



SEAI Triple E - Submission Process Guidelines

Contents

1.1	Overview of submission methods	2
1.2	Before you start	2
1.3	Product information common to both submission methods.....	2
1.4	Individual Product Submission Procedure	3
	Step 1. Select the relevant Technology and SEAI Programme	3
	Step 2. Acceptance of general TripleE conditions.....	3
	Step 3. Submission type	3
	Step 4. Product information screen.....	3
	Step 4.1 Manufacturer.....	3
	Step 4.2 Supplier.....	3
	Step 5. Submit	3
1.5	Multiple Products Submission Procedure.....	4
	Step 1. Select the relevant technology and Programme	4
	Step 2. Acceptance of general TripleE conditions.....	4
	Step 3. Submission type	4
	Step 3.1 Spreadsheet download	4
	Step 3.2 Filling in the excel spreadsheet template.....	4
	Step 3.3. Save the file	4
	Step 4 Product information screen.....	5
	Step 4.1 Database upload option	5
	Step 4.2 Manufacturer.....	5
	Step4.3 Supplier.....	5
	Step 5 Submit Products	5
1.6	Common problems with product database uploads	6
1.7	Submit Supporting Documentation	6
1.8	SEAI Technical Evaluation	6

1.1 Overview of submission methods

You can choose from two different types of product submission methods:

Method 1: Individual Product Submission

- For submitting a small number of products.
- Complete an online form

Method 2: Multiple Products Submission

- For submitting a large number of products.
- Download and complete a template, then upload on the TripleE website

1.2 Before you start

Ensure that you are in a position to supply all required supporting documentation within 5 workings of a request from SEAI.

Duplicate product submissions are not allowed, therefore:

- Check with the relevant product Manufacturer or Main Agent before submitting any product and agree who should complete the process.
- If the information about your product is already registered on the Triple E database, the system will not allow the product to be resubmitted.

1.3 Product information common to both submission methods

The following information must be provided for both submission methods:

1. Product name

Each individual product must have a unique name defined by yourself or the manufacturer. If a name has already been registered on the TripleE database it cannot be re-registered.

2. Product code

Each individual product must have a unique code defined by yourself or the manufacturer. If a code has already been registered on the TripleE database it cannot be re-registered.

3. Short description

The product's short description cannot exceed 200 characters (letters, spaces, full stops etc.).

Only direct descriptive terms may be used in the short description of your product. No advertising language may be used. E.g. you cannot describe your product as market leader, exceptional energy saver, powerful performer etc.

4. Link to technical description

This is an opportunity to provide a link to the technical data for your product. It can also just be a direct link to your website. The system will only recognise valid web- pages so the main guidelines to giving this web link are:

- Link must start with either http:// or www.
- Contain no spaces (note particularly on the end if copied and pasted into cell)
- Doesn't have a comma instead of a full stop (.).
- Doesn't include any descriptive information

5. Specific product technical Information

Refer to the relevant technology criteria document for information on how to complete the technical information fields for specific technologies and product types.

1.4 Individual Product Submission Procedure

Step 1. Select the relevant Technology and SEAI Programme

- Use the drop down menu to select the relevant category for your product.
- Use the new drop down menu to select the relevant technology for your product.
- Select the programme you wish to submit to. (Note: Selecting ACA or Microgen programmes will automatically select the Triple E programme)

Step 2. Acceptance of general TripleE conditions

By ticking the “agree” boxes you are agreeing to the ACA terms and conditions and making a legal declaration that you can confirm that the product you are about to submit for consideration to the Triple E meets the relevant eligibility criteria. You are also confirming that you can provide the correct evidence in the form of supporting documentation to proof compliance of the submitted product(s) with the relevant eligibility criteria.

Step 3. Submission type

Select **Individual Product** Submission process.

Step 4. Product information screen

All text boxes which are denoted by a * are mandatory and must be filled in to successfully complete the upload process. See Section 1.3 for additional information.

Step 4.1 Manufacturer

The name of the product's manufacturer must be submitted here. If the manufacturer's name is not already registered you can register it as part of your submission using the special option underneath the box for manufacturer's name.

Step 4.2 Supplier

The person submitting the product is automatically also given as the supplier. You can chose to keep this supplier listing or remove it, replacing with another from the registered list. Multiple suppliers can also be added for any particular product. If a particular supplier is not listed they can be registered using the special option above the box for supplier's name.

Step 5. Submit

Once you have inputted the data required, click the “submit” button at the bottom of the page to upload your product data. If you have further products to upload you can click “submit and upload next”.

Note: A product is only considered successfully submitted after you receive an automatic e-mail notification to this effect.

1.5 Multiple Products Submission Procedure

Step 1. Select the relevant technology and Programme

- Use the drop down menu to select the relevant category for your product.
- Use the new drop down menu to select the relevant technology for your product.
- Select the programme you wish to submit to. (Note: Selecting ACA or Microgen programmes will automatically select the Triple E programme)

Step 2. Acceptance of general TripleE conditions

By ticking the “agree” boxes you are agreeing to the ACA terms and conditions and making a legal declaration that you can confirm that the product you are about to submit for consideration to the TripleE meets the relevant eligibility criteria. You are also confirming that you can provide the correct evidence in the form of supporting documentation to proof compliance of the submitted product(s) with the relevant eligibility criteria.

Step 3. Submission type

Select **Multiple Product Submission** process.

Step 3.1 Spreadsheet download

You must first download the specific spreadsheet template by clicking on the “Download Latest Template Here” button. This template is used to fill out all the relevant product details according to the directions below, and then once completed, uploaded on to the website. If you have previously completed the template you may now skip to Step 4.

Step 3.2 Filling in the excel spreadsheet template

When filling in the excel template it is essential that you follow the guidance given in Section 1.3 above carefully. You must not alter the format of the spreadsheet template as the system will not accept information which is not provided in the correct format. SEAI is not in a position to accept information which is not uploaded using the provided system.

Step 3.3. Save the file

Once you have completed filling in the database spreadsheet you must save it as a CSV (comma delimited) file. Only spreadsheets which are saved as CSV files can be submitted to the ACA system. The following are the steps to save your spreadsheet as a CSV file:

- From the File menu, choose Save As
- In the dialog box, Save As Type – click on the down arrow and scroll down to select CSV (Comma Delimited)
- Click save and in the pop-up box, choose Yes
- You have now completed saving the file in CSV format. This is the file that you will now use to upload your submission onto the ACA website.

Once you have completed the spreadsheet (your ACA product database) following the instructions given above, and saved it on your computer, you can now upload the CSV file to the ACA website. To this you must login on to the product provider website again and go to the Submit products section (Step 4.1 of the submission process – Select ‘Continue to Submission Form’).

Step 4 Product information screen

All text boxes which are denoted by a * are mandatory and must be filled in to successfully complete the upload process. Please see the previous Section 1.3 for additional information.

Step 4.1 Database upload option

This option allows you to upload the CSV file you have saved.

Using the “browse” function search for the CSV file you had previously saved to be uploaded. Note that the file must be:

- Saved in CSV (Comma Delimited) format from Microsoft Excel (see above for instructions)
- Contain all mandatory information as set out in above
- Not contain any extra columns, rows, comments, tabs or tags

Step 4.2 Manufacturer

The name of the product's manufacturer must be submitted here. If the manufacturer's name is not already registered you can register it as part of your submission using the special option underneath the box for manufacturer's name.

Step 4.3 Supplier

The person submitting the product is automatically also given as the supplier. You can choose to keep this supplier listing or remove it, replacing with another from the registered list. Multiple suppliers can also be added for any particular product. If a particular supplier is not listed they can be registered using the special option above the box for supplier's name.

Step 5 Submit Products

Once you have inputted the data required, click the “submit” button at the bottom of the page to upload your product data.

Note: A product is only considered successfully submitted after you receive an automatic e-mail notification to this effect.

1.6 Common problems with product database uploads

If you are trying to submit a spreadsheet of products to the ACA database, and getting error messages, then run through the following checklist to see where you may have made a mistake on your file:

- File saved in CSV (Comma Delimited) format from Microsoft Excel (see above for instructions)
- Each individual product name is unique
- Each individual product code is unique
- All short descriptions are ≤ 200 characters
- Link to technical description starts with either http:// or www.
Contains no spaces (note particularly on the end if copied and pasted into cell)
Doesn't have a comma instead of a full stop (.).
- Does not include any descriptive information
- The full spreadsheet has been completed
- There are no duplicate entries
- All fields requiring entry of a number have:
Only one number entered
Have no text entered (e.g. 0.37 is correct, 0.37kW is not correct)
- You have entered the data into the correct spreadsheet (e.g. not trying to upload a lighting controls spreadsheet into the pumps category)
- Ensure that all columns other than those with a field heading are empty.
 - E.g. mark all adjacent columns to those with product data and press delete to ensure no data is accidentally entered into empty cells.
- If you've ticked all the boxes, and your submission still isn't working, then contact the TripleE helpline on 01 808 2100 or triplee@seai.ie

1.7 Submit Supporting Documentation

SEAI will issue an email requesting supporting documentation for a proportion of products submitted. You will have 5 days to upload supporting documentation. To complete the process via your online account, please upload any supporting documentation and complete the tasks assigned to you by selecting the relevant document to meet each condition within the task. Documents uploaded by you will be visible for selection in the dropdown menus beside each condition.

1.8 SEAI Technical Evaluation

Provided you complete all the tasks assigned to you and your products are deemed to meet the relevant eligibility criteria, your products will then be added to the next draft of the TripleE registered products list. The draft list is then subject to Ministerial signoff and is normally published 8-10 weeks following the submission period closing date. Once the draft list is enacted by the Minister, newly added products will go-live and be searchable on SEAI's website.