



PPIPS

Department of Petroleum Resources - DPR

Petroleum Products import permit system

ONLINE APPLICATION GUIDE

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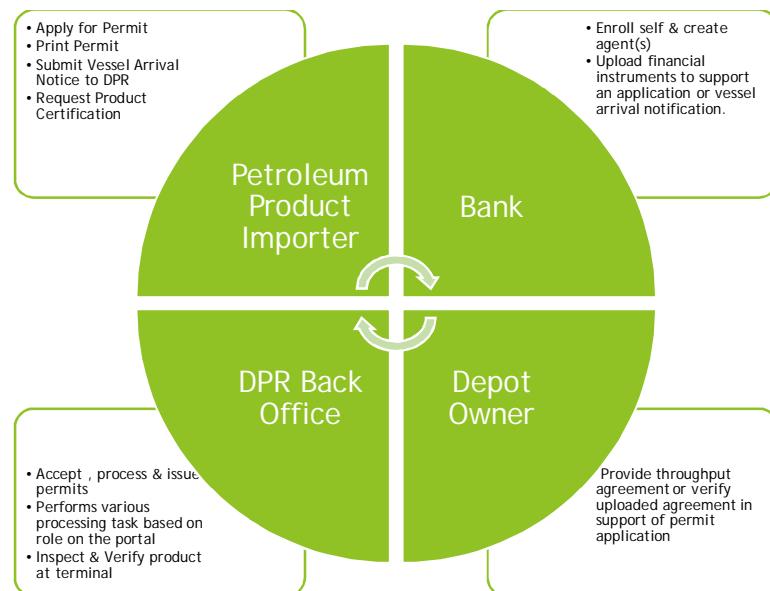
1.0. Introduction

PPIPS is the acronym for Petroleum Products Import Permit System developed to manage the life cycle of petroleum product importation and local supply from domestic refineries.

The portal integrates several routines and modules to streamline various processes in the petroleum product supply value chain, namely:

- Application module: handles electronic application processing and generation of permits for eligible company in respect of petroleum products supply from within and outside the country
- Notification and Recertification Module: manages vessel arrival notification, processing and issuance of certificate of quality and quantity for all processed notification
- Renewal Module: manages repeat application for un-utilized volume allocation to companies subject to evidence of same from PPPRA
- Partners module: handles the enrolment of partners or relationships in a joint interest operation

1.1. Audience



1.2. Online Processing

The launch of the petroleum products import permit system marks the end of physical documents processing or issuance of hardcopy permits to petroleum products marketers. All forms are deemed to be submitted and processed electronically, while issues can be resolved through email, live chat or telephone calls.

1.3. Payment Options

Companies interacting with the portal can make payments for services through any of the following channels:

- Verve, MasterCard or Visa Card
- Cash at any bank closes to you.
- Wire transfer through any of the internet banking platforms provided by the bank
- Cheque or BankDraft
- Digital wallet

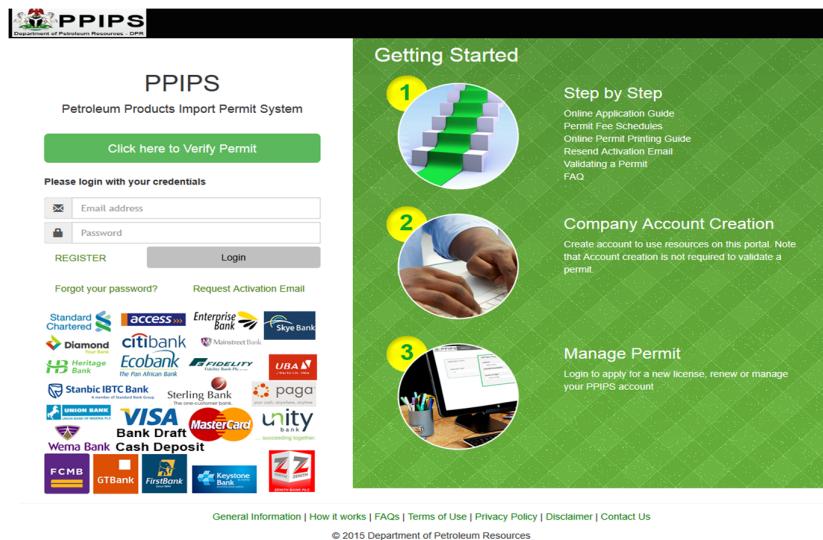
1.4. Getting Help

The PPIPS solution has a technical support team available during business hours to assist with your challenges or take your enquires. Contact the support team through any of the channels below:

1. Live Chat available on the portal at <https://ppips.dpr.gov.ng>
2. Email at ppips@dpr.gov.ng
3. Telephone at 234(01)-2790000, 234-(01)-9037150

2.0. Getting started

Access the portal through <https://ppips.dpr.gov.ng>. There is also a link from the department of petroleum resources website www.dpr.gov.ng. The portal is accessible from any internet connected device.



2.1. Verify Permit

The portal provides the functionality to validate the authenticity of any import permit.

To verify a permit, ensure you have the permit number to be verified handy.

1. Visit the portal at Visit <https://ppips.dpr.gov.ng> from the DPR website at www.dpr.gov.ng
2. Click the 'Verify Permit' button to display the permit verification form.
3. Type the permit number in the provided field and click search button. The permit details will be displayed with its status else it will display permit not found for a non-genuine permit

2.2. Registering your company

4. Visit <https://ppips.dpr.gov.ng> from the DPR website at www.dpr.gov.ng
5. Confirm you have the requirements for registration. See guidelines for details
6. Click the register link to display the registration form
7. Fill the Registration Form and click submit

8. On submission, an email will be sent to you to confirm the validity of your email address. If you did not get the activation email click the 'Resend Activation Link' to have the activation code resent to your email address.
9. Once your account is created you can proceed to submit a new application or notify the department of your vessel arrival.

2.3. Log In

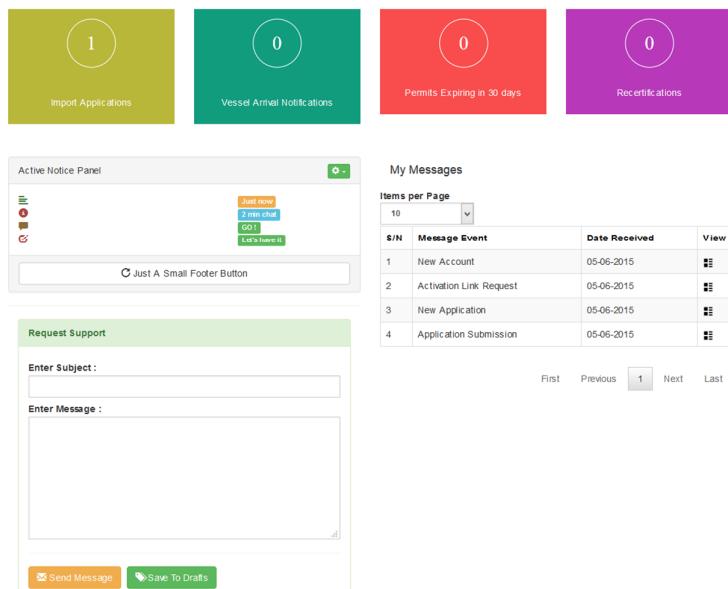
If you already have an account on the portal, follow the steps below to login into your account area:

1. Visit the PPIPS portal at <https://ppips.dpr.gov.ng>

2. Enter the email address with which your account was created on the portal.
3. The Password is what you indicated at account creation on the portal.
 - 3.1. If you do not remember, you can click the 'Forgot your Password' link below the login for to have a password activation link sent to you.
 - 3.2. Then login to your email to continue the change the password process by clicking the reset link which will bring you back to the portal
 - 3.3. Change your password to a desirable one
 - 3.4. When redirected back to the login page, provide your email address and the new password
4. Click **Login button** or press Enter to be taken to your account area on the portal.
5. Once Login is successful, you will be redirected to your account dashboard (see figure below)



DASHBOARD



2.4. Navigating the Account area



Menu Item		Description
A	Application	This menu item displays the list of active import applications while also allowing the importer to create a new application
B	Vessel Notification	It displays the list of active vessel arrival notifications and a button to submit notice of arrival on valid permits
C	Permits	The list of permits issued to the importer
D	Recertification	List of product recertification submitted to DPR by the importer. Companies are expected to begin the product recertification process from this menu item
E	My Account	Provides the importer with submenu items to <ol style="list-style-type: none"> View company documents Company Profile Messages Invoices Payment History

2.5. Notable symbols

→	Continue to next step
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	Detail view

2.6. Log Out

Click on **Log Out icon** located at the topmost right corner of the portal. Note that the portal automatically logs you out after fifteen (15) minutes of inactivity.



3.0. Applying for Import Permit

Any organization that meets regulatory requirements can submit application for petroleum products import permit after creating account on the PPIPS portal.

The process is pretty straight forward as defined below:

1. Login to your account on the PPIPS portal
2. Click Application on the main navigation bar

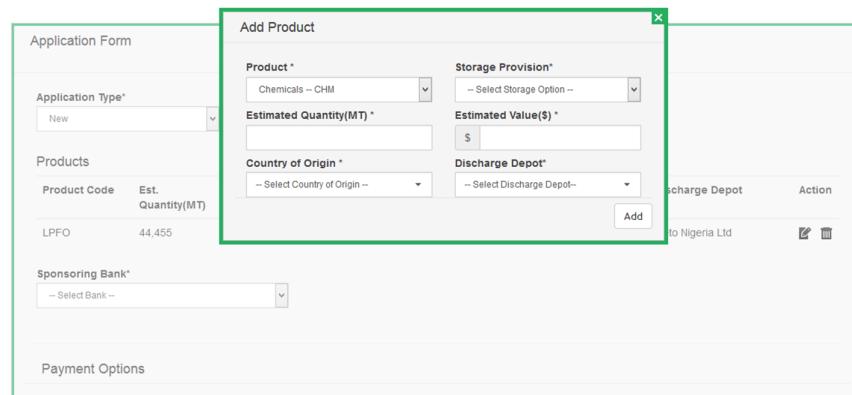
S/N	Reference Code	Est. Quantity(MT)	Est. Value(\$)	Date Applied	Last Modified	Status	Action
1	2015050818	68,400	855,000.00	08-05-2015	08-05-2015	Paid	
2	2015050819	42,900	570,000.00	08-05-2015	08-05-2015	Paid	
3	2015050821	4,444	285,000.00	08-05-2015	08-05-2015	Paid	
4	2015050922	555	285,000.00	09-05-2015	09-05-2015	Paid	
5	2015051023	22,223	285,000.00	10-05-2015	10-05-2015	Pending	
6	100042	22,344	285,000.00	18-05-2015	18-05-2015	Pending	
7	100043	6,556	285,000.00	18-05-2015	18-05-2015	Pending	
8	100044	545,343	5,415,000.00	18-05-2015	18-05-2015	Pending	

3. Click the create application button located towards the top right hand side of the window to display the application form.

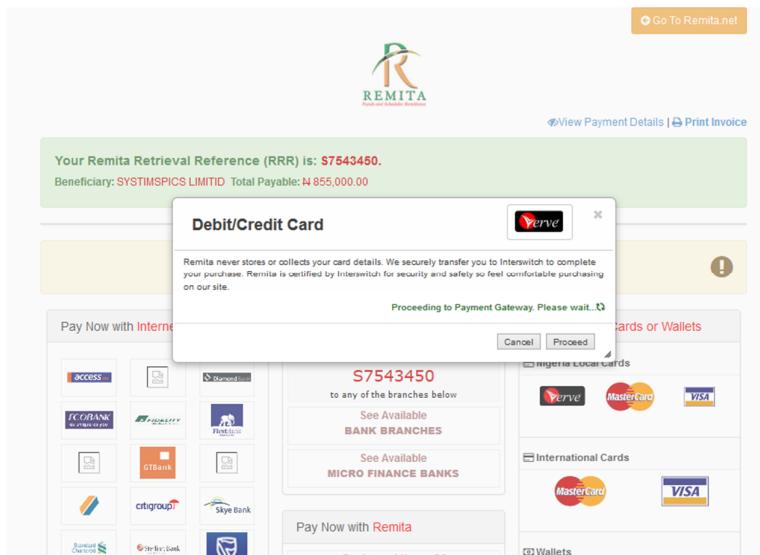
Note that this is the same process for also renewing an expired permit or filing for inclusion on an active permit with exhausted quantity.

The category refers to either coaster vessel or trucking. Trucking refers to products delivered by land. Either from neighboring African states or any of Nigeria's refineries.

4. Add as many products to the application as required but note that requirements for each product must be met for your application to be processed.
See the Petroleum products import permit guidelines for details



5. Select the sponsoring band and your preferred payment option then click on continue to display the application summary window.
6. Depending on your payment type, you might need to proceed to make payment for your application using any of the payment channels available
 - a. online using your Debit Card (verve card, MasterCard or visa card), digital wallet (Paga, Remita, etc) or
 - b. offline through any branch of a commercial or microfinance bank in Nigeria.



7. On confirmation of payment:
 - a. the selected sponsoring bank has the opportunity to append reference letter and any other financial document to support the application.
 - b. If the storage provider is a third party, then the depot owner is required to login to upload the required throughput agreement.
 - c. The 'continue' icon becomes available to the importer to provide additional information to the application or review submitted documents by any of the supporting organizations.
8. If all requirements have been met then the company can submit the application for processing. Should the portal raises alert when trying to submit an application, it is important to contact the relevant organization as appropriate.

Application Information

Company	Petroleum Energy Ltd.
Total Quantity Applied For(MT):	64,485
Statutory Fee	N75,000.00
Processing Fee	N210,000.00
Total Amount Paid	N 885,000.00
Status	Paid

Details

Product Code	Est. Quantity(MT)	Est. Value(\$)	PSF Number	License Code	Country of Origin	Port of Discharge
LPFO	44,455	5,343.00	Not Applicable	Not Applicable	Japan	Ibeta Nigeria Ltd
HHK	20,000	85,484.00	Not Applicable	Not Applicable	Russia	SouthGate

Uploaded Document(s)
NONE

Required Document(s) to be uploaded by marketer:
Throughput agreement No file selected. To be uploaded by applicant

Other required Document(s) to be uploaded by others(eg. Bank):
• Bank Reference Letter

Application will only be submitted to DPR when this button is clicked. An confirmation message is displayed

9. Voila you are done, the portal will contact you using the details on file when the application is approved or denied.

3.1. Vessel Arrival Notification

Companies with valid import permits or letter of comfort can submit notification for vessel arrival online. The process for submitting notification is similar to application submission except that different data set are required for either task.

My Notifications

Items per Page: 10 Search:

S/N	Reference	Permit No.	Product	Discharge Quantity(MT)	Amount Due/Paid(M)	Arrival Date	Discharge Date	Status	Action
1	2015042904	DPR/IMP/2015/1	LPFO	6,763	270,000.00	18-05-2015	21-05-2015	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	2015050855	DPR/IMP/2015/1	LPFO	66	270,000.00	26-05-2015	28-05-2015	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	2015042911	DPR/IMP/2015/1	PMS	2,000	285,000.00	22-04-2015	30-04-2015	Under_Processing	<input type="button" value="Edit"/>

Showing 1 to 3 of 3 entries First Previous 1 Next Last

The steps below outlines the procedure for notification submission

1. Click Vessel Notification on the central menu to display the list of active notification.
2. Click the new Notification button to display the vessel notification form

Notification Form

Permit Number*:

Notification can only be submitted on a valid permit with unused quantity.

3. Enter the permit number upon which the notification will be processed then click continue. The system will display the notification form if the permit number provided is valid
4. Fill the form with valid data



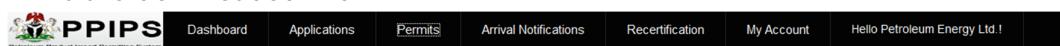
Notification Form

Permit Number*	Notification Category*
DPR/IMP/2015/2	Coastal Vessel
Product*	Discharge Depot*
-- Select Product --	-- Select Depot --
Quantity On Vessel*	Quantity To Discharge*
Vessel Arrival Date*	Discharge Date*
Cargo Type*	
<input type="radio"/> Direct Shipment	<input type="radio"/> Ship to Ship
Load Port	Port*
Country*	-- Select Country --
Payment Options	
<input type="radio"/> Online	<input type="radio"/> Bank Deposit
Continue >>	

5. Click the '**Continue**' button to review your application and proceed for payment online or generate the bank branch payment slip.
 6. Upload all required documents by yourself or through the bank as required to support your application before submission. See the petroleum products import guideline for details.
 7. Click the submit button to submit your notification to DPR for appropriate actions.
- It is important for applicant to make payment and submit vessel notification at least seven (7) days before vessel arrival to prevent the payment reference from expiring and a subsequent surcharge expeditionary fee**

3.2. View Permit

1. Login to your account
2. Click permit from the main menu
3. Click download button beside the permit to be downloaded. Depending on your web browser the permit might open in a pop-up/tab or download as a file
4. Print the downloaded file.



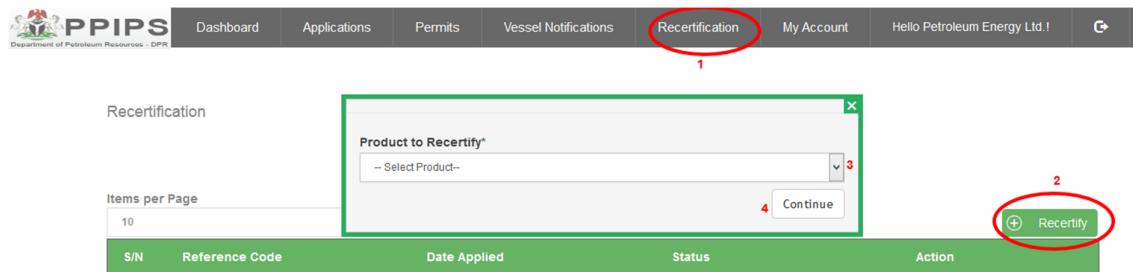
Permit

Items per Page		Search:				
10	<input checked="" type="checkbox"/>					
S/N	Permit No	Company	Status	Issue Date	Expiry Date	Action
1	DPR/IMP/2015/1	Petroleum Energy Ltd.	Active	22-04-15	22-07-15	
2	DPR/IMP/2015/2	Petroleum Energy Ltd.	Active	08-05-15	06-08-15	
3	DPR/IMP/2015/3	Petroleum Energy Ltd.	Active	12-05-15	10-08-15	

Showing 1 to 3 of 3 entries First Previous **1** Next Last

3.3. Recertification

The recertification menu item provides the company with the ability to submit application for product certification. The process is pretty straight forward;



1. Login to your account area
2. Click recertification from the main menu
3. Select recertify from the button to the right on the displayed window. This list all products that have not been certified based on past notifications
4. Select the product to be certified and click continue below the dropdown menu
5. Append additional documents if required
6. Await notification from DPR on the status of your application

3.4. My Account

This menu item displays company related information allowing the company ranging from company profile to password change.

1. Login to your account area
2. Click the desire link to continue
 - a. Company profile to update registration details
 - b. Company documents to view all uploaded documents
 - c. Invoices to display all generated payment invoices and their status
 - d. Payment history to view payment log and print receipt if need be
 - e. Change password to change the current login password to another one
3. Perform available action on any of the displayed window as you find fit.