

Solar Victoria Retailer Portal

Retailer user guide for Solar for Apartments



Current as at 22.08.24



Solar
Victoria



The purpose of this guide is to show authorised solar retailers in Round 2 of the Solar for Apartments Program how to:

- upload quotes
- receive notifications when a quote has been accepted, cancelled or expired
- receive email alerts when an application has been submitted or approved
- receive emails to about installations timeframes
- provide installation schedule details.

1.

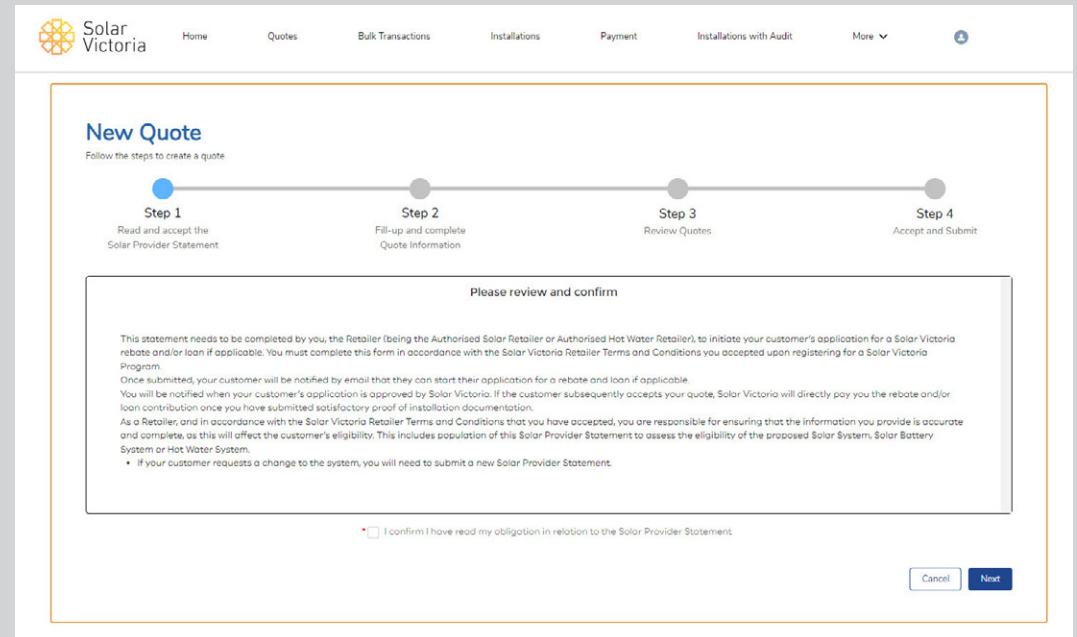
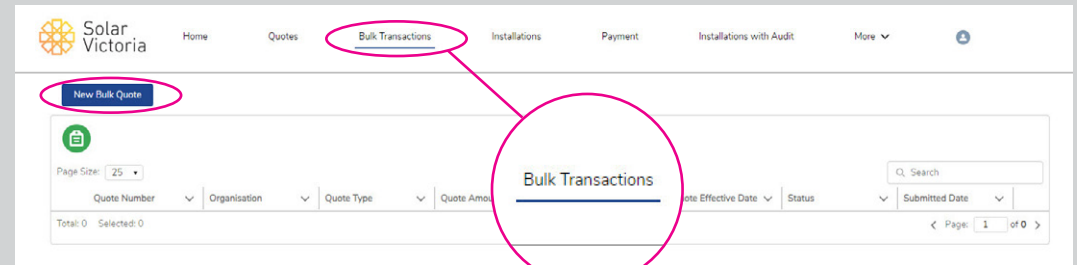
Bulk quotes.

When you log in to the retailer portal, click on **'bulk transactions'** at the top to provide a quote.

2.

Click on **'New Bulk quote'** to start.

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



3.

Enter the details on the screen and click **'next'**.

4.

Add further details and click the **'configure rebate'** button to add more information.

You can also save and exit and return to the application before the quote expires. Once you submit the quote, rebate funding is held for 70 calendar days.

Please allow sufficient time for the OC to approve the quote when you set the quote expiry date.

Solar Victoria Home Quotes Bulk Transactions Installations Payment Installations with Audit More

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-0000000228 | Retailer: SFA Retailer

* Organisation: Search Organisation | ADN: [Field]

Save and Exit Next

Solar Victoria Home Quotes Bulk Transactions Installations Payment Installations with Audit More

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-0000000228 | Retailer: SFA Retailer

* Organisation: [Field] X | ABN: [Field]

Primary Applicant Name: [Field] | Primary Applicant Email: [Field]

Secondary Applicant Name: [Field] | Secondary Applicant Email: [Field]

Apartment Address: [Field] | No. of Units: [Field]

* Quote Effective Date: 14/08/2024 | * Quote Expiry Date: 23/10/2024

Related Property Units

- VIC 3810
- VIC 3810
- VIC 3810
- VIC 3810
- VIC 3810

Quote summary

Configure Rebate

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

Quote upload

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

Total Price (incl GST) before or Solar Home Program

Configure Rebate

Save and Exit Next

5.

Select the **rebate type** and click save.

6.

Add **solar technology type** (direct connect vs solar sharing), solar products and provide costing to your quote and click save. You must enter all the information requested.

Configure Rebates

* Rebate Type
Solar PV (Owner Occupier)

* Nominate the Solar PV technology type:
Select an Option

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

[Add Product +](#)

PRODUCT	QUANTITY	ACTION
<input type="text" value="Q Search Product"/>	<input type="text" value="1"/>	<input type="button" value="🗑"/>

Quote Details

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

* Less STC

GST @ 10%
\$0.00

Price before Solar Program rebates (incl GST)
\$0.00

Estimated Solar Program Rebate (incl GST) ⓘ
\$0.00

Estimated Net payable by customer (incl GST) ⓘ
\$0.00

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

System performance estimate

* What is the estimated payback period (years) of the system?

* What solar self consumption rate was used to estimate the system payback period?

Did you use the customers actual energy usage (i.e. meter data) to prepare the financial performance estimate for the solar PV system?
Select an Option

* I confirm that it is not replacing any existing system that is less than 10 years old.

7.

When you click save, the 'new quote' screen will re-appear. Now you can upload documents by either clicking 'upload files' or 'drop files'.

Remember that rebate funding is held for 70 calendar days. **Please be mindful of the quote expiry period.**

Solar Victoria Home Quotes Bulk Transactions Installations Payment Installations with Audit More

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-000000220 Retailer: SFA Retailer

* Organisation: [input] X ARN: [input]

Primary Applicant Name: [input] Primary Applicant Email: [input]

Secondary Applicant Name: [input] Secondary Applicant Email: [input]

Apartment Address: [input] No of Units: 5

* Quote Effective Date: 14/08/2024 * Quote Expiry Date: 23/10/2024

Related Property Units

- VIC 3910
- VIC 3810
- VIC 3010
- VIC 3810
- VIC 3810

Quote summary

[Configure Rebate](#)

Total Price (incl GST) before STC or Solar Home Program rebates	\$1,000.00	Total Estimated Solar Program Rebate (excl GST)	\$900.00
Less STC	\$100.00	Total Price before Solar Program rebates (incl GST)	\$800.00
GST @10	\$90.01	Total Estimated Net payable by customer (excl GST)	\$0.00

Quote upload

Quote: [input] [Upload Files](#) [Or drop files](#)

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

8.

When you have uploaded your documents, click **'next'**. If your documents have been uploaded successfully, they will appear in the area circled below.

Review your quote details and click **'next'**.

Solar Victoria Home Quotes Bulk Transactions Installations Payment Installations with Audit More

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-000000228	Retailer	SFA Retailer
Organisation		ABN	
Primary Applicant Name		Primary Applicant Email	
Secondary Applicant Name		Secondary Applicant Email	
Apartment Address	VIC 3810	No of Units	5
Quote Effective Date		Quote Expiry Date	

Related Property Units

VIC 3810
VIC 3810
VIC 3810
VIC 3810
VIC 3810

Quote summary

[Configure Rebate](#)

Total Price (incl GST) before STC or Solar Home Program rebates	\$1,000.00	Total Estimated Solar Program Rebate (incl GST)	\$800.00
Less STC	\$100.00	Total Price before Solar Program rebates (incl GST)	\$909.09
OST @10	\$90.91	Total Estimated Net payable by customer (incl GST)	\$0.00

Files Uploaded

DOCUMENT NAME	DOCUMENT TYPE	UPLOADED DATE
Text Document (pdf).pdf	Quote	14/08/2024, 12:38 pm

[Back](#) [Next](#)

9.

Accept the terms and conditions and submit your quote. You will receive a reference number.

The screenshot shows the 'New Quote' submission form at the 'Accept and Submit' step. At the top, a progress bar indicates 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 content area is titled 'Please review and confirm' and contains several sections: 'Safety' (stating Solar Victoria's priority on safety and compliance), 'Where it is a Solar System or Solar Battery System installation' (listing requirements for Clean Energy Council accreditation or electrical licensing), 'Where it is a Hot Water System installation' (listing requirements for plumbing accreditation and electrical licensing), 'Proof Of Installation' (listing required documentation like certificates and invoices), and 'Declaration' (a statement of truth and a warning about false information). At the bottom, there is a checkbox labeled 'I agree to this statement on behalf of SFA Retailer' which is checked and circled in pink. 'Back' and 'Submit' buttons are located at the bottom right.

The screenshot shows the 'New Quote' submission form after successful completion. The progress bar at the top shows Step 4 as the active step. The main content area is titled 'Submitted' and contains a message: 'Thanks for submitting your quote. An email containing quote information and instructions for application submission has been sent to your customer.' Below this, it displays 'Your customer quote reference number' followed by the number 'QT-000000228', which is circled in pink. At the bottom, it says 'You can monitor and view the status of your quotes on this link' with a blue hyperlink.

Important information about quote expiry

Please note:

After you enter the quote information, we will email the applicant the quote details. The applicant's owners corporation will need to approve the quote or ask for any changes.

When the quote is uploaded, we will allocate funding towards the installation. The applicant then has 70 days to approve the quote by completing an **OC Quote Approval Form** (mandatory) which we email to them.

The **quote expiry date** in the portal is prepopulated and aligned with the rebate expiry timeline. Retailers can change the date the quote expires but rebate expiry date cannot be changed.

If the quote is not approved within this timeframe the rebate/funding allocation will be cancelled.

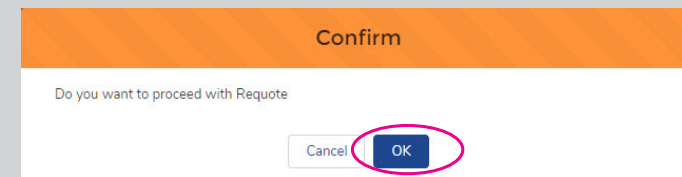
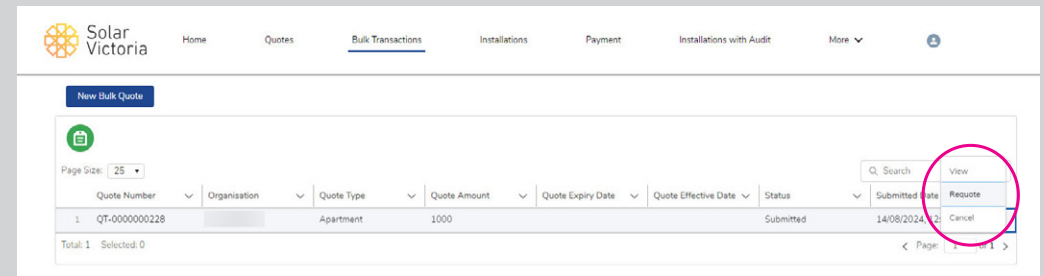
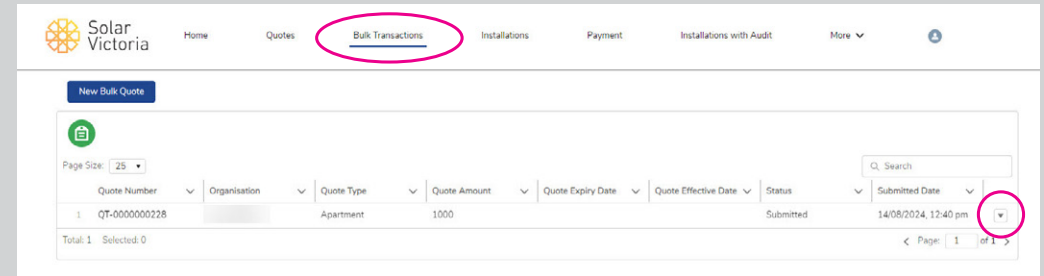
If the quote expiry date is set earlier than the 70-day rebate expiry date, the retailer must update/cancel the quote. The applicant will then be prompted to approve the new quote.

Checking the status of a quote and making changes

10.

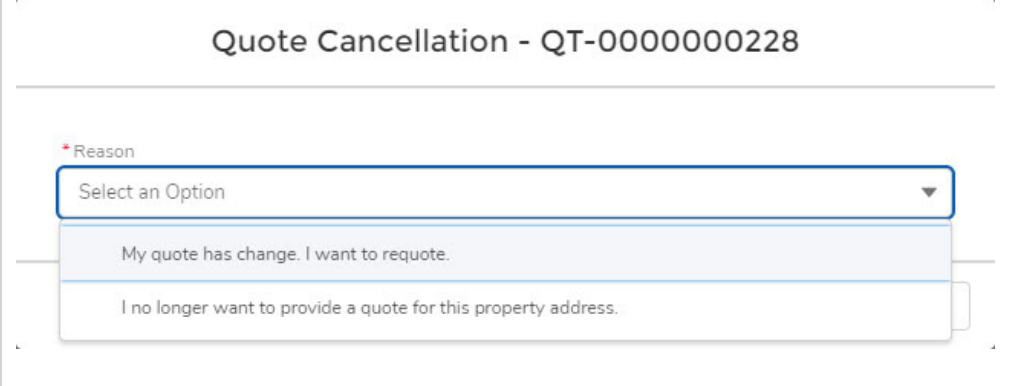
To view, cancel or re-quote, log in to the retailer portal. Click **'bulk transactions'** and find the right quote number.

Click on the arrow to view the options. Select the correct option and confirm your selection.



11.

Select the reason for the change to the existing quote.



The screenshot shows a web form titled "Quote Cancellation - QT-0000000228". Below the title is a dropdown menu labeled "Reason" with a red asterisk indicating it is a required field. The dropdown menu is open, showing two options: "My quote has change. I want to requote." and "I no longer want to provide a quote for this property address." The first option is currently selected.

12.

You can view the status of an application by the tabs at the top of the quote screen.

The screenshot displays the Solar Victoria retailer portal interface. At the top, there is a navigation menu with links for Home, Quotes, Bulk Transactions, Installations, Payment, Installations with Audit, and More. The main content area shows a quote for QT-0000000228. A progress bar at the top of the quote details indicates the status: Application Approved (highlighted with a red circle), Payment - In Progress, and Done. Below the progress bar, the quote information is displayed in a table format, including fields for Quote Number, Organisation, Primary Applicant Name, Secondary Applicant Name, Apartment Address, Quote Effective Date, Retailer, ABN, Primary Applicant Email, Secondary Applicant Email, No of Units, and Quote Expiry Date. The Related Property Units section lists five units with VIC 3810 addresses. The Quote summary section provides a breakdown of costs, including Total Price (incl GST) before STC or Solar Home Program rebates, Less STC, GST @10, Total Estimated Solar Program Rebate (excl GST), Total Price before Solar Program rebates (excl GST), and Total Estimated Net payable by customer (excl GST). A View Configure Rebate button is also present. The Files uploaded section shows a table with columns for Document name, Document type, Uploaded date, and View file, with one entry: Test Document (pdf) pdf, Quote, 14/08/2024, 12:40 pm, View File.

13.

You will be able to see all the quote numbers and the status of each application.

Click on the arrow and schedule an installation.

14.

Submit documentation for a payment request.

More information is available – see [‘Submit documentation and payment request’](#).

Further details about the payment process will be available in October 2024.

23	QT-0000000175	8726167723-2	Apartment	24000	31/10/2024	07/08/2024	Application Approved	07/08/2024, 02:40 pm	
24	QT-0000000174	HK09177122-4	Apartment	34000	21/11/2024	08/08/2024	Submitted	07/08/2024	Installation Schedule
25	QT-0000000173	HK092811-4	Apartment	32000	06/09/2024	06/08/2024	Application Approved	06/08/2024	View

Installation Schedule

Authorised Installer

* Schedule Start Date

* Schedule End Date



Current as at 22.08.24

