

# Solar Victoria Portal – Retailer User Guide

## Uploading a quote

For solar battery installation,  
combined solar battery + PV installation or  
Virtual Power Plant (VPP) Pilot Program installation



The purpose of this user guide is to walk you through completing a quote for a solar battery installation, combined solar battery + PV installation or Virtual Power Plant (VPP) Pilot Program installation, as a Retailer participating in the Victorian Government's Solar Homes Program.

## 1

To access the **Solar Victoria Portal**, enter your username and password. These are the details you provided when you were invited to join the portal. If you don't remember your password you can use the forgot password link to reset it.

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



Username

Password

Log In

☐ Remember me

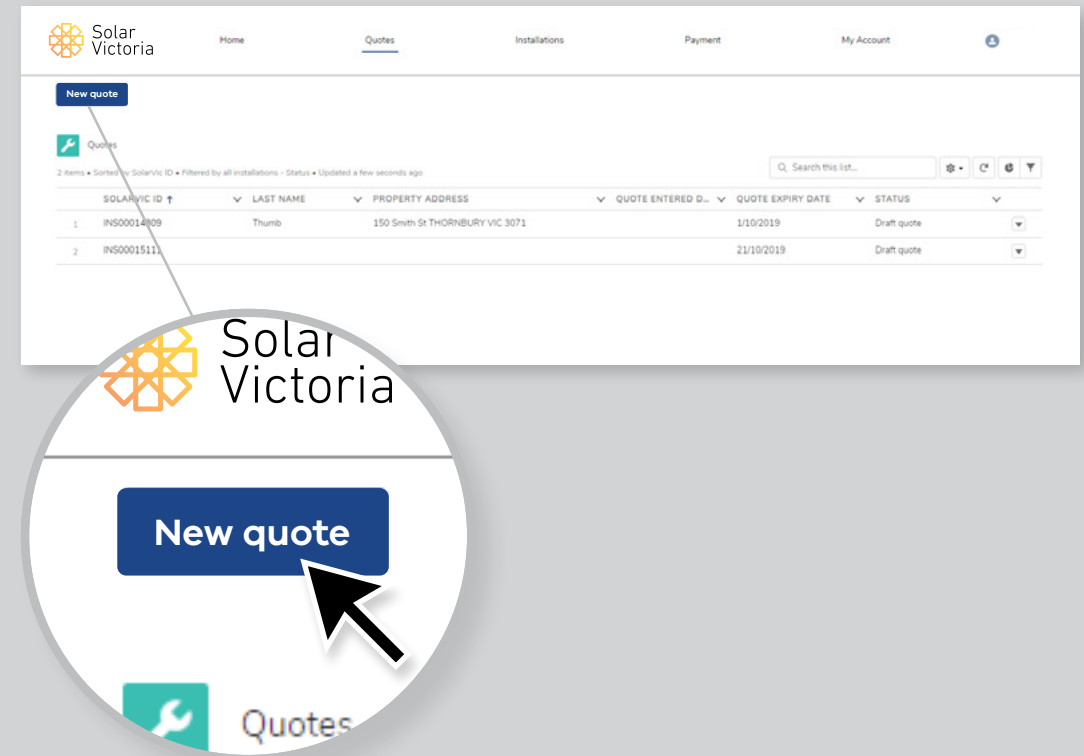
[Forgot your Password?](#)

## 2

In the portal you can create and keep track of quotes, manage installations, claim a payment, manage Installers, and edit your account details.

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

Click **New quote**



## 3

Review and confirm the Solar Provider Statement Terms & Conditions.

Once you've done this, tick the accept box, before clicking 'Next' to proceed to the quote details. This is required each time you create a new quote.

The screenshot shows a web interface for the 'Solar Provider Statement'. At the top, there are tabs for 'Quotes', 'Installations', 'Payment', 'Installations with Audit', and 'More'. Below these is a progress bar with three steps: 'Terms & conditions' (active), 'Quote details', and 'Confirm & submit'. The main content area is titled 'Please review and confirm' and contains several paragraphs of text explaining the statement's purpose and the provider's responsibilities. At the bottom of the text area, there is a checkbox labeled 'I confirm I have read my obligations in relation to the Solar Provider Statement'. This checkbox is checked, and a yellow circle with a black arrow points to it. Below the checkbox are two buttons: 'Archive' and 'Delete'. At the bottom right of the form, there are two buttons: 'Exit' and 'Next'.

**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 Victoria Retailer Terms and Conditions you accepted upon registering for a Solar Victoria 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 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.

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

Archive Delete

Exit Next

## 4.1

Choose the **'Rebate Type'** based on your customer's quote.

- For a **solar battery installation**, choose the **'Battery'** rebate from the Rebate Type drop-down menu.
- For a **VPP installation**, choose the **'Battery'** rebate from the Rebate Type drop-down menu.
- For a **combined solar battery + PV installation** it is the solar battery rebate value that will be applied, not the solar PV rebate. Therefore, no matter if you're installing a battery or a combined battery and solar PV system, please choose **'Battery'** from the Rebate Type drop-down menu.

Next, enter the date the quote is effective from as well as the customer's details (first name, last name, email address, and installation address).

Ensure all details are correct as these cannot be changed after quote submission.

The screenshot shows a web form titled "Solar Provider Statement" with a progress bar at the top indicating the current step is "Quote details". The form is divided into two main sections: "Rebate" and "Customer".

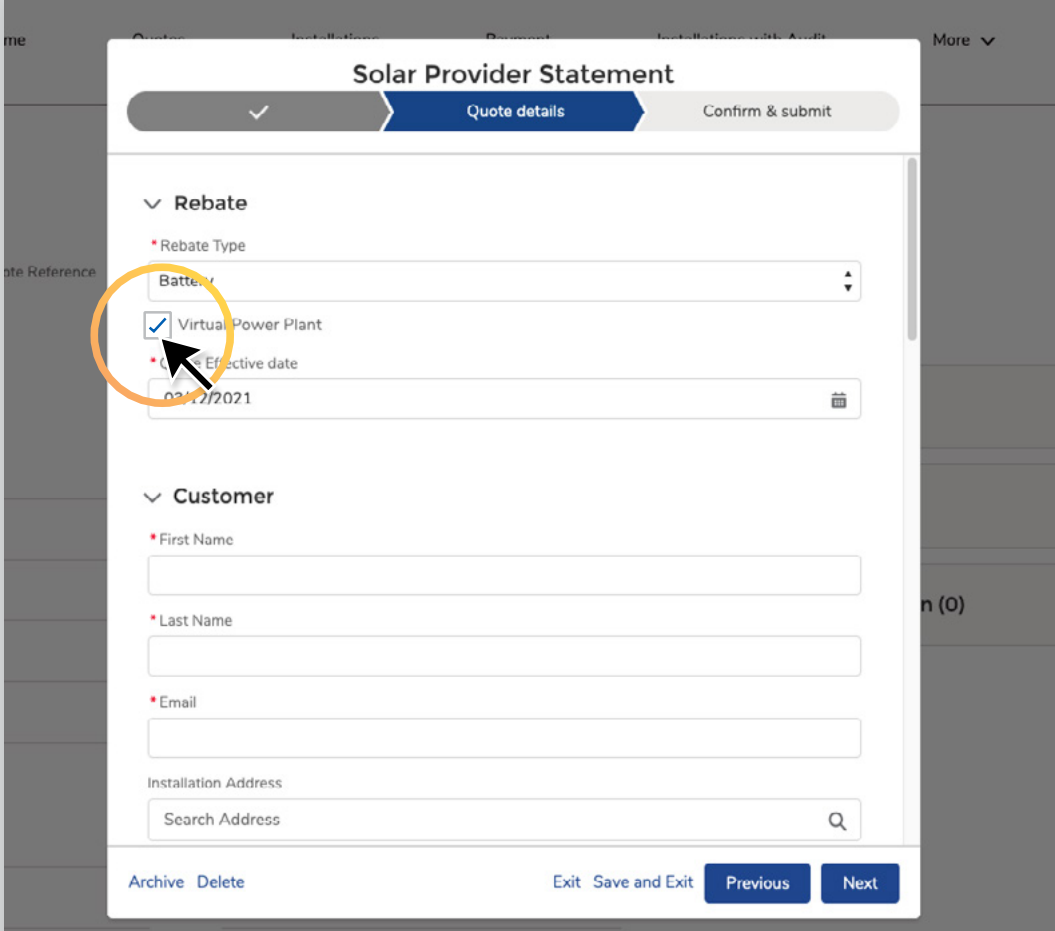
In the "Rebate" section, there is a dropdown menu for "Rebate Type". The dropdown is open, showing four options: "Solar PV (Business)", "Battery" (which is highlighted in blue and has a mouse cursor pointing to it), "Solar PV (Landlord)", and "Solar PV (Owner Occupier)".

The "Customer" section contains three input fields: "First Name", "Last Name", and "Email", each with a red asterisk indicating it is a required field.

At the bottom of the form, there are several buttons: "Archive", "Delete", "Exit", "Save and Exit", "Previous", and "Next".

## 4.2

If you are installing a battery as part of the **Solar Victoria Virtual Power Plant Pilot Program**, tick the Virtual Power Plant check box to confirm.



The screenshot displays the 'Solar Provider Statement' form, which is part of a larger application. The form is divided into two main sections: 'Rebate' and 'Customer'. The 'Rebate' section is currently expanded, showing three fields: 'Rebate Type' (a dropdown menu with 'Battery' selected), 'Virtual Power Plant' (a checkbox that is checked and highlighted with an orange circle and a black arrow), and 'Effective date' (a date picker showing '02/12/2021'). The 'Customer' section is collapsed, showing fields for 'First Name', 'Last Name', and 'Email'. Below these is a search bar for 'Installation Address'. At the bottom of the form, there are buttons for 'Archive', 'Delete', 'Exit', 'Save and Exit', 'Previous', and 'Next'. The 'Quote details' tab is active, and the 'Confirm & submit' tab is also visible.

## 5

For solar battery installations, you must confirm that you have received pre-approval to connect to the grid from the relevant DNSP, and that you have discussed the pre-approval and any DNSP imposed restrictions on solar exports with your customer.

**Solar Provider Statement**

Quote details | Confirm & submit

Installation Address

Search Address

☐ Property is part of a Lifestyle Village

☒ 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.

▼ **Select Solar Products for Installation**

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

New Product

PRODUCT	QUANTITY
---------	----------

Archive Delete Exit Save and Exit Previous Next



## 6

Choose whether the installation is a 'Battery' or combined 'Battery and Solar PV'.

Remember when installing a combined 'Battery and Solar PV', it is the battery rebate that can be claimed.

If you cannot see this additional drop down menu, check and make sure the 'Battery' rebate type has been selected.

**Solar Provider Statement**

Quote details | Confirm & submit

✓ **Select Solar Products for Installation**

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

\* This Installation Includes:

- ✓ Battery
- Battery and Solar PV**

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

✓ **Quote Details**

Archive Delete Exit Save and Exit Previous Next

## 7

If the quote is only for a Battery installation, add the battery products you've quoted by clicking **'New Product'**.

Then search for the product from the list. Include the quantity required.

**Solar Provider Statement**

Quote details | Confirm & submit

✓ Select Solar Products for Installation

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

\* This Installation Includes:

Battery

New Product

BATTERY PRODUCT	QUANTITY
-----------------	----------

Customer Benefits

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

Archive Delete Exit Save and Exit Previous Next

## 8

If the quote is for a combined Battery and Solar PV installation, you will also need to add the PV panels that are outlined in your quote.

Add the products by clicking **'New Product'** then searching for the product from the list. Include the quantity required. Note: Parts and labour do not need to be included.

**Solar Provider Statement**

Quote details

Confirm & submit

✓

▼ **Select Solar Products for Installation**

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

\*This Installation Includes:

Battery and Solar PV

New Product

BATTERY PRODUCT QUANTITY

Tesla Powerwall 2 AC wth Backup Gateway X 1

New Product

PV PRODUCT QUANTITY

Energy Pod 4kW/9.6kWh AC X 1

Archive Delete Exit Save and Exit Previous Next

## 9

Enter your estimate of the benefits to the customer. Note: You have a duty of care to perform a site-specific system design for the site in accordance with Clean Energy Council regulations.

Tick the check box to confirm you have provided this to your customer.

Input the estimated annual financial savings for the customer.

**Solar Provider Statement**

Quote details | Confirm & submit

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

**Quote Details**

\* Your quote reference ⓘ  
ABC123456

Total Price PV and Battery (inc GST) ⓘ  
\$0.00

\* Battery Supply and Install Cost (inc GST) ⓘ  
\$0.00

\* PV Supply and Install Cost (inc GST) ⓘ  
\$10,000.00

\* Less STC (incl GST)  
\$1,000.00

GST @ 10%  
\$1,818.18

Price Before Solar Program Rebates (inc GST)

Archive Delete Exit Save and Exit Previous Next

## 10

Enter your **quote reference number**.

Note: 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.

The screenshot shows a web form titled "Solar Provider Statement" with a progress bar at the top indicating the current step is "Quote details". The form is divided into two main sections: "Customer Benefits" and "Quote Details".

**Customer Benefits**

- A checkbox is checked, indicating compliance with the CEC Code Of Conduct 2.1.6 (e).
- A field for "Performance estimate (PV Panels only)" is present, labeled "Estimated financial saving against current consumption (annual, \$):".

**Quote Details**

- The "Your quote reference" field is highlighted with a yellow circle and contains the text "ABC123456".
- The "Total Price PV and Battery (inc GST)" is displayed as "\$20,000.00".
- The "Battery Supply and Install Cost (inc GST)" is displayed as "\$10,000.00".
- The "PV Supply and Install Cost (inc GST)" is displayed as "\$10,000.00".
- The "Less STC (incl GST)" is displayed as "\$1,000.00".
- The "GST @ 10%" is displayed as "\$1,818.18".

At the bottom of the form, there are buttons for "Archive", "Delete", "Exit", "Save and Exit", "Previous", and "Next".

## 11

If the quote is for a combined Solar Battery and PV installation, enter the **total cost of the battery supply and install** in one field, and the **total cost of the PV supply and install** in the next field.

The 'Total Price PV and Battery' field will automatically update with the sum of these fields, so make sure this matches the total price on your quote.

For a combined Solar Battery and PV installation, the '**Less STC**' field is required as a Solar PV installation is involved.

**Solar Provider Statement**

Quote details | Confirm & submit

✓

Quote Details

\* Your quote reference ⓘ  
ABC123456

Total Price PV and Battery(inc GST) ⓘ  
\$20,000.00 **Automatically updates**

\* Battery Supply and Install Cost (inc GST) ⓘ  
\$10,000.00

\* PV Supply and Install Cost (inc GST) ⓘ  
\$10,000.00

\* Less STC (incl GST)  
\$1,000.00 **Required for combined battery + PV installation**

GST @ 10%  
\$1,818.18

Price Before Solar Program Rebates(inc GST)  
\$19,000.00

Estimated Solar Program Rebate (inc GST) ⓘ  
\$4,174.00

Estimated Net payable by customer (inc GST) ⓘ  
\$14,826.00

Archive Delete Exit Save and Exit Previous Next

## 12

Please enter the '**Installed System Capacity for the PV Panels (kilowatts)**'. The capacity must be equal to, or greater than, 5kW.

Next, add a '**Quote Expiry Date**'. You can leave this blank, and it will automatically set the expiry date three months from the date you raise the quote, or you can change this to an earlier date if you choose to.

Finally, **upload a copy of the quote**. Note that the quote document cannot exceed 6mb in size.

Click 'Next' to proceed to the confirmation page, or click 'Save and exit' to save a draft.

The screenshot shows the 'Solar Provider Statement' form with the 'Quote details' tab selected. The form has three main sections: 'Installed System Capacity - PV Panels (kilowatts)', 'Quote Expiry Date', and 'Upload Quote'. The 'Upload Quote' section includes a note 'Uploads are subject to size limit of 6 MB' and a file upload area with a button labeled 'Upload Files' and the text 'Or drop files'. Below the upload area is a button labeled '+ Additional Pages'. At the bottom of the form, there are navigation buttons: 'Archive', 'Delete', 'Exit', 'Save and Exit', 'Previous', and 'Next'. The 'Previous' and 'Next' buttons are highlighted with blue backgrounds.

## 13

Review and confirm the 'Solar Provider Statement', ticking the declaration box at the bottom of the statement before clicking 'Submit' to finalise this statement.

The screenshot shows a web interface for the 'Solar Provider Statement' form. At the top, there are tabs for 'Quotes', 'Installations', 'Payment', 'Installations with Audit', and 'More'. Below the tabs is a progress bar with three steps: 'Quotes' (checked), 'Installations' (checked), and 'Confirm & submit' (active). The main heading is 'Solar Provider Statement'. Below this is a section titled 'Please review and confirm'. The text reads: 'Safety, compliance and the integrity of the Solar Homes program is of the highest priority for Solar Victoria. We will conduct regular auditing of compliance requirements and installations to ensure the integrity of the program and safety of installers and householders is achieved. By providing this statement, you agree as the Solar Provider that the installation detailed above, will:'. A list of requirements follows: 'Be conducted by a Clean Energy Council (CEC) accredited installer.', 'Be conducted by an installer that holds a current unrestricted Class A Electrical Licence registered with Energy Safe Victoria, or an equivalent Australian interstate licence with mutual recognition by Energy Safe Victoria.', 'Be conducted by an installer that has no prosecutions registered with Worksafe Victoria or an equivalent authority in Australia in the past 3 years.', and 'Be conducted by an installer that ensures safe work methods and fall prevention measures are in place as per the Occupational Health and Safety Regulations 2017 (S.R. No. 22/17) and otherwise ensures all other applicable occupational health and safety laws and'. At the bottom of the list, there is a checkbox labeled 'I agree to this statement on behalf of Solar Battery Retailer'. An orange circle highlights the checkbox, and a black arrow points to it. Below the checkbox are links for 'Archive' and 'Delete'. At the bottom right, there are buttons for 'Exit', 'Previous', and 'Submit'. An orange circle highlights the 'Submit' button. The bottom of the form shows 'Total installed system cost (inc GST)'.

Quotes Installations Payment Installations with Audit More

### Solar Provider Statement

✓ ✓ Confirm & submit

Please review and confirm

Safety

Safety, compliance and the integrity of the Solar Homes program is of the highest priority for Solar Victoria. We will conduct regular auditing of compliance requirements and installations to ensure the integrity of the program and safety of installers and householders is achieved.

By providing this statement, you agree as the Solar Provider that the installation detailed above, will:

- Be conducted by a Clean Energy Council (CEC) accredited installer.
- Be conducted by an installer that holds a current unrestricted Class A Electrical Licence registered with Energy Safe Victoria, or an equivalent Australian interstate licence with mutual recognition by Energy Safe Victoria.
- Be conducted by an installer that has no prosecutions registered with Worksafe Victoria or an equivalent authority in Australia in the past 3 years.
- Be conducted by an installer that ensures safe work methods and fall prevention measures are in place as per the Occupational Health and Safety Regulations 2017 (S.R. No. 22/17) and otherwise ensures all other applicable occupational health and safety laws and

☒ I agree to this statement on behalf of Solar Battery Retailer

Archive Delete Exit Previous Submit

Total installed system cost (inc GST)