



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 MANUAL

CNG MOTHER 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 MOTHER STATION MODULE.....	1
3	SYSTEM ACCESS	1
4	CNG MOTHER STATION OPERATIONS	2
4.1	CNG Mother Station Records:	2
4.2	CNG Mother Station HSE Incidents Records:	6
4.3	CNG Mother Station Operations & Maintenance Records:	9

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

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 MOTHER STATION MODULE

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

- CNG Mother Station Operations
- CNG Mother Station HSE Incidents records
- CNG Mother 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 Mother 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

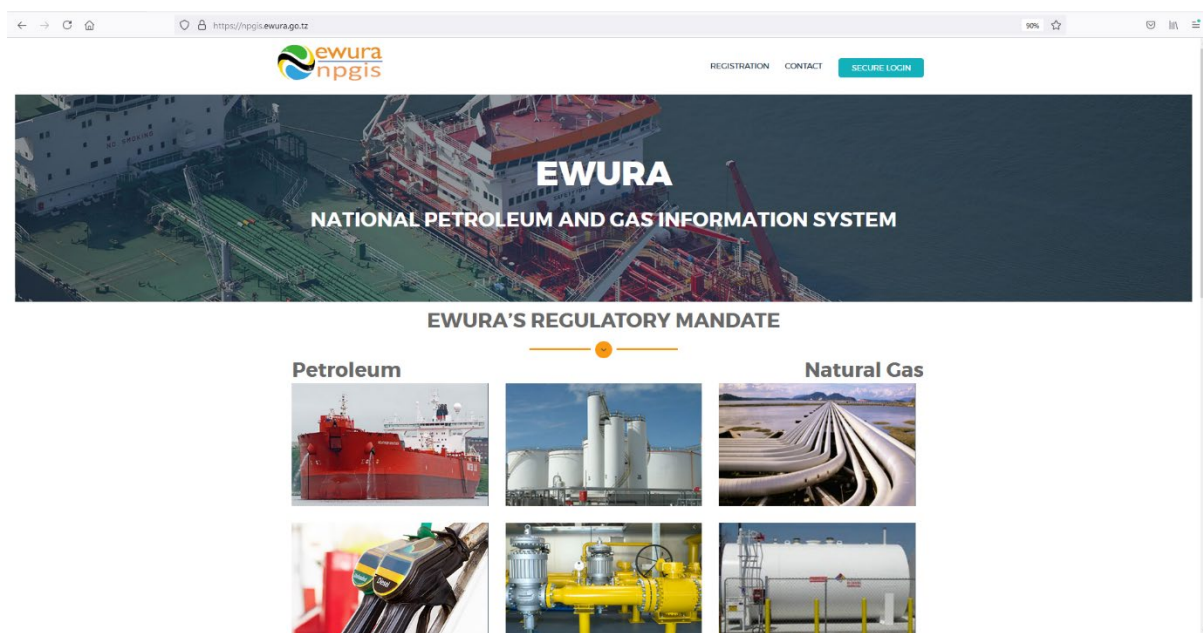


FIGURE 1:LANDING PAGE

4 CNG MOTHER STATION OPERATIONS

To begin with uploads of the CNG Mother Station Operations, all the CNG Mother 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:

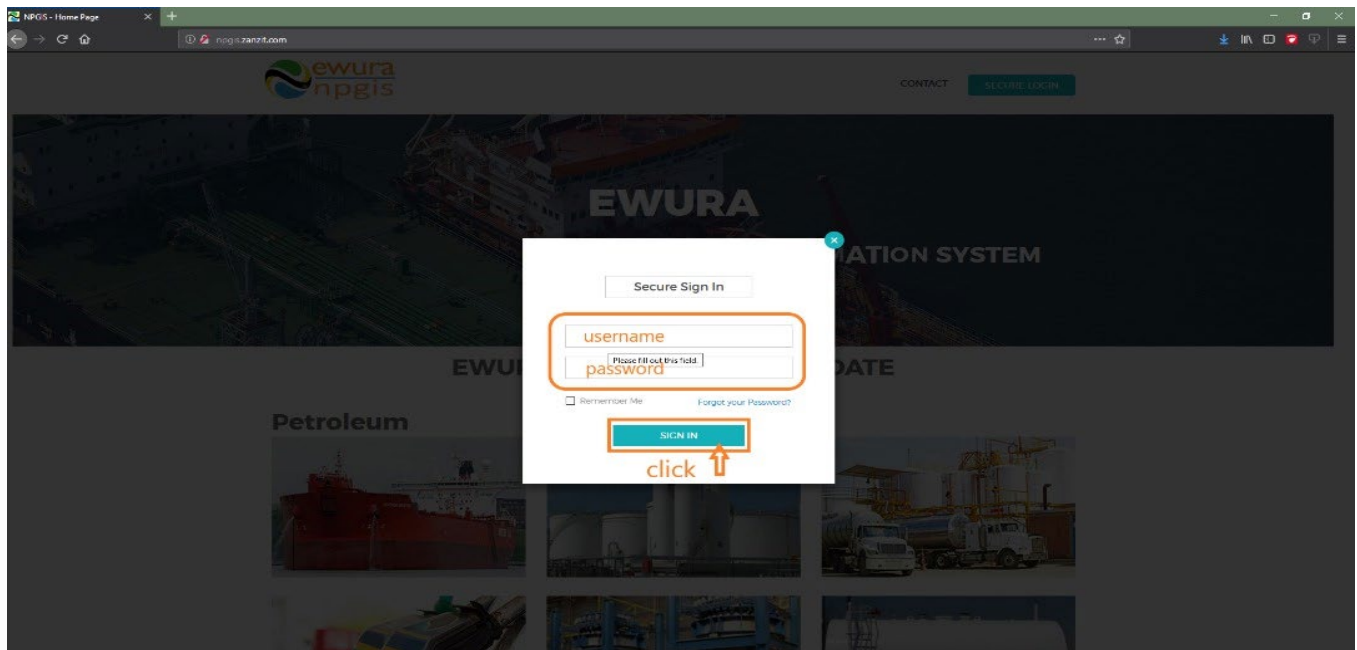


FIGURE 2:SIGN IN

4.1 CNG Mother Station Records:

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

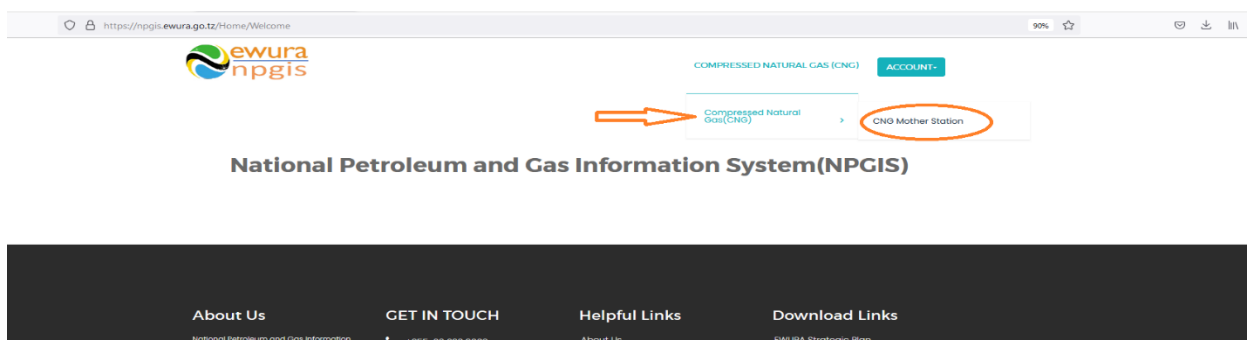


FIGURE 3:CNG MOTHER STATION OPERATIONS

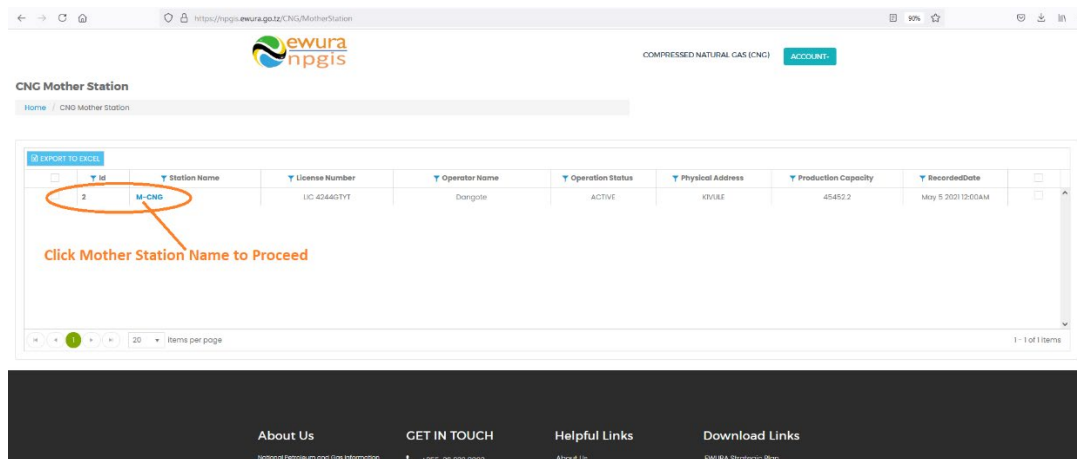


FIGURE 4:COMPANY NAME SELECTION

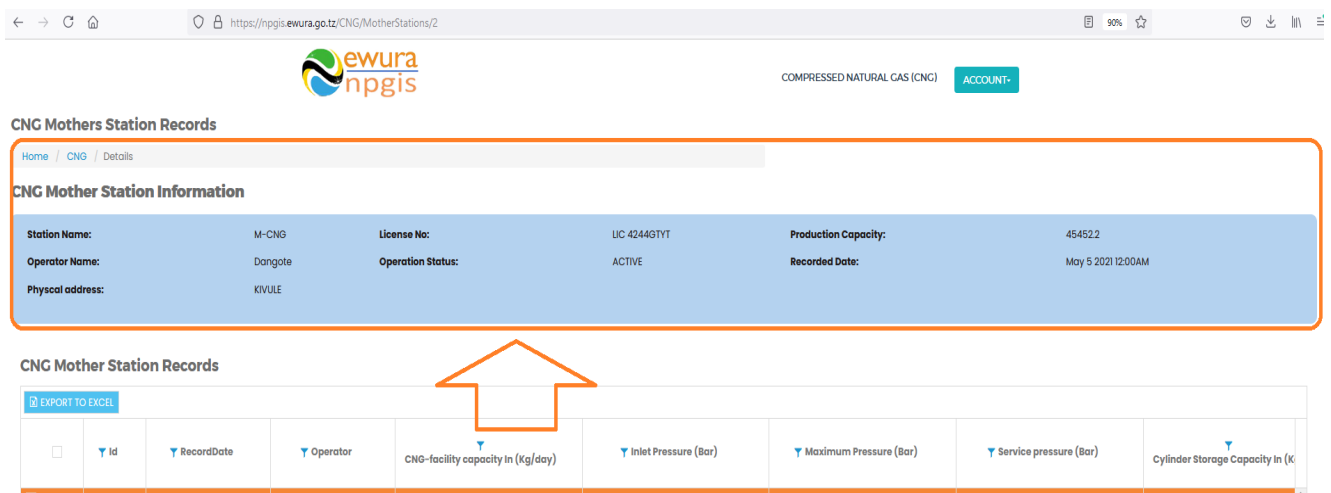


FIGURE 5:CNG MOTHER STATION COMPANY DETAILS

TO UPLOAD CNG MOTHER 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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COMPRESSED NATURAL GAS (CNG) ACCOUNT-

CNG Mother Station Records

	Id	RecordDate	Operator	CNG-facility capacity in (kg/day)	Inlet Pressure (Bar)	Maximum Pressure (Bar)	Service pressure (Bar)	Cylinder Storage Capacity in (Kg)
<input checked="" type="checkbox"/>	8	May 8 2021 6:58PM	Dangote	300	6.5	250	200	170Kg
<input checked="" type="checkbox"/>	7	May 8 2021 6:58PM	Dangote	500	5	250	200	180Kg
<input type="checkbox"/>	6	May 8 2021 6:58PM	Dangote	700	6	250	200	160Kg
<input type="checkbox"/>	5	May 8 2021 6:58PM	Dangote	250	7	250	200	180Kg
<input type="checkbox"/>	41	Dec 10 2020 12:00AM	Dangote	25	10	12	30	20
<input checked="" type="checkbox"/>	40	Jul 15 2021 12:00AM	Dangote	150000	295	360	170	430000
<input type="checkbox"/>	39	Jul 14 2021 12:00AM	Dangote	150000	250	360	170	430000
<input type="checkbox"/>	38	Jun 30 2021 12:00AM	Dangote	50000	295	360	170	70000
<input type="checkbox"/>	37	Jun 29 2021 12:00AM	Dangote	35000	280	350	170	50000

Previous Records

Click [UPLOAD CNG MOTHER STATION RECORDS](#)

1 - 20 of 26 items

FIGURE 6:CNG MOTHER STATION UPLOAD BUTTON

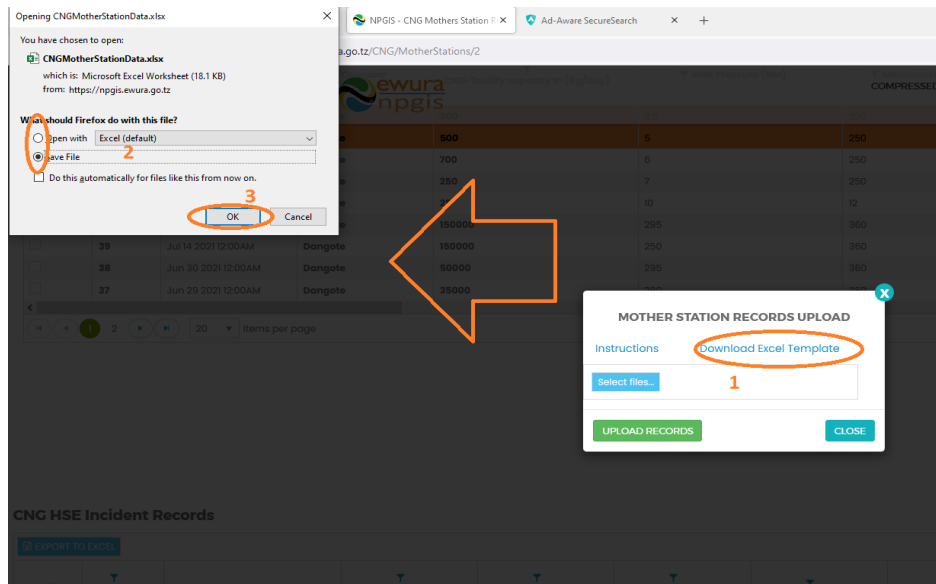
MOTHER STATION RECORDS UPLOAD

[Instructions](#) [Download Excel Template](#)

Select files [Click here to download Instructions](#)

UPLOAD RECORDS CLOSE

FIGURE 7:DOWNLOAD INSTRUCTIONS



Updated CNGMotherStationData.xlsx - Excel

Halima Ramadhani

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

Calibri 11 A⁺ A⁻

General

Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select

N6

CNG Mother 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 Trailer/CNG-Vs can be dispensed per day	Quantity of CNG in KG dispensed per day	No of CNG compressor 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	Number of CNG-Vs filled at the station	No. of instruments requiring calibration

FIGURE 8:MOTHER STATION RECORDS TEMPLATE

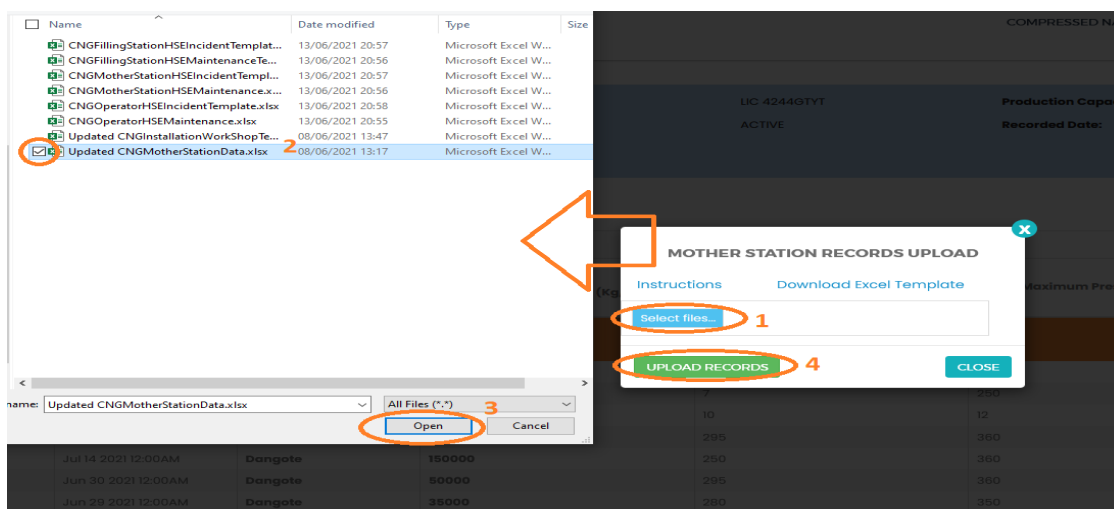


FIGURE 9: UPLOAD MOTHER STATION RECORDS FILE

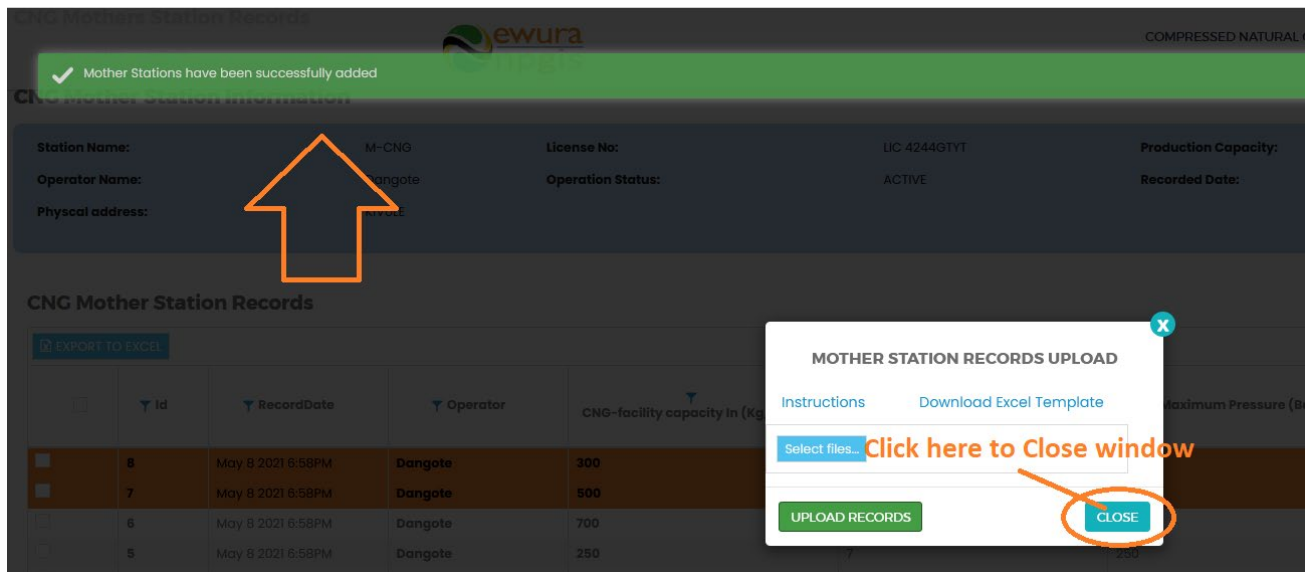


FIGURE 10:SUCCESSFUL UPLOAD

4.2 CNG Mother Station HSE Incidents Records:

- Click **Upload CNG Mother Station HSE Records** at the bottom right-hand corner of CNG Company Registration information page
- Next, upload CNG Mother 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

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COMPRESSED NATURAL GAS (CNG) ACCOUNTING

CNG Mother Station Records

	Id	RecordDate	Operator	CNG-facility capacity in (kg/day)	Inlet Pressure (Bar)	Maximum Pressure (Bar)	Service pressure (Bar)	Cylinder Storage Capacity in (Kg)
	8	May 8 2021 8:58PM	Dangote	300	6.5	250	200	170Kg
	7	May 8 2021 8:58PM	Dangote	500	5	250	200	190Kg
	6	May 8 2021 8:58PM	Dangote	700	6	250	200	160Kg
	5	May 8 2021 8:58PM	Dangote	250	7	250	200	180Kg
	41	Dec 10 2020 12:00AM	Dangote	25	10	12	30	20
	40	Jul 15 2021 12:00AM	Dangote	150000	295	350	170	430000
	39	Jul 14 2021 12:00AM	Dangote	180000	250	350	170	430000
	38	Jun 30 2021 12:00AM	Dangote	50000	295	350	170	70000
	37	Jun 29 2021 12:00AM	Dangote	35000	280	350	170	50000

Previous Records

Click [DOWNLOAD CNG MOTHER STATION RECORDS](#)

FIGURE 11: CNG MOTHER STATION HSE RECORDS BUTTON

CNG SERVICE PROVIDER HSE INCIDENT UPLOAD

[Instructions](#) [Download Excel Template](#)

[Select files...](#) **Click here to download Instructions**

[UPLOAD INCIDENT RECORD](#) [CLOSE](#)

FIGURE 12: DOWNLOAD INSTRUCTIONS

Opening CNGMotherStationHSEIncidentTemplate.xlsx

You have chosen to open:

CNGMotherStationHSEIncidentTemplate.xlsx
which is: Microsoft Excel Worksheet (146 KB)
from: https://npgis.ewura.go.tz

What should Firefox do with this file?

☐ Open with Excel (default)

☒ Save File **2**

☐ Do this automatically for files like this from now on.

[OK](#) [Cancel](#) **3**

CNG SERVICE PROVIDER HSE INCIDENT UPLOAD

[Instructions](#) [Download Excel Template](#) **1**

[Select files...](#)

[UPLOAD INCIDENT RECORD](#) [CLOSE](#)

S/N	Date of Incident	Location of the CNG Facility	No. of Fatalities reported	No. of First Aid cases reported	MTC (Medical Treatment Case)	Near Miss/Hazard	Number of reported incident/Accidents	No. of property damage incident reported	No. Environmental Incidents reported	No. of Reported Lost time Injuries (LTI)	Days Since Last LTI	Number of emergency drill	Man since (h)

FIGURE 13: DOWNLOAD CNG MOTHER STATION HSE INCIDENT TEMPLATE

CNG SERVICE PROVIDER HSE INCIDENT UPLOAD

Instructions Download Excel Template

1 Select files...

3 File name: CNGMotherStationHSEIncidentTemplate.xlsx All Files (*.*) **Open** Cancel

4 **UPLOAD INCIDENT RECORD** CLOSE

FIGURE 14: UPLOAD HSE INCIDENTS FILE

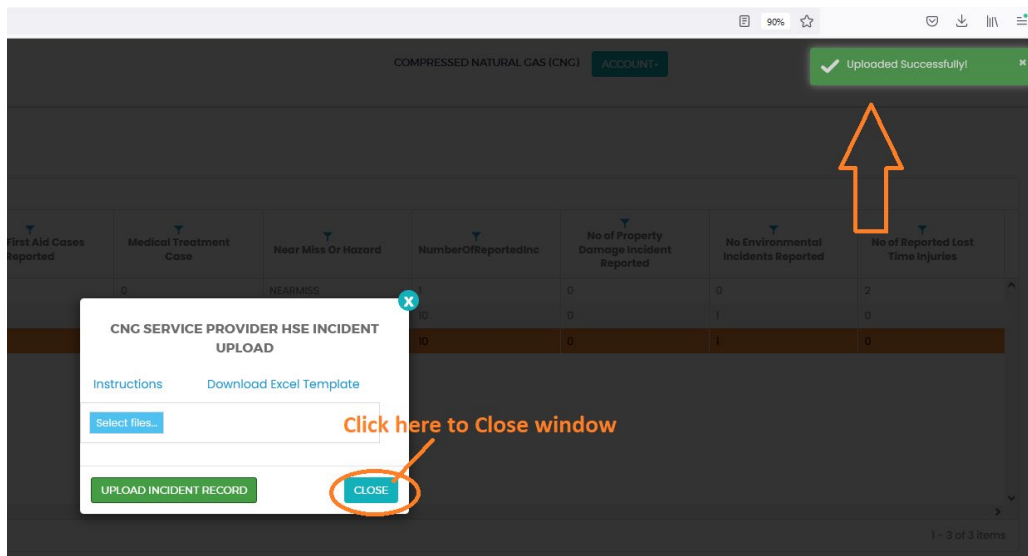


FIGURE 15: SUCCESSFUL UPLOAD CNG MOTHER STATION HSE INCIDENTS FILE

4.3 CNG Mother Station Operations & Maintenance Records:

- Click **Upload Operations and Maintenance** at the bottom right-hand corner of CNG Company Registration information page
- Next, upload CNG Mother 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

CNG Mother Station HSE Maintenance Records

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COMPRESSED NATURAL GAS (CNG) ACCOUNT

Reporting Date	Name of CNG Facility	Maximum Pressure(Bt)	Service Pressure(Bt)	Temperature Reading(°C)	CNG Meter Serial Number	CNG Meter Reading	Meter Reading Unit	Number of Planned Shutdown	Number of Un-Planned Shutdown	Total Hours of Shutdown	Hours /day	Last time gas leak surveyed	Last time safety valve re-calibrated	Odourization System	Sniff Test
16-Jul-2021	Ubungo	300	250	35	2345	2500000	m3	2	0	12	24	24-Jun-2021	05-Feb-2021	WORKING	DONE

1 - 1 of 1 Items

Click Here to Proceed

UPLOAD OPERATION AND MAINTENANCE

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 maintaining the transparency and accountability of the petroleum sector.

GET IN TOUCH
+255-26 232 8002
info@ewura.go.tz
www.ewura.go.tz

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Petroleum Performance Reports

FIGURE 16:CNG MOTHER STATION OPERATIONS & MAINTENANCE BUTTON

CNG OPERATION AND MAINTENANCE UPLOAD

Instructions Download Excel Template

Select files...

UPLOAD RECORDS CLOSE

GET IN TOUCH Helpful Links Download

FIGURE 17:DOWNLOAD INSTRUCTIONS

Opening CNGMotherStationHSEMaintenance.xlsx

You have chosen to open:

CNGMotherStationHSEMaintenance.xlsx
which is: Microsoft Excel Worksheet (167 KB)
from: https://npgis.ewura.go.tz

What should Firefox do with this file?

Open with Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

CNG OPERATION AND MAINTENANCE UPLOAD

Instructions Download Excel Template

Select files...

UPLOAD RECORDS CLOSE

</

FIGURE 18: CNG MOTHER STATION OPERATIONS & MAINTENANCE FILE TEMPLATE

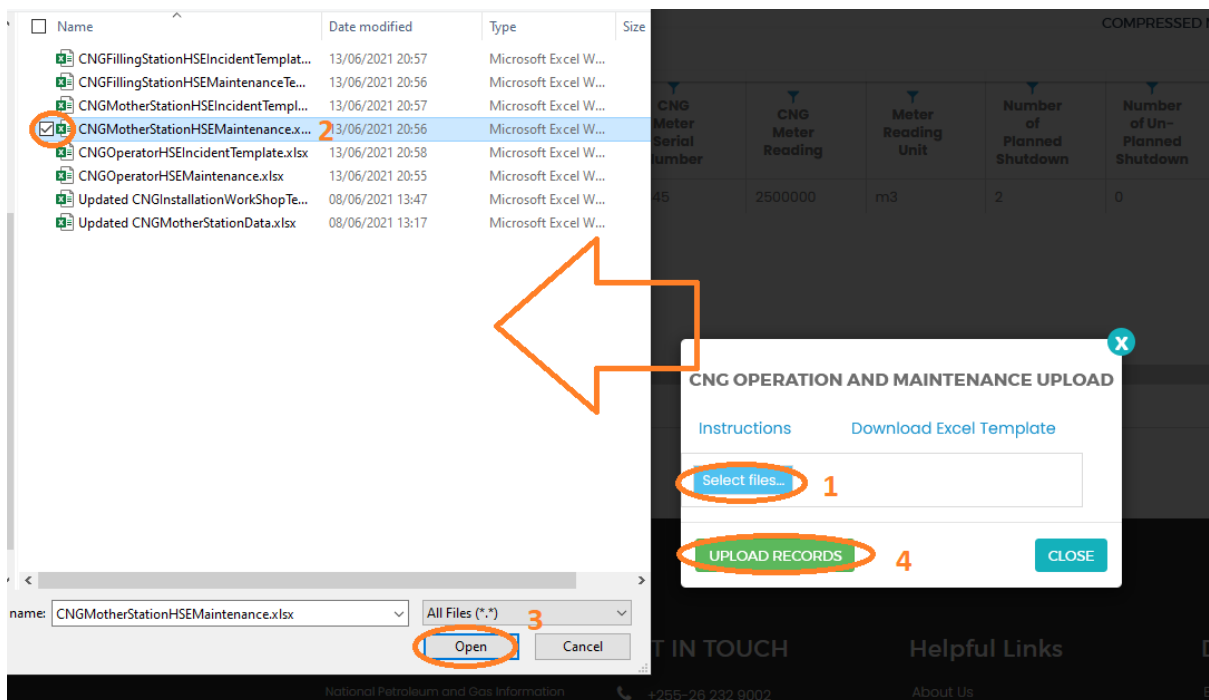


FIGURE 19: UPLOAD CNG MOTHER STATION OPERATIONS & MAINTENANCE FILE

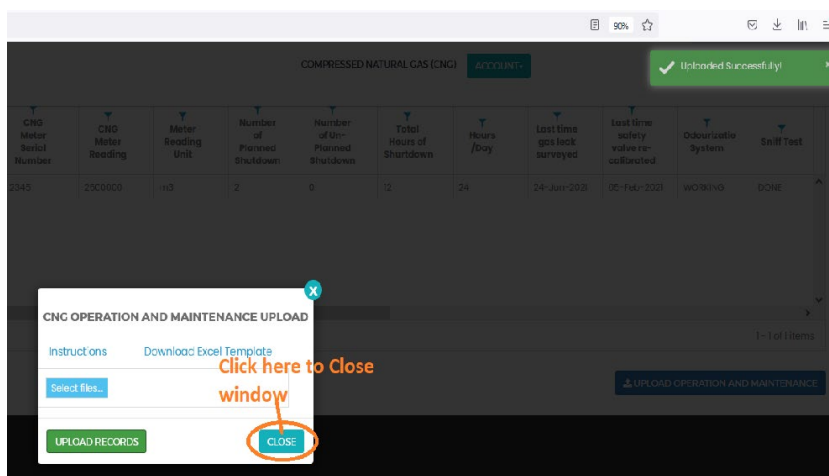


FIGURE 20: SUCCESSFUL UPLOADED CNG MOTHER STATION OPERATIONS & MAINTENANCE FILE

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 upload the Data file again:

- Invalid Production Date at row number 3
- Invalid Estimated Natural Gas Volume at row number 3
- Invalid Received Raw Gas Temperature at row number 3
- Invalid Estimated Capacity at row number 3
- Invalid Willard 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 banner, the 'Daily Gas Quality information' table is visible. A modal window titled 'PLANT PRODUCTION UPLOAD' is open, showing a file selection interface. The modal includes a 'Select File...' button, a preview of the selected file 'Copy of PetroleumWMAimporterTe...', and buttons for 'UPLOAD TRANSACTIONS' and 'CLOSE'.

The background table 'Daily Gas Quality information' has the following columns: Production Date, Plant Name, Operator Name, Methane (C₁H₄), Ethane (C₂H₆), Propane (C₃H₈), i-Butane (C₄H₁₀), n-Butane (C₄H₁₀), Pentane (C₅H₁₂), Hexane (C₆H₁₄), Heptane (C₇H₁₆), Octane (C₈H₁₈), Nonane (C₉H₂₀), Decane (C₁₀H₂₂).

The table contains several rows of data, with the last row highlighted in orange. The data in the last row is as follows:

Production Date	Plant Name	Operator Name	Methane (C ₁ H ₄)	Ethane (C ₂ H ₆)	Propane (C ₃ H ₈)	i-Butane (C ₄ H ₁₀)	n-Butane (C ₄ H ₁₀)	Pentane (C ₅ H ₁₂)	Hexane (C ₆ H ₁₄)	Heptane (C ₇ H ₁₆)	Octane (C ₈ H ₁₈)	Nonane (C ₉ H ₂₀)	Decane (C ₁₀ H ₂₂)
06 Jul 2021	Sungai Rongga Gas Processing Plant	PMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 Jul 2021	Sungai Rongga Gas Processing Plant	PMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 Jul 2021	Sungai Rongga Gas Processing Plant	PMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 Jul 2021	Sungai Rongga Gas Processing Plant	PMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 Jul 2021	Sungai Rongga Gas Processing Plant	PMI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FIGURE 21 ERROR MESSAGES

5.2 No Internet Messages

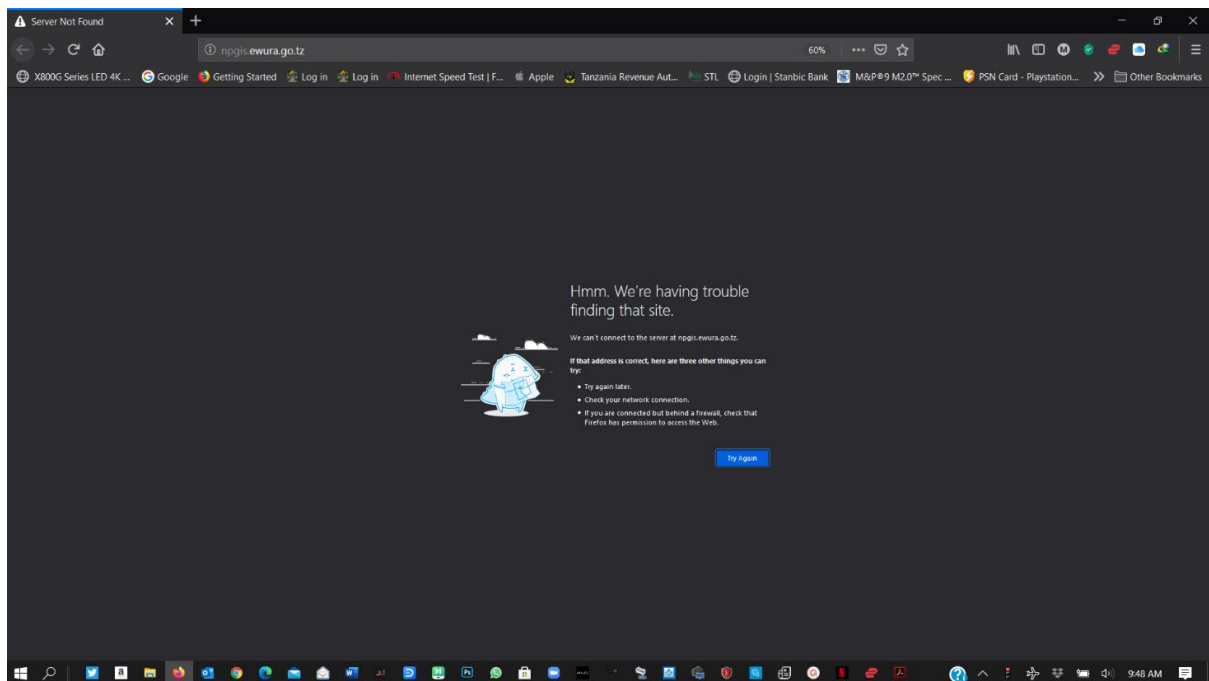


FIGURE 22 NO INTERNET MESSAGES

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

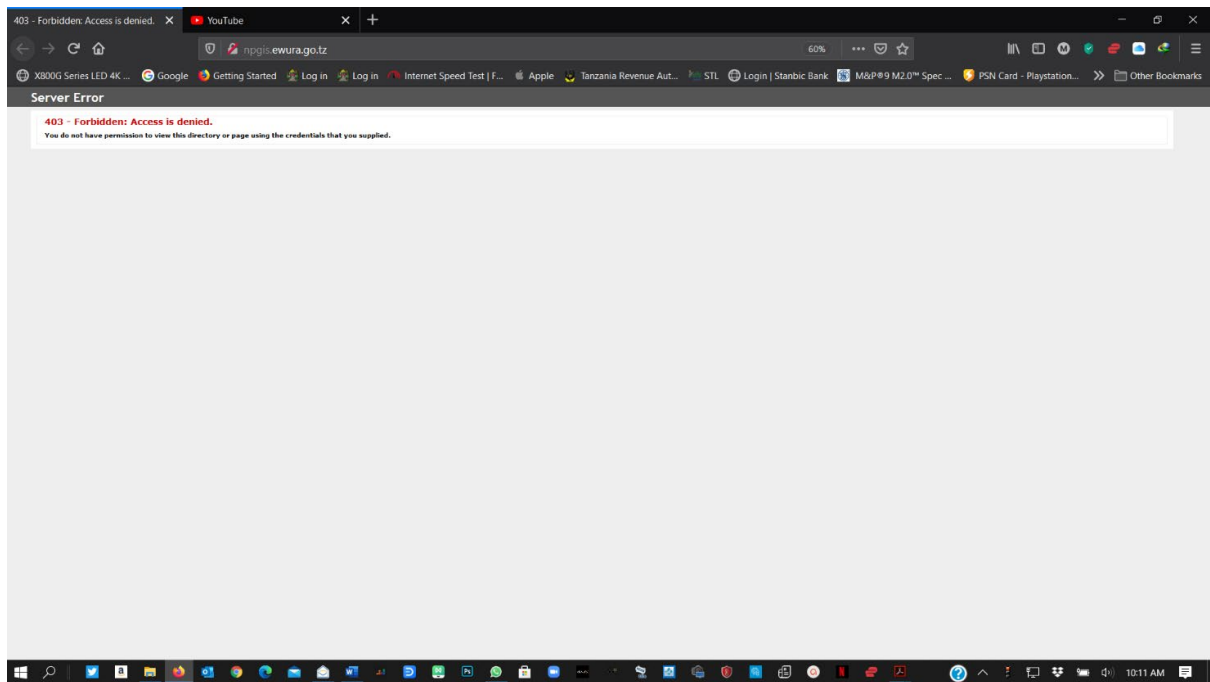


FIGURE 23 FORBIDDEN ACCESS