



## Dairy Food Safety Victoria Licence Portal

# MILK VOLUME REPORTING



### IN THIS GUIDE

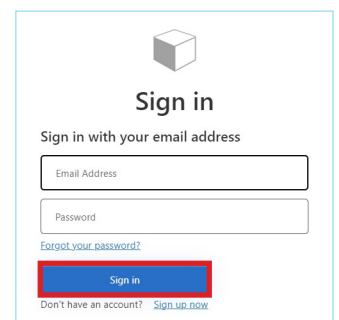
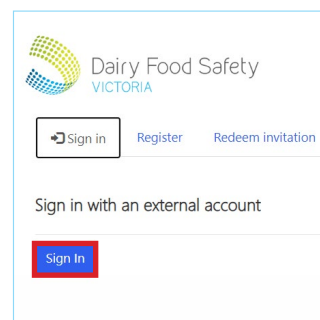
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**These instructions are designed to assist you in logging into your dedicated milk volume reporting (MVR) portal. This is where you can keep your details up to date, and upload your monthly or quarterly milk volume report.**

### ACCESSING THE PORTAL

#### 1. Logging into the portal

- On the DFSV website ([www.dairysafe.vic.gov.au](http://www.dairysafe.vic.gov.au)) click on the dedicated licence portal login icon, or visit <https://dfsv.powerappsportals.com/> to access the portal
- Select **'Sign in'** on the right-hand side of the screen
- Enter your email and password and select **'Sign In'**





# MILK VOLUME REPORTING

## 2. Editing your details

- Select **'RRM Contact'** to the right of the menu bar to edit your profile
  - From the dropdown, if you select **'My Profile'**, you can update your phone contact details
  - From the dropdown, if you select **'My Organisation'** you can choose the organisation that you will upload the milk volume report for. You can also edit the contact details for that organisation
  - From the **'Organisation'** drop down menu, you can view the organisations DFSV has on record. If any details need to be changed or updated, email the changes to [info@dairysafe.vic.gov.au](mailto:info@dairysafe.vic.gov.au)

Organisation	Job Title	Email	
ACM Processing Pty Ltd	The Big Cheese	portallicencecontact@gmail.com	<input checked="" type="checkbox"/>
Desi Kothi Ice Cream Pty Ltd		portallicencecontact@gmail.com	<input type="checkbox"/>

[Edit contact details](#)

**Edit** ×

**Organisation \***  
Portal RRM Organisation

**Job Title**

**Email \***

**Mobile Phone \***

**Business Phone**

[Save](#)

**Note:** You can sign out of your account by selecting **'Sign out'** from the **'RRM Contact'** dropdown menu

## ACCESSING MILK VOLUME REPORTS

### 3. View previously added milk volume reports

- From the **'Milk Volume Report'** drop-down option, select **'Milk Volume Reports'** to view previously submitted milk volume reports

## ADDING A MILK VOLUME REPORT

### 4. Upload a current milk volume report

A current milk volume report can be uploaded either monthly or quarterly. To amend your reporting frequency, email DFSV at [m2@dairysafe.vic.gov.au](mailto:m2@dairysafe.vic.gov.au). Milk volume reports and payments must be remedied by the 15th of the month

**Milking Month \***

**Milking Year \***

**Attach a file \***  
[Choose Files](#) | No file chosen

[Submit](#)

- From the **'Milk Volume Report'** drop-down option, select **'Milk Volume Reports'**
- Use the dropdown under **'Milking Month'** to select the month for which you are reporting
  - If reporting quarterly, select the first month of the quarter
- Use the dropdown under **'Milking Year'** to select the year for which you are reporting
- To upload your current months milk volume report, select **'Choose File'**. Use the dialogue box to navigate to the file on your device, and then select **'Open'**
- Be sure to upload your volume report as per Appendix A. If the report is documented incorrectly, it will not upload
- Select **'Submit'**

**Milking Month \***

**Milking Year \***

**Attach a file \***  
[Choose Files](#) | MVR File.csv

[Submit](#)

- The below message will display if the file has been successfully uploaded

Submission completed successfully.



# MILK VOLUME REPORTING

## MANAGING ERRORS

If you receive an error message, the milk volume report template has not been correctly completed. **The error in the report must be rectified, and the report re-uploaded.**

### 5. Error messages that may appear, and how to address them

- Share farmer percentage totals do not equal 100
  - Where multiple entries for the same licence number exist, the percentage total must equal 100. Revisit entries and correct any errors
- Licence number is incorrect
  - An incorrect licence number has been used. Check the licence number and correct any errors. If you still receive the error, contact DFSV to confirm the number

- Missing data (position in report – data type e.g. number)
  - Ensure that all fields in the report have the correct data entered. Contact DFSV if unsure how to get the correct data
- Entering a zero value in the dollar and litre field will also result in an error

## APPENDIX A: TEMPLATE UPLOAD REQUIREMENTS

- Files must be in .csv file format
- The name of the file must be 'MVR File' (it cannot include the name or month or any other details in the file name)
- The contents must be formatted as per the sample below
- The file cannot contain any formulas or any additional information, including the total
- The file cannot contain any symbols (\$, %) or comma thousand separators (,) in the litres column
- Any suppliers that have a nil supply for the month must be removed
- Shareholder information must be included for each supplier, no percentage character should be used. It should be a whole number
- Only 500 entries can be uploaded at any one time. If there are more than 500 entries, two reports will need to be uploaded for the same month and year
- The file cannot have borders or additional formatting

Licence Number	Supplier Number	Supplier Name	Supplier Address	Total Litres	\$	Share Farmer Information
1234567	M12-85	A and E Smith	42 Range Road, GARFIELD VIC 3814	125000	20.48	100
2345678	852	P Jones	86 Cook Road, LONGWARRY VIC 3816	42000	6.88	60
2345678	852B	K Jones	86 Cook Road, LONGWARRY VIC 3816	30000	4.91	40
<i>Licence number, no spaces</i>	<i>Letters, numbers and special characters allowable</i>	<i>Name of person supplying</i>	<i>Supplier address should be the pick-up address</i>	<i>Total litres, no special characters. Numbers to two decimal places allowed.</i>	<i>Dollar amount, no dollar symbol</i>	<i>Share farmer information, no percentage sign. Full amount must have 100 recorded, sharefarmer amounts must total 100</i>

Please contact DFSV if you have any questions.