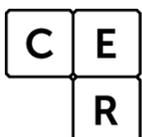




Inverter serial number ledger guidance.

Australian manufacturers and importers/responsible suppliers

Version 2, 29 August 2022





Purpose

The purpose of the guidance document is to assist Australian manufacturers and importers/responsible suppliers of eligible inverters to upload their inverter serial number data to the Clean Energy Regulator's (the agency's) inverter serial number ledger (the ledger).

The document provides instructions for:

- Creating a Client Portal account
- Registering to provide serial numbers
- Uploading serial number data to the ledger
- Managing serial number data in the ledger.

Further information about the ledger is available on the [Requirements for solar PV component manufacturers and importers](#)¹ webpage.

Australian manufacturers and importers/responsible suppliers will need to create a Client Portal account to access the inverter serial number ledger and provide serial number data.

Before you start

The contact person listed with the Clean Energy Council (CEC) when registering as an Australian manufacturer or importer/responsible supplier for inverters on the CEC's list of [approved inverters](#)² needs to undertake the initial registration process to provide inverter serial number data to the ledger.

Contact the CEC directly to confirm or change the details of your nominated contact person.

Creating a Client Portal account

1. Go to the agency's [Client Portal](#)³ and select 'Sign up', then follow the steps to create an account.
2. You will receive an email notification when your Client Portal account has been successfully registered.
3. Once registered you will be able to log into the Client Portal with your email address and password and register to provide inverter serial numbers to the ledger.

Adding Users

The ledger registration form allows you to invite additional people to upload and manage your company's serial numbers in the ledger.

These people must have a Client Portal account before you begin the ledger registration process. If they have not created a Client Portal account, they will not be linked to your company account as part of the registration process.

To create a Client Portal account, the additional users should follow the steps listed in [Creating a Client Portal account](#).

Additional users can be linked to your company account after your registration has been completed. You will need to contact CER at enquiries@cleanenergyregulator.gov.au to add them.

¹ www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Manufacturers/requirements-for-solar-pv-component-manufacturers-and-importers

² www.cleanenergycouncil.org.au/industry/products/inverters/approved-inverters

³ www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx



Registering to provide inverter serial numbers

The contact person listed with the CEC when registering as an Australian manufacturer or importer/responsible supplier on the CEC's list of Approved Inverters needs to complete the registration form.

1. Log into the [Client Portal](#)⁴ and select the 'Renewable Energy Target' tab
2. Scroll down to the available forms section.
3. Select the 'Register to provide inverter serial numbers' tile.
4. Read the 'Before you start' page to ensure you have all relevant information to complete the form and then select 'Next'.
5. Complete each section of the online application and select 'Submit'.
6. On the 'Company details page' – ensure you use your Australian Business Number (ABN) as registered with both the:
 - » Australian Business Register (ABR)
 - » CEC
4. Your company name will auto populate in the 'Company name' field, the company name cannot be amended. If your company name is incorrect you will need to contact the CEC to update your details.
7. On the 'company contact person' page, ensure you use the same name and email address that is registered with the CEC.
8. On the 'additional users' page, ensure you enter the individual company email addresses that your nominated additional users used to create their Client Portal accounts.
9. On the 'Review and submit' page agree to the declaration, then select 'Submit'.

By agreeing to the declaration, you confirm that you have taken all reasonable steps to confirm the information provided in the application is true, correct, and complete.

10. You will be notified by email when your company account has been approved and created. Once approved and created you (and any associated users for the account) will be able to manage and upload serial numbers to the ledger.

⁴ <http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx>



Managing inverter serial numbers in the ledger

Before you can manage your serial numbers, you must select the relevant business name:

1. Log into the [Client Portal](#)⁵ and select the 'Renewable Energy Target' tab.
2. Scroll down to the available forms section and select the 'manage inverter serial numbers' tile.
3. Select your initials at the top right-hand side of the screen.
4. Choose 'select business' in the pop-up.
5. Select the relevant business and press 'continue'.

You can opt to make the relevant business the default by selecting 'continue and make default'.

Adding serial numbers to the ledger

1. Log into the [Client Portal](#) and select the 'Renewable Energy Target' tab.
2. Scroll down to the available forms section and select the 'manage inverter serial numbers' tile.
3. Select 'add serial numbers' from the left-hand menu.
4. In the 'Upload inverter serial number data file' box choose 'select file'. Choose the applicable file that has the inverter serial numbers you want to upload.
5. To avoid errors when uploading data:
 - » use the CSV template.
 - » upload data only using a .csv (comma separated values) file type.
 - » ensure the 'serial number' column is set to 'text' not 'number' so that the data is displayed exactly as entered
 - » ensure each upload must be no more than 1MB.

Your file must include the following column headers and cell data types:

Manufacturer	Model	Series	Serial Number
The legal entity name, as registered with the CEC, representing the Licensee/Certificate holder	The model number imported by your business as the authorised supplier and as registered with the CEC	The series of the inverter as registered with the CEC	The serial number corresponding to the model imported by your business

Note: ensure there are no spaces entered before or after the text in the header column and that one serial number is entered per cell.

5. Agree to the legal declaration and then select 'Upload'. By making a declaration to the CER, you agree that you have taken all reasonable steps to confirm the data provided to ledger is true, correct and complete.

⁵ www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx



6. Once you have selected 'Upload', the 'Your file has been received' screen is displayed.
7. You will be notified by email when the data has been successfully processed and uploaded to the ledger. The email will contain an 'Upload ID' to easily identify each upload in the 'View upload history' page.
8. If the outcome of your file upload is 'Completed with errors', you can view and rectify these errors by selecting 'View upload history' on the left-hand menu, locate the relevant 'upload ID' and select 'export file' in the actions column.

Updating the status of an inverter serial number

1. Where incorrect serial number data (including ineligible inverters) has been provided to the ledger, Australian manufacturers and importers/responsible suppliers should mark the serial number(s) as 'ineligible' in the ledger.
2. Inverter serial numbers can be marked as 'ineligible' by uploading a CSV file or manually on the 'view serial numbers' page.

CSV upload

1. Log into the [Client Portal](#)⁶ and select the 'Renewable Energy Target' tab
2. Scroll down to the available forms section and select the 'manage inverter serial numbers' tile
3. Select 'update serial number status on the left-hand menu.
4. In the 'upload inverter serial number data file with status change details' box choose 'select file'. Choose the inverter serial numbers file that you want to upload and select 'upload'.
5. To avoid errors when uploading data:
 - » use the CSV template.
 - » upload data only using a .csv (comma separated values) file type.
 - » ensure the 'serial number' column is set to 'text' not 'number' so that the data is displayed exactly as entered.
 - » ensure each upload is less than 1MB.

A reason must be provided when the status of a serial number is changed in the ledger. Eligible reasons for a status change include:

- » ineligible product – not for the Australian market
- » product recalled – defective inverter
- » product recalled – damaged inverter
- » data error – incorrect supplier
- » data error – invalid serial number
- » other.

⁶ <http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx>



6. Your file must include the following column headers and cell data types:

Manufacturer	Model	Series	Serial Number	Status	Reason
The legal entity name, as registered with the CEC, representing the Licensee/Certificate holder.	The model number imported by your business as the authorised supplier and as registered with the CEC.	The series of the inverter as registered with the CEC.	The serial number corresponding to the model imported by your business.	The updated status of the serial number. Must be entered if ineligible.	<p>The reason for the status change of the serial number. Eligible reasons for a status change include:</p> <ul style="list-style-type: none"> • ineligible product – not for the Australian market • product recalled – defective inverter • product recalled – damaged inverter • data error – incorrect supplier • data error – invalid serial number • other.

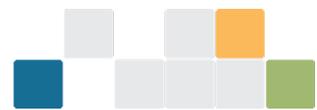
Note: ensure there are no spaces entered before or after the text in the header column and that one serial number is entered per cell.

7. Once you have selected 'upload', the 'your file has been received' screen is displayed.
8. You will be notified by email when the data has been processed and uploaded to the ledger.

Update serial numbers manually

1. Log into the [Client Portal](http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx)⁷ and select the 'Renewable Energy Target' tab.
2. Scroll down to the available forms section and select and select the 'mange inverter serial numbers' tile.
3. Select 'view serial numbers' on the left-hand navigation menu.
4. Use the filters in the 'filter inverter serial numbers' section to locate the relevant serial number(s).
5. Select the relevant check box on the left-hand side of the table.
6. Select the 'mark as ineligible' button and then select the relevant reason from the drop-down menu.
7. Select 'update'. A confirmation pop-up-box will appear, select 'yes' to confirm the status change of the serial number(s).

⁷ <http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx>



How to correct inverter serial number upload errors

If an upload of inverter serial numbers has the status 'completed with errors', you will need to upload the corrected serial number data to the ledger. To do this:

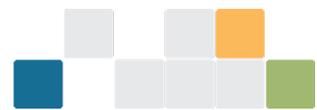
1. Log into the [Client Portal](#)⁸ and select the 'Renewable Energy Target' tab.
2. Scroll down to the available forms section and select the 'manage inverter serial numbers' tile.
3. Select 'view upload history' on the left-hand menu.
4. Locate the relevant file using the 'upload ID' or file name and select 'export file' in the 'actions' column.
5. The file exported will have a column called 'comment'. This column will detail the outcome of each row and is where you will be able to filter and see the serial numbers that were not uploaded to the ledger.
 - » If the serial number(s) are duplicates, then there is no further action required. The ledger won't allow duplicate entries.
 - » If the serial number(s) are not duplicates you will need to rectify the error and upload the corrected serial numbers to the ledger again. You do not need to import the entire file again, just the rows that have errors.
6. To upload the corrected serial numbers, follow the steps in [adding serial numbers to the ledger](#) and [updating the status of an inverter serial number](#) sections.
7. You will be notified by email when the data has been processed and uploaded to the ledger.
8. Use the below table to assist you when your uploaded files have the 'completed with errors' status.

Error Message	Solution
Model not found	The model name entered must match the model name on the CEC's approved inverter list ⁹ . This includes the 'declaration' or 'AS4777-2 2020' suffix where applicable.
Manufacturer not found	The manufacturer name entered into the 'manufacturer' column must match the name on the CEC's approved inverter list ¹⁰ . Refer to the approved inverter list to ensure the details have been entered correctly.
The file does not match the required format	<p>The headers used when adding or updating serial numbers must match the required format.</p> <p>See the adding inverter serial numbers to the ledger and the updating the status of an inverter serial number sections of this guidance to ensure your headers match.</p> <p>Using the template CSVs will also ensure your headers are correct.</p>

⁸ <http://www.cleanenergyregulator.gov.au/OSR/CP/Pages/default.aspx>

⁹ <https://www.cleanenergycouncil.org.au/industry/products/inverters/approved-inverters>

¹⁰ <https://www.cleanenergycouncil.org.au/industry/products/inverters/approved-inverters>



Model is not linked to the supplier	<p>Your organisation is not listed as an importer for the manufacturer.</p> <p>You will need to confirm that the model and manufacturer details are correct. Contact the CEC to confirm your organisation is a responsible supplier of the inverter(s).</p>
Duplicate serial number	<p>The serial number you have entered is a duplicate.</p> <p>No further action is required.</p> <p>You can view all uploaded serial numbers on the 'view inverter serial numbers' page. The data can also be exported to a CSV file to assist in the management of duplicates.</p>
Status cannot be changed to eligible	<p>If you have updated the status of a serial number to 'ineligible' it cannot be changed to 'eligible'. If the serial number(s) were marked as ineligible in error, contact CER at enquiries@cleanenergyregulator.gov.au.</p>
Must provide a valid reason	<p>A valid reason must be provided when changing the status of serial number.</p> <p>See the updating the status of an inverter serial number section for the list of reasons a serial number can be marked as ineligible.</p>

For more information

Please contact CER on 1300 553 542 or email enquiries@cleanenergyregulator.gov.au