



Llywodraeth Cymru
Welsh Government

Action Submission Form

How To Complete Guidance

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Information

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

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



The Action Submission Form must be completed via RPW Online. Multiple Action Submission Forms can be submitted during the project window and multiple actions can be submitted on each form.

Supporting evidence, such as quotes, must be submitted for each Item in order to submit your form.

Please note: For any problems with RPW Online you should contact the Customer Contact Centre on 0300 062 5004.

Rural Payments Wales Online – Login

The Action Submission Form can be accessed via your RPW online Account by using the Government Gateway or GOV.UK One Login.



Cymraeg

We are changing the way you sign in to RPW Online

RPW Online sign in details are changing to use GOV.UK One Login. From January 2026, you will no longer be able to sign in to RPW Online through Government Gateway.

You will need to continue to use Government Gateway if:

- you have not accessed your account (CRN) using GOV.UK One Login before and do not have an email invitation to migrate to GOV.UK One Login
- you have an invitation to migrate your account (CRN) to GOV.UK One Login but do not wish to migrate today
- you are a Government Gateway Administrator and wish to migrate your CRN to GOV.UK One Login today

You will need to use GOV.UK One Login if:

- you have an invitation to join a business online
- you have accessed the CRN you are logging into with GOV.UK One Login before
- you haven't used RPW Online before

Select a way to sign in

☐ Sign in using Government Gateway

☐ Sign in or register using GOV.UK One Login

[Continue](#)

What Is GOV.UK One Login?

GOV.UK One Login will be the new way for you to sign in to all central government services. It will allow you to easily access all the services you use with GOV.UK One Login in one place, using the same email address and password.

What changes will happen to RPW Online?

You will be able to use your GOV.UK One Login account to access all of the businesses you can act on behalf of. After registering or joining a business online you will be able to select the business you want to use when signing in.

How do I start using GOV.UK One Login with RPW Online?

First you should register for an account with GOV.UK One Login. You will need to provide the email address you used to create your GOV.UK One Login account to the Government Gateway group administrator for your RPW Online account.

The group administrator is the person who adds and manages members of a team on Government Gateway. This may be the main contact for the business or the person who manages your RPW Online account. If you are the only person with access to your Government Gateway ID, you are likely to be the administrator.

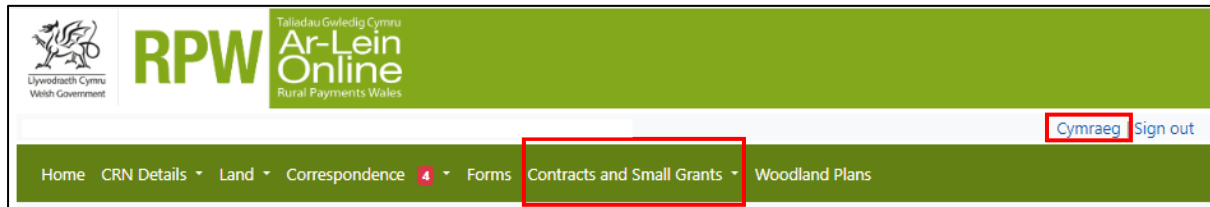
The group administrator can invite themselves to the RPW Online account and then use GOV.UK One Login to sign in. They can then invite others to use the account as well as using their GOV.UK One Login email address.

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

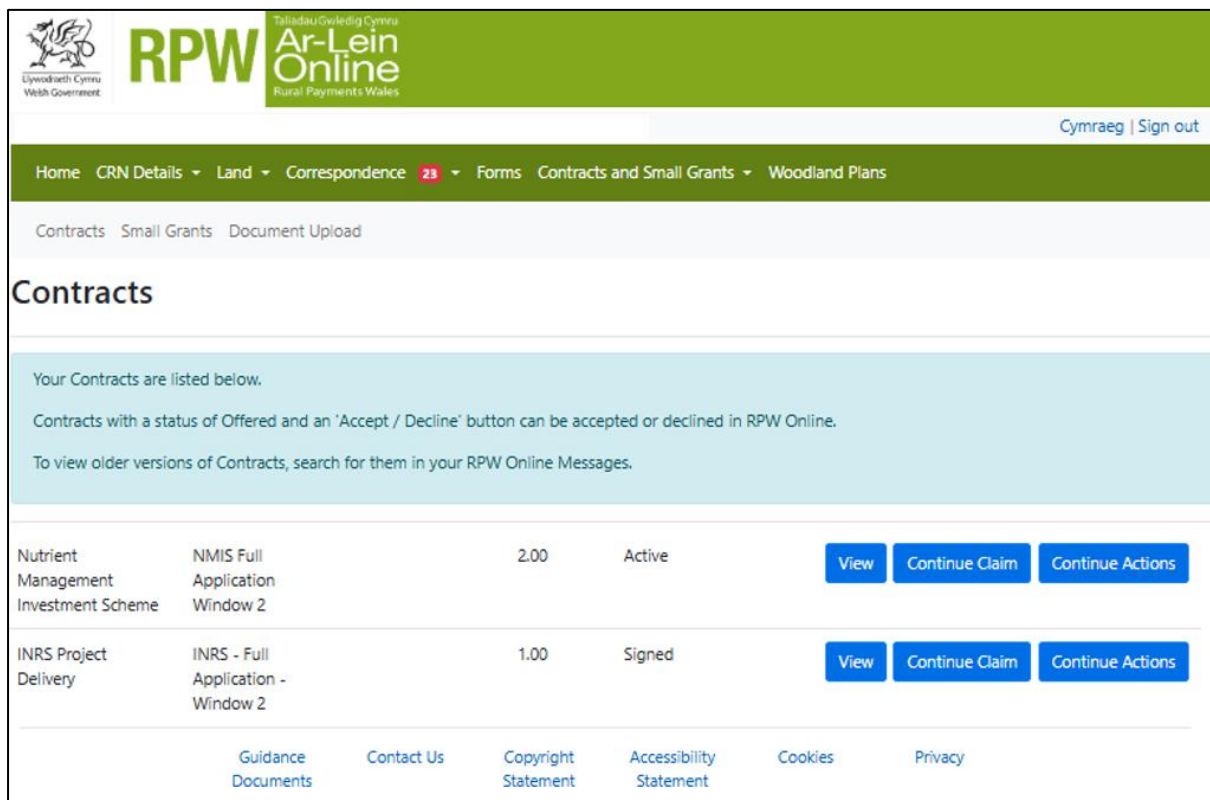
To access the Action Submission Form, click the Tab labelled 'Contracts and Small Grants' on the RPW Online home screen, as shown below.



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 Action Submission Form is displayed in.

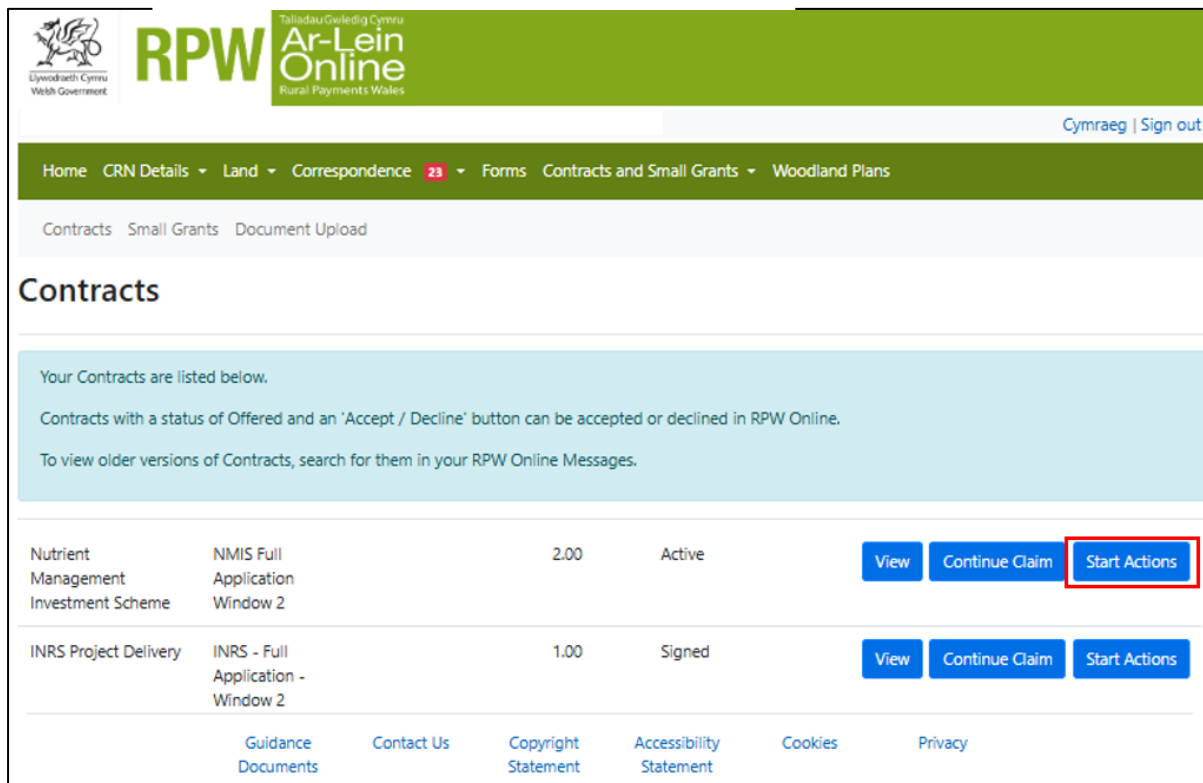
Contracts and Small Grants Page

The list of active contracts available for you to start or continue an Action Submission Form will be shown on this page.



Getting Started

Once you have read the Guidance Booklets, you can start your Action Submission Form by clicking on the 'Start Actions' button.




The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. A navigation bar contains links for Home, CRN Details, Land, Correspondence (with a red '23' badge), Forms, Contracts and Small Grants, and Woodland Plans. Below this, a sub-navigation bar shows Contracts, Small Grants, and Document Upload. The main heading is 'Contracts'. A light blue box contains instructions: 'Your Contracts are listed below.', 'Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.', and 'To view older versions of Contracts, search for them in your RPW Online Messages.' Below this is a table of contracts:

Nutrient Management Investment Scheme	NMIS Full Application Window 2	2.00	Active	View	Continue Claim	Start Actions
INRS Project Delivery	INRS - Full Application - Window 2	1.00	Signed	View	Continue Claim	Start Actions

At the bottom, there are links for Guidance Documents, Contact Us, Copyright Statement, Accessibility Statement, Cookies, and Privacy.

Continue Actions

Once you start your Action Submission Form, you have the option to leave it and return to it again. If you are accessing an Action Submission Form that you have started previously, then you will be able to select 'Continue Actions' from the selection page (blue button).



RPW

Taliadau Cwledig Cymru
Ar-Lein Online
 Rural Payments Wales

Cymraeg | Sign out

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

[Contracts](#)
[Small Grants](#)
[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.

Nutrient Management Investment Scheme	NMIS Full Application Window 2	2.00	Active	View Continue Claim Continue Actions
INRS Project Delivery	INRS - Full Application - Window 2	1.00	Signed	View Continue Claim Continue Actions

[Guidance Documents](#)
[Contact Us](#)
[Copyright Statement](#)
[Accessibility Statement](#)
[Cookies](#)
[Privacy](#)

Action Submission Form - Delete/Start Again

If you wish to delete the form and start again, then you will be able to select 'Start Again' by clicking the link shown on this screenshot:



RPW

Taldau Gwledig Cymru
Ar-Lein Online
 Rural Payments Wales

Cymraeg | Sign out

[Home](#)
[CRN Details](#)
[Land](#)
[Correspondence](#)
[23](#)
[Forms](#)
[Contracts and Small Grants](#)
[Woodland Plans](#)

Continue a Action Submission Form

You have asked to complete a Action Submission Form for: **Nutrient Management Investment Scheme**. You already have a Action Submission Form in progress. Please click 'Continue' to continue with your Action Submission Form for **Nutrient Management Investment Scheme**.

You may choose to remove your existing Action Submission Form for **Nutrient Management Investment Scheme** and start again. This will undo all of the changes that you have made since starting your Action Submission Form for **Nutrient Management Investment Scheme** and the new Action Submission Form for **Nutrient Management Investment Scheme** will be populated with the latest available data. If you wish to do so, click '[Start Again](#)'.

The Action Submission Form will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the Action Submission Form you will not be able to make changes to it using RPW Online.

If you have any problems completing your Action Submission Form for **Nutrient Management Investment Scheme** then you can also contact '[Customer Contact Centre](#)' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

Customer Details	Online Preferences
Address	Email or SMS (Text) Preference
	Email Address
	Mobile Number
Postcode	
Telephone Number	
Number of Partners	

Continue working on the Action Submission Form for **Nutrient Management Investment Scheme** which was last updated on

Continue

Back

[Guidance Documents](#)
[Contact Us](#)
[Copyright Statement](#)
[Accessibility Statement](#)
[Cookies](#)
[Privacy](#)

Please be aware – if you choose to 'Start Again', this will un-set all of the questions you have answered and remove all of the information you have added.

If you are sure you wish to 'Start Again', click 'Yes' or if you do not click 'No', as shown in this screen:

[< Previous](#)
[Save](#)
[Next >](#)

Activities Requiring Quotes / Items

The Activities Requiring Quotes / Items page allows the following actions to be submitted depending on the contract that the Activity Submission Form relates to:

- Submitting quotes
- Adding Items for main activities
- Adding CRNs for Projects

Submitting quotes

This section is used to submit quotes for the following schemes –

- Welsh Marine and Fisheries Scheme General Funding Round (WMFS).
- Nutrient Management Investment Scheme (NMIS).
- Integrated Management of Natural Resources Scheme (INRS).

Items requiring quotes will be listed on this tab and will be shown on each row on the tab, detailing the ID, Option Code, Name/Description, Total Cost and Quotes Provided.

Action Submission Form

1

Introduction

Activities Requiring Quotes / Items

Submission

Hide Help

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Help

This page is used for the following:

- Submitting quotes when available
- Adding Items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input. To hide this help text and make more room on your screen, click the 'hide help' button.

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

X

ID	Option Code	Name / Description	Total Cost (£)	Quotes Provided
NI01	NMB	Fixed floating plastic membrane to cover a lagoon	65,000.00	0

Hide Help

Previous

Save

Next

For items with a value between £1,000 and £4,999 1 quote is required and for items with a value of £5,000 or greater 3 quotes are required.

To enter a quote, choose the relevant row for the relevant Item. Click the 'Modify' button to enter the Item Details page for that item.

Action Submission Form **Activities Requiring Quotes / Items**

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

First Items

ID	Option Code	Name / Description	Total Cost (£)	Quotes Provided
N01	NMB	Fixed floating plastic membrane to cover a lagoon	65,000.00	0

Modify

Action Submission Form **Activities Requiring Quotes / Items - Item Details**

Id N01

Option Code NMB

Name / Description Fixed floating plastic membrane to cover a lagoon

Estimated Item Cost 65,000

Payment Rate 40.00 %

Grant Value £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

Add Quote

No Entries

In the item details page select the 'Add Quote' button and you will see the following page. Enter your quote details.

Activities Requiring Quotes / Items - Item Details

Id: N01

Option Code: NMB

Name / Description: Fixed floating plastic membrane to cover a lagoon

Estimated Item Cost: 65,000

Payment Rate: 40.00 %

Grant Value: £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

Add Quote

No Entries

Action Submission Form

Activities Requiring Quotes / Items - Item Details - Quote Details

Quote Value: £

Supplier Trading Title: *

Preferred Quote: ☐

Do you or anyone involved in the Project have an interest in this supplier? * ☐ Yes ☐ No

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

Add

No Files loaded

When adding only one quote or multiple quotes for this investment item, you need to select the 'Preferred Quote' tick box. A text box will open up for you to provide details of 'Why is this your preferred quote?' This question must be answered in order to progress any further with the application.

Activities Requiring Quotes - Item Details - Quote Details

Quote Value: £ 7000

Supplier Trading Title: Messrs Jones

Preferred Quote: ☒

Why is this your preferred quote? *

0 / 255

Do you or anyone involved in the Project have an interest in this supplier? * ☐ Yes ☐ No

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

Add

No Files loaded

If you answer, 'Yes' to 'Do you or anyone involved in the Project have an interest in this supplier?', a text box will open up for you to provide details on what actions the Business/Organisation has taken to mitigate this conflict of interest? This question must be answered in order to progress any further with the application.

Activities Requiring Quotes - Item Details - Quote Details

Quote Value * £ 7000

Supplier Trading Title * Messrs Jones

Preferred Quote ☒

Why is this your preferred quote? *

0 / 255

Do you or anyone involved in the Project have an interest in this supplier? * ☒ Yes ☐ No

What actions has the Business/Organisation taken to mitigate this conflict of interest? *

0 / 255

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

No files loaded

0 / 255

Cancel Save Save and Return

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

To upload the document, click the blue 'Add' button.

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

No files loaded

Add

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

Messrs Jones Quote.docx

Add Remove

You then have the option to 'Save' Quote or to 'Save and Return' to the Items Details page.

Cancel Save Save and Return

Once you have returned to the Item Details page your quote information will be shown.

Action Submission Form Activities Requiring Quotes / Items - Item Details

Id: N01

Option Code: NMB

Name / Description: Fixed floating plastic membrane to cover a lagoon

Estimated Item Cost: £5,000

Payment Rate: 40.00 %

Grant Value: £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	Add Quote Modify Delete

This is a mandatory question, please answer it.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item. ☐

Free Cancel Save Save and Return

If you need to add an additional quote, you can click the 'Add Quote' button. This can be selected as many times as required.

Activities Requiring Quotes / Items - Item Details

Id: N01

Option Code: NMB

Name / Description: Fixed floating plastic membrane to cover a lagoon

Estimated Item Cost: £5,000

Payment Rate: 40.00 %

Grant Value: £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	Add Quote Modify Delete

This is a mandatory question, please answer it.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item. ☐

Cancel Save Save and Return

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

Action Submission Form Activities Requiring Quotes / Items - Item Details

Id: N01

Option Code: NMB

Name / Description: Fixed floating plastic membrane to cover a lagoon

Estimated Item Cost: £5,000

Payment Rate: 40.00 %

Grant Value: £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

The cost of this item is equal to or greater than £3000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	Add Quote Modify Delete
£8,000.00	Deires	No	No	Yes	Modify Delete

This is a mandatory question, please answer it.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item. ☐

Free Cancel Save Save and Return

If your quote value is greater than £5,000 and you only have one quote available to submit, you must Tick the box to indicate that you wish to submit the application with less than three quotes for this investment item. A text box will also appear for you to explain why you are submitting less than three quotes for this investment item.

Activities Requiring Quotes / Items - Item Details

Id: N001
Option Code: NMB
Name / Description: Fixed floating plastic membrane to cover a lagoon
Estimated Item Cost: 65,000
Payment Rate: 40.00 %
Grant Value: £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier Interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	Add Quote Modify Delete

This is a mandatory question, please answer it.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.

☒

Explain why you are submitting less than three quotes for this investment item.

0 / 255

Activities Requiring Quotes / Items - Item Details

Id: N001
Option Code: NMB
Name / Description: Fixed floating plastic membrane to cover a lagoon
Estimated Item Cost: 65,000
Payment Rate: 40.00 %
Grant Value: £ 26,000.00

Item Quotes

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier Interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	Add Quote Modify Delete

This is a mandatory question, please answer it.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.

☒

Explain why you are submitting less than three quotes for this investment item.

Only could obtain one quote

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You then have the option to 'Save' or to 'Save and Return' to the Activities Requiring Quotes / Items page.

[Cancel](#) [Save](#) [Save and Return](#)

When you have finished filling in your answers, select the Next button.

Action Submission Form: Activities Requiring Quotes / Items

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

ID	Option Code	Name / Description	Total Cost (£)	Quotes Provided	
NI01	NM8	Fixed floating plastic membrane to cover a lagoon	65,000.00	1	Modify

Some data has not been entered or is invalid. Please Modify or Delete this before continuing.

Hide Help < Previous Save Next >

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.

Activities Requiring Quotes / Items

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

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Investment Items

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If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

ID	Option Code	Name / Description	Total Cost (£)	Quotes Provided	
NI01	NM12	Vacuum tanker plus Band Spreader or Trailing Shoe	74,850.00	1	Modify
Some data has not been entered or is invalid. Please Modify or Delete this before continuing.					
NI02	NM36	Slurry scraping systems	39,745.00	0	Modify

Exit Hide Help < Previous Save Next >

Once you have corrected any errors and answered all of the questions on each page click 'Save and Return' to the Activities Requiring Quotes / Items page then click on the 'Next' button.

Action Submission Form: Activities Requiring Quotes / Items

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRIs for Projects

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Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

ID	Option Code	Name / Description	Total Cost (£)	Quotes Provided
N01	N08	Fixed floating plastic membrane to cover a lagoon	65,000.00	1

Hide Help < Previous Save Next >

Hide Help < Previous Save Next >

Adding Items for main activities

This section is used to add items for main activities for the following scheme –

- Integrated Management of Natural Resources Scheme (INRS)

Main activities that require sub items to be added will be listed on this tab and will be shown on individual rows, detailing the ID, Option Code, Name/Description, Total Cost, Total Cost Remaining, Quotes Provided.

Action Submission Form

2

Help

Activities Requiring Quotes / Items

Introduction

Activities Requiring Quotes / Items

Activities Requiring Location

Submission

Hide Help

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Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

ID	Option Code	Name / Description	Total Cost (£)	Total Cost Remaining (£)	Quotes Provided	
IN002	D010	Capital - Plant Machinery & Other Equipment	35,000.00	-2,775.00	N/A	Add Item
IN006	D008	Capital - Estates	20,000.00	16,975.00	N/A	Add Item

Hide Help

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Save

Next >

To add a sub item to a main activity, choose the relevant row for the relevant activity. Click the 'Add Item' button to enter the Item Details page for that item.

Action Submission Form

2

Help

Activities Requiring Quotes / Items

Introduction

Activities Requiring Quotes / Items

Activities Requiring Location

Submission

Hide Help

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Save

Next >

Help

This page is used for the following:

- Submitting quotes when available
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If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

ID	Option Code	Name / Description	Total Cost (£)	Total Cost Remaining (£)	Quotes Provided	
IN002	D010	Capital - Plant Machinery & Other Equipment	35,000.00	-2,775.00	N/A	Add Item
IN006	D008	Capital - Estates	20,000.00	16,975.00	N/A	Add Item

Hide Help

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Save

Next >

In the Item Details page enter the Name/Description and the Estimated item Cost.

If you do not have a quote for the item, select 'No', you then have the option to 'Save' or to 'Save and Return' to the Activities Requiring Quotes / Items page.

If you have a quote for the item, select 'Yes', the following page will be displayed allowing you to add a quote.

Select the 'Add Quote' button and refer to the section 'Submitting quotes' which provides guidance on how to add quotes.

Adding CRNs for Projects

This section is used for adding CRN's for projects for the following scheme –

- Ffermio Bro.

If a Grant Award requires CRN details for a project, the 'Activities Requiring Quotes / Items' page will be shown, detailing the ID, Option Code, CRN, Name / Description, Total Cost (£) and Total Cost Remaining (£).

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award Letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

Id	Option Code	CRN	Name / Description	Total Cost (£)	Total Cost Remaining (£)
FD001	FD01		Capital Grant	12,500.00	1,480.00

Add Item

Select 'Add Item' and the following screen will appear:

You will need to add the CRN, Name / Description and Estimated Item Cost for each project you have in your Grant Award.

Activities Requiring Quotes / Items - Item Details

Id: 001at

Option Code: FD01

CRN:

Name / Description:

Estimated Item Cost:

Cancel Save Save and Return

Once you have added the required information, click 'Save and Return'

Action Submission Form

Activities Requiring Quotes / Items - Item Details

Id: 001at

Option Code: FD01

CRN: A000123

Name / Description: Mr XXXX

Estimated Item Cost: 1,000

Buttons: Print, Cymraeg, Exit, Cancel, Save, Save and Return

If you 'Save and Return' but you have not provided the CRN, Name / Description and/or Estimated Item Cost, the following warning message will appear on the 'Activities Requiring Quotes/Items' page which will prevent you from moving forward with the Action Submission Form.

Action Submission Form

Activities Requiring Quotes / Items

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award Letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

Id	Option Code	CRN	Name / Description	Total Cost (£)	Total Cost Remaining (£)
FD001	FD01		Capital Grant	12,500.00	480.00
001at	FD01			1,000.00	

Buttons: Add Item, Modify, Delete

Warning: Some data has not been entered or is invalid. Please Modify or Delete this before continuing.

Select 'Modify' to return to the previous page and input the required details or 'Delete' to remove the sub item.

If you have added an incorrect CRN, the following message will appear:
Please double check the CRN details are correct so that you can proceed.

Action Submission Form Activities Requiring Quotes / Items - Item Details

Id: 001at

Option Code: FD01

CRN: A000123
Please enter a valid CRN.

Name / Description: Mr XXXX

Estimated Item Cost: 1,000

Buttons: Cancel, Save, Save and Return

Footer: Print, Cymraeg, Exit, Cancel, Save, Save and Return

You will see that as you add in the projects, the 'Total Cost Remaining (£)' column updates to deduct the 'Total cost (£)' of each project. This updates to show how much funding is still remaining for you to claim.

Action Submission Form

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award Letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

Id	Option Code	CRN	Name / Description	Total Cost (£)	Total Cost Remaining (£)
FD001	FD01		Capital Grant	12,500.00	480.00
001at	FD01	A0000123	Mr XXXX	1,000.00	

Buttons: Add Item, Modify, Delete

Footer: Hide Help, Previous, Save, Next

Action Submission Form Activities Requiring Quotes / Items

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award Letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Find Items

Id	Option Code	CRN	Name / Description	Total Cost (£)	Total Cost Remaining (£)	
FD001	FD01		Capital Grant	12,500.00	0.00	Add Item
001at	FD01	A0000123	Mr XXXX	1,000.00		Modify Delete
001au	FD01	A0004567	Mrs XXXX	480.00		Modify Delete

If you exceed the Total Cost Remaining (£) value, you will still be able to provide further project details however a minus figure will display in the 'Total Cost Remaining (£)' column. An information message will appear to say you have exceeded the Total Maximum Capital Grant Value.

You will still be able to submit your Action Submission Form with this information message appearing.

Action Submission Form Activities Requiring Quotes / Items

Help

This page is used for the following:

- Submitting quotes when available
- Adding items for main activities
- Adding CRNs for Projects

You are able to submit multiple forms.

If you are entering a large number of quotes or adding a large number of additional items on this page, click the 'save' button occasionally to avoid losing your input.

Items can continue to be added after you exceed the awarded values for your project.

However, please note that you will be capped to the Capital and Revenue totals on your Grant Award Letter.

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

Investment Items

If you are required to add items you should click the 'add item' button against the relevant main activity.

If you are required to add quotes you should click the 'modify' button against the relevant item.

To complete this section you must have obtained quotes. You must upload evidence of the quotes.

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

You have exceeded the Total Maximum Capital Grant Approved as detailed in your latest signed Grant Award Letter. You may continue to add items and supporting quotes however you should note that any claims you submit will be capped to the Total Maximum Capital Grant Approved.

Find Items

Id	Option Code	CRN	Name / Description	Total Cost (£)	Total Cost Remaining (£)	
FD001	FD01		Capital Grant	12,500.00	-500.00	Add Item
001at	FD01	A0000123	Mr XXXX	1,000.00		Modify Delete
001au	FD01	A0004567	Mrs XXXX	480.00		Modify Delete
001av	FD01	A0008910	Ms XXXX	500.00		Modify Delete

Once you are content you have added all necessary information to this page, press 'next' to progress.

Activities Requiring Location

This section is used to add activities requiring location for the following scheme –

- Integrated Management of Natural Resources Scheme (INRS).

If a contract contains activities that require a location, the 'Activities Requiring Location' page will be shown, detailing the ID, Option Code, Name / Description and Action Required.

Help

This page is used for the following:

- Add Field Parcels/Locations where actions are to take place

All activities listed on this screen are not claimable due to a location being required.

You are able to submit multiple forms.

If you are entering a large number of field parcels on this page, click the 'save' button occasionally to avoid losing your input.

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

Investment Items

To complete this section you will need to enter the location where the activity will take place.

Click 'Modify' against an activity to view the detail and enter the location of the activity.

Find Items

Id	Option Code	Name / Description	Action Required
IN001	D015	Wooden stile	Add Parcels Modify
IN002	D023	Timber field gates - softwood	Add Parcels Modify
IN003	D050	Post and wire fencing with netting	Add Parcels Modify
IN004	D030	Sabre planting	Add Parcels Modify
IN007	D024	Parkland tree stock guards	Add Parcels Modify
IN008	D026	Trees - standards	Add Parcels Modify
IN009	D028	Trees & shrubs - transplants	Add Parcels Modify
IN010	D032	New Hedge Planting	Add Parcels Modify

To add a field parcel/location, choose the relevant row for the relevant item. Click the 'Modify' button to enter the Activities Requiring Location – Item Details page for that item.

Help

This page is used for the following:

- Add Field Parcels/Locations where actions are to take place

All activities listed on this screen are not claimable due to a location being required.

You are able to submit multiple forms.

If you are entering a large number of field parcels on this page, click the 'save' button occasionally to avoid losing your input.

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

Investment Items

To complete this section you will need to enter the location where the activity will take place.

Click 'Modify' against an activity to view the detail and enter the location of the activity.

Find Items

Id	Option Code	Name / Description	Action Required
IN001	D015	Wooden stile	Add Parcels Modify
IN002	D023	Timber field gates - softwood	Add Parcels Modify
IN003	D050	Post and wire fencing with netting	Add Parcels Modify
IN004	D030	Sabre planting	Add Parcels Modify
IN007	D024	Parkland tree stock guards	Add Parcels Modify
IN008	D026	Trees - standards	Add Parcels Modify
IN009	D028	Trees & shrubs - transplants	Add Parcels Modify
IN010	D032	New Hedge Planting	Add Parcels Modify

In the Activities Requiring Location – Item Details page, select the ‘Add Parcel’ button.

Activities Requiring Location - Item Details

Id: IN009

Option Code: D034

Name / Description: Hedge laying

Field Parcels

Enter the sheet reference and field number for each parcel that this item will take place on.
You are able to add more than one field parcel per activity.

Add Parcel

No Entries

In the Activities Requiring Location – Item Details – Parcel Details page, enter the Sheet Reference and the Field Number.

Activities Requiring Location - Item Details - Parcel Details

Sheet Reference: S0942

Field Number: 1111

You then have the option to ‘Save’ or to ‘Save and Return’ to the Activities Requiring Location page.

Cancel Save Save and Return

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 ‘Save and Return’ on the page.

The screenshot shows the 'Action Submission Form' with the following details:

- Form Title:** Action Submission Form
- Page Header:** Activities Requiring Location - Item Details - Parcel Details
- Navigation:** Introduction, Activities Requiring Quotes / Items, Activities Requiring Location (selected), Submission
- Fields:**
 - Sheet Reference ***: Value is '50942'. A red error message below the field states: 'Invalid format. Sheet Reference should be two letters followed by 4 numbers.'
 - Field Number ***: Value is '1111'.
- Buttons:** Cancel, Save, Save and Return (top right); Print, Cancel, Save, Save and Return (bottom right).

The screenshot shows the 'Action Submission Form' with the following details:

- Form Title:** Action Submission Form
- Page Header:** Activities Requiring Location - Item Details - Parcel Details
- Navigation:** Introduction, Activities Requiring Quotes / Items, Activities Requiring Location (selected), Submission
- Fields:**
 - Sheet Reference ***: Value is 'SN9791'.
 - Field Number ***: Value is '0000'. A red error message below the field states: 'Invalid format. Field Number should be four numbers (this can include leading zeros)'.
- Buttons:** Cancel, Save, Save and Return (top right); Print, Cancel, Save, Save and Return (bottom right).

Once you have corrected any errors and answered all of the questions click ‘Save and Return’ to the Activities Requiring Location page then click on the ‘Next’ button.

Activities Requiring Location

Help
This page is used for the following:
• Add Field Pans/Locations where actions are to take place
All activities listed on this screen are not claimable due to a location being required.
You are able to submit multiple forms.
If you are entering a large number of field panels on this page, click the 'save' button occasionally to avoid losing your input.
To hide this help text and make more room on your screen, click the 'hide help' button.

Investment Items
To complete this section you will need to enter the location where the activity will take place.
Click 'Modify' against an activity to view the detail and enter the location of the activity.

Find Items

ID	Option Code	Name / Description	Action Required
003a0	0010	Equipment	Add Pansels (Optional)
IN004	0008	Trees & shrubs - transplants	Add Pansels
IN009	0034	Hedge laying	

Hide Help < Previous Save Next >

Hide Help < Previous Save Next >

Submission – 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 Action Submission Form.

Submission - 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: [Blank] Type of Contract: Nutrient Management Investment Scheme

Activities Requiring Quotes / Items

ID	Option Code	Name / Description
IN01	NMB	Fixed floating plastic membrane to cover a lagoon

Quote Reference	Quote Value	Supplier Trading Title	Preferred Quote	Supplier
Q02	47,000.00	Messrs Jones	Yes	No

Why is this your preferred quote? Best value

• This is a mandatory question, please answer it.

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

Hide Help < Previous Save Next >

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

Action Submission Form Submission - Errors, Information & Summary

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

No Errors or Information Messages Identified.

Contract Reference: Type of Contract: Form Reference:

Activities Requiring Quotes / Items

Id	Option Code	Name / Description	Total Cost (£)	Quotes Provided
N01	NMB	Fixed floating plastic membrane to cover a lagoon	65,000.00	1

Quote Reference	Quote Value	Supplier Trading Title	Preferred Quote	Supplier Interest	Supporting Documents Provided
Q02	£7,000.00	Messrs Jones	Yes	No	Yes

Why is this your preferred quote? Best value

Explain why you are submitting less than three quotes for this investment item. Only could obtain one quote

Previous Save Next

Click 'Next' to proceed to the Declarations and Undertakings screen.

Previous Save Next

Submission Page – Declarations and Undertakings

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

Action Submission Form Declarations and Undertakings

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 submission and any supporting documentation.

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 submission.

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 submission or supporting documentation within 10 days of any such changes.

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

I understand that:

The Welsh Government may need to share some information about my submission 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 the suppliers declared on this submission.

Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this submission may result in termination of the scheme and/or recovery of any payments.


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

Previous Save Next

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

Click 'Next' to proceed to the Submit screen.

< Previous

 Save

Next >

Submission Page – Submit

To submit your Action Submission Form, click on the 'Submit' button.

Action Submission Form

Submit

2

help

Introduction

Activities Requiring Quotes / Items

Submission

Email, Information & Summary

Declaration and Undertakings

Submit

You are now ready to submit your Action / Actions.

All required Supporting Documents should be uploaded against each item line.

Click the button below to submit your Action / Actions.

Submit


A message containing a copy of your submitted Action Submission form will be available in your online Message page within one working day.

Print

Cancel

Exit

< Previous

 Save

Next >

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

Action Submission Form

Submission Confirmation

1

help

Submission Confirmation

Action Submission Form - Reference Number:

Your Action Submission form was submitted for CRN.

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

Please check the contents of your action submission 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

Print

Cancel

Exit

A summary of your completed Action Submission 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 Actions

If you did not submit all of your required actions, you will be able to submit additional actions by returning to your RPW Online account and proceeding to the Contracts tab.

The relevant contract will again show the 'Start Actions ' button to allow you to submit an additional Action Submission Form.

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