



UNITED REPUBLIC OF TANZANIA
MINISTRY OF ENERGY
ENERGY AND WATER UTILITIES
REGULATORY AUTHORITY
(EWURA)



The Energy and Water Utilities Regulatory Authority

Development of the National Petroleum and Gas
Information System (NPGIS) — Petroleum Act, 2015

USER MANUALS

CNG FILLING STATION OPERATIONS

Prepared by:



Softnet Technologies Limited
Plot No 144, Migombani Road
P.O. Box 31918
Dar es Salaam

Table of Contents

1	INTRODUCTION.....	1
2	CNG FILLING STATION MODULE.....	1
3	SYSTEM ACCESS	1
4	CNG FILLING STATION OPERATIONS	2
4.1	CNG FILLING Station Records:.....	2
4.2	CNG FILLING Station HSE Incidents Records:.....	7
4.3	CNG FILLING Station Operations & Maintenance Records:.....	10

Figure 1:Landing page	1
Figure 2:Sign in.....	2
Figure 3:CNG FILLING Station Operations	3
Figure 4:Company Name Selection	3
Figure 5:CNG FILLING Station Company Details.....	3
Figure 6:CNG FILLING Station Upload Button	4
Figure 7:Download Instructions	4
Figure 8:FILLING Station Records Template.....	5
Figure 9: Upload FILLING Station Records File	6
Figure 10:Successful Upload	6
Figure 11:CNG FILLING Station HSE Records Button.....	7
Figure 12: Download Instructions	7
Figure 13: Download CNG FILLING Station HSE Incident Template	8
Figure 14: Upload HSE Incidents File.....	9
Figure 15: Successful Upload CNG FILLING Station HSE Incidents File.....	9
Figure 20:CNG FILLING Station Operations & Maintenance Button	10
Figure 18:Download Instructions	10
Figure 19: CNG FILLING Station OPERATIONS & Maintenance File Template.....	11
Figure 20: Upload CNG FILLING Station Operations & Maintenance file	12
Figure 21: Successful Uploaded CNG FILLING Station Operations & Maintenance File	12

1 INTRODUCTION

EWURA has the legal authority and is mandated, according to Section 124 of the Petroleum Act of 2015, is to establish and maintain a National Petroleum and Gas Information System (NPGIS) as a strategic planning tool in the energy sector for the Government of the United Republic of Tanzania. Softnet Technologies has been contracted to implement the NPGIS.

2 CNG FILLING STATION MODULE

This module is used by all the CNG Filling Station operators to record their daily activities and submit to EWURA for record tracking, these activities include

- CNG Filling Station Operations
- CNG Filling Station HSE Incidents records
- CNG Filling Station Operations & Maintenance records

3 SYSTEM ACCESS

The NPGIS is hosted at the secure site: <https://npgis.ewura.go.tz/>. To begin using the system, the CNG FILLING Station Operator (User) should visit the site using a web browser and login using the designated credentials to begin using the system. Upon successful connection to the hosting site the system will be redirected to the landing Page as seen below

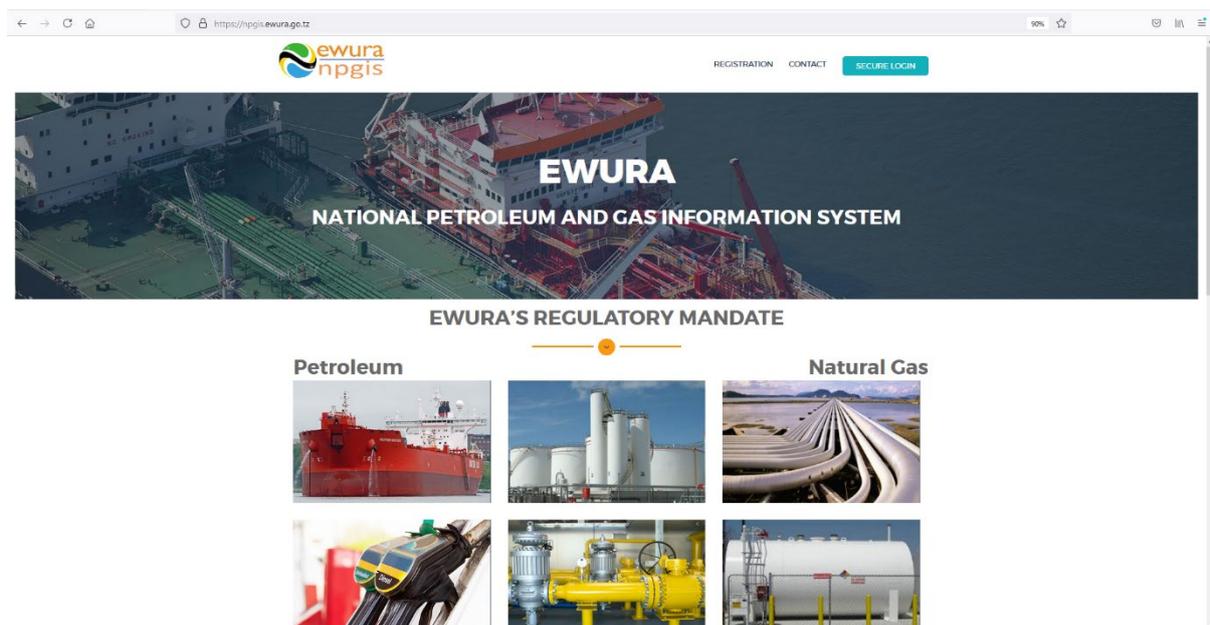


FIGURE 1:LANDING PAGE

4 CNG FILLING STATION OPERATIONS

To begin with uploads of the CNG Filling Station Operations, all the CNG Filling Station operators have to log in into the system

1. **Open** the NPGIS Home Page at “<https://npgis.ewura.go.tz/>”:
2. **Click** the SECURE LOGIN and log into the NPGIS using:
 - User Name:
 - Password:

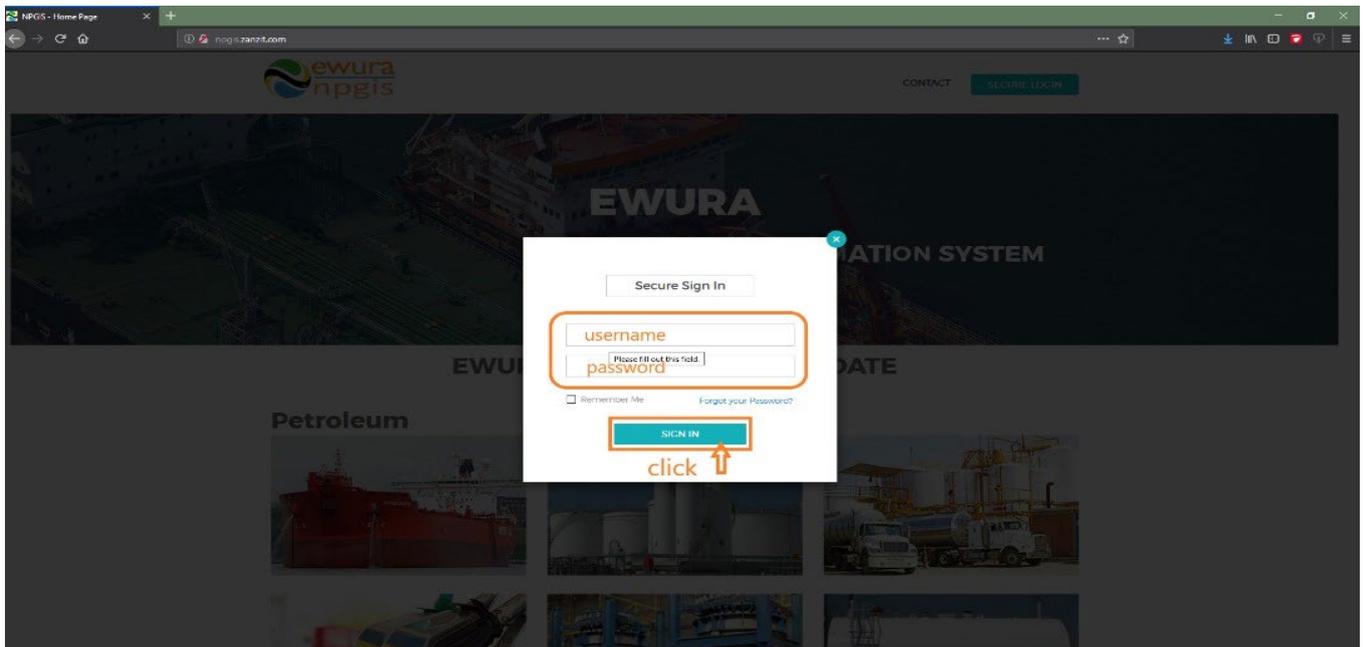


FIGURE 2:SIGN IN

4.1 CNG Filling Station Records:

1. **Select** COMPRESSED NATURAL GAS ->Compressed Natural Gas (CNG) -> CNG FILLING Station, the CNG Filling Station Company user logged in will be displayed
2. **Click** CNG Filling Station Company name to open as illustrated in the below figures

3. COMPANY INFORMATION will be displayed



COMPRESSED NATURAL GAS (CNG) ACCOUNT-



National Petroleum and Gas Information System(NPGIS)

About Us

National Petroleum and Gas Information System (NPGIS) is maintained by EWURA. The goal is to assist EWURA and by extension the Ministry of Energy in performing its legislatively mandated role

GET IN TOUCH

+255-26 232 9002
info@ewura.go.tz
www.ewura.go.tz
 P.O Box 2857, Makole Road,

Helpful Links

About Us
 News
 Public Complaints
 Ewura Careers
 Privacy Policy

Download Links

EWURA Strategic Plan
 EWURA Annual Reports
 Petroleum Performance Reports

FIGURE 3:CNG FILLING STATION OPERATIONS

Id	Station Name	License Number	Operator Name	Operation Status	Physical Address	Production Capa
4	M-TAZARA	LIC 5467HJIL	ANRRC	ACTIVE	KIVULE	90807

FIGURE 4:COMPANY NAME SELECTION

CNG Filling Station Information

Station Name:	M-TAZARA	License No:	LIC 5467HJIL	Production Capacity:	90807
Operator Name:	ANRRC	Operation Status:	ACTIVE	Recorded Date:	May 5 2021 12:00AM
Physical address:	KIVULE				

CNG Filling Station Records

Id	RecordDate	Operator	CNG-facility capacity in (kg/day)	Inlet Pressure (Bar)	Maximum Pressure (Bar)	Service pressure (Bar)	C
9	May 8 2021 7:08PM	ANRRC	250	7	250	200	18
10	May 8 2021 7:08PM	ANRRC	700	5	250	200	16
11	May 8 2021 7:08PM	ANRRC	500	5	250	200	18
12	May 8 2021 7:08PM	ANRRC	300	6.5	250	200	17
16	Jun 5 2021 12:00AM	ANRRC	456	56	60	45	34
17	Jun 6 2021 12:00AM	ANRRC	456	54	70	43	3E
18	Jun 7 2021 12:00AM	ANRRC	456	56	67	44	6E
21	May 1 2020 12:00AM	ANRRC	4	4	4	8	5
23	Jul 15 2021 12:00AM	ANRRC	50000	250	300	200	14

FIGURE 5:CNG FILLING STATION COMPANY DETAILS

TO UPLOAD CNG FILLING STATION RECORDS

- **Click** Upload Customer Info File at the bottom right-hand corner of Company Registration information page
- Next, upload Customer Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the Customer Info records and save the excel document.
 - **Click Select Files** and navigate to where the download excel is saved
 - **Step 2:** Select the upload file
 - **Step 3:** Click UPLOAD RECORDS
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **Close** the upload window

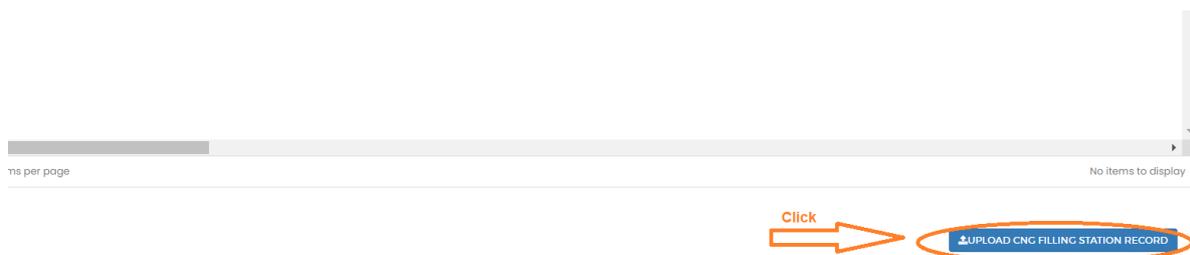


FIGURE 6:CNG FILLING STATION UPLOAD BUTTON

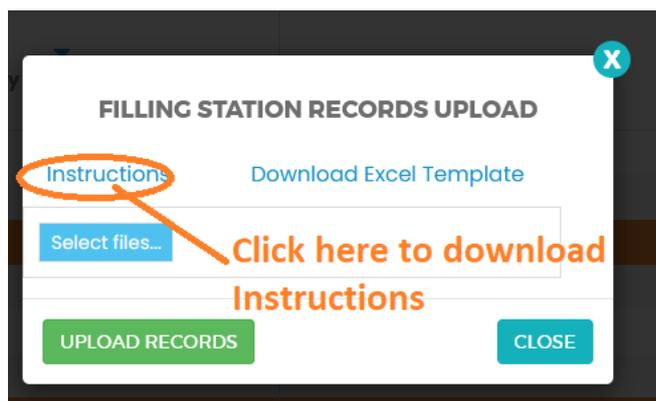
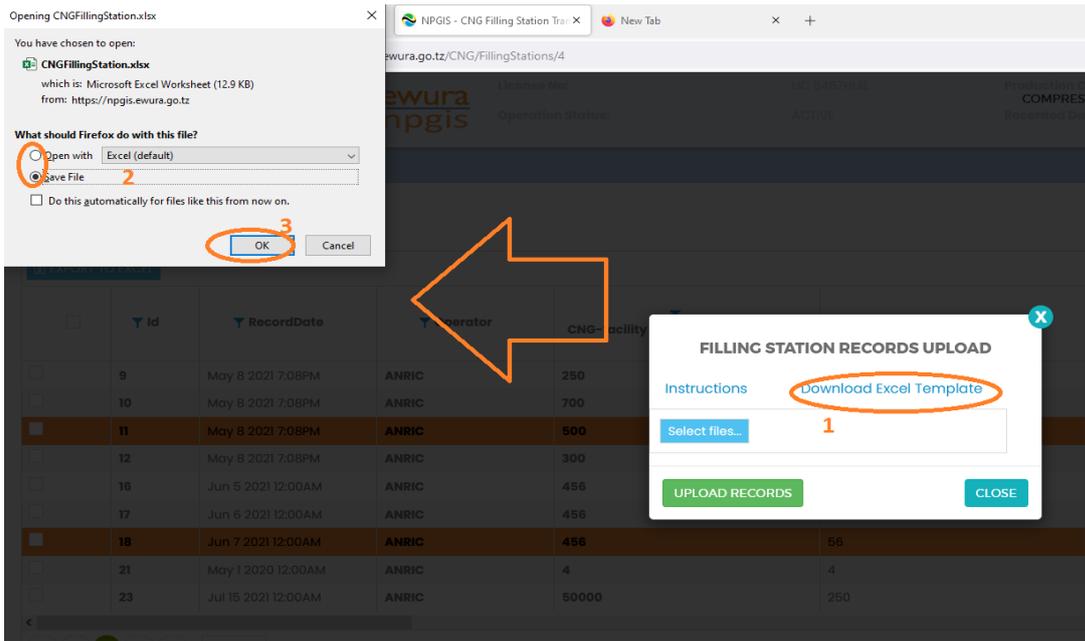


FIGURE 7:DOWNLOAD INSTRUCTIONS



Copy of CNGFillingStation.xlsx - Excel

Halima Ramadhani

CNG Filling Station Network Data Collection														
S/N	Date	CNG-facility capacity in Kg/day	Inlet pressure in Bar	Max pressure in Bar	Service pressure in Bar	CNG Cylinder storage capacity in Kg	Odorization status AVB or NAVB	No of CNG-Vs can be Dispensed per day	Quantity of CNG in KG dispensed per day	No. of CNG Trailers available	No. of CNG cylinders available at the Station	No. of CNG cylinders approaching expiration within 2 years	No. of CNG cylinders already expired	No. of CNG-Dispensing units

FIGURE 8:FILLING STATION RECORDS TEMPLATE

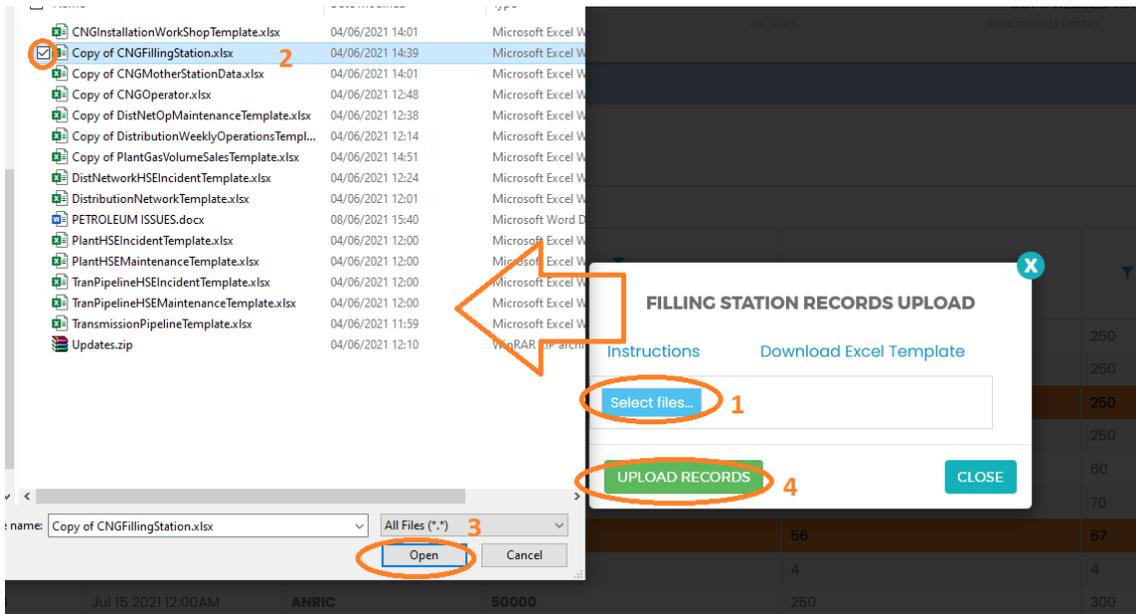


FIGURE 9: UPLOAD FILLING STATION RECORDS FILE

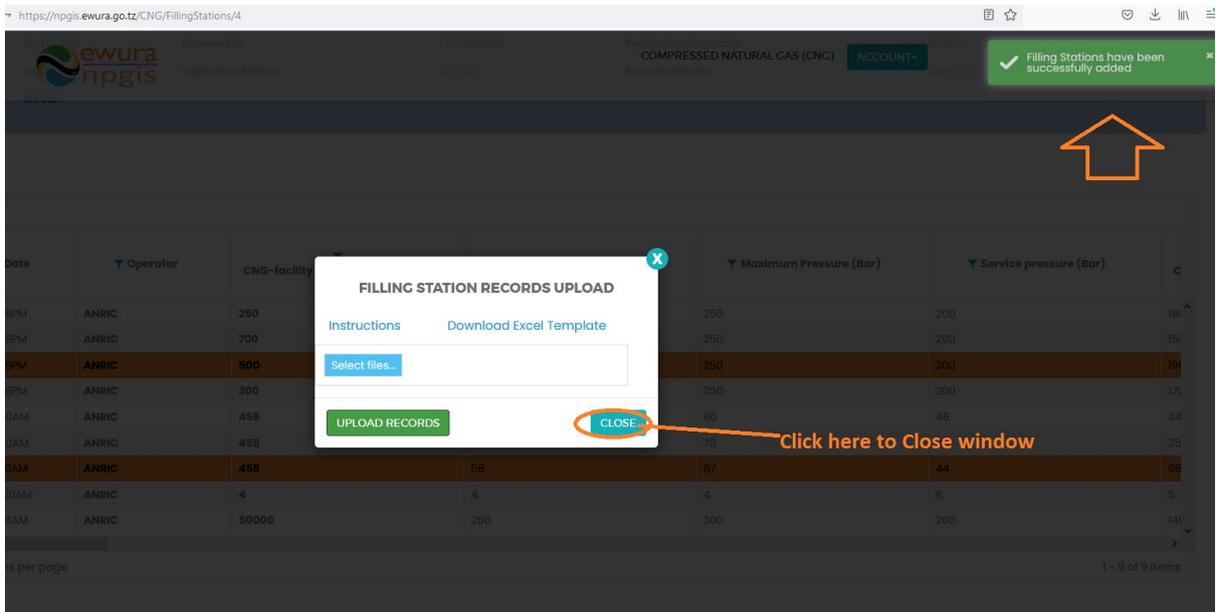


FIGURE 10: SUCCESSFUL UPLOAD

4.2 CNG Filling Station HSE Incidents Records:

- Click **Upload CNG Filling Station HSE Records** at the bottom right-hand corner of CNG Company Registration information page
- Next, upload CNG Filling Station HSE Records Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the pipeline operation records and save the excel document.
 - Click **Select Files** and navigate to where the download excel is saved
 - **Step 2:** Select the upload file
 - **Step 3:** Click **UPLOAD INCIDENT RECORDS**
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **Close** the upload window

FIGURE 11: CNG FILLING STATION HSE RECORDS BUTTON

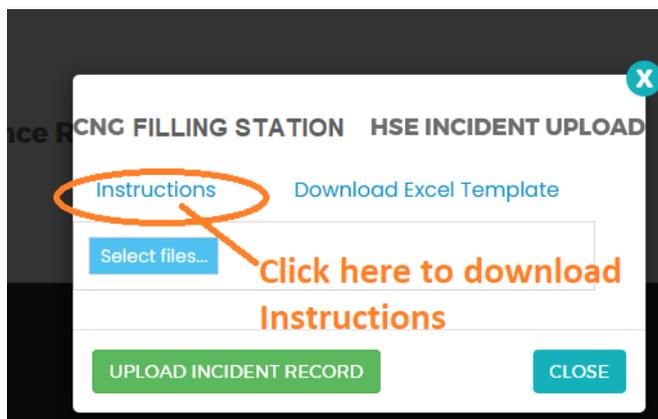


FIGURE 12: DOWNLOAD INSTRUCTIONS

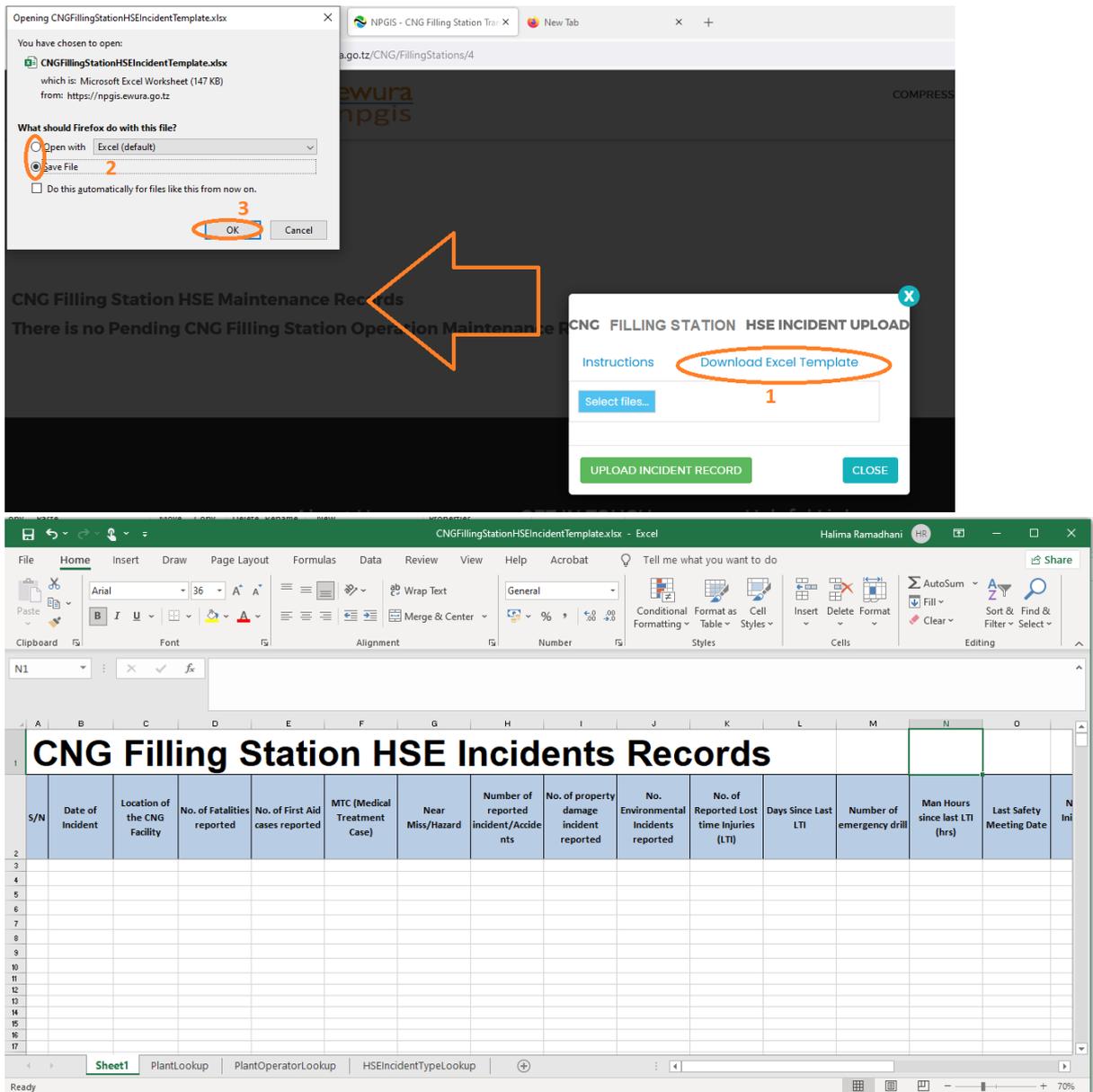


FIGURE 13: DOWNLOAD CNG FILLING STATION HSE INCIDENT TEMPLATE

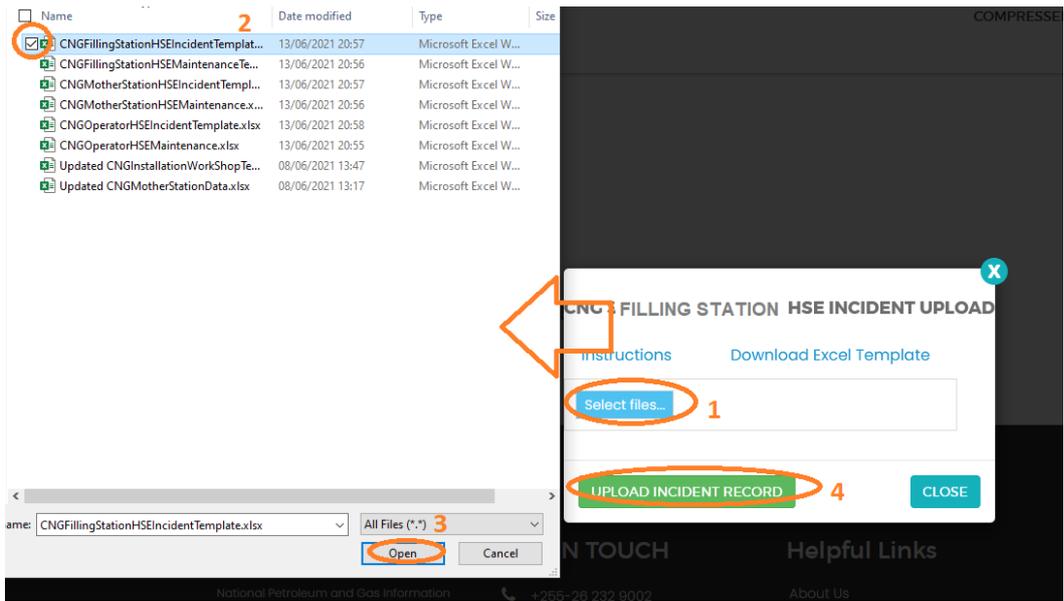


FIGURE 14: UPLOAD HSE INCIDENTS FILE

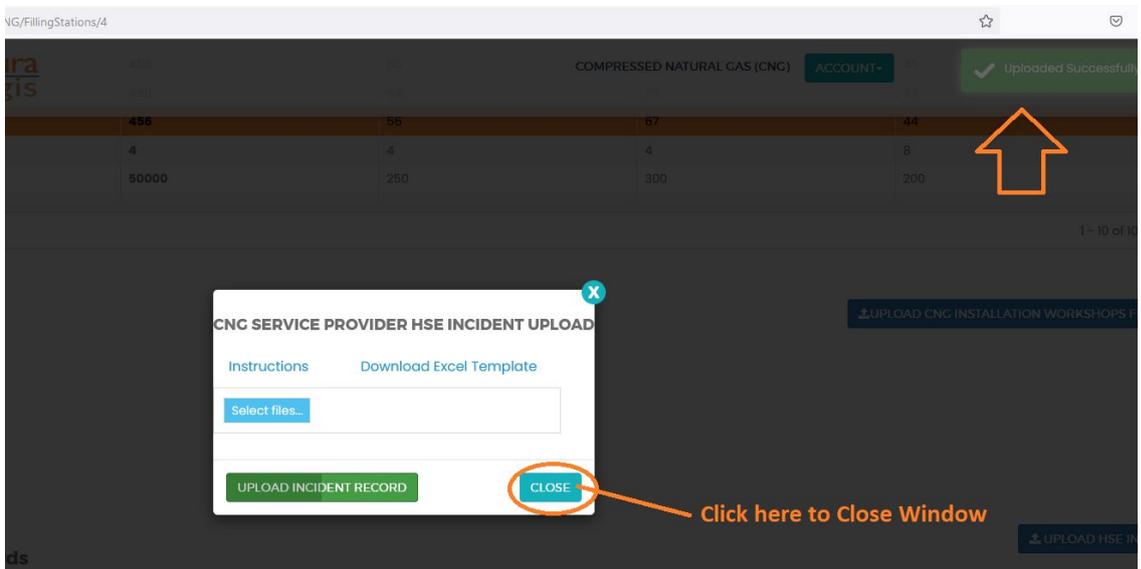


FIGURE 15: SUCCESSFUL UPLOAD CNG FILLING STATION HSE INCIDENTS FILE

4.3 CNG Filling Station Operations & Maintenance Records:

- Click **Upload Operations and Maintenance** at the bottom right-hand corner of CNG Company Registration information page
- Next, upload CNG Filling Station HSE Incidents Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the Operation & Maintenance records and save the excel document.
 - Click **Select Files** and navigate to where the download excel is saved
 - **Step 2:** Select the upload file
 - **Step 3:** Click **UPLOAD RECORDS**
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **Close** the upload window



FIGURE 16: CNG FILLING STATION OPERATIONS & MAINTENANCE BUTTON

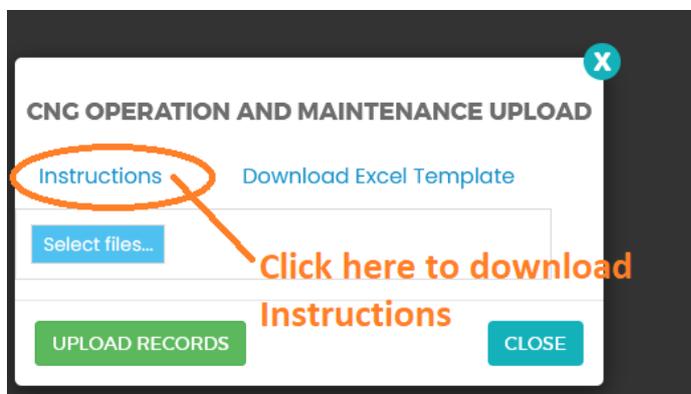
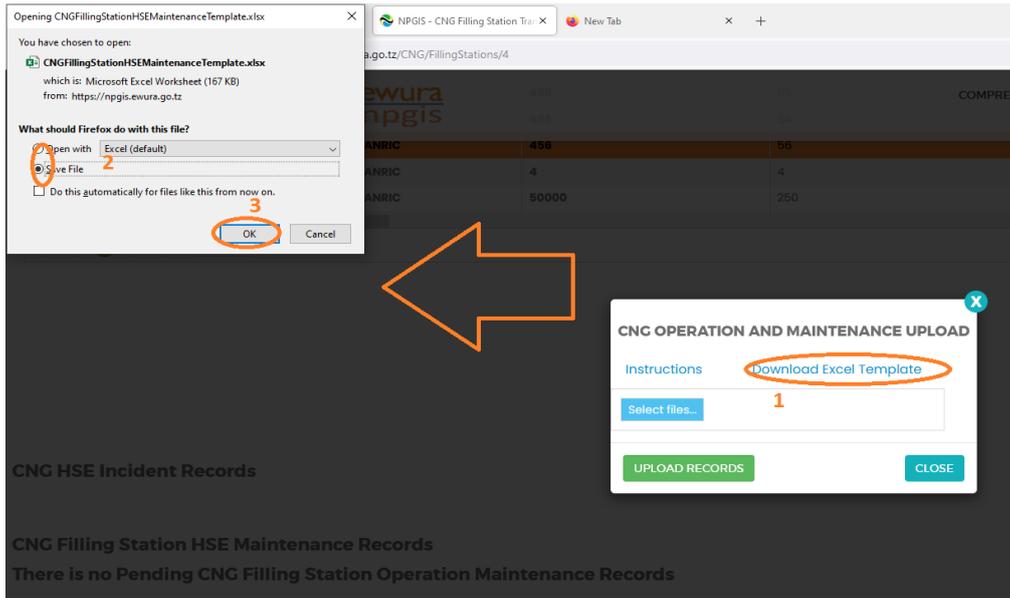


FIGURE 17: DOWNLOAD INSTRUCTIONS



CNGFillingStationHSEMaintenanceTemplate.xlsx - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

C2 Location of the CNG Facility

CNG Filling Station Operations and Maintenance Records													
S/N	Reporting Date	Location of the CNG Facility	Maximum Pressure (Bar)	Service Pressure (Bar)	Temperature reading(°C)	CNG Meter serial number	CNG Meter Reading	Meter reading unit	Last time CNG Meter re-calibrated	Number of Planned shutdown	Number of Unplanned shutdown	Total hours of shutdown	Hours per Day (Hrs)
2													
3													
4													
5													

FIGURE 18: CNG FILLING STATION OPERATIONS & MAINTENANCE FILE TEMPLATE

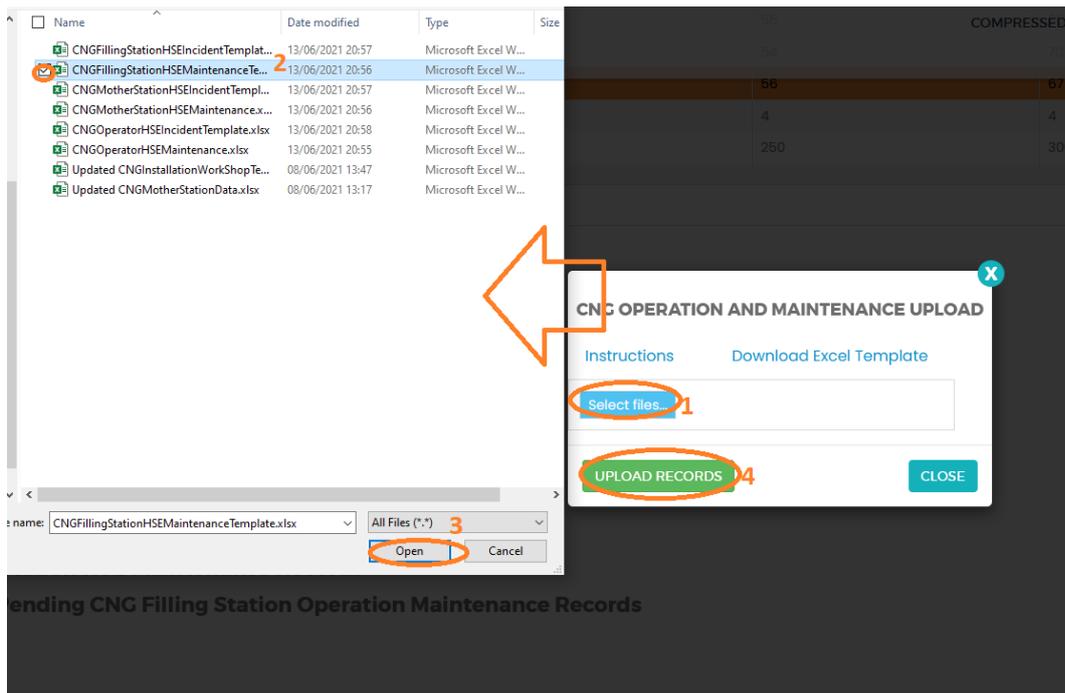


FIGURE 19: UPLOAD CNG FILLING STATION OPERATIONS & MAINTENANCE FILE

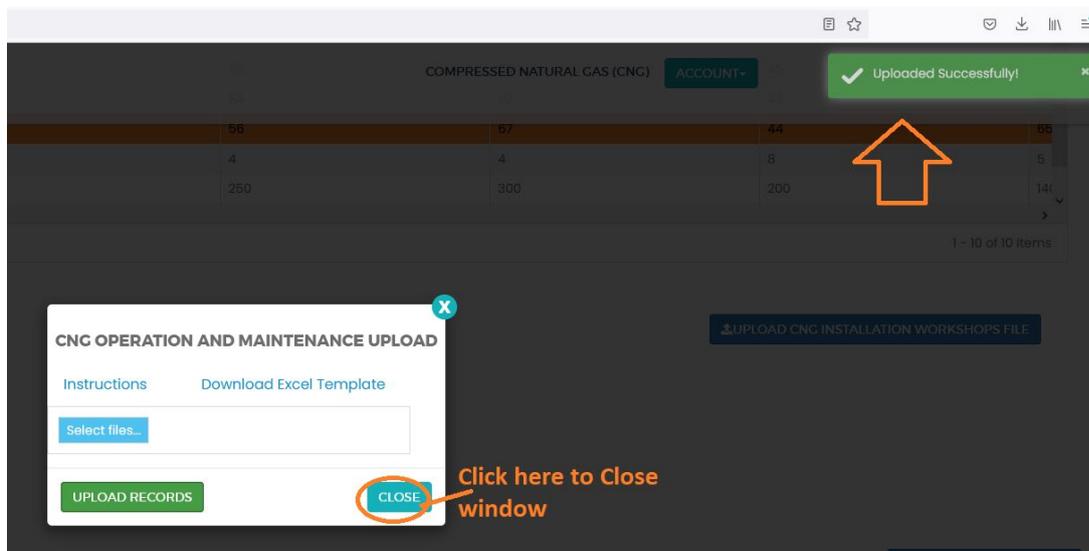


FIGURE 20: SUCCESSFUL UPLOADED CNG FILLING STATION OPERATIONS & MAINTENANCE FILE

5 TROUBLESHOOTING & SUPPORT

5.1 Error Messages

When user uploads excel file without completing filling all the columns and uploads it into the system, NPGIS will Point out which columns to correct

The screenshot displays the NPGIS interface with a red error banner at the top. The banner contains the following text:

Invalid Data Found in Copy of PetroleumWMAImporterTemplate.xlsx
Please fix the following issues and then reupload the Excel file again:

- Invalid Production Date at row number 3
- Invalid Normalized Natural Gas Volume at row number 3
- Invalid Received Row Gas Temperature at row number 3
- Invalid Estimated Capacity at row number 3
- Invalid Utilized Capacity at row number 3
- Invalid Date Day at row number 3
- Invalid Fuel Gas/Own Use at row number 3
- Invalid Exported Natural Gas Use at row number 3

Below the error message, there is a 'PLANT PRODUCTION UPLOAD' dialog box with a file selection field containing 'Copy of PetroleumWMAImporterTe...'. The background shows a table with columns for Production Date, Plant Name, Operator Name, Methane (C1), Ethane (C2), Propane (C3), Normal Paraffins (C4), and Hexanes (C6-14). The table data is as follows:

Production Date	Plant Name	Operator Name	Methane (C1)	Ethane (C2)	Propane (C3)	Normal Paraffins (C4)	Hexanes (C6-14)
09 Jul 2021	Sevigne Seville Seville Gas Processing Plant	PNL1	0.00				
01 Jul 2021	Sevigne Seville Seville Gas Processing Plant	PNL1	0.00				
02 Jul 2021	Sevigne Seville Seville Gas Processing Plant	PNL1	0.00				
08 Jul 2021	Sevigne Seville Seville Gas Processing Plant	PNL1	30.00	1.20	0.07	0.00	0.04
09 Jul 2021	Sevigne Seville Seville Gas Processing Plant	PNL1	30.00	1.24	0.07	0.00	0.04

FIGURE 21 ERROR MESSAGES

5.2 No Internet Messages

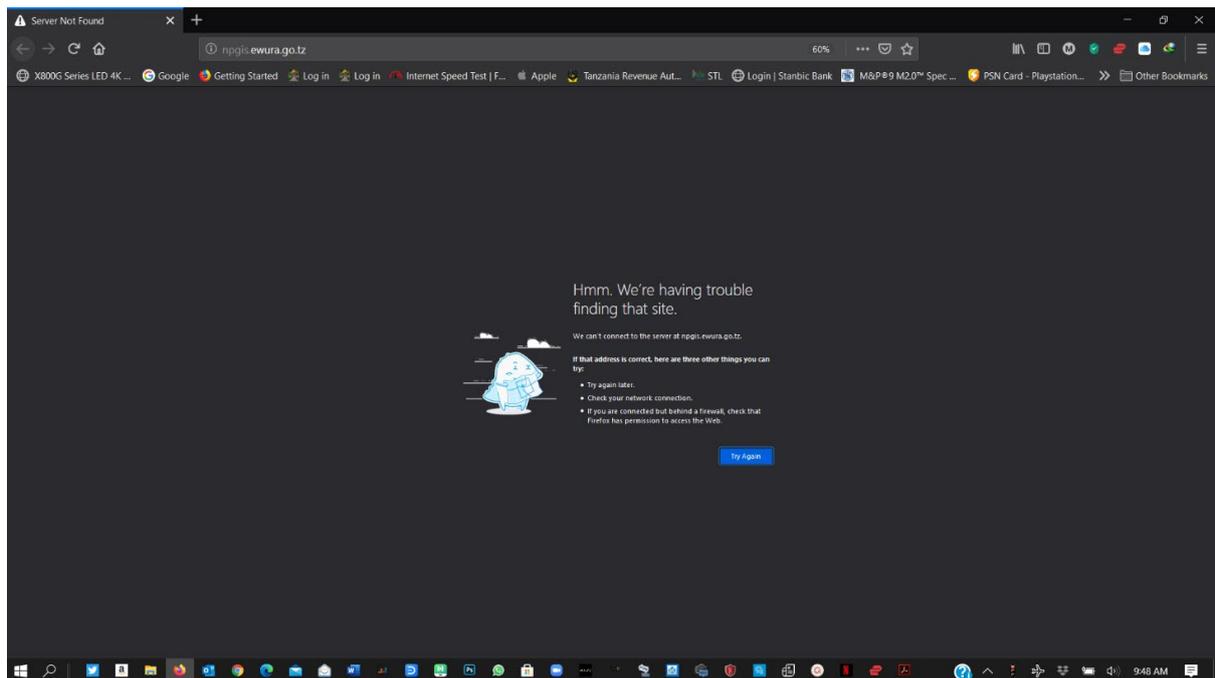


FIGURE 22 NO INTERNET MESSAGES

When this error appears try these steps

- check your internet connection
- Click the refresh button
- Close and re open the browser later
- Check your firewall settings
- Try again later

5.3 403 Forbidden Access

When this error appears try these steps

- Click the refresh button
- Close and re open the browser later
- Check your firewall settings
- Try again later
- Contact Ewura Technical Support

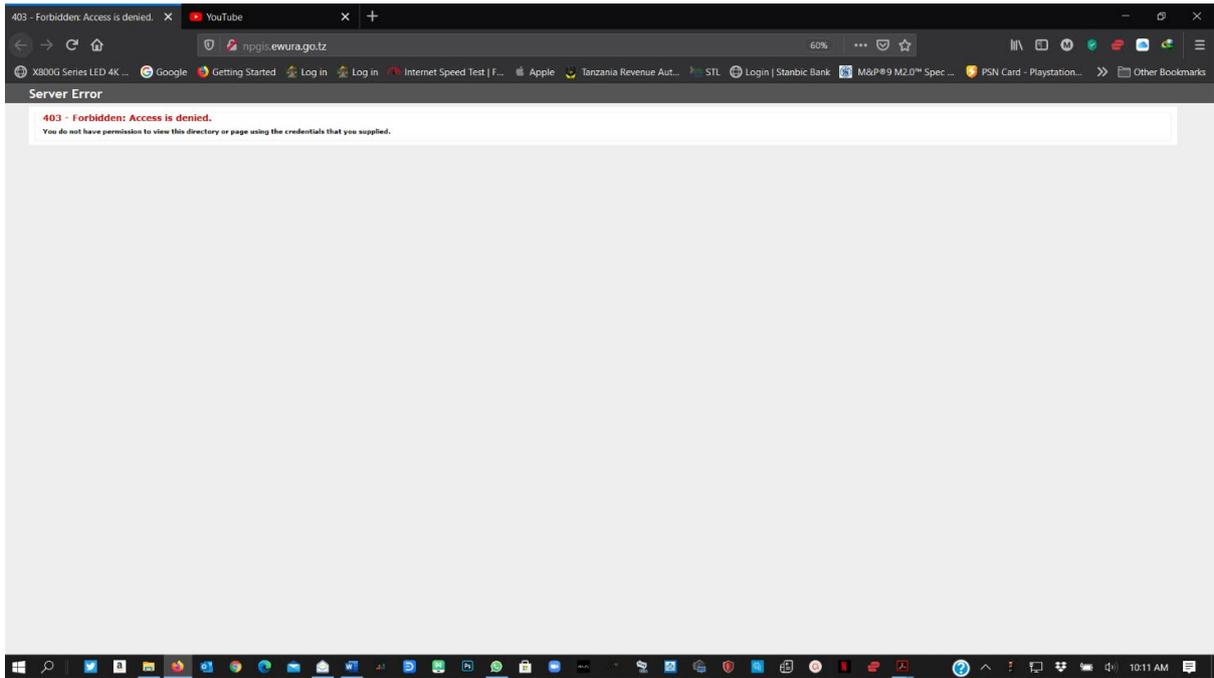


FIGURE 23 FORBIDDEN ACCESS