

Rural Payments and Services

A Customer Guide to Scottish Suckler Beef Support Scheme (SSBSS) Mainland and Islands – Online Application Submission

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1. Introduction

This document details the processes for the **online** submission of **Scottish Suckler Beef Support Scheme (SSBSS) Applications**

Online customers must create an account on Rural Payments and Services (RP&S) and register or re-register their Business before they can submit their Scottish Suckler Beef Support Scheme application online. These processes are covered in the [RP&S - Business registration guidance](#).

An online Scottish Suckler Beef Support Scheme application can be completed and submitted by the following people provided the correct mandates are in place:

Rural Payments and Services Role

Business Responsible Person

Business Representative

Advisory Firm Accountable Person

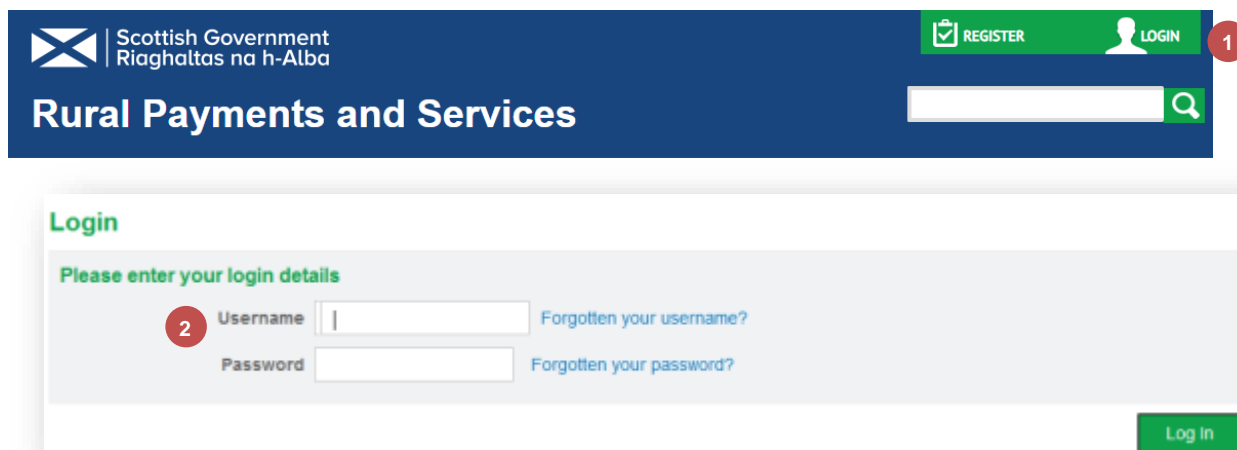
Advisory Firm Agent

2. Rural Payments and Services login

To access the Rural Payments and Services Portal open your internet browser and type the following in the address bar:

<https://www.ruralpayments.org>

- 1 Select **Login**
- 2 Complete your login details
- 3 Select the Business you wish to make the application for

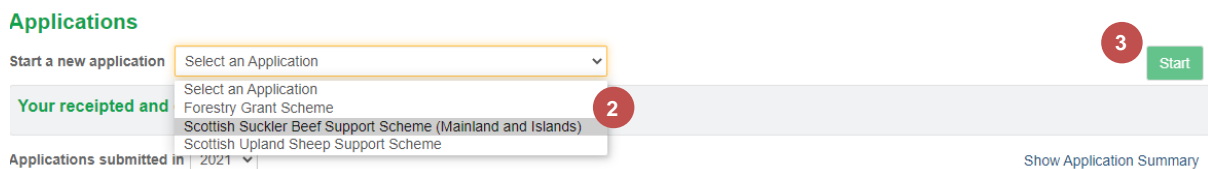
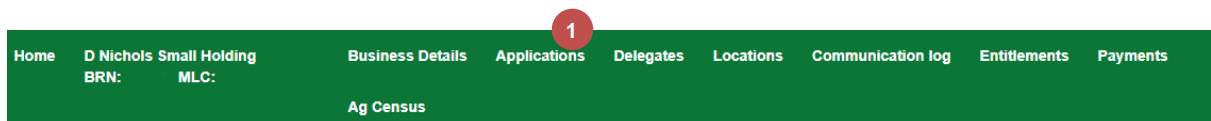


The screenshot shows the top navigation bar of the Rural Payments and Services portal. It includes the Scottish Government logo, the text 'Scottish Government Riaghaltas na h-Alba', and buttons for 'REGISTER' and 'LOGIN'. A red circle with the number '1' is next to the 'LOGIN' button. Below the navigation bar is a search bar. The main heading 'Rural Payments and Services' is displayed. Below this is a 'Login' section with the instruction 'Please enter your login details'. It contains two input fields: 'Username' and 'Password'. A red circle with the number '2' is next to the 'Username' field. To the right of each input field is a link: 'Forgotten your username?' for the Username field and 'Forgotten your password?' for the Password field. A green 'Log In' button is located at the bottom right of the login section.

Business associations			
Business name	Business Reference Number (BRN)	Role	Status
I & V Carpenter	3	Responsible Person	Approved

To create a Scottish Suckler Beef Support Scheme application complete the following steps:

- 1 Select **Applications** from the Business menu
- 2 Select **Scottish Suckler Beef Support Scheme** from the dropdown menu
- 3 Select **Start**



3. Opening screen

The opening screen displays a summary of what you will need in order to complete the application form and details what can be claimed for.

Full scheme guidance can be found at [Scottish Suckler Beef Support Scheme \(Mainland and Islands\) full guidance](#)

Once you are ready to proceed you should:

- 1 Click the **Start Application** button

Scottish Suckler Beef Support Scheme (Mainland and Islands) Application

What you will need

In order to complete your application, you will need:

- Your cattle eartag identifiers - if you have eartag identifiers in another file you can either upload them or copy and paste them, if not you can enter them
- Location codes for land on which you keep or manage cattle

Once you have completed each section, you will be able to submit your application. You will see a summary of all the information you have provided us, and will still be able to make changes before final submission.

You can claim for calves which:

- you own or lease
- are at least 75 percent beef bred
- were born on your Scottish holding and kept there continuously from birth for at least 30 days
- were born on or after 2 December 2014
- have a valid cattle passport
- have not been paid under the previous schemes (Scottish Beef Calf Scheme or Scottish Beef Scheme)

You can submit more than one application per year but you must either submit or delete an application before you can start another one

Cancel

1

Start a new application

4. Your cattle information screen

Scottish Suckler Beef Support Scheme - Your cattle information

Last updated by

Please provide us with information about cattle on your land which you wish to claim for.

If you have eartags from another application, you can either upload them or copy and paste them. ?

1

Upload / Copy

Enter your eartag identifiers ?

2			

4

Clear identifiers on this screen ?

3

Enter More

Save and close

5

Return to your applications

6

Save and continue

Enter your location codes

7

Application Section

Eartags

Locations

Summary

1 Upload/Copy – allows eartags to be uploaded or copied from a .CSV file (Excel file)

2 Enter your eartag identifiers – allows eartags to be entered manually, e.g. UK123456103456

3 Enter More – allows you to validate and save the 20 eartag identifiers you have entered so far. It also displays a blank table which will allow you to

enter another 20 eartag identifiers. This process should be repeated until all eartag identifiers are entered.

- 4 **Clear identifiers on this screen** – this will remove all eartag identifiers you have entered but not saved.
- 5 **Save and close** – allows you to save the information you have entered so far and returns you to the **Application** screen.
- 6 **Save and continue** – saves the eartag identifiers and moves to the **Enter your location codes** screen.
- 7 **Your application sections** – allows you to move between application sections.

5. Providing eartag identifiers

The **Cattle Information** screen allows you to provide cattle eartag identifiers three different ways.

- 1 By **uploading** them from a file – the file must be a **.CSV** file (Excel file)
- 2 By copying and pasting them
- 3 By typing them in manually

It should be noted that you can use any/all of these methods. No matter what method(s) you choose the eartag identifier is a **14** character identifier:


- the first 2 characters are the **country code (capitals)**
- characters 3 - 8 are the **Herd Number**
- character 9 is a **check digit**
- characters 10 to 14 are the **Animal Number**
- for example **UK123456123456**

The system will complete some simple validation on the eartag identifiers entered and display error messages when required, for example, if it is in an invalid format or the eartag has already been claimed on the application.


Scottish Suckler Beef Support Scheme - Your cattle information

Last updated by  on 12/01/2023

Please provide us with information about cattle on your land which you wish to claim for.

If you have eartags from another application, you can either upload them or copy and paste them. 

1 2
Upload / Copy

Enter your eartag identifiers 

3

5.1 Uploading eartag identifiers

If you have a .CSV (Excel) file that contains your eartag identifiers select the Upload button displayed on the screen below.

- 1 Select the **Upload/Copy** button

Scottish Suckler Beef Support Scheme - Your cattle information

Last updated by [\[User Name\]](#) on [\[Date\]](#)

Please provide us with information about cattle on your land which you wish to claim for.

If you have eartags from another application, you can either upload them or copy and paste them. [?](#)

1 **Upload / Copy**

Enter your eartag identifiers [?](#)

You will then need to:

- 2 Select the **Find file to upload** button

Upload / Copy eartags

2 **Find file to upload**

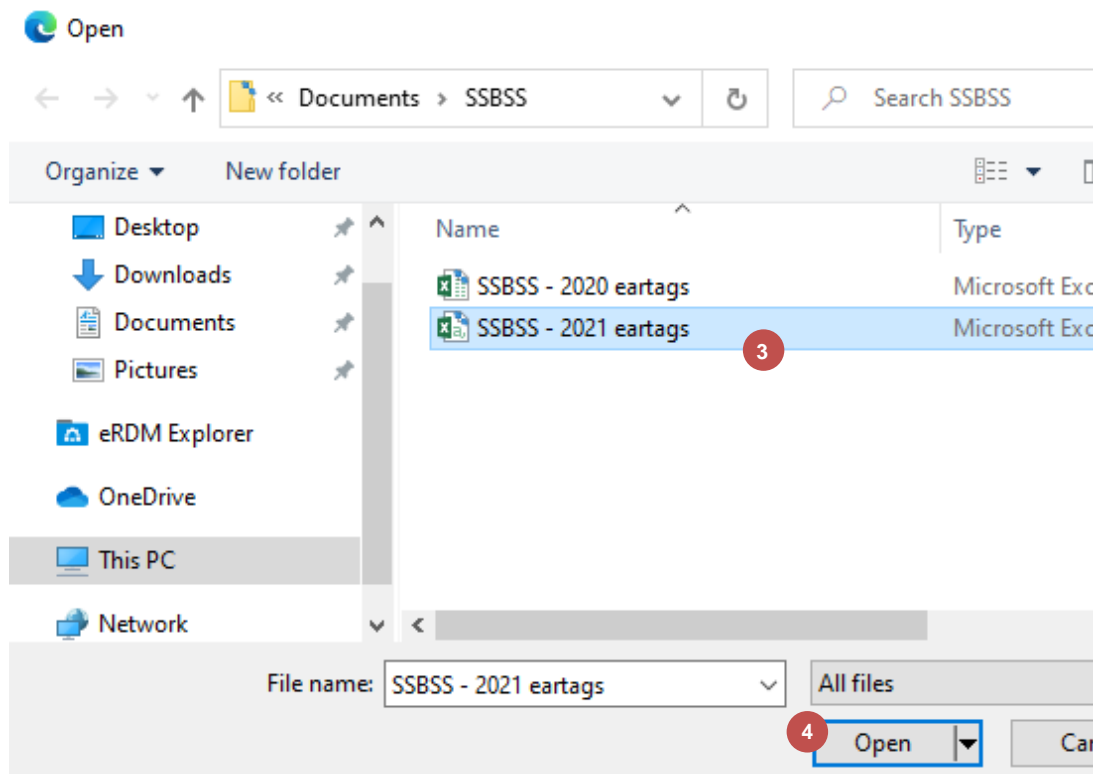
Copied eartags

Cancel

Upload / Copy

3 Browse to the required folder and select the required file

4 Select **Open**



5 Select **Upload/Copy**

6 The system will display recognised and invalid eartags (invalid eartags can be edited)

Upload / Copy eartags

Find file to upload

Copied eartags

Cancel

5 Upload / Copy

Upload / Copy eartags

6

15 eartags were recognised.
4 eartags were invalid - you can edit these when you close this window.

Close

5.2 Copying eartag identifiers

If you have a file that contains your eartag identifiers you will need to:

- 1 Open your file and **copy** the eartag identifiers

2021 calves	UK123456101504	1
	UK123456201505	
	UK123456301506	
	UK123456401507	
	UK123456501508	
	UK123456601509	
	UK123456701510	
	UK123456101511	
	UK123456201512	
	UK123456301513	
	UK123456401514	
	UK123456501515	
	UK123456601516	
	UK123456701517	
	UK123456101518	
	UK123456201519	
	UK123456301520	
	UK123456401521	
	UK123456501522	

2

Select Upload/Copy

Scottish Suckler Beef Support Scheme - Your cattle information

Last updated by

Please provide us with information about cattle on your land which you wish to claim for.

If you have eartags from another application, you can either upload them or copy and paste them. ?

2

Upload / Copy

Enter your eartag identifiers ?

Clear identifiers on this screen ?

Enter More

Save and close

Return to your applications

Save and continue

Enter your location codes

Application Section

Eartags

Locations

Summary

3

Click on the Copied eartags box - either **right click** on the mouse and select **Paste** or use **Ctrl and V** together on your keyboard

Upload / Copy eartags

Find file to upload

Copied eartags

3

Cancel

Upload / Copy

4

The copied eartags will be displayed

5

Select the **Upload/Copy** button

Upload / Copy eartags

Find file to upload

Copied eartags

UK123456401507

UK123456501508 4

UK123456601509

UK123456701510

UK123456101511

Cancel

5 Upload / Copy

- 6 A confirmation message will be displayed – select **Close**

Upload / Copy eartags

15 eartags were recognised.

4 eartags were invalid - you can edit these when you close this window.

6 Close

5.3 Entering eartags manually

- Enter eartag identifiers** by typing these into the boxes provided.

Once you enter an eartag identifier select the **Tab** or **Return** key or click into an empty field, the herdmark last entered will prepopulate the next box with the same herdmark (this can be edited if required). You can enter an animal with a different herd mark by typing a **U** this will remove the previous herd mark. This herdmark is then used to prepopulate the subsequent boxes.

The system will complete some simple validation on the eartag identifiers and display error messages when required, for example, if it is in an invalid format or the eartag has already been claimed on the application. 20 eartags can be entered in this table at one time.
- Enter More** – allows you to validate and save the eartag identifiers you have entered so far. It also displays a blank table which will allow you to enter another 20 eartag identifiers. This process should be repeated until all eartag identifiers are entered.

- 3 **Clear identifiers on this screen** – this will remove all eartag identifiers you have entered but not saved
- 4 **Save and close** – allows you to save the information you have entered so far and returns you to the **Application** screen
- 5 **Save and continue** – saves the eartag identifiers and moves to the **Enter your location codes** screen
- 6 **Your application sections** – allows you to move between applications sections

Scottish Suckler Beef Support Scheme - Your cattle information

6 [Application Section](#)

- [Eartags](#)
- [Locations](#)
- [Summary](#)

Last updated by

Please provide us with information about cattle on your land which you wish to claim for.

If you have eartags from another application, you can either upload them or copy and paste them. ? Upload / Copy

Enter your eartag identifiers ?

2 Enter More

3 Clear identifiers on this screen

4 Save and close
Return to your applications

5 Save and continue
Enter your location codes

6. Displaying eartags

When more than 20 eartags are added and saved they are displayed in pages of 20 in the order they were entered.

- 1 You can select any page number to display/check the eartags
- 2 You can select **View all** to display the full list of eartags

Scottish Suckler Beef Support Scheme - Your cattle information

Last updated by: [User Name] [Date]

Please provide us with information about cattle on your land which you wish to claim for.

If you have eartags from another application, you can either upload them or copy and paste them. [Upload / Copy](#) ?

Your application sections

Eartags
Locations
Summary

Eartag identifiers you have provided so far ?

Viewing 1 - 20 of 130 eartag identifiers entered

Sort By: the order I entered them

UK98765265DGSH	UK123456001505	UK123456301506
UK98765265DGSH	UK123456001505	UK123456301506
UK98765265DGSH	UK123456001505	UK123456301506
UK98765265DGSH	UK123456001505	UK123456301506
UK98765265DGSH	UK123456001505	UK123456301506

1 1 2 3 4 5 Next View all 2

Sort eartags

Eartags are automatically displayed in the order you enter them, you can change this to display the eartags in **Herd/last five digits** order. To change the **Sort** order:

- 3 Select the Sort order from the dropdown list

Eartag identifiers you have provided so far ?

Viewing 1 - 85 of 85 eartag identifiers entered

Sort By:

herd mark and last 5 digits v

3

7. Invalid eartags

The system will automatically carry out some initial validation on the eartags and display errors if required. This validation includes looking at the check digit to confirm that the eartag is as accurate as possible. You must correct these errors either by **editing** or **deleting** them. Examples of errors:

- 1 Invalid eartag format
- 2 Eartag already claimed in previous claim
- 3 A claim for this animal has already been made in this application

Enter your eartag identifiers ?

UK98765265DGSH	UK123456001505	UK123456301506	
1 Invalid format	2 Eartag already claimed in previous claim	3 A claim for this animal has already been made in this application	

Animals which were too young when claimed in a previous application

When an animal is entered which has previously been claimed and failed validation checks as it was too young to claim, the system will highlight these and display an error message providing the option to either:

- 1 Accept the eartag on to the claim
- 2 Reject the eartag and remove it from the claim

Please provide us with information about cattle on your land which you wish to claim for.

Please correct the errors shown below before proceeding

If you have eartags from another application, you can either upload them or copy and paste them. ? [Upload / Copy](#)

Although you do not need to deal with these errors now, you must resolve them before submitting your application. Note that these are errors for this page only.

- UK123456101462 Eartag already failed in previous claim [Accept](#) [Reject](#)

Once you choose to either accept or reject the eartag a pop up message will ask you to confirm your selection –

Accept Paper message

Are you sure you want to accept paper log message?

[Cancel](#) [Yes, accept](#)

Delete an eartag in the Eartags already entered section

You cannot delete an eartag in the **Eartags already entered** section until you have cleared all errors in the **Enter your eartag identifiers** section. The system will not display the delete icon **x** until all errors are cleared.

- 4 **Delete eartag** – to delete an eartag select the **x** to the right of it
- 5 A confirmation box will be displayed, select **Confirm**

Scottish Suckler Beef Support Scheme - Your cattle information

Please provide us with information about cattle on your premises.

If you have eartags from another application, you can add them here.

Confirm

Please confirm that you want to delete this eartag(s)

Cancel Confirm

Eartag identifiers you have provided so far

Viewing 1 - 3 of 3 eartag identifiers entered

Sort By: the order I entered them

UK123456101505	X	UK123456201506	X	UK123456301507	X
----------------	---	----------------	---	----------------	---

8. Your location codes screen

- Your locations** - your Main Location Code and all other permanent location codes will be displayed. You can remove any location you no longer rear cattle on (including the Main Location Code) by clicking on the **x** to the right of it.
- Enter any other locations where you hold cattle** – allows you to add other location codes where claimed animals were born and maintained by you for the required 30 days. Additional location codes can be entered by CC/PPP/HHHH or PPP/HHHH
- Save and close** – allows you to save the information you have entered so far and returns you to the **Application** screen.
- Save and continue** – saves the locations and moves to the **Summary** screen
- Your application sections** – allows you to move between applications sections

Home M & M Mitchell
BRN: MLC:

Scottish Suckler Beef Support Scheme - Your location information

Last updated by

Your locations

Please confirm the locations where your cattle were maintained

11/111/1111 X

Enter any other locations where you hold cattle

Add this location

Save and close Return to your applications

Save and continue View your summary

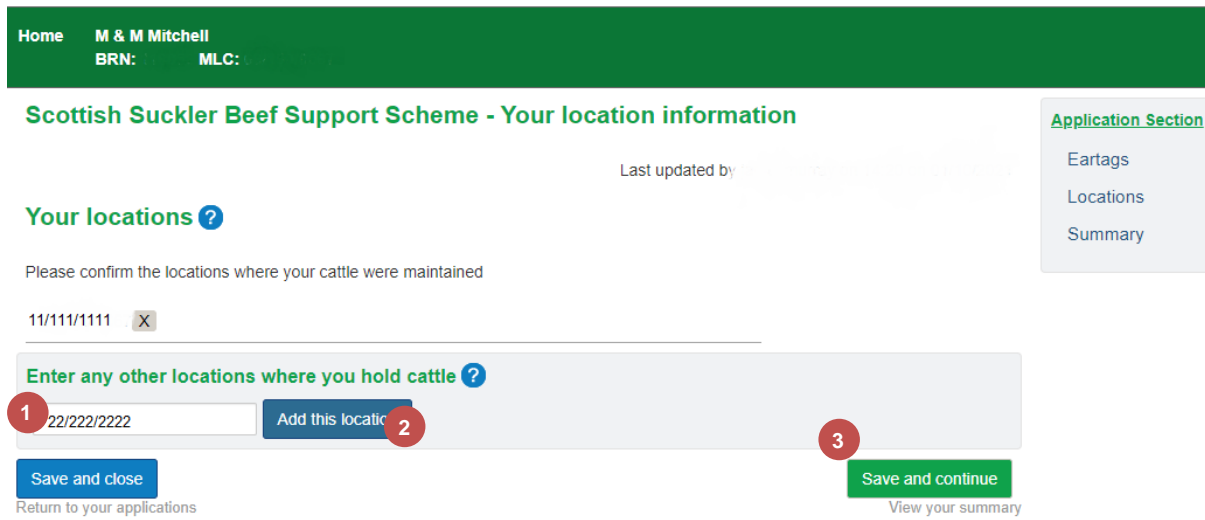
Application Section

- Eartags
- Locations
- Summary

8.1 Add a Location Code

If you need to add another Location Code go to the **Enter any other locations where you hold cattle** section

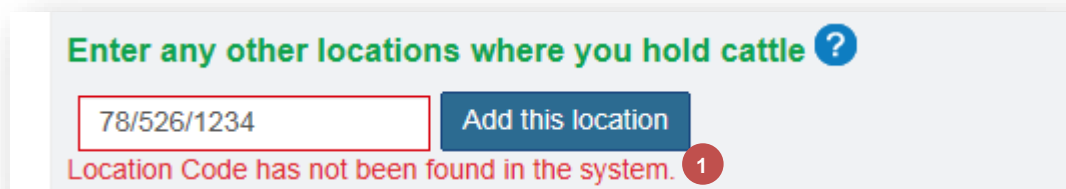
- 1 Enter the Location Code - additional Location Codes can be entered by **CC/PPP/HHHH** or **PPP/HHHH**
- 2 Select the **Add this location** button
- 3 Once all Locations are added select **Save and continue**



8.2 Invalid Location Code

An error will be displayed if you enter an invalid Location Code. Examples of errors are detailed below -

- 1 Location Codes must already be known to our system before or the following error will be displayed



- 2 Location Codes have to be in the correct format before being accepted

Enter any other locations where you hold cattle ?

458554461 Add this location

Invalid format 2

9. Summary screen

- 1 **Your cattle information - Show details.** Viewing the cattle information displays the valid ear tag identifiers and invalid ear tag identifiers along with the relevant error messages.
- 2 **Your location information - Show details.** Viewing the location information displays all location codes you entered.
- 3 **Print** – produces a PDF document which you can print or save
- 4 **I have read and understood the declarations and undertakings** – you must read and understand the declarations and undertakings before submitting your application. This option needs to be accepted before the application can be submitted.
- 5 **Save and close** – allows you to save the information you have entered so far and returns you to the **Application** screen
- 6 **Submit your application**
- 7 **Your application sections** – allows you to move between applications sections

Home M & M Mitchell
BRN: MLC:

Scottish Suckler Beef Support Scheme - Application Summary

Business name: M & M Mitchell Business Reference Number: Main location code:

Your location information Last updated by user

You identified 1 locations on which you manage cattle Show details

Your cattle information Last updated by user

You provided identifiers for 2 unique cattle Show details

You provided 0 warning cattle identifiers.

Print

☐ I have read and understood the declarations and undertakings

Save and close Return to your applications

Submit your application

Application Section

Eartags

Locations

Summary

10. Declarations and Undertakings

If you select the link to the Declarations and Undertakings the following is displayed. You can save and print this document. The document will be displayed in a different tab.

Scottish Suckler Beef Support Scheme - Mainland and Islands (SSBSS) declarations and undertakings

Specific to all applicants:

I declare that:

1. I have read the full scheme guidance and understand the rules of the Scottish Suckler Beef Support Scheme (Mainland and Islands)
2. I have enclosed the relevant eartag numbers for the animals that I am claiming for
3. I am claiming premium on the animals covered by this claim form. They were held at the location(s) in your application continuously from birth until they were 30 days old or more
4. the details provided on this claim form are correct and I accept full responsibility for them
5. the data kept on the cattle tracing database relating to my animals is correct and complete or I shall rectify or add to the data kept on the cattle tracing database where this is incorrect or incomplete
6. I understand that I may be excluded from the scheme if my animals are found to have been treated with any illegal substances as specified by the Animal and Animal Products (Examination for Residues and Maximum Residue Limits) (England and Scotland) Regulations 2015 (SI 2015 No 787), or if prohibited substances or illegally held substances are found on my premises; or if I prevent inspections or sampling in relation to such substances
7. I am at least 16 years of age
8. I understand that if I knowingly or recklessly make a false statement, I may be prosecuted. If I make a false statement intentionally, or as a result of serious negligence, I may be excluded from this scheme for the current and following scheme year. If I otherwise break the rules or fail to comply with the undertakings I have given, I may lose some or all of the premium I have claimed

I undertake that:

1. I will comply with the scheme rules
2. I understand that the information provided in this application may be used by you in checking my claims for other aid schemes
3. I will repay any premium, with interest, if you ask me to do so because I have broken the Scheme rules. I will also repay any premium overpaid to me
4. I will make sure a herd record book of all cattle on my holding is kept in line with The Cattle Identification (Scotland) Regulations 2007 as amended. I will show the herd register and other

11. Submitted application screen

Once the application is submitted the following screen will be displayed.

Home
M & M Mitchell
BRN: MLC:

Thank you for your submission

Your application reference is

21SSBSS07041

An acknowledgement and receipt has been generated with this reference number and a summary of your application

[View acknowledgement](#)

What happens next

Your application and any supporting documents you provided to support it will be assessed.

We will be in touch if we need you to provide any more information.

[Return to my applications](#)

12. Resuming/deleting a draft application

If you have started an application and saved and closed it the application will be in draft status – you can either complete or delete the application. To do this you will need to go to the Applications menu then select the application.

- 1 To complete the application select **Resume** - the system will display the summary screen by default – you can move to the **Eartags** or **Location** sections using the Application Section links.
- 2 To delete the application select **Delete**

Applications

Start a new application
Select an Application

Your receipted and draft applications ?

Scottish Suckler Beef Support Scheme (Mainland and Islands) Application

SSBSS	Draft Online	Last updated by	At 15:40 on 01/10/2021	1 Resume	2 Delete	?
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Note - you will not be able to start another Scottish Suckler Beef Support Scheme (Mainland and Islands) application until this application has been completed and submitted or deleted. An application started in one year (e.g. 2020) but not submitted until the subsequent year (e.g. 2021) will be accepted as a 2021 application and payment will be calculated accordingly.

13. Application Submission Letter

Once you have submitted your application a letter will be created and stored in the Communication Log.

- 1 Select **View File** to open the submission letter.

Communication Log

Approved

For details on how we use your information and who we share your information with, please see our [privacy policy](#).

Date	Category	Document Type	Description	Channel	
01/10/2021 3:34 PM	Communication	LETTER	SSBS Acknowledgement receipt	SystemGenerated	1 View File

- 2 The submission letter will detail the eartags and locations you have entered on your application.

Business Reference Number: 123456
Main Location Code: 11/111/1111
Date: 01/10/2021

Dear Mr A Farmer

2

Scottish Suckler Beef Support Scheme 2021 – Application submission

Thank you for your claim received on 01/10/2021 for 2 animal(s) claimed Your application number is 21SSBSS07041.

Your claim is being processed and will be subject to further checks. You will be notified in writing of any animal(s) found to be ineligible following these checks.

Annex A lists all the eartag number(s) of the animal(s) which you have declared and the farm locations listed below are where you intend to keep them during the retention period:

11/111/1111 22/222/2222

14. Amend/Withdraw a submitted application

If you have submitted an application and it is still at a status of **Submitted**, you can adjust or withdraw the application.

- 1 To adjust the application select **Adjust** – this will allow you to withdraw eartags from the submitted application or add/delete locations.

2 To withdraw the application select **Withdraw** – this will allow you to withdraw the entire application. A pop up box will appear and ask you to select a reason and confirm you wish to withdraw the application.

Applications submitted in 2021 Show Application Summary

Type	Name	Reference	Date	Status		
SSBSS		21SSBSS07041	01 Oct 2021	Submitted	1 Adjust	2 Withdraw

Withdraw application

You have chosen to withdraw the application 21SSBSS07041

If you wish to continue, please select a reason and give further detail in the comment box.

Reason No longer wish to apply for the scheme

Comment I am withdrawing this application

Cancel Withdraw

15. Customer Support

Please remember you can also contact your [local RPID area office](#) and they can help navigate you through your application. They can view your draft application and help you understand how to complete your online application.