POINT OF SALE (PoS) DEVICE
USER MANUAL

Government of India
Ministry of Chemicals and Fertilizers
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1. INTRODUCTION

The Department of Fertilizers (DoF), is implementing Direct Benefit Transfer (DBT) project for fertilizer subsidy payments with a view to improve fertilizers service delivery to the farmers. Point of Sale device or PoS device play an important role in implementation of the DBT project and the sale of fertilizers will be done by retailers to farmers only through PoS devices. This user manual gives a detailed account on the use of PoS device.

2.1 ACCESSORIES OF PoS DEVICE

2.1.1) Point of Sale (PoS) Device -

2.1.2) Stylus
The Stylus will be used to operate the DoF-DBT software on the POS Device, as the POS device has touch screen facility. It is recommended to use the stylus for operating the DoF-DBT software as use of stylus will help in minimizing operational software errors and reducing risk of damaging the touch screen of the POS device.

2.1.3) Antenna
The antenna provided ensures better signal receptivity to the PoS devices.

2.1.4) PoS Charger
The charger is used to charge the battery regularly.
2.1.5) PoS Battery

The battery provided, enables to run the PoS device.

2.1.6) Paper roll

A Paper roll is available in the POS device box. This will be used for printing bills, reports etc. at retailer end.

2.3 PREPARING THE PoS DEVICE

2.3.1) SIM & Battery installation

Open the PoS device from back-side, insert the SIM at SIM port and install the battery at battery slot. Turn on the switch. Now the PoS device is ready for use.
2.3.2) DBT SOFTWARE

After switching on the POS device, the screen will display the version of DBT Software will be mentioned. It is recommended to all retailers to check at this stage whether the DBT software version is 2.1 or above. For users of version 2.1 or below, update the POS machines with latest DBT Software version using a pen drive. For users with 2.1 or above, the software will be updated automatically once POS is switched on. If not, user can use pen drive to manually update the DBT software to the latest version.

2.3.3) HOW TO FEED PAPER ROLL

Step I - Unlock Paper Cover, Step II - Feed Paper Roll, Step III - Slowly Locked Paper cover.
2.4 HOW TO USE THE POS DEVICE

2.4.1) Turn on PoS device: Press the ON - OFF button to switch on the PoS device.

2.4.2) ONE TIME REGISTRATION

First time the POS device is switched ON, user registration screen will appear. **This is a one-time registration**, to be done by the retailer to start use of the PoS device. The retailer/dealer will feed in the details like His/her name, the IFMS user ID as provided by the company and the retailers Aadhaar card no. to authenticate and to complete the registration.

**Note:**
1. Please ensure your mobile number is the same as available in Aadhaar records.
2. Also, only registered retailers can operate this system. Once one time registration is done, the retailer can register more sub-retailers under same id for other users.

The registered retailer can then further add additional users at his/her end for multiple users of PoS device at their end.
2.4.3) USER MENU – LOGIN

This is the login screen where a retailer / user will have to login with his credentials every time to start making fertilizer sale transactions through a POS device. Retailers will feed the User ID, 4-digit PIN, Aadhaar card number each time to begin to use the PoS device.

On successful login, the next screen will show two tabs, i.e., User Menu and Admin Menu. For sale or Receipt of fertilizers. Click on User Menu.

User Menu Module

User menu is divided into 5 sub-modules, which are:

1) Sale of Fertilizers.
2) Receipt Acknowledgement.
3) Initial Stock Reporting.
4) Cancel Bill / Receipt.
5) Reports.
2.5.1) INITIAL STOCK REPORTING

Initial stock reporting, a one-time measure, is very critical in the whole process of sale of fertilizers as subsequent reports depend on it and user cannot change this data once saved. Hence, utmost care should be taken while feeding the initial stock details.

**Instructions for Entering Opening stock through PoS.**
1. Retailers may enter the opening stock by using "initial Stock Reporting" Option.
2. Use 'Add More Products' Link to add opening stock of those products which are in the retailer shop but have not appeared in the list of products in 'initial stock reporting'.
3. While entering Opening Stock Unit of the quantity may be checked thoroughly.
4. Retailer can enter his opening stock at start of dry run.
5. Opening stock entered in dry run can be updated by block agricultural officer for one time. After that stock is frozen for dry run.
6. On day of go live, Retailers can enter afresh their opening stock again.
7. Go live opening stock can be updated by block agricultural officer for one time. After that stock is frozen for Go live run.
8. Opening stock can be changed only with the approval of Department of Fertilizer.

The process of Initial Stock reporting & Add More Products is as follows:
2.5.2) RECEIPT OF ACKNOWLEDGEMENT

This module will be used by Retailers to acknowledge subsequent purchase in the PoS device.

1. Retailers may check that the invoice date appearing in PoS must match the actual date on which the fertilizer is purchased.

2. Stock which is already included in opening stock may not be acknowledged through PoS otherwise it will result in double receipt of stock. Such invoice number along with retailer ID may be sent to block agricultural officer and to NIC.

3. While entering Receipt of fertilizer Unit of the quantity received may be checked thoroughly.

The process of acknowledgement is follows:

1. Click here
2. Fill up receipt quantity
2.5.3) SALE OF FERTILIZERS

This module is used for selling fertilizers by using Aadhaar card number and biometric authentication of the buyer. Each successful sale transaction will generate two sale receipts, one for buyer and other for retailer for record purpose.

1. Feed Farmer Aadhaar No.
2. Finger of buyer on Scanner.
3. Feed Qty. & Price
4. Customer Copy
5. Retailer Copy
2.5.4) Cancel Bill
This module will be used in case of cancellation / deletion of sale transaction. For cancellation / deletion of today’s sale, the process is as below:

1. Click Here
2. Feed Aadhaar No.
3. Finger of buyer on Scanner

2.5.5) Cancel Receipt
This module will be used in case of cancellation/deletion of fertilizer receipts. For cancellation/deletion of today’s fertilizer receipt (s) please follow the steps as given below:

1. Click Here
2. Feed Aadhaar No.
3. Select Invoice No.
2.6) GENERATING REPORTS

Reports module will help the User to generate following types of reports relating to stock, sale, receipts etc.: Fertilizer stock report ii) Fertilizer sale report for a week iii) Fertilizer received report. iv) Print bill in duplicate.

2.6.1) Fertilizer stock reports

Retailer may click this module to generate fertilizer stocks available as on date at their end.
2.6.2) FERTILIZER SALE REPORT FOR A WEEK

Fertilizer sale report for a week icon option will be generating report providing record of sale of fertilizers on weekly basis.

2.6.3) Fertilizer Received Report

Fertilizer received report icon option will be used to generate report on fertilizers received at the retailer. The report shows the company name, receiving date and quantity of fertilizers received.
2.6.4) PRINT BILL IN DUPLICATE

Its use is to print a duplicate bill in case of any requirement.

i) Click on print bill in duplicate icon.

ii) Select invoice number.

iii) Click on print option.

2.7) Admin Module

This module is for managing user / retailer account and for maintaining PoS device settings. The activities that can be done through Admin module are as below:

1) To check Device details and to set time & date.
2) Or adding/deleting user, and for App Updating.

2.7.1) Check your device details.
Once the retailer is registered with a PoS device, he/she can add Assistants to his user ID/PIN Code for operation of the PoS device for simultaneous use or during his absence.

I. Add User name.
II. Add Mobile Phone number of new user.
III. Add his/her Aadhaar number.
IV. Click on authenticate option.
V. Finger on scanner of the new user.
2.7.5) DELETE USER

If the user wants to delete additional users under his / her User ID / PIN code, this module is to be used.

I. Click on delete User.
II. Select user name of user to be deleted.
III. Click on delete option.
IV. Click on success icon

3. CONCLUSION:

PoS user manual is main objective of how to easily use PoS device for wholesalers and retailers. This user manual is useful to all wholesalers and retailers in fertilizers. Thanks, you have read this PoS device user manual.

Official Address: Under Secretary (DBT), Room No. 417 B wing, Project Management Unit (PMU), DBT in Fertilizers, Shastri Bhavan, Department of Fertilizers, Ministry of Chemicals and Fertilizers, Government of India, New Delhi, Pin 110001  Telephone no.: 011- 23384870 Website: www.mfms.nic.in