# Clean Car Standard (CCS) system

## Upload VIN notifications guide
### Motor Industry Association Model Information (MIAMI)

This guide provides information on how to upload vehicle identification number (VIN) notifications into the MIAMI system for new vehicle importers that are approved entry certifiers.

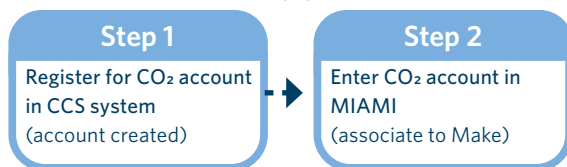This process doesn't apply to parallel imports.

## Why bulk upload of VINs is moving to MIAMI

VINdirect is being decommissioned in a staged approach. From **28 November 2022** you must upload VIN notification files for light vehicles using MIAMI instead of VINdirect. You can upload VIN notification files that include light vehicles, trucks and motorcycles.

When you upload VIN notifications for new vehicles into MIAMI, the $CO_2$ account number of those VIN notifications will link the vehicle to the $CO_2$ account when the information goes through the Motor Vehicle Register (MVR) system and then, from 1 December 2022, the Clean Car Standard (CCS) system.

## Process

The $CO_2$ account set up process from 1 November 2022 is:

| Step 1 | Step 2 |
|---|---|
| Register for $CO_2$ account in CCS system (account created) | Enter $CO_2$ account in MIAMI (associate to Make) |

The VIN notification process from 1 December 2022 is:

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|
| Load batch of VINs into MIAMI | MIAMI adds the $CO_2$ account for the VIN notifications | MIAMI sends VIN notifications to MVR | MVR sends vehicle transactions to CCS system | Vehicle $CO_2$ emissions shown in CCS system. |

## Upload VINs into MIAMI

### Before you begin

- Enter your $CO_2$ account in MIAMI.

  MIAMI enter $CO_2$ account guide

- Prepare your VIN notification file (this is your standard VINdirect notification file). This must be a text (.txt) file with a maximum size of 10MB.

If you haven't used MIAMI before, please email the MIA at registration@MIA.org.nz to register.

## Step 1

Log in to MIAMI.

The MIAMI *Model information setup* screen is displayed.



## Step 2

Click the **VINs** tab.

The *VINs* screen displays, with batches of VINs (by batch date and time) that have been loaded.
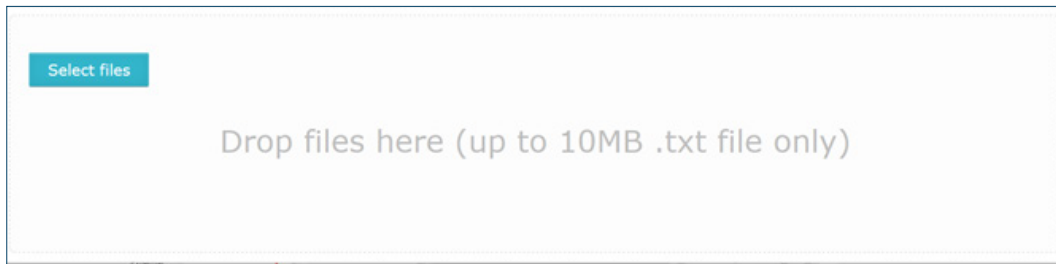
For each batch it will show:

• submitter

• makes

• model codes

• number of VINs

• number of rejected VINs

• sent to MVR flag

• number of errors, and

• number of files in MVR.

You can click **view** beside a batch date and time to view the records (and individual VINs in the batch). You can also click **ready** to produce a report of your VINs (eg if you wanted to use it in your own internal systems.)

## Step 3

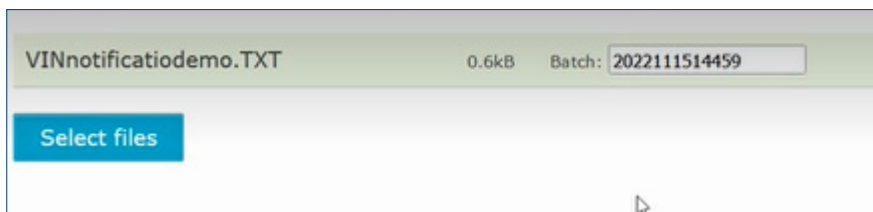Click **Load VIN notification** file. The drop files screen displays.



## Step 4

Select your VIN notification file. You can either:

• drag and drop the file, or

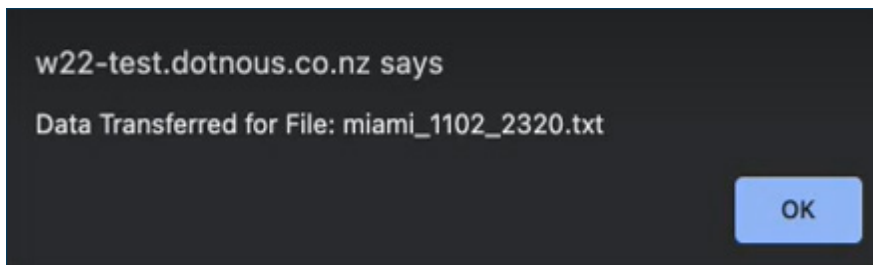• click **Select files**, click on the file and then click **Open**.

The screen displays with the selected file.



## Step 5

Click **Select files**.

The message 'Data Transferred for File: [file name] ' displays.

## Step 6

Click **Ok**.

The *VIN notification* screen displays with your vehicles listed. It includes:

- VIN
- make
- model code
- year
- $CO_2$ account
- number of errors, and
- in MVR flag.

You can search VIN notifications by batch date and time.



## Step 7

If there are error-free records to send to MVR, click **Send [number] to MVR**.

This is a queued task that runs in the background. Press **Submit** to see progress. For a large batch, eg 2000 VINs, this could take up to an hour.

If vehicles are already in MVR, the **in MVR** flag is Yes.

## Step 8

Review the errors field, if any are displayed either before or after processing is complete.

Types of errors could include:

- **Member number does not match**
  The 2-digit company identifier doesn't match what the system expects for the make. Update your file and repeat steps 2 to 8.
- **CO₂ account missing**
  Enter your $CO_2$ account in MIAMI, then repeat steps 2 to 8.
- **Model code not found** or **Model code tare weight must not be zeros**
  Check the model code has been set up and published in MIAMI, then repeat steps 2 to 8.
- **Value at starting position [number] of VIN invalid**
  The format of the VIN is incorrect (doesn't meet the expected VIN pattern), or indicates the VINDecode hasn't been set up. Contact Waka Kotahi to help you fix this, then repeat steps 2 to 8.
- **VIN already used**
  This may happen if you reload a file with VINs that had successfully processed the first time. You don't need to do anything else.

If there are no errors, all VINs will have MVR records created. You don't need to do anything else to process your vehicle records. Go to step 9.

## Step 9

If the file is loaded immediately, you can click the **ready** link beside the batch summary. This will retrieve the VIN-direct style report if you need to feed this back into your internal systems.

If you had to wait for the processing to complete, you can come back to the VINs screen later to review the outcome and download the report.

Click the **view** link to see the details and recheck errors. Until the job is complete the report will be listed as **pending**.



## What happens next

MIAMI has sent the VIN records to the MVR system, which will then send the VIN records to the Clean Car Standard (CCS) system.

## Need help?

If you need help on MIAMI please email registration@MIA.org.nz

If you need help on CCS please email CCSImporter@nzta.govt.nz