

## **Do's and Don'ts for Dealers**

### **Do's for Dealers**

- Please get your Dealer id and password.
- Change your password after first login and also after a regular interval by using change password option.
- If your password and/or PIN is lost, contact any of your supplier company for resetting the password/PIN. Dealer will receive password/PIN on their registered mobile no.
- For change in mobile no., please contact any of your supplier company.
- Enter transaction of sale and acknowledgement within stipulated time.
- Visit mfms.nic.in for regular updates.
- View alerts regularly and take corrective action
- View reports regularly
- Ask the end buyer to bring Adhaar card/voter card/ KCC card to record in the bill
- Check the Opening Stock and correct it if it is not matching the physical stock
- Acknowledge the sale regularly.
- In case more than one mFMS Id are issued, use only one mFMS Id and inform the company immediately otherwise your receipt/sales will get bifurcated.
- For any problem, contact at Helpline no. 0120-3076222 or write email to mfms.support@nic.in

### **Don'ts for Dealers**

- Don't share your password with others
- Don't make caps lock on while entering password
- Don't open more than one window at a time
- Don't select bigger interval for view/acknowledgment/reversal of transaction
- Don't miss to see the unit of the material sold
- Don't select partial acknowledgment if the quantity received is full.
- Don't leave window open, if work is finished.
- Do not make phone call, unless it is unavoidable, for your mfms related issues.