Fermented Organic Manure (FOM) Module

IFMS

NATIONAL INFORMATICS CENTRE NIC
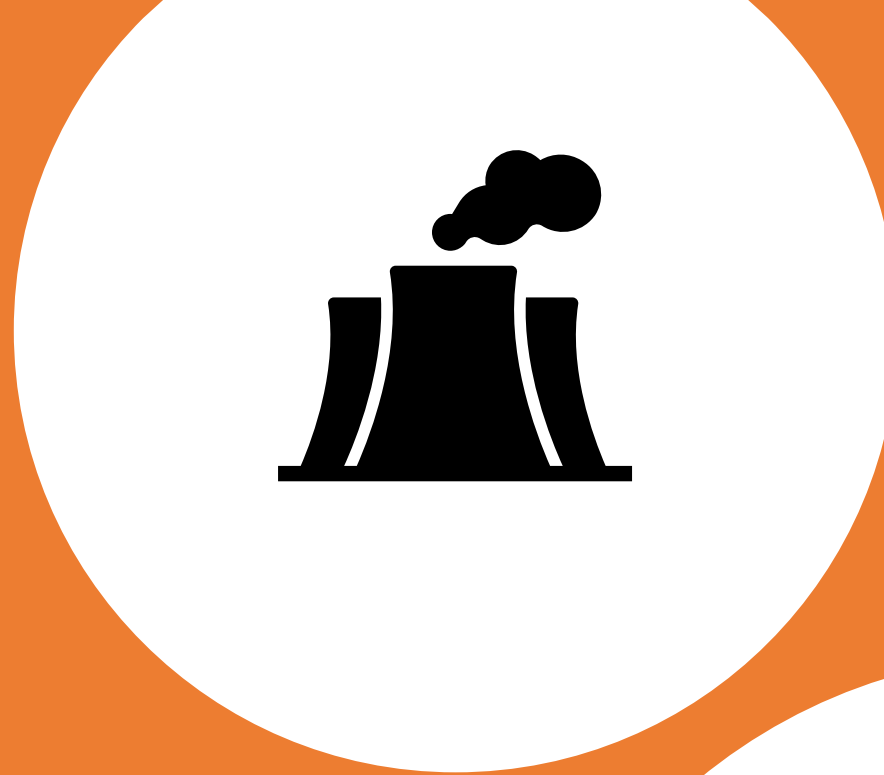
1. **Production Data Upload**:

   Production entries will be allowed for maximum of 3 times a day for a company. **Locking period for entry of Production is 3 days.**

   (Example: on 7th day of the month one can enter data of 5th, 6th and 7th.)

2. **Entry of Dispatch**:

   The locking period for entry from Plant / Port / Rake point/ Warehouse/ Wholesaler Current dispatches is 3 days.

   (Example: on 7th day of the month one can enter data of 5th, 6th and 7th.)

3. **Dispatch Finalization at Rake point**:

   Locking period for Rake point challan finalisation is 3 days from date of acknowledgement of RR at Rake point in RO module. This lock can be extended one day at a time, locking period = 3+1+1 (twice) through CNO approval.

4. There is no lock on District receipts. Whenever receipts in the District are acknowledged by the companies, the transaction will be added to the current day stock.

5. **Wholesaler & Retailer Acknowledgment**:

   There will be no Lock for Wholesaler & Retailer acknowledgment. Whenever acknowledgement is done by wholesaler/retailer, the transaction will be added to current day stock. (Receipt will be shown as per current server date).

   (Note: It is advised, that wholesaler/retailer acknowledgement of stock are done on the same day of actual receipt.)

6. **Month Closing:** Despatches and receipts done from 26th to last day of the month can be acknowledged by the 5th of next month on a back date (> or = Despatch date). This will allow the companies to reconcile their stock and close the month.

Users need to access the New IFMS System at https://dbtfert.nic.in/login.html with their registered credentials to access the FOM Module

User:

FOM Manufacturer/cFOM

Module:

Installed Capacity, Batch Details

Fields with * are mandatory.

a) User will click on the Installed Capacity, Batch Size option and access the Enter Installed Capacity details module.

b) User selects the Financial Year, Company, Plant and clicks on GO

c) Installed Capacity details for all Product Groups are shown with fields to enter Installed Capacity and Batch Size for each product group. Batch Size should be less than 2000 MT.

User:

FOM Manufacturer

Module:

Enter/Update Masters

---Enter MRP

Fields with * are mandatory.

a) User will click on the Enter/Update Masters in the menu and select Enter MRP.
b) User selects the Company, Plant, Product, State, Year, Month option to provide the necessary details in the View MRP section of the screen.
c) MRP details for FOM already entered in IFMS will be visible.
d) In the Enter MRP, user selects the Plant, Dispatch Date, Product, State and MRP Rate to enter details for new products for each plant. Dispatch is possible only after MRP has been entered for the product.
e) The user can click on Submit button to Save details in IFMS. To delete or clear records, user can click on Clear or Delete Last Row buttons.

User:

FOM Manufacturer

Module:

Enter/Update Masters

---Authorised Signature Upload

Fields with * are mandatory.

a) User will click on the Enter/Update Masters in the menu and select Authorised Signature Upload.
b) User selects the From Date, To Date, Notification Date, Name, Designation, Product Name, E Signing for, Type to provide the necessary details for the authorization.
c) User needs to upload a scanned copy of proof document and click on Save to submit the details.

User:

FOM Manufacturer

Module:

FOM

--Opening Balance

Fields with * are mandatory.

a) User will click on the FOM option in the menu and select Opening Balance.
b) User selects the Plant Name, Date, Product and Quantity to be declared as the Opening Balance in the Plant.
c) The Opening Balance At option will not be editable and will contain the User's Company name by Default. Declaring the Opening Balance is a one-time activity, post this, the screen will be deactivated for the manufacturer. The stock declared as the opening balance will be the initial quantity to be added to the Available Stock at the plant.
d) After entering and checking all details, the User will click on the Save button to add the Opening Balance Record in IFMS.

User:

FOM Manufacturer

Module:

FOM

--FOM Production

Fields with * are mandatory.

a) User will click on the FOM option in the menu and select FOM Production.
b) User selects the Plant Name, Production Date, Product Name and enters the Production Quantity(in MTs) to be entered as the Produced Quantity of FOM in the Plant.
c) User can add record for each product type using Add Button to create a new record for a different product for the current date and the previous date.
d) User can Clear or Delete records using the Clear or Delete Last Row Buttons

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User:

FOM Manufacturer

Module:

FOM

--FOM Marketer Sale to Marketer

Fields with * are mandatory.

a) User will click on the FOM option in the menu and select FOM Manufacturer Sale to Marketer.
b) User selects the Manufacturer Plant, Unit, Invoice Number, Invoice Date, Available Stock, Marketer Company, Marketer Plant, Product Name, Quantity (MTs), Batch No., Selling Price/MT (in Rs.) and Upload Quality Certificate Issues by NABL/State Labs option to provide the necessary details.
c) The invoice details will be pertinent to the Invoice of the Sale made to the marketer.
d) The Batch number entered here should match the Batch number as per the NABL QC Certificate to be uploaded.
e) After entering and checking all details, the User will click on the Save button.

User:

FOM Manufacturer

Module:

FOM

--Stock Transfer of FOM (Self)

a) User will click on the FOM option in the menu and select Stock Transfer of FOM(Self).

b) User selects the Manufacturer Plant, Invoice Number, Invoice Date, Available Stock, State, District, Sale to Retailer, Product, Quantity (MTs), Batch Number, and Upload Quality Certificate Issues by NABL/State Labs, Upload Weight Bridge Receipt, Upload Photo of Loaded Truck Backside option to provide the necessary details.

c) Further, the user needs to enter Vehicle No., Vehicle Capacity (should be less than 40 MT), Transport Company, Driver Name, Driver Mobile No

d) The Batch number entered here should match the Batch number as per the NABL QC Certificate to be uploaded.

e) After entering and checking all details, the User will click on the Save button.

User:

FOM Manufacturer

Module:

FOM

--Sale to Other Retailers

a) User will click on the FOM option in the menu and select Sale to Other Retailers.

b) User selects the Manufacturer Plant, Invoice Number, Invoice Date, Available Stock, State, District, Sold to Retailer, Product, Quantity (MTs), Batch Number, and Upload Quality Certificate Issues by NABL/State Labs, Upload Weight Bridge Receipt, Upload Photo of Loaded Truck Backside option to provide the necessary details.

c) Further, the user needs to enter Vehicle No., Vehicle Capacity (in MT), Transport Company, Driver Name, Driver Mobile No

d) The Batch number entered here should match the Batch number as per the NABL QC Certificate to be uploaded.

e) After entering and checking all details, the User will click on the Save button.

User:

FOM Manufacturer

Module:

View Reports

---OB Declared by Manufacturer/Marketer

a) User will click on the View Reports in the menu and select OB Declared by Manufacturer/Marketer.

b) User can view the report showing Manufacturer Name/Marketer Name, Plant Name, Product Name and OB Declared(in MTs) for the Manufacturer,

User:

FOM Manufacturer

Module:

View Reports

---FOM Production

a) User will click on the View Reports in the menu and select FOM Production

b) User can select Company, Plant, Year, Month and clicks on Go to view the production details entered by the plant.

c) The Report can be downloaded as Excel.

User:

FOM Manufacturer

Module:

View Reports

-----View Sale to Marketer

a) User will click on the View Reports in the menu and select View Sale to Marketer

b) User can select Company, Plant, Product, From Date and To Date , clicks on GO to view the Sale Details by the Manufacturer.

c) The Report can be downloaded as Excel.

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User:

FOM Manufacturer

Module:

View Reports

--View Bulk Sale to Retailer

a) User will click on the View Reports in the menu and select View Bulk Sale to Retailer

b) User can select Company, Plant, Product, From Date and To Date, clicks on GO to view the Bulk Sale to Retailer Details.

c) The Report can be downloaded as Excel.

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User:

State User

Module:

FOM

--Verification of FOM(Bulk Sale-State Receipts

Verification by State

Welcome
(state :: ::hari)
525508

DATA ENTRY

- Primary Lead Approval +
- Mixture +
- FOM —
  - Verification of FOM(Bulk Sale-State Receipts)
  - Enter State Receipts for Marketer FOM sale
  - Enter Proforma B2-MDA for Bulk Sale
  - Enter Proforma B2-MDA for Marketer Sale
  - Generate Proforma B1-MDA(Quantity Certificate for Bulk Sale)
  - Generate Proforma B1-MDA(Quantity Certificate for Marketer Sale)
  - Generate FOM Quality Certificate for Bulk Sale(B2-MDA)
  - Generate FOM Quality Certificate for Marketer Sale(B2-MDA)

Field	Value
Year *	2024
Month*	June
Sale Type *	Bulk Sale
Product: *	FOM
Status *	Not Verified
Company: *	GoverdhanE
Plant *	Govardhannathji Energies LLP FOM
Verification *	Verification On Sale

🔒 GO

Fields with * are mandatory.

As Per Company			As Per State	
Invoice No.&Date	Sold By Retailer	Quantity (in MT's)	Qty Certified By State	Substandard/Short Qty
1	2	3	4	5
1185512240626152610116/26-Jun-2024	(1185512)SHIV SHAKTI SEEDS AGENCY	2.500	2.500	0.000
1185512240626171717218/26-Jun-2024	(1185512)SHIV SHAKTI SEEDS AGENCY	2.500	2.500	0.000
1185512240626171853686/26-Jun-2024	(1185512)SHIV SHAKTI SEEDS AGENCY	2.500	2.500	0.000
1185512240626172018961/26-Jun-2024	(1185512)SHIV SHAKTI SEEDS AGENCY	1.500	1.500	0.000

a) User will select the FOM option in the menu and go into Verification of FOM (Bulk Sale State Receipts)

b) User selects Year, Month, Sale Type, Product, Verification Status, Company, Plant and click Go

c) User can view Bulk Sale Details as per the Company and State and submit the Certified Quantity and Substandard Quantity details

NOTE: Bulk sale verification **on sale** between the period of 01-10-2023 to 30-06-2024

User:

State User

Module:

FOM

--Enter State Receipts for Marketer FOM sale

a) User will select the FOM option in the menu and go into Enter State Receipts for Marketer
b) User will select State, Company, Plant, Product, Year, Month and click Go
c) User can view Marketer FOM Sale Details as per company and State and enter the Certified Quantity and Substandard Quantity

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Fields with * are mandatory.

User:

State User

Module:

FOM

--Enter Proforma B2-MDA for Bulk Sale

a) User will select State, Company, Plant, Product, Year, Month, Inspection related details.
b) User needs to enter details of failed samples as well including the Total Qty not eligible for Subsidy
c) User needs to upload the Detailed Analysis Report and click Save and Upload to complete the B2 verification for the batch.

User:

State User

Module:

FOM

--Enter Proforma B2-MDA for Marketer Sale

Fields with * are mandatory.

a) User will select State, Company, Plant, Product, Year, Month, Inspection related details.
b) User needs to enter details of failed samples as well including the Total Qty not eligible for Subsidy
c) User needs to upload the Detailed Analysis Report and click Save and Upload to complete the B2 verification for the batch.

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User:

State User

Module:

FOM

--Generate Proforma B1-MDA(Quantity Certificate for Bulk Sale)

Fields with * are mandatory.

a) User will select State, Company, Plant, Product, Year, Month and click Go

b) After verifying the details, User can generate the Proforma B1- MDA for the plant's bulk sale.

Fields with * are mandatory.

a) User will select State, Company, Plant, Product, Year, Month and click Go
b) User can view the details and then Generate Proforma B1-MDA for the plant's Marketer Sale

Fields with * are mandatory.

User:

State User

Module:

FOM

--Generate FOM Quality Certificate for Bulk Sale(B2-MDA)

a) User will select State, Company, Plant, Product, Year, Month and click Go

b) User can view the details and then Generate B2-MDA for the Plant's Bulk Sale.

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Change Password | Sign Out

Welcome
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DATA ENTRY

📄 PMKSK +

📄 Primary Lead Approval +

📄 Mixture +

📄 FOM +

REPORTS

☰ Drone Information Matrix +

☰ Community Radio +

☰ FOM Reports +

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Proforma B2-MDA (Marketer)

State: * | Company: * | Plant * | Year * | Month* | Product: *
Select | Select | -- Please Select-- | -- Please Select-- | -- Please Select-- | Select

GO

Fields with * are mandatory.

User:

State User

Module:

FOM

--Generate FOM Quality Certificate for Marketer Sale(B2-MDA)

a) User will select State, Company, Plant, Product, Year, Month and click Go
b) User can view the details and then Generate B2-MDA for the Plant's Marketer Sale

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DATA ENTRY

PMKSK +

Primary Lead Approval +

Mixture +

FOM +

REPORTS

Drone Information Matrix +

Community Radio +

FOM Reports +

Upload Proforma B1-MDA, B2-MDA(Bulk Sale)

○ Proforma B1-MDA   ○ Proforma B2-MDA

Company: *   Plant: *   Product: *   State: *   Year *   Month*

-- Please Select--   -- Please Select--   Select   Select   -- Please Select--   -- Please Select--

Proforma Upload (Only Pdf Allowed): *

Choose File   No file chosen

Upload

Fields with * are mandatory.

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User:

State User

Module:

FOM

--Upload Proforma B1-MDA & B2-MDA for Bulk Sale

a) User will select Proforma type, State, Company, Plant, Product, Year, Month and Choose Proforma File to Upload for Bulk Sale
b) User can click on Upload to save the details

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(state :: Haryana::hari)
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DATA ENTRY

PMKSK   +

Primary Lead Approval   +

Mixture   +

FOM   +

REPORTS

Drone Information Matrix   +

Community Radio   +

FOM Reports   +

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Upload Proforma B1-MDA, B2-MDA(Marketer)

○ Proforma B1-MDA   ○ Proforma B2-MDA

Company: *   Plant: *   Product: *   State: *   Year *   Month*

-- Please Select--   -- Please Select--   Select   Select   -- Please Select--   -- Please Select--

Proforma Upload (Only Pdf Allowed): *

Choose File   No file chosen

Upload

Fields with * are mandatory.

User:

State User

Module:

FOM

-- Upload Proforma B1-MDA & B2-MDA for Marketer

a) User will select Proforma type, State, Company, Plant, Product, Year, Month and Choose Proforma File to Upload for Marketer Sale

b) User can click on Upload to save the details

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View Proforma B1,B2-MDA (Bulk Sale)

Welcome
(state :: Uttar Pradesh::hari)
525508

DATA ENTRY

📋 Primary Lead Approval +

📋 Mixture +

📋 FOM +

REPORTS

☰ FOM Reports +

Company:*	Plant: *	State: *	Year *	Month*	Product: *
GoverdhanE	Govardhannathji Energies LLf	Uttar Pradesh	2024	February	FOM

🔒 GO

State	Company	Product	Proforma Type	View Proforma
1	2	3	4	5
Uttar Pradesh	GoverdhanE	FOM	B2	⬇

Fields with * are mandatory.

User:

State User

Module:

FOM

-- View Proforma B1-MDA & B2-MDA for Bulk Sale

a) User will select Company, Plant, State, Year, Month, Product and clicks on GO
b) User can view the details for State, Company, Product, Product Type and the Uploaded Proforma.

User:

State User

Module:

FOM

-- View Proforma B1-MDA & B2-MDA for Marketer Sale

a) User will select Company, Plant, State, Year, Month, Product and clicks on GO

b) User can view the details for State, Company, Product, Product Type and the Uploaded Proforma.

Users need to access the Old IFMS System at https://dbtfert.nic.in/login.html with their registered credentials to access the DBT Billing Module

Users need to access the Generate Bills section and then FOM DBT Bills option for DBT Claim generation.

DBT Bill

Bill Generation Module

a) cFOM User will select Company, Plant, Product Group, Signatory and From & To Dates and click Go.

b) User can verify the Statewise DBT Sales Details for each Product

c) User can Preview Bill and click on eSIgn and Save Bill to confirm the bill details and generate the bill.

DBT Bill

Sample Preview

Proforma for claiming Payment of Market Development Assistance(MDA)

by manufacturer/marketers for Organic Fertilizers under DBT

Claim under notification NO.No. 11017/29/2023-PMI-II dated 20-Sep-2023

Bill No.Test-FOM/DBT/Week2/301434

Date :06-Feb-2024

To

The Director(FS)

Department of Fertilizers,

New Delhi

Sir/Madam,

We hereby submit the claim for Payment of MDA as per details given below:

1. Name of the Claimant with full address

Test-FOM-

delhi

Distt-Dehradun

State-Uttarakhand

Pin-456788

2. Claim for the Week Ending: 15-Jan-2024

3. Details of the Claim:

S.No	Product	State	Ope. Balance	Supply received	Availability	Qty Sold	Closing Balance	Qty Eligible	rate of MDA	Total MDA payable
1	2	3	4	5	6(4+5)	7	8	9	10	11(9*10)
			(MTs)	(MTs)	(MTs)	(MTs)	(MTs)	(MTs)	(Rupees/MT)	(Rupees)
1	FOM	Gujarat	.100	.000	.100	.000	.100	.000	1500.00	.00
2	FOM	Uttarakhand	37.000	.000	37.000	.000	37.000	.000	1500.00	.00
Total			37.100	.000	37.100	.000	37.100	.000		0.00

4. Certified:

a That the statement given above is correct to the best of my knowledge and belief.

b That I/We undertake to refund the over payment due to quality issue or any other issue from future bills along with penal interest.

c That the quantity claimed in the above bill will not be claimed in the future Claims(s).

d That the quantity sold and claimed has been used for agriculture purpose only.

Please pay by crediting Current Account No. with ,,,,IFSC Code-,MICR Code-

(Digital Signature of CA/Autitor/Statutory Auditor of Company)   (Digital signature of Authorized Officer of Company)

passed for **Rs..00**

(Rupees. Zero)

DDO   (Digital Signature of DDO)

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1. FOM user need to login in Old IFMS System for creation of Company Nodal Officer(CNO).

2. Once CNO creation request is submitted, it is submitted to US(DBT) for approval.

3. After approval from US(DBT), login created and credentials are send to the registered no of CNO. Ref:(page no 33)

US(DBT) CNO Approval Page

User:

FOM Manufacturer

Module:

Sale Reversal

---Company Sale Reversal

a) User will click on the Sale Reversal in the menu and Company Sale Reversal.
b) User selects the Period From, Period To Company, Plant, Product, State, District, option to provide the necessary details in the View reversal section of the screen.
c) The user can check the checkbox then click on reversal button to send request for approval to CNO.

User:

CNO

Module:

Approval/Confirmation

---Approve Reversal Of Sale Transaction.

a) User will click on the Approve/confirmation in the menu and Approve Reversal Of Sale Transaction.
b) User selects the Period From, Period To Company, Plant, Product, State, District, option to provide the necessary details in the View reversal section of the screen.
c) The CNO user can check the checkbox then click on Approve/Decline button to approve/decline the request.

Sale to Institutional Buyers
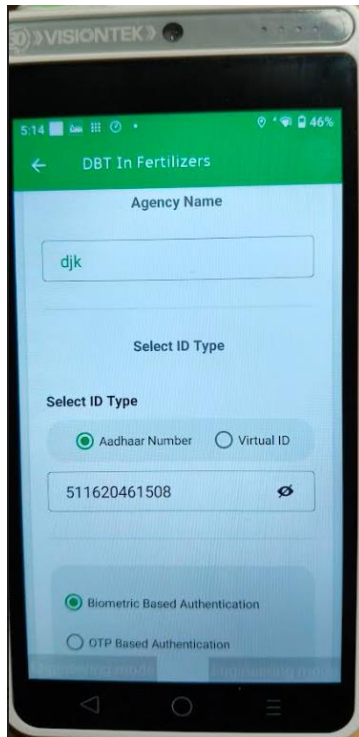
Options for Sale to Institutional Buyers has been enabled in PoS via the Sale to Planters Association option as displayed in the image

Sale to Institutional Buyers will be limited to FOM Product Group only
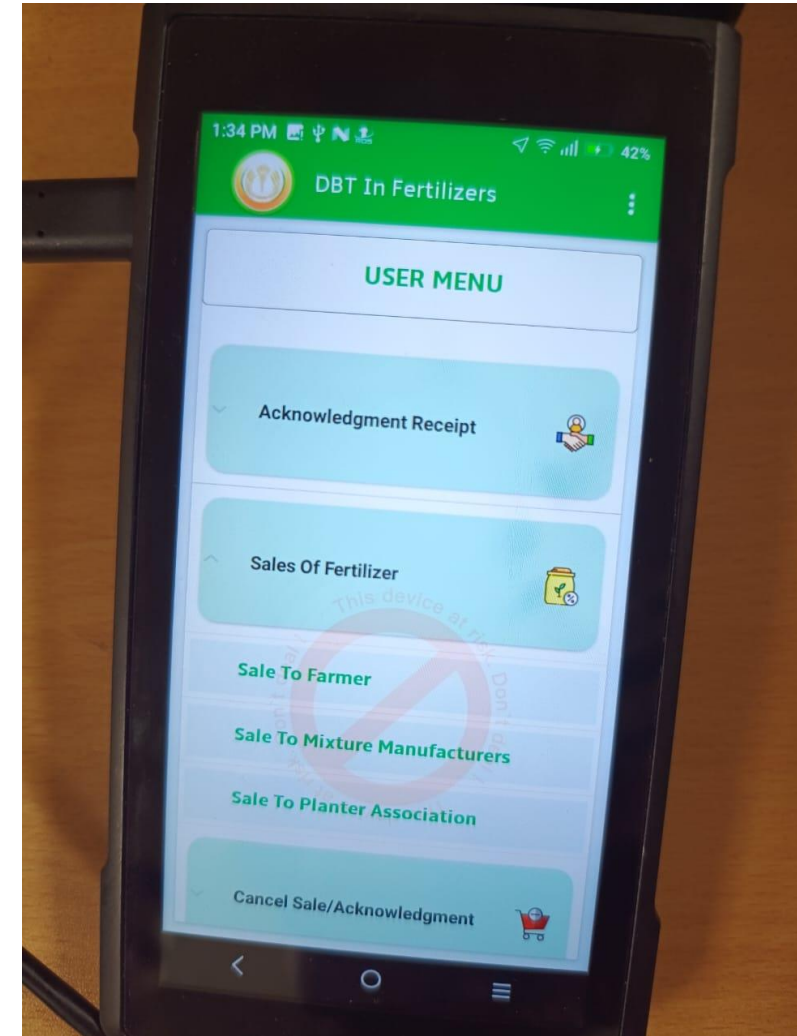
Sale to Institutional Buyers

a) In case of Sale to Institutional Buyers, a dummy GSTIN No. will be pre-entered along with the State Authority No.

b) Sale will then proceed as usual on PoS