



**Philippine Electricity
Market Corporation**

GUIDELINES FOR THE USE OF THE SECURED FILE TRANSFER PROTOCOL (SFTP) FOR THE RENEWABLE ENERGY MARKET

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I. DESCRIPTION

The Renewable Energy Market (REM) Rules provides the REM Participants the opportunity to validate the issued Renewable Energy Certificates (RECs) by confirming with the RE Registrar the correctness of the issued RECs or by indicating the possible error.

This process will require, among others, the following –

- Transmittal by the RE Registrar of relevant data for a particular billing period;
- Submission by the REM Participants of the accomplished and signed REC Validation Form; and
- Submission by REM Participants of supporting documents or data, as deemed necessary.

For convenience, practicality, and promotion of **paperless exchanges and efficient communication**, the RE Registrar seeks to adopt a more convenient way to facilitate the receiving and sending of data and documents relating to REC validation to and from REM Participants.

II. OBJECTIVES

For the RE Registrar and REM Participants –

- To be guided on how to secure Log-In Credentials for the PEMC File Transfer Protocol (FTP) facility; and
- To be able to respond to matters relating to REC validation in a more convenient way.

III. SECURED FILE TRANSFER PROTOCOL (SFTP)

PEMC's SFTP has two servers as follows:

A. **Outgoing server:** <https://180.232.127.58>

The SFTP **Outgoing Server** allows participants to **VIEW** and/or **DOWNLOAD** the data provided by the RE Registrar for the REC validation.

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B. Incoming server: <https://180.232.127.59>

The **SFTP Incoming Server** allows the participants to **UPLOAD** the accomplished REC Validation Form and other applicable documents necessary to submit to the RE Registrar.

One log-in credential is provided to each company. The default Log-In Credentials for both servers are as follows:

Username: Company Name_01 (e.g., ABRECO_01, PELCO2_01, APRI_01)

Default Password: PemC1234

SFTP users are required to change the default password upon initial login. To change the password, follow the steps below:

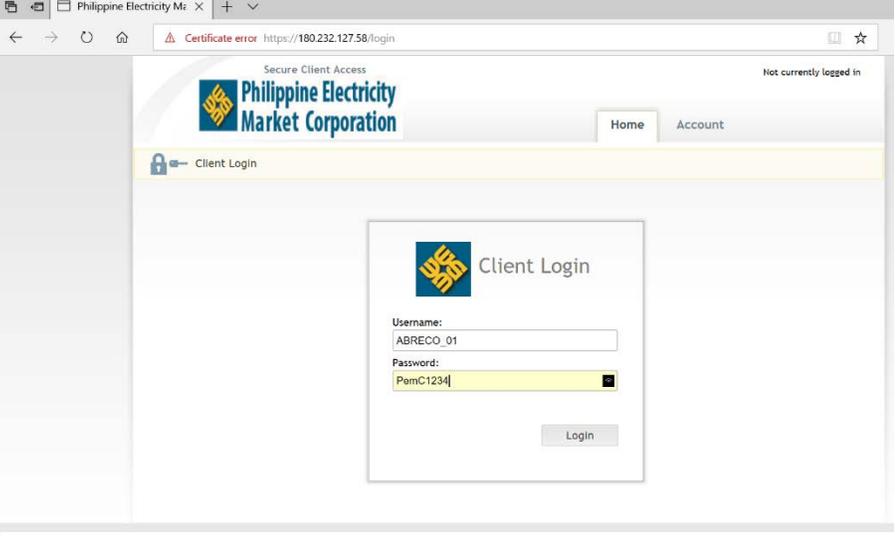
Table 1. How to Change the Default Password for Both Servers

Outgoing Server	
Steps	Screenshot
1. Open a browser (recommended is Mozilla Firefox) and type https://180.232.127.58	The screenshot shows a web browser window with the URL "https://180.232.127.58/login". The page title is "Secure Client Access" and it says "Not currently logged in". The Philippine Electricity Market Corporation logo is at the top left. There are "Home" and "Account" links at the top right. Below the logo, there is a "Client Login" section with a form containing "Username:" and "Password:" fields, and a "Login" button.

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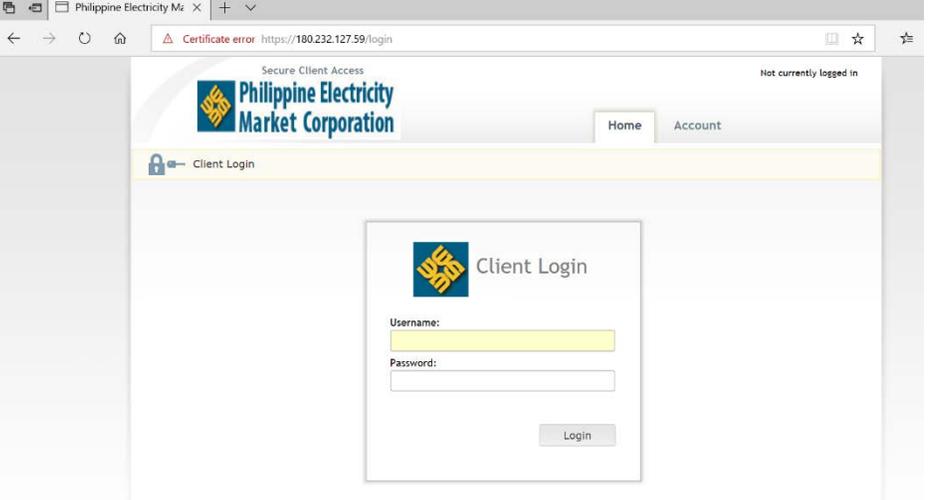
Steps	Screenshot
<p>2. Type your username and password. Click Login.</p>	 A screenshot of a web browser showing the "Secure Client Access" page for the Philippine Electricity Market Corporation. The page has a navigation bar with "Home" and "Account" links. Below the navigation bar is a "Client Login" section with a form. The form contains fields for "Username" (with the value "ABRECO_01") and "Password" (with the value "PamC1234"). A "Login" button is located at the bottom of the form. The browser's address bar shows a "Certificate error" for the URL "https://180.232.127.58/login".
<p>3. Click Account and click Change Password.</p>	 A screenshot of a web browser showing the "Account Settings" page for the Philippine Electricity Market Corporation. The page has a navigation bar with "Home", "Account", "Share", and "Logout" links. Below the navigation bar is an "Account Settings" section with a form titled "User Account for 'abreco_01'". The form contains fields for "User Name" (with the value "abreco_01"), "First Name" (with the value "ABRECO_01"), "Last Name", "Email", and "Telephone". There are "Address Book" and "Change Password" buttons at the bottom of the form. The browser's address bar shows a "Certificate error" for the URL "https://180.232.127.58/account?action=display".

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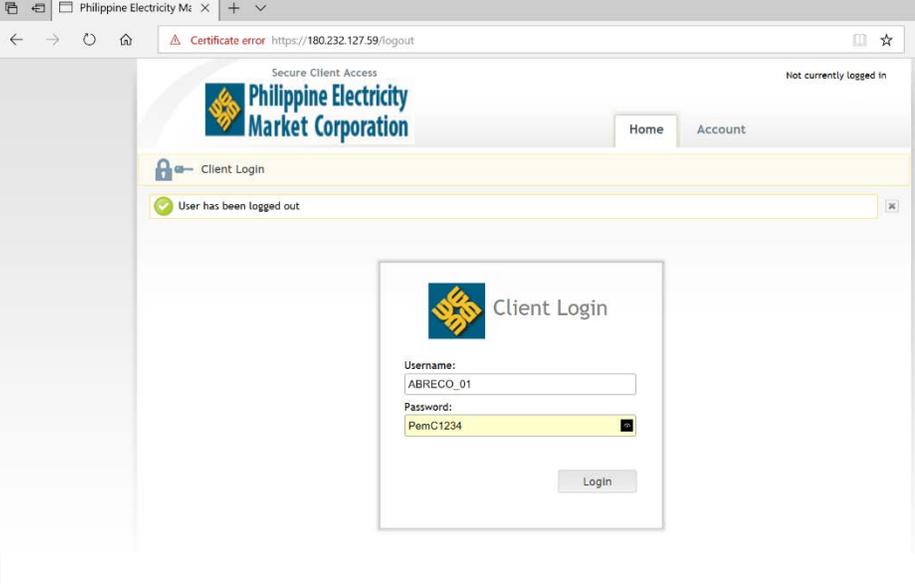
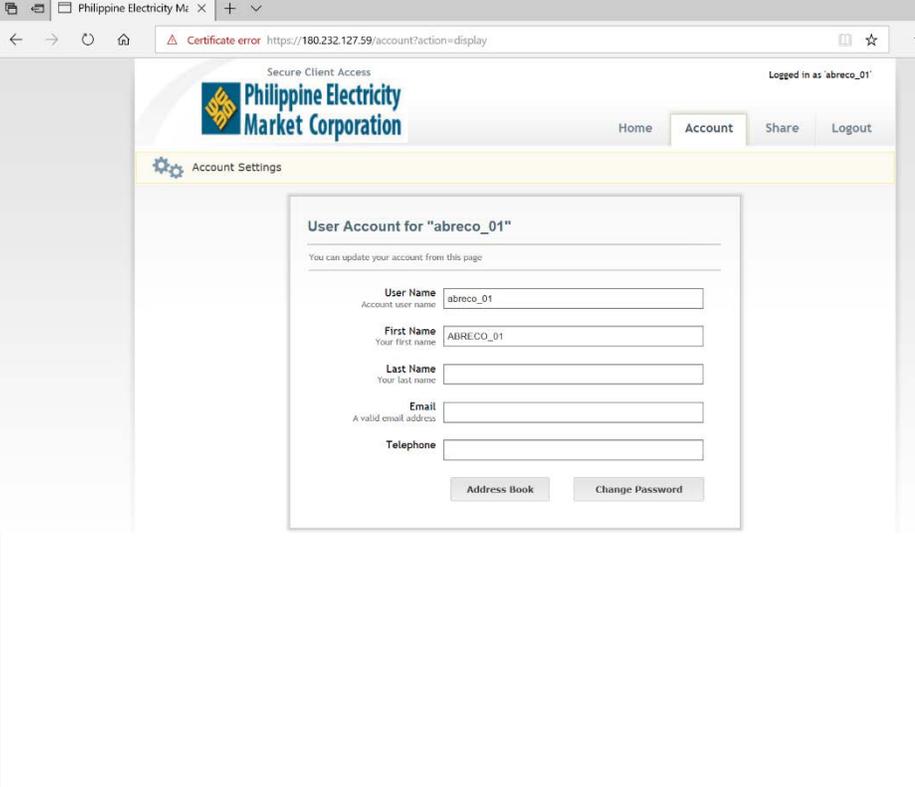
Steps	Screenshot
<p>4. Type your old password (PemC1234) and type your new password and confirm it as well.</p> <p>*Get a pen and paper, write your new password, for future reference.</p> <p>Click change password.</p> <p>Password change should be successful.</p>	 <p>The screenshot shows a web browser window with a "Certificate error" message in the address bar. The main content area displays the "Account Settings" page for a user account named "abreco_01". A "Change Password" dialog box is open, prompting the user to enter their "Old Password", "New Password", and "Confirm Password". The dialog box includes a "Change Password" button and a "Cancel" button. The background page shows navigation links for "Home", "Account", and "Share".</p>

Incoming Server	
Steps	Screenshot
<p>1. Open a browser (recommended is Mozilla Firefox) and type https://180.232.127.59</p>	 <p>The screenshot shows a web browser window with a "Certificate error" message in the address bar. The main content area displays the "Secure Client Access" page for the Philippine Electricity Market Corporation. The page includes the PEMC logo, navigation links for "Home" and "Account", and a "Client Login" section. The "Client Login" section contains a form with "Username:" and "Password:" fields, and a "Login" button. The page also indicates "Not currently logged in".</p>

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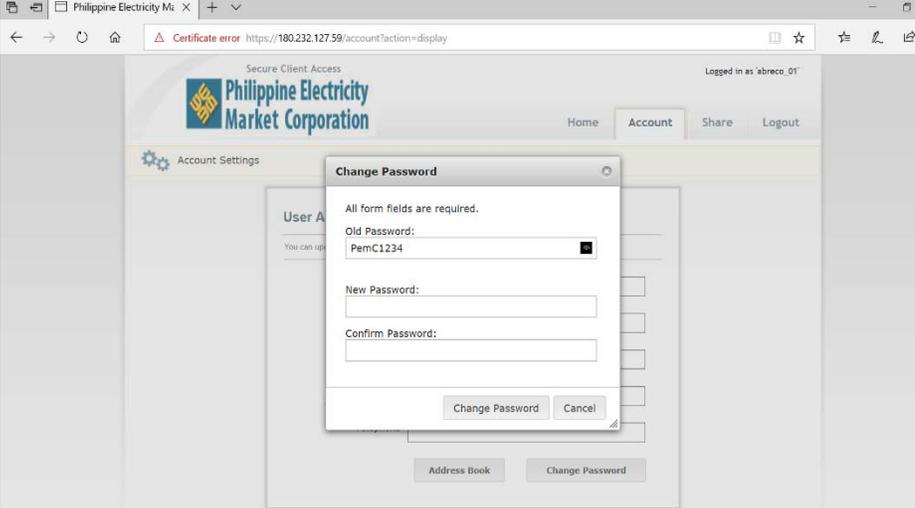


Steps	Screenshot
<p>2. Type your username and password. Click Login.</p>	 A screenshot of a web browser showing the "Client Login" page of the Philippine Electricity Market Corporation. The browser address bar shows a "Certificate error" for the URL https://180.232.127.59/logout. The page header includes the company logo and navigation links for "Home" and "Account". A message at the top states "User has been logged out". The main content area contains a "Client Login" form with fields for "Username" (containing "ABRECO_01") and "Password" (containing "PemC1234"), and a "Login" button.
<p>3. Click Account and click Change Password.</p>	 A screenshot of the "Account Settings" page on the Philippine Electricity Market Corporation website. The browser address bar shows the URL https://180.232.127.59/account?action=display. The page header shows the user is "Logged in as abreco_01" and includes navigation links for "Home", "Account", "Share", and "Logout". The main content area is titled "User Account for 'abreco_01'" and contains a form for updating account information. The form fields include "User Name" (abreco_01), "First Name" (ABRECO_01), "Last Name", "Email", and "Telephone". There are "Address Book" and "Change Password" buttons at the bottom of the form.

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Steps	Screenshot
<p>4. Type your old Password (PemC1234) and type your new password and confirm it as well.</p> <p>*Get a pen and paper, write down your new password for future reference.</p> <p>Click change password.</p> <p>Password change should be successful.</p>	 A screenshot of a web browser window showing the Philippine Electricity Market Corporation (PEMC) account settings page. A "Change Password" dialog box is open in the foreground. The dialog box contains the following text: "All form fields are required.", "Old Password:" followed by a text input field containing "PemC1234", "New Password:" followed by an empty text input field, and "Confirm Password:" followed by an empty text input field. At the bottom of the dialog box are two buttons: "Change Password" and "Cancel". The background of the browser window shows the PEMC logo, navigation links (Home, Account, Share, Logout), and a "Logged in as 'abreco_01'" status. A "Certificate error" message is visible in the browser's address bar.

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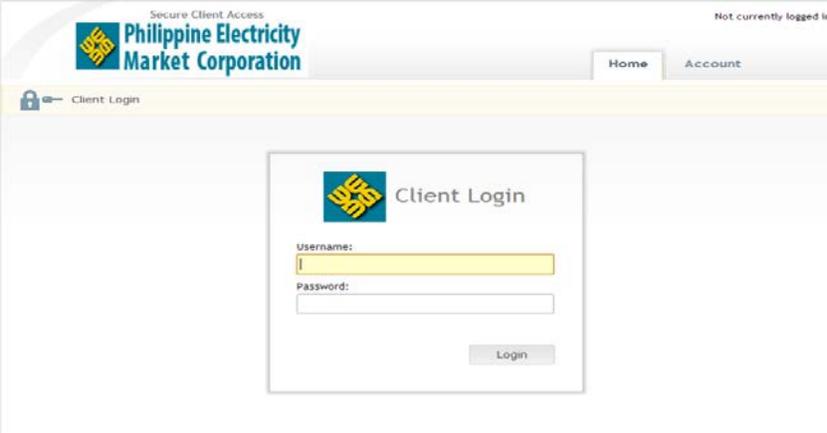
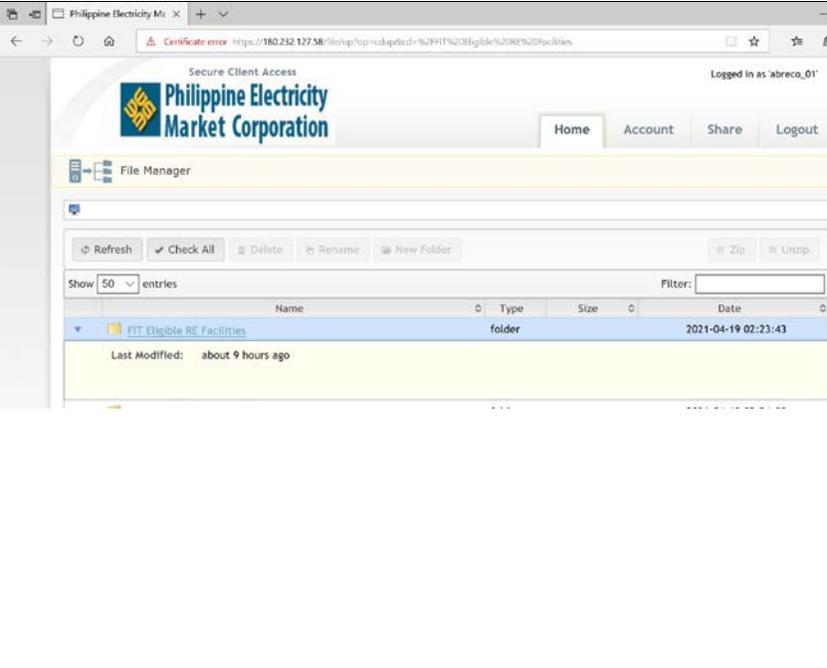


IV. HOW TO USE THE OUTGOING SERVER

Outgoing server: <https://180.232.127.58>

The SFTP **Outgoing Server** allows participants to **VIEW** and/or **DOWNLOAD** the data or documents provided by the RE Registrar for the REC validation.

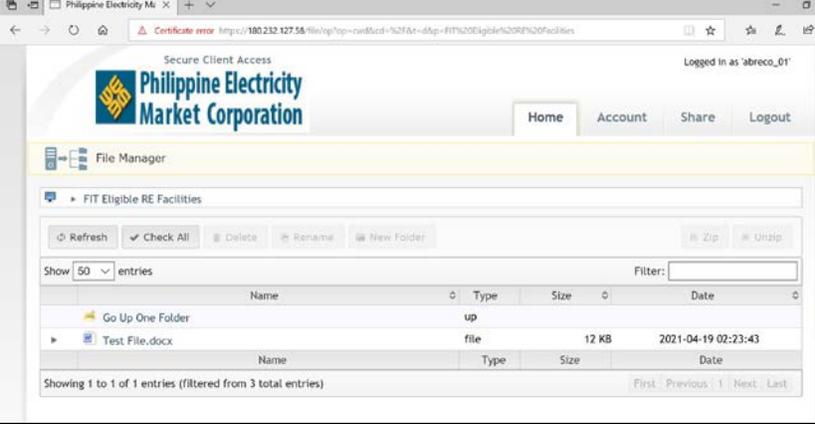
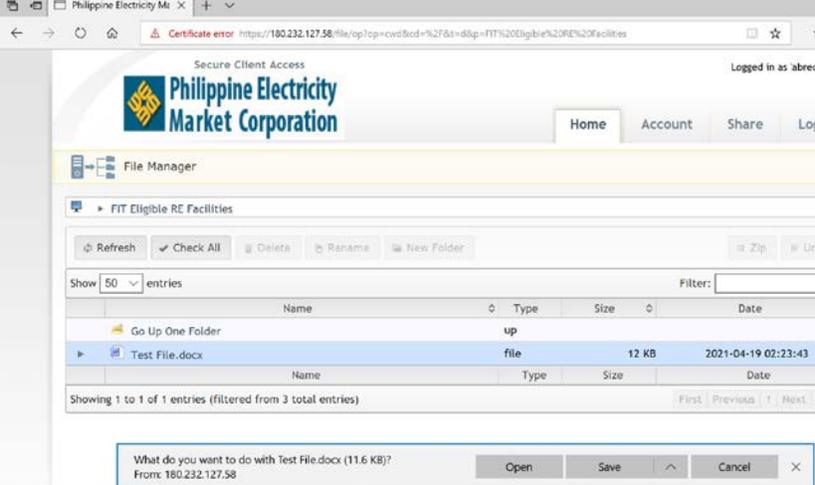
IV-A. Procedure for Downloading Files

Steps	Screenshot
<p>1. Log in to the PEMC FTP website at https://180.232.127.58/login. The recommended browser is Mozilla Firefox.</p>	 A screenshot of the "Secure Client Access" page for the Philippine Electricity Market Corporation. The page title is "Client Login". It features a central login form with fields for "Username:" and "Password:", and a "Login" button. The page also includes navigation links for "Home" and "Account" and a status indicator "Not currently logged in".
<p>2. Upon successful login, the user will see the FIT Eligible RE Facilities folder.</p> <p>This is the repository of files required for the validation of the REC of FIT compliance mechanism.</p>	 A screenshot of the "Secure Client Access" page after successful login. The page title is "File Manager". It shows a file management interface with a table of entries. The table has columns for "Name", "Type", "Size", and "Date". A folder named "FIT Eligible RE Facilities" is highlighted, with a "Last Modified" time of "about 9 hours ago". The page also includes navigation links for "Home", "Account", "Share", and "Logout", and a status indicator "Logged in as 'abreco_01'".

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Steps	Screenshot
<p>3. To download a file, select a folder and click the file you wish to download.</p>	 <p>The screenshot shows a web browser window displaying the Philippine Electricity Market Corporation's secure client access interface. The page title is "Secure Client Access" and the user is logged in as "abreco_01". The interface includes a "File Manager" section with a table of files. The file "Test File.docx" is selected, and its details (file type, 12 KB size, and date 2021-04-19 02:23:43) are visible in the table below.</p>
<p>4. Click "Save". Your downloaded file will appear on the "Downloads" folder of your computer.</p>	 <p>The screenshot shows the same file manager interface as the previous one, but with a download dialog box open at the bottom. The dialog box asks, "What do you want to do with Test File.docx (11.6 KB)? From: 180.232.127.58". The "Save" button is highlighted, indicating the user's action.</p>

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V. HOW TO USE THE INCOMING SERVER

Incoming server: <https://180.232.127.59>

The **SFTP Incoming Server** allows the participants to **UPLOAD** the accomplished REC Validation Form and other applicable documents necessary to submit to the RE Registrar.

V-A. Procedures for Uploading Files

Steps	Screenshot																
<p>1. Log in to the PEMC FTP website at https://180.232.127.59/login. The recommended browser is Mozilla Firefox.</p>																	
<p>2. Upon successful login, the main window will be displayed. The File Manager can be accessed under the Home tab.</p> <p>The File Manager contains three folders, as follows –</p> <ul style="list-style-type: none"> • Accepted – contains all successfully uploaded files. • Outgoing – is where the files will be uploaded. • Rejected – contains files with incorrect filename format. 	<table border="1" data-bbox="698 1659 1380 1764"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Size</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Accepted</td> <td>folder</td> <td></td> <td>2021-04-13 10:42:23</td> </tr> <tr> <td>Outgoing</td> <td>folder</td> <td></td> <td>2021-04-19 00:05:08</td> </tr> <tr> <td>Rejected</td> <td>folder</td> <td></td> <td>2021-04-13 10:42:38</td> </tr> </tbody> </table>	Name	Type	Size	Date	Accepted	folder		2021-04-13 10:42:23	Outgoing	folder		2021-04-19 00:05:08	Rejected	folder		2021-04-13 10:42:38
Name	Type	Size	Date														
Accepted	folder		2021-04-13 10:42:23														
Outgoing	folder		2021-04-19 00:05:08														
Rejected	folder		2021-04-13 10:42:38														

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Steps	Screenshot
<p>3. To upload a file, select the “Outgoing” folder, and then click the “Add file” button or use the “Upload Drag & Drop” option.</p> <p>Once the file to be submitted has been added, click the Start button to start uploading the file/s.</p>	<p>The top screenshot shows a web browser window with a file manager interface. The address bar shows a URL with a certificate error. The main content area displays a table with columns: Name, Type, Size, and Date. The table contains one entry: '3-26-2013.txt' (file, 768 KB, 2013-03-27 15:19:38). Below the table, there are buttons: '+ Add files...', 'Start upload', 'Cancel upload', and 'Clear'. A message at the bottom right says 'Upload Drag & Drop supported on' followed by icons for Chrome, Firefox, and Edge.</p> <p>The bottom screenshot shows the same interface, but with a new file 'ABRECO_201801.docx' (11.80 KB) added to the table. The 'Start' and 'Cancel' buttons are now visible next to the file name.</p>
<p>Once successful, the RE Registrar will receive a notification that a file has been uploaded in the FTP.</p>	<p>The screenshot shows a notification banner at the top: 'File 'ABRECO_201801.docx' successfully uploaded'. Below the notification, there are buttons: Refresh, Check All, Delete, Rename, New Folder, Zip, and Unzip. A table below shows the file list with columns: Name, Type, Size, and Date. The table contains two entries: '3-26-2013.txt' (file, 768 KB, 2013-03-27 15:19:38) and 'ABRECO_201801.docx' (file, 12 KB, 2021-04-19 11:20:31). The bottom of the table shows 'Showing 1 to 2 of 2 entries (filtered from 4 total entries)'.</p>

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VI. GUIDELINES

VI-A. Document Format and Filenames

The Parties should submit/upload the accomplished and signed REC Validation Form **via SFTP (incoming server)** in PDF format.

The filename of the document should indicate the Participant Name and relevant billing period (e.g., ABRECO_201801, SOCOTECO2_201801).

VI-B. Addition, Revision or Cancellation of Submissions

Any document uploaded or provided by the RE Registrar to REM participants via SFTP may be revised or cancelled, as the circumstances warrant.

VI-C. Obligation to Inform the Parties About the Transmittal of Forms

While a paperless exchange of documents and forms is adopted for the foregoing purposes, the RE Registrar and the REM Participants should inform one another through email that the data and accomplished form or sets of documents have been sent via FTP. This is to ensure that no data/documents are overlooked or unnoticed especially that REM Participants are expected to act upon any request, or response submitted within a reasonable period of time.

If the facility becomes temporarily unavailable or cannot be accessed by the RE Registrar or the REM Participants, the notices and reports may be submitted **through email** to or from the RE Registrar and vice versa at reregistrar@wesm.ph.

VII. EFFECTIVITY

This procedure on retrieval and transmittal of documents/ files related to REC validation shall be effective immediately.