Solar Victoria Portal – Retailer User Guide

Claiming payment for an installation





Environment, Land, Water and Planning

April 2021

1

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

8	Solar Victoria	Home	Quotes	Installations Paym		My Account
tems	Installations Sorted by Status • Filtere	l by all installations - Status • U	pdated a few seconds ago		Q. Search this li	st
	SOLARVIC ID	QUOTE REFERE	NCE V LAST	NAME V PROPERTY ADDRES	s v s	TATUS 🕇
1	IN0000171	1234	SIT-TE	ST 1 McNab Ave FOOTSC	CRAY VIC 3011 Ir	nstallation completed
2	IN0000142	UT0001	Tacay	1 McNab Ave FOOTSC	CRAY VIC 3011 P	ayment claim under review
3	IN0000145	SUDISD909098	Test	23 Kent St DROMANA	A VIC 3936 P	ayment claim under review
	IN0000146	SIT testing	SITJoh	nston 17 Tranmere Ave CAR	NEGIE VIC 3163 P	ayment claim under review
4					an a	
4	IN0000147	HP001	Potter	3 22 Furzer St PRESTO	DN VIC 3072 P	ayment claim under review
4 5 6	IN0000147	HP001 SE-12345	Potter Stark	3 22 Furzer St PRESTO 3 Geelong Rd TORQU	AY VIC 3228 P	ayment claim under review
4 5 6 7	IN0000147	HP001 SE-12345 hagjid	Potter Stark t	3 22 Furzer St PRESTO 3 Geelong Rd TORQU/ 2-8 Nicholson St ABB0	AY VIC 3072 P AY VIC 3228 P OTSFORD VIC 3067 P	ayment claim under review ayment claim under review ayment claim under review
4 5 6 7 8	IN0000147 IN00001 IN0000186 IN0000141	HP001 SE-12345 hagjid 1231JSF	Potter Stark t Wanyt	3 22 Furzer St PRESTC 3 Geelong Rd TORQU 2-8 Nicholson St ABB re 26 Kent Rd BOX HILL	N VIC 3072 P AY VIC 3228 P OTSFORD VIC 3067 P VIC 3128 P	ayment claim under review ayment claim under review ayment claim under review ayment approved

2 Click Request Payment



Solar Victoria Portal Retailer User Guide

3

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

	Upload Do	cuments	Subr	nit Installation
Electrical installation worker licence	no.			
A123				
Inspector/Certifier of the electrical in	stallation work 🚯			
Daniel Installer				3
NML A				
0000000000				
Total installed system cost (inc GST)	before STC or Solar	Homes Progra	am rebates 🕚	
510,000.00				
Select Products				New Product
RODUCT	0	UANTITY	REASON FOR	CHANGE
SPR-MAX5-400		1		(on the company of t
Have any	of the Installation Pro	oducts change	id? Ves	
\$909.09				
STC Rebate Amount				
STC Rebate Amount 0 \$2,000.00				
STC Rebate Amount \$2,000.00 Loan Amount \$0.00				
STC Rebate Amount \$2,000.00 Loan Amount \$0.00 Rebate Amount \$				
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STC Rebate Amount () \$2,000.00 Loan Amount () \$0.00 Rebate Amount () \$1,850.00 Net Payable by Customer ()				
STC Rebate Amount \$2,000.00 Loan Amount \$0.00 Rebate Amount \$1,850.00 Net Payable by Customer \$6,150.00				
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 (I	(W)			

4

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

ľ	Review Installed Products Electrical installation worker licence no.		The Licensed El named on the C certified that the carried out, or s meets all the rea regulations.	ectrical Inspector (LEI) is the individual certificate of Electrical Safety who has e prescribed electrical installation work upervised, by the licensed electrician quirements of the legislation and	
	*Inspector/Certifier of the electrical insta	allation work	0		
	gd			Q	
	BRADLEY GORDON NEIL				
ence	GRAHAM GORDON OLIVER				
in1	GORDON SZEGI				
	Complete this field.				1
	PRODUCT		QUANTITY	REASON FOR CHANGE	
	E YC600		10	;	↓ Na
				No	

5

Upload the relevant supporting documents.

Requ	Jest Payment pload Documents Submit Ins	tallation
Tax Invoice	Tax Invoice.pdf	â
STC Assignment Form	STC Assignment Form.pdf	â
Certificate of Electrical Safety Number O0000000 Responsible person REC reg./licence no. O0000000 Does not match the required format	Certificate of Electrical Safety.pdf	â
Quote	006-call-center-2.png	â
Select Documentation Type Certificate of Electrical Safety	+ Additional Pages	
	Prev	vious Next

6

Confirm installation details.

Click Submit

	Request Pay	ment	
		Submit Installation	
Installed Products			
RODUCT	QUANTITY	REASON FOR CHANGE	
Power Battery 1	× 1	\$	
 Financial Information 			
et Benefit Realisation Amount 500 00			
oan Amount			
0.00			
et Payable Amount Customer			
0.00			
 Vploaded Document 	S		
TC Assignment Form		STC Assignment Form.pdf	
ertificate of Electrical Safety		Certificate of Electrical Safety.pdf	
ax Invoice		Tax Invoice.pdf	
			-

7

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

اعر	nstallations								
0 items	Sorted by Status • Filter	ed by all insta	llations - Status • Updated a fe	w seconds	i ago			Q, Search this list	\$ • II
	SOLARVIC ID	~	QUOTE REFERENCE	~	LAST NAME	~	PROPERTY ADDRESS	V STAT	JS 🕈
1	IN0000142		UT0001		Тасау		1 McNab Ave FOOTSCRAY VIC 3011	Paym	ent claim under review
2	IN0000145		SUDISD909098		Test		23 Kent St DROMANA VIC 3936	Paym	ent claim under review
3	IN0000146		SIT testing		SITJohnston		17 Tranmere Ave CARNEGIE VIC 3163	8 Paym	ent claim under review
4	IN0000147		HP001		Potter		3 22 Furzer St PRESTON VIC 3072	Paym	ent claim under review
5	IN0000148		SE-12345		Stark		3 Geelong Rd TORQUAY VIC 3228	Раути	ent claim under review
6	IN0000171		1234		SIT-TEST		1 McNab Ave FOOTSCRAY VIC 3011		
7	IN0000180		hagjid		t		2-8 Nicholson St ABBOTSFORD VIC 3	of ayment clair	m under revi
8	IN0000141		1231JSF		Wanyne		26 Kent Rd BOX HILL VIC 3128	/	
9	IN0000144		SOE-196901		Wasson		1 McNab Ave FOOTSCRAY VIC 39	Payment clair	m under reviev
10	IN0000138		21313JKSS		Moore		U 2 33 Kent Rd SURREY HILLS		
								Payment clair Payment app	m under review