



**Uploading Generation Data Using a File**  
**Updated: January 2025**

This document gives instructions on uploading generation data in WREGIS using a file. WREGIS metering standards for generation data are outlined in Section 9 of the WREGIS Operating Rules. Contact [wregishelp@wecc.org](mailto:wregishelp@wecc.org) with any questions.

## Data File Specifications

All generation data upload files must be in .CSV format. Fields below are required unless specified otherwise.

Field	Definition	Notes
Generator ID	The ID assigned by the system when the generator is initially registered.	Leave field blank when reporting for aggregated meter groups*. You must submit either the Generator ID <u>or</u> the Reporting Unit ID for standalone generating units.
Reporting Unit ID	The unique ID assigned by the Qualified Reporting Entity (QRE) and provided on the generator form during generator registration.	This field is required for aggregated meter groups*. You must submit either the Generator ID <u>or</u> the Reporting Unit ID for standalone generating units.
Vintage	The generation period month and year. If the generation period covers multiple months, the vintage will match the End Date.	Required Format: MM/YYYY
Start Date	The first day of the generation period.	Required Format: MM/DD/YYYY
End Date	The last day of the generation period.	Required Format: MM/DD/YYYY
Total Quantity	The total megawatt or kilowatt hours in the generation period.	You will select MWh or kWh during the upload process, which must be the same for all lines in the file.
Adjustment	Include "Adjustment" in this column to update previously submitted generation in 'Issued' or 'Accepted' status.	Leave this field blank if the submission is not an adjustment.

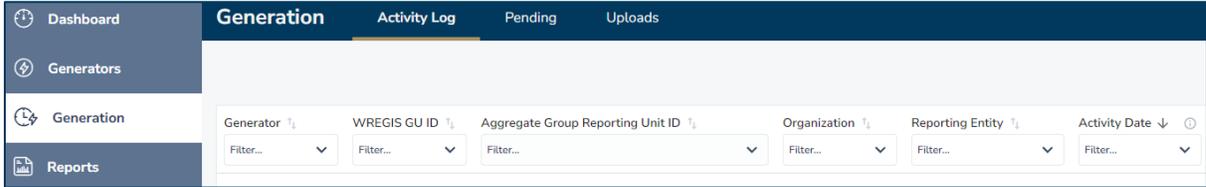
\* Aggregated Meter Group: When two or more generating units use the same meter for WREGIS data reporting.

## Uploading Generation Data Using a File

### Process

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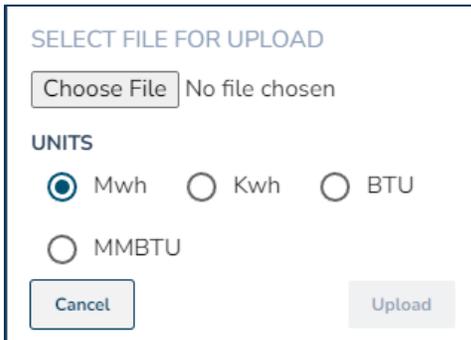
1. Navigate to the **Generation** section. You will see your organization's history of uploaded and pending generation on the **Activity Log** tab.



2. Click **Upload** in the top-right of the screen.



3. Choose the file you wish to upload and indicate the unit in the dialogue box. Use Mwh or Kwh for electric generation and MMBTU or BTU for thermal generation. Click **Upload**.



4. You may continue with other WREGIS activities as the system processes the file. WREGIS will send a confirmation email once processing is complete. If there are any issues with the file, details will be listed in the email.

**NOTE:** Wait until you receive the completion confirmation email from the system before uploading additional generation files to prevent processing errors.

## Troubleshooting Tips

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The system performs several validations on both the file and the data. Here are a few common reasons that files fail:

- There are blank spaces or empty rows in the file; this causes loading issues.
- The file is not in .CSV (comma delimited) format with standard UTF-8 encryption.
- The dates are not formatted correctly or do not contain the correct number of characters. This may be easier to see in a text editor such as Notepad.
- The number of days in the reporting period month are not correct. Example: Using 01/01/2024 as both the Start and End Date but including a full month of generation data.
- There is an impossible date listed, such as 02/30/2024 or 04/31/2024.
- You are not using the right Unit. Make sure to select the correct Unit for your data during the upload process.
- There is a gap between the Start Date in the file you are uploading and the End Date of the most recent vintage for that generator. WREGIS does not allow gaps in data reporting.
- You submitted an adjustment for an invalid vintage. Adjustments can only be made if there is a corresponding 'Original' or 'Adjustment' entry in 'Issued' or 'Accepted' status. If there is not a valid corresponding entry, leave the adjustment column blank to indicate an original submission.

