



**Philippine Electricity
Market Corporation**

GUIDELINES FOR THE USE OF THE SECURED FILE TRANSFER PROTOCOL (SFTP) FOR THE RENEWABLE ENERGY MARKET

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I. DESCRIPTION

The Renewable Energy Market (REM) Rules provides the REM Participants the opportunity to validate the issued Renewable Energy Certificates (RECs) by confirming with the RE Registrar the correctness of the issued RECs or by indicating the possible error.

This process will require, among others, the following –

- Transmittal by the RE Registrar of relevant data for a particular billing period;
- Submission by the REM Participants of the accomplished and signed REC Validation Form; and
- Submission by REM Participants of supporting documents or data, as deemed necessary.

For convenience, practicality, and promotion of **paperless exchanges and efficient communication**, the RE Registrar seeks to adopt a more convenient way to facilitate the receiving and sending of data and documents relating to REC validation to and from REM Participants.

II. OBJECTIVES

For the RE Registrar and REM Participants –

- To be guided on how to secure Log-In Credentials for the PEMC File Transfer Protocol (FTP) facility; and
- To be able to respond to matters relating to REC validation in a more convenient way.

III. SECURED FILE TRANSFER PROTOCOL (SFTP)

PEMC's SFTP has two servers as follows:

A. Outgoing server: <https://180.232.127.58>

The SFTP **Outgoing Server** allows participants to **VIEW** and/or **DOWNLOAD** the data provided by the RE Registrar for the REC validation.

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B. Incoming server: <https://180.232.127.59>

The **SFTP Incoming Server** allows the participants to **UPLOAD** the accomplished REC Validation Form and other applicable documents necessary to submit to the RE Registrar.

One log-in credential is provided to each company. The default Log-In Credentials for both servers are as follows:

Username: Company Name_01 (e.g., ABRECO_01, PELCO2_01, APRI_01)

Default Password: PemC1234

SFTP users are required to change the default password upon initial login. To change the password, follow the steps below:

Table 1. How to Change the Default Password for Both Servers

Outgoing Server	
Steps	Screenshot
1. Open a browser (recommended is Mozilla Firefox) and type https://180.232.127.58	

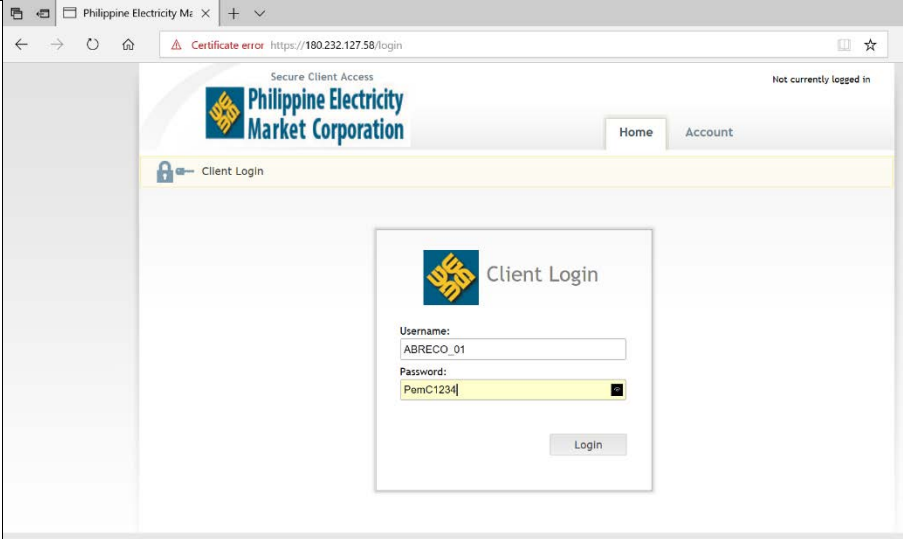
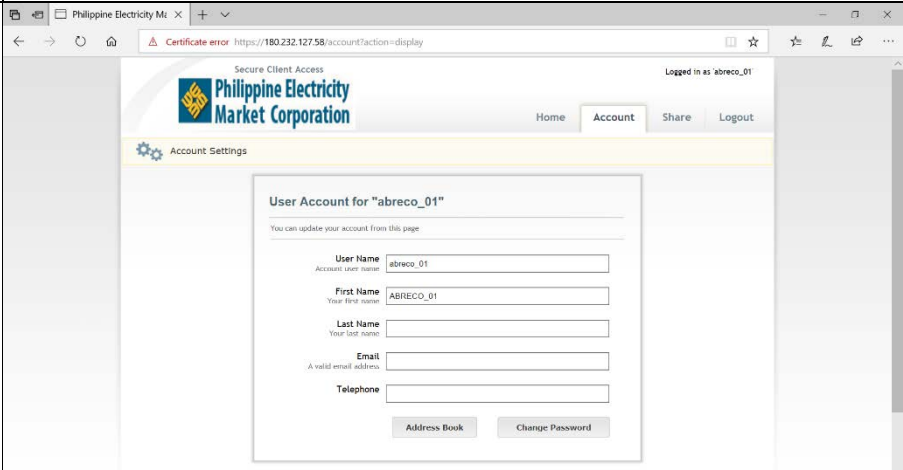
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Steps	Screenshot
<p>2. Type your username and password. Click Login.</p>	
<p>3. Click Account and click Change Password.</p>	

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Steps	Screenshot
<p>4. Type your old password (PemC1234) and type your new password and confirm it as well.</p> <p>*Get a pen and paper, write your new password, for future reference.</p> <p>Click change password.</p> <p>Password change should be successful.</p>	

Incoming Server	
Steps	Screenshot
<p>1. Open a browser (recommended is Mozilla Firefox) and type https://180.232.127.59</p>	

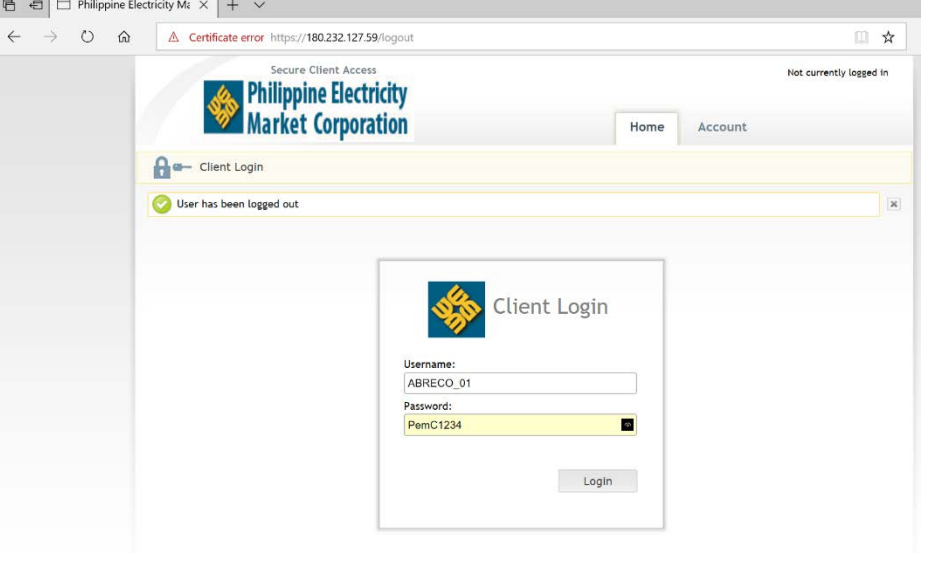
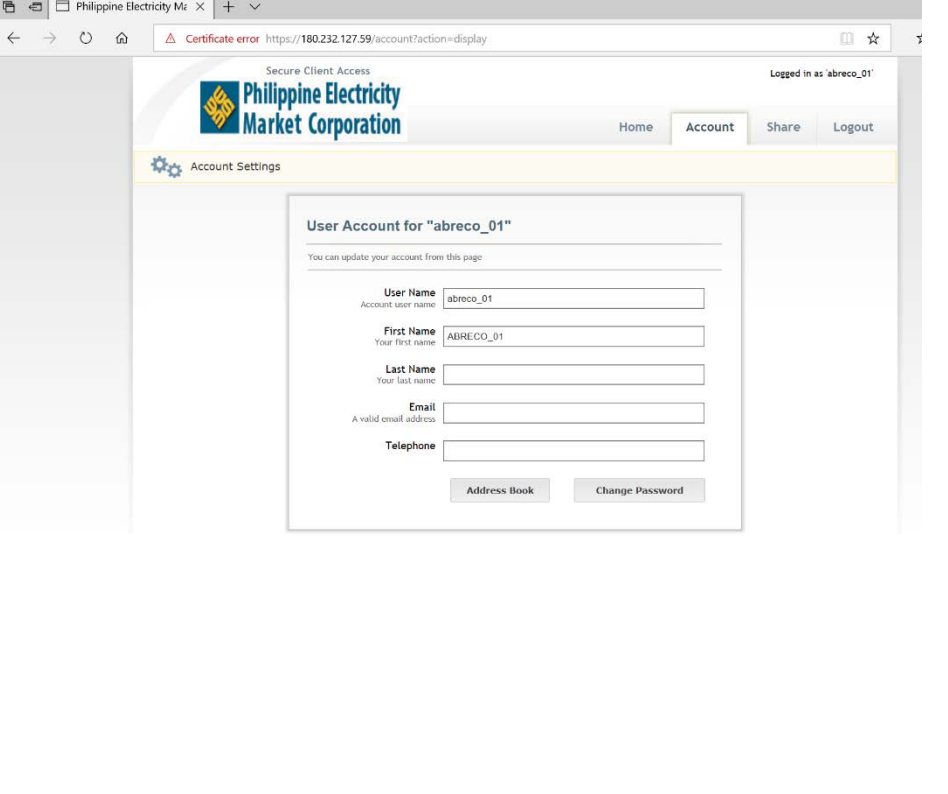
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Steps	Screenshot
<p>2. Type your username and password. Click Login.</p>	
<p>3. Click Account and click Change Password.</p>	

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Steps	Screenshot
<p>4. Type your old Password (PemC1234) and type your new password and confirm it as well.</p> <p>*Get a pen and paper, write down your new password for future reference.</p> <p>Click change password.</p> <p>Password change should be successful.</p>	A screenshot of a web browser window displaying the Philippine Electricity Market Corporation (PEMC) account settings page. The browser's address bar shows a 'Certificate error' for the URL 'https://180.232.127.59/account?action=display'. The page is titled 'Secure Client Access' and features the PEMC logo. A 'Change Password' modal dialog box is open in the center, containing the following text: 'All form fields are required.', 'Old Password: PemC1234', 'New Password:', and 'Confirm Password:'. There are 'Change Password' and 'Cancel' buttons at the bottom of the dialog. The background page shows a navigation menu with 'Home', 'Account', 'Share', and 'Logout' options, and a 'User A' profile section.

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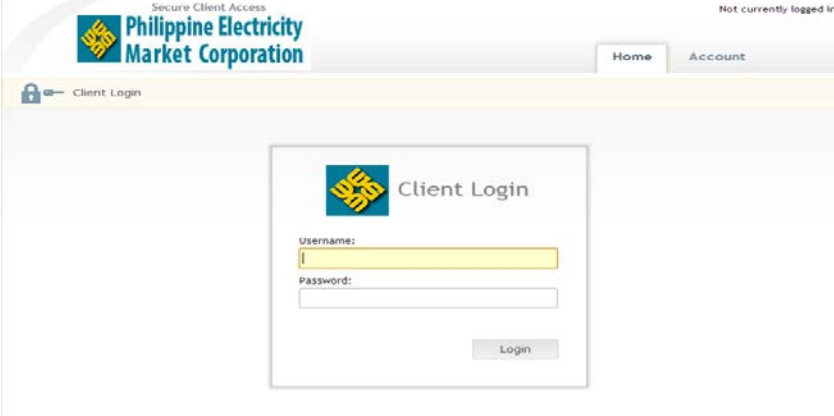
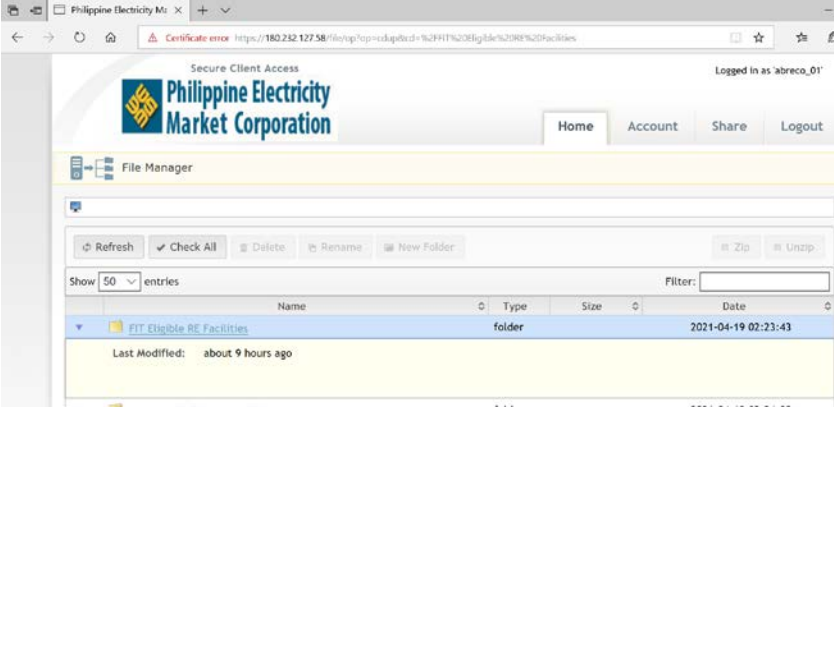


IV. HOW TO USE THE OUTGOING SERVER

Outgoing server: <https://180.232.127.58>

The SFTP **Outgoing Server** allows participants to **VIEW** and/or **DOWNLOAD** the data or documents provided by the RE Registrar for the REC validation.

IV-A. Procedure for Downloading Files

Steps	Screenshot
<p>1. Log in to the PEMC FTP website at https://180.232.127.58/login. The recommended browser is Mozilla Firefox.</p>	
<p>2. Upon successful login, the user will see the FIT Eligible RE Facilities folder.</p> <p>This is the repository of files required for the validation of the REC of FIT compliance mechanism.</p>	

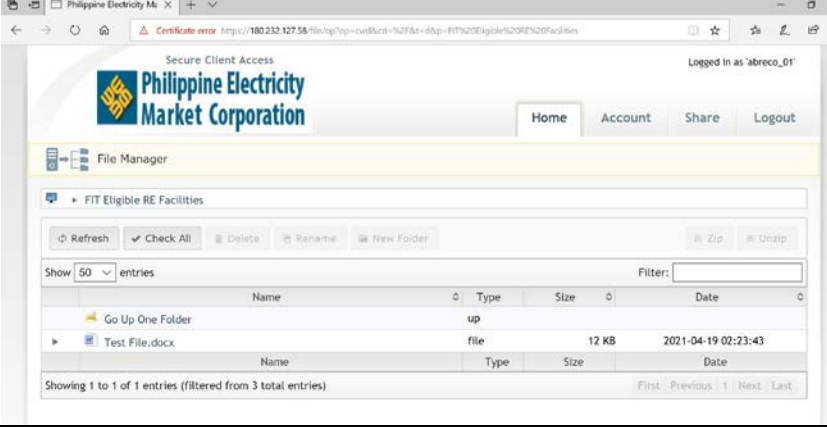
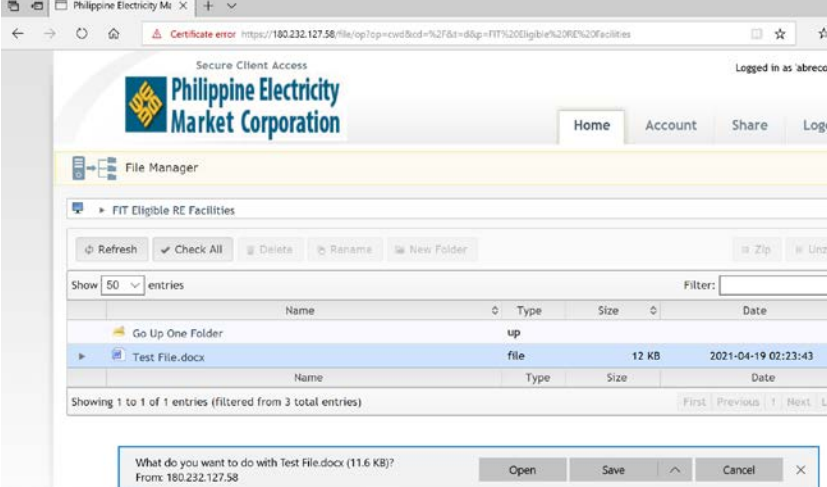
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Steps	Screenshot
<p>3. To download a file, select a folder and click the file you wish to download.</p>	
<p>4. Click "Save".</p> <p>Your downloaded file will appear on the "Downloads" folder of your computer.</p>	

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V. HOW TO USE THE INCOMING SERVER

Incoming server: <https://180.232.127.59>

The **SFTP Incoming Server** allows the participants to **UPLOAD** the accomplished REC Validation Form and other applicable documents necessary to submit to the RE Registrar.

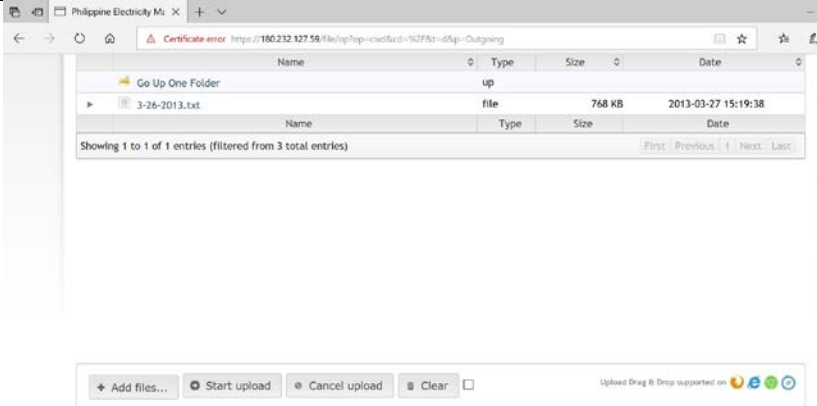
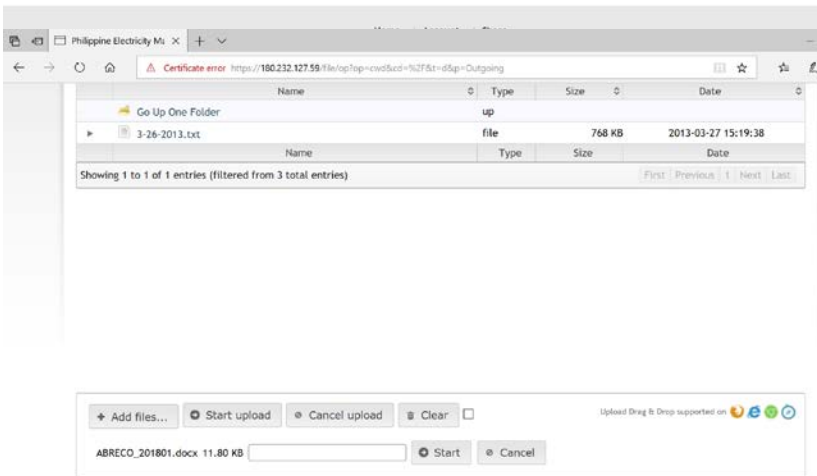
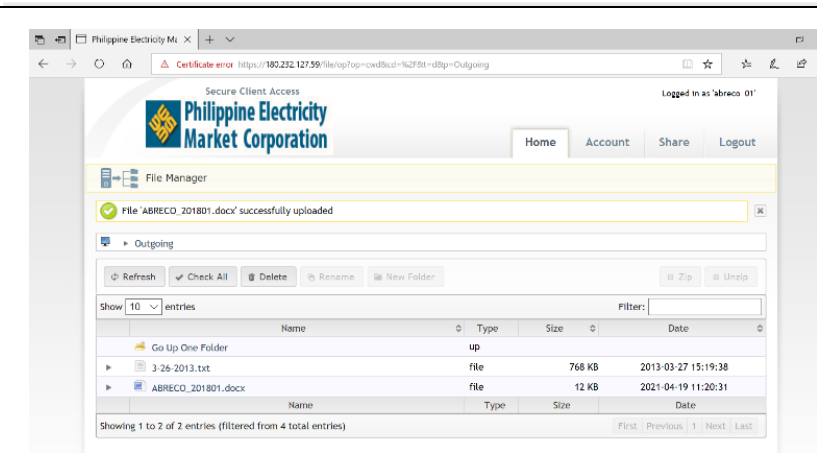
V-A. Procedures for Uploading Files

Steps	Screenshot
1. Log in to the PEMC FTP website at https://180.232.127.59/login . The recommended browser is Mozilla Firefox.	
2. Upon successful login, the main window will be displayed. The File Manager can be accessed under the Home tab. The File Manager contains three folders, as follows – <ul style="list-style-type: none"> Accepted – contains all successfully uploaded files. Outgoing – is where the files will be uploaded. Rejected – contains files with incorrect filename format. 	

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Steps	Screenshot
<p>3. To upload a file, select the “Outgoing” folder, and then click the “Add file” button or use the “Upload Drag & Drop” option.</p> <p>Once the file to be submitted has been added, click the Start button to start uploading the file/s.</p>	 
<p>Once successful, the RE Registrar will receive a notification that a file has been uploaded in the FTP.</p>	

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VI. GUIDELINES

VI-A. Document Format and Filenames

The Parties should submit/upload the accomplished and signed REC Validation Form **via SFTP (incoming server)** in PDF format.

The filename of the document should indicate the Participant Name and relevant billing period (e.g., ABRECO_201801, SOCOTECO2_201801).

VI-B. Addition, Revision or Cancellation of Submissions

Any document uploaded or provided by the RE Registrar to REM participants via SFTP may be revised or cancelled, as the circumstances warrant.

VI-C. Obligation to Inform the Parties About the Transmittal of Forms

While a paperless exchange of documents and forms is adopted for the foregoing purposes, the RE Registrar and the REM Participants should inform one another through email that the data and accomplished form or sets of documents have been sent via FTP. This is to ensure that no data/documents are overlooked or unnoticed especially that REM Participants are expected to act upon any request, or response submitted within a reasonable period of time.

If the facility becomes temporarily unavailable or cannot be accessed by the RE Registrar or the REM Participants, the notices and reports may be submitted **through email** to or from the RE Registrar and vice versa at reregistrar@wesm.ph.

VII. EFFECTIVITY

This procedure on retrieval and transmittal of documents/ files related to REC validation shall be effective immediately.