# Fermented Organic Manure (FOM)

## Module

IFMS

NATIONAL INFORMATICS CENTRE

D/o Fertilizers

## Guidelines for Data entry & Acknowledgment in iFMS/RO Module:

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.

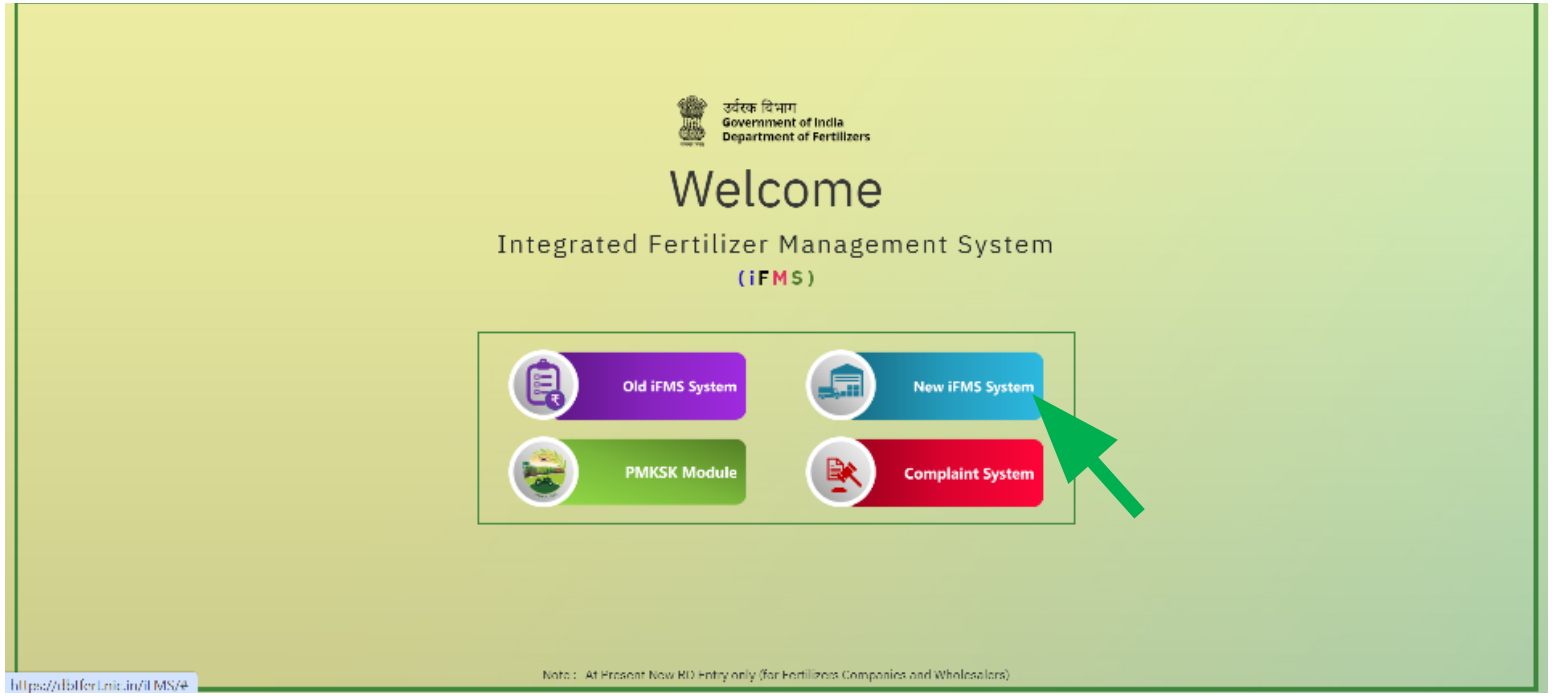
4. There is no lock on District receipts. Whenever receipts in the District are acknowledged by the companies, the transaction will be added to the current day stock.

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

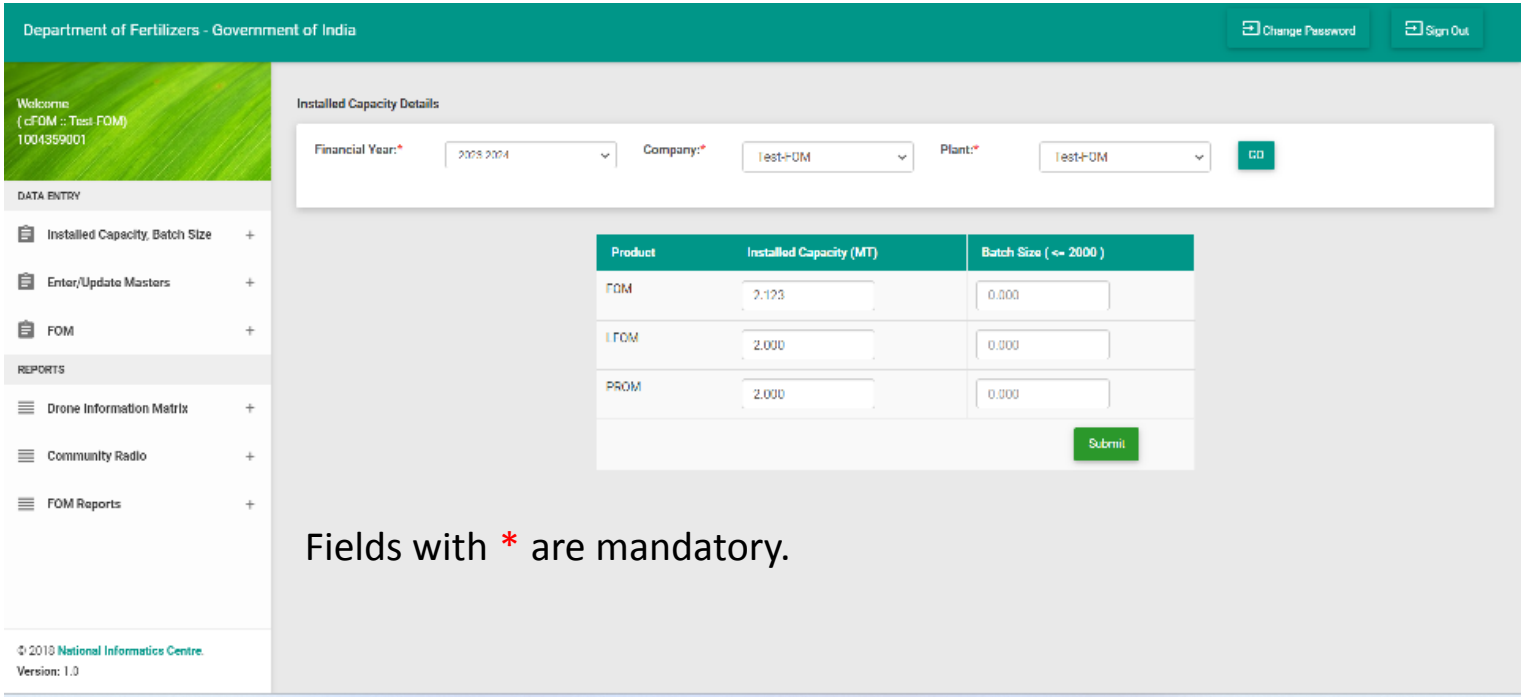
**New IFMS System**

**User:**

**FOM Manufacturer/cFOM**

**Module:**

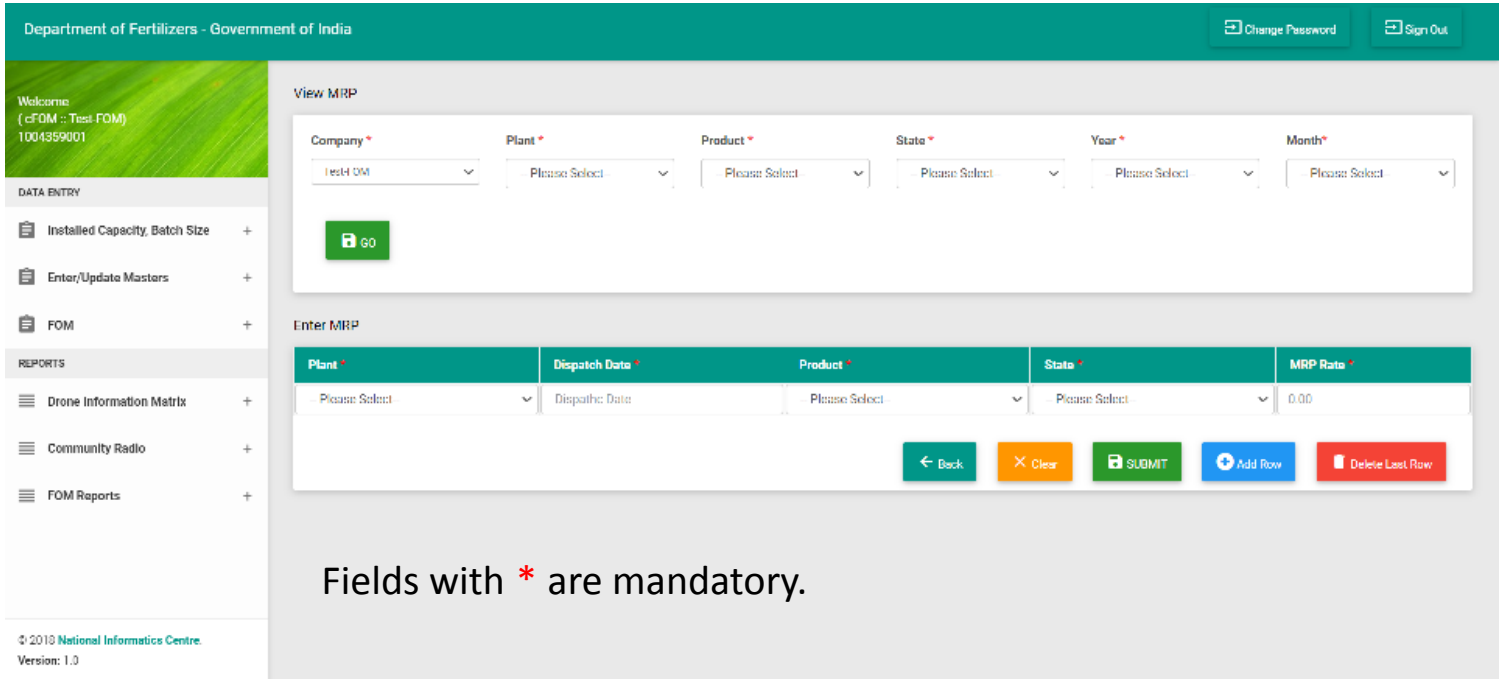
**Installed Capacity, Batch Details**




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.




**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

**Enter/Update Masters**

**---Enter MRP**

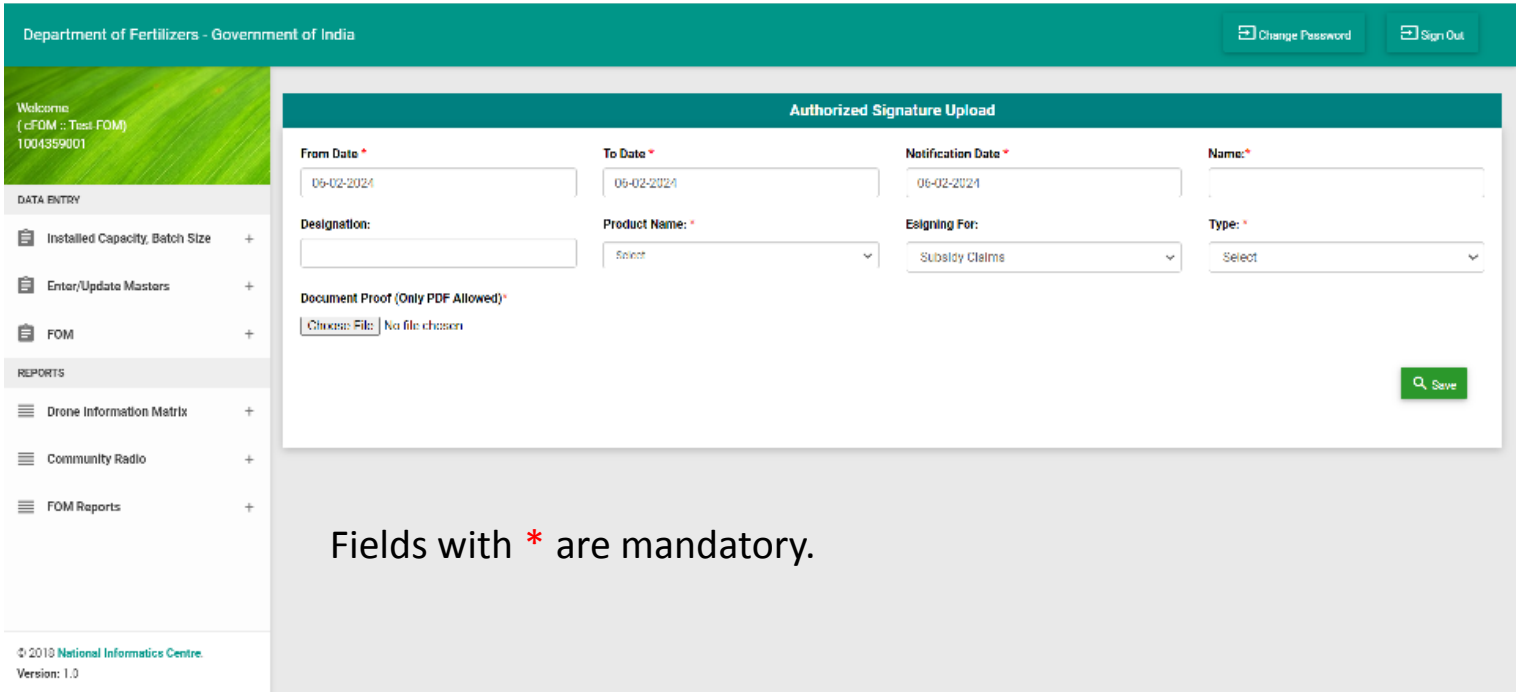
a) User will click on the Enter/Update Masters in the menu and select Enter MRP.

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.




**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

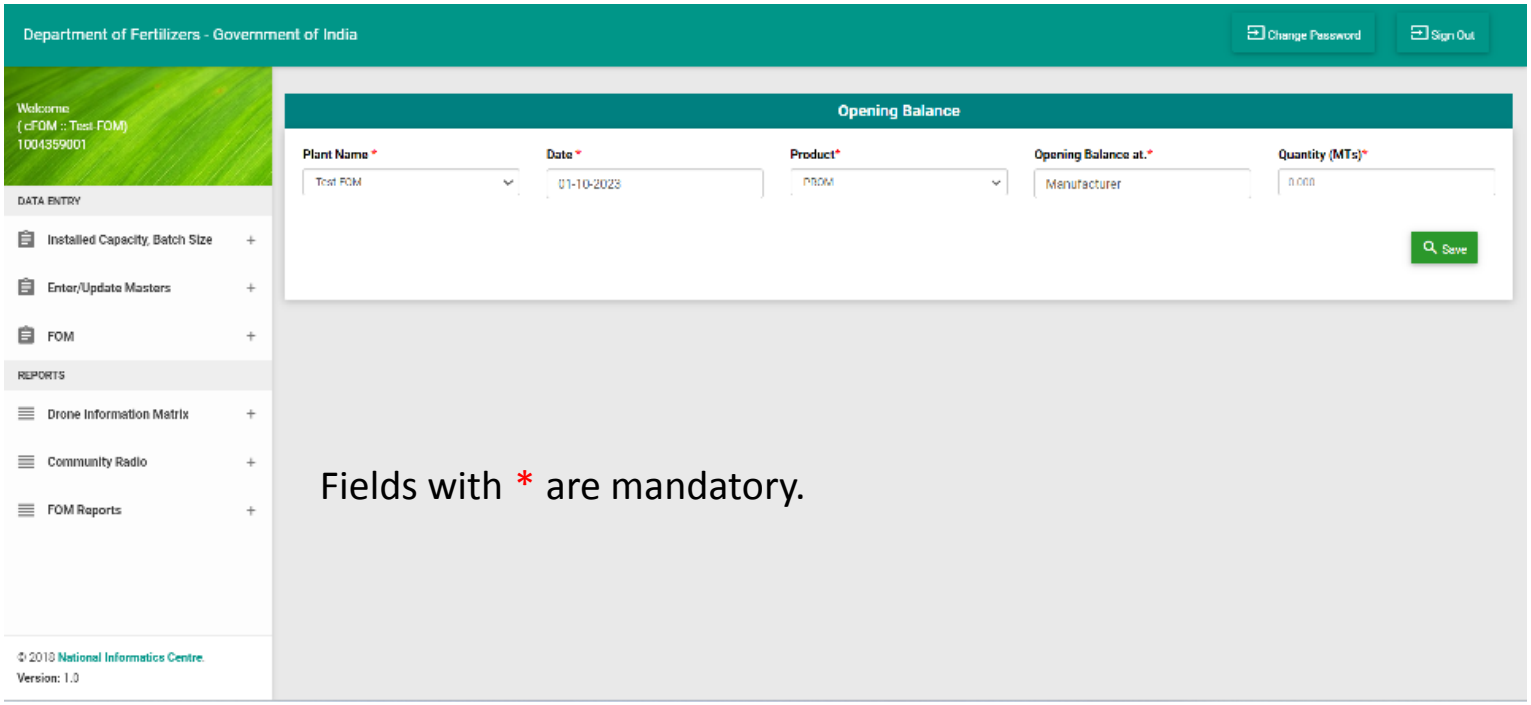
**Enter/Update Masters**

**---Authorised Signature Upload**

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.




**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

**FOM**

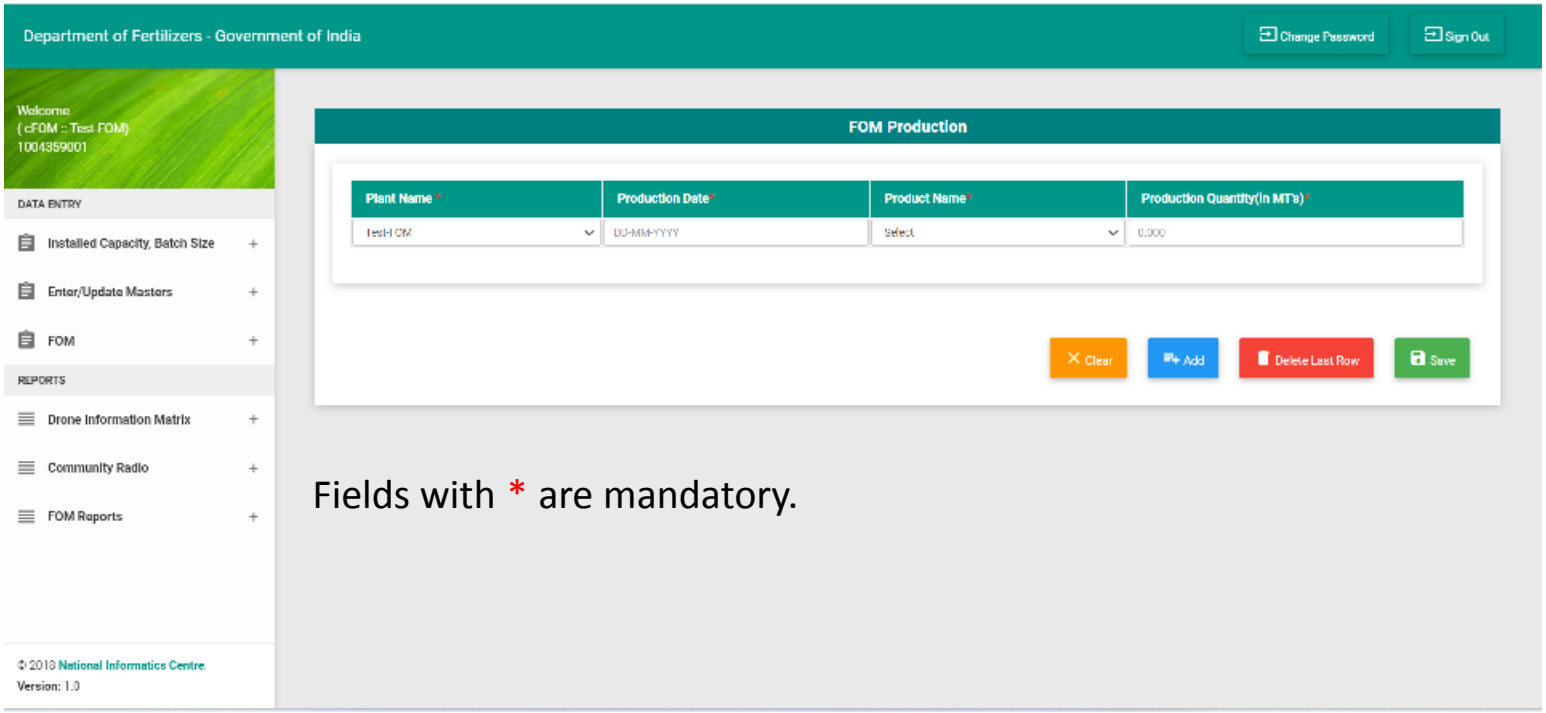
**--Opening Balance**

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.




Fields with * are mandatory.

**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

**FOM**

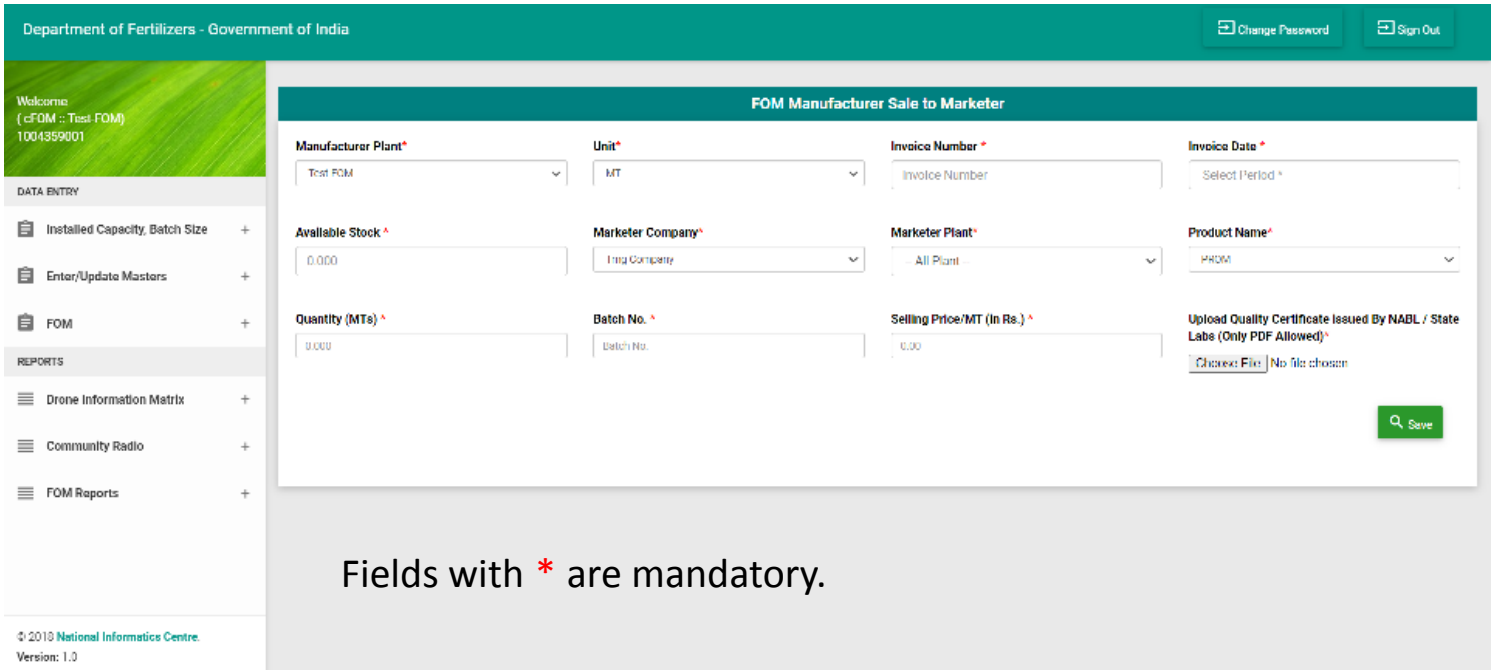
**--FOM Production**

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




**User:**

**FOM Manufacturer**

**Module:**

**FOM**

**--FOM Marketer Sale to Marketer**

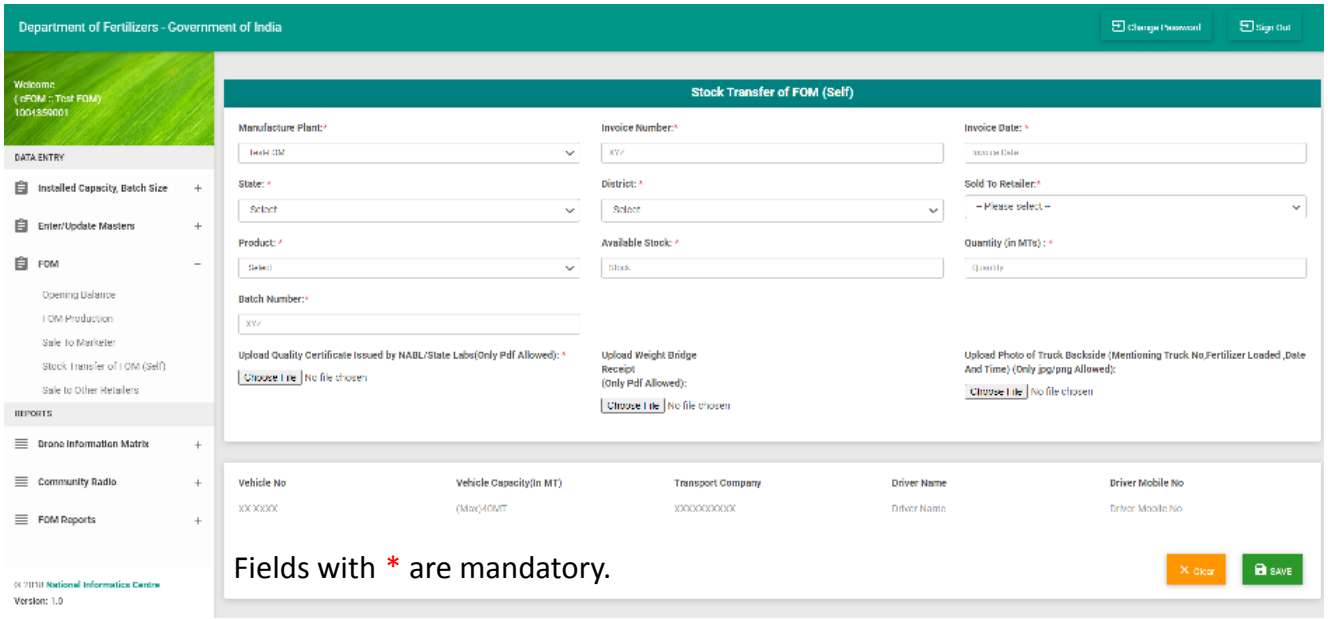
a) User will click on the FOM option in the menu and select FOM Manufacturer Sale to Marketer.

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.




**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

**FOM**

**--Stock Transfer of FOM (Self)**

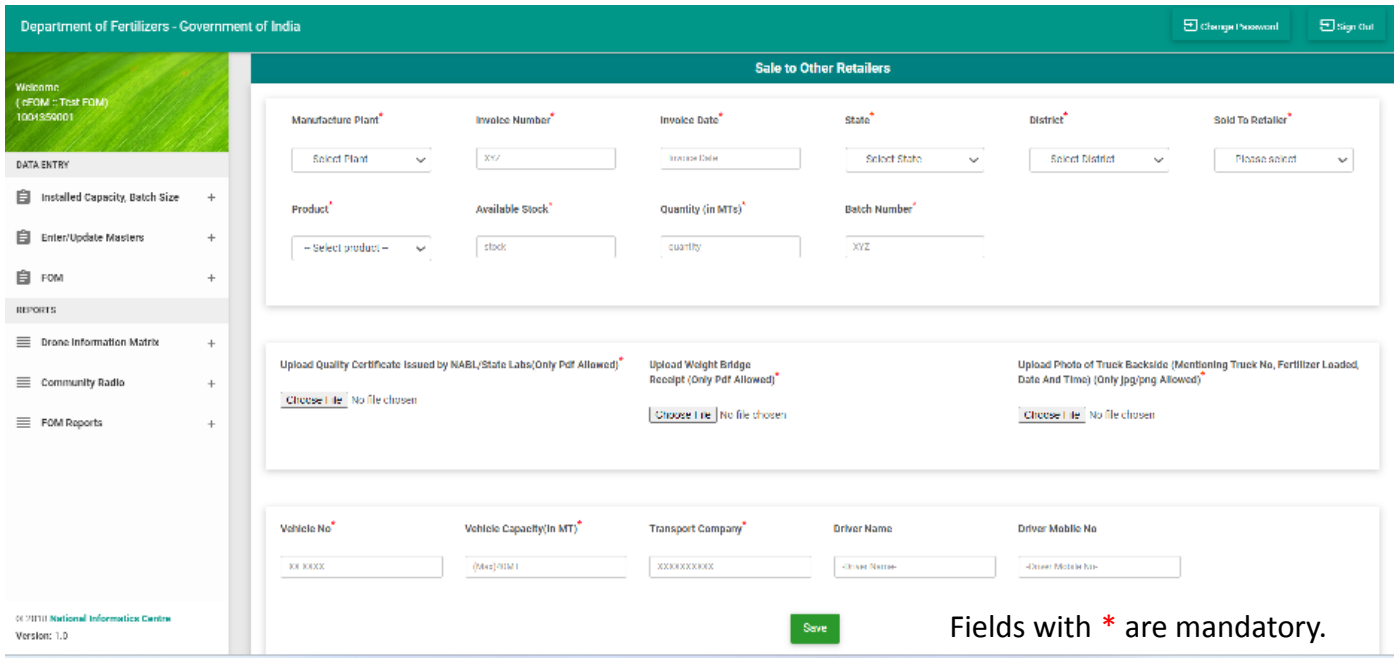
a) User will click on the FOM option in the menu and select Stock Transfer of FOM(Self).

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.




**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

**FOM**

**--Sale to Other Retailers**

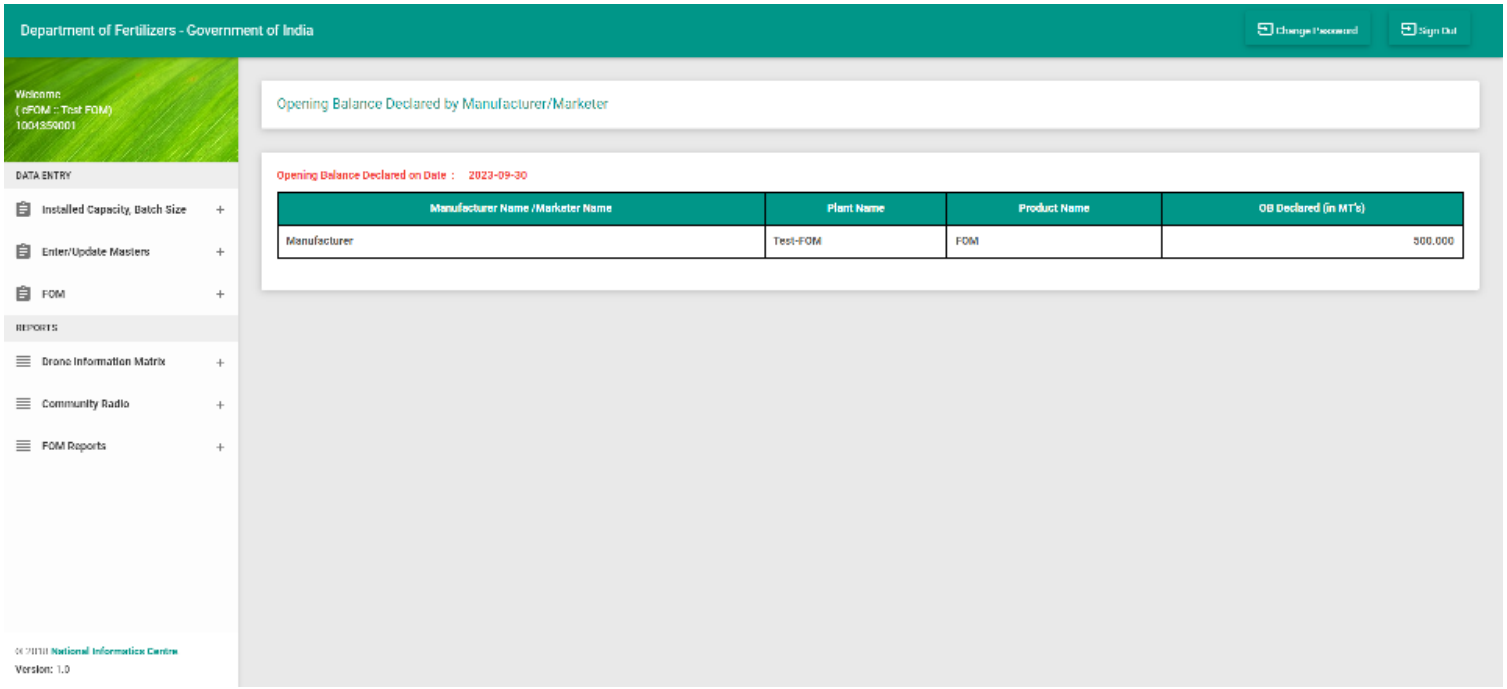
a) User will click on the FOM option in the menu and select Sale to Other Retailers.

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.




**New IFMS System**

**User:**

**FOM Manufacturer**

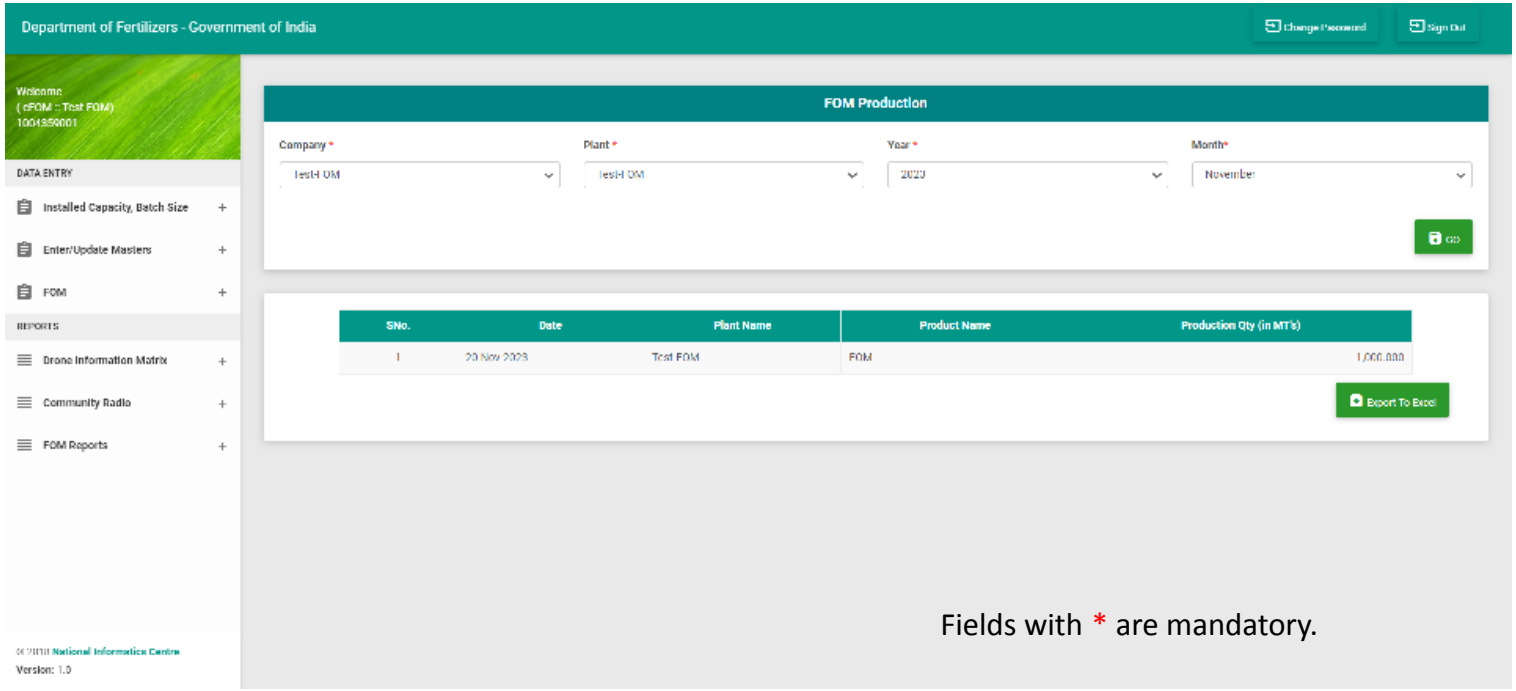
**Module:**

**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,

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**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

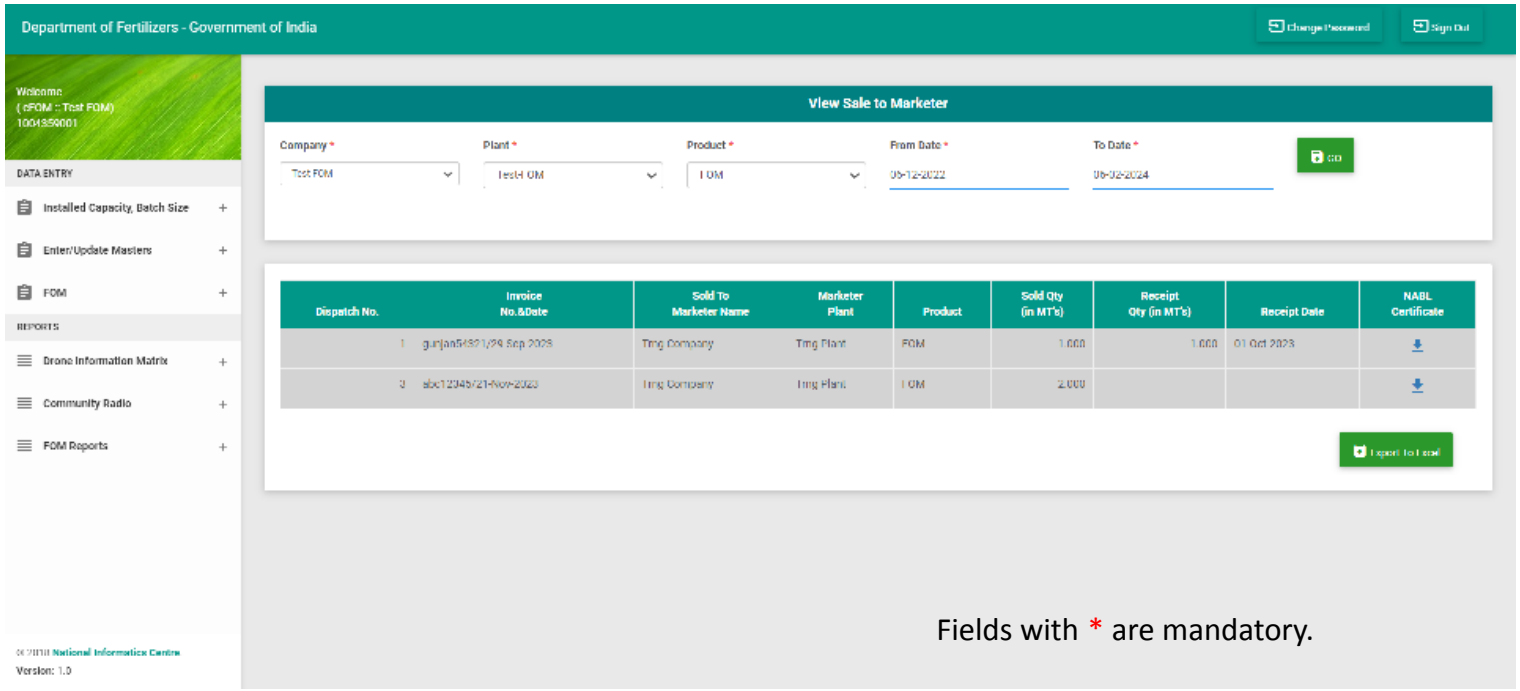
**View Reports**

**---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.




**New IFMS System**

**User:**

**FOM Manufacturer**

**Module:**

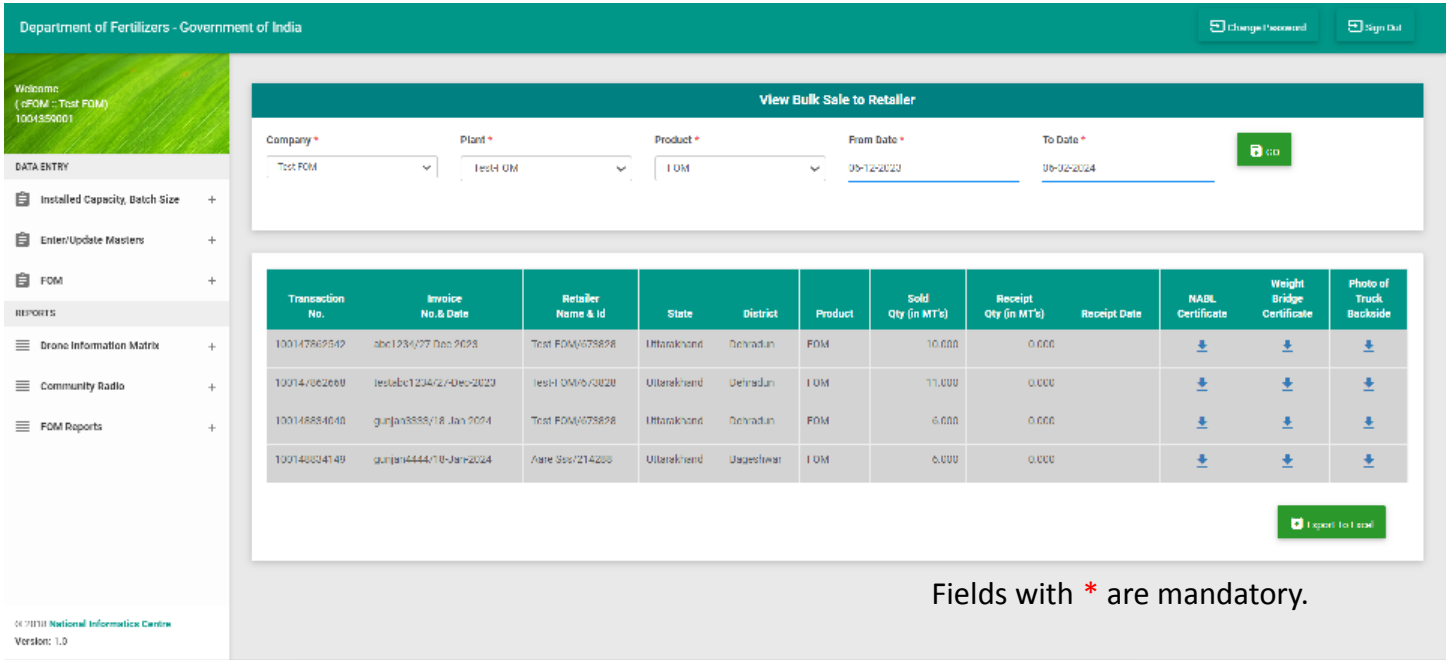
**View Reports**

**-----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.




Fields with * are mandatory.

**User:**

**FOM Manufacturer**

**Module:**

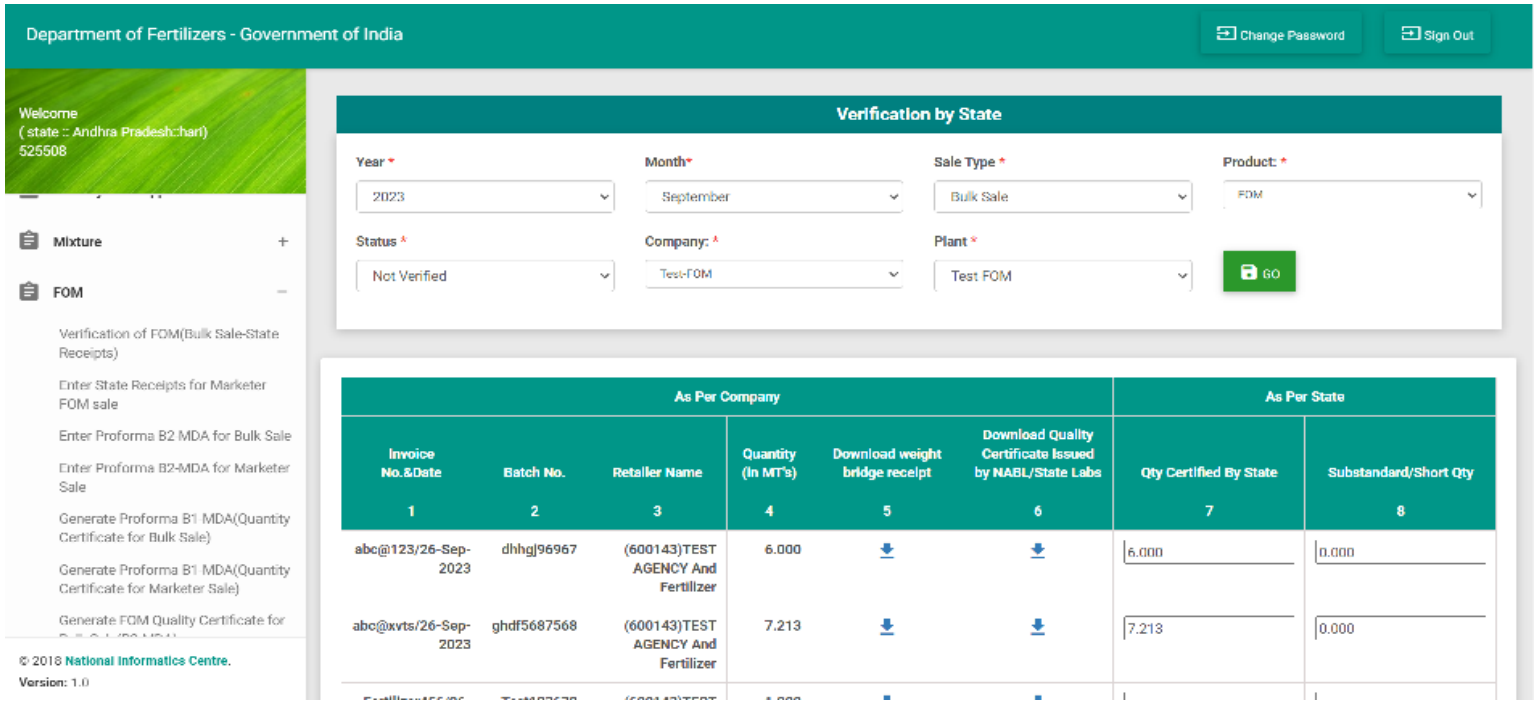
**View Reports**

**--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.




## New IFMS System

**User:**

**State User**

**Module:**

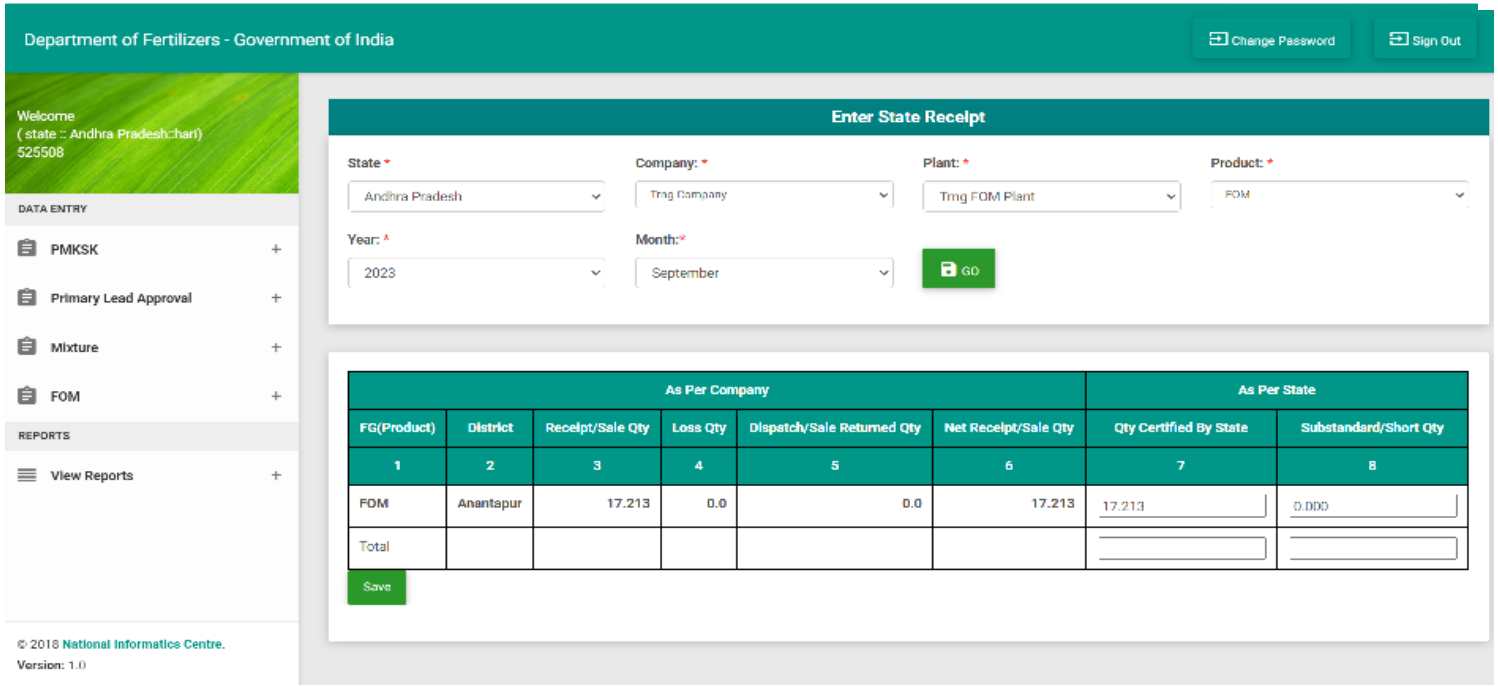
**FOM**

**--Verification of FOM(Bulk Sale-State Receipts**

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.




**New IFMS System**

**User:**

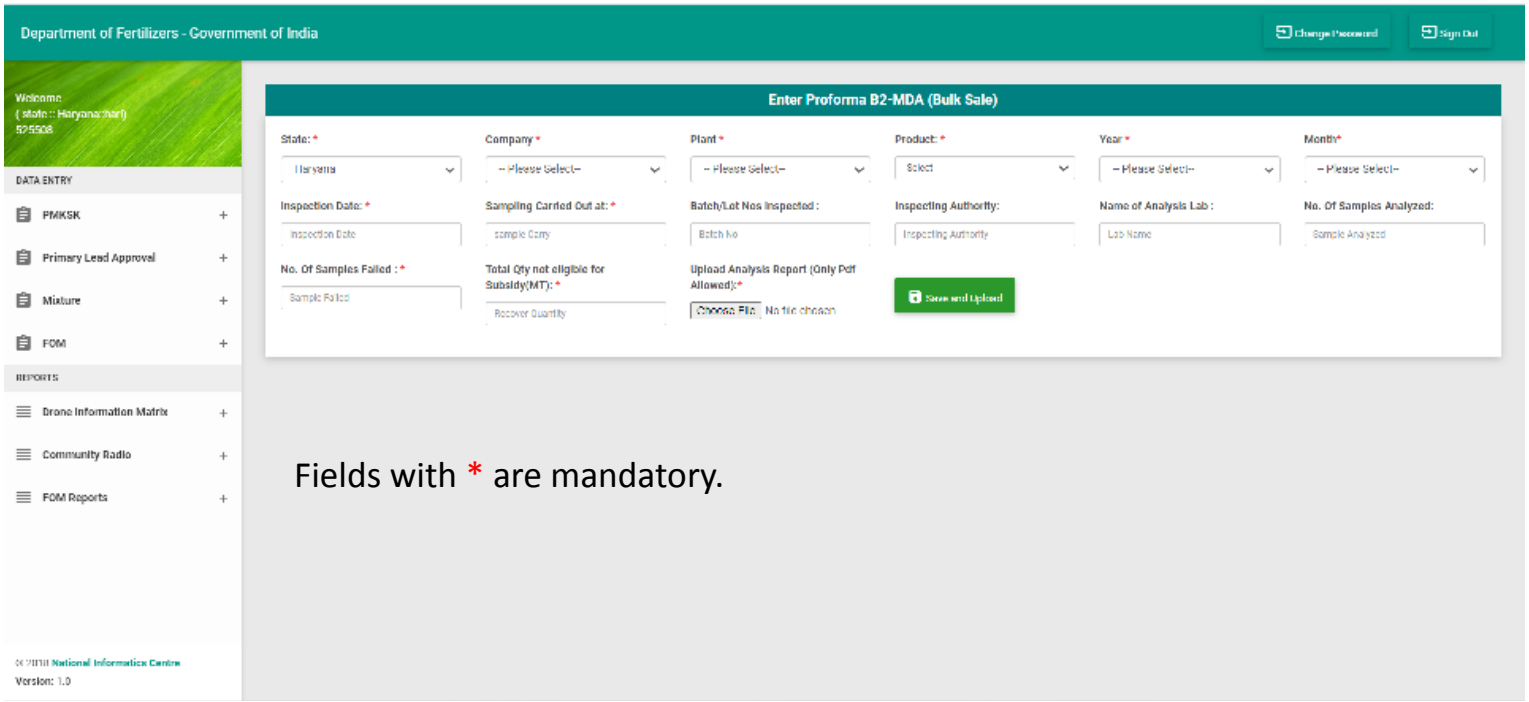
**State User**

**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




Fields with * are mandatory.

**New IFMS System**

**User:**

**State User**

**Module:**

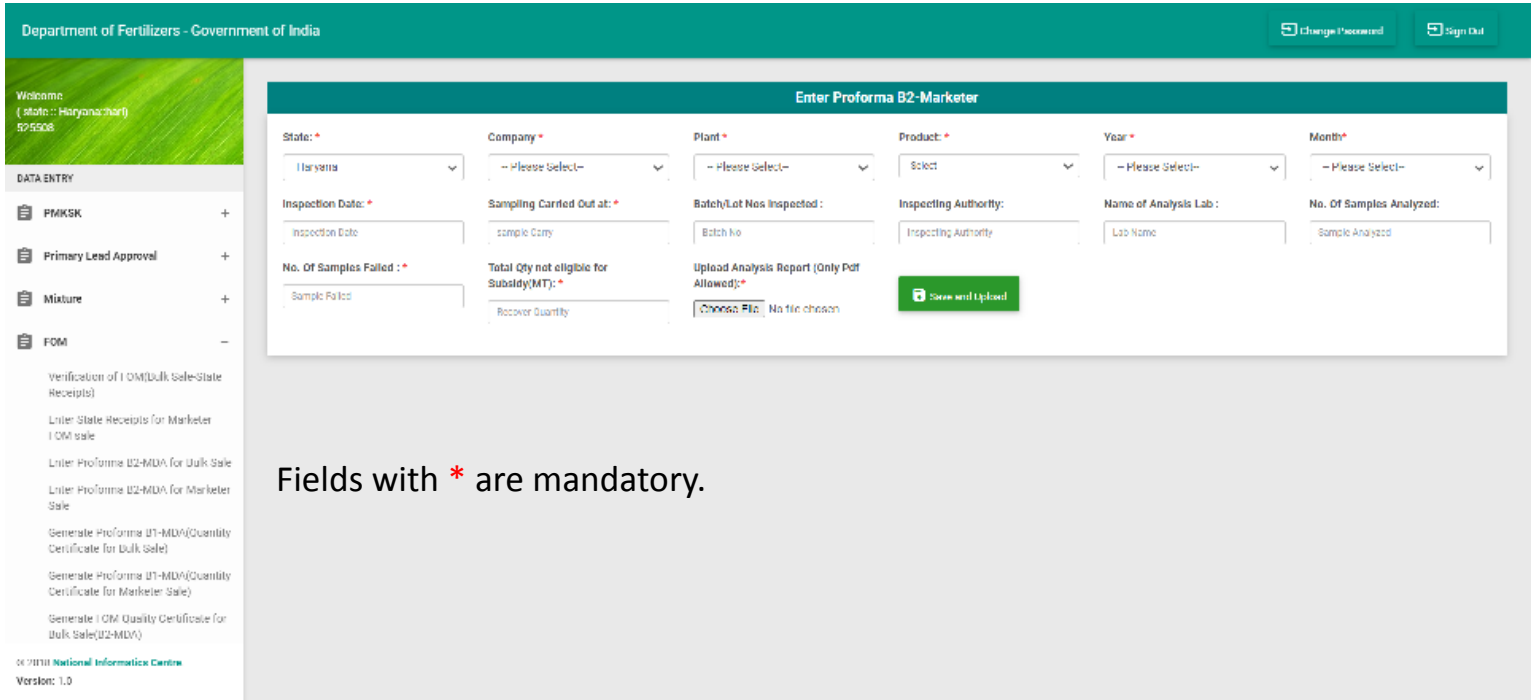
**FOM**

**--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.

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**New IFMS System**

**User:**

**State User**

**Module:**

**FOM**

**--Enter Proforma B2-MDA for Marketer Sale**

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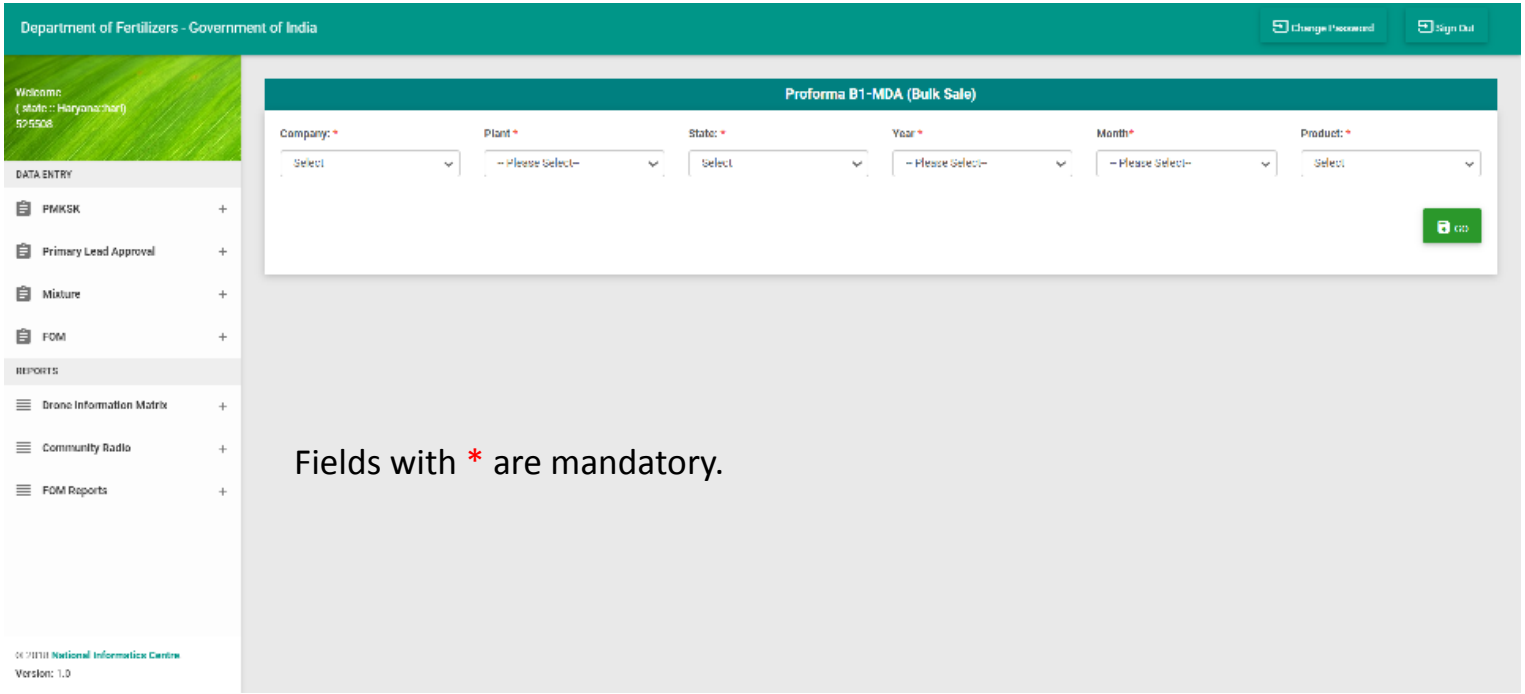



**New IFMS System**

**User:**

**State User**

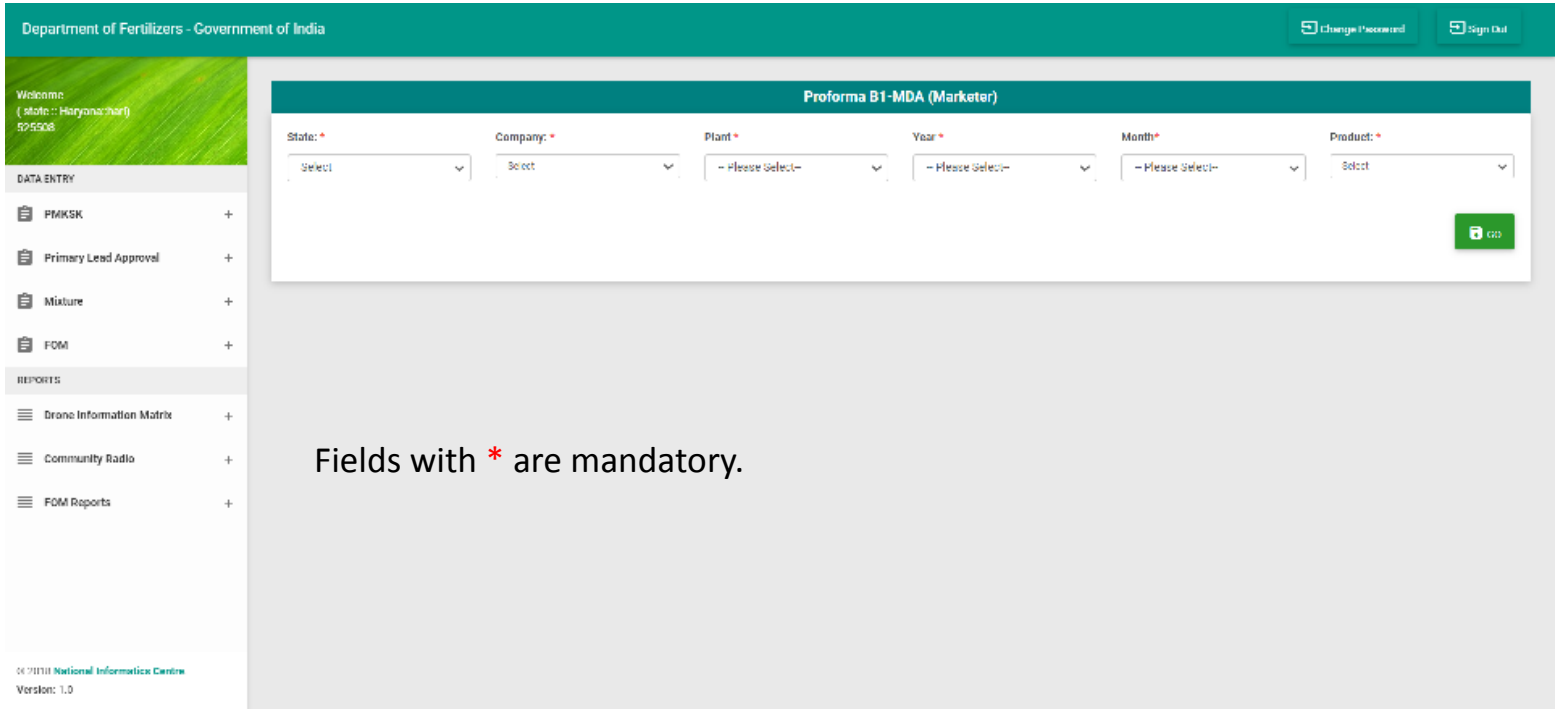
**Module:**

**FOM**

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

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.




**New IFMS System**

**User:**

**State User**

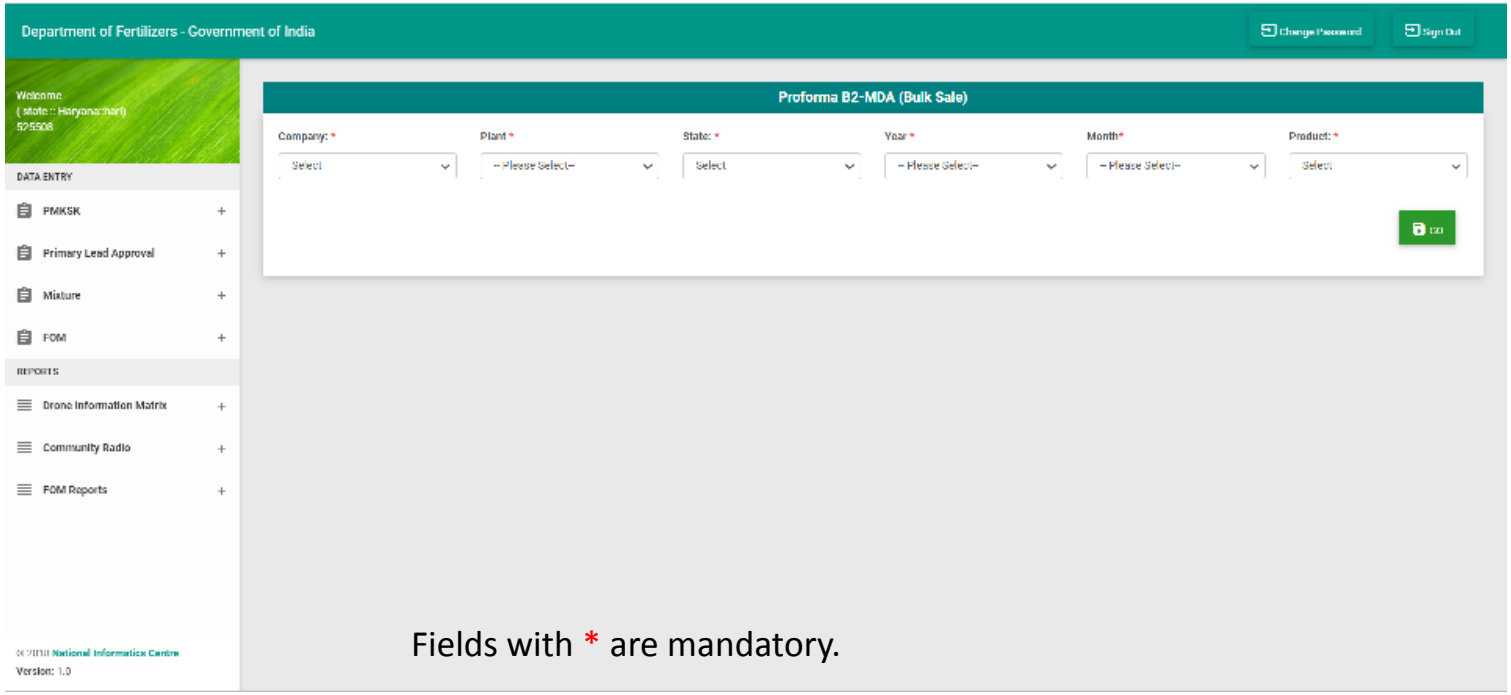
**Module:**

**FOM**

**----Generate Proforma B1-MDA(Quantity Certificate for Marketer Sale))**

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.

## New IFMS System

**User:**

**State User**

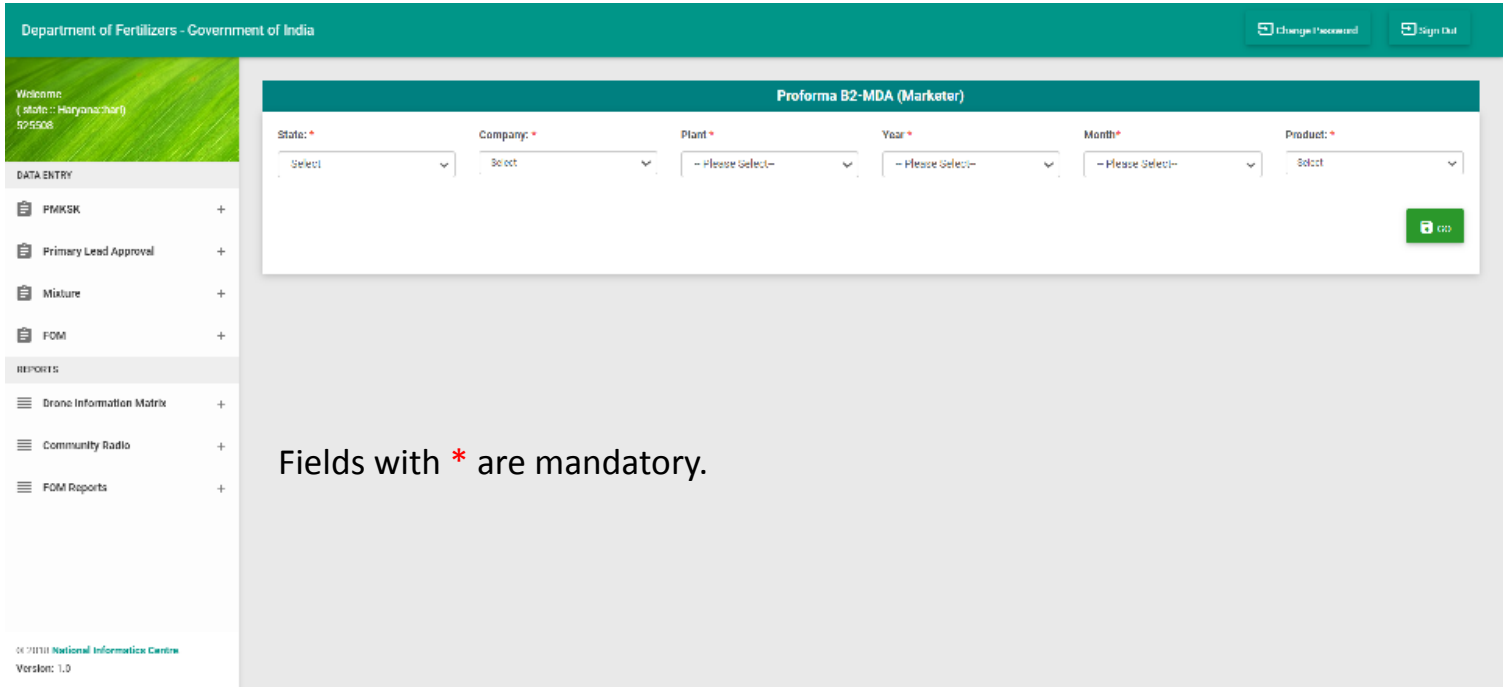
**Module:**

**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.




**New IFMS System**

**User:**

**State User**

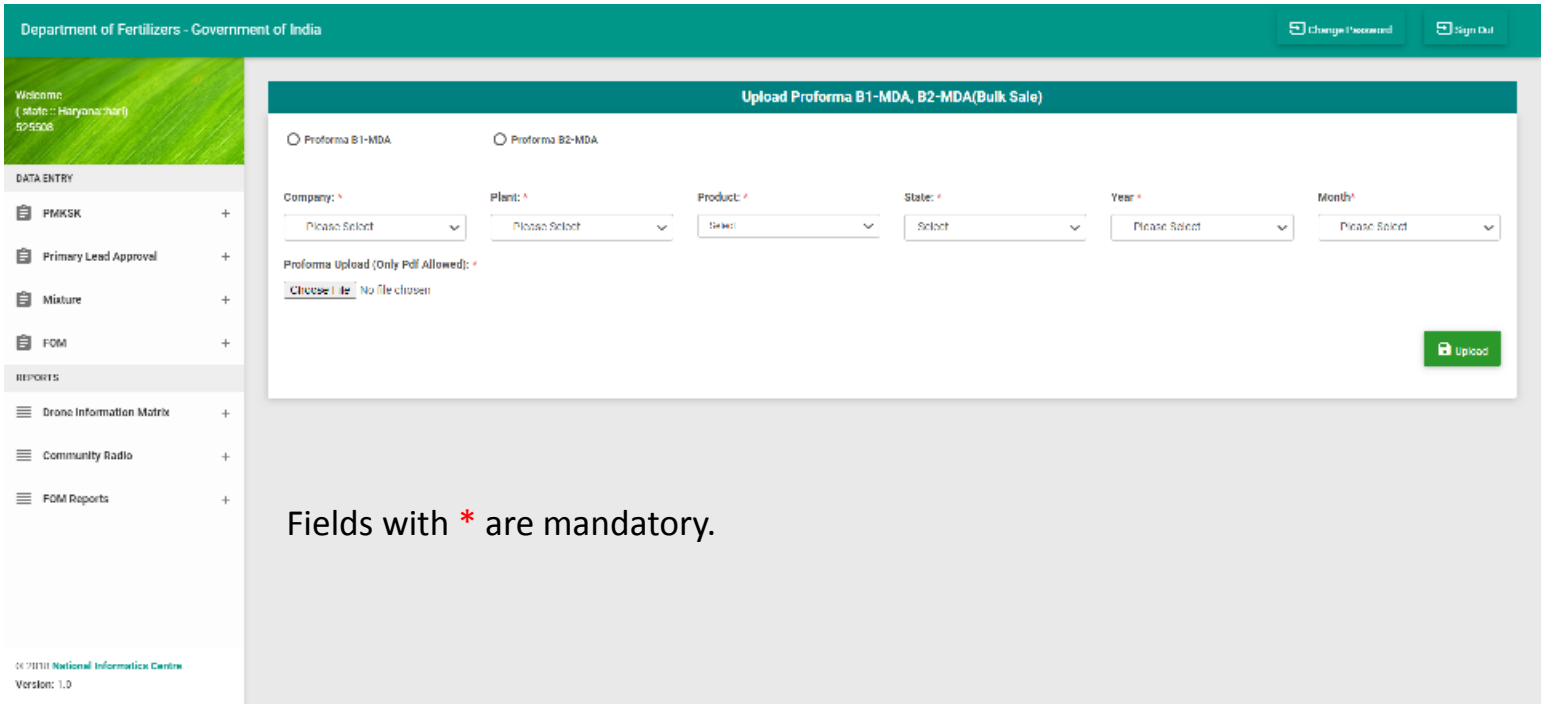
**Module:**

**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




**New IFMS System**

**User:**

**State User**

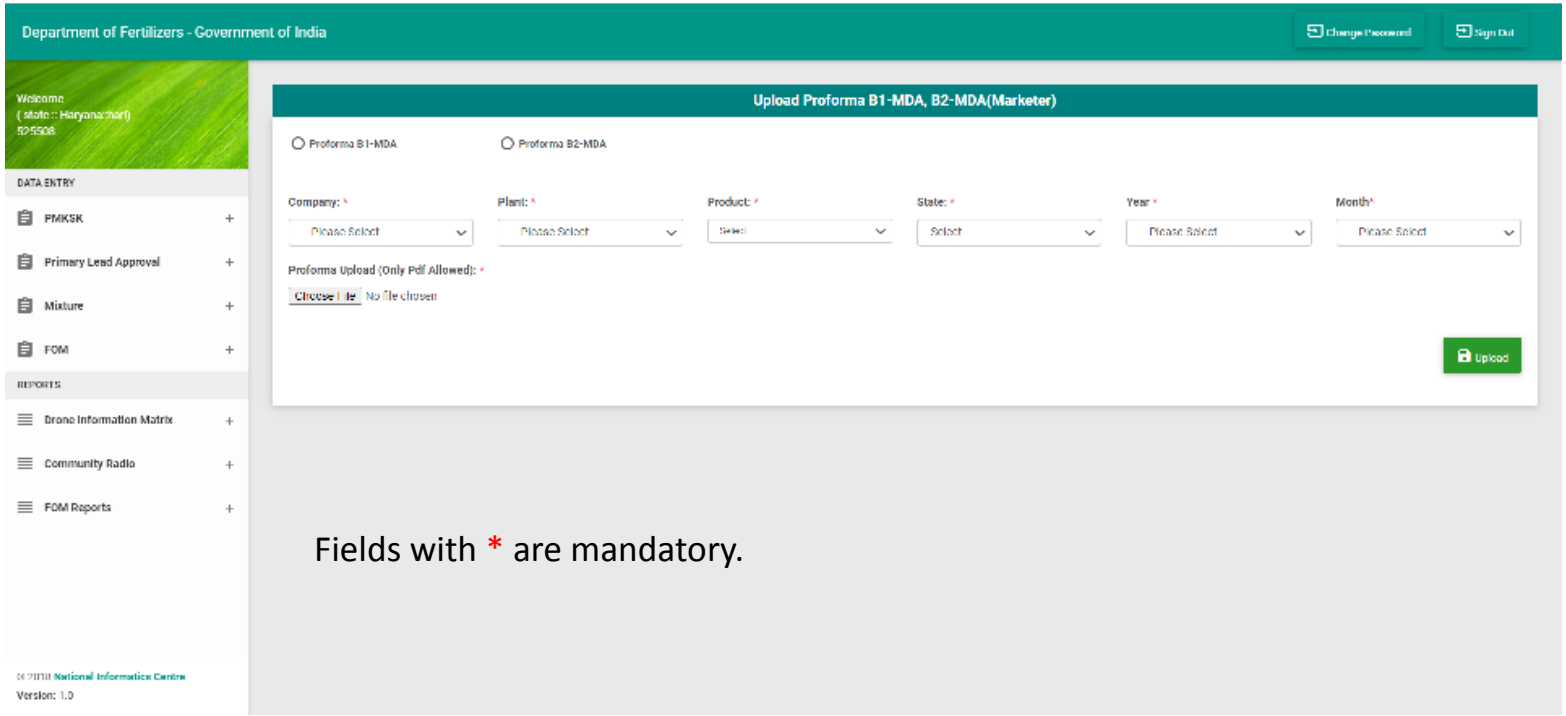
**Module:**

**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




**New IFMS System**

**User:**

**State User**

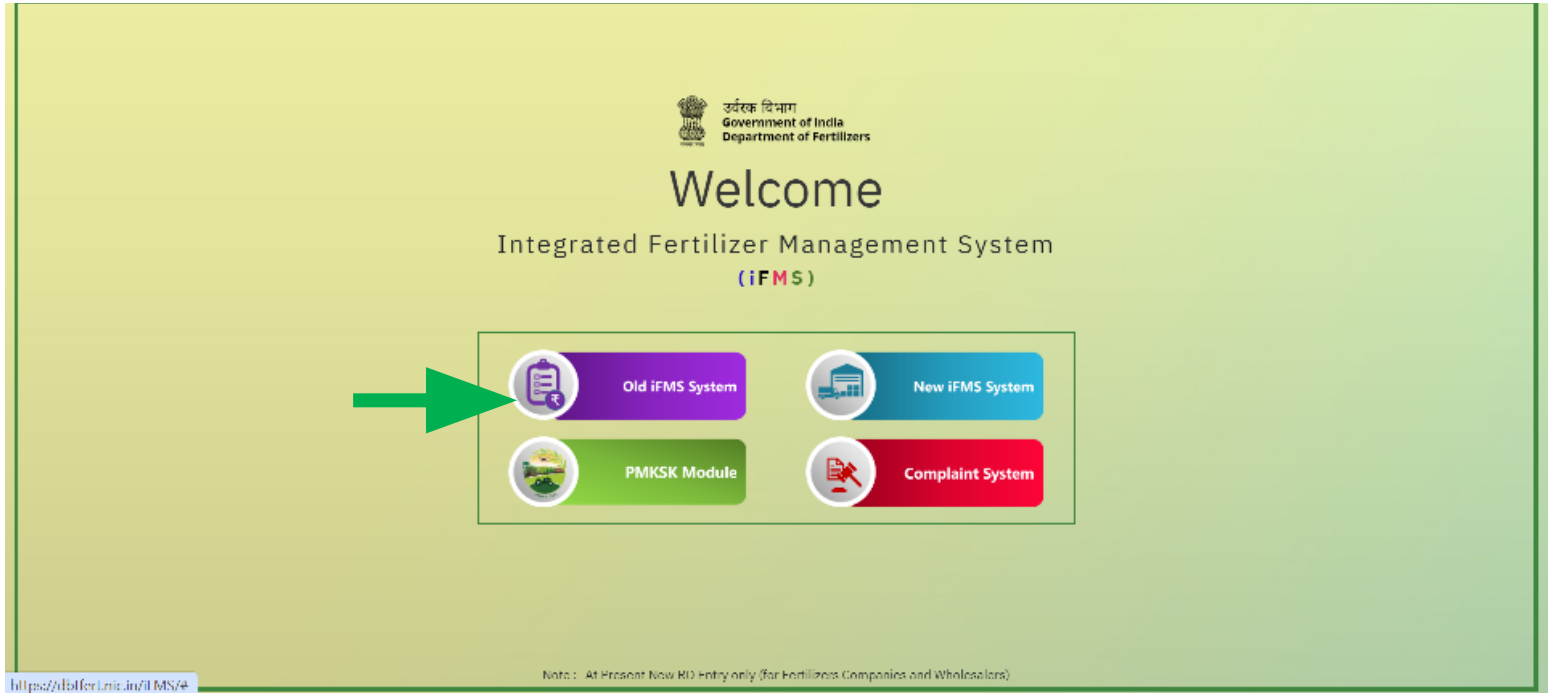
**Module:**

**FOM**

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

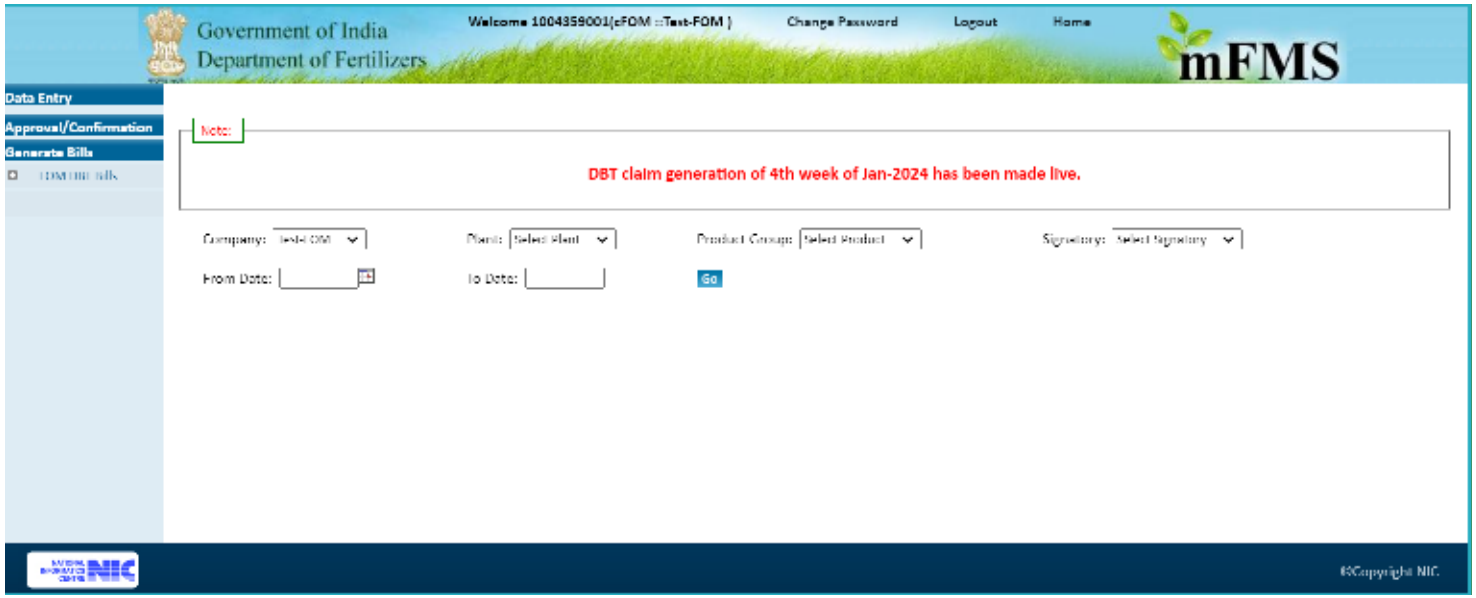
a) User will select Proforma type, State, Company, Plant, Product, Year, Month and Choose Proforma File to Upload for Marketer Sale

b) User can click on Upload to save the details




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

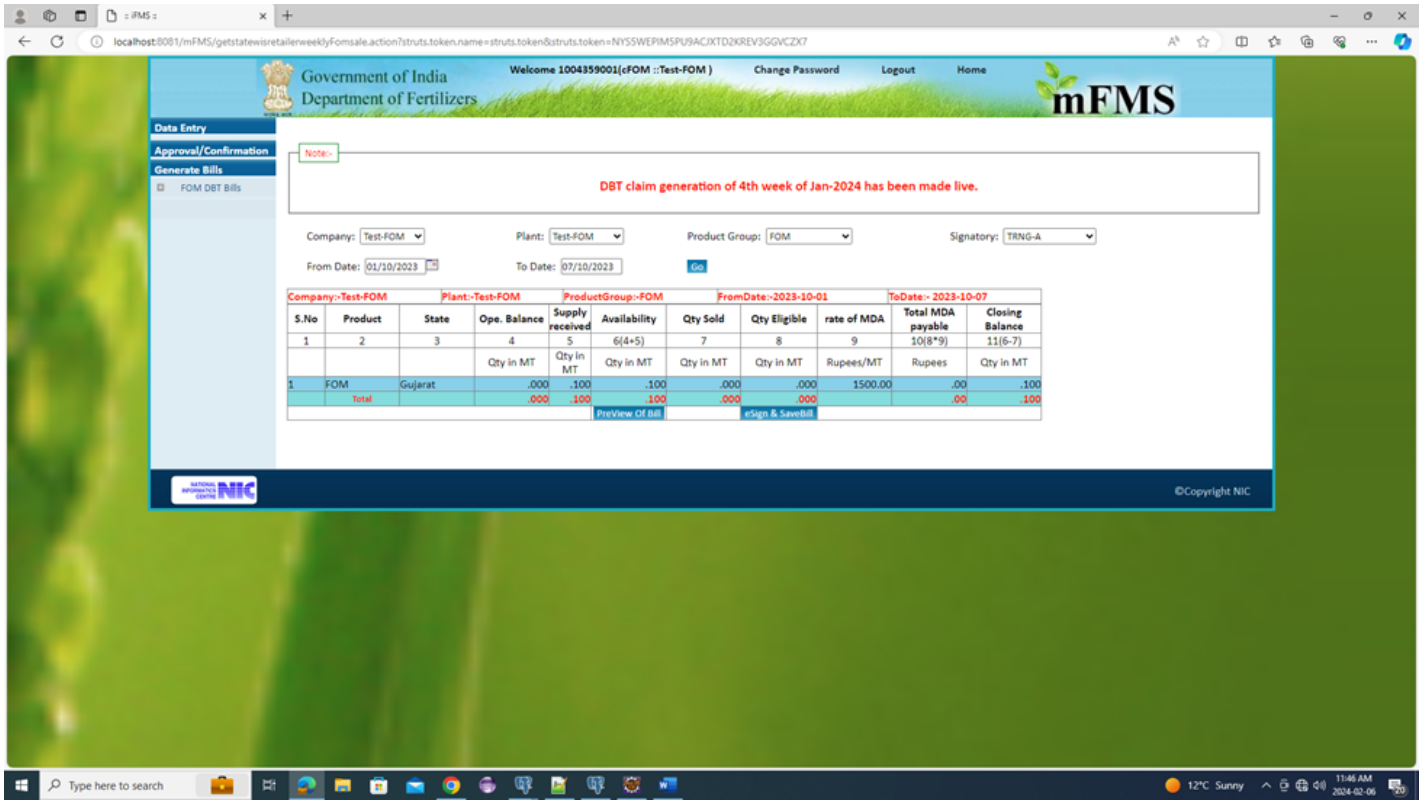
**Old IFMS System**




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)