Solar for Business

Solar Victoria Portal Retailer User Guide

Solar Victoria

VICTORIA State Government

The purpose of this document is to walk you through completing a *Solar Provider Statement* as a retailer participating in the Victorian Government's Solar for Business Program.

You can create and keep track of quotes, manage installations, claim payment, manage installers and edit your account details.

1

Go to the **Solar Victoria Portal.**

Enter your username and password. These are the details you provided when you were invited to join the Portal.

Note: If you don't remember your password you can use the 'Forgot password' link to reset it. If you haven't previously registered for the Portal, check your email for an invitation or contact our customer service team.

Solar Victoria
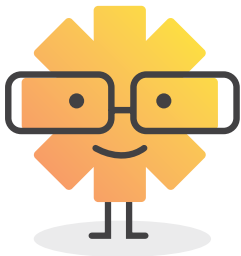
Username

Password

••••••••

Log In

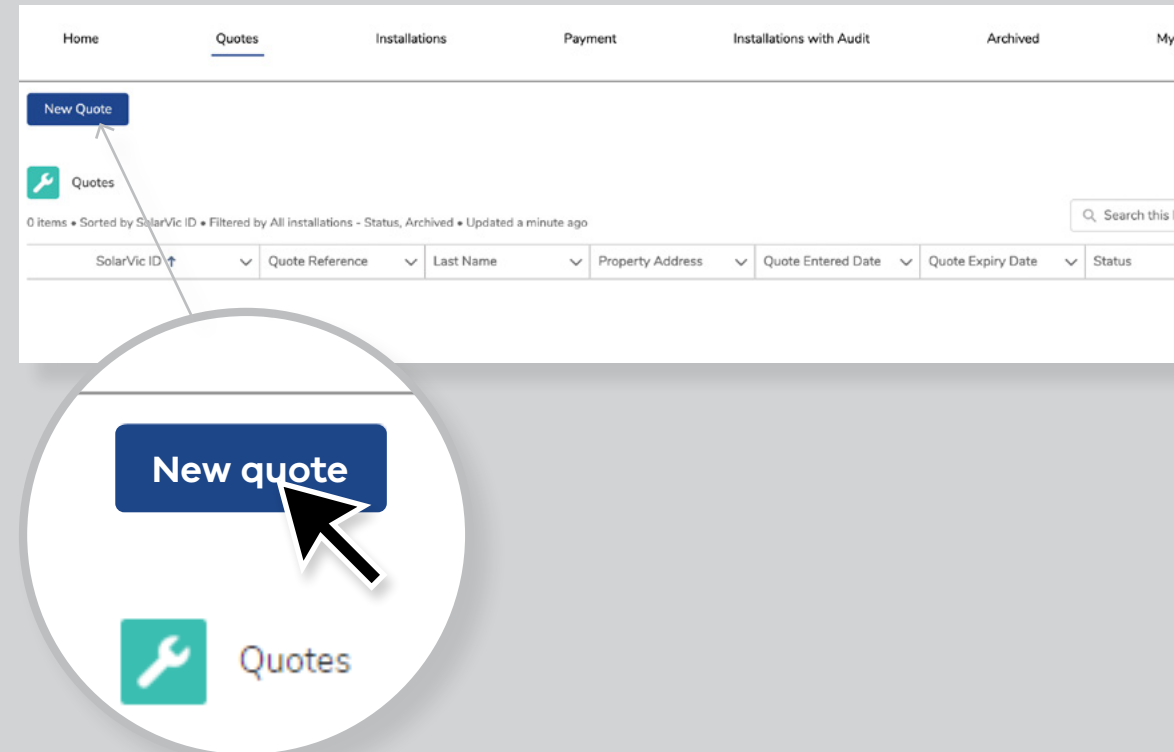☐ Remember me

Forgot your Password?

2

To create a new quote for a customer, go to the **quotes page** of the Portal.

Select **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".

Select **Next** to proceed to the quote details. This is required each time you create a new quote.

Solar Provider Statement

Terms & conditions	Quote details	Confirm & submit

Please review and confirm

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 Victoria 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.

If your customer requests a change to the system, you will need to submit a new solar provider statement.

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

Cancel   Next

4A

Choose the rebate type
Select 'Solar PV (Business)'

Fill in your customer's details
You must fill in their first name, last name, email address and installation address. This is a direct lookup and will auto populate. Ensure all details are correct as these cannot be changed after quote submission.

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Solar Provider Statement

Quote details   Confirm & submit

Rebate

* Rebate Type

Solar PV (Business)

* Quote Effective date

Customer

* First Name

* Last Name

* Email

Installation Address

Search Address

* [ ] In relation to the system and property identified in this Solar Provider Statement, I confirm that I have received a pre-approval to connect to the grid from the relevant DNSP, or do not require one. I have also discussed the pre-approval and any DNSP imposed restrictions on solar export with the customer.

4B

For many installations, you may require pre-approval from the relevant DNSP.

Ensure you have contacted them and click the checkbox ✓ once you have pre-approval.

You must have also discussed the pre-approval and any DNSP imposed restrictions on solar export with the customer.

Solar Provider Statement

✓ | Quote details | Confirm & submit

˅ Rebate

* Rebate Type

Solar PV (Business)

* Quote Effective date

˅ Customer

* First Name

* Last Name

* Email

Installation Address

Search Address 🔍

* ✓ In relation to the system and property identified in this Solar Provider Statement, I confirm that we received a pre-approval to connect to the grid from the relevant DNSP, or do not require one. I have also discussed the pre-approval and any DNSP imposed restrictions on solar export with the customer.

5

Complete 'Product information'
Add the products you've quoted for by clicking "new product". Then search for the product from the list. Include the quantity required. Note that parts and labour do not need to be included here.

Complete 'Customer benefits'
Enter your estimate of the benefits to the customer. Note that you have a duty of care to perform a site-specific system design for the site in accordance with Clean Energy Council regulations. Please tick the check box to confirm you have provided this to your customer.

Complete 'Quote details'

- Input the estimated energy yield of the system as well as estimated annual financial savings for the customer.

- Enter the customer's quote reference number. Note that your customer will use this reference number to find their quote in the portal when they apply for eligibility. The quote reference can be letters or numbers and must be less than twenty characters long.

- Enter the total price before any rebates and discounts inclusive of GST. Then enter the STC amount that will be deducted from this total. The eligibility of a loan is dependent on the benefits calculation you provide.

  Based on the information you've entered the estimated rebate and customer net payable amount will appear on the screen.

- Enter the size capacity of the solar PV system you are planning to install. Note that the solar system can be no greater than 30 kW to be eligible for the rebate. A quote expiry date will also automatically appear. This is set at three months from the date you raise the quote but you can change this to another date if you choose to.

- Finally, upload a copy of the quote and proceed to the confirmation page or save and exit. Note that the quote document cannot exceed 6 megabytes in size.

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6

Review and confirm the
Solar Provider Statement, ticking the
declaration box at the bottom.

Select **Submit**

Note: If the rebate quota for that month
is exhausted you will be able to save your
quote as a draft but won't be able to submit.

Solar Provider Statement

✓   ✓   Confirm & submit

Please review and confirm

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

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 ▬▬▬▬▬, agree to this statement on behalf of Solar Retailer

Archive   Delete   Exit   Previous   Submit
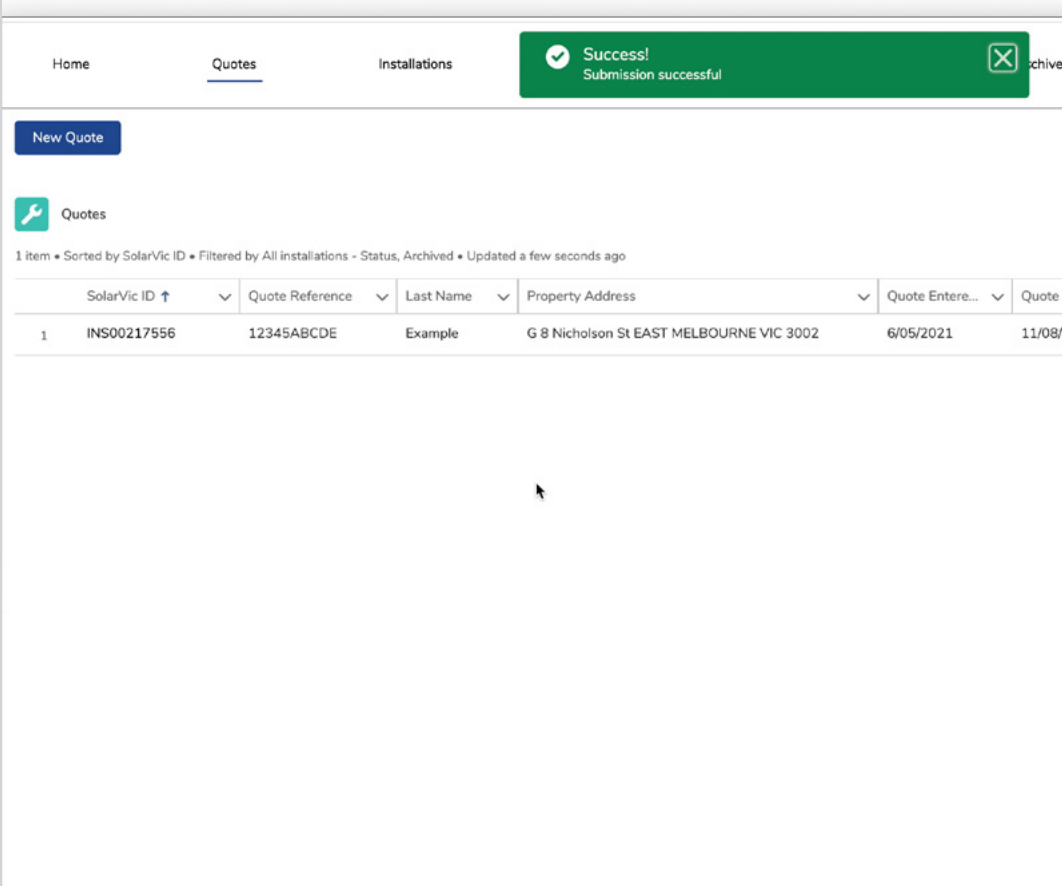
Final STC Amount

7

A pop-up box will confirm the quote has been successfully received.

The quote will be added to the list on your Quotes page. You can access the details of the quote by clicking its Solar Victoria ID number.

Your customer will receive an email from Solar Victoria notifying them that they can now apply for eligibility using the quote you've submitted.

8

The quote will be added to the list on your quotes page. You can access the details of the quote by selecting on its solar Victoria ID number.
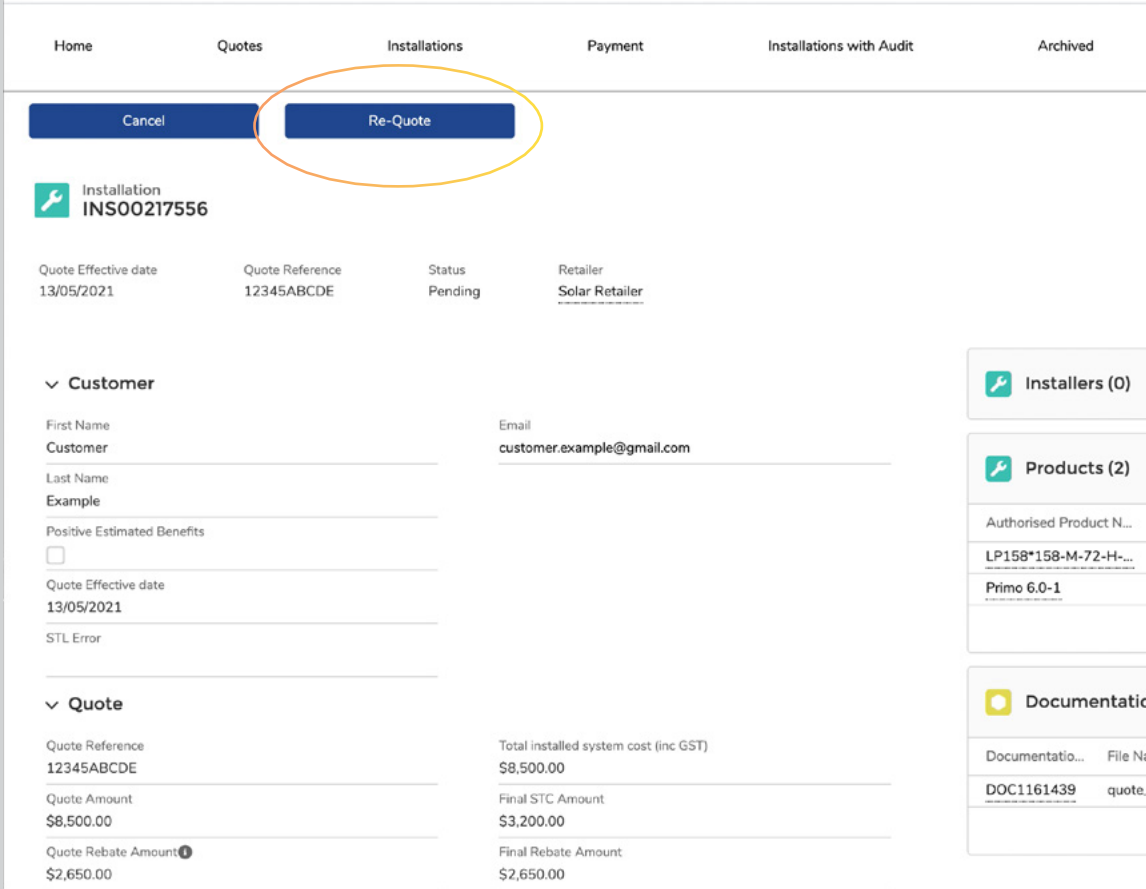
8

You can update the quote by navigating to specific quote record and by selecting the "Re-Quote" button. The quote can also be cancelled by selecting the 'Cancel' button.

9

Once the installation record is approved, you can start scheduling installation by navigating to a record and selecting the 'Schedule Installation'.

Note: this button will only appear if Installation status is changed to 'Customer application approved' or other relevant statuses.

10

Once an installation is updated to its relevant status, it will appear under the "Payment" tab. Retailers can navigate to the specific installation record and submit payment requests by selecting the "Payment" button.

Please note, this button will only appear if the Installation status is changed to 'Installation Completed' or other relevant statuses.