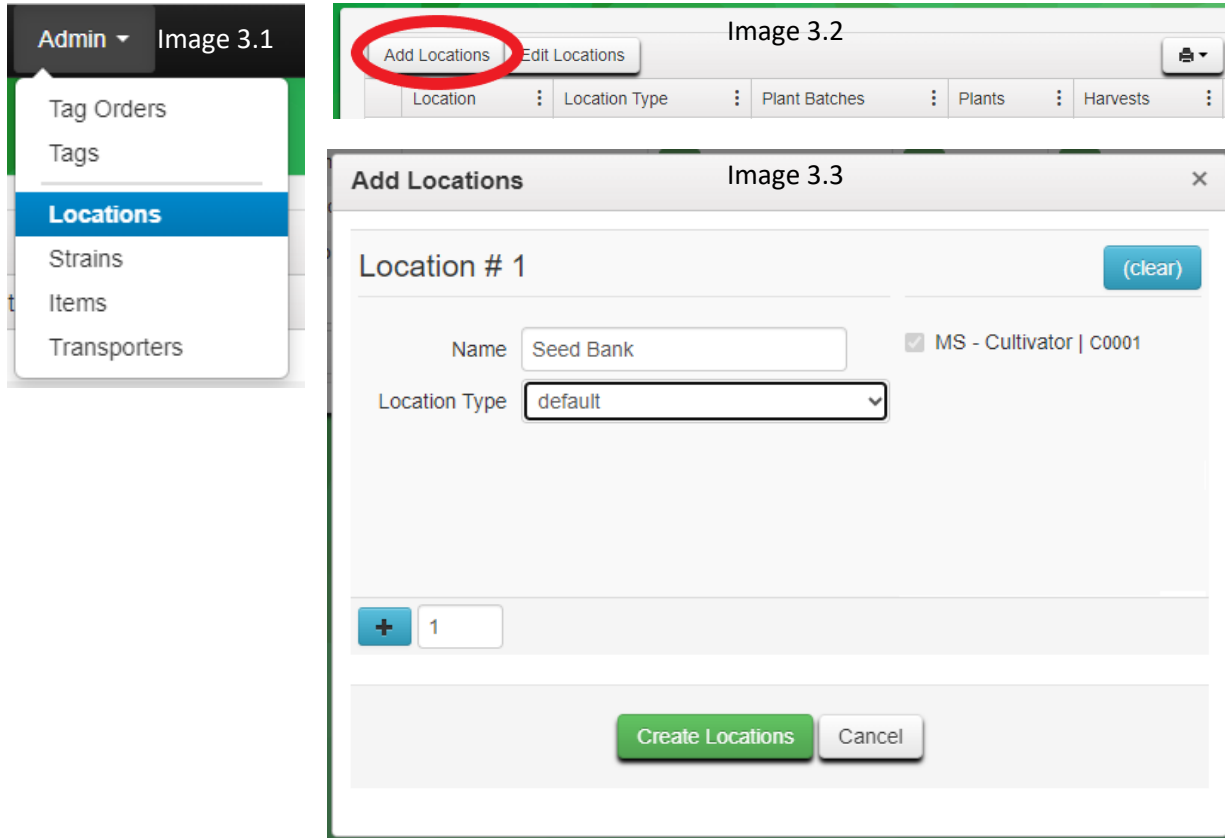
Seeds & Clones: External Transfer

MMCP Guide



Adding Locations

You will need to add all locations that indicate the location of plants and packages within your facility. Click “admin”, then click “Location” (Image 3.1). Now click “Add Locations” (Image 3.2). Name your location and location type “default”. **Multiple** locations can be added at once by using the blue plus button and the number field beside it (Image 3.3).



Once all Location names have been entered, you can then click “Create Locations”. Your created locations will now be visible in your location list (Image 3.4).

| Add Locations | | Edit Locations | | Image 3.4 | | | | | |
|---------------|---------------|----------------|--------|-----------|----------|--|--|--|--|
| Location | Location Type | Plant Batches | Plants | Harvests | Packages | | | | |
| ▶ Seed Bank | default | Yes | Yes | Yes | Yes | | | | |

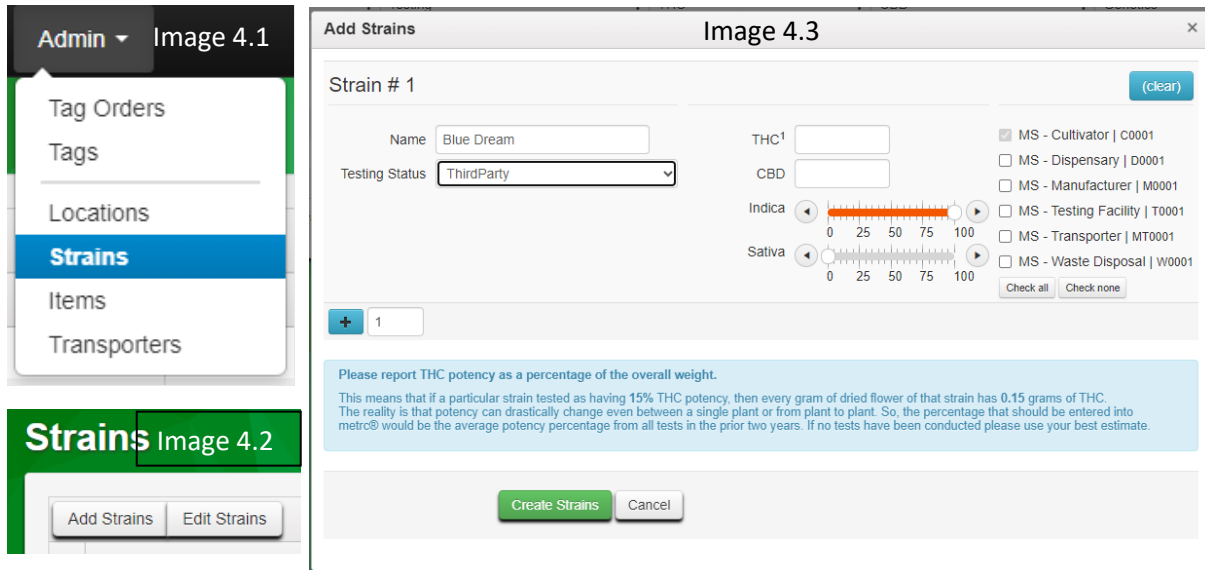
Seeds & Clones: External Transfer

MMCP Guide

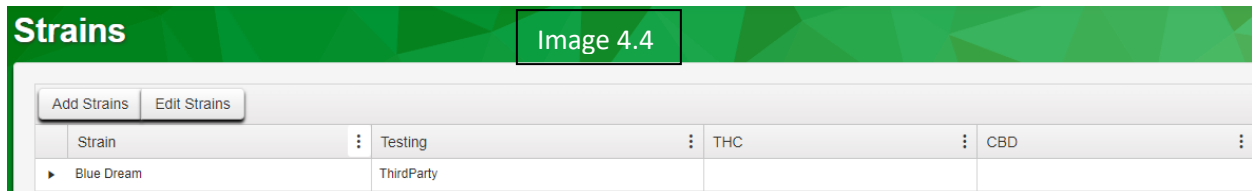


Adding Strains

You will need to add strains for each seed or clone package you are receiving. Click “admin”, then click “Strain” (Image 4.1). Now click “Add Strains” (Image 4.2). Name your strain. Multiple strains can be added at once by using the blue plus button and the number field beside it (Image 4.3). Be sure to select “Third Party” for testing status as “in-house testing” is not allowed in MS.



Once all strain names have been entered, you can then click “create strains”. Your created strains will now be visible in your strain list (Image 4.4)



Seeds & Clones: External Transfer

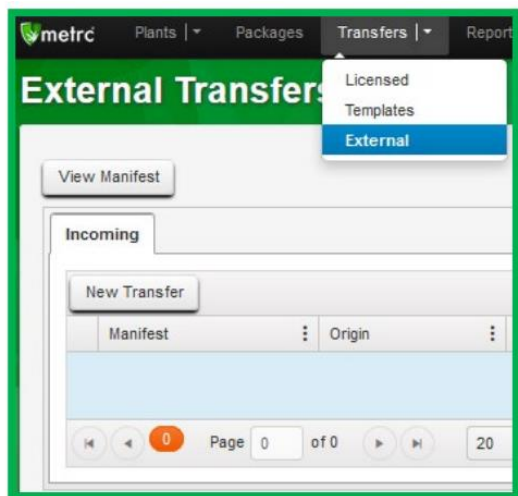
MMCP Guide



External Incoming Transfers Steps

External Incoming Transfers are a two-step process which will require the user to go to the External Transfers Grid to create and receive the transfer into their active inventory. This process is intended for Cultivators who have initial packaged seeds on hand. **External incoming transfers should only be used for seeds and clones under a cultivation or micro-cultivation license. You must complete both steps in order for the received packages to be reflected in your METRC inventory.**

The two-step process is as follows:



Step 1: Creating an External Incoming Transfer

Once you have selected “External” under the Transfers area on the navigation bar, click on “Incoming” tab. Create the incoming external transfer by clicking the “New Transfer” button (above image). This will bring up the screen (below image) where you will enter the required information to begin the process of receiving beginning inventory. You should 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: In this section, document that these were received as an external transfer, the purchase price, and invoice number. Be sure to retain a copy of your invoice as a part of your general business records.

License Number: This is your facility License Number EX: CULV123456

Seeds & Clones: External Transfer

MMCP Guide



Item Name, Quantity, and Packaged Date: These fields correspond to the specific items you created and quantities being transferred. The date packaged should be the day that you are entering the items into Metrc. The quantities should be exact and should account only for the products received.

You can add multiple packages by pressing the black plus button seen below. Once you have entered all seed packages, you can click “register transfer.”

The screenshot shows the 'New Incoming Transfer' form in the Metrc system. The form is titled 'New Incoming Transfer' and has a close button (X) in the top right corner. It contains several sections: 1. General Information: 'Type' is set to 'Beginning Inventory', 'License No.' is 'C0001', and 'Phone No.' is '601-555-5555'. 2. Planned Route: A text area containing 'Received as external transfer. Invoice#, purchase price \$1234.56.'. 3. Estimated Departure and Arrival: Both are set to '10/23/2023' with a 'today' button. The time is set to '10:05 AM' for both. 4. Package # 1: 'Blue Dream Seeds', quantity '100', unit 'Each', package date '10/23/2023'. 5. Package # 2: 'Northern MS Lights Immature', quantity '100', unit 'Each', package date '10/23/2023'. 6. A plus button and a '1 (package)' input field are visible below the second package. 7. At the bottom, there are two buttons: 'Register Transfer' (green) and 'Cancel' (grey).

Creating a pending incoming transfer from Step 1 does not immediately associate Metrc package tags with those items. Without completing the transfer, a licensee will not show the proper inventory and will not be in compliance with inventory reconciliation requirements.

You must complete Step 2 (next page) to complete the incoming external transfer; clicking “Register Transfer” does not create tagged packages in your inventory.

Seeds & Clones: External Transfer

MMCP Guide



Step 2: Completing the External Transfer

Licensees MUST have package tags available to complete this step.

To create tagged packages, a licensee must complete the pending incoming transfer by clicking the “Complete” button to the far right and then entering the required information. The quantities entered in Step 1 will be auto-populated; you should confirm the accuracy of the quantities and assign a unique Yellow Metrc package tag to each item as well as the location of the product. The tag assigned to the product in the system should be physically affixed to the associated product.

Once the information is accurate and complete, click on the “Complete Transfer” button to create the packages with the specified quantities in your inventory.

| Manifest | Origin | Type | Pkg's | ETD | ATD | ETA | ATA | Received | ETRD | ATRD | ETRA | ATRA | |
|------------|--------|---------------------|-------|------------------------|-----|------------------------|-----|----------|------|------|------|------|---|
| 0000003701 | C0001 | Beginning Inventory | 2 | 10/23/2023 10:05 am | | 10/23/2023 10:05 am | | | | | | | <input type="button" value="Edit"/> <input type="button" value="Complete"/> <input type="button" value="Void"/> |

Complete Incoming Transfer

Manifest: 0000003701 Transfer Type: Beginning Inventory

Origin Lic. No.: C0001 Origin Name:

Main Phone No.: 601-555-5555 Mobile Phone No.:

Phone No. for Questions:

Employee ID: Vehicle Make:

Driver's Name: Vehicle Model:

Driver's Lic. No.: License Plate:

Template Reject

Tag Sequence:

Location:

| | | | | | |
|-------------|---|-----------------------------------|------------------|------|----------------------------------|
| Package # 1 | 1A4FF0100000065000000061 <input type="button" value="Q"/> | Item: Blue Dream Seeds | Shipped Qty: 100 | ea | <input type="checkbox"/> Reject |
| Location | Seed Bank <input type="button" value="Q"/> | | Receive Qty: 100 | Each | <input type="button" value="v"/> |
| Package # 2 | 1A4FF0100000065000000062 <input type="button" value="Q"/> | Item: Northern MS Lights Immature | Shipped Qty: 100 | ea | <input type="checkbox"/> Reject |
| Location | Immature Room <input type="button" value="Q"/> | | Receive Qty: 100 | Each | <input type="button" value="v"/> |

Your new seed and clone packages will now be visible under your active package tag.

| Tag | Src. H's | Src. Pkg's | Src. P/s | Location | Item | Category | Item Strain | Quantity | P.B.No. | Lab Testing | A.H. | Date |
|---|----------|------------|----------|---------------|-----------------------------|-----------------|--------------------|----------|---------|-------------|------|------------|
| <input type="button" value="Q"/> 1A4FF0100000065000000061 | | | | Seed Bank | Blue Dream Seeds | Seeds | | 100 ea | | NotRequired | No | 10/23/2023 |
| <input type="button" value="Q"/> 1A4FF0100000065000000062 | | | | Immature Room | Northern MS Lights Immature | Immature Plants | Northern MS Lights | 100 ea | | NotRequired | No | 10/23/2023 |

Seeds & Clones: External Transfer MMCP Guide



Plant Batches from Seed Package or Clone Package

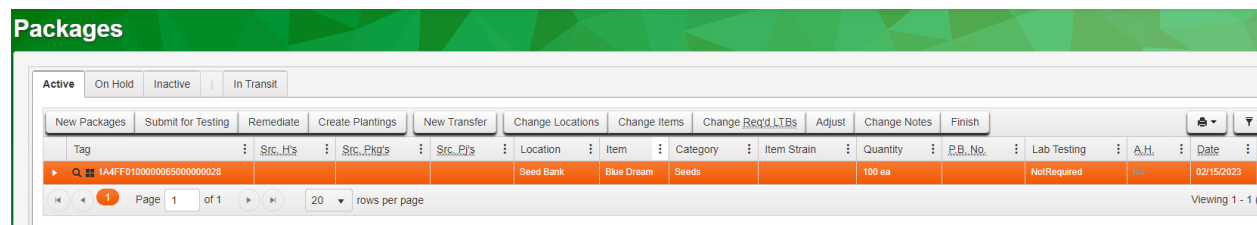
After completing the Incoming External Transfer (as described in the previous section), your licensed Metrc account should have all cannabis seeds or clones reported within the license number.

If you are planning on **storing** seeds, meaning they would not be considered a live immature plant, then they would be reported as a package per the External Incoming Transfer section above.

If you are planning on **planting** seeds or unpacking immature plants, go to the package tab> **unpack plants into a plant batches.**

Follow the steps below to create the Immature Plant Batches and from your seed package.

Step 1: Go to the Package Tab, select your desired seed or clone package, highlighting it orange, and select “Create Plantings.”



Create Plantings from Packages

Planting # 1 (clear)

Package: 1A4FF0100000065000000028

Quantity: 30 Each

Group Name: Blue Dream MMDDYYYY(today's c

Plants Type: Seed

Plants Count: 30

Location: Immature Room

Strain: Blue Dream

Planting Date: 02/15/2023 today

Unpackage Date: 02/15/2023 today

+ 1

Create Plantings Cancel

It is required per the MMCP regulations for the Group Name to include the Strain Name and date of planting. The example (image above) would be how to enter an immature plant batch of Blue Dream plants from a seed package where the Group Name is labeled as **Blue Dream 2.15.21.**

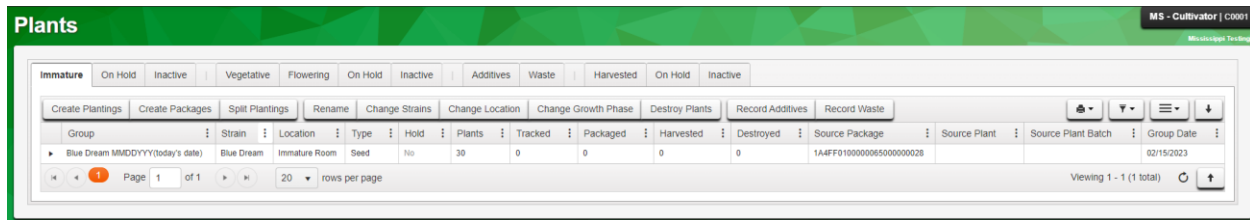
Seeds & Clones: External Transfer

MMCP Guide



Strains and Locations must already have been entered in the Strains and Locations grids under the Admin area (see pages 2-4). Use today's date (the date of entry) for the "Planting Date". Once the information has been entered, click on the "Create Plantings" Button.

Once Plantings have been created, they will be visible in your plants tab under "Immature Plants".



Immature plants are required to be tagged once they reach 8 inches. For more information regarding next steps please see the METRC General Manual and MS METRC Supplemental Guide.

Please reach out to the MMCP Team at mclicensing@msdh.ms.gov or 601-206-1540.

Please reach out to the Metrc Support Team at support@metrc.com or 1-877-566-6506 with any questions or for additional support. Guidance information can also be found underneath the "Support" dropdown in Metrc.