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Review / Revision History			
Revision No.	Date	Description	Approved By
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1.0 OBJECTIVE

This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Master Data templates through Helpdesk Support whenever there are changes in master data such as updates, modifications, etc. This must be observed in order to successfully provide data for any modifications in Power Supplier Master Data.

2.0 SCOPE

This manual establishes the guidelines of Master Data standardization procedures for the submission of Power Supplier Master Data through Helpdesk Support performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Data Entry Field	-	Intended value of the data entry field.
Description	-	Brief explanation of the data entry field.
Existing Report	-	Existing report equivalent of the data entry template.
Existing Report Field Equivalent	-	Data entry field equivalent in the existing report.
Existing Report Table	-	Section where the data entry field can be located in the existing report.
Formula	-	Computation equivalent of the data entry field.
List of Values (LOV)	-	Defined values under the dropdown tab.
Helpdesk Support	-	Responsible for receiving, facilitating, and assessing the information on reported incident and request Helpdesk tickets.
Master Data (MD)	-	Data representing standard business information which are common and shared across users and managed centrally at NEA. These can be modified as requested

by the Users for the addition of new values, updating or revisions and deactivation.

Master Data Template	-	Template used for updating the MD in the NEA Web Portal.
Helpdesk Support	-	Responsible for receiving and assessing the information on reported incident and request Helpdesk tickets.
Power Supplier Master Data	-	Template used to serve as the master list of all power suppliers for all ECs.
Required? (Y/N)	-	Indicates if a field is required to be filled up or not.
Source	-	Indicates if field information is a data entry or calculated automatically in the data entry template.
Validation Rules	-	Standard values that should be entered in the data entry field or criteria that should be followed.

4.0 ROLES AND RESPONSIBILITIES

Electric Cooperative (EC)	-	Responsible for accomplishing and submitting Master Data (MD) Templates and DETs. Also accountable for the correctness and accuracy of the submitted data as reflected in the MD Templates and DETs.

5.0 MANUAL

The definition of each data entry field that corresponds to the columns found in the Master Data template.

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
EC Name	The acronym of the	Y	Data Entry	**N/A**	Value should be	*New*	*New*	*New*

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	Electric Cooperative (EC). *List of dropdown values will refer to Master List – EC Profile. (E.g. BENECO, CENPELCO, INEC, etc.).*				selected from the list of dropdown values.			
Power Supplier Name	The name of the power supplier.	Y	Data Entry	**N/A**	None.	*New*	*New*	*New*
Power Supplier Type	The type of power supplier. *List of values are: Distribution Utility, NPC, Local Private Supplier, Others[1]*	Y	Data Entry	**N/A**	Value should be selected from the list of dropdown values.	*New*	*New*	*New*
Power Supplier VAT Reg TIN No.	The VAT registration tax identification number of the power supplier.	Y	Data Entry	**N/A**	None.	*New*	*New*	*New*
Power Supplier Address	The address of the power supplier.	Y	Data Entry	**N/A**	None.	*New*	*New*	*New*
Power Supplier Contact Number	The contact number of the power supplier.	Y	Data Entry	**N/A**	None.	*New*	*New*	*New*
Power Supplier Contact Person	The authorized representative of the Power Supplier that can be contacted by NEA inquiries.	Y	Data Entry	**N/A**	None.	*New*	*New*	*New*

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[1] Local Private Supplier refers to Independent Power Supplier

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Remarks	Free text field where comments related to the entered values in the template can be indicated.	N	Data Entry	**N/A**	None.	*New*	*New*	*New*

Notes:
- *Power Supplier details should be based from the received receipts from the EC's Power Suppliers*

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process

NEA BIT Support Process.pdf

8.0 ATTACHMENTS

9.0 RECORDS