

Rural Payments and Services

A Customer Guide to Scottish Upland Sheep Support Scheme (SUSSS) - Online Application Submission

Scottish Upland Sheep Support Scheme



**Submit your SUSSS application online at ruralpayments.org
Book an appointment at your local RPID area office if you need help.**

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1. Introduction

This document details the processes for the **online** submission of **Scottish Upland Sheep Support Scheme Applications**

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

An online Scottish Upland Sheep 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



Login 2

Please enter your login details

Username [Forgotten your username?](#)
 Password [Forgotten your password?](#)

Log In

Business associations 3

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

To create a Scottish Upland Sheep Support Scheme application complete the following steps:

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

Home | I & V Carpenter | BRN: | MLC: | Business Details | **Applications** | Delegates | Locations | Communication log | Entitlements | Payments | Ag Census

Applications

Start a new application 3 **Start**

Your received and 2

Applications submitted in 2021 Show Application Summary

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 <https://www.ruralpayments.org/topics/all-schemes/scottish-upland-sheep-support-scheme/scottish-upland-sheep-support-scheme-full-guidance/>

Once you are ready to proceed you should:

- 1 Click the **Start Application** button

Scottish Upland Sheep Support Scheme Application

What you will need

In order to complete your application, you will need:

- your sheep eartag identifiers
- location codes for land on which you keep or manage sheep

In addition to this you must:

- maintain a flock register and keep it up to date
- comply with the Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009

You can claim for:

- sheep which are retained on your holding (including away winterings) from 1 December in the year of claim to 31 March in the following year
- ewe hogs born on Scottish holdings which rely on poor quality rough grazing found in Scotland's Basic Payment Region three
- sheep that are less than 12 months old at the start of the retention period

Claims can be made between 1 September and 30 November each year

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 sheep information screen

- 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. UK012345623456
- 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



Scottish Upland Sheep Support Scheme - Your sheep information

Last updated by

Please provide us with information about sheep on your land which you want to claim for

If you have eartag identifiers in another file 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

5 Save and close

Return to your applications

6

6 Save and continue

Enter your location codes

7

Application Section

Eartags

Locations

Summary

5. Providing eartag identifiers

The **Sheep Information** screen allows you to provide 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:

- first 3 characters are the **country code (capitals) followed by a 0**
- characters 4 to 9 are the **Flock Number**
- characters 10 to 14 are the unique **Animal Number**
- For example **UK012345623456**

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.

Scottish Upland Sheep Support Scheme - Your sheep information

Last updated by

Please provide us with information about sheep on your land which you want to claim for

If you have eartag identifiers in another file you can either upload them or copy and paste them. ?

1

Upload / Copy

2

Enter your eartag identifiers ?

3			
---	--	--	--

5.1 Uploading eartag identifiers

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

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

Scottish Upland Sheep Support Scheme - Your sheep information

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

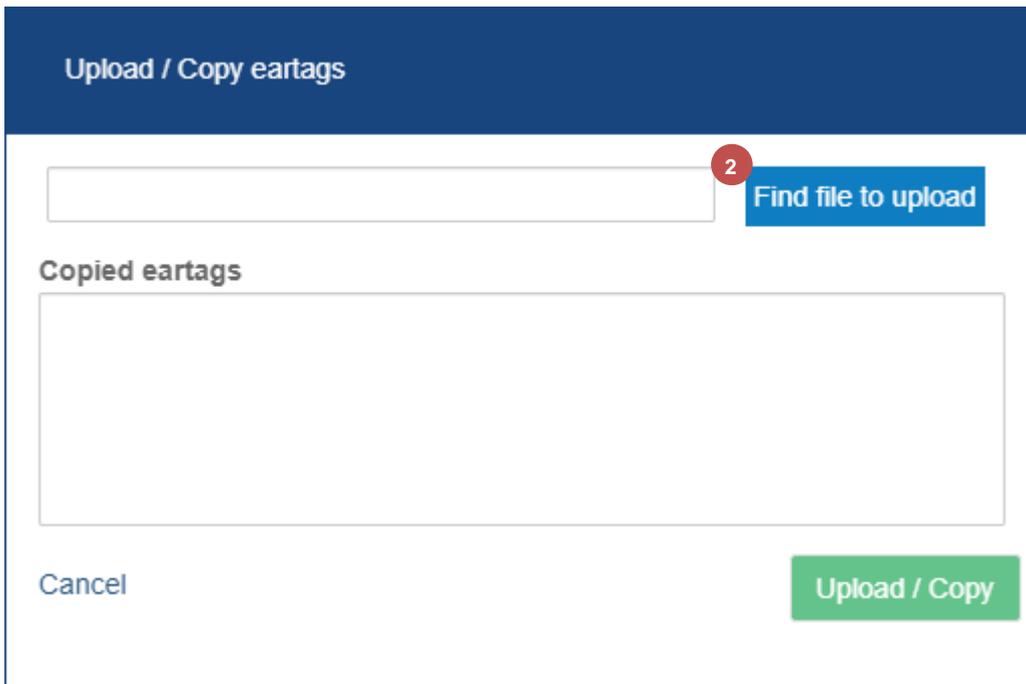
Please provide us with information about sheep on your land which you want to claim for

If you have eartag identifiers in another file you can either upload them or copy and paste them. [?](#)

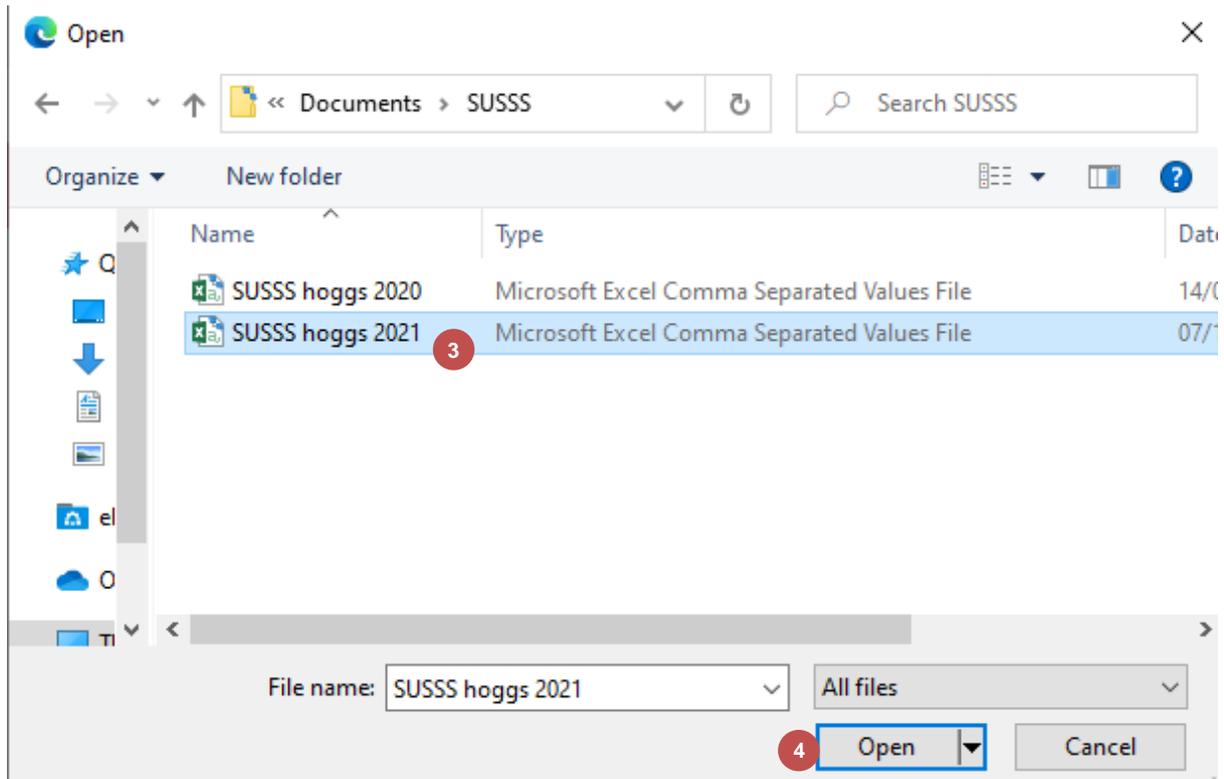
1
Upload / Copy

You will then need to:

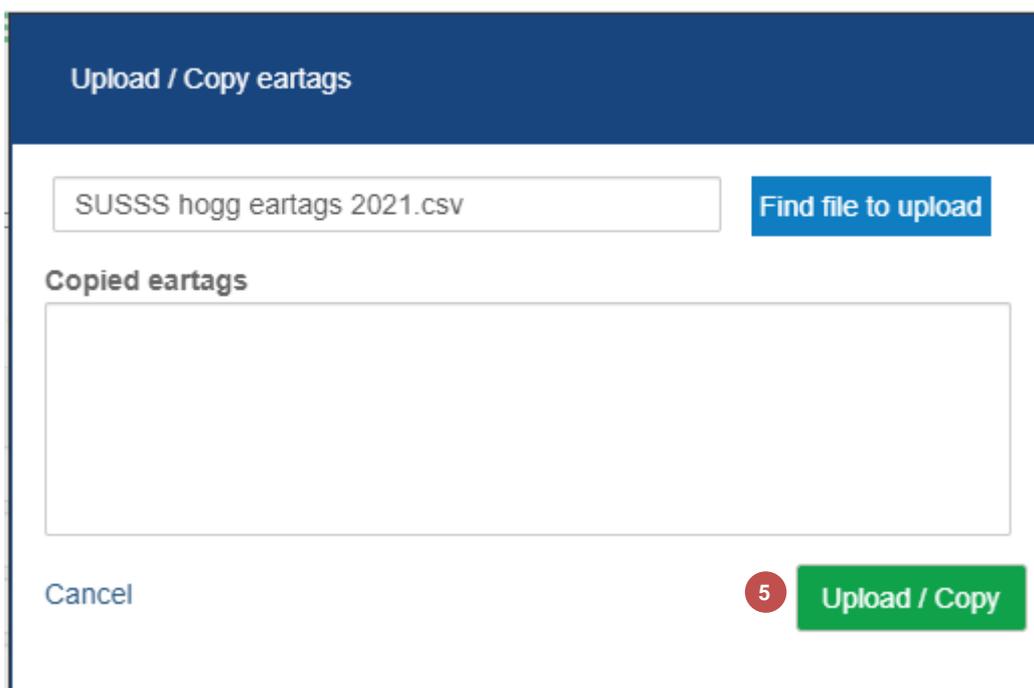
- 2 Select the **Find file to upload** button



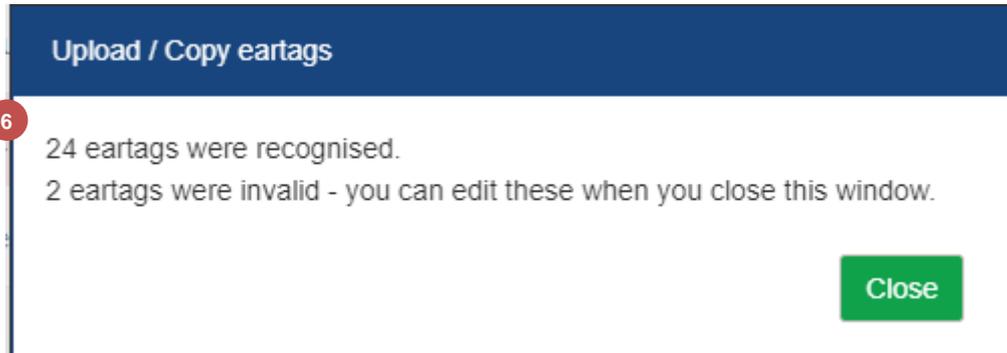
- 3 Browse to the required folder and select the required file
- 4 Select **Open**



5 Select **Upload/Copy**



- 6 The system will then display valid and invalid eartags (invalid eartags can be edited)



5.2 Copying eartag identifiers

If you have a file that contains your eartag identifiers select the **Upload/Copy** button. You will then need to:

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

0152A	384	UK052201619384	1
0152A	389	UK052201619389	
0152A	394	UK052201619394	
0152A	399	UK052201619399	
0152A	404	UK052201619404	
0152A	409	UK052201619409	
0152A	414	UK052201619414	
0152A	419	UK052201619419	
0152A	424	UK052201619424	
0152A	429	UK052201619429	
0152A	434	UK052201619434	
0152A	439	UK052201619439	
0152A	444	UK052201619444	
0152A	449	UK052201619449	
0152A	454	UK052201619454	
0152A	459	UK052201619459	
0152A	464	UK052201619464	
0152A	469	UK052201619469	
0152A	474	UK052201619474	

2 Select **Upload/Copy**

Scottish Upland Sheep Support Scheme - Your sheep information

Last updated by [Scottish Government](#) on 12/01/2023

Please provide us with information about sheep on your land which you want to claim for

If you have eartag identifiers in another file you can either upload them or copy and paste them. ?

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

3 Click in 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

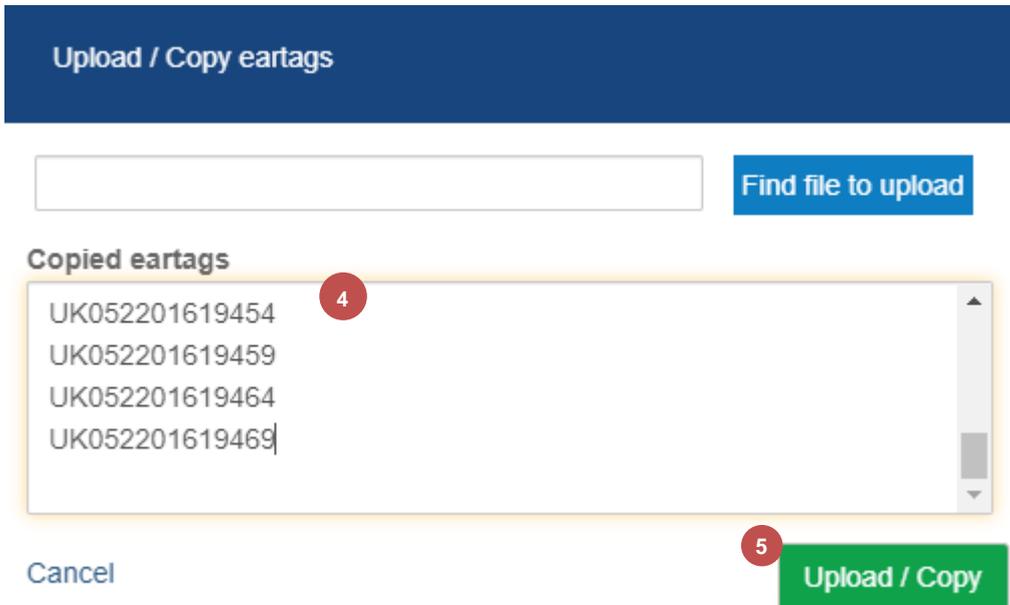
Copied eartags

3

Cancel

Upload / Copy

- 4 The copied eartags will be displayed
- 5 Select the **Upload/Copy** button



Upload / Copy eartags

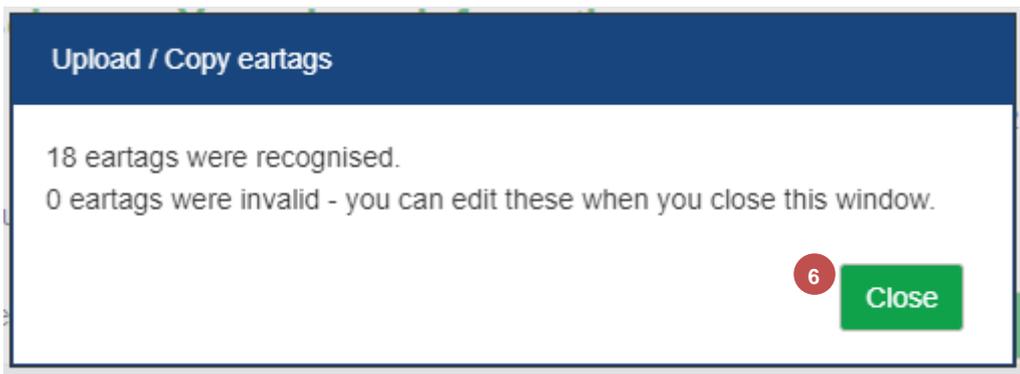
Find file to upload

Copied eartags

- UK052201619454
- UK052201619459
- UK052201619464
- UK052201619469

Cancel **Upload / Copy**

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



Upload / Copy eartags

18 eartags were recognised.
0 eartags were invalid - you can edit these when you close this window.

Close

5.3 Entering eartag identifiers manually

- 1 **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 flockmark last entered will prepopulate the next box with the same flockmark (this can be edited if required). You can enter an animal with a different flock mark by typing a **U** this will remove the previous flock mark. This flockmark is then used to prepopulate the subsequent boxes.
The system will validate 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. 20 eartags can be entered in this table at one time.

- 2 **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.

Scottish Upland Sheep Support Scheme - Your sheep information

Last updated by [Scottish Government](#) on 11/01/2023

Please provide us with information about sheep on your land which you want to claim for

If you have eartag identifiers in another file you can either upload them or copy and paste them. [?](#)

[Upload / Copy](#)

Enter your eartag identifiers [?](#)

1			

3 [Clear identifiers on this screen](#) [?](#) 2 [Enter More](#)

[Save and close](#) [Save and continue](#)

[Return to your applications](#) [Enter your location codes](#)

5.4 Entering eartag identifiers manually as a string

- 1 Eartags can also be entered by using a string to add in sequential eartag numbers – for example enter the **Country Code**, **Flock Number** and then enter **the range of numbers** for example **UK012345600001-00010**
- 2 You can enter a maximum of 20 eartags or strings before the **Enter More** button has to be selected

Enter your eartag identifiers ?

UK052201619384	<052201619386-19397		

Clear identifiers on this screen ?

Enter More

Save and close

Return to your applications

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

Eartag identifiers you have provided so far ?

Viewing 1 - 20 of 22 eartag identifiers entered

Sort By: the order I entered them

UK052201619384 X	UK052201619389 X	UK052201619394 X	UK052201619399 X	UK052201619404 X
UK052201619409 X	UK052201619414 X	UK052201619419 X	UK052201619424 X	UK052201619429 X
UK052201619434 X	UK052201619439 X	UK052201619444 X	UK052201619449 X	UK052201619454 X
UK052201619459 X	UK052201619464 X	UK052201619469 X	UK054205619474 X	UK054205619479 X

1 1 2 **View all**

- 3 A list of all eartags is displayed
- 4 View table returns you to the previous view

Eartag identifiers you have provided so far ?

Viewing 1 - 22 of 22 eartag identifiers entered

Sort By: the order I entered them

UK052201619384 X	UK052201619389 X	UK052201619394 X	UK052201619399 X	UK052201619404 X
UK052201619409 X	UK052201619414 X	UK052201619419 X	UK052201619424 X	UK052201619429 X
UK052201619434 X	UK052201619439 X	UK052201619444 X	UK052201619449 X	UK052201619454 X
UK052201619459 X	UK052201619464 X	UK052201619469 X	UK054205619474 X	UK054205619479 X
UK054205561947 X	UK054205561948 X			

View Table

Sort eartags

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

- 5 Select the Sort order from the dropdown list

Eartag identifiers you have provided so far 5

Viewing 1 - 22 of 22 eartag identifiers entered Sort By: the order I entered them

UK052201619384 X	UK052201619389 X	UK052201619394 X	UK052201619399 X	UK052201619404 X
UK052201619409 X	UK052201619414 X	UK052201619419 X	UK052201619424 X	UK052201619429 X
UK052201619434 X	UK052201619439 X	UK052201619444 X	UK052201619449 X	UK052201619454 X
UK052201619459 X	UK052201619464 X	UK052201619469 X	UK054205619474 X	UK054205619479 X
UK054205561947 X	UK054205561948 X			

[View Table](#)

7. Invalid eartags

The system will automatically carry out some initial validation on the eartags and display errors if required. You must correct these errors either by **editing** or **deleting** them.

Examples of errors are:

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

Enter your eartag identifiers ?

UK05220161938

UK0522016 1

Invalid format Invalid format

Enter your eartag identifiers ?

UK052201619389 2

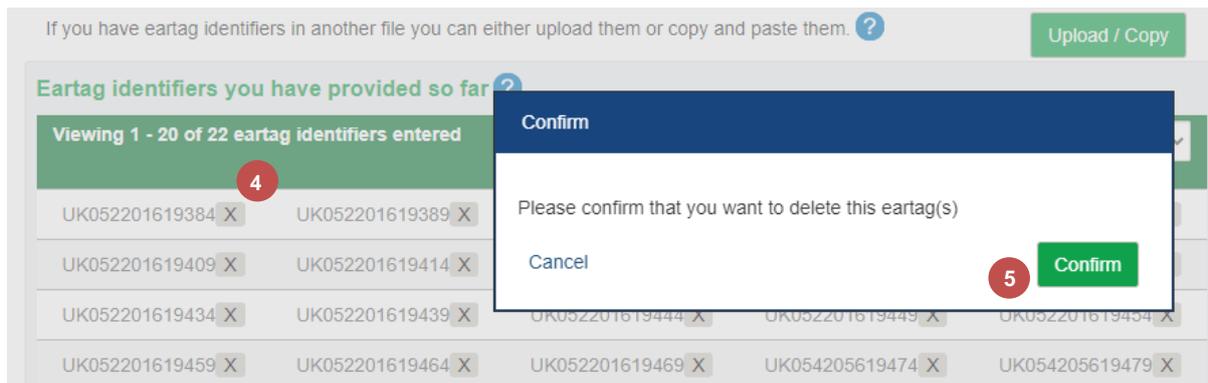
UK052201619450 3

Eartag already claimed in previous claim A claim for this animal has already been made in this application

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**



8. Your location codes screen

- 1 **Your locations** - your Main Location Code and all other permanent location codes will be displayed. You can remove any location you no longer maintain sheep on (including the Main Location Code) by clicking on the **X** to the right of it.
- 2 **Enter any other locations where you hold sheep** – allows you to add other location codes where claimed animals will be maintained from 1st December to 31st March the following year. Additional location codes can be entered in the format CC/PPP/HHHH or PPP/HHHH .
- 3 **Save and close** – allows you to save the information you have entered so far and returns you to the **Application** screen
- 4 **Save and continue** – saves the locations and moves to the **Summary** screen
- 5 **Your application sections** – allows you to move between application sections

Scottish Upland Sheep Support Scheme - Your location information

5 [Application Section](#)

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

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

Your locations ?

Please confirm the locations where your sheep will be maintained

91/111/1111 1

Enter any other locations where you hold sheep ?

Add this location

3 Save and close

Return to your applications

4 Save and continue

View your 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 sheep** section

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

Scottish Upland Sheep Support Scheme - Your location information

[Application Section](#)

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

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

Your locations ?

Please confirm the locations where your sheep will be maintained

91/111/1111

Enter any other locations where you hold sheep ?

1

Add this location

2

Save and close

Return to your applications

3

Save and continue

View your summary

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 or the following error will be displayed

Enter any other locations where you hold sheep ?

78/526/1234

Add this location

1

Location Code has not been found in the system.

2

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

Enter any other locations where you hold sheep ?

45678910

Add this location

2

Invalid format

9. Summary screen

1

Your sheep information - Show details. Viewing the sheep 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

How many sheep are you claiming for - Allows you to enter the number of sheep you are claiming for

4

Print – produces a PDF document which you can print or save

5

I have read and understood the declarations and undertakings – you must read and understand the declarations and undertakings before submitting your application. This option must be accepted before the application can be submitted

6

Save and close – allows you to save the information you have entered so far and returns you to the **Application** screen

7

Submit your application



Scottish Upland Sheep Support Scheme – Application Summary

Business name: Rhyllie Finch

Business Reference Number:

Main location code:

Your location information

Last updated by user

You identified 1 locations on which you manage sheep

2

Show details

Your sheep information

Last updated by user

You provided identifiers for 22 unique sheep. How many sheep are you claiming for? 20

3

1

Show details

5

4

Print

6

Save and close

Return to your applications

I have read and understood the [declarations and undertakings](#)

7

Submit your application

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 Upland Sheep Support Scheme (SUSSS) 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 Upland Sheep Support Scheme
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 will be held at the location(s) in Part 2 of this form continuously from 1 December until 31 March in the year following this claim
4. the details provided on this claim form are correct and I accept full responsibility for them
5. 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
6. I am at least 16 years of age
7. 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 flock record book of all sheep on my holding is kept in line with Sheep and Goats Identification and Movement (Scotland) Order 2009. I will show the flock register and other documents to you or your agents if asked
5. I will allow you or your agents to count and inspect sheep on my holding. I will gather my sheep at a place convenient to you, and help you to inspect eartags, including the provision of safe handling facilities

How we use your information:

We take our responsibilities for the way we store, secure and use your personal information seriously, and always seek to respect your privacy and to meet our legal obligations. These obligations include the General Data Protection Regulation the UK Data Protection Act and other regulations and legislation relating to privacy and communications. To see details on how we use your

11. Submitted application screen

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

Home Rhyllie Finch
BRN: MLC:

Thank you for your submission

Your application reference

Your application reference is
21SUSSS00361

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 then 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

Your receipted and draft applications ?

Scottish Upland Sheep Support Scheme Application-Draft Online

SUSSS	Draft Online	Last updated by	At 15:23 on 16/09/2021	1 Resume	2 Delete	?
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Note - you will not be able to start another Scottish Upland Sheep Support Scheme application until this application has been completed and submitted or deleted.

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	1 View File
01/09/2021 8:30 AM	Communication	LETTER	SUSSS acknowledgement receipt	SystemGenerated	

- 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: 01/09/2021

Dear A Farmer

Scottish Upland Sheep Support Scheme 2021 – Application submission 2

Thank you for your claim received on 01/09/2021 for 25 animal(s) claimed. Your application number is 21SUSSS012345

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:

22/222/2222 33/333/3333

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.

Your receipted and draft applications [?](#)

Applications submitted in 2021

[Show Application Summary](#)

Type	Name	Reference	Date	Status	1	2
SUSSS		21SUSSS	01 Sep 2021	Submitted	Adjust	Withdraw

Withdraw application

You have chosen to withdraw the application 21SUSSS

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.