Solar Victoria Portal Hot Water Retailer User Guide

Claiming payment for an installation





14.02.23

1

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

| 3 IN0000145 SUDISD909098 Test 23 Kent St DROMANA VIC 3936 Payment claim under r 4 IN0000146 SIT testing SITJohnston 17 Tranmere Ave CARNEGIE VIC 3163 Payment claim under r 5 IN0000147 HP001 Potter 3 22 Furzer St PRESTON VIC 3072 Payment claim under r 6 IN00001 SE-12345 Stark 3 Geelong Rd TORQUAY VIC 3228 Payment claim under r | sunt | My Account | Payment Installers | Installations | Home Quotes | Solar Victoria | |
|---|--------|-------------------------|--------------------------------------|---------------|--|-------------------|----------|
| 1 IN0000171 1234 SIT-TEST 1 McNab Ave FOOTSCRAY VIC 3011 Installation completed 2 IN0000142 UT0001 Tacay 1 McNab Ave FOOTSCRAY VIC 3011 Payment claim under r 3 IN0000145 SUDISD909098 Test 23 Kent St DROMANA VIC 3936 Payment claim under r 4 IN0000146 SIT testing SITJohnston 17 Tranmere Ave CARNEGIE VIC 3163 Payment claim under r 5 IN0000147 HP001 Potter 3 22 Furzer St PRESTON VIC 3072 Payment claim under r 6 IN00001 SE-12345 Stark 3 Geelong Rd TORQUAY VIC 3228 Payment claim under r 7 IN0000186 hagild t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under r | \$• | ch this list | | v seconds ago | ed by all installations - Status • Updated a fev | * | <i>×</i> |
| 2 IN0000142 UT0001 Tacay 1 McNab Ave FOOTSCRAY VIC 3011 Payment claim under r 3 IN0000145 SUDISD909098 Test 23 Kent St DROMANA VIC 3936 Payment claim under r 4 IN0000146 SIT testing SITJohnston 17 Tranmere Ave CARNEGIE VIC 3163 Payment claim under r 5 IN0000147 HP001 Potter 3 22 Furzer St PRESTON VIC 3072 Payment claim under r 6 IN00001 SE-12345 Stark 3 Geelong Rd TORQUAY VIC 3228 Payment claim under r 7 IN0000166 hagild t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under r | | | | | | | |
| 3 IN0000145 SUDISD000098 Test 23 Kent St DROMANA VIC 3936 Payment claim under r 4 IN0000146 SIT testing SITJohnston 17 Tranmere Ave CARNEGIE VIC 3163 Payment claim under r 5 IN0000147 HP001 Potter 3 22 Furzer St PRESTON VIC 3072 Payment claim under r 6 IN00001 SE-12345 Stark 3 Geelong Rd TORQUAY VIC 3228 Payment claim under r 7 IN0000186 hagild t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under r | d | Installation completed | 1 McNab Ave FOOTSCRAY VIC 3011 | SIT-TEST | 1234 | IN0000171 | 1 |
| 4 IN0000146 SiT testing SITJohnston 17 Tranmere Ave CARNEGIE VIC 3163 Payment claim under r 5 IN0000147 HP001 Potter 3 22 Furzer st PRESTON VIC 3072 Payment claim under r 6 IN000014 SE-12345 Stark 3 Geelong Rd TORQUAY VIC 3228 Payment claim under r 7 IN0000186 hagid t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under r | review | Payment claim under re- | 1 McNab Ave FOOTSCRAY VIC 3011 | Tacay | UT0001 | IN0000142 | 2 |
| 5 IN0000147 HP001 Potter 3 22 Furzer St PRESTON VIC 3072 Payment claim under n 6 IN000014 SE-12345 Stark 3 Gealong Rd TORQUAY VIC 3228 Payment claim under n 7 IN0000165 hagild t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under n | review | Payment claim under re | 23 Kent St DROMANA VIC 3936 | Test | SUDISD909098 | IN0000145 | 3 |
| IN00001/ SE-12345 Stark 3 Geelong Rd TORQUAY VIC 3228 Payment claim under r 7 IN0000160 hagild t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under r | review | Payment claim under re | 17 Tranmere Ave CARNEGIE VIC 3163 | SITJohnston | SIT testing | IN0000146 | 4 |
| 7 IN0000186 hagild t 2-8 Nicholson St ABBOTSFORD VIC 3067 Payment claim under r | review | Payment claim under re- | 3 22 Furzer St PRESTON VIC 3072 | Potter | HP001 | IN0000147 | 5 |
| | review | Payment claim under re | 3 Geelong Rd TORQUAY VIC 3228 | Stark | SE-12345 | IN00001 | 6 |
| 8 IND000141 1231JSF Wanyme 26 Kent Rd BOX HILL VIC 3128 Payment approved | review | Payment claim under re | 2-8 Nicholson St ABBOTSFORD VIC 3067 | t. | hagjid | IN0000180 | 7 |
| | | Payment approved | 26 Kent Rd BOX HILL VIC 3128 | Wanyne | 1231JSF | IN0000141 | 8 |
| 9 IN0000144 SDE-196901 Wasson 1 McNab Ave FOOTSCRAY VIC 3011 Payment approved | | Payment approved | 1 McNab Ave FOOTSCRAY VIC 3011 | Wasson | SOE-196901 | IN0000144 | 9 |

2 Click Request Payment

.ul √ictoria Quotes Installations Payment Manage Installers My Account Request Pa Installation 1000017 Installers (0) v Custome First Name Email Products (1) SIT-TEST-BATTERY grant.johnston@delwp.vic.gov.au AUTHORISE___STATUS REASON FOR ... QUANT SIT-TEST Power Batter... Approved v Quote Documentation (0) Quote Reference Final Amount 1234 \$10,000.00 Quote Rebate Amount \$2,225.00 \$0.00

3

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

| Design last last Destate | Request | 042.04 | Submit Installatio | |
|--|--------------------|------------------|-------------------------------|---------------|
| Review Installed Products | Upload | Documents | Submit Installatio | n |
| • Electrical installation worker licence n | . 0 | | | |
| A45677 | | | | |
| • Total installed system cost (inc GST) ł | pefore STC/VEE | C discount or So | olar Homes Program rebates 🔳 | , |
| \$1,200.00 | | | | |
| PRODUCT | | OUANTITY | REASON FOR CHANGE | |
| E LG425N2W-L5 | × | 1 | | * |
| Hot Water System Type | | | <u>^</u> | |
| | | | | \$ |
| I confirm that the hot water sys | stem installed r | neets the man | datory warranty requirements | s outlined in |
| Solar Victoria's Notice to Marke | et, including a n | ninimum 5-yea | ar warranty on all major comp | ionents. |
| Type of replaced existing hot water sys | tem | | | |
| Electric storage (resistive element) | | | | \$ |
| Have any o | f the Installation | Products chang | ged? No | |
| | | | | |

4

You can update any installed products if there is a change by moving the toggle on the screen.

The type of hot water system that will be installed and the type of hot water system that is being replaced can be selected in the drop down boxes.

| Review Installed Products Upload Documents Submit | Installation | |
|---|--------------|--|
| \$1,200.00 | | |
| Select Products | | |
| PRODUCT QUANTITY REASON FOR CH. | ANGE | |
| □ LG425N2W-L5 × 1 | : | |
| * Hot Water System Type | | |
| * I confirm that the hot water system installed meets the mandatory warranty req | | |
| Solar Victoria's Notice to Market, including a minimum 5-year warranty on all mi | | |
| Type of replaced existing hot water system | | |
| Electric storage (resistive element) | : | |
| Have any of the Installation Products changed? Ves | | |
| GST @ 10% \$109.09 | | |
| ST09.09 STC Rebate Amount | | |
| \$123.00 | | |
| VEEC Rebite Amount | | |
| \$0.00 | | |
| Rebate Amount | | |
| \$538.50 | | |
| | | |
| Net Payable by Customer \$538.50 | - Next | |
| | Next | |
| | r Next | |
| \$538.50 | Nixt | |
| \$558.50 • Hot Water System Type | Next | |
| \$558.50 * Hot Water System Type Heat pump | Next | |
| \$558.50 • Hot Water System Type | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water | Next | |
| *Hot Water System Type Heat pump Heat pump | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water | Nixt | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water Please select warranty check box | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water Please select warranty check box Type of replaced existing hot water system Electric storage (resistive element) | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water Please select warranty check box Type of replaced existing hot water system Electric storage (resistive element) Electric storage (resistive element) | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water Please select warranty check box Type of replaced existing hot water system Electric storage (resistive element) | Next | |
| *Hot Water System Type Heat pump Electric-boosted solar hot water Please select warranty check box Type of replaced existing hot water system Electric storage (resistive element) Electric storage (resistive element) | | |

\$123.00

5

Upload the relevant supporting documents.

| ✓ | Request Payment Upload Documents | Submit Instal | ation |
|-------------------------------------|--|---------------|-------|
| Uŗ | ploads are subject to size limit of 6 MI | 3 | |
| VEEC Assignment Form | 1 Upload Files | Or drop files | â |
| Tax Invoice | 1 Upload Files | Or drop files | â |
| STC Assignment Form | ↑ Upload Files | Or drop files | â |
| Plumbing Compliance Certificate | | | |
| * Plumbing Compliance Certificate r | 10. | | |
| | ▲ Upload Files | Or drop files | 亩 |
| | | Previou | Next |

6

Confirm installation details.



| Re | equest Payment | | | |
|--|------------------|---------------|---------|---|
| | Upload Documents | Submit Insta | llation | |
| •VBA Plumbing Licence no. | | | | 4 |
| Certificate of Electrical Safety Certificate of Electrical Safety Number |) | | | |
| * Responsible person REC reg./licence no. | 1 Upload Files | Or drop files | â | |
| Select Documentation Type | + Additi | onal Pages | | |
| Certificate of Electrical Safety | | | | , |
| | | Previo | us Next | |

7

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

| ۶ | nstallations | | | | | | | | |
|----|--------------|------------------------|-----------------------------|---------------|--------------------------|---------------|-------------------------------|--------------|-----|
| | <u> </u> | rred by all installati | ons - Status • Updated a fe | w seconds ago | | | Q. Search this list | \$ · | Ш |
| | SOLARVIC ID | ~ Q | UOTE REFERENCE | V LAST NAME | V PROPERTY ADDRESS | | V STATUS 🕇 | | |
| 1 | IN0000142 | U | 10001 | Тасау | 1 McNab Ave FOOTSCRAY | / VIC 3011 | Payment clain | under review | |
| 2 | IN0000145 | SL | JDISD909098 | Test | 23 Kent St DROMANA VIC | 3936 | Payment claim | under review | |
| 3 | IN0000146 | SI | T testing | SITJohnston | 17 Tranmere Ave CARNEG | IE VIC 3163 | Payment claim | under review | |
| 4 | IN0000147 | н | P001 | Potter | 3 22 Furzer St PRESTON V | /IC 3072 | Payment claim | under review | |
| 5 | IN0000148 | SE | 5-12345 | Stark | 3 Geelong Rd TORQUAY V | NC 3228 | Payment claim | under review | |
| 6 | IN0000171 | 11 | 234 | SIT-TEST | 1 McNab Ave FOOTSCRAY | | | | |
| 7 | IN0000180 | ha | igjîd | t | 2-8 Nicholson St ABBOTS | FORD VIC 3067 | yment claim u | nder re∛ | |
| 8 | IN0000141 | 12 | 231/SF | Wanyne | 26 Kent Rd BOX HILL VIC | 3128 | | | |
| 9 | IN0000144 | ş | DE-196901 | Wasson | 1 McNab Ave FOOTSCRAY | vicar Pa | yment claim u | nder rev | iev |
| 10 | IN0000138 | 21 | 1313JKSS | Moore | U 2 33 Kent Rd SURREY H | ILLS | | | |
| | | | | | | | yment claim u yment approv | | iev |
| | | | | | | | | | |