 National Electrification Administration	<i>Manual Title:</i> DATA ENTRY TEMPLATE MANUAL	<i>Doc Code:</i> NEA-QMS- SP-XX	<i>Page:</i> 1 of 10
	<i>Document Title:</i> DET008 POWER SUPPLIER REPORT MANUAL	<i>Rev. No.</i> 00	<i>Effective:</i> February 19, 2018

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National
Electrification
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Manual Title:

DATA ENTRY TEMPLATE MANUAL

Doc Code:

**NEA-QMS-
SP-XX**

Page:

2 of 10

Document Title:

DET008 POWER SUPPLIER REPORT MANUAL


Rev. No.

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Effective:

February 19, 2018

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Revision No.	Date	Description	Approved By
0			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">DATA ENTRY TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">3 of 10</p>
	<i>Document Title:</i> <p style="text-align: center;">DET008 POWER SUPPLIER REPORT MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>

1.0 OBJECTIVE


This manual aims to guide Electric Cooperatives (ECs) in filling out and submitting Data Entry Templates (DET) in the NEA Web Portal. This must be observed in order to successfully provide data to monitor contracted capacity and energy of an EC with a power supplier, as well as actual dispatched power and energy provided to an EC. This is formed in the Monthly Engineering Report.

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 DET008 Power Supplier Report in the NEA 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.
DET008 – Power Supplier Report	- Data entry template used to monitor contracted capacity and energy of an EC with a power supplier, as well as actual dispatched power and energy provided to an EC.
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.

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">DATA ENTRY TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">4 of 10</p>
	<i>Document Title:</i> <p style="text-align: center;">DET008 POWER SUPPLIER REPORT MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>

- Formula - Computation equivalent of the data entry field.
- List of Values (LOV) - Defined values under the dropdown tab.
- 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

The definition of each data entry field that corresponds to the columns found in the DETs.

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			



National
Electrification
Administration

Manual Title:

DATA ENTRY TEMPLATE MANUAL

Doc Code:

**NEA-QMS-
SP-XX**

Page:

5 of 10

Document Title:

DET008 POWER SUPPLIER REPORT MANUAL

Rev. No.

00

Effective:

February 19, 2018

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 from the list of dropdown values.			
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.			
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.			
Power Supplier Name	Name of the power supplier.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values. Values will be based on all power supplier names found in Power Supplier Master Data that belongs to the EC,			
Power Supplier Type	The type of power supplier of an EC. <i>Values in the dropdown list are: Distribution Utility, NPC, Local Service Provider, Others</i>	Y	Calculated	Power Supplier Type = value that will be displayed will automatically be displayed based on Power Supplier Name chosen.	Value that will be displayed will automatically be displayed based on Power Plant Name chosen.			



National
Electrification
Administration

Manual Title:

DATA ENTRY TEMPLATE MANUAL

Doc Code:

**NEA-QMS-
SP-XX**

Page:

6 of 10

Document Title:

DET008 POWER SUPPLIER REPORT MANUAL


Rev. No.

00


Effective:

February 19, 2018


Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Power Plant Name	The name of the power plant owned by the EC.	Y	Data Entry	N/A	Value should be selected from the list of dropdown values. Available Power Plants to be selected will be based on Power Supplier Name chosen.			
Power Plant Type	<i>Values in the dropdown list are: Coal Diesel Natural Gas Hydro Solar Geothermal Wind Biomass Market Others</i>	Y	Calculated	Power Plant Type = value that will be displayed will automatically be displayed based on Power Plant Name chosen.	Value that will be displayed will automatically be displayed based on Power Plant Name chosen. If Power Plant Type is Market , Contract Status, Contract Period Start and Contract Period End fields are not required.	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	TYPE OF POWER PLANT
Power Plant Capacity (MW)	The rated and maximum capacity of the power plant.	Y	Calculated	Power Plant Capacity (MW) = value that will be displayed will automatically be displayed based on Power Plant Name chosen.	Value that will be displayed will automatically be displayed based on Power Plant Name chosen. Should be displayed with 2 decimal places.	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	CAPACITY OF POWER PLANT
Power Plant Location	The address where the power plant is located.	Y	Calculated	Power Plant Location = value that will be displayed will automatically be	Value that will be displayed will automatically be displayed based on Power Plant Name	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	LOCATION OF POWER PLANT

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">DATA ENTRY TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">7 of 10</p>
	<i>Document Title:</i> <p style="text-align: center;">DET008 POWER SUPPLIER REPORT MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>


Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
				displayed based on Power Plant Name chosen.	chosen.			
Connection Point	This refers to the location of the metering point – plant gate, NGCP metering point, WESM Trading Node, etc.	Y	Data Entry	N/A	Should be a whole number.	MONTHLY ENGINEERING REPORT	POWER SUPPLY REPORT	CONNECTION POINT
ERC Case No.	The unique number of the approved Power Plant Agreement given by ERC.	Y	Data Entry	N/A	None.			
Status of ERC Decision	The status of the joint application of the EC and Power Supplier. List of values are: <i>Pending Decision, With Decision - Rejected, With Decision - With Modifications, With Decision - Without Modifications, With Decision - PA</i>	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.			
Contract Status	The status of the duration of the contract of the power supplier. List of values are: <i>Contracted, Indicative</i>	Y	Data Entry	N/A	Required when Power Plant Type is not Market			
Contract Period Start	The start date of the power supplier's contract.	Y	Data Entry	N/A	Required when Power Plant Type is not Market Date format should be			

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">DATA ENTRY TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">8 of 10</p>
	<i>Document Title:</i> <p style="text-align: center;">DET008 POWER SUPPLIER REPORT MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					MM/DD/YYYY.			
Contract Period End	The end date of the power supplier's contract.	Y	Calculated	N/A	Required when Power Plant Type is not Market Date format should be MM/DD/YYYY.			
Dispatch Sequence	The different dispatches of the power supplier. List of values are: Base - The dispatch that provides a continuous supply of electricity throughout the year with some minimum power generation requirement Intermediate - The dispatch between base dispatch and peaking dispatch Peaking - The dispatch power plant that generally runs only when there is high demand of electricity	Y	Data Entry	N/A	Value should be selected from the list of dropdown values.			
Fuel Requirement (liters, tons, etc)	The quantity of fuel required by the power plant.	Y	Data Entry	N/A	Value accepted is alphanumeric. Required only if Power Supplier Type = Distribution Utility Must include unit of measure (highlight in			

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">DATA ENTRY TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">9 of 10</p>
	<i>Document Title:</i> <p style="text-align: center;">DET008 POWER SUPPLIER REPORT MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
					red if only number)			
Installed Capacity (MW)	The sum of the nameplate ratings or generating capacity of the generating units of the power supplier.	Y	Data Entry	N/A	Required only if Power Supplier Type = Distribution Utility , Others, or Local Private Supplier Displayed with 2 decimal places.			
Net Dependable Capacity (MW)	The guaranteed capacity of the power plant	Y	Data Entry	N/A	Required only if Power Supplier Type = Distribution Utility Displayed with 2 decimal places.			
Net Production (MWh)	The actual energy dispatched to the ECs	Y	Data Entry	N/A	Required only if Power Supplier Type = Distribution Utility Displayed with 2 decimal places.			
Contracted Capacity (MW)	The capacity contracted by the EC and the Power Supplier.	Y	Data Entry	N/A	Required only if Power Supplier Type = Local Private Supplier, NPC, or Others Displayed with 2 decimal values.			
Contracted Energy (kWh)	The energy contracted by the EC and the Power Supplier.	Y	Data Entry	N/A	Required only if Power Supplier Type = NPC, Local Private Supplier, or Others Displayed with 2 decimal values.			

 National Electrification Administration	<i>Manual Title:</i> <p style="text-align: center;">DATA ENTRY TEMPLATE MANUAL</p>	<i>Doc Code:</i> <p style="text-align: center;">NEA-QMS- SP-XX</p>	<i>Page:</i> <p style="text-align: center;">10 of 10</p>
	<i>Document Title:</i> <p style="text-align: center;">DET008 POWER SUPPLIER REPORT MANUAL</p>	<i>Rev. No.</i> <p style="text-align: center;">00</p>	<i>Effective:</i> <p style="text-align: center;">February 19, 2018</p>

Data Entry Field	Description	Required? (Y/N)	Source	Formula	Validation Rules	Existing Report	Existing Report Table	Existing Report Field Equivalent
Load Factor (%)	The measure of the utilization rate, or efficiency of electrical energy usage.	Y	Data Entry	N/A	Required only if Power Supplier Type = NPC Value must be between 0-1 with 2 decimal places.			

Notes:

- ECs are only required to submit this DET if there are changes in the Power Supplier contract details or if there is a new contract with a new supplier.
- If the EC has multiple power suppliers, the EC will have to submit one DET per power supplier.
- Interim power suppliers with less than 1 year contract are reported at the first year only.
- Partial power suppliers are reported in the same manner as other power suppliers.

6.0 PROCEDURE

7.0 REFERENCE

NEA BIT Support Process



8.0 ATTACHMENTS

9.0 RECORDS