



**PETROLEUM PRODUCTS  
PRICING REGULATORY  
AGENCY (PPPRA)**

***POLICY AND PROCEDURE  
MANUAL  
FOR THE  
IMPLEMENTATION  
OF THE  
PETROLEUM SUPPORT FUND  
(PSF)***

*April, 2006*

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## PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)

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PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)  
**PETROLEUM SUPPORT FUND**

Form 01 PRD

SECTION A - (To be completed by Importer)

1. Name of company \_\_\_\_\_ RC No \_\_\_\_\_
2. Registered business address in Nigeria \_\_\_\_\_  
\_\_\_\_\_
3. Contact nos: Tel (1) \_\_\_\_\_ Tel (2) \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax no \_\_\_\_\_
4. Name of banker/address \_\_\_\_\_  
\_\_\_\_\_
5. Account no (PSF recovery) \_\_\_\_\_
6. Approved tendering price (\$/MT) \_\_\_\_\_ Date \_\_\_\_\_

7. Import details

Product name		Estimated quantity (MT)	
Nominated vessel		Discharging jetty	
Port of origin		Owned storage capacity (MT)	
Departure date		Estimated value - \$	
Arrival date		Estimated value - Naira	

8. Product recipients

Marketer(s)						
Quantity (MT)						

ATTESTATION

I/We attest that all information set out in this Form are true, to the best of my/our knowledge and if found to be false in any respect shall render the approval invalid.

Signature/name \_\_\_\_\_  
Company Representative

\_\_\_\_\_ Date / Stamp

Official Use (PPPRA)

Form 01 PRD

**SECTION B:**

- 1. Assigned Id code \_\_\_\_\_
- 2. Platt's value (tendering date) - \$/MT \_\_\_\_\_
- 3. Platt's value (departure date) - \$/MT \_\_\_\_\_

Product	CIF rate (\$/MT)	Freight rate (\$/MT)	Exchange rate (N/\$)
PMS			
AGO			
DPK			

- 4. Product landing cost (N/Ltr) \_\_\_\_\_
- 5. Distribution margins (N/Ltr) \_\_\_\_\_
- 6. Facility Margins (N/Ltr) \_\_\_\_\_
- 7. Import parity price (N/Ltr) \_\_\_\_\_
- 8. Product quantity (Litres) \_\_\_\_\_
- 9. Recovery rate (N/Ltr) \_\_\_\_\_
- 10. Recovery value (N) \_\_\_\_\_
- 11. Amount payable (N) \_\_\_\_\_
- 12. Other relevant documents with approved signatures/stamps: (attached)

Reporting Officer (Manager, PRD) \_\_\_\_\_  
Name Signature/Date

Supervising Authority (AGM, PRD/OPS) \_\_\_\_\_  
Name Signature/Date

Approving Authority (Executive Secretary) \_\_\_\_\_  
Name Signature/Date

Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Products Application	April 1, 2006

**Affects:**

- PRD/OPS Department – PRD Division

**Purpose:**

- To receive/approve Marketers applications to import fuels to meet the local refineries supply gap

**Forms/Attachments:**

- Products Application – Form 01 PRD

**Responsibilities:**

- PRD/OPS department – PRD division to maintain/update this P&PM.

**Policy:**

- It is the policy of the Agency to collect/approve applications from the Marketers on quantity of fuels to import and use same data as input to the downstream S&D planning data

**Procedure:**

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Products Application Form”.
  - Importers will fill a Form (front page) for every supply plan and PRD division will complete the reverse page of the Form
- **Data completion - Form 01 PRD: Products Application**
  - Data will be collected from the Operators that plan to supply products to the country
  - Name of the company – business name of the Importer
  - RC – registration business number of the company with CAC
  - Contact nos – telephone, fax numbers and e-mail address of the Importer

- Name of banker – name of the bank in use for the import transaction
- Account no – account no of the Operator for the PSF recovery scheme
- Approved tendering price – agreed import price of the product
- Product name – e.g. PMS, AGO or DPK
- Nominated vessel – name of vessel nominated to transport the product
- Port of origin - proposed port where the vessel will load product
- Departure date – proposed departure date of the vessel at the port of origin
- Arrival date – arrival date of the vessel at the destination port
- Estimated quantity – quantity of product to import
- Discharging jetty – name of the jetty where vessel will discharge
- Owned storage capacity – product storage capacity owned by the Importer to receive the product
- Estimated value – value of the imported product in \$ and Naira
- Product recipients:
  - Marketers – names of Marketers to receive product
- Quantity – quantity of products assigned to Marketers
- Assigned ID code – assigned alpha-numeric digits to track the transaction
- Platt's value:
  - Tendering date – value of platt's at time of import tender
  - Departure date – value of platt's at time of vessel departure
- Price – export price to Importer at port of origin
- Freight rate – vessel transportation costs
- Exchange rate – foreign exchange rate of \$/Naira
- Landing cost – cost of products at point of entry to Nigeria
- Distribution margins – approved current distribution allowance in naira per litre
- IPP costs – cost of imported products at the importer's storage tank (coastal locations)
- Quantity of products – quantity of imported products
- Recovery rate – difference between the IPP cost rate and ex depot price in N/litre
- Recovery value – recovery rate x quantity imported
- Amount payable – amount due to the Importer on the PSF recovery program
- Signature – authorized officers from the Agency accredited with the authority to grant imports approvals

- **Processing of data**
  - Form 01 PRD – PRD team will collect completed/approved data from the Importers and enter same into the “Imports Application Data menu” on the PSF system Module at the head office.
  - **Batch documents weekly to reach the PPPRA head office for verification and further processing, if required**
  
- **Data integrity/verification**
  - Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by \_\_\_\_\_ PRD Manager \_\_\_\_\_ Date

Endorsed by: \_\_\_\_\_ AGM, PRD/OPS \_\_\_\_\_ Date

Approved by: \_\_\_\_\_ Executive Secretary \_\_\_\_\_ Date





ROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)  
(PETROLEUM SUPPORT FUND)

Form 02B OPS

PRODUCT DEMAND – Others

Depot \_\_\_\_\_

Figures in litres

Date	Marketer	PMS		HHK		AGO		Total	
		Local	Bridging	Local	Bridging	Local	Bridging	Local	Bridging
Total									

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Product demand data	April 1, 2006

### Affects:

- PRD/OPS department – PRD/OPS Divisions

### Purpose:

- To determine quantity of products to meet customers requirements in Nigeria

### Forms/Attachments:

- Product demand (Majors ) – Form 02 PRD
- Product demand (NNPC) – Form 02A PRD
- Product demand (Others) – Form 02B PRD

### Responsibilities:

- PRD/OPS Department – PRD division to maintain/update this P&PM.

### Policy:

- It is the policy of the Agency to collect/document quantity of products to meet the requirements of the customers and use same as input to the downstream S&D data.

### Procedure:

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Product demand Form”.
  - Fill Form 02 PRD to capture demand data from the Major Marketers, NNPC and group other Marketers on Form 02A and 02B PRD
  - Verification of data input through self post-audit review daily
- **Data completion - Form 02 PRD: Product demand (PRD team)**
  - Data on quantity of product to deliver to customers or bridged to other depots will be collected from each Marketer daily
    - Major Marketers demand data – Form 02 PRD
    - NNPC demand data – Form 02A PRD
    - Other Marketers demand data – Form 02B PRD

- Delivery data – quantity of product to meet customer orders within the depot delivery area
- Bridging – quantity of product to bridge to other depots as in-transit to meet customer orders within the destination depot area
- Signature – authorized officer from the Agency accredited to certify data
- **Processing of data**
  - At the end of each day’s operation, documented data on the Forms should be processed into “Product Demand Menu” on the PSF System Module through the PPPRA Internet website
  - Batch documents weekly to reach the PPPRA head office for verification and further processing, if required
- **Data integrity/verification**
  - Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by	PRD Manager	Date
Checked by:	OPS Manager	Date
Endorsed by:	AGM, PRD/Operations	Date
Approved by:	Executive Secretary	Date

**PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)**  
**(PETROLEUM SUPPORT FUND)**

Form 03 PRD

**PRODUCT LAID DOWN COST (IPP)**

Date \_\_\_\_\_

Product			PMS	AGO	DPK
Platt's value		Low	\$/MT		
		High	\$/MT		
Conversion			Ltr/MT		
Foreign Exchange			N/\$		
Insurance			\$/MT		
Freights/handling			\$/MT		
CIF value			\$/MT		
STS / Demurrage			\$/MT		
Financing			N/Ltr		
Jetty costs			N/Ltr		
Laid down cost (IPP)			N/Ltr		
Ex Depot Price			N/Ltr		
PSF Recovery			N/Ltr		

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Product laid down cost (IPP)/OMP	April 1, 2006

### Affects:

- PRD/ OPS Department – PRD/OPS Divisions

### Purpose:

- To collect/document data on laid down cost of imported products and competitive retail prices by Marketers

### Forms/Attachments:

- Product laid down cost (IPP) - Form 03 PRD
- Competitive retail price – Form 03A OPS

### Responsibilities:

- PRD/OPS department – PRD/OPS divisions to maintain/update this P&PM
  - Product laid down cost – PRD
  - Competitive retail price – OPS

### Policy:

- It is the policy of the Agency to collect/document data on imported laid down costs and competitive open market price to monitor changes in fundamentals and local price deviations

### Procedure:

- General
  - For the purpose of this P&PM, regard “Form” as the “Imported products laid down cost Form” or “Competitive retail price”
  - IPP data will be collected as Platt’s value changes – operators/internet sourcing
  - Competitive price data will be collected as and when required to monitor price variations

- **Data completion - Form 03 PRD: Product laid down cost (IPP)**
  - Platt's – FOB value in \$/MT (source – Platt's)
  - Conversion rate – product conversion rate from MT to litres
  - Exchange rate – foreign exchange rate from \$ to Naira
  - Freights/handling – cost of transporting products from port of origin to port of discharge
  - CIF – FOB cost + insurance cost + freight cost
  - Demurrage – cost of penalty payable by Importer for discharge delays
  - Financing – cost of financing product imports from the period of L/C confirmation till products are sold
  - Jetty cost – cost payable by Importer at port of entry, if any
  - Laid down cost = CIF value + demurrage + financing + jetty costs
  - Ex depot price – price at which products are sold at inland depots
  - PSF recovery – difference between product laid down cost (IPP) and ex-depot price
  - Signature – name/signature of
  - Authorized officer from the Agency accredited to certify data
  
- **Data completion - Form 03A OPS: Competitive Open market price**
  - Marketer – supplier of products to service stations or customer locations
  - Min price – the min. price quoted by the retail outlet to customers
  - Max price - the max. price quoted by the retail outlet to customers
  - Signature – name/signature of authorized officer from the Agency accredited to certify data
  
- **Processing of data**
  - At the end of each day's operation, documented data on the Forms should be processed into "Product laid down cost (IPP) Menu" or "Competitive retail price" on the PSF System Module through the PPPRA Internet website
  - Batch documents weekly to reach the PPPRA head office for verification and further processing, if required

- Data integrity/verification

- Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by \_\_\_\_\_  
PRD Manager Date

Checked by: \_\_\_\_\_  
OPS Manager Date

Endorsed by: \_\_\_\_\_  
AGM, PRD/OPS Date

Approved by: \_\_\_\_\_  
Executive Secretary Date





**PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)**  
**(PETROLEUM SUPPORT FUND)**

Form 04B OPS

REFINERY PRODUCT EVACUATION

Local \_\_\_\_\_

Export \_\_\_\_\_

Refinery \_\_\_\_\_

Month \_\_\_\_\_

Product \_\_\_\_\_

Figures in litres

Date	Vessel			Pipeline		Truck	Others	Total
	Name	Destination	Quantity	Destination	Quantity	Quantity	Quantity	
Total								

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Refinery Production/Evacuation	April 1, 2006

### Affects:

- PRD/OPS Department – PRD/OPS Divisions

### Purpose:

- To collect data on
  - Quantity of products that will be produced by the local refineries (PRD)
  - Actual quantity of products produced by the local refineries (OPS)
  - Quantity of products evacuated from the refineries for local or export purposes

### Forms/Attachments:

- Refinery production (plan) – Form 04 PRD
- Refinery production (actual) – Form 04A OPS
- Refinery product evacuation – Form 04B OPS

### Responsibilities:

- PRD/Operations department – to maintain/update this P&PM
  - Refinery production (plan) – PRD division
  - Actual refinery production and product evacuation – OPS Division

### Policy:

- It is the policy of the Agency to collect/document data from the local refineries as input to the downstream S&D data

### Procedure:

- General
  - For the purpose of this P&PM, regard “Form” as the “Refinery Forms”
  - Verification of data input through self post-audit review daily

- **Data completion - Form 04 PRD: Refinery Production (Plan)**
  - Refinery production (Plan) data will be collected from the refineries monthly to forecast S&D balance and quantity of product to import
  - Refinery – name of the operating refinery
  - Month – month of production
  - ID code – alpha-numeric digits assigned to the refinery
  - Product name – e.g. PMS, AGO, ATK or HHK
  - Daily quantity – quantity of product that will be produced by the refinery daily
  - Monthly quantity – quantity of product that will be produced by the refinery monthly
  - Signature – name/signature of authorized officer from the Agency accredited to certify data completion
  
- **Data completion - Form 04A OPS: Refinery Production (Actual)**
  - Actual production data will be collected from the refineries daily
  - Refinery – name of the operating refinery
  - Month – month of production
  - ID code – alpha-numeric digits assigned to the operating refinery
  - Date – actual date of production
  - PMS – quantity of PMS produced
  - AGO – quantity of AGO produced
  - HHK – quantity of HHK produced
  - ATK – quantity of ATK produced
  - LPFO – quantity of LPFO produced
  - Total – total quantity of products produced
  
- **Data completion - Form 04B OPS: Refinery product evacuation**
  - Data on actual quantity of products evacuated out of the refinery via vessels, pipelines, truck, rail or other means
  - Local/Export – mark “x” if transaction is local or export
  - Refinery – name of the operating refinery
  - Month – month of evacuation
  - Product – e.g. PMS, HHK, AGO, ATK or LPFO
  - Date – date of transaction
  - Vessel
    - Name – name of the vessel
    - Destination – destination of the vessel
    - Quantity – quantity of products evacuated via vessel
    - Owner – owner of the product evacuated

- Pipeline
    - Destination – name of the receiving depot via pipeline
    - Quantity - quantity of products evacuated out of the refinery via pipeline for inland depots distribution
  - Truck quantity – quantity of product evacuated via truck
  - Others – quantity of product evacuated via other means
  - Total – total quantity of products evacuated via vessel, pipeline, truck or other means
  - Signature – name/signature of authorized officer from the Agency accredited to certify data
- Processing of data
    - All the refineries data should be inputted into the “Refinery Production/evacuation Data menu” on the PSF system Module through the PPPRA Internet website
      - Form 04A OPS – PRD team in Head office
      - Forms 04A-04B – Operations team in the field
    - Batch documents weekly to reach the PPPRA head office for verification and further processing, if required
- Data integrity/verification
    - Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by \_\_\_\_\_  
 PRD Manager \_\_\_\_\_ Date \_\_\_\_\_

Checked by: \_\_\_\_\_  
 OPS Manager \_\_\_\_\_ Date \_\_\_\_\_

Endorsed by: \_\_\_\_\_  
 AGM, PRD/OPS \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Executive Secretary \_\_\_\_\_ Date \_\_\_\_\_



## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Vessels Receipts	April 1, 2006

### Affects:

- PRD/OPS Department – OPS Division

### Purpose:

- To collect/document quantity of imported /local products received via vessels at the jetties

### Forms/Attachments:

- Vessels receipts data – Form 05 OPS

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this P&PM

### Policy:

- It is the policy of the Agency to collect/document quantity of products received via vessels – local or imports as input to downstream S&D data

### Procedure:

- General
  - For the purpose of this P&PM, regard “Form” as the “Vessel Receipts Form”
  - Each Form will be filled for each vessel that discharge product at the jetties
  - Verification of data input through self post-audit review daily
- **Data completion - Form 05, 05A OPS: Vessels Receipts**
  - Quantity of product receipt data will be collected from the vessels that discharge products at jetties
  - Local/Import – mark “x” if local vessel or import vessel
  - Jetty – name of the operating jetty
  - Vessel name – name of the vessel carrying the products
  - Date berthed – date when vessel was positioned to discharge products at the jetty
  - Operator – owner of the product
  - Product – e.g. PMS, AGO, ATK or HHK

- ID code – alpha-numeric digits assigned to the jetty
- Port of origin – port where the vessel was loaded with product
- Departure date – departure date of the vessel at the port of origin
- Arrival date – arrival date of the vessel at the destination port
- Quantity on board – quantity of products on the vessel prior discharge
- Quantity discharged – quantity of product discharged at the jetty
- Discharged duration – total time duration for the product discharge
- Discharge sequence – sequence order of product receipt by Marketers
- Marketer – name of Marketer participating on product receipt
- Vessel discharge
  - Start date/time – date/time when vessel commenced product discharge
  - End date/time – date/time when vessel completed product discharge
- Discharge duration by Marketer – time duration for the product discharge to each Marketer
- Quantity discharged – quantity of product discharged/certified to each Marketer
- Signature – name/signature of authorized officer from the Agency accredited to certify data completion.

- Processing of data

- Form 05, 05A OPS – At the end of each day’s operation, documented data on the Form should be processed into “Vessels Receipts Data Menu” on the PSF System Module through the PPPRA Internet website
- Batch documents weekly to reach the PPPRA head office for verification and further processing, if required

- Data integrity/verification

- Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by:	OPS Manager	Date
Endorsed by:	AGM, PRD/OPS	Date
Approved by:	Executive Secretary	Date





**PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)**  
**(PETROLEUM SUPPORT FUND)**

Form 06B OPS

**DEPOT STOCK DATA**

ID Code \_\_\_\_\_

Depot \_\_\_\_\_  
 Figures in litres

Operator \_\_\_\_\_

Product \_\_\_\_\_

Date	Opening Stock	Product Receipts	Product Evacuation	Closing Stock	Sign
<b>Total</b>					

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Depot Stock Data	April 1, 2006

### Affects:

- PRD/OPS Department – OPS Division

### Purpose:

- To collect/document depot stock receipts, evacuation and stock movement to determine product availability

### Forms/Attachments:

- Depot product receipt - Form 06 OPS
- Depot product evacuation – Form 06A OPS
- Depot stock data – Form 06B OPS

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this P&PM.

### Policy:

- It is the policy of the Agency to collect/document depot stock data as input to the downstream S&D data

### Procedure:

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Depot Stock Forms”
  - A Form will be filled for each operating depot
  - Verification of data input through self post-audit review daily
- **Data completion - Form 06 OPS: Depot product receipt**
  - Depot stock data will be collected from the operating depots daily
  - ID Code – alpha-numeric digits assigned to the operating depot
  - Depot – name of the operating depot
  - Operator – owner of the operating depot
  - Product – e.g. PMS, AGO or HHK

- Date – date of product receipt
  - Vessel
    - Source – source jetty/port where product came from
    - Qty - quantity of product received via vessel
  - Pipeline
    - Source – source jetty/refinery/depot where product came from
    - Qty - quantity of product received via pipeline
  - Truck quantity – quantity of products received via trucks
  - Rail quantity - quantity of products received via rail
  - Total Qty – total quantity of products received by the depot
- **Data completion - Form 06A OPS: Depot product evacuation**
    - Depot stock evacuation data will be collected from the operating depots daily
    - ID Code – alpha-numeric digits assigned to the operating depot
    - Depot – name of the operating depot
    - Operator – owner of the operating depot
    - Product – e.g. PMS, AGO or HHK
    - Date – date of product evacuation
    - Pipeline
      - Destination – name of the destination depot
      - Quantity – quantity of products evacuated via pipeline
    - Truck quantity – quantity of products evacuated via truck to customers
    - Rail quantity – quantity of products evacuated via truck to other depots
    - Others – quantity of products evacuated via other means
    - Total quantity – total quantity of products evacuated
  - **Data completion - Form 06B OPS: Depot stock data**
    - Depot stock data will be collected from the operating depots daily
    - ID Code – alpha-numeric digits assigned to the operating depot
    - Depot – name of the operating depot
    - Operator – owner of the operating depot
    - Product – e.g. PMS, AGO or HHK
    - Date – date of stock transaction
    - Opening stock – quantity of product in storage tanks prior the day's stock transactions
    - Product receipts – total quantity of product received by the depot (Form 06-OPS)
    - Product evacuation – total quantity of products evacuated out of the depot (Form 06A- OPS)



PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)  
 (PETROLEUM SUPPORT FUND)

Form 07 OPS

DEPOT DELIVERY

Retail Outlets \_\_\_\_\_ Consumers \_\_\_\_\_ Date \_\_\_\_\_

Depot \_\_\_\_\_ Product \_\_\_\_\_ Marketer \_\_\_\_\_

Figures in litres

ID Code	Meter Ticket No	Invoice No	Quantity Loaded	Unit Price	Truck No	Transporter Name	Customer Name/Location	Township	
								Name	Code
Total									

Authorized Officer: Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Delivery Data	April 1, 2006

### Affects:

- PRD/OPS department – OPS Division

### Purpose:

- To collect/document delivery data to retail outlets and consumer locations from operating depots

### Forms/Attachments:

- Depot delivery - Form 07 OPS

### Responsibilities:

- PRD/ OPS department – OPS Division to maintain/update this P&PM

### Policy:

- It is the policy of the Agency to collect/document delivery data from operating depots to determine quantity delivered to inland customers
- Delivery/bridging data will be used to reimburse Importers on PSF over/under recovery scheme to ensure adequate product supply countrywide

### Procedure:

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Delivery Data Form”
  - A Form will be filled for each operating depot daily
    - Form 07 OPS – each for marketers
  - Verification of data input through a self post-audit review daily
- **Data completion – Forms 07OPS: Depot delivery data**
  - Delivery data will be collected from depots & in-transit depots where products are loaded/dispatched to customers
  - Mark “x” in front of appropriate delivery type, retail outlets or consumers

- Date – date of delivery transaction
- Depot – name of the operating depot
- Product – e.g. PMS, AGO or HHK
- Marketer – name of the Operator making the delivery to retail outlets
- ID code – alpha-numeric digit assigned to the delivery transaction to track performance
- Meter ticket no – reference number on the loading ticket document
- Invoice no – reference number on the Marketers delivery document to the customer
- Quantity loaded - quantity of product loaded to the customer
- Unit price – price quoted on the Marketer’s invoice to the customer
- Truck no – number of truck assigned to deliver product to the customer
- Transporter – owner of the assigned truck
- Customer name/location – name/location of the retail outlet or consumer
- Township name/code – name/code of township where the customer is located
- Signature – name/signature of authorized officer from the Agency accredited to certify data.

- Processing of data

- Forms 07 OPS – At the end of each day’s operation, documented data on the Forms should be processed into “Delivery Data Menu” on the PSF System Module through the PPPRA Internet website
- Batch documents weekly to reach the PPPRA head office for verification and further processing, if required

- Data integrity/verification

- Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by:

\_\_\_\_\_

OPS Manager

\_\_\_\_\_

Date

Endorsed by:

\_\_\_\_\_

AGM, PRD/OPS

\_\_\_\_\_

Date

Approved by:

\_\_\_\_\_

Executive Secretary

\_\_\_\_\_

Date



PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)  
(PETROLEUM SUPPORT FUND)

Form 08B OPS

BRIDGING RECEIPTS (All Marketers)

Date \_\_\_\_\_

Depot \_\_\_\_\_

Product \_\_\_\_\_

Figures in litres

Source ID Code	Marketer	Loading Depot	Loading Date	Arrival Date	Quantity Loaded	Quantity Received	Truck Number	Transporter
Total								

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Bridging Data	April 1, 2006

### Affects:

- PRD/OPS department – OPS Division

### Purpose:

- To collect/document bridging data to depots as inventory

### Forms/Attachments:

- Bridging -source depot - Form 08 OPS
- Bridging receipt – Form 08A OPS

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this P&PM

### Policy:

- It is the policy of the Agency to collect/document bridging data and receipts at the depots to ensure uninterrupted product supply countrywide

### Procedure:

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Bridging Data Form”
  - Each Form will be filled for each bridging depot daily
    - Form 08 OPS – each for all Marketer
    - Form 08A OPS – each for all Marketers
  - Verification of data input through self post-audit review daily
- **Data completion - Form 08 OPS: Bridging data (OPS team)**
  - Bridging data will be collected from depots/in-transit depots where products are bridged to other depots.
  - Date – date of bridging transaction
  - Depot – name of the bridging depot
  - Product – e.g. PMS, AGO or HHK
  - Marketer – name of the Operator making the bridging transaction

- ID code – alpha-numeric digits assigned to the delivery transaction to track performance
  - Meter ticket no – reference number on the loading ticket document
  - Bridging document no - reference number on the Marketers bridging document to other depots
  - Receiving depot/code – name/code of the destination depot where bridged products will be received
  - Quantity loaded - quantity of products loaded/bridged to other depots
  - Truck no – number of truck assigned to bridge products to the depots
  - Transporter – owner of the assigned bridging truck
  - Signature – authorized officer from the Agency accredited to certify data.
- **Data completion - Form 08A OPS: Bridging receipts**
    - Bridging receipts data will be collected from all depots where bridged products are received before being dispatched to customers
    - Date – date of bridging transaction
    - Depot – name of the bridging depot
    - Marketer – name of the Operator making the bridging transaction
    - Product – e.g. PMS, AGO or HHK
    - Source ID code – alpha-numeric digits assigned to the bridging transaction at the source depot
    - Loading depot – name of the source depot that bridged the product
    - Loading date – date of loading the bridged products at the source depot
    - Arrival date – date of arrival of the bridged products
    - Quantity loaded - quantity of products loaded at the source depot
    - Quantity received – quantity of products received at the destination depot
    - Truck no – number of truck that bridged products to the depots
    - Transporter – owner of the bridged truck
    - Signature – authorized officer from the Agency accredited to certify data

- Processing of data

- Forms 07 OPS – At the end of each day’s operation, documented data on the Forms should be processed into “Delivery Data Menu” on the PSF System Module through the PPPRA Internet website
- Batch documents weekly to reach the PPPRA head office for verification and further processing, if required

- Data integrity/verification

- Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by:

\_\_\_\_\_

OPS Manager

\_\_\_\_\_

Date

Endorsed by:

\_\_\_\_\_

AGM, PRD/OPS

\_\_\_\_\_

Date

Approved by:

\_\_\_\_\_

Executive Secretary

\_\_\_\_\_

Date

**PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)  
(PETROLEUM SUPPORT FUND)**

Form 09 OPS

**DELIVERY CONFIRMATION**

Date \_\_\_\_\_

Retail Outlets \_\_\_\_\_

Consumers \_\_\_\_\_

Depot \_\_\_\_\_

Marketer \_\_\_\_\_

Product \_\_\_\_\_

Figures in litres

ID Code	Loading Date	Loaded Quantity	Invoice No	Date Received	Quantity Received	Customer Name/Location
<b>Total</b>						

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	<b>Delivery Confirmation Data</b>	April 1, 2006

### Affects:

- PRD/OPS department – OPS Division

### Purpose:

- To collect/document product delivery confirmation data as evidence to support products receipt by the customer

### Forms/Attachments:

- Delivery confirmation - Form 09 OPS

### Responsibilities:

- PRD/OPS department – OPS Division to maintain/update this P&PM

### Policy:

- It is the policy of the Agency to collect/document evidence of delivery confirmation to ensure effective product distribution

### Procedure:

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Delivery Confirmation Data Form”
  - A Form will be filled on confirmed delivery transaction daily
    - From 09 OPS – each major Marketer
    - Form 09A OPS – for all other Marketers
  - Verification of data input through self post-audit review daily
- **Data completion – OPS team**
  - Depot delivery confirmation data will be collected from depots where products are delivered and receipts confirmed by the customers – retail outlets or consumer locations
  - For I/T depots, replace “loading” with “dispatch”

- Mark “x” if delivery confirmation is from retail outlets or consumer locations
- Date – date of transaction
- Depot – name of the operating depot
- Marketer – name of the Operator
- Product – e.g. PMS, AGO or HHK
- ID code – alpha-numeric digits assigned to the delivery transaction to track receipt by the customers
- Loading/dispatch date – date of delivery transaction to the customer
- Loaded/dispatch quantity - quantity of products delivered to the customer
- Invoice no – reference number on the delivery document to the customer
- Date received – date product was received by the customer
- Quantity received – quantity of products received by the customer
- Customer name/location – name of the customer that confirmed receipt of the product
- Signature – authorized officer from the Agency accredited to certify data.

- Processing of data

- Forms 09, 09A OPS – At the end of each day’s operation, documented data on the Form should be processed into “Delivery Confirmation Menu” on the PSF System Module through the PPPRA Internet website
- Batch documents weekly to reach the PPPRA head office for verification and further processing, if required

- Data integrity/verification

- Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_  
OPS Manager

Endorsed by: \_\_\_\_\_ Date \_\_\_\_\_  
AGM, PRD/OPS

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Secretary

**PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)**  
**(PETROLEUM SUPPORT FUND)**

Form 10 OPS

**DEPOT DAILY SUMMARY**

Delivery \_\_\_\_\_ Bridging \_\_\_\_\_

Depot \_\_\_\_\_

Date \_\_\_\_\_ Subject \_\_\_\_\_

Figures in litres

Marketers	Quantity			
	PMS	HHK	AGO	Total
Total				

Authorized Officer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Daily Summary	April 1, 2006

### Affects:

- PRD/OPS department – OPS Division

### Purpose:

- To collect/document daily summary of delivery/bridging data at operating depots

### Forms/Attachments:

- Daily summary data - Form 10 OPS

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this P&PM

### Policy:

- It is the policy of the Agency to collect/document depot daily summaries – delivery/bridging data

### Procedure:

- **General**
  - For the purpose of this P&PM, regard “Form” as the “Daily Summary Data Form”
  - Each Form will be filled to summarize delivery & bridging transactions daily
- **Data completion - Form 10 OPS: Daily summary data (OPS team)**
  - Mark “x” for appropriate transactions summary, delivery or bridging
  - Depot – name of the operating depot
  - Date – date of transactions
  - Product – e.g. PMS, AGO or HHK
  - Marketers – name of the Operator
  - Quantity – summarize total quantity for each product
  - Signature – authorized officer from the Agency accredited to certify data

- Processing of data

- Form 10 OPS – At the end of each day’s operation, documented data on the form should be processed into “Daily Summary Data Menu” on the PSF System Module through the PPPRA Internet website
- Batch documents weekly to reach the PPPRA head office for verification and further processing, if required

- Data integrity/verification

- Operations integrity verification will be conducted by the Independent Audit Consultant and report forwarded to the PPPRA head office monthly

Prepare by:

\_\_\_\_\_  
OPS Manager

\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
AGM, PRD/OPS

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Executive Secretary

\_\_\_\_\_  
Date

## Petroleum Products Pricing Regulatory Agency

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Product S&D balance	April 1, 2006

### Affects:

- PRD/Operations department – OPS Division

### Purpose:

- To evaluate/report Product S & D balance based on national demand/ consumption and local refineries production capacity

### Reports/References:

- Product demand report - RPT 21 PRD
- Refineries plan production - RPT 21A OPS
- Product S&D Balance – RPT 21B PRD
- Refineries actual production – RPT 21C OPS

### Responsibilities:

- PRD/Operations department – PRD/Operations divisions to maintain/update this P&PM

### Policy:

- It is the policy of the Agency to review/report data on “Product demand & supply nationwide; determine product shortfall and develop plans to bridge the gap

### Procedure:

- **General**
  - Review data entry inputted by the Operations team on the PSF system:
  - Conduct self post –audit review daily

### Report Generation

- Generate Reports using the PSF Systems Module or manually generated data
- **Product Demand Report – RPT 21 OPS**
  - Review following input data
    - Product demand (Majors) - Form 02 OPS
    - Product demand (Others) – Form 02A OPS

- Generate report as follows:
  - Demand quantity (delivery), demand quantity (bridging)
  - By product, zone and depot
- Frequency – monthly, quarterly and annually
- **Refineries Production (Plan) Report – RPT 21A PRD**
  - Review following input data
    - Refinery production (Plan) data – Form 04 PRD
  - Generate report as follows: Production Plan Report
    - Product, daily quantity, monthly quantity
    - By refinery
  - Frequency – monthly, quarterly and annually
- **S&D Balance Report – RPT 21B**
  - Review following input reports
    - Product demand report – RPT 21 OPS
    - Refinery plan production report – RPT 21A PRD
    - Depot stock report – RPT 23 OPS
  - Generate report as follows:
    - Product, current stock quantity, demand quantity, refinery plan production quantity, minimum safety quantity, shortfall/excess quantity
    - Formula
      - $S\&D\ Balance = Demand\ qty + Min\ safety\ stock\ qty - current\ stock\ qty - local\ refineries\ production\ qty(plan)$
      - Min safety stock = required min stock level countrywide
      - S&D balance (shortfall) represents quantity of products to import
- **Refinery Actual Production Report – RPT 21B OPS**
  - Review following input data
    - Refinery actual production - Form 04A OPS

- Generate report as follows:
  - Product opening stock quantity, actual production quantity, evacuated quantity (pipeline), evacuated quantity (local vessels), evacuate
  - Quantity (exports) and closing stock quantity.
- Frequency – monthly, quarterly and annual
- Distribution
  - PPPRA – PPPRA website, AGM PRD/Operations, AGM Finance/Admin, GM Corporate Services, Executive Secretary
  - Government - CBN, Finance Ministry, PEF
  - Operators – NNPC/Marketers/DAPPMA/Importers
- Report integrity/verification
  - The report should be reviewed and endorsed by the AGM, PRD/Operations before it is published for public consumption

Prepared by:

\_\_\_\_\_

PRD Manager

\_\_\_\_\_

Date

Endorsed by

\_\_\_\_\_

Operations Manager

\_\_\_\_\_

Date

Endorsed by:

\_\_\_\_\_

AGM, PRD/Operations

\_\_\_\_\_

Date

Approved by:

\_\_\_\_\_

Executive Secretary

\_\_\_\_\_

Date

Support Fund Petroleum (PSF) Report

Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Fuels Import Report	April 1, 2006

Affects:

- PRD/OPS department – OPS Division

Purpose:

- To review/appraise fuels importation performance by the Operators (Marketers)

Reports/References:

- Fuels import (plan) - RPT 22 PRD
- Fuels import receipt – RPT 22A OPS
- Outstanding fuels import – RPT 22B OPS
- Fuels import receipt – RPT 22C OPS

Responsibilities:

- PRD/OPS department – OPS division to maintain/update this schedule

Policy:

- It is the policy of the Agency to review/report quantity of fuels to import, evaluate performance, analyze variance and develop next steps to address deviations or non-performance

Procedure:

- General
  - Review data entry inputted by the OPS team on the PSF system:
    - Imports application data – Form 01 PRD
    - Vessels receipts data (imports) - Form 05 OPS
  - Conduct data verification/consistency checks
  - Generate Fuels Imports Reports using the PSF Systems Module

Report Generation

- Fuels Import (plan) – RPT 22
  - ID code, discharging jetty, vessel name, expected quantity, port of origin, departure date (plan), arrival date (plan), CIF value
  - By product, by Importer
- Fuels Import (actual) – RPT 22 A
  - ID code, jetty, date berthed, vessel name, discharged quantity, discharge duration, port of origin, departure date, arrival date, actual CIF value
  - By product, by Importer
- Outstanding Fuels Import – RPT 22 B
  - ID code, Berthing jetty, vessel name, ordered quantity, CIF value
  - By product, by Importer
- Fuel Import receipts – RTP 22 C
  - ID code, jetty, date berthed, importer, vessel name, quantity received, local/import
  - By product, by Marketer
- Frequency
  - Monthly, quarterly and yearly
- Distribution
  - PPPRA - Website, AGM PRD/OPS, GM, Corporate Services, Executive Secretary
  - Government - CBN, Finance Ministry, PEF
  - Operators - NNPC/Marketers/DAPPMA/Importers
- Report verification
  - The report should be reviewed and endorsed by the AGM, PRD/OPS before it is published for public consumption.

Prepared by:	_____	_____
	Desk Officer (OPS)	Date
Confirmed by:	_____	_____
	OPS Manager	Date
Endorsed by:	_____	_____
	AGM, PRD/OPS	Date
Approved by:	_____	_____
	Executive Secretary	Date

Petroleum Support Fund (PSF) Report

Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	Depots Stock Report	April 1, 2006

**Affects:**

- PRD/OPS Department – OPS Division

**Purpose:**

- To review/determine products stock levels at operating depots

**Reports/References:**

- Depots stock report – RPT 23 OPS
- Stock coverage report – RPT 23A OPS

**Responsibilities:**

- PRD/OPS department – OPS division to maintain/update this schedule

**Policy:**

- It is the policy of the Agency to review/report depots stock levels to ensure adequacy of products countrywide
- Evidence that such products are receipted into depot storage and evacuated to the customer locations or bridged to depots as in-transit inventory

**Procedure:**

- **General**
  - Review data entry inputted by the OPS team on the PSF system:
    - Depot product receipt data – Form 06 OPS
    - Depot product evacuation data – Form 06A OPS
    - Depot stock data – Form 06B OPS
    - Product demand report – RPT 21 OPS
  - Conduct data verification/consistency checks

- **Report Generation**
  - Generate Depot Stock Reports using the PSF Systems Module
  - **Depots Stock Report – RPT 23 OPS**
    - ID code, opening stock quantity, quantity received, quantity evacuated and closing stock quantity
    - By product, by zone, by depot
  - **Stock Coverage Report – RPT 23 A**
    - Opening stock quantity, closing stock quantity, average stock quantity, product demand quantity, stock coverage in days
    - Formula
      - Average stock quantity = (opening stock qty + closing stock quantity)/2
      - Stock coverage in days = Average stock quantity/daily product demand
  - Frequency
    - weekly, monthly, quarterly and yearly
  - Distribution
    - PPPRA - website, AGM PRD/ OPS, Executive Secretary
    - Government - CBN, Finance Ministry, PEF
    - Operators – NNPC/PPMC/Marketers/DAPPMA/Importers
- **Report verification**
  - The report should be reviewed and endorsed by the AGM, PRD/ OPS before it is published for public consumption

Prepared by:

\_\_\_\_\_

OPS Manager

\_\_\_\_\_

Date

Endorsed by:

\_\_\_\_\_

AGM, PRD/Operations

\_\_\_\_\_

Date

Approved by:

\_\_\_\_\_

Executive Secretary

\_\_\_\_\_

Date

## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; Procedure Manual</b>	Effective date
March 27, 2006	<b>Delivery Reports</b>	April 1, 2006

### Affects:

- PRD/ OPS Department – OPS division

### Purpose:

- To review and report quantity of products delivered to retail outlets and Consumer locations.

### Reports layout/Attachments:

- Delivery/confirmation report (retail outlets) - RPT 24
- Delivery/confirmation report (consumer locations) - RPT 24A

### Responsibilities:

- PRD/ OPS Department – OPS division to maintain/update this report.

### Policy:

- It is the policy of the Agency to review/evaluate quantity of products delivered to retail outlets and consumer to determine PSF recovery values.

### Procedure:

- **General**
  - Review data entry inputted by the OPS team on the PSF system:
    - Depot delivery data (majors) – Form 07 OPS
    - Depot delivery data (others) - Form 07A OPS
  - Conduct data verification/consistency checks
- **Report Generation**
  - Generate Depot Delivery Reports using the PSF Systems Module
  - **Depot delivery (retail outlets) - RPT 24 OPS**
    - Transaction ID, loading date, meter ticket no, invoice no, quantity loaded, truck no, transporters name, retail outlet location
    - By Marketer, by depot



## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	<b>Policy &amp; procedure Manual</b>	Effective date
March 27, 2006	<b>Bridging Reports</b>	April 1, 2006

### Affects:

- PRD/OPS Department – OPS division

### Purpose:

- To review and report quantity of products bridged to other depots as in-transit inventory.

### Reports/References:

- Bridging report - RPT 25 OPS
- Bridging receipts - RPT 25A OPS
- Outstanding bridging receipts - RPT 25B OPS

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this report.

### Policy:

- It is the policy of the Agency to review/evaluate pipeline failures and quantity of products bridged to depots as input to product S&D planning.

### Procedure:

- **General**
  - Review data entry inputted by the OPS team on the PSF system:
    - Bridging data (majors) – Form 08 OPS
    - Bridging data (others) – Form 08A OPS
    - Bridging receipts data – Form 08B OPS)
  - Conduct data verification/consistency checks
- **Report Generation**
  - Generate Bridging Reports using the PSF Systems Module
  - **Bridging report - RPT 25 OPS**



## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Delivery Confirmation	April 1, 2006

### Affects:

- PRD/OPS department – OPS division

### Purpose:

- To review and report confirmation of products delivered to retail outlets and Consumer locations.

### Reports layout/Attachments:

- Delivery confirmation at retail outlets - RPT 26 OPS
- Delivery confirmation at consumer locations - RPT 26A OPS
- Unconfirmed delivery (retail outlets) - RPT 26B OPS
- Unconfirmed delivery (consumer locations) - RPT 26C OPS

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this report.

### Policy:

- It is the policy of the Agency to review/evaluate quantity of products delivered to retail outlets and Consumer locations without evidence of receipts by the customers

### Procedure:

- **General**
  - Review data entry inputted by the OPS team (Head office/field) on the PSF system:
    - Delivery confirmation (majors) – Form 09 OPS
    - Depot confirmation (others) – Form 09A OPS
  - Conduct data verification/consistency checks
- **Report Generation**
  - Generate Delivery confirmation reports using the PSF Systems Module



## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Product distribution - states/townships	April 1, 2006

### Affects:

- PRD/OPS department – PRD division

### Purpose:

- To review and report quantity of products delivered to townships/states of the federation.

### Reports layout/Attachments:

- Product distribution (states) - RPT 27 PRD
- Product distribution (townships) - RPT 27A PRD
- Operating retail outlets – RPT 27B OPS

### Responsibilities:

- PRD/OPS department – PRD division to maintain/update this report.

### Policy:

- It is the policy of the Agency to review/report quantity of products distribution to states and townships based on quantity delivered to the retail outlets and Consumer locations.
- Monitor growth of retail network for inland product distribution

### Procedure:

- **General**
  - Review data entry inputted by the OPS team on the PSF system:
    - Depot delivery data (major) – Form 07 OPS
    - Depot delivery data (others) – Form 07A OPS
  - Conduct data verification/consistency checks
- **Report Generation**
  - Generate Product supply to states reports using the PSF Systems Module



Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Recovery Reports	April 1, 2006

**Affects:**

- PRD/OPS department – OPS division

**Purpose:**

- To determine PSF recovery value based on product delivered to customers or bridged to depots.

**Reports layout/Attachments:**

- PSF recovery report – RPT 28 OPS

**Responsibilities:**

- PRD/OPS department – OPS division to maintain/update this report.

**Policy:**

- It is the policy of the Agency to evaluate/report quantity of product evacuated to retail outlets, consumers or bridged to other depots to determine PSF recovery volume

**Procedure:**

- **General**
  - Review following reports generated by the OPS team from the PSF System Module:
    - Delivery report (retail outlets) - RPT 24B OPS
    - Delivery report (consumers) - RPT 24B OPS
    - Bridging report - RPT 25 OPS
    - PSF recovery rate – RPT 29 OPS
  - Conduct report verification/consistency checks



## Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	Recovery rate report	April 1, 2006

### Affects:

- PRD/OPS department – OPS division

### Purpose:

- To review/report PSF recovery rate based on differential rate between imported product laid down costs and ex-depot price.

### Reports layout/Attachments:

- PSF Recovery Rate – RPT 29

### Responsibilities:

- PRD/OPS department – OPS division to maintain/update this report.

### Policy:

- It is the policy of the Agency to determine PSF recovery rate (over/under) and use same to determine differential recovery value to Importers/Operators.

### Procedure:

- **General**
  - Review following reports generated by the PRD/OPS teams from the PSF System Module:
    - Imported product laid down cost data – Form 03 PRD
    - Competitive retail price data – Form 03A OPS
  - Conduct report verification/consistency checks
- **Report Generation**
  - Generate PSF recovery rate reports using the PSF Systems Module



## Petroleum Support Fund (PSF) Report

### Petroleum Products Pricing Regulatory Agency (PPPRA)

Issued	Policy & Procedure Manual	Effective date
March 27, 2006	PSF Payment Report	April 1, 2006

#### Affects:

- PRD/OPS Department – PRD Division

#### Purpose:

- To generate PSF volume/value and programme payment to Operators/Marketers on under recovery and payment into the fund on over recovery.

#### Reports/References:

- PSF payment report – RPT 30 PRD
- PSF outstanding payment report – RPT 30A PRD

#### Responsibilities:

- PRD/OPS Department – PRD division to maintain/update this report.
- Finance / Admin Department – F & A to effect payment on the basis of this report.

#### Policy:

- It is the policy of the Agency to effect payment to Marketers into the fund based on the PSF recovery guidelines. (Under/Over recovery).
- Payment will be effected on quantity delivered to customers or bridged to the depots.

#### Procedure:

- General
  - Review following reports generated by the OPS team from the PSF System Module:
    - PSF recovery report – RPT 28 OPS
  - Conduct report verification/consistency checks

- **Report Generation**
  - Generate PSF Payment Reports using the PSF Systems Module
  - PSF payment report (depots) – RPT 30 PRD
    - PSF value, amount paid, unpaid value
    - By Marketer, depot
- Frequency
  - Monthly, quarterly and yearly
- Distribution
  - PPPRA – PPPRA website, AGM, PRD/OPS, AGM, Finance & Admin, Executive Secretary
  - Government - CBN, Finance Ministry, PEF
  - Operators – NNPC/Marketers/DAPPMA/Importers
- **Report verification**
  - The report should be reviewed and endorsed by the AGM, PRD/OPS and AGM Finance & Admin before it is published for public consumption.

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_  
PRD Manager

Endorsed by: \_\_\_\_\_ Date \_\_\_\_\_  
OPS Manager

Endorsed by: \_\_\_\_\_ Date \_\_\_\_\_  
AGM, PRD/Operations

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Secretary

## PSF Documentation Groupings

<u>Location</u>	<u>Forms</u>	<u>Reference nos</u>
Depots	Depot stock data	Form 06 OPS
	Delivery data	Form 07 OPS
	Bridging data	Form 08 OPS
	Delivery confirmation	Form 09 OPS
	Depot unsupplied orders	Form 10 OPS
	Depot daily summary	Form 11 OPS
	Competitive OMP	Form 03A OPS
* I/T Depots	I/T Depot delivery	Form 07A OPS
	Bridging receipts	Form 08A OPS
	I/T delivery confirmation	Form 09A OPS
	I/T depot unsupplied orders	Form 10A OPS
	I/T depot daily summary	Form 11 OPS
Refinery	Refinery production – actual	Form 04A OPS
	Depot stock data	Form 06 OPS
	Delivery data	Form 07 OPS
	Bridging data	Form 08 OPS
	Delivery confirmation	Form 09 OPS
	Depot unsupplied orders	Form 10 OPS
	Depot daily summary	Form 11 OPS
	Competitive OMP	Form 03A OPS
Jetty	Fuels import – actual	Form 2A OPS
	Vessel receipt – imports	Form 05 OPS
	Vessel receipt – local	Form 05A OPS
H/Office	Imports application	Form 01 PRD
	Fuels import – plan	Form 02 PRD
	Imports parity pricing	Form 03 PRD

\* No I/T forms 07A, 09A, 10A and 11

## List of Products – PSF 41

<u>Product</u>	<u>Code</u>
PMS	01
AGO	02
HHK	03
ATK	04
LPFO	05
Others	09

## List of Operators/Marketers/Locations – PSF 42

<u>Group</u>	<u>Depot Name</u>	<u>Location</u>	<u>Location Code</u>	<u>In-transit Code</u>
A	PPPRA	Abuja	101	
	NNPC	Abuja	102	
	PPMC	Abuja	103	
	Major Marketers	Lagos	104	
	DAPPMA	Lagos	105	
	Independent Marketers	Lagos/Abuja	106	
	Others	Lagos/Abuja	107	
B	Atlas Cove Jetty	Lagos	110	T110
	Apapa Jetty	Lagos	111	T111
	Ibafon Jetty	Ibafon	112	T112
	Warri Jetty	Warri	113	T113
	Okrika Jetty	Okirika	114	T114
	Calabar Jetty	Calabar	115	T115
C	PH I Refinery	PH	120	T120
	PH 2 Refinery	PH	121	T121
	Warri Refinery	Warri	122	T122
	Kaduna Refinery	Kaduna	123	T123
D	PPMC Depot, Ejigbo	Ejigbo	130	T130
	PPMC depot, Mosimi	Mosimi	131	T131
	PPMC Depot, Ibadan	Ibadan	132	T132
	PPMC Depot, Ilorin	Ilorin	133	T133
	PPMC Depot, Ore	Ore	134	T134
	PPMC Depot, Benin	Benin	135	T135
	PPMC Depot, Aba	Aba	136	T136
	PPMC Depot, Calabar	Calabar	137	T137
	PPMC Depot, Enugu	Enugu	138	T138
	PPMC Depot, Makurdi	Makurdi	139	T139
	PPMC Depot, Minna	Minna	140	T140
	PPMC Depot, Suleija	Suleija	141	T141
	PPMC Depot, Gusau	Gusau	142	T142
	PPMC Depot, Kano	Kano	143	T143
	PPMC Depot, Maiduguri	Maiduguri	144	T144
	PPMC Depot, Jos	Jos	145	T145
	PPMC Depot, Gombe	Gombe	146	T146
	PPMC Depot, Yola	Yola	147	T147

<u>Group</u>	<u>Depot Name</u>	<u>Location</u>	<u>Location Code</u>	<u>In-transit Code</u>
E	AP Terminal, Apapa	Lagos	150	T150
	Conoil Terminal, Apapa	Lagos	151	T151
	Mobil Terminal, Apapa	Lagos	152	T152
	Oando Terminal, Apapa	Lagos	153	T153
	Texaco Terminal, Apapa	Lagos	154	T154
	Total Terminal, Apapa	Lagos	155	T155
	Total/Oando JV, Apapa	Lagos	156	T156
	Total Terminal, Ibafo	Lagos	157	T157
F	NIPCO Terminal, Apapa	Lagos	160	T160
G	Ascon Terminal, Ibafo	Lagos	170	T170
	Obat Terminal, Ibafo	Lagos	171	T171
	Wabeco Terminal, Ibafo	Lagos	172	T172
	Zenon I Terminal, Ibafo	Lagos	173	T173
	Zenon II Terminal, Ibafo	Lagos	174	T174
	Sahara Terminal, Ibafo	Lagos	175	T175
	MRS Terminal, Apapa	Lagos	176	T176
	Eurafic Terminal, Apapa	Lagos	177	T177
	Dee Jones Terminal, Ibafo	Lagos	178	T178
	Ibafo Terminal, Ibafo	Lagos	179	T179
	Techno Terminal, Ibafo	Lagos	180	T180
	SPG, Terminal, Ibafo	Lagos	181	T181
	Honeywell Terminal, Apapa	Lagos	182	T182
H	Other Terminals		189	T189