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

DISTRIBUTION NETWORK OPERATIONS

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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 DISTRIBUTION NETWORK MODULE

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

- Distribution Network Operations
- Distribution Network HSE Incidents records
- Distribution Network 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 Distribution Network 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

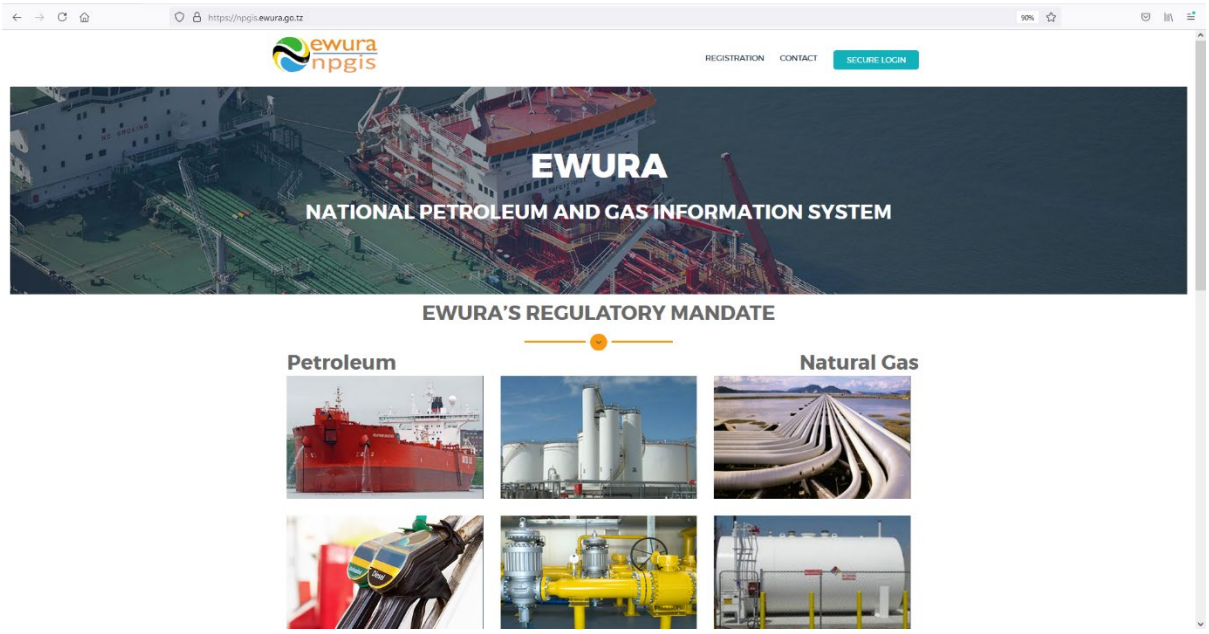


FIGURE 1:LANDING PAGE

4 DISTRIBUTION NETWORK OPERATIONS

To begin with uploads of the Distribution Network Operations, all the Distribution Network 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:

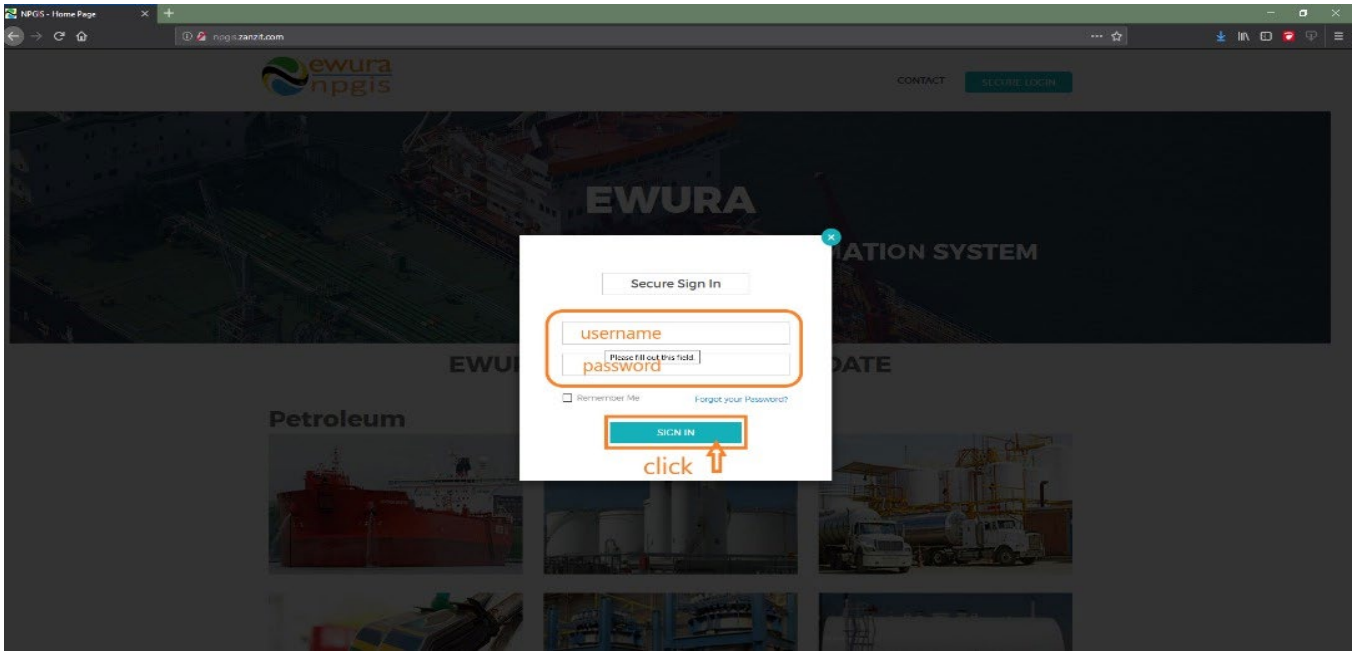
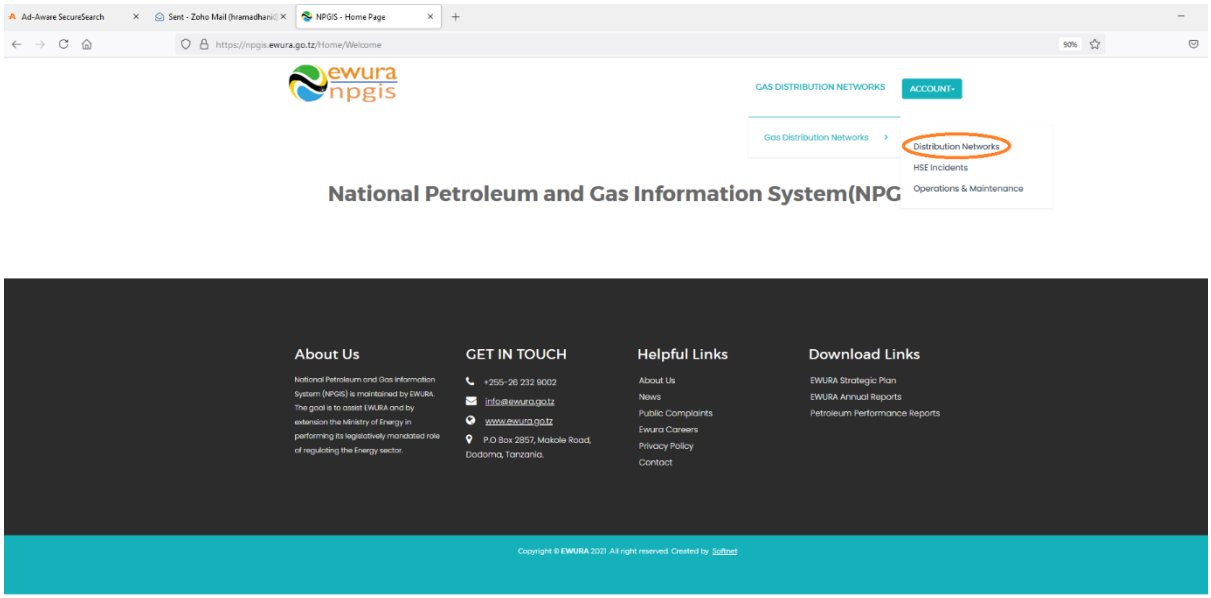


FIGURE 2:SIGN IN

4.1 Gas Distribution Network Records:

1. **Select** GAS DISTRIBUTION NETWORKS-> Distribution Network. The Distribution Network user logged in will be displayed
2. **Click** Distribution Network Operator name to open as illustrated in the below figure

Distribution Network Information will be displayed



https://npgis.ewura.go.tz/Home/Welcome#

FIGURE 3:GAS DISTRIBUTION NETWORK OPERATIONS

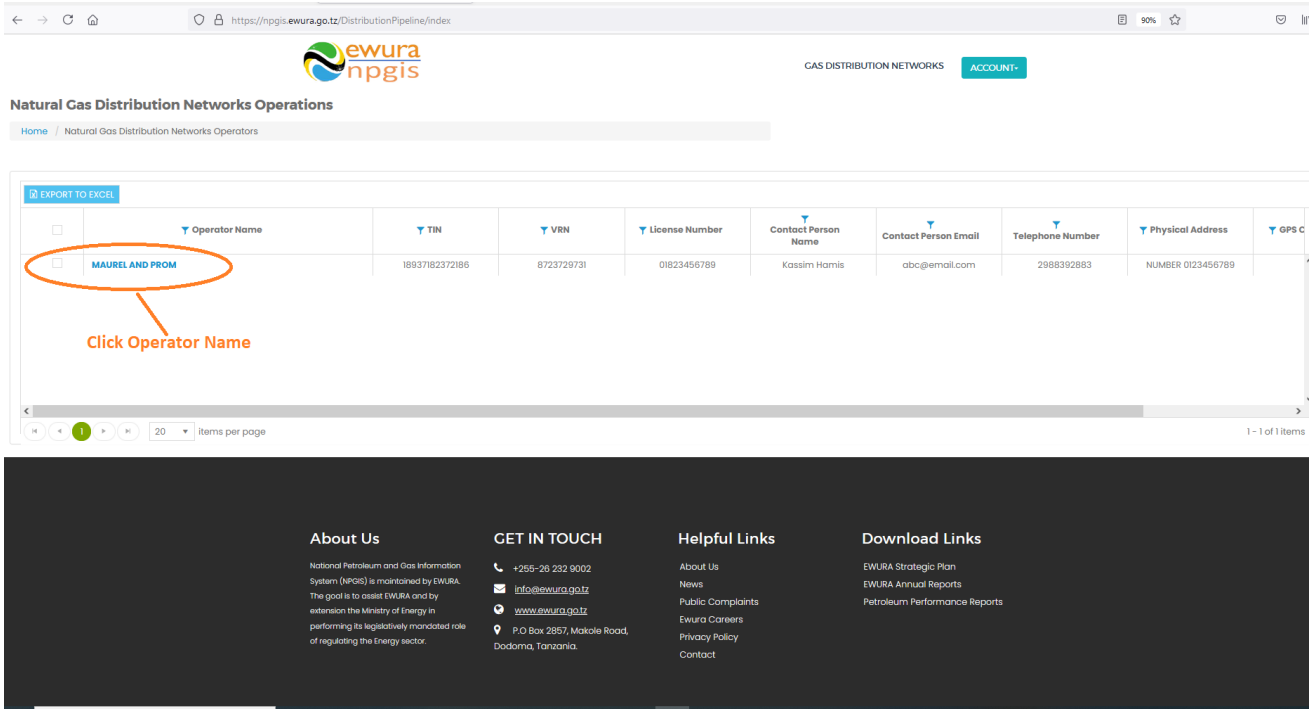


FIGURE 4:DISTRIBUTION NETWORK NAME SELECTION

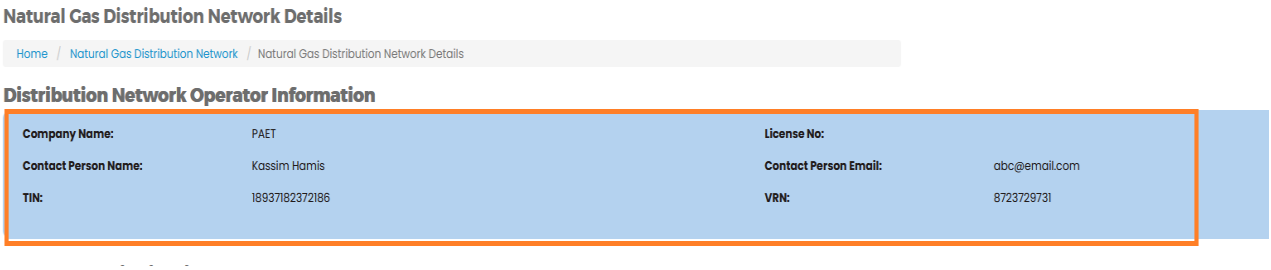


FIGURE 5: DISTRIBUTION NETWORK OPERATOR DETAILS

UPLOADING DISTRIBUTION NETWORK OPERATION FILE

- **Click** Upload Distribution Network File at the bottom right-hand corner of Distribution Network information page
- Next, upload Distribution Network File using the following steps
  - **Step 1: Download Excel Template,** fill in the Distribution Network 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 DISTRUBUTION NETWORK FILE
- If all goes well you will be notified that the file has been **Uploaded Successfully**!
- **Close** the upload window

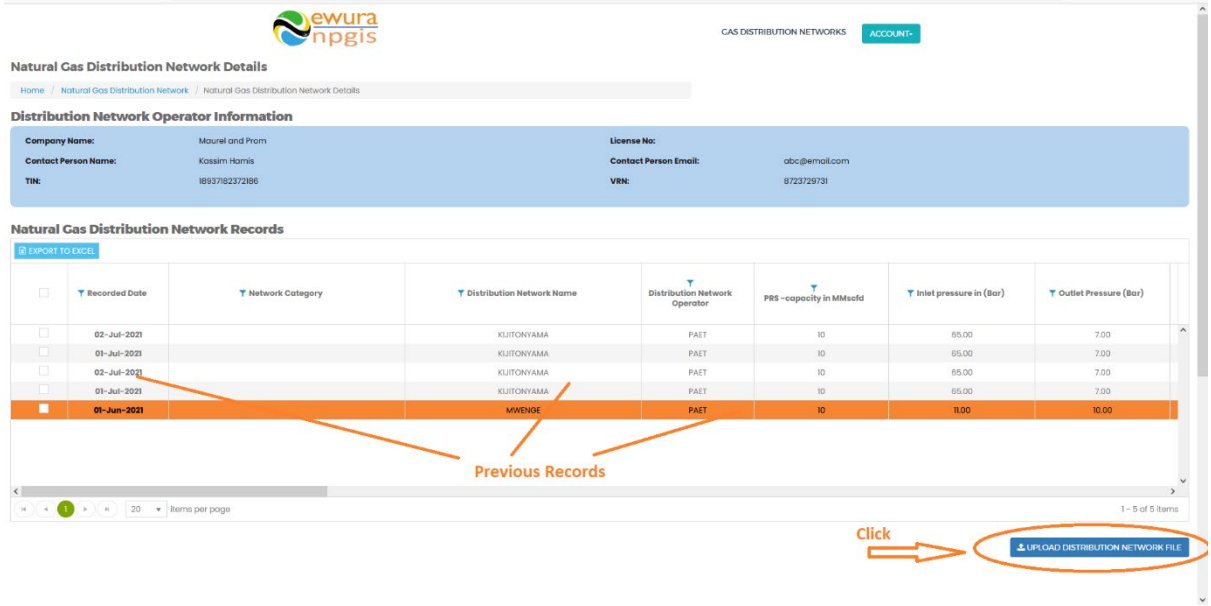
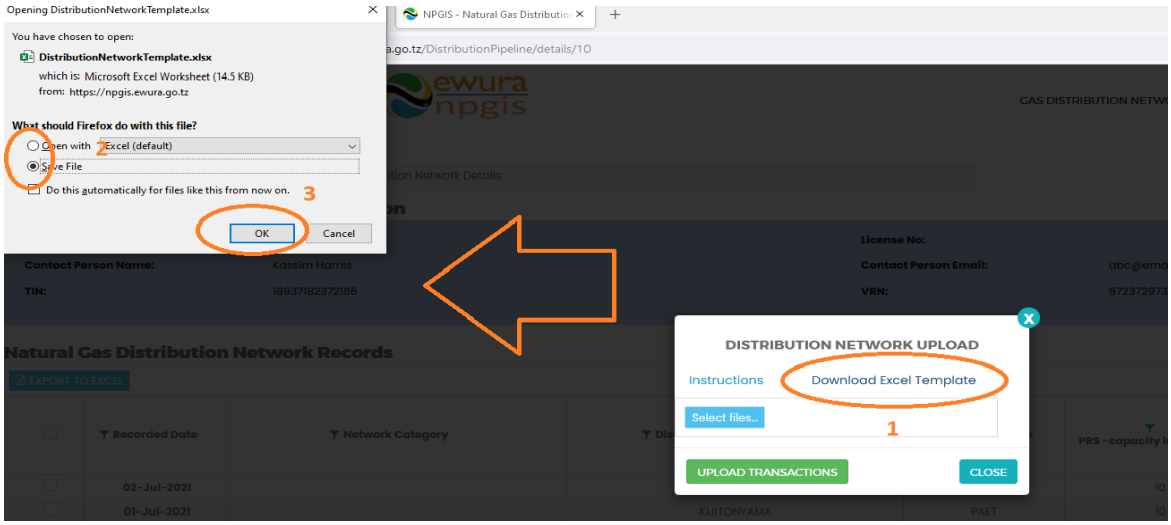


FIGURE 6: DISTRIBUTION NETWORK UPLOAD BUTTON

FIGURE 7:DOWNLOAD INSTRUCTIONS



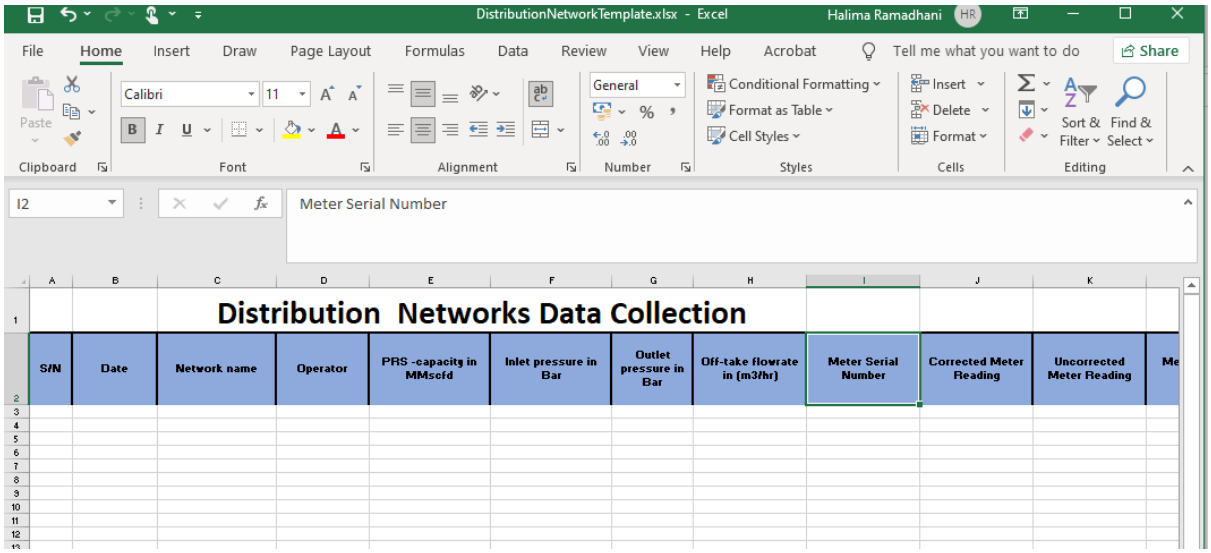


FIGURE 8:DOWNLOAD DISTRIBUTION NETWORK TEMPLATE

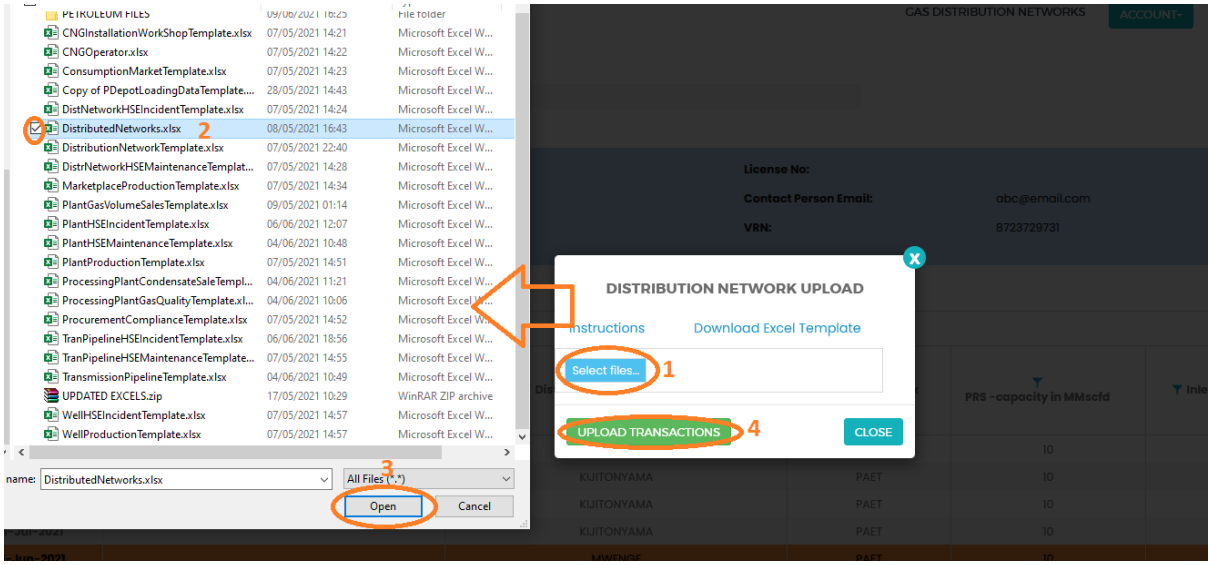


FIGURE 9: UPLOAD DISTRIBUTION NETWORK FILE

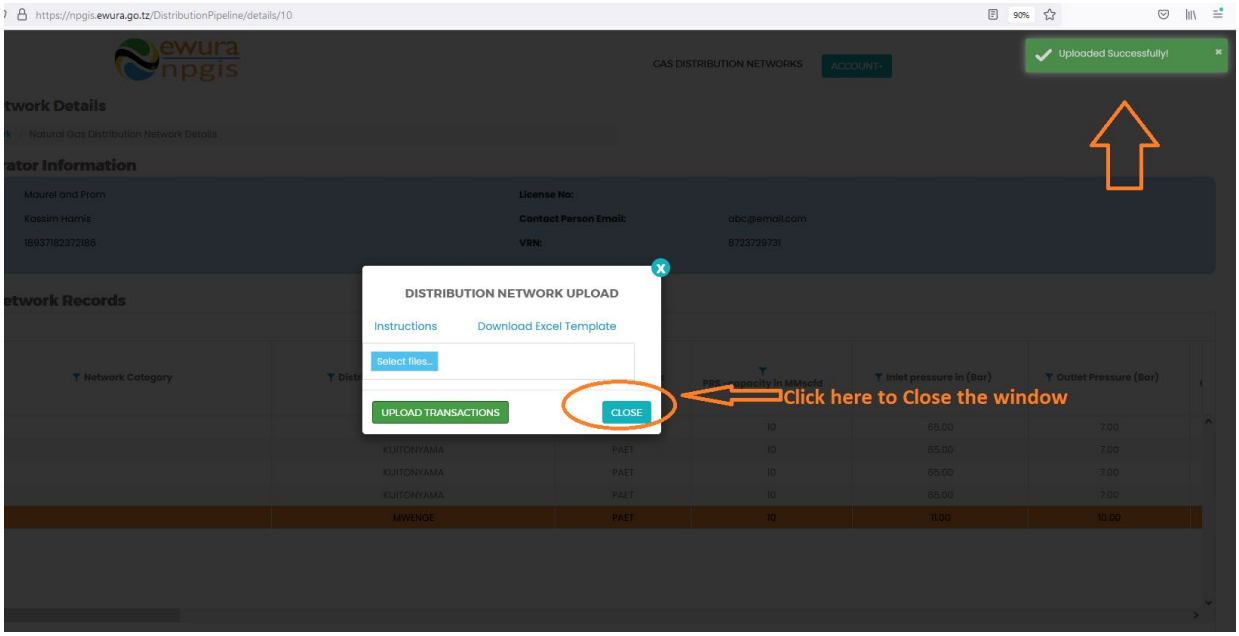


FIGURE 10:SUCCESSFUL UPLOAD

4.2 Gas Distribution Network HSE Incidents Records:

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:
3. **Select** GAS DISTRIBUTION NETWORKS -> HSE Incidents
4. **SELECTION OF DISTRIBUTION NETWORK OPERATOR**
5. Select Gas Distribution Network Operator Name Then Click **CONTINUE**
   - **Click Upload HSE Incidents** at the bottom right-hand corner of Gas Distribution Network Operator Registration information page (shown above)

   - Next, upload Distribution Network 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

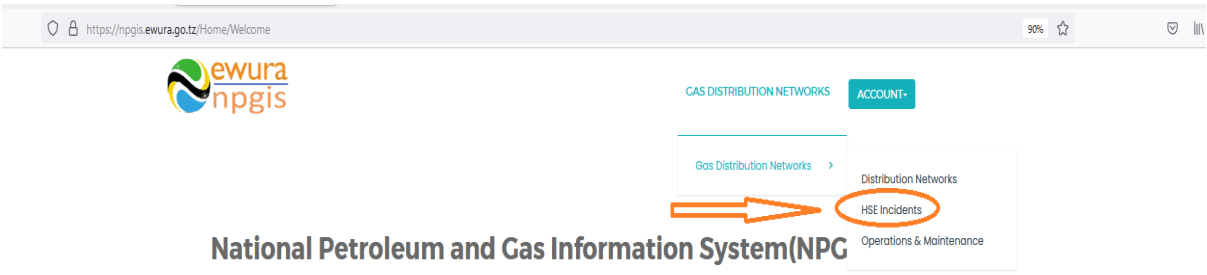


FIGURE 11:NETWORK HSE INCIDENTS

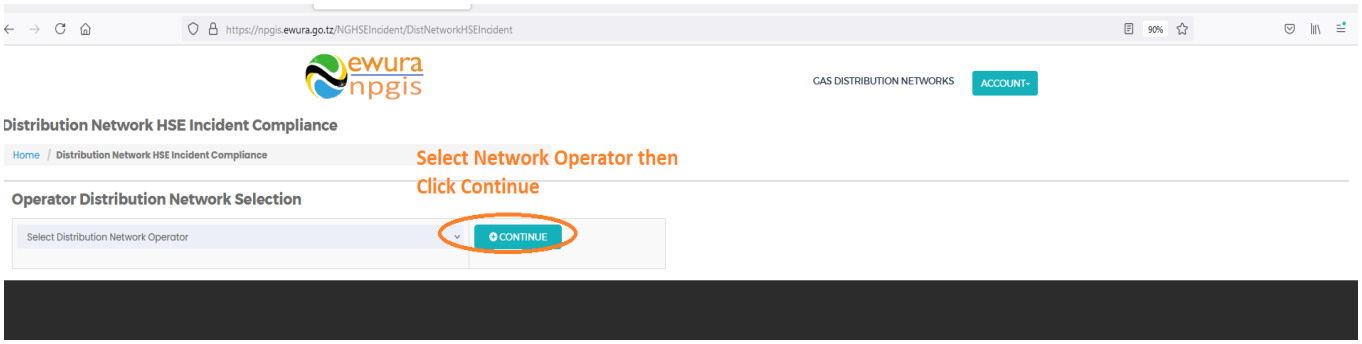


FIGURE 12:NETWORK OPERATOR SELECTION

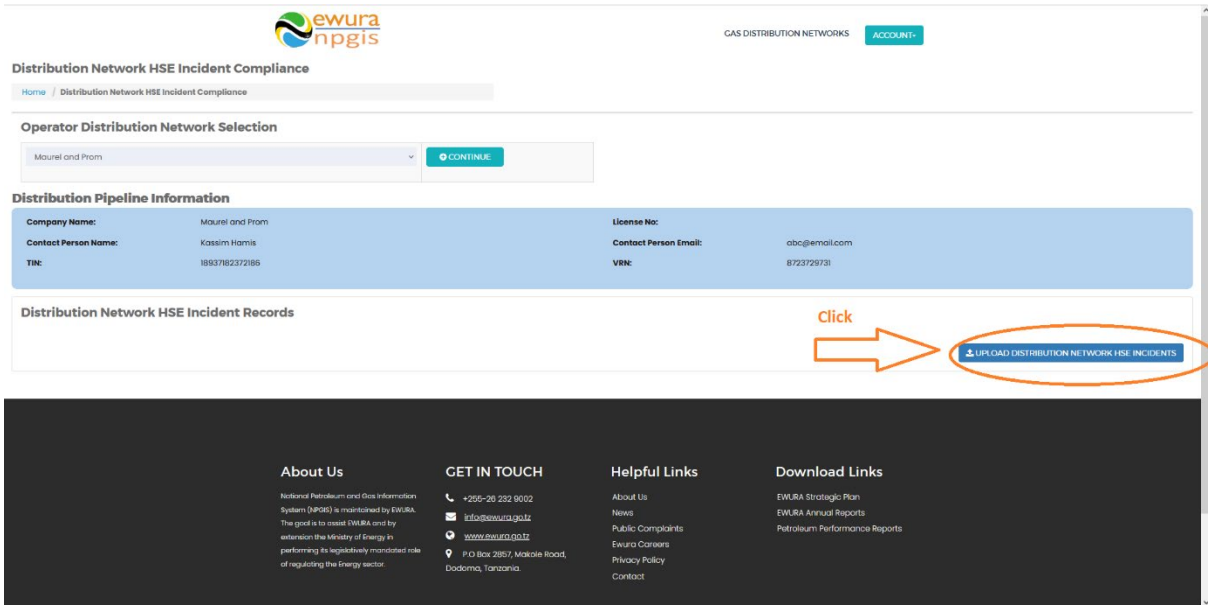


FIGURE 13:DISTRIBUTION NETWORK HSE INCIDENTS BUTTON

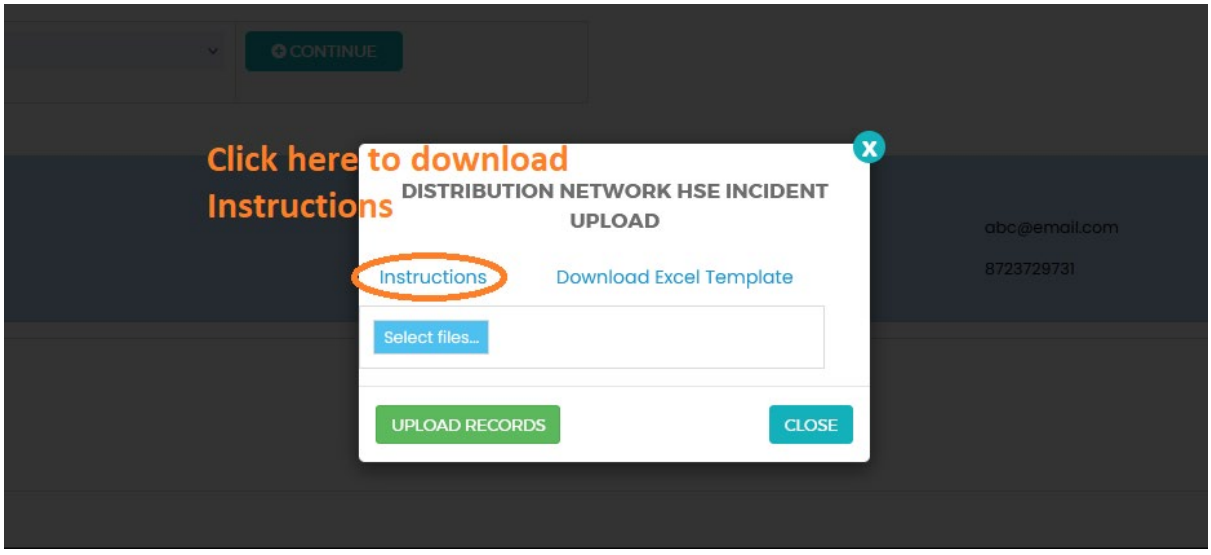
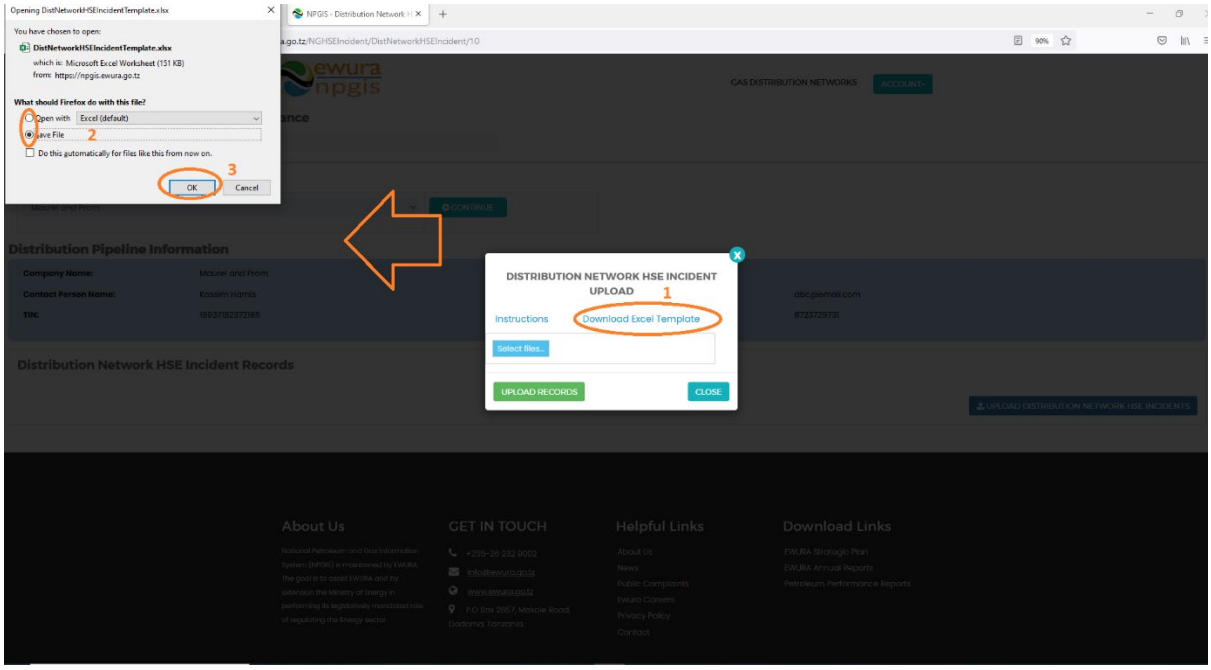


FIGURE 14: DOWNLOAD INSTRUCTIONS



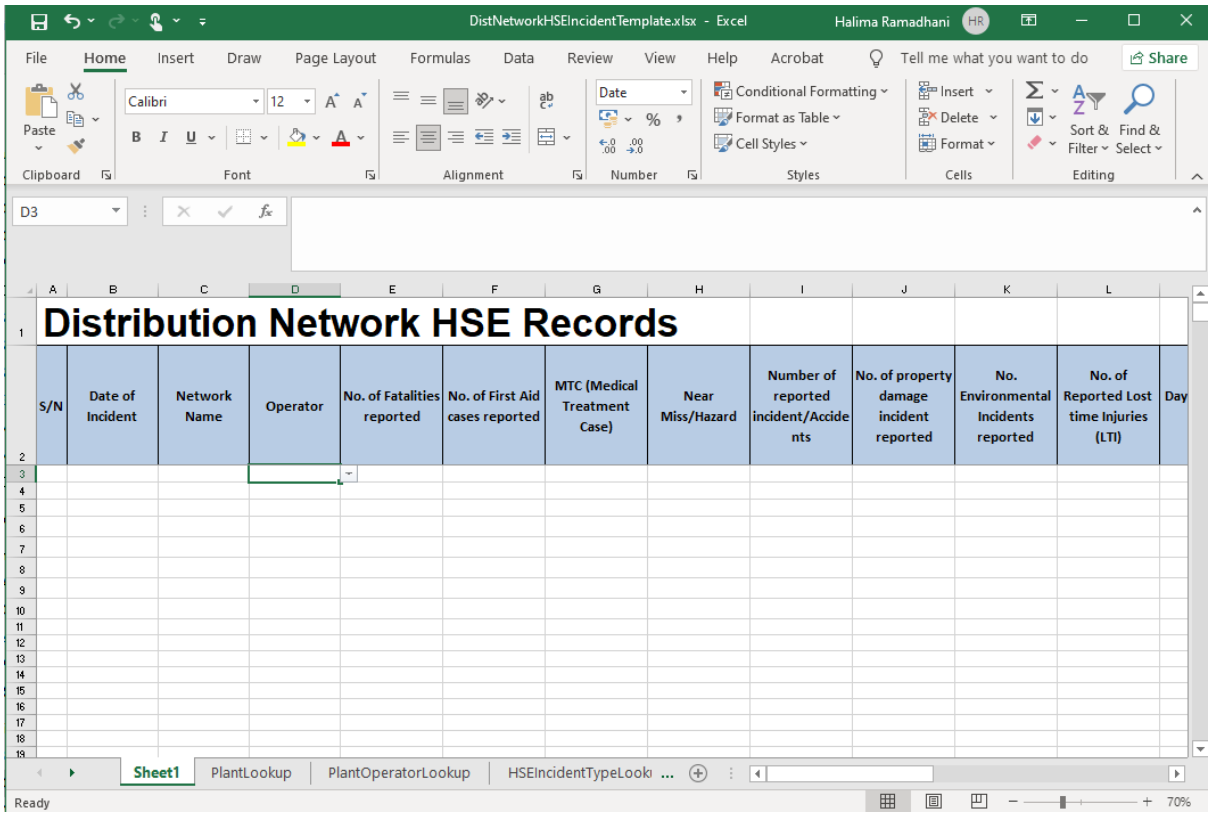


FIGURE 15: DOWNLOAD DISTRIBUTION NETWORK HSE INCIDENT TEMPLATE

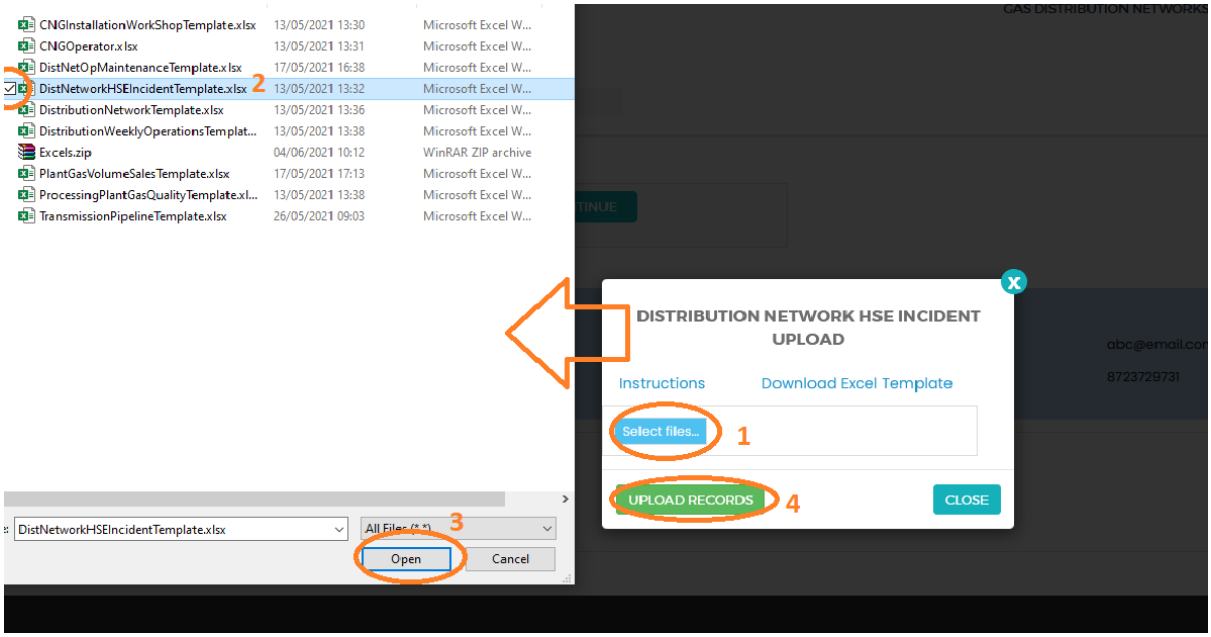


FIGURE 16: UPLOAD NETWORK HSE INCIDENTS FILE

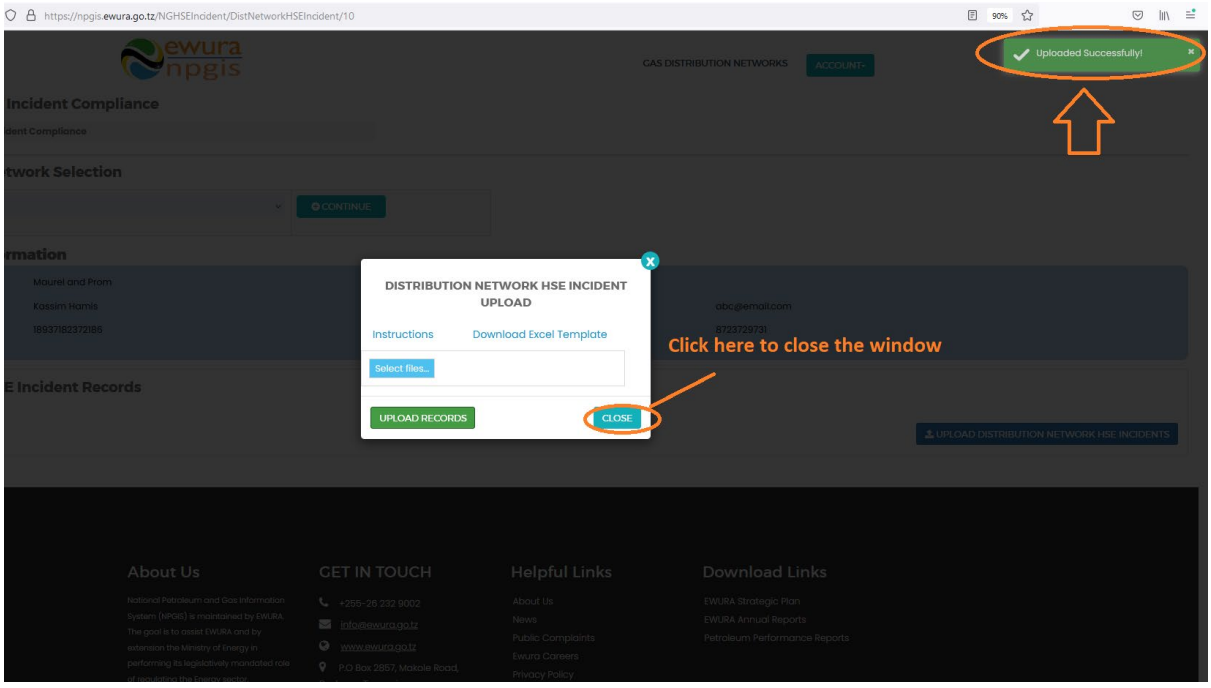


FIGURE 17: SUCCESSFUL UPLOAD NETWORK HSE INCIDENTS FILE

4.3 Distribution Networks Operations & Maintenance Records:

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:
3. **Select** GAS DISTRIBUTION NETWORKS -> HSE Incidents
4. **SELECTION OF DISTRIBUTION NETWORK OPERATOR**
5. Select Gas Distribution Network Operator Name Then Click **CONTINUE**
   - **Click Upload HSE Incidents** at the bottom right-hand corner of Gas Distribution Network Operator Registration information page (shown above)
   - Next, upload Distribution Network 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 TRANSACTIONS
   - If all goes well you will be notified that the file has been **Uploaded Successfully**!
   - **Close** the upload window

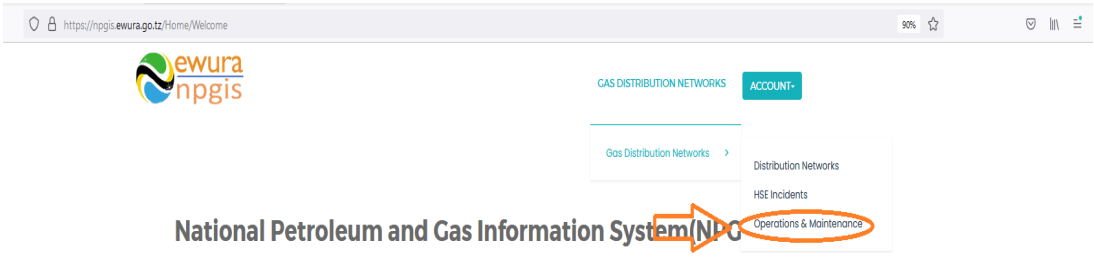


FIGURE 18:DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE

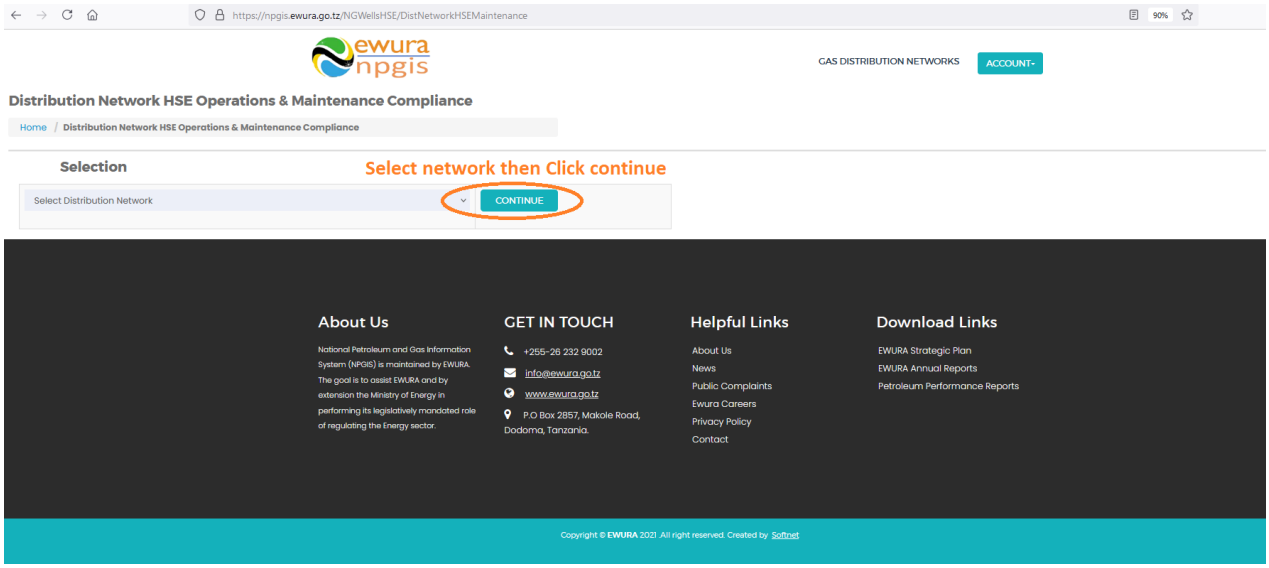


FIGURE 19:DISTRIBUTION NETWORK OPERATOR SELECTION

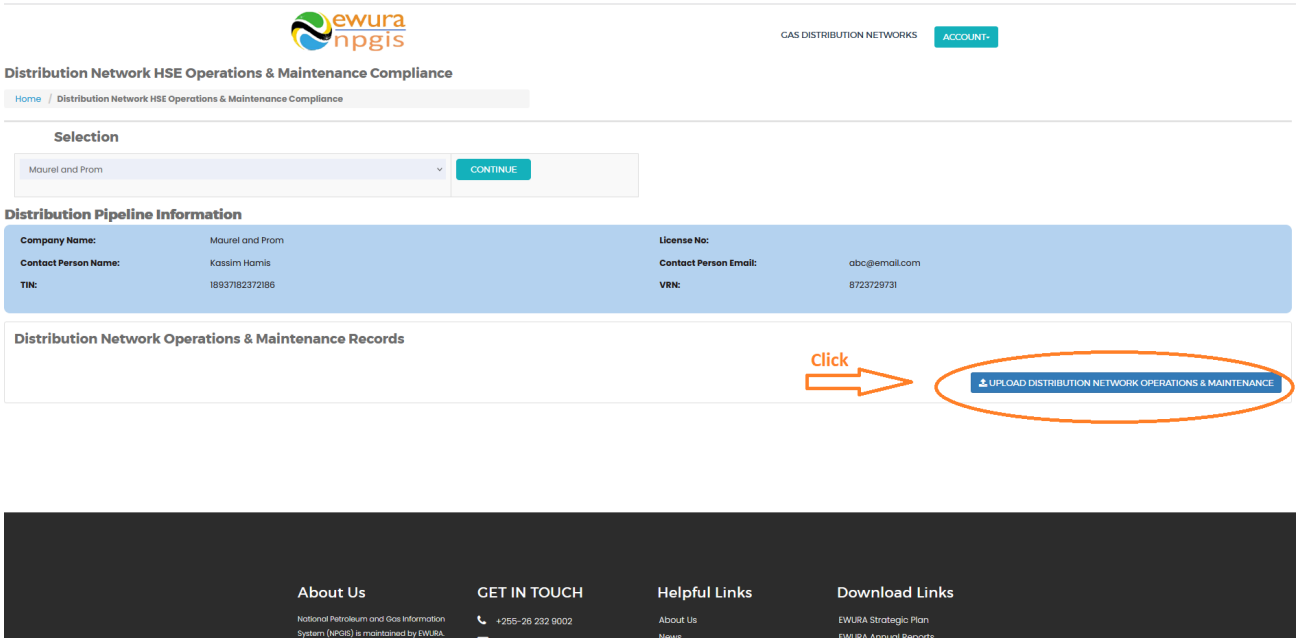


FIGURE 20:DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE BUTTON

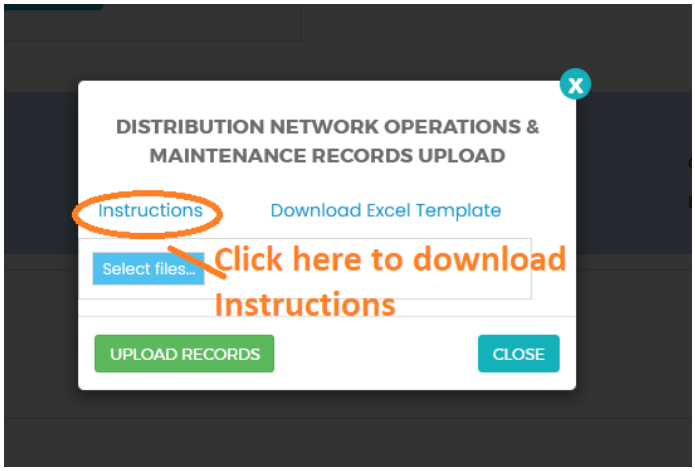
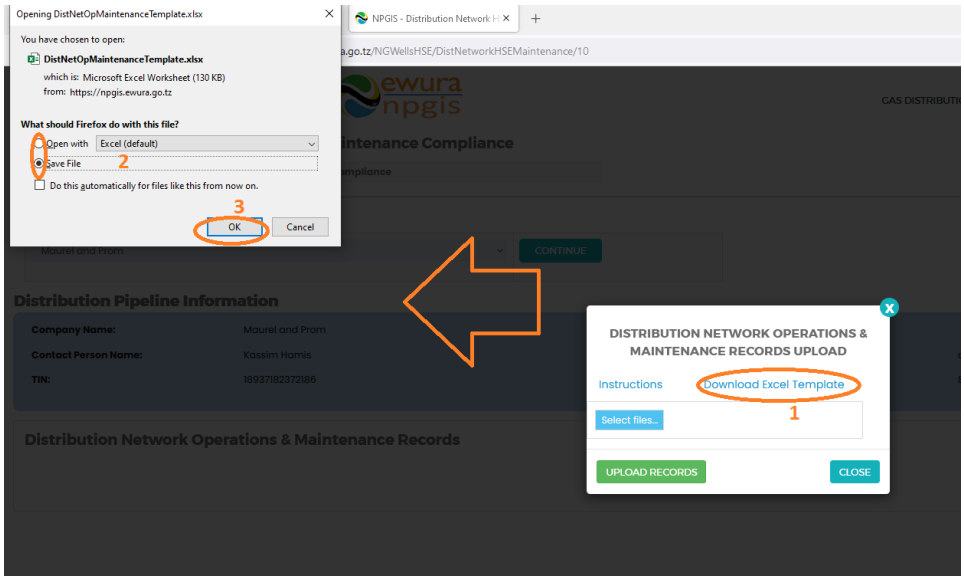


FIGURE 21:FILE INSTRUCTIONS



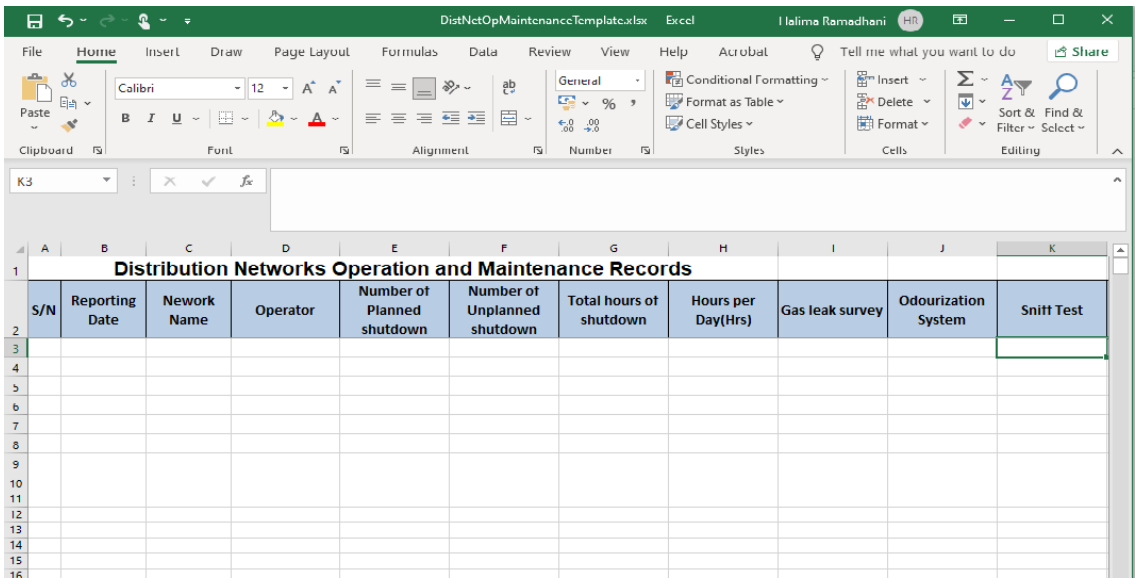


FIGURE 22:DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE FILE TEMPLATE

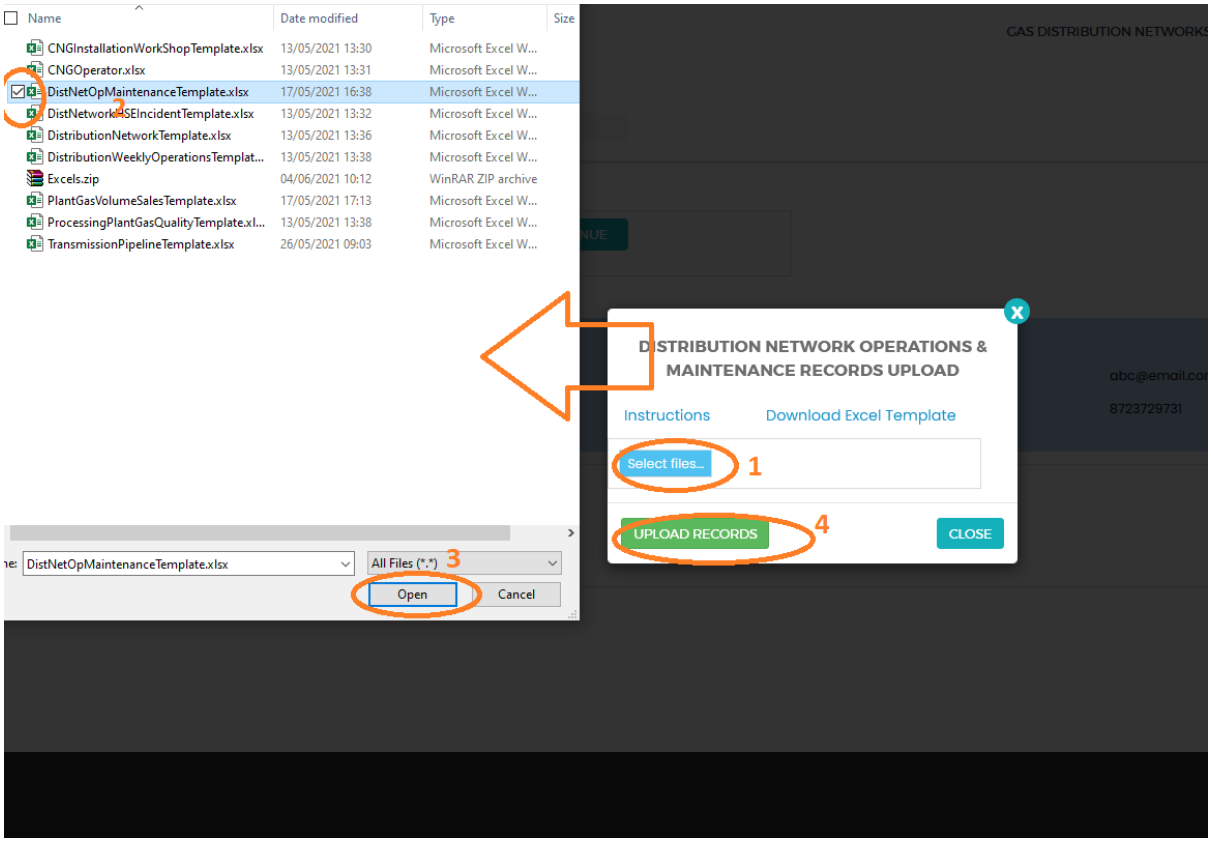


FIGURE 23: UPLOAD DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE FILE

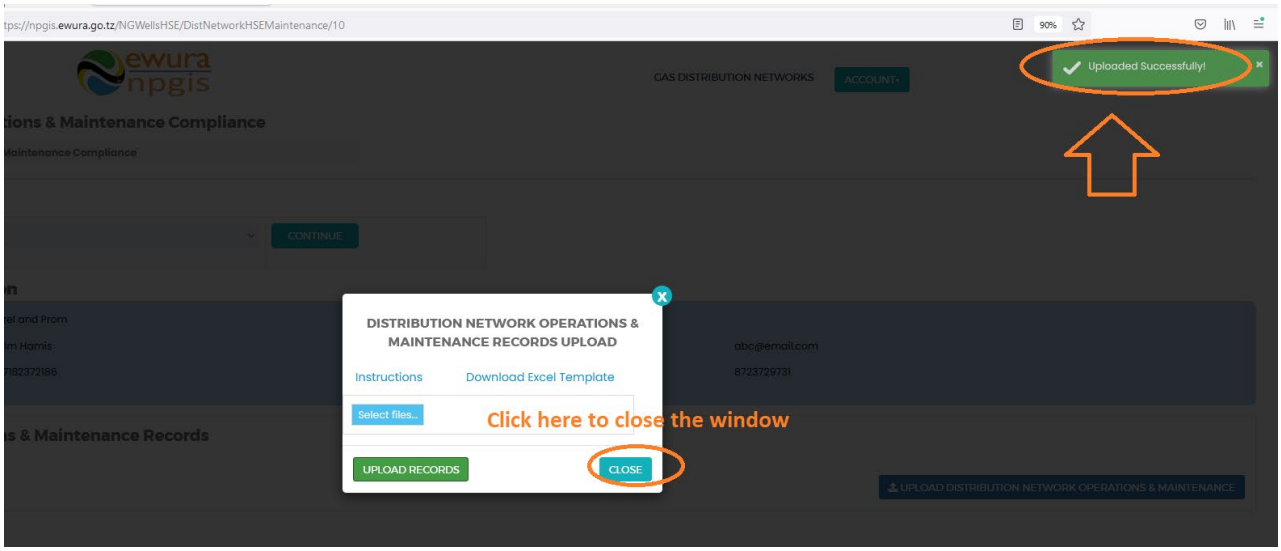


FIGURE 24: SUCCESSFUL DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE FILE

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

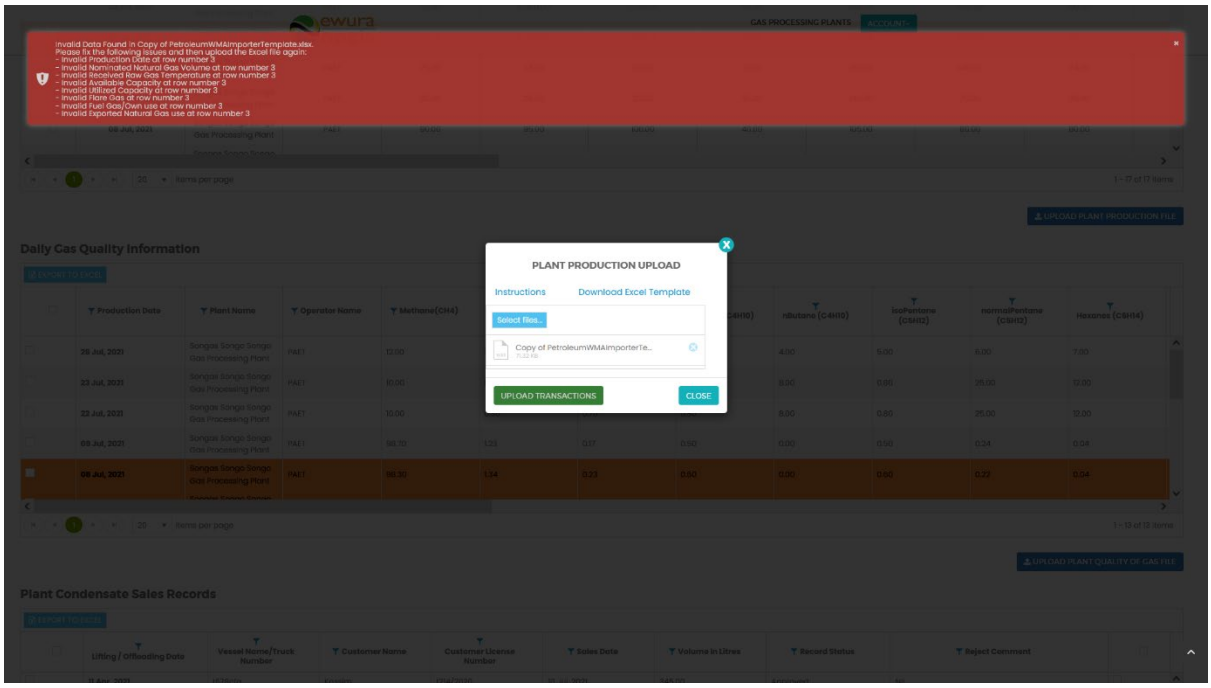


FIGURE 25ERROR MESSAGES

5.2 No Internet Messages

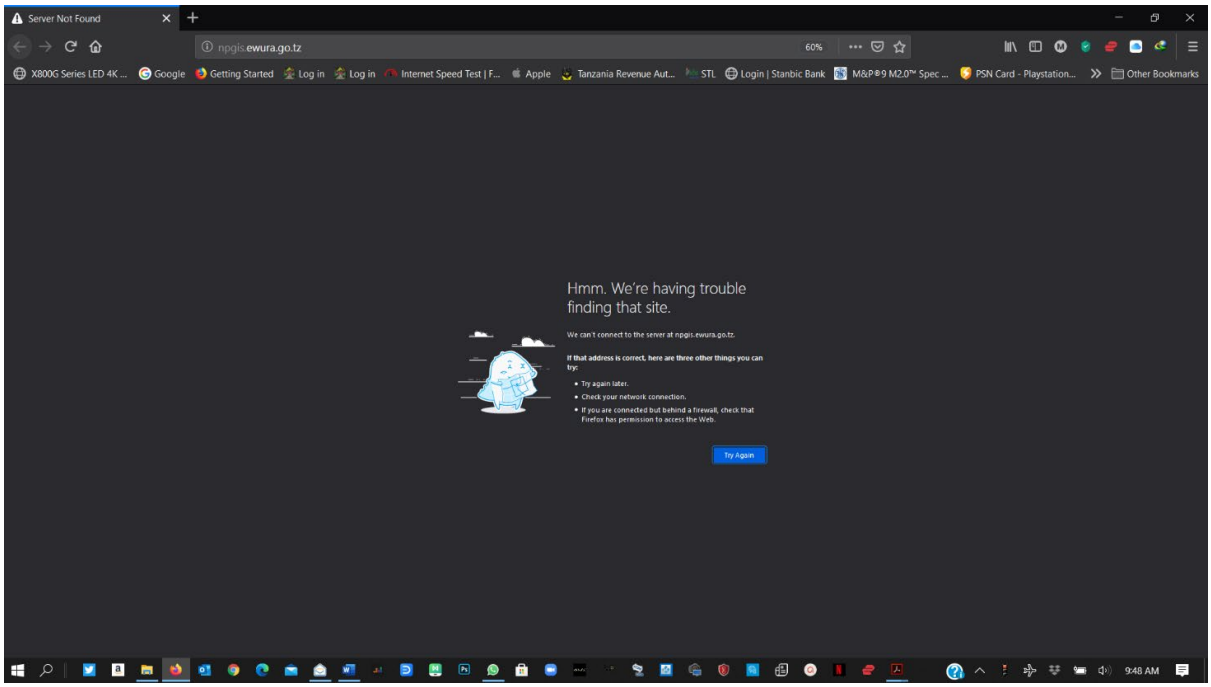


FIGURE 26 NO INTERNET MESSAGES

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

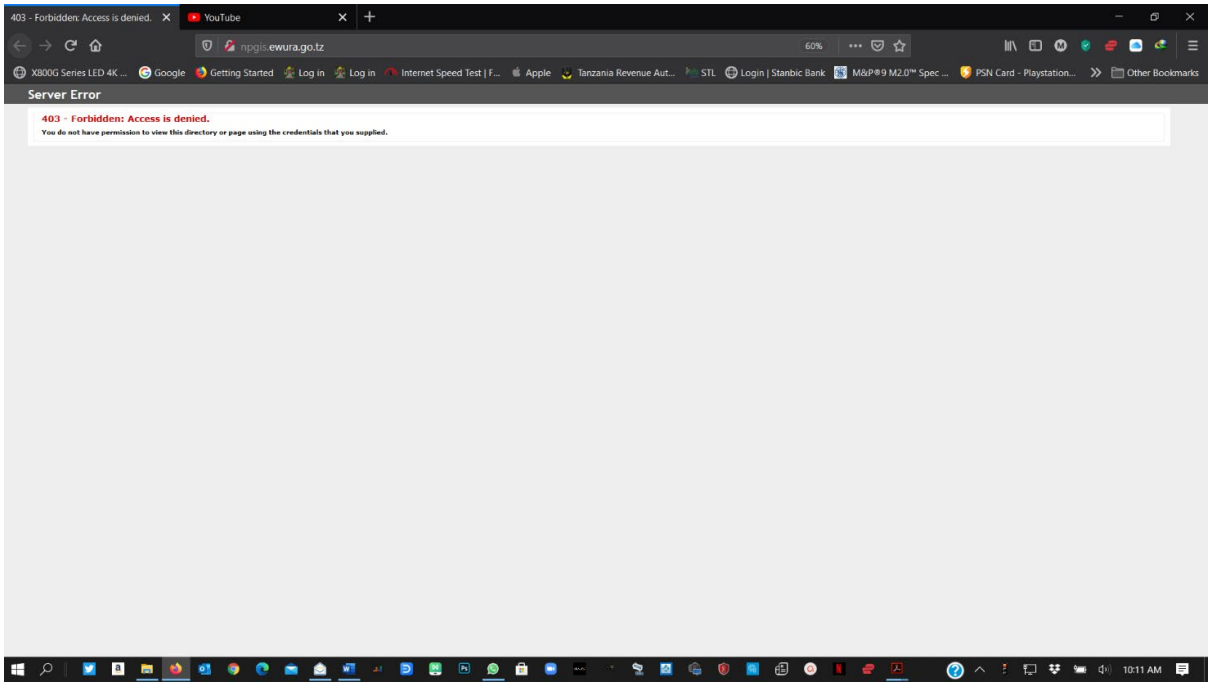


FIGURE 27 FORBIDDEN ACCESS