



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 SUPPL AND MARKET 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 SUPPLY AND MARKET MODULE

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

- CNG Supply and Market Operations
- CNG Supply and Market HSE Incidents records
- CNG Supply and Market 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 Supply and Market 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

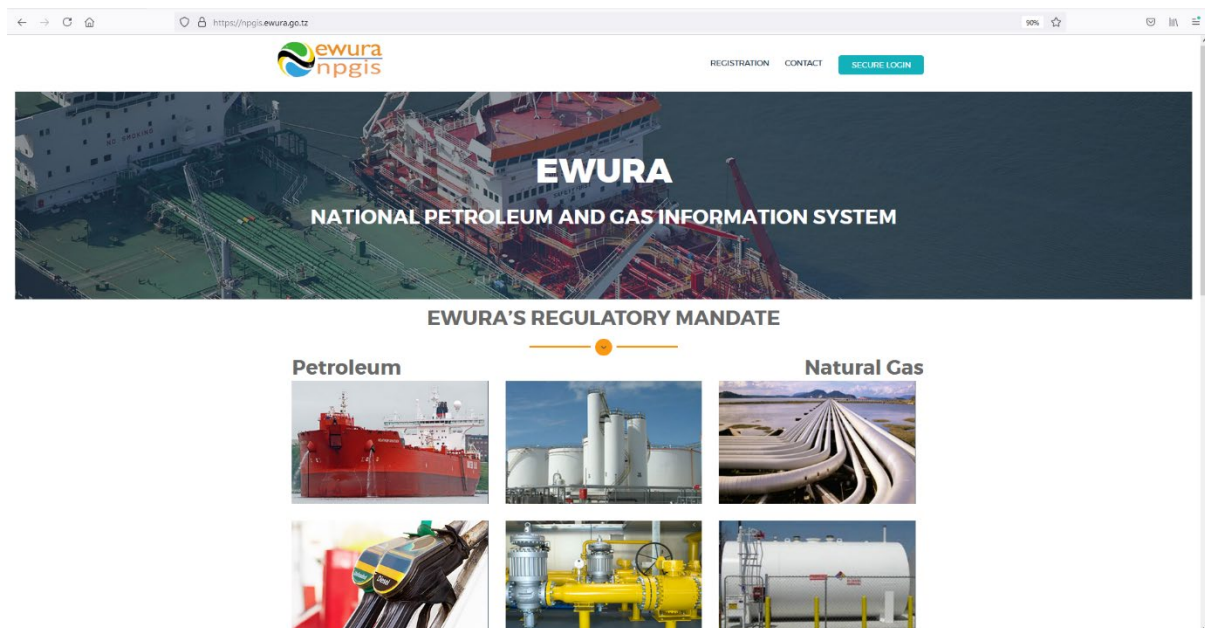


FIGURE 1:LANDING PAGE

4 CNG SUPPLY AND MARKET OPERATIONS

To begin with uploads of the CNG Supply and Market Operations, all the CNG Supply and Market 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:

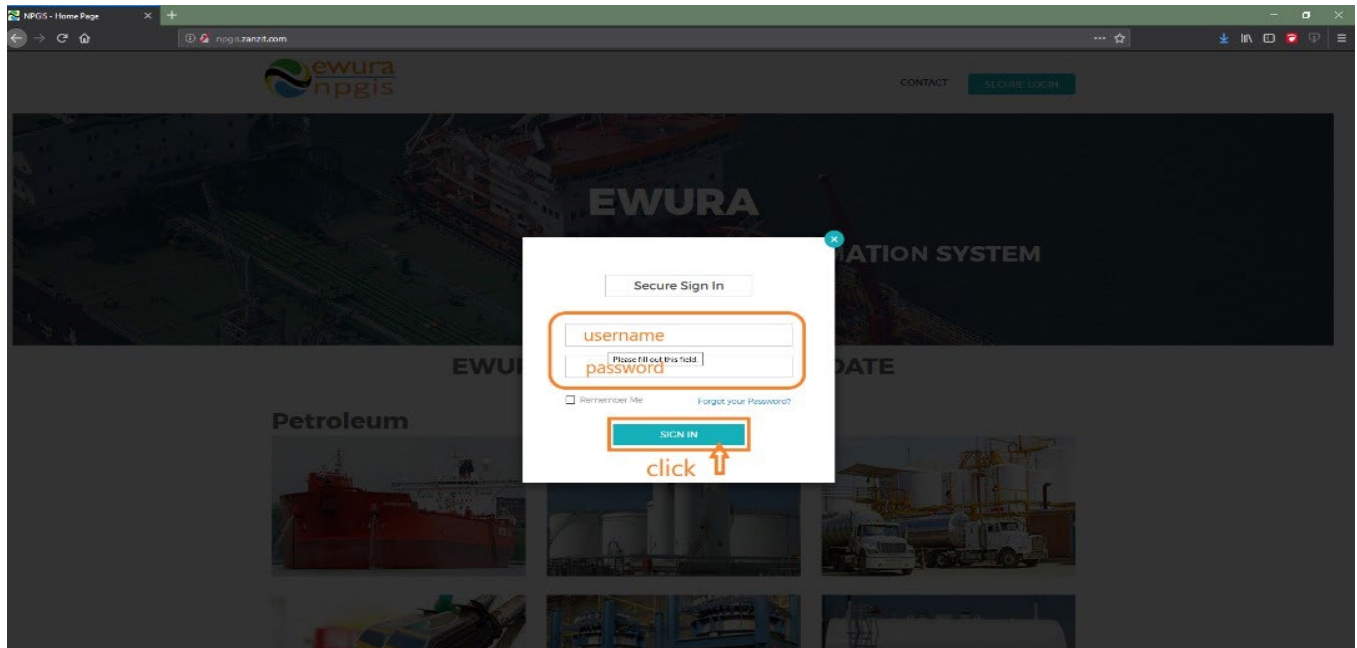


FIGURE 2:SIGN IN

4.1 CNG Supply and Market Records:

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

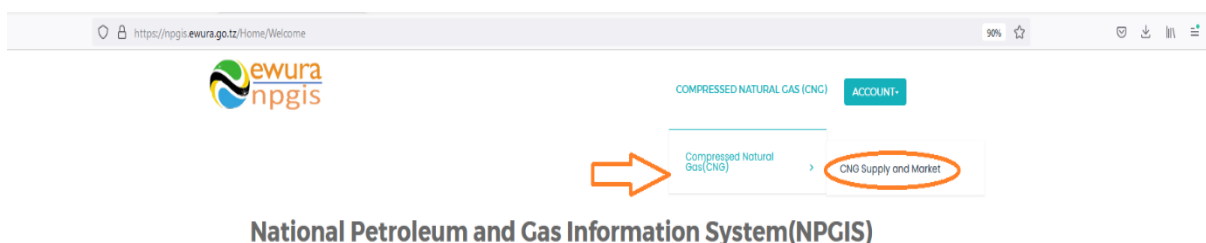


FIGURE 3:CNG SUPPLY & MARKET OPERATIONS

ewura
npgis

COMPRESSED NATURAL GAS (CNG) ACCOUNT

Compressed Natural Gas

Home / Compressed Natural Gas

EXPORT TO EXCEL

<input type="checkbox"/>	Id	Name	License Number	Contact Person	Contact Phone	# customers	Recorded date	<input type="checkbox"/>
<input type="checkbox"/>	1	GASCO	CNKGASCO	Juma Hamadi	02828272726262	15	Oct 10 2019 12:00AM	<input type="checkbox"/>

Click here to select Operator

FIGURE 4:COMPANY NAME SELECTION

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COMPRESSED NATURAL GAS (CNG) ACCOUNT

Compressed Natural Gas

Home / Compressed natural gas / Details

Company Information

Company Name:	GASCO	License No:	CNKGASCO	Contact Person:	Juma Hamadi
License Issued date:	2018-01-01	License Expire date:	2020-01-01	License validity date(Years):	2
Contact Phone:	02828272726262	Contact email:	abc@gmail.com	Registered date:	Oct 10 2019 12:00AM
Physical address:	MUMBER 0123456789	Postal Address:	P.O.BOX 0123456, Dar es Salaam		

Customer Inputs for Compressed Natural Gas

EXPORT TO EXCEL

<input type="checkbox"/>	Id	Production date	Customer Name	Customer Type	Customer Category	Trailer Registration Number	Trailer Capacity in (Kgs)
<input type="checkbox"/>	242	May 20, 2020	greg	CNG Supply	Residential	T156BRF	500
<input checked="" type="checkbox"/>	241	Jul 18, 2021	Household	CNG Supply	Dispensing station for vehicles	1000	125000
<input checked="" type="checkbox"/>	240	Jul 17, 2021	Household	CNG Supply	Dispensing station for vehicles	1150	134500
<input checked="" type="checkbox"/>	239	Jul 16, 2021	Household	CNG Supply	Dispensing station for vehicles	1234	125000
<input checked="" type="checkbox"/>	238	Jul 16, 2021	Household	CNG Supply	Dispensing station for vehicles	1234	125000
<input type="checkbox"/>	237	Feb 28, 2021	Ubungo	CNG Supply	Industry	T301DPS	3000
<input checked="" type="checkbox"/>	236	Jan 31, 2021	Ubungo	CNG Supply	Residential	T322DGS	500
<input type="checkbox"/>	235	Jun 30, 2021	Ubungo	CNG refueling station	CNG Vehicles(CNGV)	T502D8A	7000
<input type="checkbox"/>	234	May 31, 2021	Ubungo	CNG Supply	Institutions	T142DDB	700

1 - 18 of 18 items

FIGURE 5:CNG COMPANY DETAILS

TO UPLOAD CNG SUPPLY AND MARKET CUSTOMER SALES

- 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

Contact Phone: 02828272728282
ewura
npgis
Contact email: abc@gmail.com
Registered date: Oct 10 2019 12:00AM

Physical address: NUMBER 012345678
Postal Address: P.O.BOX 0123456, Dar es Salaam
COMPRESSED NATURAL GAS (CNG) ACCOUNT

Customer Inputs for Compressed Natural Gas

EXPORT TO EXCEL

<input type="checkbox"/>	Id	Production date	Customer Name	Customer Type	Customer Category	Trailer Registration Number	Trailer Capacity in (Kgs)
<input type="checkbox"/>	239	Jul 15, 2021	Household	CNG supply	Dispensing station for vehicles	I234	125000
<input type="checkbox"/>	238	Jul 16, 2021	Household	CNG Supply	Dispensing station for vehicles	I234	125000
<input type="checkbox"/>	237	Feb 28, 2021	Ubungo	CNG Supply	Industry	T301DPS	3000
<input type="checkbox"/>	236	Jan 31, 2021	Ubungo	CNG Supply	Residential	T322DGS	500
<input type="checkbox"/>	235	Jun 30, 2021	Ubungo	CNG refueling station	CNG Vehicles(CNGV)	T602DBA	7000
<input type="checkbox"/>	234	May 31, 2021	Ubungo	CNG Supply	Institutions	T142DOB	700
<input type="checkbox"/>	233	Apr 30, 2021	Ubungo	CNG refueling station	CNG Vehicles(CNGV)	T802DGS	500
<input type="checkbox"/>	232	Mar 31, 2021	Ubungo	CNG refueling station	CNG Vehicles(CNGV)	T523DWZ	1100
<input type="checkbox"/>	231	Feb 28, 2021	Ubungo	CNG Supply	Industry	T301DPS	3000

Previous Records

Click
UPLOAD CNG CUSTOMER INFO FILE

FIGURE 6:CNG SUPPLY & MARKET UPLOAD BUTTON

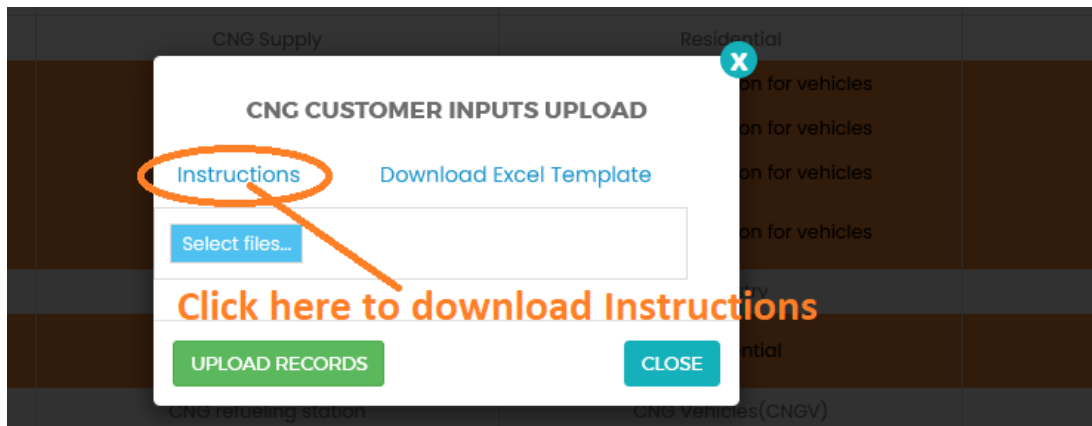
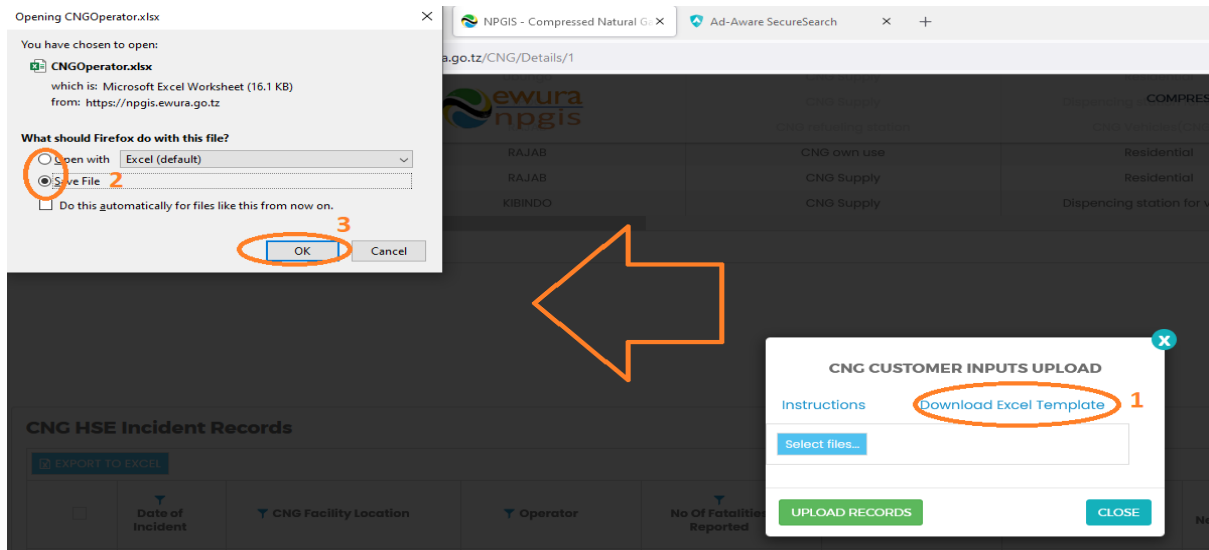


FIGURE 7:DOWNLOAD INSTRUCTIONS



Compressed Natural Gas Supply											
S/N	Production Date	Customer Nam	Types of Customer	Customer category	Trailer Registration Number	Trailer Capacity In Kgs	Maximum operating pressure(Bar)	Inlet Pressure(Bar)	Inlet Temperature(+ C)	Outlet pressure(Bar)	Outlet temperature(+ C)

FIGURE 8:CUSTOMER INFO TEMPLATE

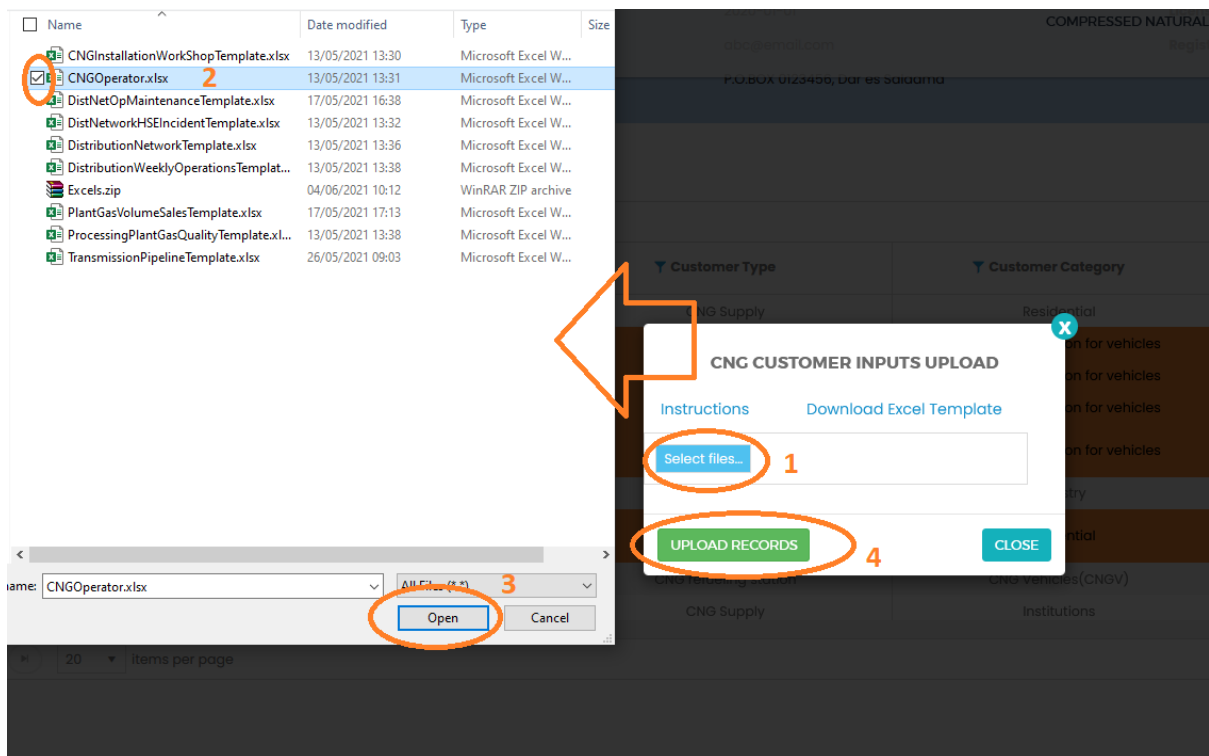


FIGURE 9: UPLOAD CNG CUSTOMER FILE

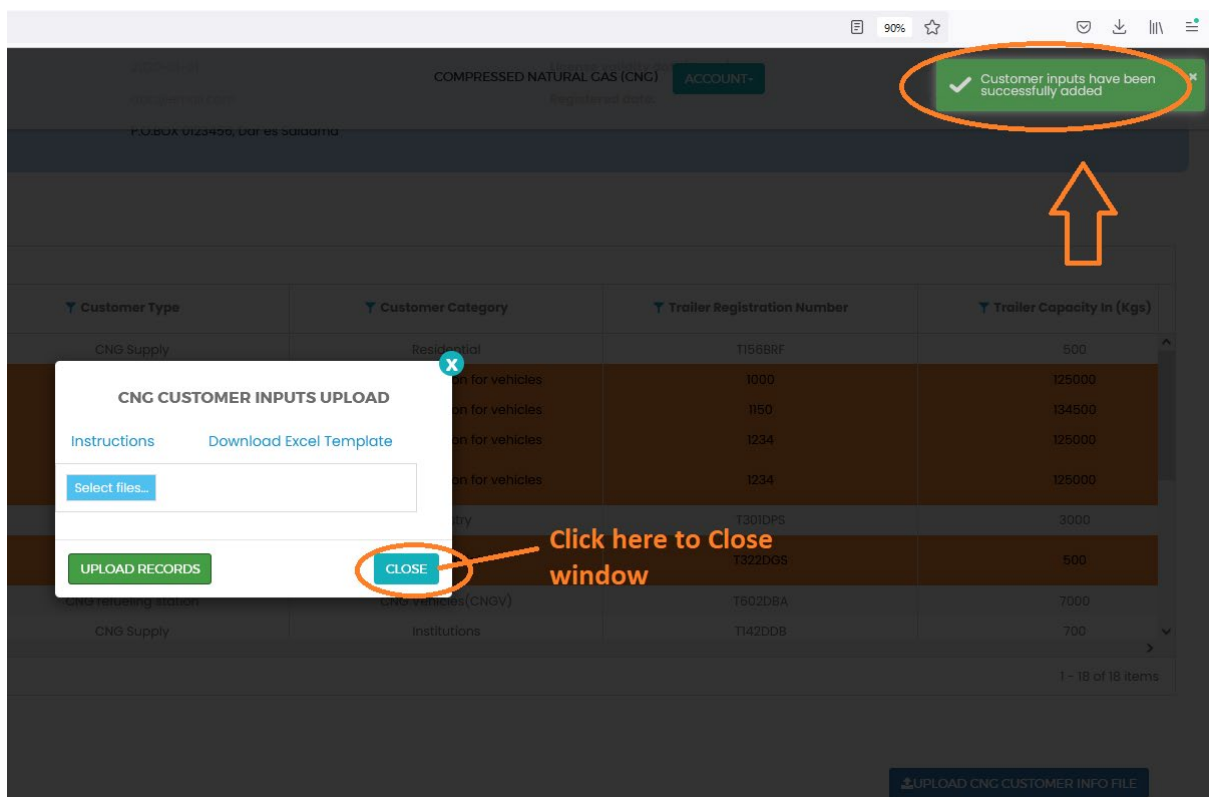


FIGURE 10: SUCCESSFUL UPLOAD

4.2 CNG Supply and Market HSE Incidents Records:

- Click **Upload HSE Incidents** at the bottom right-hand corner of CNG Company Registration information page
- Next, upload CNG Supply & Market HSE Incidents 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 RECORDS**
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **Close** the upload window

The screenshot displays the 'CNG HSE Incident Records' interface. At the top, there's a navigation bar with the ewura npgis logo and links for 'COMPRESSED NATURAL GAS (CNG)' and 'ACCOUNT'. Below this, a table lists incident records. The table has columns: Date of Incident, CNG Facility Location, Operator, No Of Fatalities Reported, No Of First Aid Cases Reported, Medical Treatment Case, Near Miss Or Hazard, Number Of Reported Incidents, No of Property Damage Incident Reported, and No Environmental Incidents Reported. The table shows several records, with the last one dated 12-Jan-2021. Below the table, there's a pagination control showing '1 - 12 of 12 items'. To the right of the table, there's a button labeled 'UPLOAD HSE INCIDENTS' with an orange arrow pointing to it. Above the button, there's text that says 'Click here to upload new records'. Below the table, there's a section for 'Previous Records' with a table of reporting data including Reporting Date, Name of CNG Facility, Operator, Maximum Pressure (Bar), Service Pressure (Bar), Temperature Reading (°C), CNG Meter Serial Number, CNG Meter Reading, Meter Reading Unit, Number of CNG Cylinder Trailers supply frequency per week, Quantity of the gas transported in a trailer, and Quantity of gas unit.

Date of Incident	CNG Facility Location	Operator	No Of Fatalities Reported	No Of First Aid Cases Reported	Medical Treatment Case	Near Miss Or Hazard	Number Of Reported Incidents	No of Property Damage Incident Reported	No Environmental Incidents Reported
12-Jul-2021	Ubungo	PAET	0	0	0	1	1	0	0
30-May-2021	Ubungo	TPDC	0	4	2	0	4	0	0
10-Apr-2021	Tegeta	TPDC	0	1	1	0	1	0	1
07-Mar-2021	Tazara	TPDC	0	1	0	1	1	0	0
03-Feb-2021	Kariakoo	TPDC	1	3	2	0	3	1	1
12-Jan-2021	Ubungo	TPDC	0	2	1	0	2	0	1

Reporting Date	Name of CNG Facility	Operator	Maximum Pressure (Bar)	Service Pressure (Bar)	Temperature Reading (°C)	CNG Meter Serial Number	CNG Meter Reading	Meter Reading Unit	Number of CNG Cylinder Trailers supply frequency per week	Quantity of the gas transported in a trailer	Quantity of gas unit
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FIGURE 11: CNG SUPPLY & MARKET HSE INCIDENTS BUTTON

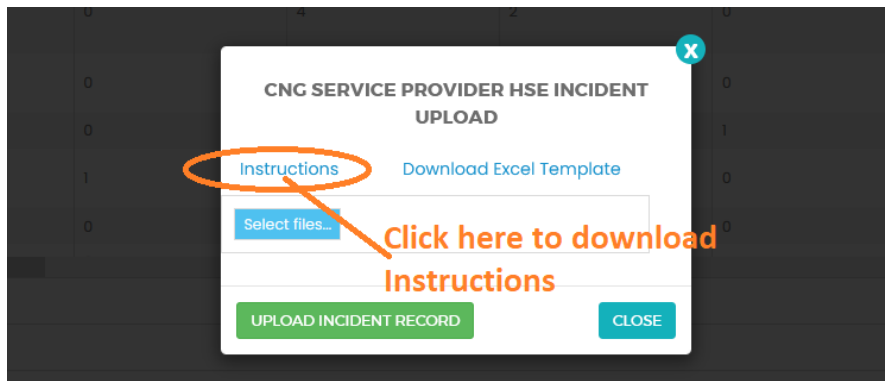
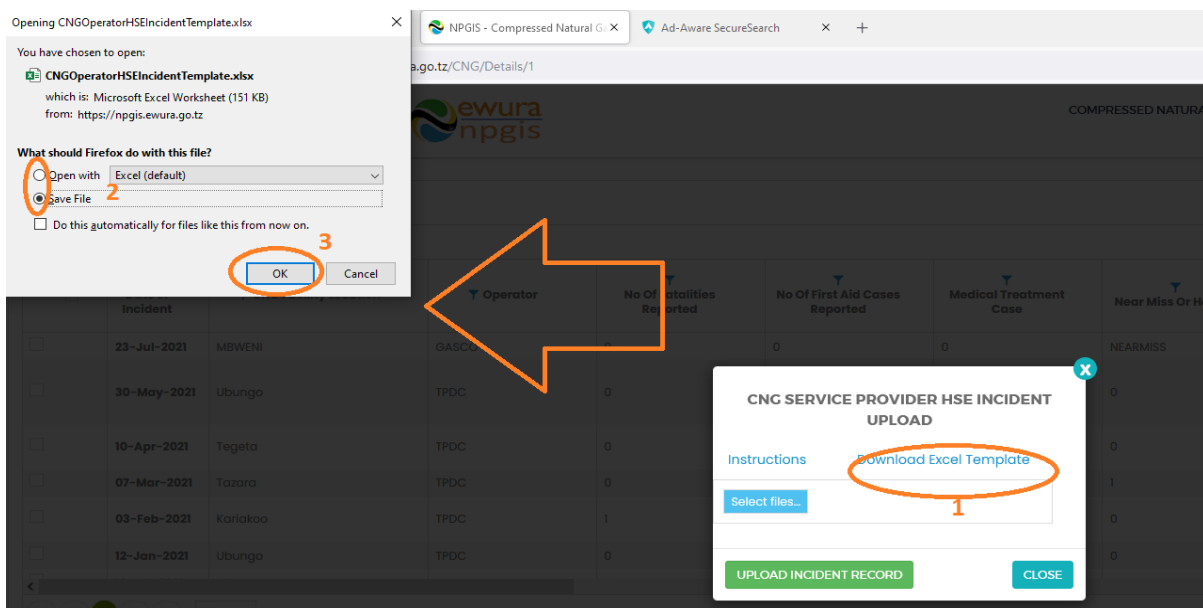


FIGURE 12: DOWNLOAD INSTRUCTIONS



CNGOperatorHSEIncidentTemplate.xlsx - Excel

S/N	Date of Incident	Location of the CNG Facility	Operator	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
1													
2													
3													
4													

FIGURE 13: DOWNLOAD CNG SUPPLY AND MARKET HSE INCIDENT TEMPLATE

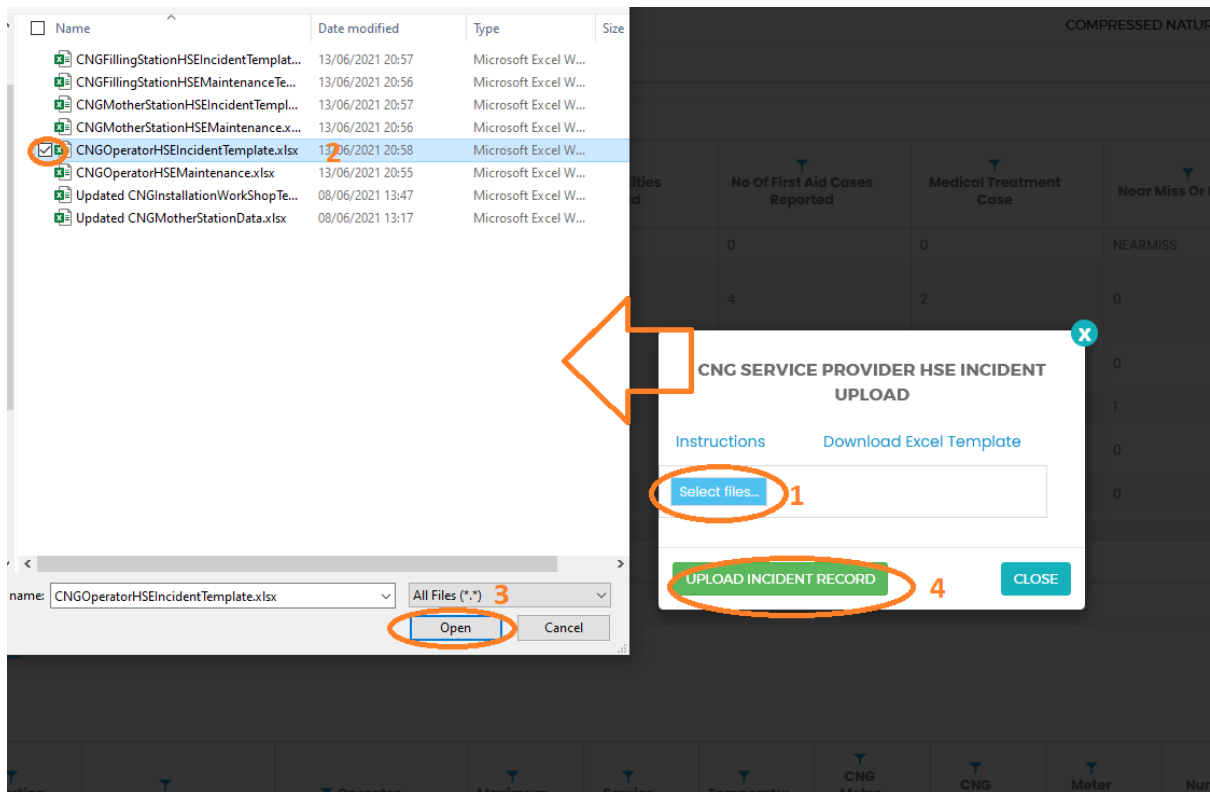


FIGURE 14: UPLOAD HSE INCIDENTS FILE

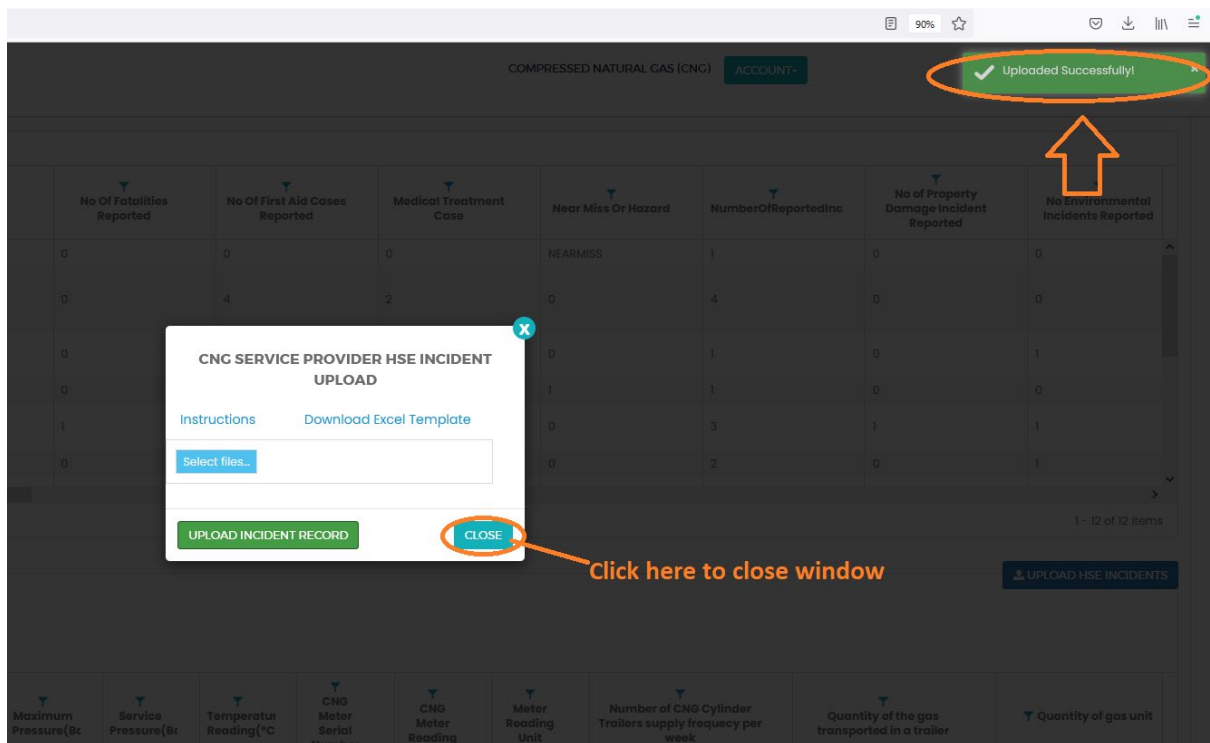


FIGURE 15: SUCCESSFUL UPLOAD CNG SUPPLY & MARKET HSE INCIDENTS FILE

4.3 CNG Supply and Market Operations & Maintenance Records:

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

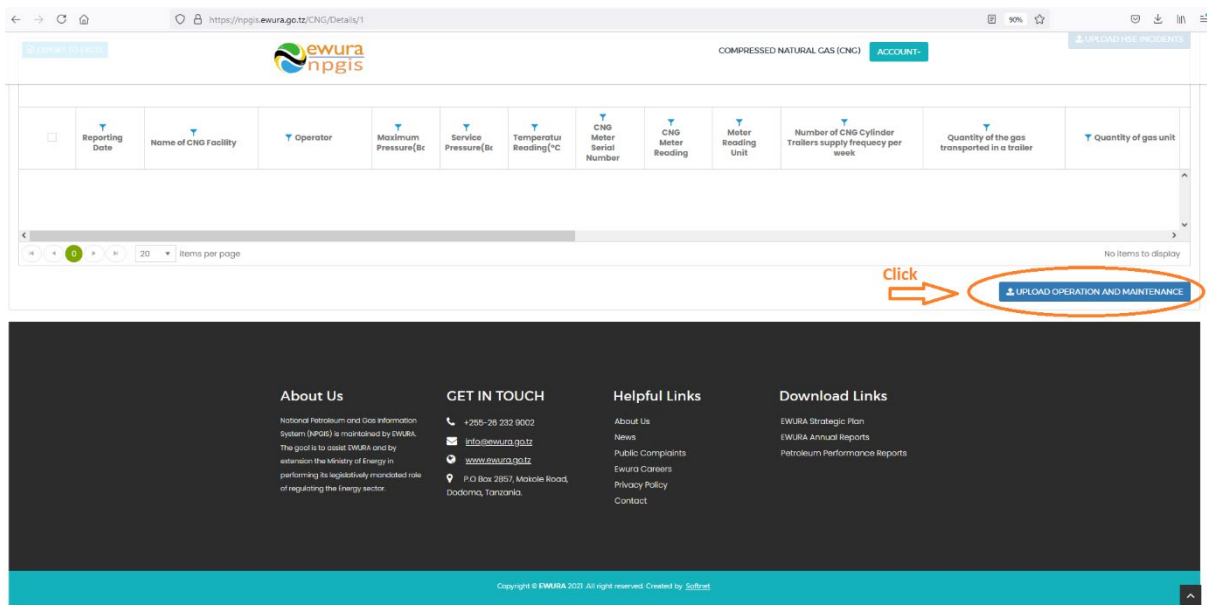


FIGURE 16:CNG SUPPLY & MARKET OPERATIONS & MAINTENANCE BUTTON

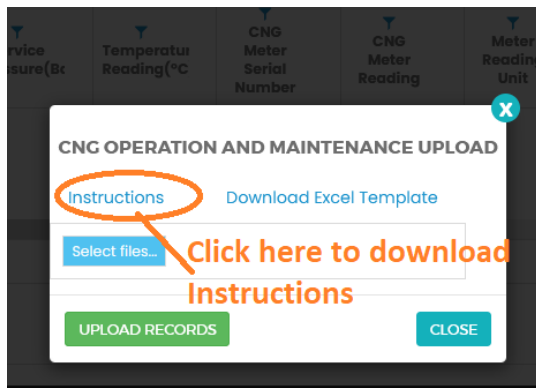
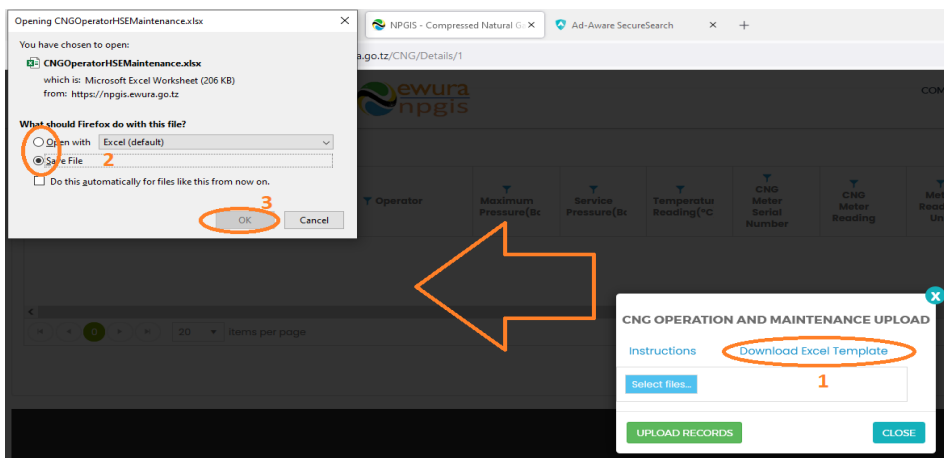


FIGURE 17:DOWNLOAD INSTRUCTIONS



CNG Supply and Maketing Operation and Maintenance Records														
S/N	Reporting Date	Location of CNG Facility	Operator	Maximum Pressure (Bar)	Service Pressure (Bar)	Temperature reading(°C)	CNG Meter serial number	CNG Meter Reading	Meter reading unit	Number of CNG Cylinder Trailers supply frequency per week	Quantity of the gas transported in a trailer	Quantity of gas unit	Number of Planned shutdown	Number of Unplanned shutdown
1														
2														
3														
4														
5														

FIGURE 18: CNG SUPPLY & MARKET OPERATIONS & MAINTENANCE FILE TEMPLATE

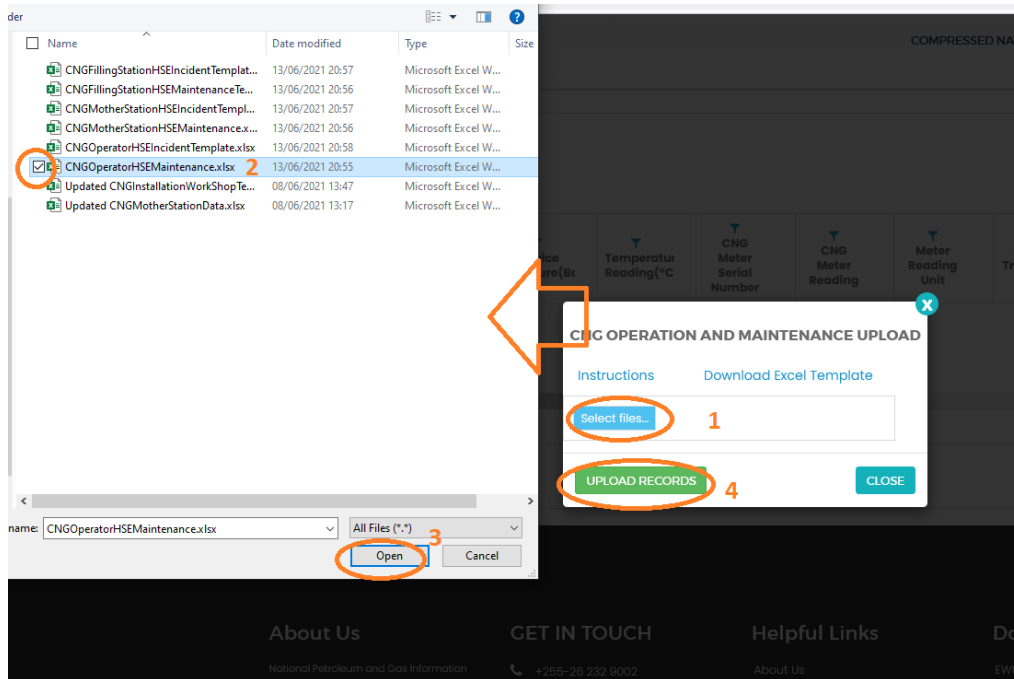


FIGURE 19: UPLOAD CNG SUPPLY & MARKET OPERATIONS & MAINTENANCE FILE

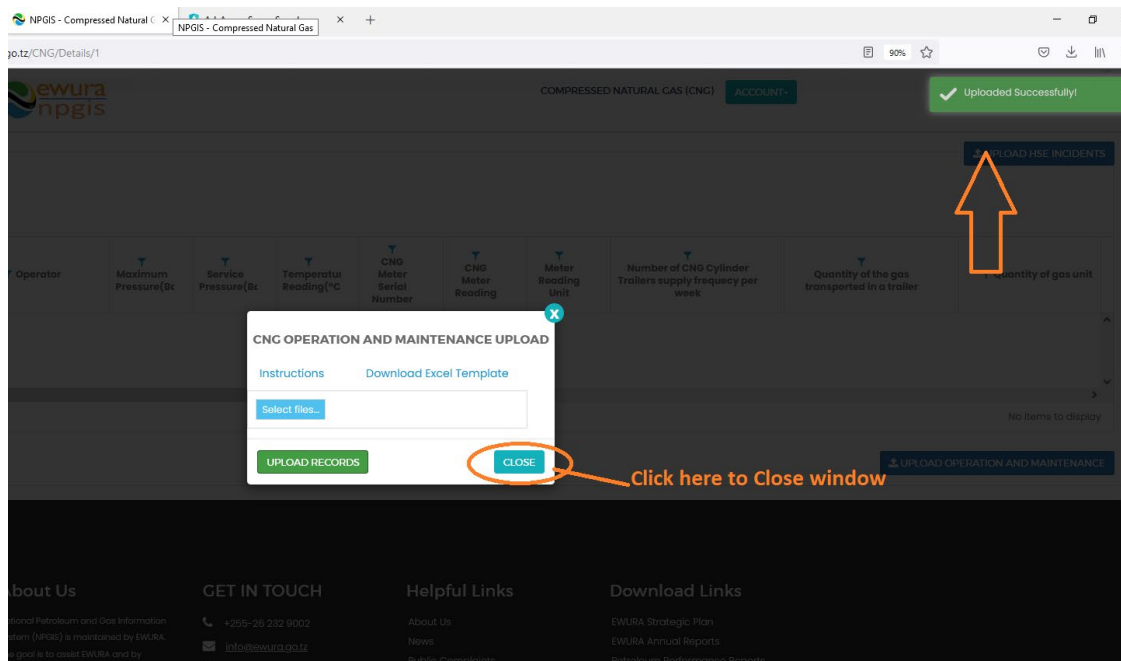


FIGURE 20: SUCCESSFUL UPLOADED CNG SUPPLY & MARKET OPERATIONS & MAINTENANCE FILE

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

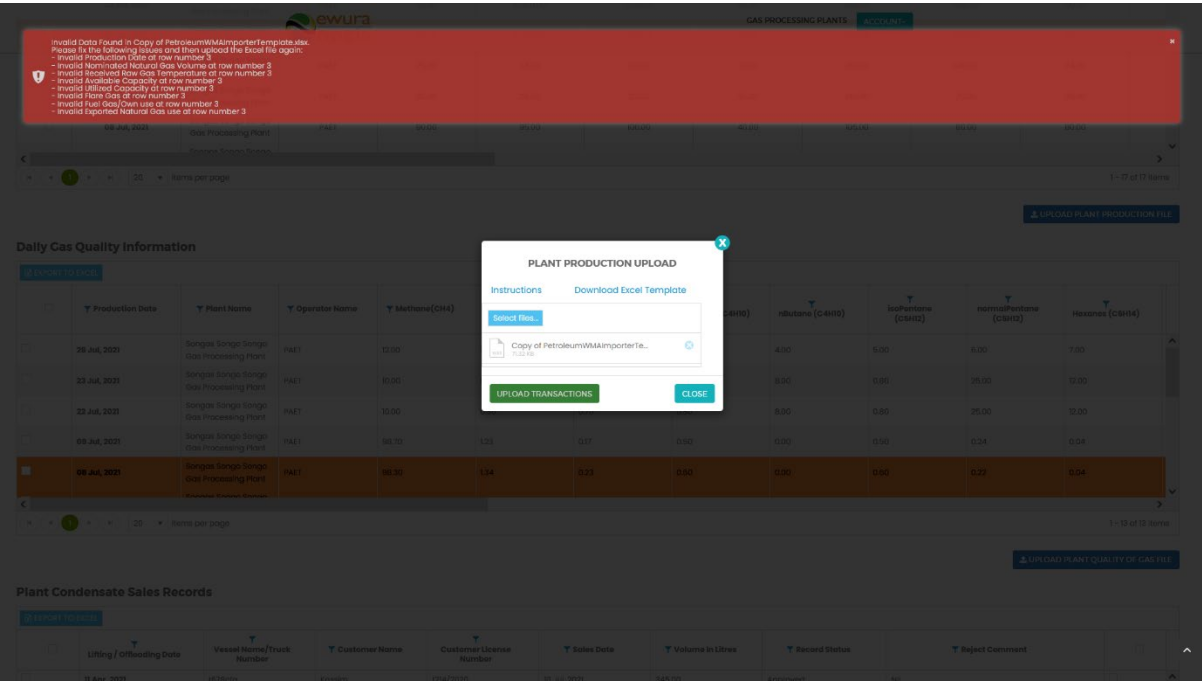


FIGURE 21 ERROR MESSAGES

5.2 No Internet Messages

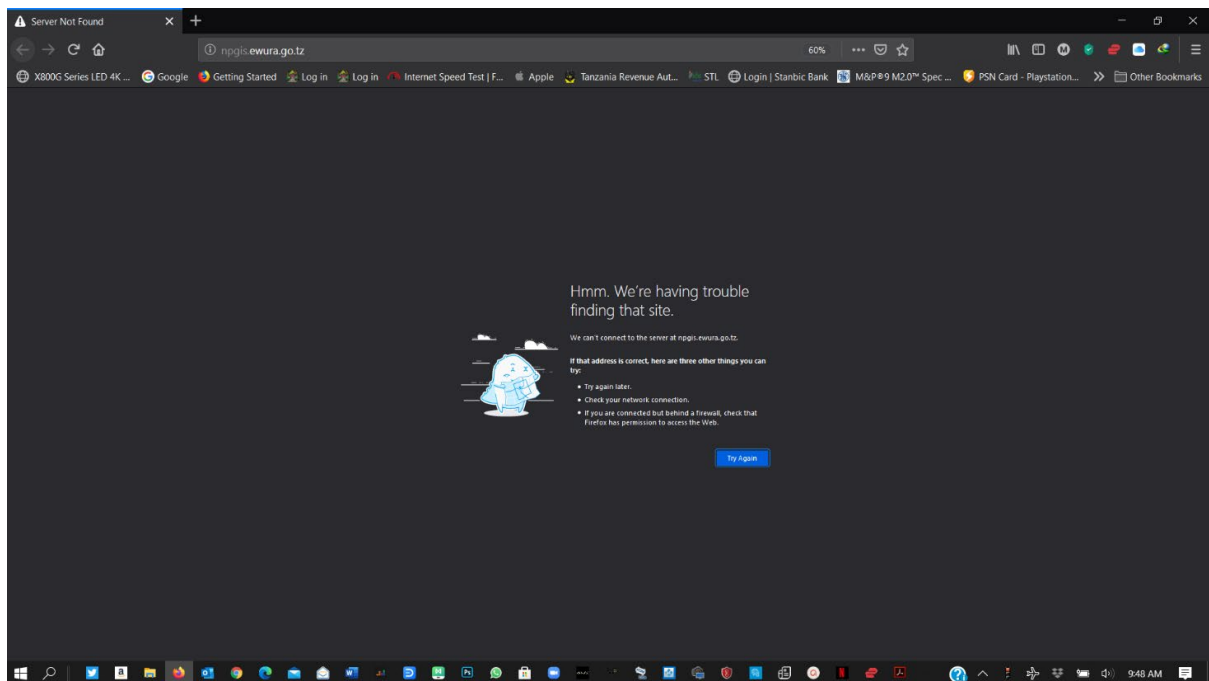


FIGURE 22 NO INTERNET MESSAGES

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

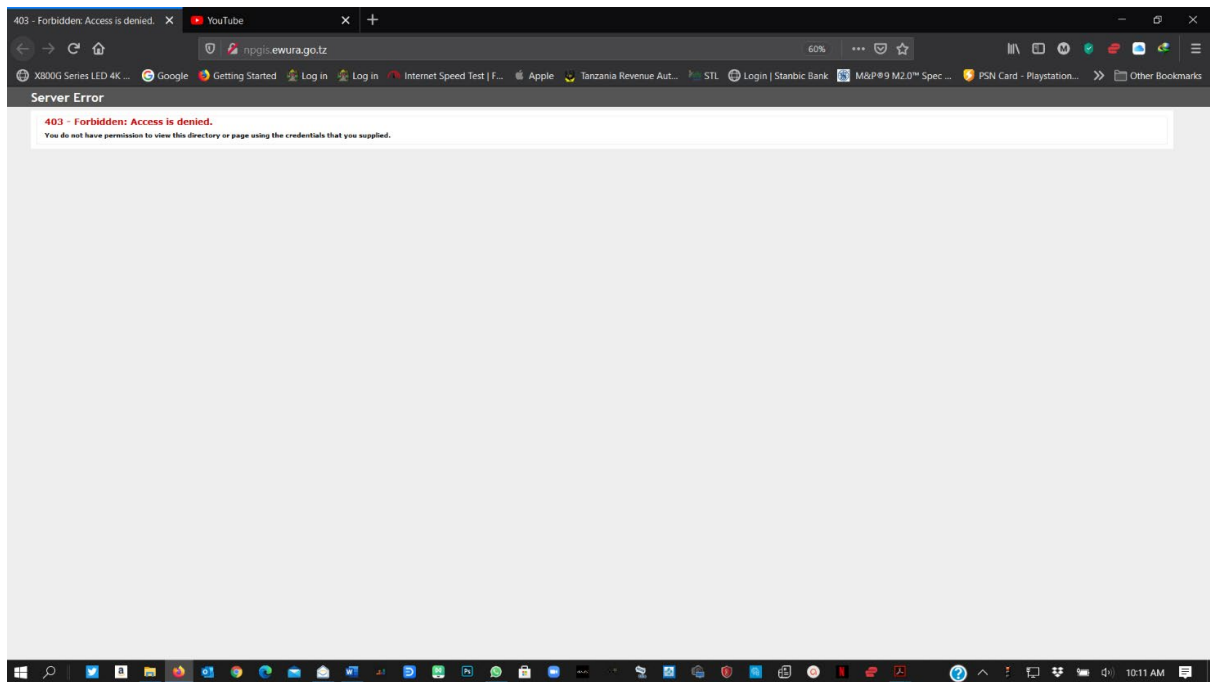


FIGURE 23 FORBIDDEN ACCESS