

<b>Bulletin Number:</b> LA_IB_0024	<b>Distribution Date:</b> 10/16/20	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> External Transfer and Stock Solutions	
<b>Reason:</b> Metrc and the State of Louisiana are providing additional guidance to the industry on utilizing the Stock Solution item category and External Transfer functionality to track ingredients from outside of Metrc		

Greetings Metrc Users,

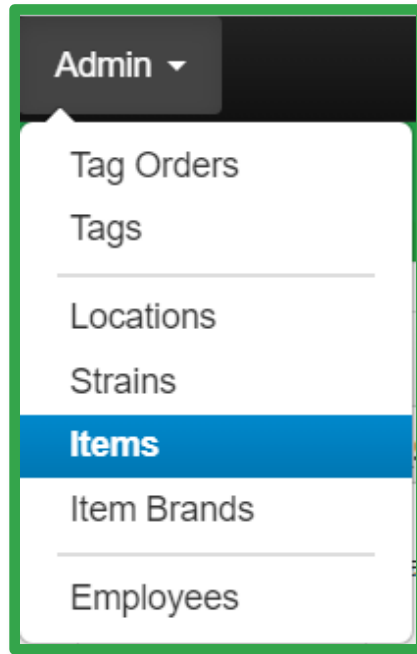
Metrc, in conjunction with the Louisiana Department of Agriculture and Forestry (LADF), is providing guidance on the use of the External Transfer functionality to record packages of ingredients correctly in Metrc. The LADF requires that industry users working under a Manufacturing license should create items under the Stock Solution category. Any ingredient received from an outside supplier under the medical marijuana program must be transferred into Metrc through the External Transfer process.

Once the industry admin has created items to account for the additional ingredients in their final products, they will use the External Transfer process to bring in packages of these items. Finally, the industry users will record the amount of each ingredient used in the creation of the final product during the production batch process.

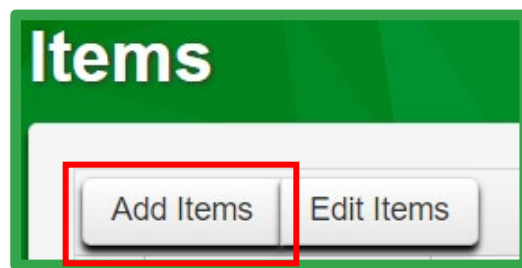
Please see the following pages for details on these changes:

## Creating Stock Solution Items for External Transfer

Before creating an External Transfer, an Item must be created that explains the information about the product that is being brought in. To do this, go to the items screen under the admin navigational menu and select “Add Items”. This is shown below in **Figure 1** and **Figure 2**.



**Figure 1: Navigate to the Items Screen**



**Figure 2: Add Items Button**

This button will prompt an action window to input the item name, type, and any additional required fields. The LDAF requires that industry users working in a Manufacturing license create items under the Stock Solution category. Any ingredient received from another supplier under the medical marijuana umbrella must be brought in through an External Transfer.

Once the item name and information has been verified as correct, select “Create Item,” and it will be added to the list of items available when creating the external transfer. This step is seen below in **Figure 3**.

**Add Items** ✕

Item # 1 (clear)

Name	<input type="text" value="Synthetic Terpenes"/>	Unit of Measure	<input type="text" value="Grams"/>
Category	<input type="text" value="Stock Solution"/>	Product Photo	<input type="button" value="Select files..."/>
		Label Photo	<input type="button" value="Select files..."/>
		Packaging Photo	<input type="button" value="Select files..."/>

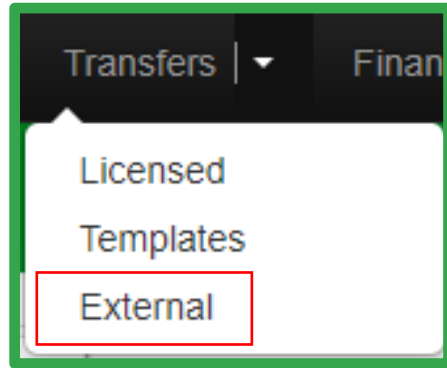
**Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?**

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.

**Figure 3: Create Stock Solution Item Action Window**

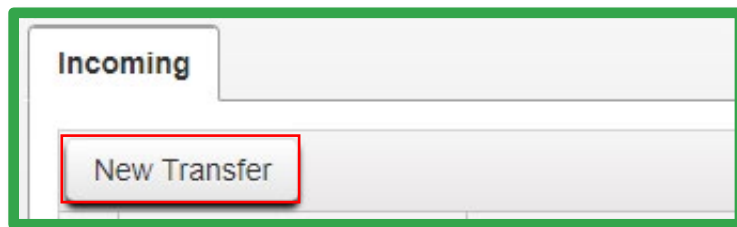
### **Creating an External Transfer**

Once the item is ready and available for use, navigate to the External Transfer page located under the Transfers Navigational menu. This step is shown below in **Figure 4**



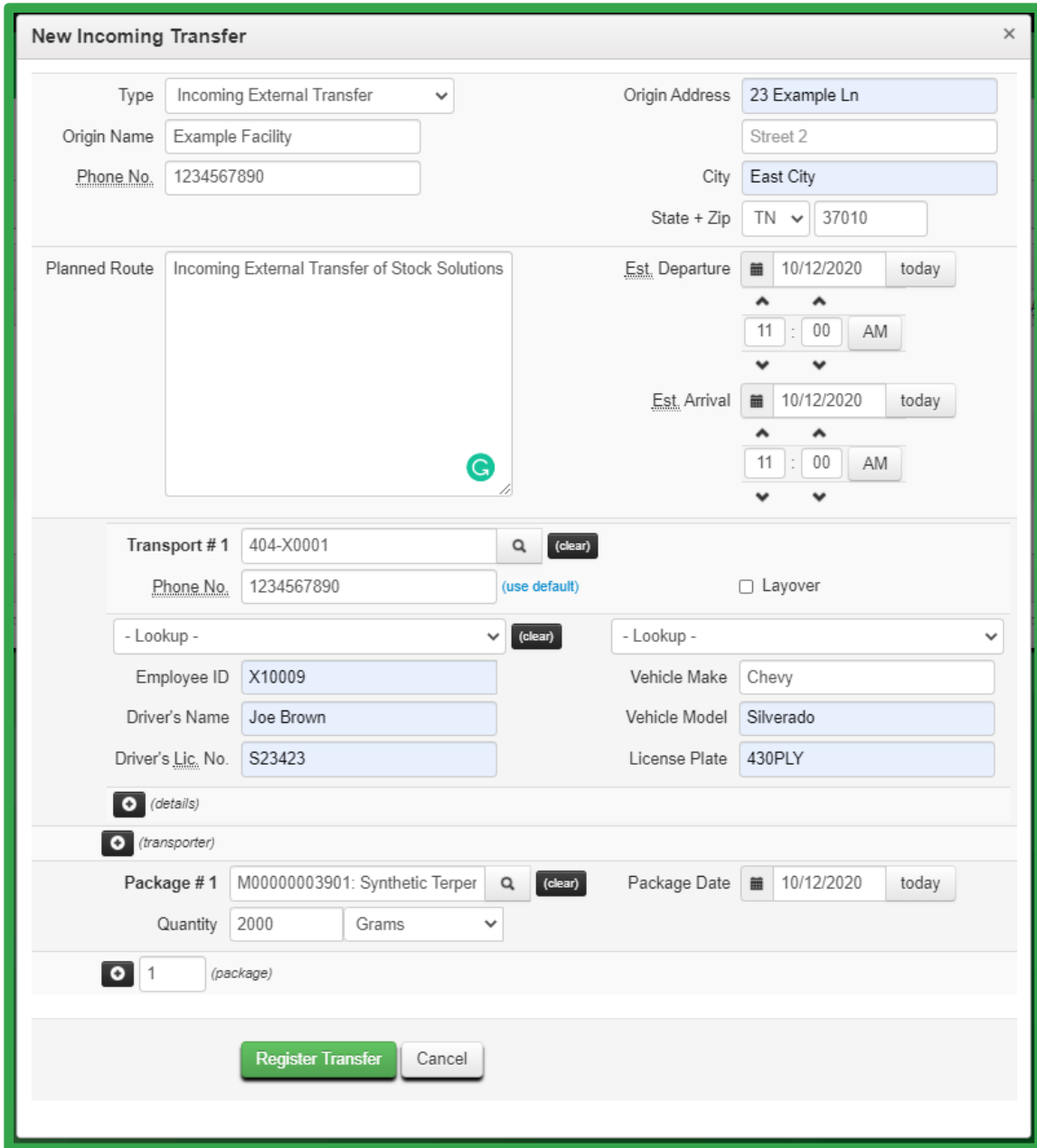
**Figure 4: Navigating to the External Transfer Screen**

Once on the External Transfer page, then select the “Incoming” tab and select “New Transfer”. This step is shown below in **Figure 5**.



**Figure 5: Creating New Incoming Transfer**

This will prompt an action window to appear to provide the information about the transfer, including the amount and items in the packages being brought in, utilizing the newly created items. Please note that the transfer type will be “Incoming External Transfer,” and the planned route should indicate the transfer is a Stock Solution External Transfer. Once the information is complete, select the “Register Transfer”, button completing the creation of the transfer. This step is shown below in **Figure 6**.



**New Incoming Transfer**

Type: Incoming External Transfer

Origin Name: Example Facility

Phone No.: 1234567890

Origin Address: 23 Example Ln

Street 2: Street 2

City: East City

State + Zip: TN 37010

Planned Route: Incoming External Transfer of Stock Solutions

Est. Departure: 10/12/2020 today 11:00 AM

Est. Arrival: 10/12/2020 today 11:00 AM

Transport # 1: 404-X0001

Phone No.: 1234567890 (use default)

Layover:

Employee ID: X10009

Driver's Name: Joe Brown

Driver's Lic. No.: S23423

Vehicle Make: Chevy

Vehicle Model: Silverado

License Plate: 430PLY

Package # 1: M00000003901: Synthetic Terper

Package Date: 10/12/2020 today

Quantity: 2000 Grams

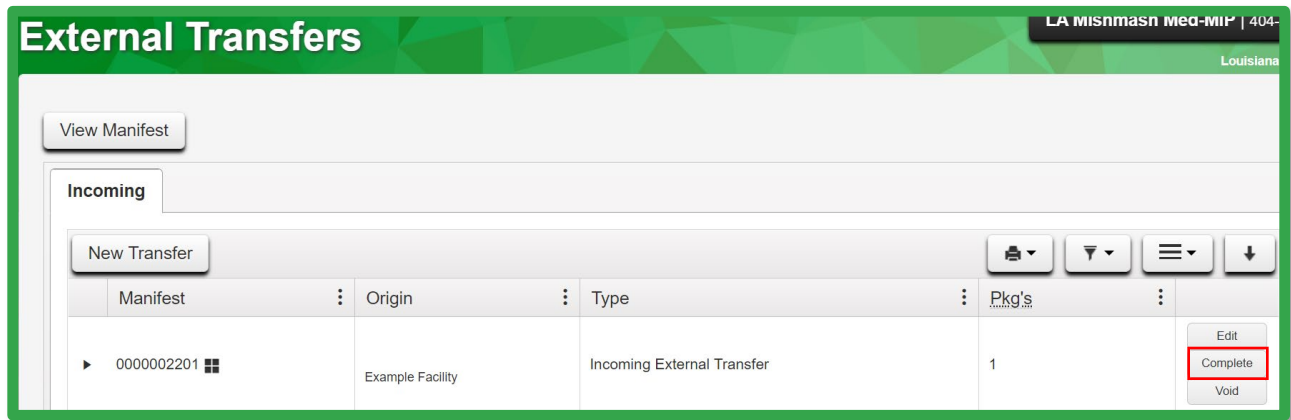
1 (package)

Register Transfer Cancel

**Figure 6: Create Incoming Transfer Action Window**

### Receiving the External Transfer

Now that the External Transfer has been created, the transfer can now be received and assign Metrc package tags to the product. To receive the transfer, use the “Complete” button at the far right-hand side of the transfer screen. This step is shown in **Figure 7** below.



**Figure 7: Complete Transfer Button**

Once the Complete button has been selected to complete the transfer, an action window is prompted to assign Metrc tags to the incoming packages. Once package tags have been assigned to the incoming product in the system and physically applied the corresponding tags to the package, select “Complete Transfer” button. This action will complete the process, and the package will now appear in the licenses Active Packages page. This step is shown in **Figure 8** below.

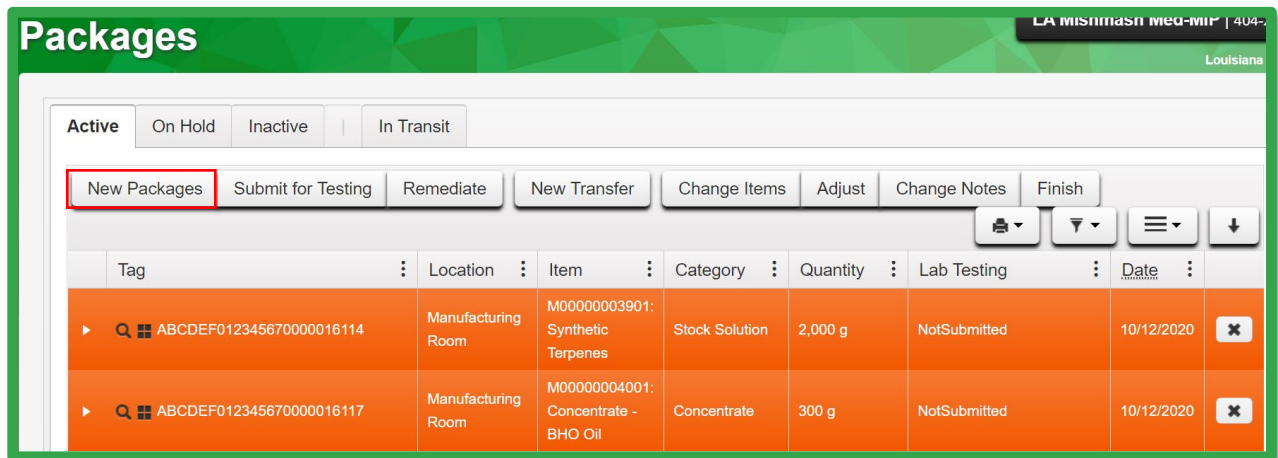
**Complete Incoming Transfer** [X]

<b>Manifest</b>	0000002201	<b>Transfer Type</b>	Incoming External Transfer
<b>Origin Lic. No.</b>		<b>Origin Name</b>	Example Facility
<b>Main Phone No.</b>	1234567890	<b>Mobile Phone No.</b>	
<b>Transporter Lic. No.</b>	404-X0001	<b>Transporter Name</b>	LA Mishmash Med-MIP
<b>Phone No. for Questions</b>	1234567890		
<b>Employee ID</b>	X10009	<b>Vehicle Make</b>	Chevy
<b>Driver's Name</b>	Joe Brown	<b>Vehicle Model</b>	Silverado
<b>Driver's Lic. No.</b>	S23423	<b>License Plate</b>	430PLY
<b>Package # 1</b>	ABCDEF012345670000016114 [Q]	<b>Item</b>	M00000003901: Synthetic Terper
<b>Location</b>	Manufacturing Room [Q]	<b>Shipped Qty.</b>	2000 g <input type="checkbox"/> Reject
		<b>Receive Qty.</b>	2000 Grams

**Figure 8: Complete Incoming Transfer**

## **Creating a Final Product Production Batch**

Once the product has been brought into the license’s active inventory through the External Transfer Process, it can be used when creating final products containing THC. In this example, the process will combine packages from 3 items (THC Concentrate, CBD Extract, and Synthetic Terpenes). First, select the packages used in the process and use the “New Packages” button. This step is shown below in **Figure 9**.

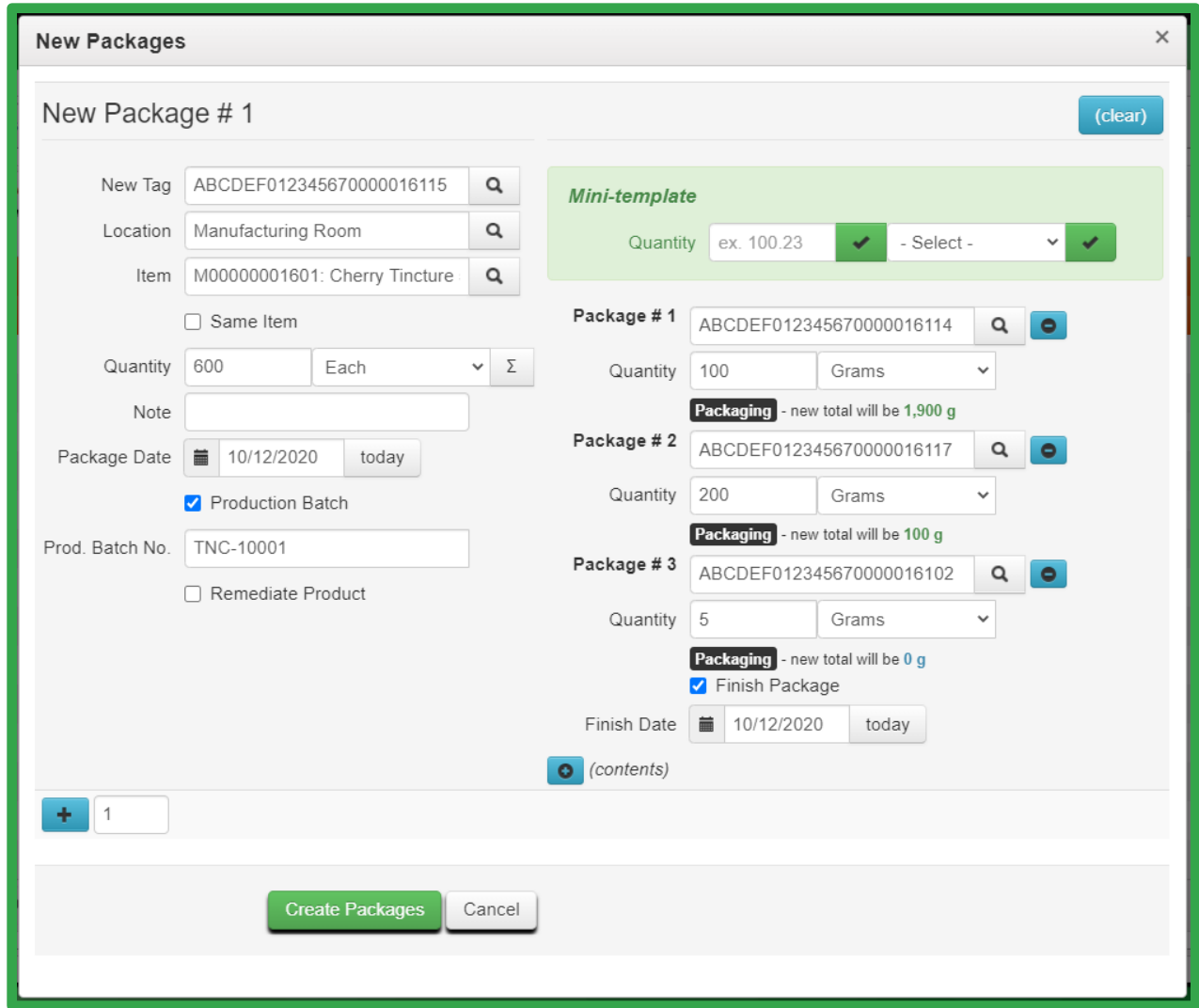


**Figure 9: Select Packages for Production Batch**

This button will prompt an action window to create the new Production Batch package of the final product. The packages and the amounts used will be indicated on the right-hand side, and the information of the new package will be indicated on the left-hand side.

The “Production Batch” indicator must be used as this process is creating a new item that is combining several different items. Once the information is entered and verified, use the “Create Packages” button to complete the process. This step is shown in **Figure 10** below.





**New Packages** [X]

**New Package # 1** [clear]

New Tag: ABCDEF012345670000016115 [Q]

Location: Manufacturing Room [Q]

Item: M00000001601: Cherry Tincture [Q]

Same Item

Quantity: 600 Each [v] [Σ]

Note: [ ]

Package Date: 10/12/2020 today

Production Batch

Prod. Batch No.: TNC-10001

Remediate Product

**Mini-template**

Quantity: ex. 100.23 [v] - Select - [v]

**Package # 1** ABCDEF012345670000016114 [Q] [e]

Quantity: 100 Grams [v]

**Packaging** - new total will be 1,900 g

**Package # 2** ABCDEF012345670000016117 [Q] [e]

Quantity: 200 Grams [v]

**Packaging** - new total will be 100 g

**Package # 3** ABCDEF012345670000016102 [Q] [e]

Quantity: 5 Grams [v]

**Packaging** - new total will be 0 g

Finish Package

Finish Date: 10/12/2020 today

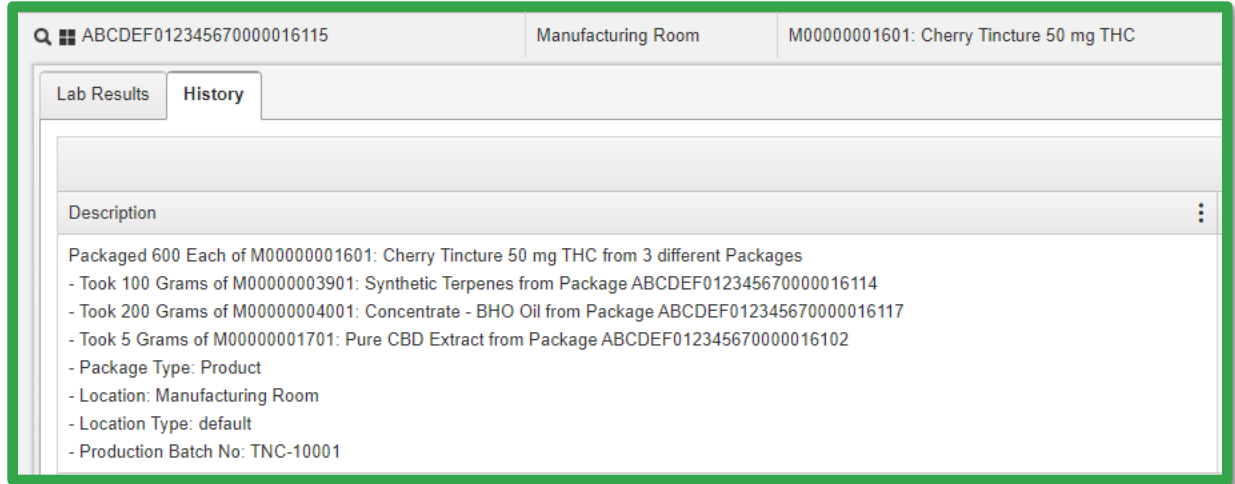
[v] (contents)

+ 1

**Create Packages** Cancel

**Figure 10: Create Tincture Production Batch Action Window**

Once this process is complete, verify the information was correctly input by looking at the history of the newly created package. This example is shown in **Figure 11** below.



**Figure 11: Verify Final Product Package Information**

Please feel free to contact Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.