

How to Upload Missing Documents in an EV Application

EV Make-Ready – Massachusetts

November 28, 2023



nationalgrid

How to Upload Missing Documents in an EV Application - MA



This module outlines the steps for uploading missing documents in an EV application.

The **intended audience** for this module is as follows:

• EV TRADE PARTNER

By the end of this module, users will be able to:

- Locate the notification and EV Application for which missing documents need to be uploaded
- Identify and upload the missing documents

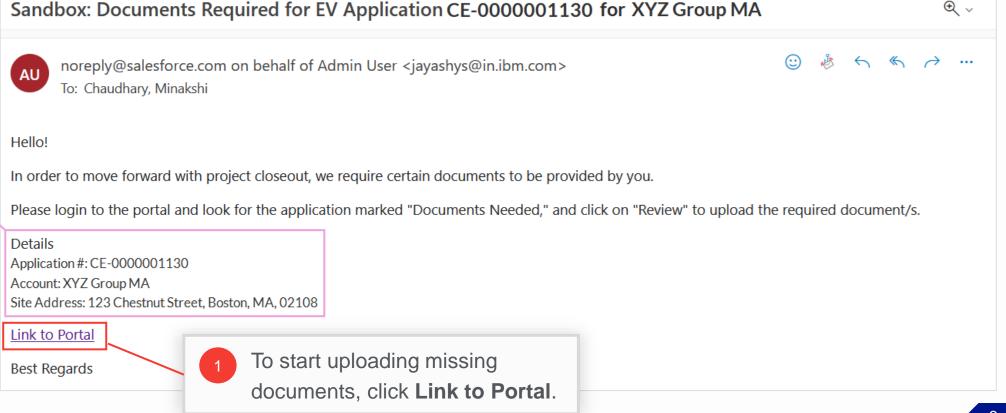


Required Documents Notification

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At times, additional documents (such as Paid Invoice, Project Photos, W9, Work Permit, and so on) may be required for closeout of an EV application. In such cases, Program Managers may identify the required documents and send a notification to the EV Trade Partner to upload the documents on the Portal.

The notification will provide the details of the application as well as a link to the Portal.

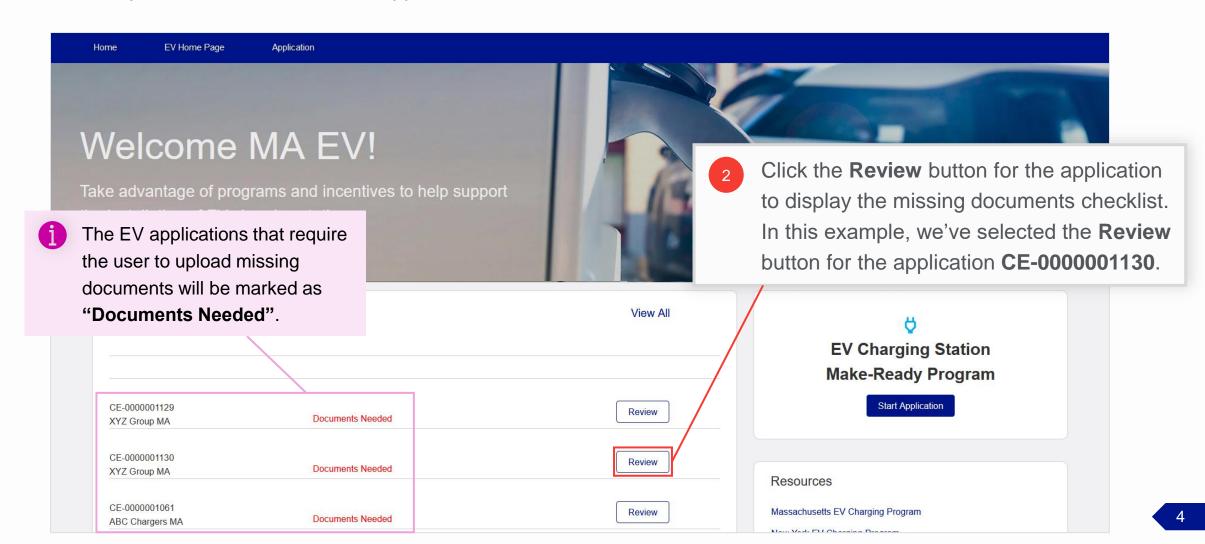




View Missing Documents Checklist

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The Portal will open with a list of all recent applications.



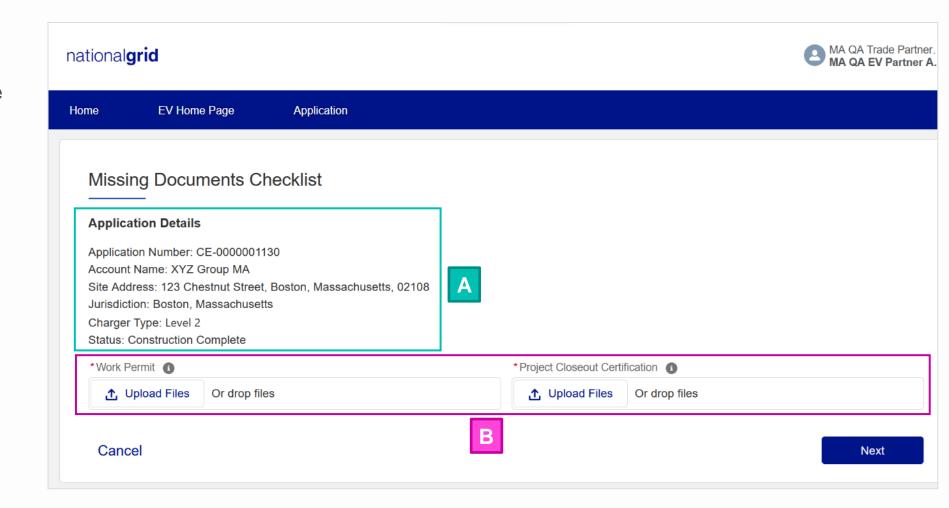


View Missing Documents Checklist (cont.)

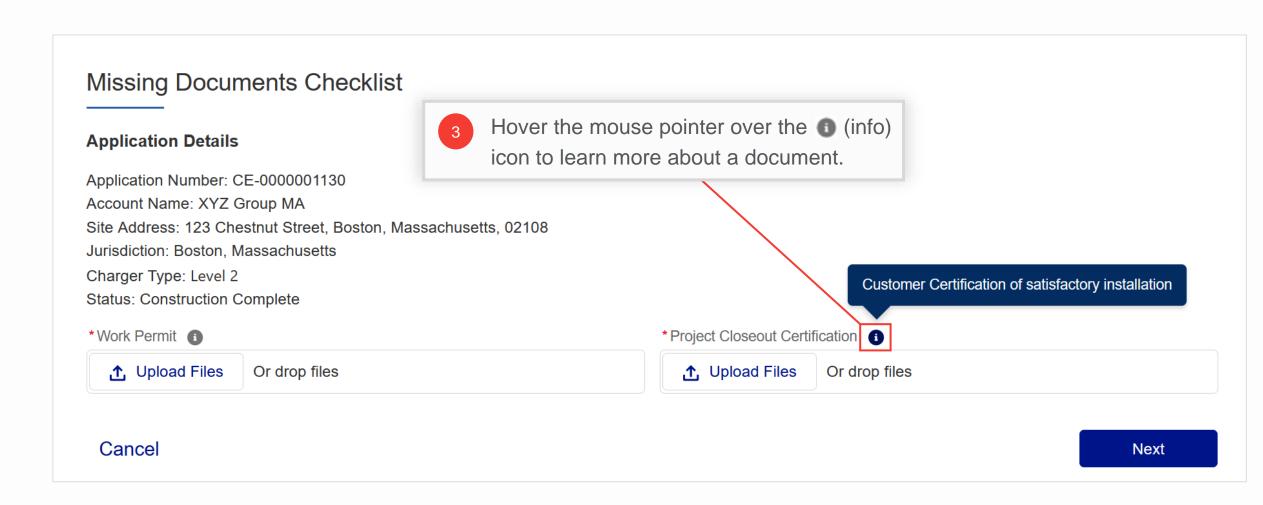
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The Missing Documents
Checklist will open and
display all documents that the
user needs to upload for the
closeout of the application.
The user can see:

- The EV application details at the top
- The missing document names and the corresponding Upload Files buttons below the application details



Document Guidance



Document Guidance (cont.)

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The table below provides guidance on various documents required for closeout.

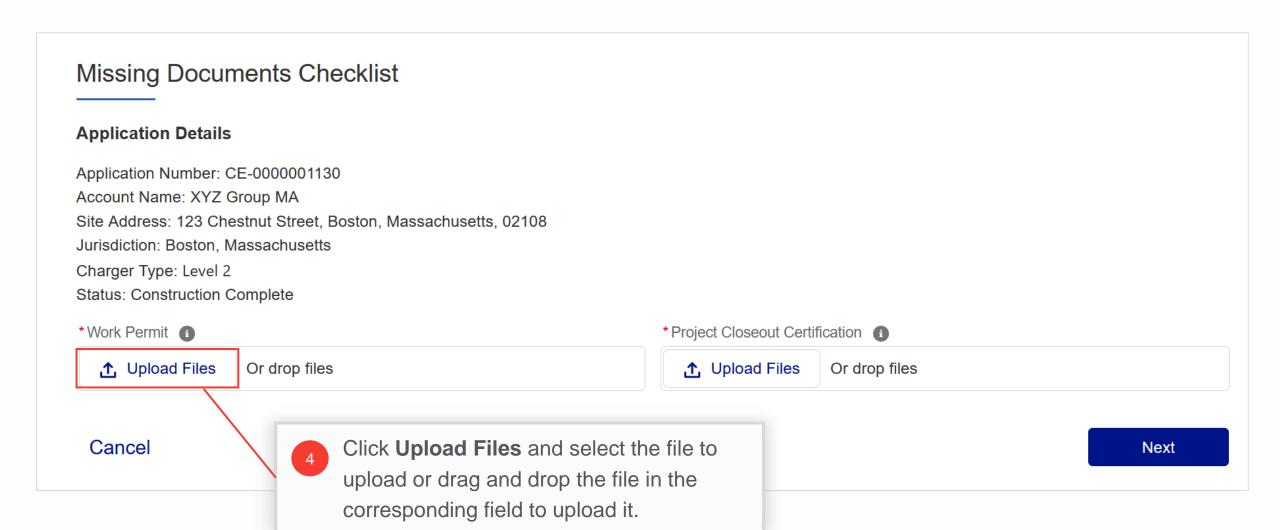
Document	Description
Paid Invoice	 Final contractor invoice(s) to customer indicating the project's as-built costs, customer balance, and payment received. Values must match the Signed Customer Contract Template provided on NG website
Project Photos	 Photos of the completed project including stations (individual and grouping), new equipment, and exterior and interior work completed Network IDS/ Serial numbers, if easily accessible
Proof of Active and Operating Station(s)	 Examples include: Export from network showing charging sessions occurring at each station Activation on PlugShare or another station-finding app Note that it is important to show that each port has had usage, has been plugged into, and is working.
W9	 A copy of the W9 for the entity receiving the incentive payment (customer or payee or both if payee is receiving incentive)
Assignment of Incentive Form	If applicable and if changed from initial submittal, the Assignment of Incentive Form must be signed by the customer

Document Guidance (cont.)

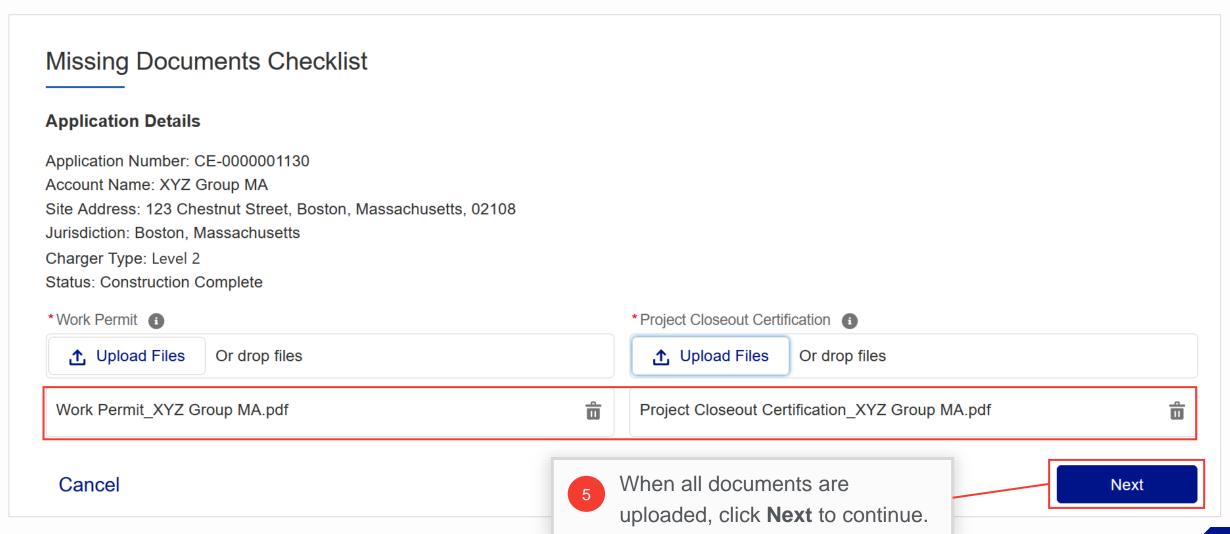
Document	Description
As Built Drawings	Both drawings must be provided in PDF format
Invoice	 The invoice should contain, at minimum the following: FROM: The entity receiving the incentive payment TO: National Grid Amount: The approved EV MRP Incentive Amount The EV number (EV-00000) Template provided on the NG website
Work Permit	Copy of the City / Town work permit
Project Closeout Certification	Customer Certification of satisfactory installation



Upload Missing Documents



Upload Missing Documents (cont.)

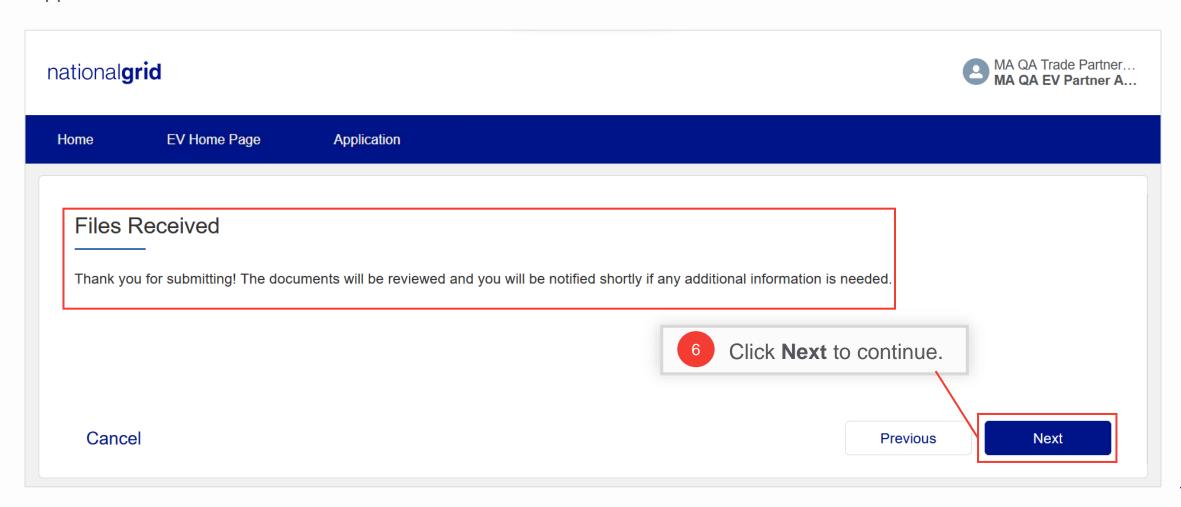




Files Received Message

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A message will appear that the files have been received. The "**Documents Needed**" message for the application will disappear from the Portal.

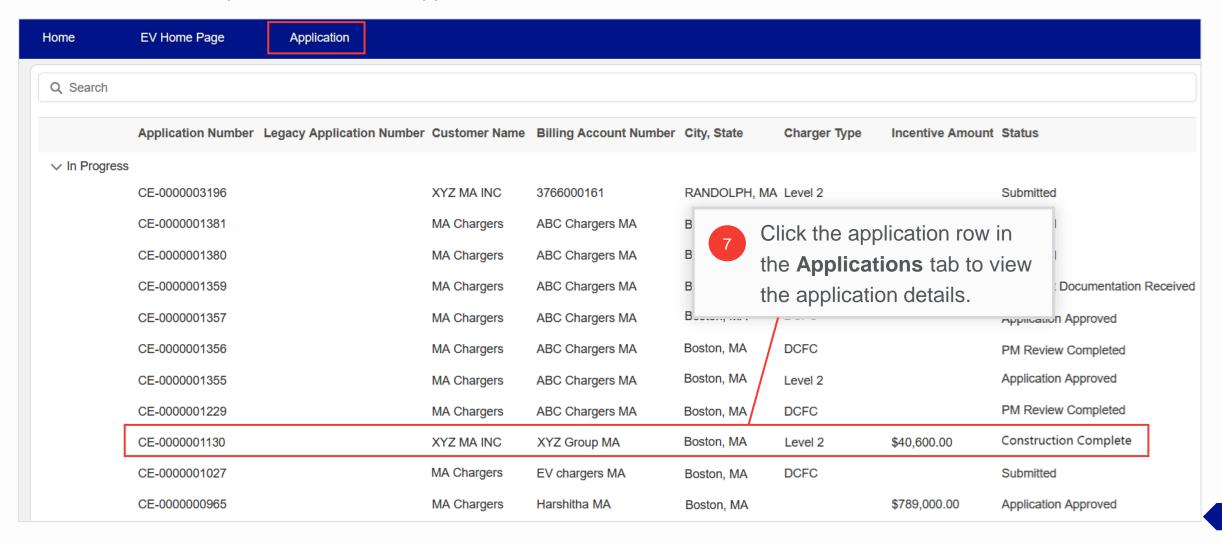




View Application Details

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Users can view the uploaded files in the application record as well.



View Application Details (cont.)

HOW TO UPLOAD MISSING DOCUMENTS IN AN EV APPLICATION - MA

The uploaded files will be visible in the application record.

