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.

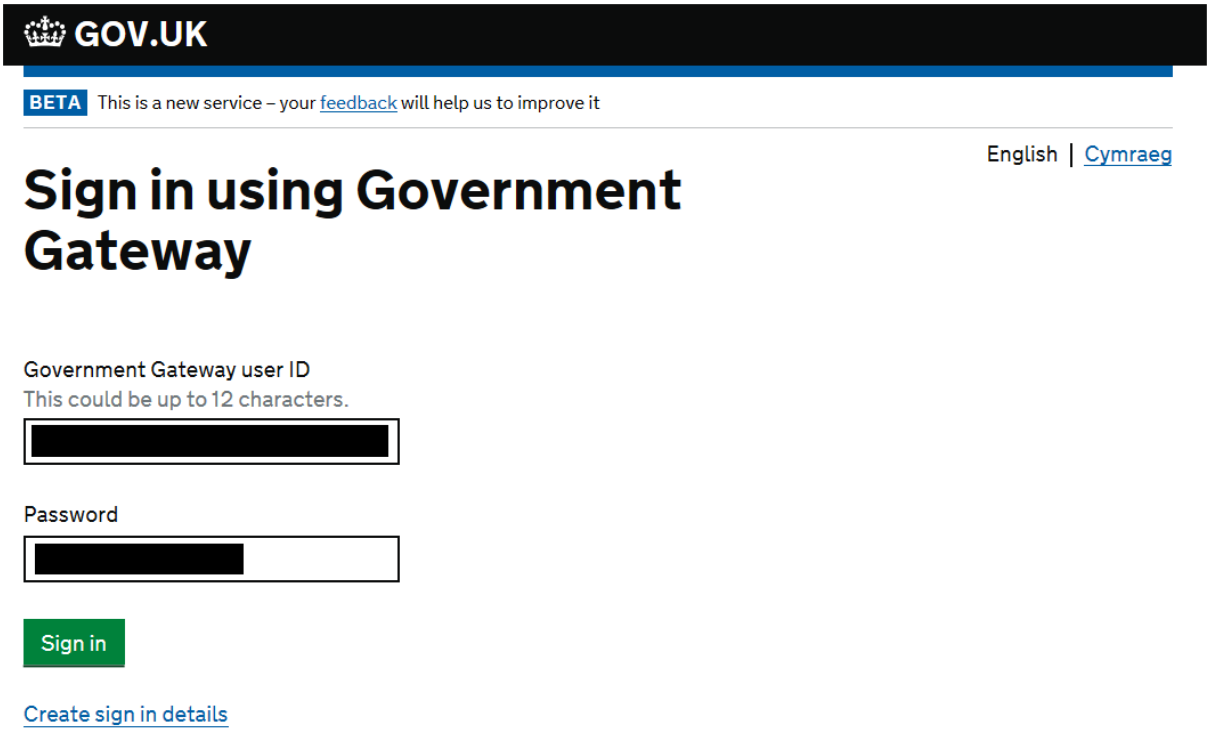
The Contract Claim Form must be completed via RPW Online in order to claim for payments. Multiple claims can be submitted during the project window.

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.



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.

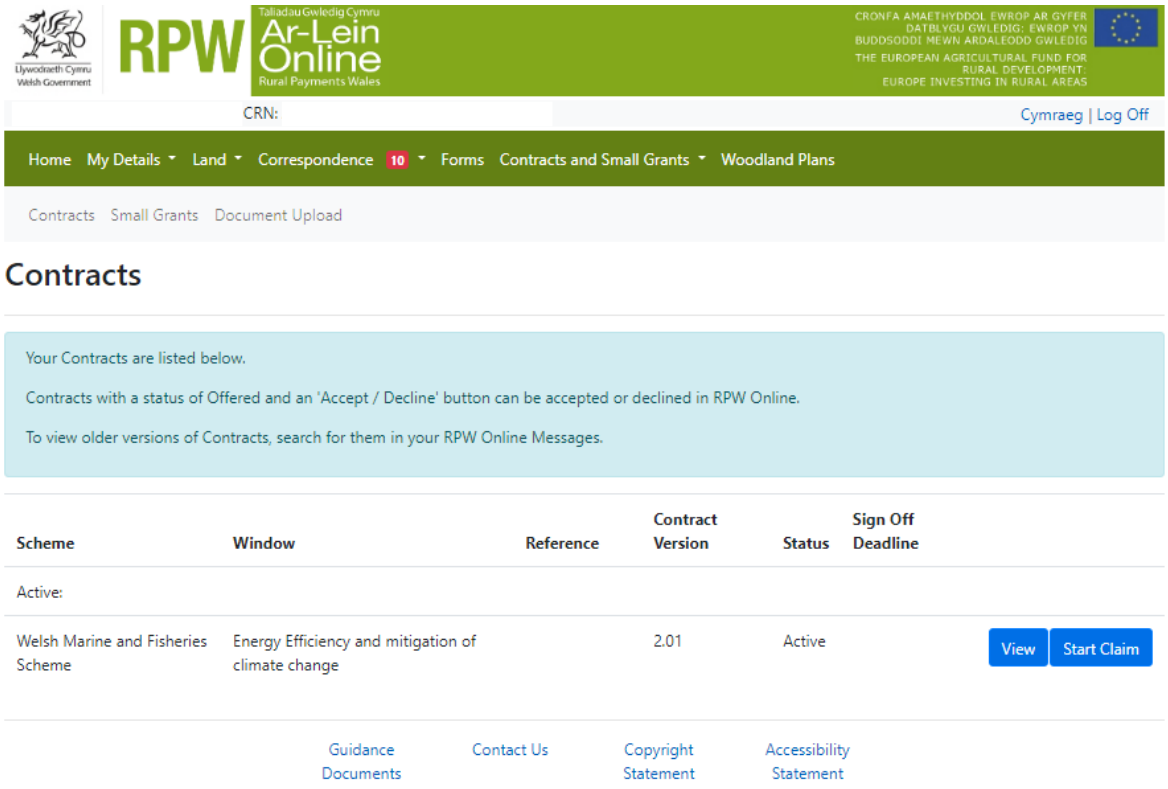
Rural Payments Wales Online – Home page

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.

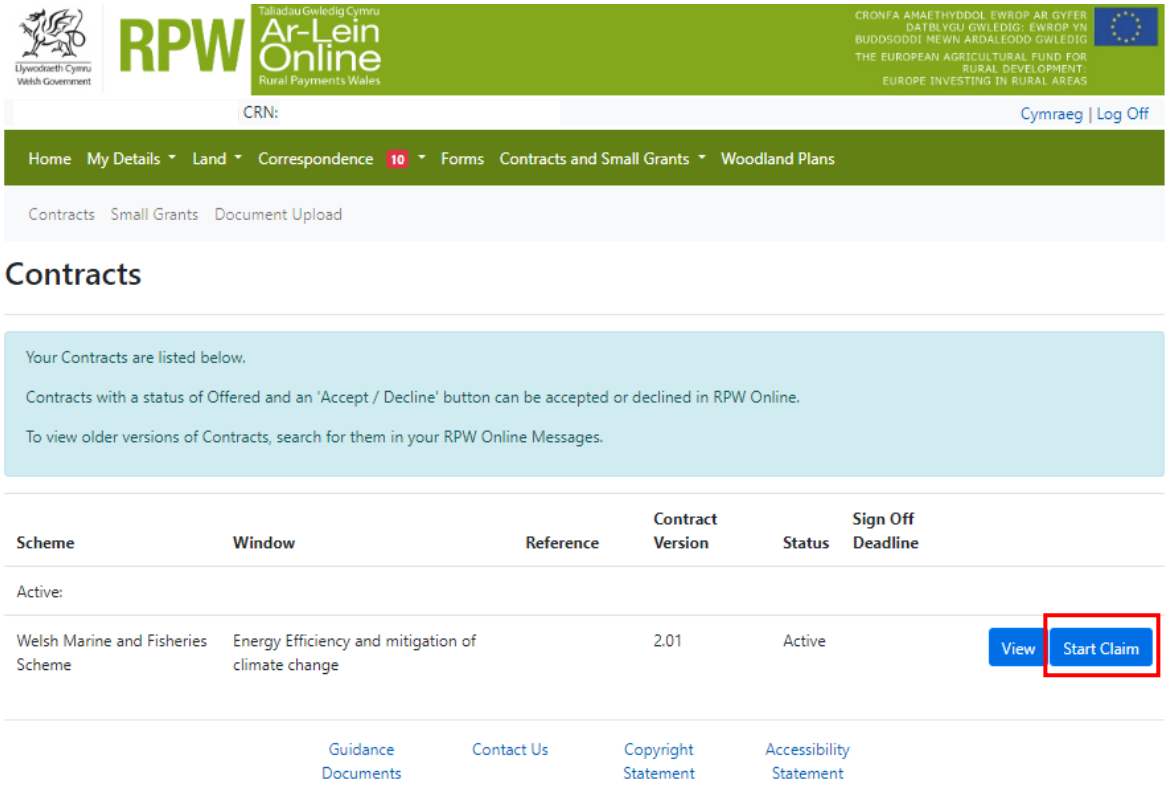
Contracts and Small Grants Page

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



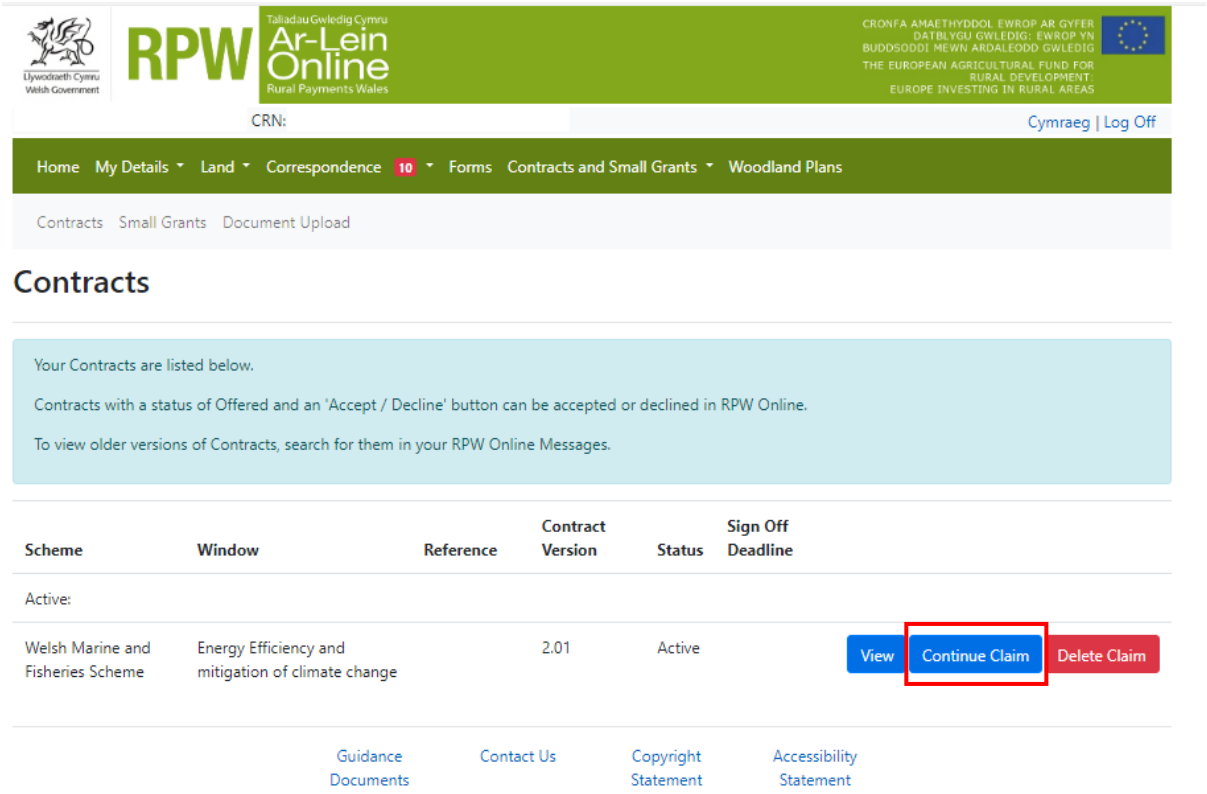
Getting Started

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



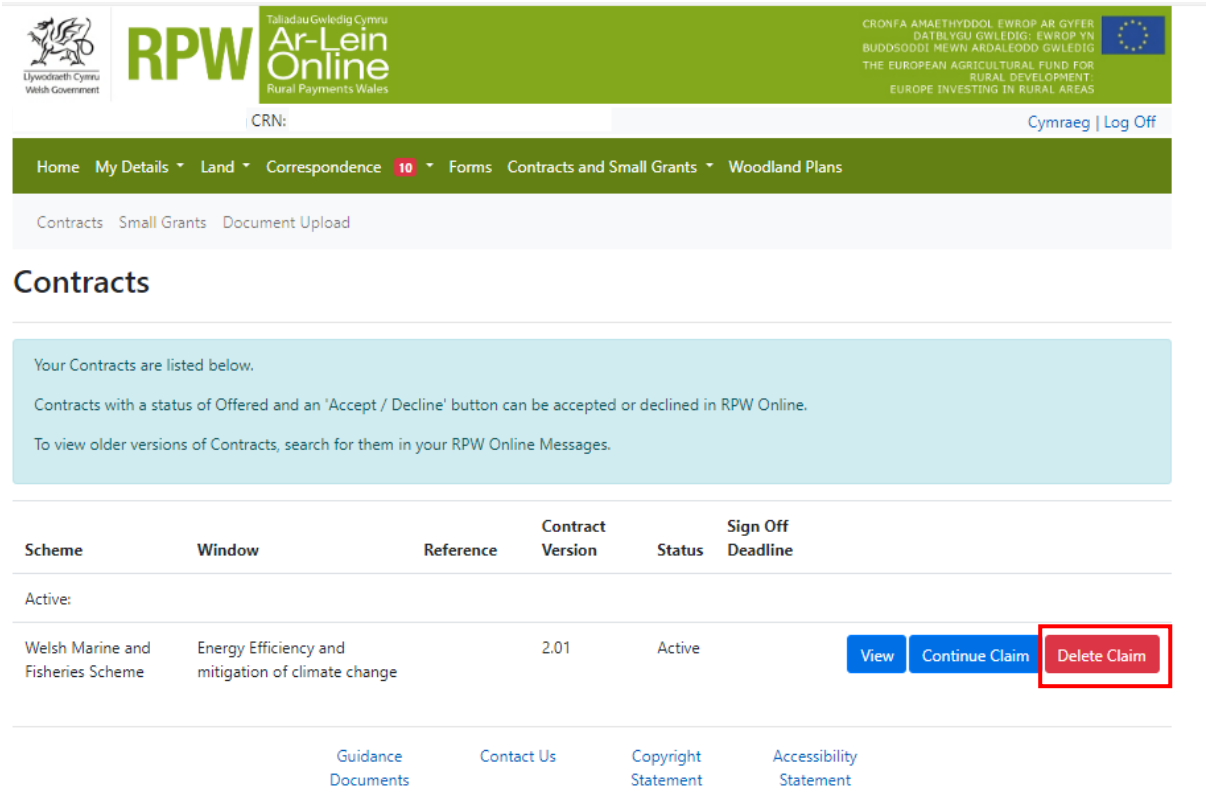
Continue Application

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



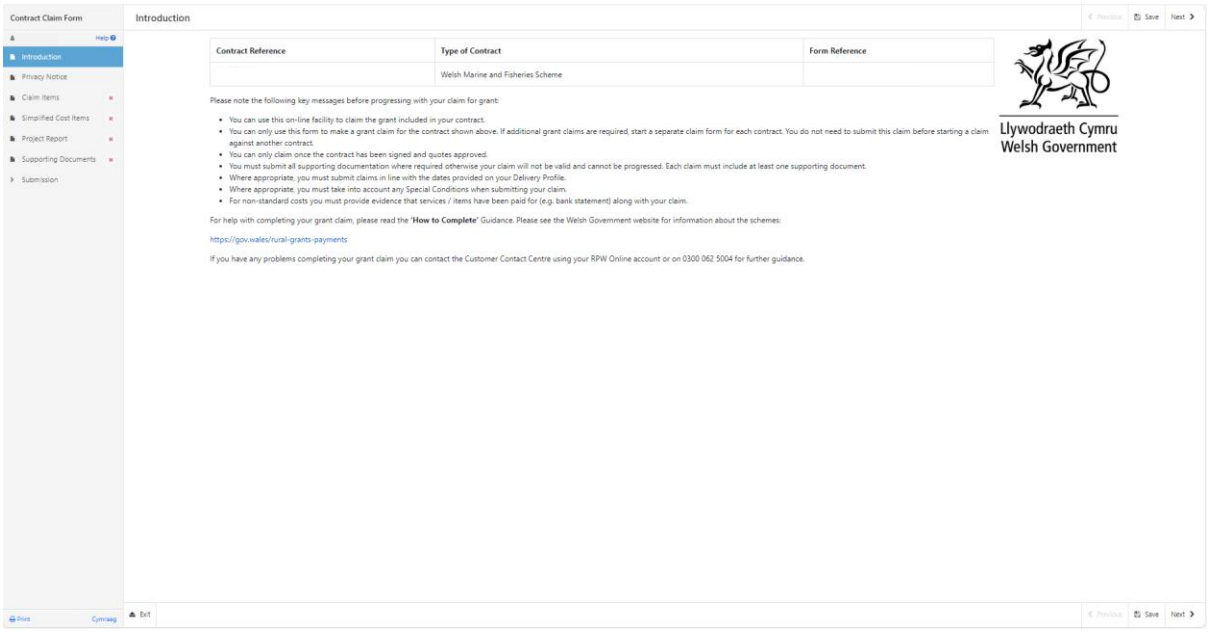
Delete Claim

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

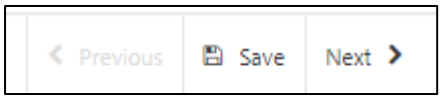


Introduction Page

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

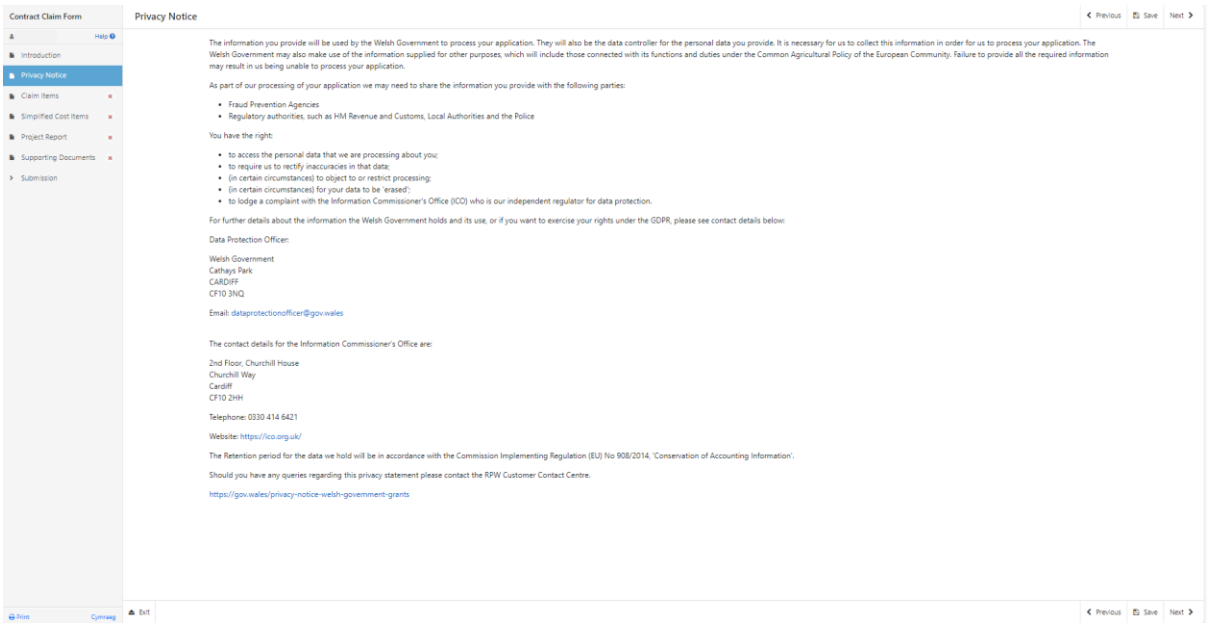


Once you have read the information click on the Next button.

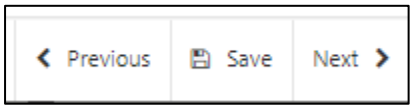


Privacy Notice

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

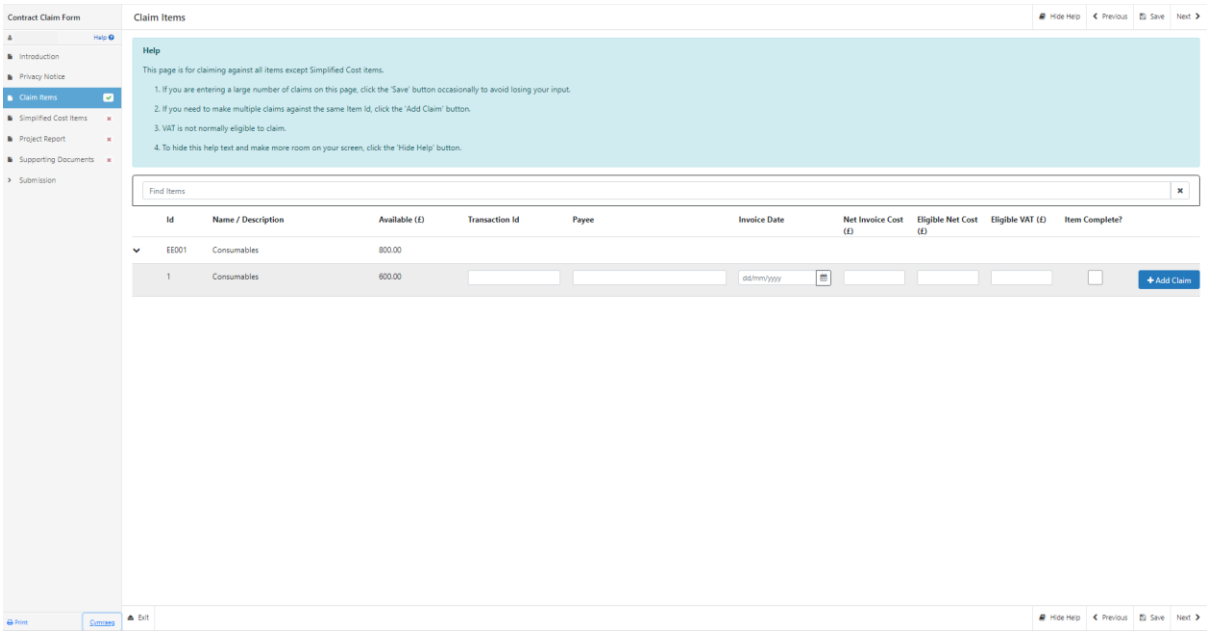


Once you have read the information click on the Next button.

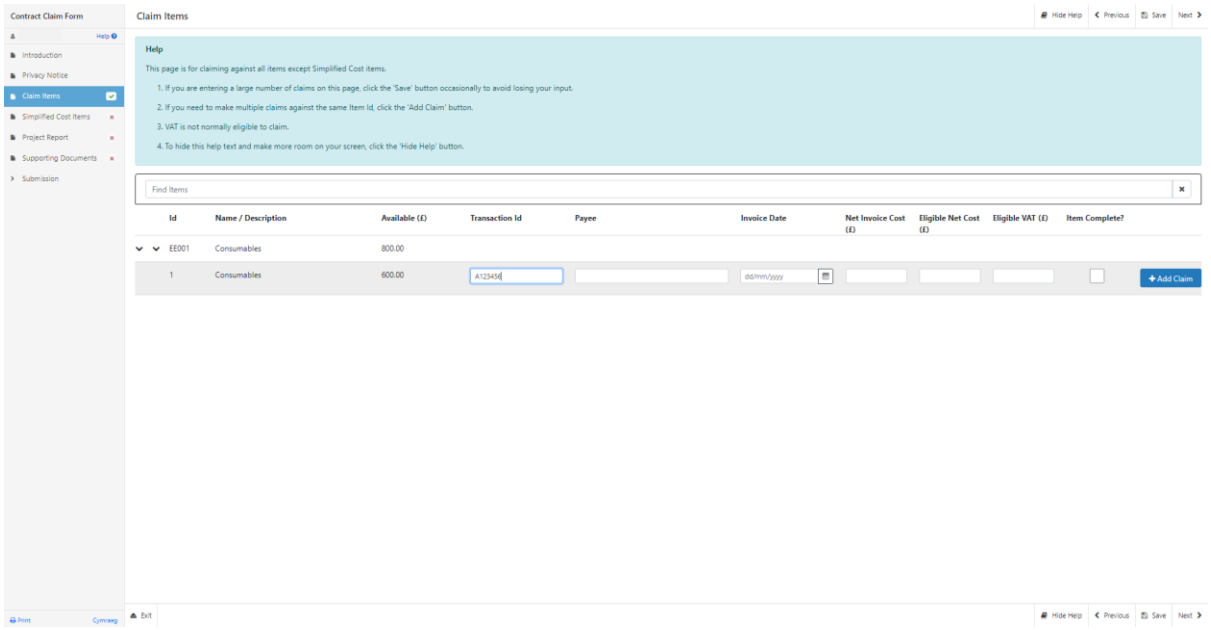


Claim Items

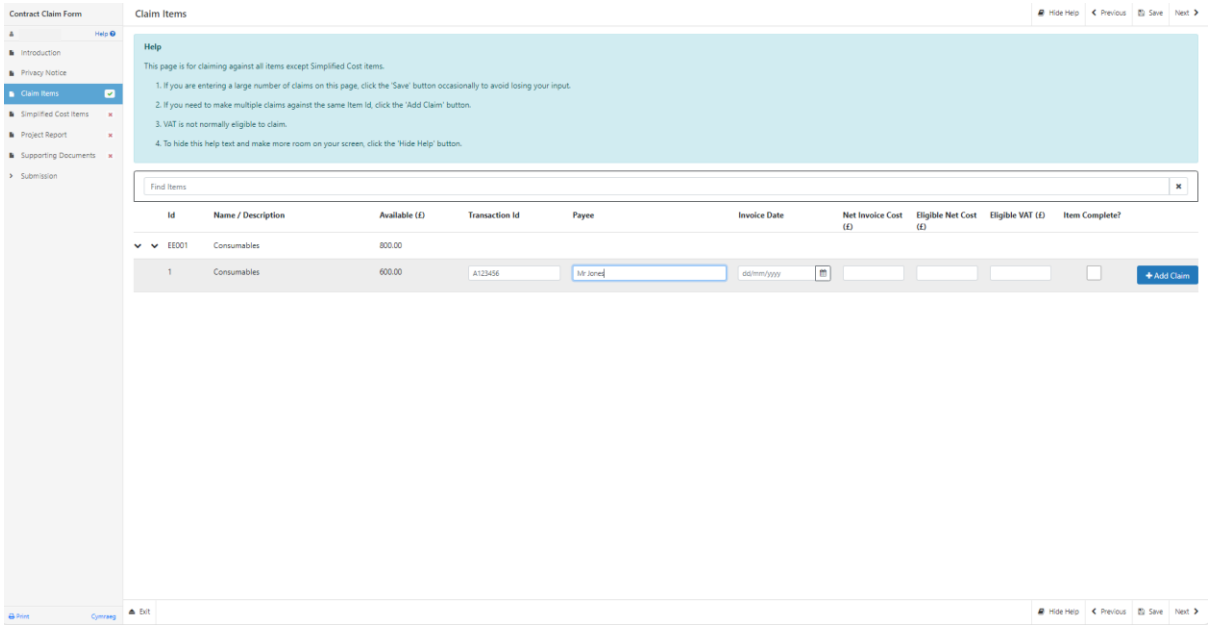
Eligible claim items will be listed on the Claim Items tab. Eligible Claim Items will be shown on each row on the tab, detailing the ID, Name/Description, and the Available amount (£).



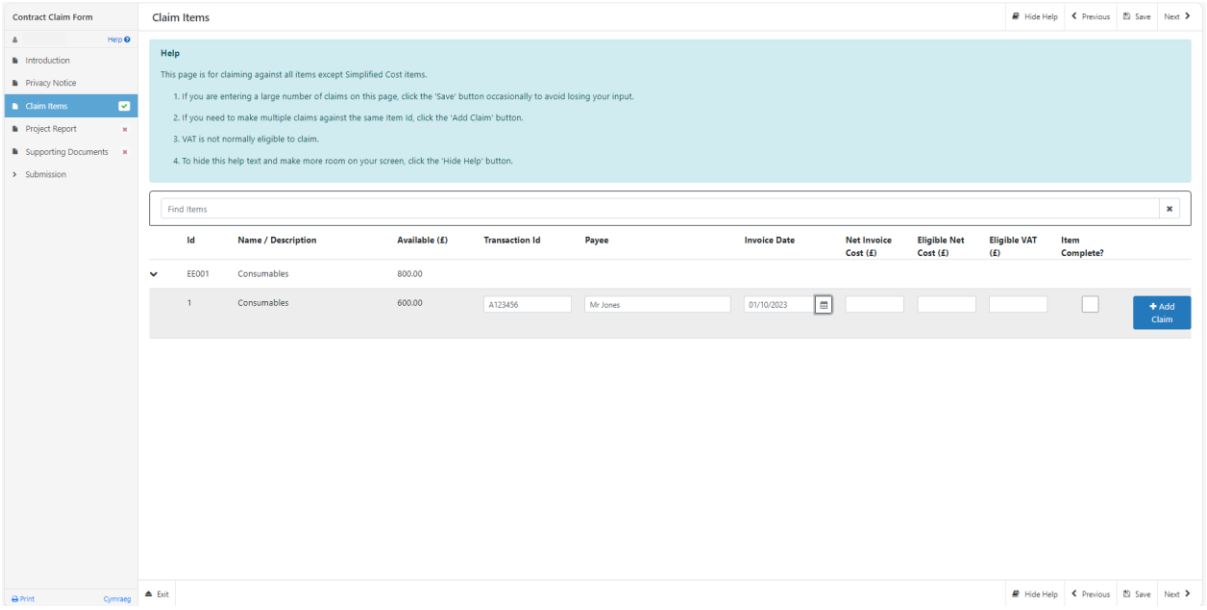
To make a claim, choose the relevant row for the relevant Claim Item. You will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. Please ensure all supporting documentation submitted for the Claim Item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



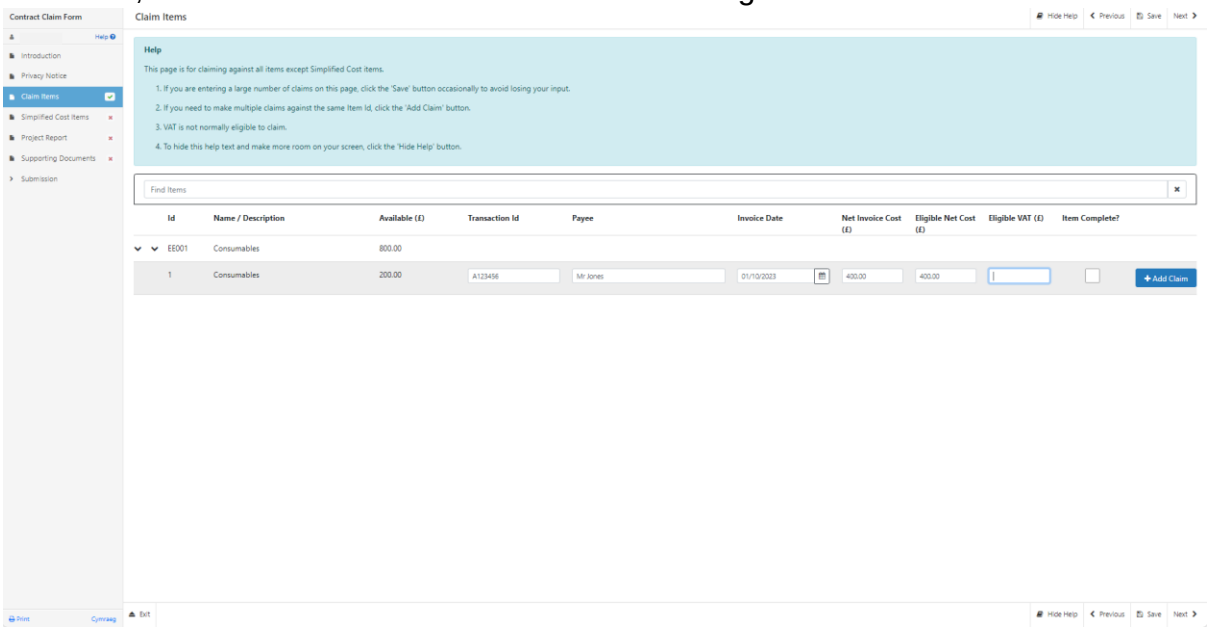
In the Payee box, enter the name of the company on the invoice for the relevant Item.



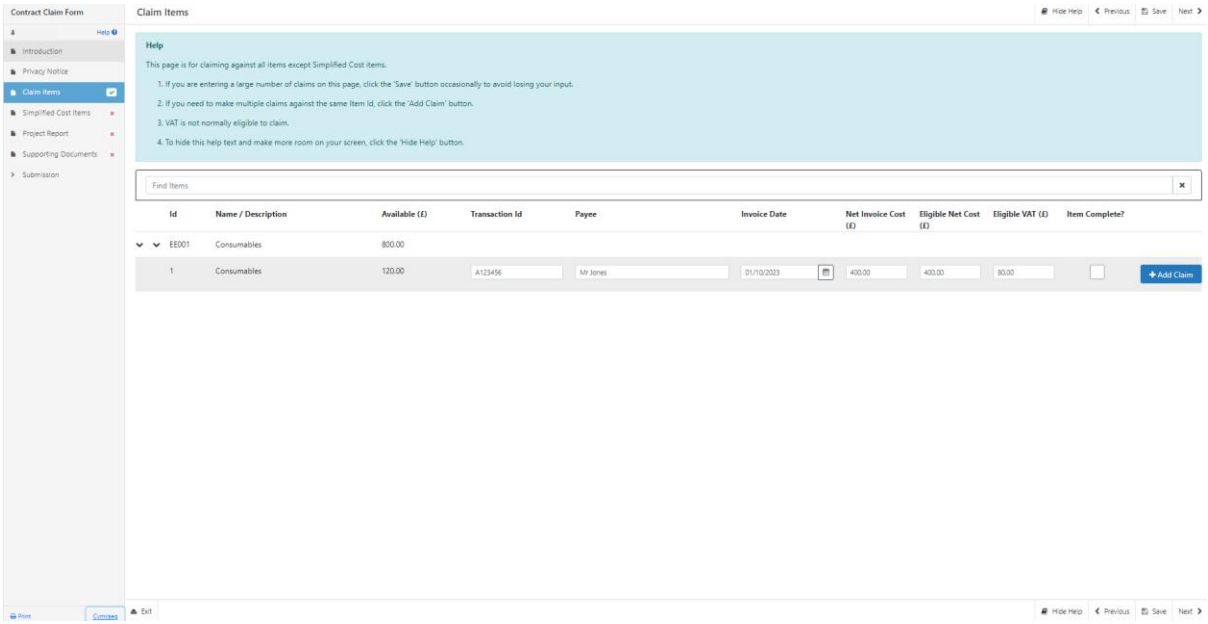
For the Invoice Date, enter the date shown on the invoice for the relevant Item. Please note that the Invoice Date cannot be a date after the date of claim submission.



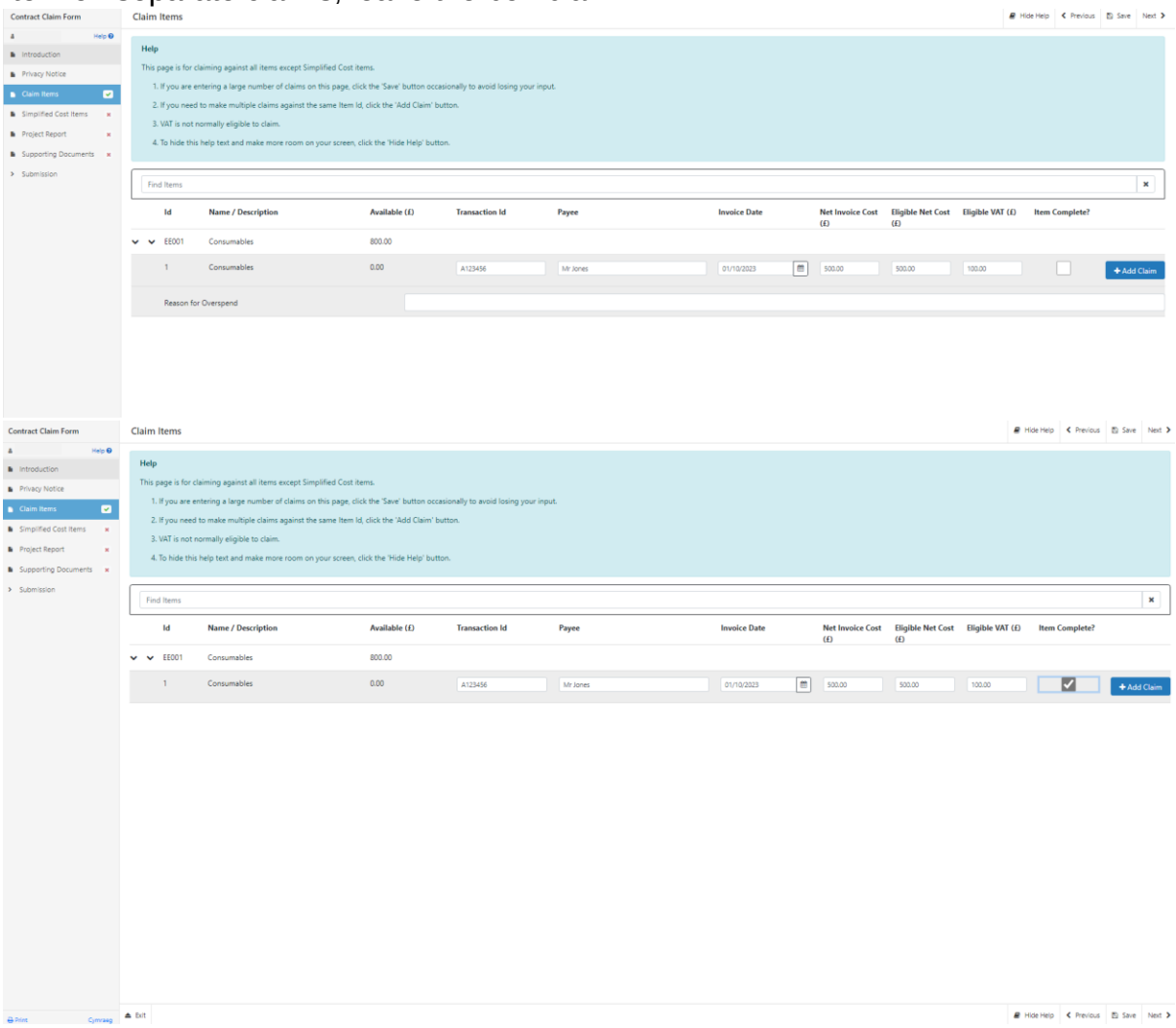
In the Net Invoice Cost box, enter the Net amount as shown on the Item invoice. If the invoice includes costs not pertaining to the Item cost these should not be deducted, the Item amount can be entered in the Eligible Net Cost box.



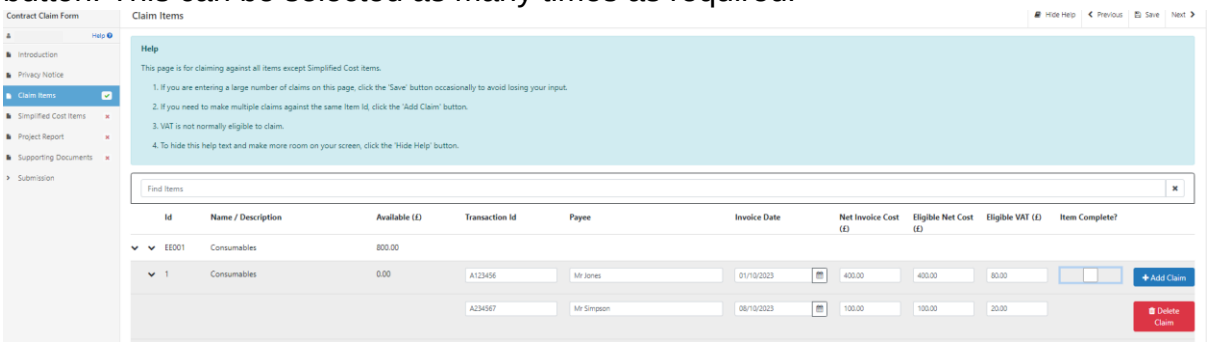
If you are eligible to claim VAT, the VAT box will display on the claim form. Please enter the VAT for the eligible Item in order to claim. The amount you enter of eligible VAT cannot exceed 20% of the eligible net cost. If you do exceed the Eligible VAT you will have to provide details of the VAT difference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



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.

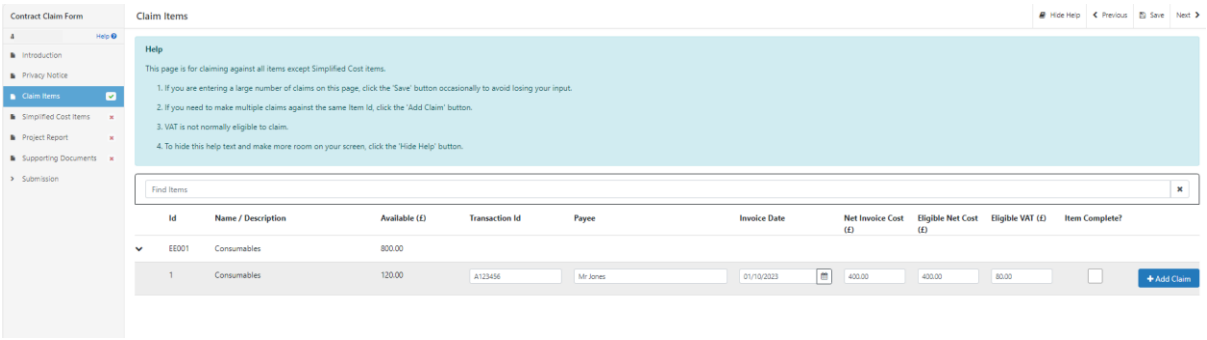


If you need to add an additional row to a Claim Item, you can click the Add Claim button. This can be selected as many times as required.

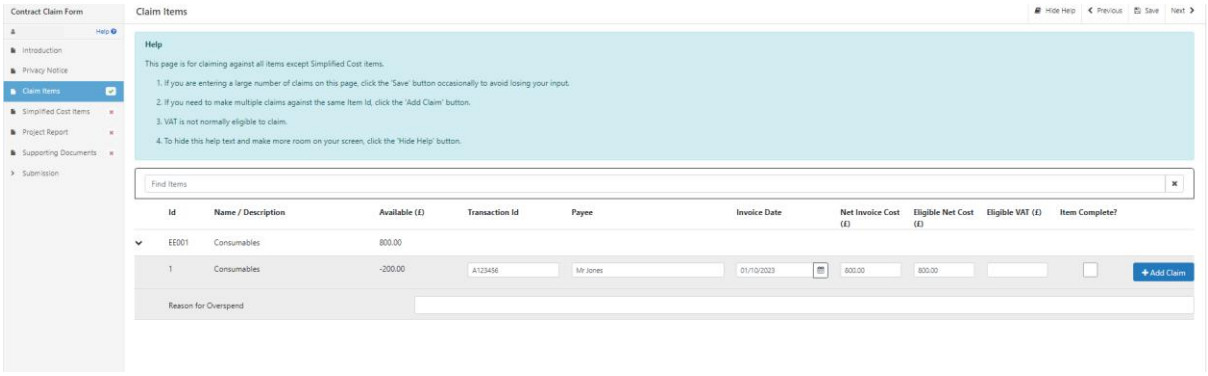


If you wish to remove the additional row, you can click the Delete Claim button.

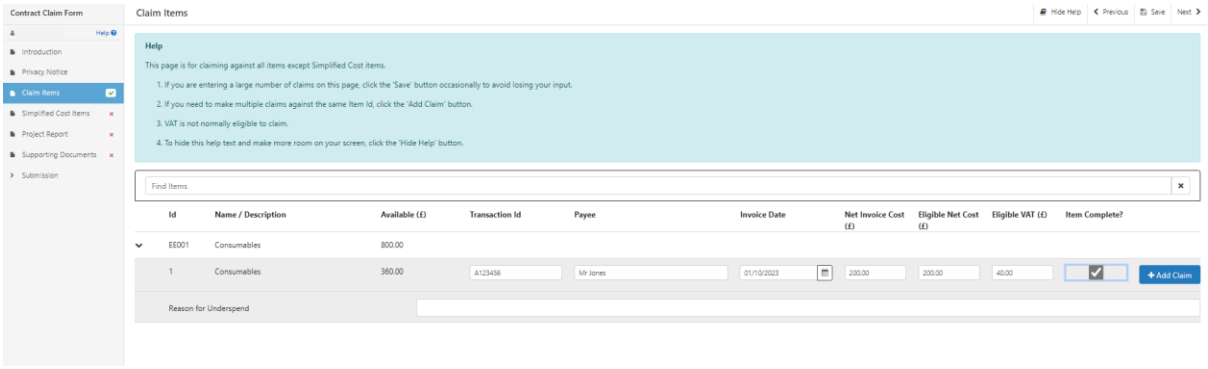
The Available (£) figure will reduce to take into account the expenditure figure entered.



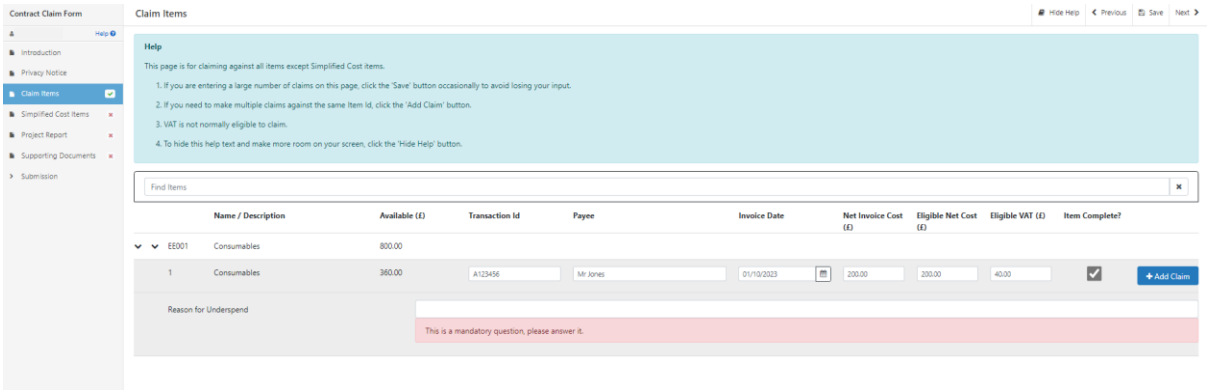
If the Claimed Expenditure figure is 10% greater than the Available (£) amount (based on delivery profile previously provided) you must provide an explanation for the overspend.



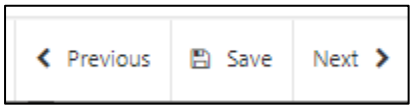
If the Claimed Expenditure figure is 10% less than the Available (£) amount (based on delivery profile previously provided), and you have ticked the Item Complete box you must provide an explanation for the underspend.



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.

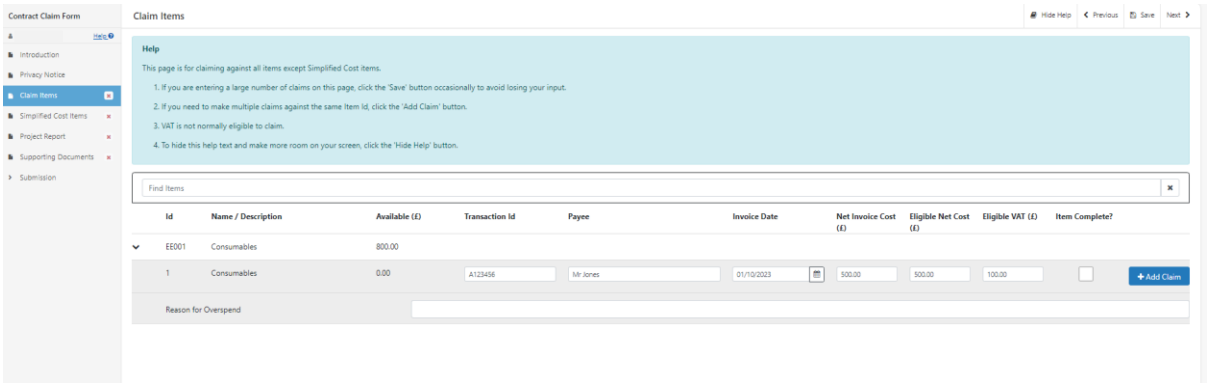


Claim Item - Examples

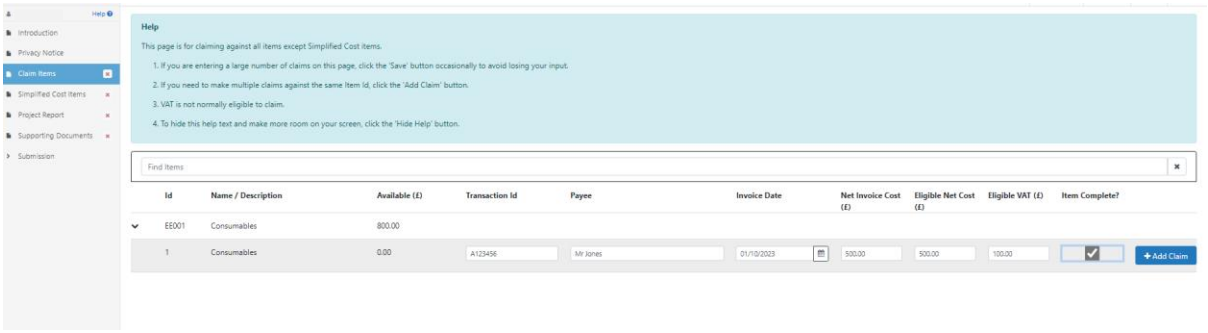
Please see example scenarios below for entering the Claim Item costs:

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:



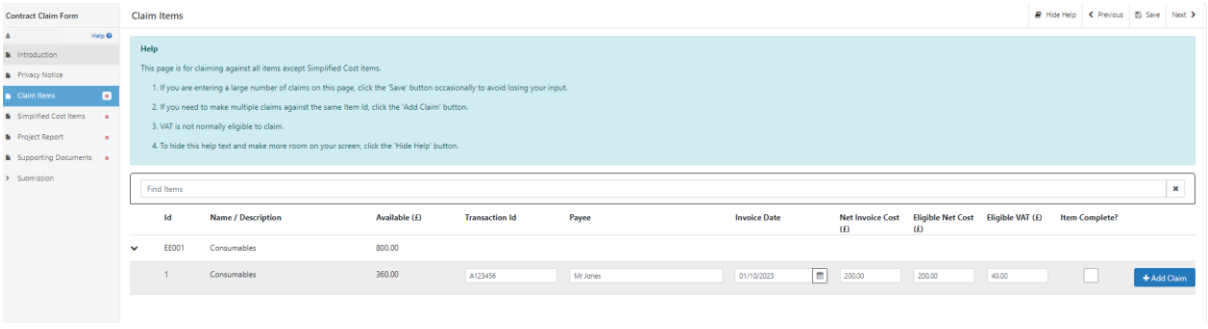
The Available amount will reduce when you enter a value into the Eligible Net Cost box. As you have entered the full amount, the Available amount has reduced to 0.00. You will also see that the “Reason for Overspend” box will appear when the available amount reduces to zero. This is because the Item 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:



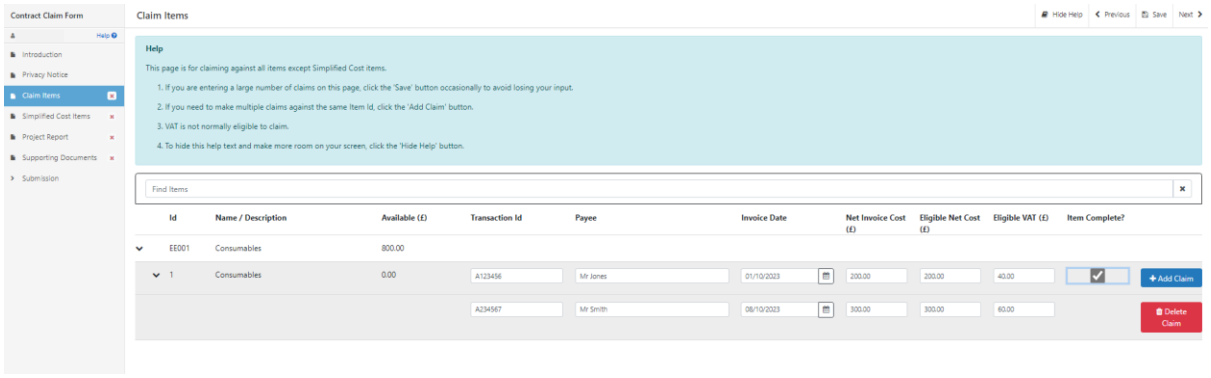
Once the Item Complete button has been selected and the claim submitted, you will not be able to submit any further claims for this Item.

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:

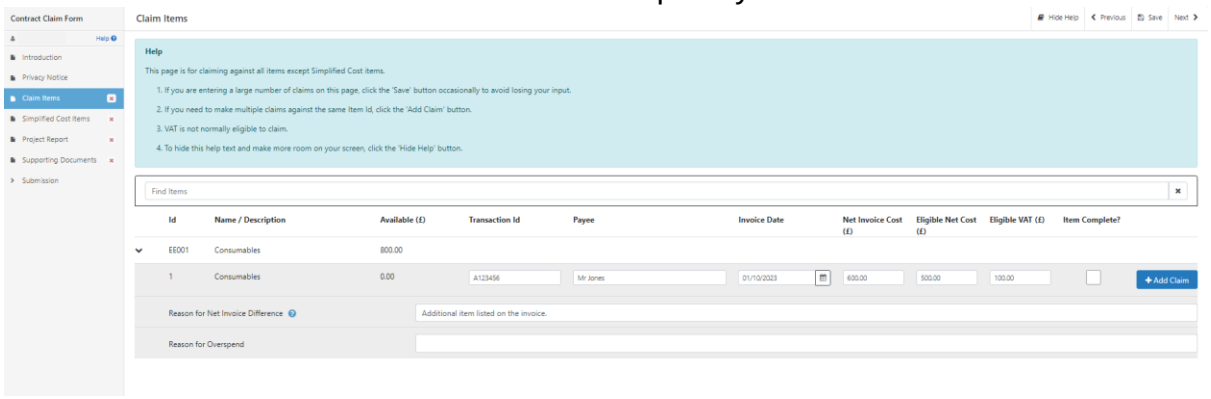


The Available amount will reduce to show the value remaining for that Item. You may then claim the remaining amount on another claim.



Invoice Cost Higher than Item Cost – Full Amount Claimed

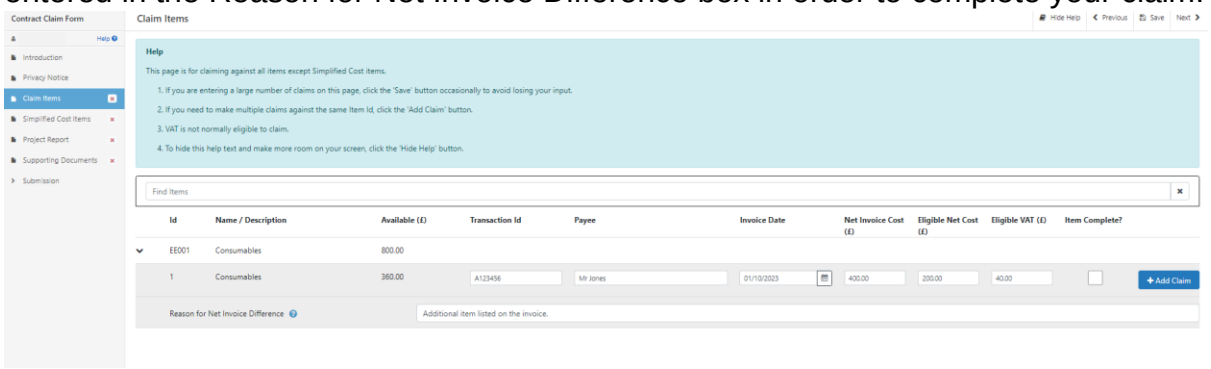
If the Net Invoice Cost is higher than the Eligible Net Cost, a dialog box will appear, and comments must be added in order to complete your claim.



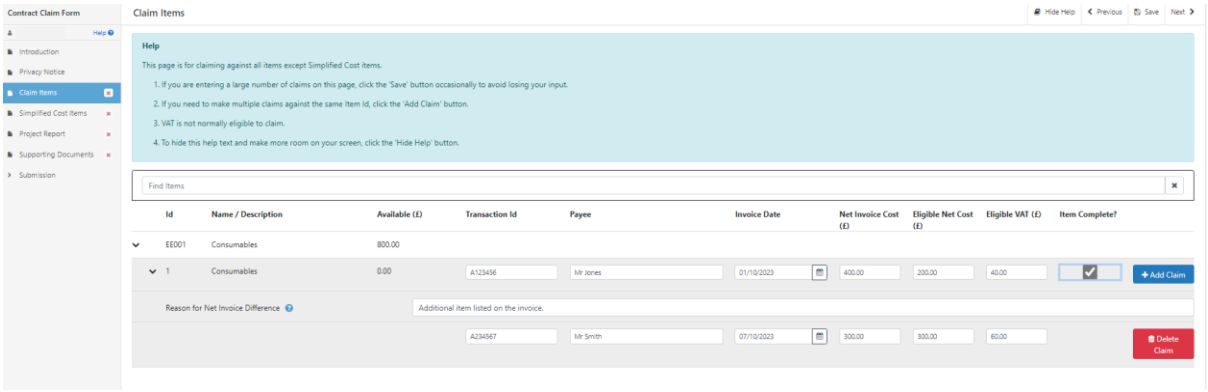
In the Reason for Net Invoice Difference box, enter comments as to why the invoice cost is higher that the Item cost. The example above states that there was an additional item listed on the invoice. As the full amount has been claimed, you will again see the Reason for Overspend box. This will remain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

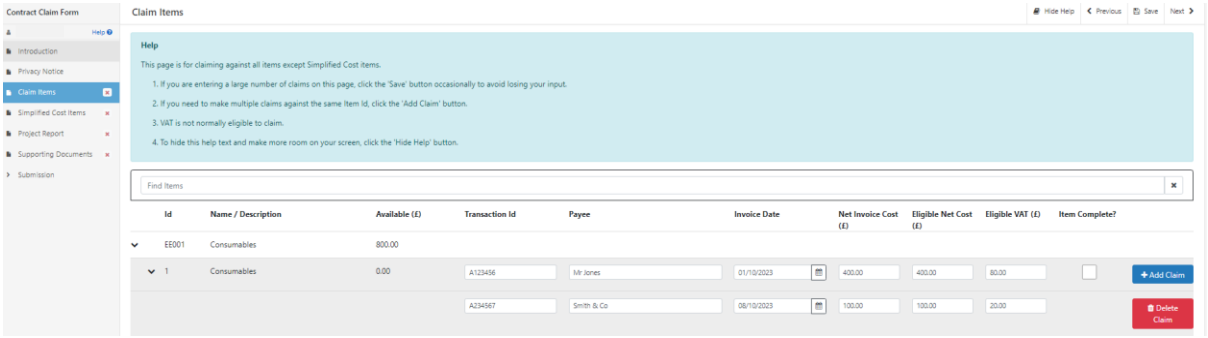


As only a partial claim has been submitted, the Reason for Overspend box will not appear, and you will be able to submit a further claim for the remaining Available amount.

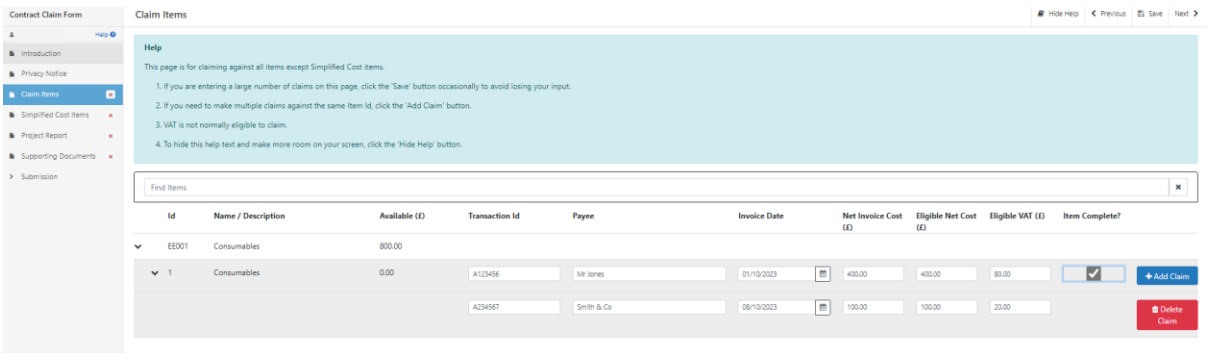


More than One Invoice for an Item

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

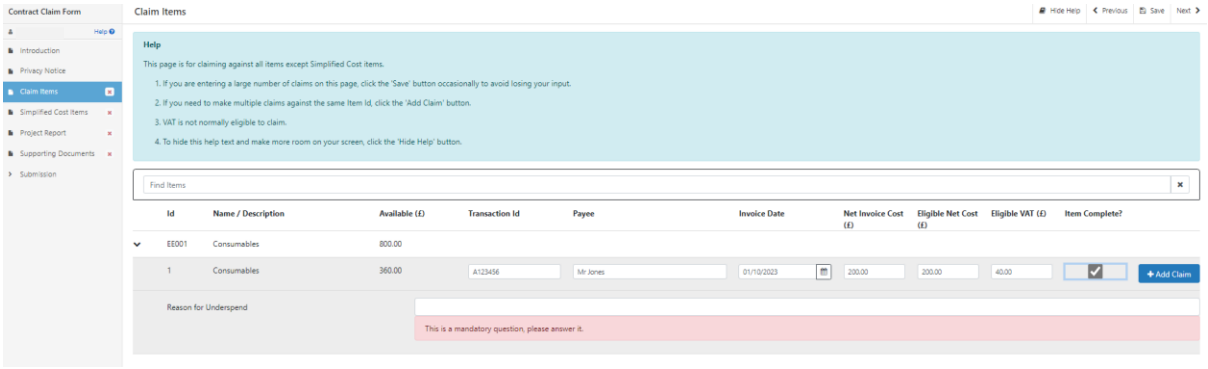


Once you have selected the Add Claim button, a new row will be available to add details for the additional invoice. You can add as many rows as required for the Item. To delete a row, select the Delete Claim button. If you have added all the required invoices and the total eligible value has been claimed,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



Partial Cost Claimed – Item Complete

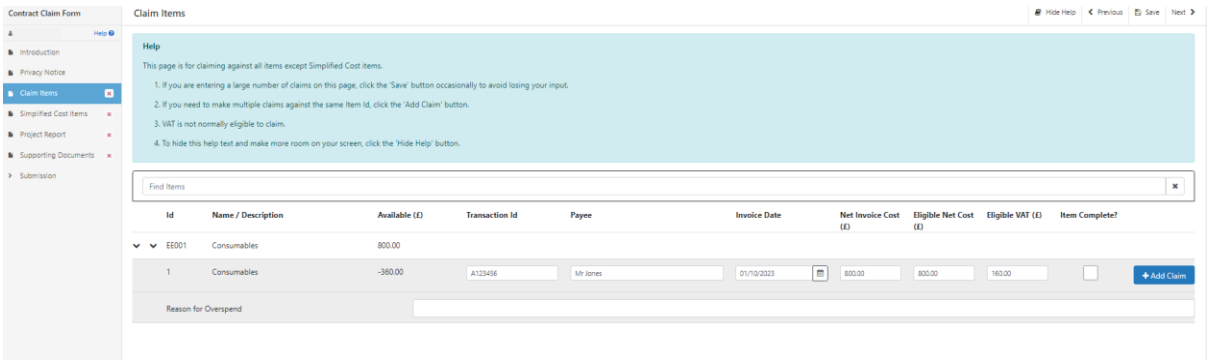
If the total Item cost is less than expected, you can submit a claim for the reduced amount and select the Item Complete box to confirm that no further claims will be made for this Item.



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

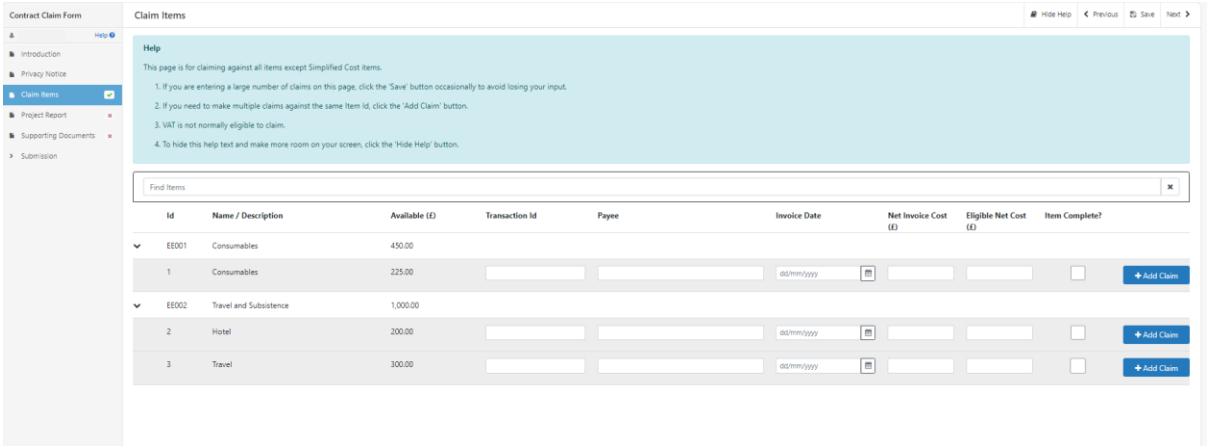
If the total Item cost exceeds the available amount the Reason for Overspend box will appear:



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.



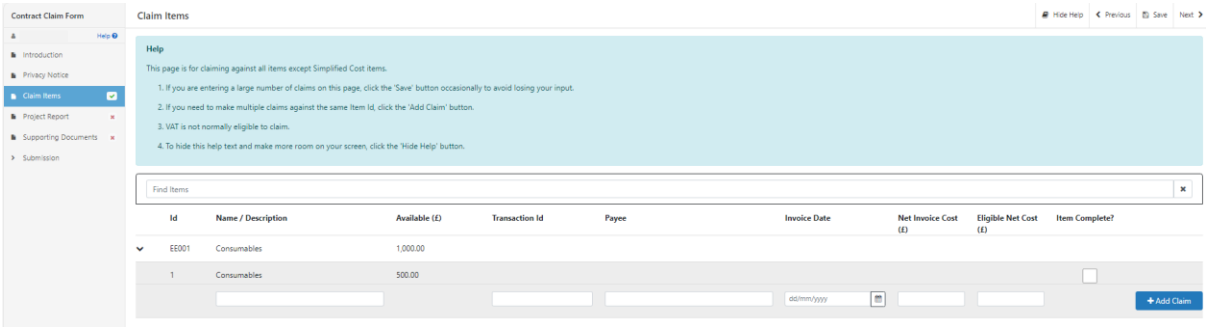
Sub-Items can contain multiple lines under the same Item row. This will be dependent on whether there are multiple quotes required for different aspects of an Item. For example, if an Item is listed for IT, multiple rows of Sub-Items can be added for Laptops and Hardware purchases.

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

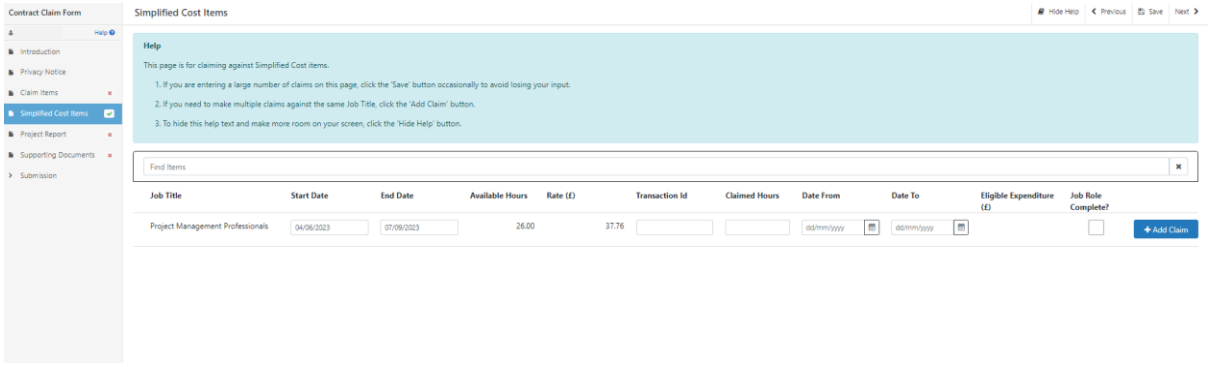
Miscellaneous Items If an Item is under £500 or will have multiple payments under £500, these will appear on the Claim Items tab as Miscellaneous Items. You will be able to input multiple claims lower than the value of £500.



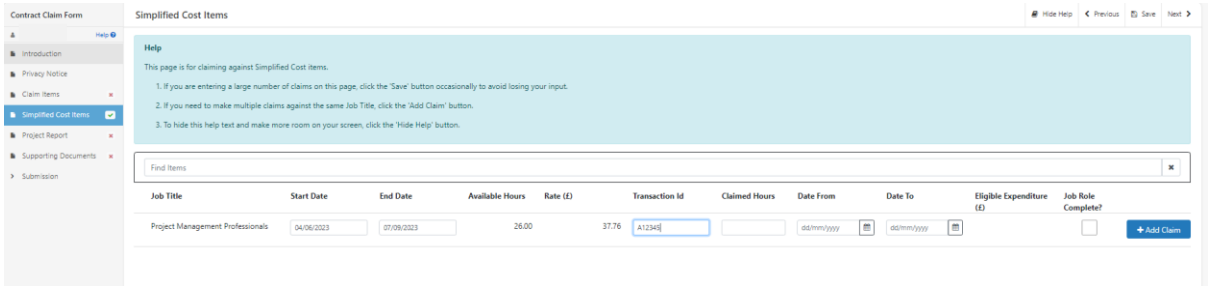
Miscellaneous Items can be completed as shown above for the Claim Items, but you will also need to add a Name/Description of the Item in the dialog box provided.

Simplified Cost Items

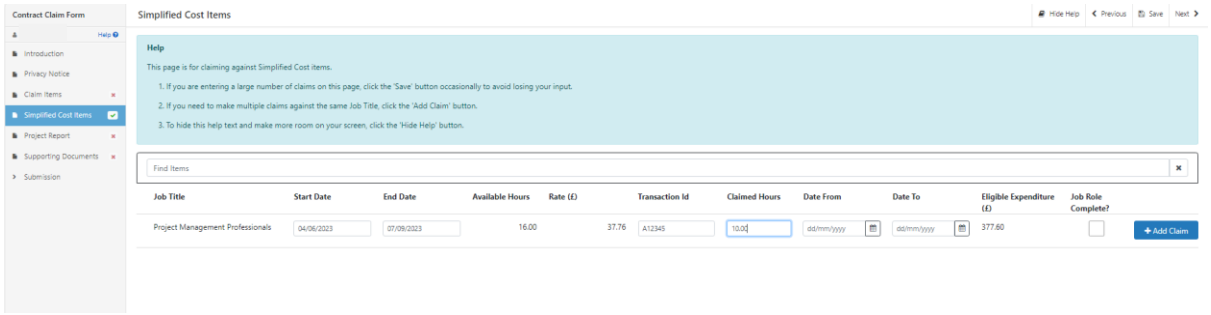
Projects that have selected Simplified Cost Items will see the Job Roles listed on the Simplified Cost Items screen.



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.

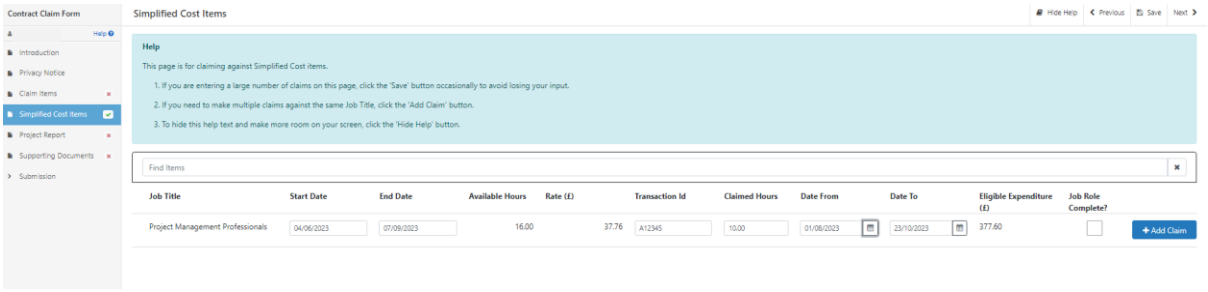


In the Claimed Hours box, enter the number of hours you will be submitting a claim for.

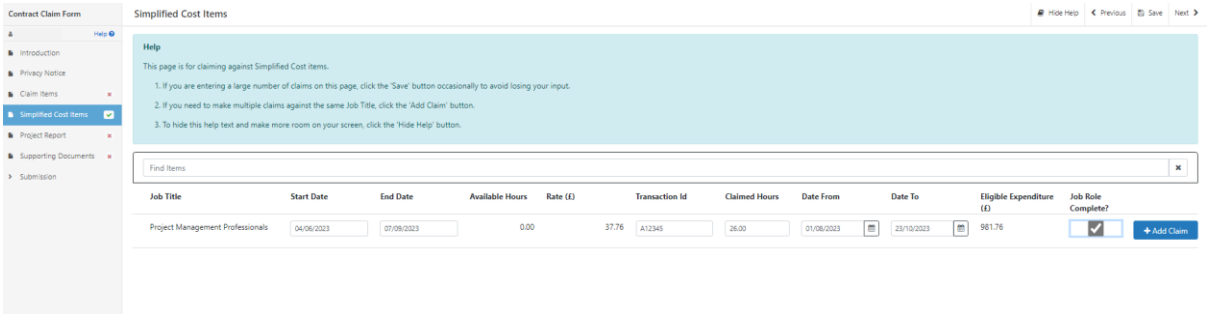


The number of Available Hours will reduce once an amount is entered in the Claimed Hours box.

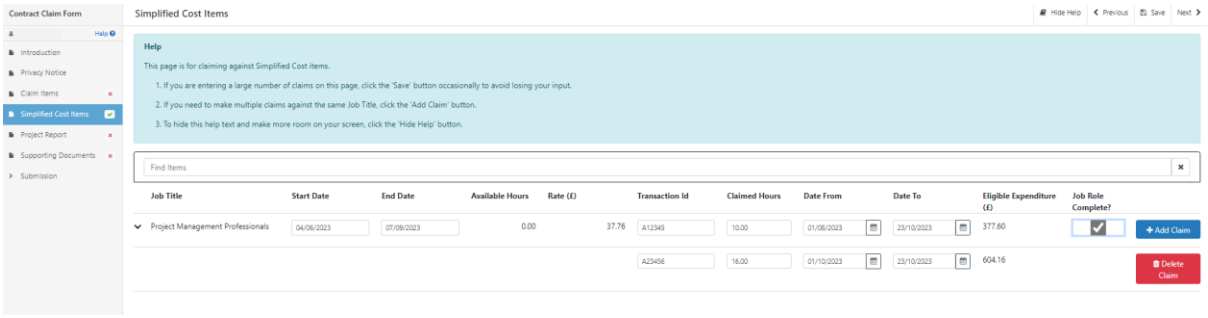
You will then need to enter the Start and End Dates for the Claimed Hours in the Date From and Date To boxes. Please note that the dates used can only be within the lifetime of the contract and you will not be able to input dates that are after the date of claim form submission.



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.

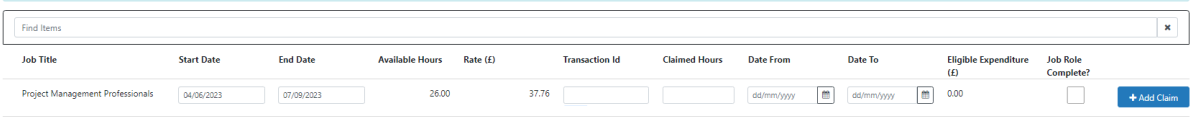


If additional claims are to be submitted for a Job Role, for example for different date ranges, you can select the Add Claim button to add an additional row.



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.

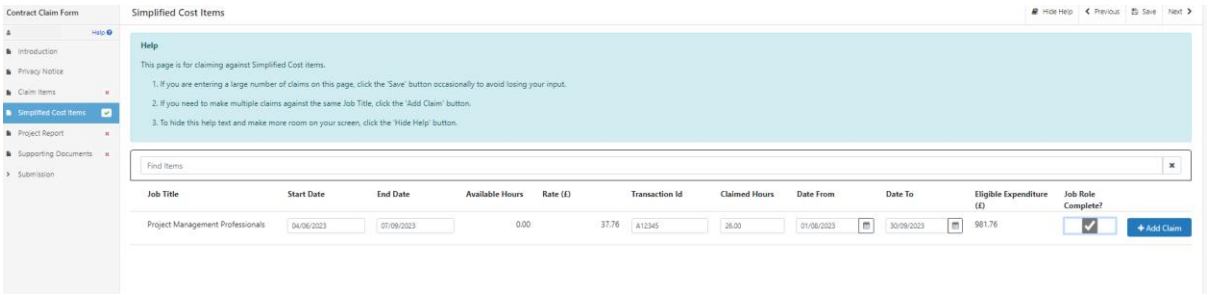


Simplified Cost Items - Examples

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

All Hours Claimed

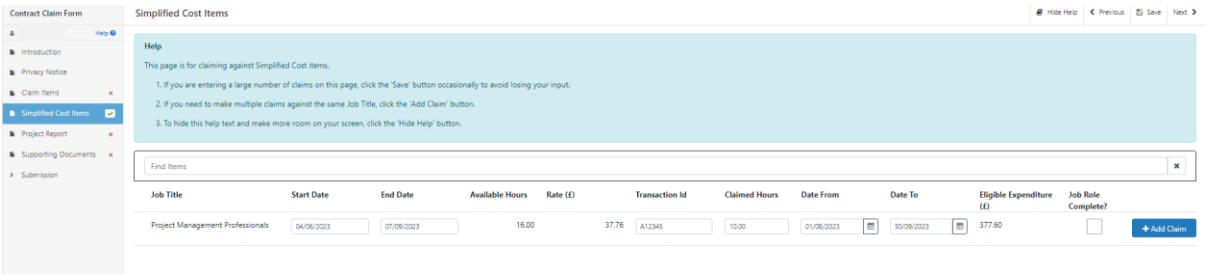
If you are submitting a claim for all Available Hours for a Job Role, you will need to enter the number of hours in the Claimed Hours box and select the required dates in the Date From and Date To boxes. You will also need to select the Job Role Complete box if no further claims are to be made for the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



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

Partial Claim

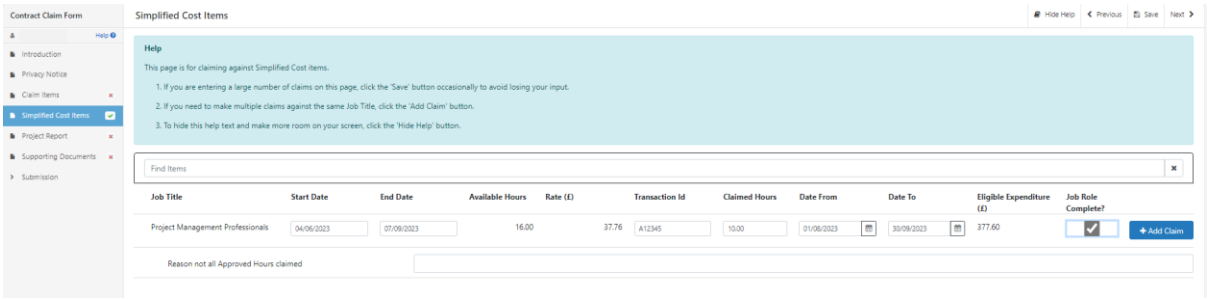
If you are submitting a claim for a Job Role, but not for the full Available Hours, you can enter the details as follows:



The 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

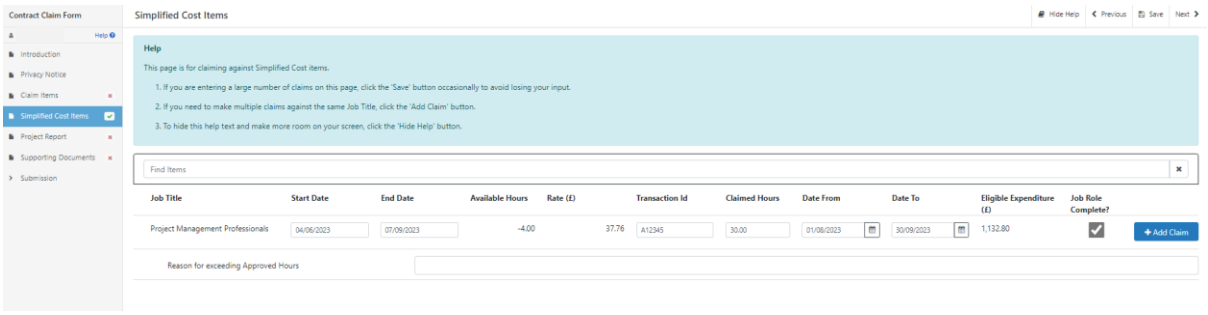
If the total number of hours is less than expected, you can submit a claim for the reduced hours and select the Job Role Complete box to confirm that no further claims will be made for this Job Role.



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

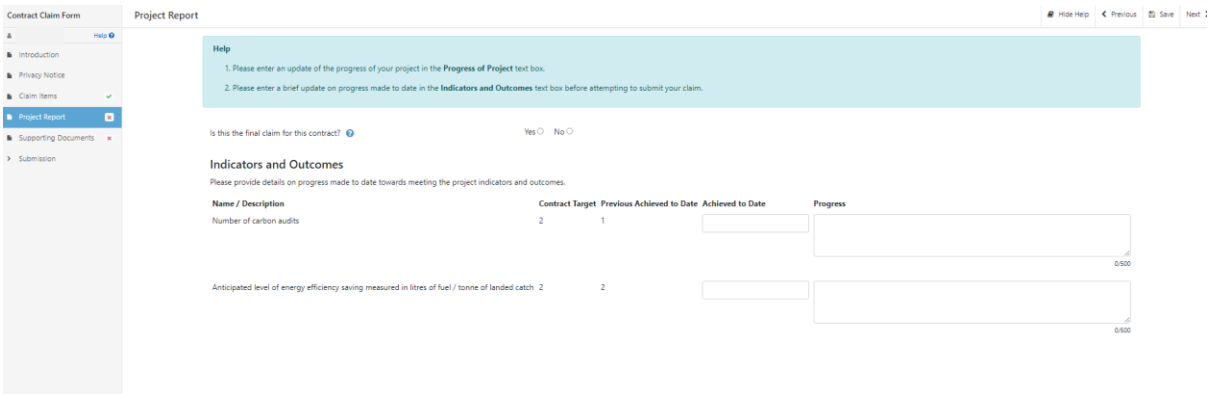
If the total number of hours exceeds the Available Hours, the Reason for exceeding Approved Hours box will appear:



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.



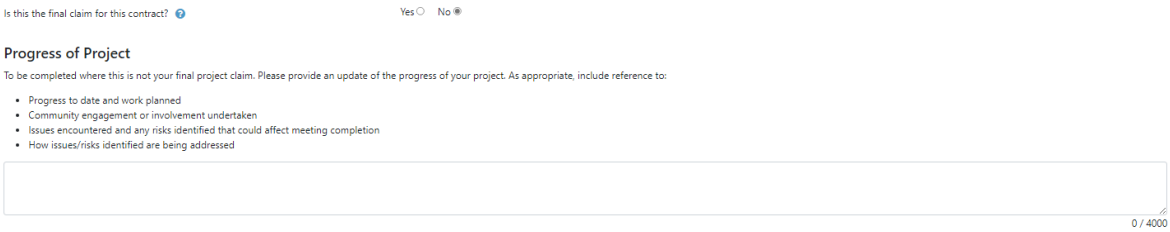
If this claim is the final claim, select Yes.

If you will be submitting further claims, select 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.

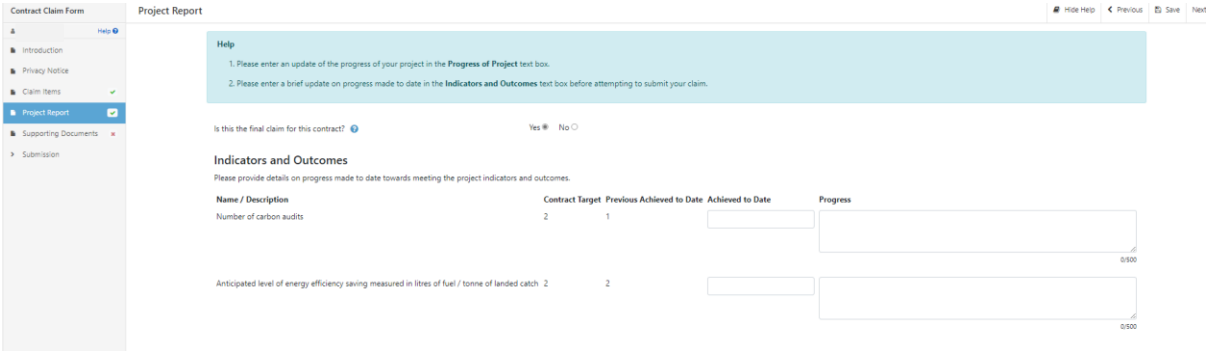
You can include reference to the following:

• 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.



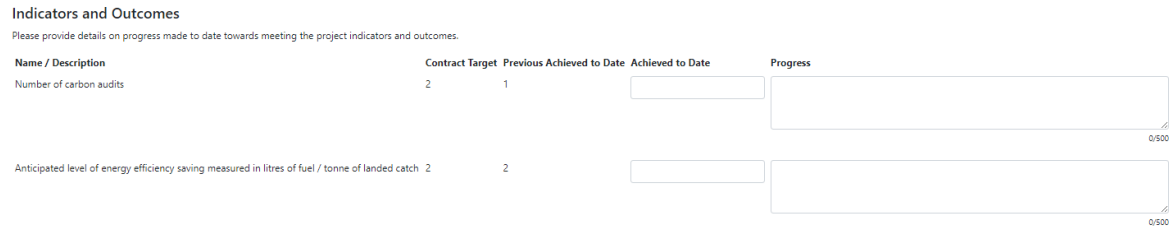
Project Report - Indicators and Outcomes

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.

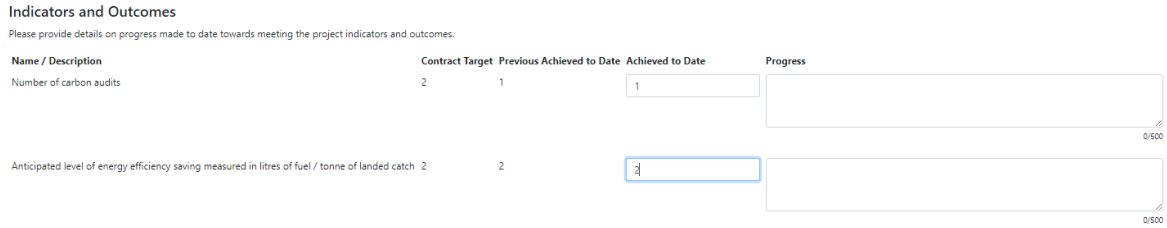


In each Achieved to Date box, enter a numeric figure according to progress against the contract target.

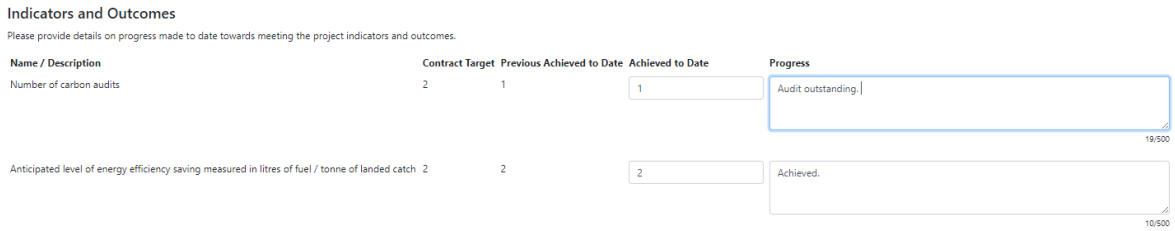
In each Progress box you must enter text, describing how you are progressing in meeting each agreed target.



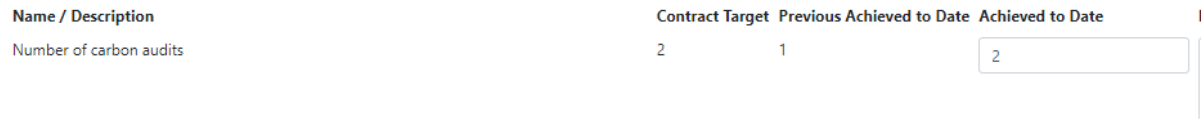
Where no further progress has been made enter the current numeric figure.



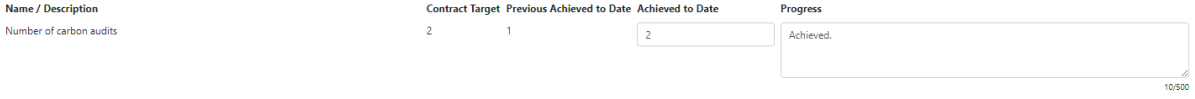
Text describing the outcome must be entered in the Progress box for all agree Indicators and Outcomes even where no progress has been made.



Where progress has increased, enter the numeric cumulative total.



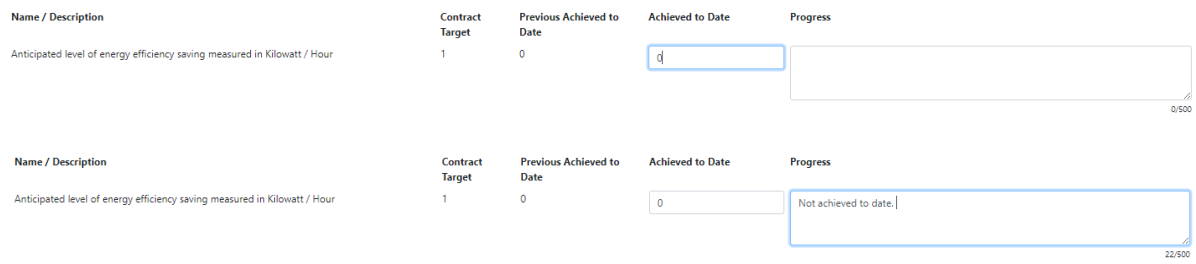
Enter text in the Progress Box.



Enter figures and text for each indicator listed.

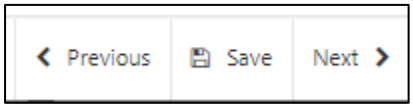
Each agreed target must include an entry.

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



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.

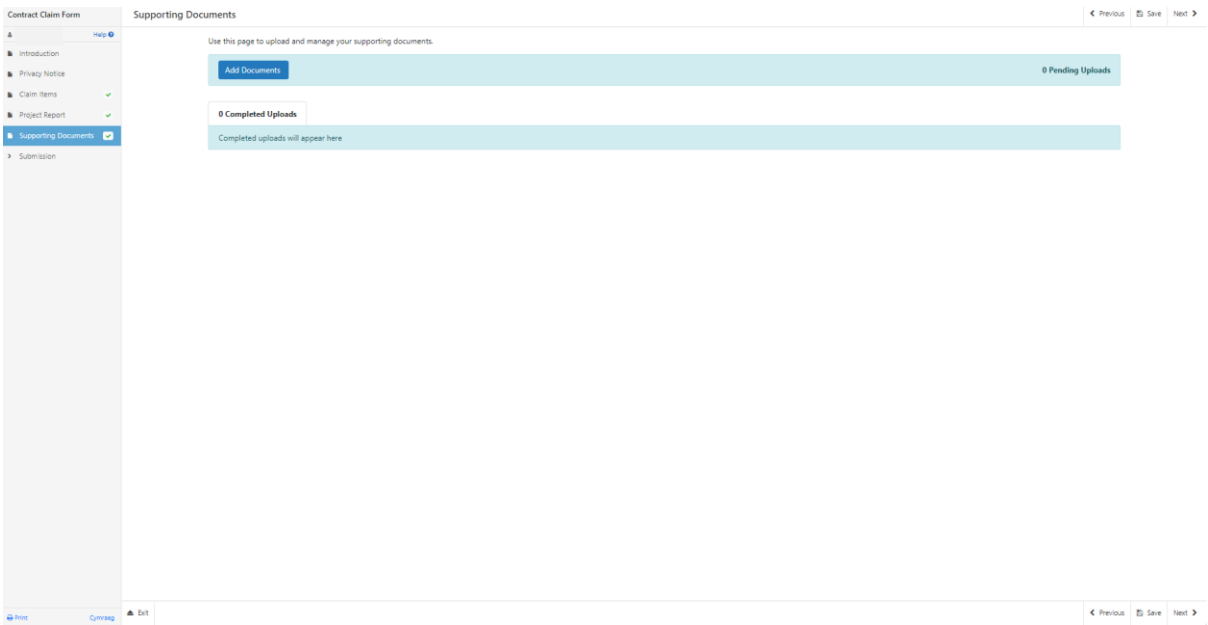


Supporting Documents

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.

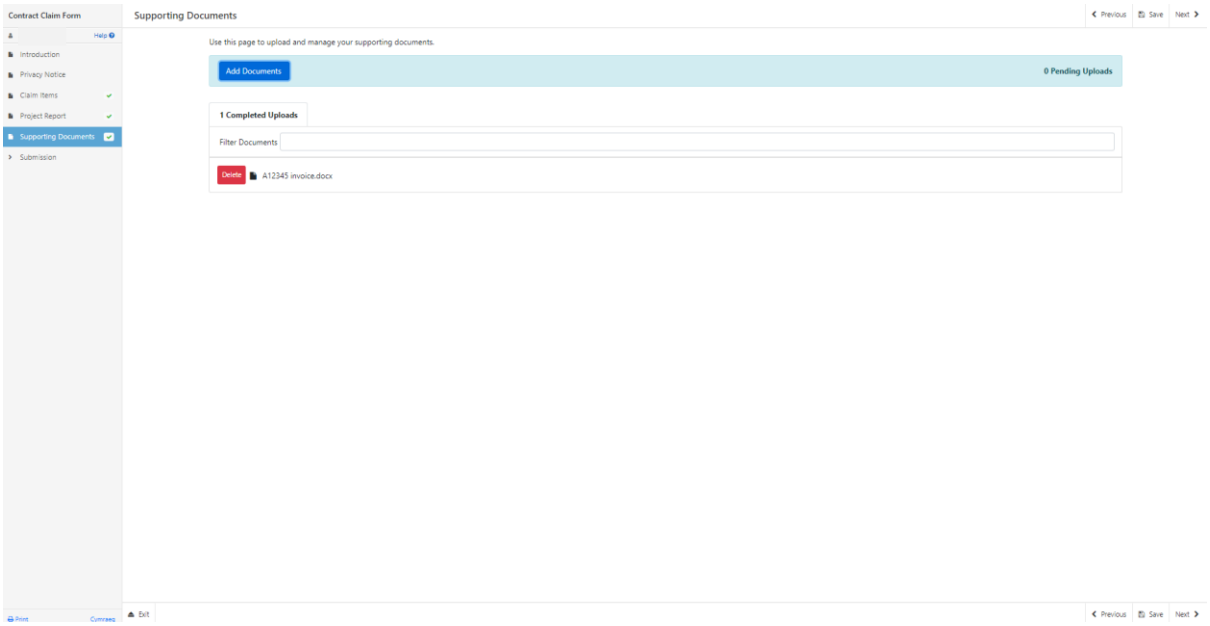
To add a document in the Supporting Documents section, click the Add Documents button.



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

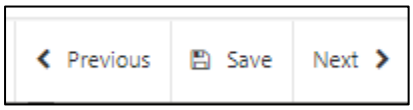
Once you have selected the document, the upload will show as pending while it is being loaded.

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



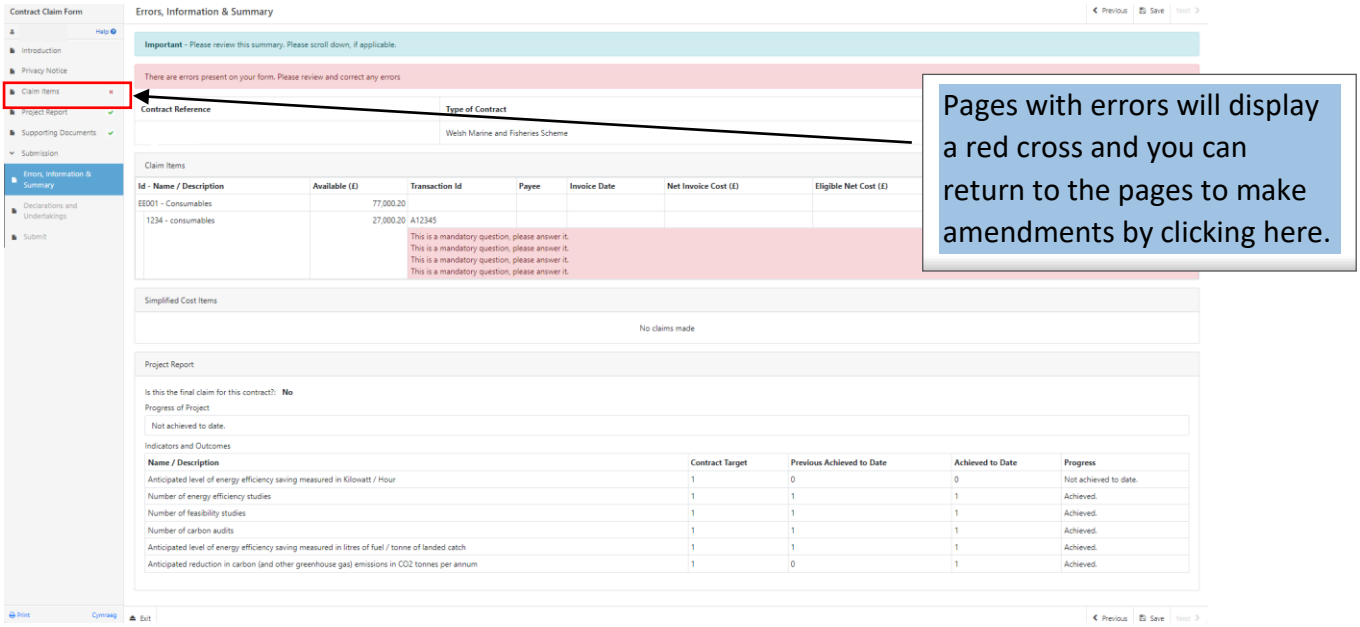
To remove the document, click the Delete button.

Click Next to proceed to the Submission screen.

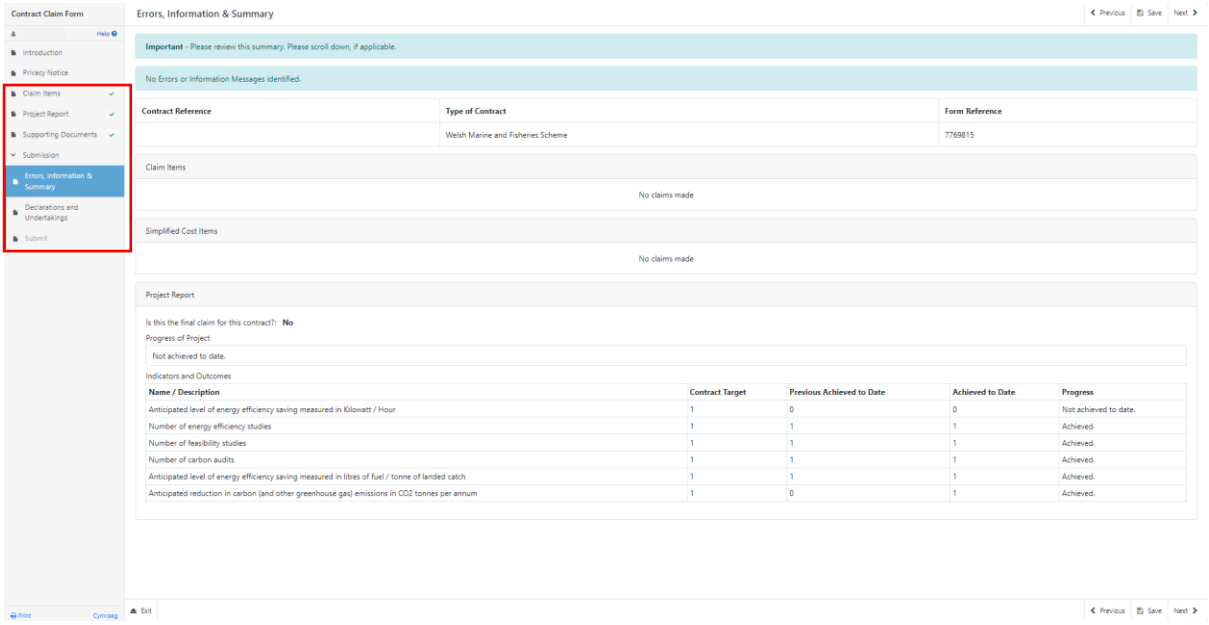


Submission Page – Errors, Information and Summary

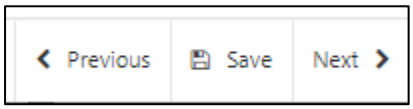
This gives a summary of the items you have selected and informs you of any errors or information messages on your Contract Claim form.



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

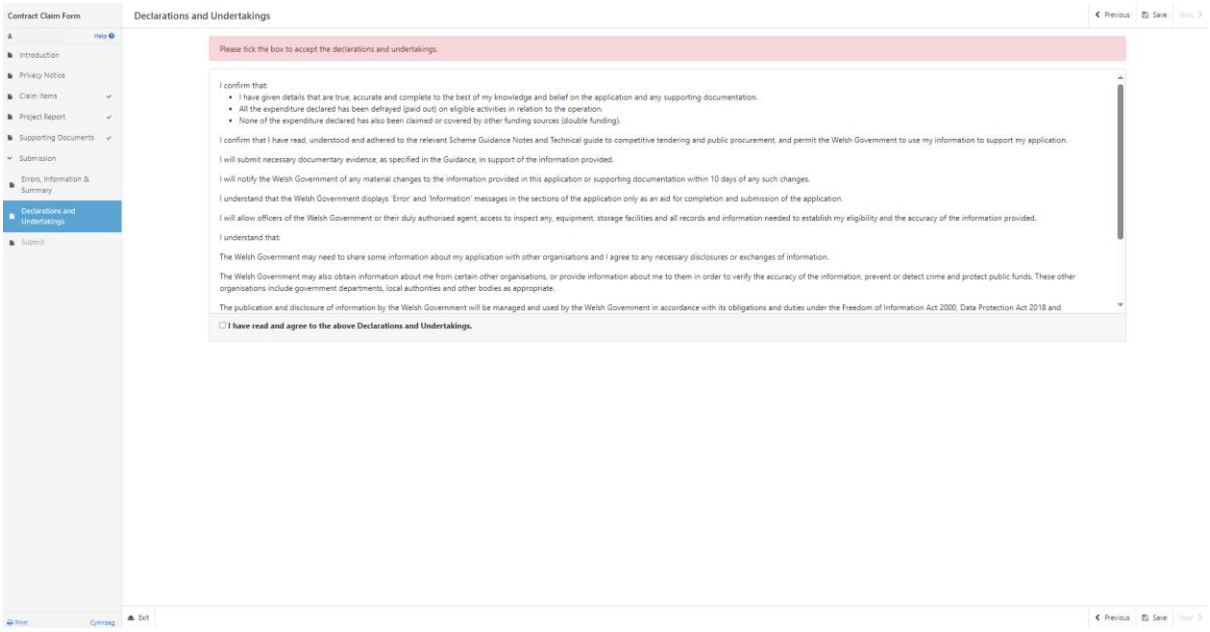


Click Next to proceed to the Declarations and Undertakings screen.

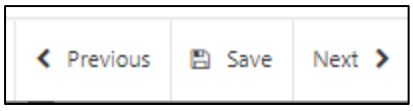


Submission Page – Declarations and Undertakings

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

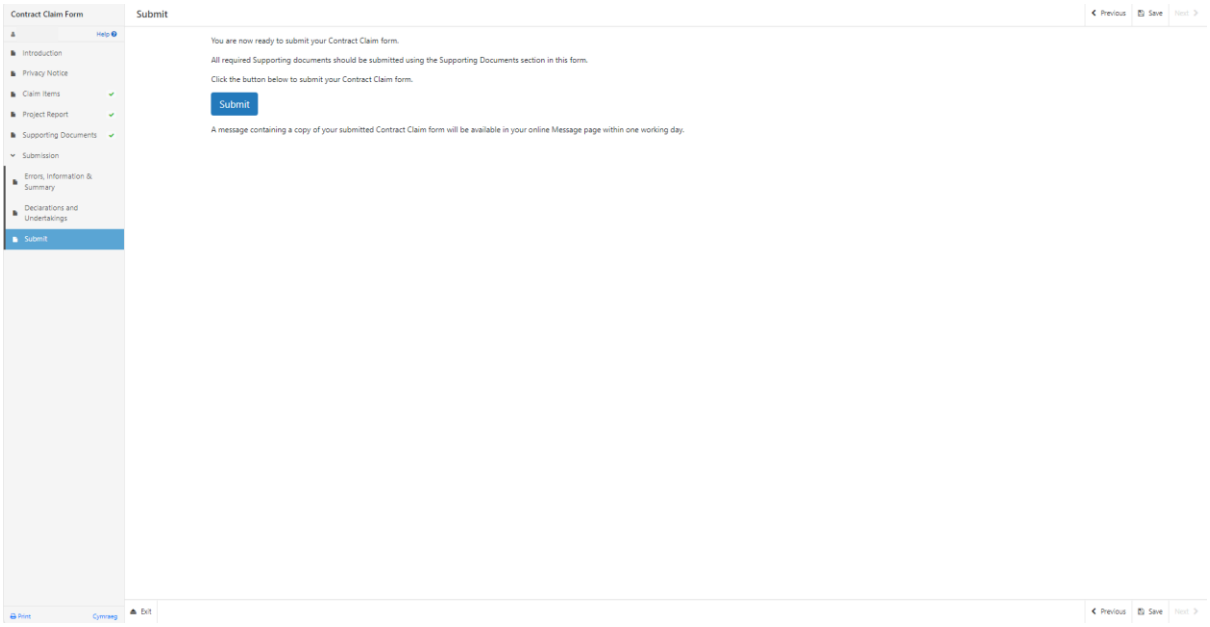


Click Next to proceed to the Submit screen.

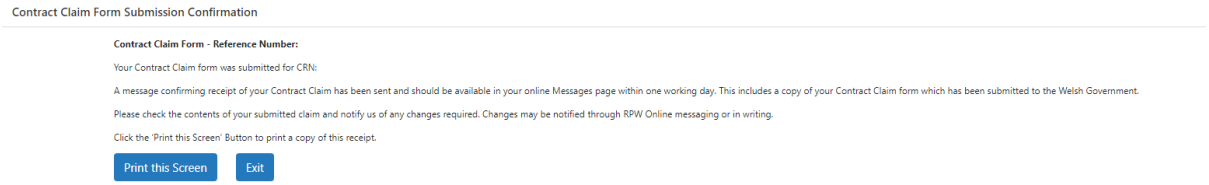


Submission Page – Submit

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.

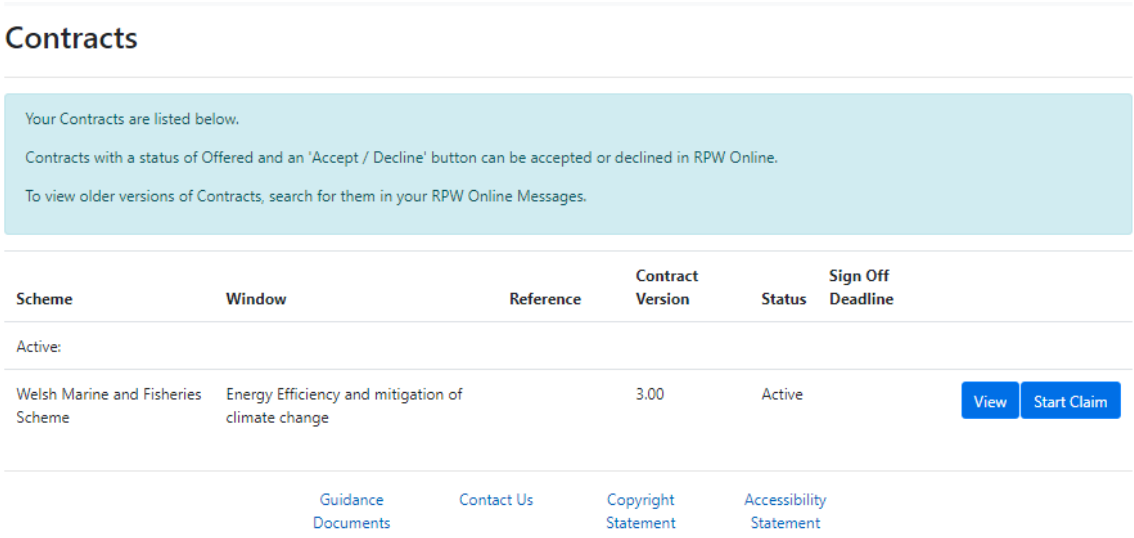


A summary of your completed Welsh Marine and Fisheries Energy Efficiency and Mitigation of Climate Change Contract Claim form will be added to the ‘Messages’ page on your RPW Online account under the title “Documents received by RPW”. Ensure you check the information submitted thoroughly. If any of the 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.



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