Retailer user guide for Solar for Apartments

Current as at 22.10.24

Solar Victoria

VICTORIA
State Government

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
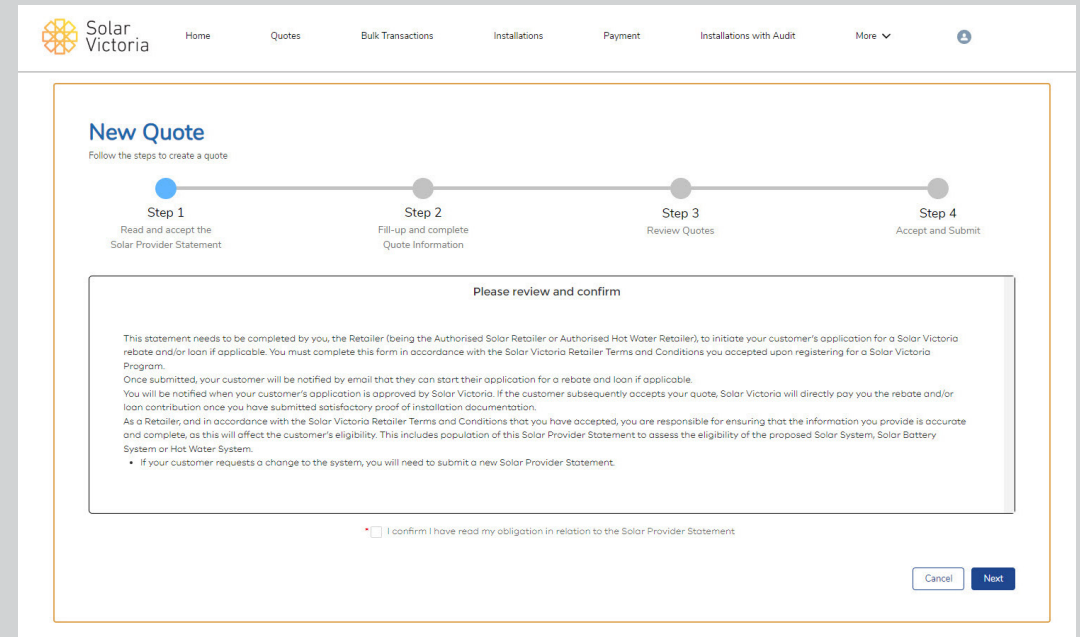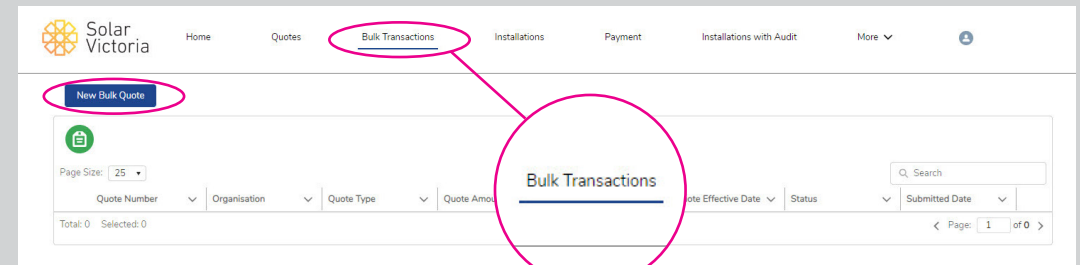
» request payment

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.

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
Search Product	1	🗑

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)
0

System performance estimate

* What is the estimated playback 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.

Cancel   Save

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.**

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'**.

9.

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

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.
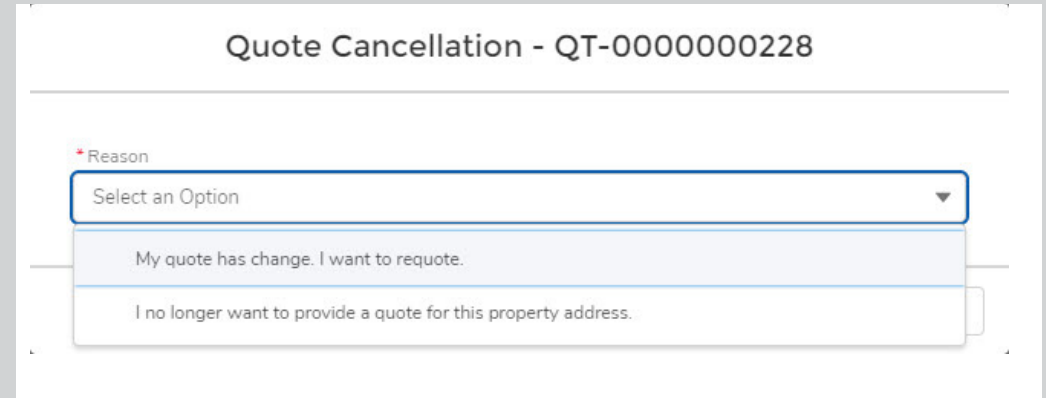
10.

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.
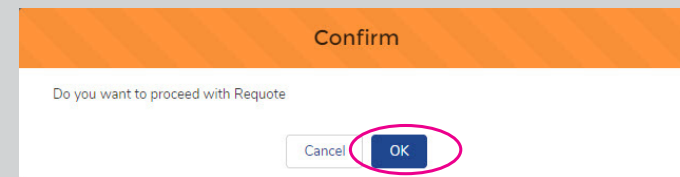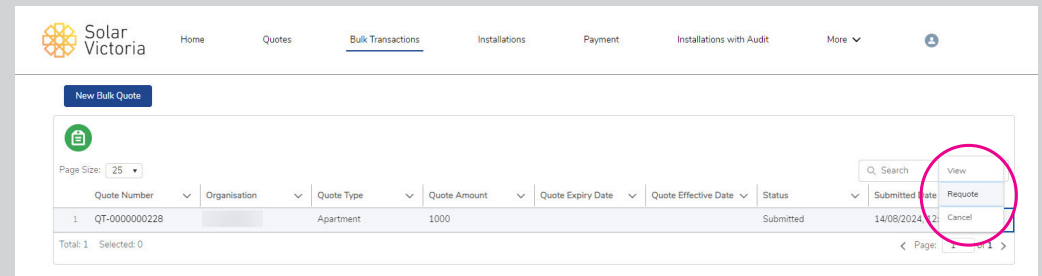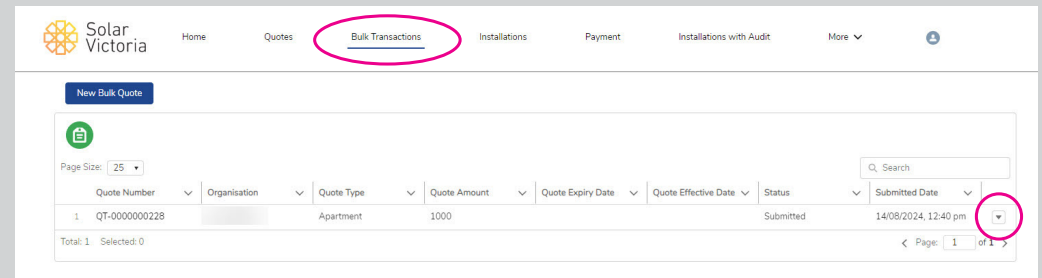
11.

Select the reason for the change to the existing quote.

Quote Cancellation - QT-0000000228

*Reason

Select an Option ▼

My quote has change. I want to requote.

I no longer want to provide a quote for this property address.

12.

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

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.

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	07/08/20	Installation Schedule
25	QT-0000000173	HK092811-4	Apartment	32000	06/09/2024	06/08/2024	Application Approved	06/08/2	View

Installation Schedule

Authorised Installer

| | ✕ |

* Schedule Start Date

| 14/08/2024 | 🗓 |

* Schedule End Date

| 27/08/2024 | 🗓 |

Cancel   Save

14.

Under the heading '**Bulk Transactions**' you can see all the statuses of your applications. Select the **Approved Application** you want to request payment for.

15.

Here you can view all the details of your application. If your scheduled installation is complete the **Request Payment** button will appear.
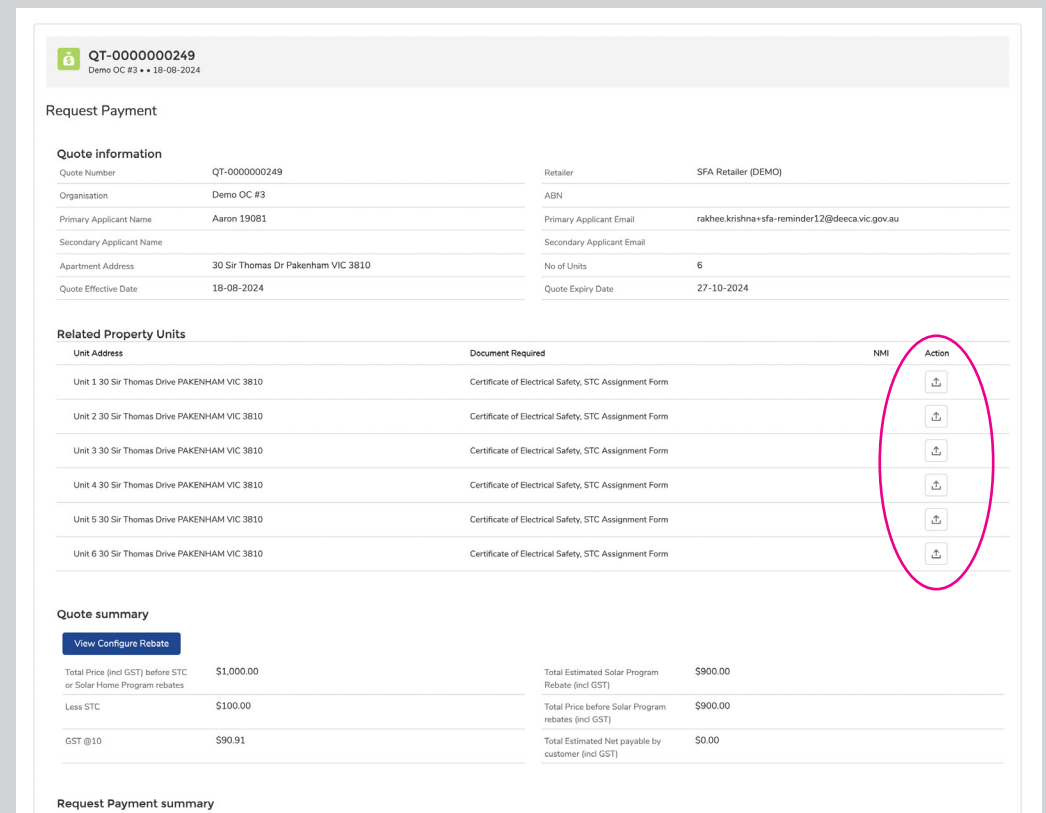
16.

Once you request payment you will be asked to confirm.
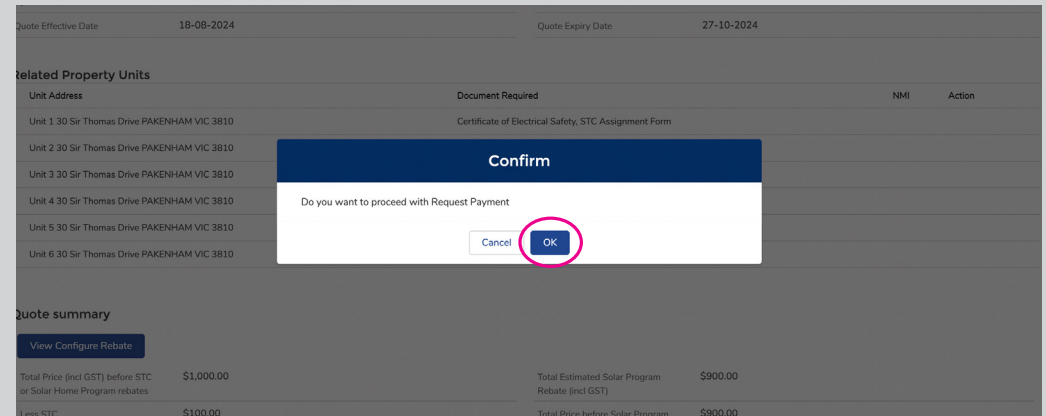
17.

You will need to upload the necessary documents for individual properties and update payments details.

Please note: different documentation is required for direct connected systems and systems using solar sharing technology. You can also save and exit at any time.

18.

Enter the details requested and upload the necessary documents.

19.

Enter the requested information such as the **electrical worker licence number** and **inspector certification**. Update any other payment details, if necessary.

20.

You will then need to upload a copy of the **Tax Invoice** and **STC Assignment Form**. You can also upload additional documents if required.

21.

Review the information to make sure all completed installations have been recorded and the payment summary is correct then press **Submit**.

22.

After the payment is submitted the status will change to **Payment in Progress** which means your request is under review. You can also review the details of your payment request on this page.

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