

Solar Victoria Portal – Retailer User Guide

Uploading a quote

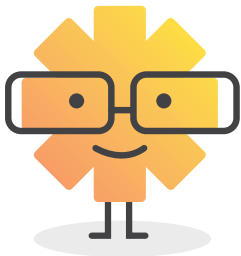
August 2019



1

Go to the **Solar Victoria Portal** and enter your login details.

Note: if you haven't previously registered for the Portal, check your email for an invitation or contact our customer service team.



Username

Password

Log In

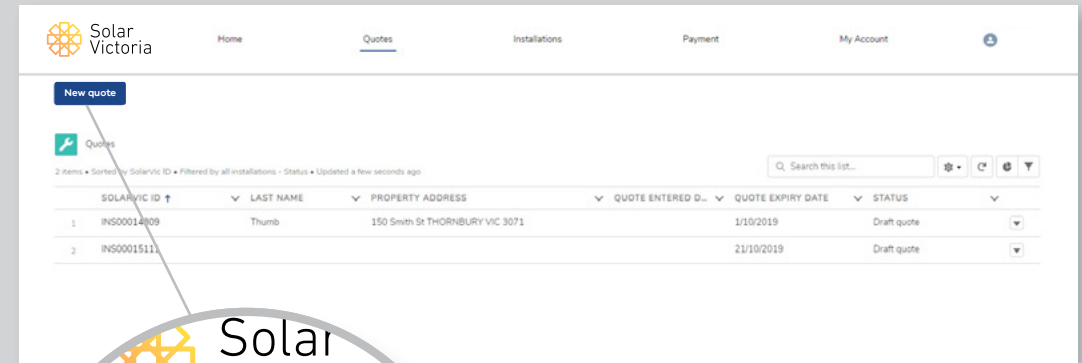
Remember me

[Forgot your Password?](#)

2

Go to the **quotes** page of the Portal.

Click **New quote**



3

Confirm Conditions.

Read the Solar Provider Statement terms and conditions. You are required to confirm an acknowledgement of the conditions by checking the box that reads:

“I confirm I have read my obligations in relation to the Solar Provider Statement”

Solar Provider Statement

Terms & conditions | Quote details | Confirm & submit

Please review and confirm

This statement needs to be completed by you, the authorised solar retailer, to initiate your customer's application for a Solar Victoria rebate and loan. You must complete this form in accordance with the Solar Homes Retailer Terms and Conditions you accepted upon registering for the Solar Homes Program.

Once submitted, your customer will be notified by email that they can start their application for a rebate and/or loan.

You will be notified when your customer's application is approved by Solar Victoria. If the customer subsequently accepts your quote, Solar Victoria will directly pay you the rebate and loan contribution once you have submitted satisfactory proof of installation documentation.

As an Authorised Solar Provider, and in accordance with the Solar Homes Retailer Terms and Conditions that you have accepted, you are responsible for ensuring that the information you provide is accurate and complete, as this will affect the customer's eligibility. This includes population of this Solar Provider Statement to assess the eligibility of the proposed Solar System.

I confirm I have read my obligations in relation to the Solar Provider Statement

Cancel **Next**

4

Complete all the **required fields** for the application.

Note: **If the monthly release is filed**, you can save a draft quote here by clicking 'save and exit.' You can then go back into the quote and finishing submitting it when the next month's release opens.



- Contact details

- Product information
- Customer Benefits

- Quote Details

Solar Provider Statement

Quote details

Confirm & submit

Rebate

* Rebate Type

Solar PV (Owner Occupier)

Customer

* First Name

John

* Last Name

Doe

* Email

john.doe@email.com

Installation Address

1 Treasury Place, EAST MELBOURNE VIC 3002

I can confirm that I have a pre-approval from the relevant DNSP to proceed with this installation or do not require one

Select Solar Products for Installation

Please enter all major equipment items (e.g. panels, inverters).

New Product

Cancel Save and Exit Previous Next

Solar Provider Statement

Quote details

Confirm & submit

Select Solar Products for Installation

Please enter all major equipment items (e.g. panels, inverters).

New Product

PRODUCT	QUANTITY
SG5KTL-D	1
Z20I25KT	2

Customer Benefits

In line with the CEC Code Of Conduct 2.1.6 (e), we have carried out a site-specific full system design.

Performance estimate (PV Panels only)

Estimated energy yield (annual performance in kWh):

1,000.0

Estimated financial saving against current consumption (annual, \$):

\$1,000.00

Quote Details

* Your quote reference

A123Z

Cancel Save and Exit Previous Next

Solar Provider Statement

Quote details

Confirm & submit

Quote Details

* Your quote reference

A123Z

* Total price (inc GST) before STC or Solar Homes Program rebates

\$10,000.00

GST @ 10%

\$909.09

* Less STC

\$30,000.00

Price Before Solar Homes Program Rebates (inc GST)

\$0.00

Has your customer indicated interest in Solar Homes Program interest free Loan?

Estimated Solar Homes Program Rebate (inc GST)

\$0.00

Estimated Solar Homes Program interest free loan

\$0.00

Estimated Net payable by customer (inc GST)

\$0.00

Quote Expiry Date

24/10/2019

Upload Quote

Uploads are subject to size limit of 6 MB

Quote

Quote A123Z.PNG

Cancel Save and Exit Previous Next

5

Review and confirm the quote details by clicking

Submit

Solar Provider Statement

Confirm & submit

Please review and confirm

- Confirmation of the products installed
- Certificate of Electrical Safety
- The PV Small-Scale Technology Certificate (STC) Assignment Form
- Tax invoice including total cost of system installation, any discounts and rebates applied (e.g. STCs), and the amount paid by the customer.

Declaration

I declare as the Solar Provider that:

- The information I have given is correct
- Giving false or misleading information will render the applicant ineligible for the rebate or liable to reimburse Solar Victoria for the amount of rebated paid.
- I need to inform Solar Victoria of any changes to the information provided in this statement as soon as the change occurs.

I Mick41 Davies41, agree to this statement on behalf of MD Testing Retailer 41

Cancel Previous **Submit**