Solar Panel Serial Number Ledger guidance

Australian manufacturers and importers/responsible suppliers

September 2021
Version 1

Purpose

This guidance is designed to assist Australian manufacturers and importers/responsible suppliers to upload solar panel serial number data to the Clean Energy Regulator's (the agency's) solar panel serial number ledger (ledger). It details the process for the creation or upgrading of a REC Registry account with the agency and instructions for uploading serial number data to the ledger via the REC Registry. Further information about the ledger[1] is available at the agency website.

Australian manufacturers, importers/responsible suppliers who do not currently have a REC Registry account will need to create an account to provide serial number data to the ledger. Those who currently hold an active REC Registry account will need to upgrade their account to upload serial number data to the ledger.

How to create a REC Registry account

Please note: account creation will need to be undertaken by the contact person provided to the Clean Energy Council (CEC) when registering as an Australian manufacturer or importer/responsible supplier for panels on the CEC list of Approved PV Modules. Contact the CEC directly to confirm or change the details of your nominated contact person.

1. Go to the agency's Client Portal[2] and select 'Sign up', then follow the steps to create an account.

2. Once you are logged into the Client Portal, select 'Renewable Energy Target' from the top banner.

3. Select 'Apply for REC Registry account'. This will redirect you to the REC Registry. Select 'Apply for an account', then select the account type 'Supplier'.

Please note: the 'General account' type will be pre-selected when applying for a 'Supplier' account as this is required to create all account types – you will not be able to deselect this option.

4. Complete each section of the online application and select 'Submit'. Ensure you use your business's legal entity name and Australian business number (ABN) as registered with:

   - the Australian Business Register (ABR), and

   - the CEC when your business was nominated as an Australian importer/responsible supplier or local manufacturer for solar panels on the CEC list of Approved PV Modules.

5. When your account application has been successfully assessed by the agency, access will be provided so you can upload data to the ledger.

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[1] www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/solar-panel-serial-number-ledger
[2] www.cleanenergyregulator.gov.au/OSR/CP

You will be able to add additional users to your account once your account application has been successfully assessed. The process to add a user can be found under the heading 'Managing your REC Registry account' at <u>Create an account</u>[3].

Upgrade an existing REC Registry account

Please note: this must be completed by an existing account user with administrator permissions. You will be able to add additional users to your account once your account upgrade application has been successfully assessed. The process to add a user can be found under the heading 'Managing your REC Registry account' at <u>Create an account</u>[4].

1. Log into the REC Registry via the Client Portal. Go to the 'My account' section and select 'Account applications'.

2. Go to 'Upgrade account'.

3. Select 'Supplier' from the account type list. Complete all sections and select 'Next'.

4. When your account upgrade application has been successfully assessed, account access will be provided so you can upload your data to the ledger.

Upload data to the ledger via REC Registry

1. Log into the REC Registry via the Client Portal.

2. Select 'Small units' in the left-hand side menu to expand a set of options, then select 'Panel serial numbers'.

3. Select 'Upload panel serial numbers'.

4. Follow the prompts to make your declaration and upload data only using a .csv (comma-separated values) file type.

> **By making a declaration to the agency, you agree to several aspects including that you have taken all reasonable steps to confirm the data is true and correct before uploading the data.**

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[3] www.cleanenergyregulator.gov.au/OSR/REC/Create-an-account
[4] www.cleanenergyregulator.gov.au/OSR/REC/Create-an-account

To avoid errors when uploading data, your .csv file type must include no more than 1000 items (rows) and must include the following column headings and cell data types:

Supplier name	Licensee/Certificate holder	Model number	Serial number
Your business's legal entity name, as registered with the CEC, representing the Licensee/Certificate holder's importer/responsible supplier	As registered with the CEC	The model imported by your business as the authorised supplier and as registered with the CEC	The serial number corresponding to the model imported by your business and as registered with the CEC

5.   Once the data upload is successful, the 'File upload successful' screen is displayed.

How to mark serial number data as ineligible/invalid

Where incorrect serial number data (including ineligible panels) has been provided to the ledger, verification services, Australian manufacturers and importers/responsible suppliers should mark these serial numbers as ineligible in the REC Registry. All data connected to the seral number is included in this process.

Please note: the term used in the REC Registry to mark serial number data as ineligible is 'invalid'.

Once the serial numbers and any related data has been marked as 'invalid', you will be able to resubmit the serials with corrected data.

To mark serial number data as ineligible/invalid:

1.   Log into the REC Registry via the Client Portal[5].

2.   Select 'Small units' on the left-hand side menu to expand a set of options and select 'Panel serial numbers'.

3.   The 'Search panel serial numbers' page is displayed. In this screen you can use any of the search parameters to narrow the search to locate the serial number data you'd like to change to 'Invalid'.

4.   Once you have set your search parameters, select 'Search'. Any serial matching your parameters is displayed under 'Panel serial numbers found' at the bottom of the page.

5.   Using the slide bar located at the bottom of the page, scroll across to the right and select the relevant row/s. You can select all the rows by using the check box 'Select all that matched search criteria' located at the top of your search results.

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[5] www.cleanenergyregulator.gov.au/OSR/CP

6. Once you have selected the record/s you wish to remove from the data set, scroll to the bottom of the screen and select 'Mark as invalid'.

7. A dialog box will be displayed confirming your action. Select the appropriate reason from the list of reasons provided and select 'Mark as invalid'.

Please note: if you select 'Other' you will need to provide a reason in the free text box as to why you are marking the data as 'invalid'.

8. Once this action is complete you will be able to upload any corrected serial number data to the ledger.

For more information

Please contact the agency on 1300 553 542 or by email at enquiries@cleanenergyregulator.gov.au.