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Llywodraeth Cymru  
Welsh Government

# Quote Submission Form

## How To Complete Guidance

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## Information

This guide takes you through the steps to complete your Quotes Submission Form, which can be used on various schemes.

Please refer to the relevant scheme guidance for information on scheme rules and eligibility.

The Quotes Submission Form must be completed via RPW Online. Multiple quote submission forms can be submitted during the project window and multiple quotes 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

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Sign in** button.



**GOV.UK**

**BETA** This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

# Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

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 claim 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 Quotes Submission form is displayed in.

## Contracts and Small Grants Page

The list of active contracts available for you to start or continue a Quotes Submission form are listed on this page.

[Cymraeg](#) | [Sign out](#)

[Home](#) [CRN Details](#) [Land](#) [Correspondence](#) [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.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Nutrient Management Investment Scheme	NMIS Full Application Window 2			Active	<a href="#">View</a> <a href="#">Start Claim</a> <a href="#">Start Quotes</a>

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

## Getting Started

Once you have read the Guidance Booklets, you can start your Quotes Submission form by clicking on the 'Start Quotes' button.



Taladau Gwledig Cymru  
Ar-Lein Online  
Rural Payments Wales

Llywodraeth Cymru  
Welsh Government

Cymraeg | Sign out

Home CRN Details Land Correspondence 4 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.

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Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Nutrient Management Investment Scheme	NMIS Full Application Window 2			Active	<a href="#">View</a> <a href="#">Start Claim</a> <a href="#">Start Quotes</a>
	<a href="#">Guidance Documents</a>	<a href="#">Contact Us</a>	<a href="#">Copyright Statement</a>	<a href="#">Accessibility Statement</a>	

## Continue Quote Submission

Once you start your Quotes Submission form, you have the option to leave it and return to it again. If you are accessing a Quotes Submission form that you have started previously, then you will be able to select 'Continue Quotes' from the selection page (blue button).

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a header with the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. Below the header is a navigation menu with items like 'Home', 'CRN Details', 'Land', 'Correspondence', 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. The main content area is titled 'Contracts' and contains a table of active contracts. The table has columns for Scheme, Window, Reference, Contract Version, Status, and Sign Off Deadline. One contract is listed: 'Nutrient Management Investment Scheme' with 'NMS Full Application Window 2' as the window and 'Active' as the status. To the right of this contract are three buttons: 'View', 'Start Claim', and 'Continue Quotes'. The 'Continue Quotes' button is highlighted with a red border. Below the table, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Nutrient Management Investment Scheme	NMS Full Application Window 2			Active	<a href="#">View</a> <a href="#">Start Claim</a> <a href="#">Continue Quotes</a>

## Quote Submission Form - Delete/Start Again

If you wish to delete the form and start again, then you will be able to select 'Start Again' by clicking the link shown on this screenshot:

The screenshot shows the RPW Ar-Lein Online website interface. At the top left is the logo for Uywodaeth Cymru (Welsh Government). The main header is green with the text 'RPW Ar-Lein Online Rural Payments Wales'. On the right of the header, there is a link for 'Cymraeg | Sign out'. Below the header is a navigation menu with items: Home, CRN Details, Land, Correspondence (with a red notification bubble containing the number 12), Forms, Contracts and Small Grants, and Woodland Plans.

## Continue a Quote Submission

You have asked to complete a quote submission for: **Nutrient Management Investment Scheme**. You already have a quote submission in progress. Please click 'Continue' to continue with your quote submission for **Nutrient Management Investment Scheme**.

You may choose to remove your existing quote submission for **Nutrient Management Investment Scheme** and start again. This will undo all of the changes that you have made since starting your quote submission for **Nutrient Management Investment Scheme** and the new quote submission for **Nutrient Management Investment Scheme** will be populated with the latest available data. If you wish to do so, click [Start Again](#).

The quote / quotes 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 quote / quotes you will not be able to make changes to it using RPW Online.

If you have any problems completing your quote submission for **Nutrient Management Investment Scheme** then you can also contact 'Customer Contact Centre' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

<a href="#">Customer Details</a>	<a href="#">Online Preferences</a>
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

Continue working on the quote submission for **Nutrient Management Investment Scheme** which was last updated on

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

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

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:

The screenshot shows the RPW Ar-Lein Online website interface. At the top left is the Welsh Government logo. The main header is green with the text 'RPW Ar-Lein Online Rural Payments Wales'. On the right of the header, there is a 'Cymraeg | Sign out' link. Below the header is a navigation bar with links: Home, CRN Details, Land, Correspondence (with a red notification icon), Forms, Contracts and Small Grants, and Woodland Plans. The main content area has a title 'Quote Submission for Nutrient Management Investment Scheme - Delete / Start Again'. Below the title, there is a paragraph explaining that this option will remove the quote submission and undo all changes. A list of consequences is provided: removing added information and un-setting answered questions. Another paragraph states that a new quote submission can be started with the latest data. A question 'Do you wish to proceed with this option?' is followed by two buttons: a blue 'Yes' button and a grey 'No' button. At the bottom, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

**RPW** Taladau Gwledig Cymru  
**Ar-Lein Online**  
Rural Payments Wales

Cymraeg | Sign out

Home CRN Details Land Correspondence 4 Forms Contracts and Small Grants Woodland Plans

## Quote Submission for Nutrient Management Investment Scheme - Delete / Start Again

This option will remove your quote submission for **Nutrient Management Investment Scheme** and will undo ALL of the changes that you have made since starting your quote submission 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 quote submission for **Nutrient Management Investment Scheme** has been removed you can start a new quote submission for **Nutrient Management Investment Scheme**, which will be populated with the latest available data.

**Do you wish to proceed with this option?**

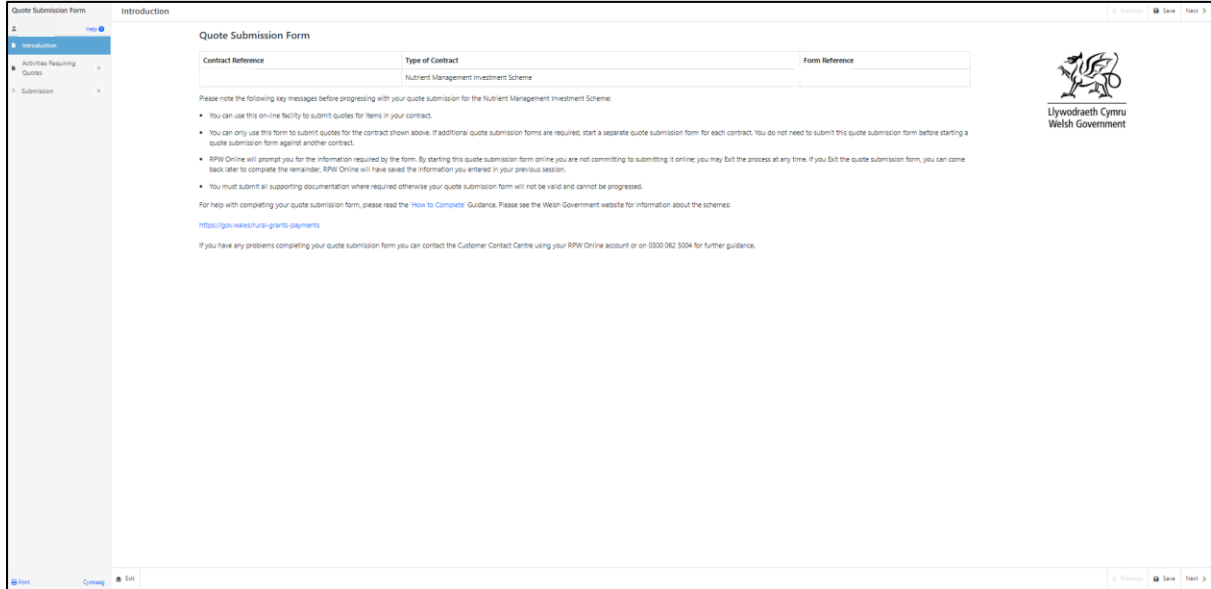
Please click 'Yes' to confirm that you wish to remove your quote submission for **Nutrient Management Investment Scheme** and start again.

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

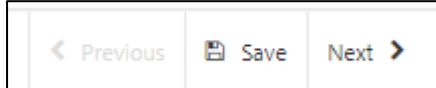
[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

# Introduction Page

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



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



## Activities Requiring Quotes

Items requiring quotes will be listed on this tab and will be shown on each row on the tab, detailing the ID, Name/Description, Estimated Total Cost, Grant Value (£) and Quotes Provided.

Quote Submission Form

Activities Requiring Quotes

Hide Help < Previous Save Next >

**Help**

1. This page is for submitting quotes when available. You can submit multiple forms.
2. If you are entering a large number of quotes on this page, click the 'Save' button occasionally to avoid losing your input.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

**Investment Items**

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 'Modify' to add details of a quote for this investment item.

Find Items

Id	Name / Description	Estimated Total Cost	Grant Value (£)	Quotes Provided	
NM13	Vacuum tanker plus injector (Slurry)	20,500.00	8,200.00	0	Modify
NM5	Systems for slurry management	7,000.00	3,500.00	0	Modify

Home Contact Us

Hide Help < Previous Save Next >

**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.

Activities Requiring Quotes

Hide Help < Previous Save Next >

**Help**

1. This page is for submitting quotes when available. You can submit multiple forms.
2. If you are entering a large number of quotes on this page, click the 'Save' button occasionally to avoid losing your input.
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Click 'Modify' to add details of a quote for this investment item.

Find Items

Id	Name / Description	Estimated Total Cost	Grant Value (£)	Quotes Provided	
NM13	Vacuum tanker plus injector (Slurry)	20,500.00	8,200.00	0	Modify
NM5	Systems for slurry management	7,000.00	3,500.00	0	Modify

Quote Submission Form

Activities Requiring Quotes - Item Details

Introduction

Activities Requiring Quotes

Submission

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

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 - Item Details

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

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

Quote Submission Form

Activities Requiring Quotes - Item Details - Quote Details

Introduction

Activities Requiring Quotes

Submission

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.

The screenshot shows a web form titled "Activities Requiring Quotes - Item Details - Quote Details". It includes the following fields and sections:

- Quote Value:** A text box containing "£ 7000".
- Supplier Trading Title:** A text box containing "Messrs Jones".
- Preferred Quote:** A checkbox that is checked.
- Why is this your preferred quote?:** A large text area for providing details, currently empty.
- Do you or anyone involved in the Project have an interest in this supplier?:** Radio buttons for "Yes" and "No", both of which are unselected.
- Supporting Documents:** A section with a light blue background containing the instruction: "You are required to upload evidence of the quote. This should include the quote value and supplier details." Below this is a "Document Type - Proof of Quote" label and a blue "Add" button.
- No files loaded:** A message indicating that no documents have been uploaded.

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.

This screenshot is identical to the previous one, but with the "Do you or anyone involved in the Project have an interest in this supplier?" radio button for "Yes" selected. Additionally, a new text area has appeared below the "Yes" option, labeled "What actions has the Business/Organisation taken to mitigate this conflict of interest?". This text area is currently empty.

## 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.

Quote Submission Form | Activities Requiring Quotes - Item Details ✕ Cancel | 💾 Save | ↶ Save and Return

Introduction

Activities Requiring Quotes

Submission

Id: NID1

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

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	<span>Add Quote</span> <span>Modify</span> <span>Delete</span>

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.

✕ Cancel | 💾 Save | ↶ Save and Return

If you 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 - Item Details

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

Item Quotes

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

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

- The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

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

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.

Activities Requiring Quotes - Item Details

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

Item Quotes

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

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

- The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred Quote	Supplier interest	Supporting Documents Provided	
£7,000.00	Messrs Jones	Yes	No	Yes	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>
£8,000.00	Davies	No	No	Yes	<a href="#">Add Quote</a> <a href="#">Modify</a> <a href="#">Delete</a>

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 - Item Details Cancel Save Save and Return

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

Item Quotes

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

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

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

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 - Item Details Cancel Save Save and Return

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

Item Quotes

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

- Investment item value between £1000 and £4999 one quote is required.
- Investment item value £5000 or above three quotes are required.

Click 'Add Quote' to add details of a quote for this investment item.

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

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.

29 / 255

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

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



Quote Submission Form | Activities Requiring Quotes

Introduction | **Activities Requiring Quotes** | Submission

**Help**

1. This page is for submitting quotes when available. You can submit multiple forms.
2. If you are entering a large number of quotes on this page, click the 'Save' button occasionally to avoid losing your input.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

**Investment Items**

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 'Modify' to add details of a quote for this investment item.

Find Items

Id	Name / Description	Estimated Total Cost	Grant Value (£)	Quotes Provided
NM13	Vacuum tanker plus Injector (Slurry)	20,500.00	8,200.00	0
NM5	Systems for slurry management	7,000.00	3,500.00	1

Hide Help | Previous | Save | 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 - Item Details

Cancel | Save | Save and Return

Id: NI01

Name / Description: NMS Systems for slurry management

Estimated Total Cost: 7,000.00

Payment Rate: 50.00 %

Grant Value: £ 3,500.00

**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

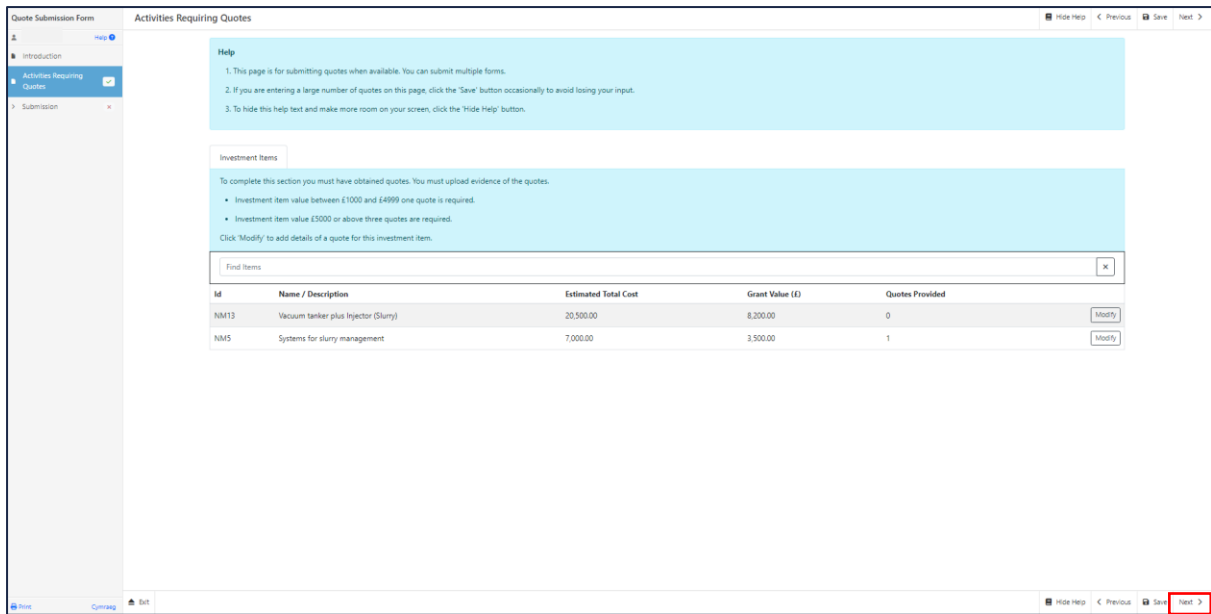
You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.

Explain why you are submitting less than three quotes for this investment item. \*

This is a mandatory question, please answer it. 0 / 255

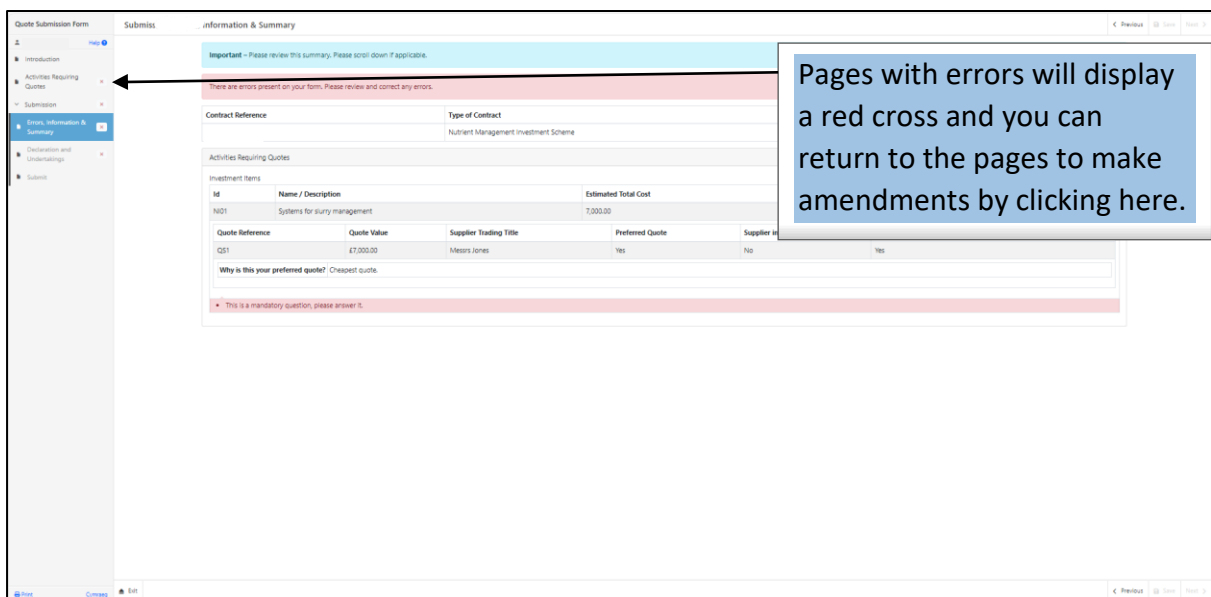
Add Quote | Modify | Delete

Once you have corrected any errors and answered all of the questions on each page click 'Save and Return' to the Activities Requiring Quotes page then click on the 'Next' button.



## Submission – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your Quotes submission form.



Once any errors have been corrected each section will have a green tick displayed.

Quote 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	9936902

Activities Requiring Quotes

Id	Name / Description	Estimated Total Cost	Grant Value	Quotes Provided
N01	Systems for slurry management	7,000.00	3,500.00	1

Quote Reference	Quote Value	Supplier Trading Title	Preferred Quote	Supplier Interest	Supporting Documents Provided
Q51	£7,000.00	Messrs Jones	Yes	No	Yes

Why is this your preferred quote? Cheapest quote.

Explain why you are submitting less than three quotes for this investment item. Only could obtain one quote.

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

Navigation buttons: Previous, Save, Next

## Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and tick the box to confirm you have read and agreed them.

Quote Submission Form Declarations and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that:

- I have given details that are true, accurate and complete to the best of my knowledge and belief on the submission and any supporting documentation.
- I confirm that I have read, understood and adhered to the relevant Scheme Guidance Notes and Technical guide to competitive tendering and public procurement, and permit the Welsh Government to use my information to support my submission.
- I will submit necessary documentary evidence, as specified in the Guidance, in support of the information provided.
- I will notify the Welsh Government of any material changes to the information provided in this submission or supporting documentation within 10 days of any such changes.
- I understand that the Welsh Government displays 'Error' and 'Information' messages only as an aid for completion of the submission.

I understand that:

- The Welsh Government may need to share some information about my submission with other organisations and I agree to any necessary disclosures or exchanges of information.
- The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include the suppliers declared on this submission.
- Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this submission may result in termination of the scheme and/or recovery of any payments.

I have read and agree to the above Declarations and Undertakings.

I have read and agree to the above Declarations and Undertakings.

Click 'Next' to proceed to the Submit screen.

[← Previous](#) [Save](#) [Next >](#)

## Submission Page – Submit

To submit your Quotes Submission form, click on the 'Submit' button.

The screenshot shows the 'Submit' page of the Quote Submission Form. The left sidebar contains a navigation menu with the following items: Introduction, Activities Requiring Quotes, Submission, Errors, Information & Summary, Declaration and Undertakings, and Submit (highlighted). The main content area displays the following text: "You are now ready to submit your quote / quotes. All required Supporting Documents should be uploaded against each item line. Click the button below to submit your quote / quotes." Below this text is a blue "Submit" button. A message below the button states: "A message containing a copy of your submitted Quote Submission form will be available in your online Message page within one working day." At the top right and bottom right of the page, there are navigation links: "← Previous", "Save", and "Next >".

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

The screenshot shows the 'Submission Confirmation' page of the Quote Submission Form. The left sidebar contains a navigation menu with the following items: Introduction, Submission Confirmation (highlighted), Errors, Information & Summary, Declaration and Undertakings, and Submit. The main content area displays the following text: "Quote Submission Form - Reference Number. Your Quote Submission form was submitted for CRN. A message confirming receipt of your Quote Submission has been sent and should be available in your online Messages page within one working day. This includes a copy of your Quote Submission form which has been submitted to the Welsh Government. Please check the contents of your quote 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." Below this text are two buttons: "Print this Screen" and "Exit". At the top right and bottom right of the page, there are navigation links: "← Previous", "Save", and "Next >".

A summary of your completed Quotes 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 Quotes

If you did not submit all of your required quotes, you will be able to submit additional quotes by returning to your RPW Online account and proceeding to the Contracts tab.

The relevant contract will again show the 'Start Quotes' button to allow you to submit an additional quote submission form.

### 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.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Nutrient Management Investment Scheme	NMIS Full Application Window 2			Active	<a href="#">View</a> <a href="#">Start Claim</a> <a href="#">Start Quotes</a>

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If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.