

### Guidelines for RO Module

1. All pending entries of dispatches, acknowledgement/ receipts prior to 17.05.2017 need to be handled through iFMS (for 5 days). However, from 17.05.2017 and onwards, dispatches, acknowledgement/ receipts will be allowed only through RO module.
2. Ensure all despatches via road movement have to be captured through RO module.
3. Ensure all stakeholders acknowledge through RO module.
4. All dispatches through RO module will have a cap of 4 days (except Rakepoint) to acknowledge at receiver end. Post which the particular challan no. will be locked.
5. At Rakepoint, post acknowledgement (receipt) of RR, plan prepared against RR will have to be finalized within 2 days. Post which the plan will be locked and not available to finalize.  
**Note:** Rakepoint Managers can get extension further to 2 days with permission from Company Nodal Officer (CNO) who in turn can allow 1 day extension to the particular transaction.
6. To ensure real time data entry to RO module, iFMS facilitates companies to create login ids to their company representatives in accordance to roles within iFMS system.

S.No.	Module	To be handled through iFMS	To be handled through RO
1.	Raw Material ,Installed Capacity and Production	Yes	
2	State and District Supply Plan	Yes	
3	MRP of Non-UREA products	Yes	
<b>Login : CDataO/ CPlantO</b>			
4	Dispatch from Plant/ PORT (By Rail)		Link in RO has been given
5.	Dispatch from Plant/ PORT to District Warehouse (By Road)		Yes
6	Dispatch from Plant/ PORT to Wholesaler (By Road)		Yes
7	Dispatch from Plant/ PORT to Retailer (By Road) <ul style="list-style-type: none"> <li>- Dispatch fertilizer to one or more retailers in the same vehicle/truck(relevant for small retailers)</li> <li>- Dispatch fertilizers to one retailer in multiple trucks (relevant for bigger retailers)</li> </ul>		Yes
8	Company Stock Transfer to Own Depot/ Outlets and its Acknowledgement	Yes (till module in RO gets implemented)	
9	Sale from Own Depot/ Outlets	Yes	
10	Upload RR for Rail Dispatch (RR, Distance and Freight)	Yes	
11	Upload Road Freight (Plant/Port)	Yes	

12	Upload Road Freight (Plant/Port)	Yes	
13	Rake Diversion	Yes	
14	ECA/ Non-ECA Dispatch, Receipts, Sales	Yes	
15	District Warehouse Losses/ Adjustments/ Short Close	Yes	
<b>Login : CDataO/ CRakepointO</b>			
16	Receipt at Rakepoint		Yes
17	Plan Dispatch from Rakepoint <ul style="list-style-type: none"> <li>- Plan Dispatch to District Warehouse</li> <li>- Plan Dispatch to Wholesaler</li> <li>- Plan Dispatch to Retailer <ul style="list-style-type: none"> <li>- Dispatch fertilizer to one or more retailers in the same vehicle/truck(relevant for small retailers)</li> <li>- Dispatch fertilizers to one dealer/retailer in multiple trucks(relevant for bigger retailer)</li> </ul> </li> </ul>		Yes
18	Print Draft Truck Challan for Warehouse / Wholesaler		Yes
19	Finalize Dispatch from Rakepoint		Yes
<b>Login : CDataO/ CDistrictO</b>			
20	Receipt at District Warehouse		
21	Dispatch from District Warehouse <ul style="list-style-type: none"> <li>- Dispatch to District Warehouse(For Non-DBT District)</li> <li>- Dispatch to Wholesaler</li> <li>- Dispatch to Retailers <ul style="list-style-type: none"> <li>- Dispatch fertilizer to one or more retailers vehicle/truck(relevant for small retailers)</li> <li>- Dispatch fertilizers to one retailer in multiple trucks(relevant for bigger retailer)</li> </ul> </li> </ul>		Yes
<b>Login : Wholesaler</b>			
22	Dispatch By Wholesaler <ul style="list-style-type: none"> <li>- Dispatch to Wholesaler</li> <li>- Dispatch to Retailer <ul style="list-style-type: none"> <li>- Dispatch fertilizer to one or more retailers in the same vehicle/truck(relevant for small retailers)</li> <li>- Dispatch fertilizers to one retailer in multiple trucks (relevant for bigger retailers)</li> </ul> </li> <li>- Enter/ Upload Stock Transfer To Own Retailer</li> </ul>		Yes

	Agency		
<b>Login : Retailer</b>			
23	Receipt/ Acknowledgement by Retailer		Yes

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