



Livestock owner Manual

Access to the Clearing House Online System

Arvato Financial Solutions
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BERTELSMANN
Financial Solutions

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1 Introduction

1.1 General information

The online portal "BeVision" (BFS Online Portal) gives you direct access to the quantity reports in the database (extranet portal). Here you can view the quantities reported by your abattoir and/or coordinator on a daily basis, which have been transmitted to the clearing house (BFS finance GmbH). In addition, you can use the archive function to call up and download the documents created for you as PDF files. This manual will illustrate how you can use the "BeVision" system.

1.2 System requirements

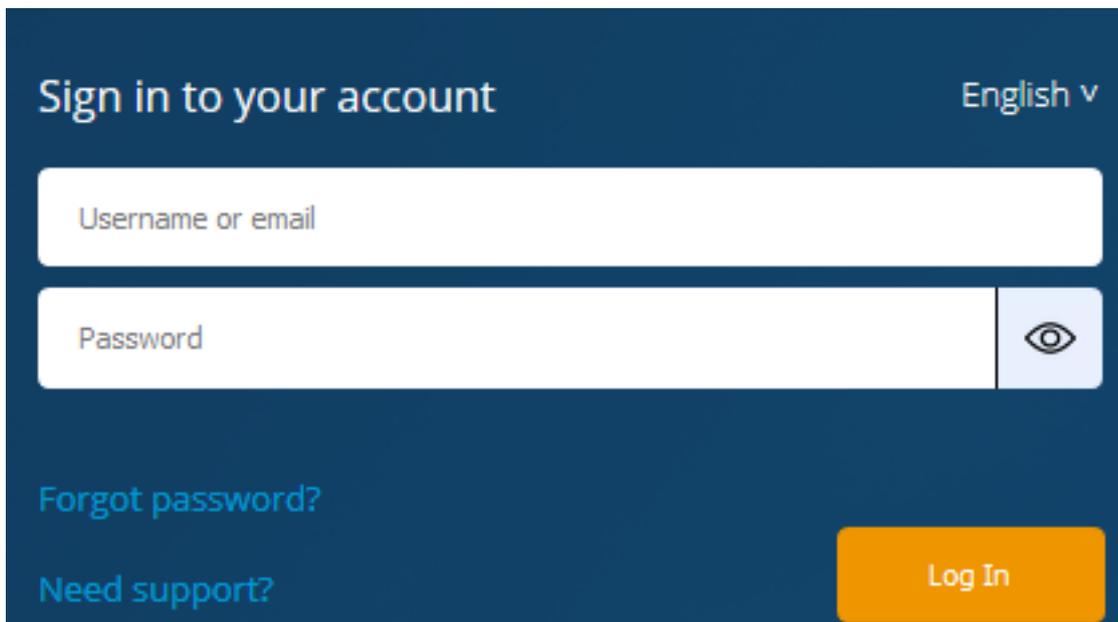
To access the database, you need a PC with Internet access and an Internet browser. In addition, a programme for reading and opening PDF documents should be installed on your computer (e.g. Adobe Reader).

1.3 Access data

You will receive your access data by e-mail after previously sending (by fax or e-mail) the registration documents to the clearing house. Please log in to your protected data area using your personal user name (debtor number) and password. You can access the database via the following Internet address: <https://tierwohl.bevision.app/>

1.4 Registration

When you access the website, you will be taken to the login dialogue (Figure 1). Please enter your access data here (user name/login and password). To ensure maximum security, the password must be changed at least every 365 days. You will be prompted to do this automatically by the system when you log in.



Sign in to your account English v

Username or email

Password 

[Forgot password?](#)

[Need support?](#)

[Log In](#)

Figure 1: Login page

1.5 Password guidelines

Password Policy

The security of your account is very important to us. Therefore the following requirements apply to the password:

Make sure that nobody but you knows your personal password.

Choose a complex password that cannot be guessed very easily.

- The password must be at least 15 characters long
- The user name (or parts thereof) must not be included
- You can not use the last six passwords again
- At least 3 of the following 4 rules must be fulfilled:
 - One capital letter
 - One lower case letter
 - One number
 - One special character (e.g. #?\$...)
- The password must be changed at least every 365 days.

Figure 2: Password policy

1.6 Forgot password ?

If you have forgotten your password, you can retrieve it using the "Forgot password?" function (Figure 3).

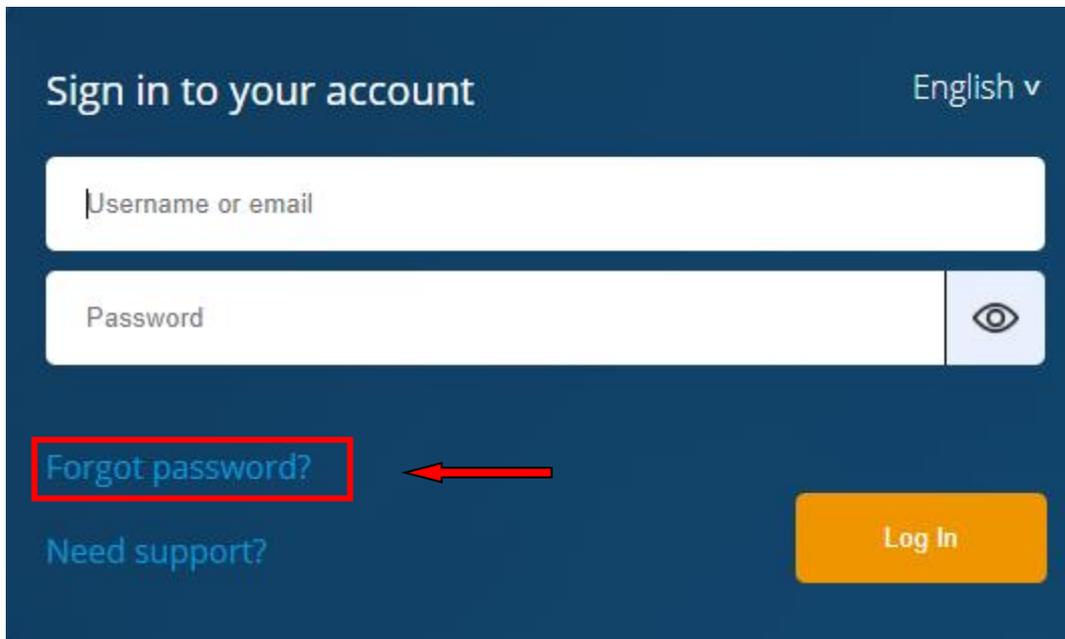


Figure 3: "Forgotten password" function

Clicking opens a new window. Please enter your user name or your email address here. Complete this process by clicking on "Submit (Figure 4). A new password will then be sent to your e-mail address or to the address stored with the user name.

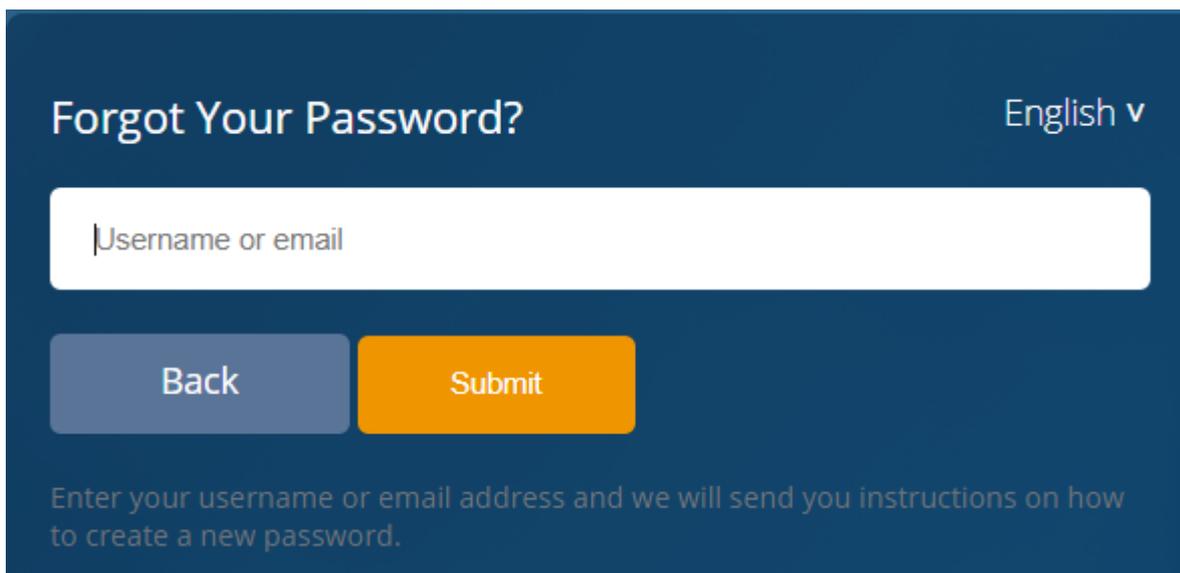


Figure 4: Receive new password

1.7 Logging out

In order to avoid misuse, you should log out of the online portal. You will find the "Logout" button in the top right-hand corner, as shown in Figure 5. After logging out, the start page for selecting the login dialogue appears again.



Figure 5: Log out

2 Working with BeVision

2.1 Homepage

After successfully logging in to BeVision, you will see the start page of your personal dashboard. On the left hand side, you can choose between "Dashboard", "Livestock Owner" & "Profile" in the menu. These are also displayed as icons to help you.

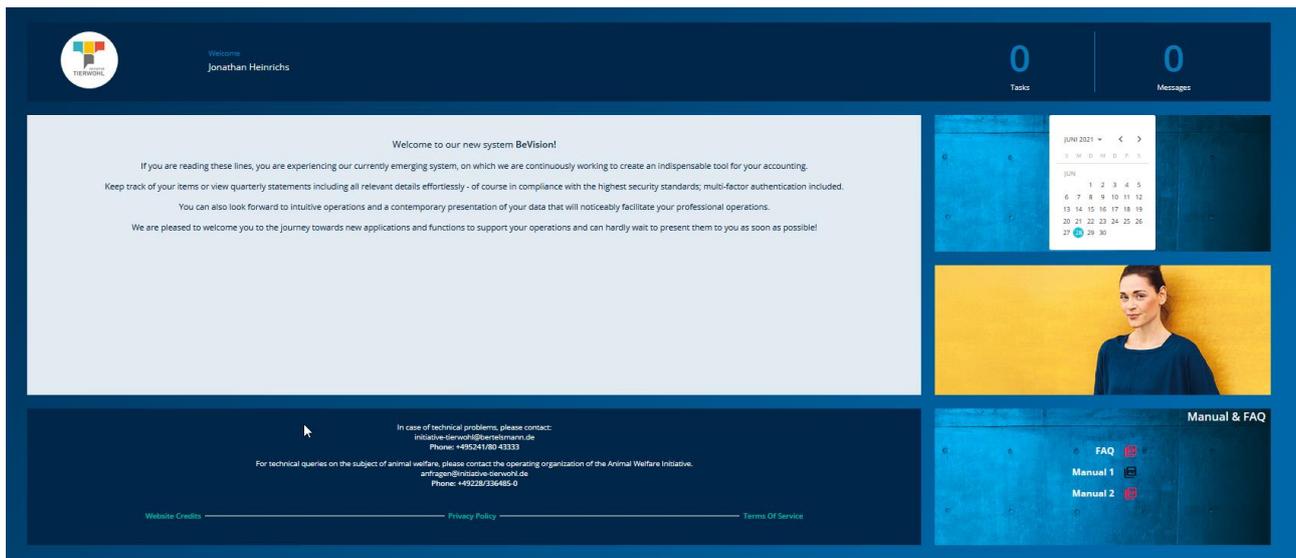


Figure 6: Home page Livestock Owner

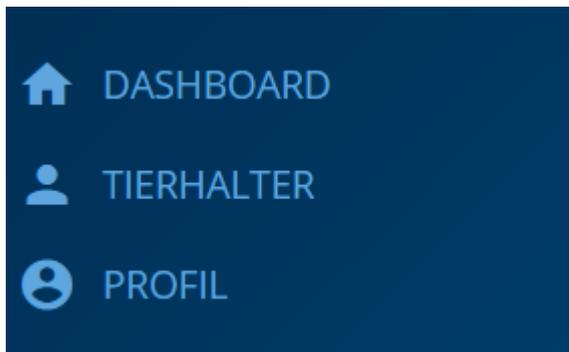


Figure 7: Menu items

2.2 Admin livestock owner

In the dialogue "Livestock Owner" you can find an overview of your data:

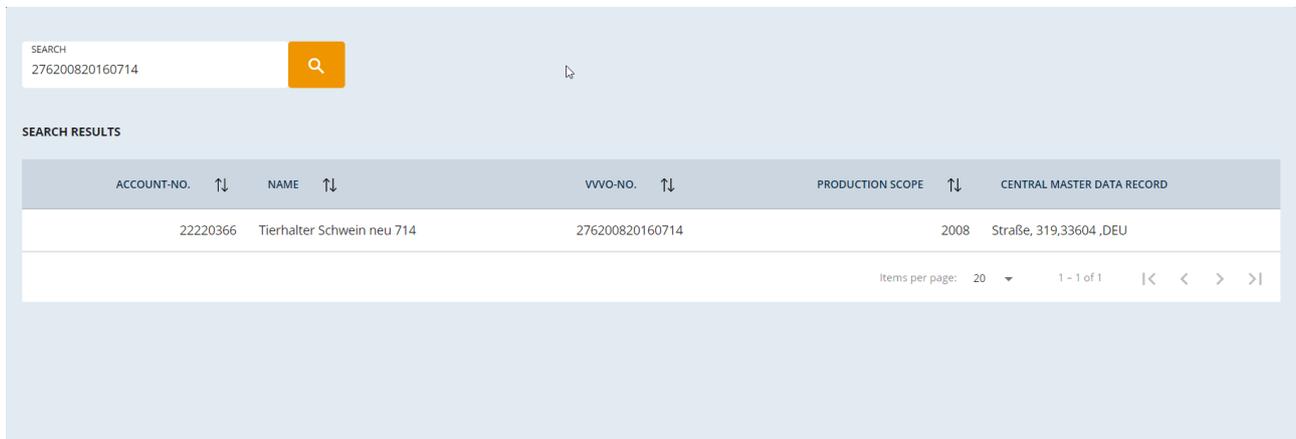


Figure 8: Search mask Livestock owner.

By clicking on the selection of a specific Livestock owner, you will automatically be forwarded to the Livestock owner mask. This consists of two areas. The upper area provides you with a comprehensive overview of your core information:

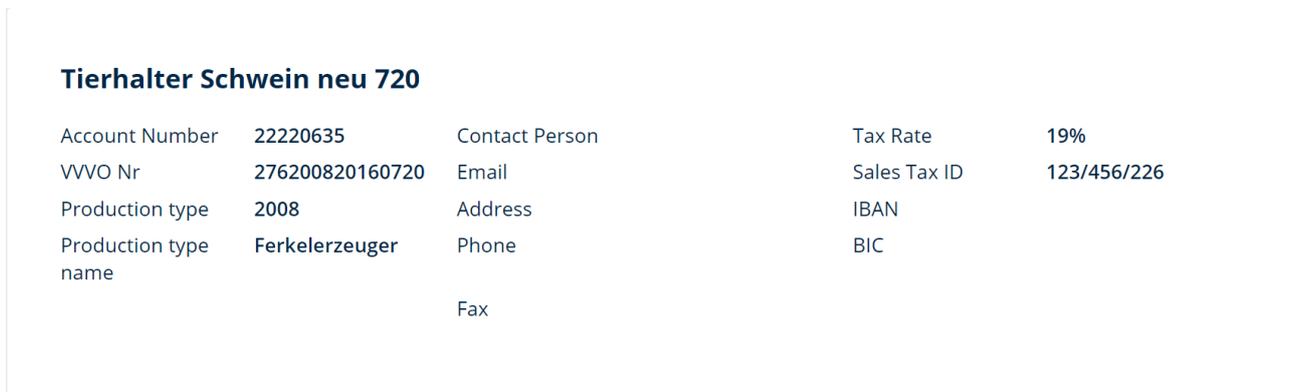


Figure 9: Core information of the Livestock owner

In the second part of the screen you will find a selection of different display options:

- Documents
- Blocking Indicators
- Settlement Periods
- Movement data
- Functional Buttons

Documents: To download or print documents, click on the paper clip on the right-hand side.

| DOCUMENTS | BLOCKING INDICATORS | SETTLEMENT PERIODS | MOVEMENT DATA | FUNCTIONAL BUTTONS |
|-------------------------|-------------------------------|---|---------------|--------------------|
| SEARCH [input] [button] | | | | |
| SEARCH RESULTS | | | | |
| CREATION DATE | DOCUMENT TYPE | NAME | | |
| 24/04/2021 | AW_CertificationRevocation | Teilnamewiderruf_null_276200820160714_2008_2021-04-24.pdf | | [clip] |
| 24/04/2021 | AW_CertificationParticipation | Teilnahmebescheinigung_22220366_276200820160714_2008_2021-04-24.pdf | | [clip] |
| 12/05/2021 | AW_AccountStatement | Kontoauszug_null_2021-05-12.pdf | | [clip] |
| 21/05/2021 | AW_AccountStatement | Kontoauszug_null_2021-05-21.pdf | | [clip] |
| 24/05/2021 | AW_AccountStatement | Kontoauszug_null_2021-05-24.pdf | | [clip] |

Figure 10: Document overview Livestock owner

Blocking Indicators: Here you will find information about the type and duration of blocks.

| DOCUMENTS | BLOCKING INDICATORS | SETTLEMENT PERIODS | MOVEMENT DATA | FUNCTIONAL BUTTONS | |
|-----------|---------------------|--------------------|---------------|--------------------|---------|
| ID | TYPE OF BLOCKAGE | START DATE | END DATE | STATUS | COMMENT |
| 140 | S-block | 31/05/2020 | 30/09/2020 | Active | |
| 139 | S-block | 01/01/2020 | 01/02/2020 | Active | |
| 47 | S-block | 31/01/2020 | 31/05/2020 | Active | |

Figure 11: Blocking indicators

Settlement periods: You will find an overview of your settlement period in the third tab.

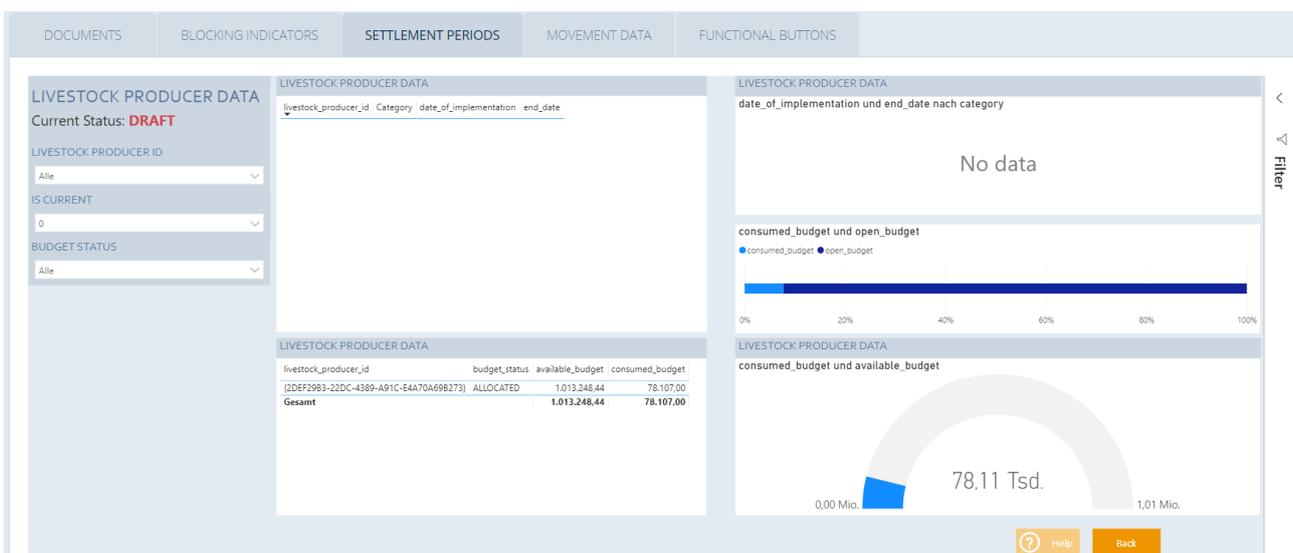


Figure 12: Settlement period

Movement data: This is an overview of the quantities reported for you.

| DOCUMENTS | BLOCKING INDICATORS | SETTLEMENT PERIODS | MOVEMENT DATA | FUNCTIONAL BUTTONS |
|----------------------------|---------------------|--------------------|---------------|--------------------|
| NAME | SUBMISSION DATE | UNIT OF MEASURE | AMOUNT | |
| Tierhalter Schwein neu 714 | 23/12/2020 | Unit | 208 | |
| Tierhalter Schwein neu 714 | 12/12/2020 | Unit | 47 | |
| Tierhalter Schwein neu 714 | 18/03/2020 | Unit | 44 | |
| Tierhalter Schwein neu 714 | 02/10/2020 | Unit | 89 | |
| Tierhalter Schwein neu 714 | 26/08/2020 | Unit | 149 | |
| Tierhalter Schwein neu 714 | 06/12/2020 | Unit | 80 | |
| Tierhalter Schwein neu 714 | 11/11/2020 | Unit | 27 | |
| Tierhalter Schwein neu 714 | 09/04/2020 | Unit | 39 | |

Figure 13: Movement data

Functional buttons: In this area you can set the automatic dispatch of your relevant documents. The dispatch of all documents is a default setting. By moving the button to the left, you can switch off the automatic dispatch.

| DOCUMENTS | BLOCKING INDICATORS | SETTLEMENT PERIODS | MOVEMENT DATA | FUNCTIONAL BUTTONS |
|--|---------------------|--------------------|---------------|--------------------|
| <p> <input type="checkbox"/> Dispatched Documents <input checked="" type="checkbox"/> Account Statement <input checked="" type="checkbox"/> Quarterly Billing <input type="checkbox"/> Certificate of Participation <input checked="" type="checkbox"/> Participation of Revocation </p> <p> Budget Status * Allocated </p> <p> Release date </p> <p> Earliest termination date </p> <p> <input type="button" value="Save"/> </p> | | | | |

Figure 14: Functional buttons

In this example the automatic dispatch of Participation Certificates was turned off.

2.3 Profile

Under the profile settings, you can view & complete the key data of your profile and also change your standard language settings

TIERHALTER SCHWEIN NEU 733

E-Mail

initiative-tierwohl@bertelsmann.de

Fax Number

Telephone Number

Birthday



Language *



English



German

Date Format *

German



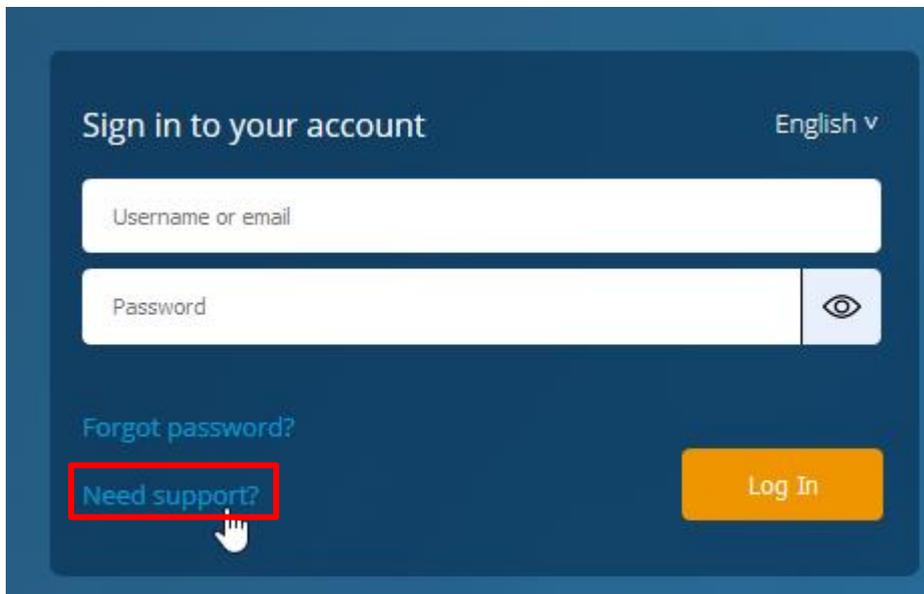
TASKS



Email

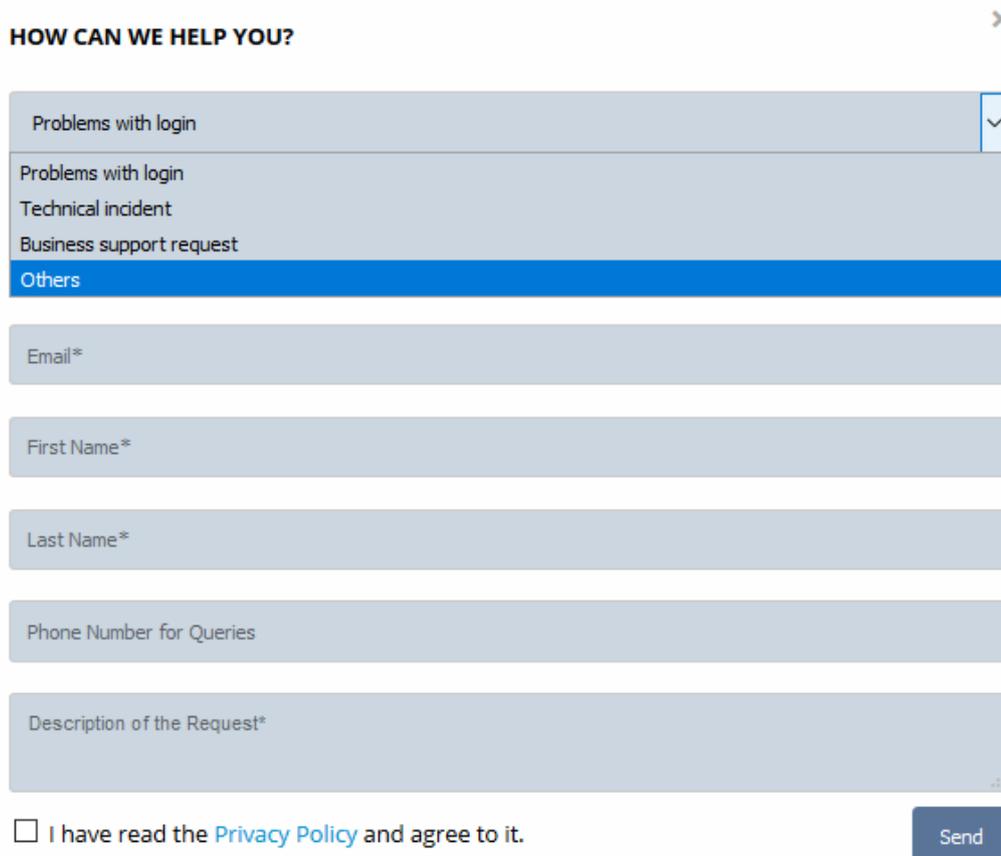
Figure 15: Profile mask

Please note that changes to your master data are only possible via the contact form when logging in.



The image shows a login form titled "Sign in to your account" with a language dropdown set to "English". It contains two input fields: "Username or email" and "Password" (with a toggle for visibility). Below the fields are links for "Forgot password?" and "Need support?". A red box highlights the "Need support?" link, and a mouse cursor is pointing at it. A yellow "Log In" button is located to the right of the "Need support?" link.

Figure 16: Changing your master data Step (1)



The image shows a support request form titled "HOW CAN WE HELP YOU?". It features a dropdown menu with options: "Problems with login", "Technical incident", "Business support request", and "Others" (which is selected). Below the dropdown are several input fields: "Email*", "First Name*", "Last Name*", "Phone Number for Queries", and "Description of the Request*". At the bottom, there is a checkbox for "I have read the [Privacy Policy](#) and agree to it." and a "Send" button.

Figure 17: Changing your master data Step (2)

3 Contact

If you have any questions regarding the use of BeVision or of the interface, please contact us:

Animal Welfare Clearing House :

Hotline: +49 (0)5241 / 80-43333

E-mail: initiative-tierwohl@bertelsmann.de

For technical queries on the subject of animal welfare, please contact the supporting organisation directly:

Animal Welfare Initiative

Phone: +49 (0)228 / 336485-0

Fax: +49 (0)228 / 336485-55

E-mail: anfragen@initiative-tierwohl.de

www.initiative-tierwohl.de

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