

EV Grant System User Guide for Dealerships

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Version Control

Version	Description / Changes	Created By	Reviewed By	Release Date
Version. 1	Initial Release	Shane Prendergast	Emer Barry	15 th February 2022
Version. 2	System upgrades 2022	Emer Barry	Shane Prendergast	12 th December 2022

1. Registration

- 1.1. To partake in SEAI's electric vehicle purchase grant scheme a dealership must be nominated by a registered importer. Once nominated SEAI will send out an email detailing the instructions for completing the registration process for the dealership.
- 1.2. Once instructions email is received, please follow the instructions carefully. SEAI will review and approve your request to become a registered dealer on the scheme. You will then be provided with a unique username and password.
- 1.3. You can now logon and beginning submitting grant applications.
- 1.4. If you are having any difficulty with this process, please contact SEAI on (01)8082100 or evgrantscheme@seai.ie for advice.

2. Passwords

Forgotten password

If you have forgotten your password you can select Forgotten Password? Click here to reset. An email with a link will be sent to the email address that is registered on the grant system to receive all emails



seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND

Electric Vehicle Grant Application Facility

Please log in with your username and password below

Username

Password

Log In

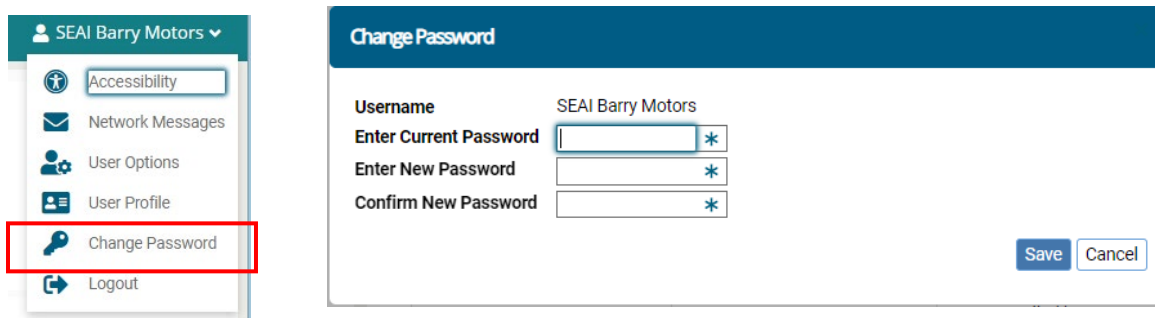
Playing a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices.

Forgotten Password? Click here to Reset
Change Password | Cookie Usage

Change password

This can be done from the home screen shown above by selecting Change Password or when logged into the system.

There is a drop down under your dealer name on the top right hand side. Select Change Password Complete the details in the Change Password screen and click Save. Your password will now be changed.



SEAI Barry Motors

Accessibility

Network Messages

User Options

User Profile

Change Password

Logout

Change Password

Username SEAI Barry Motors

Enter Current Password *

Enter New Password *

Confirm New Password *

Save Cancel

3. Submitting a Grant Application:

- 3.1. Log on onto the online EV grant portal using your unique username and password obtained during the registration process.
- 3.2. You will be greeted by your home screen where you can select any of the three options from the menu on the left including “Grant Application”

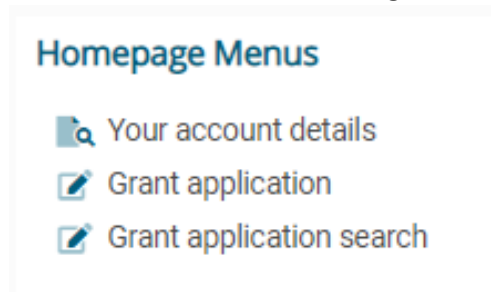


Figure 3.1 Home screen

- 3.3. Selecting “Grant Application” opens up the grant application process. You are now faced with 5 consecutive screens that are required to be completed before submitting the grant application.

Screen 1 – Dealer and Customer

Please fill in section 1 of the application form:

Data changes to this section will be lost unless the Next button is clicked and the data is validated

Dealer Details:

Dealer: SEAI Barry Motors
Dealer ID: 10001429
Name of Sales Staff: Please Select... *
Has this vehicle been registered previously in Ireland or abroad? Please Select... *

Customer Details:

Type of Customer: Please Select... *

Customer *
Contact Name for Purchase of Vehicle (for Commercial Customers only)
Home Address *
County: Please Select... *
Eircode
Contact Email Address *
Daytime Contact Number *
Address of Primary Location for vehicle charging if different from address above

Figure 3.2 Screen 1 of Application Process “Dealer and customer”


Only new vehicles being registered for the first time are eligible for a grant. The answer to the questions “*Has this vehicle been registered previously in Ireland or abroad*” should be No

Please note if you select “commercial” as type of customer you are required to input the VAT number of the commercial entity purchasing the vehicle. However, if you select “Yes” for vehicle being purchased via a hire purchase or leasing agreement it is the VAT number of the **leasing company** you are required to input.


The contact email address and daytime contact number are that of the customer not the dealership.


Screen 2 - “Charging”


Please fill in section 2 of the application form:


Data changes to this section will be lost unless the Next  button is clicked and the data is validated

Customer Details:


How do you propose to charge the vehicle at your property? * 

Are you (or your Company) the Property Owner or Tenant/Resident? * 

In the case of Tenant/Resident, have you secured permission from the Property Owner to fit an external domestic charge point to charge this vehicle? * 

If you are not the Property Owner, have you secured permission from the Property Owner/Bill Owner to allow SEAI access to your electricity consumption data (see waiver below)? * 

Meter Point Reference Number (MPRN number from your Electricity Bill): *

Electricity Supplier: * 

Name of Electricity Bill Owner (if different from Customer):



 Previous Next 

Figure 3.3 Screen 2 of Application Process – “Charging”

Please ensure you enter the 11-digit MPRN of the customer correctly here.

The MPRN can be found on the customer’s electricity bill. The number is important to SEAI and is used to assist with planning and development of the electrical system and national charging infrastructure to ensure it is developed in the correct locations at the right time to support growth in EV numbers across Ireland.

Screen 3 – “Vehicle”

Refers to information regarding the vehicle being purchased and details about the vehicle being replaced or traded in if applicable. Displaced vehicle refers to the vehicle being replaced or traded in by purchasing an electric vehicle.

Please fill in section 3 of the application form:

Data changes to this section will be lost unless the Next button is clicked and the data is validated

New Vehicle Details:

Manufacturer and Model: *

Replaced Vehicle Details:

Replaced Vehicle / Trade-in Vehicle? *

Manufacturer: *

Model:

Engine Size: *

Fuel: *

Estimated Annual Mileage: *


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Figure 3.4 Screen 3 of Application Process – “Vehicle”

Screen 4 – “Price”.

Please fill in section 4 of the application form:

Data changes to this section will be lost unless the Next button is clicked and the data is validated

Agreed Vehicle Price

(Straight Vehicle sale is assumed with No Trade-in Discount to be included)

a	Vehicle Starting Price (reflects List Price (which includes VAT and any VRT), any Delivery or Other Charges but excludes Grant Amount):	<input type="text" value="0.00"/> *
b	Cash Discount Amount if applicable (excluding Trade-In Vehicle Amount):	<input type="text" value="0.00"/> *
c	SEAI Grant Amount (SEAI contribution on customer's behalf towards vehicle price):	<input type="text" value="5000.00"/>
d	Other Deductions e.g. VRT Relief if applicable or Trade in amount (a-b-c-e):	<input type="text" value="-5000.00"/>
e	Final Vehicle Price to Customer:	<input type="text" value="0.00"/> *



 Previous Next 

Figure 3.5 Screen 4 of Application Process – “Price”

Vehicle Starting Price is your dealership’s list price for the vehicle and represents the full retail price for the vehicle without any VRT relief or SEAI’s grant. This includes the VAT amount, the VRT chargeable on the vehicle, all optional extras, paint, delivery charges. This cannot be above €60,000.

For the Large Panel Vans only, as classified by SEAI, the price cap is raised to €90,000

Cash Discount is the amount (if any) of a discount you wish to give the customer and does not include any part payment or trade in amount allowed.

Any trade in amount should be considered in row D. Row D is auto calculated by the system so please ensure the correct final price to customer is entered in Row E. This will ensure any trade-in value is calculated correctly for Row D. **“Final Vehicle Price to Customer”**

The other deductions and SEAI grant are auto populated here (items c and d) depending on the type of customer selected (private, commercial, demo) and the type of vehicle.

Final Vehicle Price to Customer is the amount remaining to be paid by the customer following the deduction of any cash discount, SEAI grant and any other deductions such as VRT relief etc.

Screen 5 - Submit.



Here you need to print (download) the Application Form and **you and your customer** must sign and date this form.

Once signed and dated please upload the completed document.

Please follow all numbered instructions to complete your application:

Application Summary

Sales Person:	Emer
Customer Name:	Emer Test 2
Car Purchased:	Volkswagen - ID.4 1ST - 02884072
Final Price:	30000.00

- 1 You must print the application form by clicking the 'Print Application Form' button below. The application form will display as a PDF document which must be printed and completed. To complete the printed application form, it must be signed and dated by both you and the customer. For a private vehicle, you must also specify the non-zero customer deposit amount.

- 2 The completed application form must be scanned and attached by using the 'Attach Application Form' button below.

- 3 Please click the 'Submit Grant Application' button below to submit the completed application form. This will overwrite any existing application form from a previous submission of this application.
By clicking 'Submit Grant Application' you confirm that:
 - Both the customer and the dealer have signed and dated the attached application form.
 - For a private vehicle, the deposit amount is a non-zero amount.Failure to do this may result in the loss of the grant.

NOTE: Your email will be sent to the following address: emer.barry@seai.ie




 Previous  Submit Grant Application 

Figure 3.6 Screen 5 of Application Process – “Submit”

Once uploaded do not forget to press “Submit” button.

The status of the application will have now switched from Application in Progress by dealer to Letter of offer accepted as there is automatic approval of the grant i.e. you will receive your grant offer within minutes and can register the EV.

3.4. How to submit a “Demo” grant application

The process is the same as above for a demo grant.

Please fill in section 1 of the application form:

Data changes to this section will be lost unless the Next button is clicked and the data is validated

Dealer Details:

Dealer	SEAI Barry Motors
Dealer ID	10001429
Name of Sales Staff	Barry *
Has this vehicle been registered previously in Ireland or abroad?	No *

Customer Details:

Type of Customer	Demo *
------------------	--------

VAT Number

1234567Q *

Customer

SEAI Barry Motors *

Contact Name for Purchase of Vehicle (for Commercial Customers only)

SEAI Barry Motors

Home Address

	! *
	! *

County

Please Select... ! *

Eircode

--

Contact Email Address

	! *
--	-----

Daytime Contact Number

	! *
--	-----

Address of Primary Location for vehicle charging if different from address above

Figure 3.7 Application screen for “demo” grant

To apply for a “Demo” grant under “Type of Customer” please select Demo.

Input VAT number of the dealership. This VAT number must be the same VAT number used when registering the dealership on the grant system.

Customer name is the name of the dealership.

To be eligible for the demo grant from SEAI the vehicle must appear on the National Vehicle & Driver’s file as a “GARAGE” registration. If it doesn’t then the vehicle application will be invalid, and the grant will not be paid. All dealerships should ensure that they follow the correct procedure when placing registered vehicles into their stock:

- Register the vehicle through ROS using the sales code “Motor Industry Registrations”.
- Once the system has updated, tax the vehicle.
- Within 24/36 hours the motor taxation system will have updated.
- Go into Motortrans and buy the car back into your own stock.

Note: Tax the vehicle before transferring back into your own stock to ensure logbook is issued back to dealership.

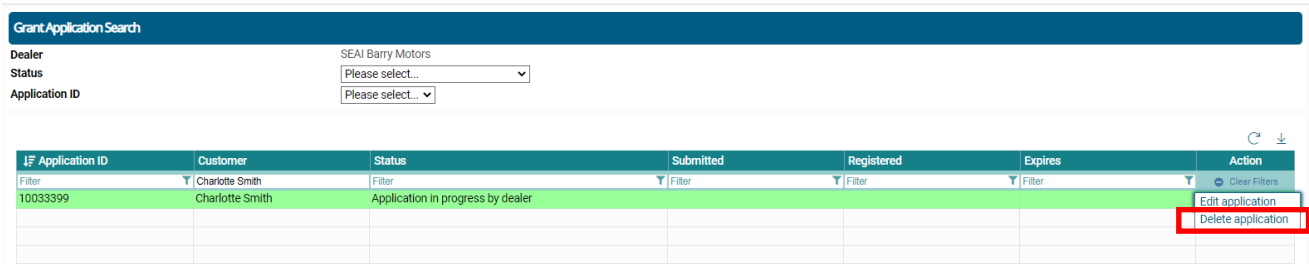
The vehicle will now appear in the National Vehicle & Driver’s file as “GARGE”.

4. How to cancel a grant application

There are two methods in which a dealer can either cancel a grant application or request a grant application to be cancelled.

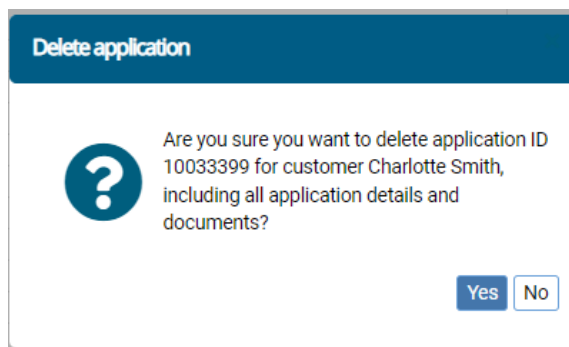
4.1. Cancelling a grant application at status “Application in Progress by Dealer”

Before a grant application is fully submitted a dealer has the option to cancel (delete) the application provided it has a status of “**Application in Progress by Dealer**”. Find the application you want to cancel. To the right-hand side click on the Edit application dropdown and select Delete application



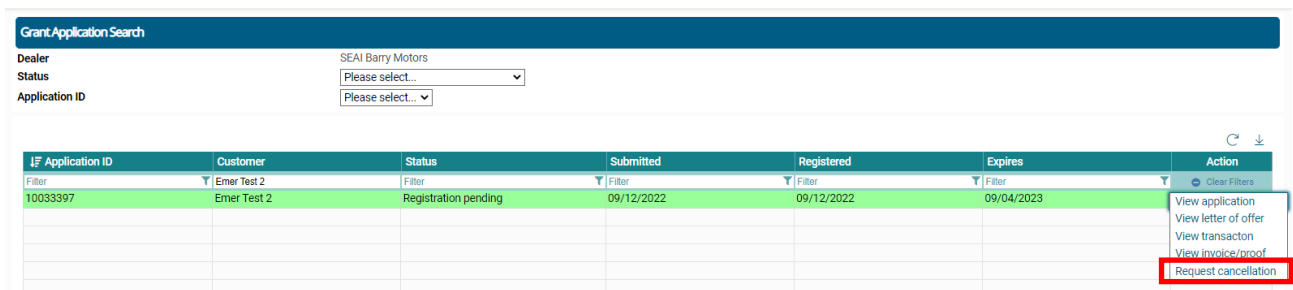
The screenshot shows the 'Grant Application Search' interface. At the top, there are search filters for Dealer (SEAI Barry Motors), Status, and Application ID. Below the filters is a table with the following columns: Application ID, Customer, Status, Submitted, Registered, Expires, and Action. The first row of the table is highlighted in green and contains the following data: Application ID: 10033399, Customer: Charlotte Smith, Status: Application in progress by dealer, Submitted: Filter, Registered: Filter, Expires: Filter. The Action column for this row contains a dropdown menu with 'Edit application' and 'Delete application' options. The 'Delete application' option is highlighted with a red box.

The following pop up will appear. To cancel click “yes”. The application will be deleted and will be removed from your list of grant applications.



4.2. Requesting a cancellation of an approved grant

If an application has been approved and a grant offer is in place you can request it to be cancelled if required. Find the application and click on the View application dropdown and select Request cancellation.



The screenshot shows the 'Grant Application Search' interface. At the top, there are search filters for Dealer (SEAI Barry Motors), Status, and Application ID. Below the filters is a table with the following columns: Application ID, Customer, Status, Submitted, Registered, Expires, and Action. The first row of the table is highlighted in green and contains the following data: Application ID: 10033397, Customer: Emer Test 2, Status: Registration pending, Submitted: 09/12/2022, Registered: 09/12/2022, Expires: 09/04/2023. The Action column for this row contains a dropdown menu with 'View application', 'View letter of offer', 'View transaction', 'View invoice/proof', and 'Request cancellation' options. The 'Request cancellation' option is highlighted with a red box.

This pop up will appear and a reason needs to be submitted, e.g. duplicate application, customer cancelled the order etc.

Cancellation Reason

Please enter a rejection comment:

! *

OK Cancel

The status of the application will change to Cancellation requested by dealer. SEAI will review this and accept it or reject it. If accepted the status changes to Grant cancelled by SEAI and no further action is needed. If it is rejected, you will get an email stating why and what you need to do next.

5. Summary of Grant Application Statuses

Application in progress by dealer	Dealer has started an application but has not submitted it. Dealer can cancel/delete this application at any time.
Letter of offer accepted	SEAI has approved the application. The dealer can progress the car sale for their customer and register the vehicle. Transaction document and invoice can now be uploaded Automatic acceptance of grant offer by dealer.
Registration pending	Dealer has uploaded transaction document and invoice. The grant system has been unable to complete the initial checks on registration and tax. System will continue to check these details for the next 10 days
Tax vin and Registration Verified	Dealer has uploaded transaction document and invoice. The system has performed initial checks regarding registration and tax and has checked dates versus date of approval and date of expiry of grant offer.
Registration approved	SEAI have reviewed and approved vehicle registration and tax details
Awaiting Payment	The application is going through the final verification prior to payment.
Paid	SEAI have issued payment instruction for the grant. The payment process has begun on this grant application. Once dealer receives remittance information funds have been transferred. Grant to be paid in next payment run.

There are several reasons why there may be an issue with an application. Below is a description of each status where there is an issue. **If in doubt, please STOP and contact SEAI**

Resubmit registration	System has been unable to reconcile the details of the grant application with the details of the vehicle. Grant application now requires intervention from dealer. Dealer will receive an email detailing the issue, documents are now required to be corrected and resubmitted to the online system.
------------------------------	---

Tax vin and Registration failed	Grant application has failed. Dealer will have received email detailing the reason for failure and what action is necessary to progress to payment stage.
Cancellation requested by dealer	The dealer has requested a grant to be cancelled and it is being reviewed by SEAI
Grant cancelled by SEAI	Grant has passed the expiry date without dealer submitting transaction document and invoice, grant application is automatically cancelled. Dealer has requested grant application and the cancellation has been approved by SEAI

6. Submitting a Grant Payment Request

6.1. Handing over and registering the vehicle to your customer

- 6.1.1. Once you have received your Letter of Offer you may now proceed to registering the vehicle and delivering the vehicle to the customer. Once delivered, dealer needs to upload completed transaction document and invoice. To submit transaction document and invoice, first select “Register Vehicle” from the drop-down menu for the grant application in the Action column. As seen in Figure 5.1
- 6.1.2. After selecting “Register Vehicle” vehicle registration screen (figure 5.2). Ensure you input registration number correctly with no spaces (e.g. 202D1111, 202T22)
- 6.1.3. Print the transaction document. The dealer and the customer must sign and date transaction document on vehicle handover.
- 6.1.4. Attach completed transaction document and invoice ([download the invoice template](#)). Ensure customer taxes vehicle within the grant offer period.

Note: Invoice must call out SEAI grant and align to the pricing section on the application form.

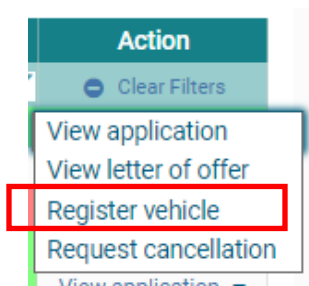


Figure 6.1 Selecting “Register Vehicle” to begin upload of transaction document and invoice


Vehicle registration


Please enter the vehicle registration and vehicle handover (tax) date:

Vehicle Registration: *

Vehicle Handover Date: * Thursday, 08 December 2022

Please note the Transaction Document below must be printed, signed, scanned and attached to this form for processing by the SEAI. Please also attach the Customer Invoice and receipts/payment documentation for proof of payment.

 Print Transaction Document

 Attach Transaction Document


 Attach Invoices/Proof of payment

Figure 6.2 Vehicle Registration Screen

6.2. Successful Payment Process

- 6.2.1. Once you submit the completed transaction document and invoice your application will switch to Registration Pending status.
- 6.2.2. System performs registration and tax checks. If checks are successful grant application moves to Tax, VIN and Registration Verified status
- 6.2.3. SEAI reviews the payment request from dealer. If successful grant will move to Registration Approved status. Grant is now ready for payment.
- 6.2.4. Application moves to Awaiting payment status to indicate the beginning of payment process.
- 6.2.5. Grant will switch to Paid status after instruction for funds to be transferred is issued. You will receive the funds in your account when you receive the remittance information. This may take a number of days.

6.3. Unsuccessful payment issues and how to correct them

6.3.1. Incorrect Stat code registered.

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The stat code group of the vehicle model selected by the dealer does not match the stat code group for the vehicle registration number entered by the dealer and loaded from a DVCSD file.

Please e-mail the Vehicle Registration Summary document for the vehicle with the grant ID number to evgrantscheme@seai.ie.

Check the stat code used to apply for the grant and the stat code on the Vehicle Registration Summary document. If they are for different, please state the reason for this.

6.3.2. Vehicle is not registered or taxed

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The vehicle's first licensing date has not been loaded from a DVCS D file.

The vehicle may not be taxed by the customer yet. Please contact your customer to confirm it has been taxed. Once taxed, log onto the Electric Vehicle Online Grant System and resubmit the registration details and documents.

6.3.3. Registration number has been submitted previously

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The vehicle registration number has been previously submitted in grant application ID 100xxxxx.

Please check that the registration number you submitted was correct. If you have made an error on the registration number, then register the vehicle on the system with the correct registration number. Attached the updated and signed transaction documents and invoice and submit again.

If the registration number, you submitted is correct please email the Vehicle Registration Summary document for the vehicle with the Grant ID number with this error message to evgrantscheme@seai.ie for review.

6.3.4. VIN is not unique

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx has failed tax, VIN and registration verification. The vehicle's VIN number xxxxxxxxxxxxxxxx is not unique among those uploaded in DVCS D files.

This may be because the vehicle has been registered, de-registered and registered again.

To correct this please email evgrantscheme@seai.ie outlining the registration number and date of the original registration and the registration number and date of the second registration along with the Vehicle Registration Summary document for both and deregistration documents.

6.3.5. Registration is on the file

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The vehicle registration number entered by the dealer has not been loaded from a DVCS D file.

This may be due to the stat code not currently being on the DVCS D file. Please email evgrantscheme@seai.ie stating the grant ID and attach the Vehicle Registration Summary document highlighting the stat code of the vehicle delivered to the customer and the stat code on the application if different.

6.3.6. Stat code is not on the file

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The stat code details for the vehicle registration number entered by the dealer and loaded from a DVCS D file cannot be found. Please log on to the Electric Vehicle Online Grant System and resubmit the registration details and documents.

This may be due to the stat code not currently being on the DVCDs file. Please email evgrantscheme@seai.ie stating the grant ID and attach the Vehicle Registration Summary document highlighting the stat code of the vehicle delivered to the customer and the stat code on the application if different.

6.3.7. Taxed outside of grant offer dates

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxxx has failed tax, VIN and registration verification. The vehicle's first licensing date xx/xx/xxxx is after the letter of offer expiry date xx/xx/xxxx.

This means the vehicle has been taxed after the grant offer expired. Please ensure your customer has taxed the vehicle.

Once taxed please e-mail evgrantscheme@seai.ie with the grant ID, Vehicle Registration Summary document and a reason why it was taxed outside the grant timeframe for review.

To tax a vehicle after the letter of offer expiry date contravenes the terms and conditions of the grant scheme resulting in a reduced grant payment

6.3.8. Vehicle registered outside of grant offer dates

Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxxx has failed tax, VIN and registration verification. The vehicle's first registration date xx/xx/xxxx is before the letter of offer issue date xx/xx/xxxx.

To register a vehicle prior to the letter of offer date contravenes the terms and conditions of the grant scheme.

In order to avoid a penalty, you will need to deregister the vehicle, register it again. You will then need to submit the original VRT Summary, deregistration details and new VRT summary to evgrantscheme@seai.ie for review.

If you can't deregister the vehicle, contact evgrantscheme@seai.ie with the grant ID, Vehicle Registration Summary document and a reason why it was registered prior to the grant offer start date for review.

6.3.9. Vehicle not registered under the correct category

Electric vehicle grant application ID 100 xxxxx for vehicle registration number xxxXxxxx cannot be tax, VIN and registration verified. The ownership type for the demo vehicle is not GARAGE.

1. Please ensure the vehicle has been bought back into your own stock on Motortrans.ie

Register the vehicle through ROS using the sales code "Motor Industry Registrations". Once the system has updated, tax the vehicle.

Within 24/36 hours the motor taxation system will have updated.

Go into Motortrans and buy the car back into your own stock.

Note: Tax the vehicle before transferring back into your own stock to ensure logbook is issued back to dealership. The vehicle will now appear in the National Vehicle & Driver's file as "GARAGE".

Once the above is on resubmit the registration on the grant system.

2. Demo sold on

Please email evgrantscheme@seai.ie with application ID, dates of transfer and attach Vehicle Registration Summary document and the following documents:

- Proof of purchase (invoice) showing the garage purchasing the vehicle as a demo for their use
- Proof of Sale (invoice) showing the garage selling on the vehicle to a customer.

To avoid this issue in the future, ensure to submit payment documents as soon as the vehicle is registered. Payment Pending

If your grant application is at Paid status and you have not received remittance information and payment within 3-5 working days:

7. De Minimis

- 7.1. EV grant system includes an automatic De Minimis counter. SEAI's electric vehicle purchase grant scheme operates under the De Minimis Stat Aid Rule. This means a commercial entity can receive up to €200k in a 3-year rolling period starting on 1st January of the year.
- 7.2. Warnings as shown in Figure 7.1 will pop up in grant system when a dealer is approaching the De Minimis ceiling within the current 3-year rolling period. The warnings will begin from 5 grant applications from De Minimis ceiling. This refers to grants available for demo stock only, there is no limit on the number of grant applications for retail
- 7.3. Once the De Minimis has been exceeded the dealer will be unable to submit new grant applications for the commercial entity in the current 3-year rolling period.

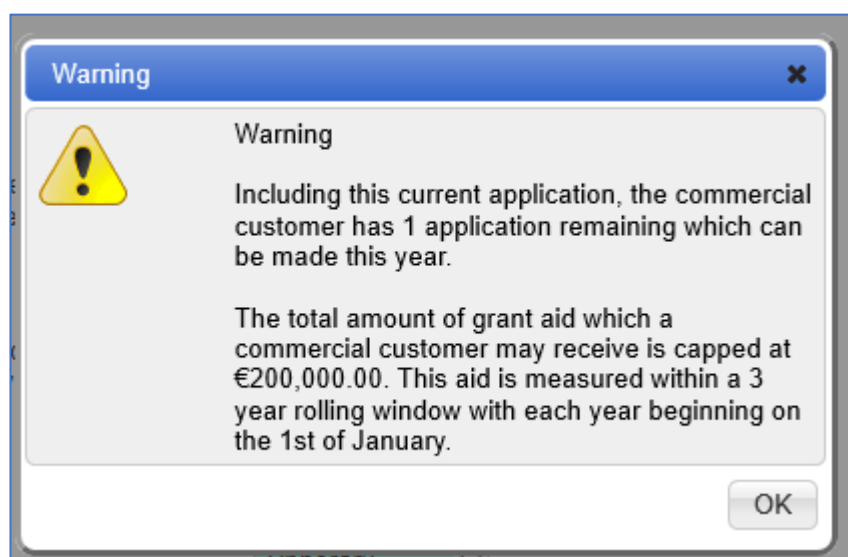


Figure 7.1 De Minimis Warning pop up