Dear Beef Efficiency Scheme Member,

Welcome to the Beef Efficiency Scheme Online Application User Guide.

This user guide takes you through your online application for the Beef Efficiency Scheme (BES), using graphics and text, to provide a step by step instruction set for you to follow, if required, to assist in applying for the Scheme. If you are viewing this document online, clicking on an item on the contents list will take you directly to that item. At the foot of each page, clicking on ‘back to top’ will take you back to the start of the document. If you would prefer a printed version of this document, please contact the Help Desk at ScotEID and they will post out a BES Online Application User Guide for your convenience.

The ScotEID Help Desk is available Monday to Friday, 9am to 5pm. However, we do appreciate that you will be completing your BES online application at any time of the day and hope that this guide will provide assistance.

We can be contacted by email on help@scotEID.com or by telephone on 01466 794323. Please note that for the online application, ScotEID can only assist regarding any queries you may have with the system itself or your use of the system. For all other queries relating to your business reference number, username, eligibility, reference years and animals, scheme payments, and your contract, please contact the Rural Payments and Services ‘Entitlements and Payments’ helpline on 0300 300 2222.

Please don’t hesitate to contact us if you have a query or we may be of assistance.

Yours faithfully,

The ScotEID Team

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1. BES Online Application – Questions asked

To complete the application process you will be asked for:

Your Main Location Code (MLC);
Your Business Reference Number (BRN);
Your RPID – Rural Payments and Services (RPS) Username; (if you have one);
Your Farm Assurance Scheme and Assurance Scheme Number.

Questions asked:

Are you a registered cattle keeper with the Animal Health and Plant Agency (APHA)?
Are you a Young Farmer or New Entrant?  Do you have a business plan which shows that you will have more suckler cows in 2016 than your number of reference animals in 2015?
Have you gathered the BES data shown in the diary for at least 80% of any eligible calves born between the 1st January and the date of this application?
Will the BPS eligible area claimed on your SAF be at least 100% of your BES calculated reference hectares?

This user guide will take you through the webpages of the online application demonstrating how to complete your application and the options and outcomes to expect based on your answers to the questions above.
2. Accessing the Beef Efficiency Scheme Application

First login to ScotEID, then select either of the circled links.

www.scotEID.com
3. Entering your business details

This will take you to the first page of the online application. The top half of the page is shown below:

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**BEEF EFFICIENCY SCHEME**

**Online Application User Guide**

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### 3. Entering your business details

This will take you to the first page of the online application. The top half of the page is shown below:

#### 3. Entering your business details

Before completing this application, you should familiarise yourself with the full scheme guidance at [https://www.ruralpayments.org](https://www.ruralpayments.org). A sample copy of the contract can also be downloaded here.

Failure to provide accurate information on this application form may result in recovery of all grant paid with interest.

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**Business Details**

1. **Main Location Code (MLC)**

2. **Business Reference Number (BRN)**

3. **RPID - Rural Payments & Services (RPS) Username**

4. If you have forgotten your RPS username you can request a reminder.

5. If you do not have a RPS username please click here:

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These three pieces of information must match against the RPID user data. If you have never had an RPS Username, please tick the box at 7.
### Business Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Location Code (MLC)</strong></td>
<td>① The Main Location Code is first validated against the information held for you on ScotEID. Please check that you have entered the MLC correctly and that it has been recorded as one of your holdings on ScotEID.</td>
</tr>
<tr>
<td><strong>Business Reference Number (BRN)</strong></td>
<td>② The Main Location Code is then matched with your Business Reference Number against the data provided by RPID from the RPS system. For matching errors, you get ten attempts before what is called a 'soft lock out'. This means that when you have made ten attempts, you will not be able to try again for one hour.</td>
</tr>
<tr>
<td><strong>RPID - Rural Payments &amp; Services(RPS) Username</strong></td>
<td>If no match can be found for your RPS Username, then this message is displayed. Please note that this match error will count toward your number of attempts.</td>
</tr>
</tbody>
</table>

If you have forgotten your RPS username, you can request a reminder.

**If you do not have a RPS username please click here:**

- **A match between the Business Reference Number (BRN) and the Main Location Code (MLC) cannot be found. Please try again or contact RPID for assistance. Attempts remaining: 7**
4. APHA and Farm Assured Questions

This is the bottom half of the ‘Business Details’ page

1. Select the appropriate button. If you select the ‘No’ button an error message will appear - see the next page. Contact details for APHA are available in the Contacts section at the end of the document.

2. Select the appropriate button. If you select the ‘Yes’ button, you will be asked an additional question on the Reference Hectares /Animals webpage. Young Farmer / New Entrant section.

3. Here you have three choices using the drop down box,

   1. QMS
   2. Red Tractor Beef and Lamb
   3. Other

   Where ‘item 3. Other’ above refers to RSPCA Assured and the nine schemes which belong to the UK Organic Control Body – this list can be viewed here. If you select QMS and your assurance number – your entry will be validated.

4. You must select one of the three and enter your membership number. If you are a QMS member, your QMS membership will be validated by the system. If you are Red Tractor or Other, you must still enter your membership number and when you have accepted your contract, RPID will contact you to ask for proof of membership of your scheme.

Please note: If you have applied for a farm assurance membership but do not yet have your assurance number, please enter ‘applied’ in the Assurance member no. box. This will allow you to proceed with your application. However, you must obtain confirmation of your membership within 3 months.
If you have selected ‘no’, that you are not a registered cattle keeper, the message below will appear.

![Message](image)

If your QMS membership cannot be validated you will see this message

![Message](image)

When you have completed all the business details, and answered the questions, you must then click on the ‘proceed’ button. If everything is entered correctly and has validated where appropriate, you will go to the next page, which first shows a box with the eligibility criteria. Example shown on the next page.
5. Eligibility of your animals

You are asked to indicate that you have read the eligibility criteria by clicking the green bar at the bottom.

This box can be closed using the ‘X’ button in the top right.

The Reference Animals page (please see next page) will appear when this box is closed.
6. Your Reference Animals Listing

Click here to show animal eligibility definitions

In order to confirm your reference animals please indicate which, if any, of the potentially eligible animals do not meet the necessary criteria, before proceeding further.

The animal list below is historic information from 2015. Animals which are dead or no longer on the holding are still eligible to be counted. Please exclude any cows which do not meet the eligibility criteria above.

The list of animals is historic data taken from 2015, and lists all cow and calf combinations that are eligible as far as can be determined automatically using CTS data and the breed code listing from RPID. If the dam was eligible had an eligible calf whilst on your holding at any time during 2015 and the calf’s birth was registered at that holding, the dam will still be listed even if she has been sold, sold with her calf at foot or has died. The dam will count towards the number of reference animals.
In order to confirm your reference animals please indicate which, if any, of the potentially eligible animals do not meet the necessary criteria, before proceeding further.

Click here to show animal eligibility definitions

The contract details will be based on the reference animals & hectares shown below. Please check the list of reference animals carefully and contact Rural Payments and Inspections Division helpline on 0300 300 2222 if you consider that it is not complete. Please supply details of the additional animals on your main location and any additional holding number(s) and herd number(s) which you wish to be considered in your 2015 reference animal calculation

2015 Reference animals (RA) 75
2015 BES calculated reference hectares 50

The animal list below is historic information from 2015. Animals which are dead or no longer on the holding are still eligible to be counted. Please exclude any cows which do not meet the eligibility criteria above.
7. Excluding Reference Animals

Below the arrow, use the Exclude / Include field to exclude a dam and calf combination or click again to include. Excluding will reduce the number of reference animals.

You can re-order the list by clicking on the column headings.

By clicking on the information button that appears next to each animal ID, a pop up box appears with the information that ScotEID has received from CTS on that animal.

Examples on the right of Dam and Calf information boxes.
In the section of the webpage below, this bar is present at the foot of each listing. The icon circled in red provides the facility to download your reference animal listing into an excel spreadsheet.

At the red arrow you can set your preference for the number of rows for each page.
8. Reference Hectares / Animals

The data required for the scheme is from the 1st Jan 2016. In this first phase of the scheme because the application for the scheme is later than the start for the data gathering, it is sufficient to have met 80% of the data requirements for calves born from the start of the year until you accept your contract.

If you have the data available to enter for your calves born from the 1st January or you have had no calves since the 1st January, then you may answer ‘yes’.

If your answer ‘no’ because you have not gathered your data to date, either in the diary, or your notebook, or farm records, your start date for the scheme will defer until 1st January 2017.

<table>
<thead>
<tr>
<th>Reference hectares/animals</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Reference animals (RA)</td>
<td>6</td>
</tr>
<tr>
<td>2015 BES calculated reference hectares</td>
<td>4</td>
</tr>
</tbody>
</table>

If you answer no to the following question your BES data recording obligations will not start until 1/1/2017 instead of 1/1/2016 and your first payments will be in 2018 instead of 2017.

Have you gathered the BES data shown in the diary for at least 80% of any eligible calves born between the 1st January and the date of this application? (If none have been born yet, answer yes)

- Yes
- No

Proceed »
The next question asks you to confirm that the BES calculated reference hectares are less than or equal to the hectares being claimed on your SAF for 2016 or 2017 depending on your start date for the scheme.

The first section of the webpage shows the question for a 1st January 2016 start on the scheme.

The second section of the webpage shows the question for a 1st January 2017 start date on the scheme.
If you answer no to the following question your BES data recording obligations will not start until 1/1/2017 instead of 1/1/2016 and your first payments will be in 2018 instead of 2017.

Have you gathered the BES data shown in the diary for at least 80% of any eligible calves born between the 1st January and the date of this application?
(If none have been born yet, answer yes)

- Yes
- No

If NO, will the BPS eligible area to be claimed on your 2017 SAF be at least 100% of your BES calculated reference hectares?

- Yes
- No
9. When you do not have enough BES eligible hectares on your SAF Claim

If you have indicated that you will not have enough eligible hectares either in 2016 or 2017, then RPID will process your contract manually.

At the end of the application you will see this page displayed.

By clicking the link at the arrow you can go to the BES website to your summary page and begin entering your data.

When you click on the link on the web page above, you will get the following message appear when you enter the Beef Efficiency Scheme website.
10. Young Farmer / New Entrant

This question is asked on the ‘Business Details’ page.

Answering ‘yes’ to this question, presents you with the question below on the following page.

Answering ‘no’ to this question will mean that provided you have the eligible hectares your contract will be processed electronically.
Selecting ‘Yes’ means that your reference animals for 2015 will NOT be used and you have opted to use 2016 as your reference year.

You can now proceed through the online application.

After the Privacy Policy and Declaration pages you will see the webpage below.

As you have selected 2016 as your reference year, your contract cannot be electronically generated so your application will be passed to RPID for manual processing.

At the red arrow, is a link to take you to the Beef Efficiency Scheme website, where you may begin recording your data.
Clicking on the link, you will get the following message appear when you enter the Beef Efficiency Scheme website.

**Beef Efficiency Scheme**

![Message](image)

**Summary**  **Births**  **Weights**  **Disposals**  **Guidance**

Animals are added to this list based on data from CTS. Please note this data will lag behind CTS due to delays in exchanging information between the system.
11. Privacy Policy

Use the scroll bar, highlighted in yellow, to read the contents.

Before you proceed you must tick the box to confirm you have read the contents on the page.

Clicking ‘proceed’ takes you to the ‘Declarations and Undertakings’ page.
12. Declaration and Undertakings

Use the scroll bar, highlighted in yellow, to read the contents.

Before you proceed you must tick the box to confirm you have read the contents on the page.

Clicking ‘proceed’ takes you to the ‘Contract Acceptance’ page.

Please note: you have the option to ‘Accept contract later’ after you have downloaded your draft contract which will give time to review before you accept. You can also go back and make amendments in the online application until you have accepted your contract.
13. Contract Acceptance

The contract has been generated as a ‘PDF’. In this context, this stands for ‘Portable Document Format’ and is commonly used for sending electronic documents to ensure that they remain in exactly the intended format.

If you are unable to open and read your contract document, free software is available from Adobe or contact ScotEID for assistance.
After downloading your contract, the following page will appear:

If you have already downloaded your contract, you do not need to do so again. However this facility is there if you choose to come back later.

1. When you accept your contract by clicking this bar, your final contract will be generated.

2. If you would like more time to review your contract or need to contact RPID – Rural Payment and Services, you can choose to click the ‘Accept Contract Later’ bar. A link will be available at the top of the BES website for you to return and accept your contract.
After accepting your contract, there is a page of important information from RPID. At the bottom of the page, there is a link to the BES website. On clicking on the link, your BES Summary page for your holding will be shown. From there you can begin entering your calving trait data.
If you chose to ‘Accept Contract Later’ the following page will appear:

By clicking the link at the arrow, you can return to complete your contract. This message will remain at the top of your BES summary page until you have accepted your contract.
14. When you do not have an RPS Username

If you do not have an RPS username (used when accessing RPS systems online), then you can tick the box in the circle on the ‘Business Details’.

When you have been through the application questions and are presented with your draft contract, you will be asked an additional question, are you the person named on the draft contract?
If you are not, you are asked to contact RPID.

**Contract Acceptance**

Please download a draft copy of your contract using the link below and review its contents before accepting. The opportunity to accept the contract will subsequently be shown.

- Download/View Draft Contract PDF

Are you the person named on the draft contract? If so please tick the checkbox and press the confirm button

- Yes
- No

Confirm

- Only the person named on this draft agreement or an authorised agent notified to RPID can accept the agreement. Please contact RPID - Rural Payment & Services if you require assistance.
## 15. Contacts and Links

<table>
<thead>
<tr>
<th></th>
<th>Website</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ScotEID</td>
<td><a href="http://www.scotEID.com">www.scotEID.com</a></td>
<td><a href="mailto:help@scotEID.com">help@scotEID.com</a></td>
<td>01466 794323</td>
</tr>
<tr>
<td>Rural Payments and Services</td>
<td><a href="http://www.ruralpayments.org">www.ruralpayments.org</a></td>
<td>No email available</td>
<td>0300 300 2222</td>
</tr>
<tr>
<td>Animal Health &amp; Plant Agency</td>
<td><a href="http://www.apha.gsi.gov.uk">APHA Contact Website</a></td>
<td><a href="mailto:Customerregistration@apha.gsi.gov.uk">Customerregistration@apha.gsi.gov.uk</a></td>
<td>0300 020 0301</td>
</tr>
</tbody>
</table>