

Work Instruction for the Submission of Metered Quantity Data for Distribution Utilities with Registered Voluntary RE Facilities

Manual Title	:	Work Instruction for the Submission of Metered Quantity Data for Distribution Utilities with Registered Voluntary RE Facilities
Document Information Classification	:	Public
Effective Date	:	17 January 2022
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1.0 Objectives

1.1 To guide the Distribution Utilities (DU) in submitting the Metered Quantity (MQ) data of their registered Voluntary Renewable Energy (RE) facilities through the Philippine Renewable Energy Market System (PREMS); and

1.2 To help the DU in resolving issues that they may encounter in their MQ data submission.

2.0 Scope

This Work Instruction is applicable only for the DU with REM registered Voluntary RE Facilities. Voluntary RE facilities are classified as follows:

- Net-Metered RE Facilities
- RE Generation Facilities for own-use
- Non-WESM Registered Embedded RE Generator

3.0 REM Rules Reference: Submission of Metered Quantity (MQ)

REM Rules provision on MQ Data Submission (Clause 3.1.8)

REM Rules Reference	Details	Deadline for Submission
3.1.8.1 3.1.3.4	For Embedded Non-WESM RE Facilities and Off-Grid RE Facilities with Power Supply Agreement On-Grid Mandated Participants and Off-Grid Mandated Participants shall submit the <u>monthly MWH MQ of the Renewable Electricity generated by the facility in that REM Quarter</u> to the RE Registrar	No later than 10 Working Days after the end of a REM Quarter
3.1.8.2 3.1.3.7	For Net-Metered RE Facilities and entities with RE Generation Facilities for own-use	No later than the 20 th day of the month following the applicable REM quarter

Prepared by/Date: (sgd) MSDELIZO/AWREYES REM Transactions Specialist 03 January 2022	Reviewed by/Date: (sgd) DMBFALAR Manager, CPC-SAI 10 January 2022	Approved by/Date: (sgd) CLCJALOCON Head, CPC 17 January 2022
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REM Rules Reference	Details	Deadline for Submission
	<p>Host Distribution Utilities shall submit the <u>monthly MWH Metered Quantity</u> pertaining to that REM Quarter to the Registrar in respect of each Net Metered RE Facilities with whom they have a Net-Metering Agreement, and entity with RE Generation Facilities for own-use within the period specified in Clause 3.1.3.7.</p> <p>The data submitted under this Clause 3.1.8.2 shall represent the Net Metered RE Generator's net injection into the distribution network.</p>	
3.1.8.3	Mandated Participants submitting data under Clause 3.1.8.1 or Clause 3.1.8.2 shall ensure that the data is validated, accurate and uncorrupted.	None
3.1.8.4	If the Registrar notifies a Mandated Participant that there is an error in the data submitted under Clause 3.1.8.1 or Clause 3.1.8.2, the Mandated Participant shall submit the corrected data or forfeit any RECs that would have been issued in respect of that submission.	Within 5 working days upon receipt of the notification

4.0 Pre-requisites

- User has access to the PREMS.
- The Voluntary RE Facility is registered in the PREMS under the host DU's account with confirmed/correct facility details.

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5.0 Detailed Instructions: Preparation of MQ Data

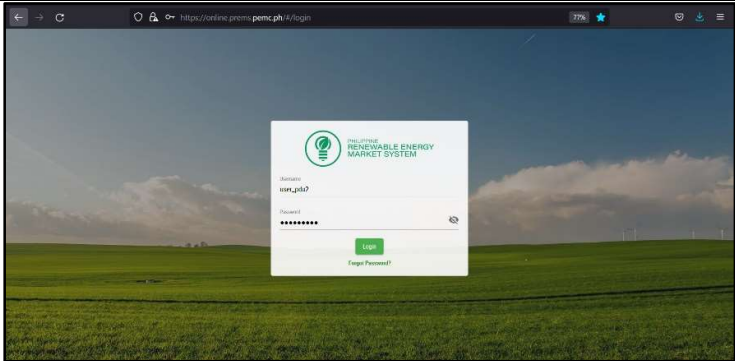
Host DU with registered RE facility/ies are required to submit MQ data through the PREMS for them to receive REC from the actual generation of those facilities. There are two types of MQ data resolution required in the PREMS:

Import Type	Applicable For	Data Resolution
By Revenue	Fully eligible RE Facility (i.e., registered capacity is equal to the eligible capacity)	Monthly
By Profile	Partially eligible RE facilities (i.e., registered capacity is greater than the eligible capacity)	Hourly

To know if your registered facility is partially or fully eligible, log-in to your PREMS account and follow this path: Registration and Contract Management > Facility Information > View Details

If there are details in the PREMS which you deem incorrect or inconsistent with the details in the facility registration form that you submitted to the RE Registrar, kindly inform us via email at reregistrar@wesm.ph.

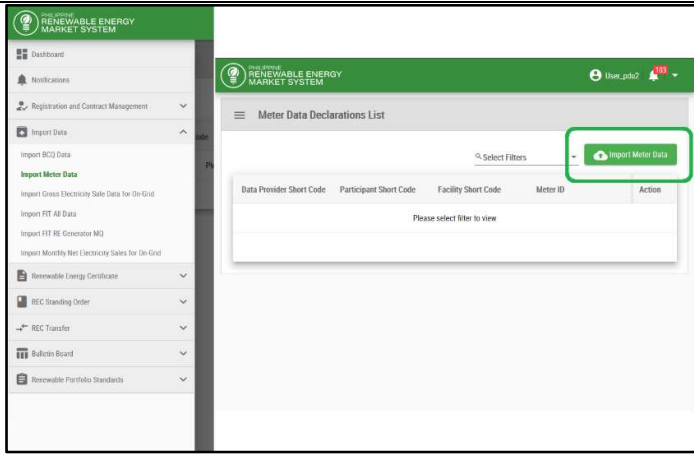
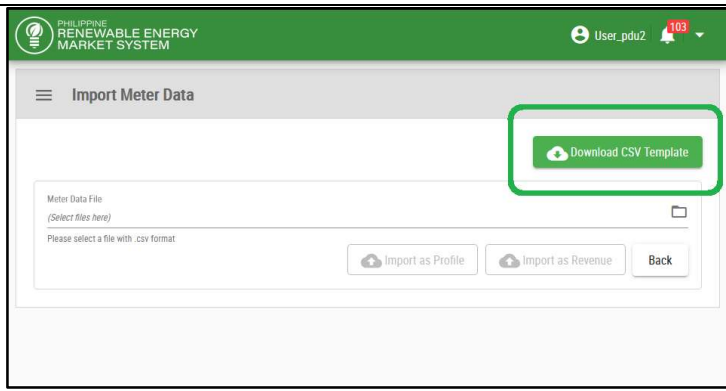
In preparing the MQ data that is acceptable to the PREMS, follow the steps below:

Step	Action	Screenshot
1	Log-in in the PREMS https://online.premis.pemc.ph/ .	

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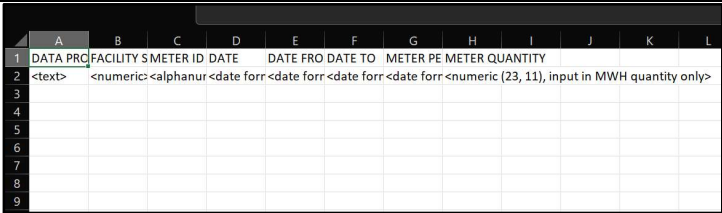
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Step	Action	Screenshot
2	Go to Import Data > click the "Import Meter Data" > click on "Download CSV Template."	 

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Step	Action	Screenshot																										
3	Open the CSV file with filename "meter_data_csv_template.csv" from Downloads. The file will then be displayed.																											
For Monthly MQ Data																												
4	<p>Supply the information required.</p> <p>In preparing the Monthly MQ Data, the DU should note the following PREMS requirements:</p> <ul style="list-style-type: none"> Monthly MQ is the sum of hourly MWh of each Voluntary RE facility Negative MQ data should not be accounted in the monthly MQ. Billing period (starts from the 26th day of the month until 25th day of the following month) should have been completed to successfully submit one month data. As an example, if the facility's registration date is 18 March 2018, this date is within the March 2018 or 	<table> <tr> <th>Field</th><th>Description</th><th>Sample Entries</th></tr> <tr> <td>Data Provider</td><td>Refers to the Meter Data Provider in the Facility Information Registration</td><td>SELF For all DUs with Voluntary Facilities, the Data Provider is tagged as SELF.</td></tr> <tr> <td>Facility short code</td><td>Refers to the Facility Short name</td><td>Sample: ANECONM001 Note that underscore (" _ ") is not accepted by the PREMS.</td></tr> <tr> <td>Meter ID</td><td>The Meter ID pertains to the Meter ID in the</td><td>CAN12345678</td></tr> <tr> <td>Date</td><td>Revenue - Monthly. YYYYMM</td><td>201804</td></tr> <tr> <td>Date From</td><td></td><td rowspan="2">Leave these columns blank or empty.</td></tr> <tr> <td>Date To</td><td></td></tr> <tr> <td>Meter Period</td><td>Date format: YYYYMM</td><td>201804</td></tr> <tr> <td>Meter Quantity</td><td>Numeric input in MWH quantity</td><td>0.90 Note that negative values and comma are not allowed.</td></tr> </table>	Field	Description	Sample Entries	Data Provider	Refers to the Meter Data Provider in the Facility Information Registration	SELF For all DUs with Voluntary Facilities, the Data Provider is tagged as SELF.	Facility short code	Refers to the Facility Short name	Sample: ANECONM001 Note that underscore (" _ ") is not accepted by the PREMS.	Meter ID	The Meter ID pertains to the Meter ID in the	CAN12345678	Date	Revenue - Monthly. YYYYMM	201804	Date From		Leave these columns blank or empty.	Date To		Meter Period	Date format: YYYYMM	201804	Meter Quantity	Numeric input in MWH quantity	0.90 Note that negative values and comma are not allowed.
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Step	Action	Screenshot																																																																																																												
	<p>201803 billing period. However, since the month is not complete as far as the PREMS is concerned, the acceptable starting billing period for the submission of MQ data is from 201804 or April 2018 billing period.</p> <ul style="list-style-type: none">To ensure that all actual generation of the voluntary RE facility will be accounted for based on its actual generation date, the DU may include in the total MQ for the first complete billing period the MQ of the previous days. For example, the first billing period is April 2018 and the facilities' registration date is March 18, 2018, the DU may include the total MQ from 18 to 25 March 2018 in the total MQ for April 2018.Use one csv template only for the monthly MQ of all facilities with actual generation for the billing period. The MQ submission will be unsuccessful if there	<p>Sample accomplished template:</p> <table><tr><th>DATA</th><th>PF</th><th>FACILITY SHORT CODE</th><th>METER ID</th><th>DATE</th><th>DATE FRO</th><th>DATE TO</th><th>METER PERIOD</th><th>METER QUANTITY</th></tr><tr><td>SELF</td><td></td><td>MERALCONM001</td><td>CAN1234</td><td>201804</td><td></td><td></td><td>201804</td><td>0.12</td></tr><tr><td>SELF</td><td></td><td>MERALCONM002</td><td>CAN1235</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM003</td><td>CAN1236</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM004</td><td>CAN1237</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM005</td><td>CAN1238</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM006</td><td>CAN1239</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM007</td><td>CAN1240</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM008</td><td>CAN1241</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM009</td><td>CAN1242</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM010</td><td>CAN1243</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr><tr><td>SELF</td><td></td><td>MERALCONM011</td><td>CAN1244</td><td>201804</td><td></td><td></td><td>201804</td><td>0.15</td></tr></table>	DATA	PF	FACILITY SHORT CODE	METER ID	DATE	DATE FRO	DATE TO	METER PERIOD	METER QUANTITY	SELF		MERALCONM001	CAN1234	201804			201804	0.12	SELF		MERALCONM002	CAN1235	201804			201804	0.15	SELF		MERALCONM003	CAN1236	201804			201804	0.15	SELF		MERALCONM004	CAN1237	201804			201804	0.15	SELF		MERALCONM005	CAN1238	201804			201804	0.15	SELF		MERALCONM006	CAN1239	201804			201804	0.15	SELF		MERALCONM007	CAN1240	201804			201804	0.15	SELF		MERALCONM008	CAN1241	201804			201804	0.15	SELF		MERALCONM009	CAN1242	201804			201804	0.15	SELF		MERALCONM010	CAN1243	201804			201804	0.15	SELF		MERALCONM011	CAN1244	201804			201804	0.15
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Step	Action	Screenshot		
	are multiple billing periods indicated in one csv meter template.			
For Hourly MQ Data				
5	Using the same csv template, supply the required information. Notes: <ul style="list-style-type: none">MQ data submission will be successful if the number of intervals for the month is complete. For January 2018 billing period example, the total number of intervals should be 744 which covers the first hour of 26 December 2017 up to the 24th hour of 25 January 2018 (00:00:00 of the following day - 26 January 2018).The first hour (01:00:00) of the day is the 24th hour (24:00:00) of the previous day.If the facility has no actual generation for an interval, then the MQ value should be set to 0.	Field	Description	Sample Entries
				SELF
		Data Provider	Refers to the Meter Data Provider in the Facility Information Registration	For all DUs with Voluntary Facilities, the Data Provider is tagged as SELF.
		Facility short code	Refers to the Facility Short name	Sample: 11MNCBLGG01 Note that underscore (" _ ") is not accepted by the PREMS.
		Meter ID	The Meter ID pertains to the Meter ID in the Facility	MF3123456789
		Date	Profile - Hourly. YYYY- MMM-DD HH:00:00	2018-Dec-09 16:00:00
		Date From and Date To		Leave these columns blank or empty.
		Meter Period	Date format: YYYYMM	201812
		0.90		
	Meter Quantity	Numeric input in MWH quantity	Note that negative value and comma are not allowed.	

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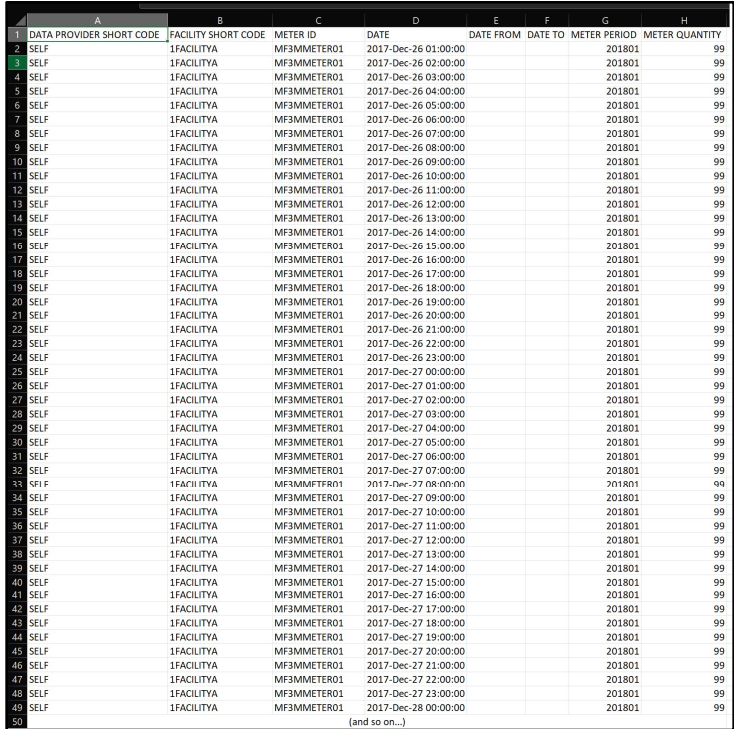
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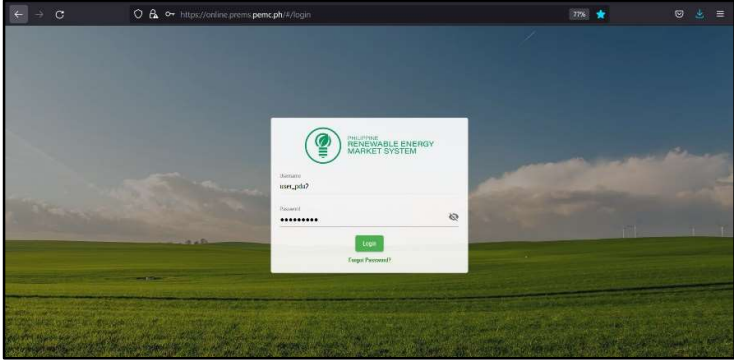
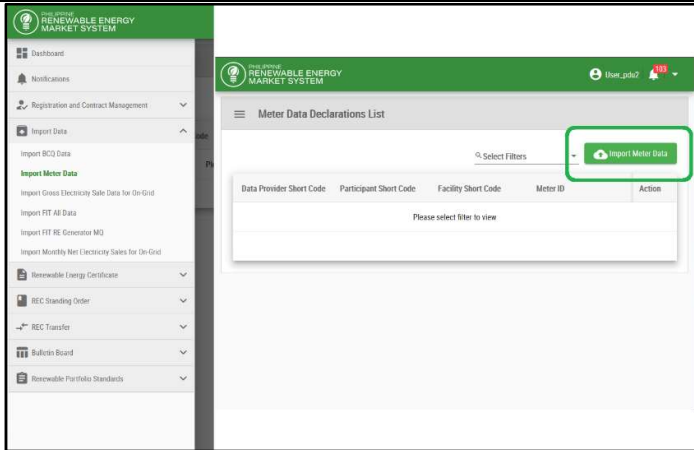
Step	Action	Screenshot
	<ul style="list-style-type: none"> You may submit one file for all partially eligible facilities provided that the hourly data is arranged per facility (i.e., complete one-month hourly data for 1st facility, then another complete one-month hourly data for the next facility) 	<p>Sample accomplished template:</p> 
6	After preparing the datasets, save the file in CSV format.	

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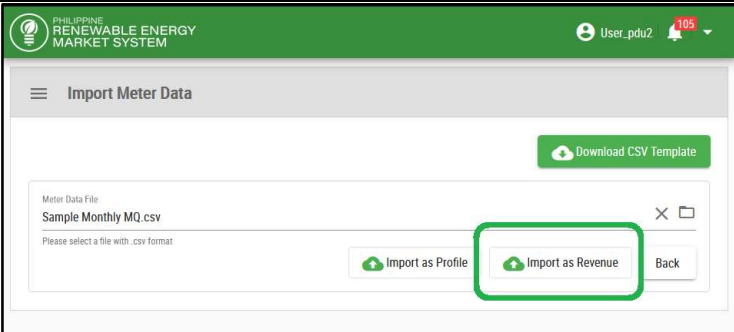
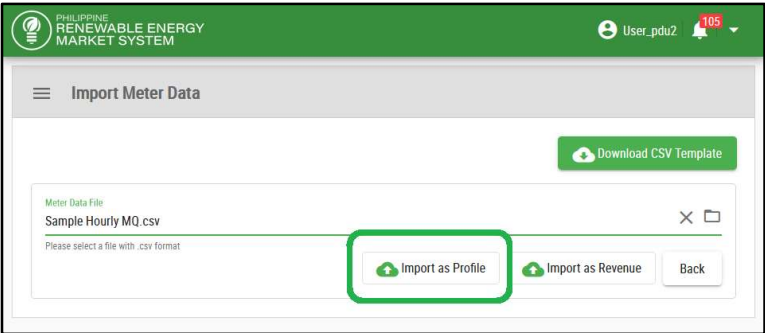
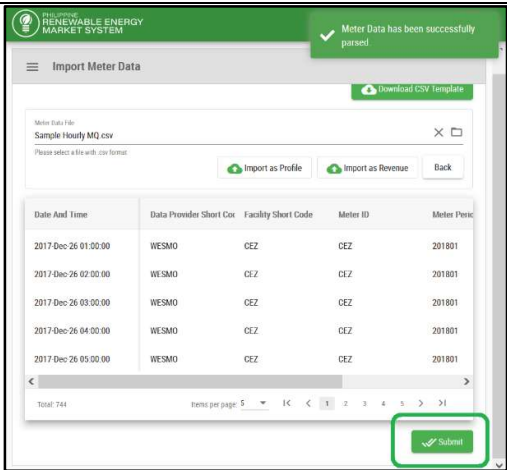
6.0 Detailed Instructions: Submission of Metered Quantity Data in the PREMS

Step	Action	Screenshot
1	Log-in in the PREMS https://online.premis.pemc.ph/ .	
2	Click on "Import Meter Data" under the Import Data Menu. When the "Meter Declaration List" Page appears, click on "Import Meter Data" button.	

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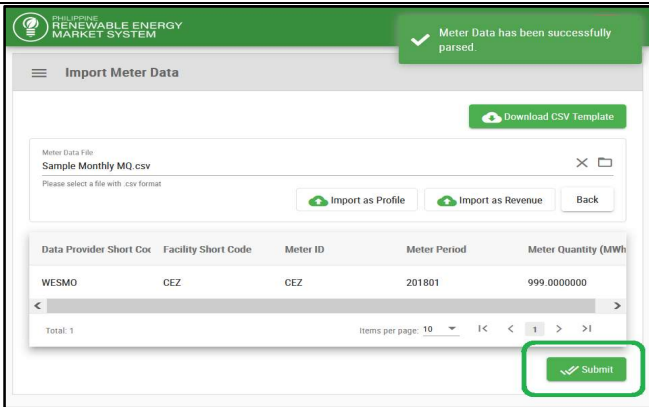
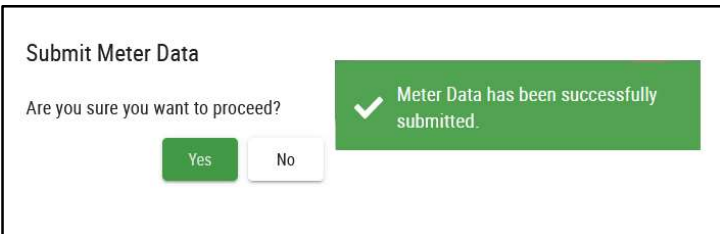
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Step	Action	Screenshot
3	<p>To submit, click “Select files here” and select the accomplished CSV template.</p> <p>Then, click “Import as Revenue” button to submit a monthly resolution meter data</p> <p>or click “Import as Profile” button to submit an hourly resolution meter data.</p>	 
4	Then click submit if there are no errors found upon submission.	

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Step	Action	Screenshot
		
5	<p>A notification will appear indicating successful or error parsing of the meter data.</p> <p>If successful, click “Submit” button and a confirmation message will appear. Finally, click “Yes” to confirm your submission. Another notification will appear indicating successful submission.</p>	
6	<p>Once submitted, the RE Registrar will review the submitted data and either “CONFIRM” or “REJECT”.</p> <p>All “CONFIRMED” MQ data will be used for the REC calculation.</p>	

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7.0 Import Meter Data Errors

Table 1 show the possible errors that users may encounter in submitting MQ data in the PREMS:

Table 1: Import Meter Data Errors

Field	Message	Reason	Proposed correction
File submit	Invalid Header Name	Header is spelled wrong	Correct the header name Use the CSV template
		Incorrect header order	Correct the header name Use the CSV template
	Incomplete Header Count	Some or all headers are missing	Use the CSV template Make sure that all headers are complete.
	Invalid file format	Document is not a CSV file	Save the file as csv.
	Invalid data type	Wrong value in a specific field or header	Make sure no negative values were inputted. For monthly data resolution: 0 value is not allowed.
	Data Provider does not exist	The Data Provider does not exist in the system	Make sure that the Data Provider is the same as the one registered under the subject facility by checking the details in the facility information sub-module. If the error persists, contact reregistrar@wesm.ph .
	Facility short code does not exist	Facility short code does not exist in the system	Make sure that the facility short code is the same as the one registered under the subject facility by checking the details in the facility information sub-module. If the error persists, contact reregistrar@wesm.ph .

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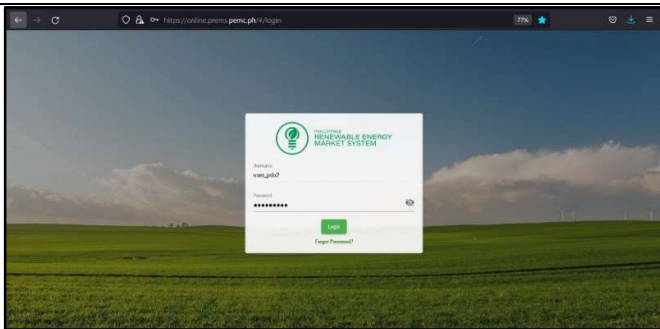
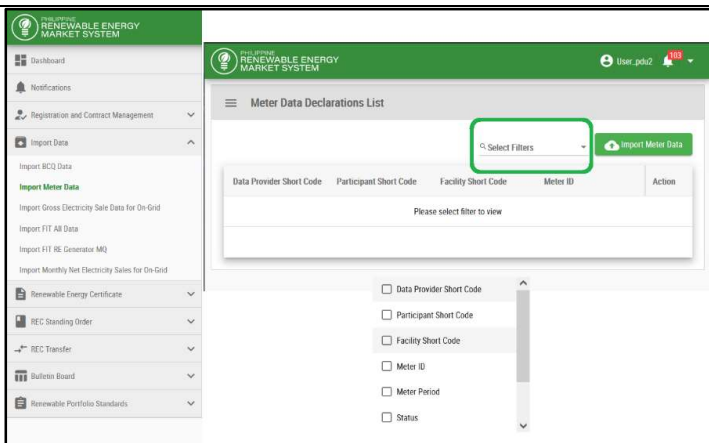
Work Instruction for the Submission of Metered Quantity Data for Distribution Utilities with Registered Voluntary RE Facilities

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Field	Message	Reason	Proposed correction
	Incomplete number of records	Hourly data is not equivalent to 24-hour interval per	Make sure that data for hourly resolution corresponds to 24 hours per day. If the error persists, contact reregistrar@wesm.ph .

8.0 Viewing, Sorting, and Filtering of Meter Data

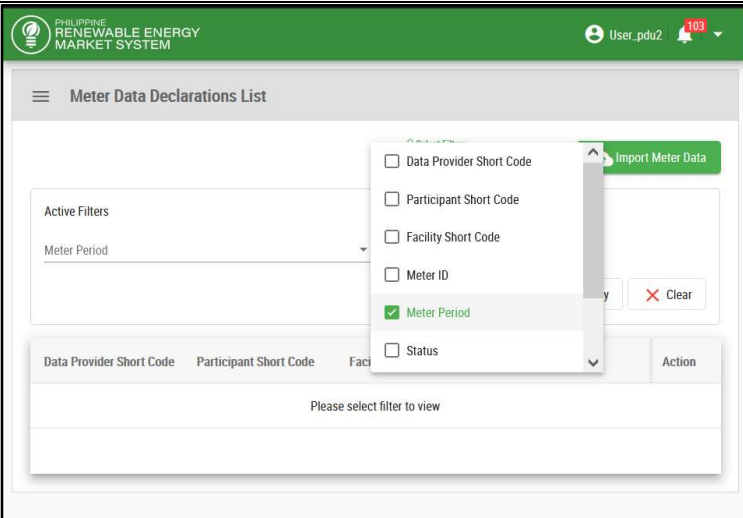
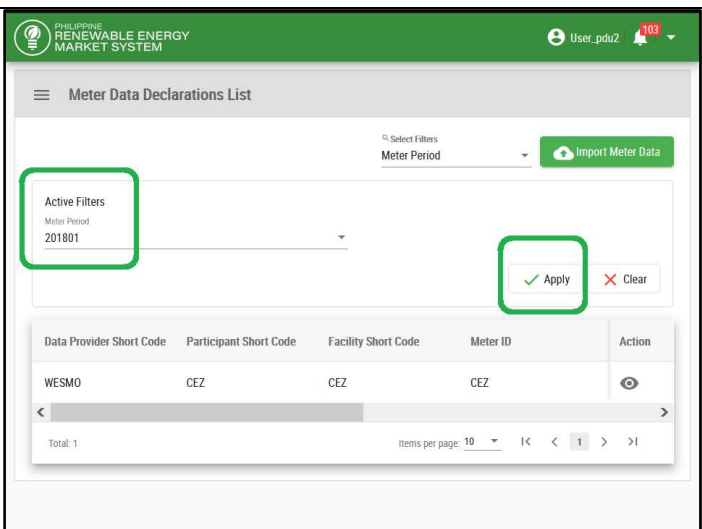
To sort the Meter Data, follow these steps:

Step	Action	Screenshot
1	Log-in in the PREMS https://online.premis.pemc.ph/ .	
2	Click on “Import Meter Data” under the Import Data Menu. When the “Meter Declaration List” Page appears, click on the “Select Filter” field, and a list of options will appear.	

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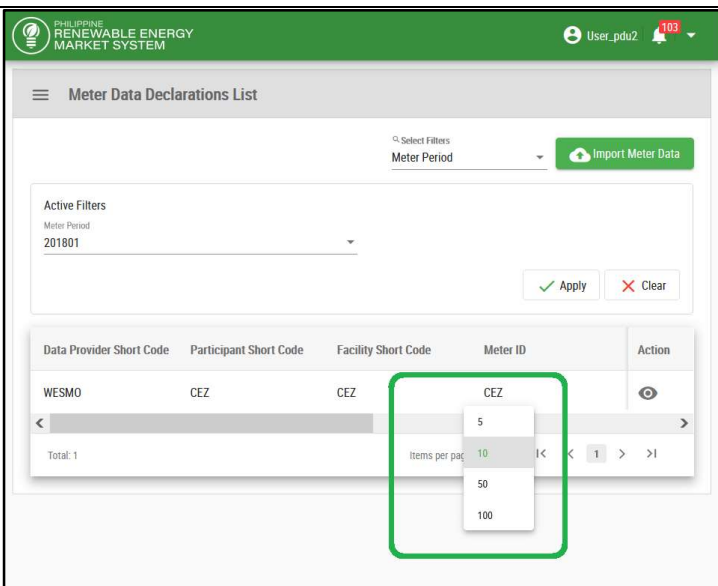
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Step	Action	Screenshot
3	Select one of the options, then the Active Filters field will appear.	
4	<p>Enter the detail being asked for and click "Apply". The table will be filtered.</p> <p>Note: the format for meter period should be YYYYMM (i.e., 201801 corresponds to January 2018 billing period, 201802 for February 2018 period, and so on).</p>	

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Step	Action	Screenshot
5	<p>The user can also choose to change the number of items displayed in the table by clicking on the “Items per Page” (located at the lower end of the page), then, choose one of the available options.</p> <p>Note: currently, the maximum number of items per page available in the system is 100.</p>	

9.0 Helpdesk Support

For questions or concerns regarding this Work Instruction, please send an email to reregistrar@wesm.ph.

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