



Manual

**Livestock Producer | Access to the
database for quantity reports**

**Animal Welfare Initiative
(Initiative Tierwohl)**

Version 1.0
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1 Introduction

1.1 General information

The online portal "BOP" (BFS Online Portal) provides you with direct access to the quantity reports in the database (Extranet portal). In the database, you can view the daily updated quantities reported by your abattoir and/or coordinator and which were forwarded to the clearing house (BFS finance GmbH). Moreover, you can use the archive function to call up and download the PDF documents compiled for you. This manual illustrates with the help of screenshots how you can access the online viewing function via the "BOP" system.

1.2 System requirements

In order to access the database, you need an Internet-capable PC and an installed Internet access program (Internet browser). A program for opening and reading the PDF documents (e.g. Adobe Reader) should also be installed on your computer.

1.3 Login details

You will receive your login details by e-mail after you have sent the registration data to the clearing house (by fax or e-mail). Please log in to your protected data area using your personal user name (debtor number) and your password. You can access the database via the following Internet address:

<https://online.bfs-finance.de/oak/frmTWLogin.do>

1.4 Login

When you call up the Internet page, you will see the login dialogue (Figure 1). Please enter your login details here (login and password). In order to ensure the highest possible level of security, it is necessary to change your password directly after your first login and thereafter every two months. You will be automatically requested to do so by the system when you log in.



Figure 1

1.5 Password rules

The password must meet the following criteria:

- At least 8 characters
- Neither the user name nor parts of it may be contained in the password.
- You may not use any of the last 6 passwords you have previously used.
- The password must contain 3 of the 4 listed character strings
 - Special characters (e.g. %\$&...)
 - Upper-case letters
 - Lower-case letters
 - Numbers

The password expires every 60 days and must be changed.

1.6 Forgotten password

If you have forgotten your password, you can call it up via the "Forgotten password?" function (Figure 2).



The screenshot shows the Arvato login interface. At the top left is the logo 'arvato BERTELSMANN'. At the top right is the date 'Dienstag, 4. April 2017'. Below the header is a login form with two input fields: 'Login' and 'Passwort'. Below these fields is a button labeled 'Anmelden'. At the bottom of the form, there is a blue-bordered box containing the text: 'Haben Sie Ihr Passwort vergessen? [Dann bitte hier anklicken.](#)'

Figure 2

A new dialogue window is then opened. Please enter your user name or your e-mail address in the text field and then click on the button "Send password by e-mail". A new password will automatically be sent to the e-mail address that is stored in the system for you (Figure 3).



The screenshot shows a dialog window for recovering a password. At the top left is the logo 'arvato BERTELSMANN'. At the top right is the date 'Dienstag, 4. April 2017'. The main content area contains the following text: 'Bitte tragen Sie Ihren Login-Namen oder Ihre Email-Adresse in folgendes Textfeld ein und drücken Sie dann den "Passwort per Email zuschicken"-Button. Ihr Passwort wird Ihnen dann unverzüglich per Email zugeschickt. Aus Sicherheitsgründen werden Passwörter nur verschlüsselt abgespeichert. Sie erhalten also immer ein neues Passwort, dass Sie nach der Anmeldung wieder ändern können.' Below this text is a text input field labeled 'Login oder Email' and a button labeled 'Passwort per Email zuschicken'.

Figure 3

1.7 Change password

If you want to change your password, you can do so by clicking on the "Change password" button (Figure 4).



Figure 4

A new dialogue window is then opened (Figure 5).

Change password

First, please enter your old password and then your new password.
The new password has to be entered twice for safety reasons.
Please use a secure password which is not easy to imagine.

Rules for choosing a new password:

- The password should consist at least 8 digits
- The user name or parts of it should not be included in the password
- The last 6 used passwords cannot be chosen again
- 3 out of the 4 following rules must be used:
 - Special character (e.g. %\$&)
 - Capital letter
 - Small letter
 - Numbers.

The password will expire every 6 weeks.

Change password	
User:	11110000
Old password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

Figure 5

Please first enter your old password and then your new password. You have to enter the new password a second time for security reasons. Please comply with the password rules when choosing a password. You then click on the "Change password" button.

1.8 Logout

You should end every visit to the online portal in the correct fashion in order to prevent misuse. You can find the "Logout" button, as shown in Figure 4, at the bottom left. After you have logged out, the start page for selection of the login dialogue is displayed once again (Figure 1).

2 Working in the online portal

2.1 Start page

Figure 6 shows the start page of the database which you will see after successfully logging in.

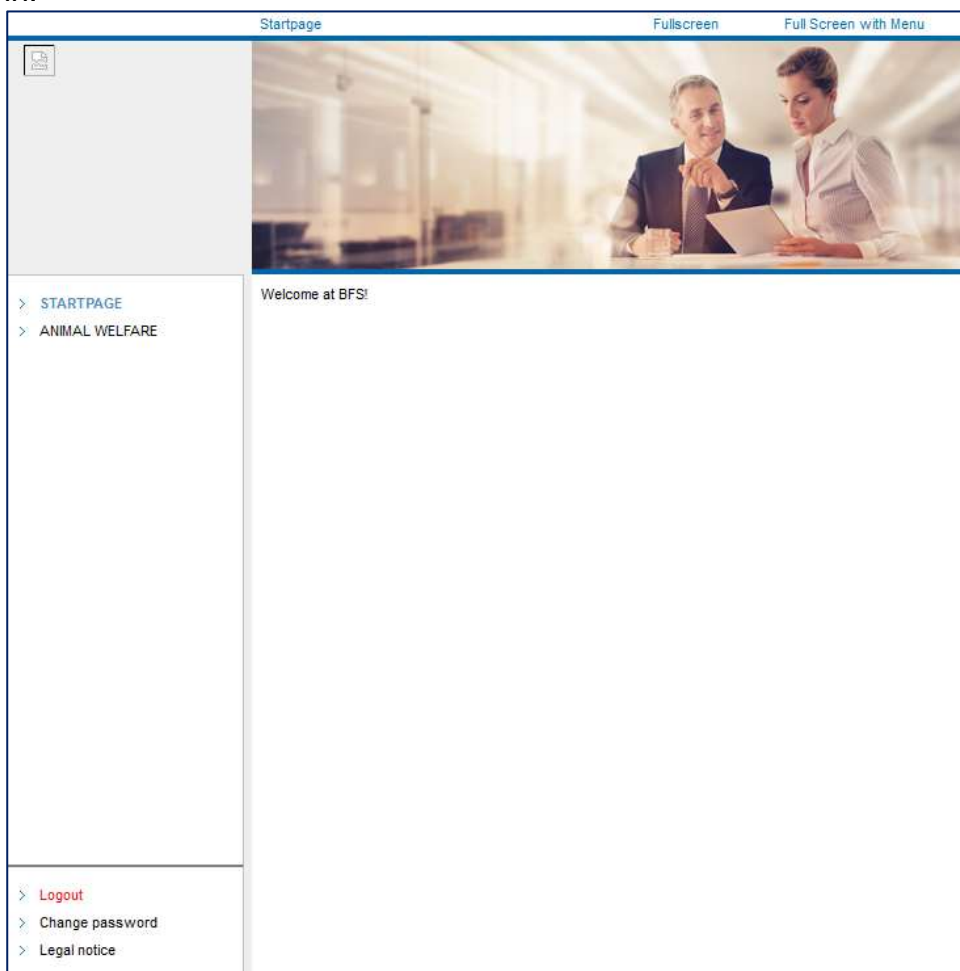


Figure 6

2.2 Menu item "Animal Welfare"

The menu item "Animal Welfare" takes you to the livestock producer mask, where you can choose between the items "OVERVIEW", "ADMIN TIERHALTER " and "ARCHIVE" (Figure 7).



Figure 7

2.2.1 View

In the first dialogue – "VIEW" – you will see the start page of the livestock producer mask as shown in Figure 7.

2.2.2 Admin livestock producer

In the dialogue "ADMIN TIERHALTER", you will see your data, subdivided into five categories:

- Contact details (Figure 8)
- Postal dispatch of account statements (Figure 9)
- Participation and budget information (Figure 10)
- Movement data livestock owner (Figure 11)
- Blocking times livestock owner (Figure 12)

The "Contact details" field shows your master data, such as name, address, bank details etc. (Figure 8). Please note that you cannot change or delete your data in this field. As is standard, all changes must be made via your coordinator.

Contact details	
HN-Tierhalter (X)	Telephone 0521/58954154
Address Straße 23	Fax
DE - 33617 Bielefeld	Email mail3@test.de
IBAN DE12500105170648489890	Contact person - Nachname 19
BIC RZ00AT2L151	Location number (VVVO number)/ Production scope 27611111111170 3001 Broiler fattening
	QS-ID 444555666
	Debtor 11113393
	VAT rate 19 %

Figure 8

In the next category, you can activate or deactivate the postal dispatch of your account statement. You can do this by clicking on the "Deactivate/Activate" button (Figure 9).



Figure 9

The next category provides information on your participation and on the budget (Figure 10).

Participation and budget information									
Sign up date	Implementation date	Date audit permission	Payment entitlement from	Until	Status Tierhalter	Unit	Year quantity Broiler	Budget type	
01.03.2014	01.03.2014	21.02.2017	30.03.2014	29.03.2017	allocated	KG	1.200	TWGH ^	

Figure 10

In the first column, you can see the date of your registration. The next column shows the implementation date. The third column shows the date on which you received the audit permission based on the existing budget. The fourth and fifth columns list your funding period, during which you are entitled to payments. The next column shows your current status. This field can contain the following statuses:

- *Reserved*: You have received an audit permission and are waiting for a positive audit so that you can become a participant.
- *Reservation cancellation (reserved)*: You have received a negative audit. Your budget is reserved.
- *Cancelled*: The audit result was not changed, and the reserved budget is now finally cancelled.
- *Allocated*: You have received a positive audit and participation certificate and are now a participant.
- *Reservation cancellation (allocated)*: You have received a negative audit. Your budget is reserved.
- *In processing*: Despite the waiting time, you have still not received any renewed positive audit or you have terminated your participation yourself. The allocated budget is then cancelled and you receive a participation cancellation.
- *In processing waiting*: A check is being performed to determine whether you have to repay quarterly credit notes that have already been paid out.
- *Processed*: You do not have any open repayments and have therefore been fully processed.
- *Terminated*: If you submit a budget change application and this application is approved, the old participation period is complete.


In the seventh column, you can see the performance unit (KG with poultry or ANIMALS with pigs or piglets) and in the next column the specified reserved annual quantity. You can find the budget type, which is only shown for internal purposes, in the next column. This field may be filled as follows: *TWS (Animal Welfare (Tierwohl) pigs)*, *TWGHN (Animal Welfare (Tierwohl) broilers national)*, *TWGHI (Animal Welfare (Tierwohl) broilers international)*, *TWGPN ((Animal Welfare (Tierwohl) turkeys national) or TWGPI ((Animal Welfare*

(Tierwohl) turkeys international). In the last column, you can see the Animal Welfare ("Tierwohl") payment per performance unit (not shown here).

You can view the movement data in the next area – "Movement data for livestock producer". Here, you can view your movement data, in other words the quantities reported for you by your abattoir and/or coordinator. By clicking on the "Excel Export" button, you can export this data as an Excel file (Figure 11).

Delivery date	Type	Name	Amount	Unit	Status	Gross amount	Currency code	VAT rate %	Animal welfare payment
01.07.2016	OPERATING COMPANY	Inter Schlachtbetrieb aFS	14.490	KG	Open		EUR		0,00
01.04.2016	AMOUNT CARRIED FORWARD	Inter Schlachtbetrieb aFS	14.490	KG	Open	0,00	EUR	19,00	0,00
01.01.2016	AMOUNT CARRIED FORWARD	Inter Schlachtbetrieb aFS	15.690	KG	Cleared	57,12	EUR	19,00	0,00
20.11.2015	ABATTOR	Schlachtbetrieb (F)	880	KG	Cleared	14,47	EUR	19,00	0,00
20.11.2015	ABATTOR	Schlachtbetrieb (F)	880	KG	Cleared	14,47	EUR	19,00	0,00
20.11.2015	COORDINATOR	Buendler (G)	880	KG	Open		EUR		0,00
20.11.2015	COORDINATOR	Buendler (G)	880	KG	Open		EUR		0,00
20.11.2015	COORDINATOR	Buendler (G)	880	KG	Open		EUR		0,00
20.11.2015	COORDINATOR	Buendler (G)	880	KG	Open		EUR		0,00
20.11.2015	ABATTOR	Schlachtbetrieb (F)	880	KG	Cleared	14,47	EUR	19,00	0,00

Figure 11

In the fifth category, your suspension times – where present – are displayed. Here as well, you can export the data into an Excel file with the help of the  symbol (Figure 12).

Blocking start date	Blocking end date	Type of blocking
27.02.2017	27.02.2017	AFS payment blocking

Figure 12

2.2.3 Archive

In the "ARCHIVE" dialogue, you can view your documents – such as quarterly credit note and delivery report – by double clicking on the file and can also download these documents in PDF format (Figure 13).

STARTPAGE
ANIMAL WELFARE
OVERVIEW
ADMIN TIERHALTER
ARCHIVE

ARCHIVE


type: (2000) Quarterly credit note

search

creation date PDF

- (2000) Quarterly credit note
- (2001) Annual overview
- (2016) Certificate of participation
- (2017) Revocation of participation
- (2022) Update VVVO number
- (2024) Delivery report
- (2028) Final delivery report

Figure 13

If you want to sort the documents by creation date or PDF name, you can do so by double clicking on the heading in question (Figure 14 and 15). You will then see the  symbol, which allows you to display your sorting preference in ascending or descending order.

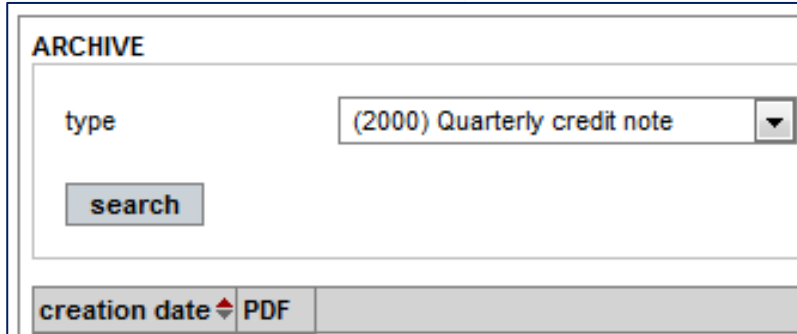


Figure 14

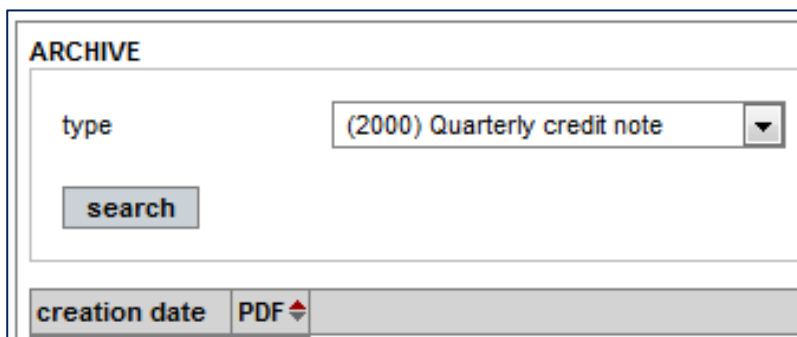


Figure 15

3 Contacts

For **technical queries** (e.g. user blocked, problems calling up the website or the server), we can be reached as follows:

Clearing house "Animal Welfare"

Hotline: +49 5241/80 - 43333

Fax: +49 5241/80 - 643333

E-Mail: initiative-tierwohl@bertelsmann.de

For **specialised queries** relating to the topic of animal welfare, please contact the operating company of the Animal Welfare Initiative ("Initiative Tierwohl").

Initiative Tierwohl

Phone: +49 228/35068 - 0

Fax: +49 228/35068 - 55

E-Mail: anfragen@initiative-tierwohl.de

www.initiative-tierwohl.de

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