![seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND]

Energy Efficiency Obligation Scheme

Guidance document for submitting Non Residential Energy Credits (NREC) Applications

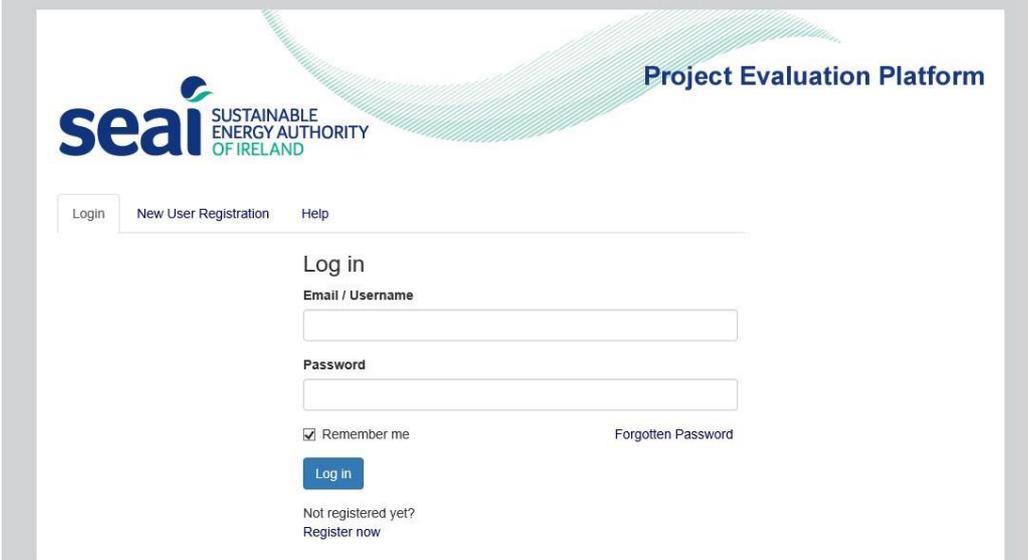| Version	Date	Details
Version 1.0	10/10/2022	Original
Version 2.0	24/02/2025	Revised document for updated PEP application

Contents

1. Introduction

Obligated Parties are required to submit their Energy Efficiency Obligation Scheme (EEOS) non-residential energy credits (NREC) application documentation via the SEAI Project Evaluation Platform (PEP) Portal. All energy savings notified to SEAI through NREC applications should be subject to obligated party quality assurance checks before any application is completed.

The PEP Portal may be accessed via the following link: https://pepportal.seai.ie/

The NREC application is completed online and requires applicants to provide project details and attach relevant documents for review as part of SEAI's evaluation of applications.

This document is indented to provide guidance on the process for NREC applications, the requirements for completing an application, and highlight some troubleshooting which may be of use to applicants.

2. User registration

Instructions	PEP Portal Display
To access the portal please go to: https://pepportal.seai.ie/	
First time users will need to create a login, please go to the *New User Registration* tab.	

If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the **+ button.**	Login New User Registration Help Step 1: Select / Setup Organisation Group Organisation Name: * [▼] [➕] [❓]
Create Organisation The following pop-up will appear. Complete all fields and click **Create.**	Create Organisation **Organisation Group Name** Sample Org **Organisation Group Address line 1** * 1 sample street **Organisation Group Address line 2** [ ] **Organisation Group Town** * Sample Town **Organisation Group County** Dublin **Eircode** https://finder.eircode.ie/#/ [ ] [Create]
Once you have created your organisation you will return to the New User Registration page. **Step 1.** Select your newly created Organisation Name. **Step 2.** Under Selected User Type, select **Applicant.**	Login New User Registration Help Step 1: Select / Setup Organisation Group Organisation Name: * [Sample Org ▼] [➕] [❓] Step 2: Selected User Type User Type: * [Applicant ▼] [❓]

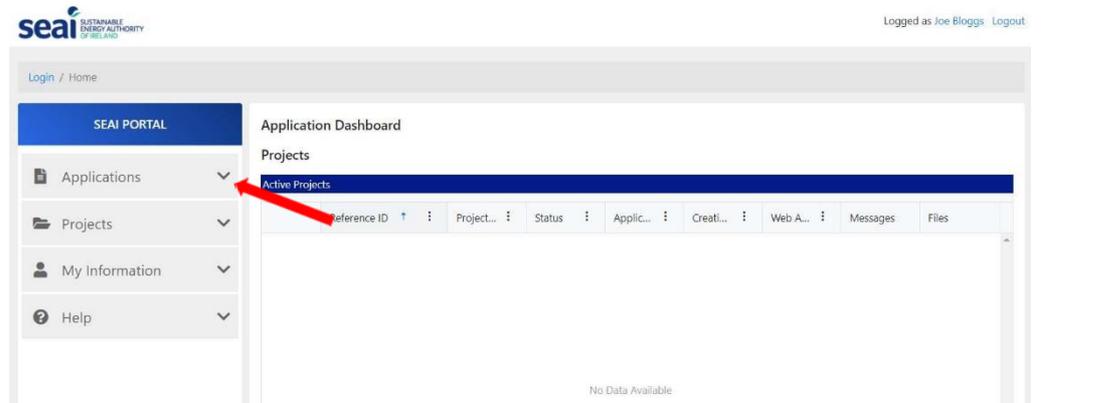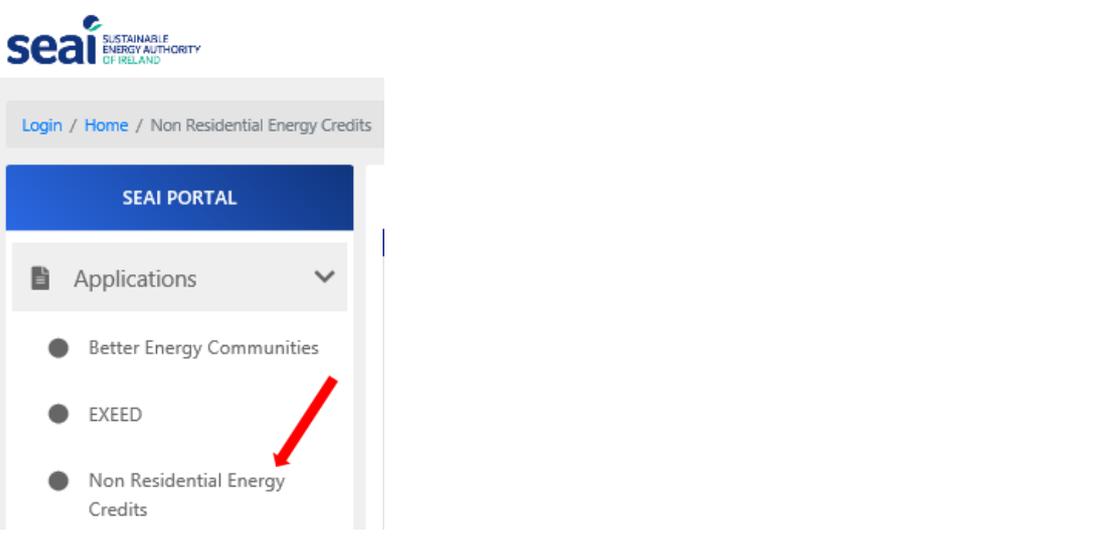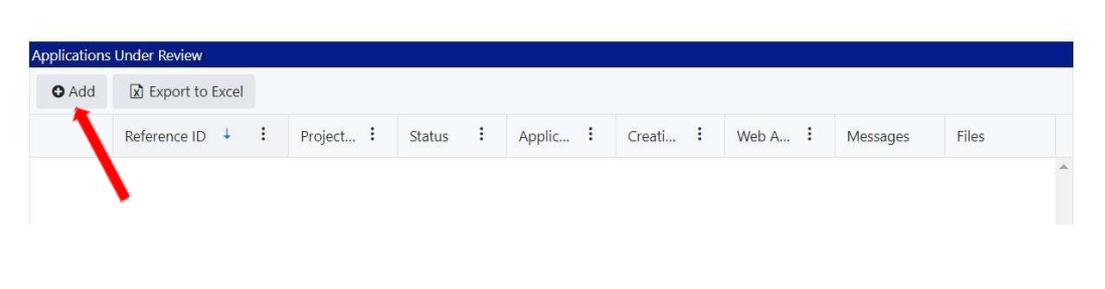|	
Step 3. Complete new user information. Create a username and password. Please remember these details, as you will need your username and password for future access to your PEP account. Click **Register**.	Step: 3 New User First Name: * [ ] Last Name: * [ ] Email: * [ ] Contact No.: * [ ] Address line 1: * [ ] Address line 2: [ ] Town: * [ ] County * [▼] Eircode * https://finder.eircode.ie/#/ [ ] Username: * [ ] Password * [ ] Confirm Password * [ ] [Register]
You will receive the following message: Return to the login tab and enter your newly created username and password. Click **Log in.**	Login New User Registration Help Success! Thanks for filling out our form! Login New User Registration Help Log in **Email / Username** [joeblogs] **Password** [••••••••] ☑ Remember me Forgotten Password [Log in] Not registered yet? Register now

3. Creating an application

Instructions	PEP Portal Display
After you log in, you will see the following home page. Please select the **Applications** tab from the sidebar menu.	
And select **Non Residential Energy Credits** from the dropdown menu.	
Under the 'Applications Under Review' heading. Click the **+ Add** button to create a new application.	

Section 1 A new application will open on Section A. **1a** All details required here will autofill from registration details. **1b** Please complete all fields in 1b Client Organization Details. If a Client Organization is a **LIEN Company,** please select **'Yes'.** The applicant must then answer three Yes/No questions related to the client organization. If necessary, an applicant can create a new client organization by selecting the "add" button and providing the following information.	**Section A – Administration (NREC)** This form is to be completed by Energy Suppliers and their clients seeking to claim credits for energy savings initiatives in the non-residential sector in fulfillment of energy savings targets as envisioned under Directive (EU) 2018/2002 of the European Parliament and of the Council amending Directive 2012/27/EU on energy efficiency and S.I. No. 131/2014 European Union (Energy Efficiency Obligation Scheme) Regulations 2014, as amended by S.I. No. 634/2016 European Union (Energy Efficiency Obligation Scheme) (Amendment) Regulations 2016. SEAI shall preserve the integrity and confidentiality of all information provided by Energy Suppliers and their clients in this form. **1a. Energy Supplier Details** Energy Supplier Company Name * — Position *Autofilled from registration* — *Autofilled from registration* Contact First Name — Contact Last Name *Autofilled from registration* — *Autofilled from registration* Address Line 1 * — Address Line 2 *Autofilled from registration* — *Autofilled from registration* City/Town * — County * *Autofilled from registration* — *Autofilled from registration* Eircode — Email Address *Autofilled from registration* — *Autofilled from registration* Contact Number *Autofilled from registration* **1b. Client Organisation Details** Client Organisation * — Is it a LIEN Company? * ⦿ Please Select ○ Yes ○ No First Name * — Last Name * Address Line 1 * — Address Line 2 City/Town * — County * EirCode * — Email * https://finder.eircode.ie/#/ Contact Number * Please indicate who the project coordinator is on the project * Please indicate whether the client is certified to ISO50001 * Please indicate whether the client is a Public Sector Body * **Create Organisation** ✕ Organisation Group Name Organisation Group Address line 1 * Organisation Group Address line 2 Organisation Group Town * Organisation Group County Eircode https://finder.eircode.ie/#/ Create

1C This section is only required where the project coordinator is not either the client organization or the energy supplier. In this case, the applicant must complete all fields relevant to the project coordinator. To complete section A of the application, the applicant must press the "Next" button at the base of section 1C. The applicant will not be allowed to proceed to section B until all required information in section A has been inputted. Progress can be saved at any stage by pressing the "Save" button. This feature allows the applicant to exit the application without losing any progress and continue working on the application at a later stage. Any saved applications will appear on the applicants PEP dashboard with a status of "Draft". **Note:** The * indicates a mandatory field.	If Client Organisation or Energy Supplier is different than the above, please provide the details in Section 1C below. **1c. External Project Coordinator (Where Applicable)** Project Coordinating Company Principal Business Activity First Name Last Name Address Line 1 Address Line 2 City/Town County EirCode https://finder.eircode.ie/#/ Email Mobile Position Telephone [Cancel] [Save] [Next]

Section 2
Please complete Project Details in Section B (all fields).

2a
If the project is receiving financial assistance from another SEAI scheme, please state here and select the programme from the dropdown list.

Accurate detail on project interaction is important, so please ensure detail of other SEAI scheme relevant to the project are included.

2b
Provide main project details and input a breakdown of the measure types and associated energy savings for the project.

Project measures can be added using the "Add" button. The applicant must select the relevant measure type from the dropdown and input the energy savings associated with that measure.

The "Total Energy Credits" for the application will be auto-calculated from the sum of the project measures.

Section B – Project Details

In this section enough information on the project should be provided to allow appropriate assessment of the project and energy savings

Note: If the project is receiving financial assistance from SEAI in the form of grant or funding only section 2a needs to be completed.

2a. Is the Project Receiving Financial Assistance From SEAI?

Select a choice

- Select -

- Select -

Yes

No

Is it linked to an SEAI programme or "other" State? If so, please select the programme *

EXEED

Please provide Application reference for the selected programme *

2b. Project Description

Project Title *

How many sites will receive upgrade works?

Main Project Location

Address Line1 *

Address Line2

City/Town *

County *

Eircode *

https://finder.eircode.ie/#/

Project Measures *

Add

Energy Savings (kWh)	⋮	Measure Type	⋮

Measure Type *

Energy Savings (kWh) *

Cancel   Save

No Data Available

|◄ ◄ 0 ► ►| 100 ▼ items per page   No items to display ↻

Total Energy Credits (kWh)

2C

The building details for each of the project sites must be inputted. A building can be added using the "Add" button.

A building is created by inputting the required data and pressing "Save".

2c. Building Details *

Please provide the full address and Eircode for all buildings that received works as part of this project. If the energy efficiency improvement works relate to public lighting, provide the location address; for fleet upgrades, provide the address for each company that received works. The associated energy credits must be provided for each row.

Add	Export to Excel						
		Building/Facilit... ⋮	Address Line 1 ⋮	Address Line 2 ⋮	City/Town ⋮	County ⋮	Eircode ⋮	Energy Credits ⋮

No Data Available

Building Details ✕

Building/Facility Name *

Address Line 1 *

Address Line 2

City/Town *

County *

Eircode *
https://finder.eircode.ie/#/

Energy Credits *

|◄ ◄ 0 ► ►| 100 ▼ items per page   No items to display ↻

Energy Credits (kWh)

0

After a building has been created, it will appear in section 2d. The applicant must then input a breakdown of the project measure types, as identified in section 2b, for each building. This is done by pressing the "Edit" button next to a created building.

The applicant will be prompted to input an energy savings figure for each of the overall project measure types. The sum of the breakdown provided for each measure type should equal the total energy credits input for a given building.

For any project measures which are not relevant to an individual building, these **should be removed** using the "Remove" button.

The "Energy credits" value at the bottom of section 2c is auto-calculated from the sum of the energy credits from all buildings, and should equal the "Total energy credits" value from section 2b.

2d Provide an overview of project measures which have been implemented and describe how these will contribute to reduce energy use.	**2d. Summary of Project** *Project Summary (Please provide overview of project . Include building/facility/service description, its scale or dimensions and key energy features and performance improvement projections for the project. Please include details on current energy use. Please provide overview on proposed measures to be put in place and how these will contribute to reduce energy use.)* Summary of Project Proposal *
2e Describe in detail how the project was implemented including current technology specification and proposed specifications.	**2e. Technical Description of Project** *Describe in detail how the project was implemented including current technology specification and proposed specifications. Outline the basis for estimated savings and supporting calculations. Please attach any relevant additional details in an Appendix.* Technical Description of Project *
2f All dates must be in the past and in sequence, beginning with the project start date. The application is only eligible if all energy measures are implemented, and savings verified. (*If a project is ongoing, please provide the status of the project. Please be as descriptive as possible.*) The project completion date should be the date which the project was completed on site, <u>not the date that M&V was complete</u>.	**2f. Project Timescale** Project Start Date * Project Completion Date * M&V Completion Date * What Stage is the Project at? (If ongoing, please provide status of the project. Please be as descriptive as possible.) *
2g Provide details on the calculation methodology used to determine energy savings form the project. This section should serve as a summary of either the M&V approach adopted or identify the SEAI calculation tool that was used.	**2g. Calculation Methodology** **Performance gains relative to appropriate reference, regulatory standards or other relevant norms** *Please provide details on how you have calculated the impact of the improvements and savings. Quantify the project energy savings and benefits, in absolute or percentage terms, for the overall project and for each significant element of the project. Please express improvement relative to relevant norms – such as improvement in BER or DEC rating, energy consumption/unit of production or service activity, improvement in pump performance, etc ..* Calculation Methodology *

2h
Outline the proposed approach to measurement and verification (M&V) of the impact of the project. This section should draw on the information in the project M&V plan.

2h. Measurement and Verification

Outline the proposed approach to measurement and verification (M&V) of the impact of the proposed project. Where applicable, include details of any current or proposed data logging capability (e.g. BMS) either on an individual building, facility or service basis or on the installed technology, the M&V methodology used (e.g. International Performance Measurement & Verification Protocol - IPMVP) and of the plans for the ongoing monitoring of the projects to verify performance and communicate the results to SEAI. Note: SEAI reserves the right to revoke all energy savings credits issued in the event of failure to cooperate with this element.

Measurement and Verification *ⓘ

Section 3

3a

Enter the Annual Energy Consumption prior to the project (i.e. the baseline year) in kWh and € (if available) and provide a breakdown of the type of energy used on the site (Electrical, Thermal or Fleet).

Annual Energy Savings (in kWh, € and kg of CO_2) must represent those of the entire project and should equal the energy credit total detailed in section 2c and 2d.

Note: *PEE factor is there for backwards compatibility and it should always be left at "1".*

Section 3: Annual Savings from Project

3a. Annual Energy Savings

Enter the current annual energy consumption at the project location/s (in kWh and in €) and estimate the annual energy savings benefits (in kWh, € and kg of CO_2) directly attributable to the project. Where there is more than one building, facility or service involved in the application, please enter the aggregate figures. Present the consumption and savings figures for the different energy forms shown below. Energy Savings Credits are calculated on the basis of Final Energy Saving.

Energy Form	Current Annual Consumption at Project Address(es)		Annual Energy Savings Directly Attributable to the Project				
	kWh*	Euro (excl. VAT)*	kWh*	Euro (excl. VAT)*	kg CO_2*	kWh (Final Energy Saving)*	PEE Factor*
Electricity							1 ▼
Thermal							1 ▼
Fleet (vehicles)							1 ▼

3b

Provide **Energy Credits Milestones** here. In the majority of cases, there will only be 1 milestone – the completion of the project. Only when a project spams a number of years and energy supplier are claiming energy credits in phase will this be applicable.

Click the **+ Add** button and in the new window outline if the project is 'Complete' with **Date Completed** and percentage **(%)** of associated energy credits.

Energy credits assigned (kWh) will be calculated automatically based on the % entered for each phase of the project from the total energy savings credits in section 3a.

Click **Save** to record the information provided. Click the edit button to update your application.

3b. Energy Credit Milestones *

If project crosses year end, please indicate the percentage of energy credit in each year. Maximum of four milestones

⊕ Add

Number	⋮	Energy Credit Milestones	⋮	Date Completed	⋮	% Energy Savings	⋮	Energy Credits Assigned (...	⋮

Energy Credit Milestones

Number

Energy Credit Milestone *

complete

Date Completed *

30/12/2021

% Energy Savings *

100

Energy Credits Assigned (kWh) *

100

3c Overview of **contribution by the Energy Supplier** and why it is deemed to be material to the project. (*Description of the contribution by the energy supplier which has enabled the project to proceed. Please note that unless the energy supplier clearly explains how they are material to the energy savings achieved, no energy credits can be awarded. It is therefore imperative that appropriate information is given to substantiate the materiality of their contribution*.)	**3c. Materiality of contribution by Energy Supplier to savings achieved** Overview of Contribution by the Energy Supplier and why it is deemed to be material to the project. (Description of the contribution by the energy supplier which has enabled the project to proceed. Please note that unless the energy supplier clearly explains how they are material to the energy savings achieved, no energy credits can be awarded. It is therefore imperative that appropriate information is given to substantiate the materiality of their contribution.) Materiality of Contribution *
4 Declaration of Client Organisation (*Client organisation statement regarding the materiality of the energy supplier's contribution. Please provide details describing how the energy supplier's contribution enabled the project to proceed*)	**4. Declaration of Client Organisation** Client organisation statement of materiality of Energy Supplier's Contribution. Please provide details of how the Energy Supplier's contribution enabled the project to proceed. * free text, Max 3000 characters I hereby declare that the information provided in respect of this application is to the best of my knowledge correct. I am duly authorized to sign on behalf of the client organisation(s).* I agree to allow SEAI, the Energy Supplier (named at section 1a of this form) or their delegated agent(s) to verify any of the technical information contained herein which is reasonably available. I understand that this verification may entail being contacted to allow access to information about the project and/or to arrange access for an inspection of the completed works.* I confirm that the Energy Supplier indicated in this form has been involved in the execution of this project and has been material to the achievement of the claimed savings.* I confirm that the Energy Supplier should be awarded the indicated energy credits from this project.* The contact details I provide on this form will only be used in relation to this project and the operation of the Energy Efficiency Obligation Scheme.* Select and agree to all
Provide Name (in capitals) of the client organisation's representative, Position, Date form completed, Email and Phone Number. *Please attach signed hard copy (.pdf) in* **Section 5** *Supporting Documentation.* A .pdf of the declaration can be downloaded from Section 4	Signature on behalf of Client Organisation * Position * Date * Email * Phone Number *

Section 5 Supporting Documentation Please attach all relevant supporting documentation under the appropriate heading. Click the **Add** button and upload supporting document. *A checklist of required supporting documents is available in Section 5 of this document.* Additional documents (Invoices, photos before & after the installation, etc…) or declarations not listed under these headings should be submitted under thelast field '*Other Requested Documents'* **IMPORTANT:** If uploading multiple files in any of the Upload fields, please either merge these as one single .pdf or .zip file, to accommodate a single upload per field. **Note:** Please ensure attachments are correct prior to uploading. If a file needs to be deleted after it has beenadded click the cancel button	## 5. Supporting Documentation **Please attach any supporting document in relation to your application in the specified section, below** **Application Form** Add Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx **Financial Documents** Add Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx **Technical Documents** Add Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx **Other Requested Documents (if applicable)** Add Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

Uploaded files will appear beside the heading they were uploaded under.

	File Name	File Size	Created On ↑	Download
•	Declaration of Client Organisation-10.pdf	325,986.00	29/03/2022 11:54	Download
•	Contribution by Energy Supplier.pdf	479,178.00	29/03/2022 11:54	Download
•	Project Name xxx - M&V Report.pdf	1,093,959.00	29/03/2022 11:54	Download
•	Photo After the installation.jpg	3,750,855.00	29/03/2022 11:54	Download
•	Photo Before the installation.jpg	3,750,855.00	29/03/2022 15:15	Download

When all files are uploaded click **Save** to record the information provided.
The full list of uploaded files will be visible under File Name.

Other Requested Documents (if applicable)

Add   **Invoice xxx.pdf**

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

	File Name	File Size	Created On ↑	Download
•	Declaration of Client Organisation-10.pdf	325,986.00	29/03/2022 11:54	Download
•	Contribution by Energy Supplier.pdf	479,178.00	29/03/2022 11:54	Download
•	Project Name xxx - M&V Report.pdf	1,093,959.00	29/03/2022 11:54	Download
•	Photo After the installation.jpg	3,750,855.00	29/03/2022 11:54	Download
•	Photo Before the installation.jpg	3,750,855.00	29/03/2022 15:15	Download

If you wish to save your application and return later to edit it, prior to submission, please press the **Save** button and the message will appear to confirm if you wish to save your application partially. Select OK to confirm or Cancel to go back. Your application will be saved, and the Status will indicate *Draft*.
If you wish to complete your application at a later stage click the edit button to update your application.

|◄ ◄ | 1 | ► ►| | 1(▼ | items per page | 1 - |

| Cancel | | Back | Save | | Submit |

The "Submit" button will submit the application for review to SEAI. It cannot be amended after this point, only if reverted to draft by SEAI. Submitted applications will appear in the PEP dashboard with a status of "Submit".
Before submitting your application, please ensure all details provided are correct, and all required

documentation has been added.

Note: it is not possible to submit the application if all required fields are not filled in or if the information provided is not correct

Warning: Once you click submit you will **<u>NOT</u>** be able to edit your application.

4. Further information and troubleshooting

Please find below the recommended file types for each field in the Supporting Documentation section:

Required documents when submitting NREC application

Document title	Format	Template	Upload Field
<u>Completed Application Form</u>: Section A and section B of the online application	online	N/A	N/A
<u>Signed Declaration of Client Organisation Template:</u> Title as follows 'Declaration of Client Organisation – name of the project' and upload.	PDF	Declaration of Client Organisation	Application Form
<u>Signed Contribution by Energy Supplier Template:</u> Title as follows 'Contribution by Energy Supplier – name of the project – Energy Supplier' and upload.	PDF	Contribution by Energy Supplier.pdf	Financial Documents
<u>M&V Report (M&V Plan where applicable); Calculation spreadsheets and tools; Design documents etc.</u> If submitting a single document, please make sure correct the format is used. If uploading multiple documents, please submit these by either merging all into a single .pdf file before uploading or upload as a .zip file.	PDF, excel	M&V Report, Technical tools	Technical Documents
<u>Photographs before and after the installation; Invoices; Site Audit Report etc.</u> If submitting a single document in any of the remaining fields, please make sure the correct format is used. If uploading multiple declarations. Please submit these by either merging all declarations into a single .pdf before uploading or upload as a .zip file.	PDF, jpeg		Other Requested Documents (if applicable)

Please note: if your session times out on PEP you may need to log out and log in again.

Applicants experiencing issues with the PEP Portal, should first contact their own IT support for assistance. Following this, for technical assistance relating to the PEP system email: Dolan PJ PJ.Dolan@seai.ie SEAI cannot guarantee availability of technical support in the lead up to application deadlines and therefore it is recommended that applicantsfamiliarise themselves with the PEP system well in advance of deadline.

Please note that it is the responsibility of the applicant to ensure that all of the necessary documentation associated with project reporting has been correctly uploaded to the PEP system and submitted to SEAI in advance of the application deadline.

5. Checklist
Non-Residential Energy Credits

Application form (filled online)	☐
Signed Declaration of Client Organisation (.pdf)	☐
Contribution by Energy Supplier (.pdf)	☐
M&V Plan, M&V Report (.pdf)	☐
Technical spreadsheets, calculation tools (excel)	☐
Photos before & after the installation (.jpeg)	☐
Invoices (.pdf)	☐
Site Audit Report (.pdf)	☐
Other relevant documents	☐

6. Appendix

Appendix A – List of common technologies

Technology Type is a free text in section 3d. but it's suggested to be reasonably generic (e.g. "VSD upgrade" instead of "changed out the motors at mc003 and np213".

A list of common technologies is available below:

AHU control upgrade
Boiler load optimisation controls
Chiller pump control upgrade
Compressed Air dryer upgrade
Evaporator optimisation
Heat pump upgrade
Heat recovery
Implemented an Energy Management Programme
LED upgrade
Process upgrade
Refrigeration
Transport
VSD upgrade