Tonnage Reporting On Iowa’s Portal

Tonnage reporting is performed for approved Feed and Fertilizer licenses.

To start the tonnage report application

1. Click on the Tonnage Reports tile on the homepage.

2. On the New Tonnage Report window, select a company, a tonnage report type, period, and enter the Reporting Year.

3. Click Create Tonnage Report

User will be directed to the application. Tonnage reports are automatically created for each facility, with an approved license.
Feed Tonnage Report

a. User will be prompted to enter Total Tons sold, Tonnage Sold to Exempt, and Tonnage Received
b. To add details for each section, click on Add Line Item button
c. If no sales for time period select No Sale, If Toll Mill also select Toll Mill only (turns red if selected)

i. Total Tons sold:
1. select Product Type, enter Tons Distributed, and optional comments (include tons sold to exempt)
2. Click Add Item
3. ** NOTE To add tons for multiple product types, click on Add Line Item again.

![New Tonnage Report Item](image)
ii. Tonnage Sold to Exempt:
1. Choose a Facility, from a list of facilities that have exempt licenses, to which tonnage was sold. **NOTE License number will auto-populate.
2. Select Product Type,
3. enter Exempt To Tons, and optional comments
4. click Add Item

iii. Tonnage Received:
1. Choose a Facility, from a list of facilities, which tonnage was received from. **NOTE license number will auto-populate.
2. Select Product Type
3. Enter Exempt From Tons, and optional comments
4. Click Add Item
Fertilizer Tonnage Report

a. Add Total Tons Distributed including, Exempt Tons Distributed
b. To add details for each section, click on Add Line Item button

i. Total Tons Distributed:
   1. Select Product Name,
   2. Enter a percentage value for N, P, K, Ca, Mg, S, Cl, B, Cu, Fe, Mn, Zn, and/or Mo,
   3. Enter Tons Distributed, and optional comments
   4. Click Add Item
   5. ** NOTE To add tons for multiple products, click on Add Line Items again.
ii. Exempt Tons Distributed:

iii. Choose a Facility, from a list of facilities that have exempt licenses, to which tonnage was sold. **NOTE license number will auto-populate.

1. Select Product Name.
2. Enter a percentage value for N, P, K, Ca, Mg, S, Cl, B, Cu, Fe, Mn, Zn, and/or Mo
3. Enter Exempt To Tons, and optional comments
4. Click Add Item

** Note: If no sales have occurred for the facility, for the reporting period, Click on the No Sales button.
If your company has Multiple Facilities

1. At the bottom of the page, you will see another folder to open which will be the next facilities tonnage report.
2. Once open you can follow the above steps for the report. If you enter all companies’ tonnage information under one report, you will need to select no sale on the other reports to be able to submit reports.

To Submit and Pay
Click on Save and Next when “tons sold” details, for all facilities, within the reporting period are complete.
2. Payment
   a. Validate the calculated fee and click on Pay and Submit
b. On the Select Payment Method pop up, select type of payment: ACH Payment or Card Payment or Check payment

c. *** Note: If ACH Payment or Card Payment is selected, the system has a 2 minute session timeout, therefore payment process must be completed within this timeframe.

If Check Payment is selected, the user will have to print the Payment details and send it along with the check to the IDALS office address.