

Bulletin Number: MN_IB_0055	Distribution Date: 12/03/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Recording Price of Product Sales	
Reason: To notify retailers of how to input product sales pricing into Metrc.		

Greetings,

Metrc is providing notification to retailers on how to input product sales pricing into Metrc.

For sales made in-person at the retail location, the following Metrc fields should be used:

- **Total price:** This is the price the consumer paid excluding sales tax or any processing fees (pre-tax price only). This price should also be after any discounts have been applied.
- **Price:** This is the listed shelf price of the product.
- **Discount Amount:** This is the total discount applied to the “Total Price.”

For example, if the base price of a single raw pre-roll is \$10 and there are no discounts, the price entered into Metrc would be \$10. If there was a \$2 discount applied to the sale, the price entered into Metrc would be \$8. No taxes would be added to the total price entered into Metrc. These additional fields can be found under the “Transaction Details” section within the Record Receipts action window – **see Figure 1**.

Figure 1: Transaction Details

The “Transaction Details” section is also available for sales deliveries and should be used in the same manner as in-person sales.

For more information on how to record sales in Metrc, please view the [Minnesota Advanced Retailer Course](#).

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 by navigating to Support.Metrc.com, or from the Metrc System, click Support and navigate to support.metrc.com and it will 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 has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) platform is simple:

From within the Metrc system

- Navigate to the drop-down Support menu in the navigational toolbar and select “Sign up for Training” to register.

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 – 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.

Metrc Expert

In the Metrc system, click on widget icon in the lower right-hand corner to open the Metrc Expert knowledge base to access step-by-step guides, ask questions, and more.

Thank you for your continued partnership.