

Zero Emissions Vehicle (ZEV) Subsidy

Portal User Guide

Creating a Subsidy Application
for individual customers



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 individual customers.

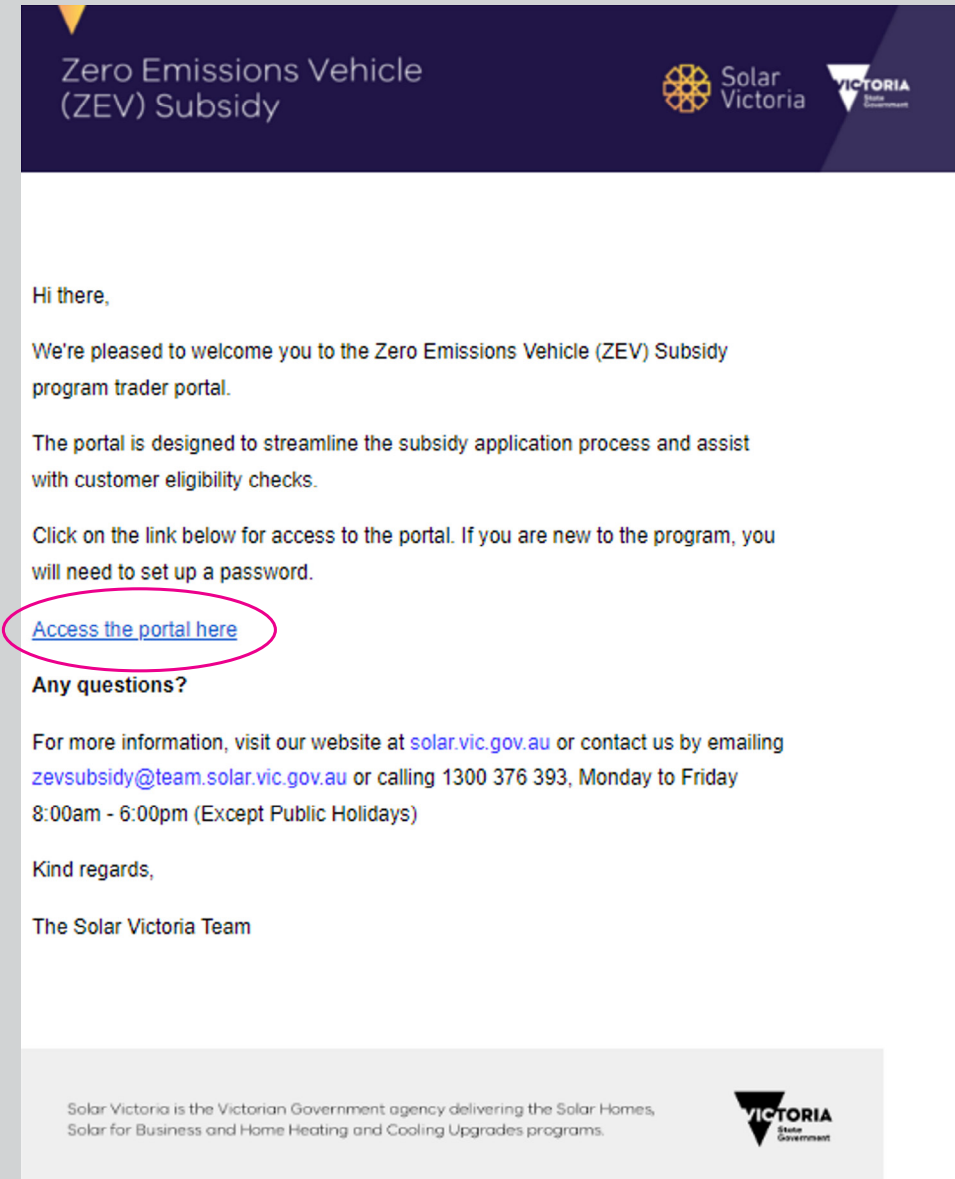
You can create and keep track of subsidy orders and see details about remaining subsidies in the portal.

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Automated invitation email

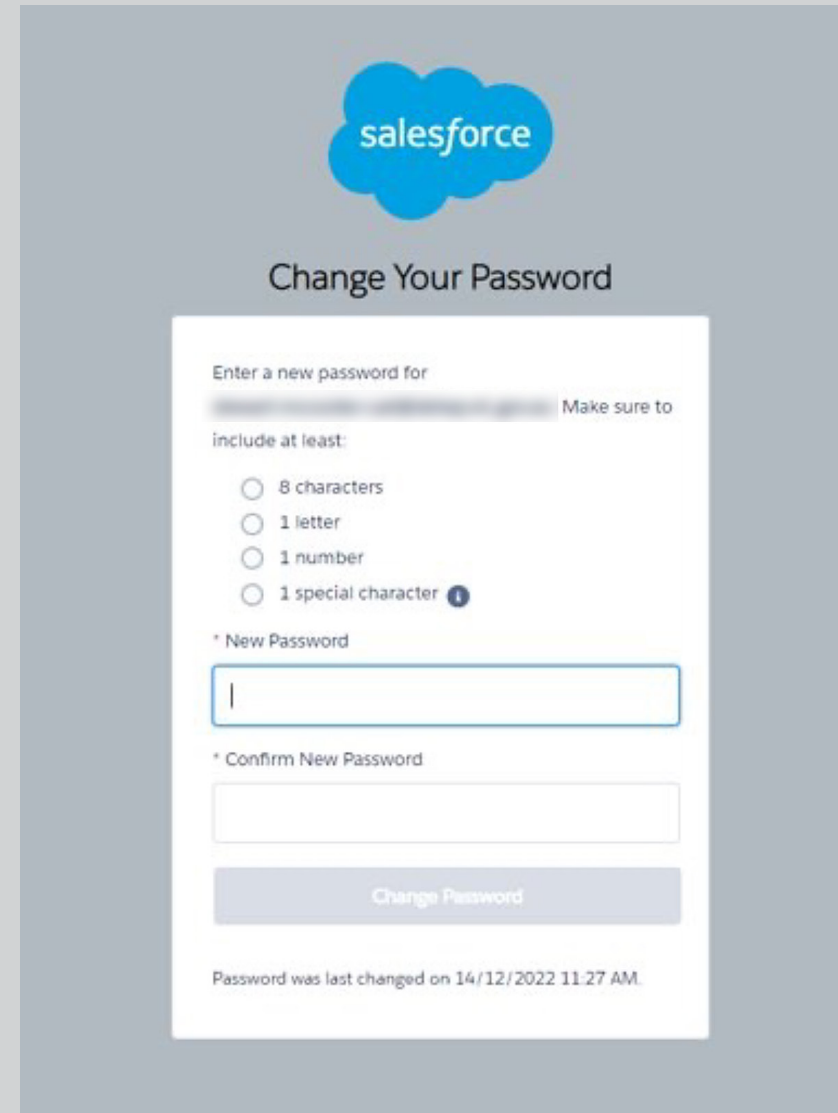
Click the link in the registration email to begin the registration process as a standard portal user.



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. !, @, \$)



The image shows a screenshot of the Salesforce 'Change Your Password' interface. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is centered. The form contains a section for 'Enter a new password for' followed by a blurred username and a 'Make sure to' section. This section lists requirements: 'include at least:' followed by four radio button options: '8 characters', '1 letter', '1 number', and '1 special character' (which has an information icon). Below these are two required fields: '* New Password' and '* Confirm New Password'. A 'Change Password' button is at the bottom of the form. At the very bottom, a status message reads: 'Password was last changed on 14/12/2022 11:27 AM.'

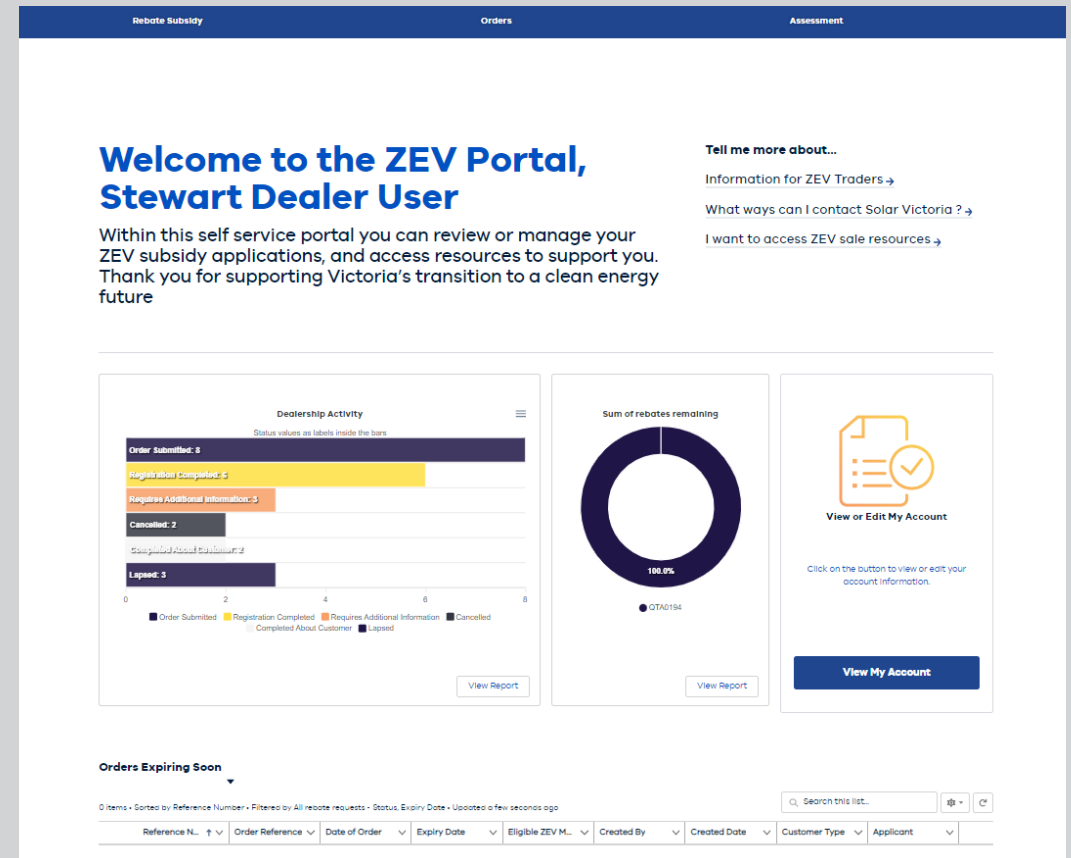
The home screen

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.



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.

The screenshot shows the 'Subsidy Request' tab selected in the top navigation bar. The main heading is 'Welcome to the ZEV Trader Subsidy Request Process'. Below this, a question asks 'Is this for a new or an existing application?'. A dropdown menu is shown with the option 'Start a new application' selected. A 'Begin' button is located on the right side of the form. At the bottom, a note states: 'Please do not navigate away from this page until you have completed the form.'

Create or edit an application – About the customer

About the Customer

- 1 Select the customer 'Type' from the dropdown list.

Enter customer details

- 2 For individual customers enter the customer details, then enter their nine-digit driver licence number.
- 3 Next enter the customer's address. If the address does not appear automatically you can enter it manually.

The 'Applicant Information' form features a sidebar with a progress indicator showing 'About The Customer' as the active step. The main content area has a sub-header 'Applicant Type' and a question: 'Is this customer an individual, or a business customer?'. Below this is a dropdown menu with '--None--' selected. A 'Continue' button is located at the bottom right.

The 'Customer Details' form shows the same sidebar. The main content area has a sub-header 'Customer Details' and several input fields: '* First Name', '* Last Name', '* Mobile Phone', and '* Email Address'. The 'First Name' field is highlighted with a red border and a 'Complete this field' error message. 'Previous' and 'Continue' buttons are at the bottom right.

The 'Address Lookup & Verification' form shows the same sidebar. The main content area has a sub-header 'Address Lookup & Verification' and a question: '* Address'. Below this is a text input field with the placeholder 'Enter address here'. A checkbox labeled 'I will enter the address information manually.' is checked. Below the checkbox are fields for 'Address Details', 'Street', 'City', 'State/Province' (with 'VIC' selected), 'Zip/Postal Code', 'Country' (with 'Australia' selected), and 'Australia'. 'Previous' and 'Continue' buttons are at the bottom right.

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.

Proceed with Rebate Subsidy?

Progress:

- About The Customer
- About The Vehicle
- Vehicle Details
- Completed

Applicant Type

Customer Details

Address Verification

Proceed

You may now choose to save this application, or continue to enter the vehicle information. Should you choose to save and exit you will have until the 28/11/2022 (14 days) to complete the remainder of this application.

Reference Number: **RBT-0006780**

*** Please choose an option**

☒ Proceed with Rebate Request?

☐ Save and exit application.

Next

You may now choose to save this application, or you will have until the 28/11/2022 (14 days) to complete the remainder of this application.

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.

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

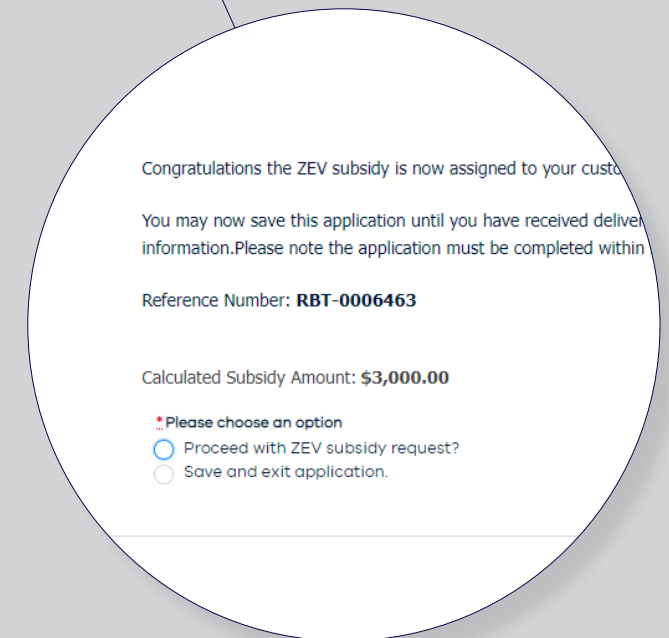
The screenshot shows the 'Vehicle Manufacturer' form. The top navigation bar includes 'Home', 'Subsidy Request', 'Orders', 'Assessment', and 'Completed'. The left sidebar has a progress indicator with 'About The Customer' (completed), 'About The Vehicle' (active), 'Vehicle Details', and 'Completed'. The main content area has a sub-header 'Vehicle Manufacturer' and a sidebar with 'Manufacturer' (selected), 'Model Name', 'Details', and 'Proceed'. The main form area contains a dropdown menu for 'Manufacturer' with the text 'Please select a vehicle manufacturer.' and a 'Continue' button. A yellow circle with the number '1' is placed over the dropdown menu.

The screenshot shows the 'Information About the Vehicle' form. The top navigation bar includes 'Subsidy Request', 'Orders', 'Assessment', and 'Completed'. The left sidebar has a progress indicator with 'About The Customer' (completed), 'About The Vehicle' (active), 'Vehicle Details', and 'Completed'. The main content area has a sub-header 'Information About the Vehicle' and a sidebar with 'Manufacturer' (selected), 'Model Name', 'Details' (selected), and 'Proceed'. The main form area contains several fields: 'Order Reference' (red border), 'Order Date' (calendar icon), 'Purchase Price' (red border), and checkboxes for 'Is the vehicle new?' and 'Is the vehicle a demonstrator model?'. Below these are instructions to upload a 'Contract of Sale Document' with a file upload area and a 'Continue' button. A yellow circle with the number '2' is placed over the 'Order Reference' field, a yellow circle with the number '3' is placed over the 'Purchase Price' field, and a yellow circle with the number '4' is placed over the file upload area.

Proceed with subsidy

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

The screenshot shows a web application interface with a dark blue header containing four tabs: 'Subsidy Request', 'Orders', 'Assessment', and 'Completed'. The 'Subsidy Request' tab is active. Below the header, the title 'Proceed with Subsidy Request?' is displayed. On the left, a vertical navigation menu lists four steps: 'About The Customer' (completed), 'About The Vehicle' (active), 'Vehicle Details', and 'Completed'. To the right of this menu, a sub-menu lists 'Manufacturer', 'Model Name', 'Details', and 'Proceed' (highlighted). The main content area contains the following text: 'Congratulations the ZEV subsidy is now assigned to your customer!', 'You may now save this application until you have received delivery of the vehicle or continue to enter the vehicle registration information. Please note the application must be completed within six months of the order date.', 'Reference Number: **RBT-0006463**', and 'Calculated Subsidy Amount: **\$3,000.00**'. Below this, a red asterisk indicates a required choice: '* Please choose an option'. Two radio buttons are present: 'Proceed with ZEV subsidy request?' (selected) and 'Save and exit application.'. A blue 'Next' button is located at the bottom right of the form.



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.

The screenshot shows the 'Please Enter Vehicle Information' form. The navigation bar at the top includes 'Home', 'Subsidy Request', 'Orders', 'Assessment', and 'Completed'. The left sidebar shows a progress bar with 'About The Customer', 'About The Vehicle', 'Vehicle Details' (selected), and 'Finished'. The 'Vehicle Information' section on the right includes 'Certificate of Registration', 'Tax Invoice', 'Transfer Of Ownership', 'Additional Documents', and 'Application Review'. The main form area contains fields for VIN (marked with a red box and a yellow '1'), Registration Date, Registered in Victoria?, Is the vehicle purchased under a leasing arrangement?, Has the vehicle been held for less than 12 months after it has been initially registered?, Final Purchase Price, and Odometer Reading. A 'Continue' button is at the bottom right. A note at the bottom states: 'Please do not navigate away from this page until you have completed the form.'

The screenshot shows the 'Please Upload a Certificate of Registration' form. The navigation bar at the top includes 'Home', 'Subsidy Request', 'Orders', 'Assessment', and 'Completed'. The left sidebar shows a progress bar with 'About The Customer', 'About The Vehicle', 'Vehicle Details' (selected), and 'Finished'. The 'Certificate of Registration' section on the right includes 'Tax Invoice', 'Transfer Of Ownership', 'Remittance Statement', 'Additional Documents', and 'Application Review'. The main form area contains a text box for the title of the document, a yellow '2' in a circle, an 'Upload Files' button, and an 'Or drop files' link. Below the text box, the title 'ZEV008_User Guide_Standard User (6)' is displayed. A 'Continue' button is at the bottom right. A note at the bottom states: 'Please do not navigate away from this page until you have completed the form.'

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.

The screenshot shows the 'Your Acknowledgements' page in the ZEV Subsidy Portal. The navigation bar at the top includes 'Home', 'Subsidy Request', 'Orders', 'Assessment', and 'Completed'. On the left, a progress indicator shows four steps: 'About The Customer' (completed), 'About The Vehicle' (completed), 'Vehicle Details' (current step), and 'Finished'. Under 'Vehicle Details', a list of documents is shown: 'Vehicle Information', 'Certificate of Registration', 'Tax Invoice', 'Transfer Of Ownership', 'Remittance Statement', 'Additional Documents', and 'Application Review' (highlighted). The main content area contains a declaration: 'You declare that the information collected to satisfy the Eligibility Criteria and all information disclosed to support the application for a ZEV Subsidy is true, complete, accurate and not misleading. Terms and conditions can be found [here](#).' Below this is a checkbox labeled '1' with the text 'I declare that the information provided to confirm applicant eligibility and to support the application for a ZEV Subsidy is true, complete, accurate and in accordance with the ZEV Subsidy Program Terms and Conditions.' A 'Continue' button is located at the bottom right. A footer note states: 'Please do not navigate away from this page until you have completed the form.'

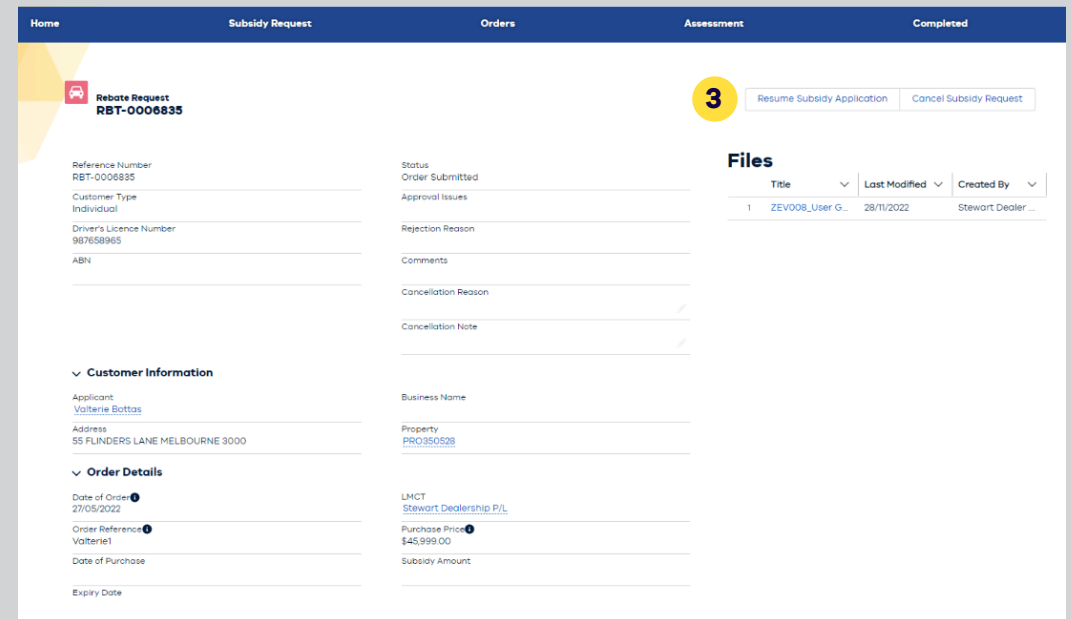
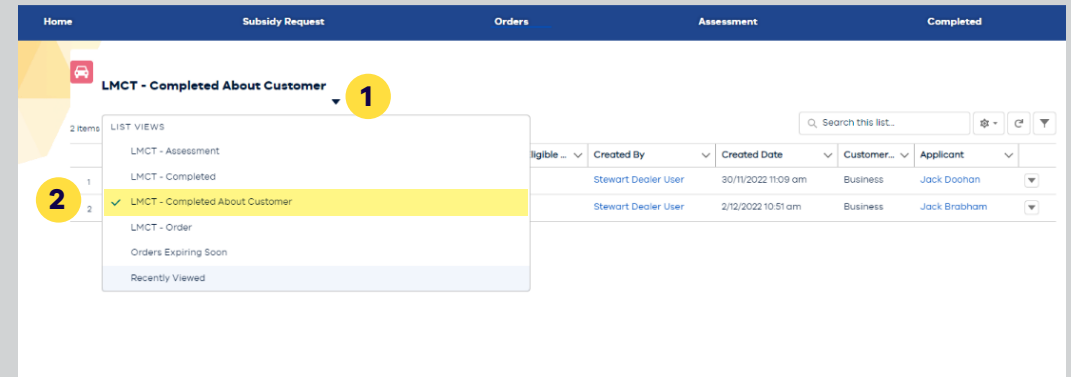
Resuming a Subsidy Application

- 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**

	Refere...	Order Refe...	Date...	Status	Eligible ZEV Make and Model	Created Date	Cust...	Business Name	Applicant
1	RBT-0006463	123RomanHaas	1/01/2023	Order Submitted	BYD Atto 3 Extended	13/01/2023 12:18 pm	Individu...		Roman Grosjean
2	RBT-0006447	raifh23	1/01/2023	Order Submitted	Hyundai Ioniq Electric Elite (BEV/S...	11/01/2023 10:59 am	Individu...		Ralf Schumacher
3	RBT-0006442	123Niki	1/01/2023	Order Submitted	MINI Electric Hatch (BEV/Subcom...	9/01/2023 10:22 am	Individu...		Kimi Raikkonen
4	RBT-0006426			Under Manual Review		23/12/2022 9:55 am	Business	Sydney Football Club Pty Ltd	John Longmire
5	RBT-0006419	Dusty4	1/10/2022	Order Submitted	Kia Niro EV (BEV/SUV)	22/12/2022 3:09 pm	Individu...		Dustin Martin
6	RBT-0006392	Yuki123	1/10/2022	Order Submitted	Polestar 2 - Long range single mot...	20/12/2022 2:49 pm	Individu...		Yuki Tsunoda
7	RBT-0006389	Vettel123	1/01/2022	Order Submitted	Nissan Leaf (BEV/Small car)	20/12/2022 1:43 pm	Individu...		Sebastian Vettel
8	RBT-0006375	Kimi123	1/12/2022	Order Submitted	Kia Niro EV6	19/12/2022 9:44 am	Individu...		Kimi Raikkonen

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



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

- 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.

The screenshot shows the 'Orders' tab selected in the ZEV Subsidy Portal. The top navigation bar includes 'Home', 'Subsidy Request', 'Orders' (highlighted), 'Assessment', and 'Completed'. A yellow circle with the number '1' is next to the 'Cancel Subsidy Request' button in the top right corner. The main content area displays details for a rebate request RBT-0006857. The 'Status' is 'Completed About Customer'. The 'Customer Information' section includes fields for Reference Number, Customer Type, Driver's Licence Number, ABN, and Applicant. The 'Order Details' section includes fields for Date of Order, Order Reference, Date of Purchase, Expiry Date, Business Name, Property, LMCT, Purchase Price, and Subsidy Amount. A 'Files' section is also visible on the right.

The screenshot shows the 'Cancel Subsidy Request' modal form. A yellow circle with the number '2' is next to the dropdown menu for selecting a reason for cancellation. The form includes a text area for additional information and a 'Cancel Subsidy Request' button. The background shows the 'Completed About Customer' status and the 'Approval Issues' section.

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**.

Rebate Request
RBT-0006376

[Resume Subsidy Application](#)

Reference Number
RBT-0006376

Customer Type
Individual

Driver's Licence Number
987654486

ABN

Status
Completed About Customer

Approval Issues

Rejection Reason

Comments

Cancellation Reason

Cancellation Note

Customer Information

Applicant
[Carlos Sainz](#)

Business Name

Address
120 WILLIAM STREET MELBOURNE 3000

Property
[PRO344495](#)

Order Details

Date of Order

Order Reference

Date of Purchase

Expiry Date

LMCT
[Stewart Dealership P/L](#)

Purchase Price

Subsidy Amount

[Cancel](#) [Save](#)

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'.

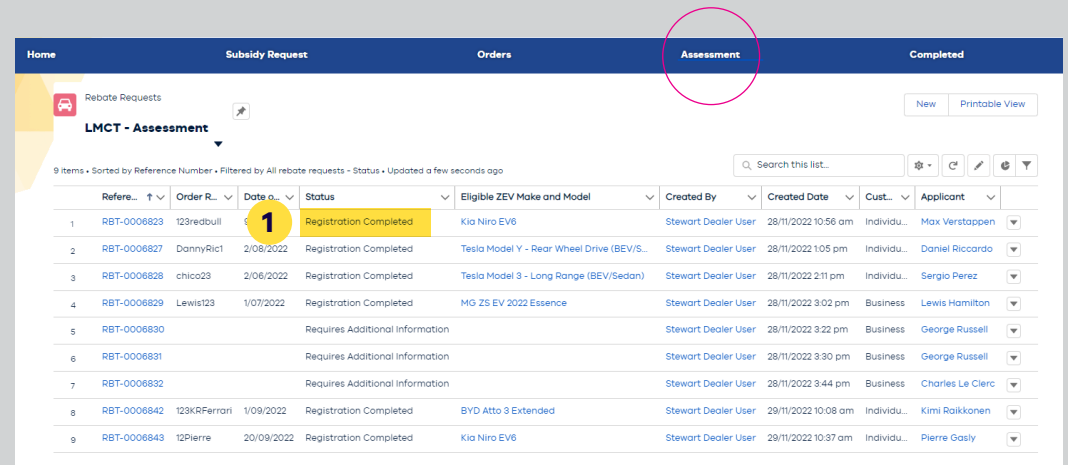
Subsidy Request										
Orders										
Assessment										
1 Completed										
<div> <div>Rebate Requests</div> <div>LMCT - Completed</div> <div>10 items • Sorted by Reference Number • Filtered by All rebate requests • Status • Updated a minute ago</div> <div> <input type="text" value="Search this list..."/> <div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div>										
Refere...	Order...	Dat...	Status	Eligible ZEV Make and ...	Vehicle Identifi...	Pa...	Created By	Created Date	Cust...	Applicant
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	Charles LeClerc
3	RBT-000636...		Lapsed				Stewart Dealer User	16/12/2022 9:44 am	Individu...	Lando Norris
4	RBT-0006362		Cancelled				Stewart Dealer User	16/12/2022 9:46 am	Individu...	Lando Norris
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...	Fernando Alonso
10	RBT-0006378	Valteriel	1/01/2022	Rejected	BYD Atto 3 Standard	95175365445685214	Stewart Dealer User	19/12/2022 9:59 am	Individu...	Valterio Bottas

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.

- 1 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.



Refere...	Order R...	Date o...	Status	Eligible ZEV Make and Model	Created By	Created Date	Cust...	Applicant
1	RBT-0006823	123redbull	Registration Completed	Kia Niro EV6	Stewart Dealer User	28/11/2022 10:56 am	Individu...	Max Verstappen
2	RBT-0006827	DannyRic1	Registration Completed	Tesla Model Y - Rear Wheel Drive (BEV/S...	Stewart Dealer User	28/11/2022 1:05 pm	Individu...	Daniel Riccardo
3	RBT-0006828	chico23	Registration Completed	Tesla Model 3 - Long Range (BEV/Sedan)	Stewart Dealer User	28/11/2022 2:11 pm	Individu...	Sergio Perez
4	RBT-0006829	Lewis123	Registration Completed	MG ZS EV 2022 Essence	Stewart Dealer User	28/11/2022 3:02 pm	Business	Lewis Hamilton
5	RBT-0006830		Requires Additional Information		Stewart Dealer User	28/11/2022 3:22 pm	Business	George Russell
6	RBT-0006831		Requires Additional Information		Stewart Dealer User	28/11/2022 3:30 pm	Business	George Russell
7	RBT-0006832		Requires Additional Information		Stewart Dealer User	28/11/2022 3:44 pm	Business	Charles Le Clerc
8	RBT-0006842	123kRFerrari	Registration Completed	BYD Atto 3 Extended	Stewart Dealer User	29/11/2022 10:08 am	Individu...	Kimi Raikkonen
9	RBT-0006843	12Pierre	Registration Completed	Kia Niro EV6	Stewart Dealer User	29/11/2022 10:37 am	Individu...	Pierre Gasly

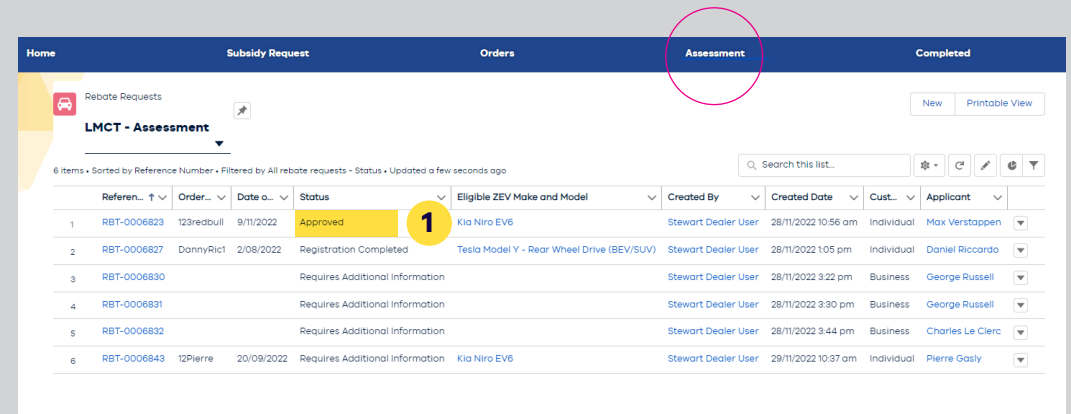
Approved applications

- 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.

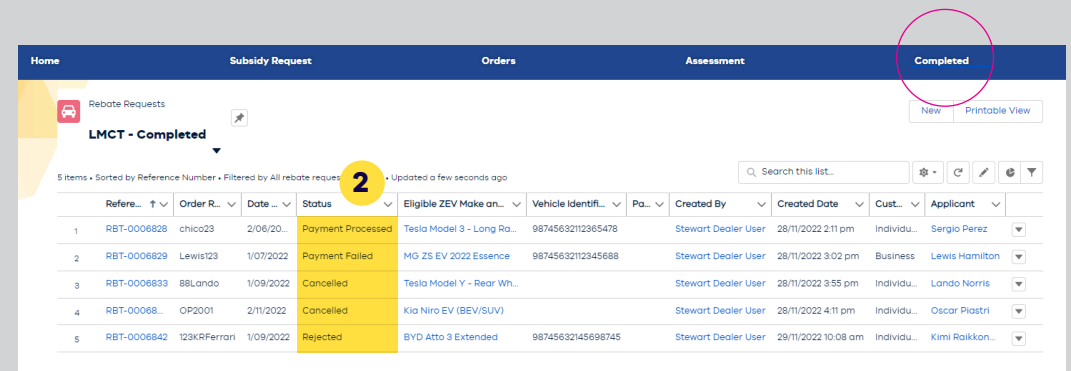
You can also filter and sort Applications on this screen.

- 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.



Referen...	Order...	Date a...	Status	Eligible ZEV Make and Model	Created By	Created Date	Cust...	Applicant
1	RBT-0006823	123redbull	9/11/2022	Approved	Kia Niro EV6	Stewart Dealer User	28/11/2022 10:56 am	Individual Max Verstappen
2	RBT-0006827	DannyRic1	2/08/2022	Registration Completed	Tesla Model Y - Rear Wheel Drive (BEV/SUV)	Stewart Dealer User	28/11/2022 1:05 pm	Individual Daniel Riccardo
3	RBT-0006830			Requires Additional Information		Stewart Dealer User	28/11/2022 3:22 pm	Business George Russell
4	RBT-0006831			Requires Additional Information		Stewart Dealer User	28/11/2022 3:30 pm	Business George Russell
5	RBT-0006832			Requires Additional Information		Stewart Dealer User	28/11/2022 3:44 pm	Business Charles Le Clerc
6	RBT-0006843	12Pierre	20/09/2022	Requires Additional Information	Kia Niro EV6	Stewart Dealer User	29/11/2022 10:37 am	Individual Pierre Gasly



Referen...	Order R...	Date ...	Status	Eligible ZEV Make an...	Vehicle Identifi...	Pa...	Created By	Created Date	Cust...	Applicant
1	RBT-0006828	chico23	2/06/20...	Payment Processed	Tesla Model 3 - Long Ra...	9874563212365478	Stewart Dealer User	28/11/2022 2:11 pm	Individu...	Sergio Perez
2	RBT-0006829	Lewis123	1/07/2022	Payment Failed	MG ZS EV 2022 Essence	9874563212345688	Stewart Dealer User	28/11/2022 3:02 pm	Business	Lewis Hamilton
3	RBT-0006833	88Londo	1/09/2022	Cancelled	Tesla Model Y - Rear Wh...		Stewart Dealer User	28/11/2022 3:55 pm	Individu...	Lando Norris
4	RBT-00068...	OP2001	2/11/2022	Cancelled	Kia Niro EV (BEV/SUV)		Stewart Dealer User	28/11/2022 4:11 pm	Individu...	Oscar Piastri
5	RBT-0006842	123KRFerrari	1/09/2022	Rejected	BYD Atto 3 Extended	98745632145698745	Stewart Dealer User	29/11/2022 10:08 am	Individu...	Kimi Raikkon...

Additional information required

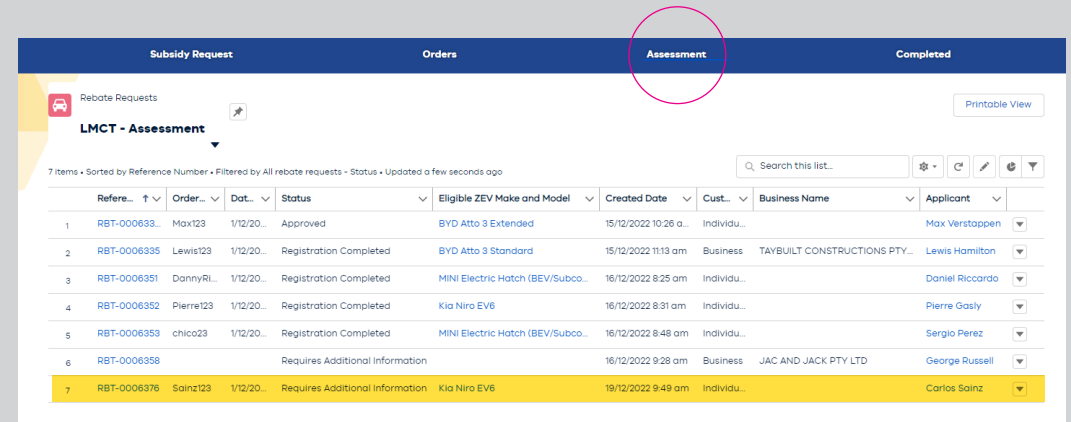
If you are asked to provide more information, the Application status will be set to 'Requires additional information' in the 'Assessment' screen.

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

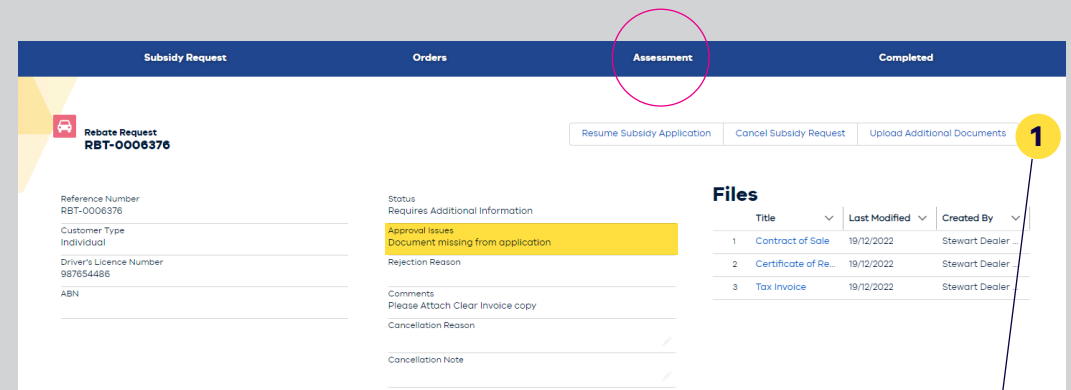
This information will also be viewable when reviewing the application

- 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.



Refere...	Order...	Dat...	Status	Eligible ZEV Make and Model	Created Date	Cust...	Business Name	Applicant
1 RBT-000633...	Max123	1/12/20...	Approved	BYD Atto 3 Extended	15/12/2022 10:26 a...	Individu...		Max Verstappen
2 RBT-0006335	Lewis123	1/12/20...	Registration Completed	BYD Atto 3 Standard	15/12/2022 11:13 am	Business	TAYBUILT CONSTRUCTIONS PTY...	Lewis Hamilton
3 RBT-0006351	DannyRi...	1/12/20...	Registration Completed	MINI Electric Hatch (BEV/Subco...	16/12/2022 8:25 am	Individu...		Daniel Riccardo
4 RBT-0006352	Pierre123	1/12/20...	Registration Completed	Kia Niro EV6	16/12/2022 8:31 am	Individu...		Pierre Gasly
5 RBT-0006353	chico23	1/12/20...	Registration Completed	MINI Electric Hatch (BEV/Subco...	16/12/2022 8:48 am	Individu...		Sergio Perez
6 RBT-0006358			Requires Additional Information		16/12/2022 9:28 am	Business	JAC AND JACK PTY LTD	George Russell
7 RBT-0006376	Sainz123	1/12/20...	Requires Additional Information	Kia Niro EV6	19/12/2022 9:49 am	Individu...		Carlos Sainz



Rebate Request RBT-0006376

Resume Subsidy Application Cancel Subsidy Request Upload Additional Documents

Reference Number: RBT-0006376
Customer Type: Individual
Driver's Licence Number: 987654486
ABN:

Status: Requires Additional Information

Approval Issues: Document missing from application

Rejection Reason:

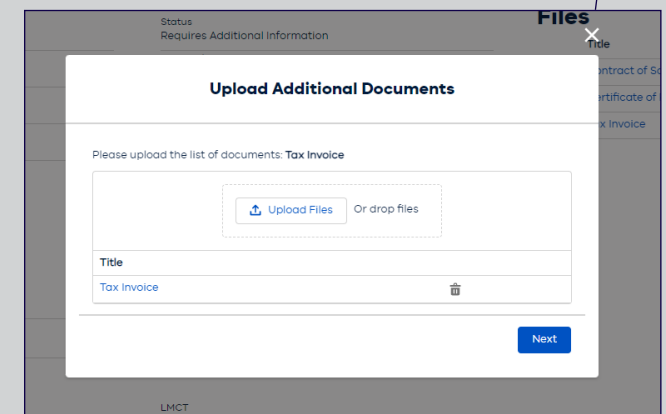
Comments: Please Attach Clear Invoice copy

Cancellation Reason:

Cancellation Note:

Files

Title	Last Modified	Created By
1 Contract of Sale	19/12/2022	Stewart Dealer...
2 Certificate of Re...	19/12/2022	Stewart Dealer...
3 Tax Invoice	19/12/2022	Stewart Dealer...



Upload Additional Documents

Please upload the list of documents: Tax Invoice

Upload Files Or drop files

Title: Tax Invoice

Next

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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Printable View

5 Items • Sorted by Reference Number • Filtered by All rebate requests - Status • Updated a few seconds ago

Search this list...

Refere...	Order R...	D...	Status	Eligible ZEV Make an...	Vehicle Identifi...	Pa...	Created By	Created Date	Cust...	Applicant
1	RBT-0006828	chico23	2/06/20...	Payment Processed	Tesla Model 3 - Long Ra...	9874563212365478	Stewart Dealer User	28/11/2022 2:11 pm	Individu...	Sergio Perez
2	RBT-0006829	Lewis123	1/07/2022	Payment Failed	MG ZS EV 2022 Essence	9874563212345688	Stewart Dealer User	28/11/2022 3:02 pm	Business	Lewis Hamilton
3	RBT-0006833	88Lando	1/09/2022	Cancelled	Tesla Model Y - Rear Wh...		Stewart Dealer User	28/11/2022 3:55 pm	Individu...	Lando Norris
4	RBT-00068...	OP2001	2/11/2022	Cancelled	Kia Niro EV (BEV/SUV)		Stewart Dealer User	28/11/2022 4:11 pm	Individu...	Oscar Piastri
5	RBT-0006842	123KRFerrari	1/09/2022	Rejected	BYD Atto 3 Extended	98745632145698745	Stewart Dealer User	29/11/2022 10:08 am	Individu...	Kimi Raikkon...

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5 Items • Sorted by Reference Number • Filtered by All rebate requests - Status • Updated a few seconds ago

Q

Search this list...

Refere...	Order R...	Date...	Status	Eligible ZEV Make an...	Vehicle Identifi...	Pa...	Created By	Created Date	Cust...	Applicant
1	RBT-0006828	chico23	2/06/20...	Payment Processed	Tesla Model 3 - Long Ra...	9874563212365478	Stewart Dealer User	28/11/2022 2:11 pm	Individu...	Sergio Perez
2	RBT-0006829	Lewis123	1/07/2022	Payment Failed	MG ZS EV 2022 Essence	9874563212345688	Stewart Dealer User	28/11/2022 3:02 pm	Business	Lewis Hamilton
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4	RBT-00068...	OP2001	2/11/2022	Cancelled	Kia Niro EV (BEV/SUV)		Stewart Dealer User	28/11/2022 4:11 pm	Individu...	Oscar Piastri
5	RBT-0006842	123KRFerrari	1/09/2022	Rejected	BYD Atto 3 Extended	98745632145698745	Stewart Dealer User	29/11/2022 10:08 am	Individu...	Kimi Raikkon...

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.

Status	Reference Number	Address	Order Reference	Payment Date
Order Submitted (10)	RST-0006780	150 Lonsdale Street Melbourne VIC 3000	123abc	-
	RST-0006786	150 Lonsdale Street Melbourne VIC 3000	123car	-
	RST-0006793	PANORAMA AVENUE HIGHETT 3190	brook123	-
	RST-0006836	80 COLLINS STREET MELBOURNE 3000	Coon23	-
	RST-0006774	150 LONSDALE STREET MELBOURNE 3000	sale123	-



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solar.vic.gov.au/zero-emissions-vehicle-subsidy