EV System User Guide – Dealers

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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 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 begin submitting grant applications.

1.4. If you are having any difficulty with this process please contact SEAI on (01)8082091 or evgrantscheme@seai.ie for advice.

1.5. The text below shows the instructions received in the registration email.

“Dear EV Dealer

NOTE IF YOU ALREADY TRADE ANOTHER BRAND (E.G. NISSAN) ON YOUR EXISTING PREMISES AND ARE ALREADY REGISTERED WITH SEAI, THEN MAY NOT NEED TO FOLLOW THE PROCEDURE BELOW TO CREATE ANOTHER ACCOUNT. PLEASE CONTACT SEAI WITH THE NAME OF THE ACCOUNT WHICH ALREADY EXISTS AND SEAI WILL ADD THE VEHICLES ASSOCIATED WITH THE NEW BRAND TO THE ACCOUNT.

(Review the attached Flow Process and Browser Setting notes for your information.)

You have been nominated to participate in the EV Grant Scheme by the Vehicle Importer.

The Grant Application process is described in the attached Flow Process sheet. Further details about the scheme and general EV consumer information may be found at https://www.seai.ie/grants/electric-vehicle-grants/.

The first step in the process is to register your company with SEAI for participation in the grant scheme.

SEAI is now using an Online system to Register Dealers and submit Applications and Payment Requests. Only Registered Dealers may make Grant Applications.

This note describes how a Dealer may register with SEAI for the EV Grant Scheme. Further information will follow later on with respect to making an Application and a Payment request online.

Dealer Registration Steps:

1) Go to https://evgrant.seai.ie and logon using the following generic details:
   a. Username: dealerreg
   b. Password: dealerreg

2) Click on “Dealer Registration” and entered requested data (please ensure bank information is correct as SEAI will use this for electronic payment)

3) Click “Download Framework Agreement”. Review the document and print out the signature page only (should your Browser try to prevent this, see note below). The Framework Agreement document outlines the terms for participation in this scheme. If you agree to be bound by these terms then sign the page. Scan the page and attach to “Attach Framework
Agreement”. Assuming you are approved, SEAI will then return by post to you a signed copy of the Agreement.

4) **Tax Cert** - click the green “+” sign and attach a pdf document with your Tax Reference number written on it and enter the VAT number (i.e. Tax Reference number) for your company. Enter a Tax Cert expiry date which is 6 months from the current date. (note: you will not be allowed to make an Application or a Payment request if your Tax affairs are not in order at that time).

5) **Insurance Cert (Internal Risks)** – click the green “+” sign and attach a letter from your insurer confirming cover or else a copy of your current Insurance Agreement. This document must show cover for Public (at least €6.5m cover), Products (at least €6.5m cover) and Employers (at least €13m cover) liability. The period of cover must be visible, and the level of cover must be visible. (As above, Applications or Payments may not be made if this certificate expires).

6) **Insurance Cert (Road Risks)** – click on the green “+” sign and attach a copy of your current Motor Insurance Certificate. This must show cover to permit your employees to drive customer vehicles etc. (As above, Application or Payment may not be made if this certificate expires).

7) Insert the names and titles of all employees whom you permit to make an EV sale or participate in administration activities such as submitting application/payment documents. (You may edit and adjust this list on an ongoing basis via your account).

**Note on Browser and Junk/Spam Email settings**
Your browser may present warnings when trying to download/attach documents via the Online EV Grant system. Should this occur, please add the EV Grant Scheme website to your list of Trusted Sites. See attached note for details. Should the problem persist, contact your local IT service provider.

Your Junk/Spam filter settings may incorrectly identify important EV Grant System emails as either Junk or Spam. Your final password and login details or important warning will be missed should this happen. Please see Browser Setting notes for more information on how to prevent this should it happen.

**What Happens Next?**
When SEAI is satisfied that all data and criteria have been met, you will receive email notification. The email will provide you with your **unique Username and Password**. You may then logon and submit a grant application to SEAI. You may track the status of each application via your online account.
2. Submitting a Grant Application:

2.1. Firstly, logon onto the online EV grant portal using your unique username and password obtained during the registration process.

2.2. You will be greeted by your home screen where you can select “Grant Application”

![Figure 2.1 Home screen](image)

2.3. You are now faced with 5 screens that are required to be completed before submitting the grant application.

Screen 1 – Dealer and Customer

![Figure 2.2 Screen 1 of Application Process “Dealer and customer”](image)

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.

2.4. Screen 2 - “Charging”

![Figure 2.3 Screen 2 of Application Process – “Charging”](image)

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 will be used to assist with planning and development of the electrical system to ensure it is developed in the correct places at the right time to support growth in EV numbers across Ireland.

2.5. Screen 3 – “Vehicle”

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

![Figure 2.4 Screen 3 of Application Process – “Vehicle”](image)
2.6. Screen 4 – “Price”.

![Image of Screen 4](image)

**Vehicle Starting Price** is your dealership’s list price for the vehicle and represents the full normal price for the vehicle without any VRT relief or SEAI’s grant.

**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. Note, this method of pricing is expected to represent a straight car sale and does not reflect any part payment/part exchange or trade-in value which may occur at payment stage later on. Part exchange/part payment or trade in values are treated simply when the invoice is being prepared as partial payment of the total final amount due from the customer (which is shown in the table as “Final Vehicle Price to Customer”).

The VRT rebate amount and SEAI grant are auto populated here (items d and e) depending on the type of customer selected (private, commercial) and the type of vehicle (BEV, PHEV).

2.7. Screen 5 - Submit.

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

Once signed and dated please upload the completed document.

![Image of Screen 5](image)
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 Submitted awaiting grant approval.

2.8. How to submit a “Demo” grant application
The Minister for Communications, Climate Action and Environment has approved the introduction of a purchase grant for grant eligible M1 EV passenger car purchases made by registered EV dealerships only for the purpose of demonstration (demo) cars. Only registered dealers will be able to apply for “Demo” vehicle (M1 and N1) at the commercial grant rate, currently set at €3,800.

SEAI have made amendments to the EV grant system to introduce a new category of customer type called “Demo”. The grant system will now allow selection of Private, Commercial or Demo applicant types. As of 22/09/2020 the EV grant system will be open for “demo” applications.

NOTE: ALL DEMO ELECTRIC VEHICLES REGISTERED ON OR AFTER 20/07/2020 WILL BE ELIGIBLE FOR A GRANT.
ALL DEMO VEHICLES REGISTERED ON OR AFTER 22/09/2020 WILL BE REQUIRED TO ADHERE TO THE NORMAL TERMS OF THE GRANT SCHEME INCLUDING THE REQUIREMENT FOR DEALERSHIPS TO RECEIVE A LETTER OF OFFER PRIOR TO REGISTERING AND TAXING THE VEHICLES.
To apply for a “Demo” grant under “Type of Customer” please select Demo.
Input VAT number of the dealership.
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 “GARAGE”.
### 3. Summary of Grant Application Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application in progress by dealer</td>
<td>Dealer has started an application but not submitted it. Dealer can cancel this application at any time.</td>
</tr>
<tr>
<td>Submitted awaiting grant approval</td>
<td>Dealer has submitted the application. SEAI are to review</td>
</tr>
</tbody>
</table>
| Letter of offer accepted                    | SEAI has approved the application. The dealer can progress the car sale for their customer. 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.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resubmit registration</td>
<td>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.</td>
</tr>
<tr>
<td>Tax vin and Registration failed</td>
<td>Grant application has failed. Dealer will have received email detailing the reason for failure.</td>
</tr>
</tbody>
</table>
| 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 to be cancelled by SEAI. |
4. Submitting a Grant Payment Request

4.1. Handing over and registering the vehicle to your customer

4.1.1. Once you have received your Letter of Offer you may now proceed to registering the vehicle and delivering the vehicle to the customer. Dealer can register the vehicle and proceed with vehicle delivery to 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 4.1

4.1.2. After selecting “Register Vehicle” vehicle registration screen (figure 4.2). Ensure you input registration number correctly with no spaces (e.g. 202D1111, 202T22)

4.1.3. Print the transaction document. Sign and date transaction document along with customer on vehicle handover.

4.1.4. Attach completed transaction document and invoice. Ensure customer taxes vehicle within the grant offer period.

Note: Invoice must call out SEAI grant.

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Figure 4.1 Selecting “Register Vehicle” to begin upload of transaction document and invoice

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Figure 4.2 Vehicle Registration Screen
4.2. Successful Payment Process

4.2.1. Once you submit the completed transaction document and invoice your application will switch to Registration Pending status.

4.2.2. System performs registration and tax checks. If checks are successful grant application moves to Tax, VIN and Registration Verified status.

4.2.3. SEAI reviews the payment request from dealer. If successful grant will move to Registration Approved status. Grant is now ready for payment.

4.2.4. Application moves to Awaiting payment status to indicate the beginning of payment process.

4.2.5. Grant will switch to Paid status and funds will be transferred when you receive the remittance information.

4.3. Unsuccessful payment issues and how to correct them

4.3.1. Email Warnings

4.3.1.1. Electric vehicle grant application ID 100xxxx 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 log on to the Electric Vehicle Online Grant System and resubmit the registration details and documents.

This error email is generated by the EV grant system when the vehicle delivered to your customer is not the same model as the vehicle model applied for.
To correct this please email evgrantscheme@seai.ie highlighting the vehicle applied for and the vehicle delivered.

4.3.1.2. Electric vehicle grant application ID 100xxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The vehicle’s first licensing date has not been loaded from a DVCSD file. Please log on to the Electric Vehicle Online Grant System and resubmit the registration details and documents.

This error email is generated when the vehicle has not yet been taxed.
To correct this situation please contact your customer to query if they have taxed the vehicle.

4.3.1.3. Electric vehicle grant application ID 100xxxx for vehicle registration number xxxXxxx cannot be tax, VIN and registration verified. The vehicle registration number has been previously submitted in grant application ID 100xxxx. Please log on to the Electric Vehicle Online Grant System and resubmit the registration details and documents.

This error email is generated when a registration number is associated with a previous grant application on the system.
To correct this situation double check the registration details and resubmit the documents.
4.3.1.4. Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxxx has failed tax, VIN and registration verification. The vehicle’s VIN number xxxxxxxxxxxxxxx is not unique among those uploaded in DVCSD files.

This error email is generated when a VIN number submitted to the system is not unique. The normal cause for this is when a vehicle has been registered, de-registered and registered again.
To correct this please contact evgrantscheme@seai.ie outlining the registration number and date of the original registration and the registration number and date of the second registration.

4.3.1.5. Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxxx cannot be tax, VIN and registration verified. The vehicle registration number entered by the dealer has not been loaded from a DVCSD file. Please log on to the Electric Vehicle Online Grant System and resubmit the registration details and documents.

This error email is generated when the registration number of the vehicle is not located in the registration file.
To correct this contact evgrantscheme@seai.ie and provide the VRT summary doc highlighting the stat code of the vehicle delivered to the customer.

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

To correct this error email contact evgrantscheme@seai.ie and provide the stat code of the vehicle delivered to customer.

4.3.1.7. Rejection emails will be generated by the system when an application, registration or payment request has been rejected by SEAI. This rejection email will contain a reason for rejection and required action by dealer which will be unique to the application in question.

4.3.1.8. 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 error email is generated when a vehicle has been taxed after the grant offer has expired.
An application where this occurs has contravened the terms and conditions of the grant scheme and will receive a reduced grant payment.
To avoid this situation please ensure your customer taxes their vehicle prior to the expiry date of the grant offer.

4.3.1.9. Electric vehicle grant application ID 100xxxxx for vehicle registration number xxxXxxx 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. This error email is generated when a vehicle has been registered prior to the Letter of offer being issued. An application where this occurs has contravened the terms and conditions of the grant scheme and will receive a reduced grant payment. To avoid this situation please ensure you wait for the Letter of offer to be issued before registering your vehicle.

4.3.2. Payment Pending

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

4.3.2.1. Check dealership Tax certificate/Tax Number is valid and up to date. Provide up to date Tax Certificate/Tax Number to evgrantscheme@seai.ie.

4.3.2.2. If you have not already provided your SEPA bank details, provide these on headed paper to evgrantscheme@seai.ie.

5. Additional Dealer Functionality

5.1.1. Dealer can delete applications at Application in Progress by Dealer status
5.1.2. This will remove the application from dealer’s home screen. Dealer to select “Edit Application”, highlighted in Figure 5.1 and then select “Delete Application”.
5.1.3. Alternatively, dealer can complete the submission process by clicking the submit button on screen 5 of the application submission process.

![Figure 5.1 Deleting applications at status of Application in Progress by dealer](image_url)
6. De Minimis

6.1. The recent update to the EV grant system now 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.

6.2. Warnings as shown in Figure 5.1 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.

6.3. 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 6.1 De Minimis Warning pop up