Llywodraeth Cymru
Welsh Government

Action Submission Form

How To Complete Guidance

Contents

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.

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.
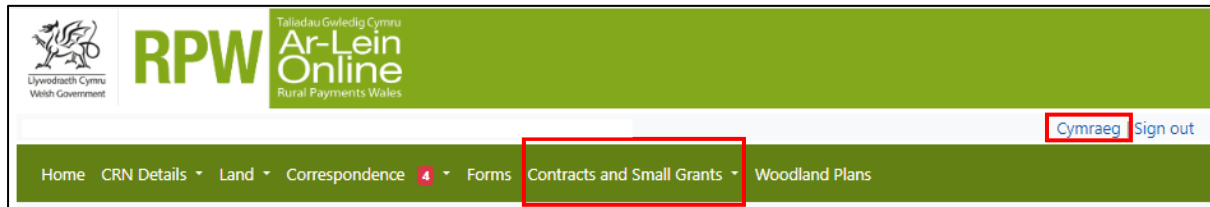
To change the language at any time, click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Action Submission Form is displayed in.
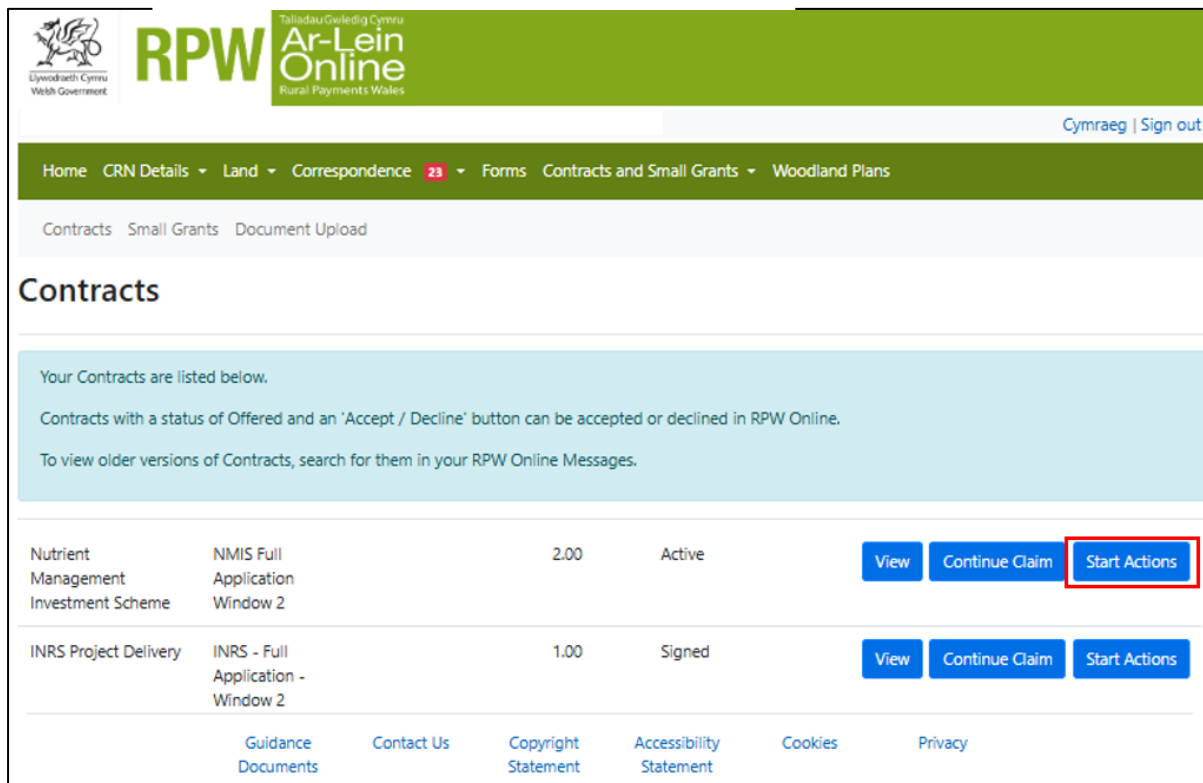
Contracts and Small Grants Page

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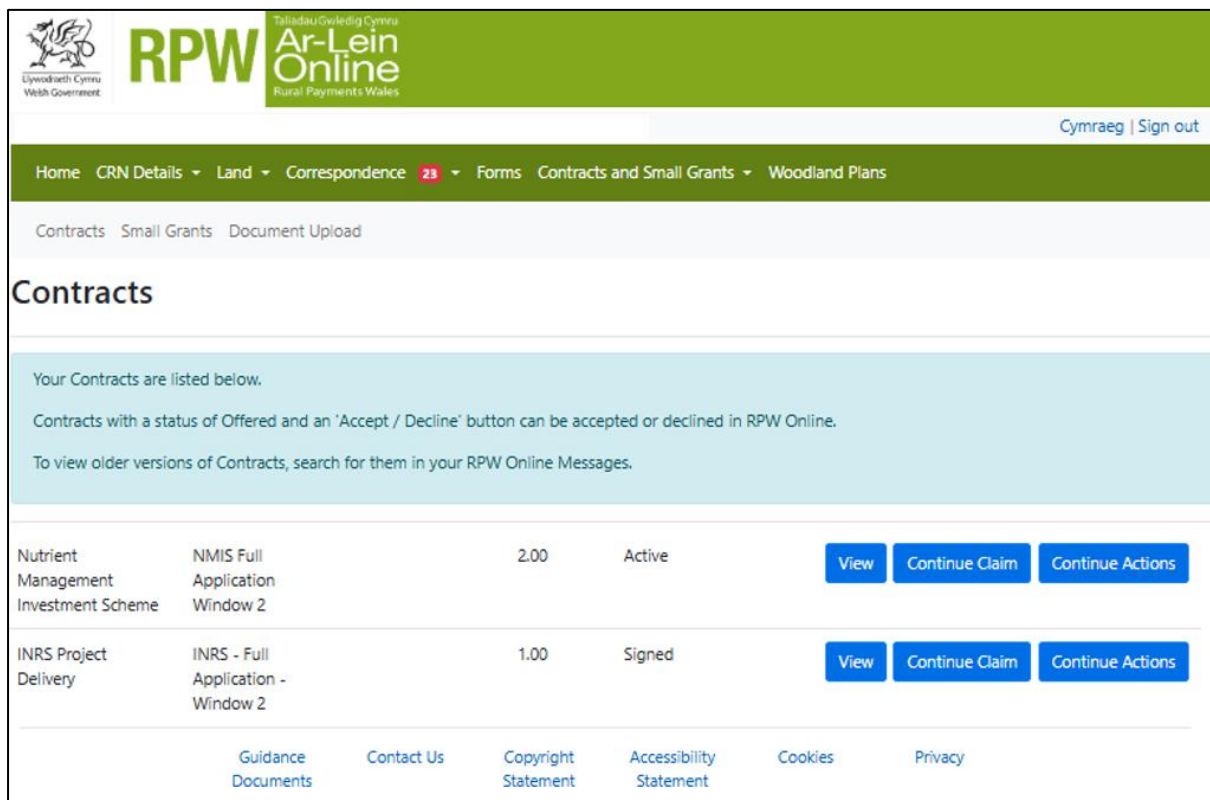
Getting Started

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

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).

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:

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
Address

Postcode
Telephone Number
Number of Partners

Online Preferences
Email or SMS (Text) Preference

Email Address

Mobile Number

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:

Introduction Page

This is the introduction page which provides information about the Action Submission form.

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

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.

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.

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

When adding only one quote or multiple quotes for this investment item, you need to select the 'Prefered 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.

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.

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.

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

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

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

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

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.

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

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

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 'Save and Return' to the Activities Requiring Quotes / Items page then click on the 'Next' button.

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.

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.

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 (£).

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.

Once you have added the required information, click '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.

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.

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.

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.

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.

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.

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

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

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

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.

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.

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.

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.

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.

☑ 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.

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

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.