Metrc Support Bulletin

Bulletin Number: MN_IB_0044	Distribution Date: 08/06/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Temporary Event Sales	
Reason: The provide MN license holders with the process for transferring product for temporary event sales.		

Greetings,

This bulletin provides information on the inventory steps necessary to properly record packages that are being transferred and potentially sold at a temporary event. These steps should only be followed by licensees with permission to operate at these events.

The steps outlined within this bulletin are as follows:

1. Create a location to denote packages that will be brought to the temporary event
2. Generate an external outgoing transfer with the packages in the newly created location
3. Void the virtual outgoing transfer
4. Record sales for the day at the temporary event

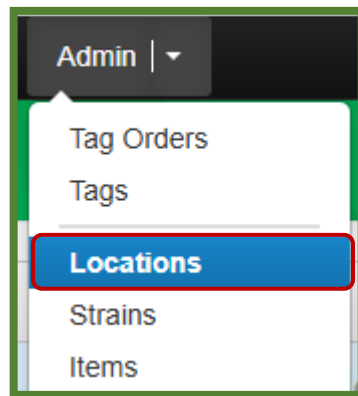Return packages to the licensed business from the temporary event

Please find a detailed description of this on the following pages.

Creating a Temporary Event Location

When a retailer has been granted permission by the OCM to transfer and sell product at a temporary event, the following steps below must be done to accurately report the packages that will be brought, and sold from, during the event.
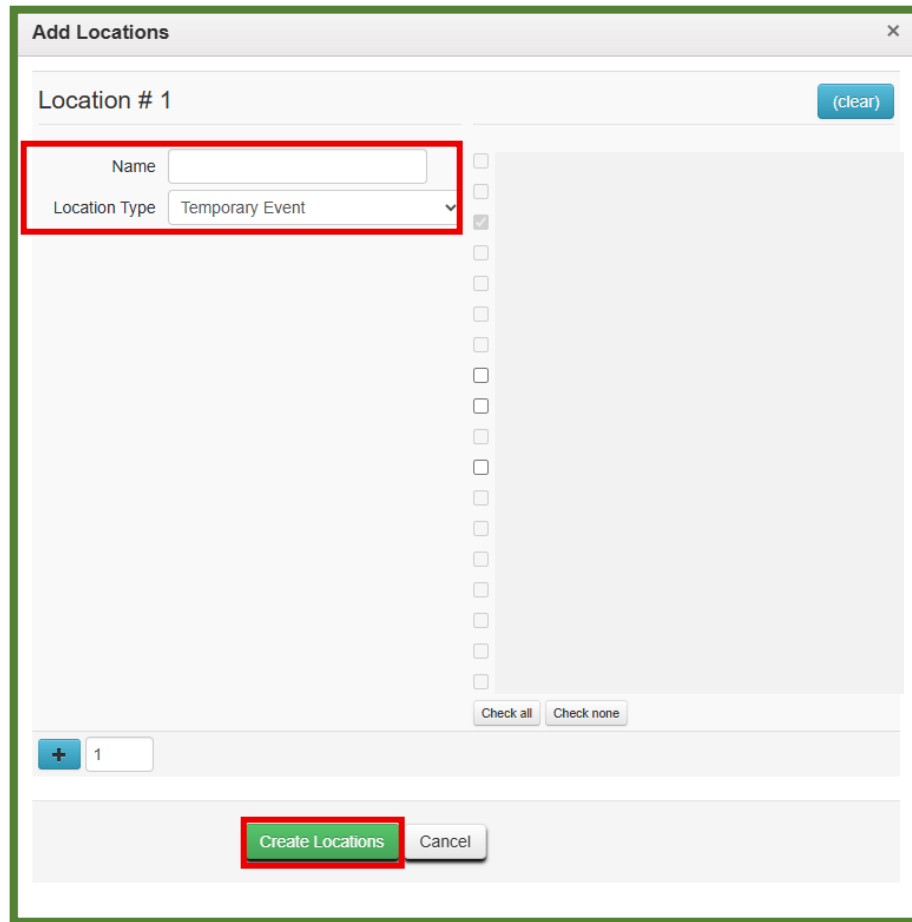
The first step, when permission has been granted to attend the temporary event, will be to create a new location that denotes the inventory for the temporary event.

Go to the Admin area on the navigational toolbar and select the "Locations" option from the dropdown menu.

Figure 1: Locations

Once on the Locations grid, click the Add Locations button which will open an action window to create the new location. Next, create the new location with the name of the event, and the location type as Temporary Event. Once properly named and the type selected, click the "Create Locations" green button – **see Figure 2 below**.
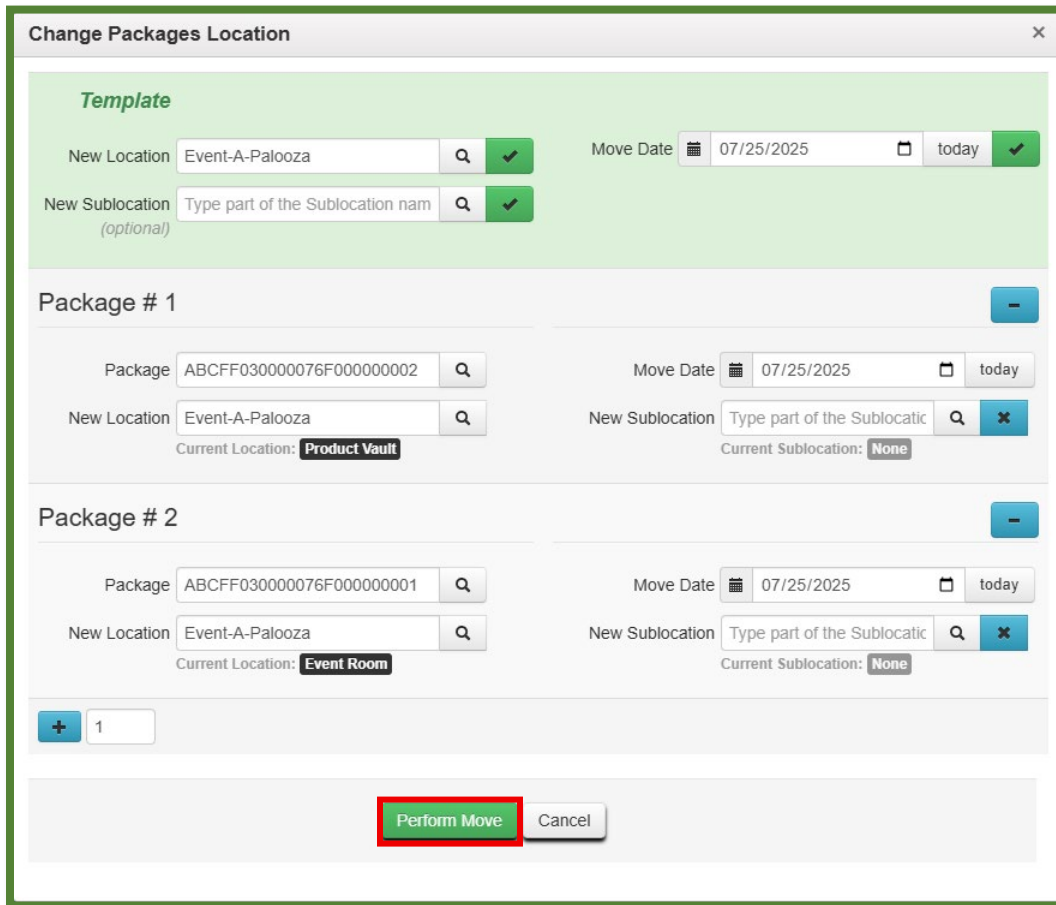
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Figure 2: Adding Locations

Moving Packages to the New Temporary Event Location

Within the active packages grid, click the "Change Locations" button and begin selecting the package(s) that are being brought to the event. Use the template feature to select all packages that need to be moved.

Please note, these packages should be moved in Metrc prior to the creation of the event transfer, and should stay within the designated location until the event has ended and the packages have returned.
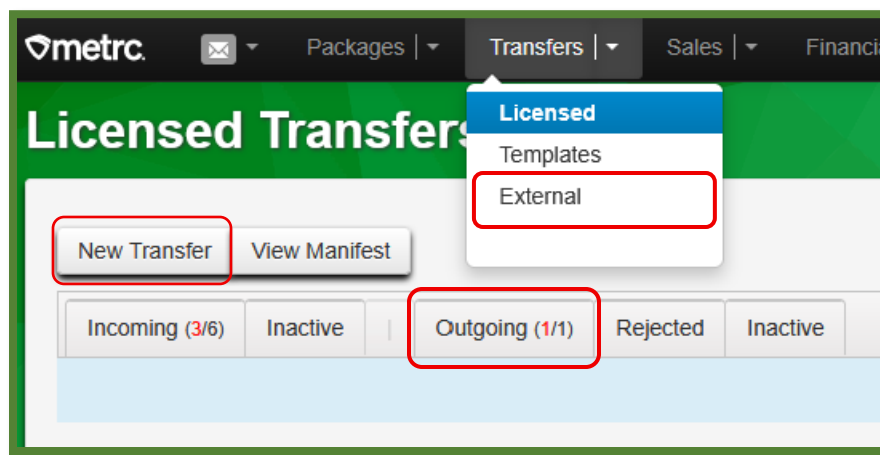
Once all of the correct packages have been selected, click the "Perform Move" green button, and ensure the location has all packages that will be taken to the event – **see Figure 3**.

Figure 3: Change Package Locations

External Outgoing Transfer to Temporary Event

The next step is to create an external outgoing transfer that will allow for a physical manifest to be generated, and will accurately depict which packages are leaving your facility for the day. In order to record sales in real time at the event, the external transfer that is created **should not be completed and should be voided before the driver has left the facility**. **Transporters: Should not accept the transfer even if they are transporting to the event.**

Figure 4: External Transfers

Select the "External" option from the dropdown under the Transfers area on the navigation toolbar. Then click on the "Outgoing" tab. From the Outgoing External Transfer grid, click the "New Transfer" button – **see Figure 4 above**. This will open up the New Outgoing Transfer action window to enter the required information to begin the process of placing the necessary package(s) onto a transfer. The fields should be completed as follows:

Type: Select the Event Outgoing Transfer option from the dropdown menu.

Event License Number: Enter the temporary event license number.

Destination Name/Address: Name of the temporary event and address of the location.
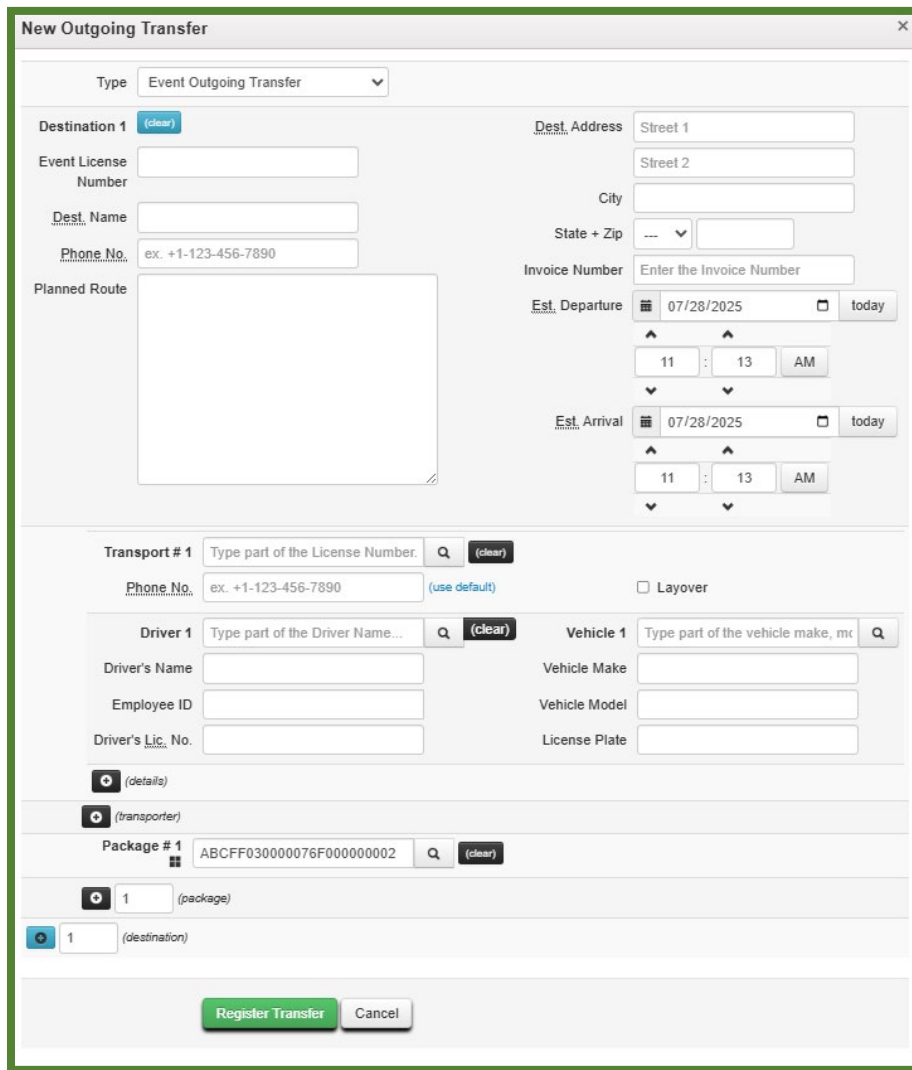
Phone Number: Enter your phone number or number of transporter.

Planned Route: This should be the route traveled to the event.

Transport #: The Transport # should be the Secure Transporter license number.
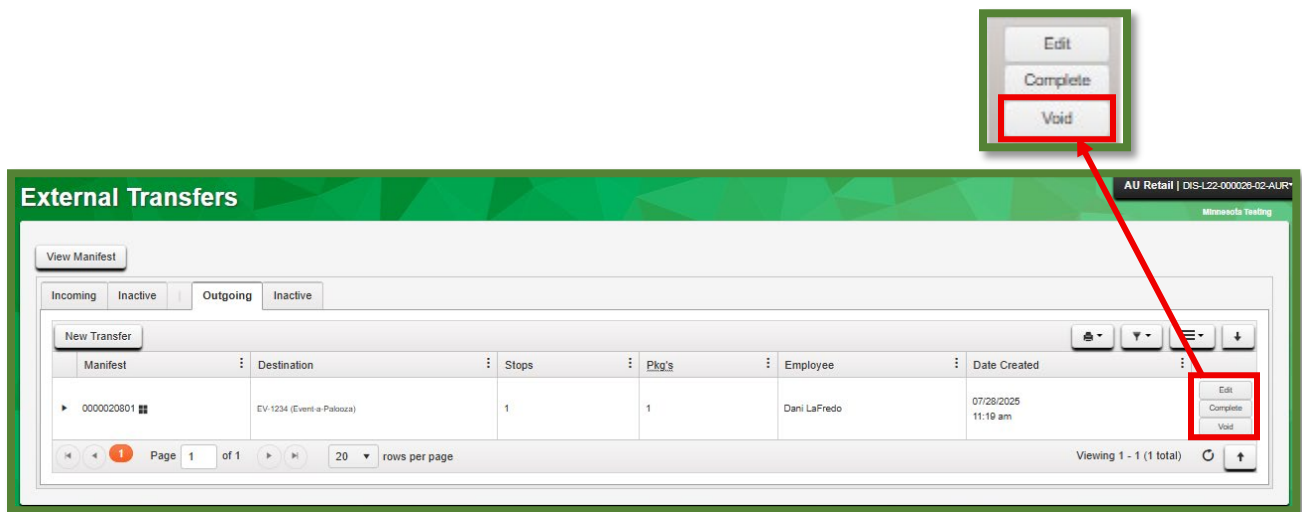
Package Tags: The magnifying glass allows for specific packages to be selected and the gross weight and price will need to be input for each package of the transfer.

Creating a pending outgoing transfer does not immediately remove the Metrc package tags from the licensee's active inventory. After the planned packages are added to the transfer, the transfer manifest should be generated by clicking the "Register Transfer" green button – see Figure 5 below.

Figure 5: Creating External Transfer

Then the transfer manifest can be printed for record keeping purposes and then the transfer **should be voided – see Figure 6 below**.

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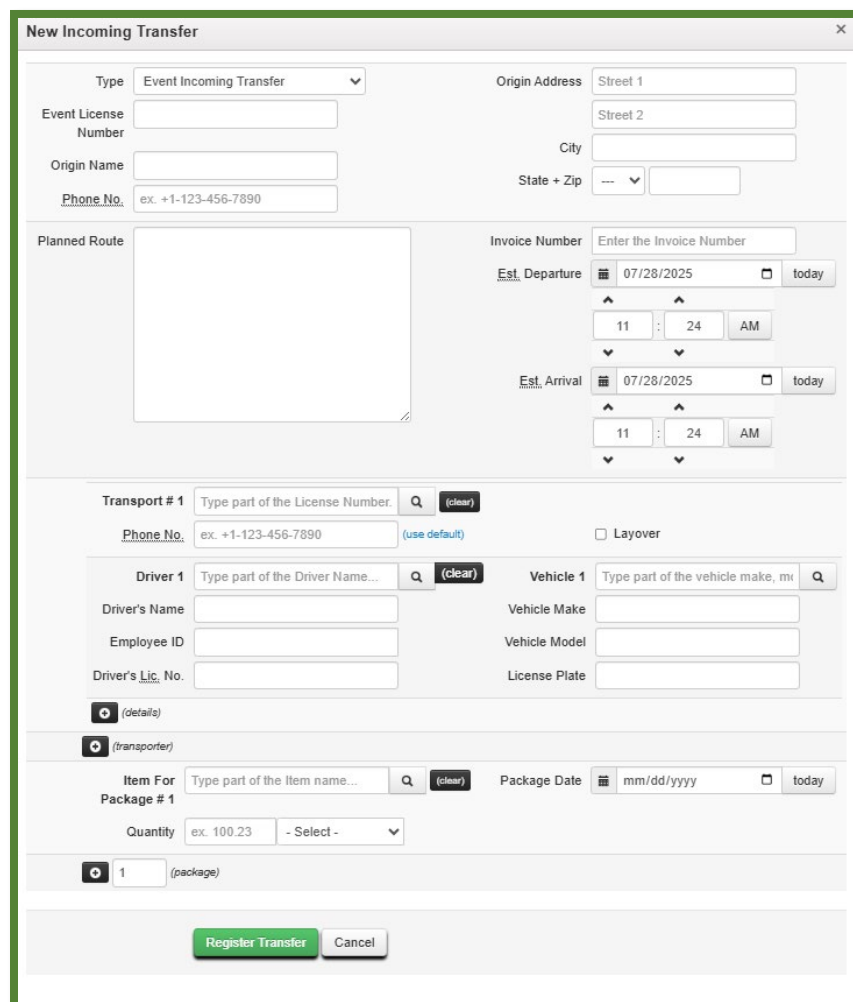For additional support,
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Figure 6: Voiding Transfer

All sales made for each day of the event should be recorded in Metrc by the end of each day. This voiding of the transfer allows for the packages to return to the license inventory so sales can be recorded against the packages sold at the event.

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External Outgoing Transfer to Temporary Event Return

Once the event has concluded and the remaining inventory is ready to be transferred back to the licensed premises from where it originated, the same steps should be followed as above, this time from the Incoming External transfer tab. The Transfer Type should be "Event Incoming Transfer" and the Business License Number should be the licensed business for where the packages are returning to.

After the transfer has been virtually created and the manifest generated, the transfer should be voided and the package locations can be updated to indicate the physical location within the licensed premises. This should be how a licensee typically reports package locations in their physical location using Metrc for day-to-day operations.

Figure 7: Temporary Event - Return

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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, 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 is designed 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.

Thank you for your continued partnership.

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