

**Companies must first register their account to access on-line tonnage reporting**

1. Check the Add/Edit Monthly Fertilizer Large Package Tonnage Button.

Home      Programs      ▶ Profile      Logout

**Account Home**

**Account Summary**

0003C5 ACME Pets 1234 Main Street, Las Cruces, NM 88005 , 555-555-5555

**Available Programs**

Program Type	License ID	Status	Issue Date	Expire Date	Phase
<a href="#">Feed Manufacturers</a>	4549	Active	09/06/2012		
<a href="#">Fertilizer Manufacturers</a>	4960	Active	09/06/2012		

2 record(s) found.

**Account Tasks**

[Add/Edit Monthly Fertilizer Large Package Tonnage](#)

### Reporting “0” Tonnage for the Month

1. Check the “Zero Tonnage” box (please note – monthly tonnage can only be entered for the current reporting period).
2. Once the “Zero Tonnage” box is checked a second screen will appear, this is your conformation that the monthly reporting is complete.

Package Weight: All Package Weights

Fiscal Year: 2013    Schedule: February 2013(Monthly)

Please enter your tonnage below, or check the "Zero Tonnage" checkbox to indicate you have no tonnage.

Zero Tonnage

### Tonnage Edit

**Account Summary**

0003C5 ACME Pets 1234 Main Street, Las Cruces, NM 88005 , 555-555-5555

**Fertilizer Tonnage(Monthly)**

Package Weight: All Package Weights

Fiscal Year: 2013    Schedule: February 2013(Monthly)

Please enter your tonnage below, or check the "Zero Tonnage" checkbox to indicate you have no tonnage.

Zero Tonnage

I hereby certify the above to be a complete and correct report of the tonnage of commercial fertilizers and customer formula mixed fertilizers for the month designated as required by the New Mexico Commercial Fertilizer Act 76-11-1 through 76-11-19, New Mexico statutes Annotated 1978.

Back



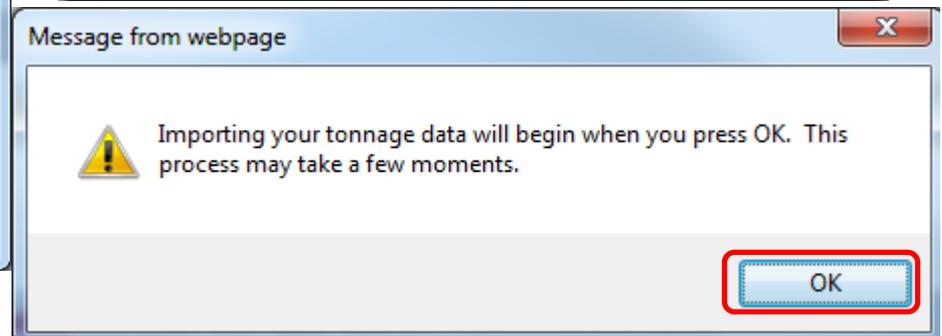
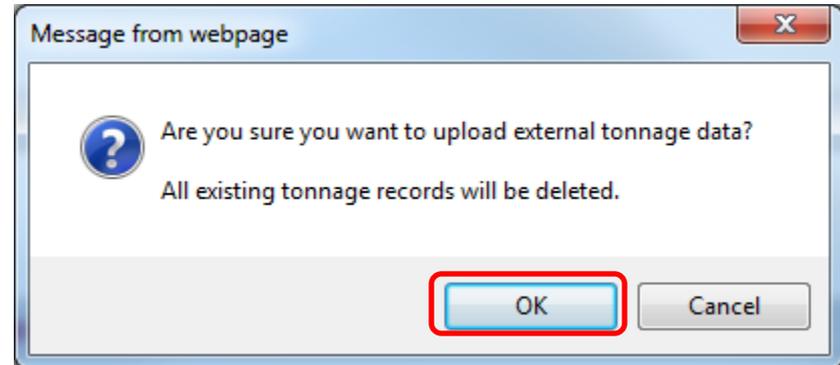
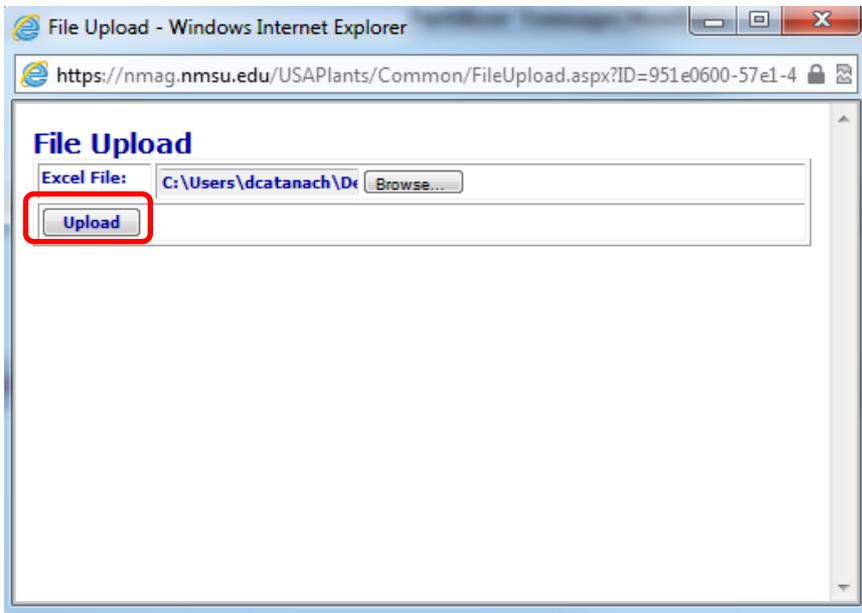
### Reporting Tonnage – Upload Method (continued)

1. When you have finished with the Excel template, click “Upload Tonnage”.

If you wish to enter your tonnage data in Excel, please download the [Excel tonnage template](#) and enter your data. See the instructions box below.

**Upload Tonnage** [Popup Help](#)

2. Locate your file and click Upload
3. Follow the prompts.



### Reporting Tonnage – Upload Method (continued)

1. When upload is complete, all information is shown as entered in the Excel spreadsheet.
2. Click “Save”, tonnage reporting is now complete.

3. Click "Upload" to upload the file and then follow the prompts to import your tonnage data.

[Export Tonnage Data to Excel](#)

Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons	
1	2 - ANHYDROUS AMMONIA	82.00	0.00	0.00	Bernalillo	20.000						20.000	<input type="button" value="X"/>
2	0 - IDENTIFIED BY GRADE	20.00	20.00	20.00	Valencia		35.000					35.000	<input type="button" value="X"/>
3	16 - AMMONIUM NITRATE-SUL	30.00	0.00	0.00	Chaves				15.000			15.000	<input type="button" value="X"/>
4	0 - IDENTIFIED BY GRADE	15.00	0.00	0.00	Colfax						33.000	33.000	<input type="button" value="X"/>
						<b>20.000</b>	<b>35.000</b>	<b>0.000</b>	<b>15.000</b>	<b>0.000</b>	<b>33.000</b>	<b>103.000</b>	
<input type="button" value="Add New Row"/> <b>Note:</b> New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.													

Page 1 of 1      View 1 - 4 of 4

I hereby certify the above to be a complete and correct report of the tonnage of commercial fertilizers and customer formula mixed fertilizers for the month designated as required by the New Mexico Commercial Fertilizer Act 76-11-1 through 76-11-19, New Mexico statutes Annotated 1978.

### Reporting Tonnage – Direct Entry Method

1. Click “Add New Row”.

[Export Tonnage Data to Excel](#)

Row	UFTRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
						0.000	0.000	0.000	0.000	0.000	0.000	0.000

Page 1 of 0
 
No records to view

**Note:** New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

2. Click on row that was added – **Note, row will turn yellow when information is being added.**
3. Enter Tonnage data.

[Export Tonnage Data to Excel](#)

Row	UFTRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	66 - UREA	46.00	0.00	0.00	Socorro		200					
						0.000	0.000	0.000	0.000	0.000	0.000	0.000

Page 1 of 0
 
View 1 - 1 of 1

**Note:** New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

### Reporting Tonnage – Direct Entry Method (continued)

1. Click “Add New Row” again to enter additional tonnage information.

Row	UFTRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons	
1	66 - UREA	46.00	0.00	0.00	Socorro		200					200	X
2	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00									X
						0.000	200.000	0.000	0.000	0.000	0.000	200.000	

Page 1 of 0 View 1 - 2 of 2

**Add New Row** **Note:** New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

I hereby certify the above to be a complete and correct report of the tonnage of commercial fertilizers and customer formula mixed fertilizers for the month designated as required by the New Mexico Commercial Fertilizer Act 76-11-1 through 76-11-10 New Mexico statutes Annotated 1978.

**Save** Back Save & Back Refresh Totals

2. Once all tonnage information is entered, click “Save”.
3. Tonnage reporting is now complete.