



Llywodraeth Cymru
Welsh Government

Welsh Marine and Fisheries

Energy Efficiency and Mitigation of Climate Change

Contract Claim Form

How To Complete Guidance

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Information

This guide takes you through the steps to complete your Contract Claim Form, which can be used on various schemes.

The claim form will only be visible for contracts that have been approved and accepted via your RPW Online account.

Please refer to the relevant scheme guidance for information on scheme rules and eligibility.

The Contract Claim Form must be completed via RPW Online in order to claim for payments. Multiple claims can be submitted during the project window.

Supporting evidence, such as invoices, must be submitted for each Claim Item in order to submit your claim.

Please note: For any problems with RPW Online you should contact the Customer Contact Centre.

Rural Payments Wales Online – Login

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Sign in** button.

The screenshot shows the Government Gateway login interface. At the top left is the GOV.UK logo. Below it is a BETA notice: "BETA This is a new service – your feedback will help us to improve it". In the top right corner, there are language options: "English | Cymraeg". The main heading is "Sign in using Government Gateway". Below this, there are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is positioned below the password field. A link "Create sign in details" is located below the "Sign in" button.

If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online ‘Homepage’ will appear.

Rural Payments Wales Online – Home page

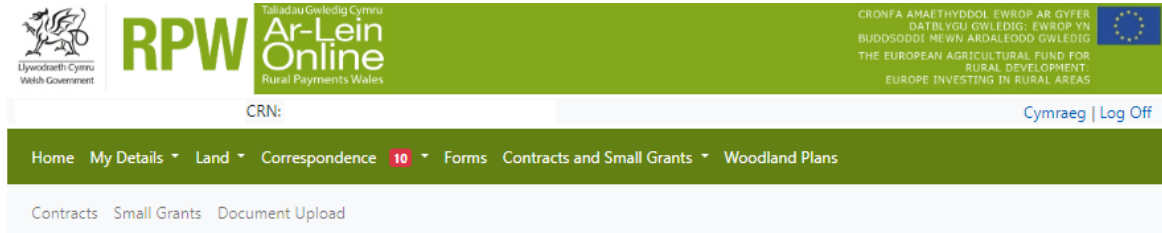
To access the claim form, click the Tab labelled ‘Contracts and Small Grants’ on the RPW Online home screen, as shown below.



To change the language at any time, click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Welsh Marine and Fisheries Energy Efficiency and Mitigation of Climate Change Contract Claim form is displayed in.

Contracts and Small Grants Page

The list of active contracts available for you to start or continue a Contract Claim form are listed on this page.



The header features the Welsh Government logo on the left, followed by the 'RPW Ar-Lein Online Rural Payments Wales' logo. To the right, there is a green banner with text in Welsh and English, and the European Union flag. Below the banner is a search bar for 'CRN:' and a 'Log Off' link. A navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a '10' notification), 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. A secondary menu below shows 'Contracts', 'Small Grants', and 'Document Upload'.

Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Welsh Marine and Fisheries Scheme	Energy Efficiency and mitigation of climate change		2.01	Active	View Start Claim

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Getting Started

Once you have read the Guidance Booklets, you can start your claim form by clicking on the Start Claim button.



CRN:

[Cymraeg](#) | [Log Off](#)

[Home](#) [My Details](#) [Land](#) [Correspondence](#) **10** [Forms](#) [Contracts and Small Grants](#) [Woodland Plans](#)

[Contracts](#) [Small Grants](#) [Document Upload](#)

Contracts

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Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Welsh Marine and Fisheries Scheme	Energy Efficiency and mitigation of climate change		2.01	Active	View Start Claim
	Guidance Documents	Contact Us	Copyright Statement	Accessibility Statement	

Continue Application

If you are mid way through or paused a claim and want to continue, please select Continue Claim from the Selection Page.



RPW

Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG: EWROF YN
BUDDSGODI MEWN ARDALEDDO GWLEDIG
THE EUROPEAN AGRICULTURAL FUND FOR
RURAL DEVELOPMENT
EUROPE INVESTING IN RURAL AREAS



CRN:

Cymraeg | Log Off

Home My Details Land Correspondence **10** Forms Contracts and Small Grants Woodland Plans

Contracts Small Grants Document Upload

Contracts

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Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Welsh Marine and Fisheries Scheme	Energy Efficiency and mitigation of climate change		2.01	Active	View Continue Claim Delete Claim

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Delete Claim

To delete a claim form, click the Delete Claim button.



RPW

Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG: EWROF YN
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CRN:

Cymraeg | Log Off

Home My Details Land Correspondence **10** Forms Contracts and Small Grants Woodland Plans

Contracts Small Grants Document Upload

Contracts

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Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Welsh Marine and Fisheries Scheme	Energy Efficiency and mitigation of climate change		2.01	Active	View Continue Claim Delete Claim

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Introduction Page

This is the introduction page which provides information about the Welsh Marine and Fisheries Energy Efficiency and Mitigation of Climate Change Contract Claim form.

Contract Reference	Type of Contract	Form Reference
	Welsh Marine and Fisheries Scheme	

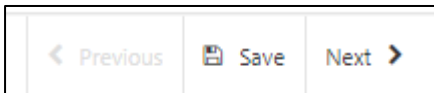
Please note the following key messages before progressing with your claim for grant:

- You can use this on-line facility to claim the grant included in your contract.
- You can only use this form to make a grant claim for the contract shown above. If additional grant claims are required, start a separate claim form for each contract. You do not need to submit this claim before starting a claim against another contract.
- You can only claim once the contract has been signed and quotes approved.
- You must submit all supporting documentation where required otherwise your claim will not be valid and cannot be progressed. Each claim must include at least one supporting document.
- Where appropriate, you must submit claims in line with the dates provided on your Delivery Profile.
- Where appropriate, you must take into account any Special Conditions when submitting your claim.
- For non-standard costs you must provide evidence that services / items have been paid for (e.g. bank statement) along with your claim.

For help with completing your grant claim, please read the **"How to Complete"** Guidance. Please see the Welsh Government website for information about the schemes:
<https://gov.wales/rural-grants-payments>

If you have any problems completing your grant claim you can contact the Customer Contact Centre using your RPW Online account or on 0300 062 5004 for further guidance.

Once you have read the information click on the Next button.



Privacy Notice

Next you will see the Privacy Notice. Ensure you read the information in this section, which states what the data provided is used for.

The information you provide will be used by the Welsh Government to process your application. They will also be the data controller for the personal data you provide. It is necessary for us to collect this information in order for us to process your application. The Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community. Failure to provide all the required information may result in us being unable to process your application.

As part of our processing of your application we may need to share the information you provide with the following parties:

- Fraud Prevention Agencies
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police

You have the right:

- to access the personal data that we are processing about you;
- to require us to rectify inaccuracies in that data;
- (in certain circumstances) to object to or restrict processing;
- (in certain circumstances) for your data to be 'erased';
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

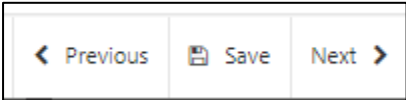
Data Protection Officer:
 Welsh Government
 Cathays Park
 CARDIFF
 CF10 3NQ
 Email: dataprotectionofficer@gov.wales

The contact details for the Information Commissioner's Office are:
 2nd Floor, Churchill House
 Churchill Way
 Cardiff
 CF10 2HQ
 Telephone: 0330 414 6421
 Website: <https://ico.org.uk/>

The Retention period for the data we hold will be in accordance with the Commission Implementing Regulation (EU) No 908/2014, 'Conservation of Accounting Information'.

Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.
<https://gov.wales/privacy-notice-welsh-government-grants>

Once you have read the information click on the Next button.



Claim Items

Eligible claim items will be listed on the Claim Items tab. Eligible Claim Items will be shown on each row on the tab, detailing the ID, Name/Description, and the Available amount (£).

The screenshot shows the 'Claim Items' tab in a software application. On the left is a sidebar with navigation options: Introduction, Privacy Notice, Claim Items (selected), Simplified Cost Items, Project Report, Supporting Documents, and Submission. The main area contains a 'Help' section with instructions on how to use the page. Below the help is a search bar labeled 'Find Items'. A table lists claim items with the following data:

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	800.00	<input type="text"/>	<input type="text"/>	dd/mm/yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

At the bottom right of the table row, there is an 'Add Claim' button. The interface also includes navigation buttons at the top right and bottom right: Hide Help, Previous, Save, and Next.

To make a claim, choose the relevant row for the relevant Claim Item. You will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. Please ensure all supporting documentation submitted for the Claim Item is saved with Transaction ID included in the naming convention of the saved document.

Contract Claim Form

Claim Items

Help

This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
▼ E001	Consumables	800.00							
1	Consumables	600.00	A12345		dd/mm/yyyy				<input type="checkbox"/>

Hide Help Previous Save Next

In the Payee box, enter the name of the company on the invoice for the relevant Item.

Contract Claim Form

Claim Items

Help

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4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
▼ E001	Consumables	800.00							
1	Consumables	600.00	A123456	Mr Jones	dd/mm/yyyy				<input type="checkbox"/>

Hide Help Previous Save Next

For the Invoice Date, enter the date shown on the invoice for the relevant Item. Please note that the Invoice Date cannot be a date after the date of claim submission.

Contract Claim Form

Claim Items

Hide Help Previous Save Next

Help

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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	600.00	A123456	Mr Jones	01/10/2023				<input type="checkbox"/>

Print Cymraeg Add Claim

Hide Help Previous Save Next

In the Net Invoice Cost box, enter the Net amount as shown on the Item invoice. If the invoice includes costs not pertaining to the Item cost these should not be deducted, the Item amount can be entered in the Eligible Net Cost box.

Contract Claim Form

Claim Items

Hide Help Previous Save Next

Help

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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	200.00	A123456	Mr Jones	01/10/2023	400.00	400.00		<input type="checkbox"/>

Print Cymraeg Add Claim

Hide Help Previous Save Next

If you are eligible to claim VAT, the VAT box will display on the claim form. Please enter the VAT for the eligible Item in order to claim. The amount you enter of eligible VAT cannot exceed 20% of the eligible net cost. If you do exceed the Eligible VAT you will have to provide details of the VAT difference and overspend.

Contract Claim Form

Claim Items

Help

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2. If you need to make multiple claims against the same item id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

ID	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	120.00	A123456	Mr Jones	01/10/2023	400.00	400.00	80.00	<input type="checkbox"/>

Hide Help Previous Save Next

Once you have submitted all claims for an Item you can select the Item Complete box. If you are claiming in full on one line you must tick the Item Complete? Box to remove the overspend error message. If you intend to submit further claims for an Item on separate claims, leave the box blank.

Contract Claim Form

Claim Items

Help

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Find Items

ID	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	500.00	500.00	100.00	<input type="checkbox"/>

Reason for Overspend

Hide Help Previous Save Next

Contract Claim Form

Claim Items

Help

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Find Items

ID	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	500.00	500.00	100.00	<input checked="" type="checkbox"/>

Hide Help Previous Save Next

If you need to add an additional row to a Claim Item, you can click the Add Claim button. This can be selected as many times as required.

Contract Claim Form

Claim Items

Help

This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
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Find Items

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EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	400.00	400.00	80.00	<input type="checkbox"/>
			A234567	Mr Simpson	08/10/2023	100.00	100.00	20.00	<input type="checkbox"/>

+ Add Claim

Delete Claim

If you wish to remove the additional row, you can click the Delete Claim button.

The Available (£) figure will reduce to take into account the expenditure figure entered.

Contract Claim Form

Claim Items

Help

This page is for claiming against all items except Simplified Cost items.

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2. If you need to make multiple claims against the same item id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	100.00	A123456	Mr Jones	01/10/2023	400.00	400.00	80.00	<input type="checkbox"/>

+ Add Claim

If the Claimed Expenditure figure is 10% greater than the Available (£) amount (based on delivery profile previously provided) you must provide an explanation for the overspend.

Contract Claim Form

Claim Items

Help

This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same item id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	-200.00	A123456	Mr Jones	01/10/2023	800.00	800.00		<input type="checkbox"/>

Reason for Overspend

If the Claimed Expenditure figure is 10% less than the Available (£) amount (based on delivery profile previously provided), and you have ticked the Item Complete box you must provide an explanation for the underspend.

There are basic data integrity checks and mandatory fields built into this form, any errors or information messages will appear once you either click ‘Save’ or ‘Next’ on each page.

Once you have corrected any errors and answered all of the questions on each page click on the Next button.

Claim Item - Examples

Please see example scenarios below for entering the Claim Item costs:

Full Amount Claimed

If you are submitting a claim for the full amount of funding available and the Net Invoice Cost is the same as the Eligible Net Cost, enter the figures in the relevant boxes as shown in the example below:

Claim Items

Help
This page is for claiming against all items except Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	500.00	500.00	100.00	<input type="checkbox"/>

Reason for Overspend

The Available amount will reduce when you enter a value into the Eligible Net Cost box. As you have entered the full amount, the Available amount has reduced to 0.00. You will also see that the “Reason for Overspend” box will appear when the available amount reduces to zero. This is because the Item Complete button has not been selected. If you do not wish to make any further claims on an Item, you must select the Item Complete button, as shown below:

Claim Items

Help
This page is for claiming against all items except Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	500.00	500.00	100.00	<input checked="" type="checkbox"/>

Add Claim

Once the Item Complete button has been selected and the claim submitted, you will not be able to submit any further claims for this Item.

Partial Item Claim

If you are submitting a claim for an Item, but not for the full amount, you can enter the details as follows:

Claim Items

Help
This page is for claiming against all items except Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	300.00	A123456	Mr Jones	01/10/2023	200.00	200.00	40.00	<input type="checkbox"/>

Add Claim

The Available amount will reduce to show the value remaining for that Item. You may then claim the remaining amount on another claim.

Contract Claim Form

Claim Items

Help

This page is for claiming against all items except Simplified Cost items.

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2. If you need to make multiple claims against the same item id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	200.00	200.00	40.00	<input checked="" type="checkbox"/>
			A234567	Mr Smith	08/10/2023	300.00	300.00	60.00	<input type="checkbox"/>

+ Add Claim

Delete Claim

Invoice Cost Higher than Item Cost – Full Amount Claimed

If the Net Invoice Cost is higher than the Eligible Net Cost, a dialog box will appear, and comments must be added in order to complete your claim.

Contract Claim Form

Claim Items

Help

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1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same item id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	600.00	300.00	100.00	<input type="checkbox"/>

Reason for Net Invoice Difference

Additional item listed on the invoice.

Reason for Overspend

+ Add Claim

In the Reason for Net Invoice Difference box, enter comments as to why the invoice cost is higher than the Item cost. The example above states that there was an additional item listed on the invoice. As the full amount has been claimed, you will again see the Reason for Overspend box. This will remain until the Item Complete box has been selected.

Invoice Cost Higher than Item Cost – Partial Amount Claimed

If the Net Invoice Cost is higher than the Eligible Net Cost on a partial claim for an Item, the Reason for Net Invoice Difference box will appear. Comments must be entered in the Reason for Net Invoice Difference box in order to complete your claim.

Contract Claim Form

Claim Items

Help

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1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same item id, click the 'Add Claim' button.
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4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	360.00	A123456	Mr Jones	01/10/2023	400.00	200.00	40.00	<input type="checkbox"/>

Reason for Net Invoice Difference

Additional item listed on the invoice.

+ Add Claim

As only a partial claim has been submitted, the Reason for Overspend box will not appear, and you will be able to submit a further claim for the remaining Available amount.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next

Help
This page is for claiming against all items except Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	400.00	200.00	40.00	<input checked="" type="checkbox"/>
Reason for Net Invoice Difference: Additional item listed on the invoice.									
			A234567	Mr Smith	07/10/2023	300.00	300.00	60.00	<input type="checkbox"/>

More than One Invoice for an Item

If an Item has more than one invoice, you can select the Add Claim button to add an additional row for the relevant Item.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next

Help
This page is for claiming against all items except Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	400.00	400.00	80.00	<input type="checkbox"/>
			A234567	Smith & Co	08/10/2023	100.00	100.00	20.00	<input type="checkbox"/>

Once you have selected the Add Claim button, a new row will be available to add details for the additional invoice. You can add as many rows as required for the Item. To delete a row, select the Delete Claim button. If you have added all the required invoices and the total eligible value has been claimed, select the Item Complete button.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next

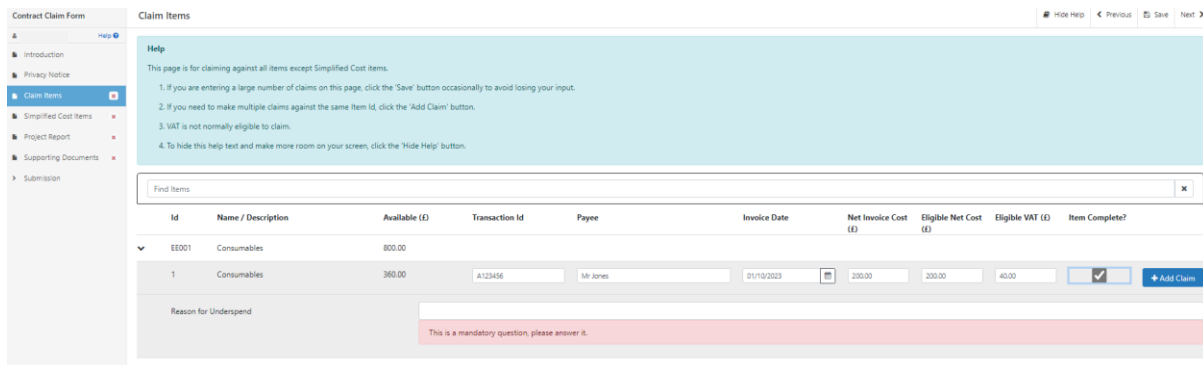
Help
This page is for claiming against all items except Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
EE001	Consumables	800.00							
1	Consumables	0.00	A123456	Mr Jones	01/10/2023	400.00	400.00	80.00	<input checked="" type="checkbox"/>
			A234567	Smith & Co	08/10/2023	100.00	100.00	20.00	<input type="checkbox"/>

Partial Cost Claimed – Item Complete

If the total Item cost is less than expected, you can submit a claim for the reduced amount and select the Item Complete box to confirm that no further claims will be made for this Item.

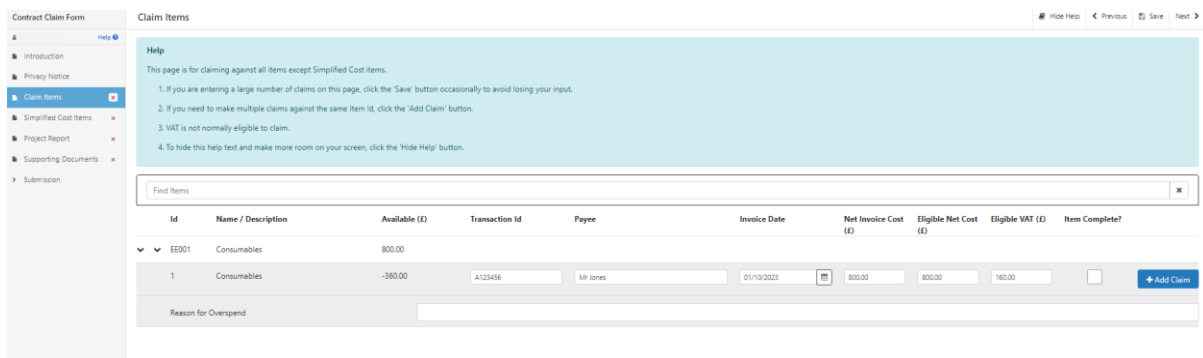


The screenshot shows the 'Claim Items' section of the 'Contract Claim Form'. A table lists claim items with columns for Id, Name / Description, Available (£), Transaction Id, Payee, Invoice Date, Net Invoice Cost (£), Eligible Net Cost (£), Eligible VAT (£), and Item Complete?. The first item, 'Consumables', has an available amount of 800.00 and a net invoice cost of 200.00. The 'Item Complete?' checkbox is checked. Below the table, a 'Reason for Underspend' dialog box is open, with a red error message: 'This is a mandatory question, please answer it.'

Once you select the Item Complete box, the Reason for Underspend dialog box will appear. Comments must be entered into this box to explain the reason for underspend.

Overspend on Claim Item

If the total Item cost exceeds the available amount the Reason for Overspend box will appear:



The screenshot shows the 'Claim Items' section of the 'Contract Claim Form'. The table shows the 'Consumables' item with an available amount of 800.00 and a net invoice cost of 800.00, resulting in an 'Available' amount of -360.00. The 'Item Complete?' checkbox is unchecked. The 'Reason for Overspend' dialog box is open, with a red error message: 'This is a mandatory question, please answer it.'

If an overspend has been entered the amount available will decrease and display as a minus figure. Funding can be reallocated if requested and can be entered in the Reason for Overspend box. Comments must also be entered into this box to explain the reason for the overspend. This will then be assessed during claim validation.

Sub-Items

Schemes which require procurement to take place after project approval will display differently on the Contract Claim Form. Claim Items will become available after the eligible items have been approved and will show on the Claim Form as Sub-Items.

Sub-Items can contain multiple lines under the same Item row. This will be dependent on whether there are multiple quotes required for different aspects of an Item. For example, if an Item is listed for IT, multiple rows of Sub-Items can be added for Laptops and Hardware purchases.

Sub-Items can be completed with the same method as Claim Items. Please see the Claim Items section above.

Important notes

- Sub-Items will not appear for schemes where quotes are provided prior to project approval.
- For schemes where quotes are provided after approval, the Claim Items tab will not populate until an Item has been approved.

Miscellaneous Items

Miscellaneous Items If an Item is under £500 or will have multiple payments under £500, these will appear on the Claim Items tab as Miscellaneous Items. You will be able to input multiple claims lower than the value of £500.

Miscellaneous Items can be completed as shown above for the Claim Items, but you will also need to add a Name/Description of the Item in the dialog box provided.

Simplified Cost Items

Projects that have selected Simplified Cost Items will see the Job Roles listed on the Simplified Cost Items screen.

The screenshot shows the 'Simplified Cost Items' interface. On the left is a navigation menu with 'Simplified Cost Items' selected. The main area contains a help box, a search bar, and a table. The table has the following columns: Job Title, Start Date, End Date, Available Hours, Rate (£), Transaction Id, Claimed Hours, Date From, Date To, Eligible Expenditure (£), and Job Role Complete?. A single row is visible with the following data: Job Title: Project Management Professionals, Start Date: 04/06/2023, End Date: 07/09/2023, Available Hours: 26.00, Rate (£): 37.76, Transaction Id: (empty), Claimed Hours: (empty), Date From: dd/mm/yyyy, Date To: dd/mm/yyyy, Eligible Expenditure (£): (empty), Job Role Complete?: . An 'Add Claim' button is at the end of the row.

Eligible Job Roles will be displayed on this page listing the Job Title, Start and End Dates, the Available Hours, and the Rate (£) per hour. To make a claim for a Simplified Cost Item you will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. Please ensure all supporting documentation submitted for the Simplified Cost Item is saved with Transaction ID included in the naming convention of the saved document.

This screenshot is identical to the previous one, but the 'Transaction Id' field in the table row is now filled with the text 'A1234'.

In the Claimed Hours box, enter the number of hours you will be submitting a claim for.

This screenshot is identical to the previous one, but the 'Claimed Hours' field in the table row is now filled with the text '10.0'. The 'Available Hours' value in the same row has changed to 16.00.

The number of Available Hours will reduce once an amount is entered in the Claimed Hours box.

You will then need to enter the Start and End Dates for the Claimed Hours in the Date From and Date To boxes. Please note that the dates used can only be within the lifetime of the contract and you will not be able to input dates that are after the date of claim form submission.

The screenshot shows the 'Simplified Cost Items' section of a 'Contract Claim Form'. A help box is visible at the top. Below it is a search bar labeled 'Find Items'. A table lists the following data:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	16.00	37.76	A12345	10.00	01/08/2023	23/10/2023	377.60	<input type="checkbox"/>

An '+ Add Claim' button is located at the bottom right of the table.

If there are no further claims to submit for a Job Role, select the Job Role Complete box to confirm that no further claims will be submitted.

This screenshot is identical to the previous one, but the 'Job Role Complete?' checkbox for the 'Project Management Professionals' row is now checked.

If additional claims are to be submitted for a Job Role, for example for different date ranges, you can select the Add Claim button to add an additional row.

This screenshot shows two rows in the table. The second row has a 'Delete Claim' button next to it.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	0.00	37.76	A12345	10.00	01/08/2023	23/10/2023	377.60	<input checked="" type="checkbox"/>
					A23456	16.00	01/10/2023	23/10/2023	604.16	<input type="checkbox"/>

A 'Delete Claim' button is located at the bottom right of the second row.

If you wish to remove the Job Role, you can select the Delete Claim button.

If there are a number of Job Roles listed, you may use the Find Items bar to search for a specific Job Role.

This screenshot shows the 'Find Items' search bar at the top. Below it is a table with one row of data:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	26.00	37.76			dd/mm/yyyy	dd/mm/yyyy	0.00	<input type="checkbox"/>

An '+ Add Claim' button is located at the bottom right of the table.

Simplified Cost Items - Examples

Please see example scenarios below for entering the Simplified Cost Items:

All Hours Claimed

If you are submitting a claim for all Available Hours for a Job Role, you will need to enter the number of hours in the Claimed Hours box and select the required dates in the Date From and Date To boxes. You will also need to select the Job Role Complete box if no further claims are to be made for the Job Role.

The screenshot shows the 'Simplified Cost Items' form. A help box at the top provides instructions: 1. Save frequently; 2. Use 'Add Claim' for multiple claims; 3. Hide help text. Below is a search bar for 'Find Items'. A table lists the claim details:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	0.00	37.76	A12345	26.00	01/06/2023	30/09/2023	981.76	<input checked="" type="checkbox"/>

An 'Add Claim' button is visible at the end of the row.

You will see the Available Hours will reduce to 0.00 once all available hours have been claimed.

Partial Claim

If you are submitting a claim for a Job Role, but not for the full Available Hours, you can enter the details as follows:

The screenshot shows the 'Simplified Cost Items' form with the same help text and search bar. The table below shows a partial claim:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	16.00	37.76	A12345	10.00	01/06/2023	30/09/2023	377.60	<input type="checkbox"/>

An 'Add Claim' button is visible at the end of the row.

The amount of Available Hours will reduce, and you will be able to submit additional claims for the remaining hours on a subsequent claim form.

Partial Hours Claimed – Job Role Complete

If the total number of hours is less than expected, you can submit a claim for the reduced hours and select the Job Role Complete box to confirm that no further claims will be made for this Job Role.

Contract Claim Form | **Simplified Cost Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against Simplified Cost Items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	16.00	37.76	A12345	10.00	01/08/2023	30/09/2023	377.60	<input checked="" type="checkbox"/>

Reason not all Approved Hours claimed

Once you select the Job Role Complete box, the Reason not all Approved Hours claimed dialog box will appear. Comments must be entered into this box to explain the reason for underspend.

Exceeding Approved Hours

If the total number of hours exceeds the Available Hours, the Reason for exceeding Approved Hours box will appear:

Contract Claim Form | **Simplified Cost Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against Simplified Cost Items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals	04/06/2023	07/09/2023	-4.00	37.76	A12345	30.00	01/08/2023	30/09/2023	1,132.80	<input checked="" type="checkbox"/>

Reason for exceeding Approved Hours

Comments must be entered into this box to explain the reason for exceeding the Approved Hours. This will then be assessed during claim validation.

Project Report

You must indicate if you are submitting a final claim for the project or if you intend to submit further claims.

Contract Claim Form | **Project Report** | Hide Help | Previous | Save | Next

Help
1. Please enter an update of the progress of your project in the **Progress of Project** text box.
2. Please enter a brief update on progress made to date in the **Indicators and Outcomes** text box before attempting to submit your claim.

Is this the final claim for this contract? Yes No

Indicators and Outcomes
Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of carbon audits	2	1	<input type="text"/>	<input type="text"/>
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	2	2	<input type="text"/>	<input type="text"/>

If this claim is the final claim, select Yes.

Is this the final claim for this contract? ?

Yes No

If you will be submitting further claims, select No.

Is this the final claim for this contract? ?

Yes No

If this claim is not your final claim, you must provide an update of the current status of the project within the Progress of Project text box.

You can include reference to the following:

- Progress to date and work planned
- Community engagement or involvement undertaken
- Issues encountered and any risks identified that could affect meeting completion
- How issues/risks identified are being addressed.

Is this the final claim for this contract? ?

Yes No

Progress of Project

To be completed where this is not your final project claim. Please provide an update of the progress of your project. As appropriate, include reference to:

- Progress to date and work planned
- Community engagement or involvement undertaken
- Issues encountered and any risks identified that could affect meeting completion
- How issues/risks identified are being addressed

0 / 4000

Project Report - Indicators and Outcomes

For all claims, you must provide an update on how the project is currently meeting the Indicators and Outcomes selected for your project shown on the Project Report tab, even if you have completed the contract target.

The screenshot shows a web form titled "Project Report" with a sidebar menu on the left containing "Introduction", "Privacy Notice", "Claim Items", "Project Report" (selected), "Supporting Documents", and "Submission". The main content area has a "Help" box with instructions: "1. Please enter an update of the progress of your project in the Progress of Project text box." and "2. Please enter a brief update on progress made to date in the Indicators and Outcomes text box before attempting to submit your claim." Below this is a question "Is this the final claim for this contract?" with "Yes" selected and "No" unselected. The "Indicators and Outcomes" section asks for details on progress towards meeting project indicators and outcomes. It contains a table with columns: "Name / Description", "Contract Target", "Previous Achieved to Date", "Achieved to Date", and "Progress".

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of carbon audits	2	1	<input type="text"/>	<input type="text"/>
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	2	2	<input type="text"/>	<input type="text"/>

In each Achieved to Date box, enter a numeric figure according to progress against the contract target.

In each Progress box you must enter text, describing how you are progressing in meeting each agreed target.

Indicators and Outcomes

Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of carbon audits	2	1	<input type="text"/>	<input type="text"/>
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	2	2	<input type="text"/>	<input type="text"/>

Where no further progress has been made enter the current numeric figure.

Indicators and Outcomes

Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of carbon audits	2	1	<input type="text" value="1"/>	<input type="text"/>
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	2	2	<input type="text" value="2"/>	<input type="text"/>

Text describing the outcome must be entered in the Progress box for all agree Indicators and Outcomes even where no progress has been made.

Indicators and Outcomes

Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of carbon audits	2	1	<input type="text" value="1"/>	<input type="text" value="Audit outstanding."/>
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	2	2	<input type="text" value="2"/>	<input type="text" value="Achieved."/>

Where progress has increased, enter the numeric cumulative total.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date
Number of carbon audits	2	1	<input type="text" value="2"/>

Enter text in the Progress Box.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of carbon audits	2	1	<input type="text" value="2"/>	<input type="text" value="Achieved."/>

Enter figures and text for each indicator listed.

Each agreed target must include an entry.

If no progress has been made, the Achieved to Date box and the Progress text box must still be completed.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Anticipated level of energy efficiency saving measured in Kilowatt / Hour	1	0	0	<div style="width: 0%;"></div> 0/500

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Anticipated level of energy efficiency saving measured in Kilowatt / Hour	1	0	0	Not achieved to date. <div style="width: 0%;"></div> 22/500

Check all entries are correct, then save.

Once you have corrected any errors and answered all of the questions on each page click on the Next button.

< Previous
Save
Next >

Supporting Documents

You must provide atleast one supporting document for each Claim Item you have claimed for on the current claim form.

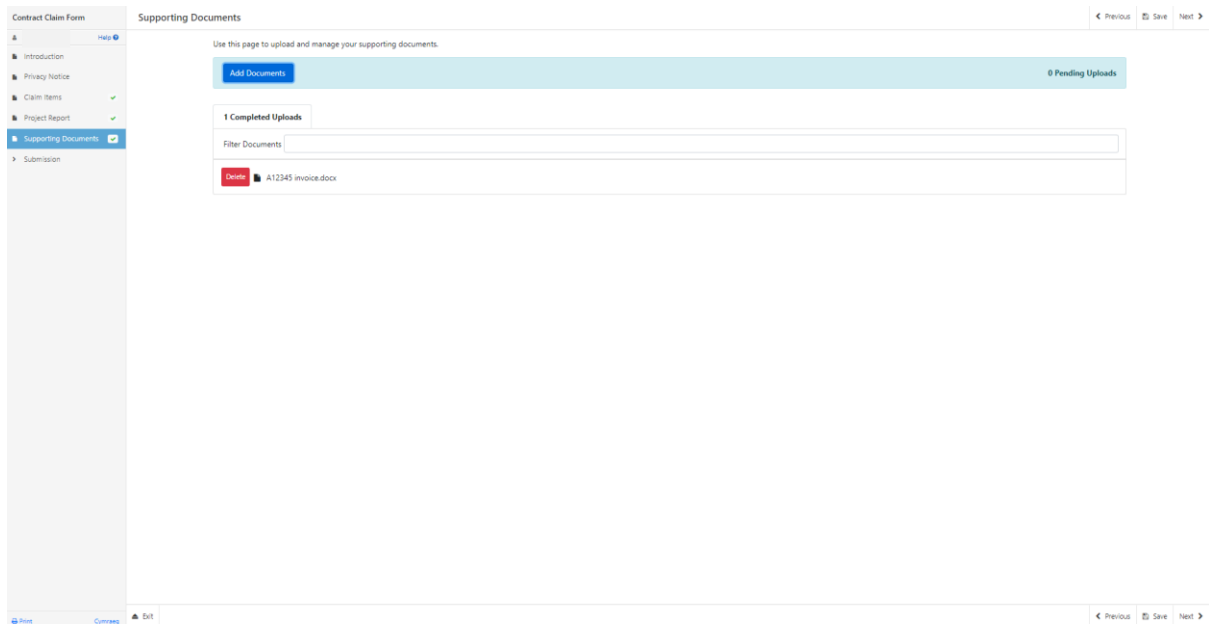
Each document submitted must include the Transaction ID in the naming convention of the saved documents for that Item/Job Role so the documents can be easily identified during claim validation.

To add a document in the Supporting Documents section, click the Add Documents button.

Select the relevant document from your saved documents folder and click Open. You can choose to upload more than one document at once.

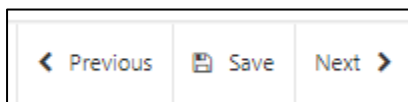
Once you have selected the document, the upload will show as pending while it is being loaded.

Once the document is loaded it will be displayed in the Completed Uploads table.



To remove the document, click the Delete button.

Click Next to proceed to the Submission screen.



Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your Contract Claim form.

Contract Claim Form Errors, Information & Summary

Important - Please review this summary. Please scroll down, if applicable.

There are errors present on your form. Please review and correct any errors.

Contract Reference: Welsh Marine and Fisheries Scheme

Id - Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)
E001 - Consumables	77,000.20					
1234 - consumables	27,000.20	A12345				

This is a mandatory question, please answer it.
This is a mandatory question, please answer it.
This is a mandatory question, please answer it.
This is a mandatory question, please answer it.

Simplified Cost Items: No claims made

Project Report

Is this the final claim for this contract? **No**

Progress of Project: Not achieved to date.

Indicators and Outcomes

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Anticipated level of energy efficiency saving measured in Kilowatt / Hour	1	0	0	Not achieved to date.
Number of energy efficiency studies	1	1	1	Achieved.
Number of feasibility studies	1	1	1	Achieved.
Number of carbon audits	1	1	1	Achieved.
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	1	1	1	Achieved.
Anticipated reduction in carbon (and other greenhouse gas) emissions in CO2 tonnes per annum	1	0	1	Achieved.

Pages with errors will display a red cross and you can return to the pages to make amendments by clicking here.

Once any errors have been corrected each section will have a green tick displayed.

Contract Claim Form Errors, Information & Summary

Important - Please review this summary. Please scroll down, if applicable.

No Errors or Information Messages identified.

Contract Reference: Welsh Marine and Fisheries Scheme

Type of Contract: Welsh Marine and Fisheries Scheme

Form Reference: 7769815

Claim Items: No claims made

Simplified Cost Items: No claims made

Project Report

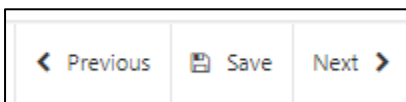
Is this the final claim for this contract? **No**

Progress of Project: Not achieved to date.

Indicators and Outcomes

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Anticipated level of energy efficiency saving measured in Kilowatt / Hour	1	0	0	Not achieved to date.
Number of energy efficiency studies	1	1	1	Achieved.
Number of feasibility studies	1	1	1	Achieved.
Number of carbon audits	1	1	1	Achieved.
Anticipated level of energy efficiency saving measured in litres of fuel / tonne of landed catch	1	1	1	Achieved.
Anticipated reduction in carbon (and other greenhouse gas) emissions in CO2 tonnes per annum	1	0	1	Achieved.

Click Next to proceed to the Declarations and Undertakings screen.



Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and tick the box to confirm you have read and agreed them.

Contract Claim Form

Declarations and Undertakings

← Previous Save Next >

Please tick the box to accept the declarations and undertakings.

I confirm that:

- I have given details that are true, accurate and complete to the best of my knowledge and belief on the application and any supporting documentation.
- All the expenditure declared has been defrayed (paid out) on eligible activities in relation to the operation.
- None of the expenditure declared has also been claimed or covered by other funding sources (double funding).

I confirm that I have read, understood and adhered to the relevant Scheme Guidance Notes and Technical guide to competitive tendering and public procurement, and permit the Welsh Government to use my information to support my application.

I will submit necessary documentary evidence, as specified in the Guidance, in support of the information provided.

I will notify the Welsh Government of any material changes to the information provided in this application or supporting documentation within 10 days of any such changes.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to inspect any, equipment, storage facilities and all records and information needed to establish my eligibility and the accuracy of the information provided.

I understand that:

The Welsh Government may need to share some information about my application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be managed and used by the Welsh Government in accordance with its obligations and duties under the Freedom of Information Act 2000, Data Protection Act 2018 and

I have read and agree to the above Declarations and Undertakings.

Print Cancel Exit

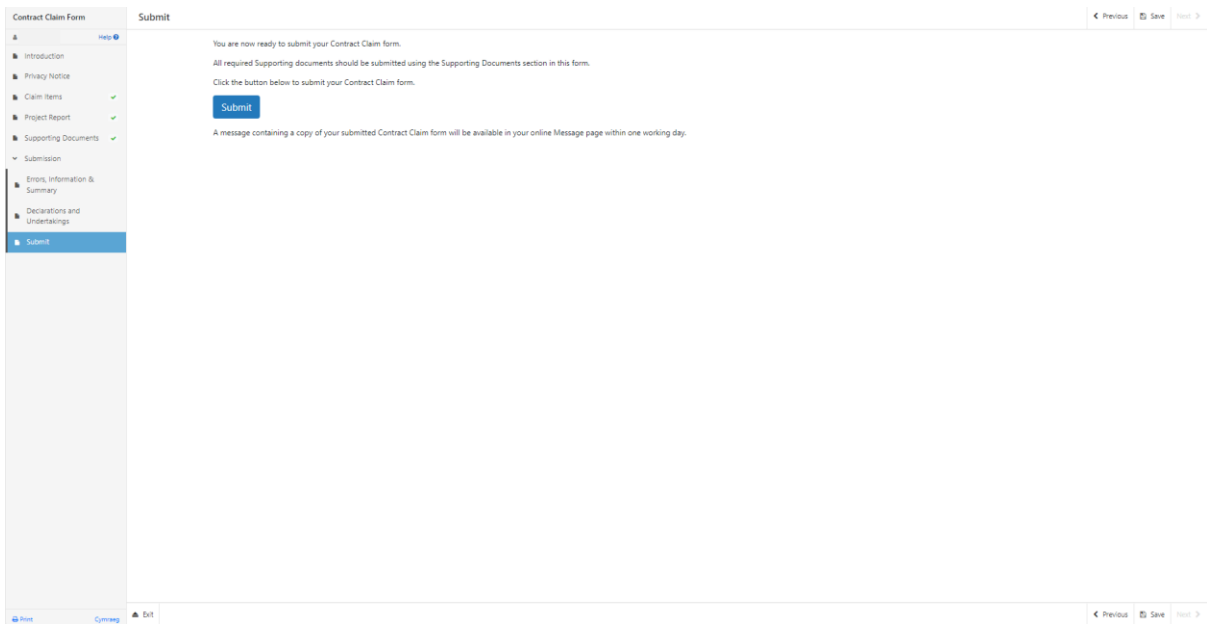
← Previous Save Next >

Click Next to proceed to the Submit screen.

< Previous Save Next >

Submission Page – Submit

To submit your Welsh Marine and Fisheries Energy Efficiency and Mitigation of Climate Change Contract Claim form click on the Submit button.



Once submitted, you will receive a confirmation which you can print for your own records.

Contract Claim Form Submission Confirmation

Contract Claim Form - Reference Number:

Your Contract Claim form was submitted for CRN:

A message confirming receipt of your Contract Claim has been sent and should be available in your online Messages page within one working day. This includes a copy of your Contract Claim form which has been submitted to the Welsh Government.

Please check the contents of your submitted claim and notify us of any changes required. Changes may be notified through RPW Online messaging or in writing.

Click the 'Print this Screen' Button to print a copy of this receipt.

[Print this Screen](#)

[Exit](#)

A summary of your completed Welsh Marine and Fisheries Energy Efficiency and Mitigation of Climate Change Contract Claim form will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

Additional Claims

If you did not select the Final Claim button when submitting your claim, you will be able to submit additional claims by returning to your RPW Online account and proceeding to the Contracts tab.

The relevant contract will again show the Start Claim button to allow you to submit an additional claim.

Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Welsh Marine and Fisheries Scheme	Energy Efficiency and mitigation of climate change		3.00	Active	View Start Claim

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