



Guide for Minnesota Cannabis License Holder Receiving Cannabis Products from a Tribal Operator

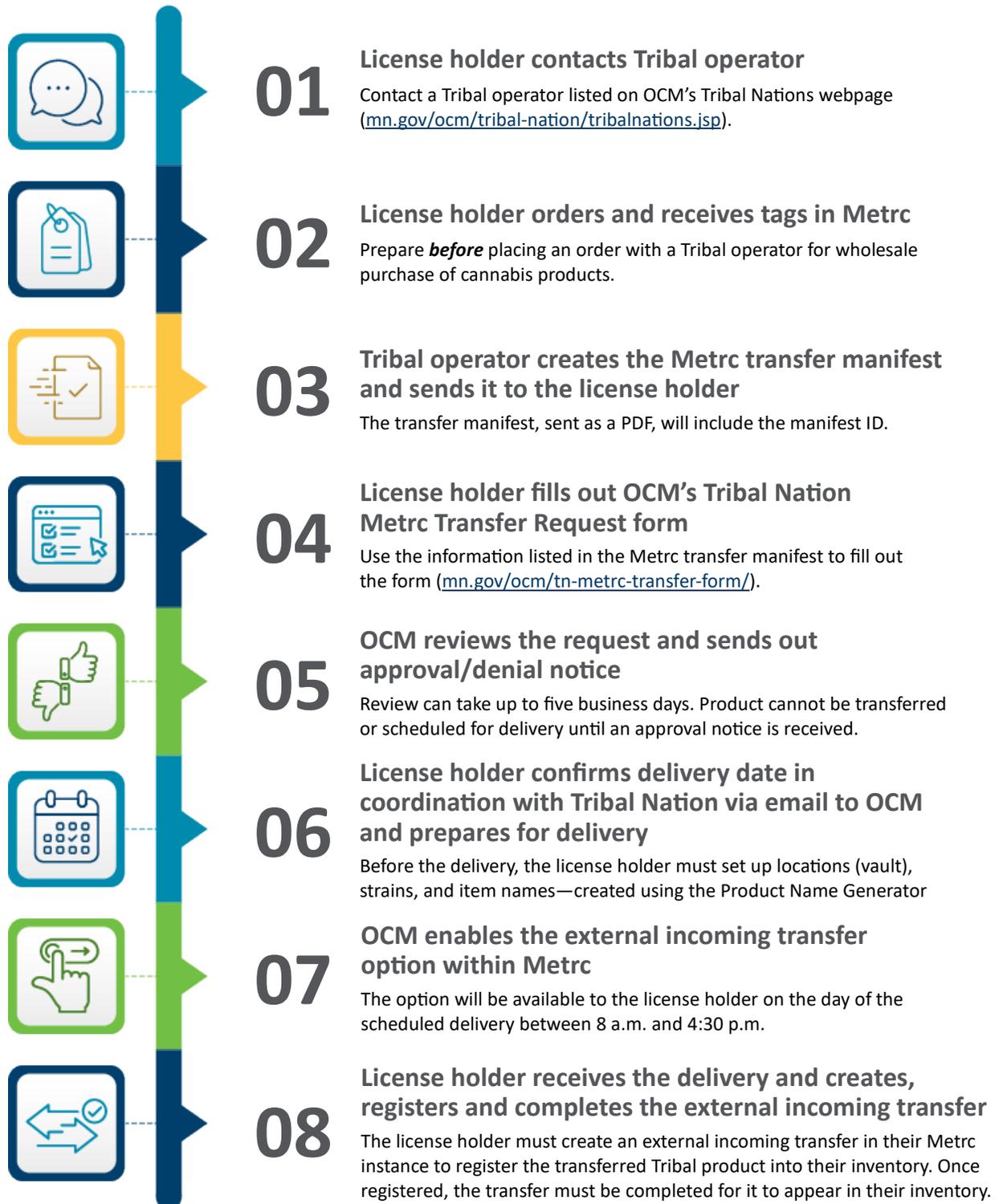
Feb. 25, 2026

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Introduction

This user guide is designed to help you navigate the process for successfully transferring and cataloging wholesale-purchased Tribal cannabis products into your Minnesota Metrc account. The chart below provides an overview of the step-by-step process that will be further explained in this guide.



Please ensure you have an active cannabis business license and a Minnesota Metrc account before you begin.

We highly recommend reviewing this user guide and other technical assistance materials on the [Inventory Management \(Metrc\) webpage](#).

Helpful resources to start

The following table contains some helpful hints before you begin the application process.

Resource	Link (if applicable)
Tribal contacts for state-licensed businesses	Tribal Nation Contacts
Tribal Nation Metrc Request Form	Tribal Nation Metrc Transfer Request Form
Metrc transfer manifest number and PDF form	Received from Tribal operator after you have placed your product order
Tribal Nation transfer approval/denial notice and package spreadsheet	Email received from OCM Metrc team with an .XLSX attachment of reviewed packages
Ordering tags: Metrc Minnesota Beginning Inventory Guide, Pages 1-2	Beginning Inventory Guidelines for Minnesota
OCM Metrc Product Name Generator	OCM Metrc Product Name Generator
Metrc Item Categories Bulletin	Metrc Item Categories Bulletin
Metrc Learn training modules	Metrc Learn



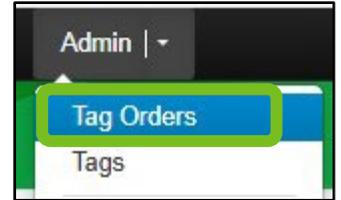
Contact and establish a partnership with a Tribal cannabis operator

If you have not yet established a partnership with a Tribal cannabis operator for purchasing Tribal cannabis products, please review Tribal Nations contact list on OCM's [Tribal Nations webpage](#). The latest compacts and cooperative agreements are listed on OCM's [Compacts and Cooperative Agreements webpage](#).

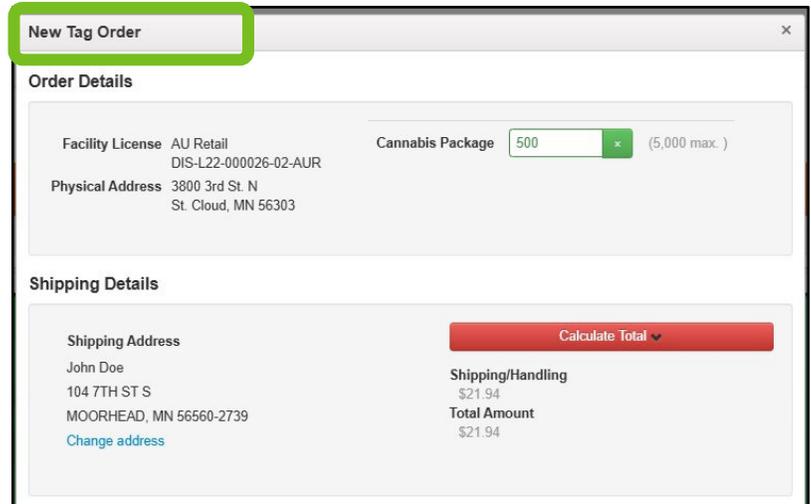


Order and receive tags in Metrc (prepare before transfer)

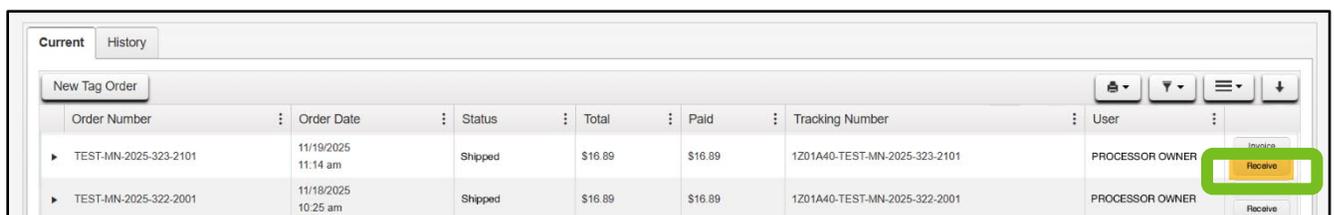
Before you place an order with a Tribal operator for wholesale purchase of cannabis products, you **must** order Metrc tags to associate the products with your store’s inventory. To do so, navigate to the **Tag Orders** section of Metrc under the **Admin Tab** at the top of the black navigation bar in Metrc. Once at the Tag Order screen, select **New Tag Order** and fill out the dialogue box that appears.



Step	Field / <u>Button</u>	Action
1	Admin Tab – Tag Orders	Select New Tag Order in the Tag Orders tab.
2	New Tag Order	Fill out all required fields.



Once you have physically received your tags at your retail facility, you can digitally receive them in Metrc. Please note: The number of tags ordered should be equal to the number of packages in your order, *at a minimum*. Ordering extra is recommended.



Step	Field / <u>Button</u>	Action	Notes
3	Tag Orders	Navigate and select the Tag Orders tab.	N/A
4	Receive Tag Order	Select Receive button after shipment arrives at your facility.	Select Tags tab in the Admin Dropdown to find new tags available for use. This step removes your order from the queue in the Tag Order window and places your new tags in sequential order under the Tags tab in the Admin dropdown.



Receive your Metrc transfer manifest from Tribal operator *and* submit your Tribal Nation Metrc Transfer Request Form

Once you have contacted and agreed to purchase cannabis products from a Tribal operator, you may place your order. The Tribal operator will provide you with a digital copy of the Metrc transfer manifest with the packages in your order. Use the information listed in the Metrc transfer manifest to fill out the [Tribal Nation Metrc Transfer Request Form](#).

Please note: Requests can take up to five business days to review and approve. OCM cannot guarantee requests received less than five business days in advance will be approved in time. The five-business-day review/approval window does not include the time required for OCM Metrc staff to open the external transfer function in Metrc for your facility.

Upon receipt of a review outcome notice from OCM, it is the responsibility of the Tribal operator and the license holder to respond to the notice to confirm a delivery date for the order.

It is the responsibility of the Tribal operator to provide appropriate supplemental documentation for product test dates (i.e. certificate of analysis reports for packages) to the license holder.

Minnesota licensed cannabis businesses are allowed to purchase bulk or processed cannabis products from Tribal Nations who have compact agreements with the Office of Cannabis Management (OCM). A licensed cannabis business must request a transfer with OCM for product to be tracked in Metrc, as required by [Minnesota Statutes, section 342.24, subdivision 5](#).

Please complete this form to request the transfer of cannabis products from a Tribal Nation. OCM will review your request and contact you with the review outcome and next steps through the listed email address below.

- Requests can take up to five business days to review and approve. OCM cannot guarantee requests received less than five business days in advance.
- Upon receipt of a review outcome notice from OCM, it is the responsibility of the Tribal Nation and license holder to respond to the notice to confirm a delivery date for the order.
- Please note, it is the responsibility of the Tribal Nation to provide appropriate supplemental documentation for product test dates to the license holder.

If you have any questions email metrc.ocm@state.mn.us.

Name of business*

Name of requestor*

Transferring Tribal Nation*

Name of Tribal Nation point of contact*

Metrc transfer manifest ID*

Step	Field / Button	Action	Notes
1	Business Information	Fill out all required fields in the form.	Business license number refers to your license number as it appears in Metrc.
2	Tribal Nation Information	Fill out all required fields in the form.	Refer to the transfer manifest for all information.
3	Metrc Transfer Manifest ID	Enter the five-digit manifest ID.	N/A
4	Submit Form	Select Submit Form .	N/A



Receive transfer approval notice and schedule external transfer date

After you have submitted your [Tribal Nation Metrc Transfer Request form](#) and the OCM Metrc team has reviewed the Tribal cannabis product packages in your order, you will receive an approval/denial notice from the OCM Metrc division at the email: metrc.ocm@state.mn.us. This notice will inform you of the status of your packages for transfer.

You need to respond to the email notice from OCM to confirm the shipment date.

You cannot transfer or schedule the shipment of any product until an approval notice from OCM is received.

Sample email notice from OCM below:

Subject: Tribal Nation Metrc Transfer Request Form – [Tribal Nation Name, Business Name, Date, Time]

Hello,

The Office of Cannabis Management (OCM) requires a review of all cannabis and cannabis products that are transferred between a Tribal Nation with a compact agreement with the state of Minnesota Office of Cannabis Management and a Minnesota cannabis business license holder. This review is to ensure that all cannabis and cannabis products meet the Minnesota standards for laboratory testing and can be transferred into the seed-to-sale system, Metrc, to be tracked in accordance with [Minnesota Statutes, section 342.24](#).

After review, all products in the transfer manifest [transfer manifest number] have been approved for transfer.

For the transfer to be completed in Metrc, OCM will need to initiate a transfer window in Metrc where products can be moved between the [Tribal operator] Metrc account and the [Minnesota license holder] Metrc account and be added to the retail inventory.

Please reply to this email with the transfer date both parties agree upon. The date must be a weekday, on which the transfer window will be open between **7 a.m. - 4:30 p.m. on the date requested**. OCM will do our best to accommodate your request as requests for manual transfers increase.

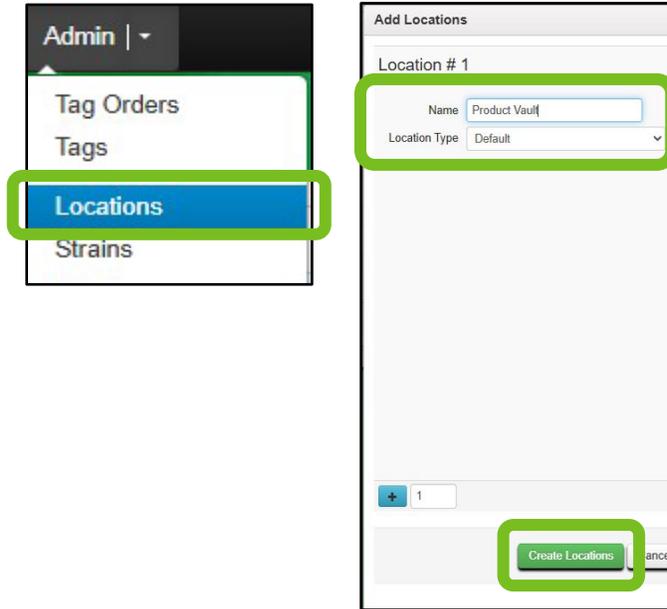
If you have questions regarding the process, please contact metrc.ocm@state.mn.us.

Thank you,
Minnesota Office of Cannabis Management

Step	Field / Button	Action	Notes
1	Reply to email	Confirm the delivery date.	Confirm the shipment date to open external transfer window.

Create locations in Metrc (prepare before transfer)

Before performing your first Tribal product transfer in Metrc, you must set up locations in your facility. Doing so allows your newly transferred packages to be properly assigned to their corresponding room, according to your facility layout. To begin, please sign in to your Metrc account.



Step	Field / <u>Button</u>	Action	Notes
1	Admin – Locations	Select Locations .	N/A
2	Add Locations	Select Add Locations .	N/A
3	Name	Enter a name to indicate the destination of your transferred packages.	The name should be in accordance with the layout of your facility.
4	Location Type	Select an option from the dropdown list .	N/A
5	Create Locations	Select Create Locations .	N/A

Set strains in Metrc (prepare before transfer)

Before performing your first Tribal product transfer in Metrc, you must set up strains for the items in your facility. Doing so allows your newly transferred packages to be properly assigned to their corresponding strain.

Note: Use the strain information listed either on your transfer manifest or on an individual product package assist you.

The screenshot shows the Metrc Admin interface. On the left, the 'Admin' menu is open, and 'Strains' is highlighted. The main area displays the 'Add Strains' form for 'Strain # 1'. The form includes the following fields and controls:

- Name:** Sunny Daze
- Testing Status:** ThirdParty
- THC:** 50
- CBD:** 50
- Indica:** Slider set to 50
- Sativa:** Slider set to 50
- Quantity:** + 1
- Buttons:** Create Strains (highlighted), Cancel

A note at the bottom of the form states: "Please report THC potency as a percentage of the overall weight. This means that if a particular strain tested as having 15% THC potency, then every gram of dried flower of that strain has 15% THC. The reality is that potency can drastically change even between a single plant or from plant to plant. So, the percentage in metrc® would be the average potency percentage from all tests in the prior two years. If no tests have been conducted p..."

Step	Field / Button	Action	Notes
1	Admin – Strains	Select Strains .	N/A
2	Add Strains	Select Add Strains .	N/A
3	Name	Enter strain name.	Use strain name information on the manifest or product label.
4	Testing Status	Select Third Party .	N/A
5	THC/CBD	Enter numerical values.	Use information on the manifest or product label.
6	Create Strains	Select Create Strains .	N/A

Create items for Metrc Part 1 (prepare prior to transfer)

OCM Metrc Product Name Generator

To assist you with creating items and following the proper naming convention in Metrc, you may use the OCM [Product Name Generator tool](#). This tool uses an Excel spreadsheet with built-in formulas to correctly format the data entered into it for Metrc. **The formulas within the file will not work while using an internet browser. A local copy must be downloaded first.** Follow the instructions within the tool and input the resulting data into Metrc. Refer to Part 2 for how to finish creating items using the Metrc interface.

Step	Field / Button	Action	Notes
1	Download File	Download a local copy of the <i>Product Name Generator tool</i> to use it.	Select File > Create a Copy > Download a copy

Product Type (dropdown list)	Descriptor	Brand	Strain Name	Weight (g)	Flavor	Nano Product? (Yes/No)	Count
Flower - Infused Raw or Ground (Non Pre-Rolls)	Whole Flower	Sunny Daze	Durban Poison	7			
Edibles (brownie, chips, gummies, ice cream, etc.)	Gummies	Purple Rave			Grape	No	10
Vapes (incl. cartridge, syringe, oil, distillate oil)	Disposable Vape Pen 2g	Golden Herb	Acapulco Gold	2	Unflavored		1

Copy & Paste into Metrc and in Certificate of Analysis (COA)	
---->	Whole Flower-IX Sunny Daze Durban Poison 7g
---->	Gummies-EN Purple Rave Grape 10 ct
---->	Disposable Vape Pen 2g-IX Golden Herb Acapulco Gold 2g Unflavored 1 ct

Step	Field / Button	Action	Notes
2	Fill out the data fields in the tool	Fill out the fields according to your product information.	Fields that are greyed out are not required for that product type. Use the product information found on your transfer manifest to fill in data fields.
3	Copy and paste results into Metrc item dialogue box	Copy the results from the right side of the spreadsheet into Metrc.	Data gets auto-populated on the far-right side of the spreadsheet as you enter data in the columns on the left.

Create items for Metrc Part 2 (prepare before transfer)

After completing Part 1 of the item creation process, the next step is to input the information from Part 1 into Metrc. You also need to enter additional required data fields in Metrc to complete creating items associated with the packages in your transfer manifest.

Step	Field / Button	Action	Notes
1	Admin - Items	Select Items .	N/A
2	Add items	Select Add Items .	N/A
3	Name	Copy/paste the product name according to the data entered in the OCM Metrc Product Name Generator in the previous step.	The name copy/pasted in Metrc should match the information on the transfer manifest.
4	Category	Select the appropriate category from the dropdown list.	N/A
5	Required fields	Fill out required fields the category.	Refer to the Glossary for definitions and assistance.
6	Create items	Select Create Items .	N/A



Create and register external incoming transfer

Once a shipment has been scheduled between a Minnesota cannabis license holder and a Tribal operator, OCM Metrc staff will enable the external incoming transfer option within the Minnesota Metrc instance for your facility on the scheduled date. The receiving Minnesota license holder must then create an external incoming transfer in their Metrc instance to register the transferred Tribal product into their inventory.

Transfers | Sales

- Licensed
- Templates
- External**

New Incoming Transfer

Type: Tribal Incoming Transfer

Tribal License Number: ABC0000000

Origin Name: Tribal Nation Name

Phone No.: 908554736

Planned Route: "Transferred product from tribal nation, transferred directly to MN license holder"

Invoice Number: N/A

Est. Departure: 01/12/2026 08:00 AM

Est. Arrival: 01/12/2026 12:00 PM

Item For Package # 1: Gummies-EN | Generic | Berry | 200 Each

Package Date: 10/15/2025

Expiration Date: 04/15/2026 (+9 Months)

External Identifier: 1A45003000001F7E

+ 1 (package)

Register Transfer

Package Date: Date tested (Refer to product COA provided by Tribal Nation)

Expiration Date: Six months from test date (see Page 15)

Use-by date will be visible for flower products only

Search for items created in previous step using magnifying glass icon

Find this in your transfer manifest

To add additional packages to the transfer, refer to Step 5 below.

Step	Field / Button	Action	Notes
1	Transfers – External	Under Transfers , select External > Register Transfer .	N/A
2	Incoming tab – New Transfer	Select New Transfer .	N/A
3	Delivery-related required fields	Fill in Tribal license number, origin name, and phone number fields using the information on your manifest.	Invoice number should be the manifest number. ETD/ETA fields should match the date and time of delivery.
4	Item/package-related required fields	Fill in item, quantity, external ID, package date and expiration date.	The package date is the date tested. The expiration date is six months from the test date.
5	Add additional packages (optional)	Use the + icon to add additional packages to the transfer.	You may register one package at a time or have multiple packages in one transfer.
6	Register transfer	Select Register Transfer .	N/A



Complete incoming transfer

Once an external transfer is created and registered for the corresponding Tribal product packages, the transfer must be completed in Metrc for it to be present in your inventory.

View Manifest

Incoming Inactive Cross Site Incoming Cross Site Incoming Inactive Outgoing Inactive Cross Site Outgoing Cross Site Outgoing Inactive

New Transfer

Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA
0000027402			TR Incoming	1	01/22/2026 10:58 am		01/22/2026 10:58 am						

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Complete Incoming Transfer

Manifest: 0000026501 Transfer Type: Tribal Incoming Transfer

Origin Lic. No.: ABC0000000 Origin Name: Tribal Nation Name

Main Phone No.: 9085554736 Mobile Phone No.:

Phone No. for Questions:

Employee ID: Vehicle Make:

Driver's Name: Vehicle Model:

Driver's Lic. No.: License Plate:

Package #1: 1A4FF030000076F000005001 Item: Gummies-EN | Generic | Berry | 2 Shipped Qty: 200 ea Reject

Location: Product Vault Receive Qty: 200 Each

Sublocation: Type part of the Sublocation nam (Optional)

External Id: 1A45003000001F50000025968

Cancel Complete Transfer

See notes on package rejection in the Conclusion section of this guide.

Step	Field / Button	Action
1	Transfers Tab – Complete	Select Transfer Created and then Complete on far-right
2	Package #1	Select the magnifying glass icon to search for a new tag to assign to the corresponding package to be put in your inventory
3	Location	Select the magnifying glass icon to search for a location for this package
4	External ID	Enter the Tribal tag number
5	Receive Qty.	Confirm quantity is correct
6	Complete Transfer	Select Complete Transfer

Conclusion

When creating and registering external transfers in Metrc, you may choose to register one package at a time or multiple packages in one transfer, depending on your business's workflow.

If package(s) in a transfer must be rejected, utilize the **Reject** button within the **Complete Incoming Transfer** dialogue box and provide a rejection reason when prompted. Additionally, be sure to adjust the quantity of the package using the **Package Adjustments** option in Metrc to enter the exact quantity to be received. Any packages rejected **must** leave the retail facility and return to their origin facility at the corresponding Tribal operator facility.

Tribal products can be transferred within retail locations under the same license holder upon request but cannot be transferred to a different Minnesota state license holder facility.

Once a shipment of Tribal cannabis product is scheduled, the external transfer window will open for your facility in the morning (approx. 7 a.m.) and close at the end of the business day (approx. 4:30 p.m.). Transfers will only occur on weekdays (Monday-Friday). If more time is needed for the transfer, it can be granted upon request.

Once you have completed logging your inventory digitally in Metrc, please make sure to physically apply your newly purchased Metrc tags to your packages. For assistance on tag placement, please contact [Metrc Support](#) or visit the [Metrc Learn](#) training modules.

Refer to the Glossary on the next page for additional information on Metrc required fields and definitions.

Support and resources



Website: <https://mn.gov/ocm/>



Email: Metrc.ocm@state.mn.us



Online Support Request (for registered accounts only): [Metrc Support Portal](#)

Glossary

Metrc terms

Metrc tags: unique, serialized identifiers used to track cannabis plants and packages throughout the entire supply chain.

Metrc Transfer Manifest: A state-mandated document created in Metrc that lists all products being transported, along with details such as origin, destination, transporter, and timing.

Route of administration fields for item creation

Inhalation: Vaporized or combusted product that is inhaled through the mouth and absorbed via the lungs (e.g., dried flower, vapes).

Enteral: Product is swallowed and absorbed via the gastrointestinal tract (e.g., tablets/capsules, gummies, oral suspensions/solutions, directed to swallow).

Oromucosal: Product is held in the mouth/under the tongue and absorbed via the oromucosal lining (e.g., sublingual sprays, tinctures, lozenges, oral spray, held in oral cavity).

Topical: Applied to surface of the body/skin (e.g., creams, lotions, balms).

Required fields definitions for item creation

Unit weight: the weight of an individual package

CBD/THC percent: percent CBD/THC in the product (flower/concentrates)

CBD/THC content: milligrams (mg) THC/CBD per individual package (infused products)

CBD/THC content dose: milligrams (mg) THC/CBD per individual serving/piece (infused products)

Reading Certificate of Analysis (COA) for package test results

To find test results associated with the packages in your order, review and/or request the Certificate of Analysis (COA) report for each package provided by the Tribal Nation. The test result can typically be found within the first two pages of the report under the terms “Report issued” or “tested date”.

Package expiration or use-by date

Each of the items in Metrc will be assigned an expiration date or use-by date. For all flower products, the license holder must enter a use-by date, and for all concentrates and finished products, the license holder must enter an expiration date. When creating a new package, that expiration or use-by date will automatically be set to 182 days, or six months. These dates can be manually updated when creating a new package based on stability testing results.

Note: Use-by date functionality is not yet available in Metrc. Updates to this feature and guidance are forthcoming.

The default expiration date of six months is only applicable until product stability has been demonstrated in the first batch of a manufacturing or cultivation process. Once product stability is established, the item should be updated in Metrc to use the demonstrated stability to calculate the expiration or use-by date. The expiration or use-by date for a batch of cannabis product is determined from the date of the batch compliance testing. To calculate the expiration date, add the stability time demonstrated to the day compliance testing was completed. For example, if eight-month stability is demonstrated for a product, and it was tested Jan. 1, the expiration date would be Aug. 31.

Note: the allowance for six months from date of testing is in place temporarily and will eventually become the expiration date determined by the Tribal entity.