

<b>Bulletin Number:</b> MN_IB_0064	<b>Distribution Date:</b> 06/12/2026	<b>Effective Date:</b> 01/02/2026
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Hemp Derived Consumer Products Workflow	
<b>Reason:</b> Providing important information regarding the process for license holder to bring in Hemp Derived Consumer Products or concentrates to create Hemp Derived Consumer Products.		

Greetings,

Metrc, in conjunction with the Minnesota OCM, is providing guidance for manufacturers and wholesalers on how to externally transfer Hemp Derived Consumer Products (HDCPs) or hemp concentrates to make HDCPs or ratio hemp-infused cannabis products into Metrc.

All requests to bring Hemp Derived Consumer Products (HDCPs) or hemp concentrates to make HDCPs into Metrc must be approved by OCM. The external transfer type “Hemp Transfer” will not be available for use unless approved and activated by OCM. Send requests to the OCM through the link form: [HDCPs External Transfer Request](#) or [Hemp Concentrate External Transfer Request](#).

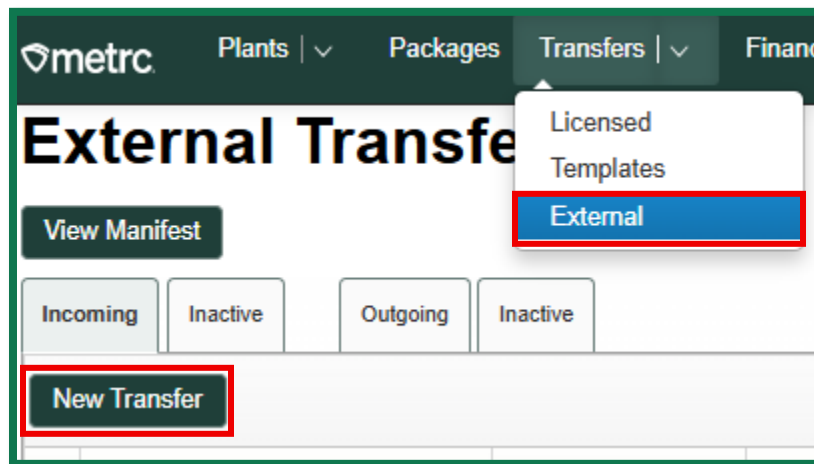
## Incoming External Transfers Steps

Once approved by the OCM, the “Hemp Transfers” external transfer type will be available to the approved license. Incoming External Transfers will be used to bring in the packaged product. This is a two- step process which will require creating an External Transfer and packaging the products.

**Both steps must be completed for the tagged packages to be reflected in the license holder’s Metrc inventory.**

### Creating an Incoming External Transfer

To create an External Transfer, go to the Transfers area on the navigational toolbar and select the External option from the dropdown menu. From the External Transfers grid, select the Incoming tab. Then select the “New Transfer” button - **see Figure 1**.



*Figure 1: Incoming External Transfers*

This will open the New Incoming Transfer action window to create a transfer to bring in the HDCPs or hemp-derivate concentrates. Complete the fields as follows:

**Type:** Select the Hemp Transfer option from the dropdown menu.

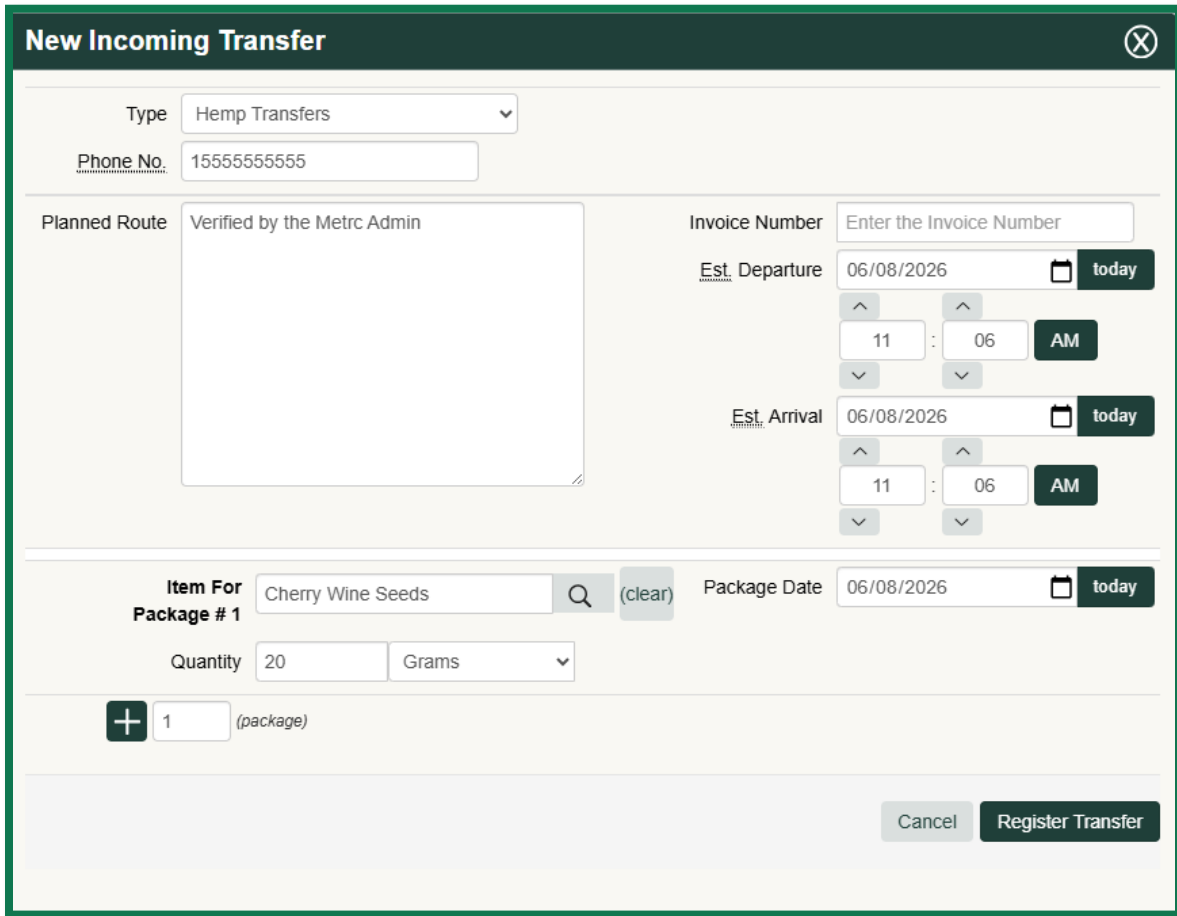
**Phone Number:** Enter a valid phone number. This can be designated as the business phone number.

**Planned Route:** This should be stated as “Verified by the Metrc Admin.”

**Item Name, Quantity, and Packaged Date:** These fields correspond to the specific, previously created items and quantities being brought into Metrc. please reference [Bulletin 37](#) for more information on items and item categories. The date packaged should be the day that the items are being entered into Metrc. The quantities should be exact and should account only for the product being received.

**Figure 2: Registering the external incoming transfer**

Once all required information has been entered, select the “Register Transfer” button to create a pending incoming transfer – see **Figure 2**.



**New Incoming Transfer**

Type: Hemp Transfers

Phone No.: 1555555555

Planned Route: Verified by the Metrc Admin

Invoice Number: Enter the Invoice Number

Est. Departure: 06/08/2026 (today) 11:06 AM

Est. Arrival: 06/08/2026 (today) 11:06 AM

Item For Package # 1: Cherry Wine Seeds

Package Date: 06/08/2026 (today)

Quantity: 20 Grams

+ 1 (package)

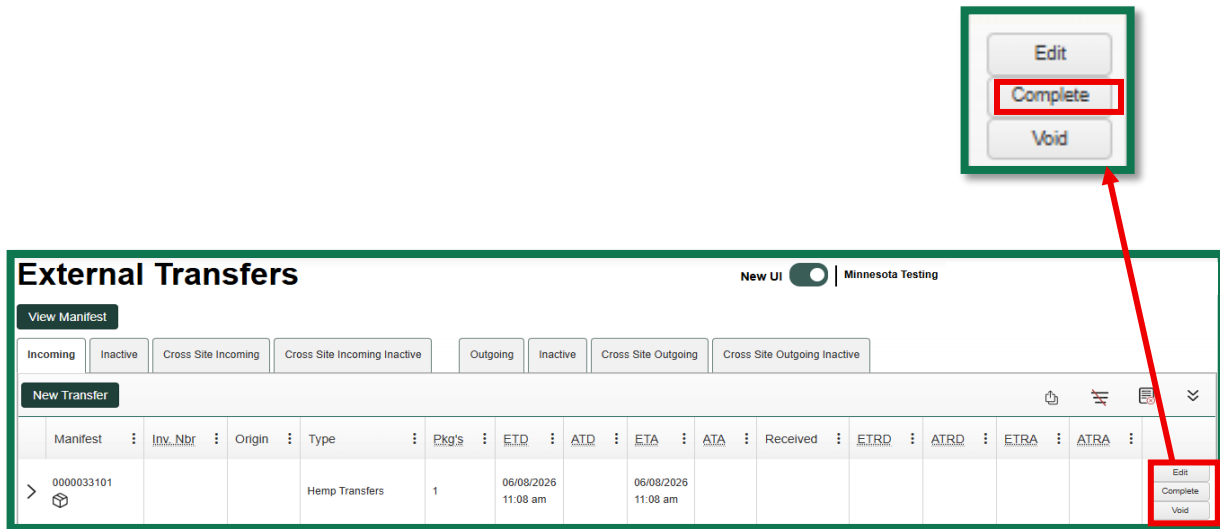
Cancel Register Transfer

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

## Completing the External Transfer

The Incoming External Transfer must be completed to receive and create the HDCP or Hemp Concentrate inventory. Clicking “Register Transfer” does not create tagged packages in your inventory.

Each license holder **MUST** have package tags available to complete this step. To complete the pending Incoming External Transfer, select the “Complete” button on the far right of the External Transfer needing to be received in the External Transfers grid - **see Figure 3.**



**Figure 3: Incoming External Transfer Grid**

This will open the Complete Incoming Transfer action window to enter the required information. The quantities entered in Step 1 will be auto-populated; confirm the accuracy of the quantities and assign a unique Metric package tag to each item. The package tag assigned to the products in the system should be physically affixed to the associated product. Once the information is confirmed as accurate, then click on the “Complete Transfer” button to create the package(s) with the specified quantities in the inventory - **see Figure 4.**

**Complete Incoming Transfer**

Manifest: 0000033101      Transfer Type: Hemp Transfers

Origin Lic. No.:      Origin Name:      Main Phone No.: 15555555555      Mobile Phone No.:      Phone No. for Questions:      Employee ID:      Vehicle Make:      Driver's Name:      Vehicle Model:      Driver's Lic. No.:      License Plate:      Package # 1: ABCFF030000076D000000158      Item: Cherry Wine Seeds      Shipped Qty: 20 g      Receive Qty: 20 Grams      Location: Product Vault      Sublocation: Type part of the Sublocation nam (Optional)      Shipped Qty.  Reject

Cancel      **Complete Transfer**

**Figure 4: Complete Incoming Transfer**

**PLEASE NOTE:** HDCPs containing only non-intoxicating cannabinoids coming in from out of state may be tested by an out-of-state ISO-accredited lab. All other hemp products must be submitted to a MN licensed testing facility after being transferred into Metric for Full Panel testing for the appropriate item category.

All products must be shown to pass compliance testing before being used in a manufacturing process or sold into the MN market.

## 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](https://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 is designed 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.