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/](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

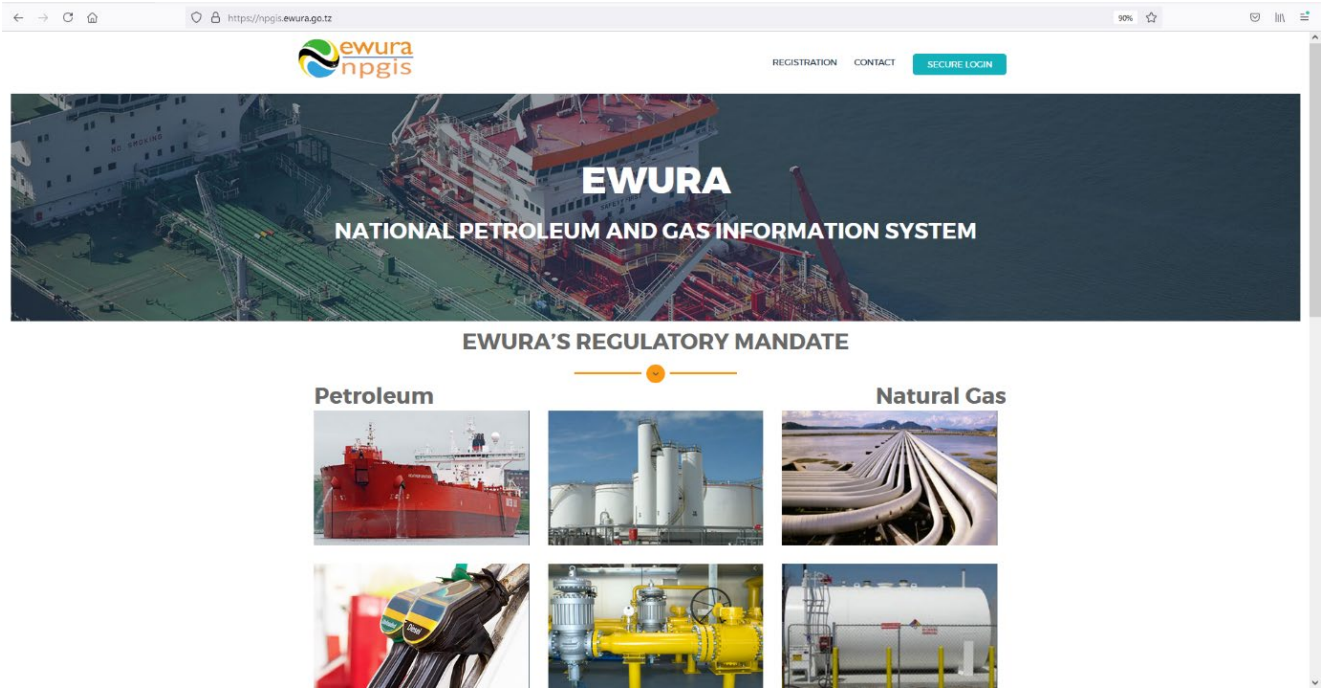


FIGURE 1:LANDING PAGE

# 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:

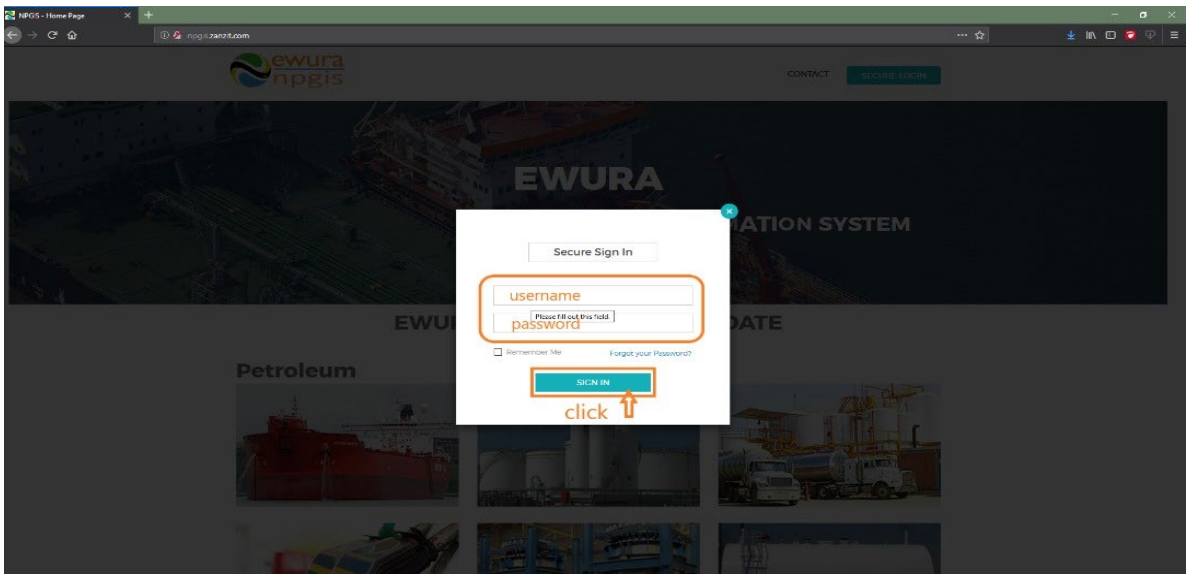


FIGURE 2:SIGN IN

## 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

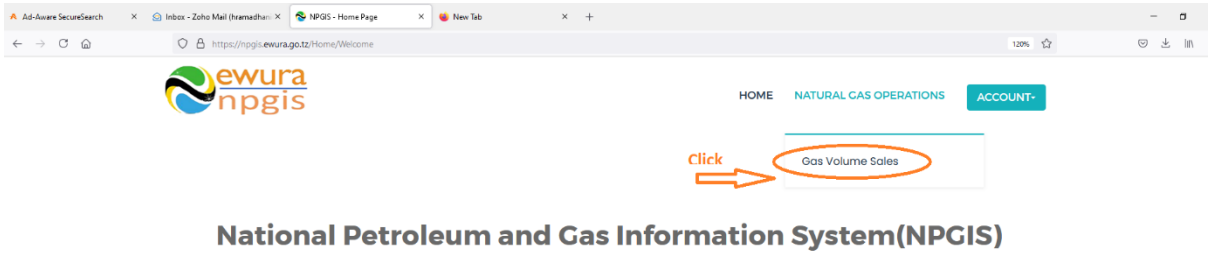


FIGURE 3:GAS VOLUME SALES

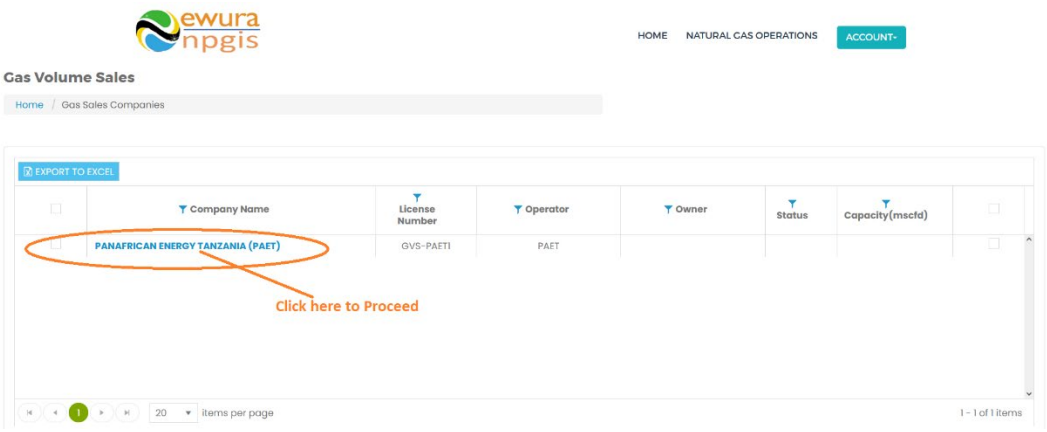


FIGURE 4:SUPPLY & MARKET COMPANY SELECTION

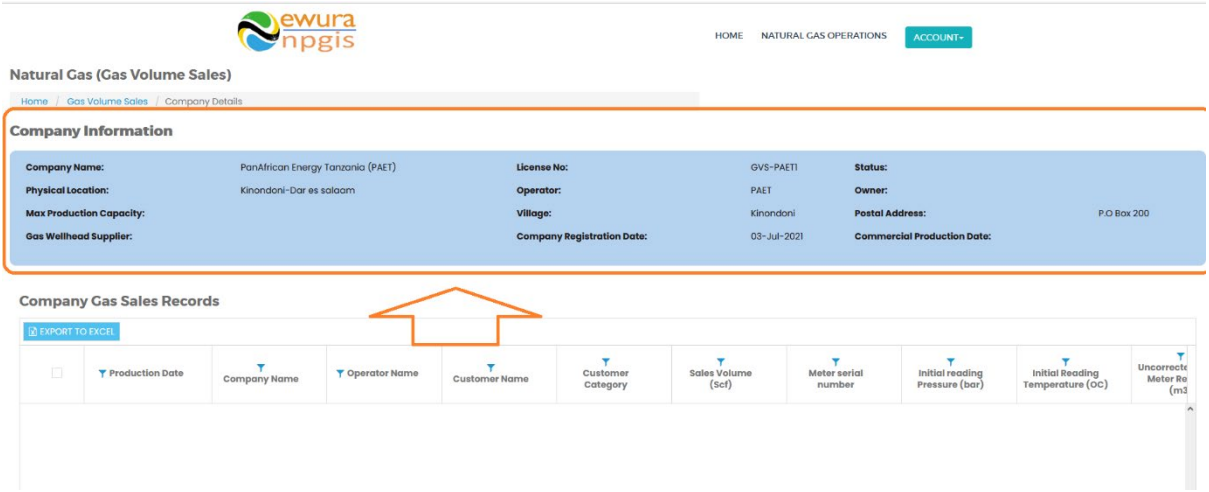


FIGURE 5: SUPPLY & MARKET COMPANY DETAILS

## 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

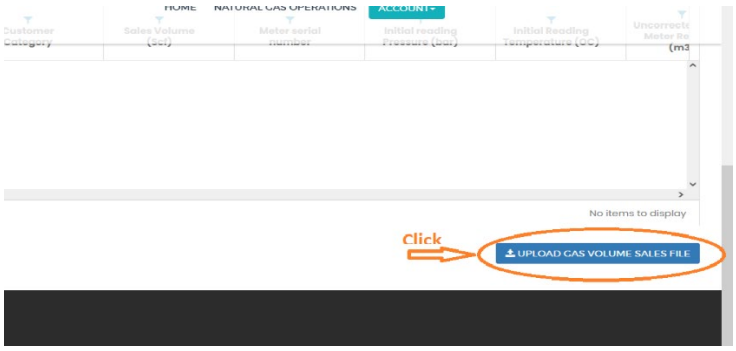


FIGURE 6:GAS VOLUME SALES UPLOAD BUTTON

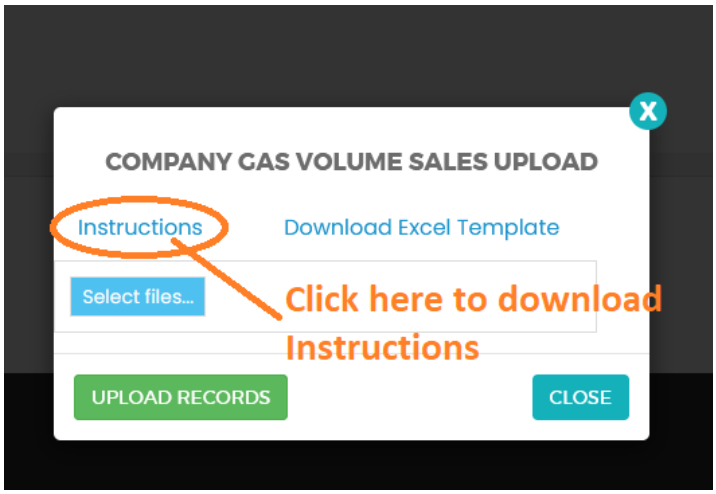


FIGURE 7:INSTRUCTIONS

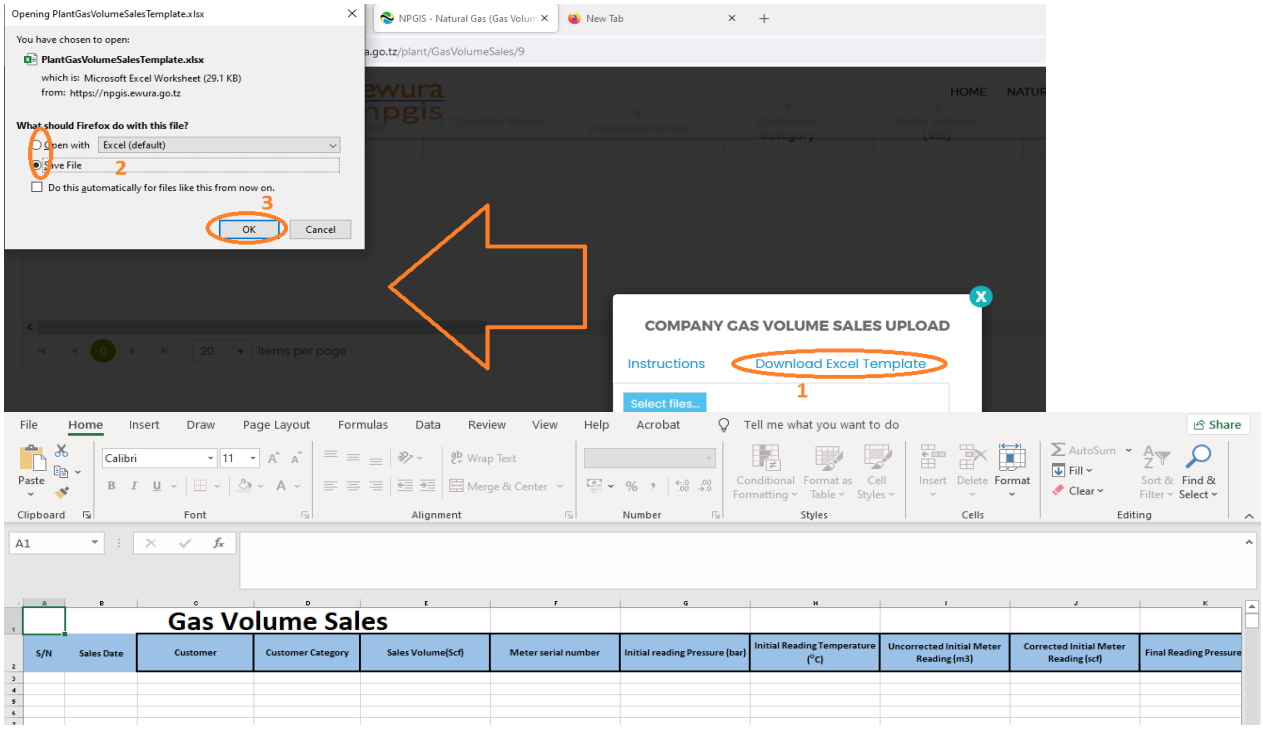


FIGURE 8:DOWNLOAD TEMPLATE

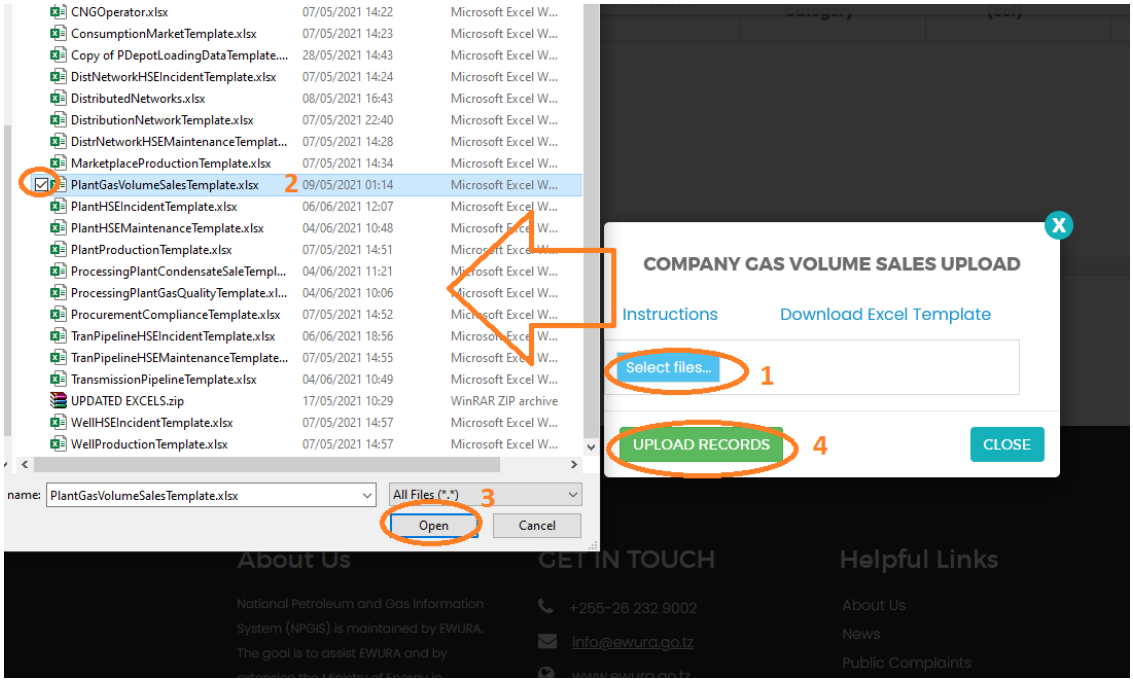


**FIGURE 9: UPLOAD SALES FILE**

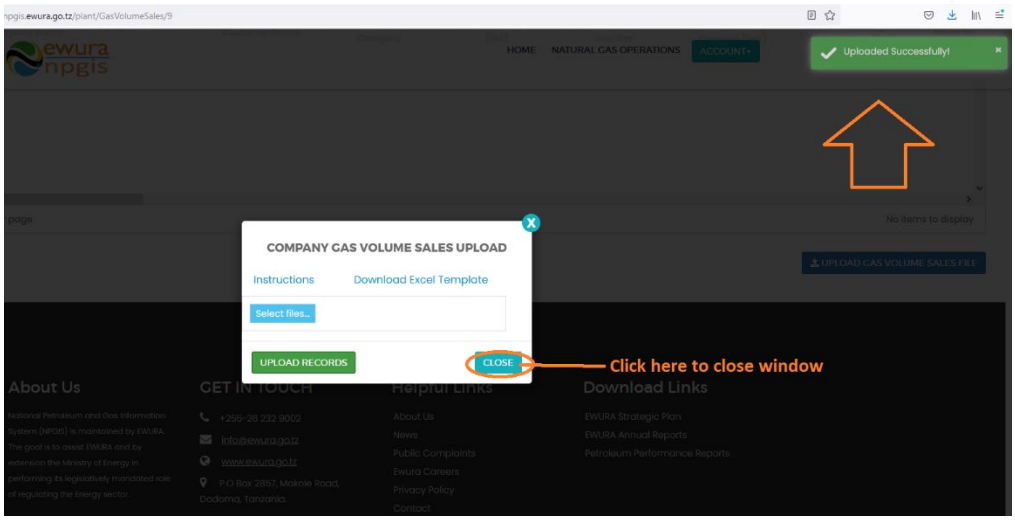


**FIGURE 10:SUCCESSFUL SALES FILE UPLOAD**

# 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

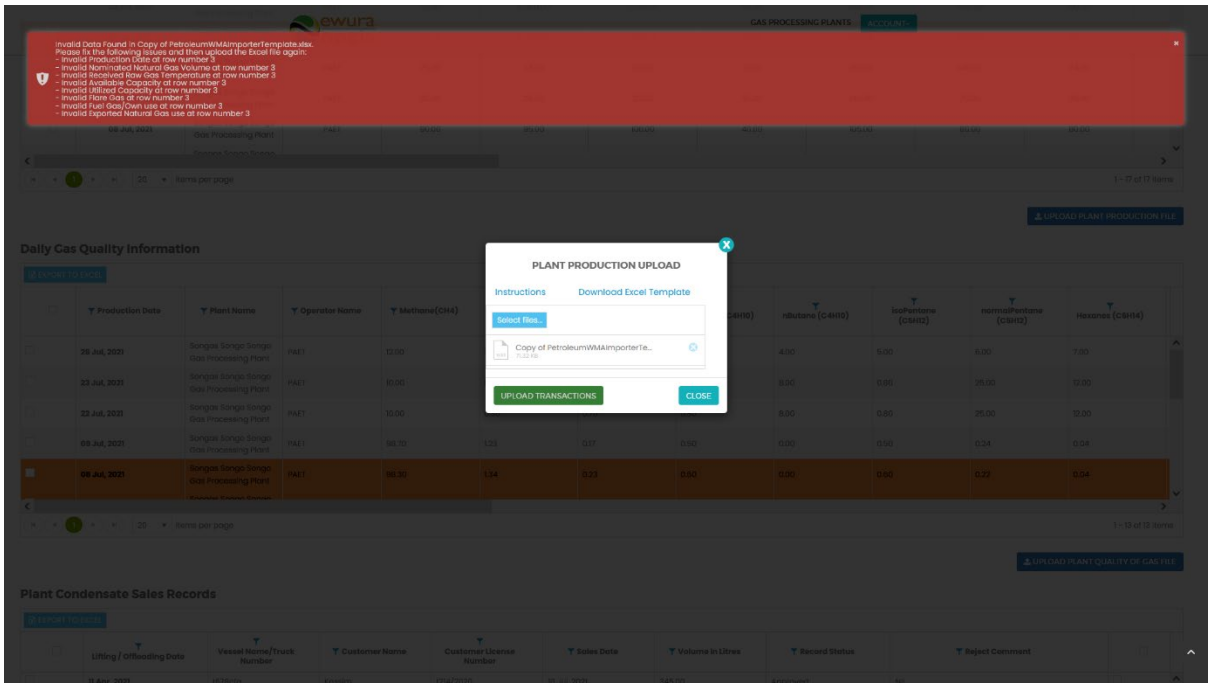


FIGURE 11ERROR MESSAGES

## 5.2 No Internet Messages

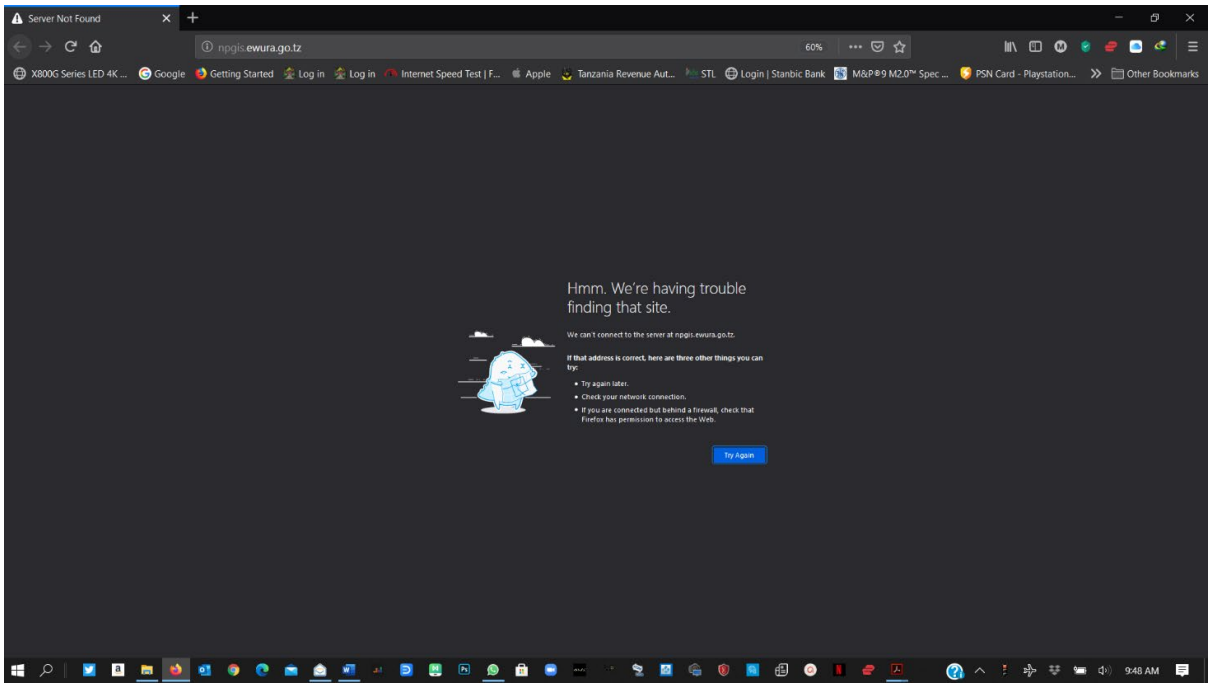


FIGURE 12 NO INTERNET MESSAGES

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

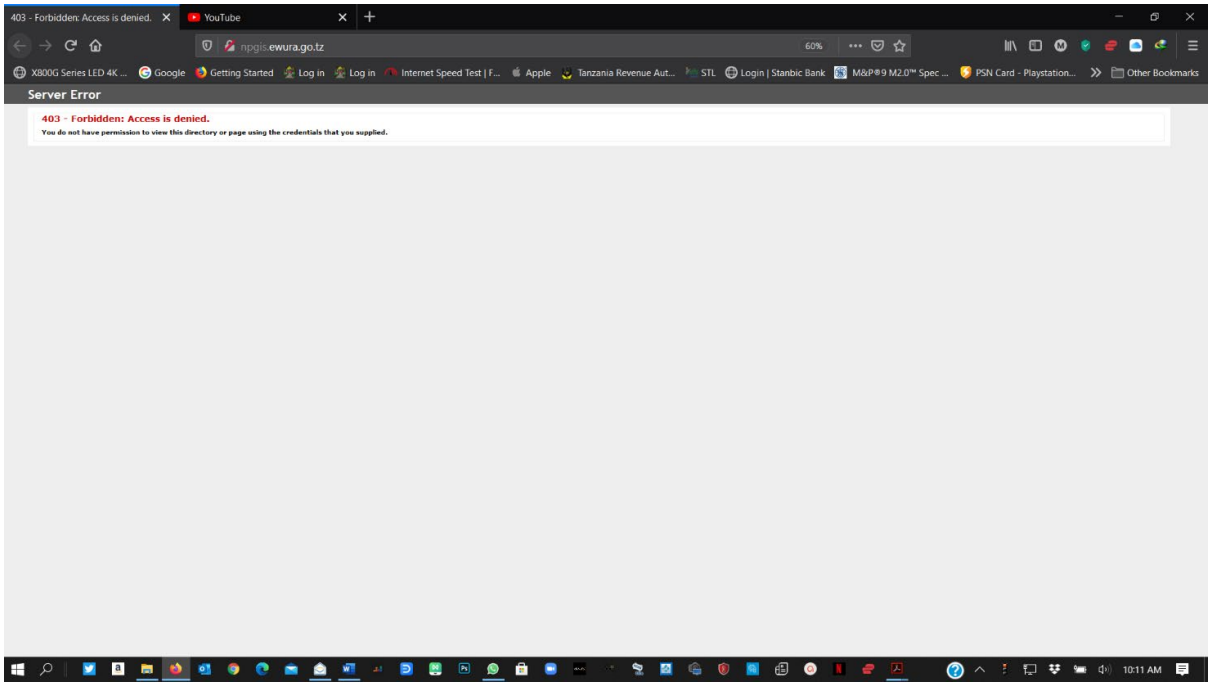


FIGURE 13 FORBIDDEN ACCESS