

## SGU Re-Register 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	Accreditation Code	The accreditation code must be entered of the system you wish to redeem. <i>This must match exactly with the examples given above.</i>	Yes	• This cannot be left empty.
2	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	• Leave empty if not required.
3	Grid Connected	Is the system connected to an electricity supply grid? Y/N	No	• Must be answered with the letter Y for yes and N for no.
4	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	• Must be answered with the letter Y for yes and N for no.
5	Serial Numbers	A ' ' (pipe) separated list of SGU serial numbers for this unit.	Yes	• All serial numbers associated with the installation, such as 'PV panel numbers'.
6	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	• Solar SGUs that have been registered for 15 years cannot be re-registered.
7	Rated Power Output	Rated output in kW of the installation. Enter as a number only (no letters/symbols) correct to 2 decimal places.	Yes	• Maximum values: Hydro = 6.4kW, Wind = 10kW, and Solar = 100kw.
8	Number of Solar Panels	Number of solar panels in the system. Enter as a whole number only.	No	• Mandatory for Solar installations.
9	Default Resource Availability	Is the default resource availability being claimed for the installation? Only applies, and is mandatory for Wind and Hydro installations.	No	• Must be answered with the letter Y for yes and N for no.
10	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	• You will need to provide ORER with a site audit report.
11	Owner First name	Must be <= 70 characters	Yes	• Enter the first name of the owner of the system at the time it was installed.
12	Owner Surname	Must be <= 30 characters	Yes	• Enter the surname of the owner of the system at the time it was installed.
13	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	• For example, if the address begins 2/100 Smith Street, enter Unit in this field, and 2 in field 29.
14	Owner Unit	Number of the unit type.	No	• For example, if the address begins

	Number			2/100 Smith Street, enter 2 in this field, and Unit in field 28.
15	Owner Street Number	Street number.	No	<ul style="list-style-type: none"> <li>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.</li> </ul>
16	Owner Street Name	Street name.	No	<ul style="list-style-type: none"> <li>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.</li> </ul>
17	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"> <li>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.</li> <li>Street type must be entered based on the codes provided in the Details column.</li> </ul>
18	Owner Town / Suburb	Town or Suburb.	Yes	<ul style="list-style-type: none"> <li>This must be a valid Australia Post postal district. If the address is in a remote area you must use the closest postal district.</li> </ul>
19	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"> <li>State must be entered based on the codes provided in the Details column.</li> </ul>
20	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"> <li>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.</li> </ul>
21	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 <a href="http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html">http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html</a>	Y	<ul style="list-style-type: none"> <li>If the owner resides in another country, please reference the correct ISO Country code.</li> </ul>
22	Owner Phone	Phone number examples: 0395559999, 1800123123.	Yes	<ul style="list-style-type: none"> <li>Phone number must be exactly 10 digits in length, with no spaces.</li> </ul>

23	Owner Fax	Fax number examples: 0395559999, 1800123123.	No	<ul style="list-style-type: none"> <li>Fax number must be exactly 10 digits in length, with no spaces.</li> </ul>
24	Owner Mobile	Mobile number example: 0413888000.	No	<ul style="list-style-type: none"> <li>Mobile number must be exactly 10 digits in length, with no spaces.</li> </ul>
25	Owner Email	Email address. Valid formats include: name@domain.com, name@domain.com.au	No	<ul style="list-style-type: none"> <li>Enter the email address of the owner.</li> </ul>
26	Installer First name	<= 70 characters.	Yes	<ul style="list-style-type: none"> <li>Enter the first name or company name of the installer of the system.</li> </ul>
27	Installer Surname	<= 30 characters.	Yes	<ul style="list-style-type: none"> <li>Enter the second name of the installer of the system.</li> <li>If you have entered a company name, type the word 'company' here.</li> </ul>
28	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"> <li>For example, if the address begins 2/100 Smith Street, enter Unit in this field, and 2 in field 44.</li> </ul>
29	Installer Unit Number	Number of the unit type.	No	<ul style="list-style-type: none"> <li>For example, if the address begins 2/100 Smith Street, enter 2 in this field, and Unit in field 43.</li> </ul>
30	Installer Street Number	Street number.	No	<ul style="list-style-type: none"> <li>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.</li> </ul>
31	Installer Street Name	Street name.	No	<ul style="list-style-type: none"> <li>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.</li> </ul>
32	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"> <li>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.</li> <li>Street type must be entered based on the codes provided in the Details column.</li> </ul>
33	Installer Town /	Town or Suburb	Yes	<ul style="list-style-type: none"> <li>This must be a valid Australia Post postal district. If the address is in a</li> </ul>

	Suburb			remote area you must use the closest postal district.
34	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"> <li>State must be entered based on the codes provided in the Details column.</li> </ul>
35	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"> <li>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.</li> </ul>
36	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 <a href="http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html">http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html</a>	Yes	<ul style="list-style-type: none"> <li>If the Installer resides in another country, please reference the correct ISO Country code.</li> </ul>
37	Installer Phone	Phone number examples: 0395559999, 1800123123.	Yes	<ul style="list-style-type: none"> <li>Phone number must be exactly 10 digits in length, with no spaces.</li> </ul>
38	Installer Fax	Fax number examples: 0395559999, 1800123123.	No	<ul style="list-style-type: none"> <li>Fax number must be exactly 10 digits in length, with no spaces.</li> </ul>
39	Installer Mobile	Mobile number example: 0413888000.	No	<ul style="list-style-type: none"> <li>Mobile number must be exactly 10 digits in length, with no spaces.</li> </ul>
40	Installer Email	Email address. Valid formats include: name@domain.com, name@domain.com.au	No	<ul style="list-style-type: none"> <li>Enter the email address of the owner.</li> </ul>