

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:



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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: <u>https://npgis.ewura.go.tz/</u>. 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

User Name:

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:



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



National Petroleum and Gas Information System(NPGIS)

About Us National Petroleum and Gas Information System (NPOIS) 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 • +255-28 232 9002 • info@ewura.go.tz • www.ewura.go.tz • P.O Box 2857, Makole Road,	Helpful Links About Us News Public Complaints Ewura Careers Pityany Policy	Downloac EWURA Strategic EWURA Annual Re Petroleum Perfor	l Links Plan :ports mance Reports	
1g Station	FIGURE 3:CN	IG FILLING STATION	OPERATIONS COMPRESSED NATURAL CAS (CNC)	ACCOUNT-	
TO Station Name	▼ Leense Number UC 5467NUL	* Operator Home	T Operation Status	Y Physical Address Krivite	Production Cap 90807

FIGURE 4: COMPANY NAME SELECTION

Filling	g Statio	n Information						
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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

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FIGURE 6: CNG FILLING STATION UPLOAD BUTTON



FIGURE 7: DOWNLOAD INSTRUCTIONS



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FIGURE 8:FILLING STATION RECORDS TEMPLATE

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	Copy of DistNetOpMaintenanceTemplate.xlsx	04/06/2021 12:38	Microsoft Excel W				
	Copy of DistributionWeeklyOperationsTempl	04/06/2021 12:14	Microsoft Excel W				
	Copy of PlantGasVolumeSalesTemplate.xlsx	04/06/2021 14:51	Microsoft Excel W				
	DistNetworkHSEIncidentTemplate.xlsx	04/06/2021 12:24	Microsoft Excel W				
	DistributionNetworkTemplate.xlsx	04/06/2021 12:01	Microsoft Excel W				
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FIGURE 9: UPLOAD FILLING STATION RECORDS FILE

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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

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FIGURE 14: UPLOAD HSE INCIDENTS FILE

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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

X
CNG OPERATION AND MAINTENANCE UPLOAD
Instructions Download Excel Template
Select files Click here to download
UPLOAD RECORDS Instructions CLOSE

FIGURE 17: DOWNLOAD INSTRUCTIONS

You have chosen to open: CMGFillingStation154SMaintenanceTemplate.stsx which is: Microsoft Excel Workheet (167 KB) from: https://npgi.exvurs.go.tz What should Firefox do with this file? MaintenanceTemplate.stsx What should Firefox do with this file? MaintenanceTemplate.stsx MaintenanceTemplate.s	86 COMPRE 84 66 4 250
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FIGURE 18: CNG FILLING STATION OPERATIONS & MAINTENANCE FILE TEMPLATE

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	CNGMotherStationHSEIncidentTempl	13/06/2021 20:57	Microsoft Excel W		56 67
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FIGURE 19: UPLOAD CNG FILLING STATION OPERATIONS & MAINTENANCE FILE

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Instructions Download Excel Terr	nplate						
Select files							
UPLOAD RECORDS	Click here to Close window						

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



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

