

SGU Bulk Upload Guidelines

- Please provide as much relevant information as possible; ensuring that all information submitted is accurate, including the formatting.
- When specifying an Installation, Owner, or Installer address ensure that the Town/Suburb, Postcode, and State match.
- Provide full addresses for the Owner and Installer, i.e. Street name and number or Unit name and number (as well as other address fields).
- Leave all non-mandatory fields empty if they do not apply (Do not enter 0 (zero) or N/A).

Field	Field name	Details	Mandatory	Notes
1	Fuel Source	The type of fuel consumed which must be one of: S.G.U. - Hydro (Deemed) S.G.U. - Wind (Deemed) S.G.U. - Solar (Deemed) <i>This must match exactly with the examples given above, including spaces.</i>	Yes	<ul style="list-style-type: none"> • There are only three eligible fuel sources that may be deemed by the ORER as a Small Generation Unit (SGU).
2	System Brand	The brand of system being installed.	No	<ul style="list-style-type: none"> • There is no list to choose from, simply enter the brand.
3	System Model	The model of system being installed.	No	<ul style="list-style-type: none"> • There is no list to choose from, simply enter the model.
4	Installation Date	Date that the unit was installed in DD/MM/YYYY format. <i>This must match exactly with the examples given above.</i>	Yes	<ul style="list-style-type: none"> • This date cannot be in the future, but must be after 1 April 2001.
5	Disconnection Date	Date that the unit was disconnected in DD/MM/YYYY format. <i>This must match exactly with the examples given above.</i>	No	<ul style="list-style-type: none"> • Leave empty if not required.
6	Rebate	Have you received or been approved for a rebate or financial assistance (including Solar Credits) for any small generation unit at this address?	Yes	<ul style="list-style-type: none"> • Must be answered with the letter Y for yes and N for no.
7	Solar Credits	Have you received Solar Credits (multiplied RECs) for a small generation unit at this premises/address?	Yes	<ul style="list-style-type: none"> • Must be answered with the letter Y for yes and N for no.
8	Eligible Premises	Is this an ELIGIBLE premises for Solar Credits (REC Multiplier)?	Yes	<ul style="list-style-type: none"> • Must be answered with the letter Y for yes and N for no.
9	Complete Unit	Are you installing a complete unit (additional capacity to an existing system is not considered a complete unit)?	Yes	<ul style="list-style-type: none"> • Must be answered with the letter Y for yes and N for no.
10	Grid Connected	Is the system connected to an electricity supply grid? Y/N	No	<ul style="list-style-type: none"> • Must be answered with the letter Y for yes and N for no.
11	Site specific audit report	Is a site-specific audit report provided? Y/N. Must be Y if non-default resource availability for wind or hydro fuel source.	No	<ul style="list-style-type: none"> • Must be answered with the letter Y for yes and N for no.
12	Serial Numbers	A ' ' (pipe) separated list of SGU serial numbers for this unit.	Yes	<ul style="list-style-type: none"> • All serial numbers associated with the installation, such as 'PV panel numbers'.
13	Deeming Years	Number of years for which RECs are being claimed. Valid values are 1, 5, and 15. <i>This must match exactly with the examples given above.</i>	Yes	<ul style="list-style-type: none"> • The 15 year period is only available for new Solar SGUs that are registered within 12 months of installation.

14	CEC/BCSE Accredited Installer Number	CEC/BCSE Accredited Installer Number. Must contain letters and/or numbers only.	No	<ul style="list-style-type: none"> CEC/BCSE Accredited Installer Number is required for installations claiming RECs for a 15 year deeming period.
15	Rated Power Output	Rated output in kW of the installation. Enter as a number only (no letters/symbols) correct to 2 decimal places.	Yes	<ul style="list-style-type: none"> Maximum values: Hydro = 6.4kW, Wind = 10kW, and Solar = 100kw.
16	Number of Solar Panels	Number of solar panels in the system. Enter as a whole number only.	No	<ul style="list-style-type: none"> Mandatory for Solar installations.
17	Default Resource Availability	Is the default resource availability being claimed for the installation? Only applies, and is mandatory for Wind and Hydro installations.	No	<ul style="list-style-type: none"> Must be answered with the letter Y for yes and N for no.
18	Non-default Resource Availability	Number of hours per year of availability if Default Resource Availability is N. Mandatory if Default Resource Availability is N.	No	<ul style="list-style-type: none"> You will need to provide ORER with a site audit report.
19	Customer Reference	Customer-assigned reference code to assist in identifying the installation.	No	<ul style="list-style-type: none"> Only use for personal reference purposes.
20	Installation Property Name	Name of the property, boat, chassis number etc.	No	<ul style="list-style-type: none"> You can use this field to record boat names, chassis numbers or any other descriptor name.
21	Installation Unit Type	One of the following values: Block, Floor, Grid, Jetty, LOC, Level, Lot, PO BOX,R MB, Section, Shed, Shop, Site, Suite, Unit.	No	<ul style="list-style-type: none"> For example, if the address begins 2/100 Smith Street, enter Unit in this field, and 2 in field 17.
22	Installation Unit Number	Number of the unit type.	No	<ul style="list-style-type: none"> For example, if the address begins 2/100 Smith Street, enter 2 in this field, and 2 in field 16.
23	Installation Street Number	Street number	No	<ul style="list-style-type: none"> For example, if the system was installed at 100 Smith Street, enter 100 in this column, Smith in field 19, and ST in field 20.
24	Installation Street Name	Street name	No	<ul style="list-style-type: none"> For example, if the system was installed at 100 Smith Street, enter Smith in this column, 100 in field 18, and ST in field 20.
25	Installation Street Type	Type of street, using the following format: Access = ACS, Alley = ALLY, Approach = APPR, Arcade = ARC, Avenue = AVE, Bend = BND, Boulevard = BVD, Broadway = BWY, Chase = CHS, Close = CLS, Circle = CRCL, Circuit = CRCT, Common = COMN, Crescent = CRES, Corner = CRN, Circus = CRS, Court = CRT, Cove = CV, Drive = DR, End = END, Entrance = ENTR, Esplanade = ESP, Freeway = FWY, Gap = GAP, Gate = GATE, Glade = GLD, Glen = GLEN, Grove = GR, Gardens = GRDN, Heights = HGHT, Hill = HILL, Highway = HWY, Junction = JCTN, Key = KEY, Lane = LANE, Link = LINK, Loop = LOOP, Mall = MALL, Meander = MNDR, Mews = MEWS,	No	<ul style="list-style-type: none"> For example, if the system was installed at 100 Smith Street, enter ST in this column, 100 in field 18, and Smith in field 19. Street type must be entered based on the codes provided in the Details column.

		Motorway = MWY, Outlook = OTLK, Pass = PASS, Path = PATH, Parade = PDE, Place = PL, Plaza = PLZ, Promenade = PRMD, Pathway = PTWY, Parkway = PWAY, Point = PT, Ramble = RBL, Retreat = RTRT, Quay = QUAY, Road = RD, Rest = REST, Rise = RISE, Row = ROW, Square = SQ, Street = ST, Strip = STRP, Terrace = TCE, Track = TRCK, Turn = TRN, Vale = VALE, View = VIEW, Village = VILG, Vista = VSTA, Walk = WALK, Way = WAY, Waters = WTRS, Wynd = WYND.		
26	Installation Town / Suburb	Town or Suburb.	Yes	<ul style="list-style-type: none"> This must be a valid Australia Post postal district. If the installation is in a remote area you must use the closest postal district.
27	Installation State	One of the following values: Australian Capital Territory = ACT, New South Wales = NSW, Northern Territory = NT, Queensland = QLD, South Australia = SA, Tasmania = TAS, Victoria = VIC, Western Australia = WA.	Yes	<ul style="list-style-type: none"> The state in which the system has been installed. State must be entered based on the codes provided in the Details column.
28	Installation Postcode	1-7 characters. Must be 4 numbers for Australian addresses. Three number postcodes must be entered with a '0' (zero) in front.	Yes	<ul style="list-style-type: none"> This must be a valid Australia Post postal district. If the installation is in a remote area you must use the closest postal district.
29	Installation GIS Location	GIS data should be formatted as follows: ##.##.##.## S ##.##.##.## E	No	<ul style="list-style-type: none"> This should only be used for regional and remote locations where street address information is not available.
30	Installation Special Address	Additional address information. Must be included whenever street address information is not available. Also used to distinguish between multiple installations at an address.	No	<ul style="list-style-type: none"> An ORER officer should be able to easily locate the installation without requiring further information.
31	Owner First name	Must be <= 70 characters	Yes	<ul style="list-style-type: none"> Enter the first name of the owner of the system at the time it was installed.
32	Owner Surname	Must be <= 30 characters	Yes	<ul style="list-style-type: none"> Enter the surname of the owner of the system at the time it was installed.
33	Owner Unit Type	One of the following values: Block, Floor, Grid, Jetty, LOC, Level, Lot, PO BOX, RMB, Section, Shed, Shop, Site, Suite, Unit.	No	<ul style="list-style-type: none"> For example, if the address begins 2/100 Smith Street, enter Unit in this field, and 2 in field 29.
34	Owner Unit Number	Number of the unit type.	No	<ul style="list-style-type: none"> For example, if the address begins 2/100 Smith Street, enter 2 in this field, and Unit in field 28.
35	Owner Street Number	Street number.	No	<ul style="list-style-type: none"> For example, if the owner's contact address is 100 Smith Street, enter 100 in this column, Smith in field 31, and ST in field 32.
36	Owner Street Name	Street name.	No	<ul style="list-style-type: none"> For example, if the owner's contact address is 100 Smith Street, enter Smith in this column, 100 in field 30, and ST in field 32.

37	Owner Street Type	Type of street, using the following format: Access = ACS, Alley = ALLY, Approach = APPR, Arcade = ARC, Avenue = AVE, Bend = BND, Boulevard = BVD, Broadway = BWY, Chase = CHS, Close = CLS, Circle = CRCL, Circuit = CRCT, Common = COMN, Crescent = CRES, Corner = CRN, Circus = CRS, Court = CRT, Cove = CV, Drive = DR, End = END, Entrance = ENTR, Esplanade = ESP, Freeway = FWY, Gap = GAP, Gate = GATE, Glade = GLD, Glen = GLEN, Grove = GR, Gardens = GRDN, Heights = HGHT, Hill = HILL, Highway = HWY, Junction = JCTN, Key = KEY, Lane = LANE, Link = LINK, Loop = LOOP, Mall = MALL, Meander = MNDR, Mews = MEWS, Motorway = MWY, Outlook = OTLK, Pass = PASS, Path = PATH, Parade = PDE, Place = PL, Plaza = PLZ, Promenade = PRMD, Pathway = PTWY, Parkway = PWAY, Point = PT, Ramble = RBL, Retreat = RTRT, Quay = QUAY, Road = RD, Rest = REST, Rise = RISE, Row = ROW, Square = SQ, Street = ST, Strip = STRP, Terrace = TCE, Track = TRCK, Turn = TRN, Vale = VALE, View = VIEW, Village = VILG, Vista = VSTA, Walk = WALK, Way = WAY, Waters = WTRS, Wynd = WYND.	No	<ul style="list-style-type: none"> For example, if the owner's contact address is 100 Smith Street, enter ST in this column, 100 in field 30, and Smith in field 31. Street type must be entered based on the codes provided in the Details column.
38	Owner Town / Suburb	Town or Suburb.	Yes	<ul style="list-style-type: none"> This must be a valid Australia Post postal district. If the address is in a remote area you must use the closest postal district.
39	Owner State	One of the following values: Australian Capital Territory = ACT, New South Wales = NSW, Northern Territory = NT, Queensland = QLD, South Australia = SA, Tasmania = TAS, Victoria = VIC, Western Australia = WA.	Yes	<ul style="list-style-type: none"> State must be entered based on the codes provided in the Details column.
40	Owner Postcode	1-7 characters. Must be 4 numbers for Australian addresses. Three number postcodes must be entered with a '0' (zero) in front.	Yes	<ul style="list-style-type: none"> This must be a valid Australia Post postal district. If the owner's contact address is in a remote area you must use the closest postal district.
41	Owner Country	Two character ISO Country code. Hold down the CTRL key and Click on the link to see a complete list of country codes http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html	Y	<ul style="list-style-type: none"> If the owner resides in another country, please reference the correct ISO Country code.
42	Owner Phone	Phone number examples: 0395559999, 1800123123.	Yes	<ul style="list-style-type: none"> Phone number must be exactly 10 digits in length, with no spaces.
43	Owner Fax	Fax number examples: 0395559999, 1800123123.	No	<ul style="list-style-type: none"> Fax number must be exactly 10 digits in length, with no spaces.
44	Owner Mobile	Mobile number example: 0413888000.	No	<ul style="list-style-type: none"> Mobile number must be exactly 10 digits in length, with no spaces.
45	Owner Email	Email address. Valid formats include: name@domain.com, name@domain.com.au	No	<ul style="list-style-type: none"> Enter the email address of the owner.
46	Installer First name	<= 70 characters.	Yes	<ul style="list-style-type: none"> Enter the first name or company name of the installer of the system.
47	Installer Surname	<= 30 characters.	Yes	<ul style="list-style-type: none"> Enter the second name of the installer of the system. If you have entered a company name,

				type the word 'company' here.
48	Installer Unit Type	One of the following values: Block, Floor, Grid, Jetty, LOC, Level, Lot, PO BOX, RMB, Section, Shed, Shop, Site, Suite, Unit.	No	<ul style="list-style-type: none"> For example, if the address begins 2/100 Smith Street, enter Unit in this field, and 2 in field 44.
49	Installer Unit Number	Number of the unit type.	No	<ul style="list-style-type: none"> For example, if the address begins 2/100 Smith Street, enter 2 in this field, and Unit in field 43.
50	Installer Street Number	Street number.	No	<ul style="list-style-type: none"> For example, if the owner's contact address is 100 Smith Street, enter 100 in this column, Smith in field 46, and ST in field 47.
51	Installer Street Name	Street name.	No	<ul style="list-style-type: none"> For example, if the owner's contact address is 100 Smith Street, enter Smith in this column, 100 in field 45, and ST in field 47.
52	Installer Street Type	Type of street, using the following format: Access = ACS, Alley = ALLY, Approach = APPR, Arcade = ARC, Avenue = AVE, Bend = BND, Boulevard = BVD, Broadway = BWY, Chase = CHS, Close = CLS, Circle = CRCL, Circuit = CRCT, Common = COMN, Crescent = CRES, Corner = CRN, Circus = CRS, Court = CRT, Cove = CV, Drive = DR, End = END, Entrance = ENTR, Esplanade = ESP, Freeway = FWY, Gap = GAP, Gate = GATE, Glade = GLD, Glen = GLEN, Grove = GR, Gardens = GRDN, Heights = HGHT, Hill = HILL, Highway = HWY, Junction = JCTN, Key = KEY, Lane = LANE, Link = LINK, Loop = LOOP, Mall = MALL, Meander = MNDR, Mews = MEWS, Motorway = MWY, Outlook = OTLK, Pass = PASS, Path = PATH, Parade = PDE, Place = PL, Plaza = PLZ, Promenade = PRMD, Pathway = PTWY, Parkway = PWAY, Point = PT, Ramble = RBL, Retreat = RTRT, Quay = QUAY, Road = RD, Rest = REST, Rise = RISE, Row = ROW, Square = SQ, Street = ST, Strip = STRP, Terrace = TCE, Track = TRCK, Turn = TRN, Vale = VALE, View = VIEW, Village = VILG, Vista = VSTA, Walk = WALK, Way = WAY, Waters = WTRS, Wynd = WYND.	No	<ul style="list-style-type: none"> For example, if the owner's contact address is 100 Smith Street, enter ST in this column, 100 in field 45, and Smith in field 46. Street type must be entered based on the codes provided in the Details column.
53	Installer Town / Suburb	Town or Suburb	Yes	<ul style="list-style-type: none"> This must be a valid Australia Post postal district. If the address is in a remote area you must use the closest postal district.
54	Installer State	One of the following values: Australian Capital Territory = ACT, New South Wales = NSW, Northern Territory = NT, Queensland = QLD, South Australia = SA, Tasmania = TAS, Victoria = VIC, Western Australia = WA.	Yes	<ul style="list-style-type: none"> State must be entered based on the codes provided in the Details column.
55	Installer Postcode	1-7 characters. Must be 4 numbers for Australian addresses. Three number postcodes must be entered with a '0' (zero) in front.	Yes	<ul style="list-style-type: none"> This must be a valid Australia Post postal district. If the Installer's contact address is in a remote area you must use the closest postal district.

56	Installer Country	Two character ISO Country code. Hold down the CTRL key and Click on the link to see a complete list of country codes http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html	Yes	<ul style="list-style-type: none"> • If the Installer resides in another country, please reference the correct ISO Country code.
57	Installer Phone	Phone number examples: 0395559999, 1800123123.	Yes	<ul style="list-style-type: none"> • Phone number must be exactly 10 digits in length, with no spaces.
58	Installer Fax	Fax number examples: 0395559999, 1800123123.	No	<ul style="list-style-type: none"> • Fax number must be exactly 10 digits in length, with no spaces.
59	Installer Mobile	Mobile number example: 0413888000.	No	<ul style="list-style-type: none"> • Mobile number must be exactly 10 digits in length, with no spaces.
60	Installer Email	Email address. Valid formats include: name@domain.com, name@domain.com.au	No	<ul style="list-style-type: none"> • Enter the email address of the owner.