## Contents

Manual .................................................................................................................................................. 1

Marketers | Access to the Livestock Producer Administration Database ............................. 1

Animal Welfare Initiative - Initiative Tierwohl ................................................................. 1

### 1 Introduction ................................................................................................................................. 4

1.2 System requirements .................................................................................................................. 4

1.3 Access data ................................................................................................................................ 4

1.4 Registration .................................................................................................................................. 4

1.5 Password rules ............................................................................................................................. 5

1.6 Forgotten password? .................................................................................................................... 6

1.7 Change password.......................................................................................................................... 6

1.8 Log Off ......................................................................................................................................... 8

### 2 Working in the on-line portal ..................................................................................................... 8

2.1 Home page .................................................................................................................................. 8

2.2 Animal welfare menu button ...................................................................................................... 8

### 3 Contacts ..................................................................................................................................... 20
# Table of figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1</td>
<td>Login page</td>
<td>5</td>
</tr>
<tr>
<td>Figure 2</td>
<td>&quot;Forgotten password&quot; function</td>
<td>6</td>
</tr>
<tr>
<td>Figure 3</td>
<td>Receive new password</td>
<td>6</td>
</tr>
<tr>
<td>Figure 4</td>
<td>Change password function</td>
<td>7</td>
</tr>
<tr>
<td>Figure 5</td>
<td>Create new password</td>
<td>7</td>
</tr>
<tr>
<td>Figure 6</td>
<td>Home page</td>
<td>8</td>
</tr>
<tr>
<td>Figure 7</td>
<td>Marketer screen</td>
<td>9</td>
</tr>
<tr>
<td>Figure 8</td>
<td>Full screen mode selection</td>
<td>9</td>
</tr>
<tr>
<td>Figure 9</td>
<td>Livestock producer selection dialog: chicken</td>
<td>10</td>
</tr>
<tr>
<td>Figure 10</td>
<td>Livestock producer selection dialog: turkey</td>
<td>10</td>
</tr>
<tr>
<td>Figure 11</td>
<td>Display planned and available budget (chicken)</td>
<td>11</td>
</tr>
<tr>
<td>Figure 12</td>
<td>Display planned and available budget (turkey)</td>
<td>11</td>
</tr>
<tr>
<td>Figure 13</td>
<td>Activating the search function via double-click</td>
<td>11</td>
</tr>
<tr>
<td>Figure 14</td>
<td>Excel Export</td>
<td>12</td>
</tr>
<tr>
<td>Figure 15</td>
<td>Information livestock producer</td>
<td>12</td>
</tr>
<tr>
<td>Figure 16</td>
<td>Popup blocking</td>
<td>13</td>
</tr>
<tr>
<td>Figure 17</td>
<td>Selection of a livestock producer</td>
<td>14</td>
</tr>
<tr>
<td>Figure 18</td>
<td>Budgetary increases / reductions for a livestock producer (broiler)</td>
<td>14</td>
</tr>
<tr>
<td>Figure 19</td>
<td>Budgetary increases / reductions for a livestock producer (turkey)</td>
<td>14</td>
</tr>
<tr>
<td>Figure 20</td>
<td>„Save“- Button</td>
<td>15</td>
</tr>
<tr>
<td>Figure 21</td>
<td>Successful adoption of the changes (chicken)</td>
<td>16</td>
</tr>
<tr>
<td>Figure 22</td>
<td>Successful adoption of the changes (turkey)</td>
<td>16</td>
</tr>
<tr>
<td>Figure 23</td>
<td>Budget overrun (chicken)</td>
<td>17</td>
</tr>
<tr>
<td>Figure 24</td>
<td>Budget overrun (turkey)</td>
<td>17</td>
</tr>
<tr>
<td>Figure 25</td>
<td>Budget reduction of a selected livestock producer in the current planning period (chicken)</td>
<td>18</td>
</tr>
<tr>
<td>Figure 26</td>
<td>Budget reduction of a selected livestock producer in the current planning period (turkey)</td>
<td>18</td>
</tr>
</tbody>
</table>
1 Introduction

1.1 General information

Via the on-line portal "BOP" (BFS On-Line Portal), you have direct access to the administration of the livestock producers allocated to you in the database (Extranet Portal). Here, you can view and administer daily updated information about your allocated livestock producers, as well as the various planning periods for the two types of production, i.e. chicken and turkey fattening, along with the budgetary amounts already distributed and still to be awarded. This manual will act as a pictorial guide on how on-line access of the BOP system is possible.

1.2 System requirements

For access to the database, you will need an Internet-enabled PC and an installed Internet access programme (Web browser). In addition you will need to have a programme installed capable of opening and reading the PDF documents (for example Adobe Reader).

1.3 Access data

You will receive your access data by e-mail after previously sending registration documents (by fax or e-mail) to the clearing office. Please login to your secure data area using your personal user name (QS-ID) and password. The following internet link will take you to the database: https://tierwohl.bfs-finance.de

1.4 Registration

If you open the web page you will be taken to the login screen (Figure 1). Please enter your access data (user name and password). To guarantee maximum security, you will be required to change your password directly after first use and then every two months. You will be prompted to do this automatically by the system when you log in.
1.5 Password rules

The password must meet the following criteria:

- At least 8 characters
- The user name, or parts thereof, may NOT be included in the password
- You will not be permitted to use any of your last 6 passwords again
- 3 or 4 of the listed strings must be included
  - Special characters (e.g. %$&...)
  - Upper-Case letter
  - Lower-Case letter
  - Numbers

The password expires every 60 days and must be changed.
1.6  Forgotten password?

If you have forgotten your password, you can retrieve it using the function "forgot password" (Figure 2).

![Figure 2 - Forgotten password function](image)

This opens a new dialogue window. Please enter your user name or your email address in the text box and then press the "send password by email" - button. You will automatically receive a new password sent to your registered email address (Figure 3).

![Figure 3 - Receive new password](image)

1.7  Change password

If you want to change your password, you can do this with the help of the "password change" buttons after login (Figure 4).
This opens a new dialogue window (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.

<table>
<thead>
<tr>
<th>Change password</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Old password:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>New password:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Confirm new password:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Figure 5 – Enter new password
Please first enter your old password and then your new password. For security reasons you must type the new password a second time. Please observe the password rules when doing so. Then click the button "Apply new password".

### 1.8 Log Off

To avoid abuses, you should finish each processing session in the on-line portal properly. As shown in Figure 4 you will find the "log off" - button, bottom left. After logging off, the home page appears again allowing you to select the login dialogue screen (Figure 1).

### 2 Working in the on-line portal

#### 2.1 Home page

Figure 6 shows the database home page, which is reached following successful login.

![Home page](image)

**Figure 6 - Home page**

#### 2.2 Animal welfare menu button

Via the "Animal welfare" menu button you will reach the marketer screen, where you can choose between the “View” and “Livestock Owner Selection” options (Figure 7).
2.2.1 View
On the first dialogue screen “View”, as shown in Figure 7, you can see the home page of the marketer screen.

2.2.2 Select livestock producer
On the dialogue “Livestock Owner Selection”, you can improve the view by choosing “full screen”. This usually enables, depending on screen resolution, for both production scopes, but especially for turkey/production scope 3004, to see more relevant information of the livestock producers at a glance. To exit full screen mode, simply click again on “full screen”.

On the dialogue screen “Livestock Owner Selection” (figure 9 and 10) you can choose the tabs broilers/production type 3001 and turkey/production type 3004 and process each separately. In both tabs the procedure is the same.
In both sectors, you will see your personal master data (QS ID, name, and status) at the top. In case, there is need for amendments of the data, changes are to be made through the animal welfare initiative offices.

Below your master data, you can select a planning period that you want to view or edit, (Note: for production type 3001/broilers, the planning period is six months and for production type 3004/turkey, it is twelve months).

When selecting a planning period, distinctions are made between a new or a future planning period, a current and a past period. Your future planning periods are visible when your budget for the relevant planning period is calculated. When the planning period has been selected, you will automatically be shown the implementation date of the next budget change for the selected period of time. The implementation date is the next key date for which your stored changes will be implemented. There are different implementation dates for each budget type and planning period. As soon as the implementation date is reached, there is no possibility to implement further amendments.
Under the heading „Budget in total“ (figure 11 and 12) the maximum amount of budget appears, up until you are allowed to allocate KgLUW to your agricultural companies. For the production type “turkey/ production type 3004”, the amount of KgLUW which you are allowed to allocate among turkey cocks and turkey hens, will be calculated based on your available euro-budget.

Under the heading “budget planned for the future” (figure 11 and 12), your across agricultural companies allocated budget is displayed. The KgLUW - as well as the Euro-budget is automatically updated as soon as you change the allocation of the budget (KgLUW-reduction, KgLUW-increase, deselect and selection of agricultural companies).

Important: Your budget planned for the future is not allowed to exceed your total available budget. In case you’re trying to save your information, this data will not be stored.

In the tabular listing (figure 13), you can see all the information about the agricultural companies that are assigned to you. For this listing, there is a sort function, which is activated by double-clicking the respective column heading. In this way you are able to sort every column and in this way to sort according to e.g. the VVVO number or a chosen agricultural company.

Figure 11: Display planned and available budget (broilers)

Figure 12: Display planned and available budget (turkey)

Figure 13: Activating the search function via double-click
You are also able to export the tabular listing of livestock producers via the actuation of the „Excel Export“- button.

Figure 14: Excel Export

You can receive information about your livestock producers and the budget in the lower part of the table of the dialogue box (figure 15).

Figure 15: Information livestock producer

Detailed information on livestock producer is shown in the table. Please refer to the following list for detailed explanations of the data contained in the respective columns.

- **VVVO-No.:** The Livestock Movement Order Number (VVVO-No.) of the livestock producer is displayed here.
- **Name agricultural company:** This line contains the full name of the livestock producer’s operation (location name), which the preceding VVVO-No. is allocated to.
- **Blocking:** This column is used to document whether there is a temporary blocking imposed by the animal welfare initiative for this livestock producer for the selected planning period. If there is a blocking this is indicated by “Ja” (Yes) and on clicking this word you will be redirected via a hyper-link to a separate blocking pop-up. VVVO-No. and name of the livestock producer in addition to precise start and end dates for the respective blocking of this livestock producer in the selected time period are displayed in this pop-up. Whenever the column „Blocking“ of an agricultural company indicates “yes”, this means that the company has a temporary blocking for the selected planning period. Despite of an „yes“ indication, it may, however, be that the blocking is already lifted on the current date.
- **Status audit**: contains information about the current audit status of the livestock producer. For operations from the 2015-2017 animal welfare initiative programmes, the status will be indicated as “audited”. For all other possible livestock producer statuses, the system will display “not audited”.

- **Certification runtime**: Indicates the period of time in which the livestock producer is entitled to participate in the programme.

- **Implementation date**: Date from which the funded animal welfare criteria will be implemented by the livestock producer.

- **Performance period from**: Indicates from which day the livestock producer has a claim against the animal welfare initiative.

- **Performance period till**: Indicates until which day the livestock producer has a claim against the animal welfare initiative.

- **Current KgLW**: This column indicates the currently allocated livestock producer budget. If the production type is 3004/Turkey, an additional distinction is made between male and female animals and amounts specified for both in separate columns per gender.

- **Modified KgLW**: The livestock producer budget to be distributed overall is displayed here. If the production type is 3004/Turkey, an additional distinction is made between male and female animals and amounts specified for both in separate columns per gender. In this column, you are able to manually change the KgLW of a livestock producer.

- **Budget in EUR (net)**: The KgLW budget amount in Euros will be converted automatically on the basis of changed KgLW.

- **Selection**: Shows a select field which can be clicked to choose a specific livestock producer. As soon as you chose a livestock producer, your “budget planned for the future” in EUR in KgLW is updated automatically. Important: The selection is only converted if you were successful clicking “save” above the table.
• **Livestock owner report**: Using the button “request report”, you will receive an overview of all quantity reports, that were transmitted from a slaughterhouse or the slaughterhouses for the livestock producer during the period of participation of the planning period.

**Amendment options for a new planning period (half-yearly/yearly)**

- New selection of agricultural companies
- Budgetary increases for a livestock producer, regardless whether selected or not.
- Budgetary reductions for a livestock producer, regardless whether selected or not.
- De-selection of agricultural companies

<table>
<thead>
<tr>
<th>Budget planned for the future</th>
<th>Budget in total</th>
</tr>
</thead>
<tbody>
<tr>
<td>26,696 kg/live weight</td>
<td>5,720,000 kg/live weight</td>
</tr>
<tr>
<td>794.65 €</td>
<td>157,300.00 €</td>
</tr>
</tbody>
</table>

**Amendment options for a current planning period (monthly)**

- New selection of a livestock producer (figure 17)

**Figure 17** Selection of a livestock producer

**Figure 18** Budgetary increases / reductions for a livestock producer (broiler)

**Figure 19** Budgetary increases / reductions for a livestock producer (turkey)
• Budgetary increases for a livestock producer, regardless whether selected or not (figure 18+19)
• The reduction of livestock producer budgets is only possible prior to new selection (figure 18+19)
• A reduction of the livestock producer’s budget is not possible in case of selected livestock producers (exception: You distributed budget to a livestock producer during the planning period. This budget increase was not implemented by a reporting date.) It is important for selected livestock producers, that the “changed KgLW” must never be smaller than the “current KgLW”.
• The de-selection of a selected livestock producer is not possible

**Amendment options for a past planning period**
• The old planning period may only be viewed. Changes are no longer possible.

Special case: In case you see the whole row of a livestock producer greyed out and you are not able to select nor deselect the livestock producer: The livestock producer changes to another marketer.

![Figure 20: „Save“- Button](image)

All measures taken are stored using the "Save"-button (Figure 20). Unsaved changes, won’t be saved automatically. Your changes also expire if you change between the two types of budget (poultry/chicken). Your changes will be implemented as of the next implementation date which is displayed directly below the planning period. By pressing the "Save" - button your desired changes are checked for accuracy and the implementation verified, after which you will receive feedback message.

The following feedback message will be received for error-free changes saved (figure 21+22):
• "Your changes will be implemented as of the date XX.XX.XXXX".
It is possible that you may wish to make changes, which are not allowed. In such cases, the system will tell you immediately via the following error messages, which are displayed above your QS-ID. All error messages are displayed in red and bold font for a better visibility.
### Error message vs. Meaning

<table>
<thead>
<tr>
<th>Error message</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget overrun. Your changes will not be saved. Please adjust your selection!</td>
<td>You distributed too much of your budget to the selected livestock producers so that your „future planned budget“ is mistakenly higher than your „Budget in total“. All your changes since the last saving won’t be implemented (figure 23+24). Please change your distribution of budget in a way, so that after the next saving the following success report appears: “Your changings will be implemented at the reporting date {0}”</td>
</tr>
<tr>
<td>Changes are not possible</td>
<td>This error message appears as soon as you have reduced the budget of at least one agricultural company before a monthly key date to which you have already distributed budget for the planning period. This data set is additionally marked in red. Please undo your changes manually (figure 25+26).</td>
</tr>
<tr>
<td>No budget approved</td>
<td>Your selected budget type (chicken/production scope 3001 or turkey/production scope 3004) does not have a budget.</td>
</tr>
</tbody>
</table>

![Figure 23: Budget overrun (broilers)](image)

![Figure 24: Budget overrun (turkey)](image)
Figure 175: Budget reduction of a selected livestock producer in the current planning period (broilers)

<table>
<thead>
<tr>
<th>VVVO-no.</th>
<th>name agricultural company</th>
<th>blocking</th>
<th>Status audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>87630012160163</td>
<td>Tierhalter TWG2H 3001 Hähnchen neu Ausland 63</td>
<td>no</td>
<td>not audited</td>
</tr>
<tr>
<td>27630012160809</td>
<td>Tierhalter TWG2H 3001 Hähnchen neu Inland 09</td>
<td>no</td>
<td>audited</td>
</tr>
</tbody>
</table>

Figure 26: Budget reduction of a selected livestock producer in the current planning period (turkey)

<table>
<thead>
<tr>
<th>VVVO-no.</th>
<th>name agricultural company</th>
<th>blocking</th>
<th>Status audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>876300420160163</td>
<td>Tierhalter TWG2P 3004 Pute neu Ausland 63</td>
<td>no</td>
<td>not audited</td>
</tr>
<tr>
<td>876300420160172</td>
<td>Tierhalter TWG2P 3004 Pute neu Ausland 72</td>
<td>no</td>
<td>audited</td>
</tr>
</tbody>
</table>

Besides the already described error messages, the following information texts are also available, which are displayed below the date of implementation:
<table>
<thead>
<tr>
<th>Information texts</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes for the next implementation date are no longer possible</td>
<td>The implementation date for the next key date has been reached, which means that you can no longer make any changes. As a rule, no more changes are possible from 9 p.m. on the key date.</td>
</tr>
<tr>
<td>Changes aren’t accepted for the next planning period automatically</td>
<td>A subsequent planning period can be viewed. There your data as well as the livestock producer selection were automatically copied. If you make changes in the current planning period (for example, new selection of an agricultural company or budget changes) that you also want to have in the following planning period, you have to make these changes manually in the following planning period.</td>
</tr>
<tr>
<td>Planning period is completed and cannot be edited</td>
<td>The planning period is closed and no more changes can be made. You can only make changes in a current or future planning period.</td>
</tr>
<tr>
<td>No valid implementation date, editing impossible</td>
<td>The information text is only displayed if either no key date has been assigned to the selected planning period or no key date is planned for the planning period (at the end of a planning period).</td>
</tr>
</tbody>
</table>
3 Contacts

For technical questions (for example, user blocked, problems when opening the web page or accessing the server) we will be happy to help if you contact us here:

**Animal Welfare Clearing Office**
Hotline: +49 5241/80 - 43333  
Fax: +49 5241/80 - 643333  
E-mail: initiative-tierwohl@bertelsmann.de

For specialist questions relating to the issue of animal welfare, please contact the sponsoring organisation of the animal welfare initiative *Initiative Tierwohl*

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Telephone: +49 228/35068 - 0  
Fax: +49 228/35068 - 55  
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www.initiative-tierwohl.de
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