

 <b>National Electrification Administration</b>	<i>Manual Title:</i> <b>MASTER DATA TEMPLATE MANUAL</b>	<i>Doc Code:</i> <b>NEA-QMS- SP-XX</b>	<i>Page:</i> <b>1 of 7</b>
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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 Plant Master Data.

## 2.0 SCOPE

This manual establishes the guidelines of Master Data standardization procedures for the submission of Power Plant 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.
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.
Helpdesk Support	-	Responsible for receiving, facilitating, and assessing the information on reported

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- incident and request Helpdesk tickets.
- Master Data Template - Template used for updating the MD in the NEA Web Portal.
- Power Plant Master Data - Template used to serve as the master list of all power plants 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 templates.

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

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, CENPELCO, INEC, etc.).</i>				selected for the list of dropdown values.			
<b>Power Plant Name</b>	The name of the power plant.	Y	Data Entry	N/A	None.	New	New	New
<b>Power Plant Type</b>	The type of power plant. <i>Refer to the list of dropdown values for the type<sup>1</sup></i>	Y	Data Entry	N/A	Value should be selected for the list of dropdown values.	New	New	New
<b>Power Plant Capacity (MW)</b>	This is the installed MW rating of the Power Plant.	Y	Data Entry	N/A		New	New	New
<b>Power Plant Location – Region</b>	The region where the power plant is located. <i>Refer to the list of dropdown values for the region.</i>	Y	Data Entry	N/A	Value should be selected for the list of dropdown values.	New	New	New
<b>Power Plant Location – Province</b>	The province where the power plant is located.	Y	Data Entry	N/A	None.	New	New	New
<b>Power Plant Location – Congressional District</b>	The congressional district where the power plant is located.	Y	Data Entry	N/A	None.	New	New	New
<b>Power Plant</b>	The municipality where the	Y	Data Entry	N/A	None.	New	New	New

<sup>1</sup> Select "Other" for mix/unknown power plant source

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
<b>Location – Municipality</b>	power plant is located.							
<b>Power Plant VAT Reg. TIN No.</b>	The VAT registration tax identification number of the power plant.	Y	Data Entry	N/A		New	New	New
<b>Grid Type</b>	The grid type of the power plant. <i>List of values are: On-Grid, Off-Grid, Combination<sup>2</sup></i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.  If the ECs with on-grid and off-grid coverage area, select <b>Combination</b> .	New	New	New
<b>Power Supplier Name</b>	The name of the power plant.	Y	Data Entry	N/A	None.	New	New	New
<b>Remarks</b>	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:**

- All power plants with contracts with the EC including EC-owned power plants are accounted
- WESM power plants with **Market** type is not included in submission
- ECs should be well informed of the grid type of the contracted power plant

## 6.0 PROCEDURE

<sup>2</sup> Select "Combination" for ECs with on grid and off grid coverage areas.

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## 7.0 REFERENCE

### NEA BIT Support Process



## 8.0 ATTACHMENTS

## 9.0 RECORDS