

Portal User Guide Creating a Subsidy Application for business customers



Introduction

The purpose of this guide is to walk you through the process of registering as a ZEV Trader standard user in the portal and completing an order for a Zero Emissions Vehicle Subsidy on behalf of your business customers.

You can create and keep track of subsidy orders and see details about remaining subsidies in the portal.

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Registering as a user

Automated invitation email

Click the link in the registration email to begin the registration process as a standard portal user.

Zero Emissions Vehicle (ZEV) Subsidy

Solar Victoria

Hi there,

We're pleased to welcome you to the Zero Emissions Vehicle (ZEV) Subsidy program trader portal.

The portal is designed to streamline the subsidy application process and assist with customer eligibility checks.

Click on the link below for access to the portal. If you are new to the program, you will need to set up a password.

Access the portal here

Any questions?

For more information, visit our website at solar.vic.gov.au or contact us by emailing zevsubsidy@team.solar.vic.gov.au or calling 1300 376 393, Monday to Friday 8:00am - 6:00pm (Except Public Holidays)

Kind regards,

The Solar Victoria Team

Solar Victoria is the Victorian Government agency delivering the Solar Homes, Solar for Business and Home Heating and Cooling Upgrades programs.



Registering as a user

Log onto the portal

Create a password that conforms with the following password rules:

- at least eight characters long
- must have one letter
- must have one number
- must have one special character (e.g. !,@,\$)

	Salesj	once	
1	Change Your	Password	
Enter a	new password for		
-		Make sure to	
include	e at least:		
0	8 characters		
0	1 letter		
0	1 special character		
* New I	Password	·	
1			
* Confi	rm New Password		
Passwo	rd was last changed on 1	14/12/2022 11:27 AM.	

Managing your account

The home screen

After you log in you can access the home screen. The home screen displays:

- the number of subsidies remaining in the current release;
- a summary of your dealership's subsidy applications and their statuses;
- links to ZEV trader resources.

You can also view and edit your account details and view applications based on their expiry statuses.

You can search the data in the list by entering the search criteria in the search box on the right side.



Creating or editing an application

Start a new application or access an existing one

- 1 To create a new application or open an existing application go to the **Subsidy Requests** tab at the top of the page.
- 2 Select if you would like to create a new application, or open an existing one. Note: For a new application you must accept the terms and conditions.



About the applicant

3 In the 'Applicant Type' drop down list, select 'Business customer'



Create or edit an application – About the customer

Enter business details

- Enter Business Customer contact details.
- 2 Confirm Business is not an Licensed Motor Car Trader or government entity and enter the ABN
- 3 Confirm business details are correct. Note: If an error appears that an ABN is identified to be interstate or otherwise, or if the ZEV Trader/Dealer believes they are an eligible customer, enter their Victorian office address.

Customer eligibility will be reviewed by Solar Victoria within 5 business days to inform you of the customer's eligibility or to request further information.

A reference number will appear under the **Order** tab with a status **'Under Manual Review'**.

Ĩ	About The Customer	Applicant Type		First Name			
÷ 1	About The Vehicle	Customer Details	1				
ĩ		Address Verification		Complete this field.			
i ì	Vehicle Details	Proceed					
6	Completed			*Mobile Phone			
				Email Address			
						Previous	Contine
	Home	Rebate Request		Orders Asses	ment	Completed	
	About The Customer About The Vehicle Vehicle Details Completed	Applicant Type Customer Details Address Verification Proceed	2	Promotion: Business customer is not an Presse enter the customers ABN or ACN nur	LMCT or government entity.		
						Previous	Continue
	Subsidy Reque	et	Orders	Asse	ssment	Previous	Continue
	Subsidy Reque	st	Orders	Asse	ssment	Previous	Continue

Create or edit an application – About the customer

Proceed with subsidy

Proceed if contract of sale details are available, save and exit if not.

Should you save and exit you will have 14 calendar days to upload contract of sale details.

If you fail to upload details in time your subsidy will lapse and you will be required to re-enter customer details to create a new application request.

About The Customer About The Vehicle Vehicle Details Completed	Applicant Type Customer Details Address Verification Proceed	Vou may now choose to save this application, or continue to enter the vehicle information. Should you choose to save and exit with a control to the save of the s
		You may now choose to save this application, or you will have until the 28/11/2022 (14 days) to co Reference Number: RBT-0006780 Please choose an option Proceed with Rebate Request? Save and exit application.

Enter the vehicle and order details

1 Next select the car manufacturer from the dropdown list, followed by the car model.

Enter the purchase price

- 2 Provide details of the car sale, including uploading of contract of sale and indicate whether it is a new vehicle or Demonstration Model.
- 3 The 'Purchase price' is the dutiable value of the sale and must be under the eligible cap of \$68,740. The dutiable value includes:
 - all manufacturer and dealership accessory add-ons
 - dealer delivery fees
 - GST.

The purchase price does not include:

- the subsidy amount to be discounted
- stamp duty, registration and compulsory third party-insurance costs.

If the purchase price entered is above the eligible cap, you will not be able to proceed.

Upload the Contract of Sale. Please ensure you itemise the 'Vic Gov ZEV Subsidy' and amount on the Tax Invoice.



In	formation About t	he Vehicle		
0	About The Customer	Manufacturer		_Order Reference
6	About The Customer Manufacturer Model Nome Vehicle Details Vehicle Details Proceed Completed Proceed Proceed			
Ī	Vehicle Details	Details	ehicle anufocturer ddel Name 2 Complete this field.	
Ĭ		Action About the Vehicle The Customer Model Name Details Proceed		
	Completed			2 Purchase Price 0
			3	
				Please unselect if vehicle is a Demonstration Model
				Is the vehicle new?
				Is the vehicle of delicition model.
				Please upload a Contract of Sale Document.
				This is a mandatory requirement. You may upload a single file, or multiple files of these types: PNG, JPG, JPEG, DOC, DOCX, and PDF
				4 Upload Files Or drop files
				Edit Vehicle Details Continue
			Please do not naviga	a away from this page until you have completed the form.

Proceed with subsidy

Proceed if car registration details are available, save and exit if not.



Car sale details

1 Provide car sale details, details of finance leasing (if the vehicle is purchased under a leasing arrangement) and odometer for demonstrator models (if the vehicle purchased was a demonstration model). If the vehicle was purchased under a leasing arrangement select if it is a novated lease.

Certificate of Registration and Tax Invoice

2 Upload the Certificate of Registration followed by the Tax Invoice. Please ensure you itemise the 'Vic Gov ZEV Subsidy' and amount on the Tax Invoice. You will also need to upload the Transfer of Ownership Certificate if the vehicle is a demonstration model.

Pleas	e Enter Vehicle Info	rmation			
🛛 Abo	ut The Customer Ve	nicle Information	1		
😋 Abo	ut The Vehicle Ce	tificate of gistration	Complete this field.		
O Vehi	icle Details Tax	Invoice	*Registration Date 🕚		
e Finis	shed Tro	nsfer Of Ownership	Registered in Victoria?		
	Ad	ditional Documents	Is the vehicle purchased a	under a leasing arrangement?	
	Ap	olication Review	Has the vehicle been held	for less than 12 months after it has been initially registered?	
			* Final Purchase Price		
			*Odometer Reading		
Home	Subsid	y Request	Orders	Assessment	Completed
Home Plea:	Subsid se Upload a Certifica out The Customer V	y Request te of Registration	Orders Please upload the Certifi	Assessment	Completed
Home Plea: Abi	Subsid Se Upload a Certifica out The Customer V out The Vehicle C	y Request	Orders Please upload the Certifi This is a mandatory requ and PDF	Assessment icate of Registration document. irement. You may upload a single file, or multiple files of the	Completed se types: PNG, JPG, JPGG, DOC, (
Home Plea: Ab Ab Ab Vel	Subeid See Upload a Certifice out The Customer V C C Out The Vehicle Nicle Details T	y Request Ate of Registration ehicle Information ertificate of agistration ax Invoice	Orders Please upload the Certifi This is a mandatory requ and PDF	Assessment icate of Registration document. irement. You may upload a single file, or multiple files of the	Completed se types: PNG, JPG, JPEG, DOC, (
Home Plea: Abi Abi Vei • Fin	Subsid	y Request	Orders Please upload the Certifi This is a mandatory requ and PDF	Assessment Icate of Registration document. Irement. You may upload a single file, or multiple files of the Upload Files Or drop files	Completed se types: PNG, JPG, JPEG, DOC, [
Home Plea: Abi Abi Vel • Fin	Subsid	y Request	Orders Please upload the Certifi This is a mandatory requ and PDF	Assessment Icate of Registration document. Irement. You may upload a single file, or multiple files of the Upload Files Or drop files	Completed se types: PNG, JPG, JPEG, DOC, E
Home Plea: Abi Abi Vei En	Subsid	y Request	Orders Please upload the Certifi This is a mandatory requ and PDF Title	Assessment Icate of Registration document. Irrement. You may upload a single file, or multiple files of the Upload Files Or drop files Or drop files	Completed se types: PNG, JPG, JPEG, DOC, E
Home Plea: Ab Ab Vel • Fin	Subsid	y Request	Orders Please upload the Certifit This is a mandatory required and PDF Title ZEV008_User Guide_St	Assessment icate of Registration document. Irement. You may upload a single file, or multiple files of the Upload Files Or drop files andord User (6)	Completed se types: PNG, JPG, JPEG, DOC, D
Home Plea: Ab Ab Ab Ab B Ab B Ab B Ab B B Ab B B B B	Subsid	y Request	Orders Please upload the Certifi This is a mandatory required and PDF Title ZEV008_User Guide_St	Assessment icate of Registration document. Irrement. You may upload a single file, or multiple files of the Upload Files Or drop files andord User (6)	Completed se types: PNG, JPG, JPEG, DOC, E
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Home Plea: Abi Abi Abi Plea: P	Subsid	y Request Ate of Registration entificate of egistration ax Invoice ansfer of Ownership emittance Statement diditional Documents opplication Review	Orders Please upload the Certifi This is a mandatory requ and PDF Title ZEV000_User Guide_St	Assessment icate of Registration document. It rement. You may upload a single file, or multiple files of the Upload Files Or drop files andord User (6)	Completed se types: PNG, JPG, JPEG, DOC, E
Home Plea: Abi Abi Vei Fin	Subsid	y Request Atte of Registration entificate of gistration ax Invoice mittance Statement additional Documents oplication Review	Orders Please upload the Certifi This is a mandatory requ and PDF Title Title ZEV008_User Guide_St do not navigate oway from this page until	Assessment Icate of Registration document. Irement. You may upload a single file, or multiple files of the Q Upload Files Or drop files andord User (6) If you have completed the form.	Completed se types: PNG, JPG, JPEG, DOC, E a a conti

Confirm details

1 Check the box to confirm all details are correct, then click 'Submit for approval.'

You will then see in the status appear as 'Registration completed.' No edits can be made after submitting.



Resuming a Subsidy Application

Resuming a Subsidy Application

- 1 If you know the Subsidy Request number (e.g. RBT-0001234), click the Subsidy request button on the top panel bar.
- 2 From the drop down select "Open an existing application"
- 3 Enter the **Subsidy Request number** and click begin

4 If you do not know the Subsidy Request number. Click the **Orders** button on the top panel bar.

The screen will bring up orders under the status Order Submitted (About the Customer and About the Vehicle screens submitted)

5 Select the applicable Subsidy Request Reference Number



	Sub	sidy Request			Orders	4		Assessme	nt	Co	mple	ted		
Re L	ebate Requests	Ŧ											Printabl	e View
14 items •	sor 5 eren	▼ ce Number • Filtere	d by All reba	te requests - Status • Up	dated a few	seconds ago				Q Search this list		\$ •	C'	¢ 🔻
	Refere 🗼 🗸	Order Refe \lor	Date \lor	Status	Eligible	ZEV Make and Model	\sim	Created Date \sim	Cust 🗸	Business Name	\sim	Applic	ant 🗸	
1	RBT-0006463	123RomanHaas	1/01/2023	Order Submitted	BYD Att	o 3 Extended		13/01/2023 12:18 pm	Individu			Roma	n Grosjean	•
2	RBT-0006447	ralf123	1/01/2023	Order Submitted	Hyundo	il Ioniq Electric Elite (BE	V/S	11/01/2023 10:59 am	Individu			Ralf S	chumacher	V
з	RBT-0006442	123Niki	1/01/2023	Order Submitted	MINI Ele	ectric Hatch (BEV/Subco	m	9/01/2023 10:22 am	Individu			Kimi R	aikonnen	V
4	RBT-0006426			Under Manual Review	v			23/12/2022 9:55 am	Business	Sydney Football Club Pty Ltd		John I	ongmire	V
5	RBT-0006419	Dusty4	1/10/2022	Order Submitted	Kia Nira	EV (BEV/SUV)		22/12/2022 3:09 pm	Individu			Dustin	Martin	V
6	RBT-0006392	Yuki123	1/10/2022	Order Submitted	Polesta	r 2 – Long range single r	not	20/12/2022 2:49 pm	Individu			Yuki T	sunoda	V
7	RBT-0006389	Vettel123	1/01/2022	Order Submitted	Nissan	Leaf (BEV/Small car)		20/12/2022 1:43 pm	Individu			Sebes	tian Vettel	V
8	RBT-0006375	Kimi123	1/12/2022	Order Submitted	Kia Nira	EV6		19/12/2022 9:44 am	Individu			Kimi R	aikonnen	V

Changing a Subsidy Application

Changing subsidy applications

- 1 To change subsidy applications with a status **Completed About Customer** (About the Customer screen submitted), click on the down arrow in top left-hand corner of screen and select **LMCT – Completed About Customer**.
- 2 Select the applicable **Subsidy Request Reference Number**.
- 3 Click the **Resume Subsidy** Application button in top right corner of page



	Subsidy Request	Orders	Assessment	Completed
Rebate Rea RBT-00	quest O6635		3 Resume t	Subsidy Application Cancel Subsidy Request
Reference Numbe RBT-0006835	er	Status Order Submitted	Files	✓ Last Modified ✓ Created By
Customer Type Individual		Approval Issues	1 ZEV00	08_User G_ 28/11/2022 Stewart Dealer
Driver's Licence N 987658965	Number	Rejection Reason		
ABN		Comments		
		Cancellation Reason		
		Cancellation Note		
✓ Customer	Information			
Applicant Valterie Bottas		Business Name		
Address 55 FLINDERS LA	NE MELBOURNE 3000	Property PRO350528		
✓ Order Determent	ails			
Date of Order 27/05/2022		LMCT Stewart Dealership P/L		
Order Reference Valterie1	0	Purchase Price® \$45,999.00		
Date of Purchase		Subsidy Amount		

Cancelling a Subsidy Application

Cancelling a Subsidy Application

You can cancel an order if you no longer wish to proceed.

1 On the 'Orders' screen, select the rebate reference number you wish to cancel and select 'Cancel Subsidy Request'. You will only be able to cancel orders in the Completed About Customer and Order Submitted status.

If you wish to cancel an order in another status please contact Solar Victoria via: zevsubsidy@team.solar.vic.gov.au

The portal will seek a reason for cancellation.

2 Once a reason is selected/entered, the subsidy application will move to the 'Completed' tab, with the status now 'Cancelled'.

You can re-use the details to create a new application.

	Subsidy Request	Orders	Assessment	Completed
Rebate Require RBT-0000	*st 6857		Resume Sub	sidy Application Cancel Subsidy Request
Reference Number RBT-0006857		Status Completed About Customer	Files	V Last Modified V Created By
Customer Type Business		Approval Issues	Nofiles	,
Driver's Licence Nur	mber	Rejection Reason		
ABN 20628425865		Comments		
		Cancellation Reason		
		Cancellation Note		
∨ Customer In	formation			
Applicant Jack Brabham		Business Name		
Address 134-140 LITTLE LO	NSDALE STREET MELBOURNE 3000	Property PRO350549		
✓ Order Detail	ls			
Date of Order		LMCT Stewart Dealership P/L		
Order Reference		Purchase Price		
Date of Purchase		Subsidy Amount		

	Completed About Customer		Title
	Approval Issues	No files	×
	Cancel Subsidy Request		
* Please ente	r your reason for cancelling this Subsidy Request		
2 Other		\$	
Please enter	any additional information for this cancellation request.		
		li	
0	Cancel	Subsidy Request	
	-		
	LMCT Stewart Dealership P/L		
	Purchase Price		

Editing a Subsidy Application

Editing a Subsidy Application

You can edit a customer's address, should their address change since adding it to the portal.

1 On the 'Orders' screen, select the rebate reference number you wish to edit and click the pencil icon adjacent to the customers address

You will only be able to edit the customers address in the **Completed About Customer** and **Order Submitted** Status.

2 Manually enter full customers address then click **Save**.

	Resume Subsidy Applic
RBT-0006376	
RBT-0006376	Status Completed About Customer
Customer Type Individual	Approval Issues
Driver's Licence Number 987654486	Rejection Reason
ABN	Comments
	Cancellation Reason
	Cancellation Note
 Customer Information 	
Customer Information Applicant Carlos Sainz	Business Name
Customer Information Applicant Carlos Sainz Address	Business Name Property
Customer Information Applicant Carlos Sainz Address 120 WILLIAM STREET MELBOURNE 3000	Business Name Property PRO344495
Customer Information Applicant Carlos Sainz Address 120 WILLIAM STREET MELBOURNE 3000 Order Details	Business Name Property PRO344495
Customer Information Applicant Carlos Sainz Address 120 WILLIAM STREET MELBOURNE 3000 Order Details Date of Order	Business Name Property PRO344495 LMCT Stewart Dealership P/L
Customer Information Applicant Carlos Sainz Address 120 WILLIAM STREET MELBOURNE 3000] Order Details Date of Order Drder @ Drder Reference	Business Name Property PRO344495 LMCT Stewart Dealership P/L Purchase Price
Customer Information Applicant Carlos Sainz Address 20 WILLIAM STREET MELBOURNE 3000	Business Name Property PRO344495 LMCT Stewart Dealership P/L Purchase Price Subsidy Amount
Customer Information Applicant Carlos Sainz Address 120 WILLIAM STREET MELBOURNE 3000]	Business Name Property PRO344495 LMCT LMCT Stewart Dealership P/L Purchase Price Subsidy Amount
	Business Name Property PRO344495 LMCT Stewart Dealership P/L Purchase Price Subsidy Amount

Expiring and Expired Applications

Expiring and Expired Applications

You will see orders that are due to expire in the next four weeks on the home screen.

1 Each order should be completed with registration details within 6 months.

If this does not happen, the Application will be expired and move to the 'Completed' tab, with the status set to 'Expired'.

3	LMCT - Comp	leted	*										Printab	le Vi
items	 Sorted by Referen 	ce Number • F	iltered by All	rebate requests - Statu	s • Updated a minute ago				Q S	earch this list		\$ ·	Ci 🖋	¢
	Refere ↑ ∨	Order 🗸	Dat 🗸	Status 🗸	Eligible ZEV Make and \lor	Vehicle Identifi \lor	Pa ∨	Created By	\sim	Created Date \sim	Cust 🗸	Applic	ant 🗸	
1	RBT-0006357			Cancelled				Stewart Dealer	User	16/12/2022 9:19 am	Business	Lewis	Hamilton	
2	RBT-0006359			Cancelled				Stewart Dealer	User	16/12/2022 9:36 am	Business	Charle	s LeClerc	ŀ
з	RBT-000636			Lapsed				Stewart Dealer	User	16/12/2022 9:44 am	Individu	Landa	Norris	
4	RBT-0006362			Cancelled				Stewart Dealer	User	16/12/2022 9:46 am	Individu	Landa	Norris	ŀ
5	RBT-0006363	Piastri321	1/12/2022	Cancelled	Nissan leaf e+ (BEV/Small			Stewart Dealer	User	16/12/2022 9:51 am	Individu	Oscar	Piastri	
6	RBT-0006367	Tyrion123	1/12/2022	Payment Failed	Kia Niro EV (BEV/SUV)	987456321258852		Stewart Dealer	User	16/12/2022 12:21 pm	Individu	Peter	Dinklage	
7	RBT-0006373	Lewis123	1/01/2022	Expired	BYD Atto 3 Extended	65474136985214755		Stewart Dealer	User	19/12/2022 9:31 am	Business	Lewis	Hamilton	
8	RBT-0006374	DannyRic1	1/12/2022	Cancelled	Nissan leaf e+ (BEV/Small	98745632115975355		Stewart Dealer	User	19/12/2022 9:35 am	Individu	Daniel	Riccardo	
9	RBT-0006377	Alonso456	1/12/2022	Payment Processed	Kia Niro EV6	75395175395165482		Stewart Dealer	User	19/12/2022 9:55 am	Individu	Ferna	ndo Alonso	, ,
10	RBT-0006378	Valterie1	1/01/2022	Rejected	BYD Atto 3 Standard	95175365445685214		Stewart Dealer	User	19/12/2022 9:59 am	Individu	Valter	e Bottas	Ē

Reviewing Applications

Reviewing Applications

Solar Victoria receives your subsidy Application and validates the details.

The 'Assessment' screen lists a summary of your Applications. These Applications are currently being assessed for eligibility to receive the ZEV Subsidy.

 The status for each Application is set to 'Registration completed' by default. There are two outcomes for every Application at this stage:

1. Approved.

2. Requires additional information.

							$\left(\right)$						
		Su	ibsidy Reque	st		Orders	Asset	sment)		Comp	leted	
a 1	Rebate Requests LMCT - Asses	sment	*						/		New	Printabl	e Vi
9 items -	Sorted by Reference	e Number • Filte	rred by All reba	te requests - Status • Updated a f	few s	econds ago		Q	Search this list		愈、	C'	¢
	Refere ↑ ∨	Order R 🗸	Date o 🗸	Status	\sim	Eligible ZEV Make and Model $$	Created	Зу \	Created Date	Cust 🗸	App	olicant 🗸	
1	RBT-0006823	123redbull	1	Registration Completed		Kia Niro EV6	Stewart (ealer Use	r 28/11/2022 10:56 am	Individu	Max	< Verstappen	•
2	RBT-0006827	DannyRic1	2/08/2022	Registration Completed		Tesla Model Y - Rear Wheel Drive (BEV/S	Stewart [ealer Use	r 28/11/2022 1:05 pm	Individu	Dar	niel Riccardo	•
з	RBT-0006828	chico23	2/06/2022	Registration Completed		Tesla Model 3 - Long Range (BEV/Sedan)	Stewart (ealer Use	r 28/11/2022 2:11 pm	Individu	Sen	gio Perez	
4	RBT-0006829	Lewis123	1/07/2022	Registration Completed		MG ZS EV 2022 Essence	Stewart (ealer Use	r 28/11/2022 3:02 pm	Business	Lew	vis Hamilton	
5	RBT-0006830			Requires Additional Informat	ion		Stewart [ealer Use	r 28/11/2022 3:22 pm	Business	Geo	orge Russell	
6	RBT-0006831			Requires Additional Informat	ion		Stewart [ealer Use	r 28/11/2022 3:30 pm	Business	Geo	orge Russell	•
7	RBT-0006832			Requires Additional Informat	ion		Stewart [ealer Use	r 28/11/2022 3:44 pm	Business	Cho	arles Le Clerc	
8	RBT-0006842	123KRFerrari	1/09/2022	Registration Completed		BYD Atto 3 Extended	Stewart [ealer Use	r 29/11/2022 10:08 am	Individu	Kim	i Raikkonen	•
9	RBT-0006843	12Pierre	20/09/2022	Registration Completed		Kia Niro EV6	Stewart [ealer Use	r 29/11/2022 10:37 am	Individu	Pier	re Gasly	

Reviewing Applications

Approved applications

1 If all details are verified as eligible, Solar Victoria will set the subsidy Application to 'Approved' in the 'Assessment' screen and process the payment.

You can also filter and sort Applications on this screen.

2 Each Application will move through the portal process to the 'Completed' screen.

This screen lists the Applications that have been approved, as well as the status of the ZEV Subsidy payment.

		Subsidy Request		lest	Orders	Assessmer	Assessment		Completed				
a '	ebate Requests	ment	*							New	5	Printab	ile V
- 6 items •	Sorted by Referenc	e Number • Fil	tered by All reb	ate requests - Status • Updated a fe	w seconds ago		Q	Search this list		愈 -	C	/	¢
	Referen † 🗸	Order ∨	Date o 🗸	Status	Eligible ZEV Make and Model 🗸 🗸	Created By	\sim	Created Date \sim	Cust 🗸	Арр	licant	~	
	PRT-0006823	10.0	0/11/2022										
1	101-000020	123reabuli	5/11/2022	Approved	Kia Niro EV6	Stewart Dealer	User	28/11/2022 10:56 am	Individual	Max	Vers	upper	
2	RBT-0006827	DannyRic1	2/08/2022	Registration Completed	Kla Niro EV6 Tesla Model Y - Rear Wheel Drive (BEV/SUV)	Stewart Dealer	User User	28/11/2022 10:56 am 28/11/2022 1:05 pm	Individual	Max Dan	vers	cardo	• (
2	RBT-0006827 RBT-0006830	DannyRic1	2/08/2022	Registration Completed Requires Additional Information	Kia Niro EV6 Tesla Model Y - Rear Wheel Drive (BEV/SUV)	Stewart Dealer Stewart Dealer Stewart Dealer	User User User	28/11/2022 10:56 am 28/11/2022 1:05 pm 28/11/2022 3:22 pm	Individual Individual Business	Max Dan Geo	iel Ric rge R	cardo ussell) ((
1 2 3 4	RBT-0006827 RBT-0006830 RBT-0006831	DannyRic1	2/08/2022	Registration Completed Requires Additional Information Requires Additional Information	Kia Niro EV6 Tesla Model Y - Rear Wheel Drive (BEV/SUV)	Stewart Dealer Stewart Dealer Stewart Dealer Stewart Dealer	User User User User	28/11/2022 10:56 am 28/11/2022 1:05 pm 28/11/2022 3:22 pm 28/11/2022 3:30 pm	Individual Individual Business Business	Max Dan Geo	iel Rid rge R	cardo ussell ussell	n (((
1 2 3 4 5	RBT-0006827 RBT-0006830 RBT-0006831 RBT-0006832	DannyRic1	2/08/2022	Approved Registration Completed Requires Additional Information Requires Additional Information Requires Additional Information	kia Niro EVE Tesia Model Y - Rear Wheel Drive (BEV/SUV)	Stewart Dealer Stewart Dealer Stewart Dealer Stewart Dealer Stewart Dealer	User User User User User	28/11/2022 10:56 am 28/11/2022 1:05 pm 28/11/2022 3:22 pm 28/11/2022 3:30 pm 28/11/2022 3:34 pm	Individual Individual Business Business Business	Max Dan Geo Geo Cho	: Vers iiel Rid irge R irge R irles L	cardo ussell ussell e Clerc) (((;

												(
me		Subsidy Request			Orders		Assessment				Completed					
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1	RBT-0006828	chico23	2/06/20	Payment Process	ed	Tesla Model 3 - Long Ra	98745632112365478		Stewart Dealer	User	28/11/2022 2:11 pm	Individu.	Se	rgio Per	θZ	•
2	RBT-0006829	Lewis123	1/07/2022	Payment Failed		MG ZS EV 2022 Essence	98745632112345688		Stewart Dealer	User	28/11/2022 3:02 pm	Business	Le	wis Harr	ilton	•
з	RBT-0006833	88Lando	1/09/2022	Cancelled		Tesla Model Y - Rear Wh			Stewart Dealer	User	28/11/2022 3:55 pm	Individu	Lo	indo Nor	ris	•
4	RBT-00068	OP2001	2/11/2022	Cancelled		Kia Niro EV (BEV/SUV)			Stewart Dealer	User	28/11/2022 4:11 pm	Individu.	0	car Pias	tri	V
5	RBT-0006842	123KRFerrari	1/09/2022	Rejected		BYD Atto 3 Extended	98745632145698745		Stewart Dealer	User	29/11/2022 10:08 am	Individu	кі	mi Raikk	on	V

Reviewing Applications

1 Upload Files Or drop files

☆

Next

Additional information required

If you are asked to provide more information, the Application status will be set to 'Requires additional information' in the 'Assessment' screen.

You will receive an email with the status, a short description and comments to explain the information required (if required).

This information will also be viewable when reviewing the application

1 To upload the additional Documents click the **Upload Additional Documents** button.

Upload the requested documentation. Once submitted, Status will change to Registration Complete. Solar Victoria will re-assess the information.

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1	RBT-000633	Max123	1/12/20	Approved	BYD Atto 3 Extended	15/1	12/2022 10:26 a	Individu		Max Verstappe
2	RBT-0006335	Lewis123	1/12/20	Registration Completed	BYD Atto 3 Standard	15/1	12/2022 11:13 am	Business	TAYBUILT CONSTRUCTIONS PTY	Lewis Hamilton
з	RBT-0006351	DannyRi	1/12/20	Registration Completed	MINI Electric Hatch (BEV/S	Subco 16/1	12/2022 8:25 am	Individu		Daniel Riccardo
4	RBT-0006352	Pierre123	1/12/20	Registration Completed	Kia Niro EV6	16/1	12/2022 8:31 am	Individu		Pierre Gasly
5	RBT-0006353	chico23	1/12/20	Registration Completed	MINI Electric Hatch (BEV/S	Subco 16/1	12/2022 8:48 am	Individu		Sergio Perez
6	RBT-0006358			Requires Additional Informatio	on	16/1	12/2022 9:28 am	Business	JAC AND JACK PTY LTD	George Russell
7	RBT-0006376	Sainz123	1/12/20	Requires Additional Information	on Kia Niro EV6	19/1	12/2022 9:49 am	Individu		Carlos Sainz
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Title Tax Invoice

Payment

Payment

Payment will be processed and paid to your dealership's nominated bank account.

If the payment fails, Solar Victoria will ask your Admin user to update bank details and reprocess the payment.

1 The status of the Application will now be 'Payment processed' or 'Payment failed' in the 'Completed' screen.

Payment rejected

2 If you are unable to provide the additional information, or if Solar Victoria assesses that details provided do not qualify for subsidy, the application will be rejected and no payment will be made.

The status of the Application will now be 'Rejected' in the 'Completed' screen.

You will receive an email to confirm this status, along with a short description and comments (if required).

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	5	RBT-0006842	123KRFerrari	1/09/2022	Rejected	BYD Atto 3 Extended	98745632145698745		Stewart Deale	r User	29/11/2022 10:08 am	Individu.	Kimi Ro	iikkon	

Payment

Viewing payment details

- 1 On the home screen click the **View Report** button under the dealership activity bar graph
- 2 To correlate your payments received, to your subsidy requests, refer to the 'Payment Date' column.
- 3 You are able to export this data as an .xls or .csv file, by clicking on the 'Export' button in top right hand corner.





For more information, visit solar.vic.gov.au/zero-emissions-vehicle-subsidy