

Bulletin Number: MN_IB_0068	Distribution Date: 07/07/2026	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Transfers Best Practices	
Reason: To outline best practices for creating and receiving Transfer Manifests.		

Greetings,

To ensure accuracy and efficiency with Transfers, Metrc and OCM are providing best practice guidance around system functionality to help reduce preventable errors that may result in locked product and time required for Metrc Support case resolution.

Please read on for additional information.

Receiving Transfers

When accepting a transfer in Metrc, commonly observed errors include issues relating to the originating Transfer Manifest that went unnoticed or ignored such as:

- Incorrect package placed on Manifest
- Incorrect package quantity
- Incorrect wholesale price
- Incorrect item name or category
- Packages physically left off Transfer Manifest
- Receiving transfers in Metrc when intending to reject the transfer

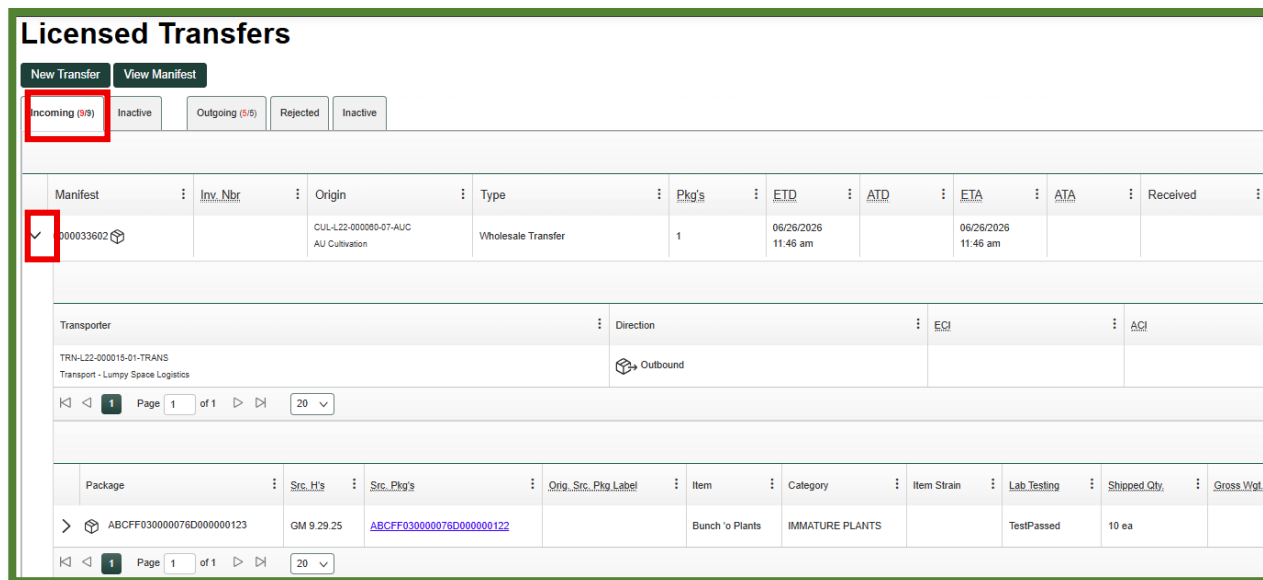
IMPORTANT: It is the responsibility of the sending AND receiving license holders to ensure that all packages are properly accounted for and have the correct information. Receiving packages that have been improperly configured, have the wrong physical quantity, or incorrect Metrc tags could result in review or referral to OCM's Enforcement and Compliance Division for either or both license holders.

Receiving Best Practices

To prevent these types of errors, the following best practices are recommended:

- All packages should be thoroughly inspected and weighed/counted **prior** to the transport driver departing the receiving facility.
- If possible, leverage another employee to dually verify accuracy prior to accepting transfers.
- Always receive the transfer in Metrc prior to the transporter leaving the facility. This will ensure that, should any issues be found, the packages can be rejected both physically and in Metrc without delay.
- As soon as a new Transfer Manifest is generated in Metrc, that Manifest is visible to the destination license.
 - It is strongly recommended that the destination license view this Manifest data in Metrc and confirm that everything looks correct.
 - **Please note:** This does not remove the need to check the physical product upon arrival. However, it does allow for some mistakes to be corrected prior to shipping, such as testing errors, item errors, or electronic quantity issues.
- Ensure accuracy of Lab Testing – **see Figures 1 and 2 below.**
 - When viewing the “Lab Test Batches” tab within the package details, check that only lab test batches appropriate for that package category are present. For example, a package of concentrates should not have Lab Test Batch data for Raw Plant Material. If the Test Batch data is not

correct, the package should be rejected and returned physically to the shipper and in Metrc for correction by the sending facility.



Licensed Transfers

New Transfer View Manifest

Incoming (9/9) Inactive Outgoing (9/6) Rejected Inactive

Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received
✓ 000033602		CUL-L22-000000-07-AUC AU Cultivation	Wholesale Transfer	1	06/26/2026 11:46 am		06/26/2026 11:46 am		

Transporter: TRN-L22-000015-01-TRANS
Transport - Lumpy Space Logistics

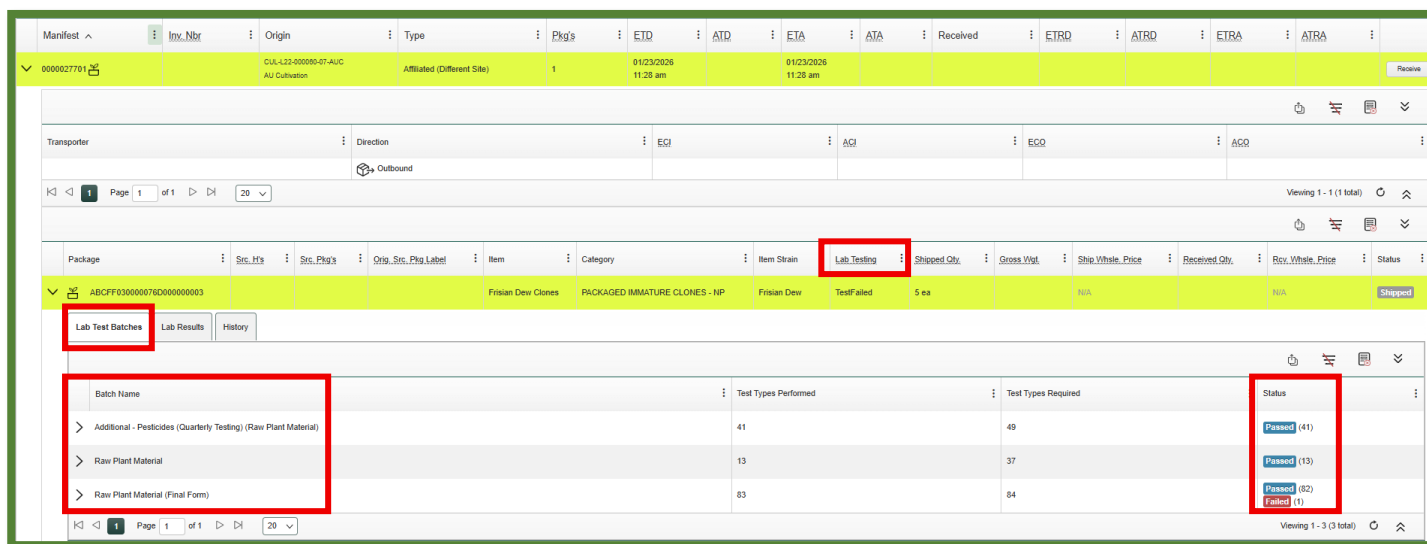
Direction: Outbound

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Package	Src. H's	Src. Pkg's	Orig. Src. Pkg Label	Item	Category	Item Strain	Lab Testing	Shipped Qty	Gross Wgt
ABCFF030000076D000000123	GM 9 29 25	ABCFF030000076D000000123		Bunch 'o Plants	IMMATURE PLANTS		TestPassed	10 ea	

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Figure 1: Navigate to a Specific Package on an Incoming Transfer Manifest



Manifest 0000027701

Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA
0000027701		CUL-L22-000000-07-AUC AU Cultivation	Affiliated (Different Site)	1	01/23/2026 11:28 am		01/23/2026 11:28 am						

Transporter: Outbound

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Package	Src. H's	Src. Pkg's	Orig. Src. Pkg Label	Item	Category	Item Strain	Lab Testing	Shipped Qty	Gross Wgt	Ship Wholesale Price	Received Qty	Rec Wholesale Price	Status
ABCFF030000076D000000003				Frisian Dew Clones	PACKAGED IMMATURE CLONES - NP	Frisian Dew	TestFailed	5 ea					Shipped

Lab Test Batches Lab Results History

Batch Name	Test Types Performed	Test Types Required	Status
> Additional - Pesticides (Quarterly Testing) (Raw Plant Material)	41	49	Passed (41)
> Raw Plant Material	13	37	Passed (13)
> Raw Plant Material (Final Form)	83	84	Passed (82) Failed (1)

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Figure 2: View Test Results of a Package on the Incoming Transfer Manifest

Package Quantity Discrepancies

Do not receive packages if there is a quantity discrepancy between the Transfer Manifest and the physical package. If there is a difference in quantity of a package, that package should be **REJECTED** and returned, corrected, and reshipped. When a package is received with a quantity different than when it was shipped, that additional product does not go back to the origin license's inventory.

When rejecting a transfer, remember to check the "Reject" box to the right of the Shipped Qty. package being rejected before clicking the Receive button on the transfer – **see Figure 3**. There is no way to undo the accidental acceptance of a package.

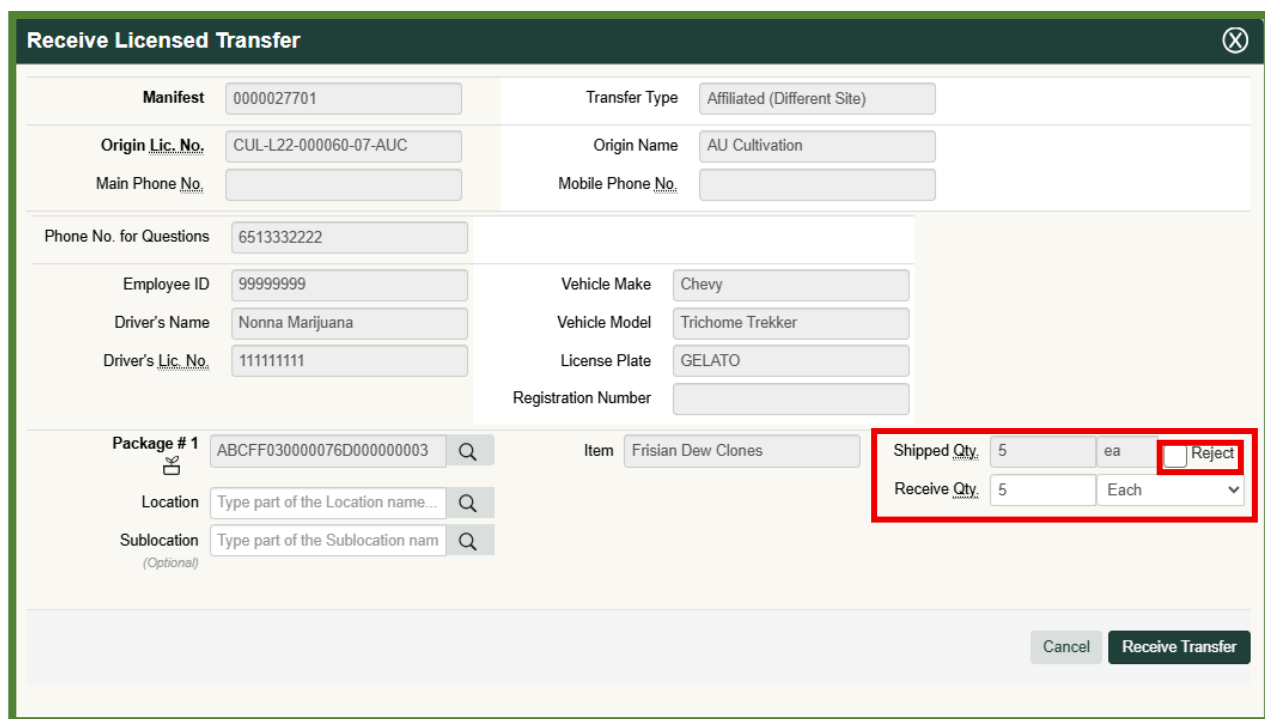


Figure 3: Reject checkbox and Received Quantity field

If the receiving facility identifies an error on the Transfer Manifest prior to delivery but after the product has left the origin facility, the package(s) should be rejected upon delivery. The origin facility should create a new Transfer Manifest to correct the error and reship the product. Attempting to edit a Transfer Manifest while receiving the product results in the product disappearing from both the origin and destination licenses, creating errors in Metrc.

Please note: When receiving a transferred product, a discrepancy between the Shipped Qty. and the Received Qty. triggers an automatic review from OCM.

Once a Transfer Manifest is received in Metrc, the PDF of the transfer (found by clicking the View Manifest button within the incoming and/or outgoing Transfers grids in Metrc) will update to a status of accepted packages (highlighted in green) or rejected packages (highlighted in pink) – see **Figures 4 and 5**.

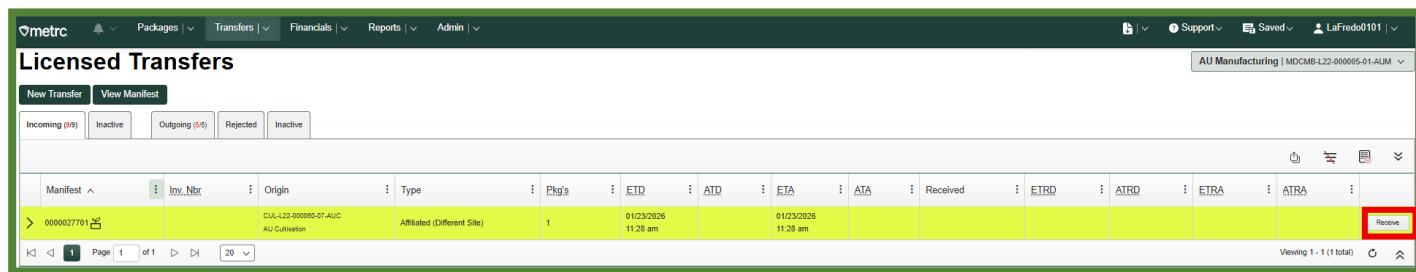
1. Package Rejected	Production Batch No.	Item Name	Quantity
1A4FF0100000071000000023 Lab Test: NotRequired		White Widow Moms (Wet Whole Plants (each))	Shp: 3 ea GWT: 2.0000 g
Item Details	Strain: White Widow		
Reject Reason: Tampered Package		Rejection Note: No thank you	

Figure 4: Received package on PDF copy of manifest

1. Package Accepted	Production Batch No.	Item Name	Quantity
1A4FF0300000068000000053 Lab Test: TestPassed		Ford's Fire (Buds)	Shp: 98 g Rcv: 98.0000 g GWT: 48.0000 g
Item Details	Strain: Ford's Fire		
Source Harvest	Ford's Fire 04.22.24 HB		

Figure 5: Rejected package on PDF copy of manifest

Please note: When a package is rejected, the driver's copy of the Manifest should be notated as such, and the product returned to the origin facility with the driver. When the product is physically returned to the origin facility, that facility should return the product into their inventory by navigating to the Rejected tab in the Transfers area to receive the product back into their license – see **Figure 6**.



Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA
> 0000027701		018-422-000005-07-AUC AU Cultivation	Affiliated (Different Site)	1	01/23/2026 11:28 am		01/23/2026 11:28 am						

Figure 6: Receiving a Rejected Transfer

IMPORTANT: If after receiving the product in Metrc an inventory discrepancy is identified, please contact OCM at metrc.ocm@state.mn.us immediately.

Outgoing Transfers

When creating a Transfer Manifest in Metrc, it is important to double check each package that is being added to the manifest. Common errors made when creating a Transfer Manifest include:

- Incorrect package placed on Manifest
- Incorrect package quantity
- Incorrect wholesale price
- Incorrect item name or category
- Packages physically left off Transfer Manifest

The example below highlights a few key areas on the Manifest that the list above references – **see Figure 7**.

1. Destination	MN - Manufacturer	Destination Phone No.	555-555-5558
Destination License Number	M0001	Date and Approx. Time of Departure	9/18/2024 12:26 PM
Address of Destination	34 Twin Ln Minneapolis, MN 55101	Date and Approx. Time of Arrival	9/18/2024 1:26 PM
		Date/Time Received	
Route to be Traveled Down the street and around the corner.		Notes: details for extenuating circumstances (e.g., road closure, flat tire, etc.)	
1. Outbound Transporter	MN - Cultivator	No Layover Scheduled	
Transporter License Number	C0001		
Address of Transporter	1 Vikings Ave Minneapolis, MN 55101		
Contact Phone No. for Inquiries: 1-234-567-8900			
Name of Person Transporting	Roger Higgins	Employee ID of Driver	X00420
State Driver's License No.	BR549	Signature of Person Transporting	
Make, Model, License Plate No.	Chevy Van Go B4IGO	Leg of Layover Trip	
1. Package I Shipped	Production Batch No.	Item Name	Quantity
1A4FF01000000CC000000113 Lab Test: TestPassed		Uncanna Blue (Bud/Flower - 0345)	Shp: 200 g
Item Details	Strain: Blue Wgt: 3.5 g		

Figure 7: Transfer Manifest

Outgoing Transfer Best Practices

Prior to leaving the origin facility, it is beneficial to ensure:

- Packages are created properly – correct item, quantity, package tag numbers.
- The price listed on the Transfer Manifest, if applicable, is correct.
- The correct packages are listed on the Manifest and are all physically packed/present.
- There are no sales associated with any of the included packages.
 - If a sale has been completed for a package and the sale needs to be edited but the package has been transferred, the ability to edit the sale is not available.
 - Packages with sales should never be transferred out of the facility that completed the sale. If the remaining product in a package needs to be transferred, the remaining quantity should be repackaged onto a new package tag, and the new package should be transferred to the other facility.

Reminder: Once packages are placed on a Transfer Manifest, they will no longer be visible within the Active Packages grid in Metrc. To view which packages are on a Manifest, or ones that have previously been transferred, refer to the “In Transit” or the “Transferred” tab of the Packages grid – **see Figure 8.**

The difference between the two tabs are as follows:

- **In Transit** - This tab displays the package(s) that are currently on a Transfer Manifest and have not been received by the receiving facility.
- **Transferred**: This tab displays the package(s) that have been transferred out of the facility and are currently in the inventory of another licensed facility.

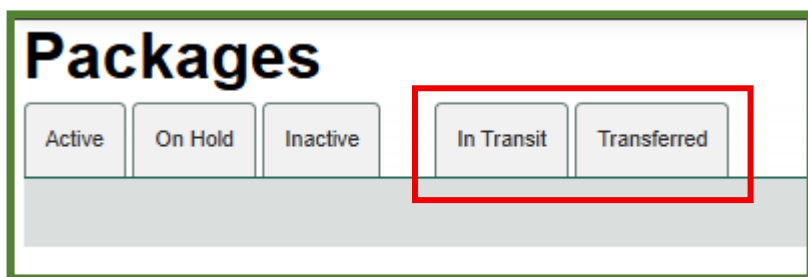


Figure 8: In Transit and Transferred Tab in the Packages Grid

Transfer Templates

Transfer Templates can be created for specific licenses and are a great option for facilities who transfer to the same licenses regularly.

To create a Transfer Template, access the Transfers area on the navigational toolbar and select the Templates option from the drop down. Once on the Licensed Transfers Templates grid, select the New Template button – **see Figure 9**.

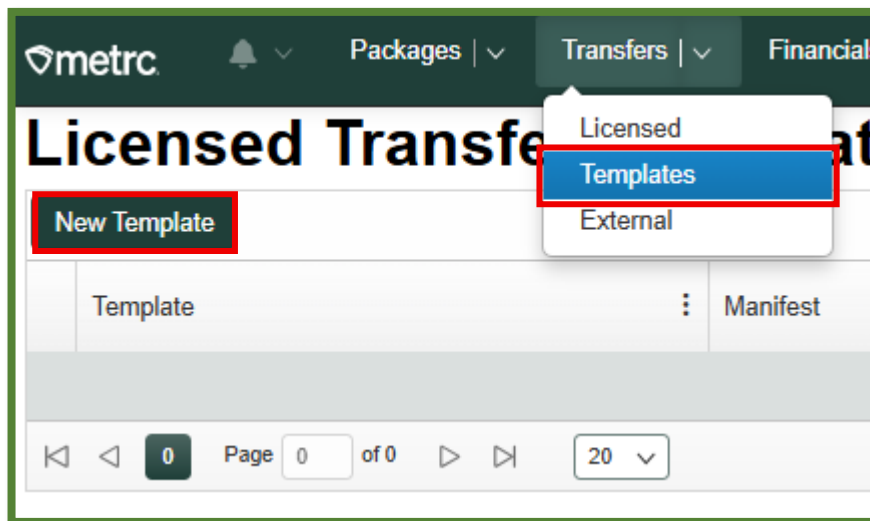


Figure 9: Transfer Templates

The Transfer Template should be completed with the license number, planned route, type of transfer, and driver information filled in, for use when needed. When using a preexisting Transfer Template, only the packages and ETD (“Estimated Time of Delivery”) and ETA (“Estimated Time of Arrival”) need to be completed. Multiple templates can be created and edited as needed.

Please note: Creating and editing Transfer Templates is available through Metrc APIs, but creating the transfer must be completed within the Metrc system.

Vehicle/Driver Data & Quick Entry

Metrc is constantly working to increase efficiency and ease of use within the system. There are two ways to access functionality:

1. Ability to save commonly used transporter information

The ability to save commonly used transportation vehicles and drivers' information reduces redundancy and the need for manual data entry when creating Transfer Manifests.

To add drivers or vehicles, access the Admin area on the navigational toolbar, select the Transporters option from the drop down, then click the Drivers or Vehicles tab – **see Figure 10.**

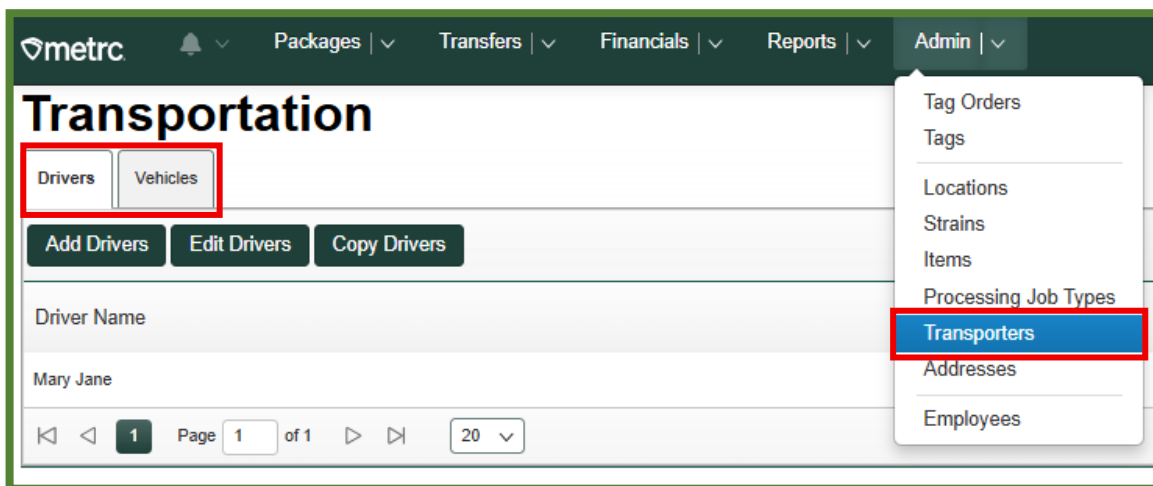
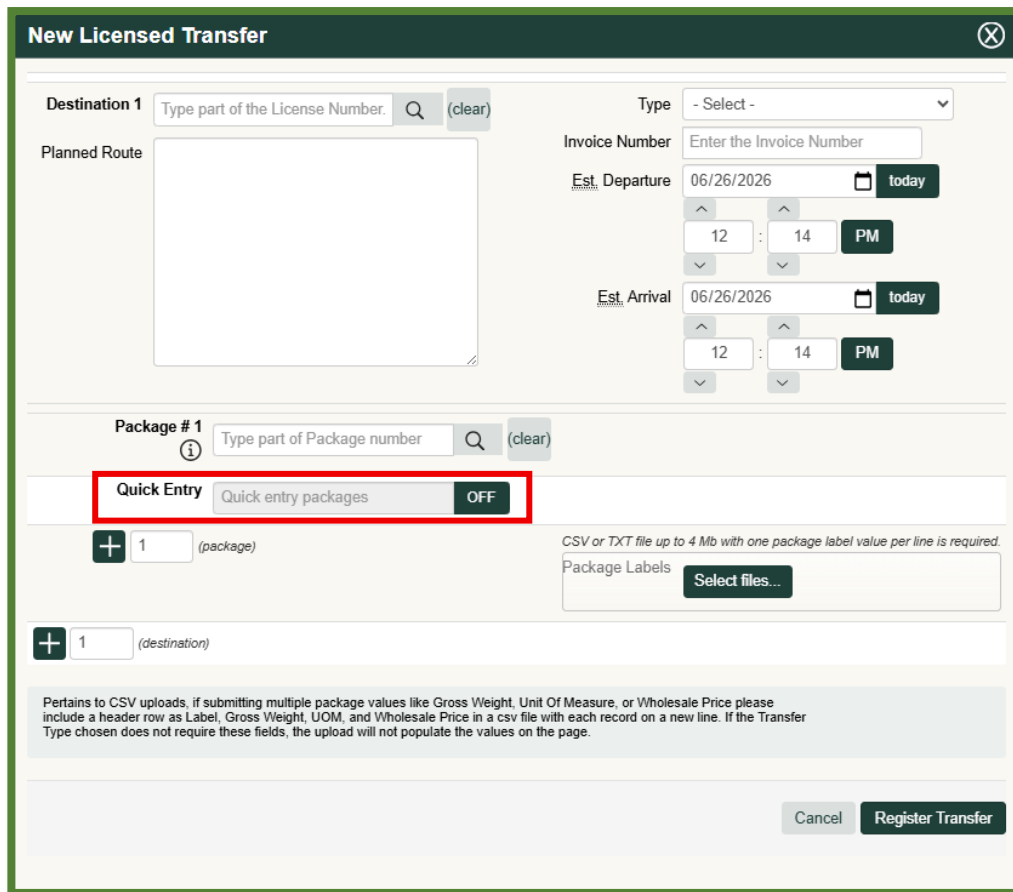


Figure 10: Driver and Vehicle Data Entry

2. Quick Entry and .CSV Upload

Additional efficiencies for creating Transfer Manifests include the use of the Quick Entry and .CSV Upload features.

- **Quick Entry** - This feature allows for a barcode scanner to be used to add packages to a Manifest in Metrc. When using this feature, be sure that the Quick Entry is toggled “On” for the Manifest. If it reads as “Off”, simply click the “Off” button so that it toggles to “On” – **see Figure 11.**



The screenshot shows the 'New Licensed Transfer' form. The 'Quick Entry' toggle is highlighted with a red box and is currently set to 'OFF'. The form includes fields for Destination 1, Planned Route, Invoice Number, Est. Departure, Est. Arrival, Package # 1, and Package Labels. The 'Quick Entry' toggle is located below the 'Package # 1' field.

Figure 11: Quick Entry Functionality

- **.CSV Upload** - This functionality offers the ability to upload a .CSV file to add packages to the Manifest, as well as the package weight and price for wholesale Manifests – see **Figure 12**.

Destination 1

Type part of the License Number.

Q

(clear)

Type

- Select -

Planned Route

Invoice Number

Enter the Invoice Number

Est. Departure

06/26/2026

today

12

:

14

PM

Est. Arrival

06/26/2026

today

12

:

14

PM

Package # 1

Type part of Package number

Q

(clear)

Quick Entry

Quick entry packages

OFF

+

1

(package)

+

1

(destination)

CSV or TXT file up to 4 Mb with one package label value per line is required.

Package Labels

Select files...

Pertains to CSV uploads, if submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not require these fields, the upload will not populate the values on the page.

Cancel

Register Transfer

Figure 12: .CSV Upload to add packages to a Transfer Manifest

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 – Service Cloud – by navigating to [Support.Metrc.com](https://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 was recently redesigned 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 on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the dropdown.

Thank you for your continued partnership.