PEMC WORK INSTRUCTIONS FOR
RETRIEVAL AND SUBMISSION OF RESERVE MARKET DOCUMENTS VIA FTP

For this issue of the Work Instruction, the Ancillary Services Providers (ASP) will be guided on the following:

- Documents and forms to be submitted to Enforcement and Compliance Office (ECO)
- Facility for the submission of replies and supporting documents
- Procedure for uploading of files
- Additional submission or revision of reports

1. Documents

There are two types of documents that will be used for the monitoring:

a. Inbound Documents (Non-Compliance Notice-ROCC/RCS, CMAR, NSP, Notice of Confirmation, Notice of Revocation, Notice of Reserve Amount Adjustment)
b. Outbound Documents (Inbound to PEMC-ECO)

Table 1. 0 Document Types

TYPE	DESCRIPTION	SENDER	FORM TO BE USED
Inbound Documents			
Non-Compliance Notice	Form that contains the list of all flagged intervals for a particular facility/resource.	**ECO**	NCN
Compliance Monitoring and Assessment Report	Refers to the report that includes the final assessment of whether a particular ASP violated or breached the relevant Market Rules and/or Market Manuals	**ECO**	CMAR
Notice of Specified Penalty	Notice issued to ASP found in Breach directing the payment of financial penalty to the WESM Governance Arm	**ECO**	NSP
Notice of Reserve Amount Adjustment	Notice issued by the WESM Governance Arm that serves as a directive to, and basis of, the Market Operator to cause the revision or adjustment in the settlement statement on account of the findings of the Enforcement and Compliance Office concerning compliance with the Reserve Conformance Standards.	**ECO**	NRAA

TYPE	DESCRIPTION	SENDER	FORM TO BE USED
Outbound Documents			
Accomplished Non-Compliance Notice (ANCN)	**For ROCC:** A response or reply supported or substantiated by relevant documents to prove that a significant event/reason for a specific interval has caused a material adverse change in the state of their facilities. **For RCS:** A response to the issued Non-Compliance Notice containing the ASP-BCQ and the cause of deviation from the reserve schedule supported or substantiated by relevant documents.	**ASP**	Accomplished Non-Compliance Notice
Supporting Documents (SD)	These refer to electronic copies of plant operator records, correspondences and relevant data or information that will show proof or evidence that external factors have affected the plant's performance, and which led to the non-compliance with the Ancillary Services Monitoring (ASM) Manual.	**ASP**	Any relevant and available supporting documents *(These can be zipped or compressed with the Accomplished Form)*
Request for Reassessment with Notice of Claim	This refers to a request of an ASP for an independent or separate evaluation, validation, and assessment of its claim relative to a finding of breach of Reserve Conformance Standards, accompanied by a request to recalculate and/or adjust the settlement amount on account of the reassessed findings.	**ASP**	Request for Reassessment with Notice of Claim

2. Document Format and Filename

The documents shall be submitted in electronic files in the following format:

Table 2.0 Format and Filename

Document	Filename		File Format
	Naming Convention	**Example**	
Accomplished Non-Compliance Notice	NCN_TPSHORTNAME_ PLANTSHORTNAME_ROCC/RCS _YYYYMMDD	NCN_PANASIA_LIMAY_ROCC _20240805	ANCN and SD - zip/rar
Request for Reassessment with Notice of Claim	RRA_TPSHORTNAME_ PLANTSHORTNAME_RCS _ YYYYMMDD	RRA_PANASIA_LIMAY_RCS_2 0240805	RRA, Annex and SD - zip/rar

*Note: For the **official** short names, i.e., ASP and Plant **Short Names**, please refer to **the official list of short names** regularly disseminated by ECO.*

3. Schedule of Submissions

The documents shall be submitted within the timeline set below:

Table 3.0 Schedule of Submissions

Document	Responsible	Deadline	Example
Non-Compliance Notice	PEMC-ECO	ROCC and RCS: D+1 (1 day following the day covered of monitoring)	September 26,2024 Release – September 27, 2024
ANCN and SD	ASP	ROCC: 5 business days from the receipt of NCN RCS: 5 Business days from the receipt of NCN Note: ANCN-RCS for the last day of the Billing Month should be submitted within the day or 1 Business Day from receipt of NCN	• September 26, 2024 – NCN-ROCC: Submission of reply and Documents – October 2, 2024 • October 25, 2024 – NCN-RCS: Submission of reply and Documents – October 27, 2024

4. **Facility for the Submission of Documents**

   The documents shall be submitted through PEMC-Secured File Transfer Protocol (SFTP) website:
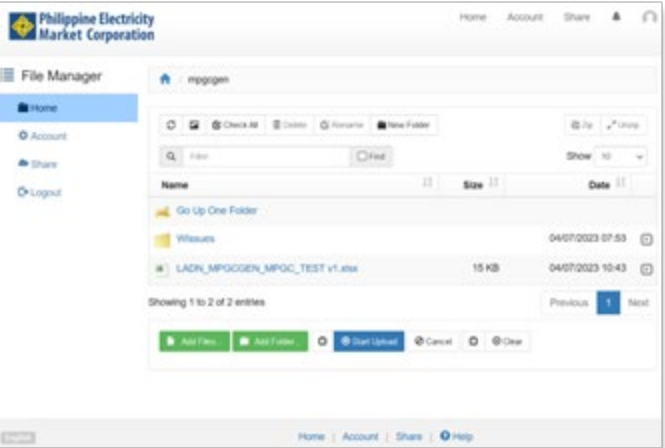
   For Retrieval of NCN: https://ftp-out.wesm.ph/login
   For Submission of ANCN: https://ftp-in.wesm.ph/login
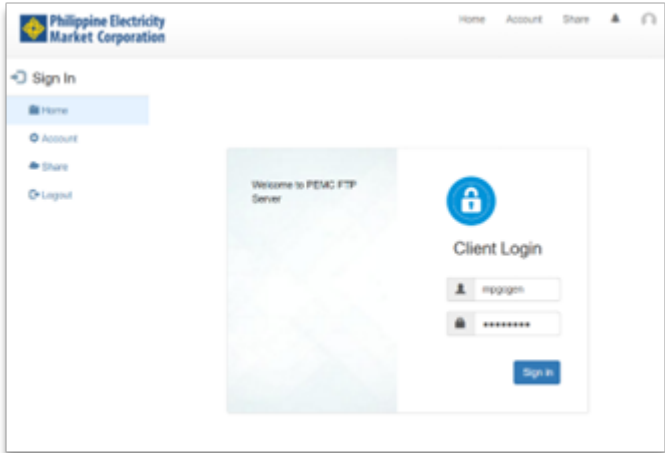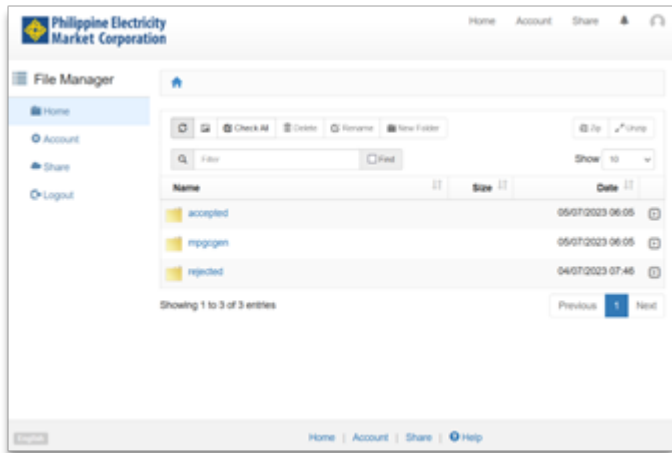
5. **Log-in Credentials**

   - Log-in credentials (username and password) are assigned to each ASP.
   - For further assistance in account creation and password reset, please get in touch with PEMC-ECO at eco@wesm.ph or eco-cmd@wesm.ph
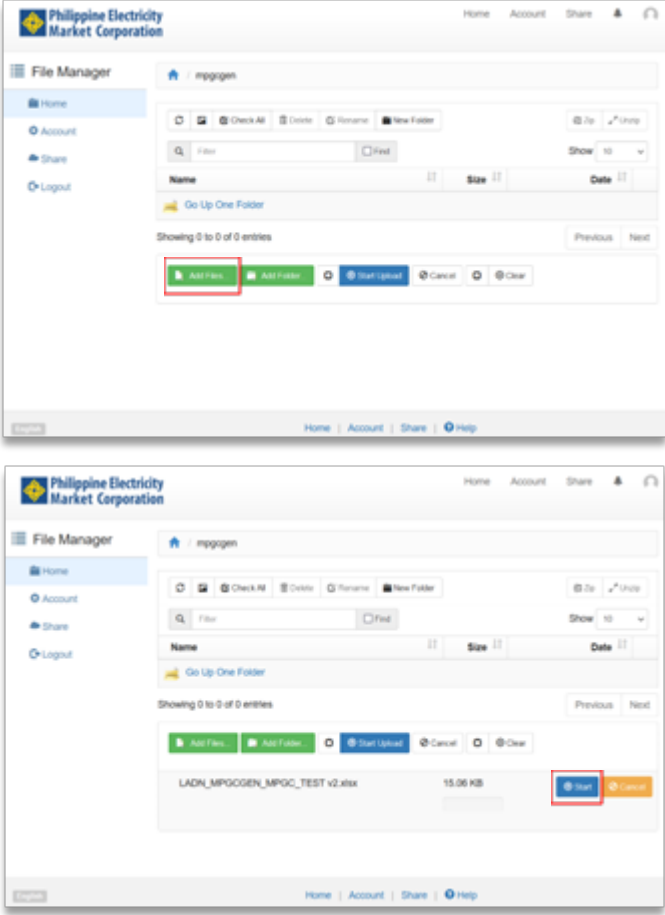
6. **Procedure for Retrieving Files**

Steps	Screenshot
Log in to PEMC FTP website at https://ftp-out.wesm.ph/login Log-in credentials (username and password) are assigned for each WESM ASP. These details will be provided upon request. For further assistance, please get in touch with the PEMC-ECO.	
Upon successful login, the main window will be displayed.	

Steps	Screenshot
Under the username folder, the ASPs shall be able to view and download the NCN from PEMC-ECO.	

7. Procedures in Uploading Files

Steps	Screenshot
Log in to PEMC FTP website at https://ftp-in.wesm.ph/login. Log-in credentials (username and password) are assigned for each ASP. These details will be provided upon request. For further assistance, please get in touch with the PEMC-ECO.	
Upon successful login, the main window will be displayed, which contains three folders, as follows: • Accepted – which contains all successfully uploaded files. • Rejected – which contains files with incorrect filename format' • Username Folder (ex. mpgcgen) - this is where the files will be uploaded/ This folder should be empty at all times.	

Steps	Screenshot
To upload a file, select the Username folder and then click the "Add files" button or use the "Drag and Drop" option. The Drag & Drop upload feature is also available on other browsers (e.g., Mozilla Firefox, Google Chrome) Once the file(s) to be submitted has been added, click the Start button to start uploading the file/s.	

8. Addition or Revision of Submissions

- The ASP may submit additional supporting documents to support the new or revised information.
- Any documents submitted to ECO may be revised within the timeline referred to in Section 3 of this document, if there are corrections, amendments, or additional information that need to be made.
- The additional or revised document shall be submitted in the same manner described in Section 7.
- The filename shall indicate that it is revised by adding a suffix **"Rev"**.

    Note: To ensure receipt of the revised submissions, please coordinate with ECO about the revision either through email or text message.