



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.

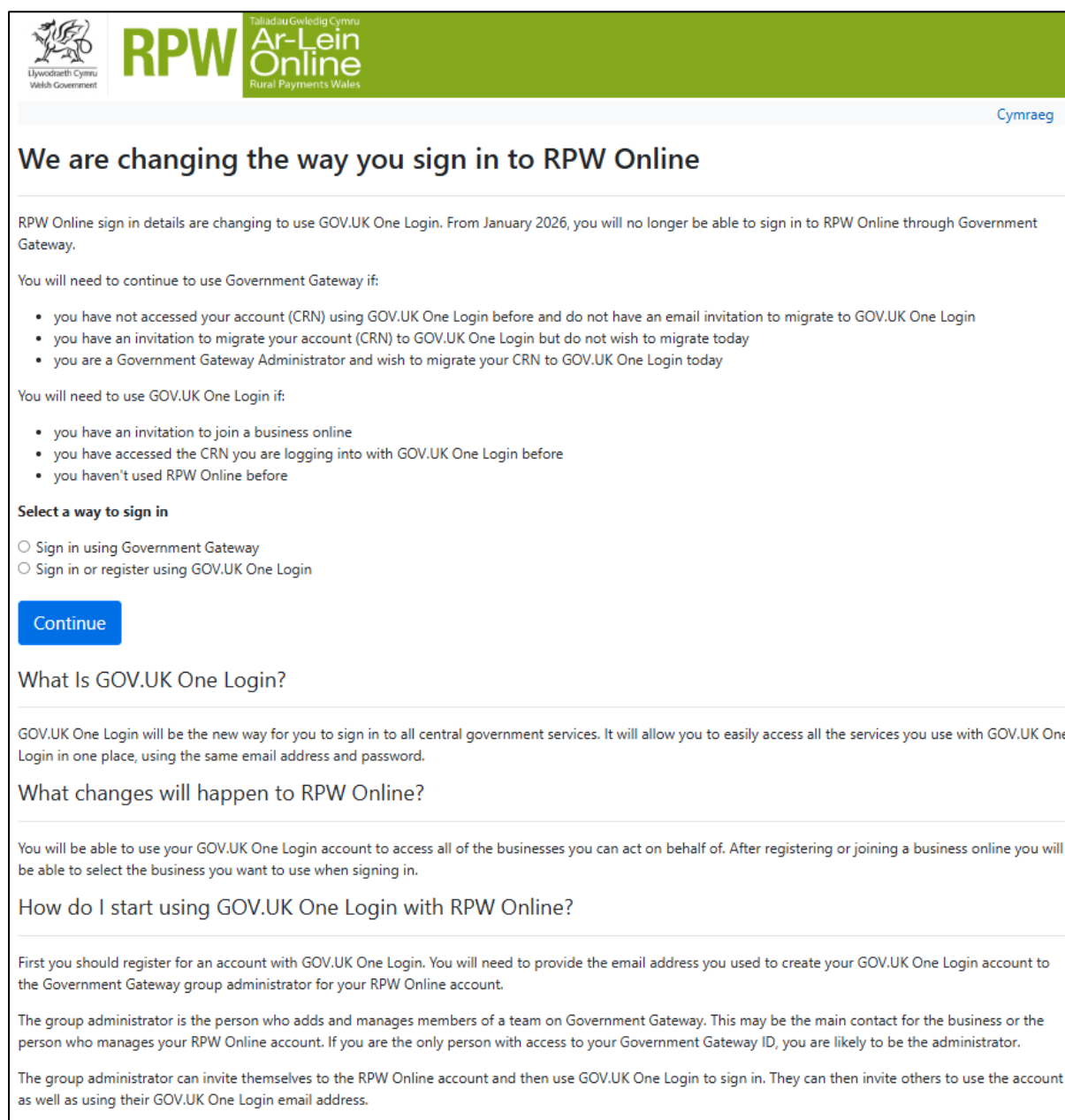
The Action Submission Form must be completed via RPW Online. Multiple Action Submission Forms can be submitted during the project window and multiple actions can be submitted on each form.

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.



The screenshot shows the RPW Online login page. At the top, there is a green header with the RPW logo and the text 'Taliadau Geologig Cymru Ar-Lein Online Rural Payments Wales'. Below the header, the page title is 'We are changing the way you sign in to RPW Online'. The main content area contains a message about the transition to GOV.UK One Login, effective from January 2026. It lists conditions for needing to continue using Government Gateway or needing to use GOV.UK One Login. There are two radio button options for signing in: 'Sign in using Government Gateway' and 'Sign in or register using GOV.UK One Login'. A blue 'Continue' button is present. 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 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 first register for a GOV.UK One Login account and then provide the email address to the Government Gateway group administrator for their RPW Online account. It also mentions 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.

RPW Taliadau Geologig Cymru
Ar-Lein Online
Rural Payments Wales

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.

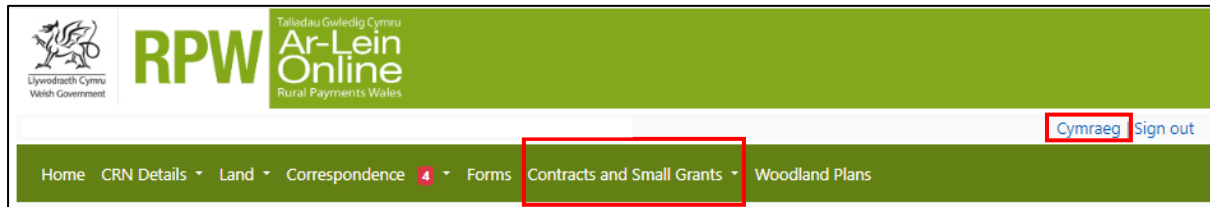
The group administrator can invite themselves to the RPW Online account and then use GOV.UK One Login to sign in. They can then invite others to use the account as well as using their GOV.UK One Login email address.

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.

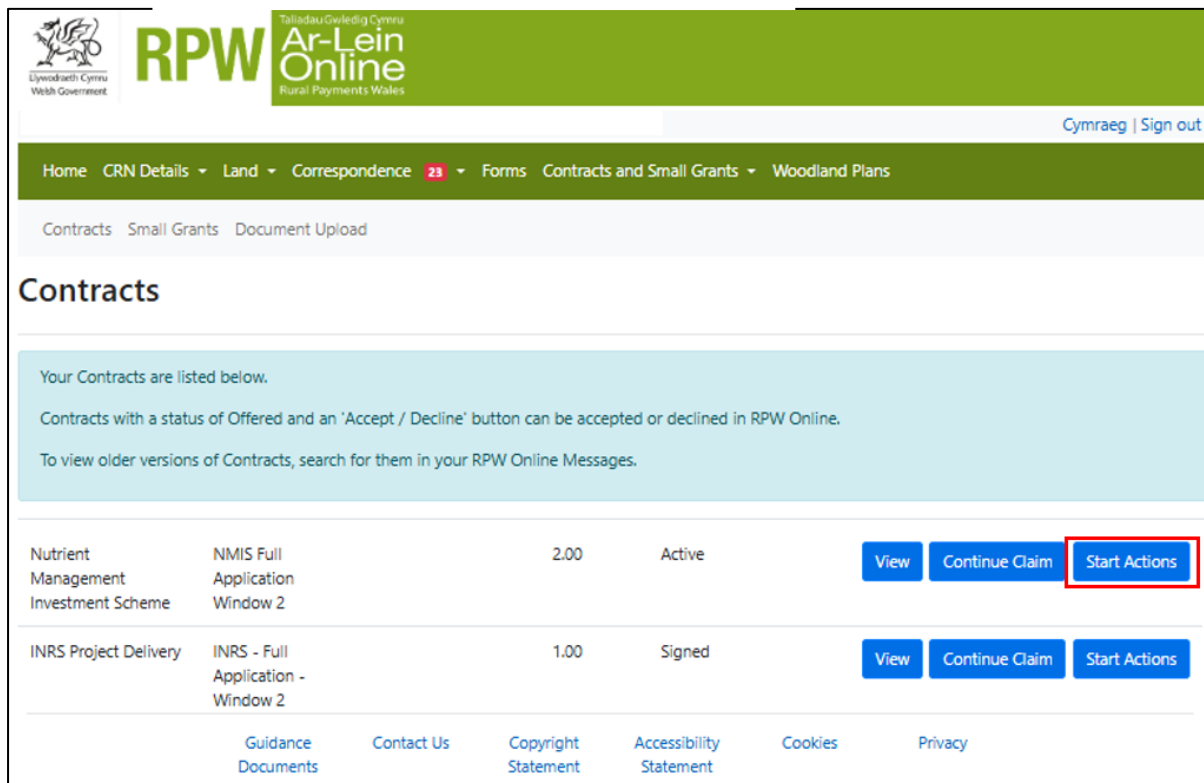
Contracts and Small Grants Page

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

The image shows the 'Contracts and Small Grants' page on the RPW Online website. The page has a green header with the RPW logo and navigation links. Below the header, there's a sub-navigation bar with 'Contracts', 'Small Grants', and 'Document Upload'. The main content area is titled 'Contracts' and contains a light blue informational box with text about contract status and viewing older versions. Below this is a table listing active contracts. At the bottom, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', 'Accessibility Statement', 'Cookies', and 'Privacy'.

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: Home, CRN Details, Land, Correspondence (with a red '23' badge), Forms, Contracts and Small Grants, and Woodland Plans. Below this is a sub-navigation bar with '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 23
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:

Action Submission Form for Nutrient Management Investment Scheme - Delete / Start Again

This option will remove your Action Submission Form for **Nutrient Management Investment Scheme** and will undo ALL of the changes that you have made since starting your Action Submission Form for **Nutrient Management Investment Scheme**.

Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this Action Submission Form for **Nutrient Management Investment Scheme** has been removed you can start a new Action Submission Form for **Nutrient Management Investment Scheme**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your Action Submission Form for **Nutrient Management Investment Scheme** and start again. **Yes**

Please click 'No' to keep the entries you have already made on your Action Submission Form for **Nutrient Management Investment Scheme** and return to the previous screen. **No**

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

Introduction Page

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

Action Submission Form

Contract Reference	Type of Contract	Form Reference
NM0000	Nutrient Management Investment Scheme	9940785

Please note the following key messages before progressing with your Action Submission Form for the Nutrient Management Investment Scheme.

- You can use this on-line facility to submit the following Actions:
 - Submit quotes
 - Add items for main activities
 - Add Field Patches/Locations where actions are to take place
 - Add CRNs where projects are to take place
- You can only use this form to submit actions for the contract shown above. If additional Action Submission Forms are required, start a separate Action Submission Form for each contract. You do not need to submit this Action Submission Form before starting a Action Submission Form against another contract.
- RPW Online will prompt you for the information required by the form. By starting this Action Submission Form online you are not committing to submitting it online you may halt the process at any time. If you halt the Action Submission Form, you can come back later to complete the remainder. RPW Online will have saved the information you entered in your previous session.
- You must submit all supporting documentation where required otherwise your Action Submission Form will not be valid and cannot be progressed.

For help with completing your Action Submission Form, please read the [How to Complete Guidance](#). Please see the Welsh Government website for information about the scheme: <https://gov.wales/farm/grants-payments>

If you have any problems completing your Action Submission Form you can contact the Customer Contact Centre using your RPW Online account or on 0300 062 3044 for further guidance.

Next

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

< Previous	Save	Next >
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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).

VAT

VAT should be excluded from the overall item value unless you have confirmed that you are not VAT registered and therefore eligible to claim for irrecoverable VAT.

Irrecoverable VAT

Irrecoverable VAT should be included in the item value. For example, if the total item value without VAT is £800, and you are eligible to claim for irrecoverable VAT, you should put the total item value as £1000.

Including the irrecoverable VAT in the total item value will trigger the quote requirements if the item value then exceeds £1000, or £5000.

If you are not submitting a quote with the Action Submission Form due to irrecoverable VAT, you must inform RPW of this via a message on your RPW Online account.

If the item cost is under £5000 without VAT but over £5000 with VAT included it will trigger that three quotes are required. You must tick the box to indicate that you wish to submit the application with less than three quotes for this item. A text box will also appear for you to explain why you are submitting less than three quotes for this item, in which you should explain that this is due to the VAT taking the item value over £5000, so only one quote is required.

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 **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
N01	NMB	Fixed floating plastic membrane to cover a lagoon	65,000.00	0

Modify

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.

Find 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: 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.

No Entries

Add Quote

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: 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.

No Entries

Add Quote

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

No files loaded

Add

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? *

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

No files loaded

0 / 255

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? *

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? *

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

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 Add

No files loaded

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

Messrs Jones Quote.docx 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

1. Introduction

2. Activities Requiring Quotes - Items

3. Submission

Id: N001

Option Code: NAB

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	Add Quote History 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

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. ☐

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

Action Submission Item: 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 £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
£8,000.00	Devis	No	No	Yes	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. ☐

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: 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 £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

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: 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

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

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

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

Hide Help

< Previous

Save

Next >

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	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

Hide Help

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Save

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Introduction

Activities Requiring Quotes / Items

Submission

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	Fired floating plastic membrane to cover a lagoon	65,000.00	1	Modify

Hide Help

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Save

Next >

Hide Help

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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.

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	Name / Description	Total Cost (£)	Total Cost Remaining (£)	Quotes Provided
IN032	D010	Capital - Plant Machinery & Other Equipment	35,000.00	-2,775.00	N/A
IN036	D008	Capital - Estates	20,000.00	16,975.00	N/A

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.

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	Name / Description	Total Cost (£)	Total Cost Remaining (£)	Quotes Provided
IN032	D010	Capital - Plant Machinery & Other Equipment	35,000.00	-2,775.00	N/A
IN036	D008	Capital - Estates	20,000.00	16,975.00	N/A

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

Action Submission Form **Activities Requiring Quotes / Items - Item Details** Cancel Save Save and Return

Introduction **Activities Requiring Quotes / Items** **Activities Requiring Location** **Submission**

ID: 006ah
Option Code: D008
Name / Description:
Estimated Item Cost:
Payment Rate: 100.00 %
Grant Value: £ 0.00
Do you have Quotes for this Item? ☐ Yes ☐ No

Home Continue Exit Cancel Save Save and Return

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.

Action Submission Form **Activities Requiring Quotes / Items - Item Details** Cancel Save Save and Return

Introduction **Activities Requiring Quotes / Items** **Activities Requiring Location** **Submission**

ID: 006ah
Option Code: D010
Name / Description: Equipment
Item Cost: 0.00
Payment Rate: 100.00 %
Grant Value: £ 1,300.00
Do you have Quotes for this Item? ☒ Yes ☐ No

Item Quotes

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

- Investment item value between £1300 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.

You have indicated you have quote / quotes for this item. Please enter the required information to progress with this form.

Add Quote

No Entries

Home Continue Exit Cancel Save Save and Return

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 (£).

The screenshot shows the 'Activities Requiring Quotes / Items' page within the 'Action Submission Form'. The left sidebar contains a navigation menu with 'Introduction', 'Activities Requiring Quotes / Items' (selected), and 'Submission'. The main content area has a 'Help' section with instructions on submitting quotes and adding items. Below the help section is an 'Investment Items' section with a table of existing items. At the bottom right, there is an 'Add Item' button.

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

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.

The screenshot shows the 'Activities Requiring Quotes / Items - Item Details' page. The left sidebar is the same as the previous screenshot. The main content area contains a form with the following fields: Id (001ab), Option Code (FD01), CRN, Postcode, Name / Description, and Estimated Item Cost. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Save and Return'.

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

The screenshot shows a web form titled "Action Submission Form" with a sub-header "Activities Requiring Quotes / Items - Item Details". The form contains the following fields:

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

The left sidebar has three items: "Introduction", "Activities Requiring Quotes / Items" (highlighted in blue), and "Submission". The bottom of the form has a bar with "Print", "Cymraeg", "Exit", and buttons for "Cancel", "Save", and "Save and Return".

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

The screenshot shows the same form as above, but with a warning message displayed below the Postcode field. The warning message is:

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

The left sidebar and bottom bar are the same as in the previous screenshot.

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.

Action Submission Form Activities Requiring Quotes / Items

Hide help Previous Save Next

Introduction Help

Activities Requiring Quotes / Items

Submission

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.

Print Cymraeg

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

Cancel Save Save and Return

Introduction Help

Activities Requiring Quotes / Items

Submission

Id: 001ab

Option Code: FD01

CRN: A0000000

Please enter a valid CRN.

Postcode:

Name / Description: Item Name

Estimated Item Cost: 1,000

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	

Print Cancel 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	480.00	

Print Cancel

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

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 Cancel 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.

Action Submission Form

Activities Requiring Location

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
IN002	D023	Timber field gates - softwood	Add Parcels
IN003	D050	Post and wire fencing with netting	Add Parcels
IN004	D030	Sabre planting	Add Parcels
IN007	D024	Parkland tree stock guards	Add Parcels
IN008	D026	Trees - standards	Add Parcels
IN009	D028	Trees & shrubs - transplants	Add Parcels
IN010	D032	New Hedge Planting	Add Parcels

Print Cymru Exit

Hide Help Previous Save Next

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.

Action Submission Form

Activities Requiring Location

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
IN002	D023	Timber field gates - softwood	Add Parcels
IN003	D050	Post and wire fencing with netting	Add Parcels
IN004	D030	Sabre planting	Add Parcels
IN007	D024	Parkland tree stock guards	Add Parcels
IN008	D026	Trees - standards	Add Parcels
IN009	D028	Trees & shrubs - transplants	Add Parcels
IN010	D032	New Hedge Planting	Add Parcels

Print Cymru Exit

Hide Help Previous Save Next

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.

Action Submission Form

Activities Requiring Location - Item Details - Parcel Details

Sheet Reference *

Field Number *

Invalid format. Sheet Reference should be two letters followed by 4 numbers.

Invalid format. Field Number should be four numbers (this can include leading zeroes).

Cancel Save Save and Return

Print Cymraeg Exit

Action Submission Form

Activities Requiring Location - Item Details - Parcel Details

Sheet Reference *

Field Number *

Invalid format. Field Number should be four numbers (this can include leading zeroes).

Cancel Save Save and Return

Print Cymraeg Exit

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	£7,000.00	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:

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	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 Quotas / 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.

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

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.