

Ordered Vehicle Application Submission SOP

This document will walk you through the steps a Dealership or Showroom representative will take to submit an application to reserve funds for a vehicle that has been ordered and is expecting a delayed delivery.



Table of Contents



- Submitting the Ordered Vehicle Application 3
 - Step 1: Application Type (Vehicle Order vs. Point-of-Sale)..... 3
 - Step 2: Ordered Vehicle Information (Order)..... 4
 - Step 3: Upload Documents (Order) 4
 - Step 4: Submit Application 5
 - Application “Pre-Approved” 5
- Submitting Final Documents Upon Delivery 6
 - Step 1: Getting Back into the Application..... 6
 - Step 2: Ordered Vehicle Information (Delivery)..... 6
 - Step 3: Upload Documents (Delivery)..... 7
 - Step 4: Submit Application 7
 - Application Approved 7



Important Information:

- This process is to be completed **within 14 days of the order date.**
- Upon delivery of the vehicle, the application is to be fully completed with all outstanding documentation **within 14 days of the delivery date.**
- Any dealership or customer questions should be directed to the program administrator, Center for Sustainable Energy:
 - Email: chargeupnj@energycenter.org
 - Phone: **877-426-2474**

01

Submitting the Ordered Vehicle Application

From the dealership dashboard, select **“New Application”** and enter the applicant's New Jersey driver's license number.

Step 1: Application Type (Vehicle Order vs. Point-of-Sale)

You will be directed to the first page of the application, asking:

- a. **“Is this an application for point-of-sale or for a vehicle order?”**
 - i. Select **“Vehicle Order”** from the drop-down menu.
 - ii. You will then find the three required documents to fulfill the ordered part of the application
 - iii. Click **“Apply”**

Note: Selecting “Point-of-Sale” from the drop-down menu will initiate the normal process for submitting an application for a vehicle that has been purchased or leased within the past 14 days.

After clicking **“Apply”**, you need to:

- Check the box acknowledging the Terms and Conditions *and*
- Enter in the applicant's information as in previous fiscal year programs.

The screenshot shows a web form titled "What are you applying for?". It contains two dropdown menus. The first is labeled "*Applicant is an:" and has "Individual" selected. The second is labeled "*Is this an application for point-of-sale or for a vehicle order?" and has "Vehicle order" selected. Below these is a section titled "Please have these documents ready to upload when you fill out your application:" which lists three items: "Applicant Terms and Conditions", "Proof of Order", and "Proof of Residency (Driver License)". At the bottom are two buttons: "Cancel" and "Apply".

Step 2: Ordered Vehicle Information (Order)

1. Select the vehicle that has been ordered by the applicant
 - a. **Year, Make, and Model** must match the delivered vehicle
2. Select the **Order Date** for the vehicle
 - a. Order date must be no longer than 14 days from the application submission date

Ordered Vehicle Information

The information provided for the ordered vehicle must match the information that will be provided on the registration and purchase or lease agreement when you submit the delivered vehicle application. If the information does not match the vehicle upon delivery, you will need to re-apply as a point-of-sale application.

***Make**
Tesla ▼

***Model**
Model 3 ▼

***Year**
2024 ▼

***Order Date**
06/20/2024 📅

Cancel

Save

Continue

Step 3: Upload Documents (Order)

Note: Please make sure all uploaded documentation is clear and legible.

1. Required Documents must include the following information:
 - a. **Applicant Terms and Conditions**
 - i. Must have Year, Make, & Model of the vehicle
 - ii. Must list the MSRP at the time of order: **Base MSRP + Upgrades/Add-ons, minus Delivery Fees, floor mats, first-aid kits, other items or fees that do not contribute to the value of the vehicle**
 - iii. Must list the correct incentive level
 - b. **Proof of Order**
 - i. Name of Applicant
 - ii. Name of Dealership
 - iii. Ordered Vehicle Information
 - iv. MSRP – (It is a best practice to include an MSRP breakdown of the vehicle to determine the accurate incentive level)
 - v. Date of Order
 - c. **Proof of NJ Residency (Driver License)**
 - i. Must be a valid NJ Driver's License at time of order
 - ii. Interim NJ Driver's Licenses are allowed if valid and signed
 - iii. Out of State Driver's Licenses are only acceptable with current military orders in NJ

Upload Documents

Instructions on how to Submit Documents
Please upload a legible and complete copy of each required document requested below in order to submit your application. **Multiple files or images can be selected for each required document.** Click on the **help icon** for additional details and examples of correct documentation.

***Applicant Terms and Conditions** ?

Upload Document

***Proof of Order** ?

Upload Document

***Proof of Residency (Driver License)** ?

Upload Document

Step 4: Submit Application

1. Upon application submission, you will be directed to a confirmation screen that shows the Application ID number. The Application ID number will be formatted: NJ-#####.

Dealerships will receive an automatic confirmation email acknowledging the submittal of the application.

If you have any questions, please call the program administrator at **877-426-2474** or email chargeupnj@energycenter.org. Staff are available from 8 am – 6pm Eastern on business days. The program administrator will respond to most inquiries typically within two (2) business days.

On the dealership dashboard, your newly submitted application will appear as follows:

Application ID	Applicant Name	Dealer Name	Date Started	VIN	Rebate Amount	Application Status	Rebate Status
Vehicle NJ-UA-0047557 Standard	Derek Rose	John Smith	06/20/2024	Vehicle Order	\$2,000	Submitted	Pending

A few things to note:

1. The VIN will be listed as **“Vehicle Order”**. This will be changed upon delivery and submittal of the final documentation by the dealership.
2. The Application Status and Rebate Status will read **“Submitted”** and **“Pending”**, respectively, upon submitting the ordered vehicle application.

After submitting the application, an automatic email will be sent to the dealer representative, confirming the submission.

Funds will be reserved for the vehicle, contingent on reviewal. Charge Up New Jersey will review the ordered vehicle application and will reach out to the Dealership or Showroom via email if any additional information is required. **Dealerships and Showrooms are responsible for ensuring that this email communication is received.**

Application “Pre-Approved”

The Dealership or Showroom representative will receive an automatic **“Application Pre-Approved”** email when the ordered vehicle application is approved. The email will also list the next steps to take once the vehicle is delivered.

Funds will be reserved for **365 days** after the pre-approval notice, after which date the application will expire. In the event a vehicle’s delivery is projected to be delayed past 365 days, dealers may contact Charge Up New Jersey staff requesting an extension.

On the dealership dashboard, a **“Pre-Approved”** application will appear as follows, where the Application Status reads **“Pre-Approved”** and the Rebate Status reads **“Reserved”**:

Vehicle NJ-UA-0037208 Standard	Will Williamson	John Smith	10/17/2023	Vehicle Order	\$1,500	Pre-Approved	Reserved
--------------------------------------	-----------------	------------	------------	---------------	---------	--------------	----------

After the application is **“Pre-Approved”**, there is no action required by the Dealership or Showroom until the vehicle is delivered.

02

Submitting Final Documents Upon Delivery

PLEASE NOTE: As always, the incentive must be applied to the applicant's contract in full at the point-of- sale. Dealerships or Showrooms that withhold the incentive from the applicant pending application approval risk being removed from the Charge Up New Jersey program, as well as future programs.

Step 1: Getting Back into the Application

From the dealership dashboard, click back into the application by selecting the application number or the "Pre-Approved" status.

Application ID	Applicant Name	Dealer Name	Date Started	VIN	Rebate Amount	Application Status	Rebate Status
Vehicle NJ-UA-0047557 Standard	Derek Rose	John Smith	06/20/2024	Vehicle Order	\$2,000	Pre-Approved	Reserved

Step 2: Ordered Vehicle Information (Delivery)

You will be directed back to the Ordered Vehicle Information page, where you will enter in the **VIN** and **Purchase/Lease** information:

PLEASE NOTE: The final documents must be uploaded and the application submitted within 14 days of the delivery date. If the delivered vehicle does not match in Year, Make, and Model of the vehicle that was originally ordered, you will need to cancel the application and submit a Point-of-Sale application, pending program funding.

Ordered Vehicle Information

The information provided for the ordered vehicle must match the information that will be provided on the registration and purchase or lease agreement when you submit the delivered vehicle application. If the information does not match the vehicle upon delivery, you will need to re-apply as a point-of-sale application.

***VIN**

***Make** ***Model** ***Year**

Tesla ▼ Model 3 ▼ 2024 ▼

***Purchased or Leased?**

Select One ▼

Cancel Continue

Step 3: Upload Documents (Delivery)

1. Required Documents:

- a. **Full Purchase or Lease Agreement, signed by applicant and dealership**
 - i. In order to determine the correct incentive level, it is a best practice to include an MSRP breakdown or a Window Sticker (Monroney Label) with the Purchase or Lease Agreement documents
- b. **Proof of NJ Registration**
 - i. Only a temporary or permanent NJ Registration card, as authorized by the NJ MVC, will be accepted

Upload Documents

Instructions on how to Submit Documents
Please upload a legible and complete copy of each required document requested below in order to submit your application. **Multiple files or images can be selected for each required document.** Click on the **help icon** for additional details and examples of correct documentation.

*Purchase/Lease Agreement ?

Upload Document

*Vehicle Registration ?

Upload Document

Step 4: Submit Application

Upon submission of the final documents, an automatic email will be sent to the dealer representative, confirming the submission.

On the dealership dashboard, the VIN now appears for the application, and the Application Status and Rebate Status now read **“Submitted”** and **“Reserved”**, respectively.

Application ID	Applicant Name	Dealer Name	Date Started	VIN	Rebate Amount	Application Status	Rebate Status
Vehicle NJ-UA-0047557 Standard	Derek Rose	John Smith	06/20/2024	VIN12345678901234	\$2,000	Submitted	Reserved

Charge Up New Jersey will conduct a final review of the fulfilled application on a first come, first served basis. The dealership will receive an email notification upon application approval, or if additional information is requested.

Application Approved

Upon determination by Charge Up New Jersey that an application has fulfilled all the requirements of the program, the Application Status and Rebate Status on the dealership dashboard will both read **“Approved”**. The dealership will receive an automatic email upon approval, and that the dealership can usually expect payment within 30 days via ACH.

Application ID	Applicant Name	Dealer Name	Date Started	VIN	Rebate Amount	Application Status	Rebate Status
Vehicle NJ-UA-0047557 Standard	Derek Rose	John Smith	06/20/2024	VIN12345678901234	\$2,000	Approved	Approved

Any questions regarding this process can be directed to Charge Up New Jersey staff at chargeupnj@energycenter.org or at **877-426-2474**.



Charge Up New Jersey is the state's consumer clean vehicle rebate program designed to encourage residents to make the switch to driving electric vehicles (EVs) as a critical step to secure New Jersey's clean energy future. It is a subprogram of New Jersey's Clean Energy Program and the only program offering a cash incentive toward the purchase or lease of an EV in the state. It is managed by the New Jersey Board of Public Utilities and administered by the nonprofit Center for Sustainable Energy.