



Australian Government

Clean Energy Regulator

RENEWABLE
ENERGY
TARGET

Solar Panel Serial Number Ledger guidance

Verification service providers

September 2021

Version 1

Purpose

This guidance is designed to assist verification service providers (operating in the Solar Panel Validation (SPV) Initiative) 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 creating and upgrading accounts in the agency's REC Registry and instructions for uploading serial number data to the ledger via the REC Registry or via an application program interface (API). Further information about the [ledger¹](#) is available at the agency's website.

Verification service providers 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 *do* hold an active REC Registry account will need to upgrade their account to be able 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 agency. Contact the agency directly to confirm or change the details of your nominated contact person.

1. Go to the agency's [Client Portal²](#) 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 'Verification Service Provider'.

Please note: the 'General account' type will be pre-selected when applying for a 'Verification Service Provider' account as this is required to create all account types. You will not be able to de-select this option.

4. Complete each section of the online application and select 'Submit'. Ensure you use your business' legal entity name and ABN as supplied/registered with the Clean Energy Regulator for the SPV Initiative.
5. When your account application has been successfully assessed by the agency, access will be provided so you can upload data to the ledger.

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

¹ www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/solar-panel-serial-number-ledger

² www.cleanenergyregulator.gov.au/OSR/CP

successfully assessed. The process to add a user can be found under the heading 'Managing your REC Registry account' at [Create an account](#)³.

1. Log into the REC Registry via the Client Portal, go to the 'My account' section then select 'Account applications'.
2. Go to 'Upgrade account'.
3. Select 'Verification Service Provider' 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 and made all reasonable enquiries to confirm the truth and accuracy of the data provided by Approved Entities prior to uploading the data.

To avoid errors when uploading data, your .csv (comma-separated values) 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
As registered with the CEC (also referred to as importer/responsible supplier)	As registered with the CEC	The model imported by authorised supplier and as registered with the CEC	The serial number corresponding to the model imported by authorised supplier and as registered with the CEC

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

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

Upload data to the ledger via API

REC Registry declaration

Please note: to upload serial number data via API, your declaration (made via the REC Registry) must be current. Declarations must be made every 3 months to upload data to the agency's ledger via API.

To confirm your declaration is current or to make a declaration:

1. Log into the REC Registry via the Client Portal.
2. Select 'Small units' on the left-hand side menu to expand a set of options, then select 'Panel serial numbers'. Your declaration status is displayed to the right.
3. To make a declaration, select 'Declaration for API Users' and follow the prompts.

Register for an API key and upload data

This guidance assumes that you have API software (your chosen API application) and knowledge on how to use that software.

1. Go to the agency's Client Portal and log in.
2. From the home page select 'Developer Portal' found under the heading 'Systems' and select 'Login'. You will be automatically logged in as part of the agency's single sign on functionality.
3. Once you are in the Developer Portal, go to the 'Products' tab.
4. Select 'Serial Number Ledger' from the list of products.
5. Scroll to 'Your subscriptions'.

Please note: you must give your subscription a name before subscribing and agree to the terms of use. Ensure to choose a name that helps you differentiate between subscriptions.

6. Press 'Subscribe'. You will then be redirected to your profile page.
7. In the 'Subscriptions' section press 'Show' (adjacent to the 'Primary Key') to retrieve your primary API key (a secondary API key is not required).
8. Go to the 'APIs' tab, then select 'Serial number ledger' from the list of APIs.
9. Information on the API endpoints, including the request URL and schema is shown. Use the request URL within your chosen API application.
10. Update the 'Headers' within your chosen API application as shown under 'Request headers' in the Developer Portal.
11. Use the 'Example' JSON text that is displayed within the body of your chosen API application.
12. Your response received will indicate 'Successful' or 'Unsuccessful'.

How to mark serial number data as ineligible/invalid

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

Please note: the term used in 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](#)⁴.
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.
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.

⁴ www.cleanenergyregulator.gov.au/OSR/CP