

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 , 555-55555											

Available Programs												
Program Type	License ID	Status	Issue Date	Expire Date	Phase							
Feed Manufacturers	4549	Active	09/06/2012									
Fertilizer Manufacturers	4960	Active	09/06/2012									
2 record(s) found.												

	Account Tasks
Add/Edit Monthly Fertilizer Large Package Tonnage	



<u>Reporting "0" Tonnage for the Month</u>

- 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 Cru	uces, NM 88005 , 555-555-5555
		Fertilizer Tonnage(Monthly)
	Package Weight: All Package Weights	
	Fiscal Year: 2013 Schedule: February 201	L3(Monthly)
	Please enter your tonnage below, or check the	e "Zero Tonnage" checkbox to indicate you have no tonnage.
	Zero Tonnage	
	I hereby certify the above to be a complete an mixed fertilizers for the month designated as r New Mexico statutes Annotated 1978.	d correct report of the tonnage of commercial fertilizers and customer formula equired by the New Mexico Commercial Fertilizer Act 76-11-1 through 76-11-19,
		Back



<u>Reporting Tonnage – Upload Method</u>

1. First download the "Excel tonnage template" to your computer.

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. Enter grade using the UFTRS Fertilizer Code This will appear as a drop down box. N-P-K values will automatically fill in once code is selected.
- 3. If you select "0 Identified by Grade" from the UFTRS Code N-P-K values will have to be manually entered.
- 4. Enter County product was distributed into.
- 5. Enter amount of tons in appropriate column.
- 6. Save your file.

IMPORTANT – Do not add/delete columns or cut and paste into your template.

_													
2				T	otals From Below:	20.000	35.000	0.000	15.000	0.000	33.000	103.000	
						Farm Use	Farm Use	Farm Use	Non Farm Use	Non Farm Use	Non Farm Use		
3	UFTRS Fertilizer Code	N	P205	K20	County	Bag	Bulk	Liquid	Bag	Bulk	Liquid	Total	
4	2 - ANHYDROUS AMMONIA	82	0	0	Bernalillo	20.000						20.000	
5	0 - IDENTIFIED BY GRADE	20	20	20	Valencia		35.000					35.000	
6	16 - AMMONIUM NITRATE-SULFATE	30	0	0	Chaves				15.000			15.000	
7	0 - IDENTIFIED BY GRADE	15	0	0	Colfax						33.000	33.000	r -
8												0.000	



Reporting Tonnage – Upload Method (continued)

1. When you have finished with he 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.





<u>Reporting Tonnage – Upload Method (continued)</u>

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

													ν.	
Add	Add New Row Export Toppage Data to Excel													
7100		uqe bi		<u>LACCI</u>										
Row	UFTRS Fertilizer Code	N	P205	K20	County	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons		
						Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid			
_														
1	2 - ANHYDROUS AMMONIA	82.00	0.00	0.00	Bernalillo	20.000						20.000	X	
2	0 - IDENTIFIED BY GRADE	20.00	20.00	20.00	Valencia		35.000					35.000	X	
3	16 - AMMONIUM NITRATE-SU	30.00	0.00	0.00	Chaves				15.000			15.000	X	
4	0 - IDENTIFIED BY GRADE	15.00	0.00	0.00	Colfax						33.000	33.000		
						20.000	35.000	0.000	15.000	0.000	33.000	103.000		
	I ≪ Page 1 of 1 → → 10 ▼ View 1 - 4 of 4													
Add	New Row Note: New ro	ws are	added	at the	end of the tonnad	e data. Row	s with valida	tion errors a	re not saved	until the err	ors are corre	cted.		

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.





<u>Reporting Tonnage – Direct Entry Method</u>

1. Click "Add New Row".

Commercial Fertilizer or Soil Conditioner Monthly On-Line Tonnage Reporting Instructions

Add N	New Row <u>Export Tonn</u>	age Da	ata to I	Excel										
Row	UFTRS Fertilizer Code	Ν	P205	K20	County	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons		
						Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid			
						0.000	0.000	0.000	0.000	0.000	0.000	0.000		
	No records to view													
Add N	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.													

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

Add	New Row Export Tonn	age Da	ita to E	<u>Excel</u>										6. (
Row	UFTRS Fertilizer Code	Ν	P205	K2O	Count	y	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons	
							Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid		
1	66 - UREA	46.00	0.00	0.00	Socorro	-		200						X
							0.000	0.000	0.000	0.000	0.000	0.000	0.000	
						• <•	Page 1 of (0 🌬 🖬 10	•				View 1 - 1	of 1

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.



<u>Reporting Tonnage – Direct Entry Method (continued)</u>

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

100															
	Row	UFTRS Fertilizer Code	N	P205	K2O	County	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons		
							Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid			
		66 - UREA	46.00	0.00	0.00	Socorro		200					200	X	
1	2	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00	•								X	
Г							0.000	200.000	0.000	0.000	0.000	0.000	200.000		
	I ≪ Page 1 of 0 → → 10 View 1 - 2 of 2														
ſ	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	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 thro 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.