



## **Manual**

### **Coordinators | Access to the livestock producer administration database**

### **Animal Welfare Initiative - Initiative Tierwohl**

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Arvato Financial Solutions

**arvato**  
BERTELSMANN

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## **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: e.g. Firefox). In addition, you will need to have a programme installed capable of opening and reading the PDF documents (for example Adobe Reader). 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/login 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.



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Dienstag, 4. April 2017

Login

Passwort

Haben Sie Ihr Passwort vergessen? [Dann bitte hier anklicken.](#)

© BFS finance GmbH  
Business Integration Platform | Version 4.02.100 2017-03-23 17:13:51

Bei technischen Problemen wenden Sie sich bitte an:  
[initiative-tierwohl@bertelsmann.de](mailto:initiative-tierwohl@bertelsmann.de)  
Telefon: +495241/80 43333

Bei inhaltlichen Fragen zu Mengenmeldungen wenden Sie sich bitte an:  
[anfragen@initiative-tierwohl.de](mailto:anfragen@initiative-tierwohl.de)  
Telefon: +49228/35068-213

Figure 1 - Login page

## 1.5 Password guidelines


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 Forgot password?

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



The screenshot shows the top of the Arvato website with the logo and the date 'Dienstag, 4. April 2017'. Below the header, there are two input fields: 'Login' and 'Passwort'. A button labeled 'Anmelden' is positioned below the password field. At the bottom of the form area, a link is highlighted with a blue border: 'Haben Sie Ihr Passwort vergessen? Dann bitte hier anklicken.'

Figure 2 - "forgot password" function

Click on the button to open a new window. Please enter your user name or your e-mail address here. End this process by clicking "Send password via email" (Figure 3). A new password will then be sent to the e-mail address or to the address registered under the user name.



The screenshot shows the Arvato website header with the logo and 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 the text is an input field labeled 'Login oder Email' and a button labeled 'Passwort per Email zuschicken'.

Figure 3 - Receive new password

## 1.7 Change password

If you want to change your password, you can do this with the help of the "change password" function after login (Figure 4).

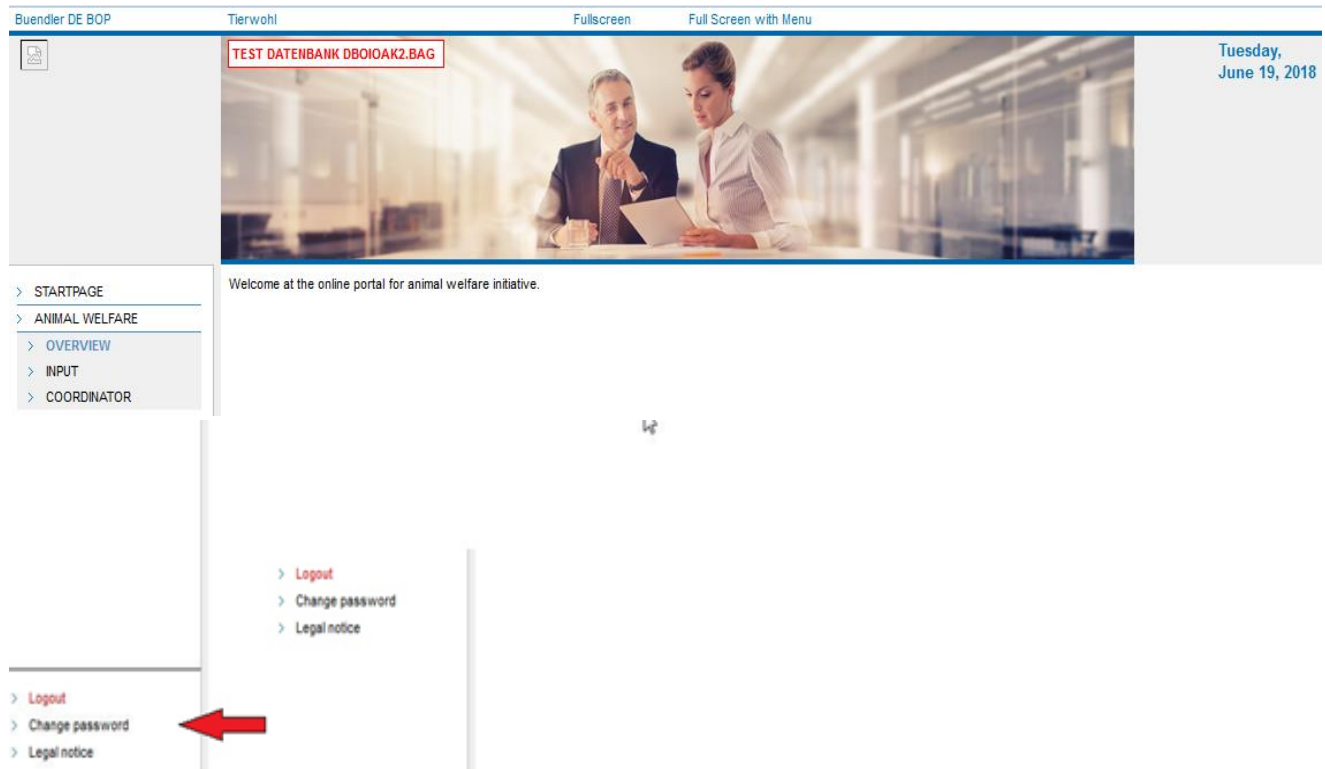


Figure 4 - Change password function

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.

Change password	
<b>User:</b>	70BUEN-EN-BOP
<b>Old password:</b>	<input style="width: 95%;" type="password"/>
<b>New password:</b>	<input style="width: 95%;" type="password"/>
<b>Confirm new password:</b>	<input style="width: 95%;" type="password"/>

Figure 5 - Change Password

Please first enter your old password. You can then enter a new password, which you will have to confirm again at the end.

## 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

After successfully logging into the BOP, this is the database homepage you see (Figure 6).

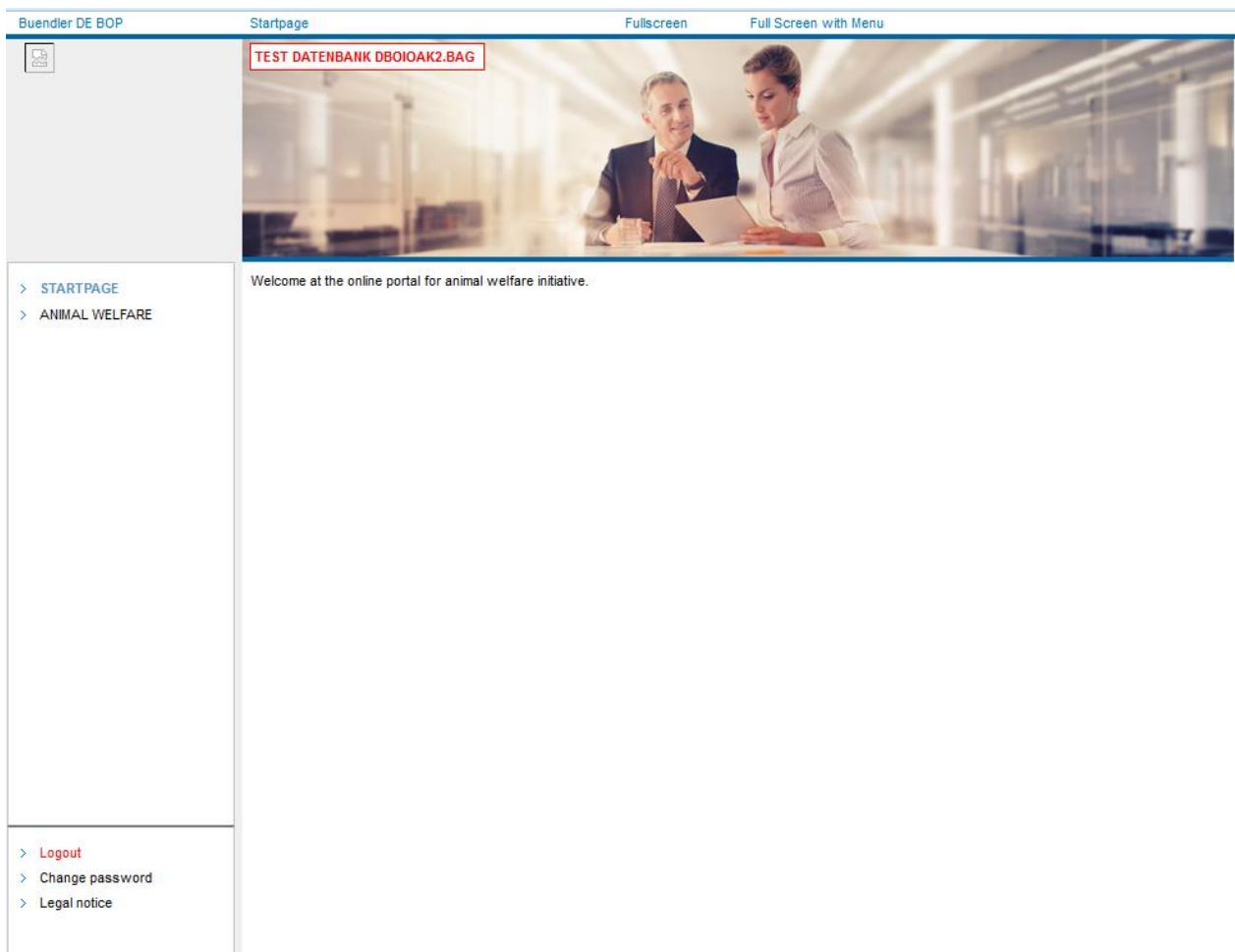


Figure 6 - Home page

## 2.2 Animal welfare menu button

Via the "Animal welfare" menu button, you will reach the coordinator screen, where you can choose between options "View", "Input" and "Coordinator" (Figure 7).

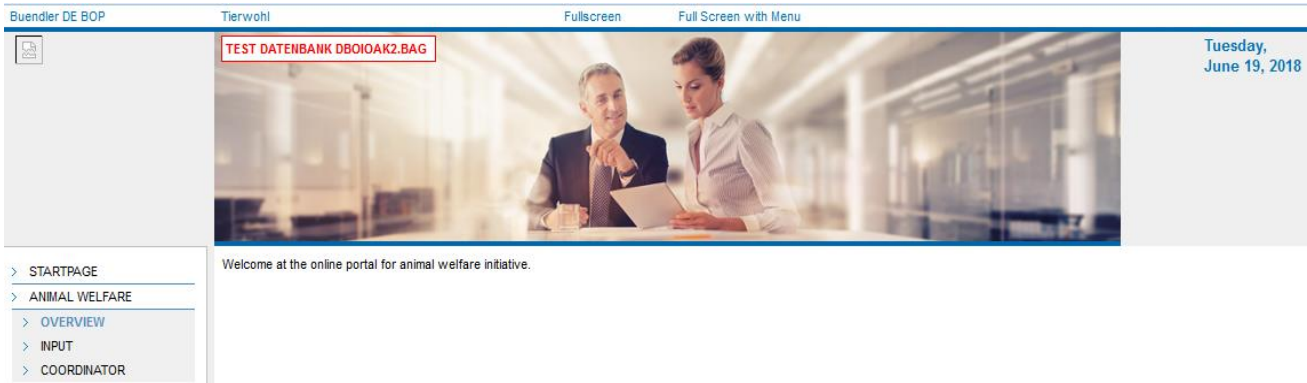


Figure 7 Homepage - Animal Welfare Coordinator screen

### 2.2.1 View

On the first dialogue screen "View" - as shown in Figure 7 - you can see the home page of the coordinator screen. Please note that you cannot change or delete your data here. As usual, changes are to be made through the animal welfare initiative offices.

### 2.2.2 Input and search

On the "Input" screen you can input the transfer data for the respective livestock producers and cancel this again (Figure 8).

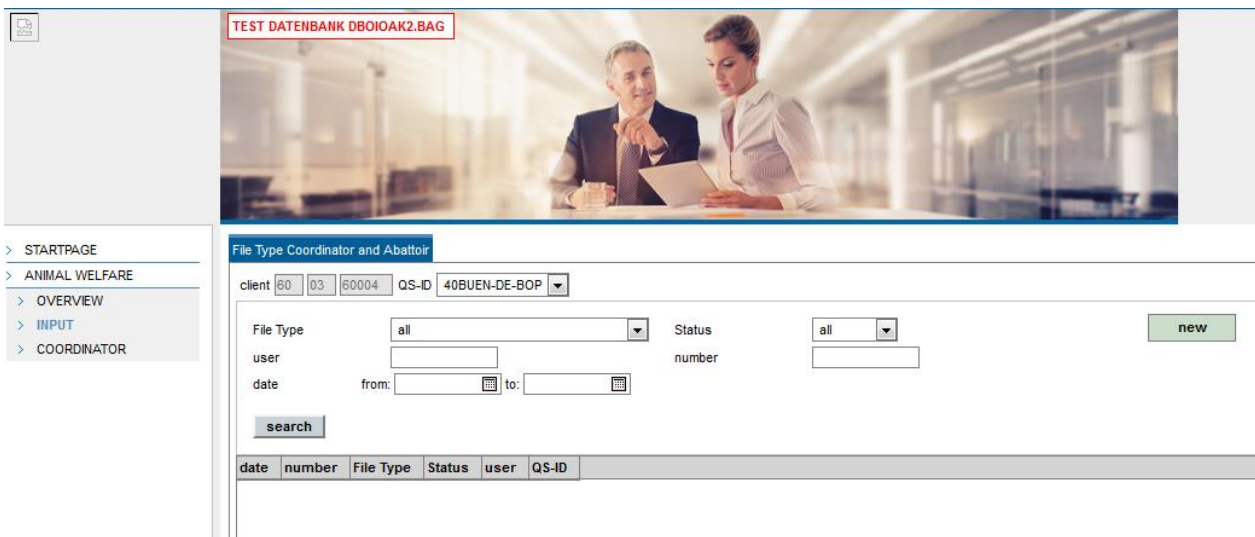


Figure 8 – Input and search screen

**A: Input of transfer data:**

To enter the transfer data for one or more livestock producers, you only have to select “New” by clicking in the green highlighted field (Figure 9), for those types you wish to input quantities for. You can choose between the two options “Pig” and “Poultry”. After the selection has been made, a data record appears in the list that needs to be completed. The fields above the list, i.e.: “Submitter”, “Submitter No.”, Number/Count and Date will be auto-filled.

The “Debtor” column will be auto-filled with the livestock producer’s debtor number after your entry has been saved.

The “Unit” column will have been auto-filled with your previous selection choice (number for the type “Pig”, and kgLW (kg Live Weight) for the type “Poultry”).

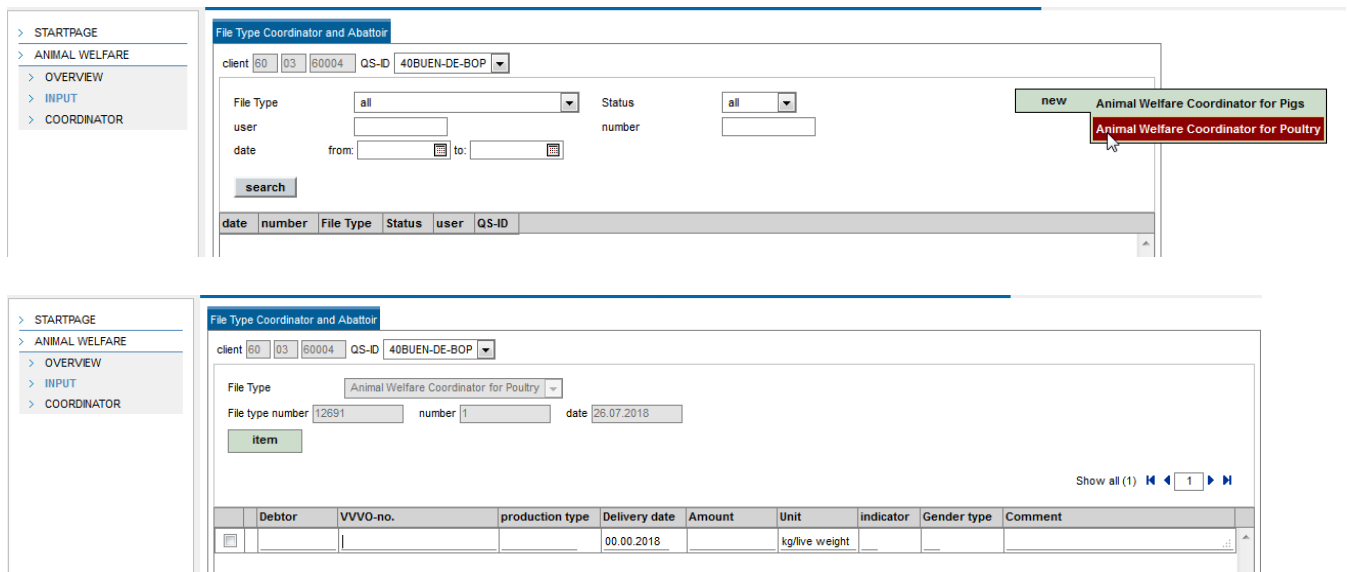


Figure 9 - Entering a new submitter

The following entries are to be completed/updated:

<b>Column</b>	<b>Information to be entered</b>
<b>VVVO-No.</b>	15-digit VVVO-No. of livestock producer
<b>Prod. type</b>	4-digit number for type of livestock production
<b>Submission Date</b>	Date in following format: DD.MM.YYYY
<b>Quantity</b>	Quantity as unit count or kg LW
<b>CODE</b>	Code "1": Posting a quantity (= Debit) Code "2": Cancellation of a quantity (= Credit)
<b>Quantity type</b>	<b>Only for types "Poultry" and "Turkey" (Production type 3004):</b> Input "M" for male Input "F" for female This column does not exist for production type "Pig" (prod. type codes 2001, 2004, 2008). The column is displayed for poultry type "Broilers" (production type 3001) but does not need to be filled out.
<b>Comment</b>	Any input of your choice <b>Note:</b> To book a quantity (CODE = 1), you can make an entry if required. For cancelling a quantity (CODE = 2) it is essential to post an entry so that the booking can be saved!

Within a data record, you can use the TAB key to navigate to the next column to be completed. If you click "item" under the green highlighted button, you can create a new data record to make further entries or delete a selected record.

To delete one or more records, select them by placing a tick/check mark in the first column of the respective data record(s) (Figure 10).

You can enter as many records as you like for further input of quantities of the same type before you save them and then authorise them for release.

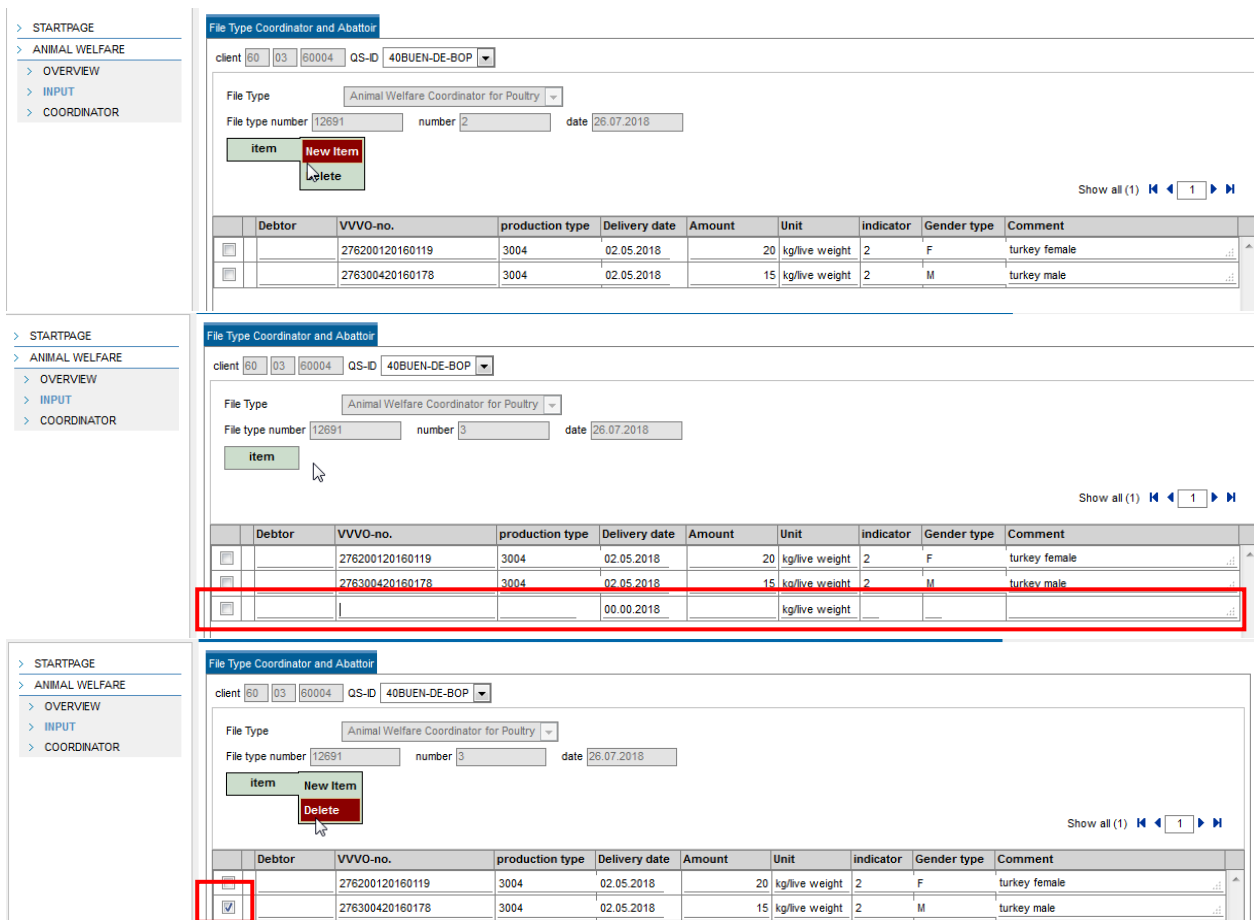


Figure 10 - Entry and deletion of posts

By clicking on the "Save" button, bottom left, your entries will be saved (Figure 11). At the top of the tab "File Type Coordinator and Abattoir", the message "Data has been saved successfully" appears. The submitter-screen is then saved and clear for further entries.

**Note:**

If you click the "Overview" button without saving, your entries will be lost and not saved.

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type Animal Welfare Coordinator for Poultry

File type number 12686 number 0 date 18.07.2018

item

Show all (2) 1

	Debtor	VVVO-no.	production type	Delivery date	Amount	Unit	indicator	Gender type	Comment
<input type="checkbox"/>		276300420180179	3004	02.05.2018	20	kg	2	F	turkey female
<input type="checkbox"/>		276300420180178	3004	02.05.2018	15	kg	2	M	turkey male

save overview

• Data has been saved successfully.

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type Animal Welfare Coordinator for Poultry

File type number 12688 number 1 date 18.07.2018

item list

Show all (2) 1

	Debtor	VVVO-no.	production type	Delivery date	Amount	Unit	indicator	Gender type	Comment
<input type="checkbox"/>		876300420160158	3004	02.05.2018	20	kg	1	F	
<input type="checkbox"/>		876300420160158	3004	02.05.2018	10	kg	2	M	turkey male

Figure 11 - Saving data records

After you have saved the data, you can release or delete all the entries in the list using the green highlighted button "list" (Figure 11). However, you can also use the search function in the input start screen to release the data later (see Section B of this chapter, "Searching lists").

• Data has been saved successfully.

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type Animal Welfare Coordinator for Poultry

File type number 12688 number 1 date 18.07.2018

item list release Delete

Show all (2) 1

	Debtor	VVVO-no.	production type	Delivery date	Amount	Unit	indicator	Gender type	Comment
<input type="checkbox"/>		876300420160158	3004	02.05.2018	20	kg	1	F	
<input type="checkbox"/>		876300420160158	3004	02.05.2018	10	kg	2	M	turkey male

• Release done

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type Animal Welfare Coordinator for Poultry

File type number 12688 number 2 date 18.07.2018

list

Show all (2) 1

	Debtor	VVVO-no.	production type	Delivery date	Amount	Unit	indicator	Gender type	Comment
<input type="checkbox"/>		876300420160158	3004	02.05.2018	20	kg	1	F	
<input type="checkbox"/>		876300420160158	3004	02.05.2018	10	kg	2	M	turkey male

overview

Figure 12 - Releasing lists

After data release, the note "Release done" appears at the top of the screen. Via the grey button "Overview" at the bottom of the screen, you can return to the original input screen (Figure 12).

## B: Searching lists

You can search for specific lists via different fields in the original input screen.

Using the search field "Submitter" you can either search for all submitted data or filter the search by selecting the type (Figure 13). Parallel to this, you can further narrow the search by searching via the status field for all open or released submission lists either with or without date input ("from" and/or "to"). In addition, you can use the "number" field to search for a specific submitter by entering the five-digit, submitter code.

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type all Status all new

user all number

date from: Animal Welfare Coordinator for Pigs  
Animal Welfare Coordinator for Poultry

search

date number File Type Status user QS-ID

---

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type Animal Welfare Coordinator for Poultry Status all new

user number

date from: to:

search

date number File Type Status user QS-ID

Figure 13 - Search options

Depending on the search options selected (Figure 14), the corresponding submitter lists are shown, which can be examined in detail by double clicking, and if they are still open they can be deleted or released (see this chapter, Section A: Input of transfer data).

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type: Animal Welfare Coordinator for Poultry Status: all new

user: [ ] number: [ ]

date: from: [ ] to: [ ]

search

date	number	File Type	Status	user	QS-ID
18.07.2018	12688	Animal Welfare Coordinator for Poultry	released	70BUEN-EN-BOP	70BUEN-EN-BOP
21.03.2018	12368	Animal Welfare Coordinator for Poultry	released	70BUEN-EN-BOP	70BUEN-EN-BOP

Figure 14 - Search result

Regarding lists of submissions already released, a log of all the submitters records together with the information contained therein can be generated and saved as a PDF document via the green highlighted button "list". Above the list, you will see the submitter code number, the number of data records contained and the date of the submission (Figure 15).

File Type Coordinator and Abattoir

client 60 03 60004 QS-ID 70BUEN-EN-BOP

File Type: Animal Welfare Coordinator for Poultry

File type number 12688 number 2 date 18.07.2018

list protocol

Show all (2) 1

	Debtor	VVVO-no.	production type	Delivery date	Amount	Unit	indicator	Gender type	Comment
<input type="checkbox"/>		876300420160158	3004	02.05.2018	20	kg	1	F	
<input type="checkbox"/>		876300420160158	3004	02.05.2018	10	kg	2	M	turkey male

### Animal Welfare protocol

Date of file entry 19.07.2018  
 filename Input per dialogue  
 user 70BUEN-EN-BOP - 70BUEN-EN-BOP

VVVO-number	production type	Name	Delivery date	Amount	Unit	indicator	Gender type	Comment	return code	text of return code
876300420160158	3004	Tierhalter TWG2P 3004 Pute neu Ausland 58	01.07.2018	20	kg	1	M		RC_TW_00030	Amount processed and saved for settlement
sum				20						



## Animal Welfare protocol

Date of file entry 19.07.2018  
filename Input per dialogue  
user 70BUEN-EN-BOP - 70BUEN-EN-BOP

VVVO-number	production type	Name	Delivery date	Amount	Unit	indicator	Gender type	Comment	return code	text of return code
876300420160158	3004	Tierhalter TWG2P 3004 Pute neu Ausland 58	02.07.2018	10	kg	2	M	Turkey male	RC_TW_00030	Amount processed and saved for settlement
876300420160158	3004	Tierhalter TWG2P 3004 Pute neu Ausland 58	02.07.2018	15	kg	2	F	Turkey Female	RC_TW_00030	Amount processed and saved for settlement
sum				-25						

Figure 15 – Logs for submitters with input and cancellation of data

### 2.2.3 Coordinators

The coordinator overview lists all livestock producers that are assigned to you (Figure 16).

- > STARTPAGE
- > ANIMAL WELFARE
- > OVERVIEW
- > ADMIN TIERHALTER
- > INPUT
- > ARCHIVE
- > COORDINATOR

VVVO number:

name:

Nr.	VVVO number	production scope	name	master data livestock owner	archive
1	876300420160152	3004	Tierhalter TWG2P 3004 Pute neu Ausland 52	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
2	876300420160153	3004	Tierhalter TWG2P 3004 Pute neu Ausland 53	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
3	876300420160154	3004	Tierhalter TWG2P 3004 Pute neu Ausland 54	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
4	876300420160155	3004	Tierhalter TWG2P 3004 Pute neu Ausland 55	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
5	876300420160156	3004	Tierhalter TWG2P 3004 Pute neu Ausland 56	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
6	876300420160157	3004	Tierhalter TWG2P 3004 Pute neu Ausland 57	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
7	876300420160158	3004	Tierhalter TWG2P 3004 Pute neu Ausland 58	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
8	876300420160459	3004	Tierhalter TWG2P 3004 Pute neu Ausland 59	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
9	876300420160160	3004	Tierhalter TWG2P 3004 Pute neu Ausland 60	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
10	876300429990161	3004	Tierhalter TWG2P 3004 Pute neu Ausland 61	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
11	876300420160162	3004	Tierhalter TWG2P 3004 Pute neu Ausland 62	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
12	876300420160163	3004	Tierhalter TWG2P 3004 Pute neu Ausland 63	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
13	876300420160164	3004	Tierhalter TWG2P 3004 Pute neu Ausland 64	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>

Figure 16 – Coordinator overview

To find a specific livestock producer in the list, you have the option to search using both search fields "VVVO-No." or "Location name" at the top of the list (Figure 17). It is also possible to enter partial terms as well as a combination of both search methods in the search window:

- > STARTPAGE
- > ANIMAL WELFARE
- > OVERVIEW
- > INPUT
- > COORDINATOR

VVVO number:

name:

Nr.	VVVO number	production scope	name	master data livestock owner	archive
1	276200120160119	2001	Tierhalter TW2S 2001 neu 19	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
2	276200420160119	2004	Tierhalter TW2S 2004 neu 19	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>
3	276200820160119	2008	Tierhalter TW2S 2008 neu 19	<input type="button" value="master data livestock owner"/>	<input type="button" value="archive"/>

Figure 17 – Search methods in the Coordinator overview

The difference in **production type** is shown in the following way:

#### Pigs

2001: Pig - Pig fattening

2004: Pig – Sow production  
2008: Pig – Piglet production

Poultry:

3001: Poultry - Broiler production  
3004: Poultry - Turkey production

In the fifth column of the list, “master data livestock producer” you can view the master data pertaining to the respective livestock producer by clicking on the grey highlighted button (Figure 18). To this end, you will be directed to a new screen, where you can view the contact data, the participation and budget information, as well as the transfer transaction data of the respective livestock producer. Regarding the livestock producer’s transfer data, you have the option of having the data exported as "Excel Export" by clicking on the grey highlighted button (Figures 19 + 20).

The screenshot shows a web application interface with a sidebar on the left containing navigation links: > STARTPAGE, > ANIMAL WELFARE, > OVERVIEW, > INPUT, and > COORDINATOR. The main content area has search fields for 'VVVO number' and 'name', and a 'search' button. Below these is a table with the following data:

Nr.	VVVO number	production scope	name	master data livestock owner	archive
1	276200120160119	2001	Tierhalter TW2S 2001 neu 19	master data livestock owner	archive
2	276200420160119	2004	Tierhalter TW2S 2004 neu 19	master data livestock owner	archive
3	276200820160119	2008	Tierhalter TW2S 2008 neu 19	master data livestock owner	archive

Figure 18 – Livestock producer master data column

TEST DATENBANK DBOIAK2.BAG

Thursday,  
July 19, 2018



Contact details

Tierhalter TWG2P 3004 Pute ne Telephone 0521/58954190  
 Ausland 58 Fax  
 Address Straße 59 Email mail3@test.de  
 FR - 33333 Guetersloh Contact person - Müller  
 IBAN Location number (VVVO number)/ Production scope 876300420160158 3004 Turkey fattening  
 BIC QS-ID 1478523691291  
 Debtor 11114540  
 VAT rate 0 %

Participation and budget information

Sign up date	Implementation date	Date audit permission	Payment entitlement from	Until	Status livestock owner	Unit	Year quantity Female turkeys
15.02.2016	15.02.2016	10.01.2016	15.02.2016	01.10.2017	terminated	KG	690
15.02.2016	15.02.2016	10.01.2016	16.01.2017	15.01.2017	allocated	KG	690
15.02.2016	15.02.2016	10.01.2016	00.00.2018	00.00.2018	base data	KG	690
15.02.2016	15.02.2016	10.01.2016	00.00.2018	00.00.2018	base data	KG	690

Movement data livestock owner

Excel Export

Delivery date	Type	Name	Amount	Unit	Status	Gross amount	Currency code	VAT rate %	Animal welfare paym
19.01.2017	ABATTOIR	Schlachtbetrieb Ausland Alpha FTP	489	KG	not billing-relevant		EUR		0,00
19.01.2017	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR		0,00
19.12.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTP	489	KG	not billing-relevant	0,00	EUR	0,00	0,00
19.12.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR		0,00
19.11.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTP	489	KG	not billing-relevant	0,00	EUR	0,00	0,00
19.11.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR		0,00
20.10.2016	ABATTOIR	Schlachtbetrieb DE BOP	340	KG	not billing-relevant	0,00	EUR	0,00	0,00

Figure 19 - Master data of a livestock producer

1	Delivery date	Type	Name	Amount	Unit	Status	Gross amount	Currency code	VAT rate	%	Animal welfare payment
2	19.01.2017	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant		EUR			0,00
3	19.01.2017	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
4	19.12.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	0,00	EUR		0,00	0,00
5	19.12.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
6	19.11.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	0,00	EUR		0,00	0,00
7	19.11.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
8	20.10.2016	ABATTOIR	Schlachtbetrieb DE BOP	340	KG	not billing-relevant	0,00	EUR		0,00	0,00
9	19.10.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	0,00	EUR		0,00	0,00
10	19.10.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
11	21.09.2016	ABATTOIR	Schlachtbetrieb DE BOP	-44	KG	not billing-relevant	0,00	EUR		0,00	0,00
12	20.09.2016	ABATTOIR	Schlachtbetrieb DE BOP	440	KG	not billing-relevant	0,00	EUR		0,00	0,00
13	19.09.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	0,00	EUR		0,00	0,00
14	19.09.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
15	19.08.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	0,00	EUR		0,00	0,00
16	19.08.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
17	19.07.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	0,00	EUR		0,00	0,00
18	19.07.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
19	15.07.2016	ABATTOIR	Schlachtbetrieb DE BOP	400	KG	not billing-relevant	0,00	EUR		0,00	0,00
20	19.06.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	62,35	EUR		0,00	0,00
21	19.06.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
22	15.06.2016	ABATTOIR	Schlachtbetrieb DE BOP	400	KG	not billing-relevant	62,35	EUR		0,00	0,00
23	19.05.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	not billing-relevant	62,35	EUR		0,00	0,00
24	19.05.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
25	15.05.2016	ABATTOIR	Schlachtbetrieb DE BOP	400	KG	not billing-relevant	62,35	EUR		0,00	0,00
26	19.04.2016	ABATTOIR	Schlachtbetrieb Ausland Alpha FTI	489	KG	Cleared	62,35	EUR		0,00	0,00
27	19.04.2016	COORDINATOR	Bundler Ausland Alpha FTP	491	KG	not billing-relevant		EUR			0,00
28	15.04.2016	ABATTOIR	Schlachtbetrieb DE BOP	400	KG	not billing-relevant	62,35	EUR		0,00	0,00

Figure 20 - Livestock producer master data following Excel export

To return to the overall overview of your livestock producers on the “Coordinator” screen click on the start page menu item "Animal welfare" on the left and then on the drop-down menu item “Coordinator” (Figure 21):

Figure 21 - Returning from livestock producer master data to the coordinator overview

In the sixth column of the list, “**Livestock Producer Archive**”, you can view all archived documents pertaining to the respective livestock producer by clicking on the grey highlighted button (Figure 22). To this end, you will be directed to a new screen, where you can make the appropriate selection from: Quarterly settlement, Annual settlement, Statements of account, Certificate of participation & withdrawal and updates regarding change of VVVO-No.

The screenshot displays the 'Livestock Producer Archive' interface. At the top, there are search filters for 'VVVO number' (876300420160158) and 'name' (Ausland). A 'search' button is located to the right. Below the filters is a table with the following columns: 'Nr.', 'VVVO number', 'production scope', 'name', 'master data livestock owner', and 'archive'. The 'archive' column contains a button labeled 'archive', which is highlighted with a red box. Below the table is a banner image showing two business people in a meeting. The bottom section is titled 'ARCHIVE' and features a search dropdown menu with the following options: '(2000) Quarterly credit note', '(2001) Annual overview', '(2016) Certificate of participation', '(2017) Revocation of participation', '(2022) Update VVVO number', '(2024) Delivery report', and '(2028) Final delivery report'. A 'search' button is located to the left of the dropdown menu.

Figure 22 – Example - Livestock producer - document selection options

After selecting the appropriate document type and after clicking “search”, the desired document appears in the list for viewing and saving in PDF-format and can be opened by double-clicking.

### 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](mailto:initiative-tierwohl@bertelsmann.de)

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

**Animal Welfare Initiative - Initiative Tierwohl**

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