

# User guide for retailers: Solar rebates for community housing

How to provide bulk quotes  
and apply for rebate payments

This guide shows retailers how to provide quotes in the retailer portal for Community Housing Organisations (CHOs) participating in the Solar for Community Housing Program.

There are two stages for retailers:

[1. How to provide bulk quotes](#)

[2. How to request rebate payments](#)

# 1. How to provide bulk quotes for CHO properties

## 1.1

### Bulk quotes

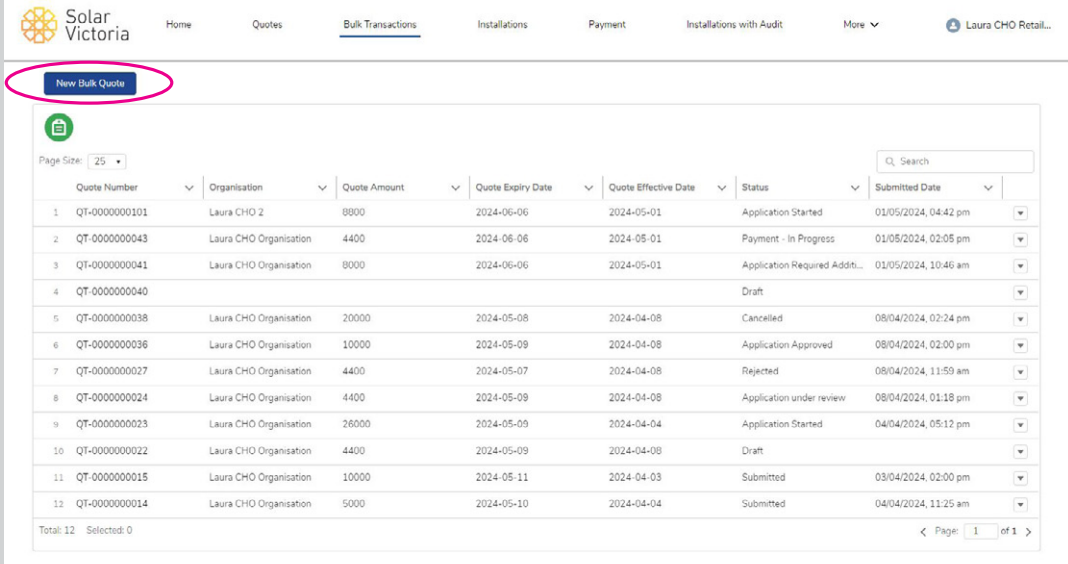
When you log in to the retailer portal, click on '**Bulk Transactions**' at the top to provide a quote for a CHO.

The screenshot displays the Solar Victoria retailer portal interface. At the top, the navigation menu includes 'Home', 'Quotes', 'Bulk Transactions' (highlighted with a pink circle), 'Installations', 'Payment', 'Installations with Audit', and 'More'. The user's account information is shown as 'Account: Laura CHO Retailer' with details for Phone (1800999999), Scheme Status (Approved), and Scheme Sub Status (Active). The 'My Activity' section features a funnel chart with a total count of 16, broken down by status: Quote submitted (3), Customer application un... (3), Payment claim under rev... (3), and Cancelled (7). The 'Support' section provides contact information for the retailer team. The 'Installation Expiry' section displays a message: 'We can't draw this chart because there is no data.' The data is as of today at 12:17 PM.

# 1. How to provide bulk quotes for CHO properties

## 1.2

Click on 'New Bulk Quote' quote to start.



The screenshot shows the Solar Victoria web interface. The navigation menu includes Home, Quotes, Bulk Transactions (active), Installations, Payment, Installations with Audit, and More. A user profile for 'Laura CHO Retail...' is visible in the top right. A blue button labeled 'New Bulk Quote' is highlighted with a pink circle. Below the button is a table of quote transactions.

Quote Number	Organisation	Quote Amount	Quote Expiry Date	Quote Effective Date	Status	Submitted Date
1 QT-0000000101	Laura CHO 2	8000	2024-06-06	2024-05-01	Application Started	01/05/2024, 04:42 pm
2 QT-0000000043	Laura CHO Organisation	4400	2024-06-06	2024-05-01	Payment - In Progress	01/05/2024, 02:05 pm
3 QT-0000000041	Laura CHO Organisation	8000	2024-06-06	2024-05-01	Application Required Additi...	01/05/2024, 10:46 am
4 QT-0000000040					Draft	
5 QT-0000000038	Laura CHO Organisation	20000	2024-05-08	2024-04-08	Cancelled	08/04/2024, 02:24 pm
6 QT-0000000036	Laura CHO Organisation	10000	2024-05-09	2024-04-08	Application Approved	08/04/2024, 02:00 pm
7 QT-0000000027	Laura CHO Organisation	4400	2024-05-07	2024-04-08	Rejected	08/04/2024, 11:59 am
8 QT-0000000024	Laura CHO Organisation	4400	2024-05-09	2024-04-08	Application under review	08/04/2024, 01:18 pm
9 QT-0000000023	Laura CHO Organisation	26000	2024-05-09	2024-04-04	Application Started	04/04/2024, 05:12 pm
10 QT-0000000022	Laura CHO Organisation	4400	2024-05-09	2024-04-08	Draft	
11 QT-0000000015	Laura CHO Organisation	10000	2024-05-11	2024-04-03	Submitted	03/04/2024, 02:00 pm
12 QT-0000000014	Laura CHO Organisation	5000	2024-05-10	2024-04-04	Submitted	04/04/2024, 11:25 am

Total: 12 Selected: 0 Page: 1 of 1

# 1. How to provide bulk quotes for CHO properties

## 1.3

You must accept the retailer Terms and Conditions before you can upload a quote.

The screenshot shows the Solar Victoria website interface for creating a new quote. At the top, there is a navigation bar with the Solar Victoria logo and links for Home, Quotes, Bulk Transactions, Installations, Payment, Installations with Audit, and More. The user's name, Laura CHO Retail..., is displayed in the top right corner.

The main content area is titled "New Quote" and includes a sub-header "Follow the steps to create a quote". Below this is a progress indicator with four steps:

- Step 1**: Read and accept the Solar Provider Statement (highlighted with a blue dot)
- Step 2**: Fill-up and complete Quote Information
- Step 3**: Review Quotes
- Step 4**: Accept and Submit

Below the progress indicator is a section titled "Please review and confirm" containing the following text:

This statement needs to be completed by you, the Retailer (being the Authorised Solar Retailer or Authorised Hot Water Retailer), to initiate your customer's application for a Solar Victoria rebate and/or loan if applicable. 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 loan if applicable. 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/or loan contribution once you have submitted satisfactory proof of installation documentation.

As a Retailer, 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, Solar Battery System or Hot Water System.

- If your customer requests a change to the system, you will need to submit a new Solar Provider Statement.

At the bottom of the confirmation section, there is a checkbox labeled "I confirm I have read my obligation in relation to the Solar Provider Statement" which is checked. To the right of the checkbox are "Cancel" and "Next" buttons. The "Next" button is highlighted with a red circle.

# 1. How to provide bulk quotes for CHO properties

## 1.4

### Add new quote/s

Select the CHO name. Add in the quote effective and quote expiry dates.

Click on the **'Add Quote Line'** button.

The screenshot shows the 'New Quote' interface with a progress bar at the top indicating four steps: Step 1 (Read and accept the Solar Provider Statement), Step 2 (Fill-up and complete Quote Information), Step 3 (Review Quotes), and Step 4 (Accept and Submit). The form is currently on Step 2. The 'Quote information' section includes fields for Quote Number (QT-0000000109), Retailer (Laura CHO Retailer), Quote Effective Date (02/05/2024), Quote Expiry Date (30/05/2024), Organisation (Laura CHO Organisation), ABN (132456789), Contact Name (Laura CHO Organisation User), and Contact Email (laura.fitzclarence+cho\_organisation\_uat@decca.vic.gov.au). Below this is the 'Quote line items' section with a table header and an 'Add Quote Line +' button circled in red. The 'Quote summary' section shows a total price of \$0.00 before rebates and a net price of \$0.00. The 'Quote upload' section has a dropdown menu and an 'Upload Files' button.

**New Quote**  
Follow the steps to create a quote

Step 1 Read and accept the Solar Provider Statement | Step 2 Fill-up and complete Quote Information | Step 3 Review Quotes | Step 4 Accept and Submit

**Quote information**

Quote Number: QT-0000000109 | Retailer: Laura CHO Retailer

\* Quote Effective Date: 02/05/2024 | \* Quote Expiry Date: 30/05/2024

\* Organisation: Laura CHO Organisation | ABN: 132456789

Contact Name: Laura CHO Organisation User | Contact Email: laura.fitzclarence+cho\_organisation\_uat@decca.vic.gov.au

**Quote line items (Please fill quote information before adding lines)**

**Add Quote Line +** | Removed Selected

#	Property address	Rebate type	System capacity	System cost	STC	Net price	Rebate amount	Action
---	------------------	-------------	-----------------	-------------	-----	-----------	---------------	--------

**Quote summary**

Total Price (incl GST) before STC or Solar Home Program rebates	\$0.00	Total Estimated Solar Program Rebate (excl GST)	\$0.00
Less STC	\$0.00	Total Price before Solar Program rebates (excl GST)	\$0.00
GST @10	\$0.00	Total Estimated Net payable by customer (excl GST)	\$0.00

**Quote upload**

Quote: [Dropdown] | Upload Files | Or drop files

Save and Exit | Next

# 1. How to provide bulk quotes for CHO properties

## 1.5

You must select '**Solar PV Landlord**' to quote for CHO properties.

The screenshot displays the 'New Quote' interface with a progress bar at the top showing four steps: Step 1 (Read and accept the Solar Provider Statement), Step 2 (Fill-up and complete Quote Information), Step 3 (Review Quotes), and Step 4 (Accept and Submit). The main form is partially obscured by a 'Quote Line Item' modal window.

**Quote information**

Quote Number	QT-000000109	Retailer	Laura CHO Retailer
*Quote Effective Date	02/05/2024	*Quote Expiry Date	30/05/2024
* Organisation	Laura CHO Organisation	ABN	132456789
Contact Name	Laura CHO Organisation		

**Quote line items (Please fill quote information)**

#	Property address	Rebate	Rebate amount	Action

**Quote Line Item Modal**

Rebate Type:

Solar PV (Landlord)

Buttons: Cancel, Save

**Quote summary**

Total Price (incl GST) before STC or Solar Home Program rebates	\$0.00	Total Estimated Solar Program Rebate (excl GST)	\$0.00
Less STC	\$0.00	Total Price before Solar Program rebates (excl GST)	\$0.00
GST @10	\$0.00	Total Estimated Net payable by customer (excl GST)	\$0.00

**Quote upload**

Quote:

Buttons: Upload Files, Or drop files

Buttons: Save and Exit, Next

## 1.5

### To quote for up to 50 properties per application:

- Click **'Add Quote Line'**
- Provide more details about your quote
- Repeat these steps for each property address.

*Note: If a property address is missing from the list, please contact the CHO and ask them to add it in the Solar Victoria Platform for CHOs. Once they have added it, you will be able to see the property here.*

### Quote Line Item

Rebate Type  
Solar PV (Landlord) ▼

Property is part of a Lifestyle Village

Installation Address

Complete this field.

- 65 Church Street MORWELL VIC 3840
- 150 Lonsdale St MELBOURNE VIC 3000
- 62 Church Street MORWELL VIC 3840
- 58 Church Street BRIGHTON VIC 3186
- 143 Hawthorn Road CAULFIELD NORTH VIC 3161

**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 energy yield (annual performance in kWh)

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

**Quote Details**  
\* Total price (incl GST) before STC or Solar Program rebates

Cancel Save



## 1.6

### Add solar products to your quote

Click the **'Add Product'** button to include the specific solar panel (PV) product.

Click **'Save'** when all the information has been entered.

### Quote Line Item

Rebate Type  
Solar PV (Landlord)

Property is part of a Lifestyle Village

Installation Address  
65 Church Street MORWELL VIC 3840

Select Products for Installation  
Please enter all major equipment items (e.g. panels, inverters).

**Add Product +**

PRODUCT	QUANTITY	ACTION
SG5.0RS-ADA (A54777-2 2020)	1	
TSM-415DE09R.08	5	

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 energy yield (annual performance in kWh)  
200.0

\*Estimated financial saving against current consumption (annual, \$)  
\$350.00

Quote Details  
\*Total price (incl GST) before STC or Solar Program rebates  
\$4,500.00

\*Less STC  
\$350.00

GST @ 10%  
\$409.09

Price before Solar Program rebates (excl GST)  
\$3,740.91

Estimated Solar Program Rebate (excl GST) ⓘ  
\$1,400.00

Estimated Net payable by customer (excl GST) ⓘ  
\$2,340.91

# 1. How to provide bulk quotes for CHO properties

## 1.7

### Upload your quote

When the details have been entered correctly, click **'Upload Files'** to attach your bulk quote document.

The bulk quote document needs to include all property addresses intended for solar PV install.

The quote also should include total STC deduction, total GST and total costs.

The screenshot displays the 'New Quote' interface. At the top, a progress bar shows four steps: Step 1 (Read and accept the Solar Provider Statement), Step 2 (Fill-up and complete Quote Information), Step 3 (Review Quotes), and Step 4 (Accept and Submit). The 'Quote information' section includes fields for Quote Number (QT-000000109), Retailer (Laura CHO Retailer), Quote Effective Date (02/05/2024), Quote Expiry Date (30/05/2024), Organisation (Laura CHO Organisation), ABN (132456789), Contact Name (Laura CHO Organisation User), and Contact Email (laura.fitzclarence+cho\_organisation\_user@deca.vic.gov.au). The 'Quote line items' table lists two properties: 65 Church Street MORWELL VIC 3840 and 150 Lonsdale St MELBOURNE VIC 3000, both for Solar PV (landlord) with a price of \$4,500.00 and a rebate of \$1,400.00. The 'Quote summary' table shows a total price of \$9,000.00, less STC of \$700.00, and GST @10 of \$918.18. The 'Quote upload' section at the bottom has a text input field for the quote and an 'Upload Files' button, which is circled in pink. An 'Upload Files' dialog box is open, showing a file named 'Test.pdf' (36 KB) being uploaded, with a 'Done' button also circled in pink.

#	Property address	Net price	Rebate amount	Action
<input type="checkbox"/>	65 Church Street MORWELL VIC 3840	\$4,500.00	\$1,400.00	
<input type="checkbox"/>	150 Lonsdale St MELBOURNE VIC 3000	\$4,500.00	\$1,400.00	

Quote summary	
Total Price (incl GST) before STC or Solar Home Program rebates:	\$9,000.00
Less STC:	\$700.00
GST @10:	\$918.18
Total Estimated Solar Program Rebate (incl GST):	\$2,800.00
Total Price before Solar Program rebates (incl GST):	\$7,481.82
Total Estimated Net payable by customer (incl GST):	\$4,681.82

# 1. How to provide bulk quotes for CHO properties

## 1.8

You will be able to see quote information for each property address here.

Please check:

- If there is a quote line item for all the property addresses
- All the details have been entered correctly
- You have uploaded a bulk quote document

Click **'Next'** to review and submit your quote.

**New Quote**  
Follow the steps to create a quote

Step 1 Read and accept the Solar Provider Statement | Step 2 Fill-up and complete Quote Information | Step 3 Review Quotes | Step 4 Accept and Submit

**Quote information**

Quote Number: QT-0000000109 | Retailer: Laura CHO Retailer  
\*Quote Effective Date: 02/05/2024 | \*Quote Expiry Date: 30/05/2024  
\* Organisation: Laura CHO Organisation | ABN: 132456789  
Contact Name: Laura CHO Organisation User | Contact Email: laura.fitzclarence+cho\_organisation\_user@deeca.vic.gov.au

**Quote line items (Please fill quote information before adding lines)**

[Add Quote Line +](#) [Removed Selected](#)

#	Property address	Rebate type	System capacity	System cost	STC	Net price	Rebate amount	Action
<input type="checkbox"/>	65 Church Street MORWELL VIC 3840	Solar PV (Landlord)	5	\$4,500.00	\$350.00	\$2,340.91	\$1,400.00	
<input type="checkbox"/>	150 Lonsdale St MELBOURNE VIC 3000	Solar PV (Landlord)	5	\$4,500.00	\$350.00	\$2,340.91	\$1,400.00	

**Quote summary**

Total Price (incl GST) before STC or Solar Home Program rebates	\$9,000.00	Total Estimated Solar Program Rebate (excl GST)	\$2,800.00
Less STC	\$700.00	Total Price before Solar Program rebates (excl GST)	\$7,481.82
GST @ 10	\$818.18	Total Estimated Net payable by customer (excl GST)	\$4,081.82

**Quote upload**

Select an Option | [Upload File](#) | [Or drop files](#)

**Files Uploaded**

DOCUMENT NAME	DOCUMENT TYPE	UPLOADED DATE	
Test.pdf	Quote	02/05/2024, 06:48 pm	

[Save and Exit](#) [Next](#)

# 1. How to provide bulk quotes for CHO properties

## 1.9

Accept the Terms and Conditions and '**Submit**' your quote.

Once the quote is submitted, the CHO will be able to view and manage it in the Solar Victoria Platform.

To view and check on the status of your quotes click the **link** at the bottom

**New Quote**  
Follow the steps to create a quote

Step 1 Read and accept the Solar Provider Statement

Step 2 Fill-up and complete Quote Information

Step 3 Review Quotes

Step 4 Accept and 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 Retailer that the installation detailed above, will:

Where it is a Solar System or Solar Battery System installation:

- 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.

Where it is a Hot Water System installation:

- Be conducted by a plumber that holds the appropriate plumbing accreditation issued by the Victorian Building Authority and an electrician that holds an A Grade Electrical license registered with Energy Safe Victoria, or an equivalent Australian interstate licence with mutual recognition by Energy Safe Victoria.
- Be installed according to Plumbing Regulations (2018), the National Construction Code (Volume 3) and relevant standards.

**Proof of Installation**  
Upon completion of the installation, you agree to provide the following documentation as proof of installation. You understand that Solar Victoria will not release payment of a rebate and/or loan unless these are provided.

- Confirmation of the products installed.
- Certificate of Electrical Safety
- Plumbing Compliance Certificate (where it's a hot water installation)
- Tax invoice including total cost of system installation, any discounts, rebates or loans applied (e.g. Small-scale Technology Certificates), and the amount paid by the customer.
- Pre-approval from the relevant local distribution network service provider for the connection of a Solar System or Solar Battery System to the electricity distribution network.
- A written statement that the relevant Eligible System is complete, functional and installed as per the system design requirements and instructions, and the Customer Quotation.

**Declaration**  
I declare as the Retailer that:

- The information I have given is correct.
- Giving false or misleading information will render the applicant ineligible for the rebate and/or loan or liable to reimburse Solar Victoria for the rebate and/or loan paid.
- I must inform Solar Victoria of any changes to the information provided in this statement as soon as the change occurs.

I, Laura CHO Retailer User, agree to this statement on behalf of Laura CHO Retailer

Back Submit

**New Quote**  
Follow the steps to create a quote

Step 1 Read and accept the Solar Provider Statement

Step 2 Fill-up and complete Quote Information

Step 3 Review Quotes

Step 4 Accept and Submit

**Submitted**

Thanks for submitting your quote. An email containing quote information and instructions for application submission has been sent to your email address.

Your customer quote reference number  
**QT-000000109**

You can monitor and view the status of your quotes on this [link](#)

# 1. How to provide bulk quotes for CHO properties

## 1.10

### Check the status of CHO quotes in the retailer portal.

You can also view the status of each quote you uploaded to the retailer portal by clicking 'Bulk Transactions' and then the quote number.

The screenshot shows the Solar Victoria retailer portal dashboard. The 'Bulk Transactions' menu item is circled in pink. The dashboard displays account information for 'Laura CHO Retailer', including phone number 1800999999, Scheme Status 'Approved', and Scheme Sub Status 'Active'. A 'My Activity' funnel chart shows 16 quotes. A 'Support' section provides contact information: Email: retailers@teams.solarvic.gov.au, Phone: 1300 376 393. An 'Installation Expiry' section shows a message: 'We can't draw this chart because there is no data.'

The screenshot shows the 'New Bulk Quote' table in the retailer portal. The table lists 15 quotes with columns for Quote Number, Organisation, Quote Amount, Quote Expiry Date, Quote Effective Date, Status, and Submitted Date. The second row is circled in pink.

Quote Number	Organisation	Quote Amount	Quote Expiry Date	Quote Effective Date	Status	Submitted Date
QT-0000000110					Draft	
QT-0000000109	Laura CHO Organisation	9000	2024-05-30	2024-05-02	Payment - In Progress	02/05/2024, 06:59 pm
QT-0000000107	Laura CHO Organisation	9000	2024-05-30	2024-05-02	Draft	
QT-0000000101	Laura CHO 2	8800	2024-06-06	2024-05-01	Application Started	01/05/2024, 04:42 pm
QT-0000000043	Laura CHO Organisation	4400	2024-06-06	2024-05-01	Payment - In Progress	01/05/2024, 02:05 pm
QT-0000000041	Laura CHO Organisation	8000	2024-06-06	2024-05-01	Application Required Addit...	01/05/2024, 10:46 am
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QT-0000000038	Laura CHO Organisation	20000	2024-05-08	2024-04-08	Cancelled	08/04/2024, 02:24 pm
QT-0000000036	Laura CHO Organisation	10000	2024-05-09	2024-04-08	Application Approved	08/04/2024, 02:00 pm
QT-0000000027	Laura CHO Organisation	4400	2024-05-07	2024-04-08	Rejected	08/04/2024, 11:59 am
QT-0000000024	Laura CHO Organisation	4400	2024-05-09	2024-04-08	Application under review	08/04/2024, 01:18 pm
QT-0000000023	Laura CHO Organisation	26000	2024-05-09	2024-04-04	Application Started	04/04/2024, 05:12 pm
QT-0000000022	Laura CHO Organisation	4400	2024-05-09	2024-04-08	Draft	
QT-0000000015	Laura CHO Organisation	10000	2024-05-11	2024-04-03	Submitted	03/04/2024, 02:00 pm
QT-0000000014	Laura CHO Organisation	5000	2024-05-10	2024-04-04	Submitted	04/04/2024, 11:25 am

### Starting the rebate payment process

You can claim rebate payments for CHO properties once the installation has been completed and confirmed. This process is outlined below.



1. The CHO will confirm that the installation is complete in the Solar Victoria Platform.  
*Note: There are no QR codes for CHO properties.*
2. This will trigger an automatic email to the retailer
3. This email will include a link that will take the retailer directly to the retailer portal to start a claim for payment.

### 2.1

#### Request a payment

- A. To start the process to claim a payment, click the link in the email.
- B. Each quote line item with a confirmed completed installation will now show a dollar icon.
- C. Click on the **dollar icon**.

The screenshot displays a quote management interface for quote QT-0000000109. At the top, a progress bar shows four completed steps (green checkmarks) and one current step, 'Payment - In Progress' (blue bar). Below this, the 'Quote information' section is divided into two columns. The left column lists: Quote Number (QT-0000000109), Quote Effective Date (02-05-2024), Organisation (Laura CHO Organisation), and Contact Name (Laura CHO Organisation User). The right column lists: Retailer (Laura CHO Retailer), Quote Expiry Date (30-05-2024), ABN (132456789), and Email (laura.fitzclarence+cho\_organ). A magnifying glass highlights a dollar icon in the 'Action' column of the 'Quote line items' table. The 'Quote line items' table has columns for Property address, Rebate type, System capacity, System cost, STC, Net price, Rebate amount, and Action. Two items are listed: 65 Church Street MORWELL VIC 3840 and 150 Lonsdale St MELBOURNE VIC 3000, both with Solar PV (Landlord) rebates, 5kW capacity, \$4,500.00 system cost, \$350.00 STC, \$2,340.91 net price, and \$1,400.00 rebate amount. The 'Quote summary' section shows: Total Price (incl GST) before STC or Solar Home Program rebates (\$9,000.00), Less STC (\$700.00), GST @10 (\$818.18), Total Estimated Solar Program Rebate (excl GST) (\$2,800.00), Total Price before Solar Program rebates (excl GST) (\$7,481.82), and Total Estimated Net payable by customer (excl GST) (\$4,681.82). The 'Files uploaded' section shows one file: Test.pdf (Quote, 02/05/2024, 06:59 pm).

Property address	Rebate type	System capacity	System cost	STC	Net price	Rebate amount	Action
65 Church Street MORWELL VIC 3840	Solar PV (Landlord)	5	\$4,500.00	\$350.00	\$2,340.91	\$1,400.00	
150 Lonsdale St MELBOURNE VIC 3000	Solar PV (Landlord)	5	\$4,500.00	\$350.00	\$2,340.91	\$1,400.00	

Document name	Document type	Uploaded date	View file
Test.pdf	Quote	02/05/2024, 06:59 pm	View File

### 2.2

Add the required information to request a payment.

If any installation products have changed, please click the slider to change it from 'Inactive' to **'Yes'**.

Click **'Next'**.

### Request Payment

Installation and Product Review    Upload Documents    Submit Installation

\* Installation Date

\* Installation Time

\* Accredited Installer

\* Electrical installer worker licence no.

\* Inspector/Certifier of the electrical installation work

\* NMI

\* Total installed system cost (inc GST) before STC or Solar Homes Program rebates

PRODUCT	QUANTITY	REASON FOR CHANGE	#
SG5.0RS-ADA (AS4777-2 2020)	1	<input type="text"/>	
TSM-415DE09R.08	5	<input type="text"/>	

Have any of the Installation Products changed?  Inactive

Cancel **Next**



## 2. How to request rebate payments

### 2.3

Add the details of any installation products that have changed and click **'Next'**.

### Request Payment

Installation and Product Review    Upload Documents    Submit Installation

\* Installation Date

\* Installation Time

\* Accredited Installer

\* Electrical installer worker licence no.

\* Inspector/Certifier of the electrical installation work

\* NMI

\* Total installed system cost (inc GST) before STC or Solar Homes Program rebates

Select Products for Installation Add Product +

PRODUCT	QUANTITY	REASON FOR CHANGE	#
SG5.0RS-ADA (AS4777-2 2020)	1		
TSM-415DE09R.08	5		

Have any of the Installation Products changed?  Active

GST @ 10%  
\$409.09

Less STC

Solar Program Rebate (excl GST)

Net payable by customer (excl GST)

\* Installed or Planned System Capacity – PV Panels (kilowatts)

Cancel **Next**

### 2.4

Upload documents and click **'Next'**.

The screenshot shows the 'Request Payment' interface. At the top, there is a progress bar with three steps: 'Installation and Product Review' (completed), 'Upload Documents' (current step), and 'Submit Installation'. Below the progress bar, there is a dropdown menu for document selection, currently showing 'Tax Invoice'. A list of options is visible below the dropdown: 'Tax Invoice' (checked), 'STC Assignment Form', and 'Certificate of Electrical Safety'. To the right of the dropdown is an 'Upload Files' button with a red circle around it, and a dashed box containing the text 'Or drop files'. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button also circled in red. The bottom of the interface shows a table with columns for 'Amount' and 'Total', with values like \$1,500.00, \$350.00, and \$2,340.00.

### 2.5

Check if all your files have been uploaded successfully, then click **'Next'**.

### Request Payment

Installation and Product Review    Upload Documents    Submit Installation

Select an Option    Upload Files    Or drop files

#### Files Uploaded

DOCUMENT NAME	DOCUMENT TYPE	UPLOADED DATE	
Test.pdf	Tax Invoice	02/05/2024, 07:44 pm	Remove
Test.pdf	STC Assignment Form	02/05/2024, 07:45 pm	Remove
Test.pdf	Certificate of Electrical Safety	02/05/2024, 07:45 pm	Remove

Cancel    **Next**

### 2.6

'Submit' the request for payment

### Request Payment

Installation and Product Review    Upload Documents    Submit Installation

#### Installation Details

Installation Date  
02/05/2024

Installation Time  
07:42:32 pm

Accredited Installer  
Victor Cortez

Installed Product

PRODUCT	QUANTITY	REASON
SG5.0RS-ADA (AS4777-2 2020)	1	
TSM-415DE09R.08	5	

#### Financial Information

Quote Amount  
\$4,500.00

STC Amount  
\$350.00

Rebate Amount  
\$1,400.00

Net Payable Amount Customer  
\$2,750.00

#### Files Uploaded

DOCUMENT NAME	DOCUMENT TYPE	UPLOADED DATE
Test.pdf	Tax Invoice	02/05/2024, 07:44 pm
Test.pdf	STC Assignment Form	02/05/2024, 07:45 pm
Test.pdf	Certificate of Electrical Safety	02/05/2024, 07:45 pm

Cancel    **Submit**

### 2.7

You will see this notification on your screen when the payment is submitted successfully.

The screenshot shows a web interface with a green success notification at the top: "Success Payment is submitted successfully." Below this is a quote summary page for quote QT-0000000109. The page includes a progress bar with five steps, the last of which is "Payment - In Progress". The quote information section lists details such as Quote Number, Effective Date, Organisation, and Contact Name. The quote line items table shows two properties with their respective rebate amounts. The quote summary and request payment summary sections provide financial breakdowns, including total prices, less STC, and GST. The files uploaded section lists a "Test.pdf" document.

**Success**  
Payment is submitted successfully.

**QT-0000000109**  
Laura CHO Organisation • 132456789 • 2024-05-02

✓ ✓ ✓ ✓ **Payment - In Progress** Done

**Quote information**

Quote Number	QT-0000000109	Retailer	Laura CHO Retailer
Quote Effective Date	02-05-2024	Quote Expiry Date	30-05-2024
Organisation	Laura CHO Organisation	ABN	132456789
Contact Name	Laura CHO Organisation User	Email	laura.fitzclarence-cho_organisation_ust@deeca.vic.gov.au

**Quote line items**

Property address	Rebate type	System capacity	System cost	STC	Net price	Rebate amount	Action
65 Church Street MORWELL VIC 3840	Solar PV (Landlord)	5	\$4,500.00		\$2,750.00	\$1,400.00	
150 Lonsdale St MELBOURNE VIC 3000	Solar PV (Landlord)	5	\$4,500.00		\$2,750.00	\$1,400.00	

**Quote summary**

Total Price (incl GST) before STC or Solar Home Program rebates	\$9,000.00	Total Estimated Solar Program Rebate (excl GST)	\$2,800.00
Less STC	\$700.00	Total Price before Solar Program rebates (excl GST)	\$7,481.82
GST @10	\$818.18	Total Estimated Net payable by customer (excl GST)	\$4,681.82

**Request Payment summary**

Total Price (incl GST) before STC or Solar Home Program rebates	\$9,000.00	Total Solar Program Rebate (excl GST)	\$2,800.00
Less STC	\$700.00	Total Estimated Net payable by customer (excl GST)	\$5,500.00
GST @10	\$818.18		

**Files uploaded**

Document name	Document type	Uploaded date	View file
Test.pdf	Quote	02/05/2024, 06:59 pm	<a href="#">View File</a>