



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

### GAS VOLUME SALES 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 GAS VOLUME SALES MODULE

This module is used by all the Gas Volume Sales Companies to record their Sales and submit to EWURA for record tracking and LEVY Computations.

## 3 SYSTEM ACCESS

The NPGIS is hosted at the secure site: <https://npgis.ewura.go.tz/>. To begin using the system, the Supply and Market Company (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

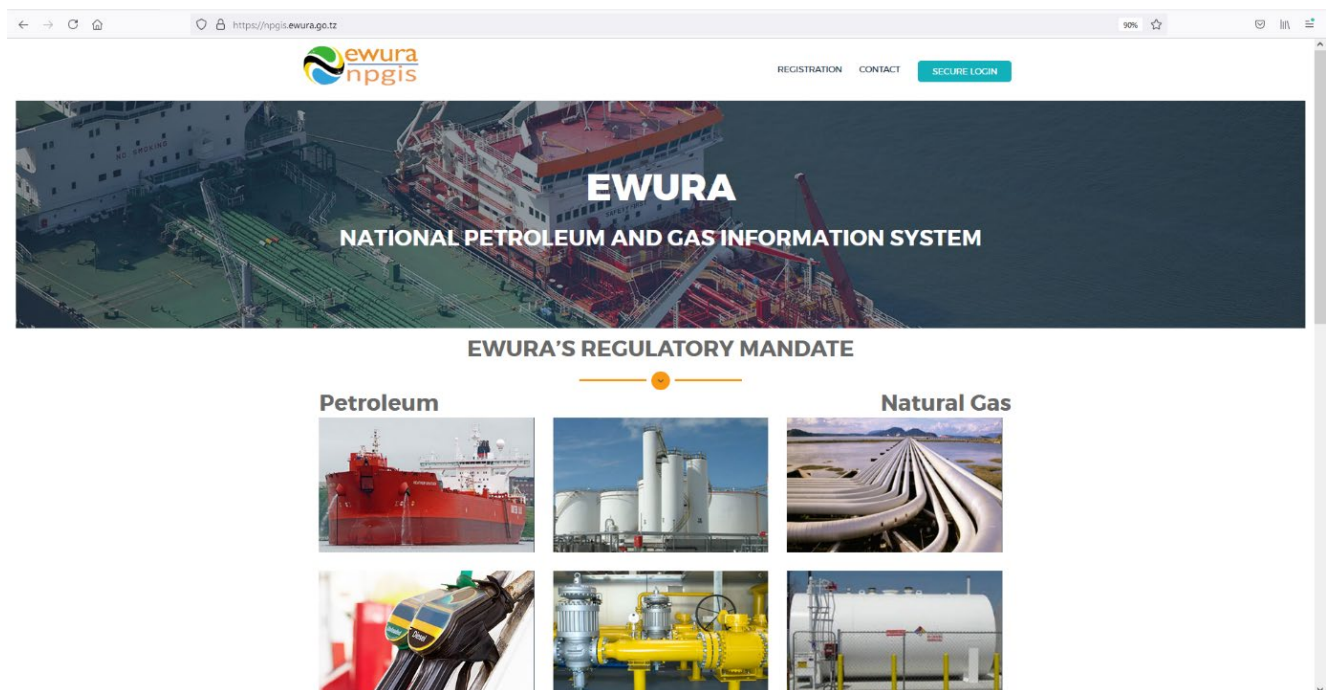


FIGURE 1:LANDING PAGE

## 4 GAS VOLUME SALES RECORDS

To begin with uploads of Gas Sales, all the Supply and Market Company 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:

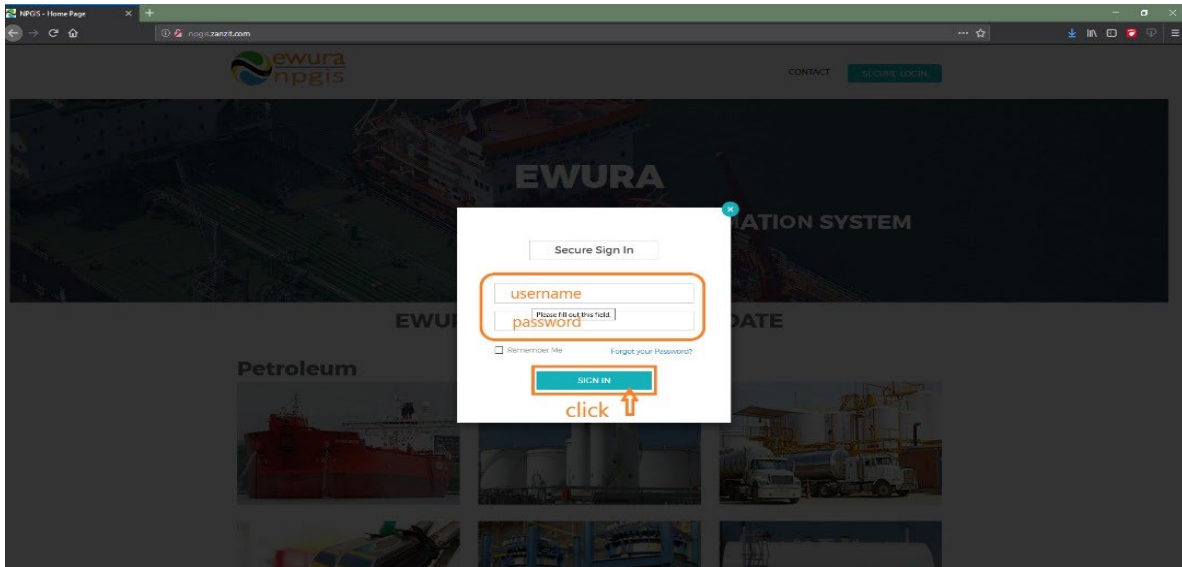


FIGURE 2:SIGN IN

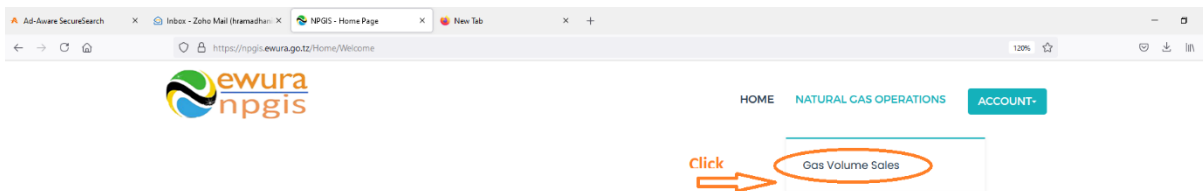
### 4.1 Gas Volume Sales Records:

1. **Select** Gas Volume Sales

The Supply and Market Company user logged in will be displayed

2. **Click** Company name to open

**SUPPLY AND MARKET COMPANY INFORMATION** will be displayed



**National Petroleum and Gas Information System(NPGIS)**

FIGURE 3:GAS VOLUME SALES

The screenshot shows the 'Gas Volume Sales' page with a table of companies. The table has columns for Company Name, License Number, Operator, Owner, Status, and Capacity (mscfd). The row for 'PANAFRICAN ENERGY TANZANIA (PAET)' is highlighted. An arrow points from this row to the text 'Click here to Proceed'.

<input type="checkbox"/>	Company Name	License Number	Operator	Owner	Status	Capacity(mscfd)	<input type="checkbox"/>
<input type="checkbox"/>	PANAFRICAN ENERGY TANZANIA (PAET)	GVS-PAETI	PAET				<input type="checkbox"/>

**FIGURE 4: SUPPLY & MARKET COMPANY SELECTION**

The screenshot shows the 'Company Information' section with details for PanAfrican Energy Tanzania (PAET). Below it is the 'Company Gas Sales Records' section with a table of records. An orange house icon is placed above the table header.

**Company Information**

<b>Company Name:</b>	PanAfrican Energy Tanzania (PAET)	<b>License No.:</b>	GVS-PAETI	<b>Status:</b>	
<b>Physical Location:</b>	Kinondoni-Dar es salaam	<b>Operator:</b>	PAET	<b>Owner:</b>	
<b>Max Production Capacity:</b>		<b>Village:</b>	Kinondoni	<b>Postal Address:</b>	P.O Box 200
<b>Gas Wellhead Supplier:</b>		<b>Company Registration Date:</b>	03-Jul-2021	<b>Commercial Production Date:</b>	

**Company Gas Sales Records**

<input type="checkbox"/>	Production Date	Company Name	Operator Name	Customer Name	Customer Category	Sales Volume (Scf)	Meter serial number	Initial reading Pressure (bar)	Initial Reading Temperature (OC)	Uncorrected Meter Re (m3)
<input type="checkbox"/>										

**FIGURE 5: SUPPLY & MARKET COMPANY DETAILS**

### UPLOADING GAS VOLUME SALES RECORDS FILE

- Click Upload Gas Volume Sales Transaction File at the bottom right-hand corner of Gas Volume Sales Registration information page
- Next, upload Gas Volume Sales Excel File using the following steps
  - **Step 1: Download Excel Template**, fill in the 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

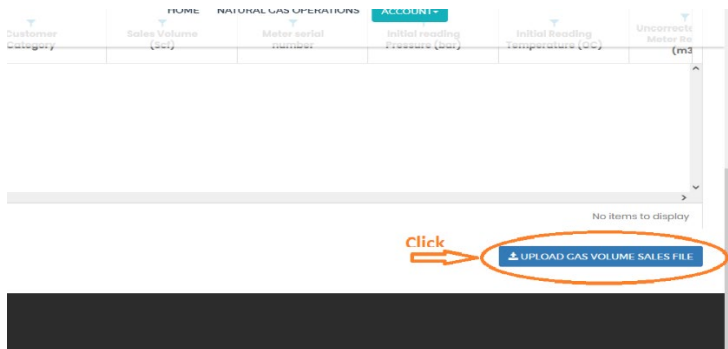


FIGURE 6: GAS VOLUME SALES UPLOAD BUTTON

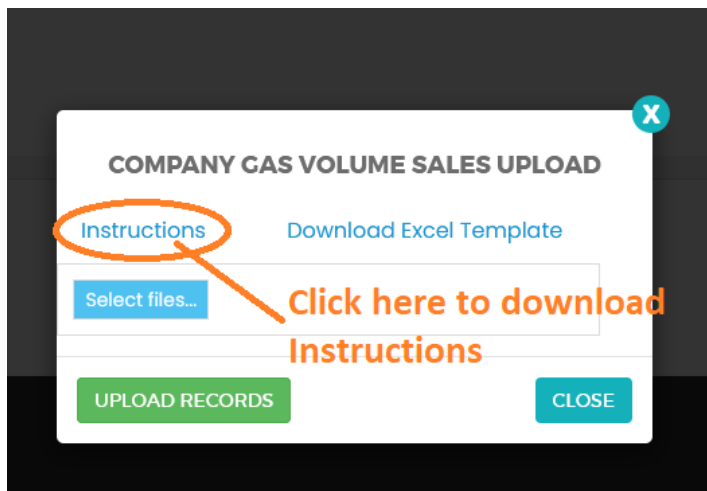


FIGURE 7: INSTRUCTIONS

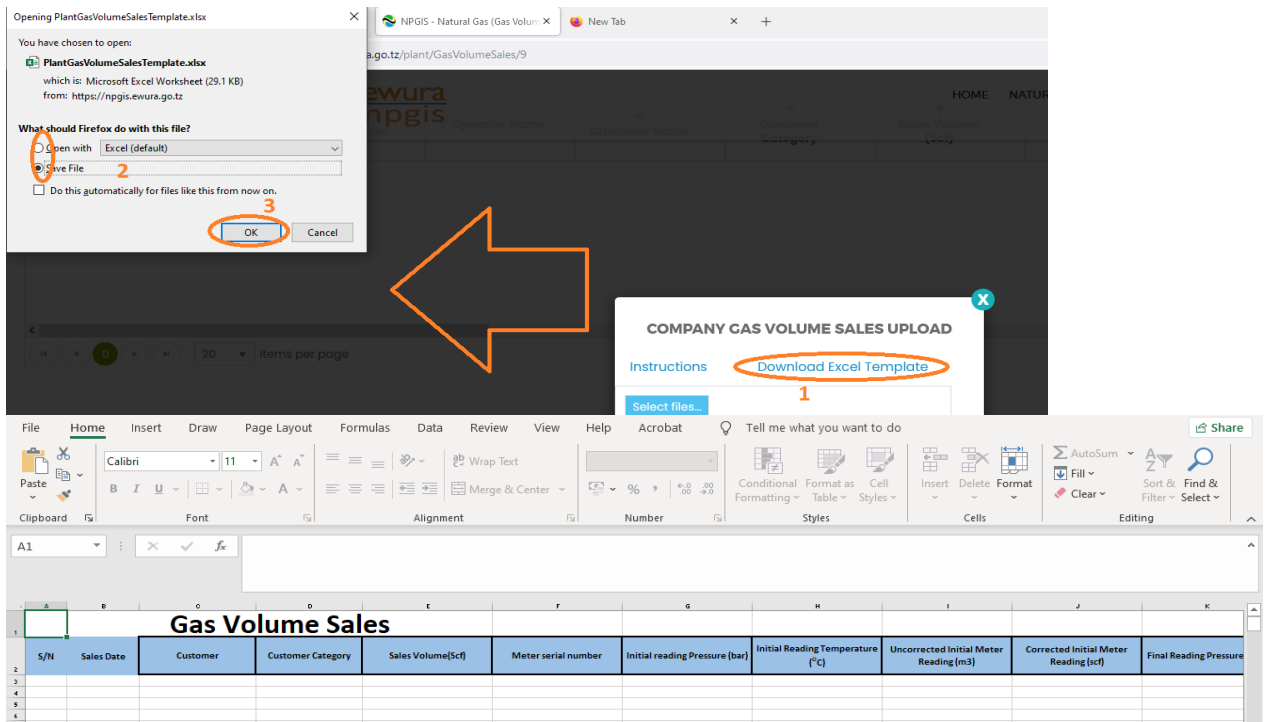


FIGURE 8: DOWNLOAD TEMPLATE

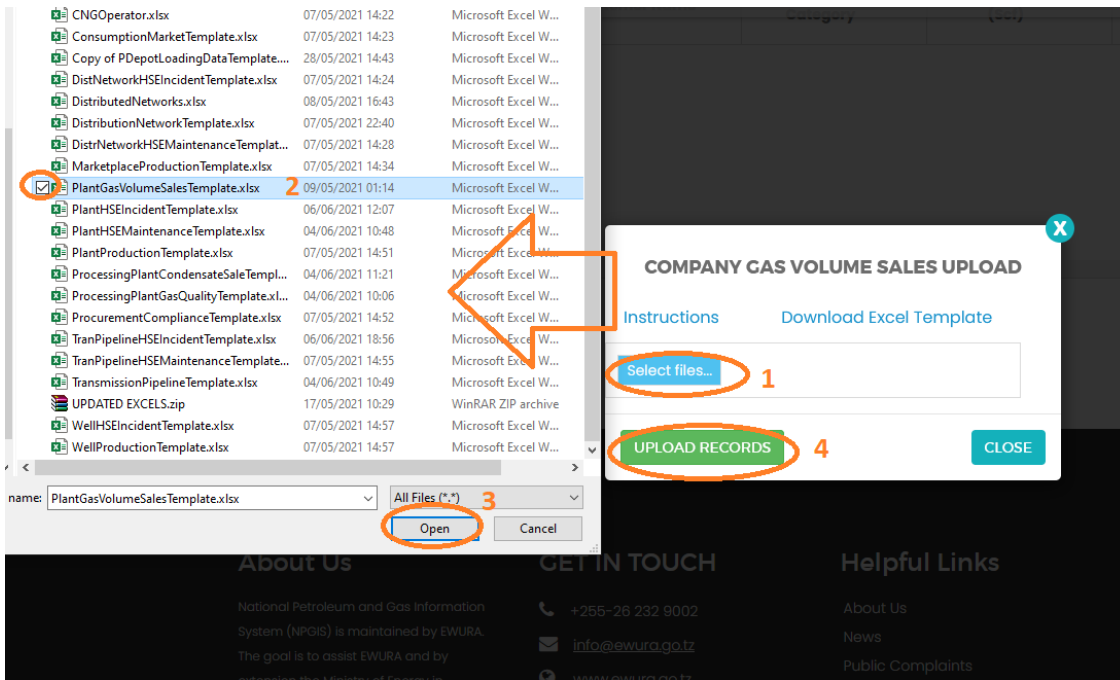


FIGURE 9: UPLOAD SALES FILE

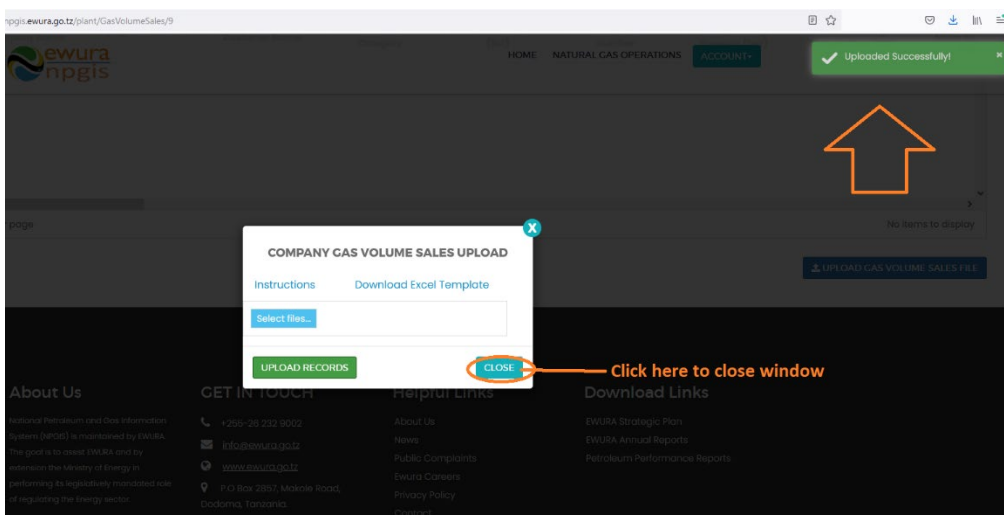


FIGURE 10: SUCCESSFUL SALES FILE UPLOAD



## 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 reupload the Excel file again:

- Invalid Production Date at row number 3
- Invalid Reported Natural Gas Volume at row number 3
- Invalid Received Raw Gas Temperature at row number 3
- Invalid Estimated Capacity at row number 3
- Invalid Wellhead Capacity at row number 3
- Invalid Date of row number 3
- Invalid Fuel Gas Own Use at row number 3
- Invalid Reported Natural Gas Use at row number 3

Below the error message, there is a table titled "Daily Gas Quality information". The table has columns for Production Date, Plant Name, Operator Name, Methane (C1), Ethane (C2), Propane (C3), Normal Paraffins (C4-C6), and Hexanes (C6-14). The data rows show production dates from 29 Jul 2021 to 06 Aug 2021. The row for 06 Aug 2021 is highlighted in brown, indicating an error.

Overlaid on the table is a "PLANT PRODUCTION UPLOAD" dialog box. It contains the following elements:

- Buttons for "Instructions" and "Download Excel Template".
- A "Select File..." button.
- A file selection area showing "Copy of PetroleumWMAImporterTe...".
- Buttons for "UPLOAD TRANSACTIONS" and "CLOSE".

At the bottom of the screenshot, there is a section for "Plant Condensate Sales Records" with a table header including columns for Lifting / Offloading Date, Vessel Name/Truck Number, Customer Name, Customer License Number, Sales Date, Volume in Litres, Record Status, and Subject Comment.

FIGURE 1 | ERROR MESSAGES

## 5.2 No Internet Messages

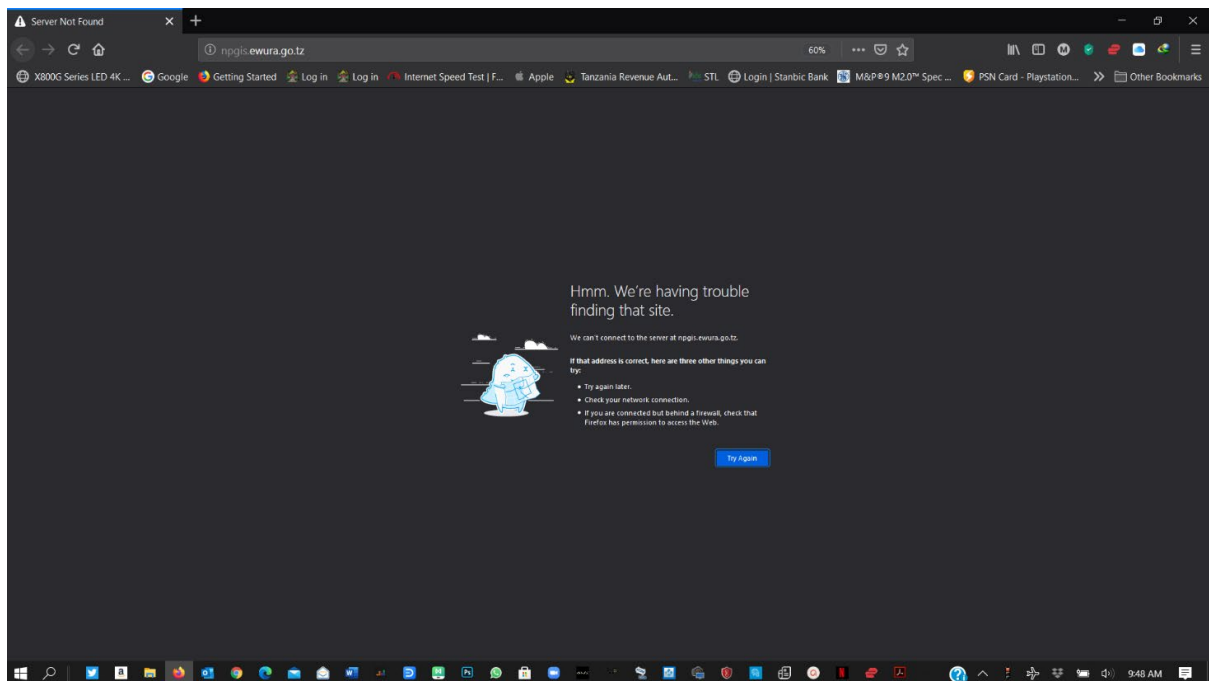


FIGURE 12 NO INTERNET MESSAGES

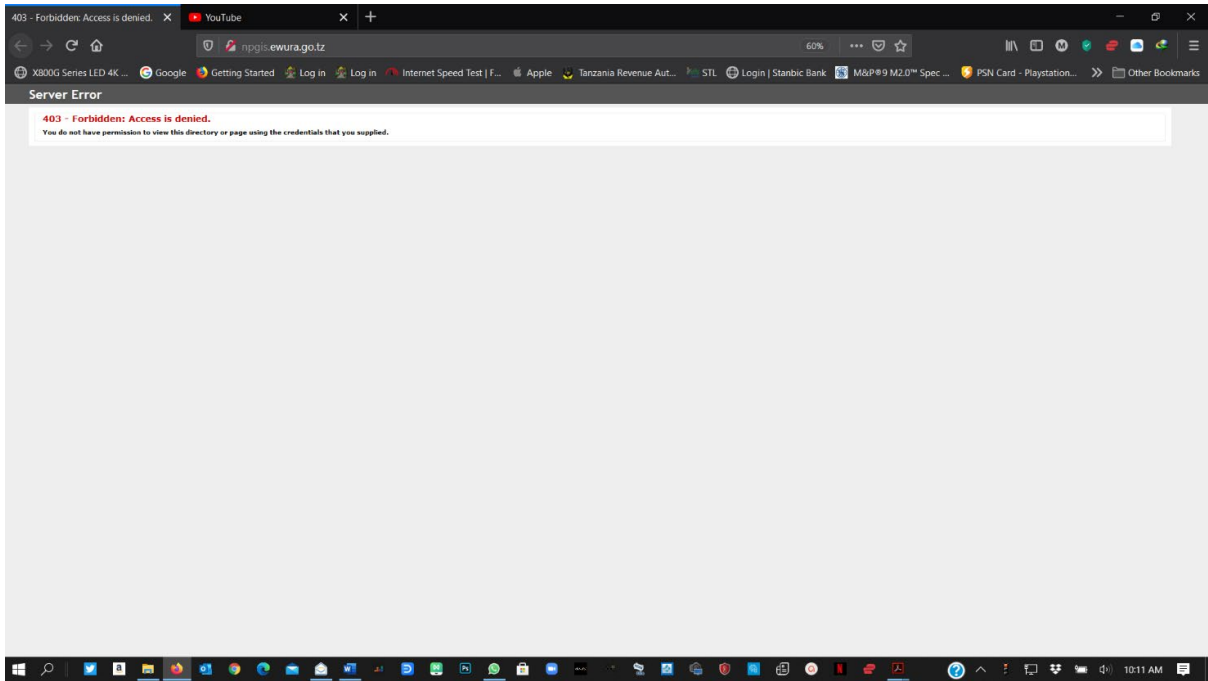
When this error appears try these steps

- 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 13 FORBIDDEN ACCESS**