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1.0 OBJECTIVE


This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Data Entry Templates (DET) in the Web Portal. This must be observed in order to successfully provide data from the NGCP Bill for comparison with EC financials to determine the On-Grid ECs' capability to pay NGCP for their energy demand requirements.

2.0 SCOPE

This manual establishes the guidelines of Data Entry Template (DET) standardization, the field mapping from old report to new DET format, and the procedures for the submission of DET002 Power Supply in the Web Portal System performed by Electric Cooperatives (ECs).

3.0 DEFINITION OF TERMS

Data Entry Field	-	Intended value of the data entry field.
Data Entry Template (DET)	-	Input Templates used to fill out information and submitted by the ECs to the Web Portal for NEA acknowledgement and reports generation. These templates serve as sources of inputs in the generation of reports.
Description	-	Brief explanation of the data entry field.
DET001 – NGCP Bill	-	Data entry template used to determine the capability of On-Grid ECs to pay NGCP for energy demand requirements.
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.

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- Formula - Computation equivalent of the data entry field.
- List of Values (LOV) - Defined values under the dropdown tab.
- NGCP - National Grid Corporation of the Philippines
- Reporting Month - The month covered by the data being reported. This is the data for the month earlier than the current month (Month X – 1).
- 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, submitting, revising, and resubmitting of DETs. Also accountable for the correctness and accuracy of the submitted data through the DETs.
- NEA DET Reviewers - Responsible for acknowledging/ reviewing the submitted DETs by the ECs.

5.0 MANUAL

This DET is composed of the following tables:

TABLE NAME	PURPOSE
NGCP Bill Reference Details	
NGCP Bill Determinants	



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TABLE NAME	PURPOSE
NGCP Bill Amount Details	


The table below presents the definition of each data entry field that corresponds to the columns found in the tables in the DET.

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 Electric Cooperative (EC). <i>List of dropdown values will refer to Master List – EC Profile. (E.g. BENEKO, GENPELCO, INEC, etc.).</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	N/A	N/A	N/A
Reporting Year	The year during which the data is being reported. <i>List of dropdown values will be years from 2017 to 2070.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	N/A	N/A	N/A
Reporting Month	The month during which the reported data happened. <i>List of dropdown values will be months from January to December.</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.	N/A	N/A	N/A
NGCP BILL REFERENCE DETAILS								
Statement Date	The month after the billing to an EC.	Y	Data Entry	N/A	Date format should be MM/DD/YYYY.	N/A	N/A	N/A
Power Bill/ Statement Reference	The reference number provided by NGCP bill.	Y	Data Entry	N/A	None.	N/A	N/A	N/A

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Number								
NGCP BILL DETERMINANTS								
BDD	Billing Determinant Demand The sum/total of the maximum demand(s) per kWh meter applied with the grid loss factor used to compute for Total Charges.	Y	Data Entry	N/A	None.	N/A	N/A	N/A
BDE	Billing Determinant Energy The total registration of the kWh reading for the billing period.	Y	Data Entry	N/A	None.	N/A	N/A	N/A
RRE	Registered Reactive Energy The total Reactive Energy measured in kVARh as indicated in the meter registration for the billing period. ¹	Y	Data Entry	N/A	None.	N/A	N/A	N/A
Power Factor	The ratio of the real power flowing to the load to the apparent power in the circuit.	Y	Data Entry	N/A	Value should be between 0-1 and displayed with 2 decimal places. Values < 0 or > 1 are not accepted.	N/A	N/A	N/A
Load Factor	The measure of the	Y	Data Entry	N/A	Value should be	N/A	N/A	N/A


¹ Value in RRE field is located in the NGCP Bill

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Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
	utilization rate, or efficiency of electrical energy usage.				between 0-1 and displayed with 2 decimal places. Values < 0 or > 1 are not accepted.			
Loss Factor	Refers to transmission losses as percent of net generation determined to the nearest second decimal point. *Note: 0 to Infinity value	Y	Data Entry	N/A	Value should be between 0-1 and displayed with 2 decimal places.	N/A	N/A	N/A
NGCP BILL AMOUNT DETAILS								
Number of Metering Points	The number of meters being read by NGCP.	Y	Data Entry	N/A	None.	N/A	N/A	N/A
Total Charges	These are the charges before Franchise Tax and Value Added Tax (VAT).	Y	Data Entry	N/A	None.	N/A	N/A	N/A
Total Taxes	Total amount of taxes billed to an EC.	Y	Data Entry	N/A	None.	N/A	N/A	N/A
Current Power Bill Amount	The sum of Total Charges and Total Taxes which are part of an EC's electricity bill from NGCP.	Y	Calculated	Current Power Bill Amount = Total Charges + Total Taxes (Php)	None.	N/A	N/A	N/A

Note:

- Off-Grid ECs are not required to submit this DET

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6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



8.0 ATTACHMENTS

9.0 RECORDS