

Solar Victoria Portal – Retailer User Guide

Claiming payment for an installation

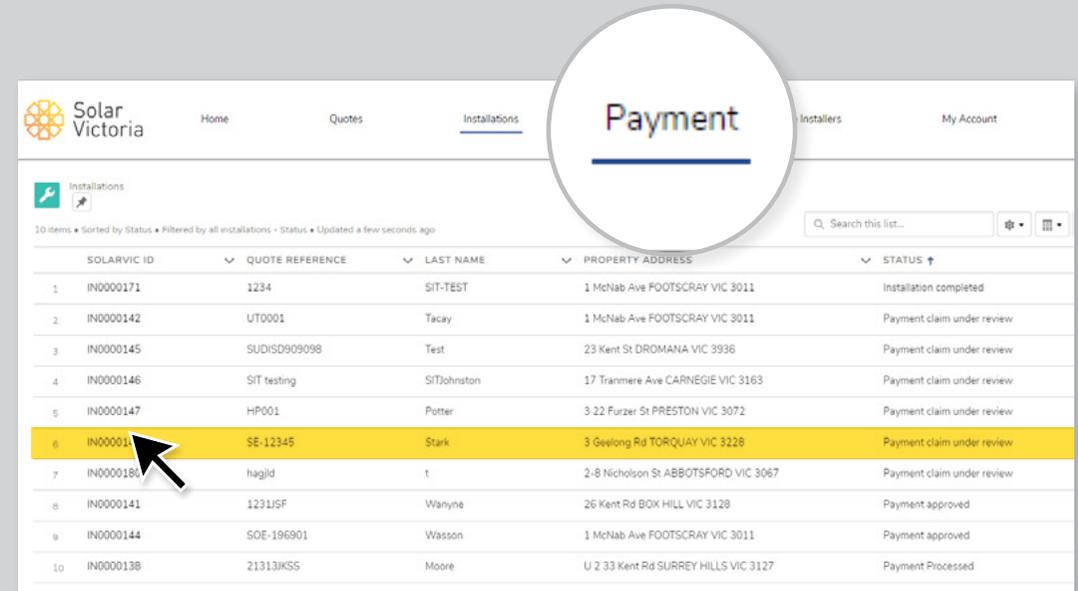
April 2021



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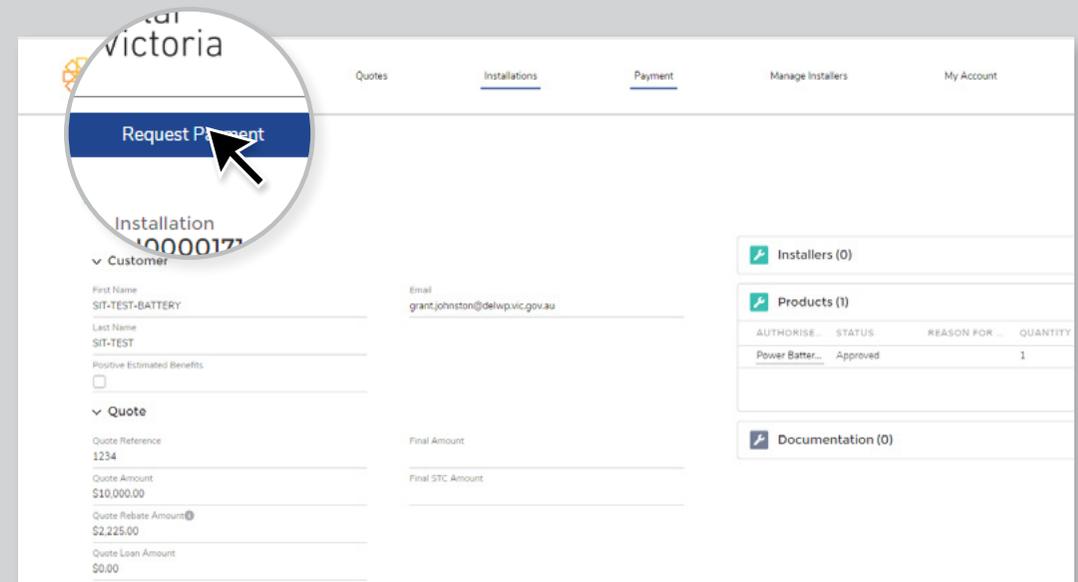
1

Go to the **'Payment'** tab on the portal and select an installation.



2

Click **Request Payment**



Claiming payment for an installation

3

Input the relevant details and confirm the installed product(s).

Request Payment

Review Installed Products | Upload Documents | Submit Installation

* Electrical installation worker licence no. ⓘ
A123

* Inspector/Certifier of the electrical installation work ⓘ
Daniel Installer

* NMI ⓘ
0000000000

* Total installed system cost (inc GST) before STC or Solar Homes Program rebates ⓘ
\$10,000.00

Select Products New Product

PRODUCT	QUANTITY	REASON FOR CHANGE
SPR-MAX5-400	1	

Have any of the Installation Products changed? Yes

GST @ 10%
\$909.09

STC Rebate Amount ⓘ
\$2,000.00

Loan Amount ⓘ
\$0.00

Rebate Amount ⓘ
\$1,850.00

Net Payable by Customer ⓘ
\$6,150.00

* Revised Installed System Capacity (kW)

Next

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Enter the name of the **Licensed Electrical Inspector (LEI)** that signed the Certificate of Electrical Safety for the installation.

Request Payment

Review Installed Products

Electrical installation worker licence no.

Inspector/Certifier of the electrical installation work

gd

BRADLEY GORDON NEIL

GRAHAM GORDON OLIVER

GORDON SZEGI

Complete this field.

PRODUCT	QUANTITY	REASON FOR CHANGE
YC600	10	

Next

The Licensed Electrical Inspector (LEI) is the individual named on the Certificate of Electrical Safety who has certified that the prescribed electrical installation work carried out, or supervised, by the licensed electrician meets all the requirements of the legislation and regulations.

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Upload the relevant supporting documents.

Request Payment

✓ Upload Documents Submit Installation

Tax Invoice	Tax Invoice.pdf	🗑️
STC Assignment Form	STC Assignment Form.pdf	🗑️
Certificate of Electrical Safety		
* Certificate of Electrical Safety Number ⓘ		
<input type="text" value="00000000"/>		
* Responsible person REC reg./licence no. ⓘ	Certificate of Electrical Safety.pdf	🗑️
<input type="text" value="00000000"/>		
Does not match the required format		
Quote	006-call-center-2.png	🗑️

Select Documentation Type

+ Additional Pages

Previous **Next**

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Confirm installation details.

Click **Submit**

Request Payment

Submit Installation

✓ ✓

✓

✓

✓

✓ **Installed Products**

PRODUCT	QUANTITY	REASON FOR CHANGE
Power Battery 1	1	

✓ **Financial Information**

Net Benefit Realisation Amount
\$500.00

Loan Amount
\$0.00

Net Payable Amount Customer
\$0.00

✓ **Uploaded Documents**

STC Assignment Form	STC Assignment Form.pdf
Certificate of Electrical Safety	Certificate of Electrical Safety.pdf
Tax Invoice	Tax Invoice.pdf

Previous **Submit**

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Your payment claim for the installation will now appear as 'under review' until payment is approved.

SOLARVIC ID	QUOTE REFERENCE	LAST NAME	PROPERTY ADDRESS	STATUS
1 IN0000142	UT0001	Tacay	1 McNab Ave FOOTSCRAY VIC 3011	Payment claim under review
2 IN0000145	SUDISD909098	Test	23 Kent St DROMANA VIC 3936	Payment claim under review
3 IN0000146	SIT testing	SITJohnston	17 Trannere Ave CARNEGIE VIC 3163	Payment claim under review
4 IN0000147	HP001	Potter	3 22 Furzer St PRESTON VIC 3072	Payment claim under review
5 IN0000148	SE-12345	Stark	3 Geelong Rd TORQUAY VIC 3228	Payment claim under review
6 IN0000171	1234	SIT-TEST	1 McNab Ave FOOTSCRAY VIC 3011	Payment claim under review
7 IN0000180	hagid	t	2-8 Nicholson St ABBOTSFORD VIC 3067	Payment claim under review
8 IN0000141	123LJ5F	Wanyne	26 Kent Rd BOX HILL VIC 3128	Payment claim under review
9 IN0000144	SOE-196901	Wasson	1 McNab Ave FOOTSCRAY VIC 3011	Payment claim under review
10 IN0000138	21313IKSS	Moore	U 2 33 Kent Rd SURREY HILLS VIC 3089	Payment claim under review

Payment claim under review

Payment claim under review

Payment approved