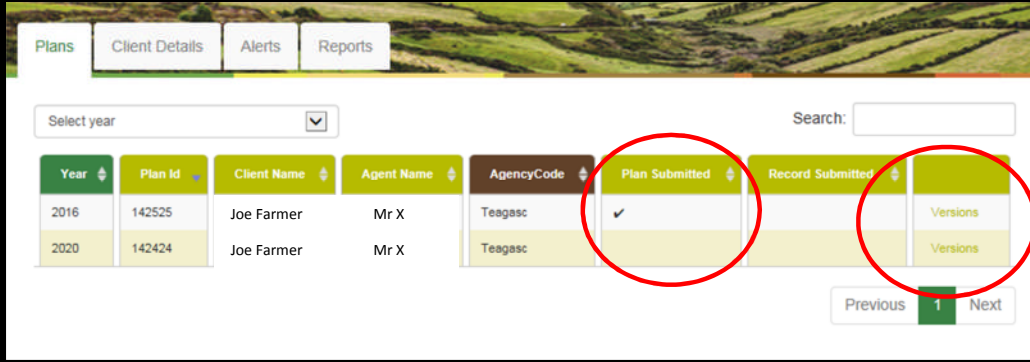


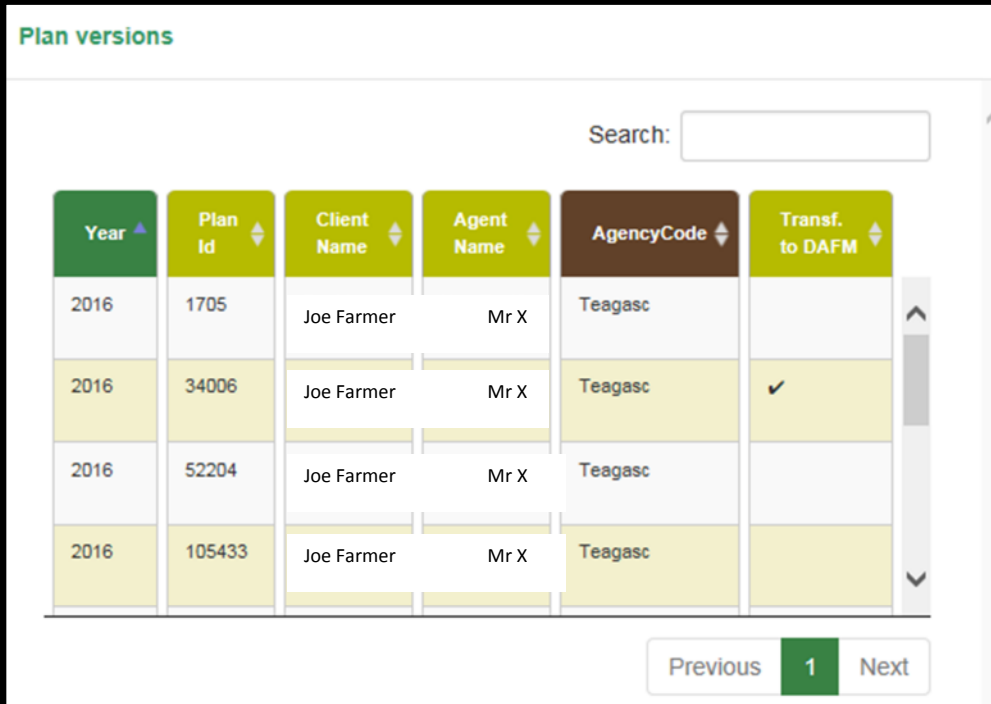
How to check if a GLAS NMP has been submitted correctly

1. Select client on NMP online and you will see the screen below
 - a. See Plan submitter with a tick or go to (2) below



Year	Plan Id	Client Name	Agent Name	AgencyCode	Plan Submitted	Record Submitted	Actions
2016	142525	Joe Farmer	Mr X	Teagasc	✓		Versions
2020	142424	Joe Farmer	Mr X	Teagasc			Versions

2. If no tick on the screen above select versions and the screen below will appear. A tick under “Transf. to DAFM”



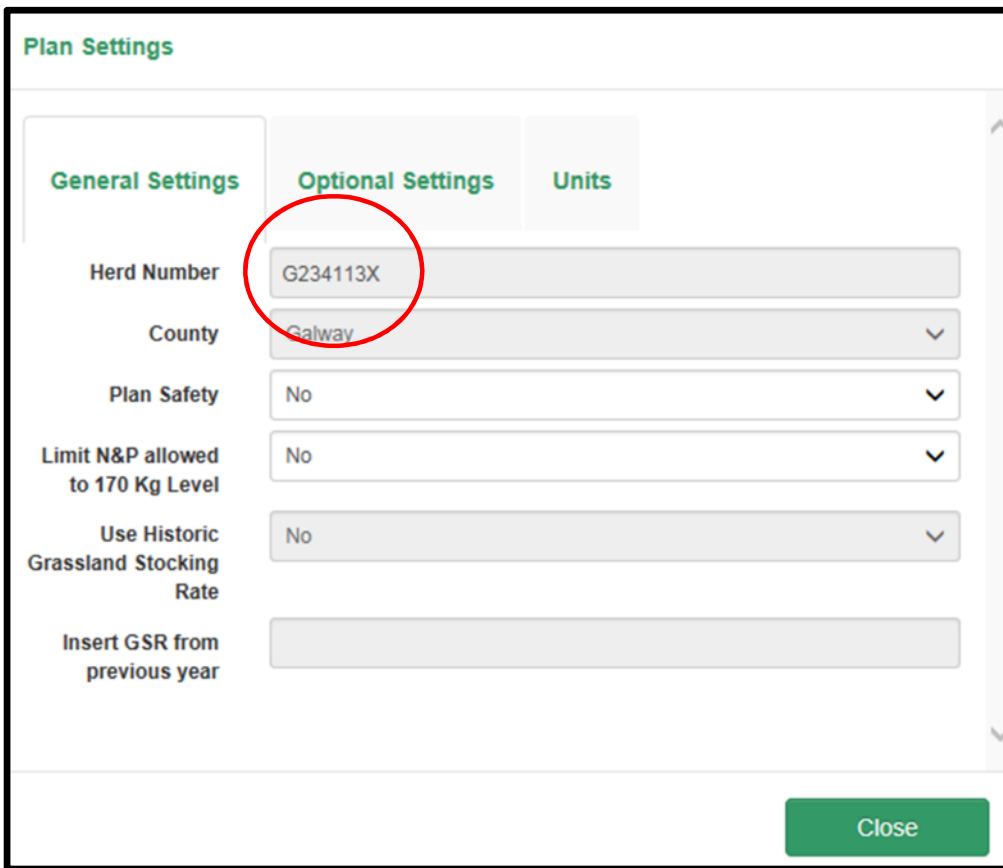
Year	Plan Id	Client Name	Agent Name	AgencyCode	Transf. to DAFM
2016	1705	Joe Farmer	Mr X	Teagasc	
2016	34006	Joe Farmer	Mr X	Teagasc	✓
2016	52204	Joe Farmer	Mr X	Teagasc	
2016	105433	Joe Farmer	Mr X	Teagasc	

3. Either (1) or (2) will indicate that a plan has been transferred/submitted to DAFM.
4. However it is very important to check if this plan that has been submitted is attached to the correct herd number for this client

5. The herd number on the screen grab below may not be the herd number under which the GLAS NMP has been submitted.



6. To check the correct herd number; go into the plan and over the next button there is a yellow/green cog for Plan settings. This is the number that DAFM associate to the GLAS NMP that is submitted. The herd number can be changed in the plan settings.



7. For further information contact NMPHelpdesk@teagasc.ie or 0761111339