

# Non-Domestic National Administration System (NDNAS)

User Guide



NEAP is the official procedure for the calculation of energy performance of non-domestic buildings in Ireland for the purposes of producing Building Energy Ratings (BER) and demonstrating compliance with Part L of the Building Regulations for Non-Domestic Buildings.

This document describes the procedure to manage and upload BER assessments to the non-domestic BER administration system NDNAS. The NEAP Survey Guide and the iSBEMie User Guides, detailing the assessment methodology for nondomestic buildings, must be followed alongside this document.

BER Assessors, building designers and other users must ensure that they are using the latest version of this document and accompanying software. Information and any updates will be published on the SEAI website at <https://www.seai.ie/energy-in-business/ber-assessor-support/>

As outlined in the Code of Practice, full site surveys are to be conducted for “New-final” or “Existing” building assessments and for elements constructed / installed in “New-provisional” ratings. “New-provisional” ratings are applicable where a building is sold and/or leased based on design plans and specifications of the building, typically no site survey is required. However, for Shell and Core buildings, a site survey must be conducted to verify the constructed elements, for example walls, roofs etc. and what has been installed, for example landlord services.

A BER Assessor is required to act with integrity and diligence to ensure that each BER assessment is executed competently, in an independent manner and in accordance with the Regulations, the BER Assessor’s Code of Practice and all other directions issued by SEAI. In this regard a BER Assessor is responsible for ensuring that, within reason, the data compiled and inputted to SEAI approved calculation software and all other related and recorded calculations are an accurate representation of all characteristics relevant to the energy performance of the building and are capable of being verified as such in any subsequent monitoring and compliance processes commenced by SEAI in accordance with the BER Quality Assurance System and Disciplinary Procedure.

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1.0	Original document	January 2010
1.1	Updated and added further information	January 2024

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## Introduction; what is the NDNAS?

The NDNAS is the National Administration System for lodging Non-domestic Building Energy Ratings (BERs) to the National "BER Register" as defined by Section 19(3) of S.I. No. 666 of 2006.

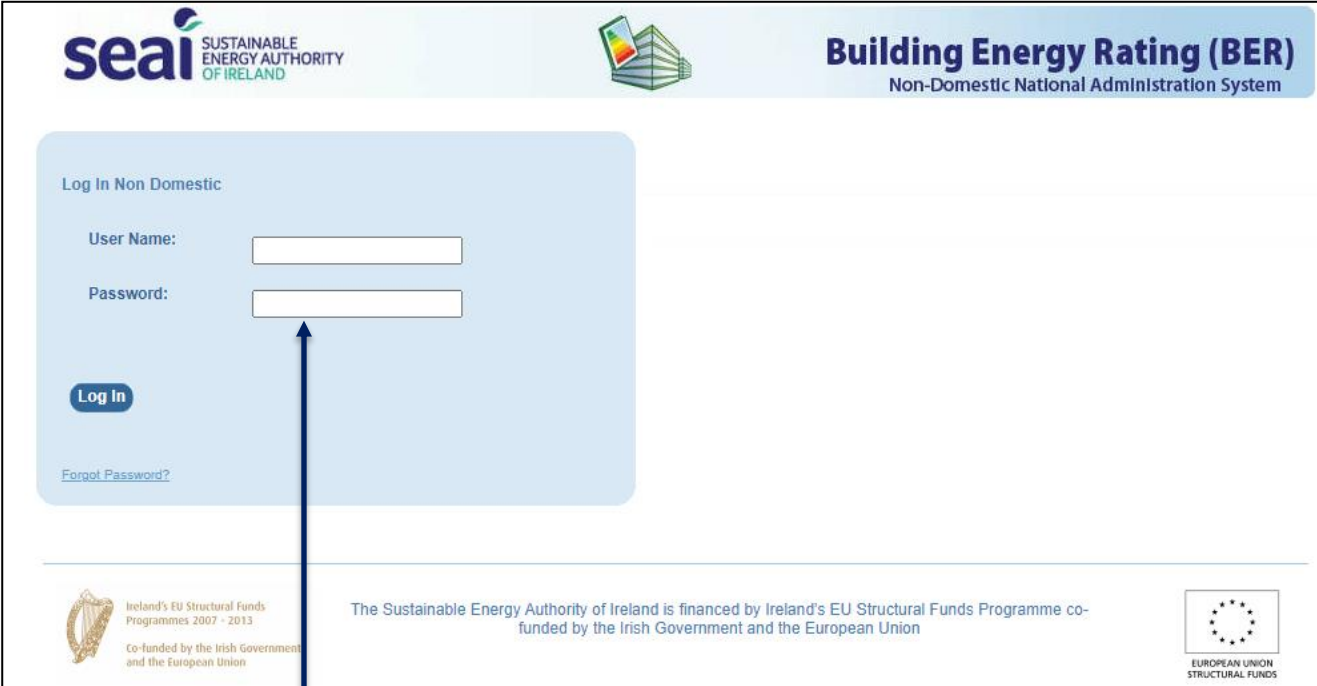
In addition to acting as the sole repository for BERs, NDNAS also has the following functionality:

- It completes automatic administrative and technical checks on any uploaded BER assessments (further information on these checks is given in elsewhere in this document).
- It keeps an account of BERs submitted by each Assessor and automatically charges Assessors a fee for each rating published (further information on fees: [https://www.seai.ie/register-with-seai/ber-assessor/Schedule\\_of\\_fees.pdf](https://www.seai.ie/register-with-seai/ber-assessor/Schedule_of_fees.pdf))
- It has a reporting function that supports the BER QA auditing process. Further information on audits is given in the **Quality Assurance System & Disciplinary Procedures (QADP)** <https://www.seai.ie/publications/Quality-Assurance-System-and-Disciplinary-Procedure-New.pdf>

## Logging in to NDNAS

A NDNAS account is automatically set up for each Assessor upon successful registration as a non-domestic BER Assessor. Log in details and a unique NDNAS login password are automatically emailed to the registered Assessor.

**NDNAS web address:** <https://ndber.seai.ie>

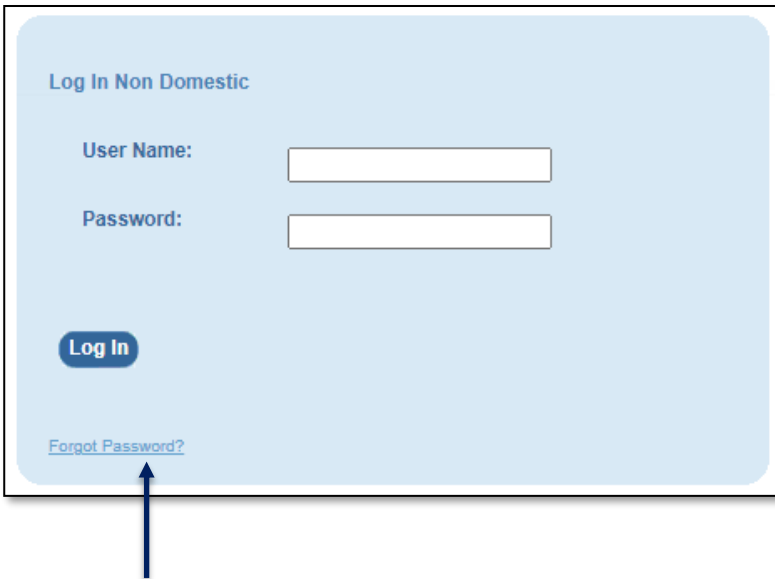


The screenshot shows the login interface for the NDNAS. At the top left is the 'seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND' logo. To the right is a graphic of a building with energy ratings and the text 'Building Energy Rating (BER) Non-Domestic National Administration System'. The central login area is a light blue box with the heading 'Log In Non Domestic'. It contains two input fields: 'User Name:' and 'Password:'. Below the password field is a blue 'Log In' button and a blue link for 'Forgot Password?'. The footer features the harp logo for 'Ireland's EU Structural Funds Programmes 2007 - 2013' and the European Union flag logo for 'EUROPEAN UNION STRUCTURAL FUNDS'. Text in the footer states: 'The Sustainable Energy Authority of Ireland is financed by Ireland's EU Structural Funds Programme co-funded by the Irish Government and the European Union'.

**To access NDNAS enter the username and password that have been emailed to you**

## Forgot Password

If at any stage you forget your NDNAS password you can get it emailed to your Assessor email address by using the "Forgot Password" option.



The screenshot shows a light blue login box titled "Log In Non Domestic". It contains two input fields: "User Name:" and "Password:". Below the fields is a dark blue "Log In" button. At the bottom left of the box is a blue link labeled "Forgot Password?". A blue arrow points upwards from the bottom of the page towards this link.

**To get your Password emailed to you use the "Forgot Password" option.**

If you click on "Forgot Password" you will be brought to a screen which asks for your User Name and Date of Birth.

Your User Name is typically your Assessor number.

The "Date of Birth" is the Date of Birth that you submitted to SEAI as part of the Assessor registration process.

To get your Password emailed to you use the "Forgot Password" option.

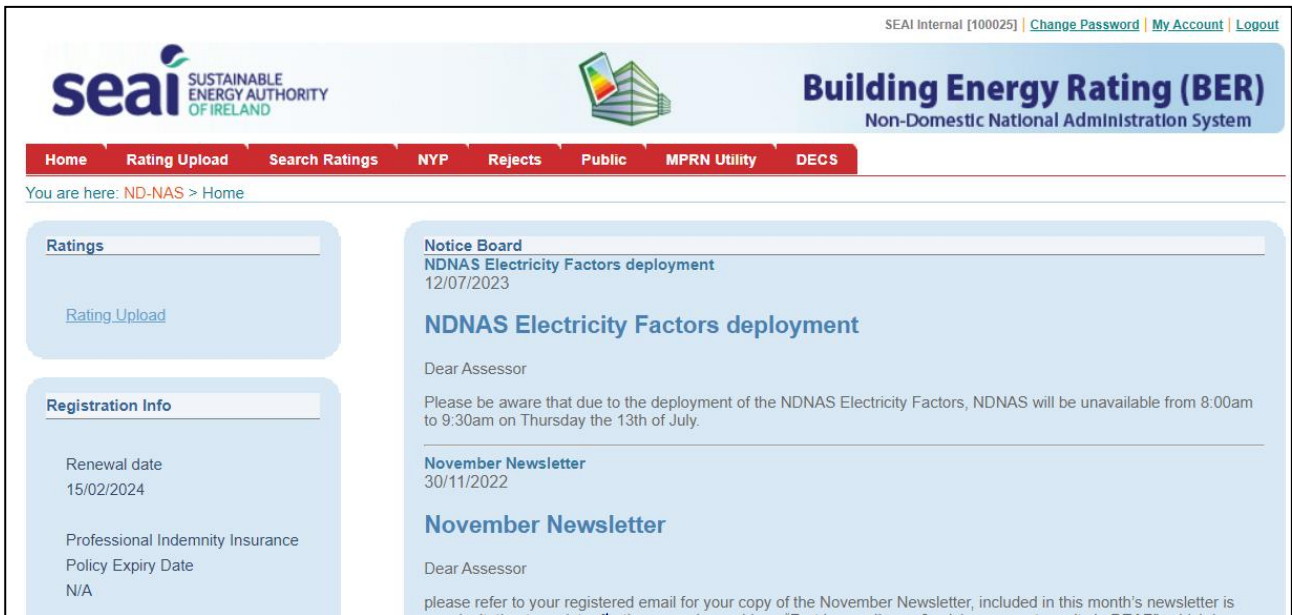


The screenshot shows the "Forgot Your Password?" page. At the top left is the SEAI logo (Sustainable Energy Authority of Ireland). At the top right is the text "Building Energy Rating (BER) Non-Domestic National Administration System". The main content area has a light blue background and contains the heading "Forgot Your Password?". Below this is the instruction "Enter your User Name and Date of Birth to receive your password." There are two input fields: "User Name:" and "Date of Birth:". A blue arrow points to the "Date of Birth" field. Below the fields is a dark blue "Submit" button. At the bottom left is a blue link labeled "Return to Login".

**Submit this information and your password will be emailed to you**

## Managing your NDNAS account

Once you have successfully logged into the system the NDNAS Homepage will appear.



**NDNAS Homepage**

At the top right of the Homepage your login ID will be displayed.

There are several options beside your login ID, using these options you can:

- Change your password to a more user friendly one using the “Change Password” option; all passwords must have 6 characters and one character must be a symbol e.g.: “£\$%^&\*()”
- Customise your personal settings. This allows you suppress messages from NDNAS that are sent to you by email every time a rating is uploaded.
- Logout of NDNAS



**Use these options to change your password and view your account settings**

## NDNAS Notice Board

In the centre of the Homepage there is a Notice Board. SEAI will post key information, documents, links, FAQs etc. to this notice board. You should check it regularly.

The screenshot shows the SEAI Sustainable Energy Authority of Ireland website. The top navigation bar includes links for Home, Rating Upload, Search Ratings, NYP, Rejects, Public, MPRN Utility, and DECS. The main content area is titled "Building Energy Rating (BER) Non-Domestic National Administration System". On the left, there are sections for "Ratings" with a "Rating Upload" link and "Registration Info" showing a renewal date of 15/02/2024. The central "Notice Board" section contains two announcements: "NDNAS Electricity Factors deployment" dated 12/07/2023, and "November Newsletter" dated 30/11/2022. An arrow points from a blue box labeled "NDNAS Notice Board" below to the "November Newsletter" announcement.

### NDNAS Notice Board

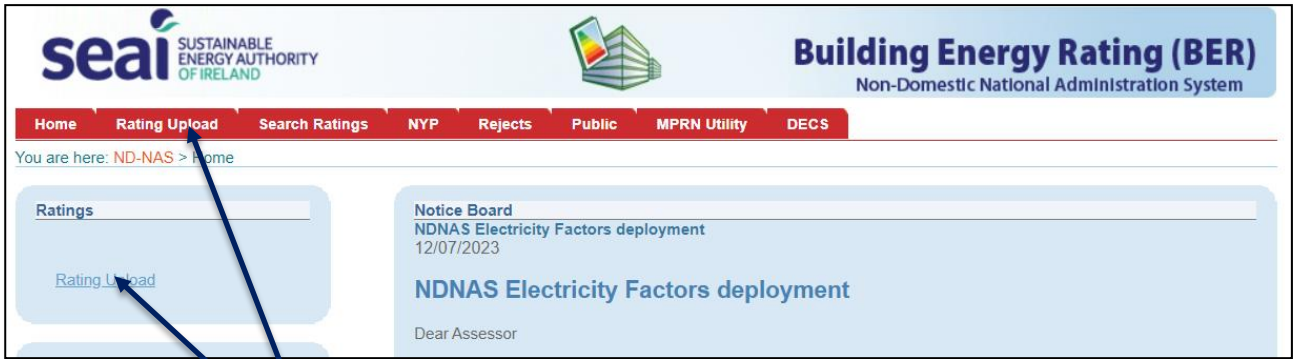
## How to upload a BER assessment to the NDNAS

Provided your PC has internet access, iSBEMie or whichever approved assessment tool you used to calculate the BER, generates an xml file as part of the BER calculation process. This file is stored in the project directory e.g., C:\NEAP\iSBEMie\_v5.6.a\_x64\Projects\Example building Republic of Ireland

You should check the Draft Certificate in iSBEMie or whichever approved assessment tool you used to calculate the BER, before you try to upload an assessment to NDNAS. In iSBEMie you do this by clicking on the BER Certificate and then double checking all information which appears on this certificate. If any changes need to be made to the assessment, make, and save the changes in the appropriate tool before attempting to upload the assessment to NDNAS.

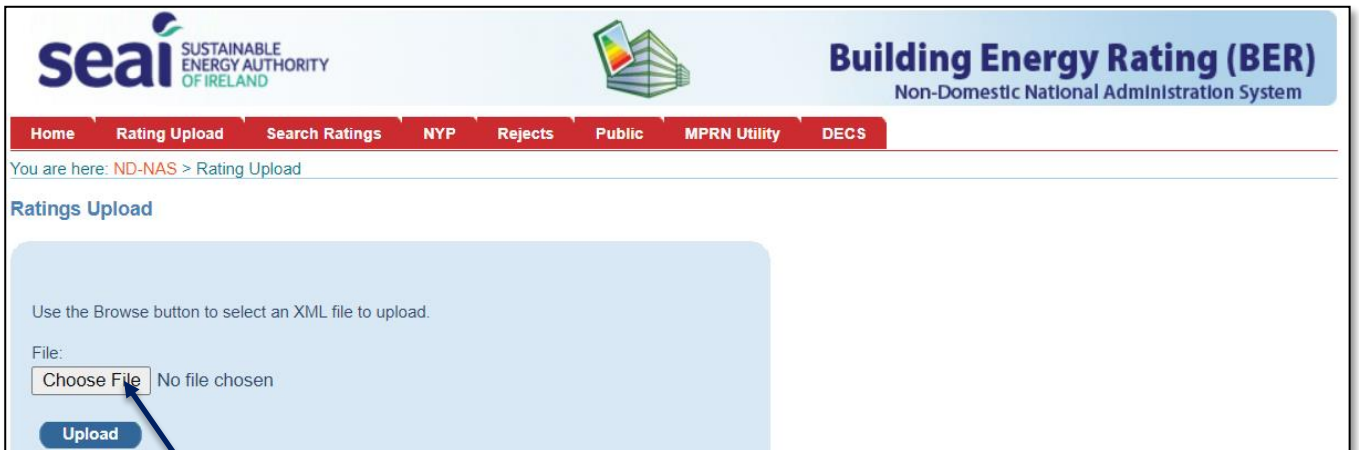
To upload the assessment in NDNAS, click on the "Rating Upload" option, either on the navigation bar or on the Ratings section on the left-hand side of the Homepage.





**Click on Rating Upload**

A Browse screen will be displayed. Click on the “Browse” option and find the xml file you wish to upload. Then select “**Upload**” to load that file into NDNAS.



**Use “Choose File” button to find the xml file to upload.  
When correct file is selected click Upload**

If the xml is successfully uploaded, you will get an Upload Details screen. The screen tells you the BER number and the status assigned to the uploaded rating. If the rating has no issues identified with it the details screen will look like this and the status will be set to “NYP” – signifying Not yet Published.





**If an xml is uploaded successfully, this screen will be visible**

### Assessment Errors and Notices

#### Errors resulting in unsuccessful upload

If during the Rating Upload process an xml file is determined to have a serious error –e.g., it is not in the correct xml format, the upload will not be successful, and a message will be returned detailing the issue.

You will need to correct this issue in iSBEMie or whichever approved assessment tool you originally used to create it before attempting to upload the assessment again.



**Sample of possible error messages returned where upload was unsuccessful**

### NDNAS Validation Checks

The NDNAS runs administrative and technical validation checks against each xml as part of the upload process.

This validation check may return either Errors or Notices. If any issues were identified during the upload process an issue list will be provided on the Upload Details screen.

Errors will result in a **reject status**. You must “Discard” this assessment, correct the error in iSBEMie or whichever approved assessment tool you originally used to create the assessment, and then re-upload the assessment to NDNAS before it can be published.

Notices are generated where it is considered that the xml data may merit further consideration or checking by the BER Assessor prior to publication.

If you get any Notices, the assigned status will remain NYP. You should consider these Notices and review, amend, and resubmit the assessment if necessary. If you decide that the assessment is still appropriate and does not need to be amended, you may proceed to Publish.

You can get more information on the Errors/Notices at the end of this document.

The screenshot shows the 'seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND' logo and navigation menu. The breadcrumb trail is 'You are here: ND-NAS > Rating Upload > Rating Upload Details'. The 'Upload Details' section contains the following information:

BER Number:	800952806
Project Name:	Accreditation test 1
MPRN:	10000123456
Status:	Rejected

Below this is a table of errors:

Code	Description	Type	Severity
ND017	Invalid or missing MPRN Number on a Final Submission	Error	

Additional text includes: [More Info on Errors / Notices](#), Severity: 1=High, 3=Low, and a 'Download: XML' button. At the bottom, it says 'Unpublished Rating:' followed by a 'Discard' button.

**Summary of Errors/Notices returned for an uploaded assessment  
 In this example there is an “Error” therefore this assessment cannot be published  
 The only available option is “Discard”**

### Publishing Ratings; Options

After an assessment is successfully uploaded you are given 3 options; “Publish Now”, “Publish Later” and “Discard”.

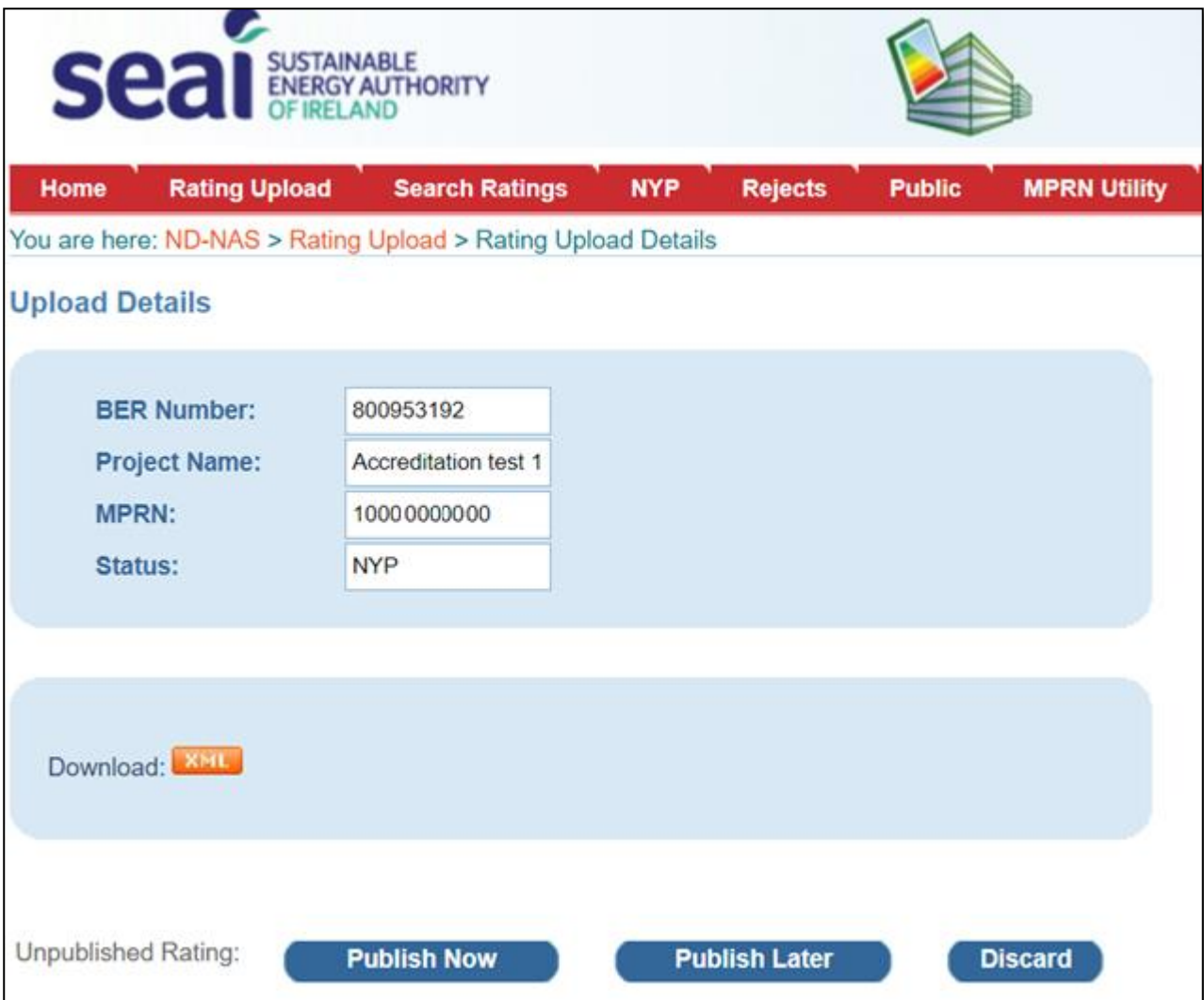
If you are happy to proceed and publish the assessment you may select the “Publish Now” option and the assessment will be published on the National BER Register.

If you wish to defer publication until later, select the “Publish Later” option. You can then retrieve the assessment later from the NYP Quick Menu on the Homepage and publish it from there.

If you do not wish to proceed with publication for whatever reason, you can discard the uploaded assessment by selecting the “Discard” option.

If you choose to Publish a rating you will be automatically charged the publication fee for this assessment, for further information on fees see:

[https://www.seai.ie/register-with-seai/ber-assessor/Schedule\\_of\\_fees.pdf](https://www.seai.ie/register-with-seai/ber-assessor/Schedule_of_fees.pdf)



**Once an assessment is successfully uploaded, the assessment can be Published Now, Published Later or Discarded**

## Publishing Ratings; Address Review Screen

If the Publish option is selected on the Upload Details screen, you will be presented with the Publish Rating screen above. This is a confirmation screen and shows the address exactly as it will appear on the BER Certificate. You should satisfy yourself that the address conforms to SEAI guidelines.

### SEAI Guidelines on Addresses

The address on the BER certificate must clearly and unambiguously describe the specific property/property subdivision that is covered by the BER. It must fully distinguish the area being rated from any other adjacent or proximate buildings, units or areas.

Ratings that are published with addresses which SEAI deems to be insufficient to adequately describe the property may be revoked by SEAI. No refunds of the publication fee will be made in respect of Revoked ratings.

You can select “Cancel” to exit the Publishing at this stage if you wish.

**Continues on next page**

The address on the BER certificate must clearly and unambiguously identify the property being rated. Please select the most appropriate address. This is the address that will appear on your BER certificate

Address per your submission:	St. Mary's National School Ballina Milford Co. Carlow	<input checked="" type="radio"/>
Address retrieved by MPRN:	BALLINA SCHOOL BALLINA MILFORD CO. CARLOW	<input type="radio"/>
Eircode:	A65 F4E2	

**NOTE** there is a significant difference between the address in your submission and the MPRN address, please select the most appropriate address

**Publish**      **Cancel**

**Publish ratings, address review screen**

### Publishing Ratings; Confirmation Screen

For Existing-Final or New-Final the address entered by the assessor is compared to the address that is automatically assigned to the MPRN. If there is a difference it will be flagged as shown in the above example. BER assessors should consult with their client to determine which address is to be used for the property. The selected address will appear on the certificate.

The basis for selecting the particular address should be recorded in case of a future BER Audit.

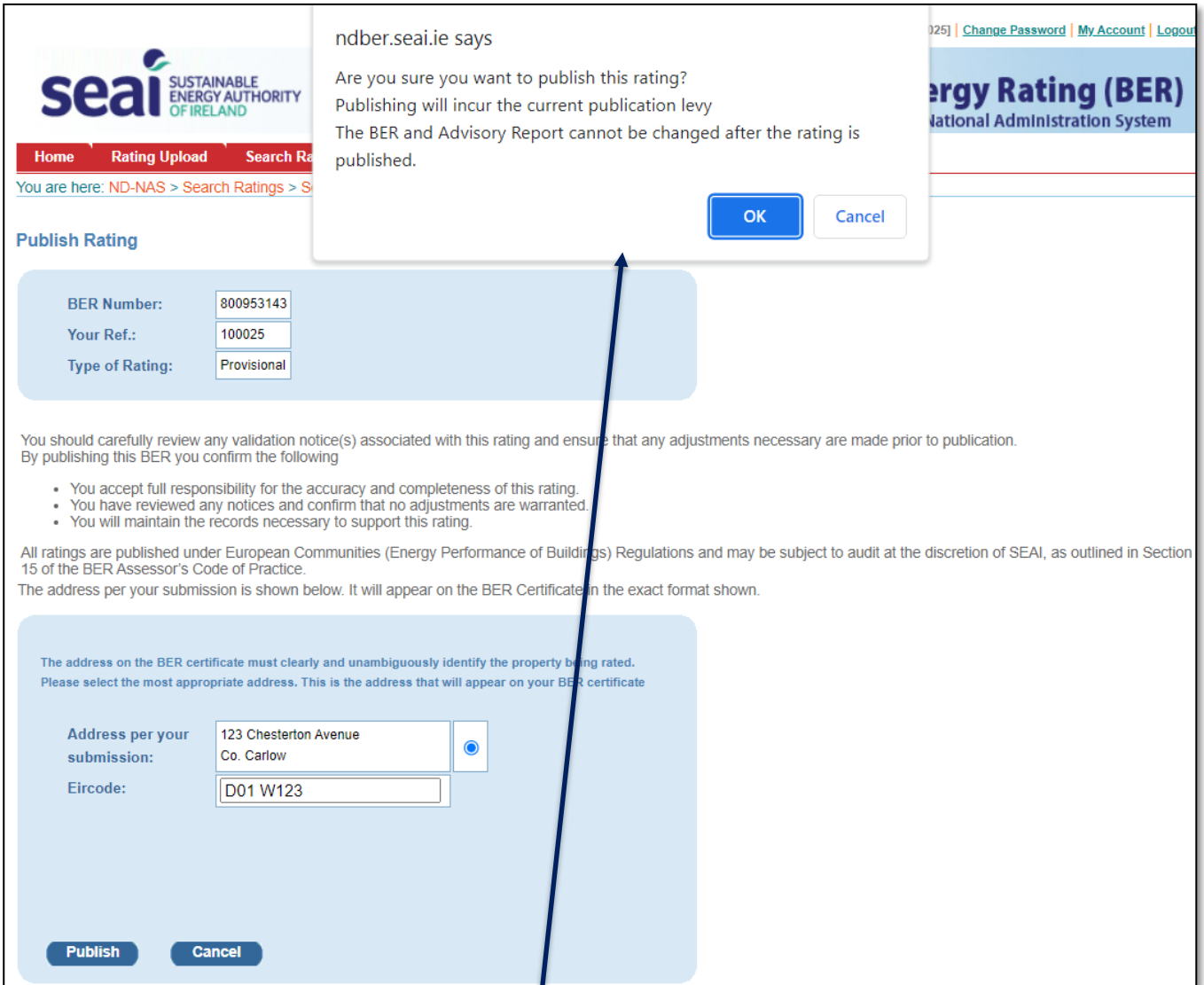
If you click on the “Publish” option, you are accepting responsibility for the accuracy of the assessment. If you opt to proceed with publication you will be advised that you are about to incur a fee. If you click “OK” to this message your assessment will be published and it will:

- be available for viewing on the Public Register
- allow the Assessor to download BER certificates and xmls, and
- charge publication fee against the account of the BER Assessor/employer per published rating.
- be available for a QA Audit

### Publishing Ratings; Confirmation Screen

If you click on the “Publish” option, you are accepting responsibility for the accuracy of the assessment. If you opt to proceed with publication you will be advised that you are about to incur a fee. If you click “OK” to this message your assessment will be published and it will:

- be available for viewing on the Public Register
- allow the Assessor to download BER certificates and xmls, and
- charge publication fee against the account of the BER Assessor/employer per published rating.



**Publish ratings, confirmation screen**

### Search Ratings

Selecting the “Search Ratings” option on the navigation menu allows you to search through all **your** ratings by various criteria.

Rating Number:

MPRN:

Eircode:

Rating Type:

Building Type:

Project Name:

Project Address:

Project County:

Public Search:

Date of Issue: Between  And

Type of Rating:

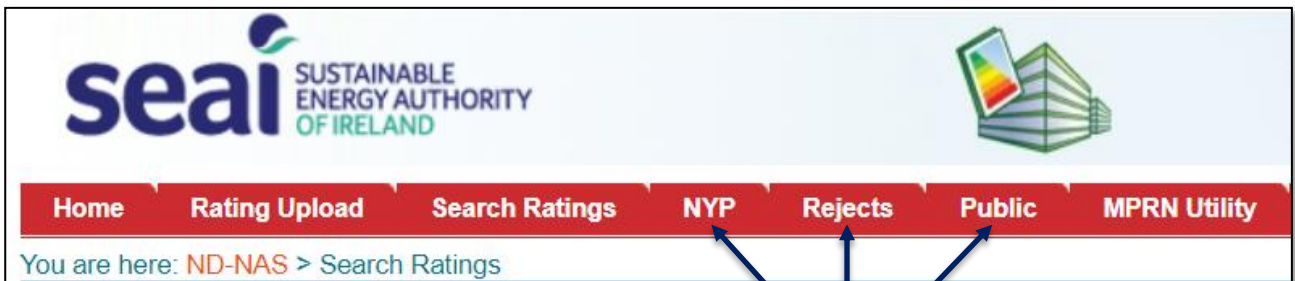
Status:

Include Expired Ratings:

Search Rating Options

### Quick Search Options

The “NYP”, “Rejects” and “Public” options on the navigation menu allow you access to predefined search criteria – viz. All NYP or All Rejected or All Published.



Quick Search Options



### Search Results

All searches – Quick Menu or Search Ratings - will return a Search Results screen as below.

Selecting the underlined BER Number on left or Status on right will display further rating detail and options.

If the rating has an NYP status, selecting the Status on the right column will allow you to Publish the rating – this arises where you choose the Publish Later option after upload.

<input type="checkbox"/>	<u>Project Name</u>	Type	MPRN	Assessor Name	Building Address	Project County	Processed / Issued	EPC	CPC	RER	BER	Your Ref. (Project Name)	All Data	XML	BER Cert	Advisory Report	Errors/ Notices	Status
<input type="checkbox"/>	<u>800953150</u>	NDBER	10000000000	SEAI Internal-100025	123 Chesterton Avenue Co. Carlow	Co. Carlow	16/11/2023 17:04	2.55	2.39	0.07	B3	Accreditation test 1						NYP
<input type="checkbox"/>	<u>800953143</u>	NDBER	0	SEAI Internal-100025	123 Chesterton Avenue Co. Carlow	Co. Carlow	16/11/2023 17:04	2.55	2.39	0.07	B3	Accreditation test 1						NYP

**Search Results Screen; click here for more details on rating.**

### Downloading an xml file/BER Cert/Advisory Report

The xml file, the BER Certificate and the Advisory Report for any published rating can be downloaded from the Search Results screen. To do this click on the “xml”/”BER Cert”/”Advisory Report” icon that is associated with the appropriate rating.

<input type="checkbox"/>	<u>Project Name</u>	Type	MPRN	Assessor Name	Building Address	Project County	Processed / Issued	EPC	CPC	RER	BER	Your Ref. (Project Name)	All Data	XML	BER Cert	Advisory Report	Errors/ Notices	Status
<input type="checkbox"/>	<u>800953382</u>	NDBER	10000100000	SEAI Internal-100025	Market Street Lower Ennis Co. Clare	Co. Clare	17/11/2023 10:22	2.55	2.39	0.07	B3	Accreditation test 1						Publisl

**Click on the appropriate icon to download the xml/BER Cert/Advisory**

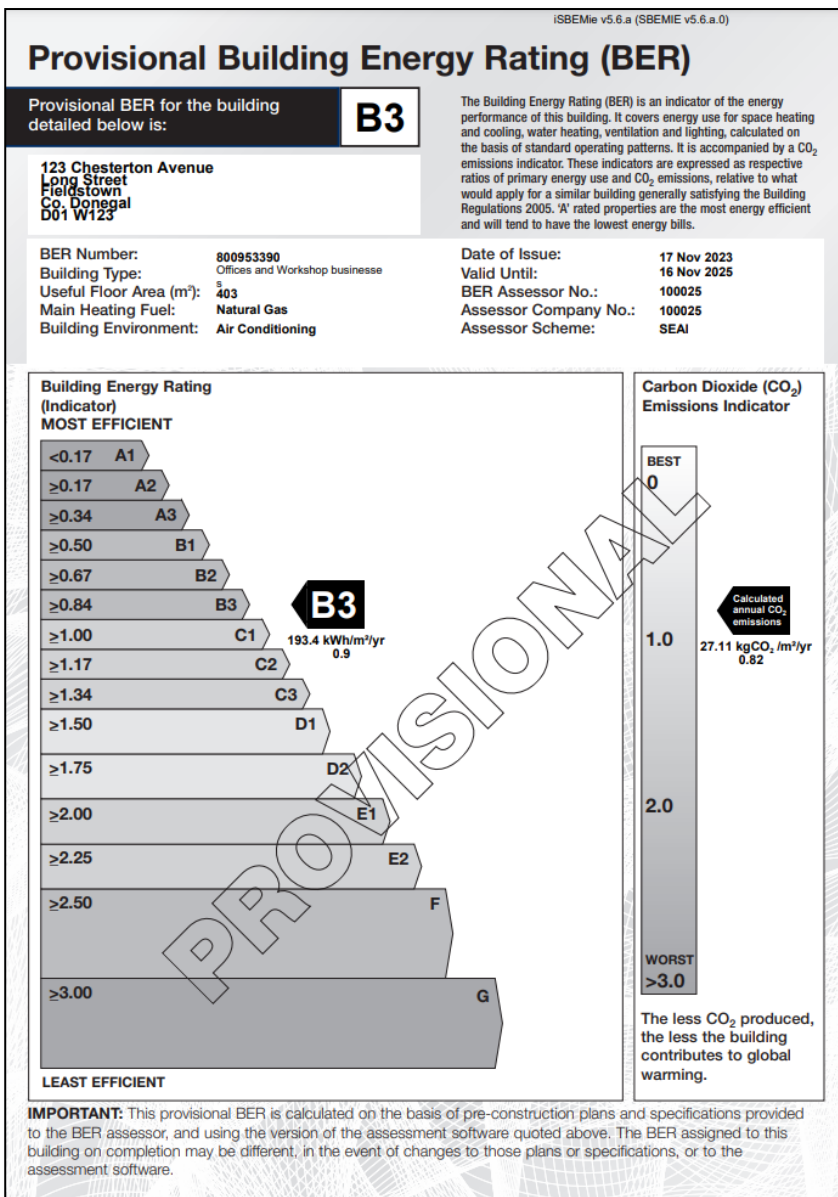
## BER Certificates

Clicking on the “BER Cert” icon associated with any rating will generate a pdf copy of the BER Certificate. The BER Certificate produced will either be a Provisional BER Certificate or a “Final” BER Certificate, depending on what was specified in the software during the BER assessment.

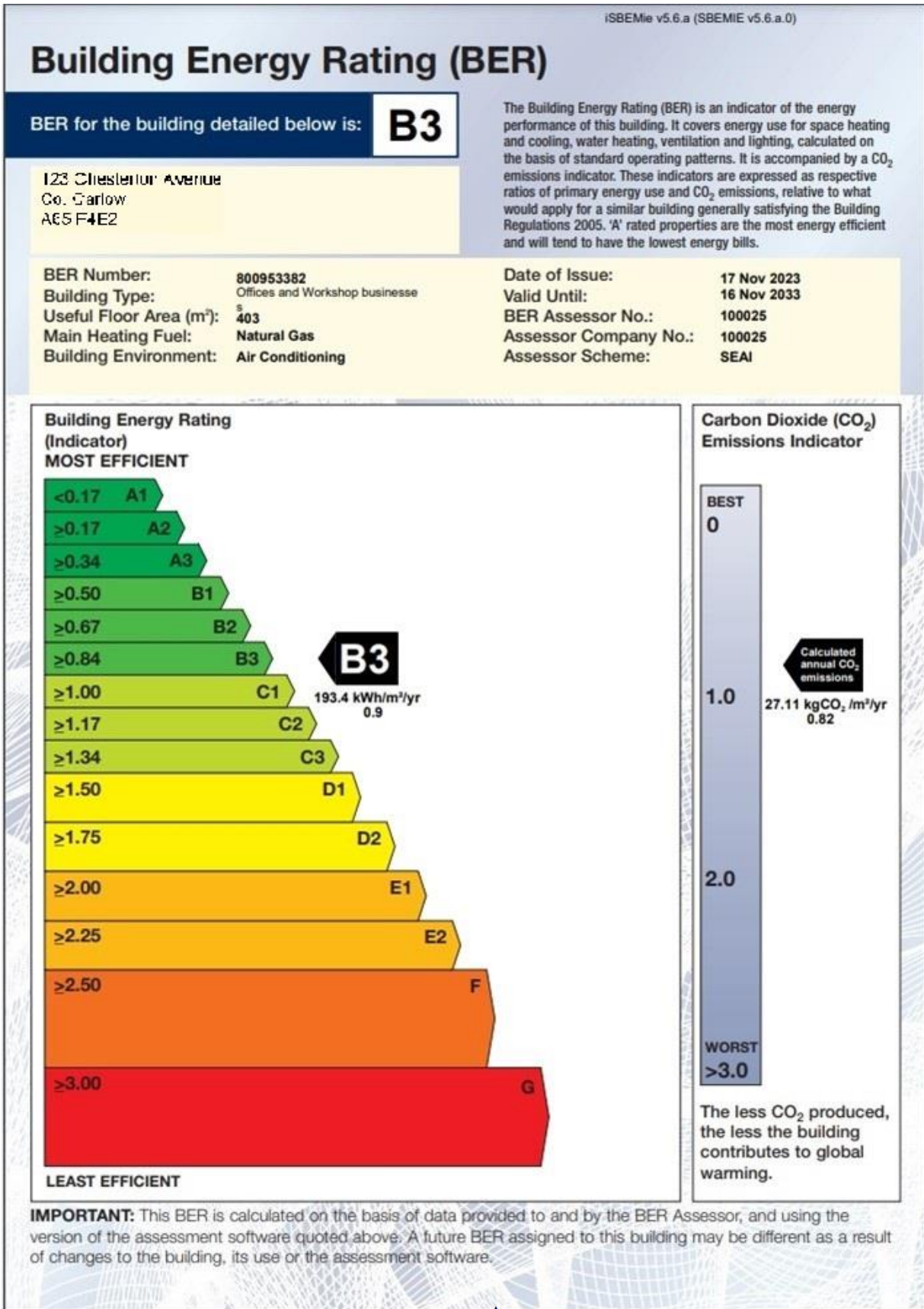
A Provisional BER Certificate should only be produced for buildings that are being sold “off plans” or new “Shell and Core”: they are valid for 2 years and are generated in greyscale.

“Final” BER Certificates represent the building as built must be produced for any building that has already been constructed and is being offered for sale or rent. The BER Certificate is valid for 10 years unless there is a material change in the building in the meantime which could affect its energy performance and is generated in colour scale.

Additional guidance can be found in Section 1 of the NEAP Survey Guide.



Sample Provisional BER Certificate



Sample 1 BER Certificate

## Advisory Reports

The Advisory Report is produced as part of the BER assessment and further information on this report is given in Section 8.2.8 of the iSBEMIE User Guide. The Advisory Report associated with a BER assessment is automatically uploaded to NDNAS when the appropriate BER assessment xml file is uploaded.

Page 1 of 6
BER: 800953382

Advisory Report

**BER Number: 800953382**

123 Chesterton Avenue  
Co. Carlow  
A65 F4E2

**Building Energy Rating: B3**

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Building Type(s): Offices and Workshop businesses

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ADMINISTRATIVE INFORMATION	
Date of Issue:	17 Nov 2023 10:22
Valid Until:	16 Nov 2033(*)
Useful Floor Area (m <sup>2</sup> ):	403
Main Heating Fuel:	Natural Gas
Building Environment:	Air Conditioning
Calculation Tool Used:	iSBEMie v5.6.a using calculation engine SBEMIE v5.6.a.0

(\*) Unless superseded by a later Advisory Report

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ENERGY ASSESSOR DETAILS

↑

Sample of Part of an Advisory Report

# Appendix A

## NDNAS Error Codes

Code	Error Code Message	Severity	Type	Warning Type	Item to Check
ND001	ND001 Incorrect XML Format.		Error	Reject	Building Eircode, MPRN, Assessor Eircode
ND002	ND002 Assessor not authorised to load this XML.		Error	Reject	Second Eircode, assessor Eircode, TCC or Insurance expired
ND003	ND003 Methodology version "{0}" is not supported.		Error	Reject	XLM file has been produced by an out-of-date version of SBEM
ND004	ND004 Calculation tool {0} is not supported.		Error	Reject	XLM file has been produced by an out-of-date version of SBEM
ND005	ND005 A Project Name must be supplied.		Error	Reject	Check project data field
ND006	ND006 At least one line of address must be supplied.		Error	Reject	Check Address data fields
ND007	ND007 Project County name is not valid.		Error	Reject	Check county data field
ND008	ND008 Manually rejected by SEI BER Administrator – contact SEI BER Administration quoting BER Number for more information.		Error	Reject	Contact Helpdesk
ND009	ND009 Assessor company number {0} invalid for this Assessor ID.		Error	Reject	Check your company number is entered correctly
ND010	ND010 {0} is not a valid Scheme.		Error	Reject	Check software settings
ND011	ND011 Assessor is not registered to assess non domestic buildings.		Error	Reject	Have you notified the helpdesk that you have changed software?
ND012	ND012 Assessor not authorised to use methodolgy {0}.		Error	Reject	TCC or Insurance expired. OR Have you notified the helpdesk that you have changed software?
ND013	ND013 Assessor number in the XML does not match logged in assessor.		Error	Reject	Check your assessor number is entered correctly
ND014	ND014 Each line of address must be less than 45 characters.		Error	Reject	Address too long



Code	Error Code Message	Severity	Type	Warning Type	Item to Check
ND015	ND015 Rating not set as Republic of Ireland.		Error	Reject	Check software settings
ND016	ND016 Assessor not authorised to assess buildings with complexity of level {0}.		Error	Reject	Incorrect complexity selected in software
ND017	ND017 Invalid or missing MPRN Number on a Final Submission		Error	Reject	Check MPRN
ND018	ND018 Invalid MPRN Number on a Provisional Submission – MPRN number will not be recorded by SEI	1	Notice	Warning	Check MPRN
ND019	ND019 Address does not match MPRN address / county – you will be required to confirm address when publishing.	1	Notice	Warning	Check Address
ND020	ND020 Building Address does not match MPRN Address / City – You will be required to confirm address when publishing	1	Notice	Warning	Check Address
ND021	ND021 Building Address does not match MPRN Address / Street – you will be required to confirm address when publishing	1	Notice	Warning	Check Address
ND022	ND022 Building Address does not match MPRN Address / Number – you will be required to confirm address when publishing	1	Notice	Warning	Check Address
ND023	ND023 Building Address does not match MPRN Address / Unit Number – you will be required to confirm address when publishing	1	Notice	Warning	Check Address
ND024	ND024 RER, EPC, CPC does not match targets.	3	Notice	Warning	Is type of BER correct?
ND025	ND025 Invalid Primary Energy Factor and Co2 Factor compared to published values.		Error	Reject	XLM file has been produced by an out-of-date version of SBEM
ND026	DEC01 One or more published DEC with the same MPRN are not linked to this DEC.	1	Notice	Warning	Check DEC was linked properly

w: [www.seai.ie](http://www.seai.ie)  
e: [info@seai.ie](mailto:info@seai.ie)  
t: 01 8082100



**Rialtas na hÉireann**  
Government of Ireland