



Llywodraeth Cymru  
Welsh Government

# Action Submission Form

## How To Complete Guidance

## Contents

<b>Information .....</b>	<b>3</b>
<b>Rural Payments Wales Online – Login .....</b>	<b>4</b>
<b>Rural Payments Wales Online – Home page .....</b>	<b>5</b>
<b>Contracts and Small Grants Page.....</b>	<b>5</b>
<b>Getting Started .....</b>	<b>6</b>
<b>Continue Actions.....</b>	<b>6</b>
<b>Action Submission Form - Delete/Start Again .....</b>	<b>7</b>
<b>Introduction Page.....</b>	<b>9</b>
<b>Activities Requiring Quotes / Items .....</b>	<b>10</b>
<b>Submitting quotes.....</b>	<b>10</b>
<b>Adding Items for main activities .....</b>	<b>17</b>
<b>Adding CRNs for Projects .....</b>	<b>20</b>
<b>Activities Requiring Location.....</b>	<b>24</b>
<b>Submission – Errors, Information and Summary .....</b>	<b>28</b>
<b>Submission Page – Declarations and Undertakings.....</b>	<b>29</b>
<b>Submission Page – Submit .....</b>	<b>30</b>
<b>Additional Actions.....</b>	<b>31</b>

## 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.

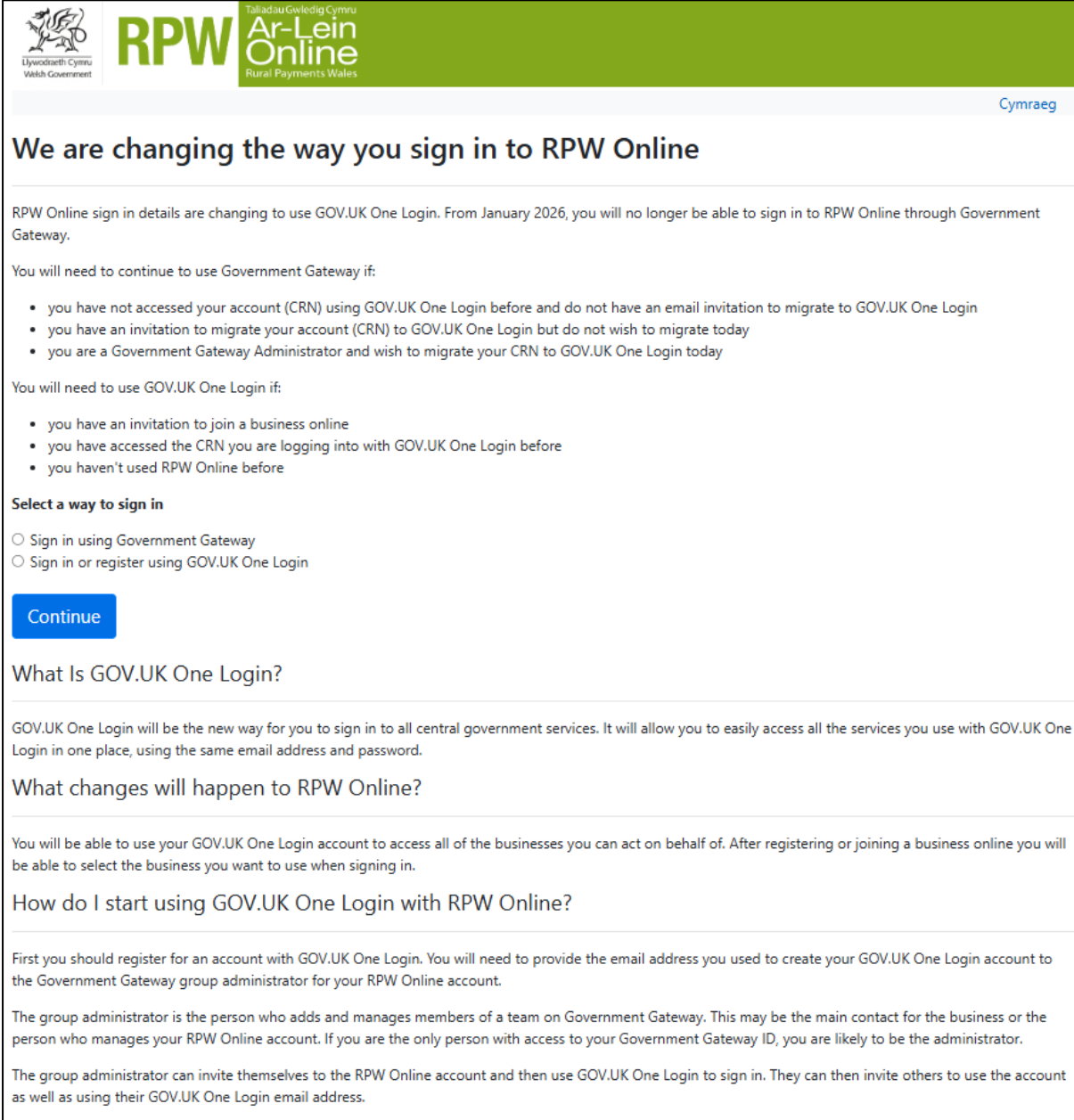
The Action Submission Form must be completed via RPW Online. Multiple Action Submission Forms can be submitted during the project window and multiple actions can be submitted on each form.

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.



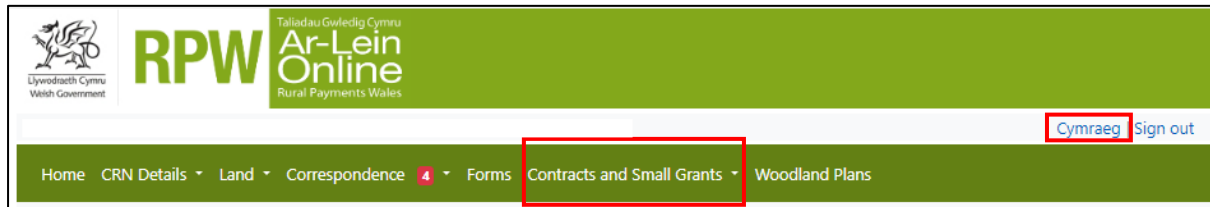
The screenshot shows the RPW Online login page. At the top left, there is the Welsh Government logo and the text 'Llywodraeth Cymru Welsh Government'. To the right is the 'RPW Ar-Lein Online Rural Payments Wales' logo. A green header bar contains the text 'Cymraeg' on the right. Below the header, the main heading reads 'We are changing the way you sign in to RPW Online'. The body text states: '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. A blue 'Continue' button is visible. Below this, there are sections titled 'What Is GOV.UK One Login?', 'What changes will happen to RPW Online?', and 'How do I start using GOV.UK One Login with RPW Online?'. The 'What Is GOV.UK One Login?' section explains that it will be the new way to sign in to all central government services. The 'What changes will happen to RPW Online?' section states that users will be able to use their GOV.UK One Login account to access all businesses they can act on behalf of. The 'How do I start using GOV.UK One Login with RPW Online?' section explains that users should register for an account with GOV.UK One Login and provide their email address to the Government Gateway group administrator for their RPW Online account. It also notes that the group administrator is the person who adds and manages members of a team on Government Gateway and that they can invite themselves to the RPW Online account and then use GOV.UK One Login to sign in.

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

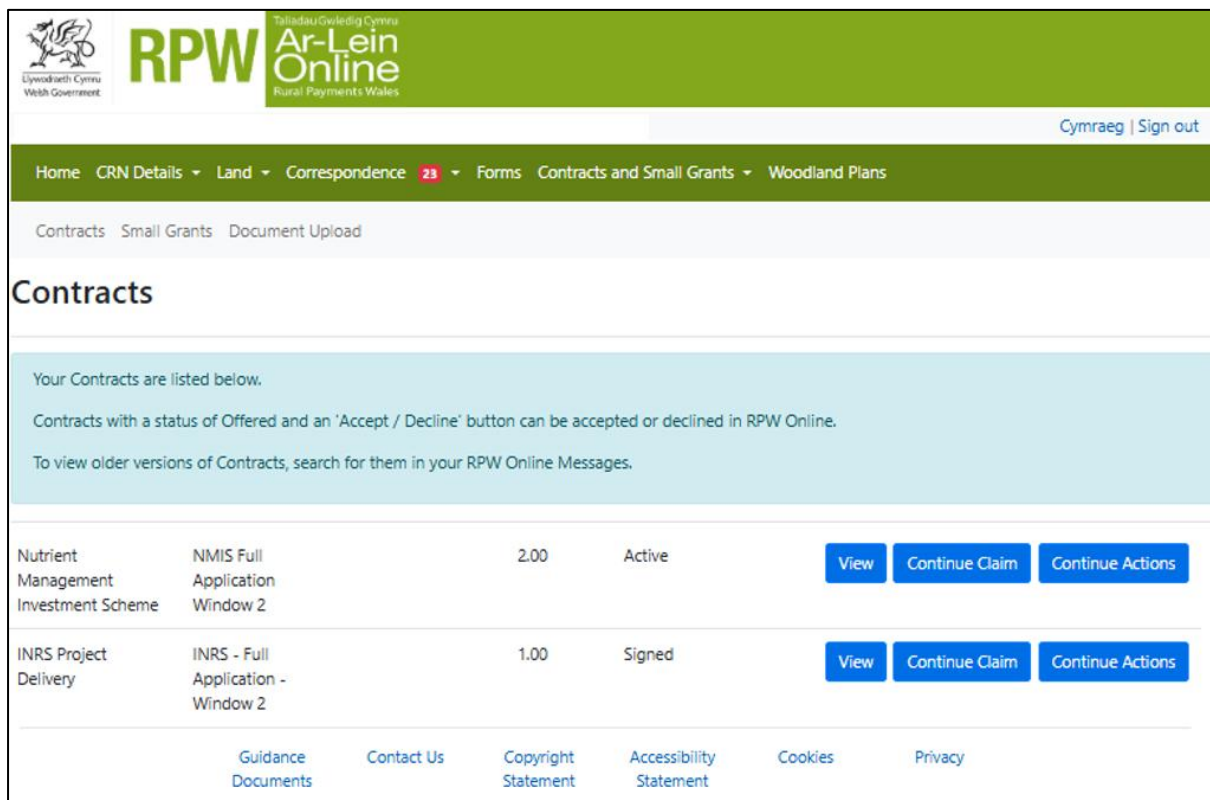
To access the Action Submission Form, click the Tab labelled 'Contracts and Small Grants' on the RPW Online home screen, as shown below.



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.

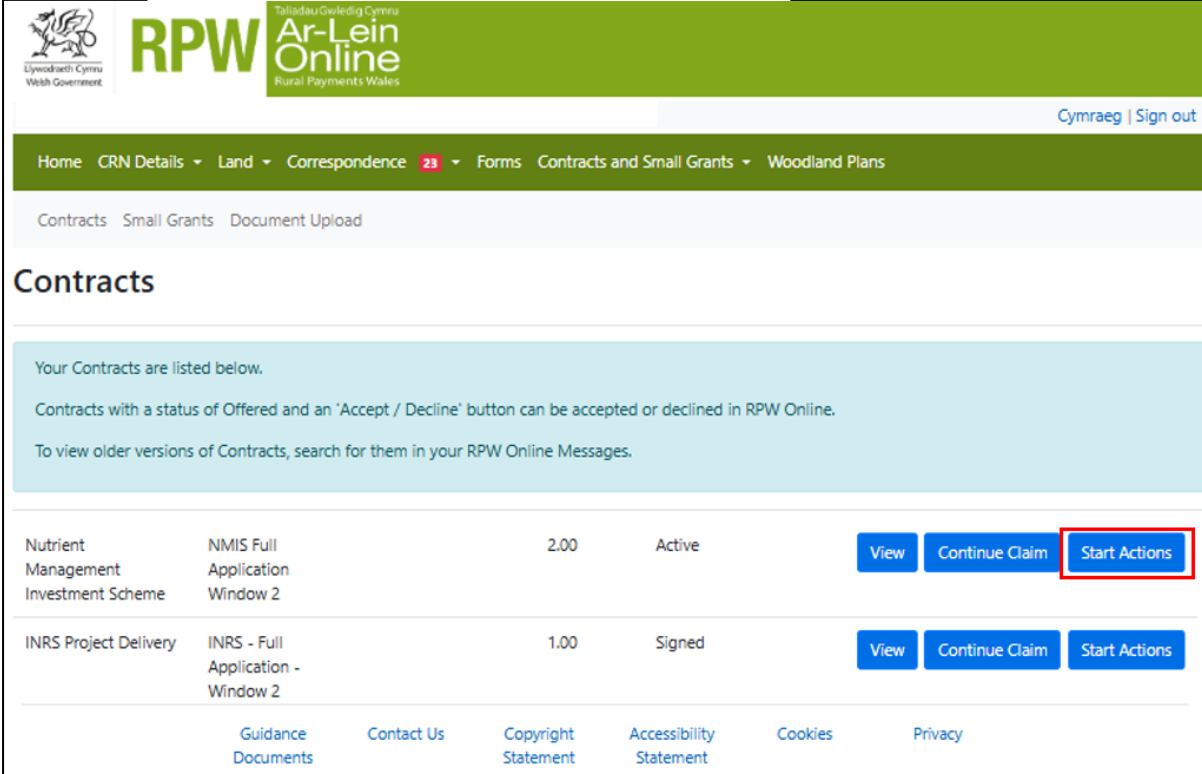
## Contracts and Small Grants Page

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 website interface. At the top, there is a green header with the RPW logo and 'Ar-Lein Online Rural Payments Wales' text. Below the header is a navigation menu with items like Home, CRN Details, Land, Correspondence (with a red '23' notification), Forms, Contracts and Small Grants, and Woodland Plans. A secondary menu includes Contracts, Small Grants, and Document Upload. The main content area is titled 'Contracts' and contains a light blue box with 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. 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	<a href="#">View</a>	<a href="#">Continue Claim</a>	<a href="#">Start Actions</a>
INRS Project Delivery	INRS - Full Application - Window 2	1.00	Signed	<a href="#">View</a>	<a href="#">Continue Claim</a>	<a href="#">Start Actions</a>

At the bottom of the page, 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).

The screenshot shows the RPW Ar-Lein Online portal. At the top left is the logo for Llywodraeth Cymru (Welsh Government) and the text 'RPW Ar-Lein Online Rural Payments Wales'. On the top right, there is a search bar and a 'Cymraeg | Sign out' link. Below this is a navigation menu with items: Home, CRN Details, Land, Correspondence (with a red '23' notification), Forms, Contracts and Small Grants, and Woodland Plans. Underneath the navigation menu are links for 'Contracts', 'Small Grants', and 'Document Upload'. The main heading is 'Contracts'. Below the heading, there is a light blue box containing the text: '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	<a href="#">View</a>	<a href="#">Continue Claim</a>	<a href="#">Continue Actions</a>
INRS Project Delivery	INRS - Full Application - Window 2	1.00	Signed	<a href="#">View</a>	<a href="#">Continue Claim</a>	<a href="#">Continue Actions</a>

At the bottom of the page, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', 'Accessibility Statement', 'Cookies', and '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:

The screenshot shows the RPW Ar-Lein Online website interface. At the top left is the Welsh Government logo. The main header includes the RPW logo and 'Ar-Lein Online Rural Payments Wales'. A navigation bar contains links for Home, CRN Details, Land, Correspondence (with a '23' notification), Forms, Contracts and Small Grants, and Woodland Plans. A 'Cymraeg | Sign out' link is in the top right.

## 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.

<a href="#">Customer Details</a>	<a href="#">Online Preferences</a>
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 [redacted]

[Continue](#) [Back](#)

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

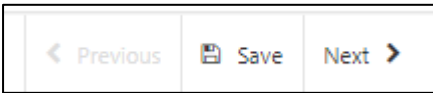
Please be aware – if you choose to ‘Start Again’, this will un-set all of the questions you have answered and remove all of the information you have added.

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 –

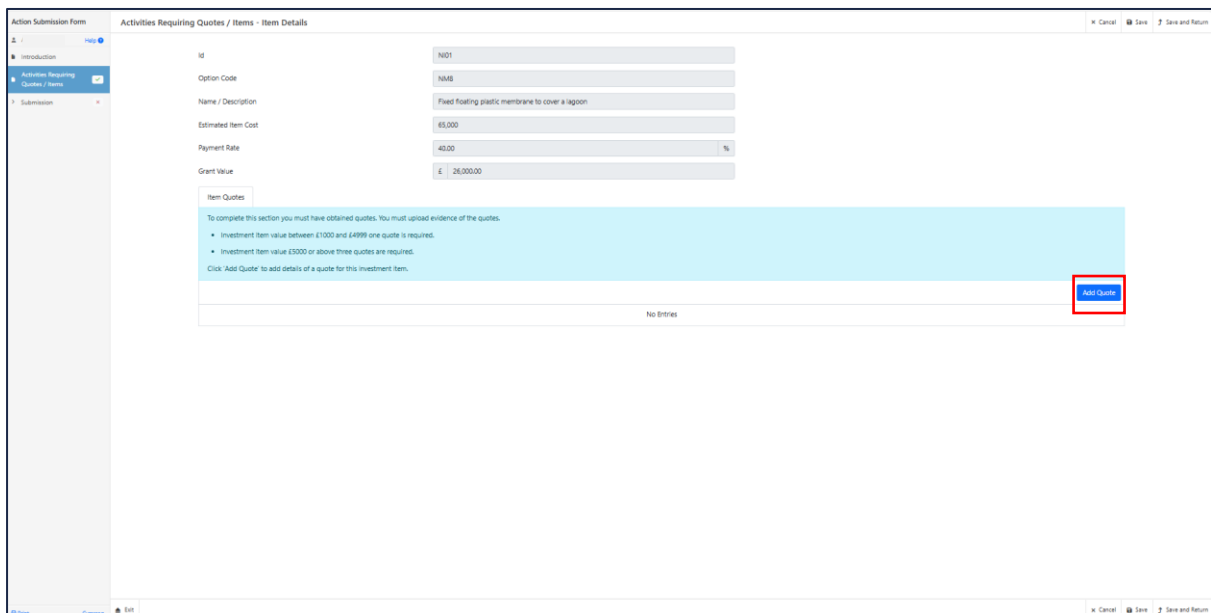
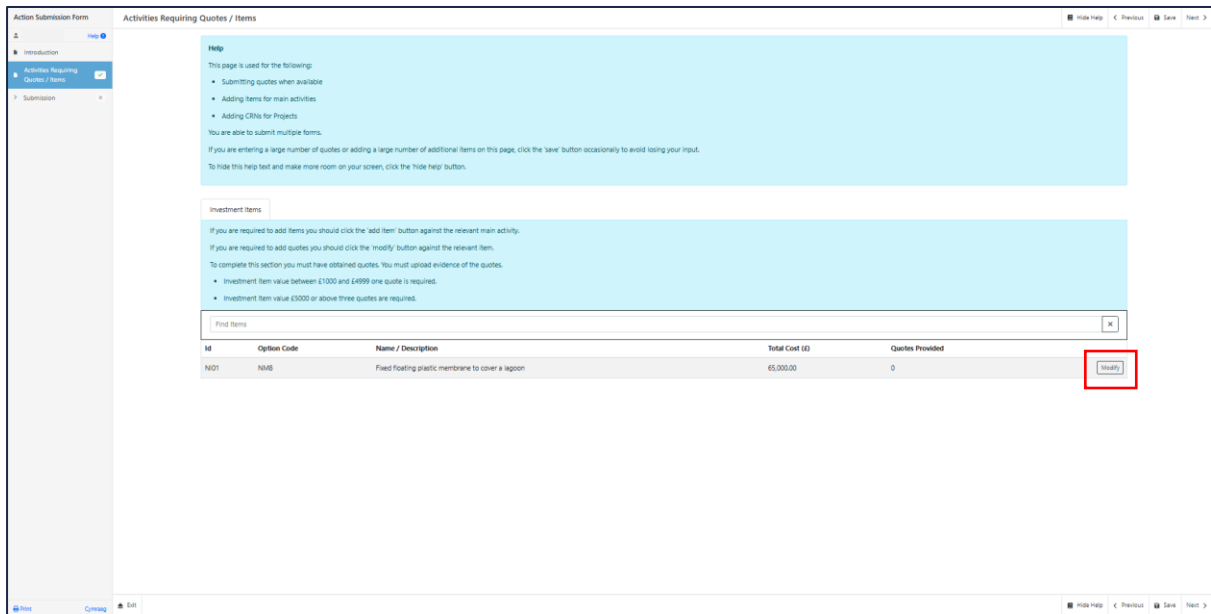
- Welsh Marine and Fisheries Scheme General Funding Round (WMFS).
- Nutrient Management Investment Scheme (NMIS).
- Integrated Management of Natural Resources Scheme (INRS).

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.

ID	Option Code	Name / Description	Total Cost (£)	Quotes Provided
NDI1	NMB	Fixed floating plastic membrane to cover a lagoon	65,000.00	0

**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.

Activities Requiring Quotes / Items - Item Details

Cancel Save Save and Return

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

Cancel Save Save and Return

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

0 / 255

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

Cancel Save Save and Return

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.

### 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.

Action Submission Form    Activities Requiring Quotes / Items - Item Details

Introduction

Activities Requiring Quotes / Items

Submission

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.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>

**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.

Home    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: 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.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>

**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

Introduction

Activities Requiring Quotes / Items

Submission

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.

**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	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>
£8,000.00	Deires	No	No	Yes	<a href="#">Modify</a> <a href="#">Delete</a>

**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.

Home    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

Cancel Save Save and Return

id: NI01  
 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	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>

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

Cancel Save Save and Return

id: NI01  
 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	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>

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.

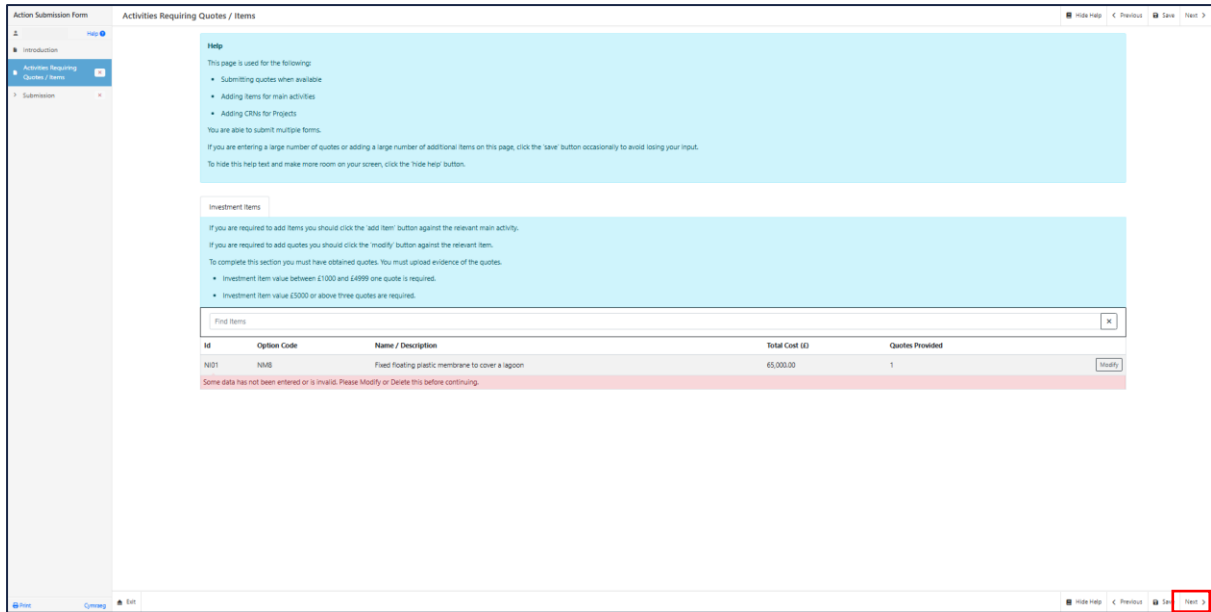
Only could obtain one quote

27 / 255

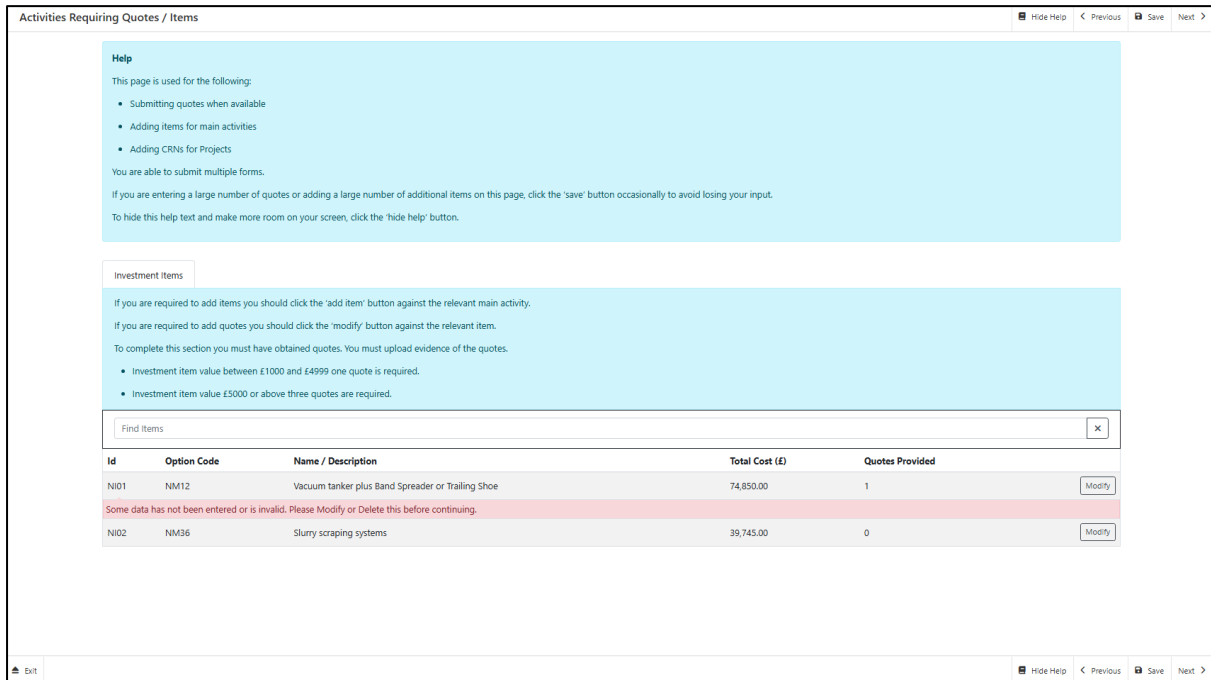
You then have the option to 'Save' or to 'Save and Return' to the Activities Requiring Quotes / Items page.

Cancel Save Save and Return

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



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.

**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 £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
ND1	NMB	Fixed floating plastic membrane to cover a lagoon	65,000.00	1

Hide Help < Previous Save Next >

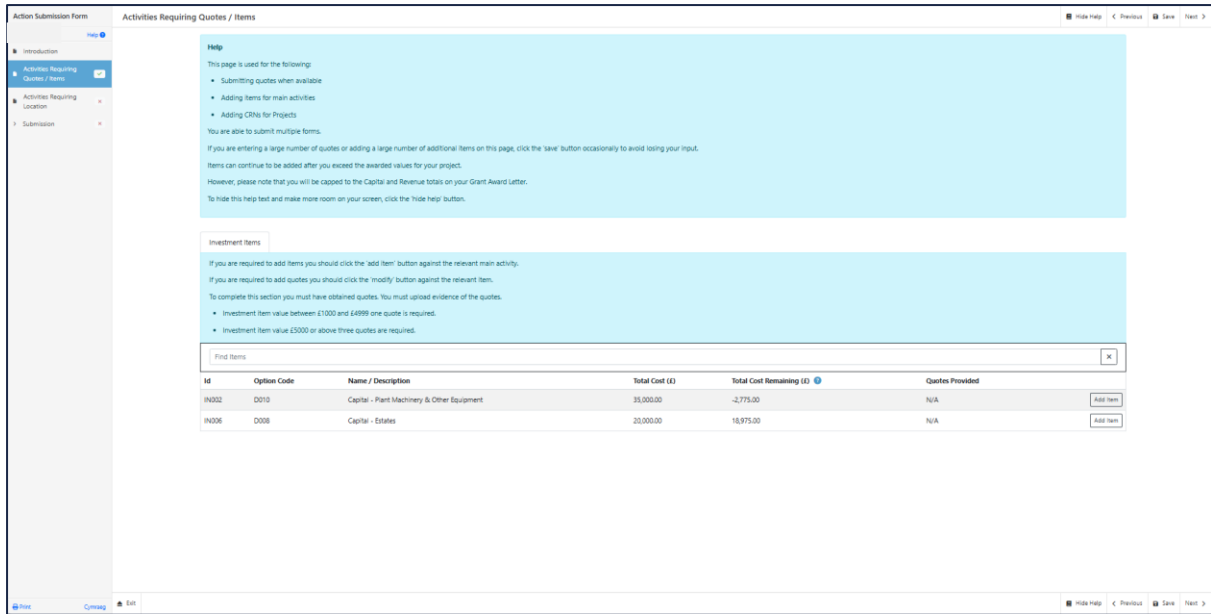
Hide Help < Previous Save Next >

## Adding Items for main activities

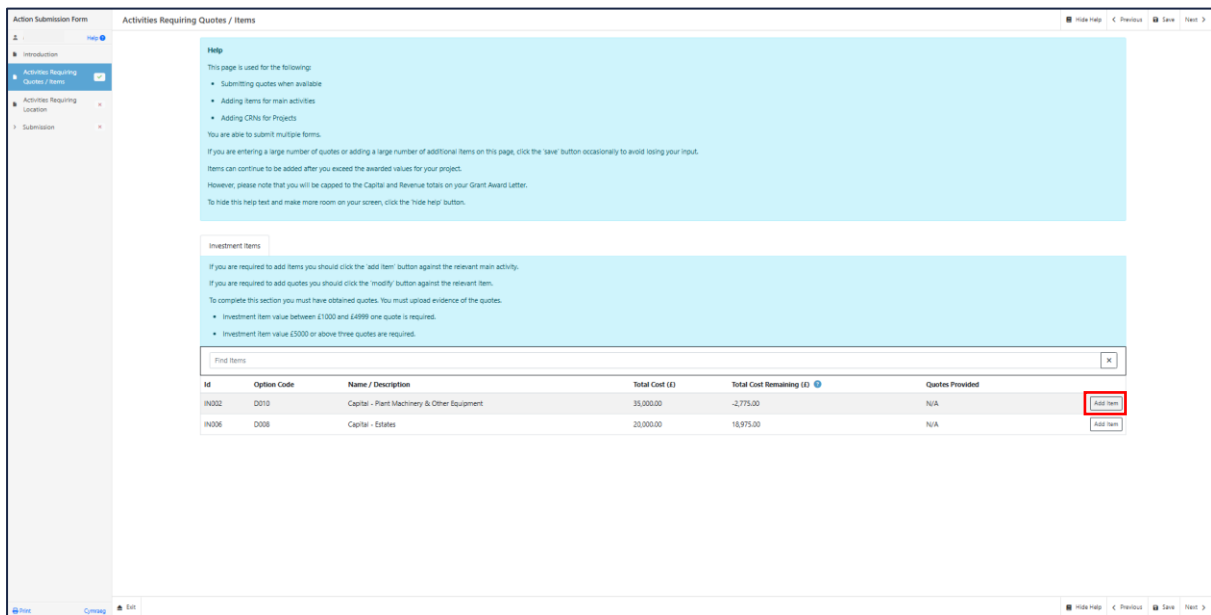
This section is used to add items for main activities for the following scheme –

- 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.



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.

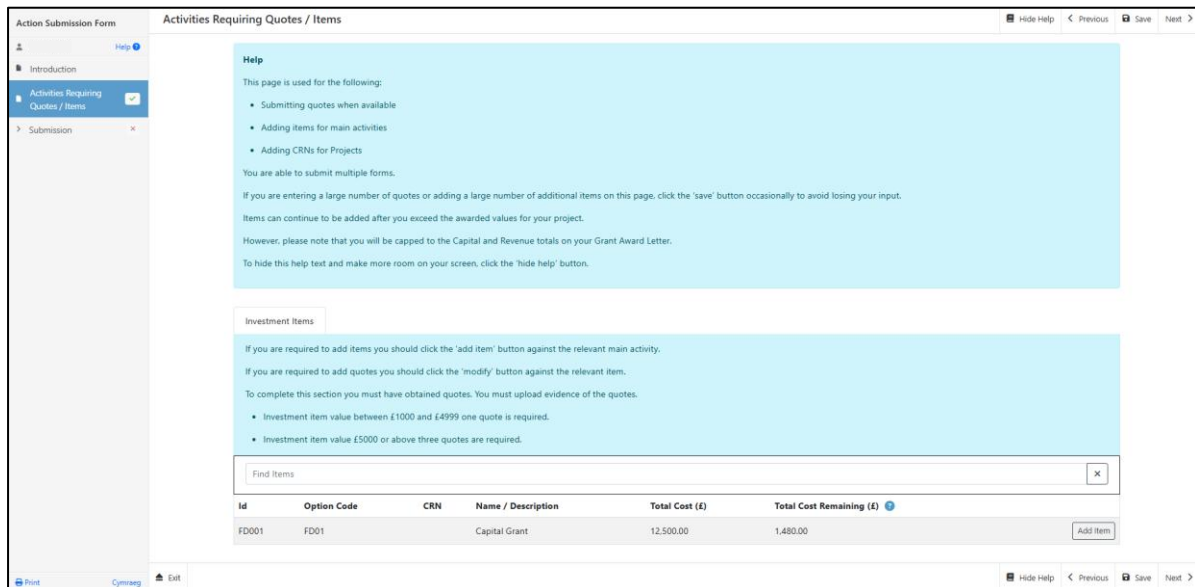


# Adding CRNs for Projects

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

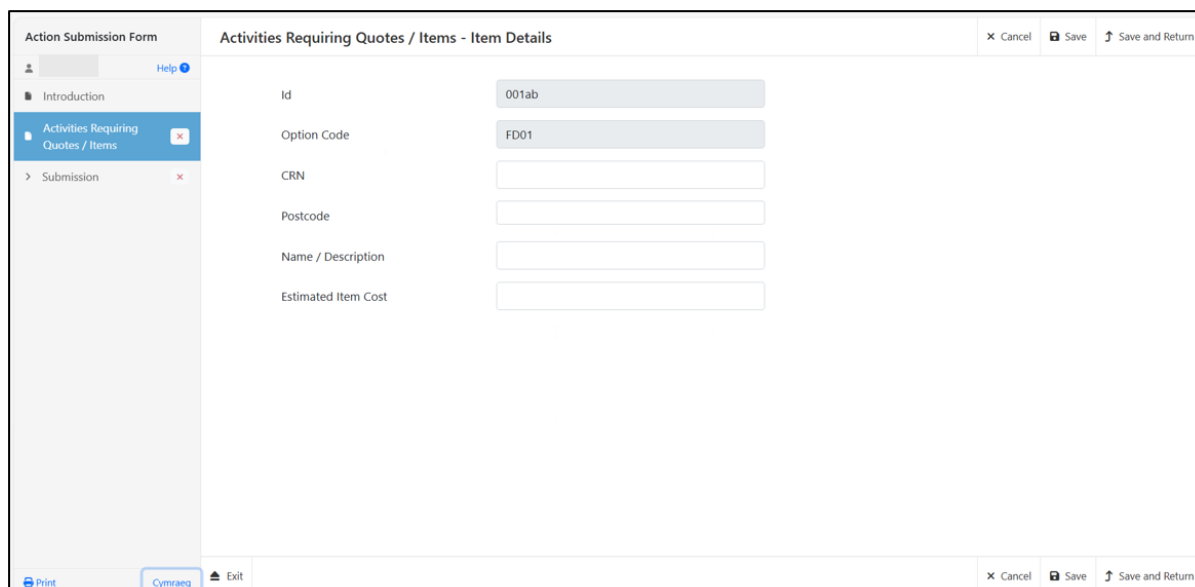
- Ffermio Bro.

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, Post Code, 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'

Id	001ab
Option Code	FD01
CRN	A0
Postcode	DX
Name / Description	Item Name
Estimated Item Cost	1,000

If the Post Code entered does not align with the CRN entered, a warning message will appear.

Id	001ab
Option Code	FD01
CRN	A0
Postcode	LD5 4
Name / Description	Item Name
Estimated Item Cost	1,000

• The postcode entered does not align with the CRN entered. Please use Main Farm or Correspondence postcode, or check the CRN entered

If you 'Save and Return' but you have not provided the CRN, Post Code, 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.

**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	

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.

**Activities Requiring Quotes / Items - Item Details**

Id: 001ab

Option Code: FD01

CRN: A0000000  
Please enter a valid CRN.

Postcode:

Name / Description: Item Name

Estimated Item Cost: 1,000

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	

Print    Cymraeg    Exit    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
001at	FD01	A0000123	Mr XXXX	1,000.00	
001au	FD01	A0004567	Mrs XXXX	-80.00	

Print    Cymraeg    Hide Help    Previous    Save    Next

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**

Help

Introduction

Activities Requiring Quotes / Items

Submission

**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
001at	FD01	A0000123	Mr XXXX	1,000.00	
001au	FD01	A0004567	Mrs XXXX	480.00	
001av	FD01	A0008910	Ms XXXX	500.00	

Print | Privacy | Exit | Hide Help | Previous | Save | Next

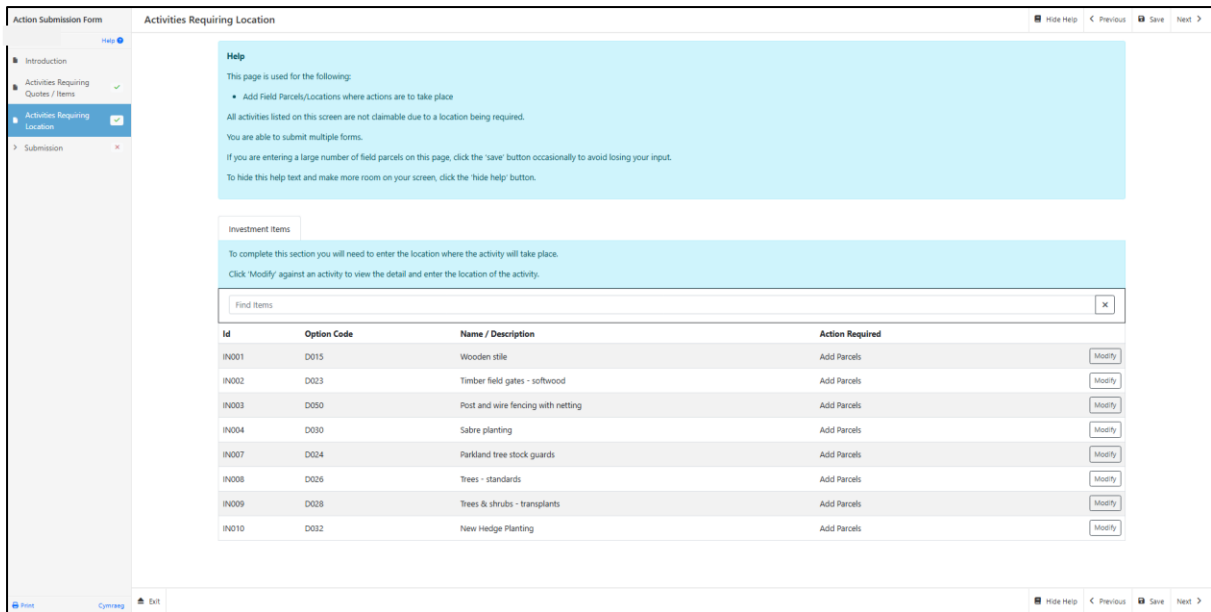
Once you are content you have added all necessary information to this page, press 'next' to progress.

## Activities Requiring Location

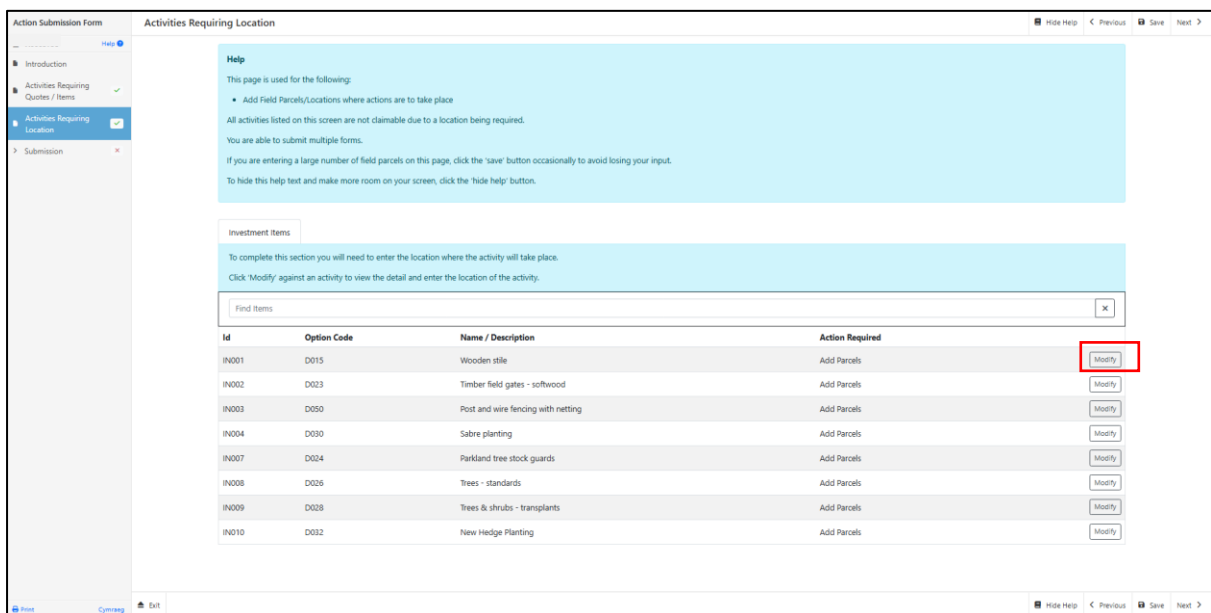
This section is used to add activities requiring location for the following scheme –

- 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.

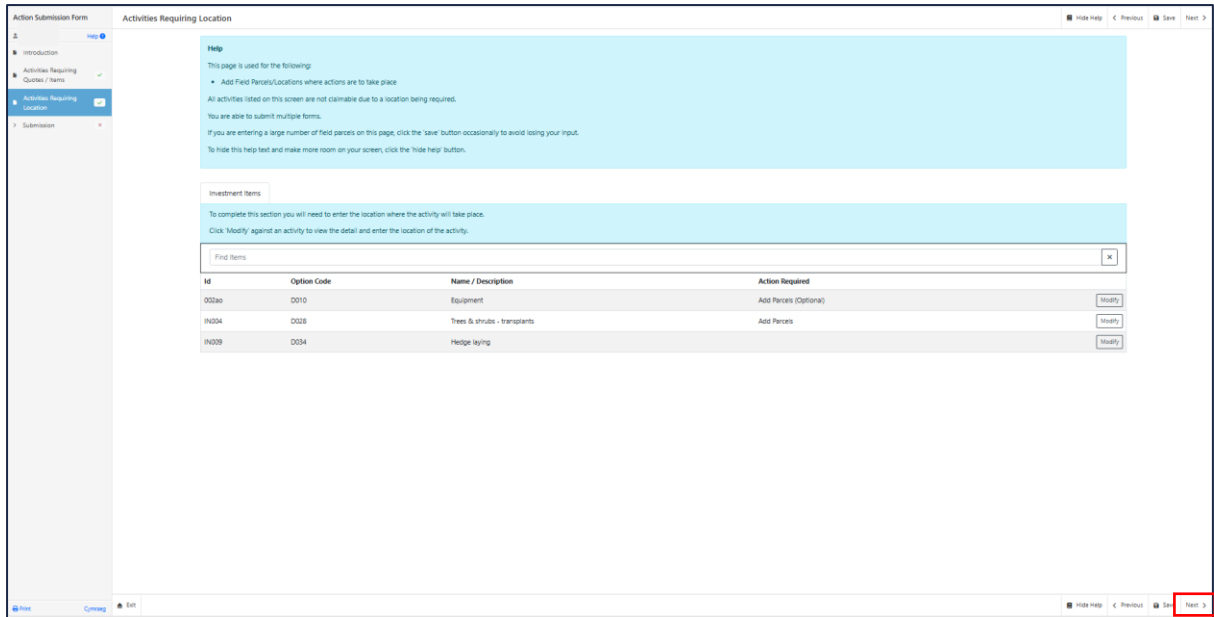
You then have the option to 'Save' or to 'Save and Return' to the Activities Requiring Location page.

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.

The screenshot shows a web form titled 'Activities Requiring Location - Item Details - Parcel Details'. The form has two main input fields: 'Sheet Reference' and 'Field Number'. The 'Sheet Reference' field contains the value 'SQ942' and has a red error message below it: 'Invalid format. Sheet Reference should be two letters followed by 4 numbers.' The 'Field Number' field contains the value '1111' and has a red error message below it: 'Invalid format. Field Number should be four numbers (this can include leading zeroes)'. The form is part of an 'Action Submission Form' and includes a sidebar with navigation options: Introduction, Activities Requiring Quotes / Items, Activities Requiring Location (selected), and Submission. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Save and Return'.

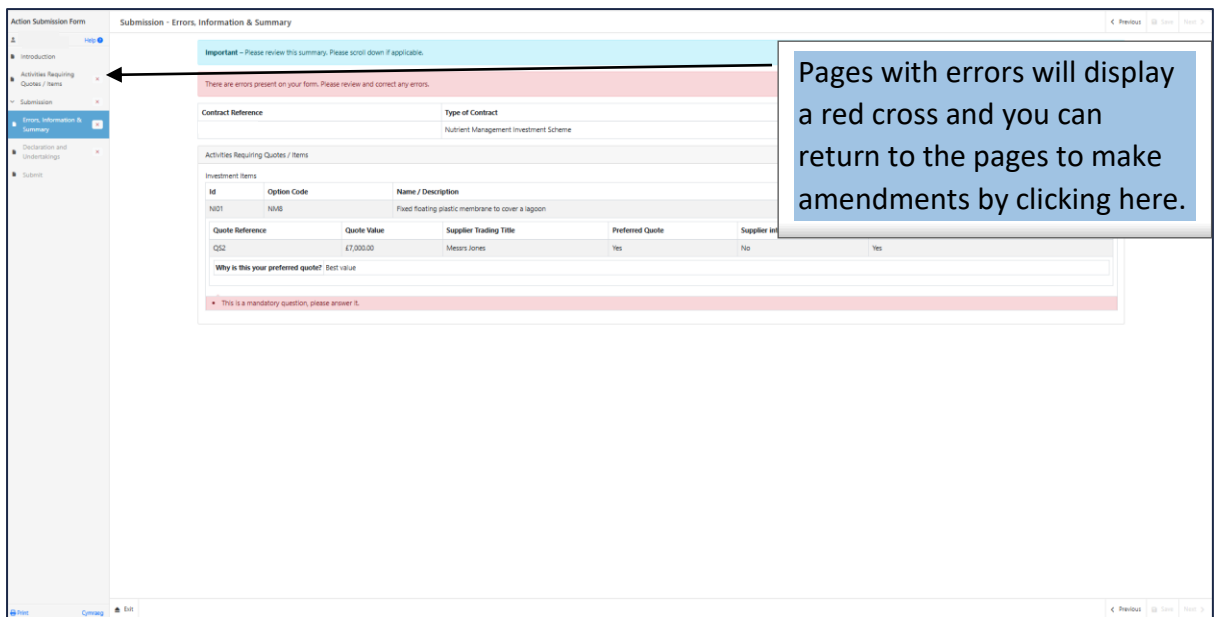
The screenshot shows the same web form as above, but with different values and error messages. The 'Sheet Reference' field now contains 'SN9791' and has a red error message below it: 'Invalid format. Sheet Reference should be two letters followed by 4 numbers.' The 'Field Number' field now contains '0000' and has a red error message below it: 'Invalid format. Field Number should be four numbers (this can include leading zeroes)'. The form structure and navigation sidebar are identical to the previous screenshot.

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.



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
	Nutrient Management Investment Scheme	

Activities Requiring Quotes / Items

Id	Option Code	Name / Description	Total Cost (£)	Quotes Provided
N01	NMB	Fixed floating plastic membrane to cover a lagoon	£5,000.00	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

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

Navigation buttons: 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.

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.

The screenshot shows the 'Submit' page of the Action Submission Form. On the left, a navigation menu lists steps: Introduction, Activities Requiring Quicker Plans, Submissions, Email Information & Summary, Declaration and Undertakings, and Submit (highlighted). The main content area contains the following text: '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.' A blue 'Submit' button is positioned to the right. Below this, it states: 'A message containing a copy of your submitted Action Submission form will be available in your online Message page within one working day.'

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

The screenshot shows the 'Submission Confirmation' page. The left navigation menu has 'Submission Confirmation' highlighted. The main content area displays: '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.' At the bottom, there are two buttons: 'Print this Screen' and '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.