SFIS – Quick Guide - Claim uploads on Mobile devices – photographs and other documents

Please refer to other supporting guidance available on the DAERA website by clicking link below:

[Sustainable Farming Investment Scheme | Department of Agriculture, Environment and Rural Affairs]

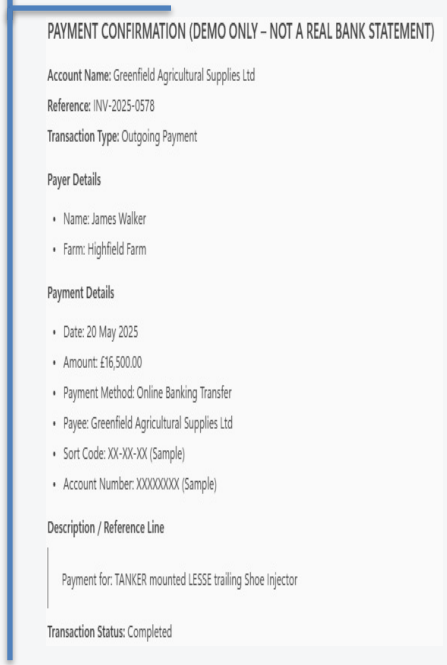
Use this guide as a quick reference on how to upload supporting documents and photos to a Sustainable Farming Investment Scheme claim using a **mobile device (iPhone and Android).**

Key documents for upload:

- Making It Safer Certificate
- **Item Photographs**
- Invoices
- Bank Statements
- Other item specific certificates







PAYMENT CONFIRMATION (DEMO ONLY - NOT A REAL BANK STATEMENT)

Account Name: Greenfield Agricultural Supplies Ltd

Reference: INV-2025-0578

Transaction Type: Outgoing Payment

Payer Details

- Name: James Walker
- Farm: Highfield Farm

Payment Details

- Date: 20 May 2025
- Amount: £16,500.00
- Payment Method: Online Banking Transfer
- Payee: Greenfield Agricultural Supplies Ltd
- Sort Code: XX-XX-XX (Sample)
- Account Number: XXXXXXXX (Sample)

Description / Reference Line

Payment for: TANKER mounted LESSE trailing Shoe Injector

Transaction Status: Completed



Greenfield

AGRICULTURAL SUPPLIES LTD

Quality Equipment. Reliable Service. Stronger Farms.

Greenfield House
Willow Road, Market Drayton
Shropshire, TF9 3QH
01630 123456
sales@greenfieldagri.co.uk
www.greenfieldagri.co.uk

INVOICE TO:

Mr. James Walker
Highfield Farm
Stone Lane
Leighton
Shropshire, SY5 6HF

INVOICE

Invoice No:	INV-2025-0578
Invoice Date:	20 May 2025
Customer Account No:	WALK001
Payment Terms:	30 Days
Due Date:	19 June 2025

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
TANKER mounted LESSE trailing Shoe Injector Lesse trailing shoe injector with 12m toolbar, hydraulic folding, slurry distribution system, suitable for tanker mounting.	1	£13,750.00	£13,750.00

SUBTOTAL	£13,750.00
VAT (20%)	£2,750.00
TOTAL DUE	£16,500.00

Thank you for your business!

PAYMENT DETAILS:

Bank: Lloyds Bank PLC
Sort Code: 30-95-60
Account No: 01234567
Account Name: Greenfield Agricultural Supplies Ltd

Please quote invoice number as reference when making payment.

TERMS & CONDITIONS:

Goods remain the property of Greenfield Agricultural Supplies Ltd until payment in full has been received.

All goods supplied are subject to our standard terms and conditions of sale, a copy of which is available upon request.

SUPPORTING FARMERS. FEEDING FUTURES.



MAKING IT SAFER CERTIFICATE

FARM SAFETY ACTION PLAN FOR Sample SFIS

YOUR REFERENCE: 666666_S-982396b159

Farm Business ID: 666666

DATE COMPLETED: 04-06-2026

Outline examples of supporting documents

Note: : Although the system supports mobile devices for uploading and submitting a claim, it is recommended that you use your personal computer or laptop with secure access to the internet and Scheme Portal for completing your claim.

You must retain all original hardcopy and on-line documentation for 5 years from the date of claim.

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Photographs of equipment

- clearly show the whole item out of the packaging, in focus, colour and on site
- show all the component parts within an item that is specifically listed in the specification.
- display make and model on exterior branding / badges if possible
- show all the ‘system/ package’ if possible
- show item installed / ready for operational use
- Photographs preferably to be named Offer Reference, Business ID, item name, upload type e.g. “1-NL-0001 600000 APRM photo 1”

Photos should NOT include:

- Low resolution or pixelated images
- Serial plates that cannot be read from the photograph
- identify individuals or vehicle registration plates.













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Enable Location (optional)

Enabling location will store the geographic location in the properties of the file of where a photograph was taken. ***This is not mandatory*** *but will assist in checking claims and assist with arranging site inspections.*

Steps for iPhone

1.Open the Settings app.

2. Tap “Privacy & Security”.

3. Tap “Location Services”.

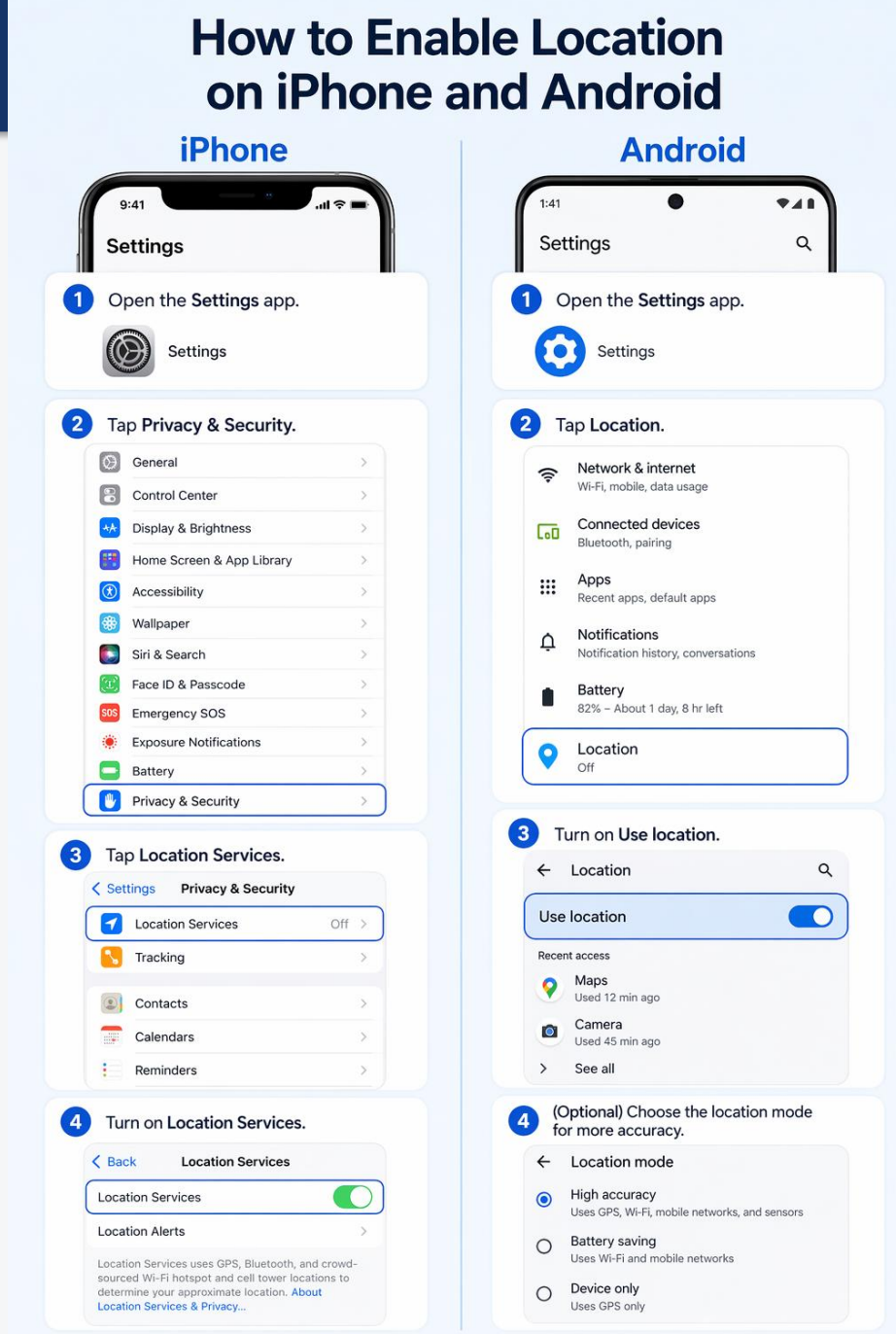
4. Turn on Location Services.

Steps for Android

1.Open the Settings app.

2.Tap “Location”.

3.Turn on “Use location”.



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Download Email Attachments

This would apply, for example, if a supplier has emailed you an invoice.

Steps for iPhone

Step 1 – Open the email and tap the attachment

Step 2 – Tap the Share button

Step 3 – Save the file to your device

Save to Files (stores it in the Files app)
•**Save to Downloads** (if available)

Steps for Android

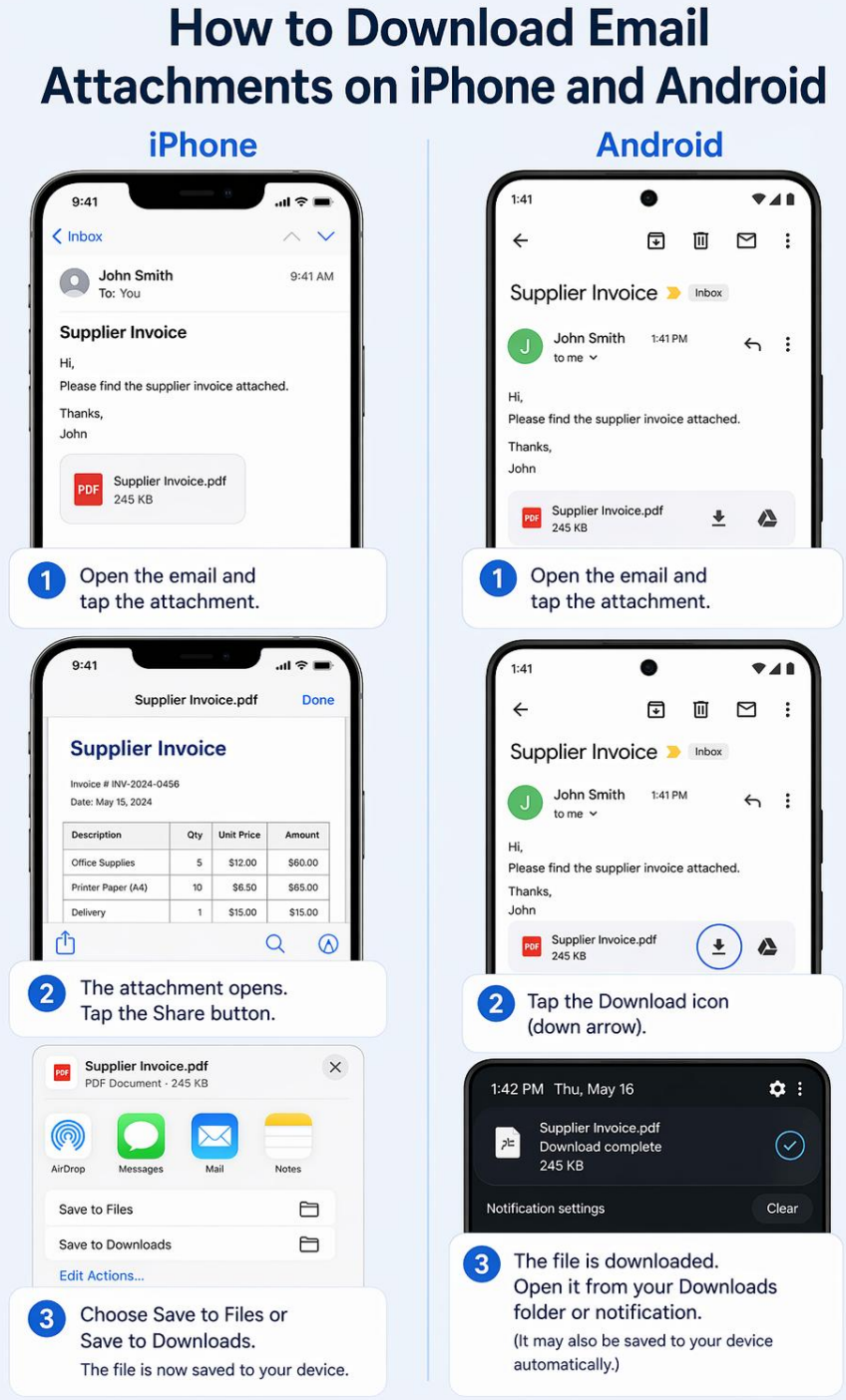
Step 1 – Open the email and tap the attachment

Step 2 – Tap the Download icon

Step 3 – Go to files, downloads

If you only have a paper version of your invoice or bank statement, you can also take a photograph or scan all the pages.

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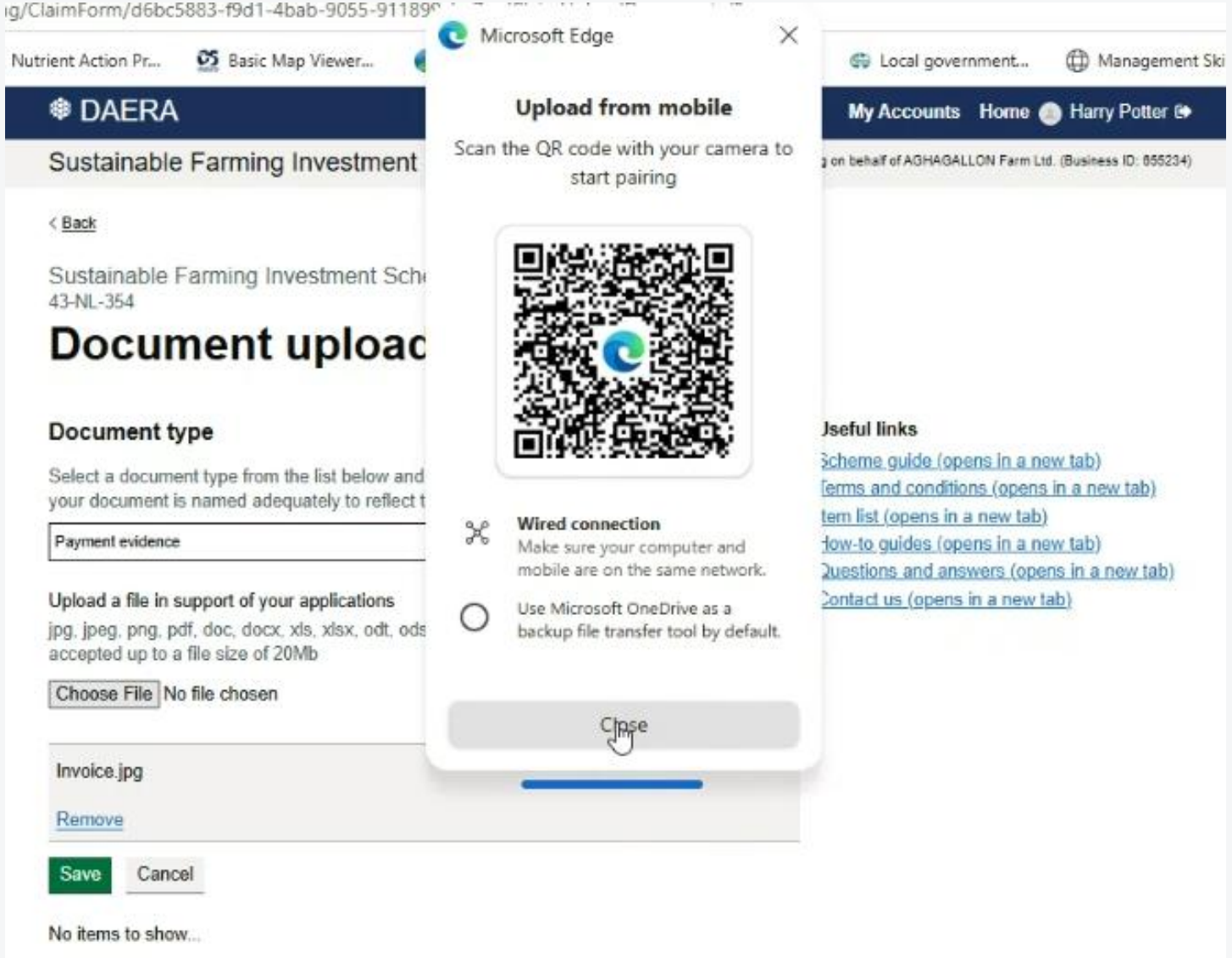
Supporting documentation - upload from phone to laptop

Open your claim

Open the claim and scroll to the Supporting Documents section. This is supporting documentation such as invoices, payment evidence and item photographs are added.

If you wish to upload documents or photographs from your phone, after you select ‘Choose File’ then click on the ‘**Upload from mobile**’. You can then use your camera to follow the QR code link

This may not work for all web browsers and instead transfer the files to the same system you are using to complete the claim.



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How to Find Files and Photos for Upload

iPhone

Step 1 – Open the Files app

Step 2 – Browse or search for your file or photo
- Tap **Browse** to navigate folders such as *Downloads*, *Documents*, or *iCloud Drive*
- Or use the **search bar** at the top to quickly find a file
- For photos, you can also use **Recents** or switch to the **Photos app** if needed

Step 3 – Select

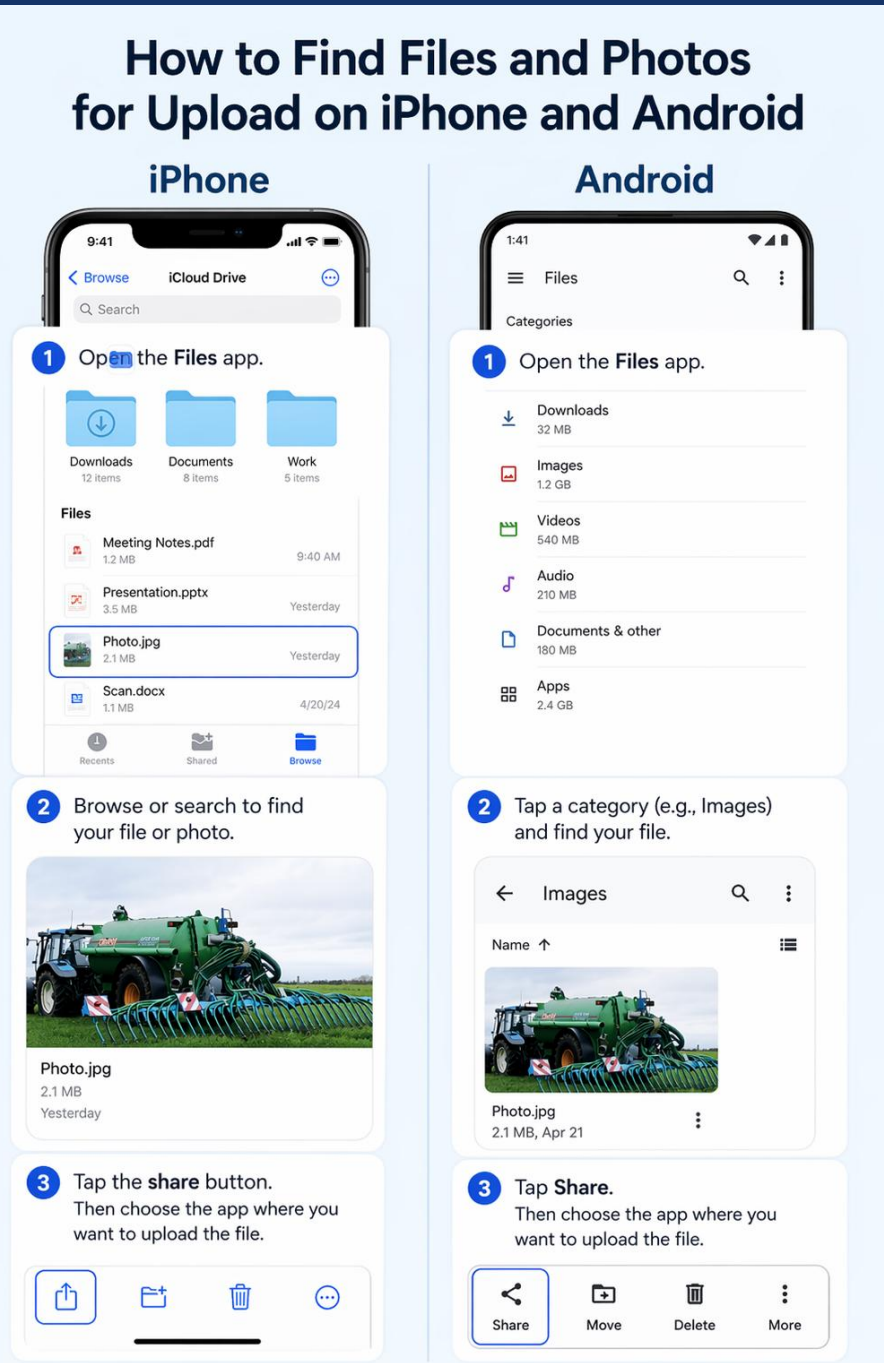
Android

Step 1 – Open the Files app
Open the **Files** or **My Files** app (name may vary by device).

Step 2 – Choose a category or location
- Tap a category such as **Downloads**, **Images**, or **Documents**
- Browse folders or use the **search icon** to locate your file
- Photos will usually be under **Images**

Step 3 –Upload the file
- Tap the file to select it

Open the claim and go to Supporting [illegible]



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