



### The VCA Europe S.r.l. Portal

Access The VCA Europe S.r.l. Portal digital self-serve to apply for Type Approval Scheme approvals, test reports and other order requests. These instructions will guide you through signing into the portal, using the self-management functions and submitting a request.

**Note: You must complete a VCA Europe S.r.l. Account Registration and wait for approval before creating a sign in password and submitting requests. To apply for VCA services you must Opt-in and have a VCA approved invoicing account.**

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## Terminology

- A **Customer Order** is the overarching project level information. This stipulates the invoicing account for the application and a project name or meaningful reference of your choice. You have the option of including vehicle and address details that will be needed for the issued certificate, however they are optional at this level. A Customer Order number will have the format **VCAE00117**.
- A **Work Order** is the individual order item(s) within a Customer Order. These can be multiple and include mandatory information essential for the issued certificate, such as Approval Holder Address, Base Legislation, Amending Legislation and Type Code. You must add at least one Work Order item to a request and attach documentation to support the application. A Work Order number will have the format **VCAE00117-1**, **VCAE00117-2**, and so on.



Sign into the VCA Europe S.r.l. Portal

You **must** complete a portal registration and activate your account from the approval email sent from the VCA Europe S.r.l. before proceeding with the Sign-in below:

Open <https://www.vehicle-certification-agency.gov.uk/vca-europe-srl/vca-europe-srl-portal>

Click on **Portal sign-in** and click on the **Portal Sign-In** button

**On this page you can:**

- Register your organisation for a VCA Europe S.r.l. portal account for the first time
- Login to the VCA Europe S.r.l. portal to review the status of an existing application.
- Login to the VCA Europe S.r.l. portal to submit a new application for:
  - EU Type Approval(s)
  - UNECE Type Approval and/or Provisional Type Approval(s)
  - AES/BES Assessments
 Please note for all applications, registration is required if you have not used our portal service previously

Portal Sign in | Portal Registration | Portal Guidance

Use portal sign-in to:

- Apply for AES/BES assessments and for EU Type Approval(s) and/or Provisional Type Approval(s)
- Review the status of your organisation's existing Type Approval and Provisional Type Approval application(s)

For further information:

- VCA Portal – Demonstration video

**Portal Sign-in**

Vehicle Certification Agency Europe Sign in

[Sign in](#) [Redeem invitation](#)

Sign in with a local account Sign in with an external account

Email  Azure AD

\* Password

Remember me?

**Sign in** [Forgot your password?](#)

Enter the **email address** used for account registration

Enter your password and click on **Sign in**

The **Forgot your password?** option will only function with a registered email address

You are now signed into your **VCA Europe S.r.l. Portal Homepage** where you have access to submit a new application, view the status of requests, complete required tasks, manage addresses and access to the invoicing account.

Vehicle Certification Agency Europe Terry Williams | Sign out

**BETA** This is a new service – your [feedback](#) will help us to improve it.

### Welcome to the Vehicle Certification Agency self-serve portal

[My tasks](#) [My document actions](#) [My applications](#)

[Invoicing accounts](#) [My details](#) [My addresses](#)

**Submit an application**

[Type Approval application](#) [AES BES Assessment application](#) [Dangerous Goods application](#)

[Other applications](#)



### Submitting a Type Approval Application for a VCA Europe S.r.l. Invoicing Account

Sign into your **VCA Europe S.r.l. Portal**

From your VCA Europe S.r.l. Portal Homepage click on **Type Approval application**

**Submit an application**

[Type Approval application](#)    [AES BES Assessment application](#)    [Dangerous Goods application](#)

[Other applications](#)

Step 1

Enter a **Project Name** or meaningful reference

Select **Continue**

**Type Approval application**

**Step 1 – Required service**

**Project name**  
Please create a meaningful reference. The order will be displayed using this reference on the portal; and can be used in communication with VCA and VCA Europe S.r.l.

**Applicant's name**  
Lionel Smith

**Continue**

**Type Approval application**

**Step 2 – Invoicing details**

**VCA Europe S.r.l. invoicing account**

[Add a new VCA Europe S.r.l. invoicing account](#)

**Purchase order number required on invoice?**

Yes     No

**Please enter purchase order number if available (optional)**

**Estimate required?**  
Select if you require an estimate of cost for the service ordered. Submission of a Worst Case Document will be required, and a Worst Case Meeting may be conducted, prior to the estimate being available. All time for Worst Case Meetings and Document review is chargeable. Notification of completed estimate will be sent to the logged in user. Select any additional contact you would like to receive notification as well below.

Yes     No

**Send copy of estimate to an additional contact?**

Yes     No

**Continue**

Step 2

Click on the magnify icon to select the **VCA Europe S.r.l. Invoicing account** – the account must be approved to be available for selection

Select **Yes** if you require a purchase order number on your invoice, or **No**

Please supply the number if available

Select **Yes** if you would like an estimate

Select **Yes** if you would like the estimate to be sent to an additional contact

Click on **Continue**



All fields in this step are **optional** however adding them at this level will allow quick use of this information in order items

Add details for:

**Manufacturer Approval Holder name** - enter the name as appears on the approval documentation

**Manufacturer Approval Holder address** - click on the magnify button to **Add a new address** or use an **Existing address**

### Type Approval application

#### Step 3 – Project details

Enter all applicable information as they appear in your approval documentation.  
These will be propagated to your work orders, with the ability to change details per order item as necessary.

Manufacturer (Approval Holder) name (optional)

Manufacturer (Approval Holder) address (optional)

Choose one record and click Select to continue

Name	Account	Account Code (Account)
<input checked="" type="checkbox"/> David (AP)	Generations Ltd	China

Tick next to an existing address and click on **Select**

or

Click on **New** to add a new address

When adding a new address enter partial address details and click on **Find address**

Select the address from the dropdown list

Complete any missing details and **Add New Address**

#### Create a new record

##### Manufacturer (Approval Holder) address

Address name

Address

Select address

- Select address
- Via Monte Pasubio 5 24044 Dalmine Bergamo

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode or zip code (optional)

Country

Trade name or mark (optional)

Type (optional)

General commercial description (optional)

Means of identification of type (if marked on the vehicle) (optional)

Location of marking (optional)

Add the **Trade name or mark, Type, General commercial description, Means of identification of type and Location of Marking** as detailed on the approval documentation



Add address details for:

**Manufacturing plants** - select **Add new address** to add an address or **Add existing address** for an address previously added. You can add multiple plant addresses

**Manufacturer's representative's name** - enter the name as appears on the approval documentation

**Manufacturer's representative's address** - click on the magnify button to **Add a new address** or use an **Existing address** added previously

Address name ↑	Address line 1
125 Farlod Drive	125 Farlod Drive
25 birkbeck road	AZ FIRM

Manufacturer's representative's name (optional)

Manufacturer's representative's address (optional)

Vehicle categories

Add vehicle categories

Vehicle category ↑	Vehicle sub category ↑	Framework ↑
--------------------	------------------------	-------------

There are no records to display.

Click on **Add vehicle categories** to add one or more **vehicle category** and **vehicle sub-category**

Use the **search** to narrow the list of vehicle categories

Tick the vehicle categories required and click on **Add vehicle categories**

Add vehicle categories

m

Vehicle Category ↑	Vehicle Sub Category ↑	Framework ↑
<input type="checkbox"/> M3		
<input checked="" type="checkbox"/> M1		Car, Truck, Bus
<input type="checkbox"/> M1	G	Car, Truck, Bus
<input checked="" type="checkbox"/> M1	GS	Car, Truck, Bus
<input type="checkbox"/> M1	S	Car, Truck, Bus

Selected vehicle categories

M1 X GS X

Add vehicle categories Cancel

Vehicle categories

Add vehicle categories

Vehicle category ↑	Vehicle sub category ↑	Framework ↑
M1	S	Car, Truck, Bus
M2		Car, Truck, Bus

Continue

Click on **Continue**



### Applying using the Digital Form Method

There are two methods for submitting your work orders items; **digital form** allows you to add approval elements individually, while **template upload** provides the ability to add items on an excel spreadsheet for upload.

#### Step 4.1

Select the required method of inputting work orders

Click on **Digital form**

Select **Continue**

#### Step 4.1 – Add order items

An order comprises a single approval and any test reports which relate to it, or a test report for one type and subject combination.

**How do you want to add order items?**

Digital form  
The digital form will allow you add details for each subject individually.

Template upload  
The template upload enables you upload a completed spreadsheet template containing details of all approval items.

Assistance required  
If you are unsure about which subjects and products you require to achieve the certification you need, please select this option and describe the situation as best you can below. We will review your description and be in contact to help you proceed with the order. This is a chargeable service.

**Continue**

#### Step 4.2 – Add order items

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on ↓
There are no records to display.						

**Continue**

#### Step 4.2

To add details for each work order item, click on **Add new order item**

Follow the instructions below depending on the scheme you are applying for:

- [Applying for EU Scheme](#)
- [Applying for EU IVA Scheme](#)
- [Applying for UNECE Scheme](#)
- [Applying for CEN Scheme](#)

**Note:** If you **Opt-in to VCA services** you can also apply for GB Schemes (see [Opt-in to VCA services](#))



### Applying for EU Scheme

Complete all details for Steps 1 to 4.1 as described in [Submitting a Type Approval Application for a VCA Europe S.r.l. Invoicing Account](#).

#### Add order item - Step 1.1

Select **EU** as the **Scheme** from the dropdown list

Click on **Continue**

**Add order item – Step 1.1**

Scheme

EU

**Continue**

**Add order item – Step 1.1**

Scheme

CEN  
EU  
EU IVA  
Taiwanese Type Approval  
UNECE

#### Add order item – Step 1.2

Complete the item details:

**Approval action** – for instance New approval, Extension or Revision

**Approval Authority** – select from the dropdown list of options

**Base legislation** - choose from the dropdown list

**Amending legislation** - choose from the dropdown list

**Annex** – only selectable if there is a relevant annex for the legislation

**Add order item – Step 1.2**

Product requested

New approval

Approval authority

STA

Base legislation

1322/2014

Amending legislation

2018/830

Annex (optional)

**Manufacturer's EU representative (optional)**

To hold an EU Type Approval the approval holder will need to be based in European Union. If they are not, then a representative must be appointed who is. A representative could be the approval holder or an additional third-party representative if the approval holder is not based in the required country. The obligations on the representative where they are a third-party are set out in Article 15 of EU regulation 2018/858.

**Multi stage approval**

No  Yes

**Would you like your Whole Vehicle Approval registered within the GB scheme? (Applicable to Complete/Completed, M/N/L/T/O)**

No  Yes

**Continue**

Click on the **magnify glass** to add a **New or Existing Manufacturer's EU representative Address** if required.

Select **Yes** if this is a request for **Multi stage approval**

Select **Yes** if you require the vehicle registered within the GB scheme - **Note:** this is only available if you have an approved invoicing account with VCA and have selected to [Opt-in to VCA services](#)

Click on **Continue**



**Add order item – Step 2**

Vehicle categories

[Add vehicle categories](#)

<a href="#">Vehicle category ↑</a>	<a href="#">Vehicle sub category ↑</a>	<a href="#">Framework ↑</a>	
M1	S	Car, Truck, Bus	▼
M2		Car, Truck, Bus	<a href="#">Remove vehicle category</a>

[Continue](#)

Add order item – Step 2

If you have entered **Vehicle Categories** in step 3 of the order these will appear automatically after a few seconds

Or click on **Add vehicle categories** to add one or more **Vehicle categories**

Click on the **dropdown arrow** to remove a vehicle category

Click on **Continue**

Add order item – Step 3

If you have entered **Certification information** in step 3 of the order these will appear automatically after a few seconds

Or enter the information for the certificate in the fields

Click in a field to amend any of the default information

Click on **Add new or existing addresses** or click on the arrow to **remove** a plant address

Click on **Continue**

**Add order item – Step 3**

**Manufacturer (Approval Holder) name**  
A Cars Ltd

**Manufacturer (Approval Holder) address**  
A Cars Ltd

**Trade name or mark**  
C&P Automotives

**Type**  
DEMS3L3

**General commercial description**  
Olympus RCV

**Means of identification of type (if marked on the vehicle) (optional)**  
See 4th digit of VIN number

**Location of marking (optional)**  
On the right side of the cowl top

**Manufacturing plants**

[Add new address](#) [Add existing addresses](#)

<a href="#">Address name ↑</a>	<a href="#">Address line 1</a>	
125 Farlod Drive	125 Farlod Drive	▼
25 birkbeck road	AZ FIRM	▼

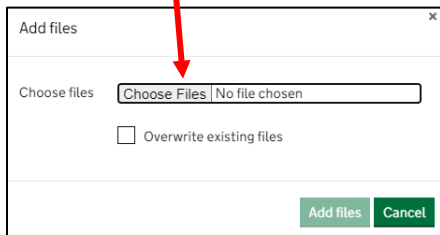
[Continue](#)



Click on **Add Files** to add supporting documentation relevant to a single order item

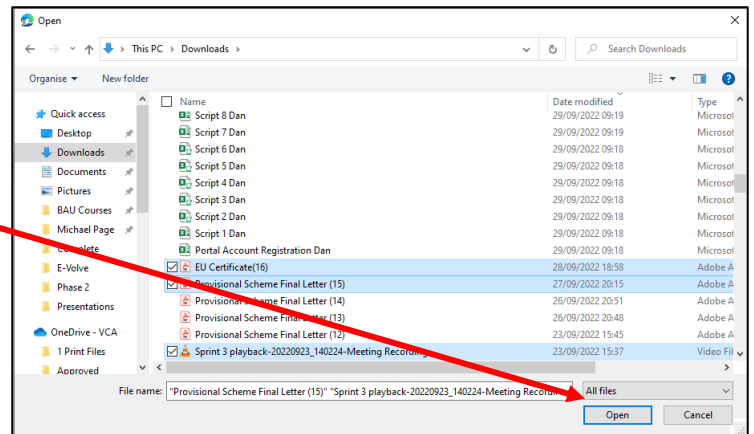
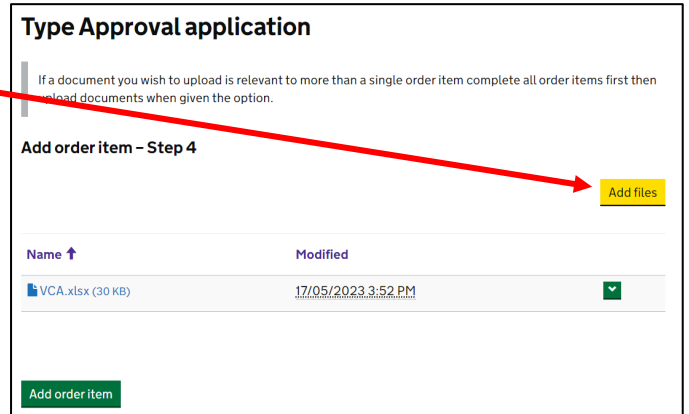
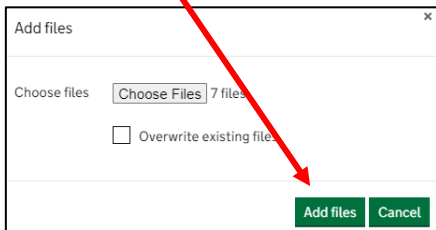
If documentation is applicable to all items add at a later step (see below)

Click on **Choose Files**



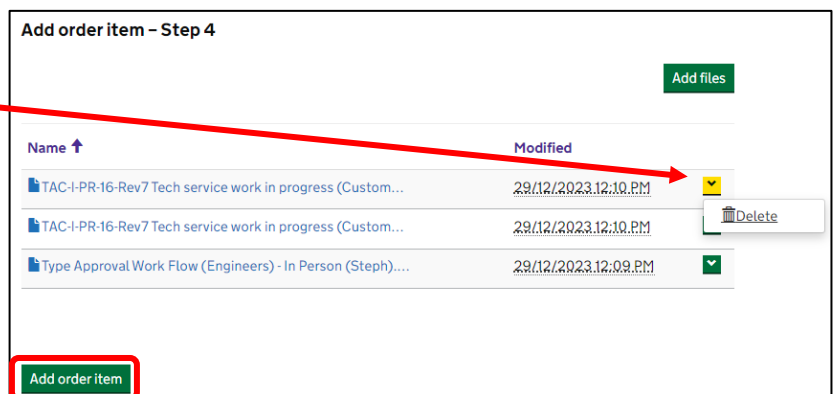
Select one or more files and click on **Open**

Click on **Add files**



Click on the **arrow** and select **Delete** to remove a file

Click on **Add order item**





To add another **Order item** either:

Click on **Add new order item** and complete the details as above

Or:

To add an **Order item** with similar details - Click on the dropdown arrow and select **Duplicate**

**Step 4.2 – Add order items**  
Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	02/01/2024 3:01 PM

[Duplicate order item](#)  
[Edit order item](#)  
[Remove order item](#)

[Continue](#)

**Step 4.2 – Add order items**  
Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	02/01/2024 3:12 PM
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	02/01/2024 3:01 PM

[Duplicate order item](#)  
[Edit order item](#)  
[Remove order item](#)

[Continue](#)

The duplicate work order item will appear at the **top** of the list

Select the dropdown arrow and **Edit** to amend any details as required

Repeat the steps above for any additional order items

Click on **Continue**

**Step 4.2 – Add order items**  
Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on
Spray suppression	109/2011 (EU)	DEMS3L3	New approval		STA	02/01/2024 3:12 PM
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	02/01/2024 3:01 PM

[Continue](#)

**Type Approval application**

**Step 5 – Supporting files**  
Please provide the files relating to all order items.

[Add files](#)

Name ↑	Modified
image.png (72 KB)	29/12/2023 12:16 PM

[Continue](#)

**Step 5**

Select **Add files** to add the required documentation

Click on **Continue**



Step 6

Tick to confirm agreement to the **terms and conditions**

Click on **Submit application**

**Type Approval application**

**Step 6 – Declaration**

Accepted by  
Lionel Smith

Accepted date  
29/12/2023

I have read and agree with the [terms and conditions \(opens in new tab\)](#) and [privacy notice \(opens in new tab\)](#)

**Submit application**

**Application complete**

Your order number  
**VCAE003762**

Thank you for submitting your application.  
Your application is being reviewed and someone will be in touch shortly.  
[Return to homepage](#)

A confirmation of your application reference number will appear on screen

This Order number can be viewed from your Portal homepage in **My applications**



### Applying for EU IVA

Complete all details for Steps 1 to 4.1 as described in [Submitting a Type Approval Application for a VCA Europe S.r.l. Invoicing Account](#).

#### Step 4.1

Select the required method of inputting work orders

Click on **Digital form**

Select **Continue**

**Step 4.1 – Add order items**

An order comprises a single approval and any test reports which relate to it, or a test report for one type and subject combination.

**How do you want to add order items?**

Digital form  
The digital form will allow you add details for each subject individually.

Template upload  
The template upload enables you upload a completed spreadsheet template containing details of all approval items.

Assistance required  
If you are unsure about which subjects and products you require to achieve the certification you need, please select this option and describe the situation as best you can below. We will review your description and be in contact to help you proceed with the order. This is a chargeable service.

**Continue**

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on
There are no records to display.						

**Continue**

#### Step 4.2

To add details for each work order item, click on **Add new order item**

Select **EU IVA** from the dropdown list of options

Click on **Continue**

**Add order item – Step 1.1**

**Scheme**

EU IVA

**Continue**

**Add order item – Step 1.1**

**Scheme**

CEN  
EU  
EU IVA  
Taiwanese Type Approval  
UNECE

**Add order item – Step 1.2**

**Product requested**  
EU IVA

**Approval authority**  
STA

**Base legislation**  
2018/858 IVA

**Amending legislation**  
None

**Annex (optional)**

#### Add order item – Step 1.2

Complete the item details:

**Approval Authority** – select from the dropdown list of options

**Base legislation** – select from the dropdown list

**Amending legislation** – select from the dropdown list

**Annex** – only selectable if there is a relevant annex for the legislation



Add the **Manufacturer Approval Holder name**

Add **Trade name, Type and General commercial description** details as on your documentation

Click on the **magnify glass** to add a **New or Existing Manufacturer's EU representative Address** if required.

Select **Yes** if this is a request for **Multi stage approval**

Click on **Continue**

**Manufacturer (Approval Holder) name**  
Lionel Smith

**Trade name or mark**  
Test Trade

**Type**  
DEMS3L3

**General commercial description**  
Test commercial description

**Manufacturer's EU representative (optional)**  
To hold an EU Type Approval the approval holder will need to be based in European Union. If they are not, then a representative must be appointed who is. A representative could be the approval holder or an additional third-party representative if the approval holder is not based in the required country. The obligations on the representative where they are a third-party are set out in Article 15 of EU regulation 2018/858.

1 Eastgate Office Centre 🔍

**Multi stage approval**  
 No     Yes

**Continue**

**Add order item – Step 2**

Vehicle categories Add vehicle categories

Vehicle category ↑	Vehicle sub category ↑	Framework ↑	
M1	S	Car, Truck, Bus	▼
M2		Car, Truck, Bus	Remove vehicle category

**Continue**

Add order item – Step 2

If you have entered **Vehicle Categories** in step 3 of the order these will appear automatically after a few seconds

Or click on **Add vehicle categories** to add one or more **Vehicle categories**

Click on the **dropdown arrow** to remove a vehicle category

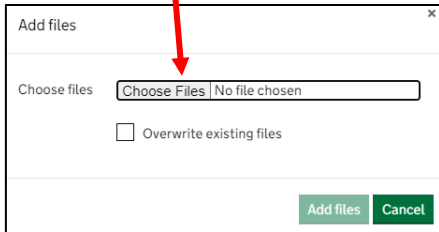
Click on **Continue**



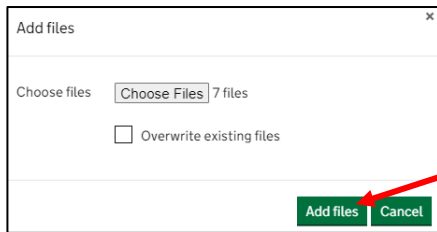
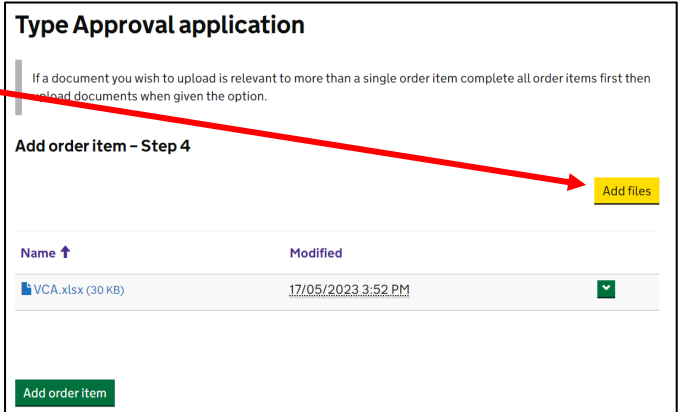
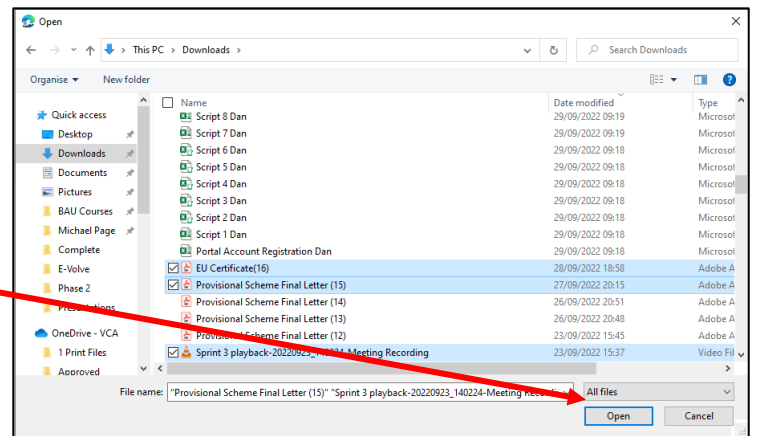
Click on **Add Files** to add supporting documentation relevant to a single order item

If documentation is applicable to all items add at a later step (see below)

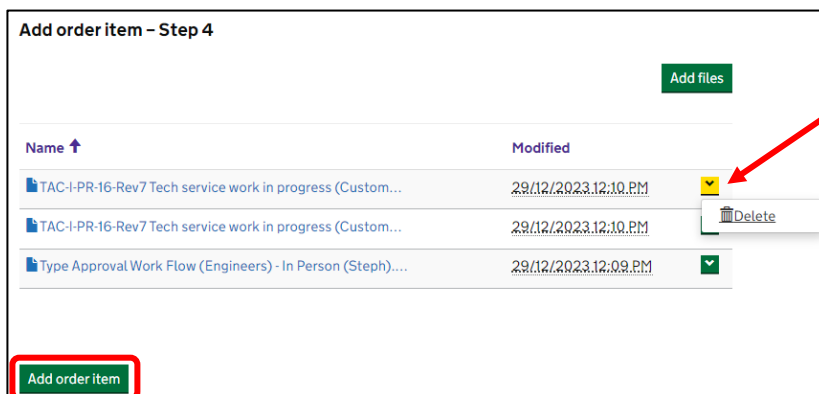
Click on **Choose Files**



Select one or more files and click on **Open**



Click on **Add files**



Click on the **arrow** and select **Delete** to remove a file

Click on **Add order item**



**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on
EU IVA	1003/2010 (EU IVA)	DEMS3L3	EU IVA		STA	30/12/2023 6:38 PM

[Continue](#)

Click on **Continue**

Step 5

Select **Add files** to add the required documentation

Click on **Continue**

**Type Approval application**

**Step 5 – Supporting files**

Please provide the files relating to all order items.

[Add files](#)

Name ↑	Modified
image.png (72 KB)	29/12/2023 12:16 PM

[Continue](#)

**Step 6 – Declaration**

**Accepted by**

**Accepted date**

I have read and agree with the [terms and conditions \(opens in new tab\)](#) and [privacy notice \(opens in new tab\)](#)

[Submit application](#)

Step 6

Tick to confirm agreement to the **VCA Europe S.r.l. terms and conditions**

Click on **Submit application**

You will be supplied with a **VCAE** order number

Please use the order number in any communications with VCA Europe S.r.l.

**Application complete**

Your order number  
**VCAE002945**

Thank you for submitting your application.

Your application is being reviewed and someone will be in touch shortly.

[Return to homepage](#)



### Applying for UNECE Scheme

Complete all details for Steps 1 to 4.1 as described in [Submitting a Type Approval Application for a VCA Europe S.r.l. Invoicing Account](#).

#### [Add order item - Step 1.1](#)

Select **UNECE** as the **Scheme** from the dropdown list

Click on **Continue**

**Add order item – Step 1.1**

Scheme

- CEN
- EU
- EU IVA
- Taiwanese Type Approval
- UNECE

**Add order item – Step 1.1**

Scheme

UNECE

Continue

**Add order item – Step 1.2**

**Product requested**

New approval

**Approval authority**

STA

**Regulation**

105

**Series of amendment**

06

**Supplements**

02

**Manufacturer's EU representative (optional)**

To hold an EU Type Approval the approval holder will need to be based in European Union. If they are not, then a representative must be appointed who is. A representative could be the approval holder or an additional third-party representative if the approval holder is not based in the required country. The obligations on the representative where they are a third-party are set out in Article 15 of EU regulation 2018/858.

Continue

#### [Add order item – Step 1.2](#)

Complete the item details:

**Approval action** - for instance New approval, Extension or Revision

**Approval Authority** – choose from the dropdown list

**Regulation** - choose from the dropdown list

**Series of amendment** - choose from the dropdown list

**Supplements** - choose from the dropdown list

Click on **Continue**



**Add order item – Step 2**

Vehicle categories

[Add vehicle categories](#)

Vehicle category ↑	Vehicle sub category ↑	Framework ↑	
M1	S	Car, Truck, Bus	▼
M2		Car, Truck, Bus	Remove vehicle category

[Continue](#)

### Add order item – Step 2

If you have entered **Vehicle Categories** in step 3 of the order these will appear automatically after a few seconds

Or click on **Add vehicle categories** to add one or more **Vehicle categories**

Click on the **dropdown arrow** to remove a vehicle category

Click on **Continue**

**Add order item – Step 3**

**Manufacturer (Approval Holder) name**  
A Cars Ltd

**Manufacturer (Approval Holder) address**  
A Cars Ltd

**Trade name or mark**  
C&P Automotives

**Type**  
DEMS3L3

**General commercial description**  
Olympus RCV

**Means of identification of type (if marked on the vehicle) (optional)**  
See 4th digit of VIN number

**Location of marking (optional)**  
On the right side of the cowl top

**Manufacturing plants**

[Add new address](#) [Add existing addresses](#)

Address name ↑	Address line 1	
125 Farlod Drive	125 Farlod Drive	▼
25 birkbeck road	AZ FIRM	▼

[Continue](#)

### Add order item – Step 3

If you have entered **Certification information** in step 3 of the order these will appear automatically after a few seconds

Or enter the information for the certificate in the fields

Click in a field to amend any of the default information

Click on **Add new or existing addresses** or click on the arrow to **remove a plant address**

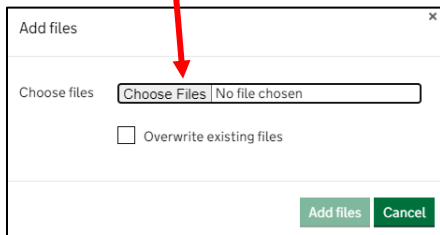
Click on **Continue**



Click on **Add Files** to add supporting documentation relevant to a single order item

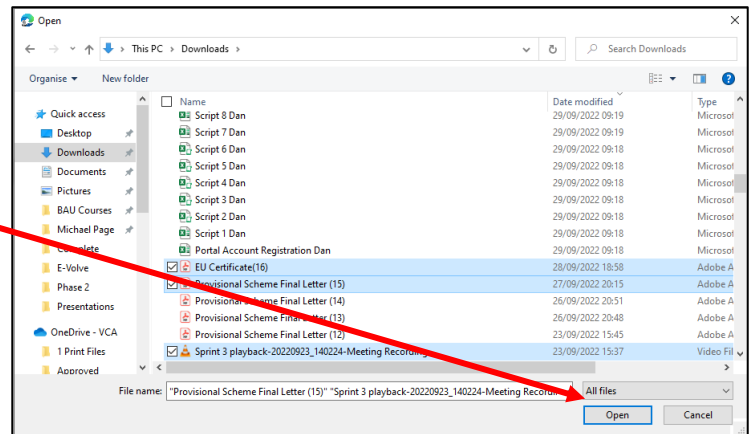
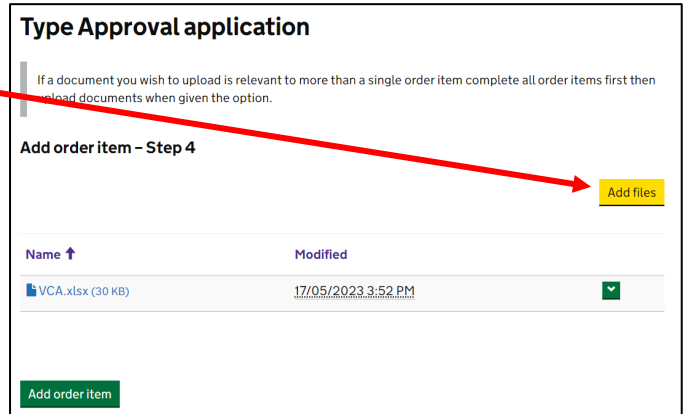
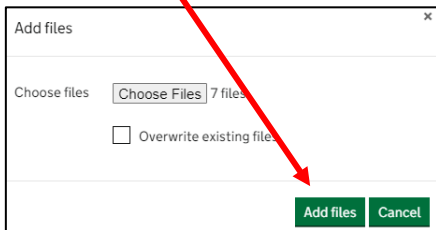
If documentation is applicable to all items add at a later step (see below)

Click on **Choose Files**



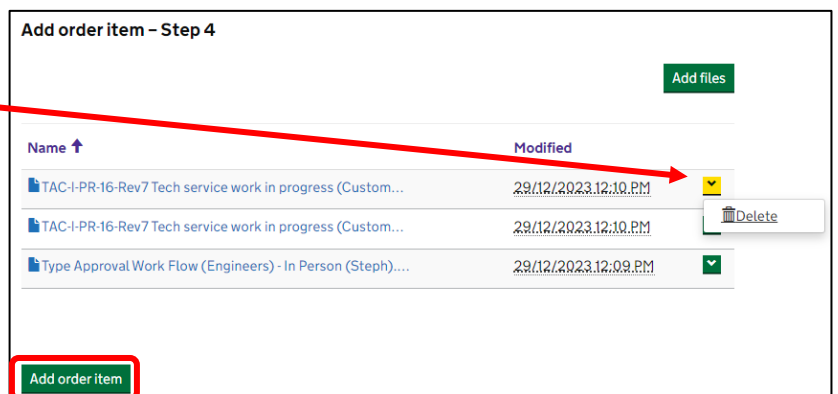
Select one or more files and click on **Open**

Click on **Add files**



Click on the **arrow** and select **Delete** to remove a file

Click on **Add order item**





To add another **Order item** either:

Click on **Add new order item** and complete the details as above

Or:

To add an **Order item** with similar details - Click on the dropdown arrow and select **Duplicate**

**Step 4.2 – Add order items**  
Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
Advanced Emergency Braking System (AEBS)	152 (UNECE)	DEMS3L3	New approval		VCA	29/12/2023 1:31 PM	▼ Duplicate order item Edit order item Remove order item

**Continue**

**Step 4.2 – Add order items**  
Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
Advanced Emergency Braking System (AEBS)	152 (UNECE)	DEMS3L3	New approval		VCA	29/12/2023 1:46 PM	▼ Duplicate order item Edit order item Remove order item
Advanced Emergency Braking System (AEBS)	152 (UNECE)	DEMS3L3	New approval		VCA	29/12/2023 1:31 PM	▼

**Continue**

The duplicate work order item will appear at the **top** of the list

Select the dropdown arrow and **Edit** to amend any details as required

**Add new order item**

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
Quiet Road Transport Vehicles with regard to their reduced audibility (QRTV)	138 (UNECE)	DEMS3L3	New approval		VCA	29/12/2023 1:46 PM	▼
Advanced Emergency Braking System (AEBS)	152 (UNECE)	DEMS3L3	New approval		VCA	29/12/2023 1:31 PM	▼

**Continue**

Repeat the steps above for any additional order items

Click on **Continue**

**Type Approval application**

**Step 5 – Supporting files**  
Please provide the files relating to all order items.

**Add files**

Name ↑	Modified	
image.png (72 KB)	29/12/2023 12:16 PM	▼

**Continue**

Step 5

Select **Add files** to add the required documentation

Click on **Continue**



Step 6

When applying for E11 UNECE Type Approval Certificates, tick to accept the **UNECE application declaration**

Tick to confirm agreement to the **terms and conditions**

Click on **Submit application**

**Step 6 – Declaration**

**UNECE application declaration**

We hereby confirm that this application fulfils the following requirements:

1. The manufacturer has not applied for an UNECE type approval for the same type to any other approval authority, and no other approval authority granted the manufacturer such an approval;
2. No approval authority has refused to grant type-approval of that type;
3. No approval authority has withdrawn type-approval of that type; and
4. The manufacturer has not revoked an application for a type-approval of that type.

Select to accept

**Accepted by**

Lionel Smith

**Accepted date**

29/12/2023

I have read and agree with the [terms and conditions \(opens in new tab\)](#) and [privacy notice \(opens in new tab\)](#)

**Submit application**

**Application complete**

Your order number  
**VCAE003761**

Thank you for submitting your application.

Your application is being reviewed and someone will be in touch shortly.

[Return to homepage](#)

A confirmation of your application reference number will appear on screen

This Order number can be viewed from your Portal homepage in **My applications**



### Applying for CEN Scheme

Complete all details for Steps 1 to 4.1 as described in [Submitting a Type Approval Application for a VCA Europe S.r.l. Invoicing Account](#).

#### [Add order item - Step 1.1](#)

Select **CEN** as the **Scheme** from the dropdown list

Click on **Continue**

**Add order item – Step 1.1**

Scheme

- CEN
- EU
- EU IVA
- Taiwanese Type Approval
- UNECE

**Add order item – Step 1.1**

Scheme

CEN
▼

Continue

**Add order item – Step 1.2**

Product requested

Test report only

Legislation

1789E
▼

Continue

#### [Add order item – Step 1.2](#)

Complete the item details:

**Approval requested** – this is a locked field for all Test reports

**Legislation** - choose from the dropdown list

Click on **Continue**

**Add order item – Step 2**

Vehicle categories

Add vehicle categories

Vehicle category ↑	Vehicle sub category ↑	Framework ↑	
M1	S	Car, Truck, Bus	▼
M2		Car, Truck, Bus	Remove vehicle category

Continue

#### [Add order item – Step 2](#)

If you have entered **Vehicle Categories** in step 3 of the order these will appear automatically after a few seconds

Or click on **Add vehicle categories** to add one or more **Vehicle categories**

Click on the **dropdown arrow** to remove a vehicle category

Click on **Continue**



### Add order item – Step 3

If you have entered **Certification information** in step 3 of the order these will appear automatically after a few seconds

Or enter the information for the certificate in the fields

Click in a field to amend any of the default information

Click on **Add new or existing addresses** or click on the arrow to **remove** a plant address

Click on **Continue**

### Add order item – Step 3

**Manufacturer (Approval Holder) name**  
A Cars Ltd

**Manufacturer (Approval Holder) address**  
A Cars Ltd ✕ 🔍

**Trade name or mark**  
C&P Automotives

**Type**  
DEMS3L3

**General commercial description**  
Olympus RCV

**Means of identification of type (if marked on the vehicle) (optional)**  
See 4th digit of VIN number

**Location of marking (optional)**  
On the right side of the cowl top

**Manufacturing plants**

Add new address
Add existing addresses

Address name ↑	Address line 1	↓
125 Farlod Drive	125 Farlod Drive	↓
25 birkbeck road	AZ FIRM	↓

**Continue**

Click on **Add Files** to add supporting documentation relevant to a single order item

If documentation is applicable to all items add at a later step (see below)

Click on **Choose Files**

Add files

Choose files Choose Files | No file chosen

Overwrite existing files

Add files
Cancel

### Type Approval application

If a document you wish to upload is relevant to more than a single order item complete all order items first then upload documents when given the option.

**Add order item – Step 4**

Add files

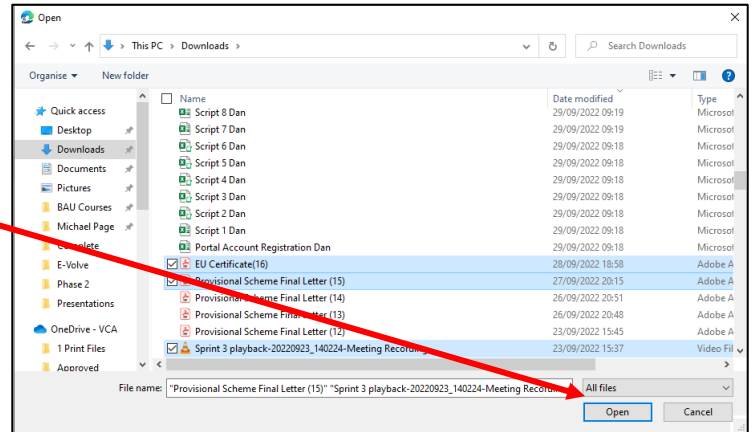
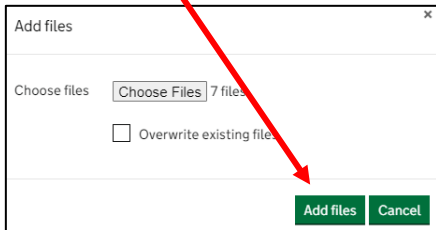
Name ↑	Modified	↓
VCA.xlsx (30 KB)	17/05/2023 3:52 PM	↓

**Add order item**



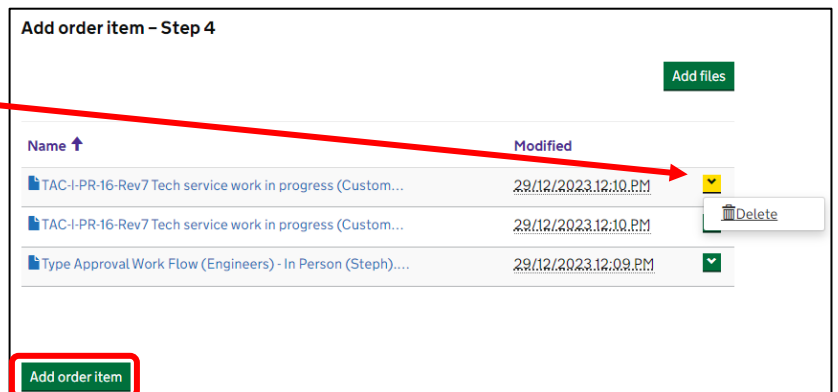
Select one or more files and click on **Open**

Click on **Add files**



Click on the **arrow** and select **Delete** to remove a file

Click on **Add order item**





To add another **Order item** either:

Click on **Add new order item** and complete the details as above

Or:

To add an **Order item** with similar details - Click on the dropdown arrow and select **Duplicate**

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
European Ambulances	1789 (CEN)	DEMS3L3	Test report only			23/07/2024 2:01 PM	▼

[Duplicate order item](#)  
[Edit order item](#)  
[Remove order item](#)

[Continue](#)

**Type Approval application**

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
European Ambulances	1789 (CEN)	DEMS3L3	Test report only			23/07/2024 2:06 PM	▼
European Ambulances	1789 (CEN)	DEMS3L3	Test report only			23/07/2024 2:06 PM	▼

[Duplicate order item](#)  
[Edit order item](#)  
[Remove order item](#)

[Continue](#)

The duplicate work order item will appear at the **top** of the list

Select the dropdown arrow and **Edit** to amend any details as required

Repeat the steps above for any additional order items

Click on **Continue**

**Type Approval application**

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
European Ambulances	1789 (CEN)	DEMS3L3	Test report only			23/07/2024 2:06 PM	▼
European Ambulances	1789 (CEN)	DEMS3L3	Test report only			23/07/2024 2:06 PM	▼

[Continue](#)

Step 5

Select **Add files** to add the required documentation

Click on **Continue**

**Type Approval application**

**Step 5 – Supporting files**

Please provide the files relating to all order items.

[Add files](#)

Name ↑	Modified	
image.png (72 KB)	29/12/2023 12:16 PM	▼

[Continue](#)



Step 6

Tick to confirm agreement to the **terms and conditions**

Click on **Submit application**

### Type Approval application

#### Step 6 – Declaration

Accepted by

Lionel Smith

Accepted date

29/12/2023



I have read and agree with the [terms and conditions \(opens in new tab\)](#) and [privacy notice \(opens in new tab\)](#)

Submit application

## Application complete

Your order number  
**VCAE003763**

Thank you for submitting your application.

Your application is being reviewed and someone will be in touch shortly.

[Return to homepage](#)

A confirmation of your application reference number will appear on screen

This Order number can be viewed from your Portal homepage in **My applications**



Applying using the Template Upload Spreadsheet

Complete all details for Steps 1 to 4.1 as described in [Submitting a Type Approval Application for a VCA Europe S.r.l. Invoicing Account](#).

### Step 4.1

Click on **Template upload**

Select **Continue**

**Type Approval application**

**Step 4.1 – Add order items**

An order comprises a single approval and any test reports which relate to it, or a test report for one type and subject combination.

**How do you want to add order items?**

Digital form  
The digital form will allow you add details for each subject individually.

**Template upload**  
The template upload enables you upload a completed spreadsheet template containing details of all approval items.

Assistance required  
If you are unsure about which subjects and products you require to achieve the certification you need, please select this option and describe the situation as best you can below. We will review your description and be in contact to help you proceed with the order. This is a chargeable service.

**Continue**

**Step 4.2 – Add order items**

Complete details for each approval on this [spreadsheet template](#) using the dropdown data options where provided. All data input must be complete for the order to create successfully. When you have verified the details select the option below to upload the completed spreadsheet.

**Upload a completed spreadsheet**

Choose File No file chosen

**Continue**

### Step 4.2

Select **spreadsheet template**

An excel spreadsheet will open (depending on your browser settings you may need to Download and Enable Editing)

Use dropdown options and input text to complete one row per order element

Red line indicates mandatory information

Hover over a title to see column help

Save the completed template when ready for upload

Requested Approval Action	Scheme	Approval Authority	Requested Stamp Date	Base Legislation	Annex	Amending Legislation
New	EU	STA	02/03/2024	1009/2010		1009/2010
New	EU	STA	02/03/2024	1230/2012		1230/2012
New	EU	STA	02/03/2024	1230/2012		2017/1154
New	EU	STA	02/03/2024	1230/2012		2017/1154

**Step 4.2 – Add order items**

Complete details for each approval on this [spreadsheet template](#) using the dropdown data options where provided. All data input must be complete for the order to create successfully. When you have verified the details select the option below to upload the completed spreadsheet.

**Upload a completed spreadsheet**

Choose File No file chosen

**Continue**

### Step 4.2

Click on **Choose File** to upload completed template

Select **Continue**



**Step 5 – Supporting files**

Please provide the files relating to all order items.

[Add files](#)

There are no folders or files to display.

[Continue](#)

### Step 5

Select **Add files** to add the required documentation

Click on **Choose Files**

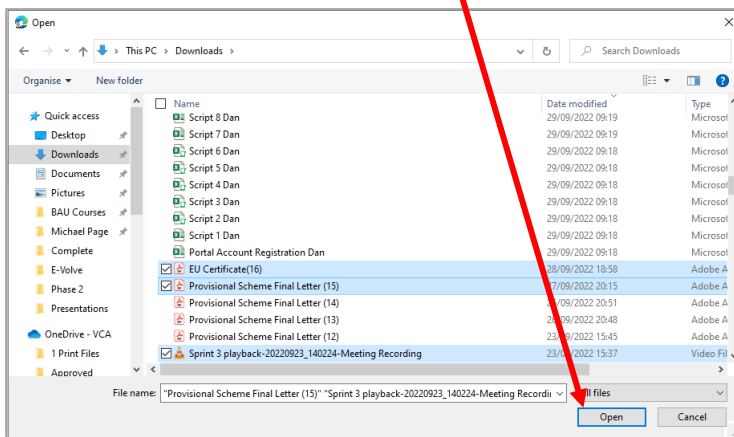
Add files

Choose files  No file chosen

Overwrite existing files

[Add files](#) [Cancel](#)

Select one or more files and click on **Open**



Click on **Add files**

Add files

Choose files  7 files

Overwrite existing files

[Add files](#) [Cancel](#)

To remove a document, click on the **dropdown arrow** next to the document and select **Delete**

**Step 5 – Supporting files**

Please provide the files relating to all order items.

[Add files](#)

Name ↑	Modified	
Provisional Scheme Final Letter (20).pdf (193 KB)	29/12/2023 2:45 PM	
Sales Types and Owning Department.xlsx (20 KB)	29/12/2023 2:45 PM	
Statement_2023_10.pdf (82 KB)	29/12/2023 2:45 PM	<a href="#">Delete</a>
VCAE Quotation Template (1).docx (46 KB)	29/12/2023 2:45 PM	

[Continue](#)

Click on **Continue**



**Type Approval application**

**Step 5 – Declaration**

**Accepted by**  
Keith Smith

**Accepted date**  
17/05/2023

I have read and agree with the [terms and conditions \(opens in new tab\)](#)

[Privacy Notice \(opens in new tab\)](#)

**Submit application**

Step 5

Tick to confirm agreement to the **terms and conditions**

Click on **Submit application**

A confirmation of your application reference number will appear on screen

This Order number can be viewed from your Portal homepage in **My applications**

**Application complete**

Your order number  
**VCAE003764**

Thank you for submitting your application.

Your application is being reviewed and someone will be in touch shortly.

[Return to homepage](#)

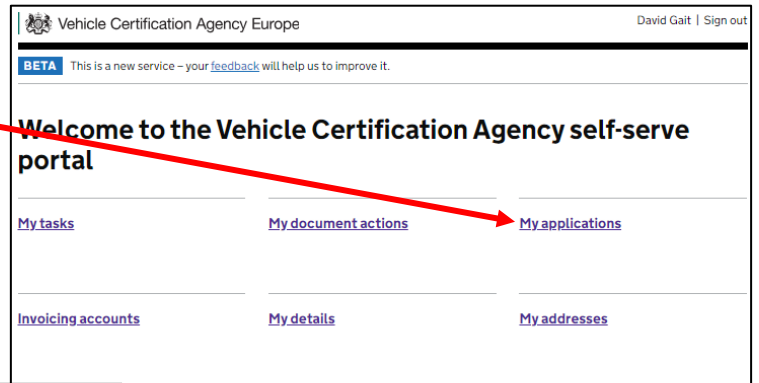


### If Template Upload cannot be Processed

When a template upload has incomplete information or is in the incorrect format you will receive an email to inform you of errors. Once you have adjusted and saved the revised spreadsheet upload from the Customer Order.

From your VCA Portal Homepage click on **My applications**

Use the filters to find the required customer order



**My applications**

Order number:

Project name:

Application type:

- AES BES Assessment
- Dangerous Goods
- Other
- Type Approval

Account:

Status:

- Request Received
- Available Balance Approved
- In Progress
- Completed

Order number	Project name	Application type	Account
<a href="#">VCAE005415</a>		Other	Tomson Tyres
<a href="#">VCAE005413</a>	test	Type Approval	Tomson Tyres
<a href="#">VCAE005288</a>	test	AES/BES	Tomson Tyres
<a href="#">VCAE005193</a>	test	Type Approval	Tomson Tyres
<a href="#">VCAE004923</a>	UAT Test	AES/BES	Tomson Tyres
<a href="#">VCAE004918</a>		Other	Tomson Tyres
<a href="#">VCAE004913</a>		Other	Tomson Tyres
<a href="#">VCAE004899</a>	UAT TEST	AES/BES	Tomson Tyres
<a href="#">VCAE004625</a>	ST Test	Type Approval	Tomson Tyres
<a href="#">VCAE004338</a>	TEST 11	Type Approval	Tomson Tyres
<a href="#">VCAE004337</a>	TEST 10	Type Approval	Tomson Tyres
<a href="#">VCAE004336</a>	test	Type Approval	Tomson Tyres
<a href="#">VCAE004335</a>	TEST 3	Type Approval	Tomson Tyres
<a href="#">VCAE004334</a>	Test 2 26.02.2025	Type Approval	Tomson Tyres
<a href="#">VCAE004333</a>	Test 1 26.02.2025	Type Approval	Tomson Tyres
<a href="#">VCAE004331</a>	test	Type Approval	Tomson Tyres

Click on the **order number** to see the details of the customer order

In the Progress tab select **Choose File** and upload the revised spreadsheet

**Type Approval application VCAE002615**

**Progress**

Upload a completed spreadsheet

No file chosen

Click on **Update application**



### Request Assistance with a Type Approval Application

If you are unsure of the type of scheme or details required for your application, you can create an order asking for assistance. Once created you will be provided with an Order Number and will be contacted by the relevant team from the VCA Europe S.r.l. to help you.

Complete the Type Approval Application for as usual up to step 4.1.

#### Step 4.1

Click on **Assistance required** and complete as much detail as you can in the **Description** box

Click on **Continue**

You will receive an **Order Number** and will be contacted shortly.

Please use this **Order Number** in any correspondence with us.

#### Step 4.1 – Add order items

An order comprises a single approval and any test reports which relate to it, or a test report for one type and subject combination.

**How do you want to add order items?**

Digital form  
The digital form will allow you add details for each subject individually.

Template upload  
The template upload enables you upload a completed spreadsheet template containing details of all approval items.

Assistance required  
If you are unsure about which subjects and products you require to achieve the certification you need, please select this option and describe the situation as best you can below. We will review your description and be in contact to help you proceed with the order. This is a chargeable service.

Description

Assistance required with application for Type Approval on vehicle for sale in UK and Europe.

Vehicle Certification Agency Europe David Gait | Sign out

**BETA** This is a new service – your [feedback](#) will help us to improve it.

## Request received

Reference number  
**VCAE003731**

Thank you, we can confirm that your request for assistance has been received.

**What happens next**

We will review your request and respond to the email provided within 5 business days to assist with the support that you require.

[Return to homepage](#)



Applying for AES BES Assessment

Applying for Type Approval under specific legislation will raise a task to create an AES BES Assessment application.

Following the instructions below to view the task and create an AES BES Assessment.

**Welcome to the Vehicle Certification Agency self-serve portal**

From the VCA Europe Portal Homepage click on **My Tasks**

[My tasks](#)      [My document actions](#)      [My applications](#)

[Invoicing accounts](#)      [My details](#)      [My addresses](#)

---

**My tasks**

Subject	Task type
<a href="#">AES BES Clearance Required</a>	AES BES

Click on the **AES BES Clearance Required** task

---

**AES BES task**

**Order number**  
VCAE005781

**Invoicing account**  
VCAE Test Account

Your Type Approval application requires AES BES clearance for the work orders listed below.

If you have AES BES clearance (or have an application in-progress) for all the affected Type Approval work orders, please link them and then click on the 'Complete task' button.

Otherwise, please [submit an AES BES Assessment application](#) for work orders that do not have any clearance.

Once you have clearance (or have submitted your new application) to cover all work orders that require AES BES clearance under this Type Approval application, please return to this task to complete it.

Please note that your Type Approval request cannot be progressed without AES BES clearance, where required.

**AES BES work orders**

Work order number ↑	AES BES validation number ↑	Exemption
VCAE005781-1		

Complete task

If you have already submitted an AES BES Application, click on the drop-down arrow to add the AES BES validation number to the Type Approval work order

Click on the magnify button

---

**AES BES work order**

**Work order number**  
VCAE005781-1

**AES BES validation number**

or

**Exemption**  
Select

Update work order

---

**Lookup records**

Choose one record and click Select to continue

Validation Number ↑	Project Name
<input type="checkbox"/> AES/BES-012361-00	Email test
<input type="checkbox"/> AES/BES-012376-02	Training Project
<input checked="" type="checkbox"/> AES/BES-012377-00	AES BES Test
<input type="checkbox"/> AES/BES-012378-00	AES BES Test
<input type="checkbox"/> AES/BES-012385-00	Email test

1 2 >

Select    Cancel    Remove value

Tick next to the **required AES BES validation number** and click on **Select**



If the Work Order is **Exempt** from AES BES select the reason from the

Click on **Update work order**

**Exemption**

Select

Select

Electric Vehicle

Heavy Duty Installation

NSSTA

**AES BES validation number**

AES/BES-012470-00

or

**Exemption**

Electric Vehicle

**Update work order**

The AES BES validation number or Exemption will be added to your Type Approval application

Click on **Complete task**

**AES BES work orders**

<a href="#">Work order number ↑</a>	<a href="#">AES BES validation number ↑</a>	<a href="#">Exemption</a>
VCAE005781-1		Electric Vehicle
VCAE005781-2	AES/BES-012477-00	

**Complete task**

If you have NOT submitted an **AES BES Application**, click on **submit an AES BES Assessment application** and follow the instructions below

**Note:** after submitting the AES BES application return to this task to link the **AES BES validation number to the Type Approval application**

**AES BES task**

**Order number**  
VCAE005781

**Invoicing account**  
VCAE Test Account

Your Type Approval application requires AES BES clearance for the work orders listed below.

If you have AES BES clearance (or have an application in-progress) for all the affected Type Approval work orders, please link them and then click on the 'Complete task' button.

Otherwise, please [submit an AES BES Assessment application](#) for work orders that do not have any clearance.

Once you have clearance (or have submitted your new application) to cover all work orders that require AES BES clearance under this Type Approval application, please return to this task to complete it.

Please note that your Type Approval request cannot be progressed without AES BES clearance, where required.

**AES BES work orders**

<a href="#">Work order number ↑</a>	<a href="#">AES BES validation number ↑</a>	<a href="#">Exemption</a>
VCAE005781-1		

**Complete task**



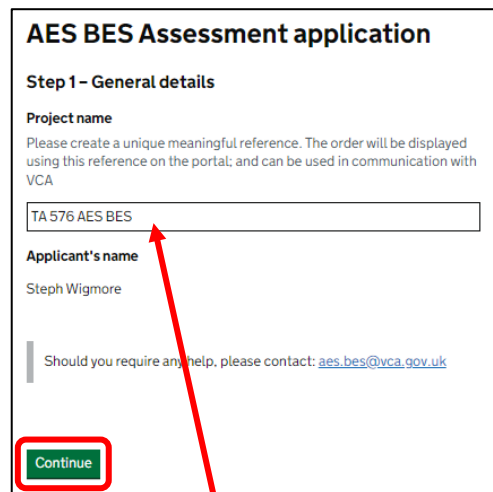
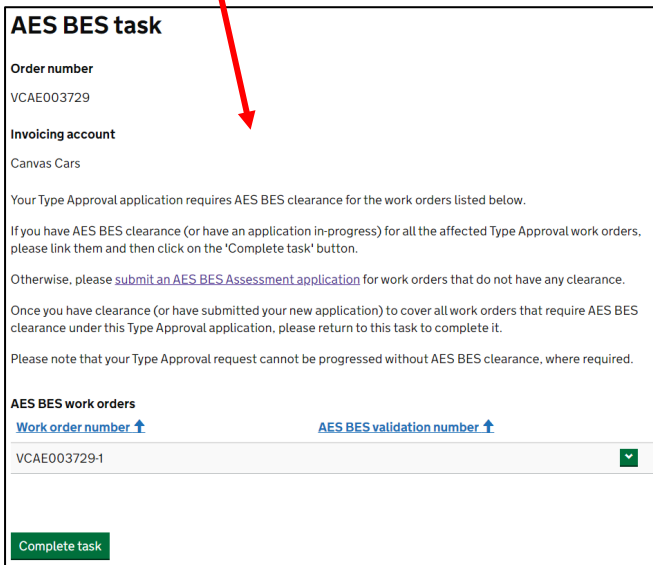
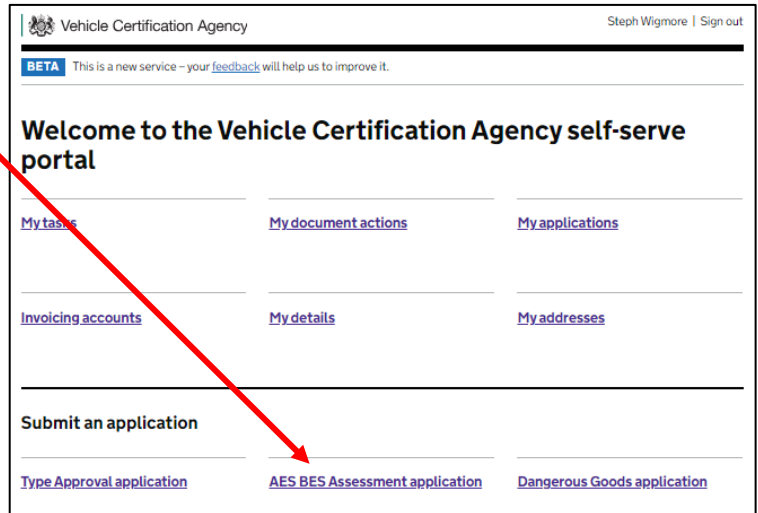
### Submitting an AES BES Assessment Application

You can access the AES BES Assessment application form by following the link from a task or via the portal homepage.

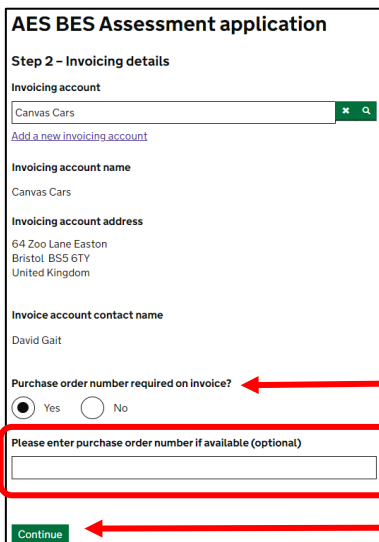
From the portal homepage click on **AES BES Assessment application**

Or

Click on **submit an AES BES Assessment application** from a portal task



Enter a **Project name** or **meaningful reference** and click on **Continue**



Click on the **magnify button** to add the invoicing account. Select the VCA Europe invoicing account when applying to VCA Europe S.r.l..

Select **Yes** if you require a Purchase order number on your invoice

If Yes is selected you have the option to add a **Purchase order number**

Click on **Continue**



Select from the drop-down list of **Approval Schemes**

**Note:** The following steps will be dependent on the scheme selected

**AES BES Assessment application**

**Step 3.1.1 – Required service**

Which Approval Scheme are you applying for?

Select

Select  
EU  
GB  
UKNI  
UNECE

**AES BES Assessment application**

**Step 3.1.1 – Required service**

Which Approval Scheme are you applying for?  
GB

Product requested

Select

Select  
New assessment  
Update to existing AES BES (for non-emissions critical changes)

Select **New assessment** or **Update to existing AES BES** from the drop-down **Product requested**

Select whether you have previously submitted documentation for the assessment, and it has been approved

If selecting **Yes** enter the **work order** or **job number**

**AES BES Assessment application**

**Step 3.1.1 – Required service**

Which Approval Scheme are you applying for?  
GB

Product requested  
New assessment

Has the Extended Documentation Package associated with this application been reviewed and approved by VCA as part of another approval application?

Yes  No

Please enter the VCA work order number (or job number)

VCA003301

**AES BES Assessment application**

**Step 3.1.1 – Required service**

Which Approval Scheme are you applying for?  
GB

Product requested  
Update to existing AES BES (for non-emissions critical changes)

Has the Extended Documentation Package associated with this application been reviewed and approved by VCA as part of another approval application?

Yes  No

Existing AES BES validation number

If applying for an **Update to existing AES BES** click on the magnify button to select the **AES BES validation number**

Tick next to the **validation number** and click on **Select**

If applying for **EU Scheme**, you will be redirected to **Step 4 – Supporting Files**.

Choose one record and click Select to continue

Validation Number ↑	Project Name
<input type="checkbox"/> AES/BES-012360-00	Email test
<input checked="" type="checkbox"/> AES/BES-012361-00	Email test
<input type="checkbox"/> AES/BES-012362-00	Email test
<input type="checkbox"/> AES/BES-012376-02	Training Project
<input type="checkbox"/> AES/BES-012377-00	AES BES Test

< 1 2 >

Select Cancel Remove value



Does this application relate to an in-progress GB type approval application?

Yes  No

This application covers the following emissions approval types  
Separate types by comma

**Continue**

If applying for **GB Scheme**, select if the application relates to an in-progress GB type approval application (submitted via the VCA portal)

Enter the emissions approval types

Click on **Continue**

Click on **Add GB Type Approval work orders** to see the current approvals in progress on this invoicing account

Tick next to the required Type Approval application(s) and click on **Add work orders**

### AES BES Assessment application

Step 3.1.2 – Required service

Related GB Type Approval work orders

**Add GB Type Approval work orders**

Work order number	Type	Order status
There are no records to display.		

**Continue**

Add GB Type Approval work orders

Work order number	Type	Order status
<input type="checkbox"/> VCA003199-7	S6GB	Certification Decision
<input type="checkbox"/> VCA003430-1	Test Type	Technical Service Review
<input checked="" type="checkbox"/> VCA003414-1	Test Type	Technical Activity In Progress

Selected work orders

VCA003414-1

**Add work orders** **Cancel**

The work order(s) will be displayed in the grid

Click on **Continue**

### AES BES Assessment application

Step 3.1.2 – Required service

Related GB Type Approval work orders

**Add GB Type Approval work orders**

Work order number	Type	Order status
VCA003414-1	Test Type	Technical Activity In Progress <input checked="" type="checkbox"/>

**Continue**

If applying for an Amendment to an Existing AES BES Assessment you will need to add in details of the Scope of change

### Step 3.2 – Scope of change

For more information please click the following link [Emissions Strategy Assessment for GB Type Approval - Vehicle Certification Agency \(opens in new tab\)](#)

Scope of change

Select

Details of the change

**Continue**



Select the **Scope of change** from the dropdown list

**Scope of change**

Select

Select

Emissions Critical

Non Emissions Critical

**Scope of change**

Emissions Critical

**Details of the change**

As much details as possible to speed the processing of your application

Continue

Add as much details as you have available in the **Details of the change** field

Click on **Continue**

Review the Guidance notes

Click on **Continue**

**AES BES Assessment application**

**Step 3.2 – GB Approval Preliminary Information Report (PIR)**

**Guidance Notes**

Where the application for GB Approval covers more than one variant, please complete this report based on the Worst Case variant.

Once completed, this document should be submitted in addition to the AES BES document covered by the GB Scheme application being made.

All fields are mandatory unless marked optional.

Continue

If applying for **GB Scheme**, select the application type

Click on **Continue**

**AES BES Assessment application**

**GB Approval PIR – Step 1 – Application type**

Please select application type

Light Duty

Heavy Duty

Continue



**AES BES Assessment application**

**GB Approval PIR – Step 2.1 – Light Duty declarations**

**Powertrain details**

**Engine capacity and configuration**  
For example, 1498cc inline 4cyl

**Fuel type and delivery**  
For example, Gasoline GDI or Diesel Common Rail

**Electrification (optional)**  
For example, 48v MHEV BISG. Complete where applicable

**Exhaust aftertreatment**  
For example, TWC/GPF or DOC/LNT/DPF/SCR

**Transmission and driveline**  
For example, 6sp AT AWD

Complete the **declaration** details (Light Duty or Heavy Duty)

If the GB Approval application is based on **EU regulation 715/2007** select **Yes** and enter the EU Type Approval Number

Is this GB Approval application based on an existing Regulation (EU) 715/2007 EU Type Approval?

No  Yes

Please enter the EU Type Approval Number

**EU AES BES assessment declaration**

We confirm that the AES BES documentation as presented has been reviewed and accepted by a European member state Type Approval Authority or Designated Technical Service, based on Regulation (EU) 2017/1151 as amended; and written evidence will be provided alongside other documentation

**Defeat device declaration**

We hereby declare the absence of prohibited defeat devices in accordance with Article 3 (10) of Regulation (EC) no. 715/2007 in conjunction with Article 5, paragraph 2 of Regulation (EC) no. 715/2007

**Compliance with the real driving emissions requirements**

The vehicle type(s) listed in this application comply with the requirements laid down in point 2.1 of Annex IIIA to Retained Regulation (EU) 2017/1151 relating to real driving emissions for all possible RDE tests, which are in accordance to the requirements of this Annex

**Continue**

Tick to confirm agreement to the **EU AES BES assessment declaration** if required

Tick to confirm agreement to the **Defeat device declaration** and **Compliance with the real driving emissions requirements**

Click on **Continue**



### AES BES Assessment application

#### GB Approval PIR – Step 2.2 – Light Duty AES impact data

To allow VCA to assess the pollutant impact of AES activation, we require RDE emissions data (tested according Retained Regulation (EU) 2017/1151 as amended) under limit case conditions, where we believe critical AES's would be typically active.

These critical AES's include:

- combustion and/or aftertreatment control modulation based on low environmental temperature
- combustion and/or aftertreatment control modulation based on high engine load and/or speed

For this assessment, there are two typical use-cases based on real world conditions where VCA believes such AES's would be activated.

These boundary conditions include:

- case #1: average ambient temperature is 0°C or below
- case #2: vehicle payload is minimum 80% GVW and/or drive metric V\* $\alpha$ Pos at minimum 85% of the applicable limit (for urban, rural and motorway phases)

Please complete steps 2.2.1 and 2.2.2 with requested emissions data as per the above conditions. If this application for GB Approval covers more than one vehicle type, please use data taken from the Worst Case variant.

If the submitted emissions data does not fall within the conditions suggested above, please use the notes section to give a technical explanation for the data presented in relation to the activation of critical AES's under normal use, and their subsequent emissions impact.

Continue

Review the Light Duty or Heavy Duty AES BES impact data requirements

Click on Continue

Complete AES impact data for case #1 and case #2

Click on Continue

### AES BES Assessment application

#### GB Approval PIR – Step 2.2.1 – Light Duty AES impact data – RDE case #1

Test report number or reference

Date of test

ID of test vehicle

Average ambient temperature over trip in degrees Celsius

 °C

Pollutant

NOx measured value urban in milligrams per kilometre

 mg/km

NOx measured value total trip in milligrams per kilometre

 mg/km

NOx NTE limit value in milligrams per kilometre

 mg/km

PN measured value urban in number per kilometre

 #/km

PN measured value total trip in number per kilometre

 #/km

PN NTE limit value in number per kilometre

 #/km

CO measured value urban in milligrams per kilometre

 mg/km

CO measured value total trip in milligrams per kilometre

 mg/km

Continue

### AES BES Assessment application

#### GB Approval PIR – Step 2.2.2 – Light Duty AES impact data – RDE case #2

Test report number or reference

Date of test

ID of test vehicle

Vehicle payload in kilograms and percentage of GVW

VaPos urban, rural or motorway limit percentage

 %

Pollutant

NOx measured value urban in milligrams per kilometre

 mg/km

NOx measured value total trip in milligrams per kilometre

 mg/km

NOx NTE limit value in milligrams per kilometre

 mg/km

PN measured value urban in number per kilometre

 #/km

PN measured value total trip in number per kilometre

 #/km

PN NTE limit value in number per kilometre

 #/km

CO measured value urban in milligrams per kilometre

 mg/km

CO measured value total trip in milligrams per kilometre

 mg/km

Continue



You have the option to submit any additional information for the attention of VCA

This is an optional field

Click on **Continue**

**AES BES Assessment application**

**GB Approval PIR – Step 2.2.3 – Light Duty AES impact data – Notes**

Notes (optional)

You have 2000 characters remaining

**Continue**

**AES BES Assessment application**

**GB Approval PIR – Step 3 – Audit schedule**

To allow the VCA to assess continued conformity of AES BES documentation submitted into GB Approval applications, we will conduct an annual Audit. This is VCA's opportunity to check that a sample of AES BES documents meet the regulatory requirements and ensure that real driving emissions for vehicles in the UK market are at their lowest possible levels.

Scope of Audit (to include but not necessarily limited to):

- review of AES BES documents (these will be requested 6 weeks ahead of the Audit date)
- review of declared data within this document
- review of RDE robustness process prior to start of production
- review of powertrain calibration and AES BES change management process

This will require personnel with suitable knowledge of the design and verification of the emissions control systems, as well as the personnel with the responsibility of authoring, maintaining, and delivering the final AES BES documents.

We will arrange to visit your facility or premises for this Audit, and we anticipate this will be completed within one working day.

**!** The email associated with your portal account will be used for communication on the Audit. Please ensure it is current.

**Continue**

Review the **Audit Schedule** guidance

Click on **Continue**

You must upload at least one Supporting file

Click on **Add files** to select your file(s)

When all files are added click on **Continue**

**AES BES Assessment application**

**Step 4 – Supporting files**

Please supply the following unprotected documents in PDF format for review:

- AES/BES documentation
- supporting declarations (where applicable)
- supporting test data (where applicable)

Note:

- documentation is held securely and in strict confidentiality in accordance with VCA Terms & Conditions.
- a minimum of one file must be uploaded to continue.

**Add files**

---

**Name ↑**

---

There are no folders or files to display.

**Continue**



Amend the **Accepted by** field if required and **Tick** to agree with the **VCA Europe S.r.l. Terms and Conditions**

Click on **Submit application**

### AES BES Assessment application

#### Step 5 – Declaration

On behalf of the approval holder, I confirm that the data and information provided within this application is correct and accurate.

If any changes occur that alter any of these details, we will notify the VCA via email ([aes.bes@vca.gov.uk](mailto:aes.bes@vca.gov.uk)) in the case of ongoing applications; or via a new application in the case of completed applications.

**Accepted by**

**Accepted date**

I have read and agree with the [terms and conditions \(opens in new tab\)](#) and [privacy notice \(opens in new tab\)](#)

**Submit application**

Your application has been submitted and you order number will be displayed

Vehicle Certification Agency Europe

**BETA** This is a new service – your [feedback](#) will help us to improve it.

# Application complete

Your order number  
**VCAE005288**

Thank you for submitting your application.

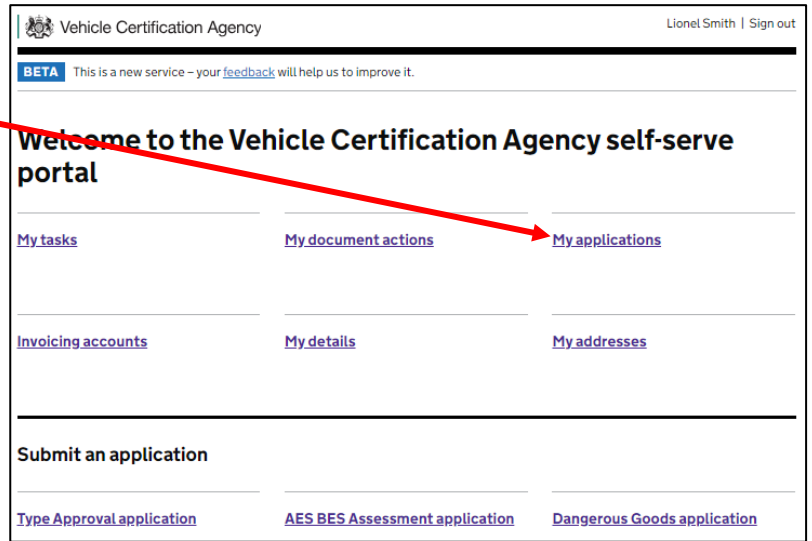
Your application is being reviewed and someone will be in touch.

[Return to homepage](#)

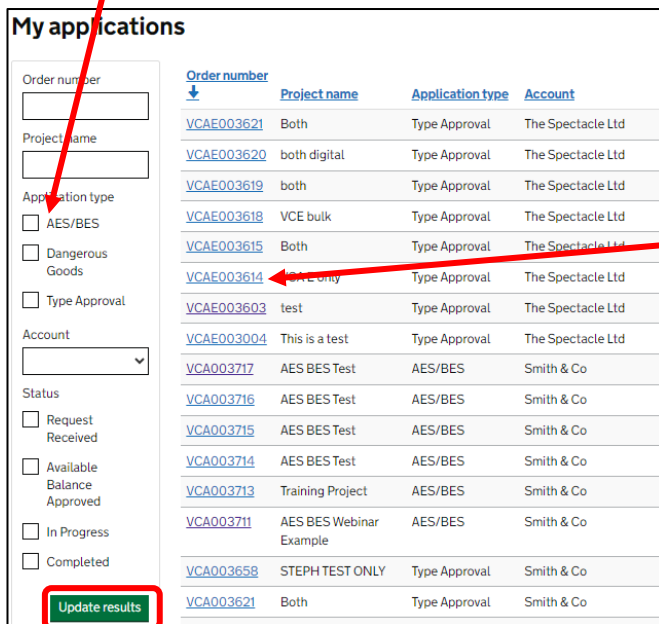


### Finding AES BES validation number

From your VCA Europe Portal Homepage click on **My applications**

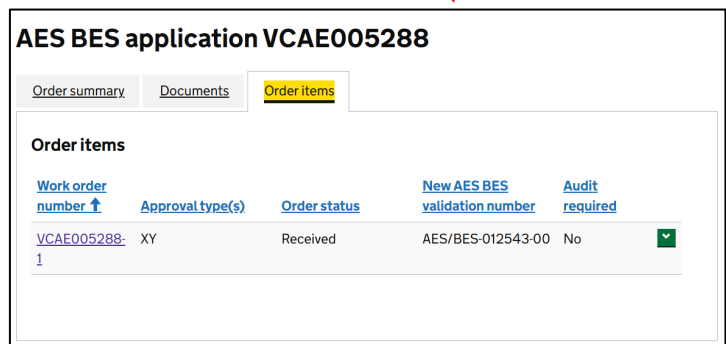


Use the filters to find the AES BES orders and click on **Update results**



Click on the order number

Click on the **Order items** tab to view the **New AES BES validation number**





### AES BES Impact Data Required

If you receive an email following your application submission requesting additional data following the instruction below to complete the task

The screenshot shows the VCA Europe self-serve portal. At the top, it says 'Vehicle Certification Agency' and 'Lionel Smith | Sign out'. Below that is a 'BETA' banner with the text 'This is a new service – your feedback will help us to improve it.' The main heading is 'Welcome to the Vehicle Certification Agency self-serve portal'. There are several menu items: 'My tasks', 'My document actions', 'My applications', 'Invoicing accounts', 'My details', and 'My addresses'. Below these is a 'Submit an application' section with 'AES BES Assessment application' and 'Dangerous Goods application'. A red arrow points from the text 'Click on the My Tasks' to the 'My tasks' link. Another red arrow points from 'Click on the AES BES Impact Data Required' to the 'AES BES Impact Data Required' link in the 'My tasks' table. A third red arrow points from 'Click on the Continue' to the 'Continue' button at the bottom of the task details page.

**Click on the My Tasks**

**Click on the AES BES Impact Data Required**

Subject	Task type
<a href="#">AES BES Impact Data Required</a>	AES BES Impact Data Required

**Review the Impact Data requirements**

**Click on the Continue**

**Project name**  
AES BES Webinar Example

To allow VCA to assess the pollutant impact of AES activation, we require RDE emissions data (tested according Retained Regulation (EU) 2017/1151 as amended) under limit case conditions, where we believe critical AES's would be typically active.

These critical AES's include:

- combustion and/or aftertreatment control modulation based on low environmental temperature
- combustion and/or aftertreatment control modulation based on high engine load and/or speed

For this assessment, there are two typical use-cases based on real world conditions where VCA believes such AES's would be activated.

These boundary conditions include:

- case #1: average ambient temperature is 0°C or below
- case #2: vehicle payload is minimum 80% GVW and/or drive metric V\*aPos at minimum 85% of the applicable limit (for urban, rural and motorway phases)

Please complete steps 1 and 2 with requested emissions data as per the above conditions. If this application for GB Approval covers more than one vehicle type, please use data taken from the Worst Case variant.

If the submitted emissions data does not fall within the conditions suggested above, please use the notes section to give a technical explanation for the data presented in relation to the activation of critical AES's under normal use, and their subsequent emissions impact.

**Continue**



Complete AES impact data for case #1 and case #2

Click on Continue

### AES BES Assessment application

GB Approval PIR – Step 2.2.1 – Light Duty AES impact data – RDE case #1

Test report number or reference

Date of test

ID of test vehicle

Average ambient temperature over trip in degrees Celsius

 °C

### AES BES Assessment application

GB Approval PIR – Step 2.2.2 – Light Duty AES impact data – RDE case #2

Test report number or reference

Date of test

ID of test vehicle

Vehicle payload in kilograms and percentage of GVW

VaPos urban, rural or motorway limit percentage

 %

### Step 3 - Light Duty AES impact data - Notes

Notes (optional)

You have 2000 characters remaining

**Complete task**

Add any additional information for the attention of VCA Europe S.r.l.

Click on Complete task



### AES BES Clearance Required

If you receive an email following your application for Type Approval requesting and AES BES Clearance Required following the instruction below to complete the task

From the VCA Europe Portal Homepage click on **My Tasks**

**Welcome to the Vehicle Certification Agency self-serve portal**

<a href="#">My tasks</a>	<a href="#">My document actions</a>	<a href="#">My applications</a>
<a href="#">Invoicing accounts</a>	<a href="#">My details</a>	<a href="#">My addresses</a>

### My tasks

Subject	Task type
<a href="#">AES BES Clearance Required</a>	AES BES

Click on the **AES BES Clearance Required** task

If you have already submitted an **AES BES Application**, click on the drop-down arrow to add the **AES BES validation number** to the Type Approval work order

Click on the **magnify button**

**AES BES work order**

Work order number  
VCAE005781-1

AES BES validation number

or

Exemption  
Select

Tick next to the **required AES BES validation number** and click on **Select**

**AES BES task**

Order number  
VCAE005781

Invoicing account  
VCAE Test Account

Your Type Approval application requires AES BES clearance for the work orders listed below. If you have AES BES clearance (or have an application in-progress) for all the affected Type Approval work orders, please link them and then click on the 'Complete task' button. Otherwise, please [submit an AES BES Assessment application](#) for work orders that do not have any clearance. Once you have clearance (or have submitted your new application) to cover all work orders that require AES BES clearance under this Type Approval application, please return to this task to complete it. Please note that your Type Approval request cannot be progressed without AES BES clearance, where required.

**AES BES work orders**

Work order number	AES BES validation number	Exemption
VCAE005781-1		

Lookup records

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Validation Number	Project Name
<input type="checkbox"/>	AES/BES-012361-00	Email test
<input type="checkbox"/>	AES/BES-012376-02	Training Project
<input checked="" type="checkbox"/>	AES/BES-012377-00	AES BES Test
<input type="checkbox"/>	AES/BES-012378-00	AES BES Test
<input type="checkbox"/>	AES/BES-012385-00	Email test



If the Work Order is **Exempt** from AES BES select the reason from the

Click on **Update work order**

**Exemption**

Select

Select

Electric Vehicle

Heavy Duty Installation

NSSTA

**AES BES validation number**

AES/BES-012470-00

or

**Exemption**

Electric Vehicle

**Update work order**

The AES BES validation number or Exemption will be added to your Type Approval application

Click on **Complete task**

**AES BES work orders**

<a href="#">Work order number ↑</a>	<a href="#">AES BES validation number ↑</a>	<a href="#">Exemption</a>
VCAE005781-1		Electric Vehicle
VCAE005781-2	AES/BES-012477-00	

**Complete task**

If you have NOT submitted an **AES BES Application**, click on **submit an AES BES Assessment application** and follow the instructions below

**Note:** after submitting the AES BES application return to this task to link the **AES BES validation number to the Type Approval application**

**AES BES task**

**Order number**  
VCAE005781

**Invoicing account**  
VCAE Test Account

Your Type Approval application requires AES BES clearance for the work orders listed below.

If you have AES BES clearance (or have an application in-progress) for all the affected Type Approval work orders, please link them and then click on the 'Complete task' button.

Otherwise, please [submit an AES BES Assessment application](#) for work orders that do not have any clearance.

Once you have clearance (or have submitted your new application) to cover all work orders that require AES BES clearance under this Type Approval application, please return to this task to complete it.

Please note that your Type Approval request cannot be progressed without AES BES clearance, where required.

**AES BES work orders**

<a href="#">Work order number ↑</a>	<a href="#">AES BES validation number ↑</a>	<a href="#">Exemption</a>
VCAE005781-1		

**Complete task**



### Using the 'Other' Application Form

VCA Europe have introduced an 'Other' Application form that can be used to apply for services outside the Type Approval standard application. The options on the 'Other' application form will be added to over time.

From your VCA Europe Portal Homepage click on **Other applications**

**Submit an application**

[Type Approval application](#)    [AES BES Assessment application](#)    [Dangerous Goods application](#)

[Other applications](#)

Vehicle Certification Agency Europe

**BETA** This is a new service - your [feedback](#) will help us to improve it.

### Other application

**Step 1 – Required service**

**Type of application**  
Please select which service you are interested in from the below dropdown.  
Note, all services are chargeable.

Select

- Select
- AES/BES Compliance Audit
- Calibration
- Customer Support Meeting
- Technical & Quality Facility Appraisal

[Continue](#)

**Step 1 – Select an available service from the dropdown list**

**Note:** additional options will be available to select over time

Click on **What services can I apply for?** to see a description of the current services offered via this form

**Type of application**  
Please select which service you are interested in from the below dropdown.  
Note, all services are chargeable.

Select

[What services can I apply for?](#)

**Calibration**  
Request for calibration to ISO17025 as covered under VCA UKAS Accredited External Calibration laboratory No. 5963. See UKAS website for full available scope. (Only conducted at VCA Midlands Centre, UK)

**Technical & Quality Facility Appraisal**  
Facility Appraisal is the inspection of a testing facility to validate the testing equipment, environment, access to legislation, procedures and competency of personnel used for the testing to specific regulations.

**Step 1 – Required service**

**Type of application**  
Please select which service you are interested in from the below dropdown.  
Note, all services are chargeable.

Technical & Quality Facility Appraisal

[What services can I apply for?](#)

**Name of the person filling in the form**  
Cormac McMahon

[Continue](#)

Once you have selected the service required click on **Continue**



### Step 2 – Invoicing details

Invoicing account

[Add a new invoicing account](#)

Purchase order number required on invoice?

Yes  No

**Continue**

Step 2 - Click on the **magnify icon** to see your **invoicing accounts**

Tick the required invoicing account and click on **Select**

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Account Name ↑	Account Code	Currency
<input checked="" type="checkbox"/>	SandStone Ltd	DSANDST	British Pound

**Select** **Cancel** **Remove value**

If required select **Yes** for a **Purchase order number required on invoice?**

Enter the **purchase order number** if available (this is an optional field)

Click on **Continue**

Purchase order number required on invoice?

Yes  No

Please enter purchase order number if available (optional)

**Continue**

### Step 3 – Add order items

Add an order item per approval or application required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

[Description](#) [Created on ↓](#)

There are no records to display.

Step 3 – Click on **Add new order item**

Add a description of your requirements and click on **Continue**

### Add order item – Step 1 – Description

Description (optional)

Please add a description of what it is you're applying for

**Continue**



Click on **Add files** to provide any supporting documentation for your application  
Click on **Add order item**

**Add order item – Step 2 – Supporting documents**

Please add any supporting documents that you feel are required for your application.  
Please note these will be added to the individual orders.

**Add files**

Name ↑	Modified
VCA Portal Latest Development September 2024.mp4 (...)	29/09/2024 10:16 AM

**Add order item**

**Step 3 – Add order items**

Add an order item per approval or application required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

Description	Created on ↓
Technical & Quality Facilities Appraisal for Manufacturing Plant based at 1 Eastgate Business Center	29/09/2024 10:15 AM

Duplicate order item  
 Edit order item  
 Remove order item

**Continue**

To add more order items, click on **Add new order item**

Or

Click on the dropdown arrow and select **Duplicate order item**

To edit the details select **Edit order item**

Once all items are added click on **Continue**

**Step 4 - Click on Add files** to provide any supporting documentation covering all order items

Click on **Continue**

**Step 4 – Supporting documents**

Please add any supporting documents that would apply to all individual orders.

**Add files**

Name ↑	Modified
VCA Portal Latest Development September 2024.mp4 (...)	29/09/2024 10:23 AM

**Continue**



Click on the links to review **the VCA Europe terms and conditions and privacy notice**

Tick to agree to the **terms and conditions and privacy notice**

Click on **Submit application**



**Step 5 – Declaration**

I have read and agree with the [terms and conditions \(opens in new tab\)](#) and [privacy notice \(opens in new tab\)](#)

**Accepted by**  
Cormac McMahon

**Accepted date**  
29/09/2024

**Submit application**

Vehicle Certification Agency Europe

**BETA** This is a new service – your [feedback](#) will help us to improve it.

**Application complete**

Your order number  
**VCAE005415**

We have received this submission.  
Your application will be reviewed.

[Return to homepage](#)

You will immediately receive your **VCA order number**

Your request will be reviewed and processed by VCA Europe S.r.l.



### Viewing the Status of an Application and Adding Documentation

From your VCA Europe Portal Homepage click on **My applications**

Use the filters to find the required customer order

Order number	Project name	Application type	Account
<a href="#">VCA002194</a>	Gemma 456	Type Approval	Gemma Hill
<a href="#">VCA003163</a>	UAT Test 3	AES/BES	Canvas Cars
<a href="#">VCA003730</a>	AES BES Test	AES/BES	Canvas Cars
<a href="#">VCAE002929</a>	Documents test	Type Approval	Canvas Cars
<a href="#">VCAE002942</a>	Test Certification Team_VCAE	Type Approval	Canvas Cars
<a href="#">VCAE002943</a>	Test processo Susanna	Type Approval	Canvas Cars
<a href="#">VCAE002950</a>	EU Scheme with quote	Type Approval	Canvas Cars
<a href="#">VCAE003102</a>	Test	Type Approval	Canvas Cars
<a href="#">VCAE003107</a>	SLW	Type Approval	Canvas Cars
<a href="#">VCAE003120</a>	BC Test	Type Approval	Canvas Cars
<a href="#">VCAE003132</a>	BC Test	Type Approval	Canvas Cars
<a href="#">VCAE003160</a>	BC Test	Type Approval	Canvas Cars
<a href="#">VCAE003226</a>	Twirl Trucks	Type Approval	Canvas Cars
<a href="#">VCAE003729</a>	AES Test	Type Approval	Canvas Cars
<a href="#">VCAE003731</a>	STEPH TEST ONLY	Type Approval	Canvas Cars

Click on the **order number** to see the details of the **customer order and work order items**

Select **Progress** to view the progress of all items in your order

Select **Documents** to review and add files at order level

Select **Order Summary** to see the full order details

Acceptance	Technical activity	Certification check	Issued
2 of 2	0 of 2	0 of 2	0 of 2

Title	Base legislation	Type	Order status	Issued approval number	Work order number
<a href="#">Wheel Guards</a>	1009/2010		Submitted	VCAE002613-1	<input type="checkbox"/>
<a href="#">Whole Vehicle Type Approval (Categories M, N, O)</a>	2018/858		Submitted	VCAE002613-2	<input type="checkbox"/>

To see the details for an order item, or **review and add documentation**, click on the order title or dropdown arrow

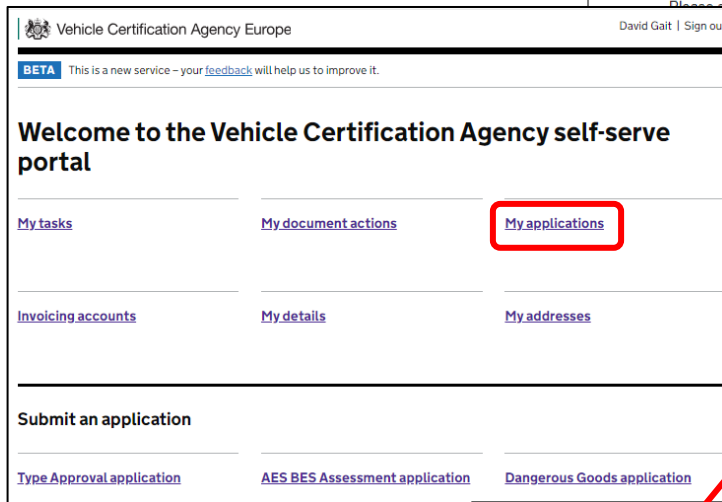
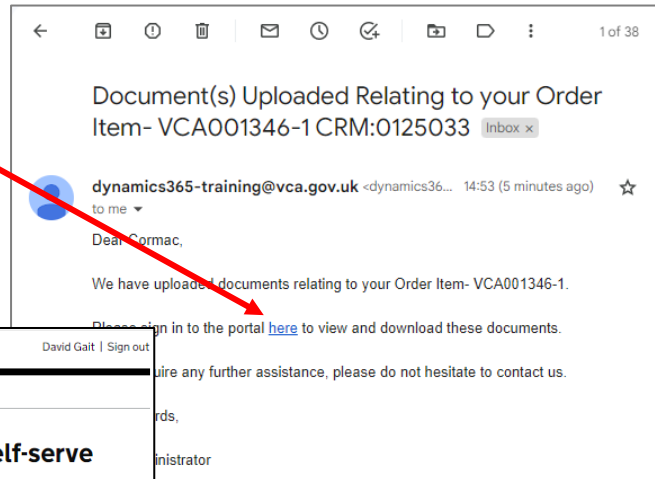


### Viewing your Certificate and Documentation

Certificates and Approval packs will be uploaded on the order item and available to you on the VCA Europe S.r.l. Digital Portal. You will receive an email notification when documentation is added in the portal.

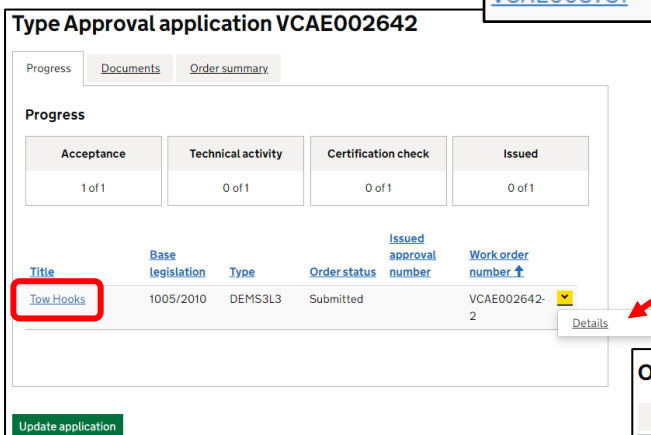
Click on the link from the email to sign into the portal

From the home screen select **My applications**



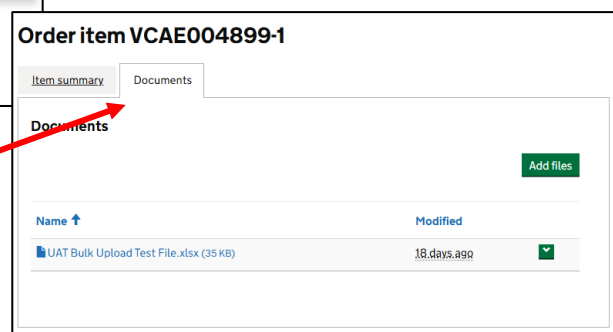
Find the order and click on the **Order number** to view the details

Order number	Project name	Application type	Account
<a href="#">VCAE003731</a>	STEPH TEST ONLY	Type Approval	Canvas Cars



See the order item details by clicking on the **'Title'** or dropdown arrow and **'Details'**

Click on the **Documents** tab to see all documentation





Adding an Additional Order Item to an In Progress Customer Order

If The VCA Europe S.r.l advise you to add an additional order item to an existing customer Order you can access the order via My Applications to add extra items. There are restrictions to this function, and you will find it is unavailable if the order is already invoiced or the account is suspended.

**Welcome to the Vehicle Certification Agency self-serve portal**

[My tasks](#)      [My document actions](#)      [My applications](#)

[Invoicing accounts](#)      [My details](#)      [My addresses](#)

From the home screen select **My applications**

Find the order and click on the **Order number** to view the details

<a href="#">Order number</a>	<a href="#">Project name</a>	<a href="#">Application type</a>	<a href="#">Account</a>
<a href="#">VCAE005694</a>	STEPH TEST ONLY	Type Approval	VCA Europe Test Account

**Type Approval application VCAE005694**

Progress    Documents    Order summary

**Progress**

Acceptance	Technical activity	Certification check	Issued
0 of 3	3 of 3	0 of 3	0 of 3

[Add new order item](#)

Where available click on **Add new order item**

Select the required **Scheme** from the dropdown list

**Add order item - Step 1.1**

Scheme

Select

Select

CEN

EU

EU IVA

UNECE

Click on **Continue**

**Add order item - Step 1.1**

Scheme

EU

[Continue](#)



The following steps will vary depending on the scheme selected.  
Follow the instructions [Applying using the Digital Form Method](#) for more detail.

**Add order item – Step 1.2**

**Product requested**  
New approval

**Approval authority**  
STA

**Base legislation**  
1008/2010

**Amending legislation**  
1008/2010

**Annex (optional)**  
Select

**Manufacturer's EU representative (optional)**  
To hold an EU Type Approval the approval holder will need to be based in European Union. If they are not, then a representative must be appointed who is. A representative could be the approval holder or an additional third-party representative if the approval holder is not based in the required country. The obligations on the representative where they are a third-party are set out in Article 15 of EU regulation 2018/858.

[Add order item – Step 1.2](#)

Complete the item details:

**Approval action** – for instance New approval, Extension or Revision

**Approval Authority** – this will be dependent on the scheme

**Base legislation** - choose from the dropdown list

**Amending legislation** - choose from the dropdown list

**Annex** – only selectable is there is a relevant annex for the legislation

Click on the **magnifying glass** to add a **New or Existing Manufacturer's EU representative Address** if required.

Select **Yes** if this is a request for **Multi stage approval** then select the **Number of stages** from the dropdown list, if not then select No

Click on **Continue**

**Multi stage approval**  
 No  Yes

**Number of stages**  
Stage 1

**Continue**



**Add order item – Step 2**

Vehicle categories

Add vehicle categories

Vehicle category ↑	Vehicle sub category ↑	Framework ↑	
M1	S	Car, Truck, Bus	▼
M2		Car, Truck, Bus	Remove vehicle category

Continue

### Add order item – Step 2

If you have entered **Vehicle Categories** in step 3 of the order these will appear automatically after a few seconds

Or click on **Add vehicle categories** to add one or more **Vehicle categories**

Click on the **dropdown arrow** to remove a vehicle category

Click on **Continue**

### Add order item – Step 3

If you have entered **Certification information** in step 3 of the order these will appear automatically after a few seconds

Or enter the information for the certificate in the fields

Click in a field to amend any of the default information

Click on **Add new or existing addresses** or click on the arrow to **remove a plant address**

Click on **Continue**

**Add order item – Step 3**

**Manufacturer (Approval Holder) name**  
A Cars Ltd

**Manufacturer (Approval Holder) address**  
A Cars Ltd

**Trade name or mark**  
C&P Automotives

**Type**  
DEMS3L3

**General commercial description**  
Olympus RCV

**Means of identification of type (if marked on the vehicle) (optional)**  
See 4th digit of VIN number

**Location of marking (optional)**  
On the right side of the cowl top

**Manufacturing plants**

Add new address Add existing addresses

Address name ↑	Address line 1	
125 Farlod Drive	125 Farlod Drive	▼
25 birkbeck road	AZ FIRM	▼

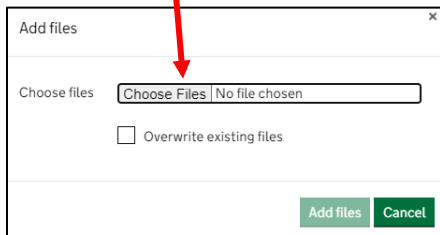
Continue



Click on **Add Files** to add supporting documentation relevant to a single order item

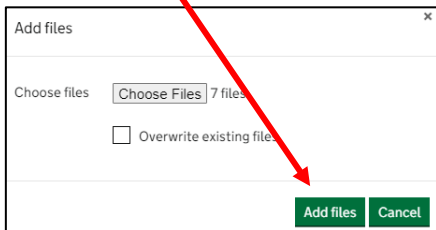
If documentation is applicable to all items add at a later step (see below)

Click on **Choose Files**



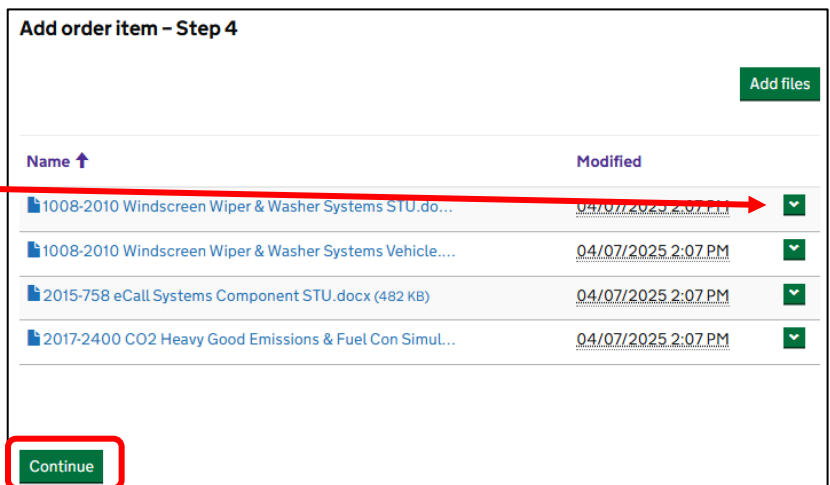
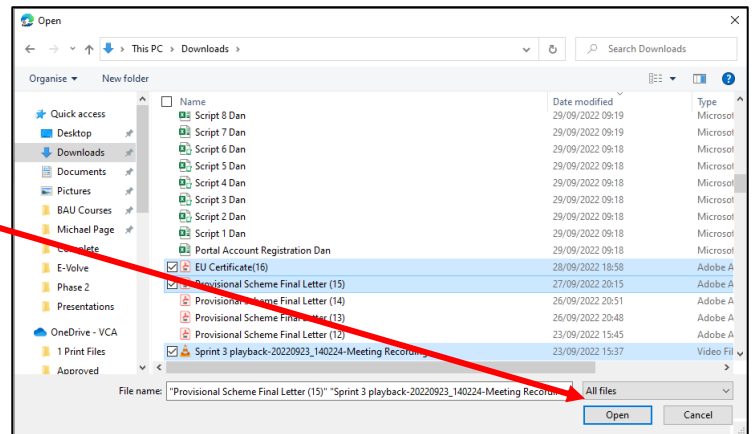
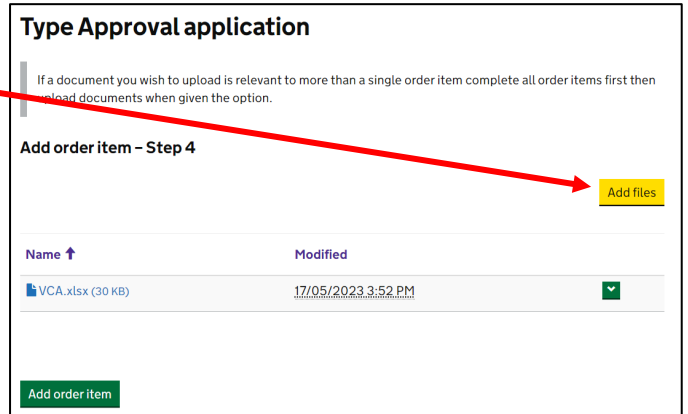
Select one or more files and click on **Open**

Click on **Add files**



Click on the **arrow** and select **Delete** to remove a file

Click on **Continue**





If you have a **Purchase order number** to cover this additional item add it into the field

If this additional order is **Replacing** an existing work order, select **Yes** and add the **Existing work order number to be replaced**

Click on **Continue**

**Add order item – Step 6**

Purchase order number (optional)

Is this a replacement for an existing work order?

No  Yes

Existing work order number to be replaced

**Continue**

**Add order item – Step 7**

By submitting this order you are accepting the terms and conditions for submitting an application.

**Submit order item**

Click on **Submit order item**

Confirmation of your order number will be displayed on screen

**Success**

**Order item VCAE005694-5 added to application**

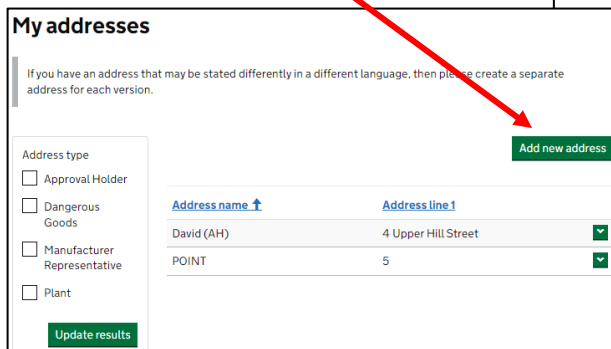
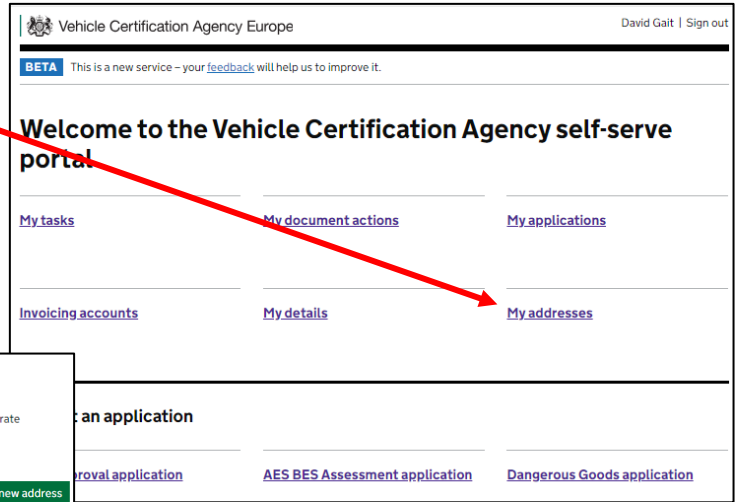


### Adding, Editing and Deleting Addresses

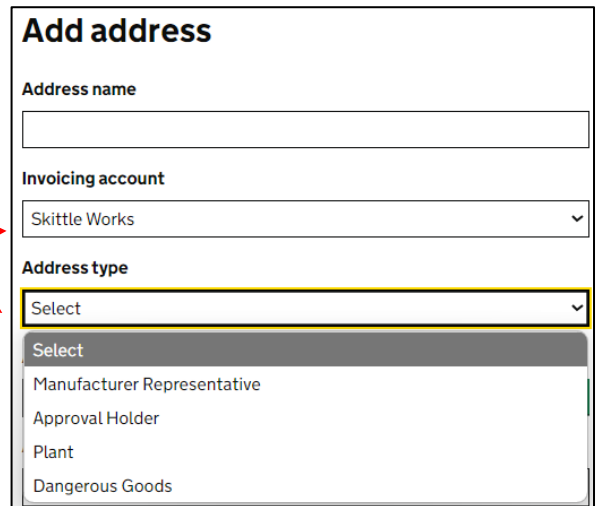
You can manage the addresses stored in your VCA Europe S.r.l. portal account via **'My addresses'**.

To amend or delete an address select **My addresses** from the home screen

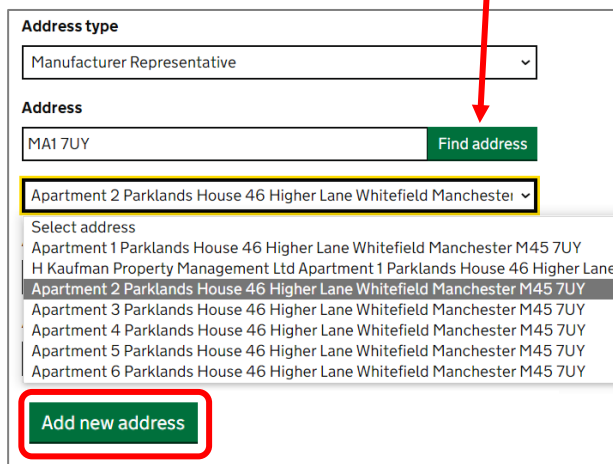
To add a new address click on **Add new address**



Add Address name, add the **invoicing account** and **Address type** from the dropdown list



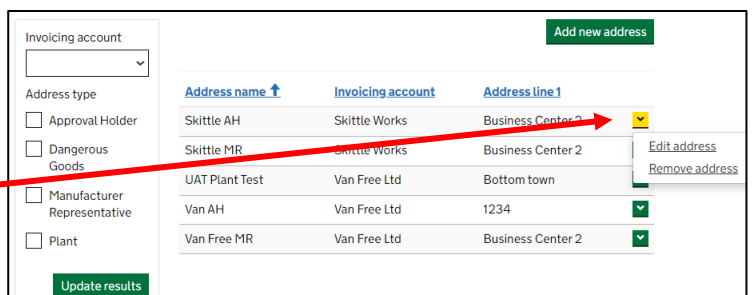
Input part of an address and click on **Find Address**



Choose an address line from the dropdown list

Check the address information and click on **Add new address**

To Edit or Delete an address: click on the dropdown arrow and **Edit address** or **Remove address**





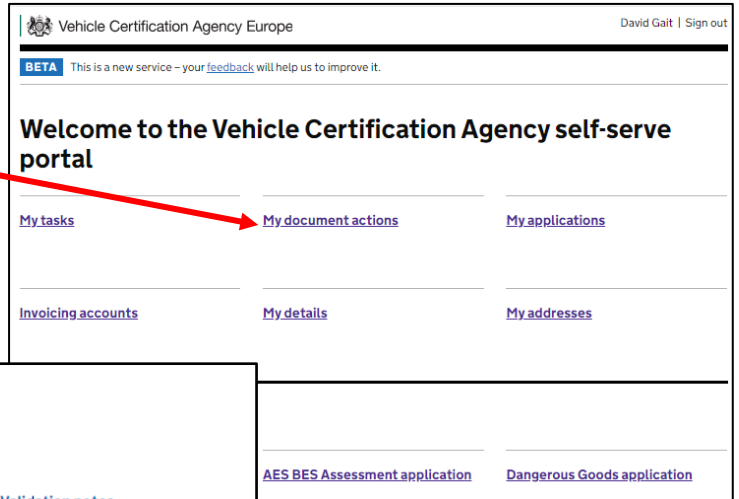
### Using My Document Actions

All documentation you supply to the VCA Europe S.r.l. will be reviewed and validated when the order is processed. If you receive notification that you need to supply revised or additional documentation you can access and respond to this request via **'My document actions'** in the VCA Europe S.r.l. portal.

If an adjustment in documentation is requested by email

Click on **My document actions**

The validation status and notes will be visible for each order until accepted



**My document actions**

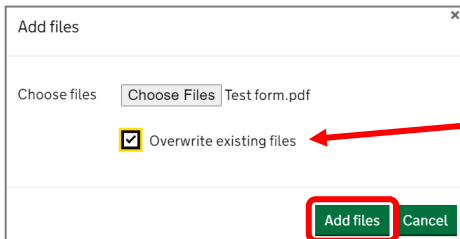
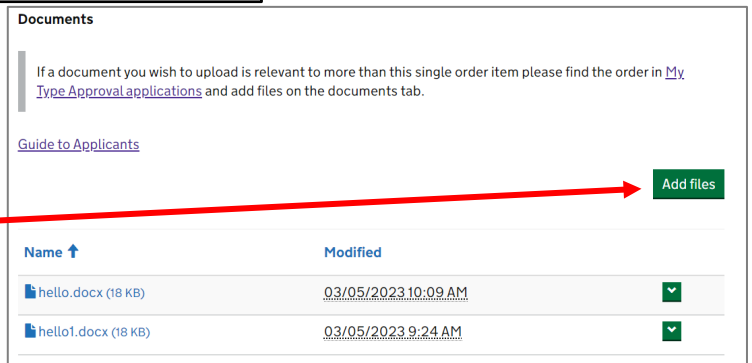
[Guide to Applicants](#)

Order item number ↑	Account	Last upload	Validation status	Validation notes
<a href="#">VCAE002642-2</a>	The Spice Emporium	02/01/2024	In Progress	
<a href="#">VCAE002676-2</a>	The Spice Emporium		Rejected Due To Insufficient Documents	Please supply documentation listed in email sent to you on 2/1/24

Click on the order number you want to revise

Scroll to the bottom of the order details

Click on **Add files**



Click on **Choose Files** and select the new documentation

To replace the existing files tick **Overwrite existing files**

Click on **Add files**

Orders will disappear from **My document actions** when all files have been validated

**My document actions**

[Guide to Applicants](#)

Order item number ↑	Account	Last upload	Validation status	Validation notes
<a href="#">VCAE002642-2</a>	The Spice Emporium	02/01/2024	In Progress	



### Using My Tasks

If you are required to submit additional information for an order from VCA Europe S.r.l., you will receive an email with the details and instruction to access **My tasks** in the VCA Portal.

If a **task** is requested by email

Click on **My tasks**

Click on the **task** to access the details and perform the requested action

### Welcome to the Vehicle Certification Agency self-serve portal

---

<a href="#">My tasks</a>	<a href="#">My document actions</a>	<a href="#">My applications</a>
<a href="#">Invoicing accounts</a>	<a href="#">My details</a>	<a href="#">My addresses</a>

My tasks	
<a href="#">Subject</a>	<a href="#">Task type</a>
<a href="#">AES BES Impact Data Required</a>	AES BES Impact Data Required
<a href="#">AES BES Clearance Required</a>	AES BES



### Adding an Additional Invoicing Account

To request an additional invoicing account first select **Invoicing accounts**

Click on **Add invoicing account**

Complete the required fields

Select the **Company type** from the dropdown options

**Company registration number (or Unique company identifier) and VAT number will be mandatory dependant on the Company type**

Complete all fields and select **Continue**



Select invoicing **currency**

Select your **preferred processing office** from the dropdown list

Complete all fields and select **'Continue'**

Vehicle Certification Agency Europe Sign in

**BETA** This is a new service – your [feedback](#) will help us to improve it.

< Back

### Account registration

**Step 2 – Work details**

Select the local currencies VCA Europe S.r.l. will invoice you in  
Select all that apply.

Renminbi (also known as Chinese Yuan)  
 Yen (Japan)  
 Dollars (US)  
 Great British Pounds  
 Euros

Select which VCA Europe S.r.l. office to process your application(s)  
 ⓘ VCA Europe S.r.l. reserve the right to change the VCA Europe S.r.l. office later in the application stage.

**Continue**

### Step 3 – Primary contact details

This will be the main contact for the account, and will be able to grant and remove access for other users to this account. The contact can be changed if necessary in the future by contacting us.

**First name (optional)**

**Last name**

**Address**  
 **Find address**

**Find address**

Complete your name and address details

Input part of an address and click on **'Find Address'**

Choose an address line from the dropdown list

This is the name and address that will be used as the main contact

You will be required to enter your email address twice for validation

**Note: this is the email address that will be used as the sign-in to the portal**

Click on **'Continue'**

**Postcode or zip code (optional)**

**Country**

**Telephone number**

**Email address**

**Confirm email address**

**Continue**



Either select **'Send invoices to the primary contact'** or enter additional name and address details

Click on **'Submit account registration'**

**Step 4 – Invoicing contact details**

This is the contact who will receive invoices from VCA. The contact can be changed if necessary in the future by contacting VCA.

Send invoices to the primary contact

**First name (optional)**

**Last name**

**Submit account registration**

An **'Application complete'** message will appear on screen

Your request will now be checked and approved

**Please wait for the confirmation email to create your portal login**

**Application complete**

Thank you, your application has been received.

**What happens next**

We'll review your application and be in touch shortly.

[Return to homepage](#)



### Adding a User to your Invoicing Account

To give a user access to submit applications under your invoicing account:

Select 'Invoicing accounts'

Click on the required account

Vehicle Certification Agency Europe | David Gait | Sign out

BETA This is a new service - your [feedback](#) will help us to improve it.

### Welcome to the Vehicle Certification Agency self-serve portal

[My tasks](#) [My document actions](#) [My applications](#)

[Invoicing accounts](#) [My details](#) [My addresses](#)

[ES BES Assessment application](#) [Dangerous Goods application](#)

### Invoicing accounts

[Add invoicing account](#)

Account name	Currency
<a href="#">ENGLEYS Cars</a>	British Pound
<a href="#">The Spojce Emporium</a>	euro

Select 'Add new user'

Enter the name and email address and click on 'Add new user'

### Address

Long Island South  
Salcombe TQ4 6TF  
United Kingdom

Should you require a Primary Contact change, please contact VCA.

### Primary contact

Victor Victoria

### Account users

Name	Email
There are no records to display.	

[Add new user](#)

Add new user

⚠ Please note that the Primary Contact for this account will be notified of your changes.

First name

Last name

Email address

[Add new user](#)

### Primary contact

Victor Victoria

### Account users

Name	Email
Finbarr O'Mahony	fomahony30@gmail.com

[Add new user](#)

[Remove account user](#)

To remove a user, click on the dropdown arrow and select 'Remove account user'

The user will receive an email to notify them of their removal



### Opt-in to VCA services

You can apply for services from VCA once you have an approved Invoicing Account with VCA. To apply for an account first Opt-in to VCA services via **My Details**.

The image shows two screenshots of the VCA Europe self-serve portal. The top screenshot is the 'Welcome to the Vehicle Certification Agency self-serve portal' page. It features a navigation menu with links for 'My tasks', 'My document actions', 'My applications', 'Invoicing accounts', 'My details', and 'My addresses'. A red arrow points from the text 'Click on My details' to the 'My details' link. The bottom screenshot is the 'Profile' page for user David Gait. It shows a 'Your Information' section with fields for First Name (David), Last Name (Gait), E-mail (trainstw3@gmail.com), Business Phone (795674867), Organization Name, and Title. Below this is a 'Your services' section with a dropdown menu for 'Opt-in to VCA services' set to 'Yes'. A red arrow points from the text 'Select Yes to change Opt-in to VCA services' to this dropdown. At the bottom of the form is a green 'Update' button, which is circled in red. A second red arrow points from the text 'Click on Update' to this button. A third red arrow points from the text 'Update successful notification will appear at the top of the profile screen' to a notification box at the top of the profile page that reads 'Your profile has been updated successfully.' The profile page also shows a 'Security' section with links for 'Change Password' and 'Manage External Authentication'.

You will now have access to additional options in the Type Approval application process.

**Note:** You must have an approved VCA invoicing account to use these services.

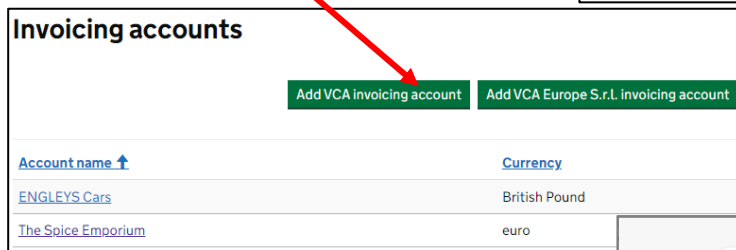
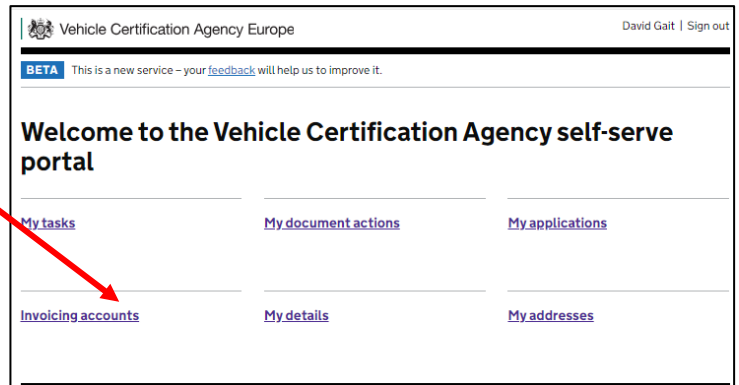


### Registering a VCA invoicing account

Opt-in to VCA services and have an approved VCA invoicing account to apply for GB scheme via the portal. Apply for a VCA invoicing account via **Invoicing accounts** in the portal.

To request an additional invoicing account first select **Invoicing accounts**

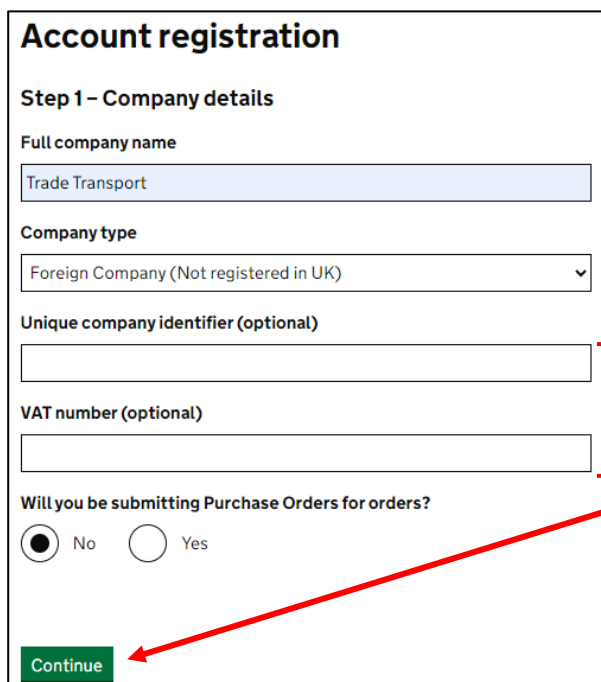
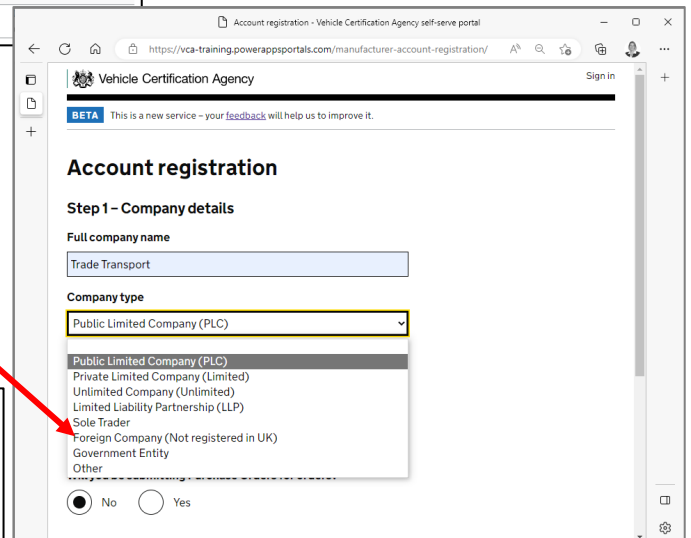
Click on **Add VCA invoicing account**



Note: this option will only appear after selecting **Opt-in to VCA services in My Details**

Complete the required fields

Select the **Company type** from the dropdown options



Unique company identifier and VAT number are optional fields dependant on the Company type

Complete all fields and select **'Continue'**



Select invoicing **currency/currencies**

**Note:** selecting multiple currencies will create additional invoicing accounts for selection

Select your **preferred processing office** from the dropdown list

Complete all fields and select **'Continue'**

**Step 2 – Work details**

Select the local currencies VCA will invoice you in  
Select all that apply.

Dollars (Australian)  
 Renminbi (also known as Chinese Yuan)  
 Rupee (Indian)  
 Yen (Japan)  
 Dollars (US)  
 Real (Brazilian)  
 Great British Pounds (Mandatory for GB Provisional applications only)  
 Euros

Select which VCA office to process your application(s)

**!** VCA reserve the right to change the VCA office later in the application stage.

UK - HQ

**Continue**

**Step 3 – Primary contact details**

This will be the main contact for the account, and will be able to grant and remove access for other users to this account. The contact can be changed if necessary in the future by contacting us.

**First name (optional)**  
Neil

**Last name**  
Smith

**Address**  
bs5 6xx **Find address**

Select address  
 Select address  
 Eastgate Road Bristol BS5 6XX - 27 Addresses

Complete your name and address details

Input part of an address and click on **'Find Address'**

Choose an address line from the dropdown list

**This is the name and address that will be used as the main contact**

You will be required to enter your email address twice for validation

**Note:** this is the email address that will be used as the sign-in to the portal

Click on **'Continue'**

**Postcode or zip code (optional)**  
BS5 7YT

**Country**  
United Kingdom

**Telephone number**  
098758097

**Email address**  
keithsmith1910@gmail.com

**Confirm email address**  
keithsmith1910@gmail.com

**Continue**



Either select 'Send invoices to the primary contact' or enter additional name and address details

Click on 'Submit account registration'

**Step 4 – Invoicing contact details**

This is the contact who will receive invoices from VCA. The contact can be changed if necessary in the future by contacting VCA.

Send invoices to the primary contact

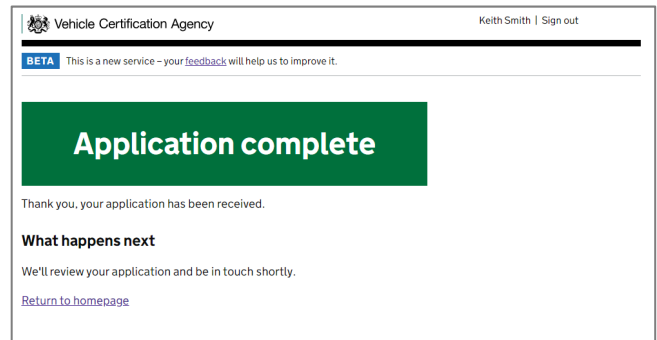
**First name (optional)**

**Last name**

An 'Application complete' message will appear on screen

Your request will now be checked and approved

Please wait for the confirmation email to create your portal login



**Note:** the VCA invoicing account will not appear in the portal until it has been approved. This can take approximately 3 days

When your VCA invoicing account has been approved you will have the access to apply for all GB Schemes

**Add order item – Step 1.1**

**Scheme**

- British Standard
- CEN
- EU
- GB
- OECD
- Provisional GB
- RVR
- Taiwanese Type Approval
- Trias
- UKNI
- UNECE



### Applying for GB and EU Type Approval

Opt-in to VCA services and have an approved VCA invoicing account to apply for GB and EU Type Approval on one application. This feature will create two orders which are invoiced individually.

**Click on Type Approval application**

**Enter a Project name or meaningful reference**

**Step 1 – Required service**

**Project name**  
Please create a meaningful reference. The order will be displayed using this reference on the portal; and can be used in communication with VCA and VCA Europe S.r.l.

**Applicant's name**  
David Gait

**Will you be applying for services provided by VCA, VCA Europe S.r.l. or both?**

VCA

VCA Europe S.r.l.

Both

**Continue**

**Step 2 – Invoicing details**

**VCA Europe S.r.l. invoicing account**

[Add a new VCA Europe S.r.l. invoicing account](#)

**VCA Invoicing account**

[Add a new VCA invoicing account](#)

**Step 3**

**Purchase order number required on invoice?**

Yes  No

**Please enter purchase order number if available (optional)**

**Estimate required?**  
Select if you require an estimate of cost for the service ordered. Submission of a Worst Case Document will be required, and a Worst Case Meeting may be conducted, prior to the estimate being available. All time for Worst Case Meetings and Document review is chargeable. Notification of completed estimate will be sent to the logged in user. Select any additional contact you would like to receive notification as well below.

Yes  No

**Continue**

**Select Both to apply to VCA and VCA Europe S.r.l. services**

**Click on the magnify glass to select both VCA Europe S.r.l. and VCA invoicing accounts.**

**Note: invoicing accounts must be approved to be visible**

**Select Yes if you require a purchase order number on your invoice, or No**

**Please supply the number if available**

**Select Yes if you would like an estimate, or No**

**Click on Continue**



### Step 3

All fields in this step are **optional** however adding them at this level will allow quick use of this information in order items

Add details for:

**Manufacturer Approval Holder name** - enter the name as appears on the approval documentation

**Manufacturer Approval Holder address** - click on the magnify button to **Add a new address** or use an **Existing address**

### Type Approval application

#### Step 3 – Project details

Enter all applicable information as they appear in your approval documentation.  
These will be propagated to your work orders, with the ability to change details per order item as necessary.

**Manufacturer (Approval Holder) name (optional)**

**Manufacturer (Approval Holder) address (optional)**

Choose one record and click Select to continue

Name	Account	Account Code (Account)
David (AP)	Generations Ltd	China

Tick next to an existing address and click on **Select** or  
Click on **New** to add a new address

When adding a new address enter partial address details and click on **Find address**

Select the address from the dropdown list

Complete any missing details and **Add New Address**

Create a new record

**Manufacturer (Approval Holder) address**

**Address name**

**Address**

**Postcode or zip code (optional)**

**Country**

**Trade name or mark (optional)**

**Type (optional)**

**General commercial description (optional)**

**Means of identification of type (if marked on the vehicle) (optional)**

**Location of marking (optional)**

Add the **Trade name or mark, Type, General commercial description, Means of identification of type and Location of Marking** as detailed on the approval documentation



Add address details for:

**Manufacturing plants** - select **New address** to add an address or **Existing address** for an address previously added. You can add multiple plant addresses

**Manufacturer's representative's name** - enter the name as appears on the approval documentation

**Manufacturer's representative's address** - click on the magnify button to **Add a new address** or use an **Existing address** added previously

**Manufacturing plants**

Address name ↑	Address line 1	
125 Farlod Drive	125 Farlod Drive	▼
25 birkbeck road	AZ FIRM	▼

Manufacturer's representative's name (optional)

Manufacturer's representative's address (optional)

**Vehicle categories**

Vehicle category ↑	Vehicle sub category ↑	Framework ↑
There are no records to display.		

Click on **Add vehicle categories** to add one or more **vehicle category** and **vehicle sub-category**

Use the **search** to narrow the list of vehicle categories

Tick the vehicle categories required and click on **Add vehicle categories**

Add vehicle categories

<input checked="" type="checkbox"/>	Vehicle Category ↑	Vehicle Sub Category ↑	Framework ↑
<input type="checkbox"/>	M3		
<input checked="" type="checkbox"/>	M1		Car, Truck, Bus
<input type="checkbox"/>	M1	G	Car, Truck, Bus
<input checked="" type="checkbox"/>	M1	GS	Car, Truck, Bus
<input type="checkbox"/>	M1	S	Car, Truck, Bus

Selected vehicle categories:

**Vehicle categories**

Vehicle category ↑	Vehicle sub category ↑	Framework ↑
M1	S	Car, Truck, Bus
M2		Car, Truck, Bus

Click on **Continue**



**Step 4.1**

Select the required method of inputting work orders

Click on **Digital form**

Select **Continue**

**Step 4.1 – Add order items**

An order comprises a single approval and any test reports which relate to it, or a test report for one type and subject combination.

**How do you want to add order items?**

- Digital form**  
The digital form will allow you add details for each subject individually.
- Template upload**  
The template upload enables you upload a completed spreadsheet template containing details of all approval items.
- Assistance required**  
If you are unsure about which subjects and products you require to achieve the certification you need, please select this option and describe the situation as best you can below. We will review your description and be in contact to help you proceed with the order. This is a chargeable service.

**Continue**

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

**Add new order item**

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on
There are no records to display.						

**Continue**

**Step 4.2**

To add details for each work order item, click on **Add new order item**

Select an **EU scheme** from the dropdown list of options

Click on **Continue**

**Add order item – Step 1.1**

**Scheme**

EU

**Continue**

**Add order item – Step 1.1**

**Scheme**

- British Standard
- CE
- EU
- GB
- OECD
- Provisional GB
- RVR
- Taiwanese Type Approval
- Trias
- UKNI
- UNECE

**Add order item – Step 1.2**

**Product requested**

New approval

**Approval authority**

STA

**Base legislation**

1008/2010

**Amending legislation**

1008/2010

**Annex (optional)**

**Add order item – Step 1.2**

Complete the item details:

**Approval action** – for instance New approval, Extension or Revision

**Approval Authority** – choose from the dropdown list

**Base legislation** - choose from the dropdown list

**Amending legislation** - choose from the dropdown list

**Annex** – only selectable if there is a relevant annex for the legislation



Click on the **magnify glass** to add a **New or Existing Manufacturer's EU representative Address** if required.

Select **Yes** if this is a request for **Multi stage approval**

Select **Yes** if you require the vehicle registered within the GB scheme - **Note:** this option will create two customer orders invoiced individually

Click on **Continue**

**Add order item – Step 1.3**

Select legislation for GB scheme

**Base legislation**

1008/2010

**Amending legislation**

2022/1273

**Annex (optional)**

**Manufacturer's GB representative (optional)**

To hold a GB Type Approval the approval holder will need to be based in Great Britain. If they are not, then a representative must be appointed who is. A representative could be the approval holder or an additional third-party representative if the approval holder is not based in the required country. The obligations on the representative where they are a third-party are set out in Article 15 of EU regulation 2018/858 as retained in the UK.

Continue

**Manufacturer's EU representative (optional)**

To hold an EU Type Approval the approval holder will need to be based in European Union. If they are not, then a representative must be appointed who is. A representative could be the approval holder or an additional third-party representative if the approval holder is not based in the required country. The obligations on the representative where they are a third-party are set out in Article 15 of EU regulation 2018/858.

Continue

**Multi stage approval**

No  Yes

**Would you like your Whole Vehicle Approval registered within the GB scheme? (Applicable to Complete/Completed, M/N/L/T/O)**

No  Yes

Please note that GB Type Approval will be processed by VCA, our partner organisation; and you would be required to accept their terms and conditions as well.

Continue

If GB Scheme requested complete the **GB legislation** details

[Step 1.3](#)

**Base legislation** - choose from the dropdown list

**Amending legislation** - choose from the dropdown list

**Annex** – only selectable if there is a relevant annex for the legislation

Click on the **magnify glass** to add a **New or Existing Manufacturer's GB representative Address** if required.

Click on **Continue**

**Add order item – Step 2**

Vehicle categories

Add vehicle categories

Vehicle category ↑	Vehicle sub category ↑	Framework ↑	
M1	S	Car, Truck, Bus	<input type="checkbox"/>
M2		Car, Truck, Bus	<input type="checkbox"/>

Remove vehicle category

Continue

[Add order item – Step 2](#)

If you have entered **Vehicle Categories** in step 3 of the order these will appear automatically after a few seconds

Or click on **Add vehicle categories** to add one or more **Vehicle categories**

Click on the **dropdown arrow** to remove a vehicle category

Click on **Continue**



### Add order item – Step 3

If you have entered **Certification information** in step 3 of the order these will appear automatically after a few seconds

Or enter the information for the certificate in the fields

Click in a field to amend any of the default information

Click on **Add new or existing addresses** or click on the arrow to **remove** a plant address

Click on **Continue**

### Add order item – Step 3

**Manufacturer (Approval Holder) name**  
A Cars Ltd

**Manufacturer (Approval Holder) address**  
A Cars Ltd

**Trade name or mark**  
C&P Automotives

**Type**  
DEMS3L3

**General commercial description**  
Olympus RCV

**Means of identification of type (if marked on the vehicle) (optional)**  
See 4th digit of VIN number

**Location of marking (optional)**  
On the right side of the cowl top

**Manufacturing plants**

**Add new address** **Add existing addresses**

Address name ↑	Address line 1
125 Farlod Drive	125 Farlod Drive
25 birkbeck road	AZ FIRM

**Continue**

Click on **Add Files** to add supporting documentation relevant to a single order item

If documentation is applicable to all items add at a later step (see below)

Click on **Choose Files**

### Add files

Choose files **Choose Files** No file chosen

Overwrite existing files

**Add files** **Cancel**

Select one or more files and click on **Open**

### Type Approval application

If a document you wish to upload is relevant to more than a single order item complete all order items first then upload documents when given the option.

#### Add order item – Step 4

**Add files**

Name ↑	Modified
VCA.xlsx (30 KB)	17/05/2023 3:52 PM

**Add order item**

### Open

This PC > Downloads

Name	Date modified	Type
Script 8 Dan	29/09/2022 09:19	Microsoft
Script 7 Dan	29/09/2022 09:19	Microsoft
Script 6 Dan	29/09/2022 09:18	Microsoft
Script 5 Dan	29/09/2022 09:18	Microsoft
Script 4 Dan	29/09/2022 09:18	Microsoft
Script 3 Dan	29/09/2022 09:18	Microsoft
Script 2 Dan	29/09/2022 09:18	Microsoft
Script 1 Dan	29/09/2022 09:18	Microsoft
Portal Account Registration Dan	29/09/2022 09:18	Microsoft
EU Certificate(16)	28/09/2022 18:58	Adobe A
Provisional Scheme Final Letter (15)	27/09/2022 20:15	Adobe A
Provisional Scheme Final Letter (14)	26/09/2022 20:51	Adobe A
Provisional Scheme Final Letter (13)	26/09/2022 20:48	Adobe A
Provisional Scheme Final Letter (12)	23/09/2022 15:45	Adobe A
Sprint 3 playback-20220923-140224-Meeting Recording	23/09/2022 15:37	Video Fil

File name: "Provisional Scheme Final Letter (15)" "Sprint 3 playback-20220923\_140224-Meeting Recording" **All files**

**Open** **Cancel**



Click on **Add files**

Add files

Choose files  7 files

Overwrite existing files

**Add order item – Step 4**

Name ↑	Modified	
TAC-I-PR-16-Rev7 Tech service work in progress (Custom...	29/12/2023 12:10 PM	▼
TAC-I-PR-16-Rev7 Tech service work in progress (Custom...	29/12/2023 12:10 PM	🗑️ Delete
Type Approval Work Flow (Engineers) - In Person (Steph)...	29/12/2023 12:09 PM	▼

Click on the **arrow** and select **Delete** to remove a file

Click on **Add order item**

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on ↓
Windscreen wiper and washer systems	1008/2010 (GB)	DEMS3L3	New approval			03/01/2024 1:25 PM
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	03/01/2024 1:19 PM

If selected both EU and GB Scheme **two order items** will be created

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on ↓
Windscreen wiper and washer systems	1008/2010 (GB)	DEMS3L3	New approval			03/01/2024 1:25 PM
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	03/01/2024 1:19 PM

Duplicate order item

Edit order item

Remove order item

To add another **Work Order** item either:

Click on **Add new order item** and complete the details as above

Or:

To add a **Work Order** item with similar details - Click on the dropdown arrow and select **Duplicate**



The duplicate work order item will appear at the top of the list

Select the dropdown arrow and Edit to amend any details as required

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	03/01/2024 1:27 PM	▼
Windscreen wiper and washer systems	1008/2010 (GB)	DEMS3L3	New approval			03/01/2024 1:25 PM	▼
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	03/01/2024 1:19 PM	▼

Duplicate order item

Edit order item

Remove order item

**Step 4.2 – Add order items**

Add an order item per approval required. Duplicate, edit or remove an item using the dropdown arrow.

[Add new order item](#)

Subject	Legislation (scheme)	Type code or designation	Product requested	Existing approval number	Approval authority	Created on	
Masses & Dimensions	1230/2012 (EU)	DEMS3L3	New approval		STA	03/01/2024 1:27 PM	▼
Windscreen wiper and washer systems	1008/2010 (GB)	DEMS3L3	New approval		VCA	03/01/2024 1:25 PM	▼
Wash/Wipe	1008/2010 (EU)	DEMS3L3	New approval		STA	03/01/2024 1:19 PM	▼

[Continue](#)

Repeat the steps above for any additional work order items

Note: Edit the GB application to add the Approval Authority

Click on Continue

Step 5

Select Add files to add the required documentation

Click on Continue

**Type Approval application**

**Step 5 – Supporting files**

Please provide the files relating to all order items.

[Add files](#)

Name ↑	Modified	
image.png (72 KB)	29/12/2023 12:16 PM	▼

[Continue](#)

**Step 6 – Declaration**

**Accepted by**

Lionel Smith

**Accepted date**

30/12/2023

I have read and agree with the [VCA terms and conditions \(opens in new tab\)](#) and [VCA privacy notice \(opens in new tab\)](#)

I have read and agree with the [VCA Europe S.r.l. terms and conditions \(opens in new tab\)](#) and [VCA Europe S.r.l. privacy notice \(opens in new tab\)](#)

[Submit application](#)

Step 6

Tick to confirm agreement to the VCA and VCA Europe S.r.l. terms and conditions

Click on Submit application



You will be supplied with a **VCA** and a **VCAE** order number

Please use the order number in any communications with VCA or VCA Europe S.r.l.

## Application complete

Your order numbers are  
**VCA003765** and **VCAE003765**

Thank you for submitting your application.

Your application is being reviewed and someone will be in touch shortly.

[Return to homepage](#)

Vehicle Certification Agency Europe David Galt | Sign out

BETA This is a new service – your [feedback](#) will help us to improve it.

### Welcome to the Vehicle Certification Agency self-serve portal

[My tasks](#)

[My document actions](#)

[My applications](#)

[Invoicing accounts](#)

[My details](#)

[My addresses](#)

To see progress or add supporting files to either order access **My applications**

Click on an order number to view the details and add files

### My applications

Order number

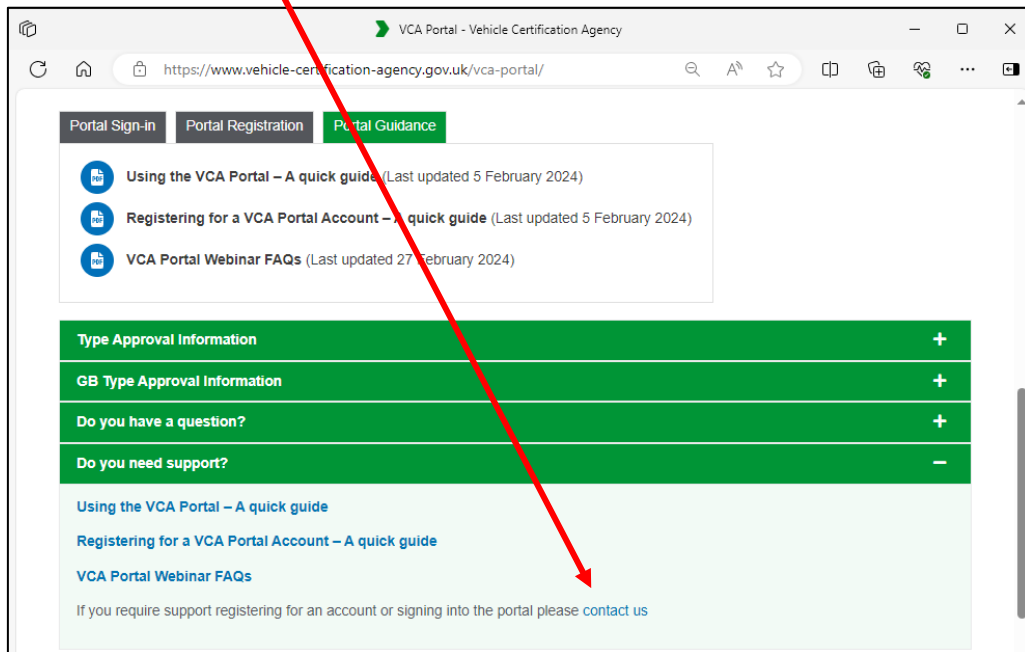
Project name

Order number	Project name	Application type	Account
<a href="#">VCAE003765</a>	F16.22.X	Type Approval	Tomson Tyres
<a href="#">VCA003765</a>	F16.22.X	Type Approval	Dinah Soar Products



### How to contact us

To contact us via email open [VCA Europe S.r.l. Portal - Vehicle Certification Agency \(vehicle-certification-agency.gov.uk\)](https://www.vehicle-certification-agency.gov.uk/vca-portal/) and select **Contact us** for queries on using the portal



To provide feedback on the VCA Europe Portal click on the **feedback** link in your Portal

