

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](mailto: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 1<sup>st</sup> January and the date of this application?

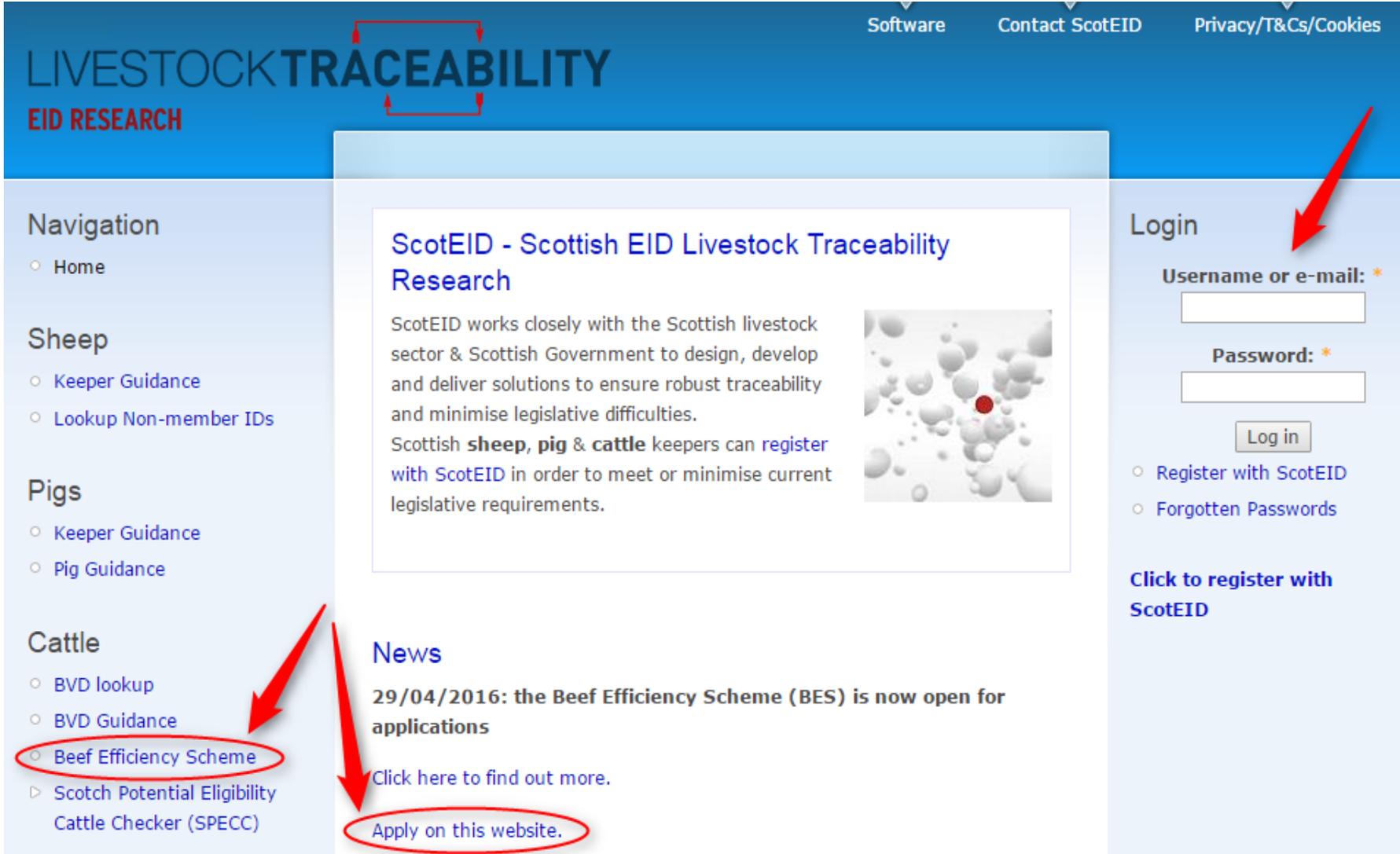
Will the BPS eligible area claimed on your SAF be at least 100% of your BES calculated reference hectares?

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.

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## 2. Accessing the Beef Efficiency Scheme Application



The screenshot shows the website interface with several key elements:

- Navigation Menu:** Home, Sheep (Keeper Guidance, Lookup Non-member IDs), Pigs (Keeper Guidance, Pig Guidance), Cattle (BVD lookup, BVD Guidance, Beef Efficiency Scheme, Scotch Potential Eligibility Cattle Checker (SPECC)).
- News Section:** A news item dated 29/04/2016 titled "the Beef Efficiency Scheme (BES) is now open for applications" with a link to "Apply on this website."
- Login Section:** Fields for Username or e-mail and Password, a Log in button, and links for Register with ScotEID and Forgotten Passwords.

Red arrows and circles highlight the "Beef Efficiency Scheme" link in the Cattle menu and the "Apply on this website" link in the News section. A red arrow also points to the "Login" section.

First login to [ScotEID](#), then select either of the circled links.

www.scotEID.com

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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:

## Beef Efficiency Scheme (BES) - Application



[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#)  
» [Contract Acceptance](#) **1**

Before completing this application, you should familiarise yourself with the full scheme guidance at <https://www.ruralpayments.org>. A sample copy of the contract can also be [downloaded here](#). **2** **3**

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

### Business Details

Main Location Code (MLC) ⓘ **4**

Business Reference Number (BRN) ⓘ **5**

RPID - Rural Payments & Services (RPS) Username ⓘ **6**

If you have forgotten your RPS username you can [request a reminder](#).

*If you do not have a RPS username please click here:*  **7**

**1** This is the path you will take through the pages. Once you have visited a page, it will then be highlighted in blue, you can go back to that page by clicking on the page title on this path.

**2**, is the link where you can find the government guidance for the beef efficiency scheme.

**3** is where you can view an example of the contract that will be generated later on in the process based on your answers.

**4** Enter your Main Location Code (MLC) – format is CC/PPP/HHHH (county/parish/holding)

**5** Your Business Reference Number that identifies you to RPID – format 6 numerics

**6** Your RPID Username – this is the username you use if you complete your Single Application Form (SAF) online.

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**.

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## Business Details

### Main Location Code (MLC) ⓘ

1

- The Main Location Code (MLC) you entered is not one of your registered holdings on ScotEID. Please check that you have entered the MLC correctly and that it has been recorded as one of your holdings on ScotEID.

### Business Reference Number (BRN) ⓘ

### RPID - Rural Payments & Services(RPS) Username ⓘ

If you have forgotten your RPS username you can [request a reminder](#).

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

2

- 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

① The Main Location Code is first validated against the information held for you on ScotEID.

Please check that if you have more than one login for ScotEID, perhaps one for sheep and one for cattle that are for different CPHs, you have logged in with the correct login.

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.

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.

### RPID - Rural Payments & Services(RPS) Username ⓘ

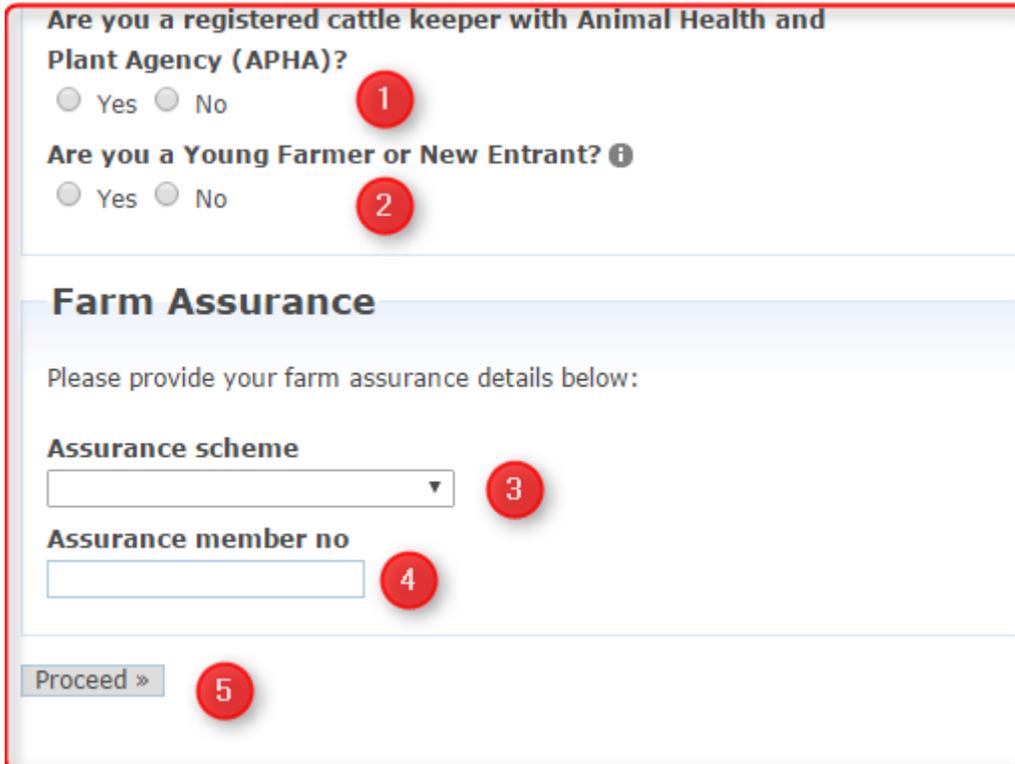
If you have forgotten your RPS username you can [request a reminder](#).

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

- A match between the Business Reference Number (BRN), the Main Location Code (MLC) and the RPS Username you entered cannot be found. Please try again or contact RPID for assistance. Attempts remaining: 6

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#### 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.

**Are you a registered cattle keeper with Animal Health and Plant Agency (APHA)?**

Yes  No

To be eligible for the scheme you must be a registered cattle keeper with the Animal Health and Plant Agency (APHA). Please contact APHA to register.

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

**Assurance member no**

1111

A match for the assurance scheme and number you have entered cannot be found. Please contact ScotEID for assistance.

**5** 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

### Animal eligibility criteria ✕

Eligible calf means:

- Belongs to a beef breed, i.e. is born in Scotland out of an eligible suckler cow and is sired by a beef bred bull
- Is part of a herd intended for rearing calves for meat production and/or beef breeding.
- It has been tagged and registered on the cattle tracing system (CTS) within 27 days of birth, in accordance EU regulation 1760/2000.
- Is in the ownership and possession of the applicant.

Eligible suckler cow means:

- Belongs to a beef breed, or sired by a beef breed.
- Is not a cow used to supply milk commercially.
- Is part of a herd intended for rearing calves for meat production and/or beef breeding.
- Rears a calf for suckling.
- Is in the ownership and possession of the applicant.
- Is properly tagged, registered and recorded in accordance with the cattle identification regulations (CIR) Scotland. EU Regulation 1760/2000.
- Gives birth to an eligible calf.

**I have read the animal eligibility criteria**

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

[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#)  
» [Contract Acceptance](#)

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](#) 1

The contract details will be based on the reference animals & hectares shown below. Please check these carefully and contact [Rural Payments and Inspections Division](#) if you need to discuss these figures.

**2015 Reference animals (RA)** 8 2

**2015 BES calculated reference hectares** 5.33

**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.

### Potentially Eligible Reference Animals

| Dam ID | Dam breed | Calving Date | Calf Breed | Calf ID | Exclude                 |
|--------|-----------|--------------|------------|---------|-------------------------|
| 284    | AAX       | 2015-04-23   | CHX        | 500     | <a href="#">Exclude</a> |
| 398    | LIMX      | 2015-04-26   | CHX        | 502     | <a href="#">Exclude</a> |
| 109    | LIMX      | 2015-04-27   | CHX        | 503     | <a href="#">Exclude</a> |
| 211    | BBX       | 2015-04-28   | CHX        | 504     | <a href="#">Exclude</a> |
| 206    | LIMX      | 2015-03-30   | CHX        | 498     | <a href="#">Exclude</a> |
| 563    | LIMX      | 2015-06-15   | CHX        | 505     | <a href="#">Exclude</a> |
| 345    | LIMX      | 2015-04-19   | CHX        | 499     | <a href="#">Exclude</a> |
| 902    | LIMX      | 2015-04-24   | CHX        | 501     | <a href="#">Exclude</a> |

1 Clicking here will display the eligibility criteria again.

2 The scheme payments are based on land. The minimum number of hectares you must be claiming, to receive your full BES payment, in your Single Application Form (SAF) are calculated by dividing your Reference Animals (the number circled in red) by 1.5. In this example, there are 8 eligible Dams which have had eligible calves.

Therefore that gives us 5.33 calculated reference hectares.

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.

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The wording on the previous webpage has been changed.

[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#) » [Contract Acceptance](#)

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

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.

Potentially Eligible Reference Animals

| Dam ID       | Dam breed | Calving Date | Calf Breed | Calf ID      | Exclude |
|--------------|-----------|--------------|------------|--------------|---------|
| 284 <i>i</i> | AAX       | 2015-04-23   | CHX        | 500 <i>i</i> | Exclude |
| 398 <i>i</i> | LIMX      | 2015-04-26   | CHX        | 502 <i>i</i> | Include |
| 109 <i>i</i> | LIMX      | 2015-04-27   | CHX        | 503 <i>i</i> | Exclude |
| 211 <i>i</i> | BBX       | 2015-04-28   | CHX        | 504 <i>i</i> | Exclude |
| 206 <i>i</i> | LIMX      | 2015-03-30   | CHX        | 498 <i>i</i> | Include |
| 563 <i>i</i> | LIMX      | 2015-06-15   | CHX        | 505 <i>i</i> | Exclude |
| 345 <i>i</i> | LIMX      | 2015-04-19   | CHX        | 499 <i>i</i> | Exclude |
| 902 <i>i</i> | LIMX      | 2015-04-24   | CHX        | 501 <i>i</i> | Exclude |

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.

2015 Reference animals (RA) *i* 6

2015 BES calculated reference hectares *i* 4

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.

**Dam information**

ID: 1284

Sex: Female

Breed: Aberdeen Angus Cross

Dam: UK560590500477

DOB: 22/09/2008

Current CPH: 69/216/8000

Last move: 06/10/2015

Died: 07/10/2015

**Calf information**

ID: 500

Sex: Male

Breed: Charolais Cross

Dam: UK560264101284

DOB: 23/04/2015

Birth CPH:

Status: Presumed dead/exported

Last known cph: 25/08/2015

Last known move date:

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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

**Beef Efficiency Scheme (BES) - Application**

[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#)  
» [Contract Acceptance](#)

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**Reference hectares/animals**

The contract details will be based on the reference animals & hectares shown below. Please check these carefully and contact [Rural Payments and Inspections Division](#) if you need to discuss these figures.

|   |   |
|---|---|
| <b>2015 Reference animals (RA)</b> ⓘ            | 6 |
| <b>2015 BES calculated reference hectares</b> ⓘ | 4 |

**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 data required for the scheme is from the 1<sup>st</sup> 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 1<sup>st</sup> January or you have had no calves since the 1<sup>st</sup> January, then you may answer 'yes'. If your is 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 1<sup>st</sup> January 2017.

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**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 YES, will the BPS eligible area claimed on your 2016 SAF be at least 100% of your BES calculated reference hectares?

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 1<sup>st</sup> January 2016 start on the scheme.

The second section of the webpage shows the question for a 1<sup>st</sup> 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

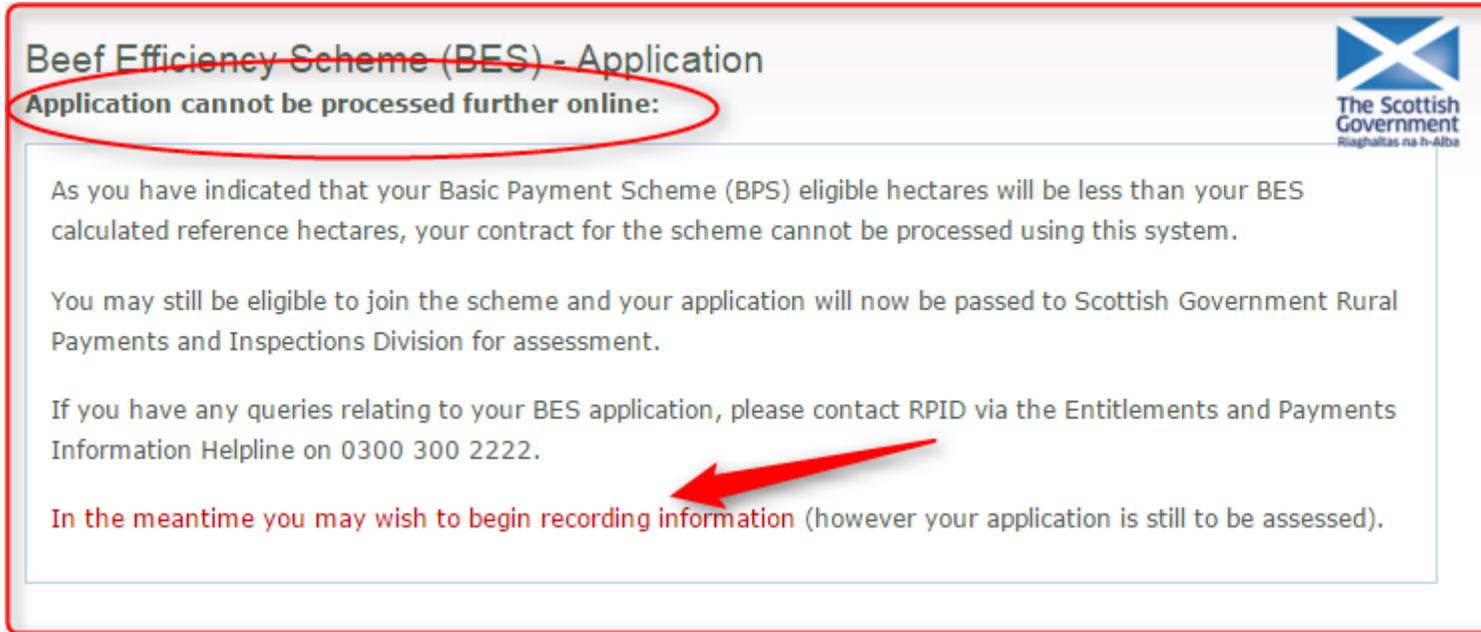
**Beef Efficiency Scheme (BES) - Application**  
**Application cannot be processed further online:**

As you have indicated that your Basic Payment Scheme (BPS) eligible hectares will be less than your BES calculated reference hectares, your contract for the scheme cannot be processed using this system.

You may still be eligible to join the scheme and your application will now be passed to Scottish Government Rural Payments and Inspections Division for assessment.

If you have any queries relating to your BES application, please contact RPID via the Entitlements and Payments Information Helpline on 0300 300 2222.

[In the meantime you may wish to begin recording information](#) (however your application is still to be assessed).



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.

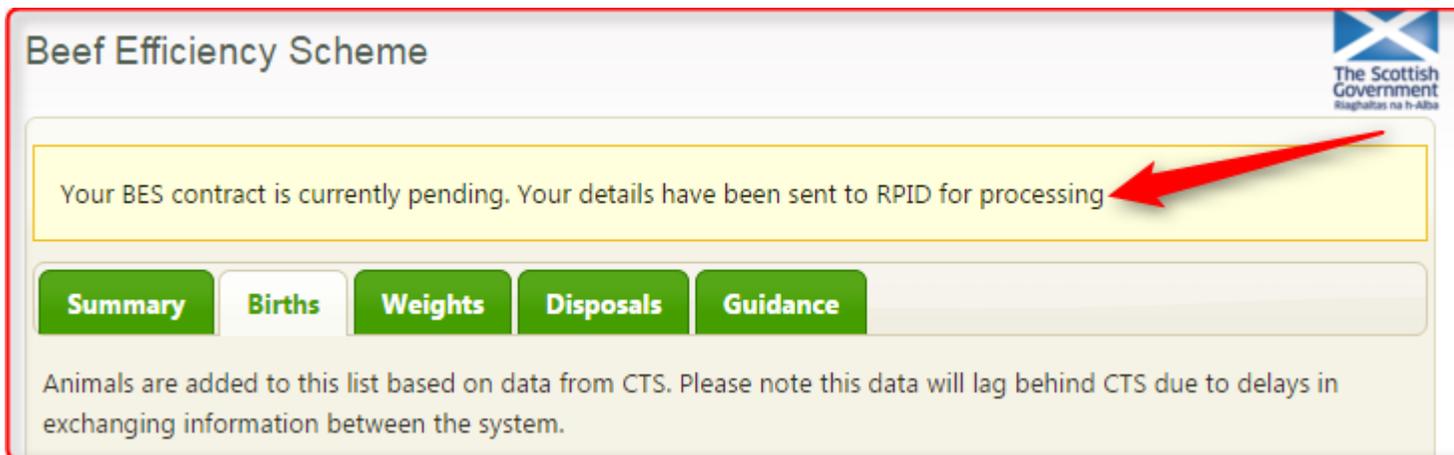
By clicking the link at the arrow you can go to the BES website to your summary page and begin entering your data.

**Beef Efficiency Scheme**

Your BES contract is currently pending. Your details have been sent to RPID for processing

[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.



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.

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## 10. Young Farmer / New Entrant

Are you a Young Farmer or New Entrant? ⓘ

Yes  No

This question is asked on the 'Business Details' page.

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

Business Details » Reference Animals » Reference Hectares/Animals » Privacy Policy » Declaration  
» Contract Acceptance

Do you have a business plan which shows that you will have more suckler cows in 2016 than the number of reference animals in 2015 shown below? If you say no to this question we will continue to use 2015 as your reference year.

Yes  No

This question cannot be left blank

Answering 'no' to this question will mean that provided you have the eligible hectares your contract will be processed electronically.



## Beef Efficiency Scheme (BES) - Application

[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#)  
» [Contract Acceptance](#)

Do you have a business plan which shows that you will have more suckler cows in 2016 than the number of reference animals in 2015 shown below? If you say no to this question we will continue to use 2015 as your reference year.

**Yes**  No

[Proceed >](#)

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.

## Beef Efficiency Scheme (BES) - Application

**Application cannot be processed further online:**



Because you are a **young farmer or new entrant** your application cannot be processed using this system.

You may still be eligible to join the scheme and your application will now be passed to Scottish Government Rural Payments and Inspections Division for assessment.

If you have any queries relating to your BES application, please contact RPID via the Entitlements and Payments Information Helpline on 0300 300 2222.

**In the meantime you may wish to begin recording information.** (however your application is still to be assessed).

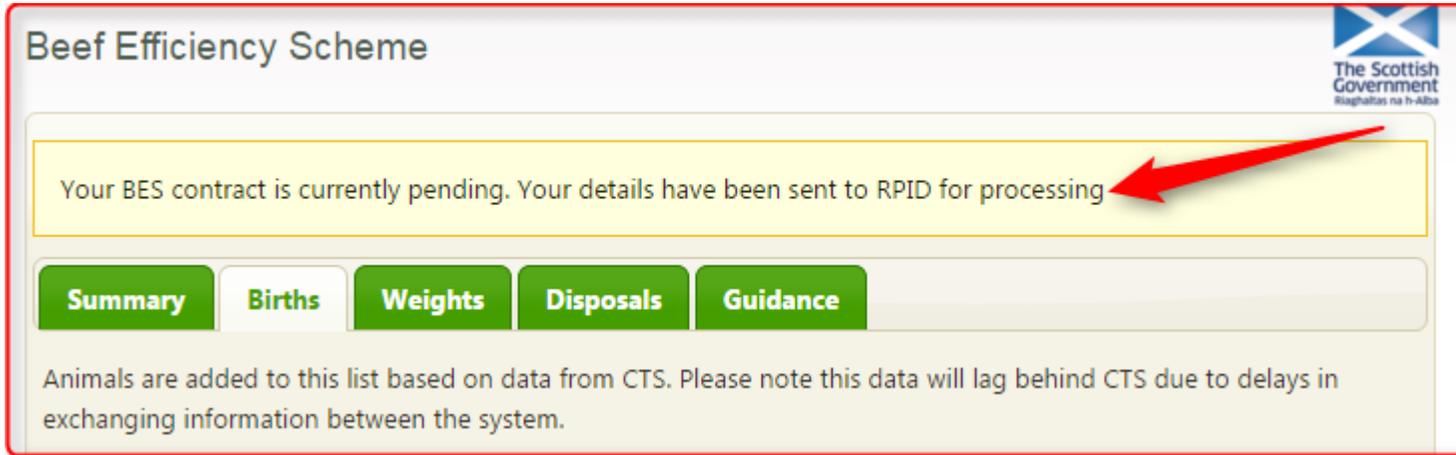
As you have selected 2016 as your reference year, your contract cannot be electronically generated so your application will be passed to RPID for manual processing.

At the red arrow, is a link to take you to the Beef Efficiency Scheme website, where you may begin recording your data.

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Clicking on the link, you will get the following message appear when you enter the Beef Efficiency Scheme website.



The screenshot shows the Beef Efficiency Scheme website interface. At the top left, the text "Beef Efficiency Scheme" is displayed. In the top right corner, there is a logo for "The Scottish Government" with the Gaelic text "Riaghaltas na h-Alba" below it. A yellow message box in the center contains the text: "Your BES contract is currently pending. Your details have been sent to RPID for processing". A red arrow points to this message. Below the message box is a navigation bar with five green buttons: "Summary", "Births", "Weights", "Disposals", and "Guidance". The "Summary" button is highlighted. Below the navigation bar, a paragraph of text reads: "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

Beef Efficiency Scheme (BES) - Application

[Business Details](#) » [Reference Animals](#) » [Privacy Policy](#) » [Declaration](#) » [Contract Acceptance](#)

### Privacy Policy

#### 1. Beef Efficiency Scheme Privacy Policy

The Scottish Government is responsible for the administration of the Beef Efficiency Scheme. ScotEID have been contracted by Scottish Government to provide some of the services required implement the Scheme.

The Scottish Government takes seriously the way we store, secure and use your personal information and how we meet our legal obligations.

We will always respect your personal privacy and the requirements of the law, in particular the Data Protection Act (DPA) 1998.

Any personal data collected through this website if you register is protected to ensure that it is not misused or accessed inappropriately.

I have read the privacy policy and agree

[Proceed »](#)

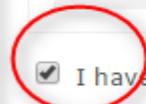
  



Use the scroll bar, highlighted in yellow, to read the contents.

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

**Beef Efficiency Scheme (BES) - Application**

[Business Details](#) » [Reference Animals](#) » [Privacy Policy](#) » [Declaration](#) » [Contract Acceptance](#)

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### Declaration and undertakings

#### Agri-Environment Climate - Beef Efficiency Scheme declarations and undertakings

The applicant, authorised representative or an authorised agent submitting this application must agree to these Declarations and Undertakings.

Specific to all applicants:

I/we declare that:

- I/we have checked the information given in this application
- I/we have read the Scottish Rural Development Programme guidance on the [Scottish Rural Payments and](#)

I/we hereby apply for the Beef Efficiency Scheme grant and declare that the above statements are true

[Proceed »](#)


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

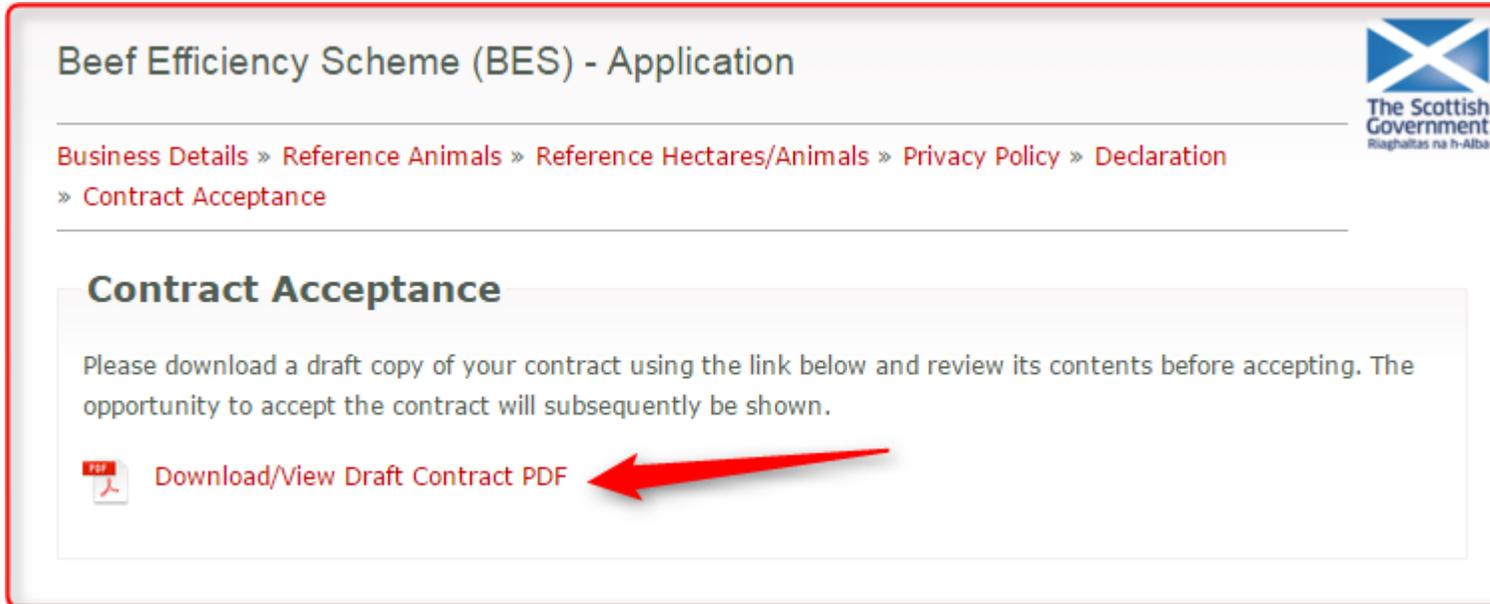
Before you proceed you must tick the box to confirm you have read the contents on the page.

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.

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### 13. Contract Acceptance



By clicking on the link at the arrow, your contract will download and be available for viewing. How this is displayed to you will be dependent on the browser you are using to access the internet.

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:

## Beef Efficiency Scheme (BES) - Application



Business Details » Reference Animals » Reference Hectares/Animals » Privacy Policy » Declaration  
» Contract Acceptance

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### 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](#)

Click on the button below if you have read the draft contract above and accept

Accept Contract Now
1

If you require more time to consider, your contract acceptance for the BES Scheme will be flagged as pending. You must accept the contract before the scheme closing of date 31/05/2016. If the information in your contract is incorrect or you have a query relating to your contract, please contact [RPID - Rural Payment & Services](#)

Accept Contract Later
2

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.



Beef Efficiency Scheme (BES) - Application

**Contract**

Scottish Rural Development Programme 2014-2020

 Download Final Contract Reference: 16-BES-2016-05-05  
(Your contract was accepted at 07:07:23 on 05/05/2016 )

Thank you for agreeing to join the Beef Efficiency Scheme (BES).

**IMPORTANT CLAIM INFORMATION**

The deadline for receipt of your Beef Efficiency Scheme (BES) 2016 claim completed on the SAF is [redacted].  
Up until [redacted] you may make amendments/additions to your SAF (if RPID received it on or before [redacted]) without reducing your payments.

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.

Click here to begin recording information

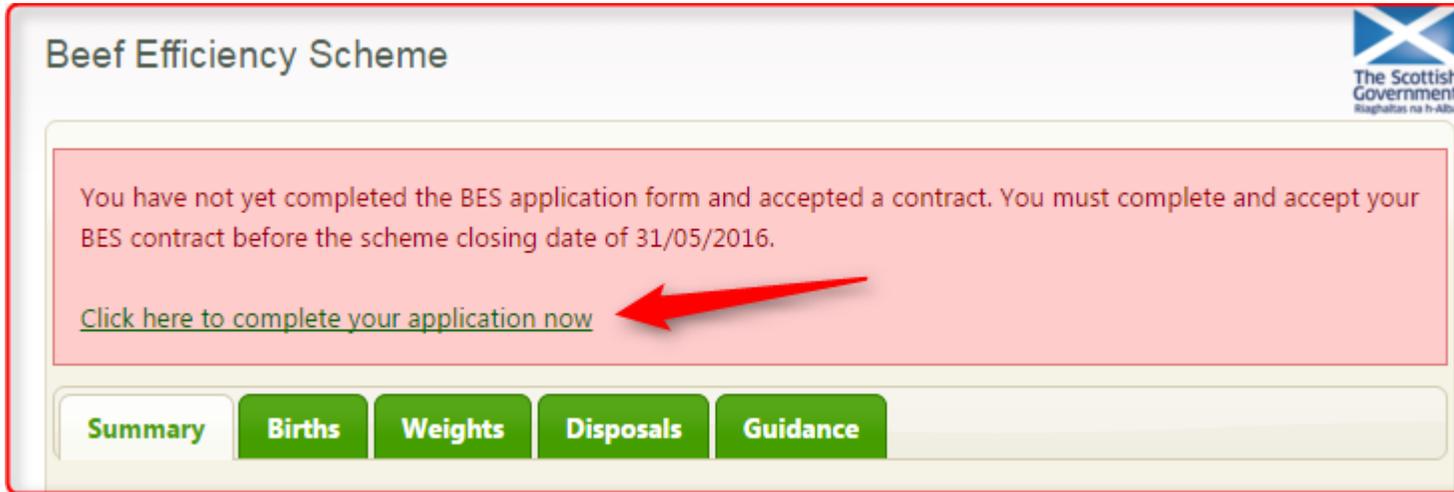
  
The Scottish Government  
Riaghaltas na h-Alba

  
The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas

  
Scottish Rural  
Development  
Programme

[Back to top](#)

If you chose to 'Accept Contract Later' the following page will appear:



The screenshot shows the 'Beef Efficiency Scheme' interface. At the top right is the logo for 'The Scottish Government' with the Gaelic motto 'Riaghaidh na h-Alba'. Below the header is a red-bordered box containing a message: 'You have not yet completed the BES application form and accepted a contract. You must complete and accept your BES contract before the scheme closing date of 31/05/2016.' Below this message is a blue underlined link: 'Click here to complete your application now', with a red arrow pointing to it. At the bottom of the interface is a navigation bar with five buttons: 'Summary', 'Births', 'Weights', 'Disposals', and 'Guidance'. The 'Summary' button is highlighted in white, while the others are green.

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

**RPID - Rural Payments & Services(RPS) Username** ⓘ

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

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

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'.

### Beef Efficiency Scheme (BES) - Application



[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#) » [Contract Acceptance](#)

#### 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

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.

## Beef Efficiency Scheme (BES) - Application



[Business Details](#) » [Reference Animals](#) » [Reference Hectares/Animals](#) » [Privacy Policy](#) » [Declaration](#) » [Contract Acceptance](#)

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### 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

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.

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## 15. Contacts and Links

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