

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

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. Submitting a Grant Application:

2.1. Log on 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”



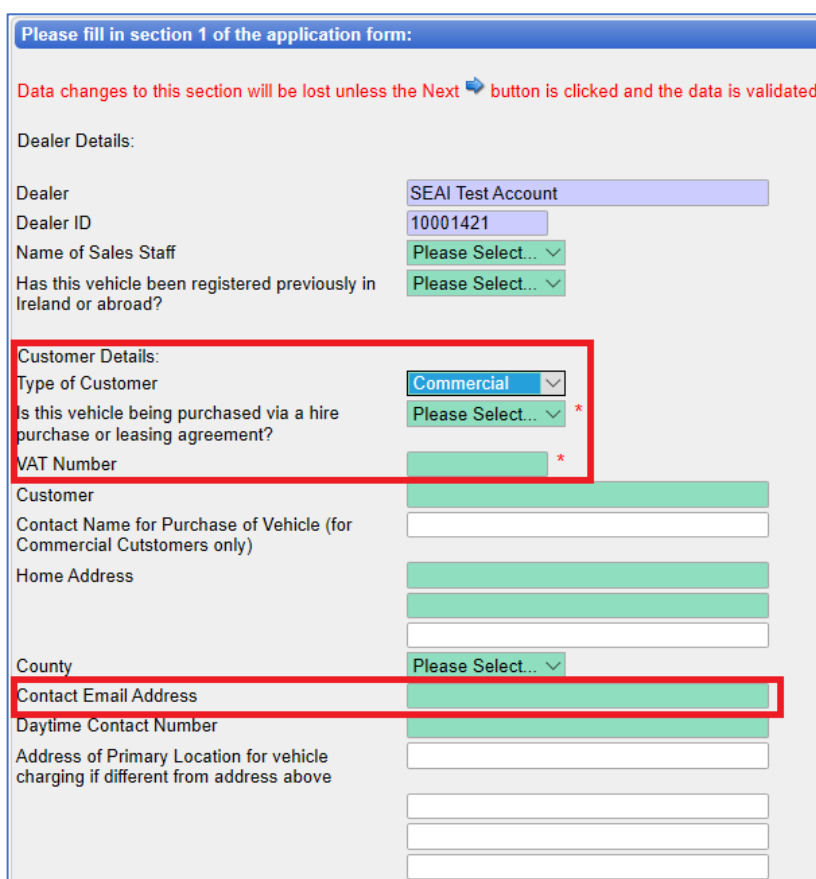
The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Your account details', 'Grant application' (highlighted with a red box), and 'Grant application search'. The main content area is titled 'My Dealer Details' and shows account information for 'SEAI Test Account', including Supplier ID (02285), Address (3 Park Place, Hatch Street Upper), and Email (shane.prendergast@seai.ie). Below this is a table titled 'My EV Grant Applications' with the following data:

Application ID	Customer Name	Status	Date Submitted
10033207	Jurgen Klopp	Paid	Tue, 14 July 2020

Figure 2.1 Home screen

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

Screen 1 – Dealer and Customer



The screenshot shows a form titled 'Please fill in section 1 of the application form:'. A red warning message states: 'Data changes to this section will be lost unless the Next button is clicked and the data is validated'. The form is divided into two sections: 'Dealer Details' and 'Customer Details'. The 'Dealer Details' section includes fields for Dealer (SEAI Test Account), Dealer ID (10001421), Name of Sales Staff (Please Select...), and a dropdown for 'Has this vehicle been registered previously in Ireland or abroad?'. The 'Customer Details' section includes a dropdown for 'Type of Customer' (Commercial), a dropdown for 'Is this vehicle being purchased via a hire purchase or leasing agreement?' (Please Select...), and a text field for 'VAT Number' (marked with a red asterisk). Below these are text fields for 'Customer', 'Contact Name for Purchase of Vehicle (for Commercial Customers only)', 'Home Address', 'County' (Please Select...), 'Contact Email Address' (highlighted with a red box), 'Daytime Contact Number', and 'Address of Primary Location for vehicle charging if different from address above'.

Figure 2.2 Screen 1 of Application Process “Dealer and customer”

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"

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? Please Select... ▾

Are you (or your Company) the Property Owner or Tenant? Please Select... ▾

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? Please Select... ▾

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)? Please Select... ▾

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

Electricity Supplier: Please Select... ▾

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

Figure 2.3 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 are used to assist with planning and development of the electrical system and national charging infrastructure 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.

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: Please Select...

Displaced Vehicle Details:

Displaced Vehicle? Yes ▾

Manufacturer: Please Select... ▾ *

Model: Please Select... ▾ *

Engine Size: Please Select... ▾ *


Fuel: Please Select... ▾ *

Estimated Annual Mileage: Please Select... ▾ *

Figure 2.4 Screen 3 of Application Process – "Vehicle"

2.6. 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):	50000.00
b Cash Discount Amount if applicable (excluding Trade-In Vehicle Amount):	2000.00
c SEAI Grant Amount (SEAI contribution on customer’s behalf towards vehicle price):	5000.00
d Other Deductions e.g. VRT Relief is applicable (a-b-c-e):	3000.00
e Final Vehicle Price to Customer:	40000.00

Figure 2.5 Screen 4 of Application Process – “Price”

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. This includes the VAT amount, the VRT chargeable on the vehicle, all optional extras, paint, delivery charges. This cannot be above €60,000.

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. 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 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.

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.

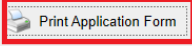
Once signed and dated please upload the completed document.

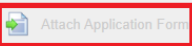
Please follow all numbered instructions to complete your application:

Application Summary

Sales Person:	Shane
Customer Name:	Rory Millar
Car Purchased:	NISSAN - LEAF EV SVE 40KWH - 07435682
Final Price:	40000.00

- 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 signed by you and the customer.


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


- Please click the 'Submit Grant Application' button below to complete your application. This will overwrite any existing application form from a previous submission of this application.

NOTE: Your email will be sent to the following address: shane.prendergast@seai.ie

Figure 2.6 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 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 is 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.

FOR DEMO VEHICLES REGISTERED BETWEEN 20/07/2020 AND 22/09/2020 ALL NORMAL TERMS WILL APPLY WITH THE EXCEPTION OF THE VEHICLE BEING TAXED AND REGISTERED AHEAD OF THE LETTER OF OFFER BEING ISSUED

Note:

A Letter of Offer must be received prior to a vehicle being registered. The Letter of Offer has a start and end date. The vehicle must be registered, taxed and payment documents submitted within this timeframe. Failure to do so will result in a penalty being applied to the 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 Test Account

Dealer ID: 10001421

Name of Sales Staff: Shane

Has this vehicle been registered previously in Ireland or abroad?: No

Customer Details:

Type of Customer: Demo

VAT Number: *

Customer:

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

Home Address:

County: Please Select...

Contact Email Address:

Daytime Contact Number:

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

Figure 2.7 Application screen for “demo” grant

To apply for a “Demo” grant under “Type of Customer” please select Demo.
 Input VAT number of the dealership.
 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.

3. Summary of Grant Application Statuses

Application in progress by dealer	Dealer has started an application but not submitted it. Dealer can cancel this application at any time.
Submitted awaiting grant approval	Dealer has submitted the application. SEAI are to review
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**

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.
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. 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. The dealer and the customer must sign and date transaction document on vehicle handover.
- 4.1.4. 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.

Application ID	Customer	Status	Submitted	Registered	Expires	Action
10033217	Sean Smith	Application in progress by dealer				Clear
10033216	Trading Company Ltd.	Letter of offer accepted	04/09/2020		04/01/2021	View application
10033214	James Joyce	Letter of offer accepted	16/07/2020		04/01/2021	View letter of offer
10033213	Shane Prendergast	Grant cancelled by SEAI	16/07/2020		16/07/2020	Register vehicle
10033212	Liverpool FC	Paid	14/07/2020	14/07/2020	14/11/2020	
10033211	Liverpool FC	Paid	14/07/2020	14/07/2020	14/11/2020	View application
10033210	Liverpool FC	Paid	14/07/2020	14/07/2020	14/11/2020	View application
10033209	Joe Gomez	Paid	14/07/2020	14/07/2020	14/11/2020	View application
10033208	Allison Becker	Paid	14/07/2020	14/07/2020	14/11/2020	View application
10033207	Jurgen Klopp	Paid	14/07/2020	14/07/2020	14/11/2020	View application

Figure 4.1 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:

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.

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 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.

4.3. Unsuccessful payment issues and how to correct them

4.3.1. Email Warnings

- 4.3.1.1. 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 DVCS 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 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 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 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 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 xxxXxxx has failed tax, VIN and registration verification. The vehicle's VIN number xxxxxxxxxxxxxxxx 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 xxxXxxx 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 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 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 xxxXxxx 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.

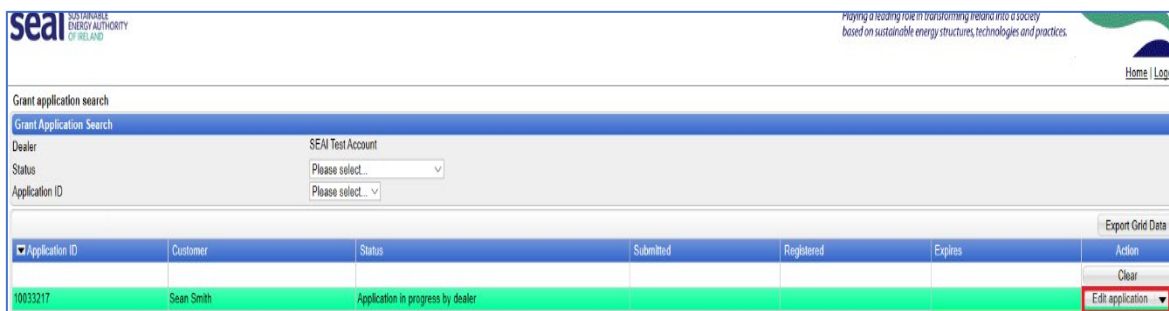


Figure 5.1 Deleting applications at status of Application in Progress by dealer

6. De Minimis

- 6.1. 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.
- 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.

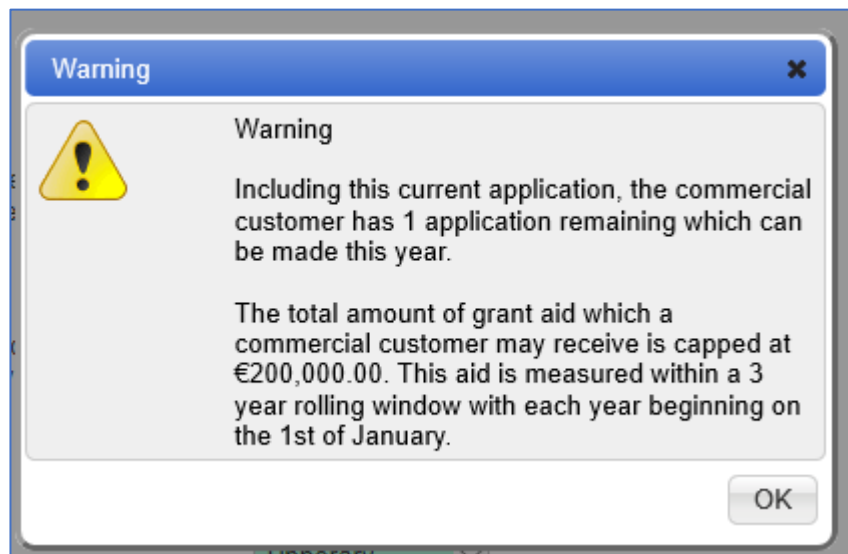


Figure 6.1 De Minimis Warning pop up