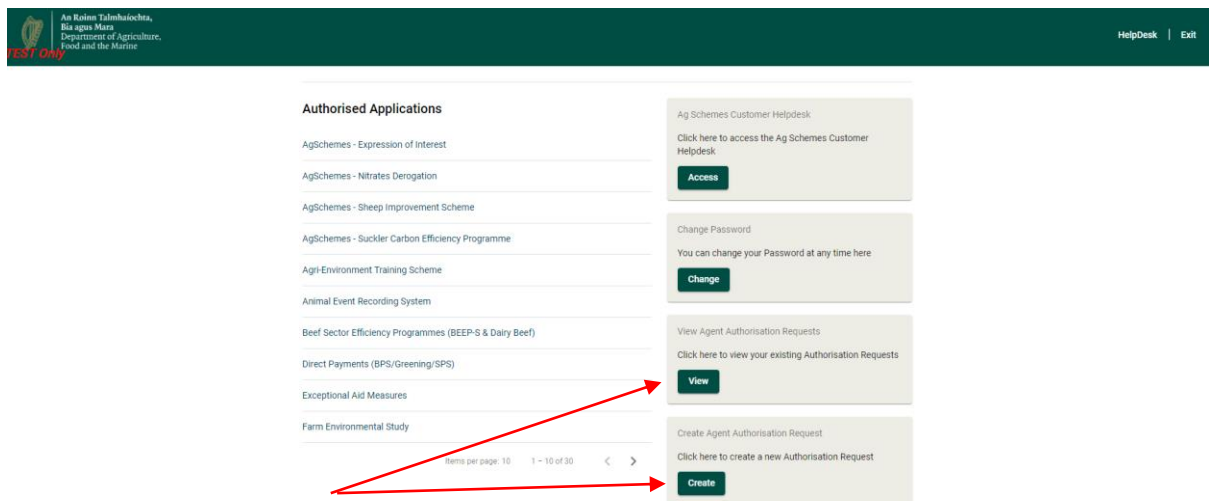


1. Agfood login options.
2. Print Agent Derogation Report.
3. Print Agent N&P Statement Report.
4. Averaged Partnership Nitrates Data.
5. Exports Status.

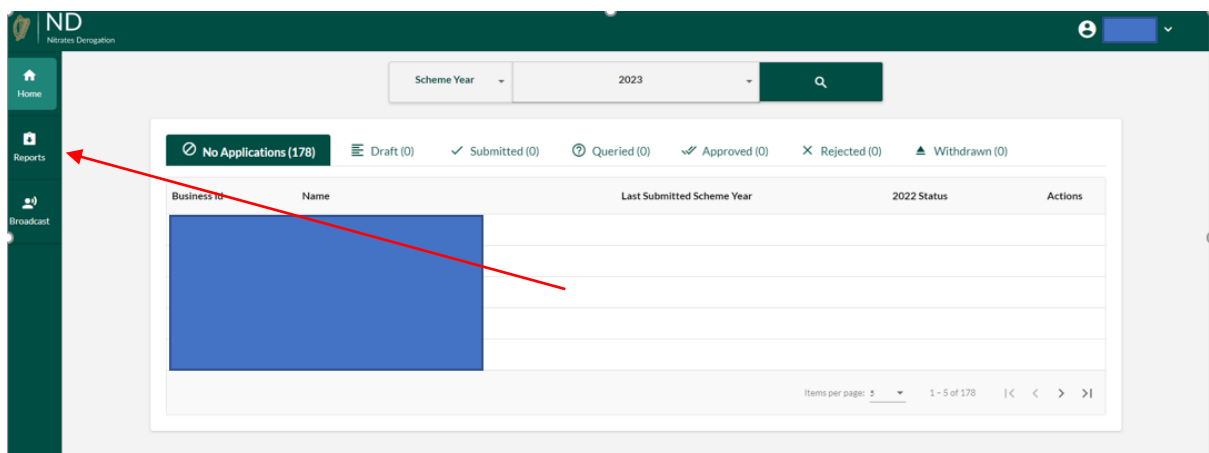
1. Options available on Agents Agfood logon page



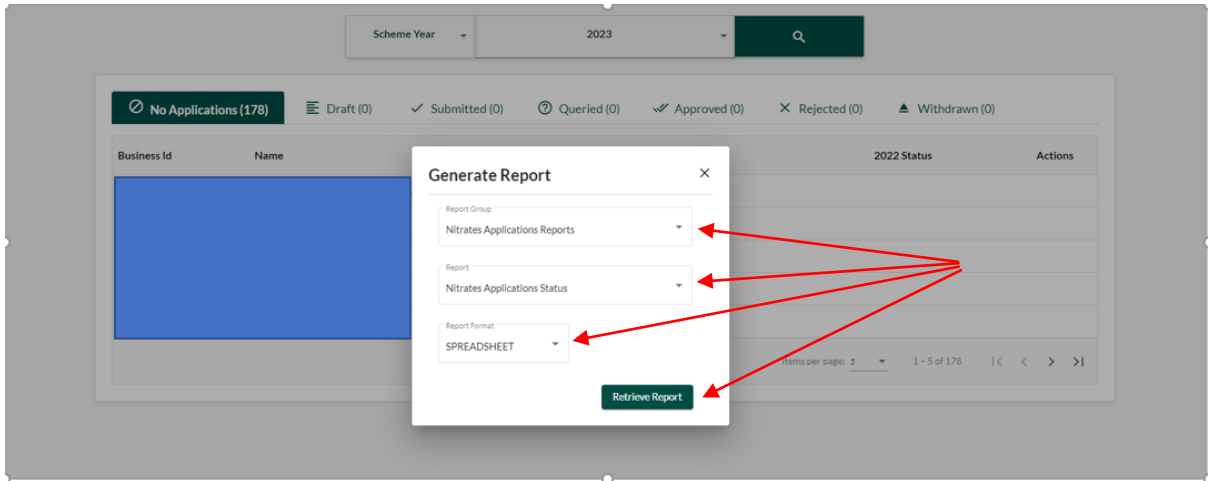
Options available on Agfood.ie logon page, include list of (existing/pending/unanswered) associations and create new associations (paper request must be made for partnerships/companies and joint herd owners)

Associations to herd, poultry and pig numbers all follow the same process.

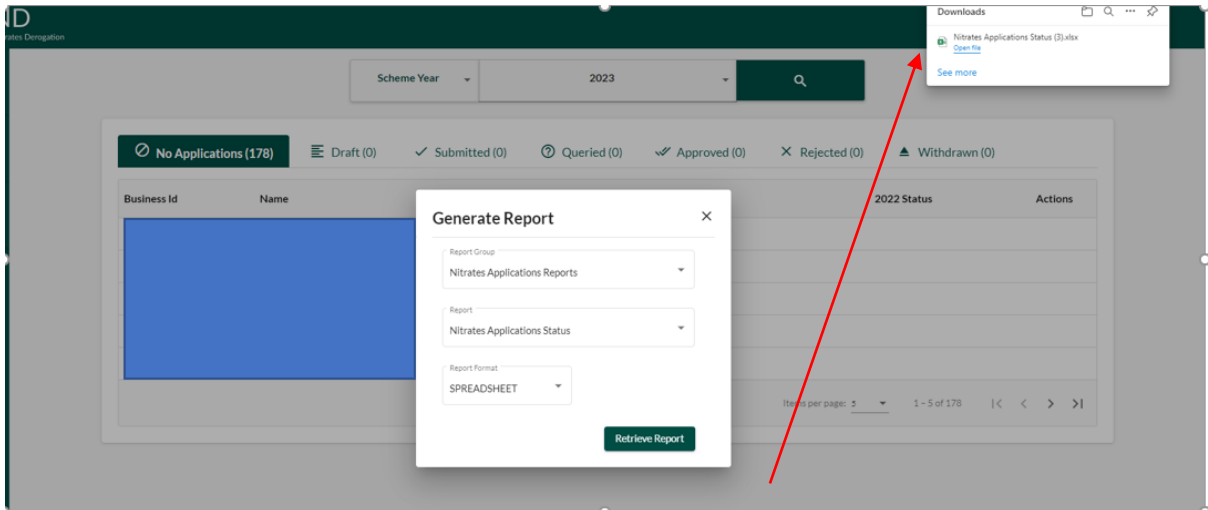
2. Print Agent Report on AgSchemes Nitrates Derogation system.



Nitrates Derogation - Select "Reports"



Select Report Group/Report/Report Format criteria (only one option in each case), then select “Retrieve Report”



Select “Open file” to view the report when it generates here

Business Id	Name Address	Scheme Year	Status	Last Fertiliser Accounts	Last Enmp	Last Farm Map	Last Farm Sketch	Last Soil Sample
		2022	Application Submitted	2021	2022	2022	2022	28.01.2021
		2022	Application Submitted	2021	2022	2022	2022	16.02.2022
		2017	Application Approved	2017	2017	2017	2017	2017

Report lists valid current associated clients, with the latest derogation information. Where ALL columns are blank, no applications were made prior to 2017. Where individual columns are blank, that document type was never uploaded for any year.

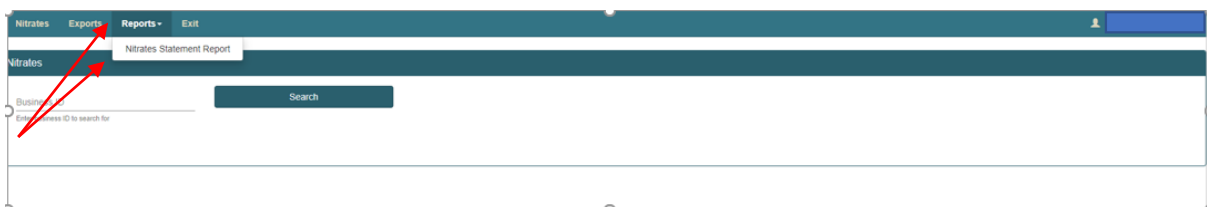
The AgSchemes Derogation screens currently look slightly different, mostly layout and colour changes. It is not anticipated that there will be major changes to the screens or data required in 2023 compared to 2022.

It is important to check your client list at the opening of the Derogation scheme year, and submit any required new associations in a timely manner.

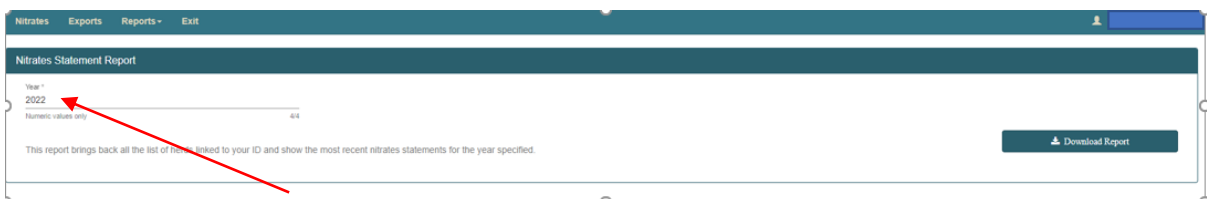
Paper applications, and support documentation, will only be accepted in deceased cases.

For Derogation purposes, where a client is in a partnership, the application should only be submitted using the partnership number, not a herd number within that partnership.

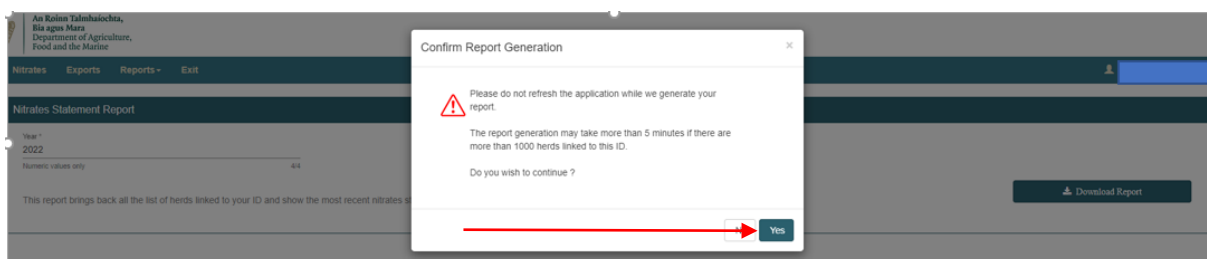
3. Print Agent Report on N&P Statements system.



N&P Statements System - Select "Reports", then select "Nitrates Statement Report"



Input year e.g. 2022



Select "Yes" to generate the report



Select "Open file" to view the report when it generates here

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
Herd No	Herd Name	Derogation Status	Nitrogen (kg)	Phosphates (kg)	Year	Land (ha)	Nph (N/ha)	Period From	Period To	Pending Cut off Date	Export Date	Exporter	Importer	Importer Type	Export Type	Quantity	Export Unit	Nitrogen	Phosphorus	Status	Created By	Updated By	Exporter Decreased	Importer Decreased
	N/A	12737	1826	2022	71.02	179	01-Jan-22	31-Aug-22	31-Aug-22	23-Nov-22					Cattle Slurry	2	Cubic Metres	5	1	UNVERIFIED			N	N
	N/A	12737	1826	2022	71.02	179	01-Jan-22	31-Aug-22	31-Aug-22	05-Dec-22					Cattle Slurry	3.5	Cubic Metres	8	2	UNVERIFIED			N	N
	N/A	0	0	2022	42.93	0	01-Jan-22	31-Aug-22	31-Aug-22	05-Dec-22					Cattle Slurry	4.5	Cubic Metres	11	2	UNVERIFIED			N	N
	N/A	0	0	2022	48.19	0	01-Jan-22	31-Aug-22																
	N/A	1983	292	2022	35.49	56	01-Jan-22	31-Aug-22																
	N/A	0	0	2022	2.68	0	01-Jan-22	31-Aug-22																
	N/A	7769	1117	2022	45.75	170	01-Jan-22	31-Aug-22																
	N/A	15078	2157	2022	87.64	172	01-Jan-22	31-Aug-22																
	N/A	2203	295	2022	31.15	71	01-Jan-22	31-Aug-22																

Report lists valid current associated clients with relevant last period data. The columns in red refer to exports that have been input but for which the period Nitrates data is not yet available, e.g. export submitted for November and December, but the latest period data available is August.

4. View individual Herd and Partnership averaged Nitrates data on N&P Statements system.

Input herd or partnership number and select “Search”

A drop down menu becomes available here.

If a single herd is selected, only the individual nitrates data for that herd will display, if the “Total” or “Partnership Total” is selected, the averaged (over all herds in the partnership) nitrates data will display.

Where a partnership which contains more than one herd number, the movement(s) can be submitted under **any one** of the herd numbers within the partnership, the data will be averaged for the partnership.

A new facility will be available soon on the N&P Statements system that will issue reminder SMS to both the exporter and importer regarding unverified movements. The reminders will only issue for unverified movements in the relevant current calendar year up to 28th December.

5. View status of Organic Fertiliser movements on the N&P Statements system.

The screenshot shows a web interface for searching movements of organic fertilisers. At the top, there are navigation tabs: Nitrates, Exports, Reports, and Exit. Below this is a search bar with a 'Business ID' field and a 'Search' button. There are also 'Date From' and 'Date To' filters with a 'Create Export' button. The main table displays the following data:

Export Date	Fertiliser Type	Exporter ID	Importer ID	Quantity	Unit	Status
05/12/2022	Cattle Slurry			3.5	Cubic Meters	UNVERIFIED
23/11/2022	Cattle Slurry			2	Cubic Meters	UNVERIFIED
05/06/2021	Cattle Slurry			420	Cubic Meters	VERIFIED
02/06/2020	Cattle Slurry			520	Cubic Meters	VERIFIED
30/06/2019	Cattle Slurry			420	Cubic Meters	
30/06/2018	Cattle Slurry			350	Cubic Meters	
06/06/2017	Cattle Slurry			350	Cubic Meters	
01/09/2016	Cattle Slurry			430	Cubic Meters	
30/09/2015	Cattle Slurry			400	Cubic Meters	
10/09/2014	Cattle Slurry			400	Cubic Meters	

At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 10'.

Input herd number, then select “Search”.

The status of each movement is displayed on the right hand side of each relevant movement row.

There is an option to extend the view to 10, 20, 50 or 100 rows.

(If required the search can be narrowed by inputting a date from and date to on the top of the screen)