



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

Proposed by:



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## Table of Contents

<b>1</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>2</b>	<b>DISTRIBUTION NETWORK MODULE .....</b>	<b>1</b>
<b>3</b>	<b>SYSTEM ACCESS .....</b>	<b>1</b>
<b>4</b>	<b>DISTRIBUTION NETWORK OPERATIONS .....</b>	<b>2</b>
4.1	Gas Distribution Network Records: .....	2
4.2	Gas Distribution Network HSE Incidents Records: .....	7
4.3	Distribution Networks Operations & Maintenance Records: .....	11

Figure 1:Landing page .....	1
Figure 2:Sign in.....	2
Figure 3:Gas Distribution Network Operations .....	3
Figure 4:Distribution Network Name Selection .....	3
Figure 5: Distribution Network Operator Details .....	4
Figure 6: Distribution Network Upload Button.....	5
Figure 7:Download Instructions.....	5
Figure 8:Download Distribution Network Template.....	5
Figure 9: Upload Distribution Network File .....	6
Figure 10:Successful Upload .....	6
Figure 11:Network HSE Incidents .....	7
Figure 12:Network Operator Selection .....	8
Figure 13:Distribution Network HSE Incidents Button.....	8
Figure 14: Download Instructions .....	8
Figure 15: Download Distribution Network HSE Incident Template .....	9
Figure 16: Upload Network HSE Incidents File.....	10
Figure 17: Successful Upload Network HSE Incidents File.....	10
Figure 18:Distribution Networks Operations & Maintenance.....	11
Figure 19:Distribution Network Operator Selection.....	12
Figure 20:Distribution Networks Operations & Maintenance Button .....	12
Figure 21:File Instructions .....	13
Figure 22:Distribution Networks Operations & Maintenance File Template .....	13
Figure 23: Upload Distribution Networks Operations & Maintenance file .....	14
Figure 24: Successful Distribution Networks Operations & Maintenance File .....	14

## 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

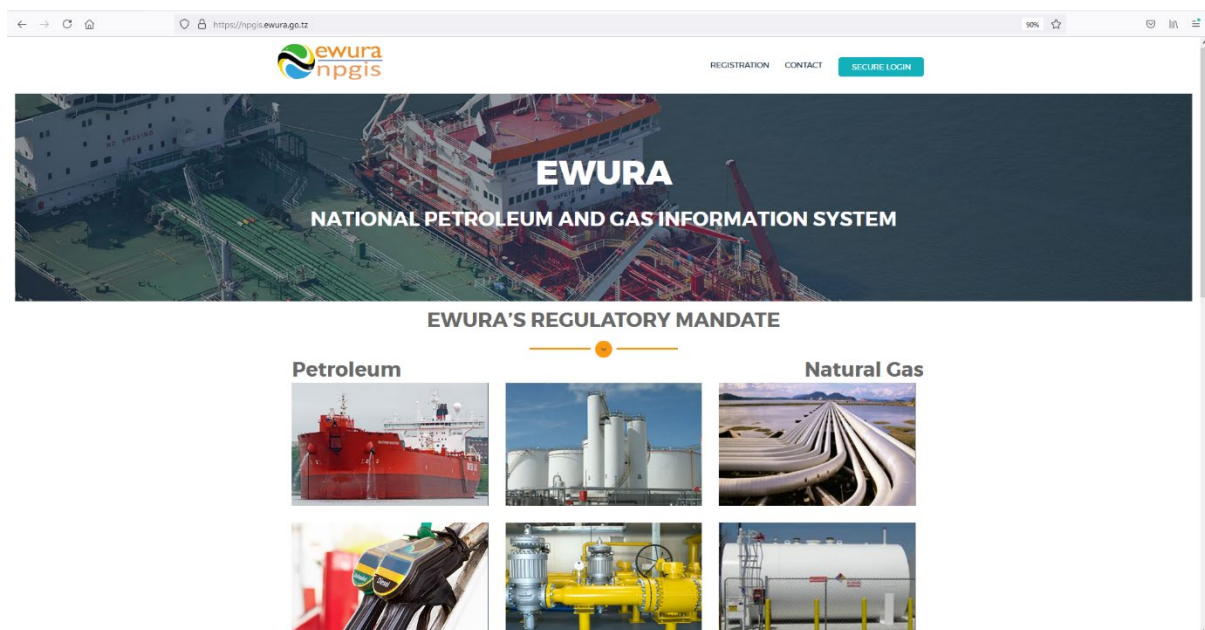


FIGURE 1:LANDING PAGE

## 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:

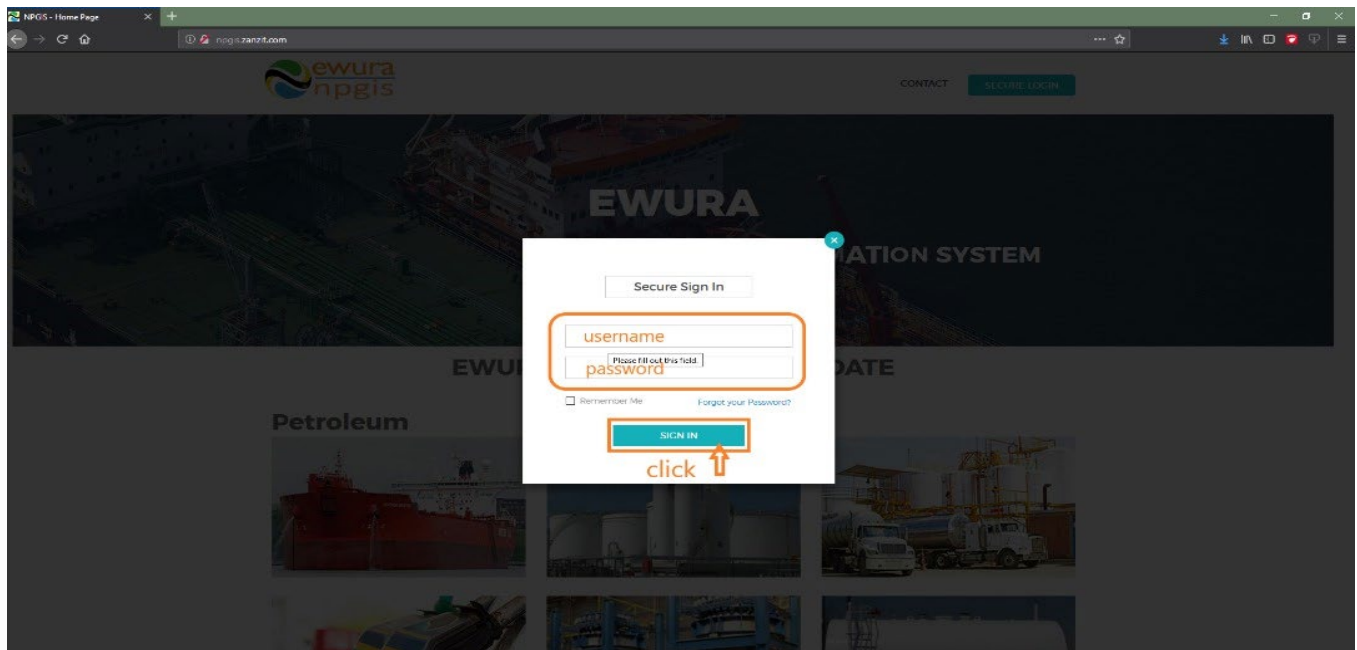
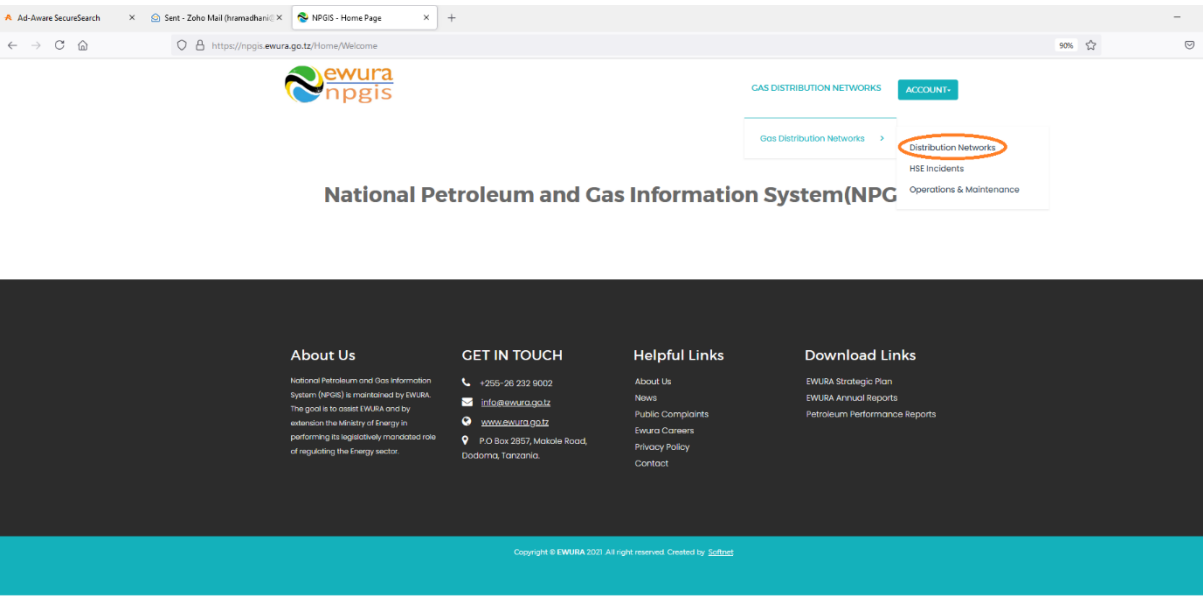


FIGURE 2:SIGN IN

### 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

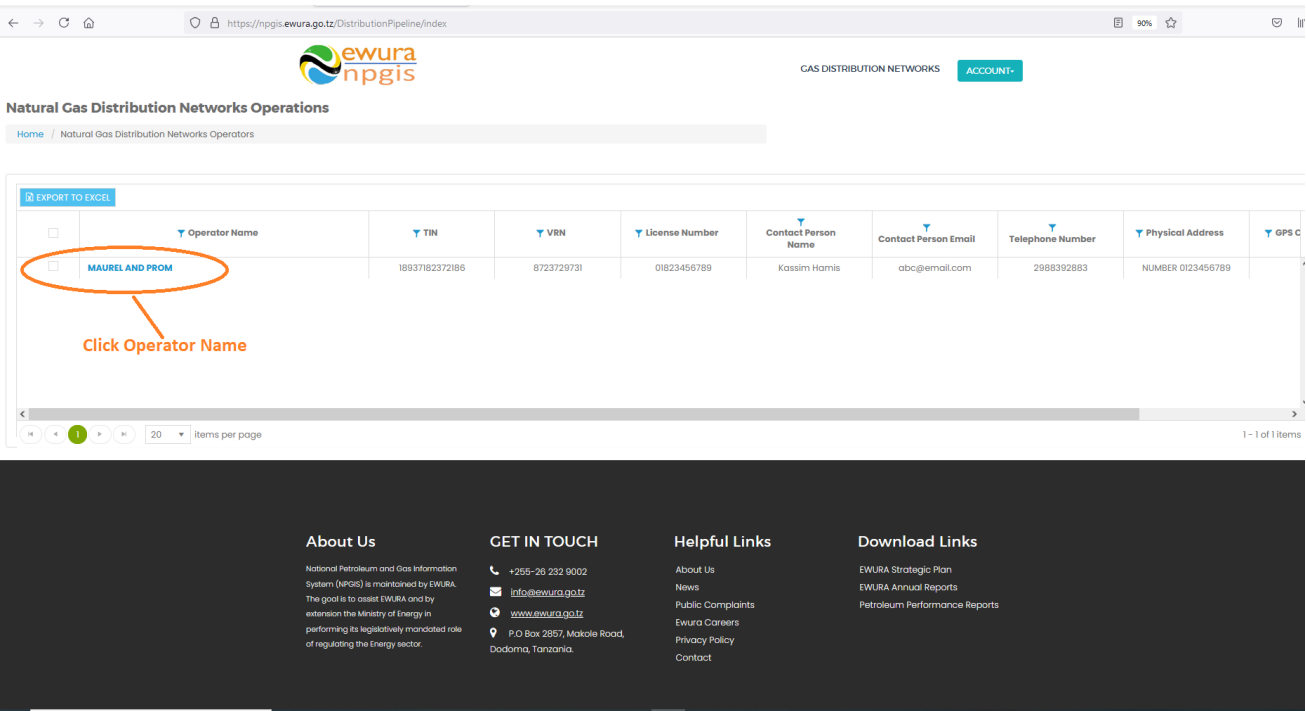


FIGURE 4:DISTRIBUTION NETWORK NAME SELECTION

## Natural Gas Distribution Network Details

[Home](#) / [Natural Gas Distribution Network](#) / Natural Gas Distribution Network Details

### Distribution Network Operator Information

Company Name:	PAET	License No:	
Contact Person Name:	Kassim Hamis	Contact Person Email:	abc@email.com
TIN:	18937182372186	VRN:	8723729731

**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 DISTRIBUTION NETWORK FILE
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **Close** the upload window

The screenshot shows the 'Natural Gas Distribution Network Details' page. At the top, there's a header with the 'ewura npgis' logo and 'GAS DISTRIBUTION NETWORKS ACCOUNT'. Below the header, the 'Distribution Network Operator Information' section displays details for 'Maurel and Prom' (Kassim Hamis, TIN: 18937182372186, License No: abc@email.com, VRN: 8723729731). The main section is 'Natural Gas Distribution Network Records', which includes an 'EXPORT TO EXCEL' button and a table of records. The table has columns for Recorded Date, Network Category, Distribution Network Name, Distribution Network Operator, PBS - capacity in MMscfd, Inlet pressure in (Bar), and Outlet Pressure (Bar). The table shows five records, with the last one (01-Jun-2021, MIKENDI, PAET) highlighted in orange. Below the table, there's a pagination bar showing '1 - 5 of 5 items'. At the bottom right, there's a 'Click' button next to the 'UPLOAD DISTRIBUTION NETWORK FILE' link.

FIGURE 6: DISTRIBUTION NETWORK UPLOAD BUTTON

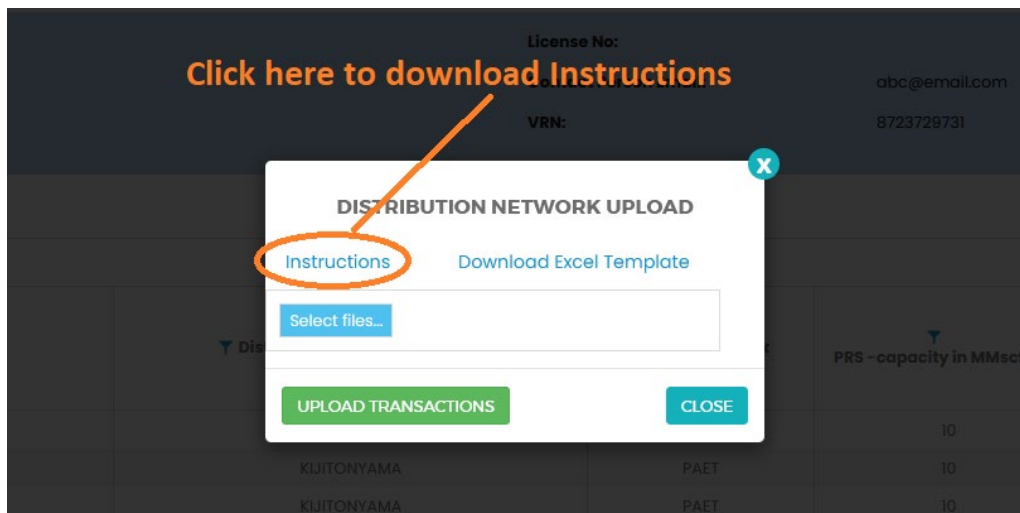


FIGURE 7: DOWNLOAD INSTRUCTIONS

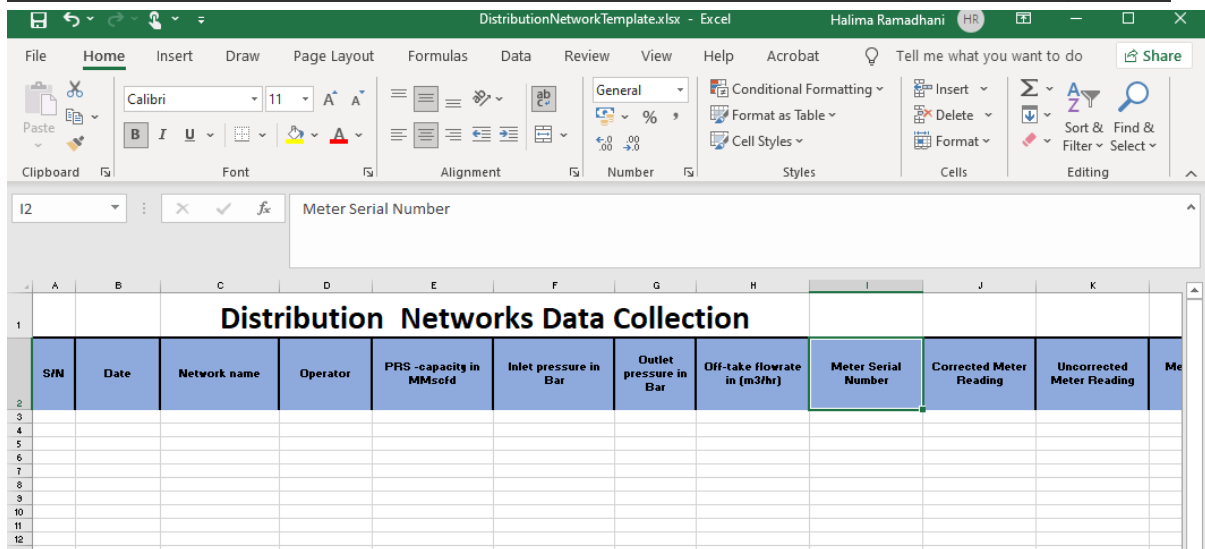
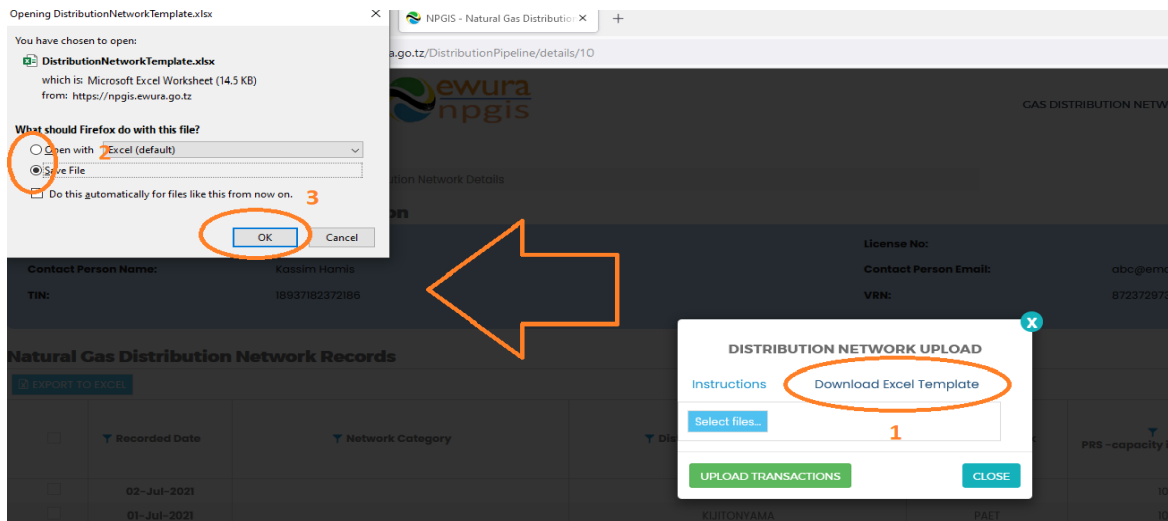


FIGURE 8:DOWNLOAD DISTRIBUTION NETWORK TEMPLATE



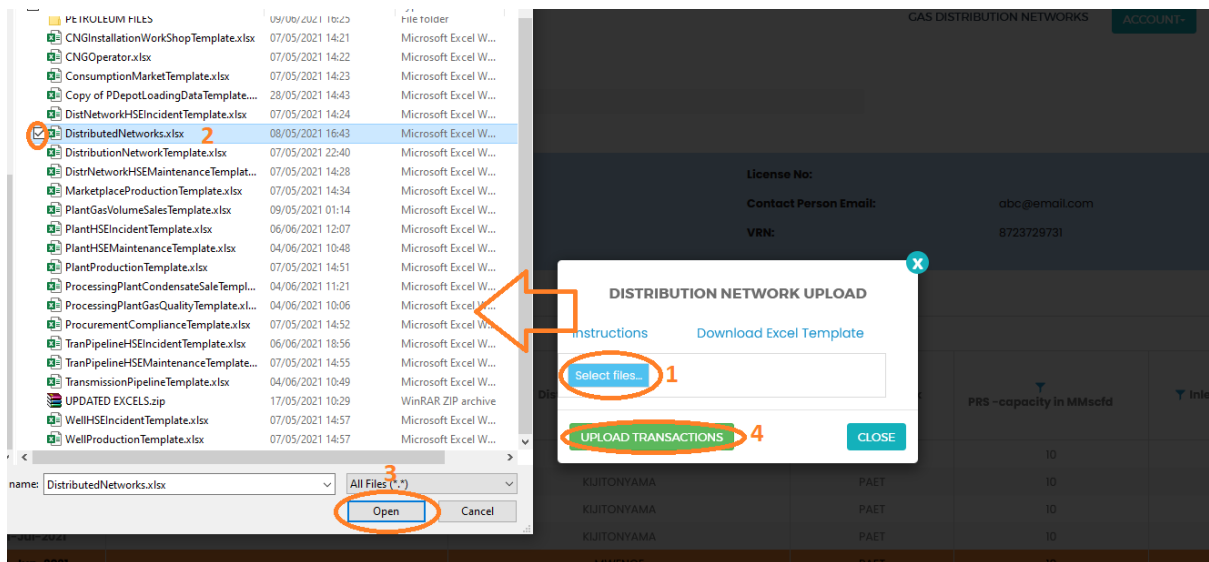


FIGURE 9: UPLOAD DISTRIBUTION NETWORK FILE

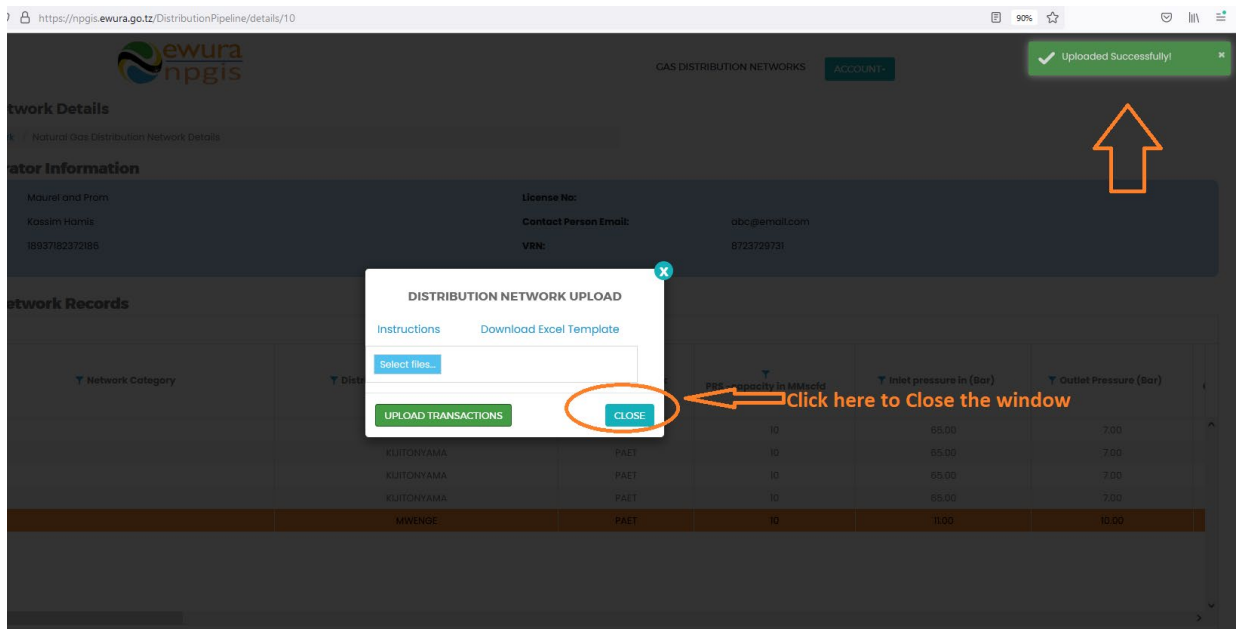


FIGURE 10: SUCCESSFUL UPLOAD

## 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

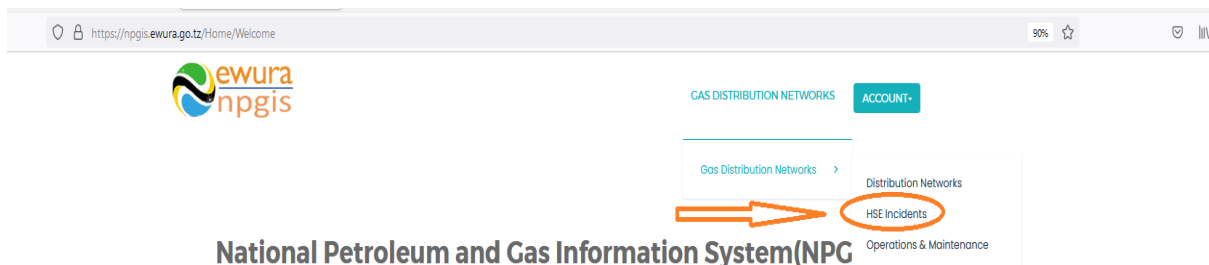


FIGURE 11: NETWORK HSE INCIDENTS

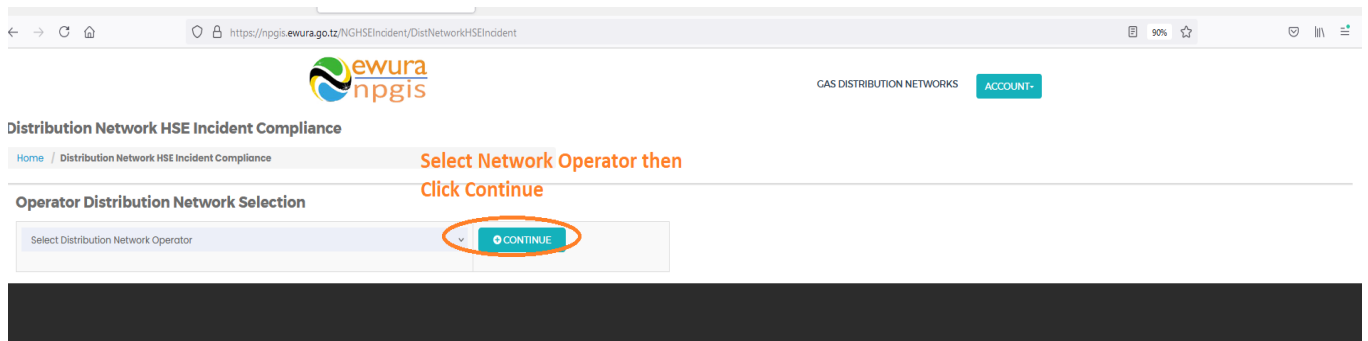


FIGURE 12:NETWORK OPERATOR SELECTION

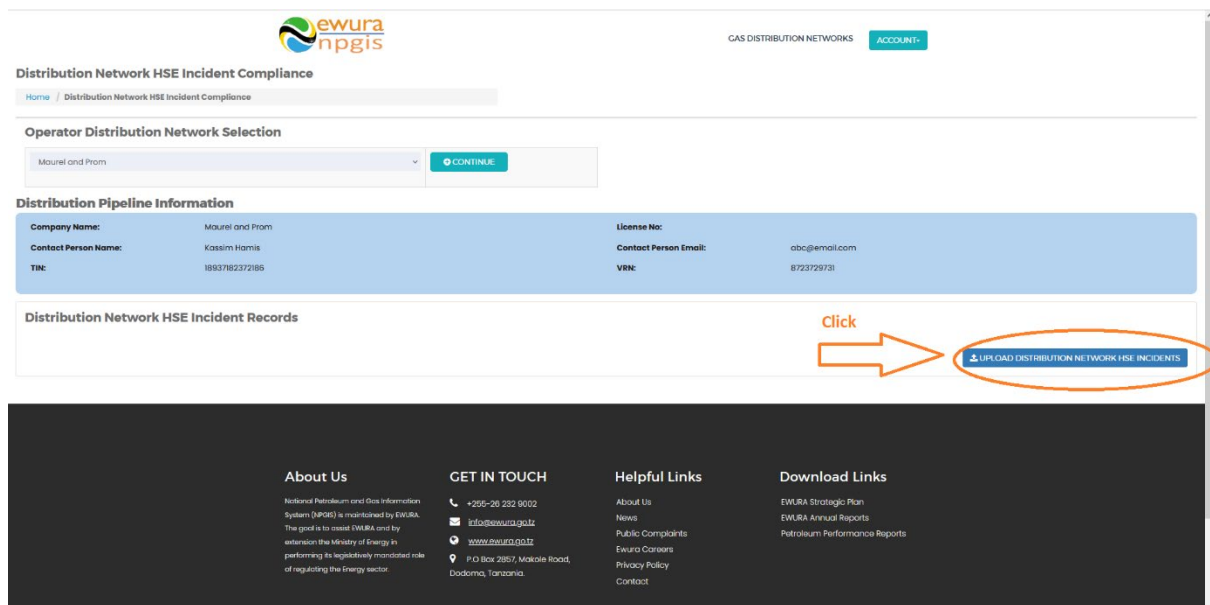


FIGURE 13:DISTRIBUTION NETWORK HSE INCIDENTS BUTTON

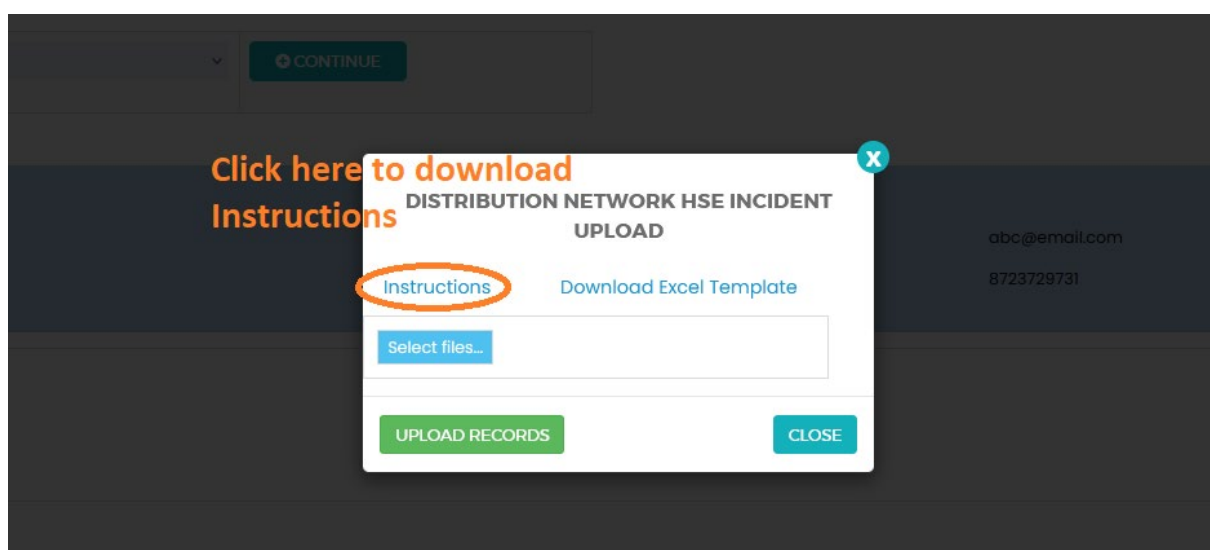


FIGURE 14: DOWNLOAD INSTRUCTIONS

The figure illustrates the steps to download the Distribution Network HSE Incident Template. It is divided into three main sections:

### 1. File Selection Dialog

A Firefox file dialog titled "Opening DistNetworkHSEIncidentTemplate.xlsx" is shown. It indicates the file is a Microsoft Excel Worksheet (151 KB) from <https://npgis.ewura.go.tz>. The "What should Firefox do with this file?" section has "Open with Excel (default)" selected. The "OK" button is circled in red and labeled with a red '3'.

### 2. Web Portal Interface

The background shows the NPGIS Distribution Network portal. A modal titled "DISTRIBUTION NETWORK HSE INCIDENT UPLOAD" is displayed. It includes an "Instructions" section and a "Download Excel Template" link, which is circled in red and labeled with a red '1'. A "Select files" button and an "UPLOAD RECORDS" button are also visible. A red arrow labeled '2' points from the modal towards the file dialog.

### 3. Excel Template

The Excel template, titled "DistNetworkHSEIncidentTemplate.xlsx", is shown. It features a standard Excel ribbon (File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, Acrobat) and a data table with the following structure:

Distribution Network HSE Records												
S/N	Date of Incident	Network Name	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)	Day
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												

The bottom of the Excel window shows the "Sheet1" tab and a status bar indicating "Ready".

**FIGURE 15: DOWNLOAD DISTRIBUTION NETWORK HSE INCIDENT TEMPLATE**

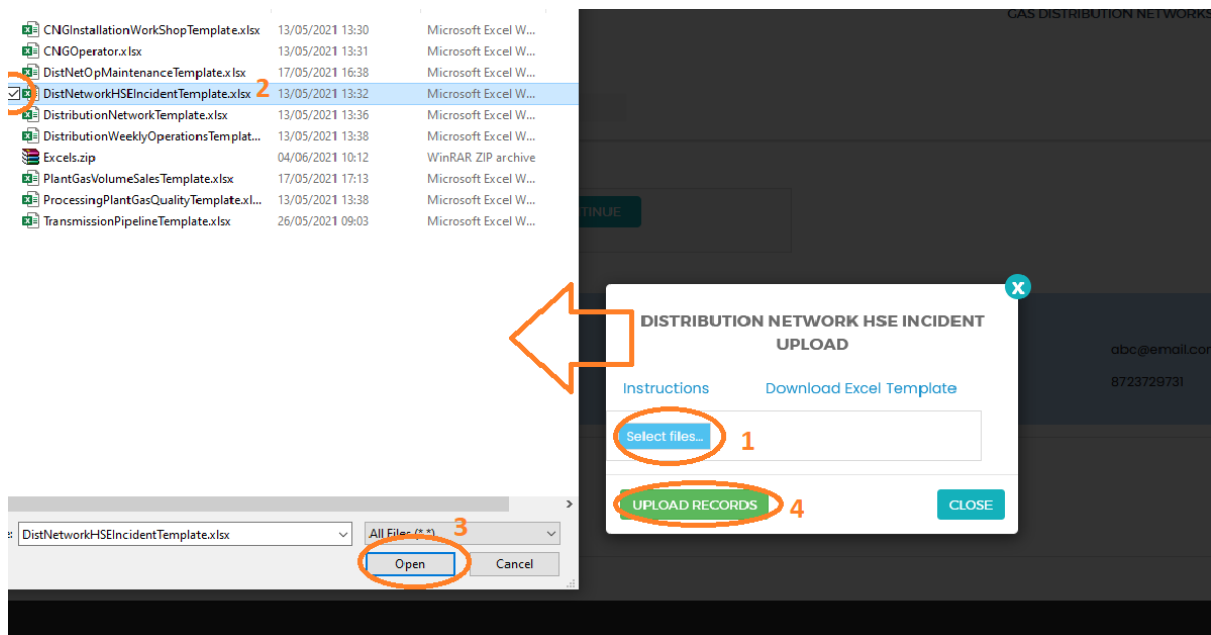


FIGURE 16: UPLOAD NETWORK HSE INCIDENTS FILE

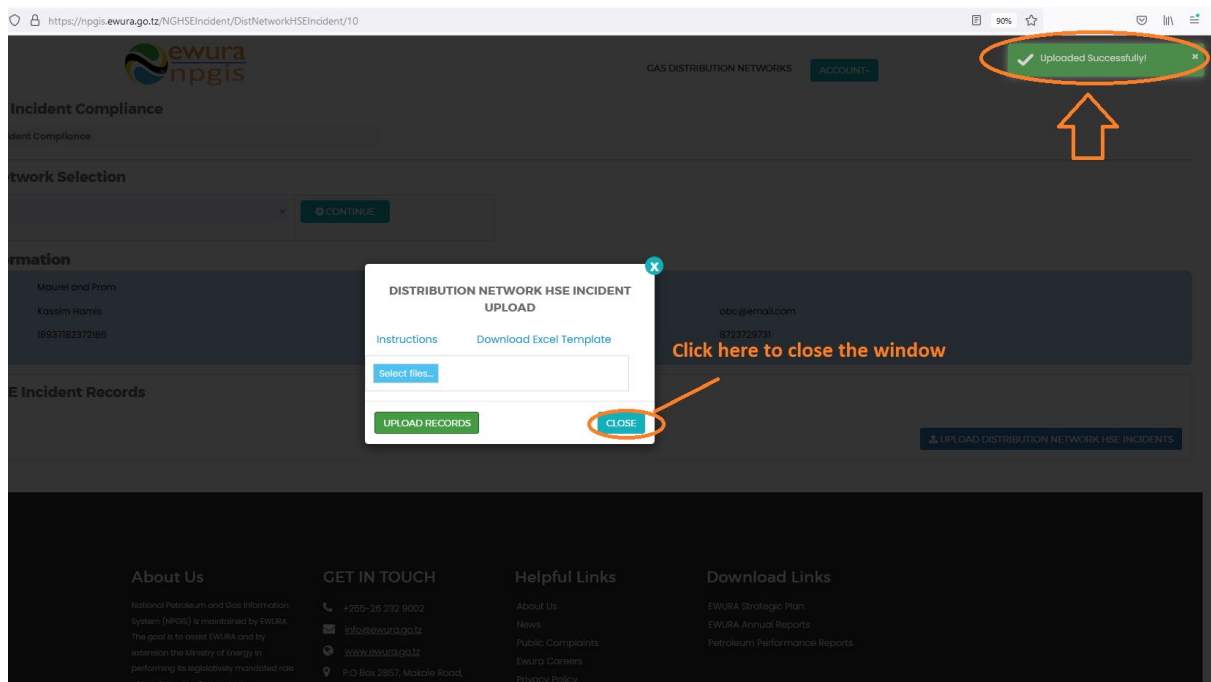
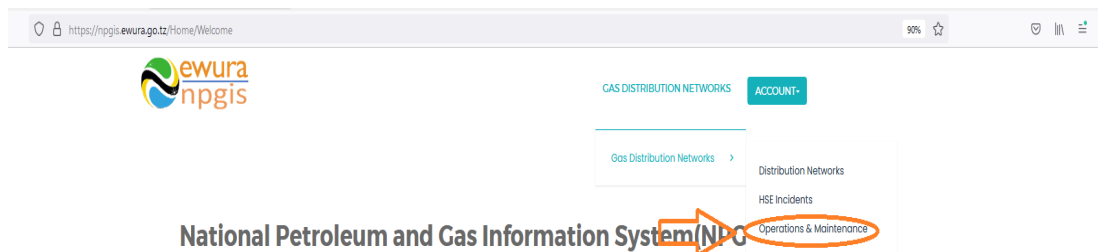


FIGURE 17: SUCCESSFUL UPLOAD NETWORK HSE INCIDENTS FILE

### 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**

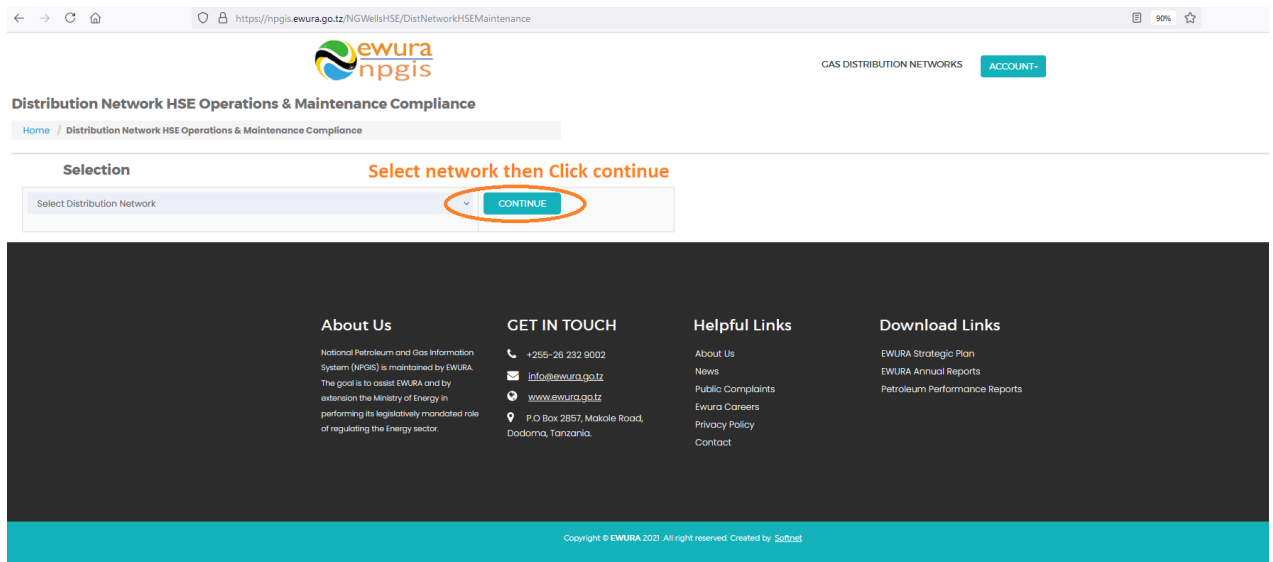


FIGURE 19: DISTRIBUTION NETWORK OPERATOR SELECTION

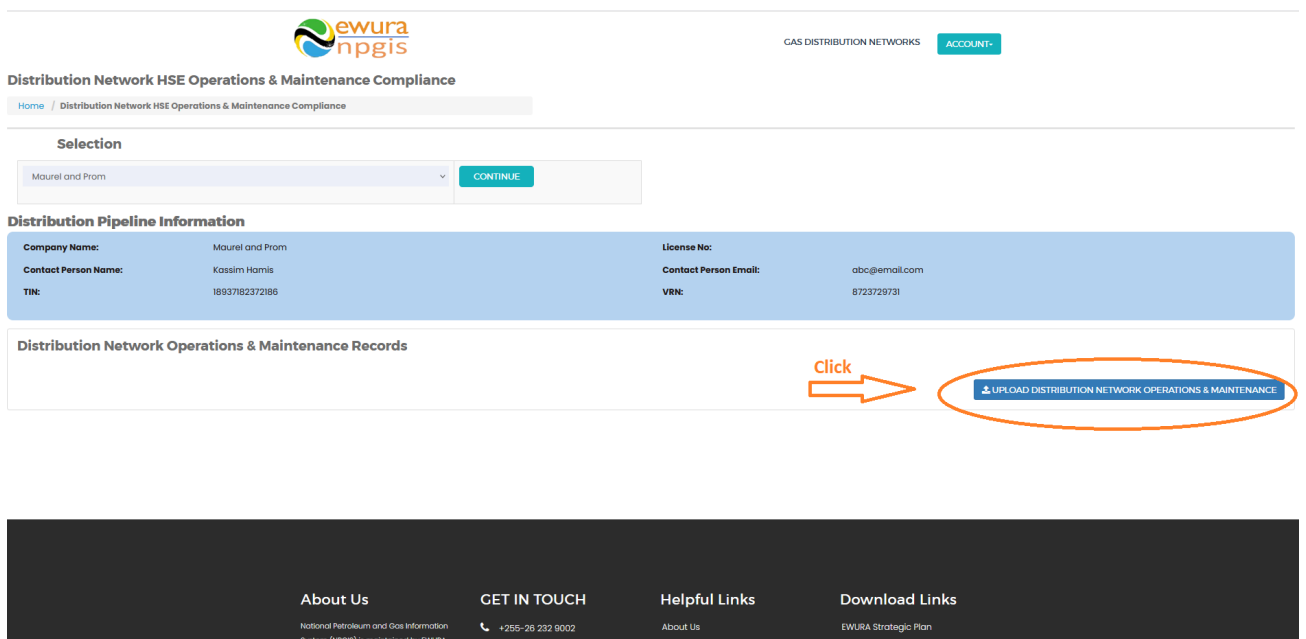


FIGURE 20: DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE BUTTON

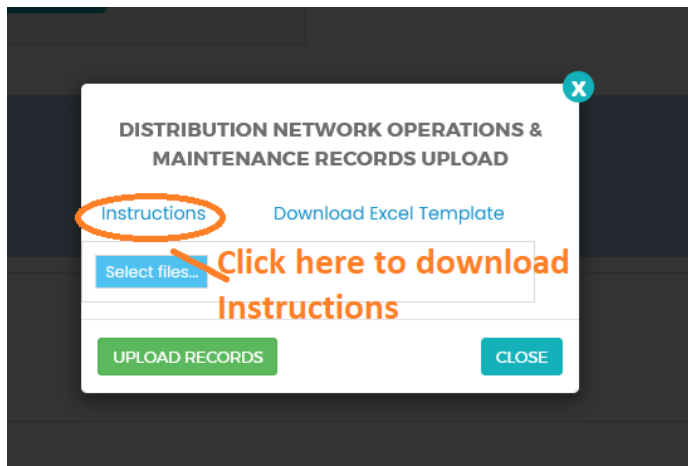
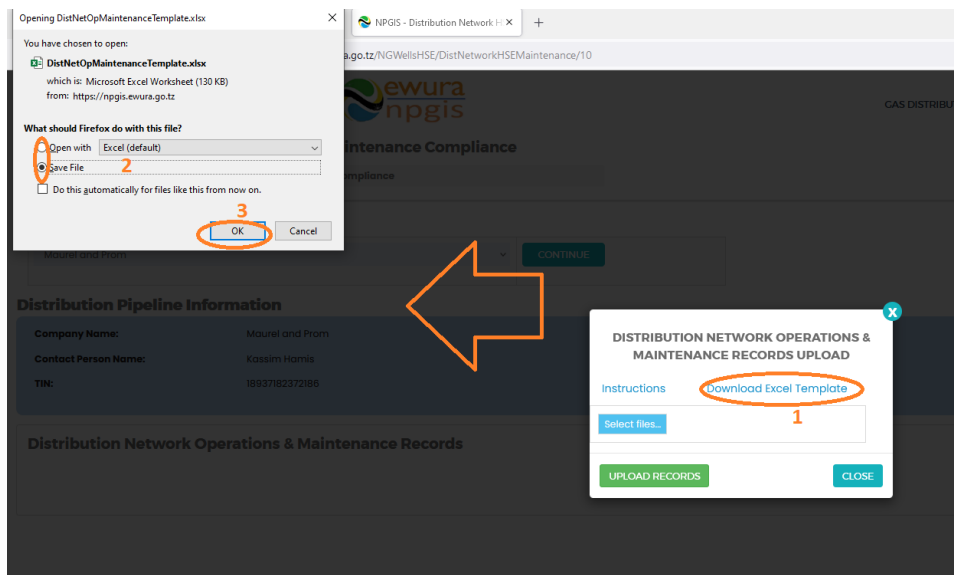


FIGURE 21:FILE INSTRUCTIONS



Distribution Networks Operation and Maintenance Records										
S/N	Reporting Date	Nework Name	Operator	Number of Planned shutdown	Number of Unplanned shutdown	Total hours of shutdown	Hours per Day(Hrs)	Gas leak survey	Odourization System	Snitt Test
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

FIGURE 22:DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE FILE TEMPLATE



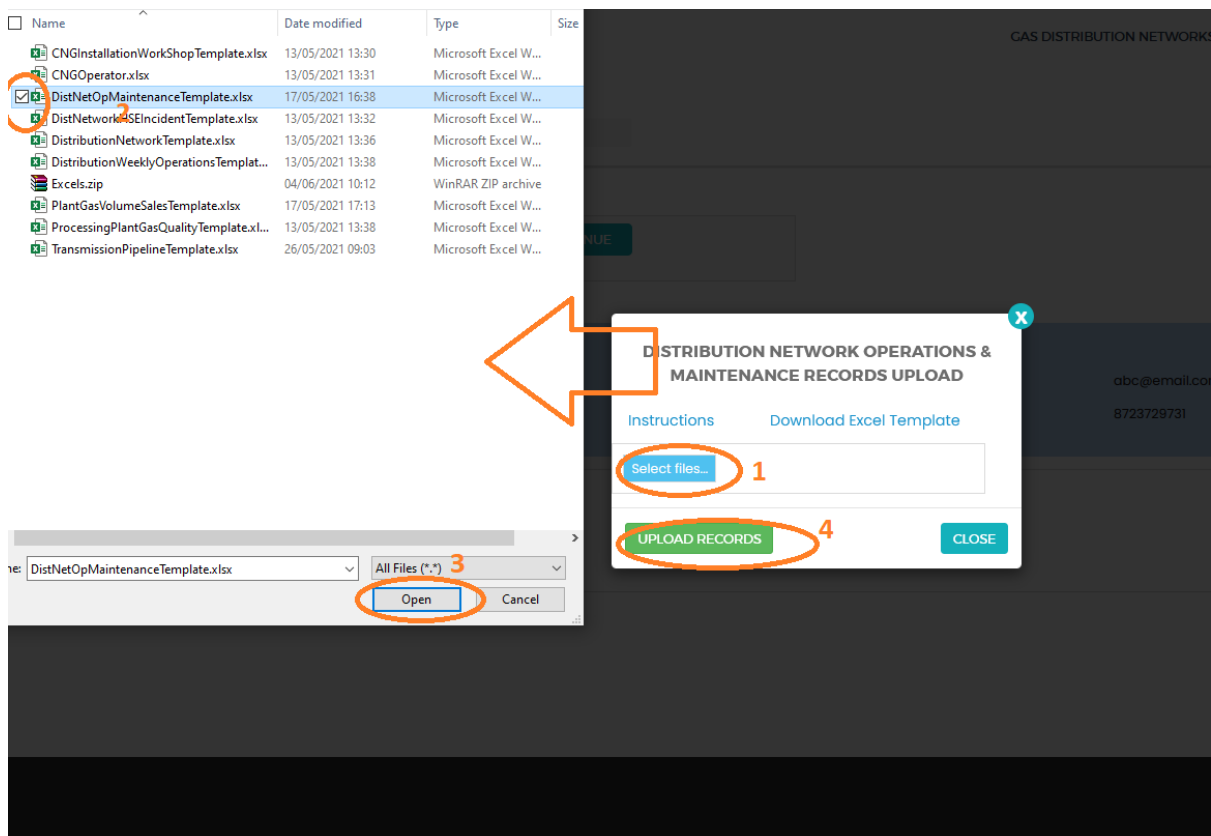


FIGURE 23: UPLOAD DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE FILE

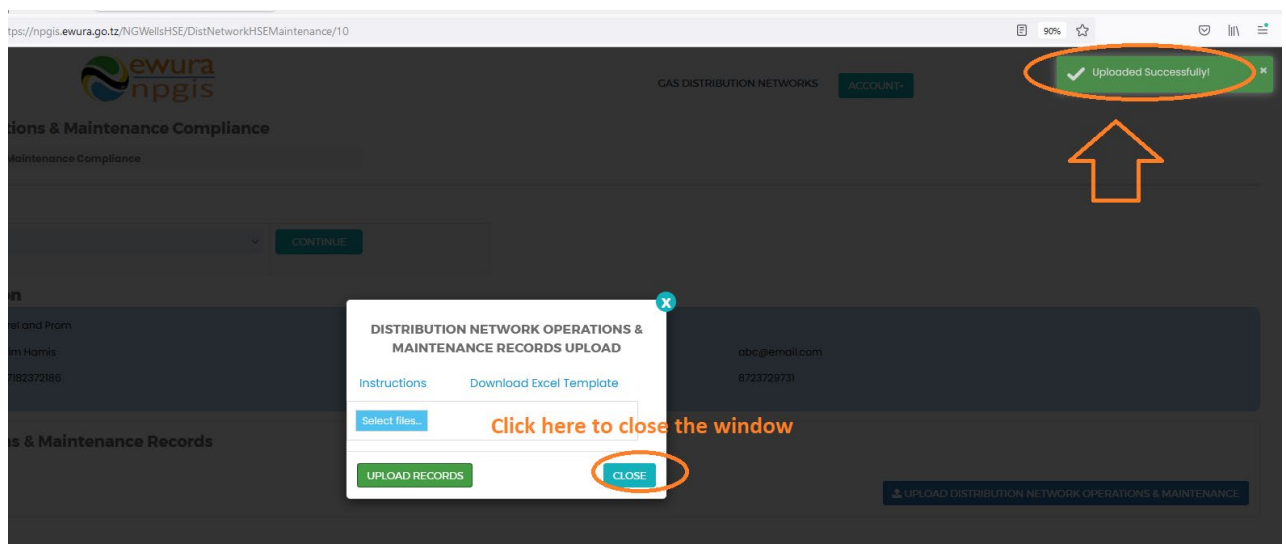


FIGURE 24: SUCCESSFUL DISTRIBUTION NETWORKS OPERATIONS & MAINTENANCE FILE

## 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

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 reload 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, there is a table titled "Daily Gas Quality information". A modal window titled "PLANT PRODUCTION UPLOAD" is open, showing a "Select File" button and a file named "Copy of PetroleumWMAimporterTe...". The modal also includes "UPLOAD TRANSACTIONS" and "CLOSE" buttons. The background table has columns for Production Date, Plant Name, Operator Name, Methane (CNG), and various hydrocarbon components (Ethane, Propane, iButane, nButane, IsoPentane, nPentane, Hexanes, Heptanes, Octanes, Nonanes, Decanes, Undecanes, Dodecanes, Tridecanes, Tetradecanes, Pentadecanes, Hexadecanes, Heptadecanes, Octadecanes, Nonadecanes, Eicosanes, Heteroatoms, Solids, Water, and Ash).

FIGURE 25ERROR MESSAGES

## 5.2 No Internet Messages

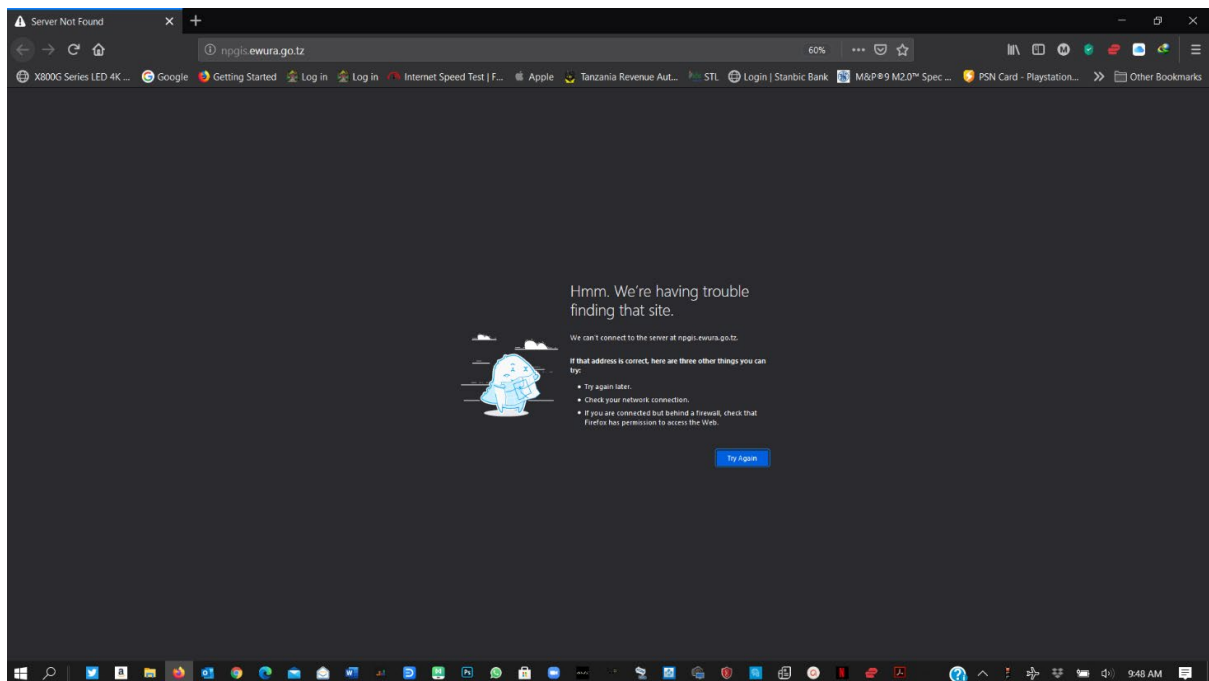


FIGURE 26 NO INTERNET MESSAGES

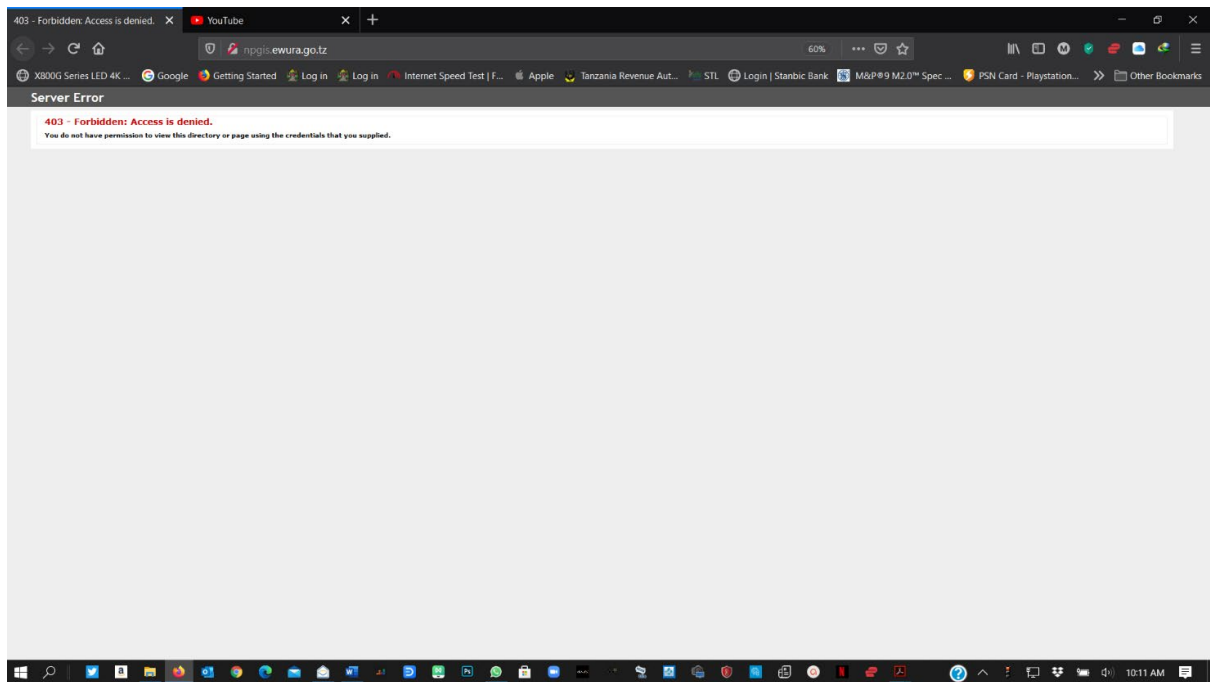
When this error appears try these steps

- 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**