



Philippine Renewable Energy Market System (PREMS)

User Manual Document for RE Market Participants

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I. INTRODUCTION

The REC Registry or the Philippine Renewable Energy Market System (PREMS) is an enterprise-grade system that will run the functions of the RE Registrar and participating RE organizations.

This manual consists of significant information that covers a comprehensive description of the procedures and explanation of the system for the participating users.

II. SCOPE OF THE DOCUMENT

This Manual contains the following:

- a) The RE Registrar's general responsibilities with respect to maintaining and operating the PREMS;
- b) The account structure of the PREMS
- c) Access privileges to be granted to REM Trading Participants on the PREMS; and
- d) The terms of use of the PREMS by the Registrar and the REM Trading Participants.

This Manual also provides the complete operation of the following:

- a) Overview of the System
- b) Log in procedure
- c) Procedures and descriptions of the following features:
 - o Registration and Contract Management
 - o Import Data
 - o Renewable Energy Certificate
 - o REC Standing Order
 - o REC Transfer
 - o REC Bulletin Board
 - o Renewable Portfolio Standards

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III. RESPONSIBILITIES

1. Renewable Energy Registrar (“Registrar”)

The Registrar shall:

- a) Administer, operate and maintain the PREMS;
- b) Allocate resources to enable it to operate and administer the REM and the PREMS on a non-profit basis;
- c) Carry out the development, improvement and maintenance of systems, processes and procedures to be used in the operation of the REM and the PREMS;
- d) Respond to REM Trading Participants’ requests for assistance in using the PREMS;
- e) Ensure that RECs are only issued to the energy generated from eligible RE generators;
- f) Facilitate REC issuance, transfer, banking and retirement transactions; and
- g) Publish and make available to the REM Members relevant information on REC issuances, REC transactions and RPS compliance information for On-Grid Mandated Participants and Off-grid Mandated Participants in accordance with Chapter 3 and Chapter 4 of the REM Rules.

2. REM Members

Each REM Member shall:

- a) Comply with the procedures and guidelines set forth in this Manual and in the REM Rules;
- b) Not allow unauthorized access to their PREMS Account; and
- c) Conduct REC transactions in good faith.

IV. SYSTEM OVERVIEW AND REQUIREMENTS

The PREMS handles the registration of the Renewable Energy Market (REM) Mandated and Generating Participants. The system manages the calculation, allocation and

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issuance of Renewable Energy Certificates (RECs). It facilitates the participants' Renewable Portfolio Standards (RPS) Compliance and Report Management.

PREMS requires the following system specifications to function properly:

Table 1 System Requirement

Software	Description
Operating System	Windows 7 or higher, Ubuntu Mac OS x
Web Browser	Edge: 18+, Firefox: 65+, Chrome: 72+, Safari: 12+

V. PREMS DESCRIPTION OF PREMS ACCOUNTS

Pursuant to the RPS Rules, all REM Trading Participants should be provided with by the Registrar and should maintain their respective PREMS Accounts which should also contain in it the following sub-accounts:

1. Active Sub-account

The Registrar issues and transfers RECs to the active sub-account of the REM Trading Participants. Upon verification and settlement of the quantity of energy produced by RE generation facility over a specified period of time, the corresponding number of RECs are issued into the active sub-account of the REM Trading Participants, according to the ownership prescribed in the RPS Rules. RECs that are for transfer to another REM Trading Participant's account or that are to be surrendered for RPS compliance must be initially placed by the PREMS Account owner in its Active Sub-account before putting it in the Retirement Sub-account.

2. Retirement Sub-account

Only RECs that are for surrendering are to be placed in the Retirement Sub-account by the REM Trading Participant. The Registrar must do the same for the RECs purchased or have been obtained from the energy transactions with bundled

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RECs to meet the RE requirements of the GEOP End-users. Please note further that once a REC has been deposited into the Retirement Sub-account, that REC may not be used or recirculated for any purpose.

3. Reserve Sub-account

RECs that are banking can be moved into Reserve Sub-account by the REM Trading Participant. RECs moved into a Reserve Sub-account cannot be directly traded or surrendered for RPS compliance from the Reserve Sub-account. They must be moved first into the REM Trading Participant's Active Sub-account.

4. Expiry Sub-account

The REM Trading Participant's Expiry Sub-account is where the Registrar deposits the RECs that reach the end of their life based on the banking period prescribed by the RPS Rules. Please note further that RECs that have expired may not be used or recirculated for any purpose.

VI. ACCOUNT STRUCTURE FOR THE REM TRADING PARTICIPANTS

The Account Structure of every type of REM Trading Participant in the PREMS is as follows:

1. Mandated Participants for On-grid and Off-grid Areas will have Active, Retirement, Reserve and Expiry Sub-accounts. Furthermore, a Mandated Participant who is registered as both an Off-Grid and On-Grid Mandated Participant must have two separate PREMS Account since it will have different RPS obligations under two separate DOE issuances.
2. A Mandated Participant who has two businesses as a Private Distribution Utility (PDU) and a Retail Electricity Supplier will have two separate PREMS Accounts.
3. REM Generators who have no RPS obligations but earn RECs through selling RPS-eligible RE generation to the spot market will have Active, Reserve and Expiry Sub-accounts.

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4. A REM Generator that is also a Mandated Participant (with RPS Obligations in respect of its Power Supply Agreements to Directly Connected Customers) shall also have a Retirement Sub-account aside from its Active, Reserve and Expiry Sub-accounts for its single PREMS Account.
5. The REM Generator who is also a Retail Electricity Supplier will have two separate PREMS Accounts.
6. Entities Supplying to GEOP End-users will have Active, Retirement, Reserve and Expiry Sub-accounts.

For reference, Table 2 below summarizes the account structure to be followed by the PREMS for each type of REM Trading Participant.

Table 2. Account Structure for the Different Types of REM Trading Participants

Participant Type	Sub-Accounts			
	Active	Retirement	Reserve	Expiry
Mandated Participant (On-grid and Off-grid)	✓	✓	✓	✓
REM Generators (Mandated Participants)	✓	✓	✓	✓
REM Generators (not Mandated Participants)	✓		✓	✓
Entities Supplying GEOP End-users	✓	✓	✓	✓

VII. ACCESS RIGHTS AND TERMS OF USE

An entity must be registered as a REM Trading Participant under the appropriate sub-category in order to gain access to the PREMS's market participant interface. Only a REM Trading Participant will have the ability to move RECs:

- a) From their Active Sub-Account to their Reserve or Retirement Sub-accounts,
- b) From their Active Sub-Account to another REM Trading Participant's Active Sub-Account, and

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c) From their Reserve Sub-account to their Active Sub-Account.

Upon approval of the application for REM membership of the REM Trading Participant, the Registrar shall create the PREMS Account for the REM member with maximum of three (3) users.

Annex A provides details on REM Members Privileges in the PREMS.

VIII. PREMS MODULES

The succeeding sections provide the steps on how REM Members can use/navigate the PREMS.

1. PREMS Log In

The log in feature of PREMS allows all users to access to the system. Appropriate privileges will be set for each user to determine their access to the system.

1.1. PREMS Log in Page

The screenshot shows a login interface for the Philippine Renewable Energy Market System. At the top left is a logo consisting of a green leaf inside a circle. To the right of the logo, the text 'PHILIPPINE RENEWABLE ENERGY MARKET SYSTEM' is displayed in green. Below the logo and text are two input fields. The first field is labeled 'Username' and has a green underline. The second field is labeled 'Password' and has a green underline and a small icon of an eye with a slash through it, indicating a password visibility toggle. Below the 'Password' field is a green button with the text 'Login'. At the bottom of the form is a link that says 'Forgot Password?'.

Figure 1.1

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The table below describes the function of each field in the Log In Page.

Table 3. PREMS Log-in Credentials

Field Entries	Description
Username	This refers to the defined username of the user
Password	This refers to the specified alphanumeric-symbol-password of the user

The next table describes each Action buttons that can be seen in the Log In Page.

Table 4. Login Actions

Action	Description
Toggle Password Visibility	This allows user to toggle between show or hide Password
Log in	This allows user to login in PREMS
Forgot Password	This allows the user to reset the password without using their current password

1.2. Log In Procedure

To log into the system, follow these instructions:

Access PREMS URL: <https://online.prem.pemc.ph/>. The Log in page will appear on the screen (See Figure1.)

- a. Type in the details in the appropriate fields:
 - Username
 - Password
- b. Click "Log in".

Please note that the Digital Certificate issued upon approval of your REM registration must be installed on the machine/ terminal. Also, during first-time login, the user will be asked to change the default password and answer selected Security Question.

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1.3. Forgot Password Procedure

Once Forgot Password is clicked, the user will be asked to enter the username:



Figure 1.2

The user will then have option whether to proceed with the Forgot Password or go back to Login Page. Once the user enters a valid username and opted to proceed with Forgot Password, the Forgot Password page will then be displayed:

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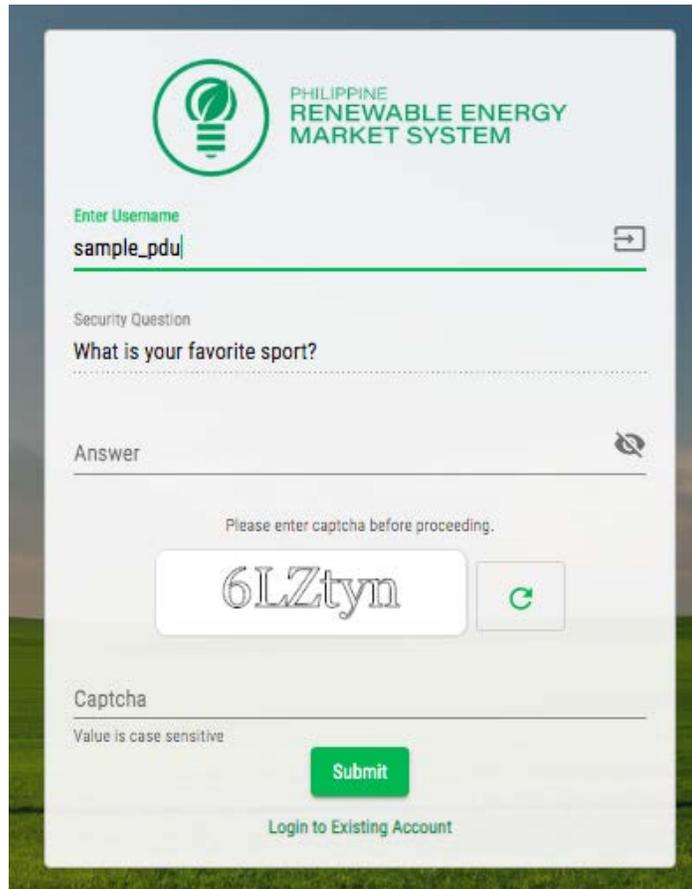


Figure 1.3

The following information will be required before proceeding with the Forgot Password.

Table 5. Forgot Password

	Description
Answer	Answer to the displayed Security Question. This Answer was entered by the user on first-time login.
Captcha	Input of random captcha value as currently displayed on the page.

The following actions are available in Forgot Password Page:

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**Table 6. Forgot Password Actions**

Action	Description
Search	This will validate the username
Toggle Password Visibility	This allows user to toggle between show or hide Password
Generate New Captcha	This will allow the user to re-generate random Captcha
Submit	This will proceed to resetting password. The system generated password will be sent to the registered email address of the user. The said password will have validity in hours. When valid and used for login, the user will be requested to change his/her password.
Login to Existing Account	This will allow the user to go back to Login Page

1.4. Log In Errors

If the user login and/or password are not accepted by the system, the following error messages will appear:

Table 7. Log In Errors

Fields	Messages	Reason
Username	Invalid Username/Password	This refers to the incorrect username details
	User is no longer valid.	This means that the user has deactivated/ceased/suspended his/her account
Password	Invalid Username/Password	This means that the password is incorrect.
New Password/ Confirm Password	Invalid New Password/Confirm Password	New Password and Confirm Password differs

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Fields	Messages	Reason
New Password	New and Confirm Password should be different	Input value for Current Password and New Password are the same
Security Question	An answer to 1 Security Question is Required	No Selected Security Question and Answer
Other	You are unauthorized to access the system. Please contact PEMC Admin.	There is no valid Digital Certificate in the machine

2. Overview of PREMS Portal

After logging in, the user will be directed to the PREMS Web Portal.

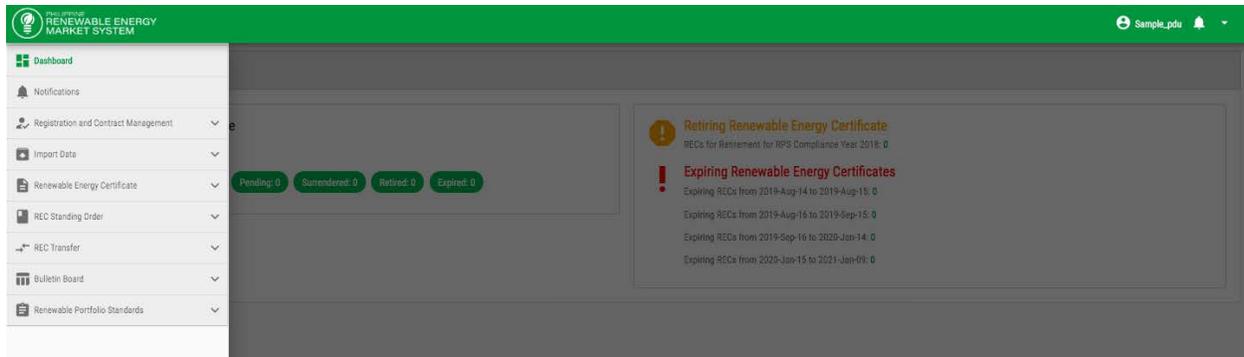


Figure 2.1

This section outlines and discusses each part of the portal and their corresponding function.

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2.1. Top Bar

The top bar is the uppermost part of the portal. In the Top Bar, the logo and the name of the system can be seen at the upper left corner of the portal, whereas, the login username, notification, and settings button is seen on the right of the tab.



Figure 2.2

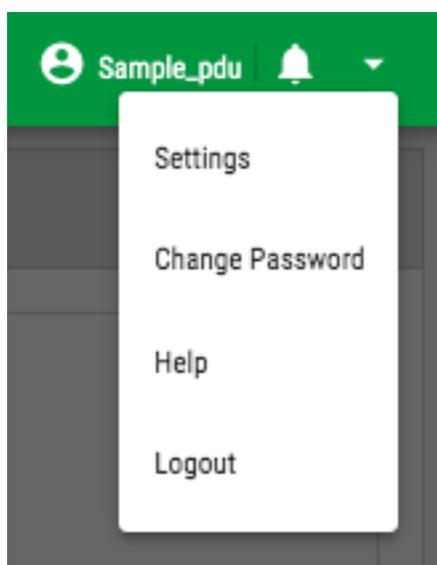


Figure 2.3

2.1.1. Top Bar Navigation

Table 8. Top Bar Navigation

	Description
Login user	This displays the logged-in username
Notification (Bell Symbol)	This will display the 5 most recent dashboard notifications of the logged-in user. The number of unread notifications is also displayed in this portion

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Top Bar Menu	This allows the user to access the Settings, Change Password, Help, and Log-out commands
--------------	--

2.2. Dashboard

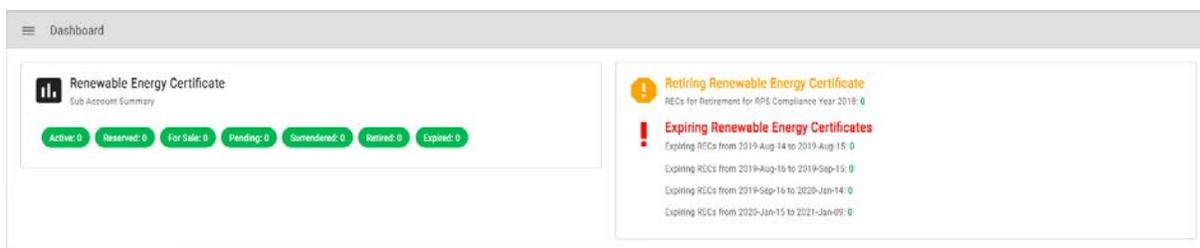


Figure 2.4

The Dashboard is the first Page that the user will see as he/ she logs into the PREMS.

It contains the announcements of the retiring and expiring REC, as well as a summary of the status of the certificates. Each status shows the number of Active, Reserved, For Sale, Pending, Surrendered, Retired, and Expired RECs.

The user can click the status buttons to direct him to the REC Summary page to view the complete summary of the certificates.

2.3. Menu Bar

The Menu Bar is seen at the left side of the portal, which contains the system's essential functions.

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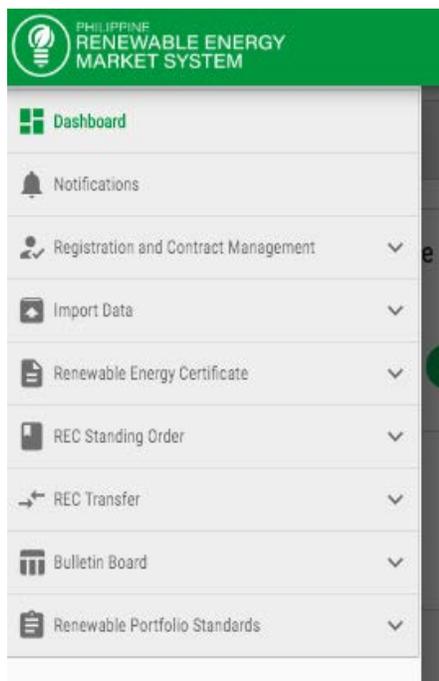


Figure 2.5

It consists of the following Main Menu:

Table 9. Main Menu

Main Menu	Description
Dashboard	This menu will redirect the user to Dashboard Page
Notification	This menu shows the notifications in descending order
Registration and Contract Management	This allows the Participants to view the information presented under this tab.
Import Data	In this menu, the user can submit and the uploaded Meter, BCQ and Gross Sales data/file.
Renewable Energy Certificate	This menu allows the user to view the summary of the calculated REC and manage the transactions.
REC Standing Order	This menu allows the user to make a scheduled transfer of REC
REC Transfer	Unlike Standing Order, REC Transfer Menu allows the seller to transfer to be made immediately once the buyer accepts it.

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Main Menu	Description
Bulletin board	This menu lets the user to make a sale or purchase one.
Renewable Portfolio Standards	This menu allows the user to view the generated report for RPS Compliance.

3. Registration and Contract Management

In this Menu, the participating user can search and view the summarized information inputted into the system by the RE Registrar. Likewise, the Participant can submit a Supply Agreement contract between them and another Participant. See the figure below for the sub-menus under Registration and Contract Management.

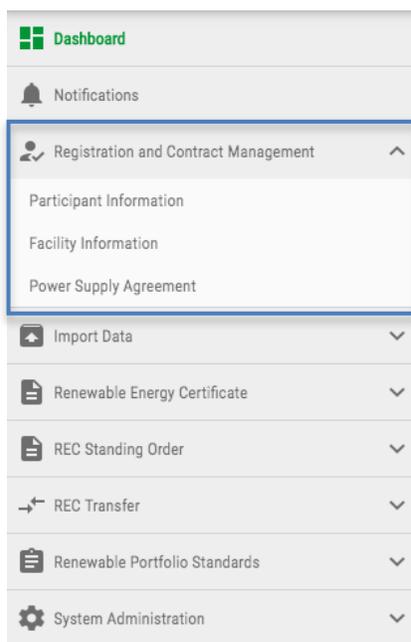


Figure 3.1

Here are the outlined descriptions for each Sub-Menu module:

- Participant information- This is where Participants can view the registered details listed in the system.

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- Facility Information- This is where Participants view the facility/ies information.
- Power Supply Agreement- This is where Participants register and view Power Supply Agreement between another Participants.

3.1. View Participant Information

For the Participant user to be able to view his or other’s information, click on the “View” button (eye icon) on the rightmost part of the table in the Participant Information Page.

Participant Short Name ^	Membership Category	Registration Effective Date	Registration Expiry Date	Status	Actions
ZYDQAGEN	GENERATOR	2019-Mar-19	2019-Apr-30	Active	

Figure 3.2

After clicking, the user will be directed to the View Participant Information Page.

The screenshot shows a 'View Participant' page with the following details:

- Participant Full Name: zydqagen
- Participant Short Name: ZYDQAGEN
- Membership Category: Generator
- Grid Type: Off-Grid On-Grid
- Business Address: pasig city
- Main Telephone Number: 78678678
- E-Mail Address: qagen@mail.com

Figure 3.3

A Participant can review all the information posted on this page. When he is done viewing, he has the choice to click the “Back” button at the bottom of the page, or click the button on the Menu Tab of the browser.

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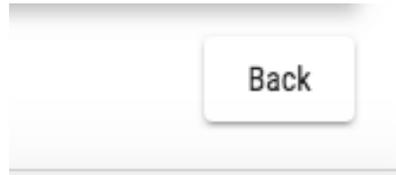


Figure 3.4

3.1.1 Sorting and Filtering Participant Information

Participants can also sort the entries in the list. Sorting the items helps the user to cut down his search by sifting through the record. Follow the steps below to be able to filter the items:

- a. Select from the options in the Select Filter box in the same Page.

The screenshot shows a web application interface with a header 'Participant Information' and a table of participant data. A dropdown menu labeled 'Select Filters' is highlighted with a blue box. The table has columns for Participant Short Name, Membership Category, Registration Effective Date, Registration Expiry Date, Status, and Actions.

Participant Short Name ^	Membership Category	Registration Effective Date	Registration Expiry Date	Status	Actions
ZYDQAGEN	GENERATOR	2019-Mar-19	2019-Apr-30	Active	
QAFGEN4	GENERATOR	2013-Jan-01	2030-Dec-31	Active	

Figure 3.5

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b. After choosing a filter, a search box will appear on the left side of the page.

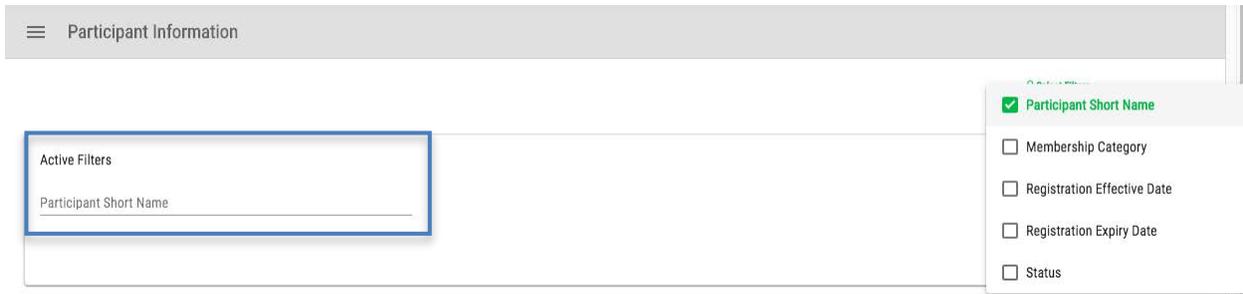


Figure 3.6

c. Enter the details in the Active Filters field, and choose “Apply”.



Figure 3.7

c. The items will be arranged according to the chosen filters.

d. The number of items can also be sorted making it easier to view them. At the bottom of the table, click on “Items per Page” and select from the list and the table will adjust accordingly.

FTGEN3	GENERATOR	2012-Jan-01	2030-Dec-31	Active	
FTGEN2	GENERATOR	2011-Jan-01	2030-Dec-31	Active	
FTGEN1	GENERATOR	2010-Jan-01	2030-Dec-31	Active	
Total: 5				Items per page: < 1 >	

Figure 3.8

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3.2. View Facility Information

Similarly, Participants can view facility/ies information by following these steps:

First, click on the icon on the right most part of the table in Facilities Information Page.

Facility Owner ^	Facility Name	Facility Code	Facility Type	Facility Effective Date	Facility Expiry Date	Actions
QAFGEN4 (QAFGEN4 PARTICI...	QAFGEN4 FACILITY	990044	Waste	2013-Jan-01	2030-Jan-01	

Figure 3.9

The View Facility Information Page will be displayed. User can review the facility information registered in the system. If user is done viewing, he may scroll down and click on the “Back” button. Another option, click on the “Back” button in the Browser.

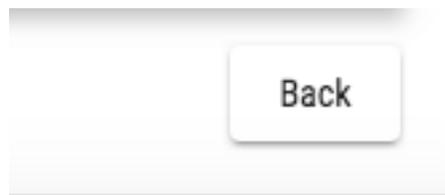


Figure 3.10

3.2.1. Sorting and Filtering of Facility Information

To sort the details of the facility information, click on the highlighted sort filter input facility.

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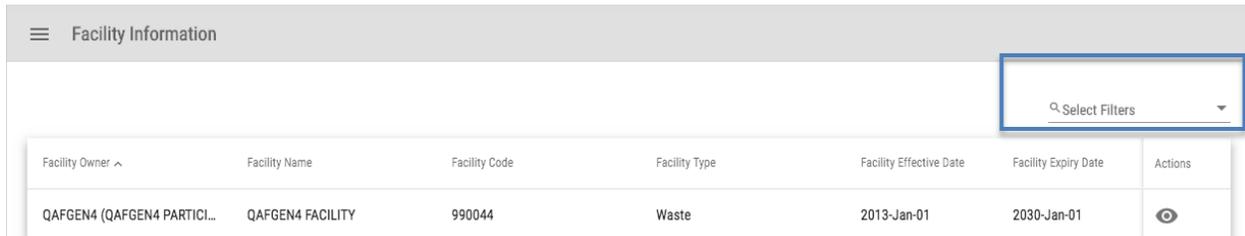


Figure 3.11

A list of options will appear and choose among them to filter the items

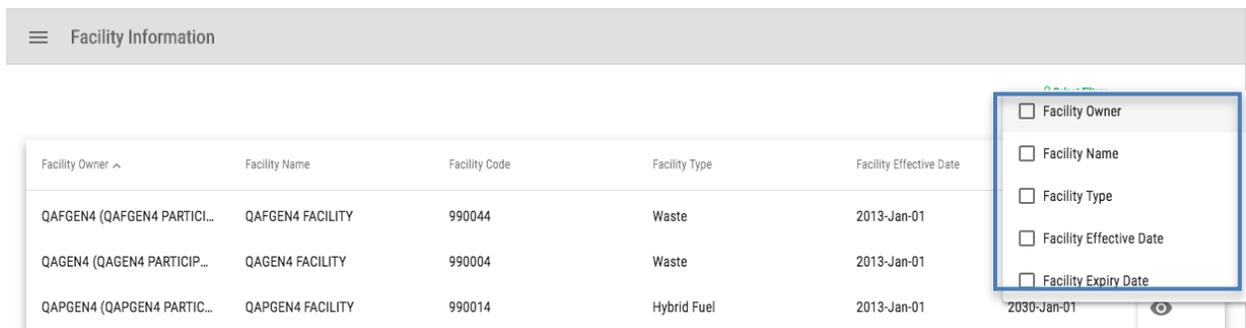


Figure 3.12

If the user selected to “Facility Owner” as a filter, the Participant must enter the information needed on the Active Filter field, then, click “Apply”.

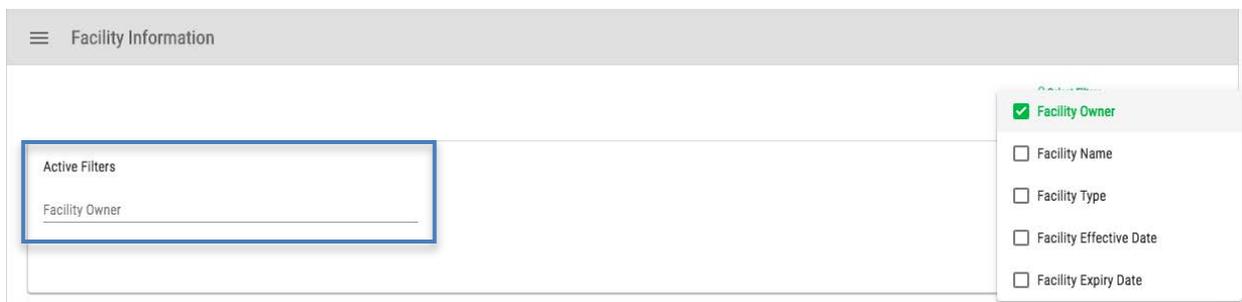


Figure 3.13

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The search results will appear in the table. Now, the selected filter categorizes the table. The user has the option to view the items in bulk or not. He/she can select the number of items he wants to display at the “Items per Page” filed. He can choose as low as 5 items per page up to 100 items.

FTGEN3 (FTGEN3 PARTICIP...	FTGEN3 FACILITY	999043	Hydro Impounding	2012-Jan-01	2030-Jan-01	
FTGEN2 (FTGEN2 PARTICIP...	FTGEN2 FACILITY	999042	Wind	2011-Jan-01	2030-Jan-01	
FTGEN1 (FTGEN1 PARTICIP...	FTGEN1 FACILITY	999041	Solar	2010-Jan-01	2030-Jan-01	
FTGEN5 (FTGEN5 PARTICIP...	FTGEN5 FACILITY	999045	None	2010-Jan-01	2030-Jan-01	

Total: 5

Items per page: 5, 10, 50, 100

Page: 1

Figure 3.14

3.3. PSA Contract Registration

- a. In a same way, to create a PSA, click on the Power Supply Agreement sub-menu under the Registration and Contract Management Menu.
- b. Click Create PSA button, then, the Create Power Supply Agreement Page will appear (See Figure 3.15).
- c. Provide the necessary details of the Participant that the user has an Agreement with:
 - Supplier Short name (Participant Name)
 - Customer Short name (Participant Name)
 - Contract Start and End Date- Format: YYYY- MMM-DD, e.g. 2019-MAY-01

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☰ Create Power Supply Agreement

Supplier

Customer

Contract Start Date
2019-Apr-12

Contract End Date
2019-Apr-13

Contract File
(Select files here)
No uploaded document

✓ Submit + Create Cancel

Figure 3.15

- d. Upload contract file. The file must be in PDF format.
- e. Click “Submit” to send entry for approval, or click “Create” to save entry as draft.
- f. User will be directed to the Power Supply Agreement Page. A table presents the summary of all information and status of the contract. (See Figure 3.16).

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Supplier	Customer	Contract Start Date	Contract End Date	Status	Actions
BCCGEN (BCCG...	CCCMAN (CCC...	2019-Mar-26	2019-Apr-26	Confirmed	[Edit] [Delete]
PSNAME (Partici...	TEST SHORT N...	2019-Mar-13	2019-Mar-14	Draft	[Edit] [Delete]
YPBCQG2 (YPB...	YPBCQM2 (YPB...	2019-Mar-13	2019-Mar-14	Draft	[Edit] [Delete]
ZYDGEN (Zydgen)	QACUSTOM (qa...	2019-Mar-13	2019-Mar-31	Draft	[Edit] [Delete]
ZYDGEN (Zydgen)	ZYDPDU (zydpdu)	2019-Mar-13	2019-Mar-16	Confirmed	[Edit] [Delete]
PSNAME (Partici...	CHE (CHE)	2019-Mar-12	2019-Mar-13	Draft	[Edit] [Delete]
BCCGEN (BCCG...	TEST_TPS (TES...	2019-Mar-11	2019-Mar-15	Draft	[Edit] [Delete]
YPBCQG2 (YPB...	YPBCQM2 (YPB...	2019-Mar-11	2019-Mar-13	Active	[Edit] [Delete]
YPBCQG1 (YPB...	YPBCQM1 (YPB...	2019-Jan-01	2019-Jul-01	Active	[Edit] [Delete]

Figure 3.16

The table below defines the status of each PSA contract.

Table 10. PSA Status

Status	Definition
Draft	When a Participant with Generating Category creates or updates a contract without submitting.
Submitted	When the created or updated supply contract of a Participant with Generating Category has been submitted to RE Registrar for approval
Expired	When both Contract Date has lapsed
Active	The current date is within the Contract Start Date and End Date
Rectified	RE Registrar sends back contract to Participant to amend the document.
Confirmed	When the Re Registrar has confirmed or updated a contract

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Status	Definition
Expired Draft	When the draft has lapsed
Expired Submitted	When the submitted contract has lapsed
Expired Rectified	The amended contract has lapsed

3.3.1. PSA Contract Registration Error and Warning**Table 11. PSA Registration Error and Warning**

Field	Message	Reason
Supplier	Invalid Supplier	<ul style="list-style-type: none"> Supplier field is blank Name of supplier and Customer are the same
	Contract overlaps with existing contract	<ul style="list-style-type: none"> When the selected Supplier and Customer has an existing Active, Confirmed, Rectified and Submitted Status that overlaps with the Contract Date
Customer	Invalid Customer	<ul style="list-style-type: none"> Customer field is blank Name of supplier and Customer are the same
	Contract overlaps with existing contract	<ul style="list-style-type: none"> When the selected Supplier and Customer has an existing Active, Confirmed, Rectified and Submitted Status that overlaps with the Contract Date

3.3.2. Updating PSA Contract Registration

The user can update the Supply Contract by following these steps:

- a. To update the Supply Contract, click on the “Update Supply Contract” button (pen/pencil symbol) at the right side of the table in the Power Supply Agreement Page.

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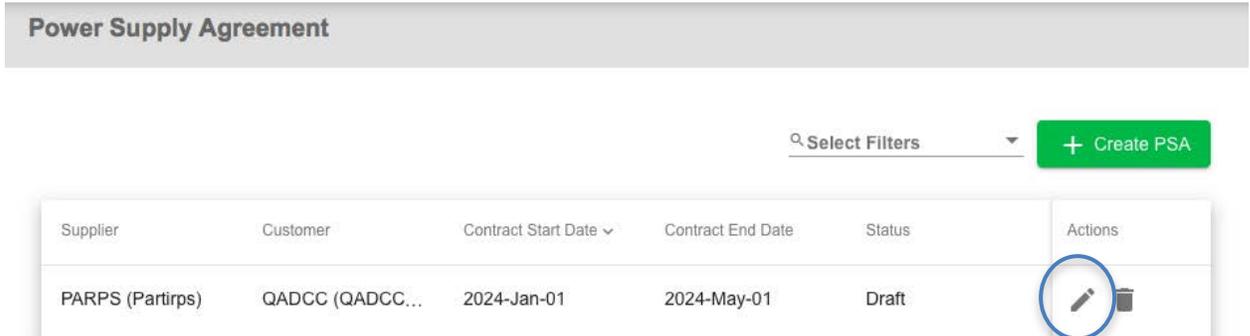


Figure 3.17

b. The user will be transferred to the Update Supply Contract Page. The following fields are displayed on the page:

- Supplier
- Customer
- Contract Start and End Date
- Contract File

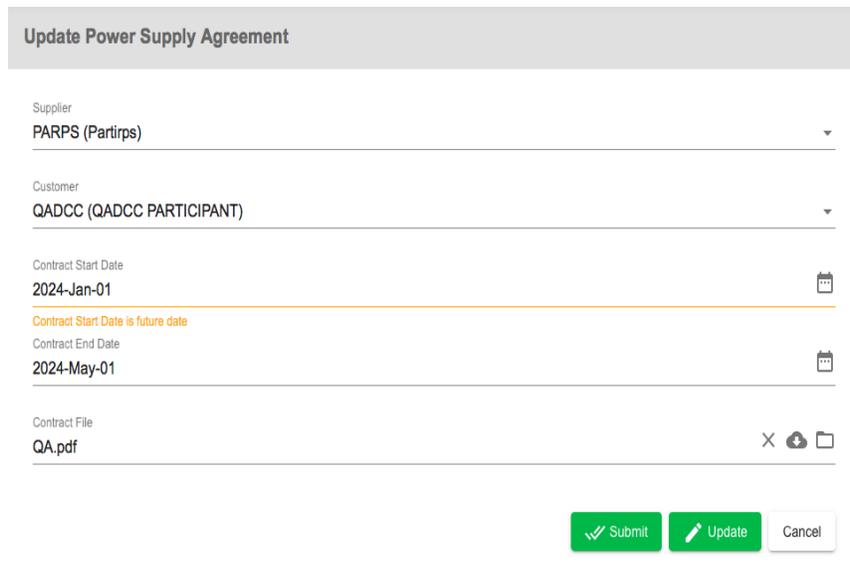


Figure 3.18

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- c. After revising the information, the user may choose to submit the contract by clicking “Submit”. Or if he wishes to save it as a draft, click “Update”.

3.3.3. View PSA Contract

Supplier	Customer	Contract Start Date	Contract End Date	Status	Actions
ZYDQAGEN (zydqagen)	ZYDQAPDU (zydqapdu)	2019-Apr-14	2019-Apr-15	Draft	  

Figure 3.19

Click on the eye icon under the Action column (see figure above) to display the View PSA Contract.

View Power Supply Agreement

Supplier
PARPS (Partirps)

Customer
QADCC (QADCC PARTICIPANT)

Contract Start Date
2024-Jan-01

Contract End Date
2024-May-01

Contract File
QA.pdf

Back

Figure 3.20

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The user can now view the details of his PSA contract. If the Participant is done viewing, he can either press the “Back” button at the bottom of the page or click the one in the Browser to return to the PSA Page.

3.3.4. Delete PSA

Follow these instructions to delete the Supply Contract:

- a. Refer to Figure 3.5. If the user wishes to delete the Supply Contract, on the right most part of the Actions column is the “Delete Supply Contract” (trash bin icon). Click the icon and a dialogue box will appear

Confirm Delete

Are you sure you want to delete the Power Supply Agreement?

Figure 3.21

Click “Yes” if the user wants to confirm the Supply Contract. If not, click “No”. The Supply Contract will be deleted from the table.

3.3.5. Sorting and Filtering of PSA Contract

Above the table, select on the Select Filter field. A list of options will appear, choose an option that the user prefers.

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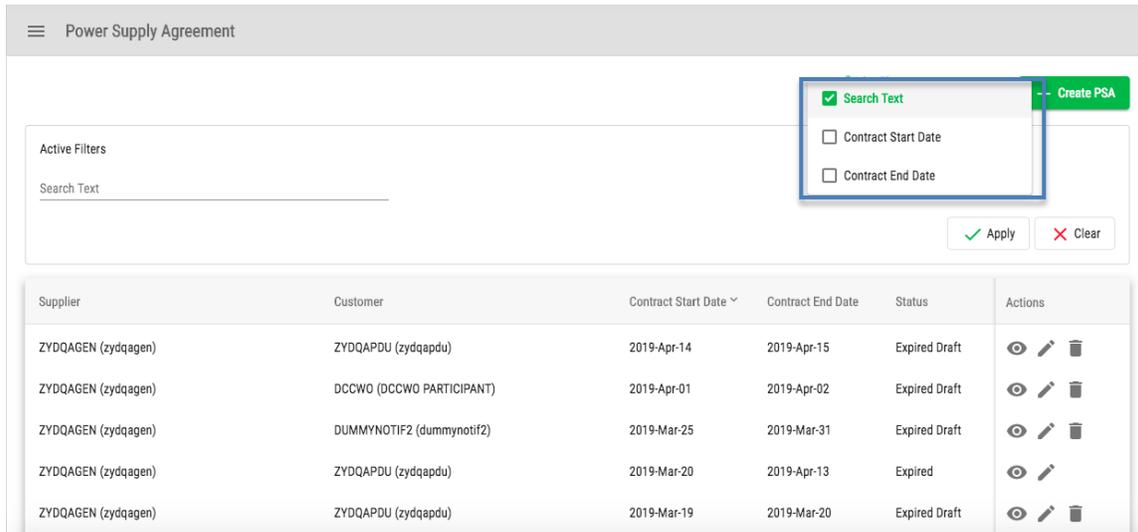


Figure 3.22

If the user chooses to select the Search Text option, an Active Field of the same name will appear on the left. In the search box, enter a keyword, then, click “Apply”. The table presented will filter the items according to the keyword inputted in the search box.

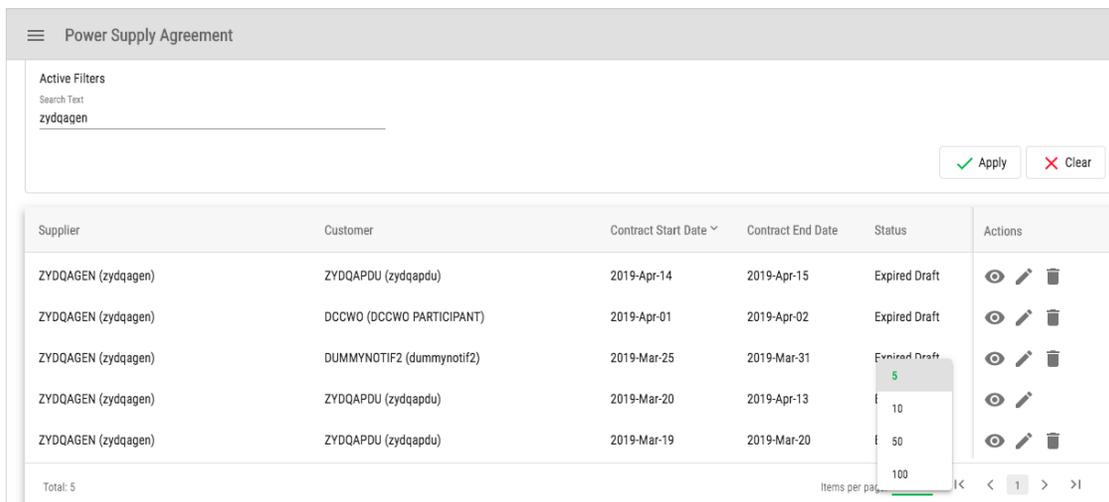


Figure 3.23

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The user has the option to adjust the number of items shown in the table by choosing from five (5) to a hundred (100) items-option in the “Items per Page” field (See Figure above).

4. Import Data

The Renewable Energy Registrar can enter the BCQ, Meter, and Net Sales of participating renewable energy organization, and has overall control on the information. The figure below presents the Sub-Menus under this Menu.

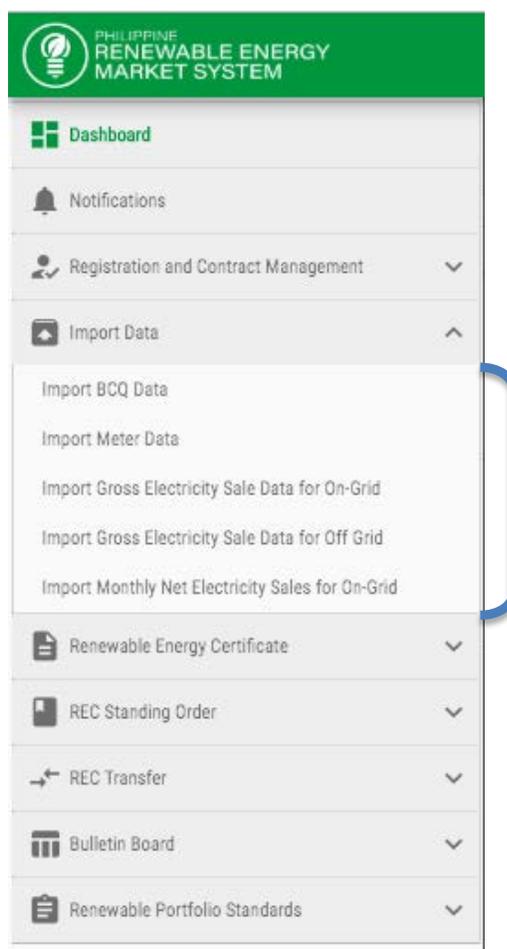


Figure 4.1

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4.1. Import BCQ Procedure

Import BCQ enables the user to view BCQ data in PREMS. This sub-menu is the first option under the Import Data Menu.

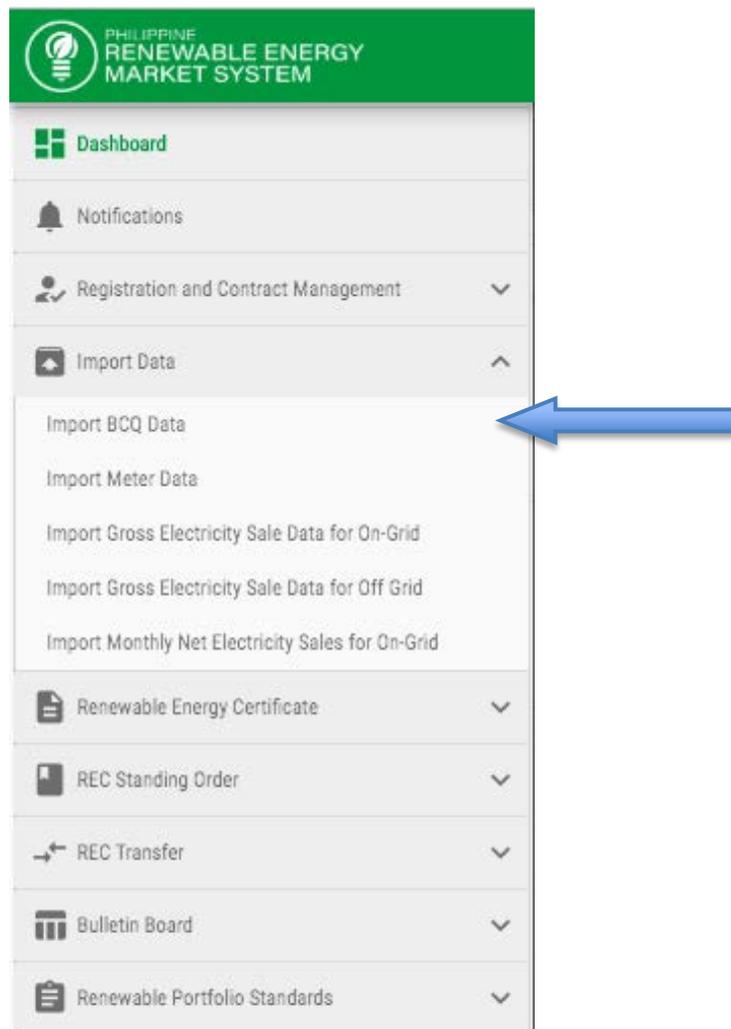


Figure 4.2

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4.1.1. View Import BCQ

To view the BCQ Data, follow this procedure:

- a. Click on the “View BCQ” under the Actions column in the BCQ Data Declaration List.

Data Provider Short Code	Facility Short Code	Counterparty TP Short Code	Data Period	Submitted Date	Status	Submitted by	Actions
NPC	990003	QADCC	201606	2019-Apr-16 07:50:07	Confirmed	exist_registrar	

Figure 4.3

- b. The “View BCQ Data” will be displayed on screen.

Date And Time	Data Provider Short Code	Facility Short Code	Counterparty TP Short Name	Data Period	Contract Quantity
2016-Jun-26 00:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 23:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 22:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 21:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 20:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 19:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 18:00:00	NPC	990003	QADCC	201606	0.2016
2016-Jun-25 17:00:00	NPC	990003	QADCC	201606	0.2016

Figure 4.4

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4.1.3. Sorting and Filtering of BCQ Data

If the user wishes to search a specific entry in the table, he can customize his search by clicking on the Select Filter field (See Figure 4.5).

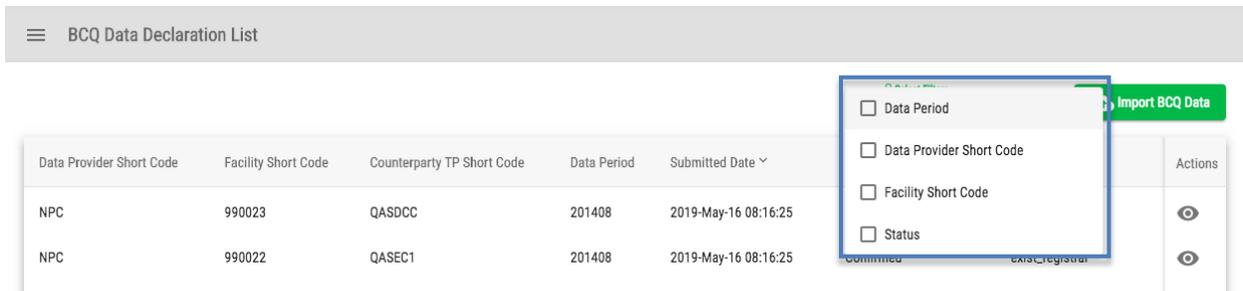


Figure 4.5

Choose from the options for an easier search. For example, if the user chooses “Facility Short Code” a search box will appear on the left with the same name. User must enter the Facility Short Code he or she wants to look for, afterwards, click “Apply”.

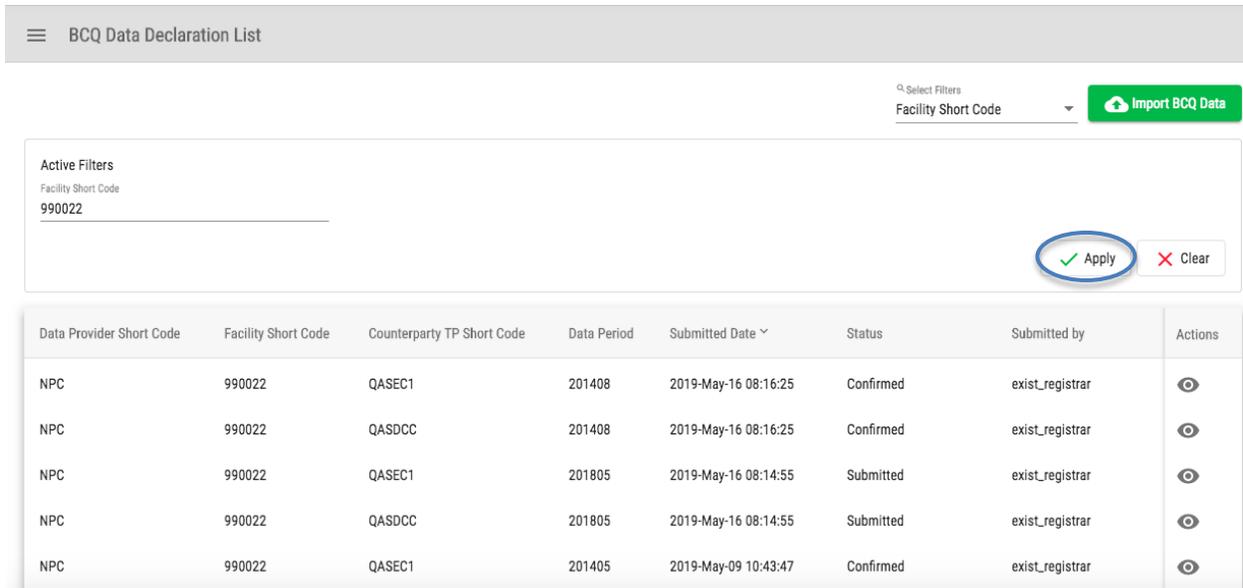


Figure 4.6

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The table will display all items under the filtered-Facility-Short-Code. The user can also filter the number of items listed by selecting among the options in the “Items per Page” field.

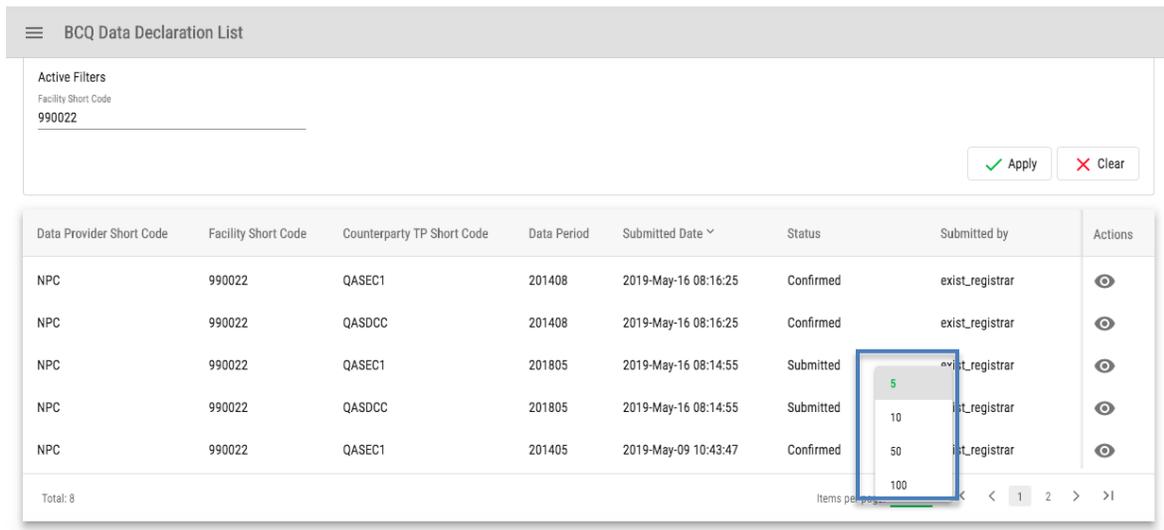


Figure 4.7

4.2. Import Meter Data Procedure

Import Meter Data permits the user to submit, view, and nullify submitted meter data in PREMS via CSV file. Only users of Distribution Utilities that registered voluntary RE facilities are expected to import meter data.

Follow these steps to upload Meter information in the system:

- a. Click on “Import Meter Data” under the Import Data Menu. When the “Meter Declaration List” Page appears, click on “Import Meter Data” button.



Figure 4.8

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- b. In the “Import Meter Data” Page, select a Meter Class either Revenue or Profile.



Figure 4.9

- c. Click on “Download CSV Template button” (See Figure 4.2). Next, open the CSV file with the filename of “meter_data_csv_template.csv” from Downloads. The file will then be displayed.

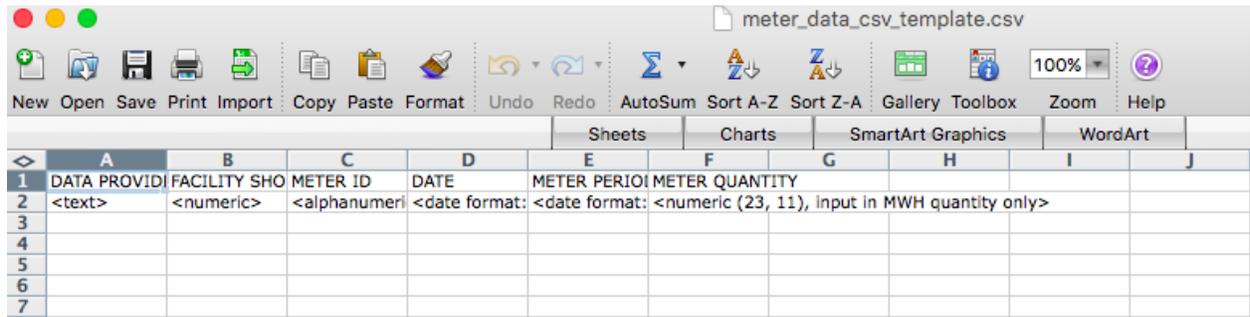


Figure 4.10

- d. Enter the data required.

Table 12. Import Meter Data Entries

Field	Description
Data Provider	Refer to the Meter Data Provider in the Facility Information Registration
Facility short code	Refer to the Facility Short name

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Field	Description
Meter ID	The Meter ID pertains to the Meter ID in the Facility Registration (Revenue or Profile)
Date	Revenue- Monthly. YYYYMM Profile- Hourly. YYYY-MMM-DD HH:00:00
Meter Period	Date format: YYYYMM
Meter Quantity	Numeric input in MWH quantity

e. Save the document, and to upload and click “Upload”.

4.2.1. Import Meter Data Errors

Please of the following possible errors when importing meter data.

Table 13. Import Meter Data Errors

Field	Message	Reason
File upload	Invalid Header Name	Header is spelled wrong
		Incorrect header order
	Incomplete Header Count	Some or all headers are missing
	Invalid file format	Document not a CVS file
	Invalid data type	Wrong value in a specific filed or header
	Data Provider does not exist	The Data Provider does not exist in the system
	Facility short code does not exist	Facility short code does not exist in the system
	Counterparty short code does not exist	Counterparty short code does not exist in the system
	Contract with counterparty trading participant does not exist on the indicated date period.	Contract with counterparty trading participant does not exist on the indicated date period.
Invalid Meter Quantity	Negative meter quantity	

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Field	Message	Reason
	Incomplete number of records	Hourly data is not equivalent to 24 hour interval per date

4.2.2. Sorting and Filtering of Meter Data

To sort for Meter Data, follow these steps:

- a. Click on the “Select Filter” field, and a list of option will appear.
- b. Select one of the options, then, Active Filed will appear.

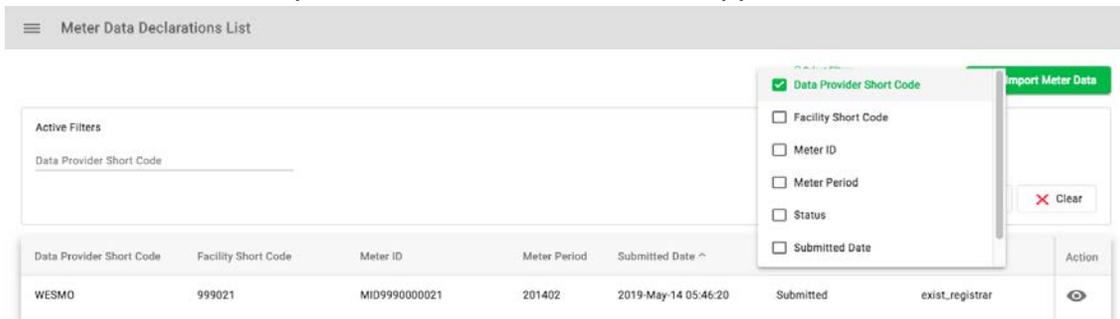


Figure 4.14

- c. Enter the detail being asked for and click “Apply”.

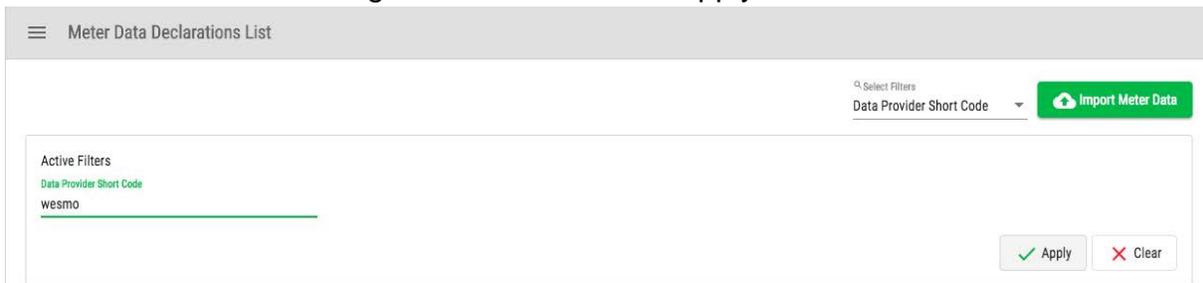


Figure 4.15

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d. The table will be filtered.

Data Provider Short Code	Facility Short Code	Meter ID	Meter Period	Submitted Date ^	Status	Submitted By	Action
WESMO	999021	MID9990000021	201402	2019-May-14 05:46:20	Submitted	exist_registrar	👁
WESMO	999024	MID9990000024	201402	2019-May-14 05:46:20	Submitted	exist_registrar	👁
WESMO	999023	MID9990000033	201402	2019-May-14 05:46:20	Submitted	exist_registrar	👁
WESMO	999023	MID9990000023	201402	2019-May-14 05:46:20	Submitted	exist_registrar	👁
WESMO	999022	MID9990000032	201402	2019-May-14 05:46:20	Submitted	exist_registrar	👁

Figure 4.16

The user can also choose to organize the items in the table by clicking on the “Items per Page”, then, choose the options the user wants to sort the items by.

4.2.3. View Import Meter Data

- a. Similar with Import BCQ, to view the Import Meter Data click on the view button on the right side of the table.
- b. The View Meter Data Page will be in view.

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☰ View Meter Data

Meter Period: 201606	Status: CONFIRMED	Submitted Date: 2019-Apr-16 07:50:30	Submitted By: exist_registrar
----------------------	-------------------	--------------------------------------	-------------------------------

Date And Time ^	Data Provider Short Code	Facility Short Code	Meter ID	Meter Period	Meter Quantity (MWh)
2016-Jun-17 02:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 03:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 04:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 05:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 06:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 07:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 08:00:00	WESMO	990004	MID9000000004	201606	0.5376
2016-Jun-17 09:00:00	WESMO	990004	MID9000000004	201606	0.5376

Figure 4.17

4.3. Import Gross Sales for On-Grid

This sub-menu allows the User to view the Gross Sales Data for On-Grid which they submitted to the Department of Energy (DOE).

4.3.1. Sorting and Filtering of Gross Sales Data for On-Grid Sales

To sort out the Gross Sale entry, user must click on the Select Filter field and choose one or more among the options he wants to use as a filter.

☰ Net Electricity Sales List

Submitted Date ^	Submitted By	Data Year	Status	Action
2019-May-21 14:52:18	exist_doe	2016	Confirmed	👁
2019-May-20 13:51:03	exist_doe	2016	Confirmed	👁
2019-May-20 09:34:08	exist_doe	2016	Confirmed	👁

Submitted Date
 Submitted By
 Data Year
 Status

[Import Net Electricity Sales](#)

Figure 4.18

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Once the user has chosen a filter, the Active Field will appear with another search field with the same name as the filter-option.

Active Filters
Status
Confirmed

Apply Clear

Figure 4.19

Click “Apply”, after which, the table will modify the items presented. Selecting from the Items per Page field can also modify the items in the table. It will either lessen or add more items to the user’s desired selection.

Submitted Date ^	Submitted By	Data Year	Status	Action
2019-May-20 13:51:03	exist_doe	2016	Confirmed	
2019-May-20 09:34:08	exist_doe	2016	Confirmed	
2019-May-17 09:26:55	exist_doe	2017	Confirmed	
2019-May-17 09:22:54	exist_doe	2017	Confirmed	
2019-May-16 10:15:45	exist_doe	2014	Confirmed	

Total: 9

Items per page: 5 10 50 100

1 2 >

Figure 4.20

4.4. Import Gross Electricity Sale Data for Off-Grid Procedure

This section will enumerate the process to import Gross Sales Data for off-grid in PREMS via CSV file. Also, the user will be guided on confirming and rejecting the submitted entries. To create a record for the Gross Electricity Sale Data, follow the process:

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a. Click the “Import Gross Electricity Sale Data for Off Grid” button.

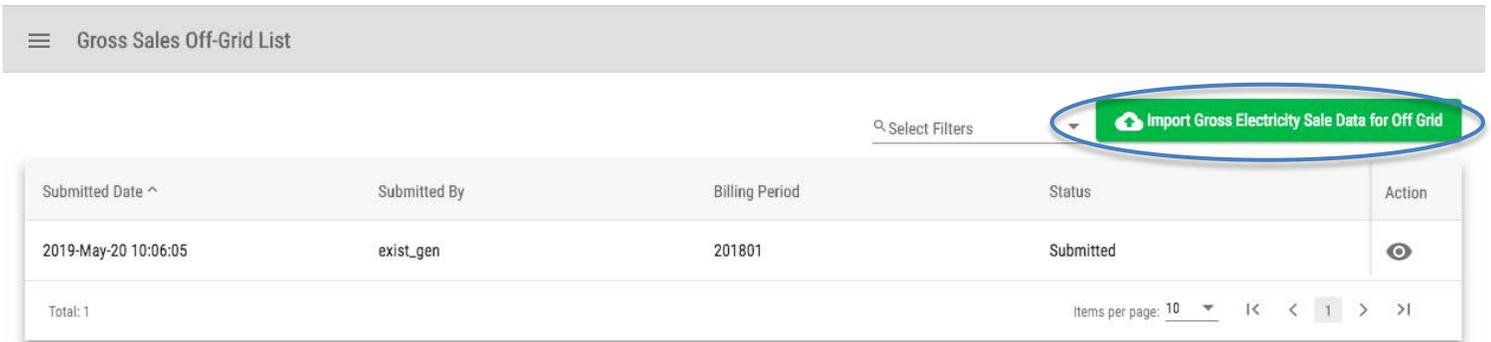


Figure 4.21

b. Download the CSV file.



Figure 4.22

c. Open the file and fill in the details in the table.

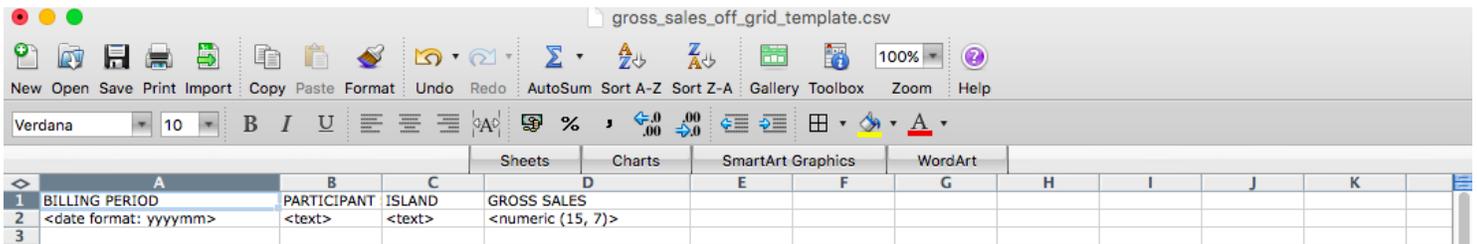


Figure 4.23

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The table below explains each field in the CSV file.

Table 14. Required Fields for Import Gross Electricity Sale Data for Off-Grid

Field	Description
Billing Period	The date format is YYYYMM
Participant Shortname	It's the unique Participant Short code enrolled in the Registration and Contract Management
Island	This refers to the region or island the where the facility is.
Gross Sales	The Gross Electricity Sales in MWh produced by the facility.

- d. Save the file.
- e. Upload the saved file, and click "Upload"
- f. The details in the file will be posted in the table and the status will be tagged as Submitted".

4.4.2. Sorting and Filtering in Import Gross Electricity Sale Data Entry for Off-Grid

In the "Gross Sales Off-Grid List" Page, select the "Select Filters" field to display the following options:

- a. Submitted Date
- b. Submitted By
- c. Billing Period
- d. Status

Choose one or more options for the Active Field to appear. The number f fields will depend on the number of selected filters.

Active Filters

Status

Figure 4.24

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Enter the details asked for, and click “Apply”. The table will adjust to the filter selected.

The user can also modify or change the number of items listed in the table. He can select from the choices: 5, 10, 50, and 100 in the “Items per Page” field. Then, the table will immediately alter the items to the corresponding filter. If the user chose 5 items, the table will show the first five in descending order.

Submitted Date ^	Submitted By	Billing Period	Status	Action
2019-May-20 10:06:05	exist_gen	201801	Submitted	

Total: 1

Items per page: 5, 10, 50, 100

Page: 1

Figure 4.25

4.5. Import FIT All Data

This sub-section allows users with FIT remittance to view its monthly expected collection and collection information as provided by the TransCo to the RE Registrar. To view, just follow the following steps:

- Click “FIT All Data”.
- Select Filter and choose “Billing Period”.
- Choose a “Billing Period” then click “Apply”.
- Choose the file with “Confirmed Status” and then click the eye icon under Actions.

The user’s FIT expected collection and remittance information will then be displayed.

4.6 Import RE Generator MQ

This sub-section allows users with FiT eligible facilities to view its monthly metered quantity data as provided by the TransCo to the RE Registrar. To view, just follow the following steps:

- Click “FIT RE Generator MQ”.
- Select Filter and choose “Billing Period”.
- Choose a “Billing Period” then click “Apply”.

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- d. Choose the file with “Confirmed Status” and then click the eye icon under Actions.

The user’s MQ information will then be displayed.

4.7 Import Monthly Net Electricity Sales

This sub-section allows users with Gross Electricity Sales data to submit, view and nullify its monthly Net Electricity Sales using a csv.file.

Follow these steps to upload the monthly NES information in the system:

- a. Click on “Import Monthly Net Electricity Sales” under the Import Monthly Net Electricity Sales Menu. When the “Monthly Net Electricity Sales List” Page appears, click on “Import Monthly Net Electricity Sales” button.

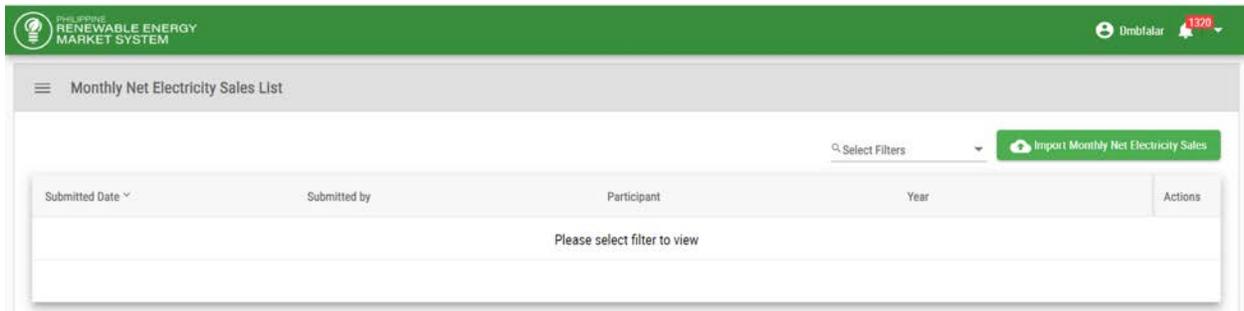


Figure 4.26

- b. Click on “Download CSV Template button”. Next, open the CSV file with the filename of “monthly_net_electricity_sales_template.csv” from Downloads. The document will then be displayed.

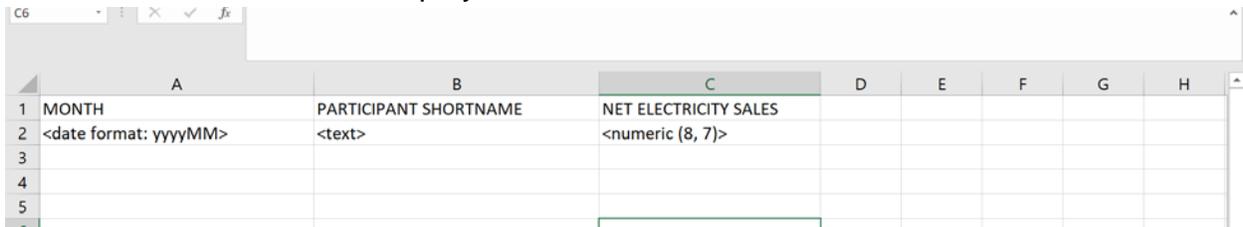


Figure 4.27

- c. Enter in the data required.

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**Table 15. Data Required for the Monthly Net Electricity Sales**

Field	Description
Month	Refer to the corresponding month Monthly: YYYYMM (e.g. 201801)
Participant Shortname	Refer to the Participant's Short name
Net Electricity Sales	Refers to the monthly electricity sales (MWh) of the participant. Total value should be equivalent to the Gross Electricity Sales provided to the DOE. Comma is not allowed.

d. Save the document, upload it, and click "Upload".

4.7.1. Import Monthly NES Errors**Table 16. Import Monthly NES Error Messages**

Field	Message	Reason
File upload	Invalid Header Name	Header is spelled wrong
		Incorrect header order
	Incomplete Header Count	Some or all headers are missing
	Invalid file format	Document not a CVS file
	Invalid data type	Wrong value in a specific filed or header
	Participant shortname does not exist	Wrong participant shortname or participant shortname not exist in the system
	Invalid value at row 2. Total Monthly Net Electricity Sales does not match the Gross Sales Data for On-Grid Net Electricity Sales for that year	Total NES is not equal to the Gross electricity sales

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4.7.2. View Import NES Data

To view the submitted NES data, follow the following steps:

- a. Click "Import Monthly Net Electricity Sales".
- b. Select Filter and choose "Data Year".
- c. Choose a "Data Year" then click "Apply".
- d. Choose the file with 'submitted by details' and then click the eye icon under Actions

5. Renewable Energy Certificate

Renewable Energy Certificate (REC) Menu allows the user to view the summarized details of the calculated RECs.

The REC represents the characteristics of all renewable and environmental energy of one (1) MWH of electricity generation sourced from an eligible RE Generation Facility. A REC is also the means to facilitate compliance of Mandated Participants to the Renewable Portfolio Standards (RPS).

The renewable energy from an eligible RE Generation Facility can only earn RECs if the relevant generator is registered with the Registrar in the appropriate REM Generator subcategory.

An entity can only receive a REC only if it is registered with the Registrar as a REM Trading Participant.

RECs can either be:

1. Unbundled from the underlying renewable energy, in which case the REC accrues to the Generation Company who owns the eligible facility generating the renewable energy; or
2. Bundled with the underlying energy, in which the case the REC accrues to the Mandated Participant who: (i) is the counterparty to the Power Supply Agreement (i.e. bilateral contract) with the relevant RE Generation Facility; (ii) is the counterparty to the Net Metering Agreement with the relevant Net-Metered RE Generator, (ii) is hosting the Eligible RE Generation Facility installed in the end-

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user's premises for own-use and synchronized to the Mandated Participant's system or (iii) is hosting the Eligible RE Generation Facility participating in the Green Energy Option Program (GEOP)¹.

The REC Page in the PREMS is shown below:

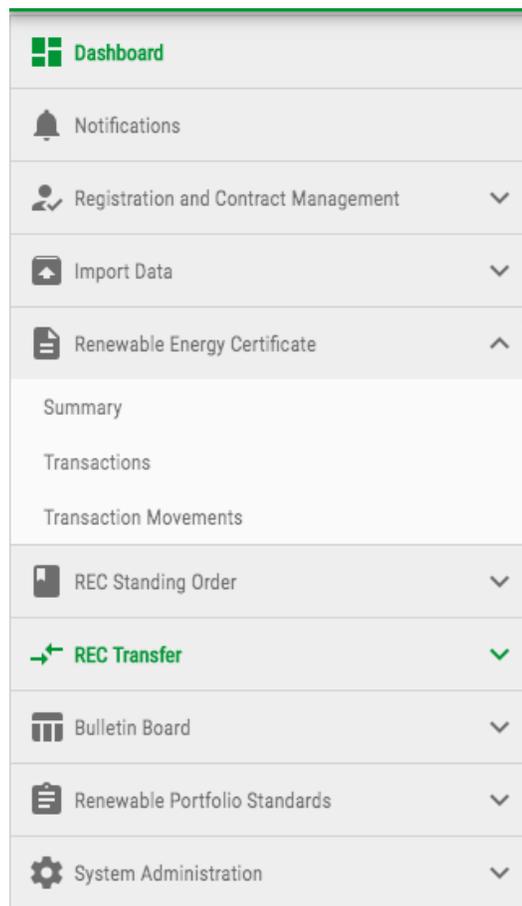


Figure 5.1

¹ DOE Department Circular No. DC 2018-07-0019 entitled "Promulgating the Rules and Guidelines Governing the Establishment of the Green Energy Option Program pursuant to the Renewable Energy Act of 2008"

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5.1. REC Summary

Participant Shortname (Name) ^	Billing Period	Sub-Account	Compliance Year	Compliance Island	Facility Name	Facility Grid	Island	Region	Vintage	Technology Type	Date Issued	Expiry
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-
FTDU1 (FTDU1 PARTICIPANT)	201004	Expired			FTGEN1 FACILITY	On-Grid	Palawan	Visayas	2008	Solar	2019-Aug-05	2019-

Figure 5.2

The figure above shows the REC Summary Page wherein the user can view the REC Summary. RECs on this page are displayed in this page is in descending Billing Period and ascending Serial Number.

5.1.2. Description of REC Summary Table

As soon as the REC information is available in the table, the following will be displayed. (Refer to Figure 5.2)

Table 16. REC Information

Field	Description
Billing Period	The date format is YYYY-MMM
Participant	This refers to the Participant short name registered
Sub-Account	Refers to the REC sub-account
Compliance Year	This refers to the compliance for surrendered sub-account; otherwise, it remains blank
Facility Name	Refers to the Renewable Energy Generator Facility from which the REC is Generated.

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Field	Description
Facility Grid	Refers to the on-grid or off-grid setting of the RE Gen Facility from which the REC is generated
Vintage	The year (YYYY) Facility Commercial Operation Date the RE Gen Facility from which the REC is generated
Facility Technology	Technology of the Renewable Energy Generator from which the REC is Generated.
Date Issued	This s the date when the issued REC is completed successfully

5.1.3. Actions REC Summary Table

The following actions are available when at least one REC is selected in REC summary by clicking the checkbox:

Table 17. REC Transactions

Action	Description
Surrender	Only available for Active REC. This will allow the user to Surrender RECs for compliance.
Bank	Only available for Active REC. This will allow the user to Reserve the REC and cannot be used for compliance.
Activate	Only available for Surrendered or Reserved REC. This will allow the user to return the REC to Active Sub-Account.

5.1.4. Sorting and Filtering in REC Summary

For an easier sorting, user must click on the Select Filter box on the right of the Page. User must choose from the options he or she wants to set as filter.

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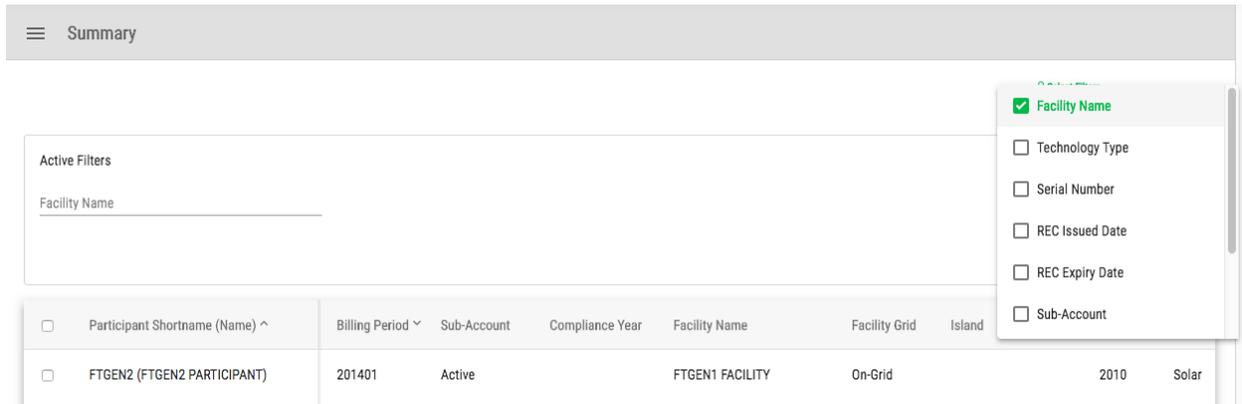


Figure 5.3

A search box will appear on the left side named after the selected filter option. Type in the details being asked for, then, click “Apply”

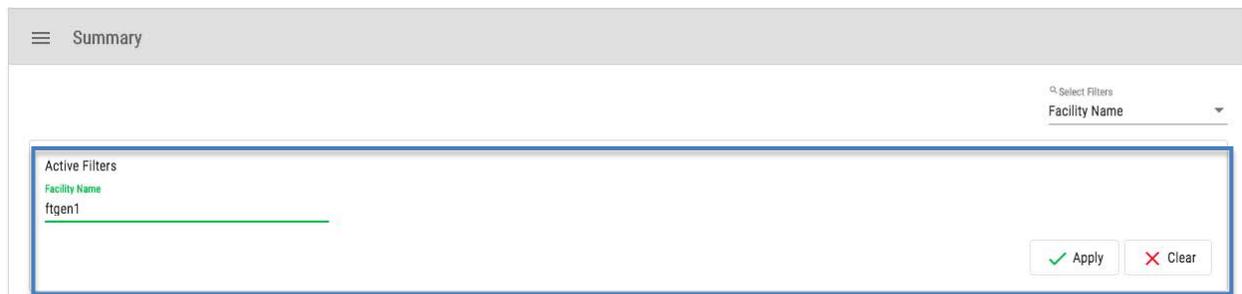


Figure 5.4

If there are too many items in the table, the user has the option to adjust them by selecting from Items per Page field below.

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Summary

qamgen

Apply Clear

<input type="checkbox"/>	Participant Shortname (Name) ^	Billing Period ^	Sub-Account	Compliance Year	Facility Name	Facility Grid	Island	Vintage	Technol
<input type="checkbox"/>	QAMGEN (QAMGEN PARTICIPANT)	201504	Active		QAMGEN FACILITY	Off-Grid	Palawan	2009	Wind
<input type="checkbox"/>	QAMGEN (QAMGEN PARTICIPANT)	201504	Active		QAMGEN FACILITY	Off-Grid	Palawan	2009	Wind
<input type="checkbox"/>	QAMGEN (QAMGEN PARTICIPANT)	201504	Active		QAMGEN FACILITY	Off-Grid	Palawan	2009	Wind
<input type="checkbox"/>	QAMGEN (QAMGEN PARTICIPANT)	201504	Active		QAMGEN FACILITY	Off-Grid	Palawan	2009	Wind
<input type="checkbox"/>	QAMGEN (QAMGEN PARTICIPANT)	201504	Active		QAMGEN FACILITY	Off-Grid	Palawan	2009	Wind

Total: 50

Items per page: 5 10 50 100

< 1 2 3 4 5 > >|

Figure 5.5

5.2. REC Transaction

REC Transaction is the sub-menu that allows the Participant to manage the activities with regards to REC.

Transactions

Active: 1755 Surrendered: 33 Reserved: 26 Retired: 0

Expired: 0

Select Filters

Participant Shortname (Name)	Technology	Issue Date	ExpiryDate ^	Active REC	Surrendered REC	Reserved REC	Retired	Action
QAPGEN3 (QAPGEN3 PARTICIPANT)	Hydro Impounding	2019-Apr-05	2022-Apr-05	233	3	0	0	
QAPGEN1 (QAPGEN1 PARTICIPANT)	Solar	2019-Apr-05	2022-Apr-05	26	0	14	0	
QAPGEN4 (QAPGEN4 PARTICIPANT)	Waste	2019-Apr-05	2022-Apr-05	297	15	0	0	
QAPGEN0 (QAPGEN0 PARTICIPANT)	Biomass	2019-Apr-05	2022-Apr-05	44	2	0	0	
QAPGEN2 (QAPGEN2 PARTICIPANT)	Wind	2019-Apr-05	2022-Apr-05	103	0	0	0	
QAPGEN1 (QAPGEN1 PARTICIPANT)	Solar	2019-Apr-08	2022-Apr-08	35	11	6	0	

Figure 5.6

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Refer to the Figure 5.6 for the procedures in viewing, surrendering and banking the REC.

5.2.1. View REC Transaction

There are two ways to view the active REC information:

- a. Click the link under the Active REC column, and the other is by selecting the “View REC” button (eye icon) under the Action column (See Figure 5.6).
- b. The Summary Page will be displayed on screen.

Summary

REC Processing
By Transaction By Transaction View

Select Filters
Participant, Technology Typ...

Active Filters

Participant: QAPGEN3
Technology Type: Hydro Impounding
REC Issued Date: 2019-Apr-05 ~ 2019-Apr-05
REC Expiry Date: 2022-Apr-05 ~ 2022-Apr-05

Apply Clear

Participant Shortname (Name) ^	Billing Period	Sub-Account	Compliance Year	Facility Name	Facility Grid	Vintage	Technology Type	Date Issued
--------------------------------	----------------	-------------	-----------------	---------------	---------------	---------	-----------------	-------------

Figure 5.7

- c. The user can sort the information under the Active Filters Field. He can put in the details in the Participant, Technology Type, REC Issued Date and Expiry Date. (See Figure 5.7).

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- d. Click “Apply” button to generate the transaction. The summary of the transaction will be posted below in the table.

<input type="checkbox"/>	Participant Shortname (Name) ^	Billing Period	Sub-Account	Compliance Year	Facility Name	Facility Grid	Vintage	Technology Type	Date Iss
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Surrendered	2018	QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Surrendered	2018	QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Surrendered	2018	QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap
<input type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Active		QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap

Figure 5.8

5.2.2. Activate REC Transaction

To activate the REC transaction, follow this process:

- a. In the Summary Page, select a Participant Short name that the user wants to activate.

<input type="checkbox"/>	Participant Shortname (Name) ^	Billing Period	Sub-Account	Compliance Year	Facility Name	Facility Grid	Vintage	Technology Type	Date Iss
<input checked="" type="checkbox"/>	QAPGEN3 (QAPGEN3 PARTICIPANT)	201405	Surrendered	2018	QAPGEN3 FACILITY	On-Grid	2012	Hydro Impoundi...	2019-Ap

Figure 5.9

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b. Below the page, click “Activate” button.

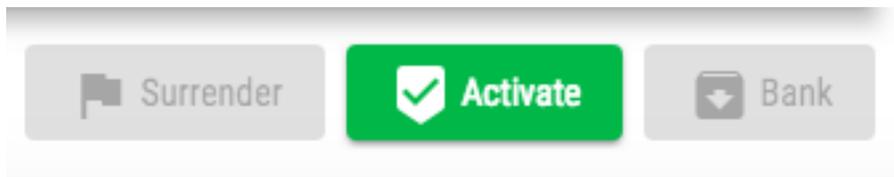


Figure 5.10

c. When the dialogue box appears, the user can either choose “Yes” to continue the transaction, click “No” to cancel it.

Confirmation

Are you sure you want to proceed?



Figure 5.11

5.2.3. Surrender REC Transaction

A Mandated Participant may surrender a REC, which has not been retired or has not expired under Clause 3.3.4.1 of the REM Rules, for compliance with their Annual RPS Obligation in respect of a particular RPS Compliance Period until the deadline set in the RPS Rules. RECs shall be surrendered by moving the relevant RECs from a Mandated Participant's active sub-account to their Retirement Sub-account.

RECs surrendered shall only count towards a Mandated Participant's Annual RPS Obligation in the RPS Compliance Period.

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If a Mandated Participant surrenders RECs in excess of its Annual RPS Obligation in respect of an RPS Compliance Period, then the Registrar shall retire those RECs in accordance with Clause 3.3.4.2 of the REM Rules.

A REC that has already been surrendered or retired may not be transferred to another REM Trading Participant or surrendered for compliance with a Mandated Participant’s RPS requirement.

Just like viewing the transaction, there are also two ways to surrender the REC:

1. One is to directly click the “Surrender” button (flag icon) in the Transaction Page (See Figure 5.12).

a. Surrender REC Transaction box will appear.

Surrender REC Transaction [X]

Participant Shortname:
QAPGEN3

Technology:
Hydro Impounding

Issued Date:
2019-Apr-05 [Calendar Icon]

Expiry Date:
2022-Apr-05 [Calendar Icon]

Active REC:
233

Surrendered REC:
3

[Submit] [Cancel]

Figure 5.12

b. “Submit” to surrender the REC transaction. And a dialogue box will appear, click “Yes” to continue, otherwise, click “No”.

²Same as above

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The other process starts with viewing of the REC transaction, and the Summary Page will appear. Select a Participant short name.

<input type="checkbox"/>	Participant Shortname (Name) ^	Billing Period	Sub-Account	Compliance Year	Facility Name	Facility Grid	Vintage	Technology Type	Date Iss
<input type="checkbox"/>	QAPGEN1 (QAPGEN1 PARTICIPANT)	201405	Active		QAPGEN1 FACILITY	On-Grid	2010	Solar	2019-Ap
<input type="checkbox"/>	QAPGEN1 (QAPGEN1 PARTICIPANT)	201405	Active		QAPGEN1 FACILITY	On-Grid	2010	Solar	2019-Ap
<input type="checkbox"/>	QAPGEN1 (QAPGEN1 PARTICIPANT)	201405	Active		QAPGEN1 FACILITY	On-Grid	2010	Solar	2019-Ap
<input checked="" type="checkbox"/>	QAPGEN1 (QAPGEN1 PARTICIPANT)	201405	Active		QAPGEN1 FACILITY	On-Grid	2010	Solar	2019-Ap

Figure 5.13

c. At the bottom of the page, click "Surrender".

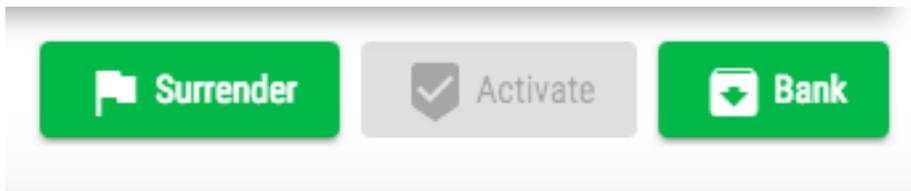


Figure 5.14

d. A Surrender REC Transaction box will appear.

Surrender REC Transaction ✕

Total Number of RECs to Surrender: 1

RPS Compliance Year:

Figure 5.15

e. Enter the RPS Compliance Year, then, "Submit".

f. A dialogue box will appear, positing to continue with the action or not.

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**5.2.4. Bank REC Transaction**

RECs shall be banked by moving a REC from a REM Trading Participant's active sub-account into their reserve sub-account.

A REM Trading Participant may bank a REC for up to three (3) years from the date the REC was issued consistent with Clause 3.3.2.1 of the REM Rules. Subject to Clause 3.5.1.9 of the REM Rules, a REC that is banked shall expire three (3) years from the date the REC was issued.

Likewise, REC banking transaction has a couple of ways to accomplish the action. First is to go to the Summary Page by clicking either the link under the Active REC or the eye icon under the Action column.

From there, select a Participant Short name and at the bottom of the page, click "Bank".

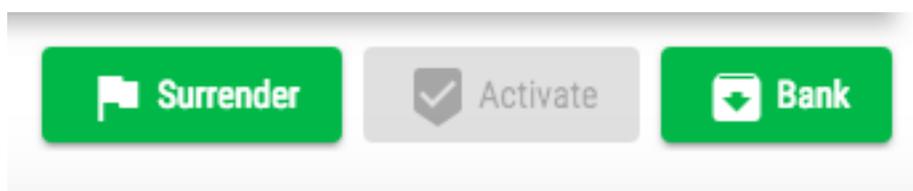


Figure 5.16

- a. A dialogue box will appear to confirm if the user wants to continue with the action, or not. The other process is simply clicking the "Bank" button in the Transaction Page.
- b. Bank REC Transaction will be displayed.

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Figure 5.17

- c. Fill out the Bank REC Field.
- d. Click “Submit” for the transaction to proceed.
- e. The dialogue box will appear. Click “Yes” to continue, otherwise, choose “No”.

5.2.5 REC Transaction Error Messages

Table 18. REC Transaction Error Messages

Field	Message	Reason
Surrender REC	Invalid REC	Field is blank
RPS Compliance Year	Invalid REC Compliance Year	Field is blank or not in configuration
Transfer REC Amount	REC Amount should be within the Price Cap	Amount is greater than Price Cap
Standing Order Total REC Amount	REC Amount should be within the Price Cap	Standing Order of Pending and Accepted Status should have unique Seller, Buyer, Start Date and Repeat
Standing Order Total Number of RECs	Seller does not have enough Active/	When the total number of REC is more than the total number of

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	Reserved REC for Standing Order	Active and Reserved RECs of the Seller
Bank REC	Invalid REC	Field is blank
Activate REC	Invalid REC	Field is blank

5.2.6 Sorting and Filtering in REC Transactions

To filter your REC Transactions, follow these instructions:

- In the Transaction Page, click on the Select Filter box, and the filter option will appear.
- Select among the options, then, an Active Field will appear on the left.

Participant Shortname (Name)	Technology	Issue Date	ExpiryDate ^	Active REC	Surrendered REC	Reserved REC	Retired REC	Action
QAGEN1 (QAGEN1 PARTICIPANT)	Solar	2019-May-09	2019-May-09	0	0	0	0	

Figure 5.18

Fill in the search box with the proper text or code it asks for. Click Apply.

Figure 5.19

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- c. In effect, the table will display the filtered items. In this case, the user can also sift the number of items in the table.
- d. Click on the “Items per Page” field below the table. Select from the choices: 5, 10, 50, and 100 items the user wants to view.

Participant Shortname (Name)	Technology	Issue Date	ExpiryDate ^	Active REC	Surrendered REC	Reserved REC	Retired REC	Action
QAPGEN1 (QAPGEN1 PARTICIPANT)	Solar	2019-May-09	2022-May-09	39	0	0		

Figure 5.20

5.3. REC Transaction Movement

The REC Transaction Movement module is where the user can view all activities and transaction. The module summarizes all activities from creating a REC transaction and surrendering the REC.

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Transaction Movements						
Participant	Transaction Date & Time	Transaction ID	User	Action	Billing Period	Sub-Acco
Trading Participant: QASDU1 Old Trading Participant: QASGEN1	2019-May-21 19:42:52	REC-TRANSACTION-760c2218-e2c4-4afd-ac61-77d8360770eb	prems_pdu2	Accept Transfer	201405	Active
Trading Participant: QASGEN1	2019-May-21 19:41:12	REC-TRANSACTION-97969bf8-7e5b-4dd0-847b-cb7e80bcc0d2	prems_gen2	Lodge Transfer	201405	Active
Trading Participant: QASGEN4	2019-May-21 17:58:51	REC-TRANSACTION-2257a42b-a8eb-4851-8d2d-3dfaad02081b	pdu1	Lodge Transfer	201405	Pending T
Trading Participant: QASGEN4	2019-May-21 17:52:19	REC-TRANSACTION-53af1282-a185-4f64-8059-10c267876cd7	pdu1	Lodge Transfer	201405	Pending T
Trading Participant: QASGEN4	2019-May-21 17:47:50	REC-TRANSACTION-3b35210c-1b86-468f-8d51-4f1427de36ed	pdu1	Lodge Transfer	201405	Pending T
Trading Participant: QASGEN4	2019-May-21 17:46:31	REC-TRANSACTION-eb3f7e79-c6ce-44a2-b7ac-c6e4b44947b5	pdu1	Create For Sale	201405	Pending T

Figure 5.21

The table below describes each column of the Transaction Movement.

Table 19. Transaction Movements

Header	Description
Participant	The trading participant short code.
Transaction Date and Time	Refers to the date and time of the action performed. Format: YYYY-MMM-DD HH:MM:SS
Transaction ID	The ID is generated when the transaction is performed
User	This refers to the logged-in username who performed the action
Action	The action performed
Billing Period	The format is YYYY-MMM
Sub Account	This refers to the REC Sub Account (Active during Issue REC)
Compliance Year	The Compliance Year for Surrendered Sub-Account, otherwise, blank
Facility Name	The Facility Name of the RE Gen Facility from which the REC is generated
Facility Grid	On-Grid/ Off-grid

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Header	Description
Island	Island refers to the are area or region where the facility is located
Vintage	Year of Facility Commercial Operation
Technology Type	Technology of the RE Gen Facility from which the REC is generated
Date Issued	Date when the Issue REC is completed successfully
Expiry Date	Date Issued + configured validity (in years)
Serial Number	<Issue Year in YYYY>-<Technology, 4 chars specified in Maintenance>-<Issue Month in 99>-<sequential number by Issue Year+Technology+Month from 1 to 999999>

5.7.1. Sorting and Filtering in REC Transactions

To sort out the list of transactions, the user can click on the Select filter field, and choose form the options.

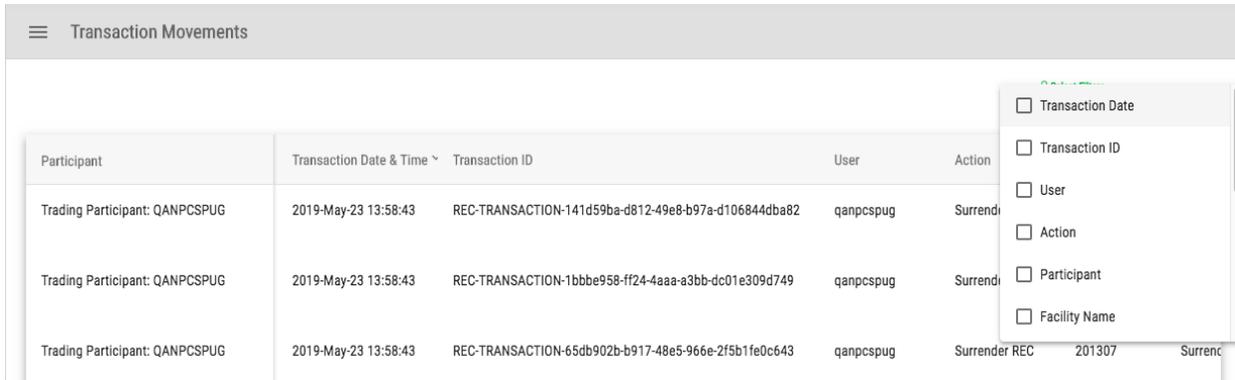


Figure 5.22

The Active Field will appear as the user chose the filter he wants. The number of search fields in Action is determined by the how many selected filters the user made.

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In the figure above, the only field present is the Participant search field, which means the user only selected one out of the six (6) filters. Then, fill in the search box with a keyword of the subject-filter, and click “Apply”. Immediately, the table will display the appropriate entries according to the keyword.

The screenshot shows a section titled 'Active Filters'. Below the title is a search field labeled 'Participant' with a horizontal line underneath. To the right of the search field are two buttons: a green checkmark icon followed by the text 'Apply', and a red 'X' icon followed by the text 'Clear'.

Figure 5.23

It is also possible for the user to minimize or maximize the number of items or entries in the table. Just below the table in the Page, he can select from Items per Page the number in which the user would want to sift. He can choose from 5, 10, 50 and 100 items.

6. REC Standing Order

REM Trading Participant may transfer RECs from their PREMS Account into the PREMS Account of another REM Trading Participant by executing a One-off REC transfer or a Standing Order.

REM Trading Participants can set up Standing Orders to transfer an agreed upon number of RECs at an agreed upon price over an agreed upon period. Both the buyer and seller must agree upon the terms of the Standing Order to give effect to it.

The seller REM Trading Participant shall enter the following details to the PREMS's interface: (a) the period, (b) volume and (c) price details of the Standing Order.

The buyer REM Trading Participant, should it agree on the details of the Standing Order, shall accept the said Standing Order through the PREMS's interface.

If there is any change in the details of the Standing Order, the buyer and seller shall reflect this change by re-entering the period, volume and price details through the PREMS's interface.

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The following conditions and restrictions apply to a Standing Order:

1. A REM Trading Participant shall ensure that it has sufficient RECs in its PREMS Account to meet the requirements of all its Standing Orders consistent with Clause 3.3.1.3 of the REM Rules.
2. If a REM Trading Participant transferring RECs under a Standing Order has insufficient RECs to complete all their Standing Orders, then two (2) business days prior to any scheduled transfer the Registrar shall inform them of the same and of the number of RECs they must deposit into their PREMS Account for the Standing Order to proceed.
3. If a REM Trading Participant does not comply with the above, the Registrar shall not permit the transfer of any RECs associated with those Standing Orders consistent with Clause 3.3.1.4 of the REM Rules.

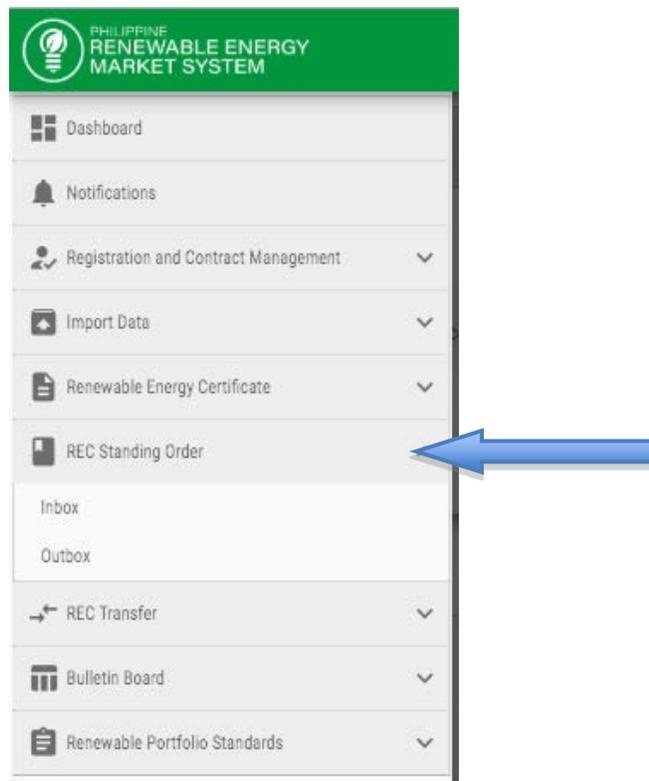


Figure 6.1

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In creating a Standing Order, the user must take note that the Participant with active or banked REC's and creating one requires to be done in bulk. Follow these steps to create a "Lodge" or a scheduled transfer:

- a. Click the "Lodge" button on the right.

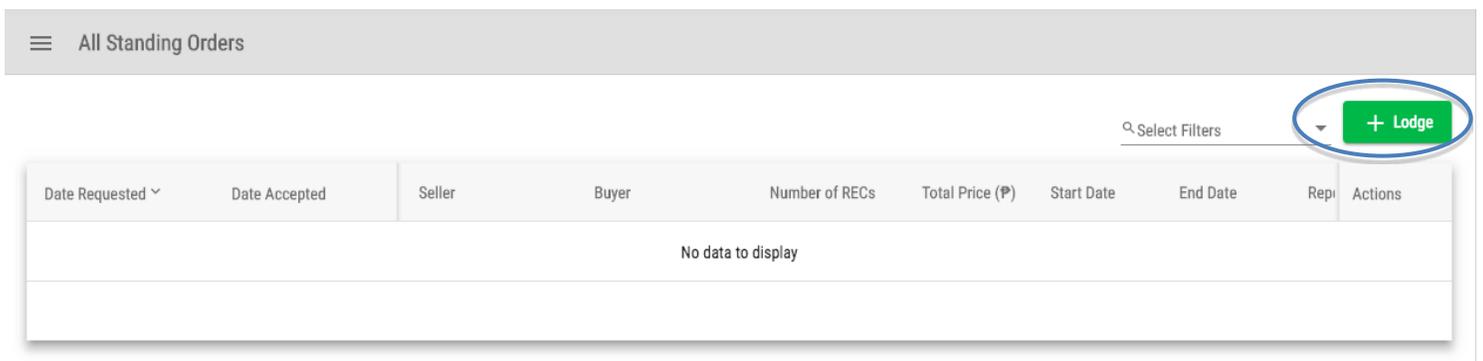


Figure 6.2

- b. Fill in the fields displayed on the Lodge Standing Order Page.

Figure 6.3

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Refer to the table below for description of the fields in the Lodge Standing Order Page.

Table 20. Lodge Standing Order Information

Field	Description
Buyer	A mandatory drop-down field wherein the user can choose from the options of the Participant's short name in ascending order, excluding the logged-in participant/user.
Number of RECs	Note: the total amount should not be more than the configured REC Price Cap.
Total Price	Another mandatory numerical field that will display the available RECs. The range of the number is from 1-999,999,999.
Start Date	The format is YYYY-MMM-DD. Required. User should be reminded that the Start Date should be a future date.
End Date	Format of the date is YYYY-MMM-DD. Optional. A date that is passed the Start Date.
Repeat	Another Required field wherein the user chooses the following options: None, Daily, Weekly, Monthly, Quarterly, Yearly.

- b. If all fields are complete, click "Submit".
- c. The entry will be posted. The information will be summarized in the table to make it easier for the Participant to view.

6.1. Standing Order Actions

The following actions are available in Inbox and Outbox of Standing Order:

Table 21. Standing Order Actions

Action	Description
Lodge	This is only available in Outbox. This will allow the Seller to create a Standing Order. Status of the Standing Order when Lodged is Pending.
Cancel	This is only available in Outbox. This will allow the Seller to cancel the Standing Order he/she created. Only Pending Standing Order can be cancelled. Status of the Standing Order will change to Cancelled.

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Action	Description
Update	This is only available in Outbox. This will allow the Seller to update the Standing Order he/she created. Only Pending Standing Order can be updated. Status of the Standing Order will not change.
Accept	This is only available in Inbox. This will allow Buyer to accept the Standing Order created by the Seller. Only Pending Standing Order can be accepted. Status of the Standing Order will change to Accepted. Once the Standing Order is accepted by the Buyer, the corresponding RECs will be transferred automatically from the Seller to the Buyer on the specified Standing Order Schedule.
Reject	This is only available in the Inbox. This will allow the Buyer to reject the Standing Order created by the Seller. Only Pending Standing Order can be rejected. Status of the Standing Order will change to Rejected.

6.2. Standing Order Status

The following are the possible Status of Standing Order:

Table 22. Standing Order Status

Status	Description
Pending	Standing Order has been created.
Cancelled	Pending Standing Order is Cancelled by the Seller.
Accepted	Pending Standing Order is Accepted by the Buyer.
Rejected	Pending Standing Order is Rejected by the Buyer.
Expired	Accepted Standing Order has reached the End Date
Frozen	Pending Standing Order has not been Accepted by the Buyer in specific period after Lodge

6.3. Sorting and Filtering REC Standing Order

- a. Similar with the other search features in the system, the user must click on Select Filter to choose an option to prune down the search.

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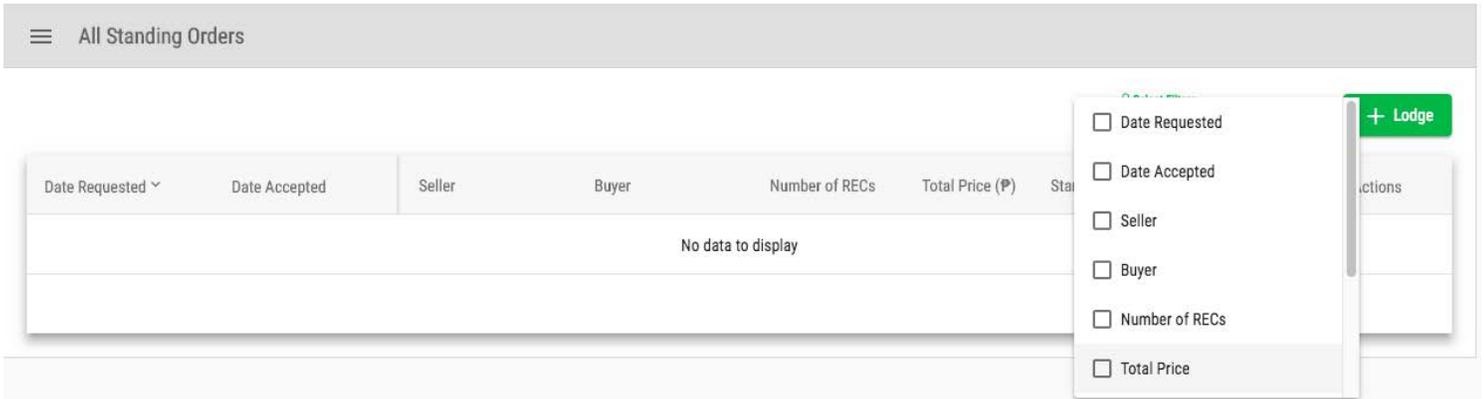


Figure 6.4

- b. Select one or more options and that will determine the number of fields that'll appear in the Active field.



Figure 6.5

- c. Enter the details requested and click 'Apply". The table will immediately adjust the items posted according to the filter. The user can further trim down the number of items posted by selecting the "Items per Page". Choose among the options: 5, 10, 50, 100 and the table will alter the items.

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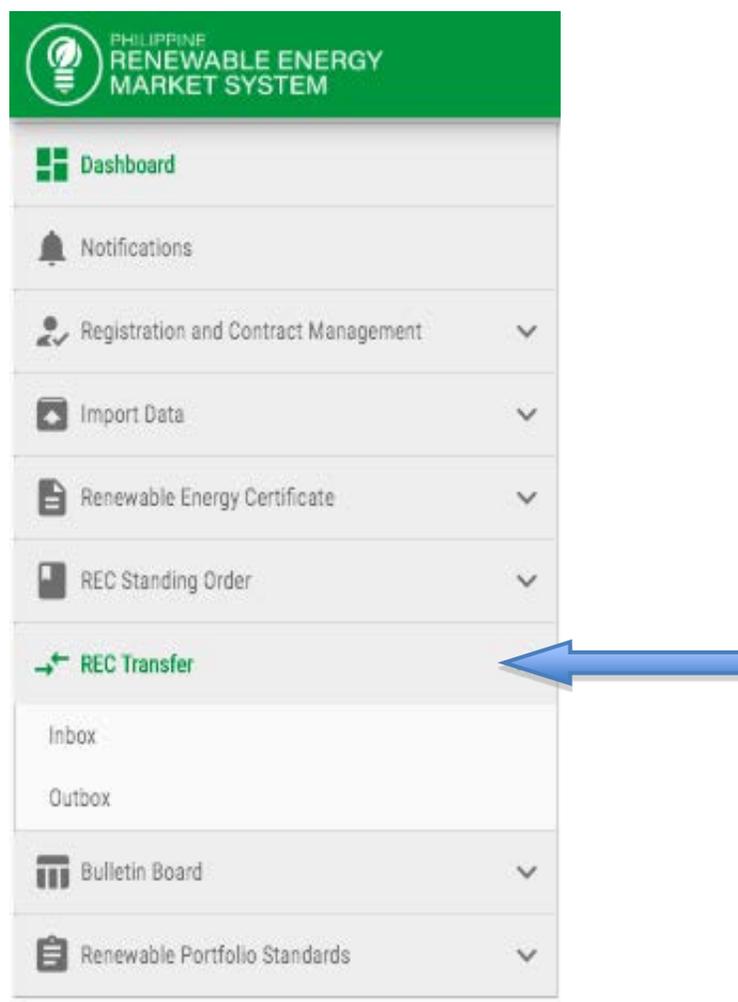
**7. REC Transfer**

Figure 7.1

Unlike the REC Standing Order, this module lets the user sell RE Certificates at a given time. Although, the user can only sell his/her REC if the REC is active or banked, and can be done in batches/bulk just like Standing Order.

When executing a transfer, both parties must disclose the volume (number of RECs being transferred) and price (total price of the trade). The volume and price disclosure, consistent with Clause 3.3.1.5 of the REM Rules, shall be implemented through the PREMS's interface by:

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1. The seller entering the volume and price details; and
2. The buyer accepting the above details and accepting the transfer.

A transfer can be cancelled any time up until the buyer accepts the transfer. Once the buyer accepts a transfer, the transfer cannot be cancelled. The REM Trading Participants involved in the transfer may opt to resolve any dispute through the REM dispute resolution mechanism provided for in Chapter 6 of the REM Rules and the REM Dispute Resolution Manual.

Date Requested	Date Accepted	Seller	Buyer	Number of RECs	Total Amount	Status	Actions
2019-Aug-14 11:21:...		USERPDU999	1590EC	4	3,600.00	PENDING	👁️ ✎️ ✕

Figure 7.2

For the seller to be able to “lodge” a transfer, follow these steps:

- a. The seller must click the “Outbox” module to be able to create a transfer.
- b. In the Outbox page, click on the “Lodge” button”. The Lodge Transfer page will be displayed.

Update Price(₹)	Transfer REC	Sub-Account	Facility Name	Technology Type	Expiry Date	Serial Number	Price(₹)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	USERPDU999 FACILITY	Biomass	2022-Aug-13	PREMS-2019-BMAS-08-000079168	0.00
	<input type="checkbox"/>	Active	USERPDU999 FACILITY	Biomass	2022-Aug-13	PREMS-2019-BMAS-08-000079169	0.00
	<input type="checkbox"/>	Active	USERPDU999 FACILITY	Biomass	2022-Aug-13	PREMS-2019-BMAS-08-000079170	0.00
	<input type="checkbox"/>	Active	USERPDU999 FACILITY	Biomass	2022-Aug-13	PREMS-2019-BMAS-08-000079171	0.00
	<input type="checkbox"/>	Active	USERPDU999 FACILITY	Biomass	2022-Aug-13	PREMS-2019-BMAS-08-000079172	0.00
	<input type="checkbox"/>	Active	USERPDU999 FACILITY	Biomass	2022-Aug-13	PREMS-2019-BMAS-08-000079173	0.00

Figure 7.3

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- c. User should click on the checkbox under Transfer REC to select the REC to be transferred.
- d. Each checked REC will have corresponding checkbox under Update Amount column. This will allow the user to check the REC to Update Amount. Clicking the Update Amount will allow the user to input the price per REC. Click Submit to confirm the entered amount.



Figure 7.4

- e. Once all selected amount has corresponding price, click Submit to proceed with the Transfer.
- f. The entry will be entered in the Outbox page. The table below will present the description of each column:

Table 23. Description of Entries in the Outbox Page

Heading	Description
Date Requested	The date when the transfer was requested. The format is YYYY-MMM-DD HH:MM:SS.
Date Accepted	Date when the transfer was accepted. The format is YYYY-MMM-DD HH:MM:SS.
Seller	This refers to the Participant Shortname or the Participant who created the transfer.
Buyer	This refers to the Participant Shortname or the Participant who was selected as the buyer of the transfer.
Number of REC's	Number of selected RECs during transfer lodge.

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Heading	Description
Total Amount	Total Amount of all the RECs selected for the transfer
Status	<p>The status can be any of the following:</p> <ul style="list-style-type: none"> ● Pending - initial status of the Transfer. ● Accepted - when the Buyer accepted the transfer ● Cancelled - when the Seller Cancels the Transfer ● Rejected - when the Seller Rejected the Transfer ● Expired - when one of RECs of Pending Transfer Expired ● Frozen - when the Pending Transfer has not been Accepted, Cancelled, Expired, Frozen or Rejected on the configured nth day after Lodged

7.1. Transfer Actions

The following actions are available in the Inbox and Outbox of Transfer:

Table 24. Transfer Actions

Action	Description
Lodge	This is only available in Outbox. This will allow the Seller to create a Transfer. Status of the Transfer when Lodged is Pending.
Cancel	This is only available in Outbox. This will allow the Seller to cancel the Transfer he/she created. Only Pending Transfer can be cancelled. Status of the Transfer will change to Cancelled.
Update	This is only available in Outbox. This will allow the Seller to update the Transfer he/she created. Only Pending Transfer can be updated. Status of the Transfer will not change.
Accept	This is only available in Inbox. This will allow Buyer to accept the Transfer created by the Seller. Only Pending Transfer can be accepted. Status of the Transfer will change to Accepted. Once the Transfer is accepted by the Buyer, the corresponding RECs will be transferred automatically from the Seller to the Buyer.
Reject	This is only available in the Inbox. This will allow the Buyer to reject the Transfer created by the Seller. Only Pending Transfer can be rejected. Status of the Transfer will change to Rejected.

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7.2. Transfer Status

The following are the possible Status of Standing Order:

Table 25. Status of Standing Order

Status	Description
Pending	Transfer has been created.
Cancelled	Pending Transfer is Cancelled by the Seller.
Accepted	Pending Transfer is Accepted by the Buyer.
Rejected	Pending Transfer is Rejected by the Buyer.
Expired	At least one of the RECs in Pending Transfer has expired.
Frozen	Pending Transfer has not been Accepted by the Buyer in specific period after Lodge

7.3. Sorting and Filtering REC Transfer

Similar with the other search features in the system, the user must click on the Select Filter to choose an option to trim down the search.

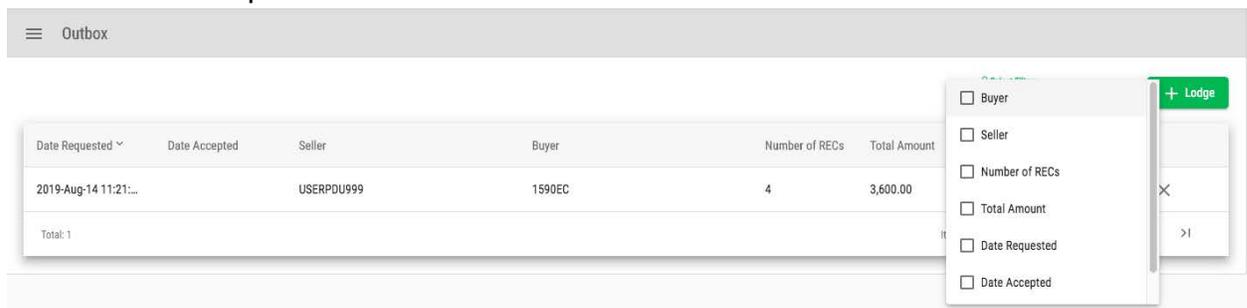


Figure 7.5

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Select one or more options and that will determine the number of fields that'll appear in the Active field.

Active Filters

Seller _____

Figure 7.6

Enter the details being asked for and click 'Apply'. The table will immediately adjust the items posted according to the filter. The user can further trim down the number of items posted by selecting the "Items per Page". Choose among the options: 5, 10, 50, 100 and the table will alter the items.

8.0 Bulletin Board

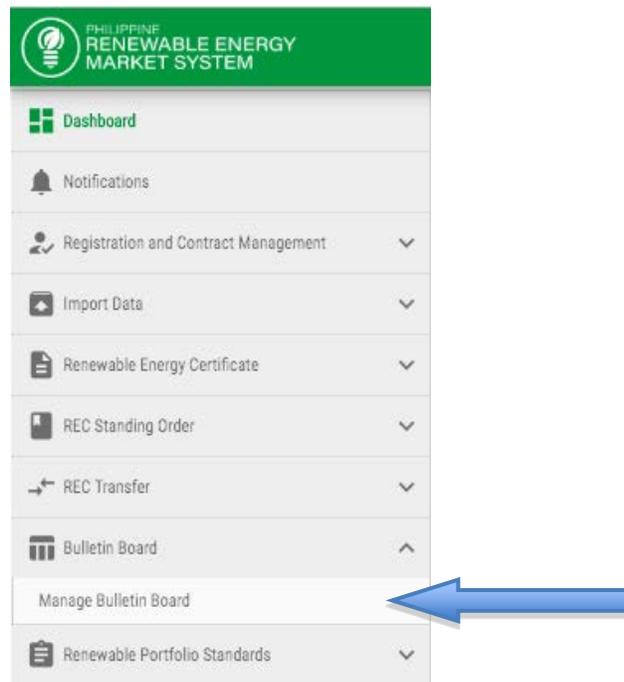


Figure 8.1

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This menu will allow the user to manage For Sale and Want to Purchase entries to be posted in the Bulletin Board’s public page.

Activity	Date Created	Date Updated	Technology	Region	Number of RECs	Avg Price (P/REC)	Status	Action
For Sale	2019-Aug-14 14:31:15	2019-Aug-14 14:31:15	Biomass	Luzon	1	20	Active	🔍 ✎ ✕
Want To Purchase	2019-Aug-14 14:26:56	2019-Aug-14 14:26:56	Biomass	Luzon	5	400	Active	🔍 ✎ ✕

Figure 8.2

8.1. Create Sale

To create a sale, click on the “Create for Sale” button.

Technology

Date Issued

Expiry Date

Figure 8.3

b. Fill in the following entries and click Apply to filter the RECs to be included in the set of RECs for selling.

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Table 26. Information Required in Creating RECs for Sale

Field	Description
Technology	Required. A drop-down field which lists the following technology type: <ul style="list-style-type: none"> ● Hybrid Fuel ● Hybrid Technology ● Hydro Impounding ● Hydro- Run-of-River ● Ocean ● Solar ● Waste ● Wind ● Thermal Coal
Date Issued	Date Range. The issued date of the REC.
Expiry Date	Date Range. The expiry date of the issued REC.

c. Select the RECs to be included in the For Sale and Update the corresponding Amount .

Figure 8.4

d. Next is to fill out the Seller’s Contact Details.

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Table 27. Seller’s Contact Details

Field	Description
Name	The complete name of the seller. Not short code.
Phone Number	Contact number of the seller
Email	The active email address of the seller
Fax Number	If the seller has a fax machine, he must enter the number in this field.
Address	Either personal or the facility address of the seller.

- c. When all fields are complete, click “Submit”. The details will be posted in the For Sale table.

8.2. Create Want to Purchase

To create a purchase entry, follow these steps:

- a. Click on the “Want to Purchase”

☰ Create Want To Purchase

Technology
Biomass

Region
Luzon

Expiry Year
2020

Number of RECs
5

Price
2000

Price per REC
400

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Buyer Contact Details

Name	Phone Number	Email	Fax Number	Address
User Participant Pdu999	000-0000	user_pdu999@email.com		Pasig City

+ Add Contact
X

Note (Optional)

+ Submit
Cancel

Figure 8.5

- b. Fill in the fields above before the Buyer Contact Details portion. Refer to the table below for the description of each field in the Create Want to Purchase Page.

Table 28. Description of Fields in the Create Want to Purchase Page

Field	Description
Technology	A drop down option wherein the user can either choose to search from the Filter Technology the technology type where the Participant belongs to. Or choose Any Technology.
Expiry Year	The specific year of expiry of the REC that the buyer desires to buy
Number of RECs	The amount of REC certificate the buyer is willing to purchase.
Price	The amount that he is willing to purchase the REC for
Price per REC	The amount that he is willing to purchase the REC for
Name	The complete name of the Participant
Phone Number	His contact detail
Email Add	His active email address
Fax Number	If the buyer has a fax machine, he must enter the number in this field.
Address	The address of his facility
Note	An optional text field where the buyer can give a description.

If the Participant has more contact details, he may click the “Add Contact” button. Otherwise, he can click “Submit” to enter the details in the table.

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Buyer Contact Details

Name	Phone Number	Email	Fax Number	Address
<div style="text-align: right;"><input type="button" value="+ Add Contact"/></div>				
Note (Optional)				
<div style="text-align: right;"><input type="button" value="+ Submit"/> <input type="button" value="Cancel"/></div>				

Figure 8.6

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8.3 Sorting and Filtering in Manage Bulletin Board

Select Filter field is available in Manage Bulletin Board.

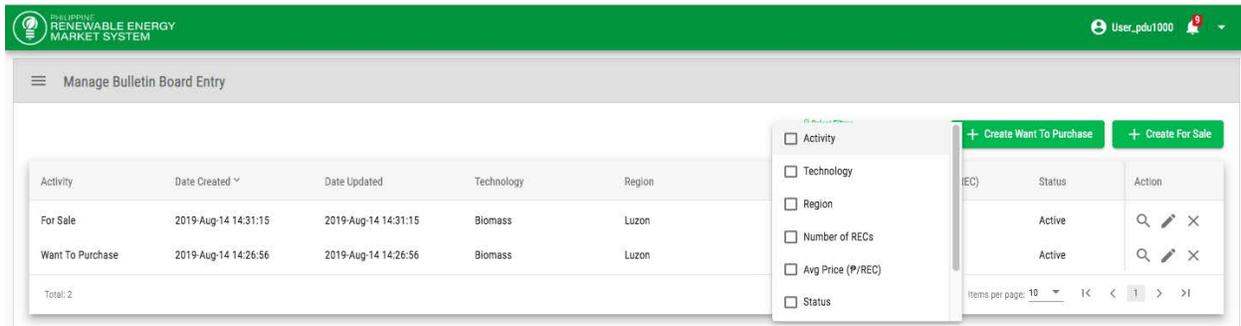


Figure 8.7

Choose from the options, for the number of selected filter dictates the number of fields in the Activity Field.

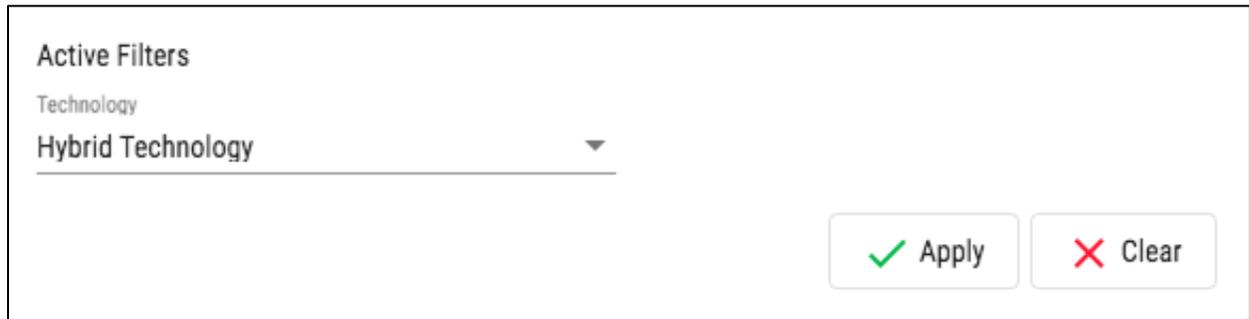


Figure 8.8

Then, click “Apply”. The entries of the table will be filtered down. If the user still desires to lessen the items displayed in the table, he can just select from the Items per Page field the number of entries he wants to be shown by the system. He can choose as low as five (5) items in the page and as high as a hundred (100).

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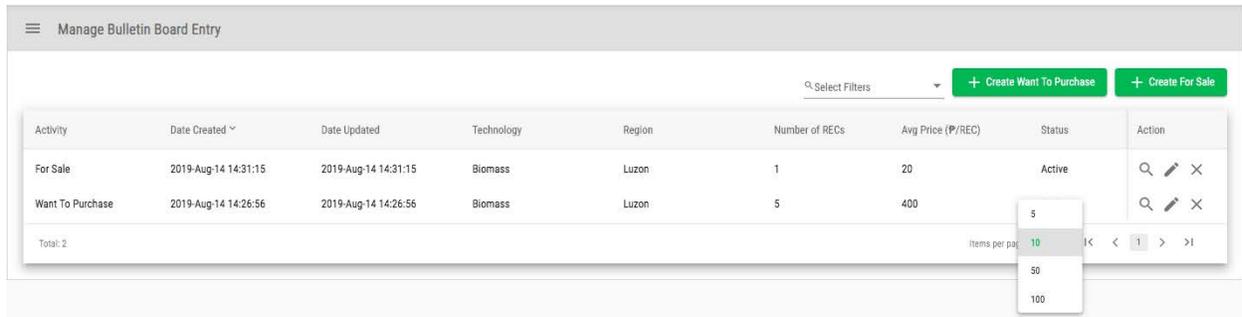


Figure 8.9

8.4. Error Messages

Table 29. Error Messages in the Bulletin Board Module

Field	Message	Reason
Number of REC	Number or REC is required	Field is blank
Price of REC	Price or REC is required	Field is blank
Contact Details	At least 1 contact detail is required	Field is blank

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9. Renewable Portfolio Standard

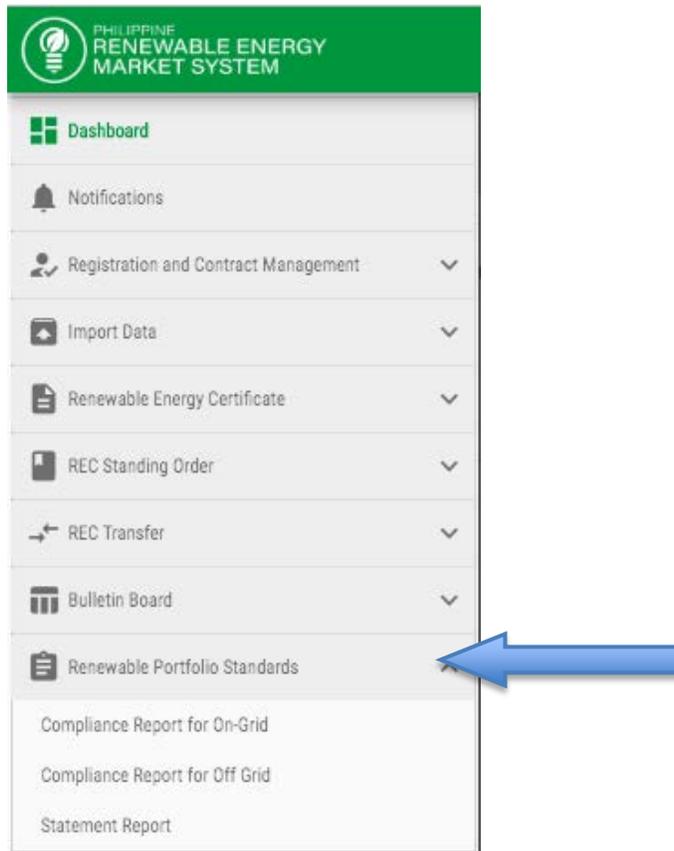


Figure 9.1

The Renewable Portfolio Standard (RPS) Menu allows the user to view the issued RPS Compliance Report, as well as download the generated Statement Report.

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9.1. Compliance Report for On-Grid and Off-Grid

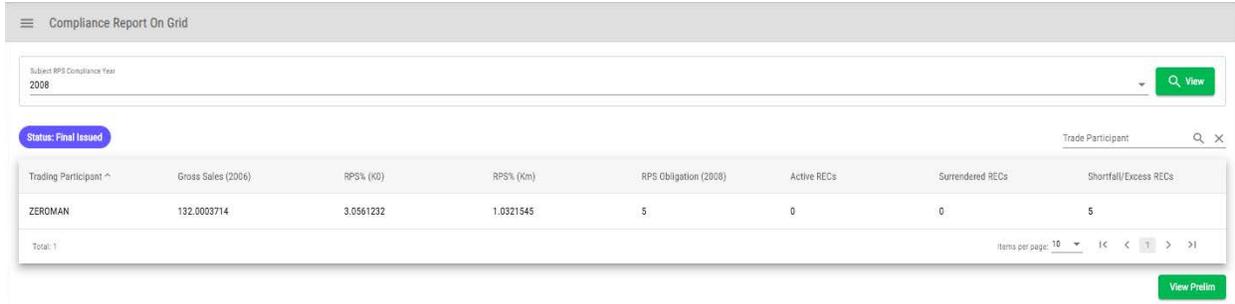


Figure 9.2

This will allow the user to view the issued Compliance Report by Subject Compliance Year.

- a. Search and select a year in the “Subject Compliance Year” field and click View. The following information will then be displayed:

Table 30. Information Provided in the Compliance Report

Field	Description
Trading Participant	The registered unique code of the Participant
Island	Compliance Island for Off-Grid
Gross Sales	The Gross Sales is the Subject Compliance in YYYY Note: When the Subject Compliance Year is RPS Year 0+2, the information displayed in this field will be RPS Year 0 in YYYY
RPS % (K0)	This refers to the RPS % at Year 0
RPS % (Km)	This refers to the total Incremental RPS %
RPS Obligation	This refers to the RPS Obligation/Requirement for Subject Compliance Year
Active RECs	This refers to the total number of active RECs
Surrendered RECs	This refers to the total number of surrendered RECs for the Subject Compliance Year

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9.1.1 Compliance Report Actions

The following actions are available in this page:

Table 31. Compliance Report Actions

Action	Description
View	To view the latest issued Compliance Report for the Subject Compliance Year
View Prelim	To view the Issued RPS Compliance Report Prelim
View Final	To view the Issued RPS Compliance Report Final

9.2. RPS Statement Report

The RPS Statement Report summarizes the RPS position in terms of RECs of the Participant.

As the user can see, the summary also holds a download option wherein the user and the Participant can download the issued RPS document.

Trading Participant	Gross Sales	RPS%	RPS Obligation	Active RECs	Shortfall/Excess RECs	Type	Issued D	Action
QATRANS	260.2469134	9.34	24	93	24	PRELIMINARY	2019-Ma	Download

Total: 1

Items per page: 10

Figure 9.3

The user may click on the “Download” button, and the file of a Trading Participant will be instantly downloaded. Other information presented in this Page are as follows:

- Trading Participant
- Grid Type
- Island

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- Gross Sales
- RPS %
- RPS Obligation
- Active REC
- Surrendered REC
- Shortfall/Excess REC
- Types
- Issued Date

9.2.1. Sorting and Filtering of RPS Statement Report

Click on the Select Filter box in the Statement Report Page. A list of possible filters will appear, choose one or more.

The screenshot shows the 'Statement Report' interface. A filter dropdown menu is open, showing three options: 'Subject RPS Compliance Year' (unchecked), 'RPS Compliance Report Type' (unchecked), and 'Trading Participant' (checked). Below the dropdown are 'Apply' and 'Clear' buttons. The main table below has the following data:

Trading Participant	Gross Sales	RPS%	RPS Obligation	Active RECs	Shortfall/Excess RECs	Type	Issue	Action
GENPEMC2	0	0	0	0	0	PRELIMINARY	2019	⌵

Figure 9.4

If the user has chosen a filter, the Active Field can be viewed. Enter the specified details in the field; afterwards, click “Apply”.

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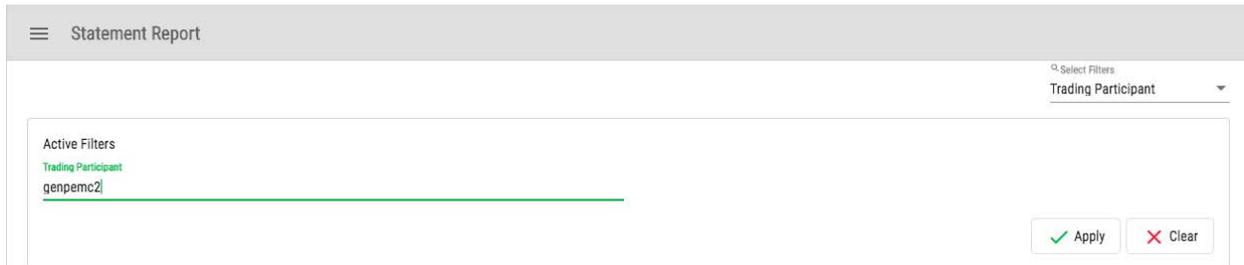


Figure 9.5

The table is filtered as a result. Filtering the number of items in the table can also be done. Just click on the Items per page field, then, choose a number-filter.

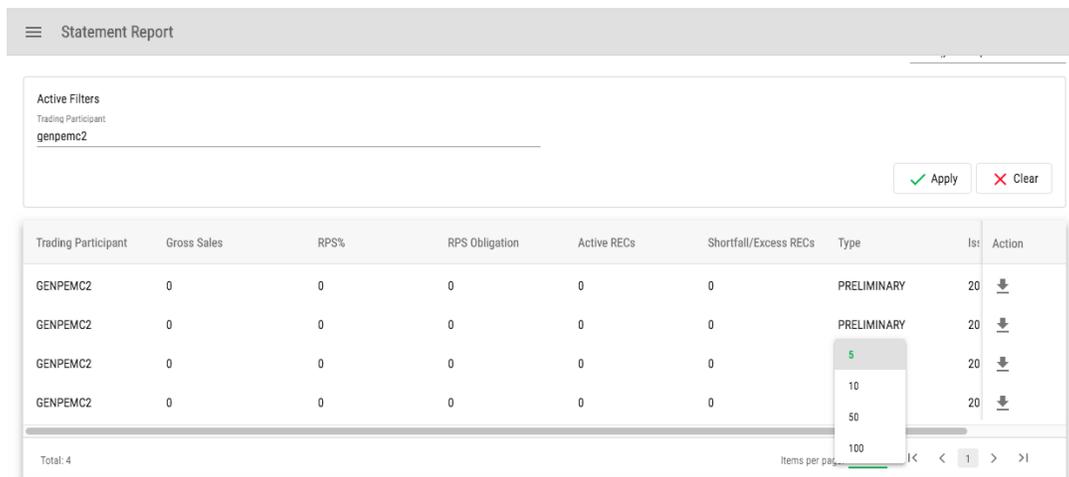


Figure 9.6

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**Annex A: RE Market Participants Privileges**

RE Market Participants have the following privileges in the system:

Table 32. RE Market Participants Privileges

Module	Menu	Privilege
Registration and Contract Management	Participant Info	View Participant List
		View Participant
		Participant Download Attachment
	Facility Info	View Facility Info List
		View Facility
	PSA	View Supply Contract List by TP
		View Supply Contract Details by TP
		Create Supply Contract by TP
		Update Supply Contract by TP
		Submit Supply Contract
		Delete Supply Contract by TP
	Download Attachment	
	Dashboard Notification	Registration Dashboard Notification
	Email Notification	Registration Email Notification
Import Data	Meter Quantity Data	Submit MQ Data (for DUs with Registered Voluntary Generator)
		View MQ Data
	BCQ Data	View BCQ Data
Gross Electricity Sales Data for Off Grid	View Gross Electricity Sales Data	
Import Data	Import FIT All Data	View FIT All Data
	Import FIT RE Generator MQ	View RE Generator MQ Data
	Gross Electricity Sales for On-Grid	Upload Gross Electricity Sales
		Submit Gross Electricity Sales
	View Gross Electricity Sales	

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Module	Menu	Privilege
	Monthly Net Electricity Sales for On-Grid	Upload Monthly Net Electricity Sales
		Submit Monthly Net Electricity Sales
		View Monthly Net Electricity Sales
Renewable Energy Certificates	REC Transaction	View Summary
		View REC Movement
		View REC Transaction
		View Active REC Subaccount
		View Surrendered REC Subaccount
		Surrender REC
		Activate REC
		View Banked REC Subaccount
		Bank REC
		View Retired REC Subaccount
		View Expired REC Subaccount
	REC Transfer	View Transfer Outbox
		View Transfer
		Lodge Transfer
		Update Transfer
		Cancel Transfer
		View Transfer Inbox
		Accept Transfer
		Reject Transfer
REC Standing Order	REC Standing Order	View Standing Order Outbox
		Lodge Standing Order
		Update Standing Order
		Cancel Standing Order
		View Standing Order Inbox
		Accept Standing Order
		Reject Standing Order
Bulletin Board	Bulletin Board	Create REC For Sale
		Update REC For Sale
		Cancel REC For Sale
		Create REC Want to Purchase

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Module	Menu	Privilege
		Update REC Want to Purchase
		Cancel REC Want to Purchase
		View Bulletin Board
		View Manage Bulletin Board
Renewable Portfolio Standards	RPS Compliance Report	View RPS Compliance Report
		View RPS Statement Report
	Dashboard/Email Notification	RPS Compliance Report Notification
Dashboard	Dashboard	Dashboard View Expiring REC
		Dashboard View RECs for Retirement
		Dashboard View Summary of REC Sub Accounts
		REC Issuance Notification
		Lodge Transfer Notification
		Update Transfer Notification
		Cancel Transfer Notification
		Accept Transfer Notification
Dashboard	Dashboard	Reject Transfer Notification
		REC For Sale Notification
		REC Want to Purchase Notification
		Expired REC for Sale Notification
		Expire Transfer Notification
		Frozen Transfer Notification
		Frozen Standing Order Notification
		Expired Standing Order Notification
		Lodge Standing Order Notification
		Update Standing Order Notification
		Cancel Standing Order Notification
		Accept Standing Order Notification
		Reject Standing Order Notification
		Expired REC Notification
Expiring REC Notification		

