



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

PROCESSING PLANTS 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 PROCESSING PLANTS MODULE

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

- Gas Production records
- Condensate sales records
- Plant HSE Incidents records
- Plant 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 Plants 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

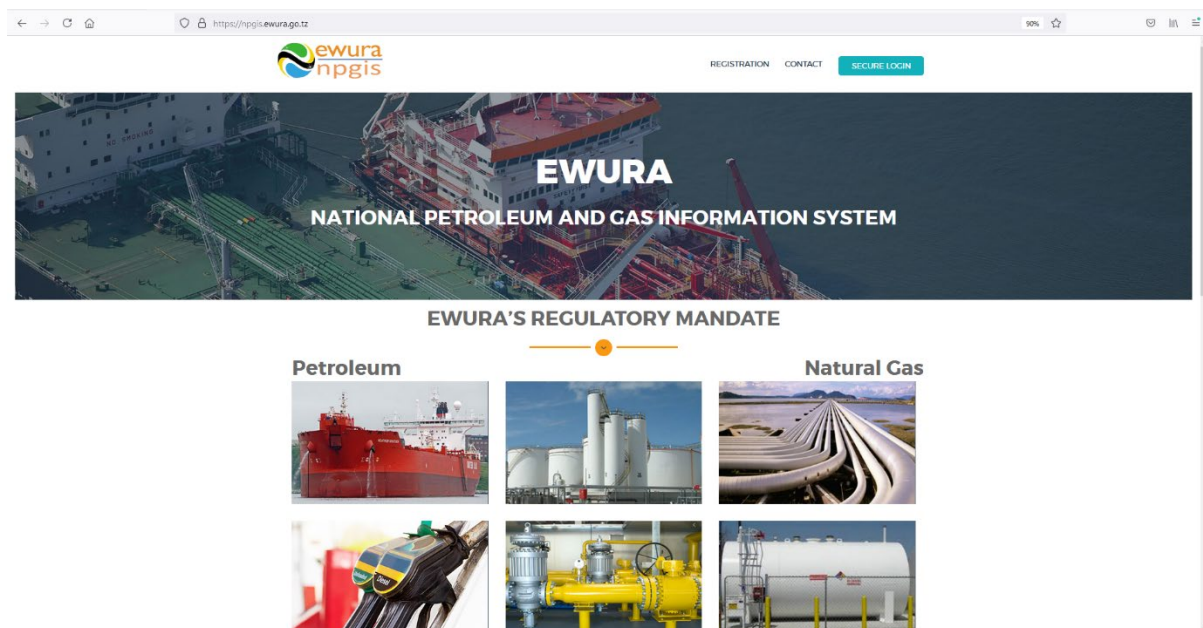


FIGURE 1:LANDING PAGE

4 PLANT OPERATIONS

To begin with uploads of the Plants Operations, all the plants 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:

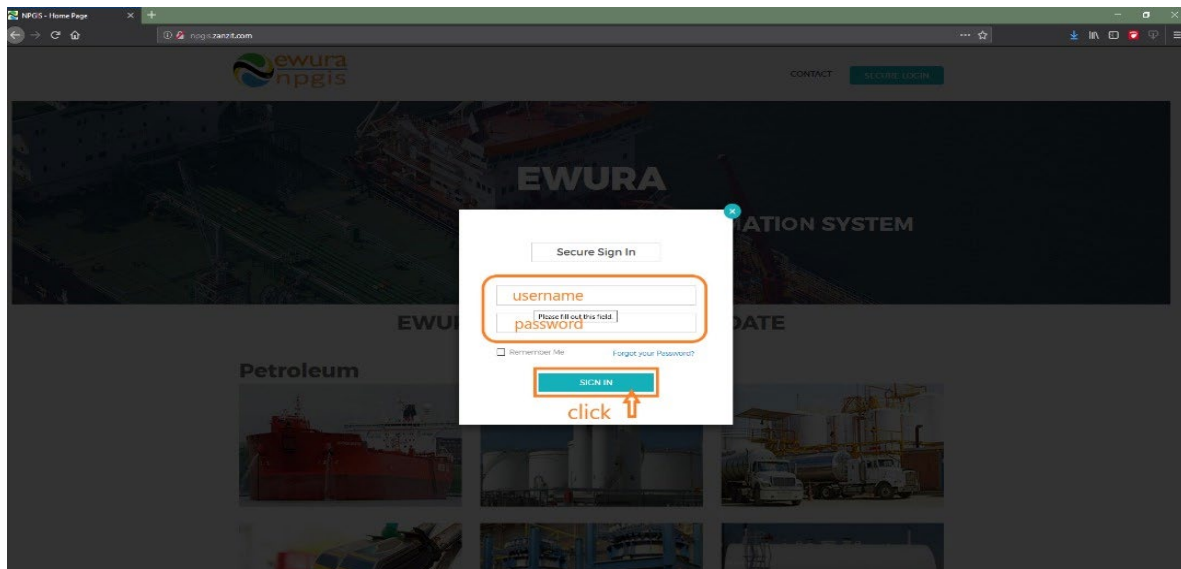


FIGURE 2:SIGN IN

4.1 Gas Processing Plants Production Records:

1. **Select** NATURAL GAS OPERATIONS -> Gas Processing plants -> Processing plants
The plant user logged in will be displayed
2. **Click** Processing Plant name to open
PLANT INFORMATION will be displayed



FIGURE 3:PROCESSING PLANTS

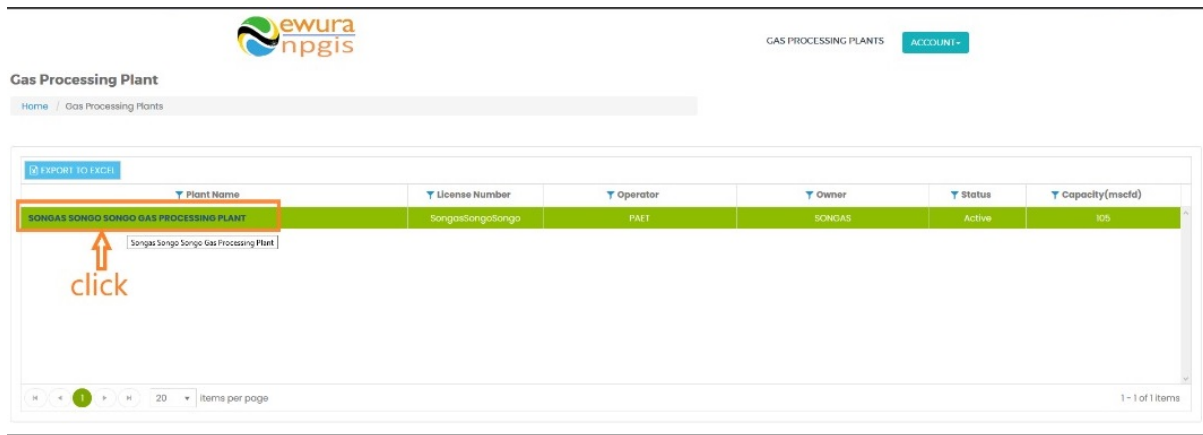


FIGURE 4:PROCESSING PLANTS SELECTION

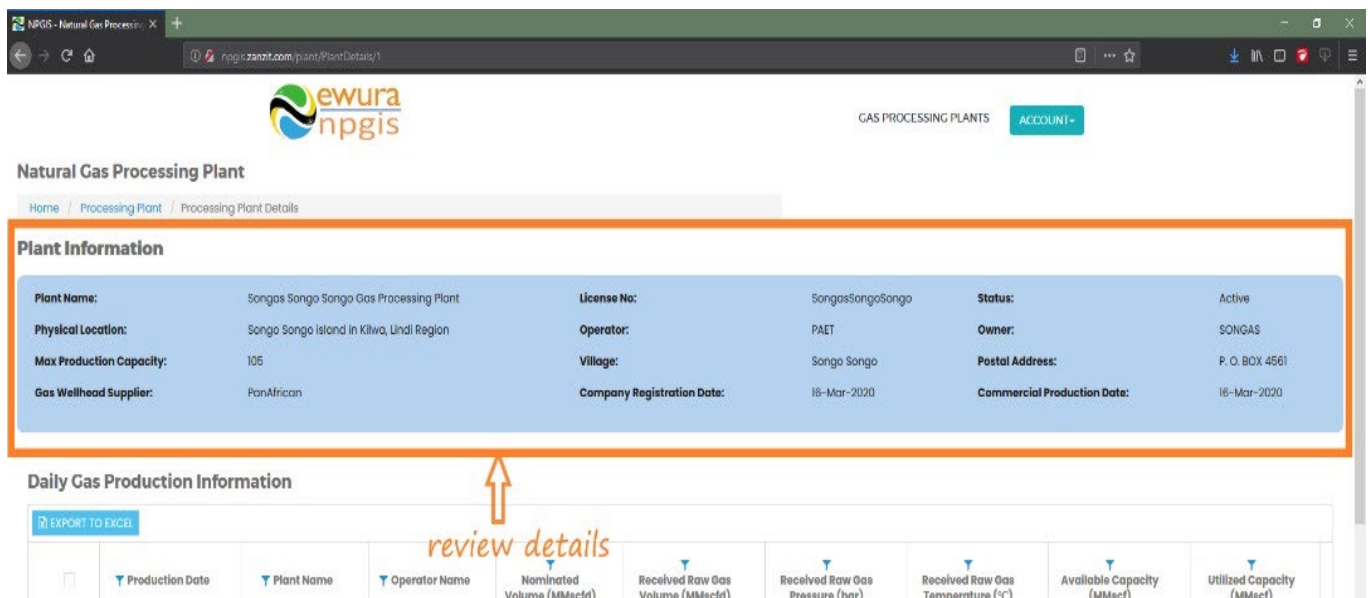


FIGURE 5:PROCESSING PLANTS DETAILS

VIEWING PREVIOUS PRODUCTION INFO

Daily Gas Production Information

[EXPORT TO EXCEL](#)

<input type="checkbox"/>	Production Date	Plant Name	Operator Name	Nominated Volume (MMscfd)	Received Raw Gas Volume (MMscfd)	Received Raw Gas Pressure (bar)	Received Raw Gas Temperature (°C)	Available Capacity (MMscf)	Utilized Capacity (MMscf)
<input type="checkbox"/>	01 Jan, 2021	Songas Songa Songa Gas Processing Plant	PAET	1	2	3	4	5	5
<input type="checkbox"/>	01 Jan, 2021	Songas Songa Songa Gas Processing Plant	PAET	1	2	3	4	5	5
<input type="checkbox"/>	01 Jan, 2021	Songas Songa Songa Gas Processing Plant	PAET	2	2	3	4	5	5
<input type="checkbox"/>	01 Jan, 2021	Songas Songa Songa Gas Processing Plant	PAET	3	2	3	4	5	5
<input type="checkbox"/>	01 Jan, 2021	Songas Songa Songa Gas Processing Plant	PAET	4	2	3	4	5	5

FIGURE 6:PREVIOUS PRODUCTION INFORMATION

UPLOADING PROCESSING PLANT PRODUCTION FILE

- **Click** Upload Plant Production File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant Production Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the production 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 Plant Production File**”
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **[Close](#)** the upload window



FIGURE 7: PRODUCTION UPLOAD BUTTON

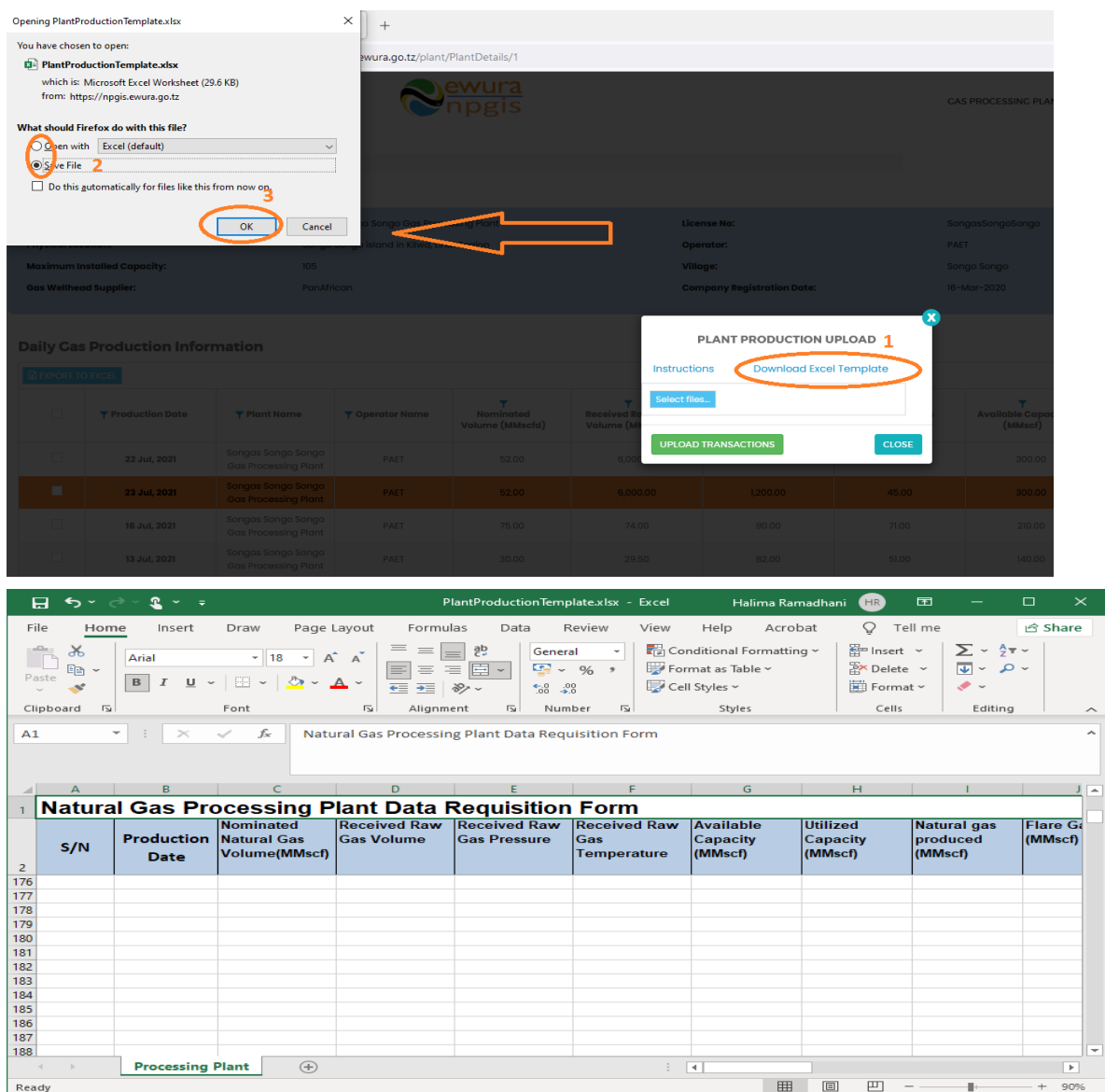


FIGURE 8: DOWNLOAD PRODUCTION TEMPLATE

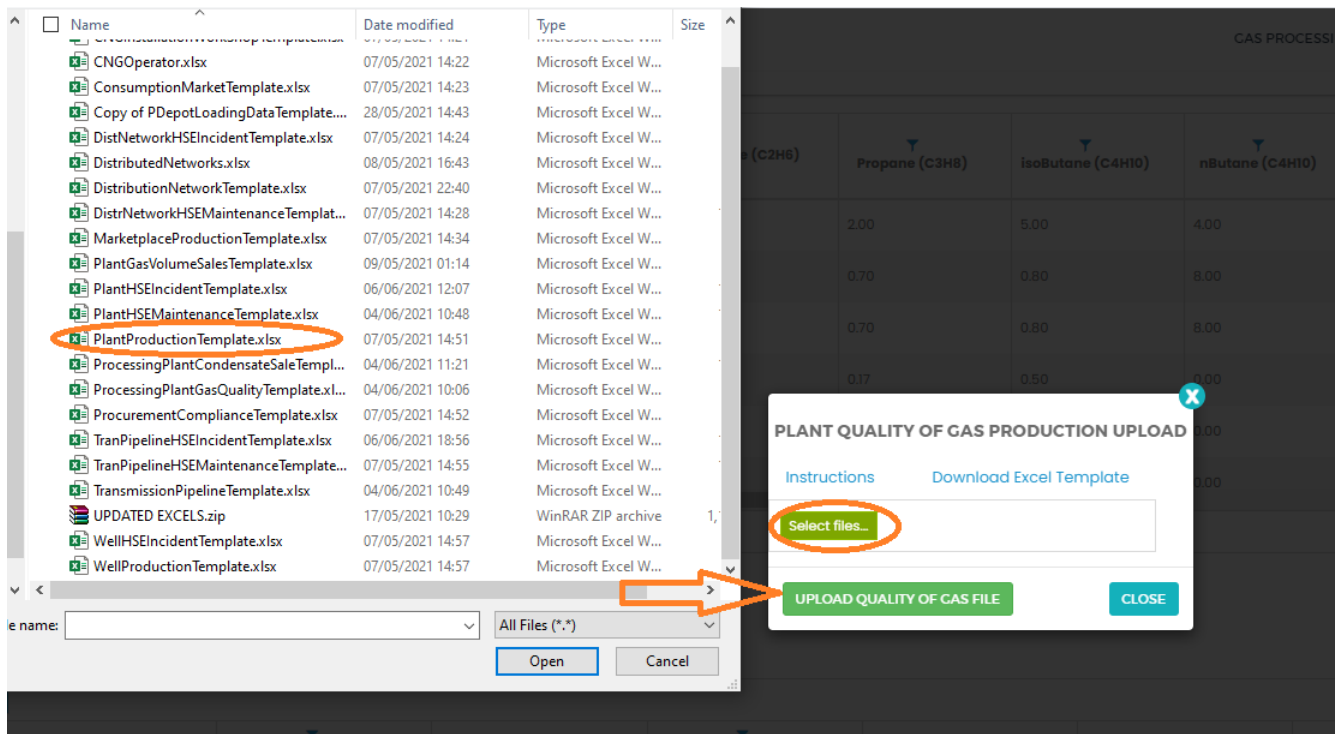


FIGURE 9: UPLOAD PRODUCTION FILE

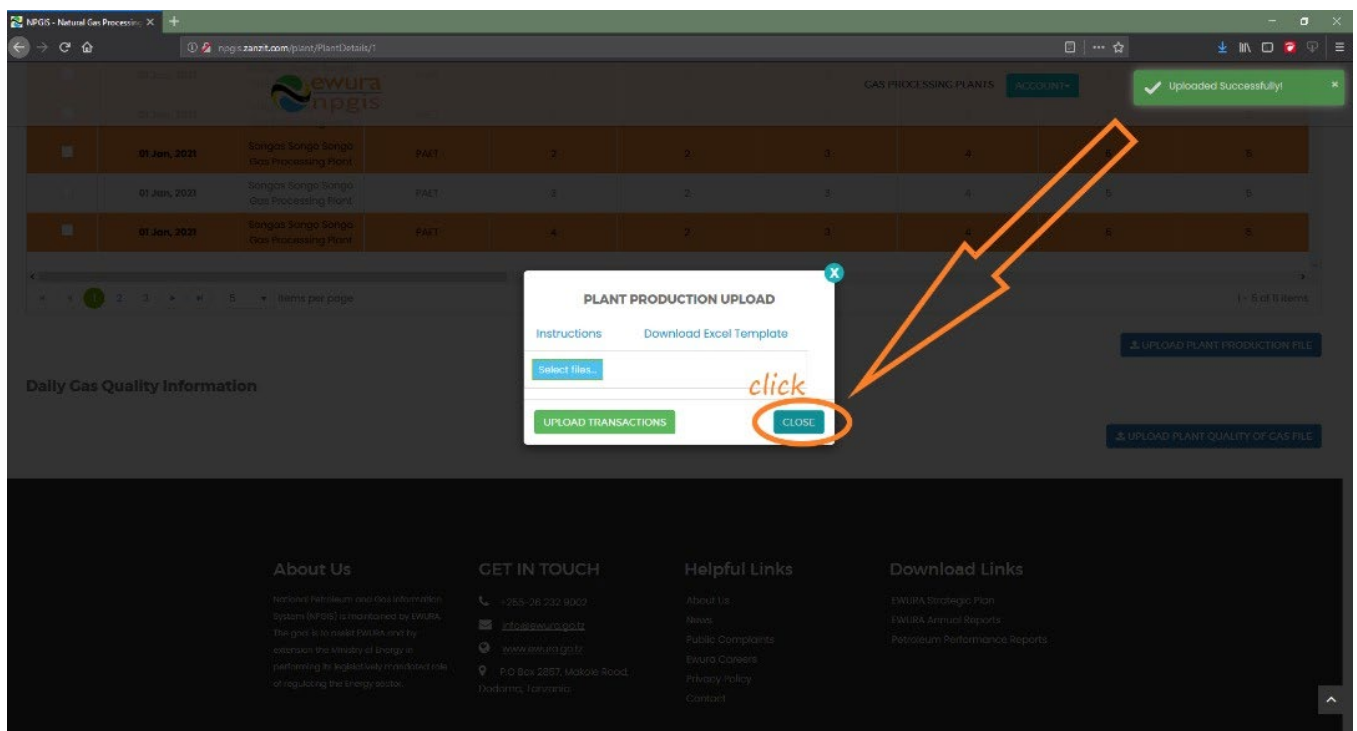



FIGURE 10: SUCCESSFUL GAS PRODUCTION UPLOAD

UPLOADING PLANT GAS QUALITY FILE

- Click Upload Plant Quality of Gas File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant Production Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the Gas Quality 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 quality of gas file*”
- If all goes well you will be notified that the file has been **Uploaded Successfully!**



GAS PROCESSING PLANTS ACCOUNT

⬇️ UPLOAD PLANT PRODUCTION FILE

Daily Gas Quality Information

EXPORT TO EXCEL

<input type="checkbox"/>	Production Date	Plant Name	Operator Name	Methane (CH ₄)	Ethane (C ₂ H ₆)	Propane (C ₃ H ₈)	isoButane (C ₄ H ₁₀)	nButane (C ₄ H ₁₀)	isoPentane (C ₅ H ₁₂)	normalPentane (C ₅ H ₁₂)	Hexane (C ₆ H ₁₄)	CarbonDioxide (CO ₂)
<input type="checkbox"/>	05 Jul, 2021	Sungas Sungas Sungas Gas Processing Plant	PAET	97.30	1.30	0.34	0.60	0.00	0.50	0.23	0.04	0.20
<input type="checkbox"/>	04 Jul, 2021	Sungas Songo Songo Gas Processing Plant	PAET	98.00	1.12	0.13	0.70	0.00	0.70	0.23	0.04	0.20
<input type="checkbox"/>	03 Jul, 2021	Sungas Songo Songo Gas Processing Plant	PAET	96.40	1.24	0.08	0.50	0.00	0.50	0.21	0.04	0.20
<input type="checkbox"/>	03 Jul, 2021	Sungas Songo Songo Gas Processing Plant	PAET	97.54	1.04	0.03	0.50	0.00	0.50	0.21	0.04	0.20
<input type="checkbox"/>	04 Jul, 2021	Sungas Songo Songo Gas Processing Plant	PAET	97.00	1.04	0.03	0.50	0.00	0.50	0.21	0.04	0.20
<input type="checkbox"/>	03 Jul, 2021	Sungas Songo Songo	PAET	97.00	1.04	0.03	0.50	0.00	0.50	0.21	0.04	0.20

1 - 13 of 13 items

Click Here

⬆️ UPLOAD PLANT QUALITY OF GAS FILE

EXPORT TO EXCEL

FIGURE 11 GAS QUALITY UPLOAD BUTTON

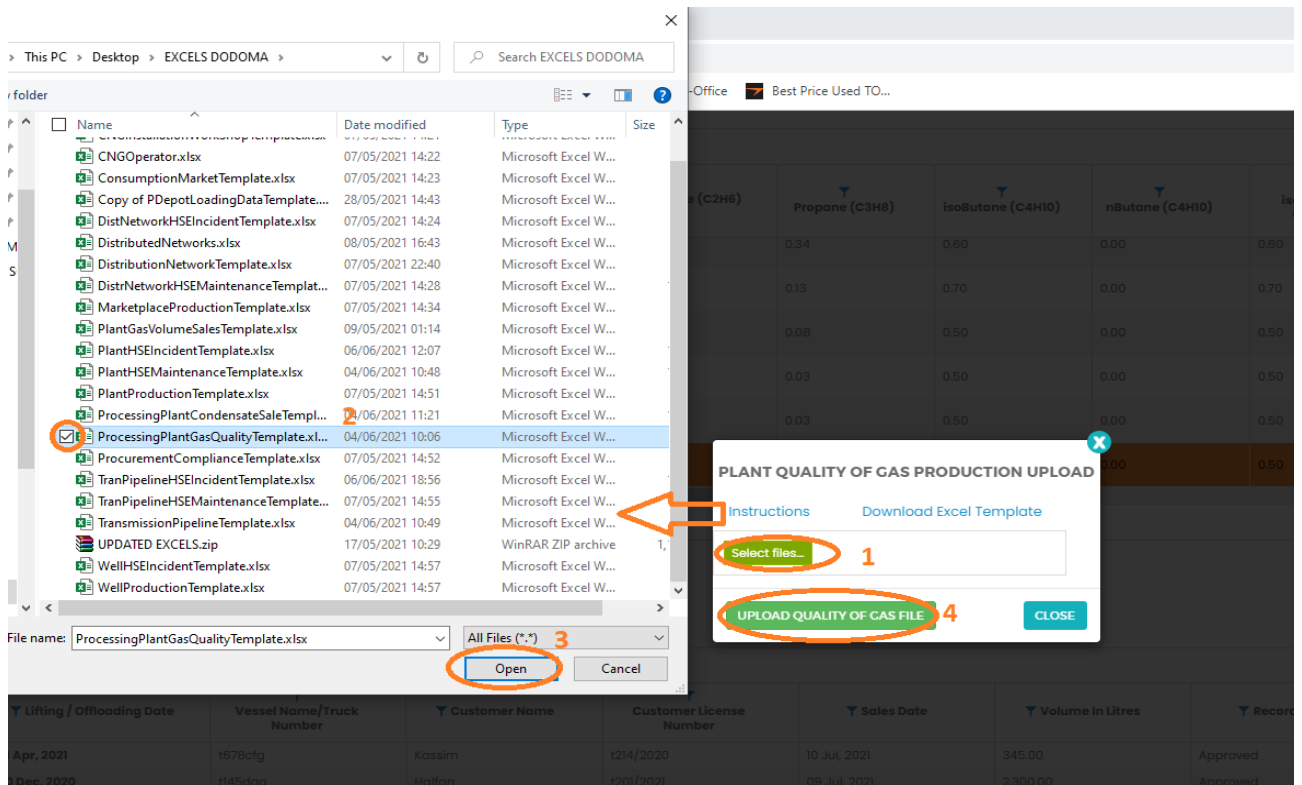


FIGURE 13: UPLOAD GAS QUALITY FILE

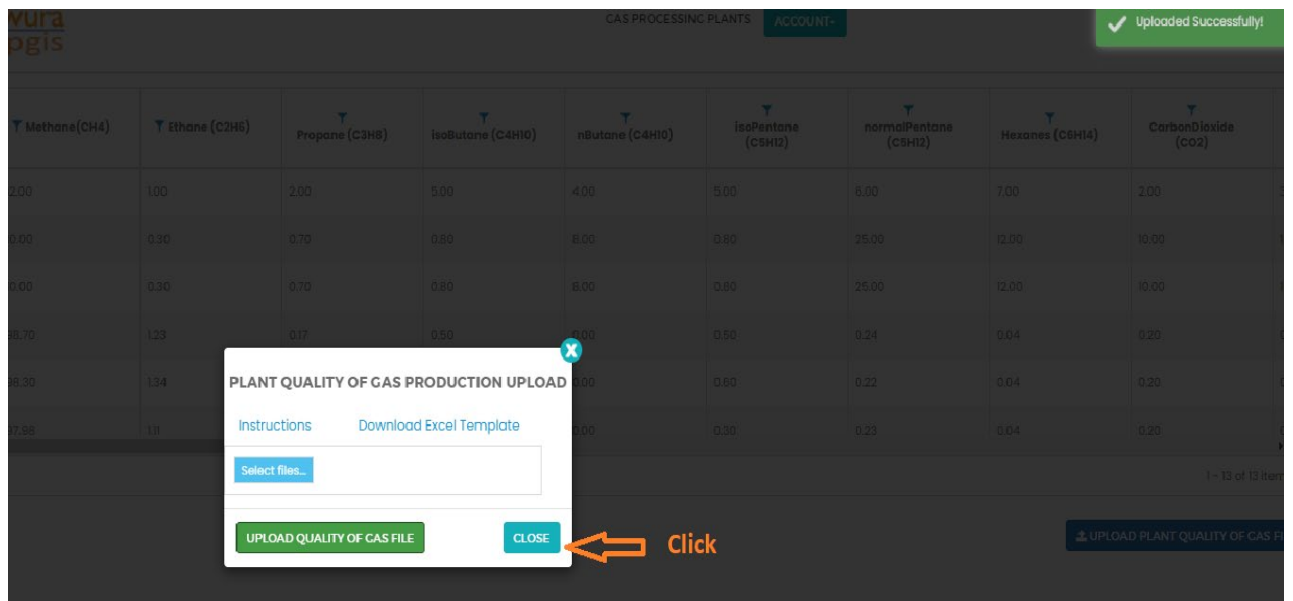


FIGURE 14: SUCCESSFUL GAS QUALITY FILE UPLOAD

UPLOADING CONDENSATE SALES FILE

- Click Upload Processing Plant Condensate Sales at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Condensate Sales Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the sales 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!**

15880 SALES RECORDS

ewura npgis

GAS PROCESSING PLANTS ACCOUNT

Lifting / Offloading Date	Vessel Name/Truck Number	Customer Name	Customer Licence Number	Sales Date	Volume In Litres	Record Status	Reject Comment	
1 Apr, 2021	1578cfd	Kassim	1214/2020	10 Jul, 2021	345.00	Approved	NIL	<input type="checkbox"/>
9 Dec, 2020	1145daa	Hoffan	1201/2021	09 Jul, 2021	2300.00	Approved	NIL	<input type="checkbox"/>
9 Jan, 2021	1221aaa	Hussein	1345/2020	08 Mar, 2020	1200.00	Approved	NIL	<input type="checkbox"/>
8 May, 2021	1254bkl	Halima	1234/2019	07 Dec, 2020	234.00	Approved	NIL	<input type="checkbox"/>
7 Mar, 2021	1193aaa	Joshua	1211/2020	06 Feb, 2021	450.00	Approved	NIL	<input type="checkbox"/>
6 Jul, 2021	1234dfl	John	1245/2021	05 Jul, 2021	150.00	Approved	NIL	<input type="checkbox"/>
6 Jul, 2021	1234aaa	Jumanne	1234/2021	05 Jul, 2021	340.00	Approved	NIL	<input type="checkbox"/>
6 Jul, 2021	1234aaa	Jumanne	1234/2021	05 Jul, 2021	134.00	Rejected	Volume in Litres not correct	<input type="checkbox"/>

20 items per page 1 - 8 of 8 items

Click [UPLOAD PROCESSING PLANT CONDENSATE SALES](#)

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FIGURE 15: PLANT CONDENSATE SALES UPLOAD BUTTON

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A3

Processing Plant Condensate Sales Records

S/N	Lifting/Offloading Date	Vessel Name/Truck Number	Customer Name	Customer Licence Number	Sales Date	Volume(Litres)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Condensate Sales

Processing Plant Condensate Sales RECORDS UPLOAD Click Download Excel Template

UPLOAD CONDENSATE SALES FILE CLOSE

FIGURE 16: DOWNLOAD CONDENSATE SALES TEMPLATE

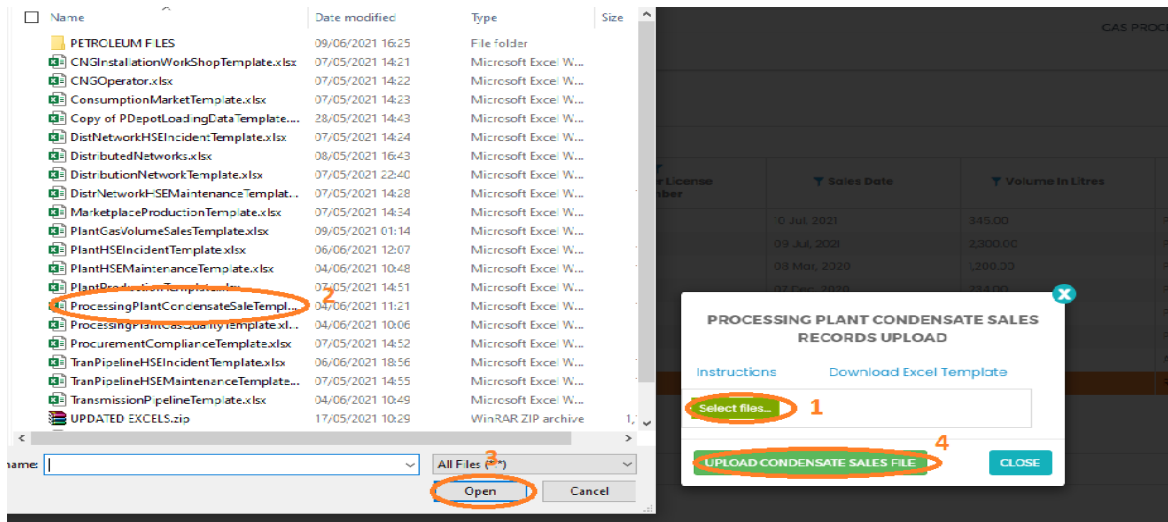


FIGURE 17: UPLOAD PLANT CONDENSATE SALES FILE

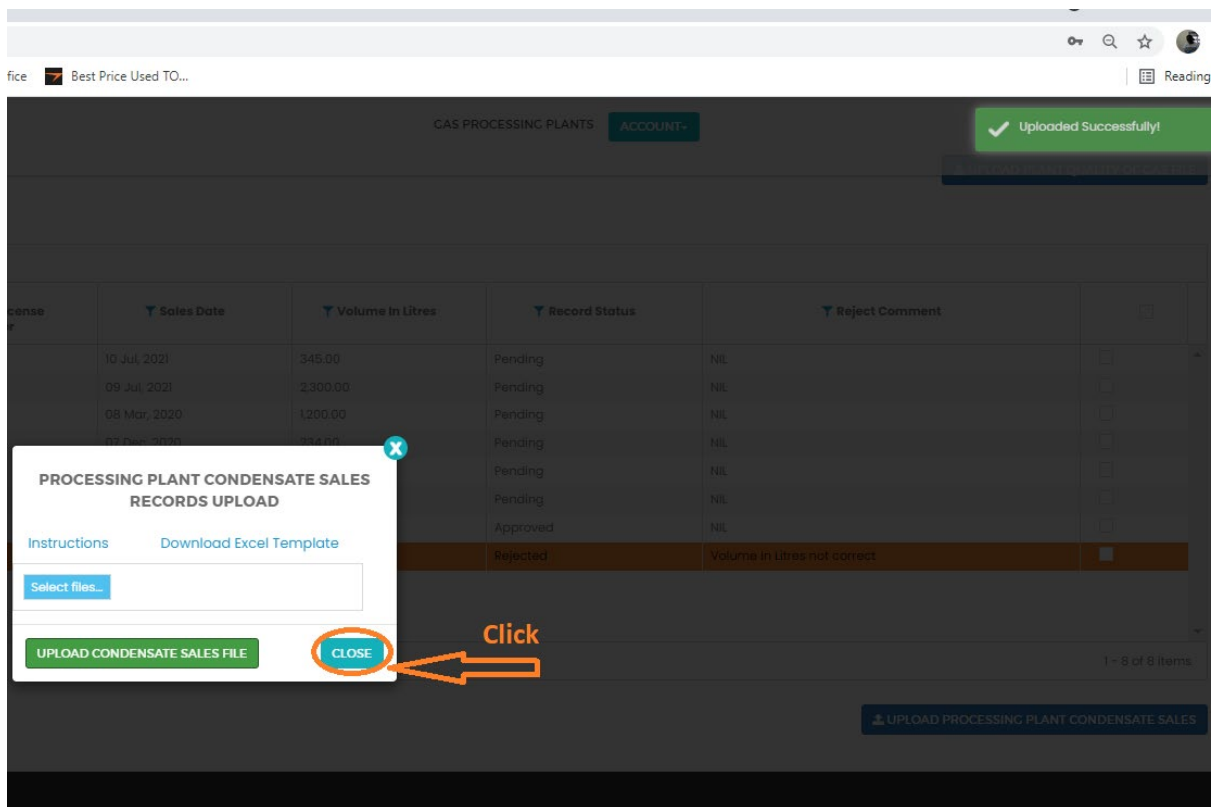


FIGURE 18: SUCCESSFUL CONDENSATE SALES FILE UPLOAD

4.2 Processing Plants 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** NATURAL GAS OPERATIONS -> Gas Processing plants -> HSE Incidents

SELECTION OF PROCESSING PLANT

Select Processing Plant Then Click **CONTINUE**

- **Click** Upload Plant HSE Incident File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant HSE Incident Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the Plant HSE Incident records and save the excel document.
 - **Click Select Files** and navigate to where the download excel is saved
 - **Step 2:** Select the upload file saved
 - **Step 3:** Click UPLOAD TRANSACTIONS
- If all goes well you will be notified that the file has been **Uploaded Successfully!**
- **Close** the upload window

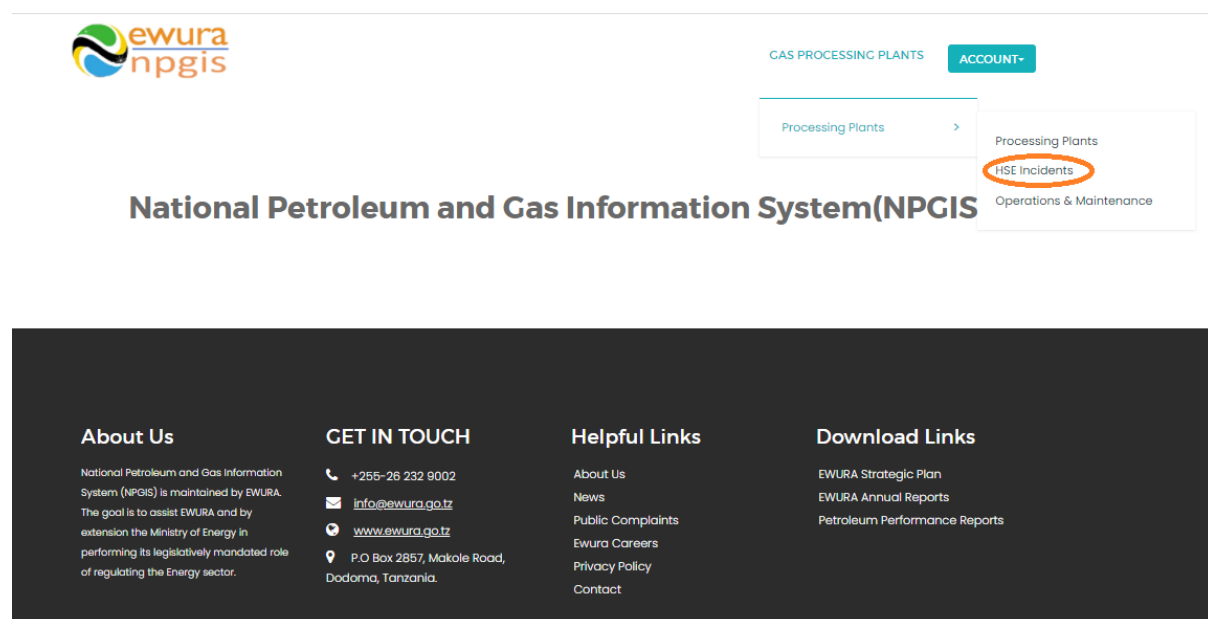


FIGURE 19:PLANT HSE INCIDENTS

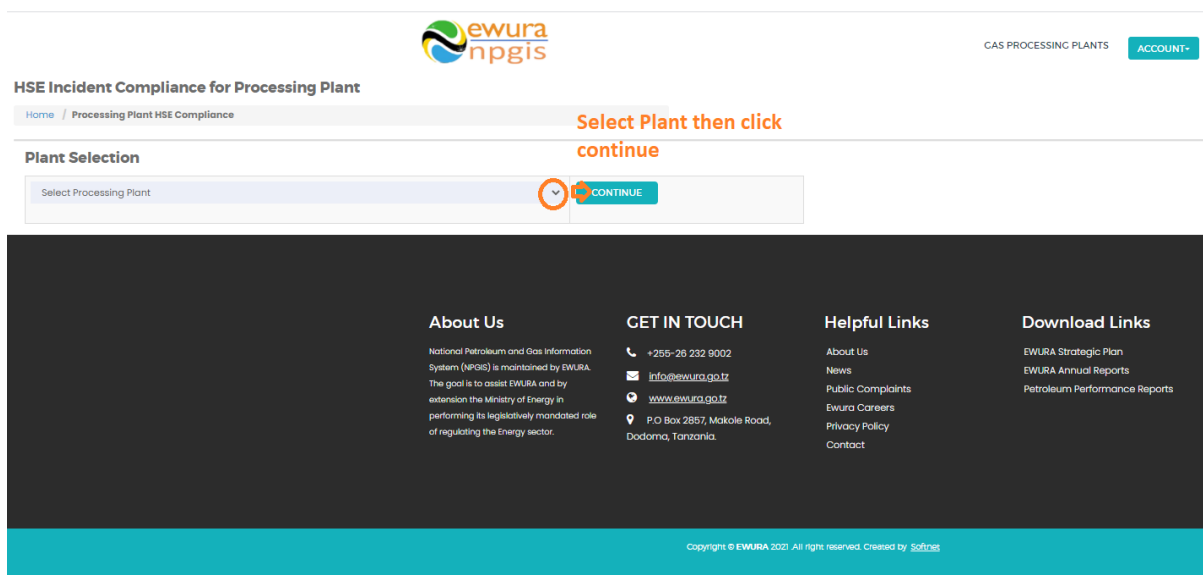


FIGURE 20:PLANT SELECTION

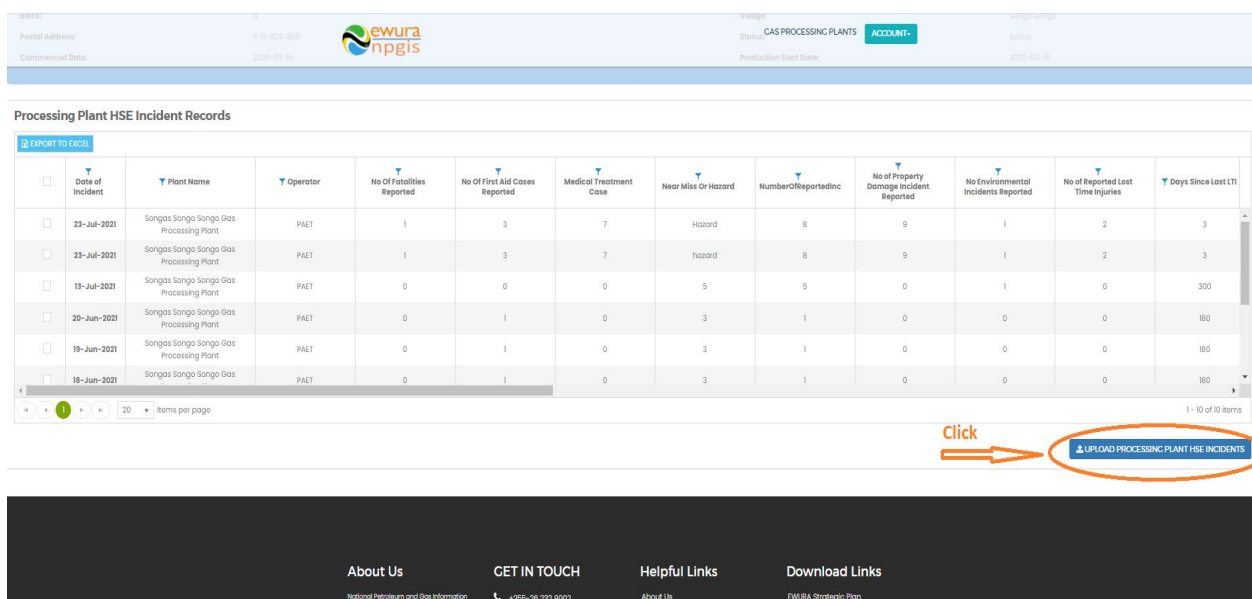


FIGURE 21:PLANT HSE INCIDENTS BUTTON

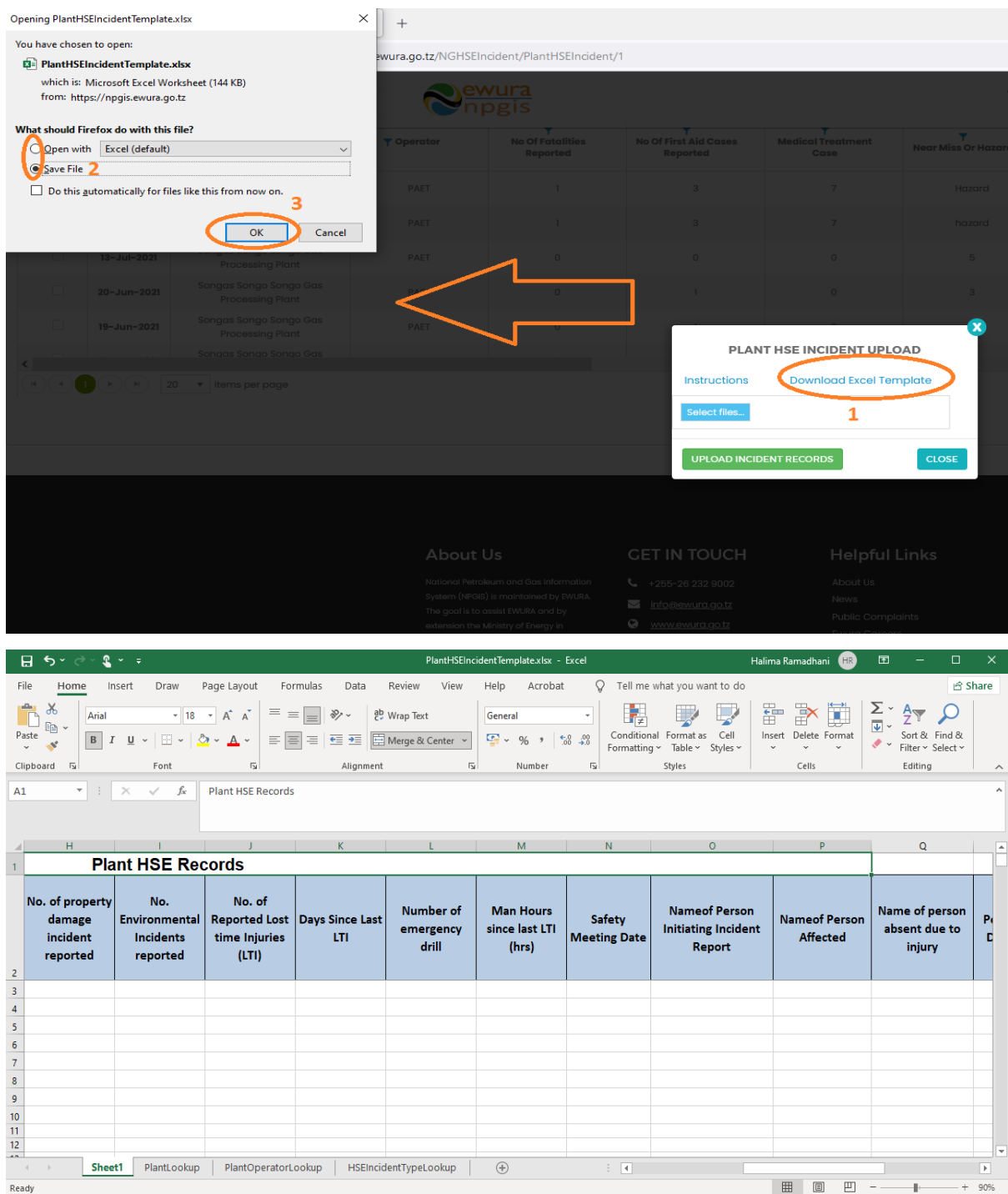


FIGURE 22: DOWNLOAD PLANT HSE INCIDENT TEMPLATE

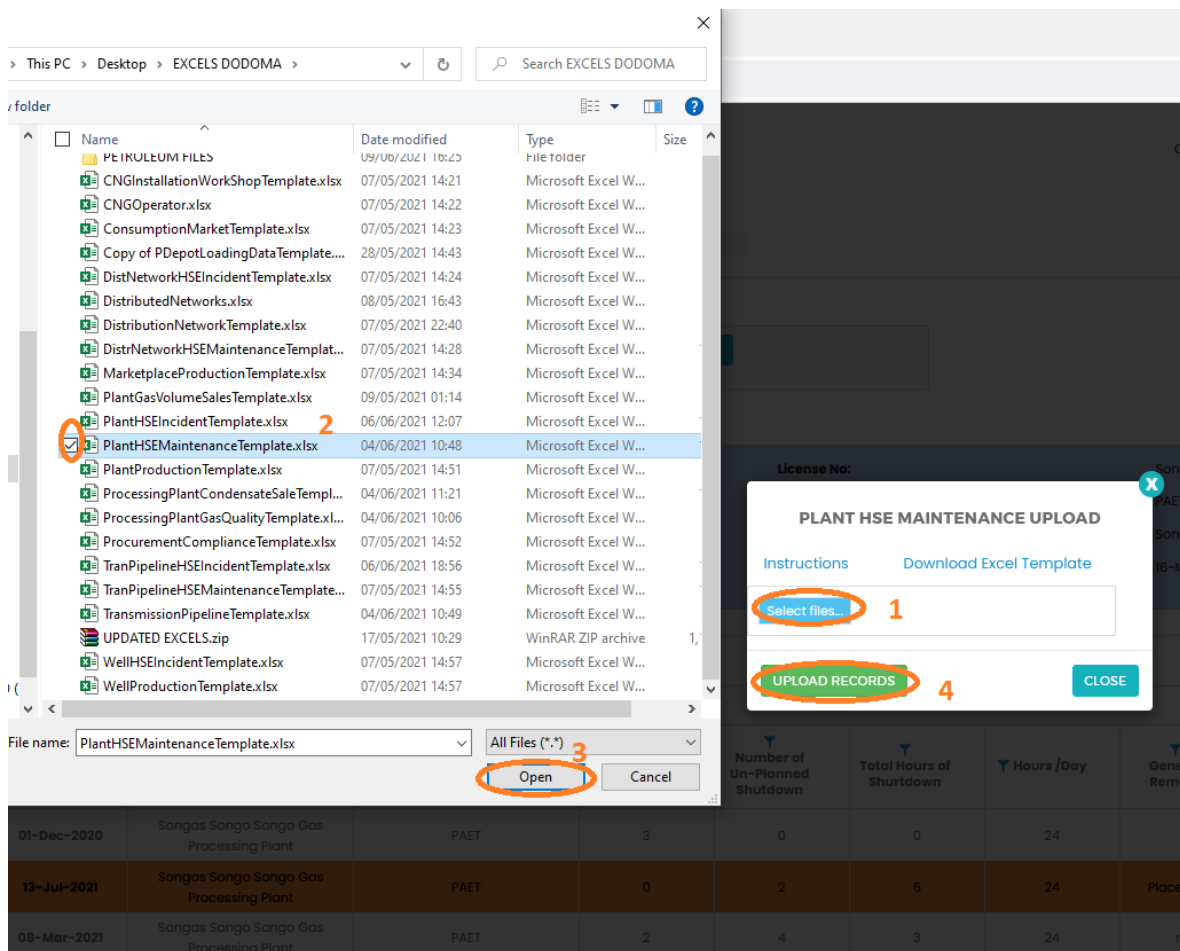


FIGURE 23: UPLOAD PLANT HSE INCIDENTS FILE

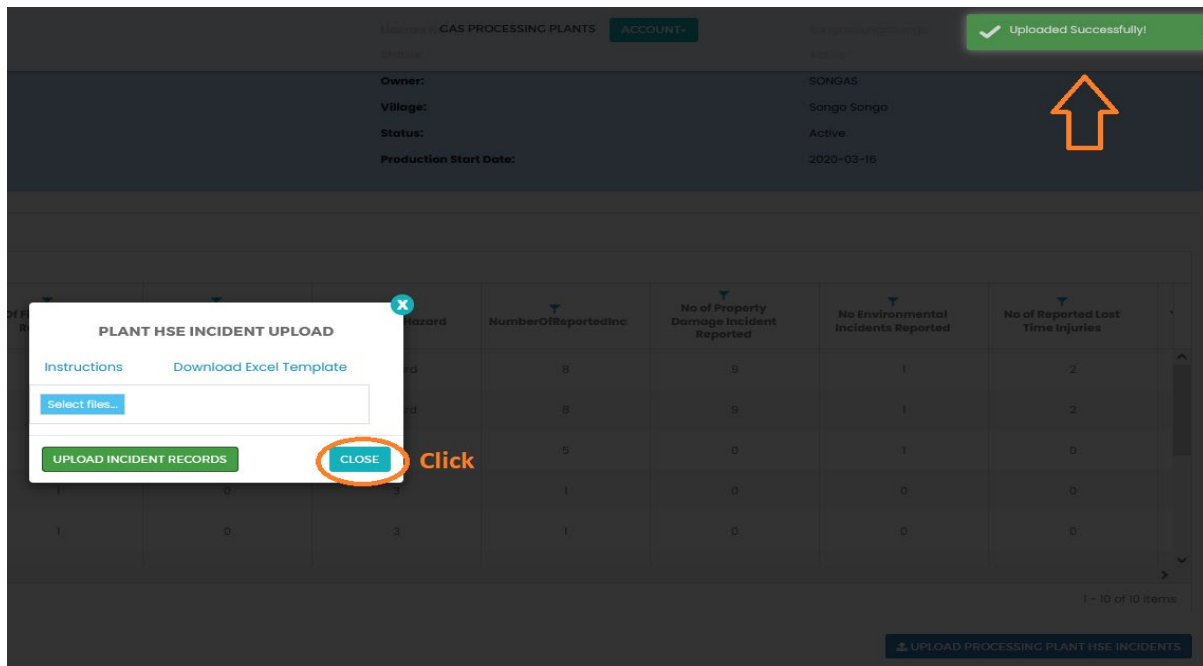


FIGURE 24: SUCCESSFUL UPLOAD PLANT HSE INCIDENTS FILE

4.3 Plant 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** NATURAL GAS OPERATIONS -> Gas Processing plants -> Operations & Maintenance

SELECTION OF PROCESSING PLANT

Select Processing Plant Then Click **CONTINUE**

- **Click** Upload Plant Operations & Maintenance File at the bottom right-hand corner of Processing Plant Registration information page
- Next, upload Processing Plant Operations & Maintenance Excel File using the following steps
 - **Step 1: Download Excel Template**, fill in the Plant HSE 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 saved
 - **Step 3:** Click UPLOAD TRANSACTIONS
- If all goes well you will be notified that the file has been **Uploaded Successfully!**

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

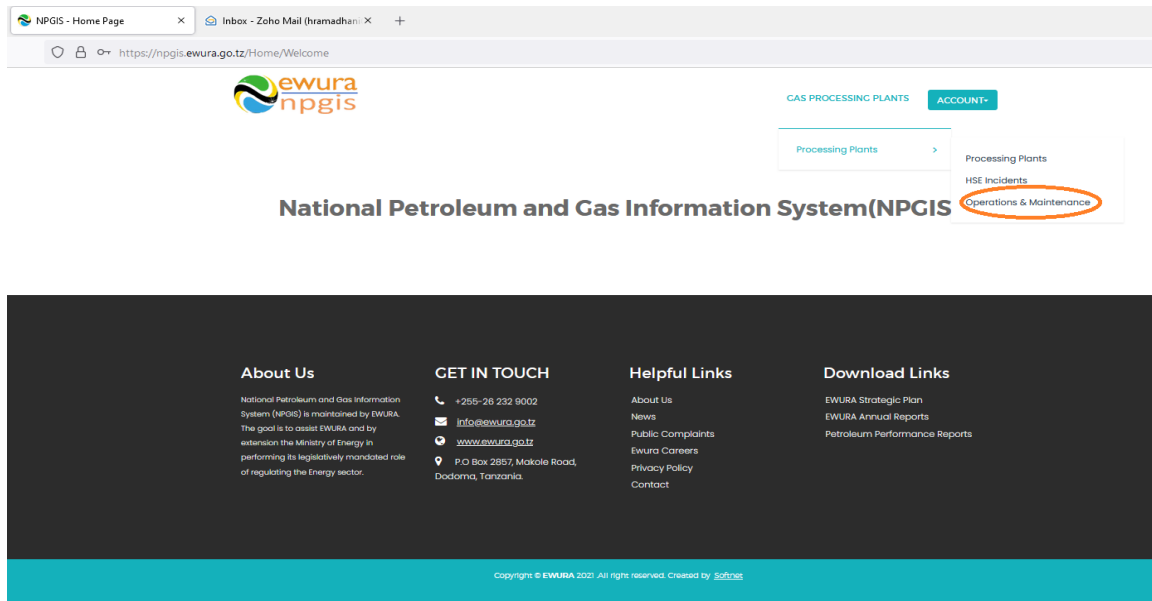


FIGURE 25:PLANT OPERATIONS & MAINTENANCE

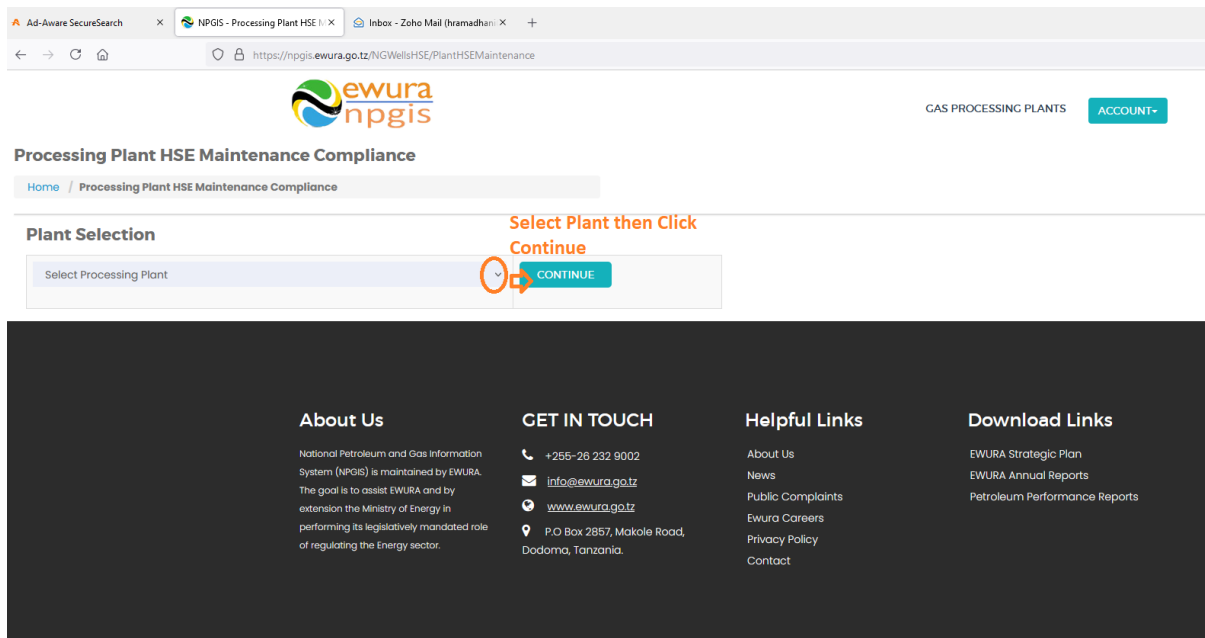


FIGURE 26:PLANT SELECTION

Plant Information

Plant Name:	Songas Songo Songo Gas Processing Plant	License No:	SongasSongoSongo	Status:	Active
Physical Location:	Songo Songo Island in Kilwa, Lindi Region	Operator:	PAET	Owner:	SONGAS
Max Production Capacity:	105	Village:	Songo Songo	Postal Address:	P. O. BOX 4561
Gas Wellhead Supplier:	PanAfrican	Company Registration Date:	16-Mar-2020	Commercial Production Date:	16-Mar-2020

Processing Plant HSE Maintenance Records

[EXPORT TO EXCEL](#)

<input type="checkbox"/>	Reporting Date	Plant Name	Operator	Number of Planned Shutdown	Number of Un-Planned Shutdown	Total Hours of Shutdown	Hours /Day	General Remark	Record Status	Reject Comment	<input type="checkbox"/>
<input type="checkbox"/>	01-Dec-2020	Songas Songo Songo Gas Processing Plant	PAET	3	0	0	24	ok	Pending	NIL	<input type="checkbox"/>
<input checked="" type="checkbox"/>	13-Jul-2021	Songas Songo Songo Gas Processing Plant	PAET	0	2	6	24	Place is safe	Rejected	for testing purpose	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08-Mar-2021	Songas Songo Songo Gas Processing Plant	PAET	2	4	3	24	n/a	Approved	NIL	<input type="checkbox"/>
<input type="checkbox"/>	07-Jun-2020	Songas Songo Songo Gas Processing Plant	PAET	2	4	3	24	n/a	Approved	NIL	<input type="checkbox"/>

1 - 10 of 10 Items

Click [UPLOAD PROCESSING PLANT HSE MAINTENANCE](#)

FIGURE 27: PLANT OPERATIONS & MAINTENANCE BUTTON

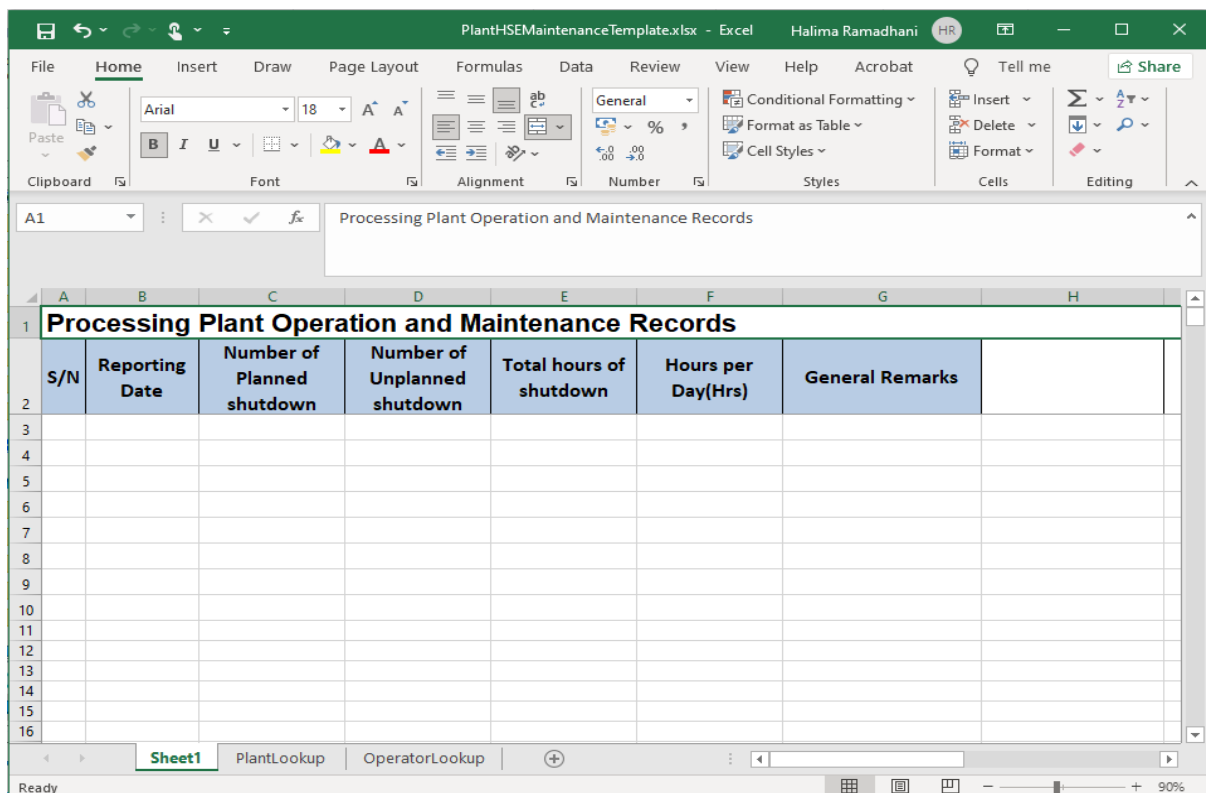
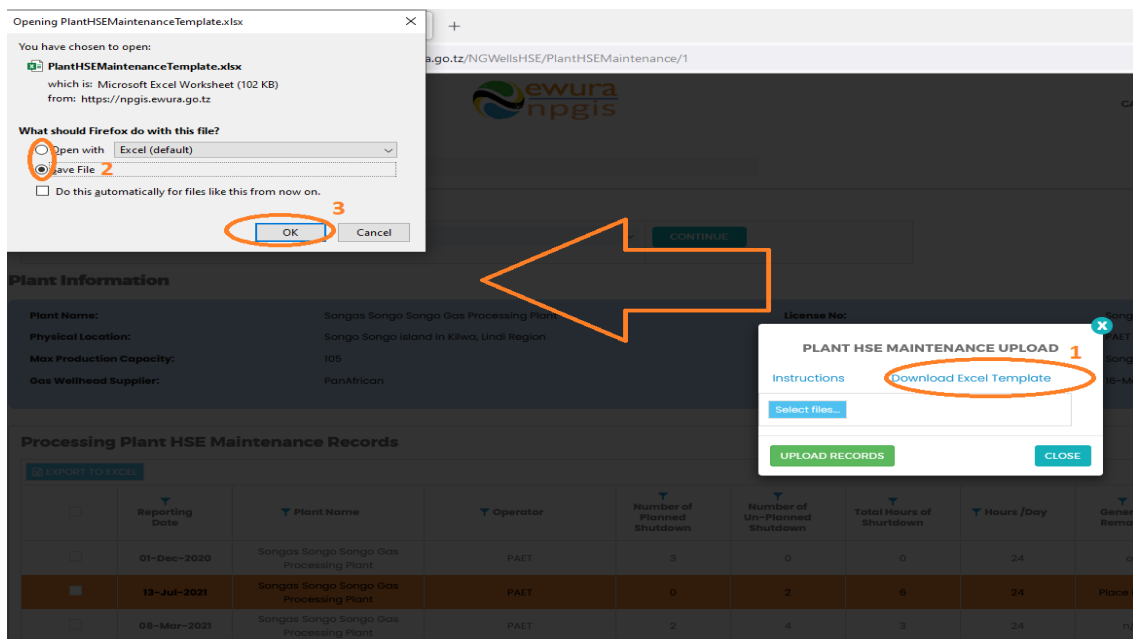


FIGURE 28:PLANT OPERATIONS & MAINTENANCE FILE TEMPLATE

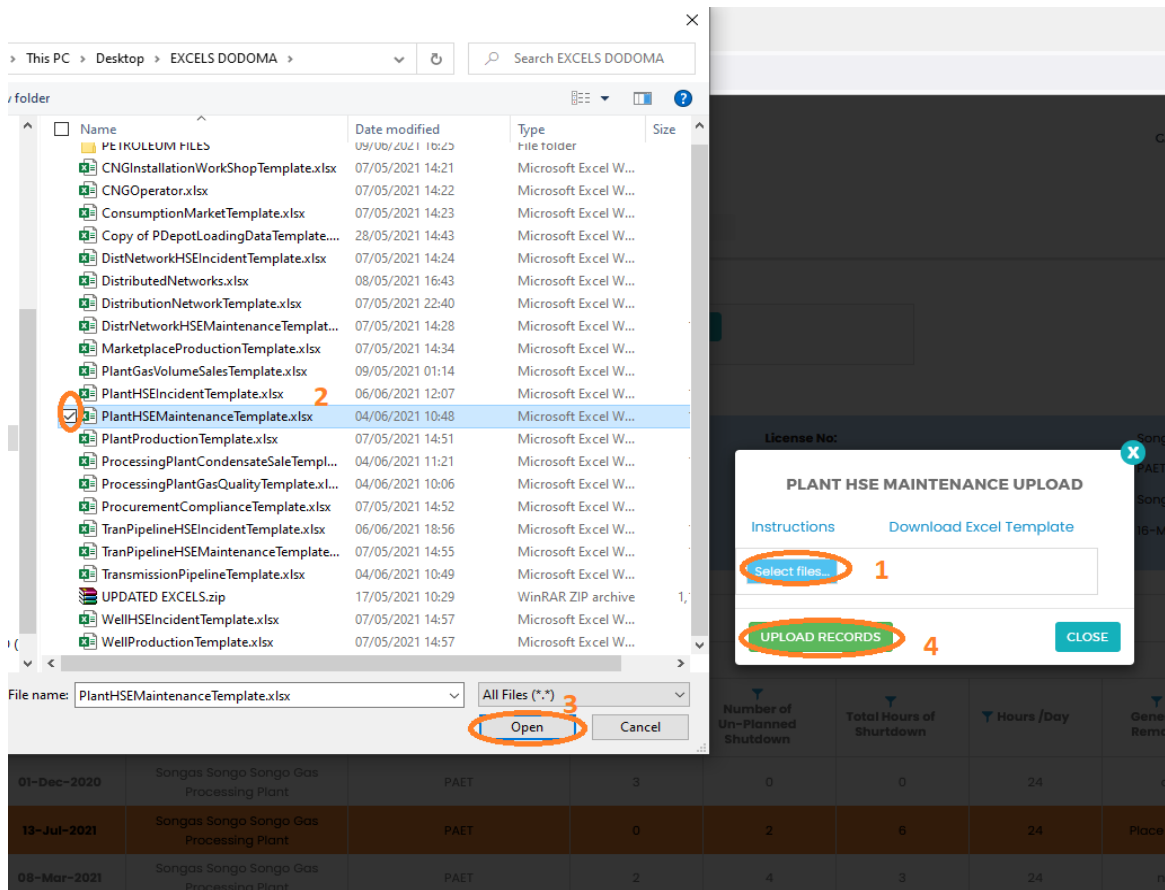


FIGURE 29: UPLOAD PLANT OPERATIONS & MAINTENANCE FILE

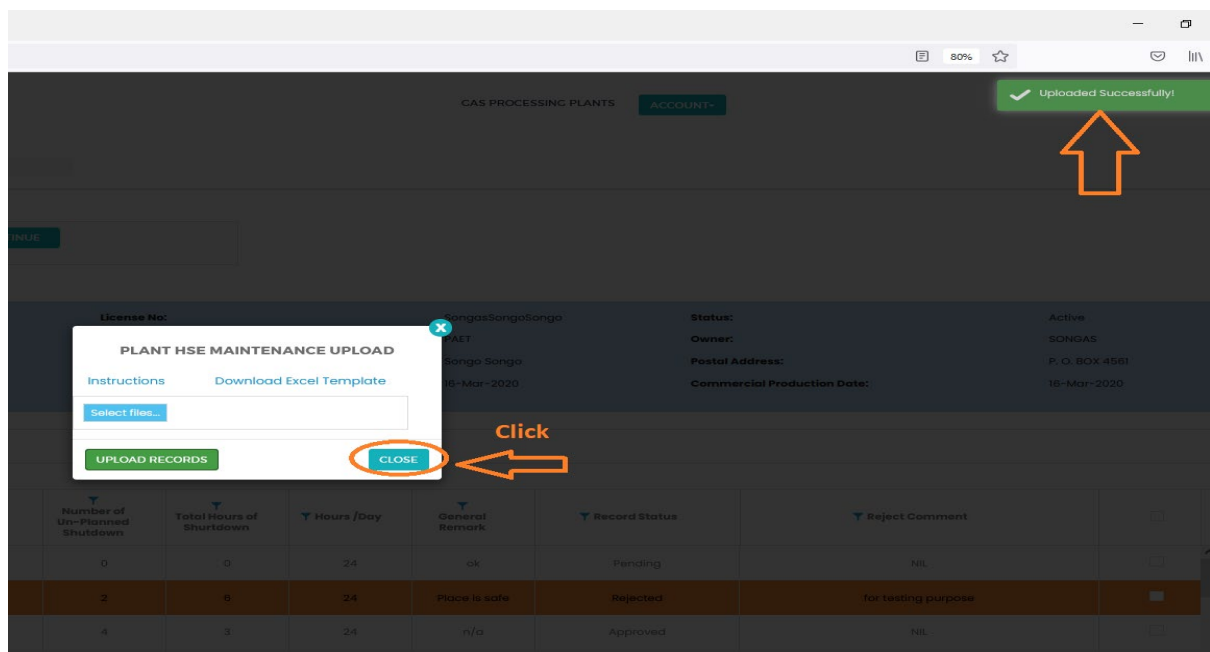


FIGURE 30: SUCCESSFUL PLANT OPERATIONS & MAINTENANCE FILE

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

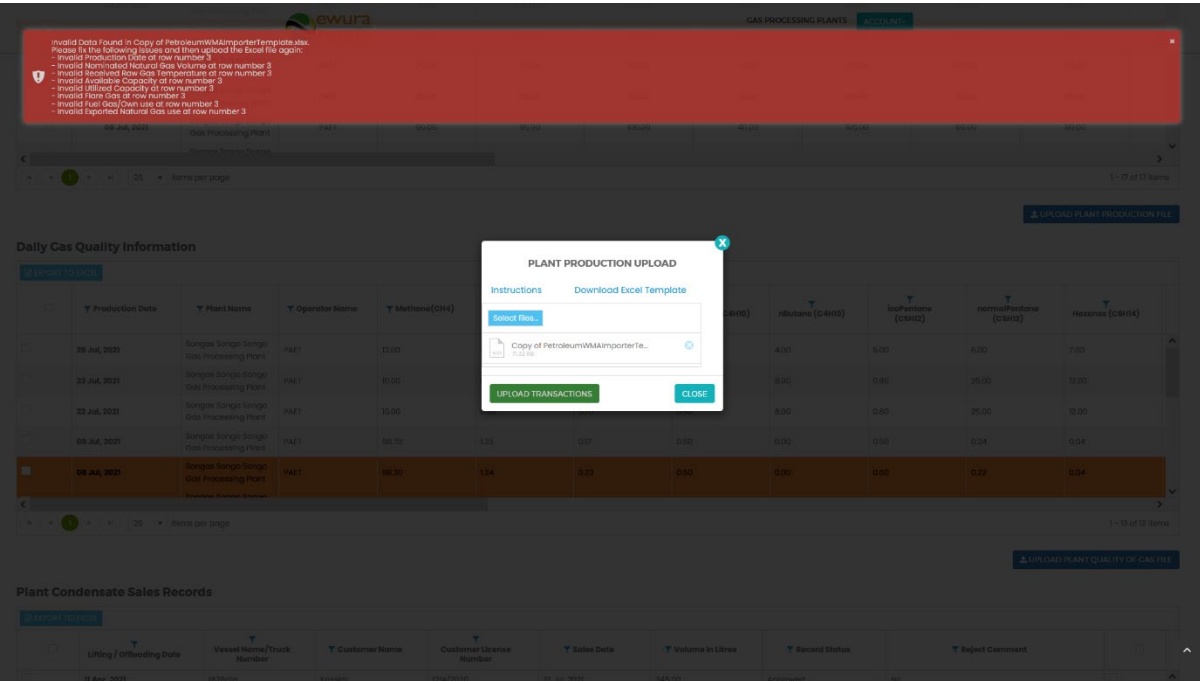


FIGURE 31 ERROR MESSAGES

5.2 No Internet Messages

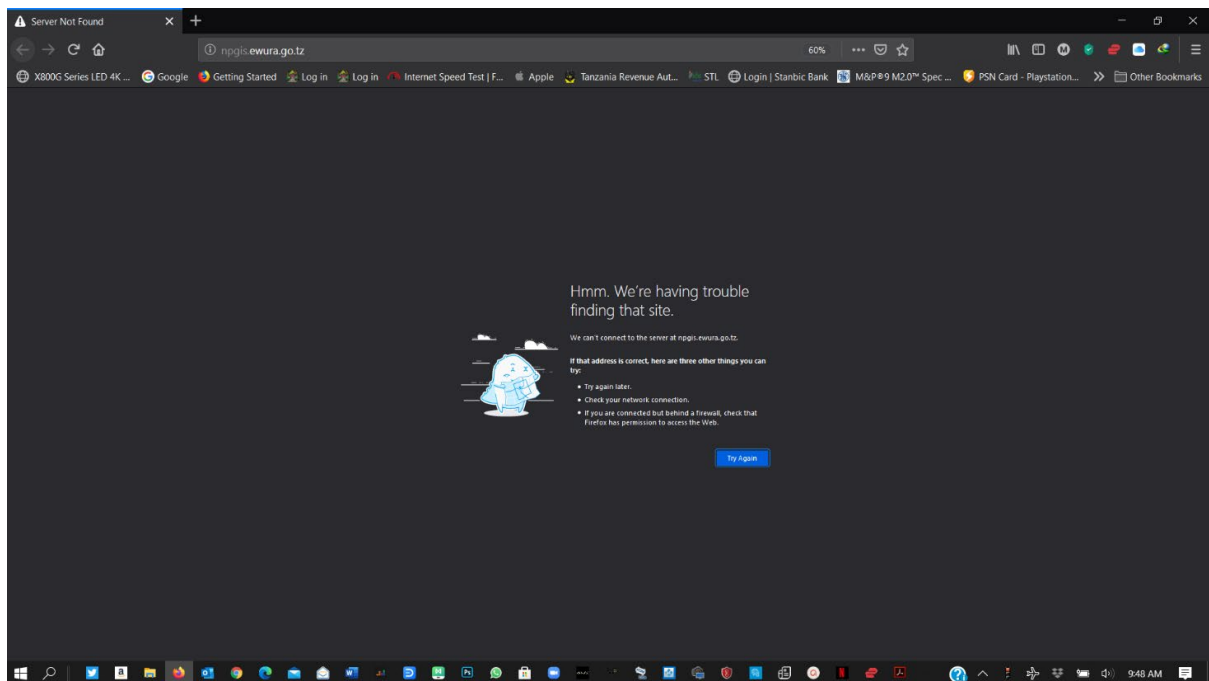


FIGURE 32 NO INTERNET MESSAGES

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

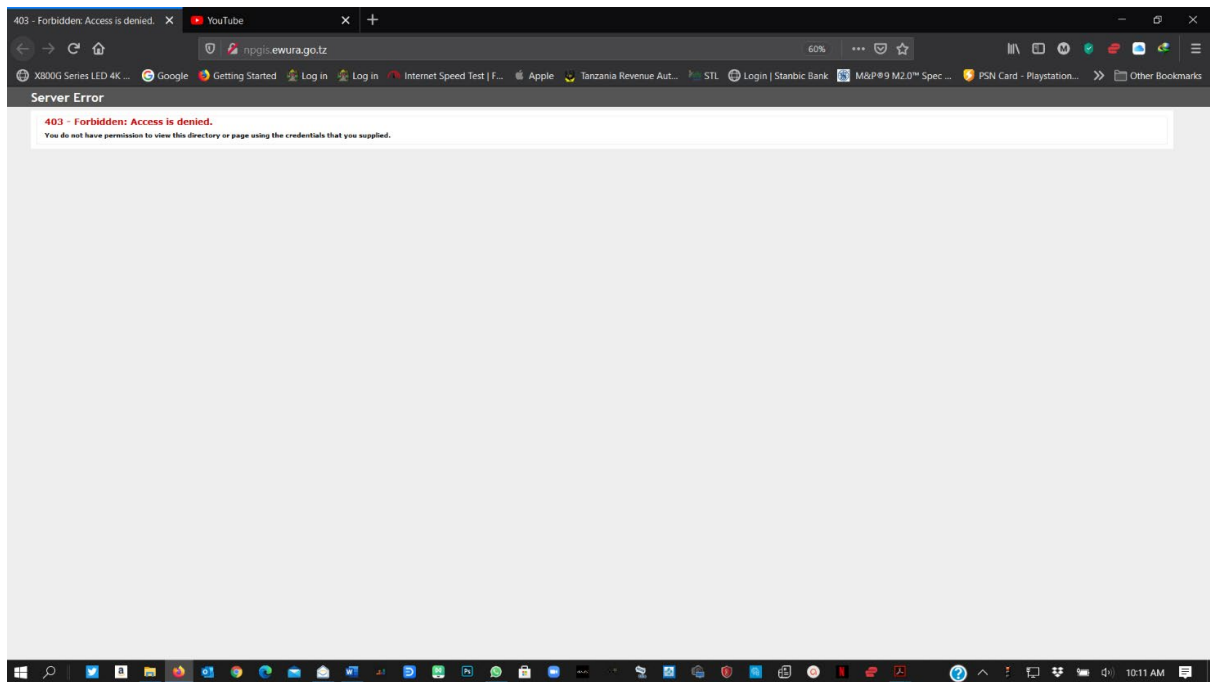


FIGURE 33 FORBIDDEN ACCESS