

Mwongozo wa Mtumiaji v1.0

# Wakala wa Taifa wa Hifadhi ya Chakula

## Forward Contracts



### 1. Kuingia kwenye Mfumo

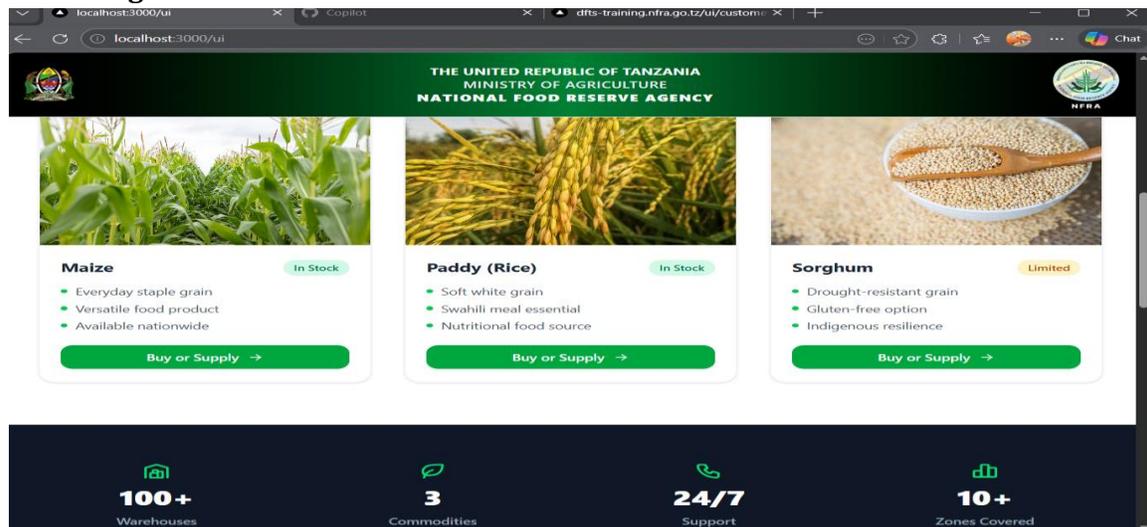
Muuzaji (Supplier) ataingia kwenye mfumo kupitia kiungo hiki:

<https://dfts.nfra.go.tz/customer>

### 2. Ukurasa wa Mwanzo (Home Page)

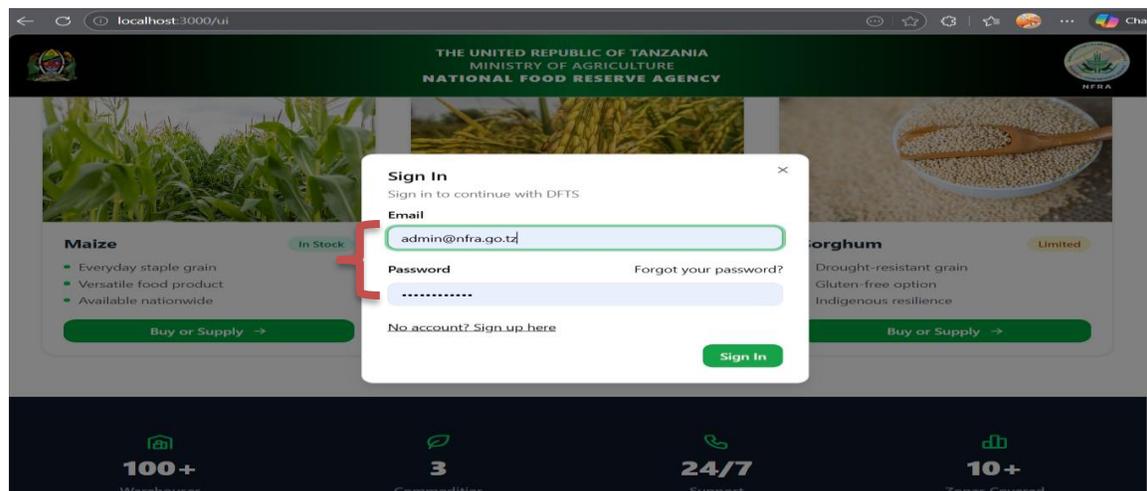
Kutoka kwenye ukurasa wa mwanzo, muuzaji atachagua kitufe cha **Buy** au **Supply**

#### Home Page



### 3. Kuingia kwenye Akaunti (Login)

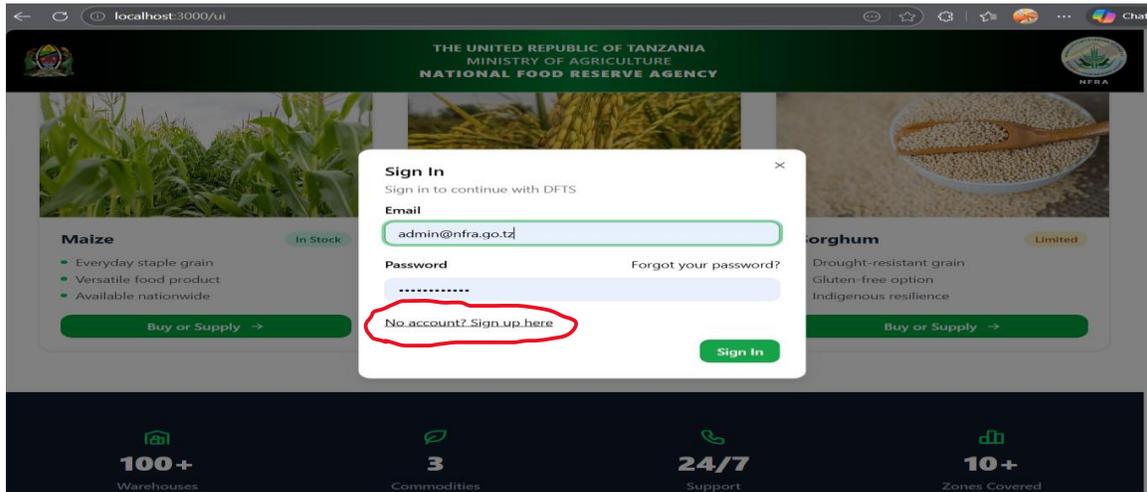
Baada ya kubonyeza Buy au Supply, muuzaji ataingia kwenye akaunti yake kwa kutumia **Email** na **Password**.



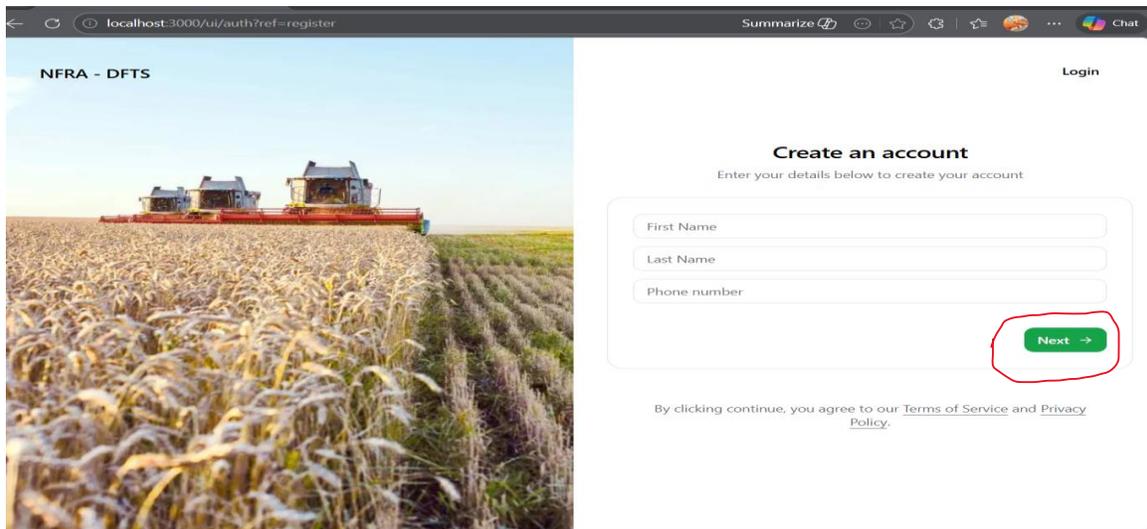
#### 4. Kujisajili kwa Watumiaji Wapya

Kwa watumiaji wapya:

1. Bonyeza kiungo cha Sign Up kilichopo kwenye fomu ya kuingia.



2. Jaza taarifa zako kama zinavyoombwa.



3. Bonyeza **Next** kuendelea.



Login

### Create an account

Enter your details below to create your account

m.molle@gmail.com

Enter password

Confirm your password

Back

Create Account

By clicking continue, you agree to our [Terms of Service](#) and [Privacy Policy](#).

4. Baada ya kukamilisha, bonyeza **Create Account**.



Login

### Create an account

Enter your details below to create your account

m.molle@gmail.com

Enter password

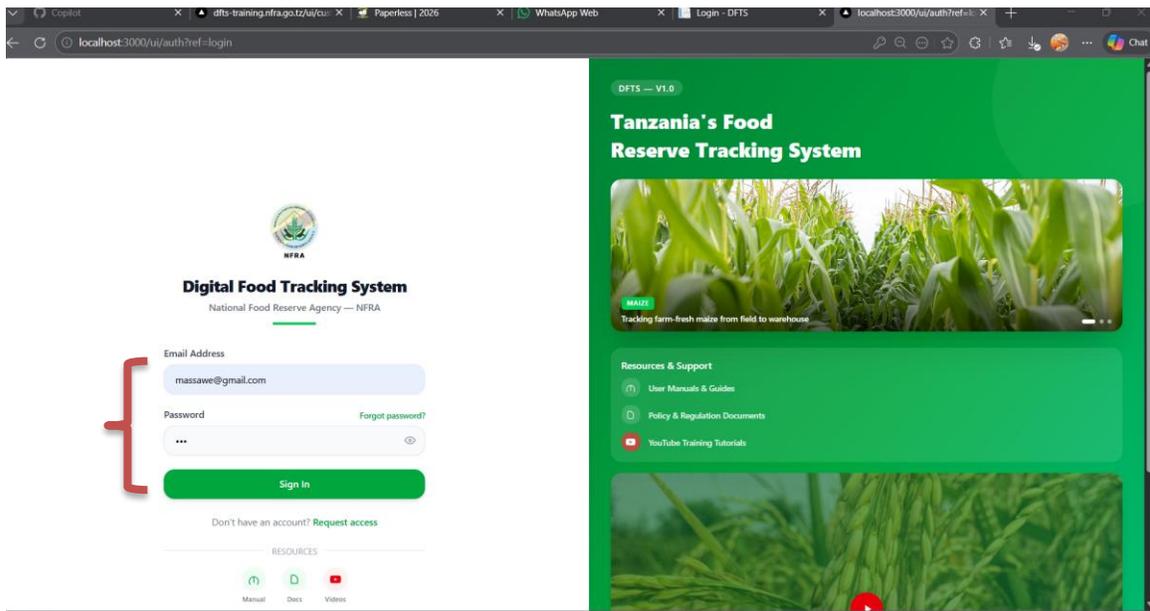
Confirm your password

Back

Create Account

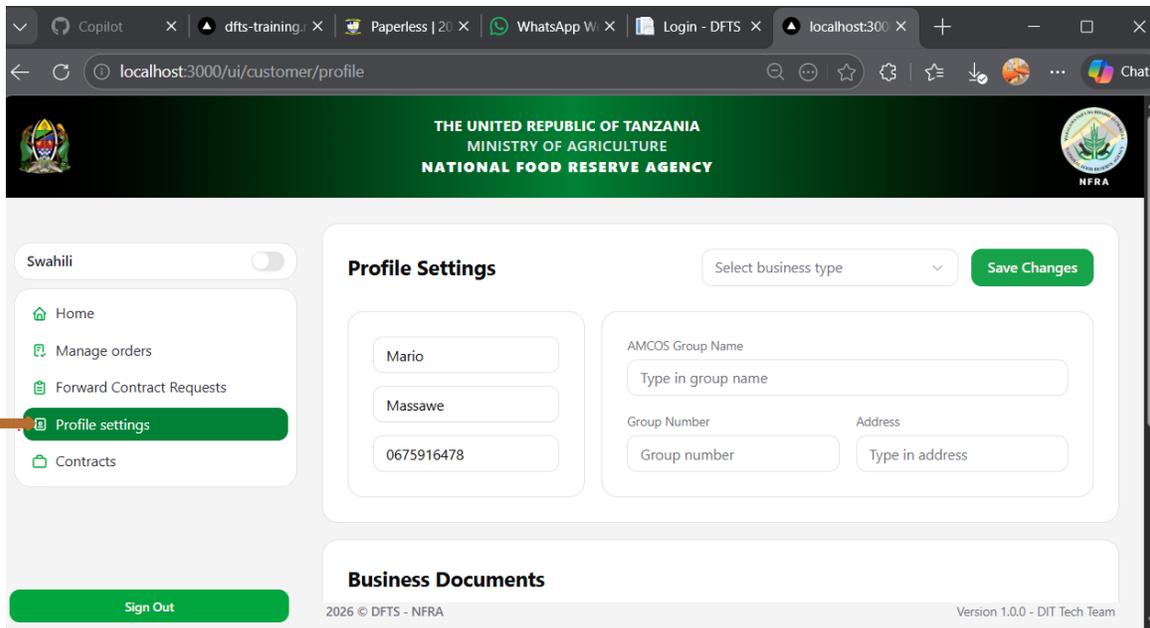
By clicking continue, you agree to our [Terms of Service](#) and [Privacy Policy](#).

Baada ya kufungua akaunti utaelekezwa kwenye ukurasa wa **Login** ili kuingia kwa kutumia **Email** na **Password** zako.



## 5. Dashibodi (Dashboard)

Baada ya kuingia kwenye mfumo utaona **Dashboard**. Muuzaji atatakiwa kusasisha wasifu wake kwa kubonyeza **Profile Settings**.



## 6. Aina za Profile Settings

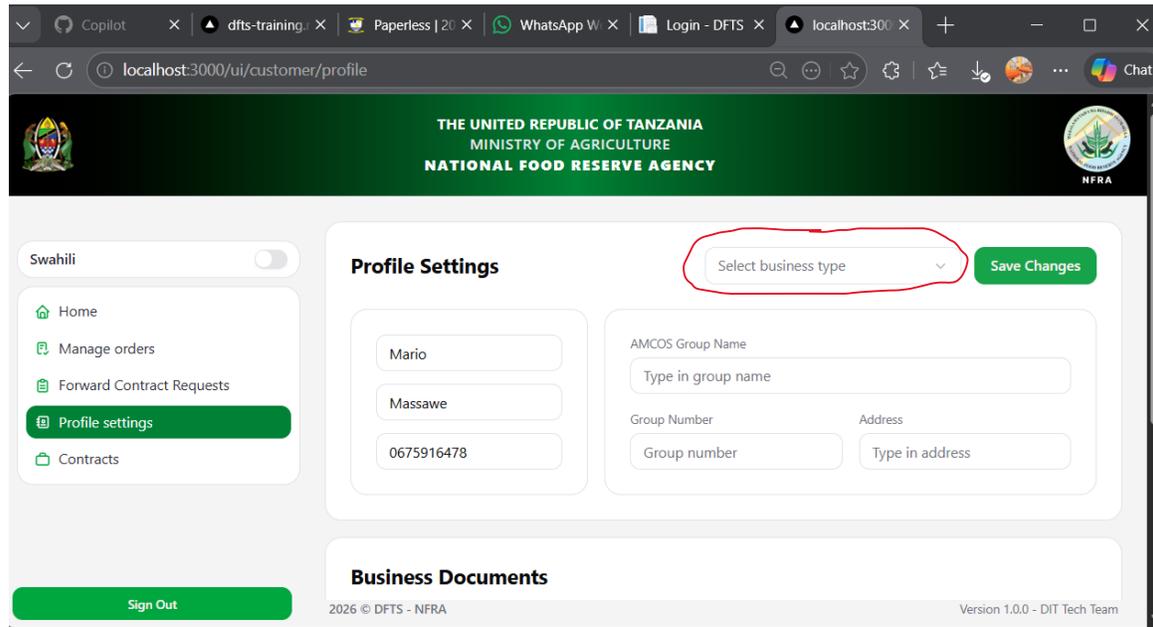
Kuna aina tatu za wasifu:

1. Business Profile (Wasifu wa Biashara)
2. Individual Profile (Wasifu wa Mtu Binafsi)
3. AMCOS Profile

## 7. Business Profile (Wasifu wa Biashara)

Hatua:

1. Chagua **Business Type** kwenye **dropdown**.

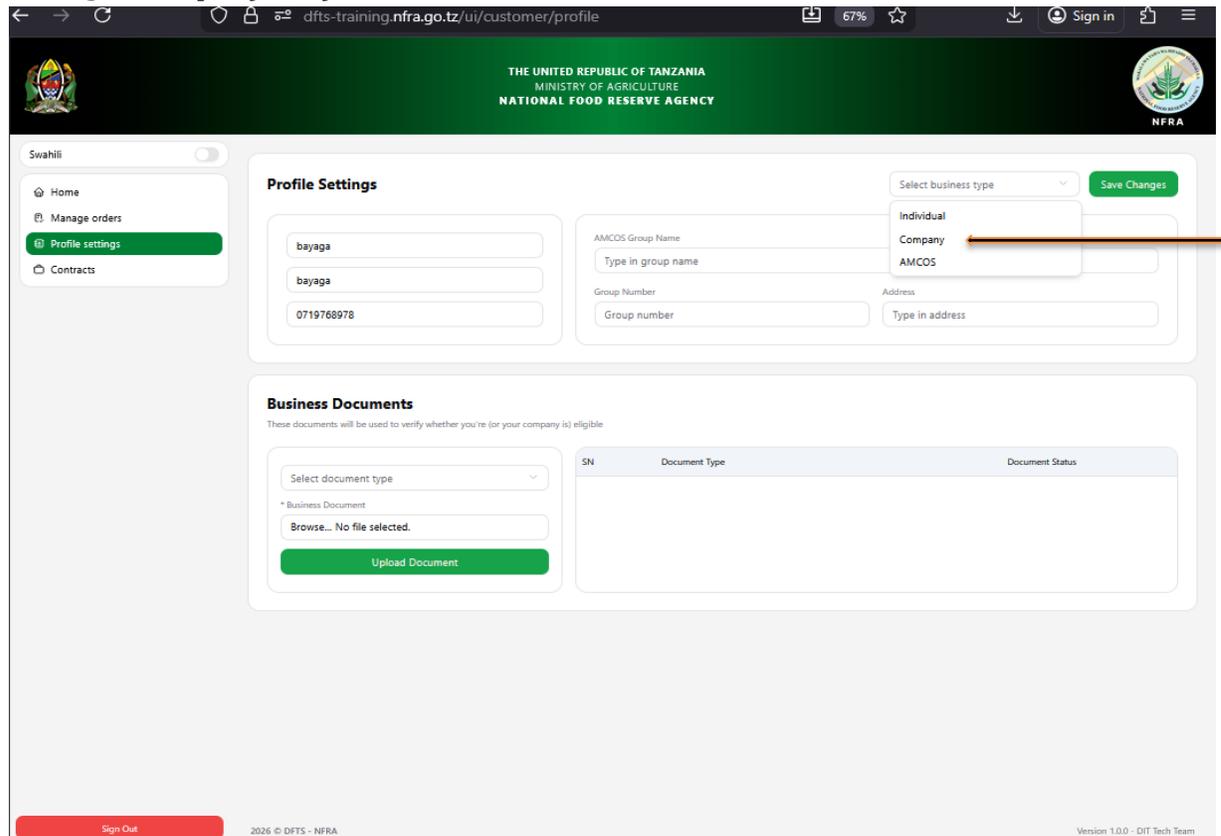


The screenshot shows the 'Profile Settings' form in Swahili. The 'Select business type' dropdown is highlighted with a red circle. The form includes the following fields:

- Name: Mario, Massawe
- Phone Number: 0675916478
- AMCOS Group Name: Type in group name
- Group Number: Group number
- Address: Type in address

A 'Save Changes' button is located to the right of the dropdown. The page footer includes '2026 © DFTS - NFRA' and 'Version 1.0.0 - DIT Tech Team'.

2. Chagua **Company Profile**.



The screenshot shows the 'Profile Settings' form with the 'Company' option selected in the 'Select business type' dropdown. The 'Business Documents' section is visible, showing a 'Select document type' dropdown and an 'Upload Document' button. A table for 'Business Documents' is also present.

SN	Document Type	Document Status
----	---------------	-----------------

The page footer includes '2026 © DFTS - NFRA' and 'Version 1.0.0 - DIT Tech Team'.

3. Jaza taarifa za Kampuni kama fomu inavoelekeza kisha Bonyeza **Browse** kuchagua nyaraka zinazohitajika.

The screenshot shows the user interface for the National Food Reserve Agency (NFRA) customer profile. The page is titled "Profile Settings" and includes a "Save Changes" button. The "Business Documents" section is highlighted with a red bracket, indicating the focus of the next step.

**Profile Settings**

Company: [Dropdown] Save Changes

bayaga  
bayaga  
0719768978

Company Name  
Legal company name  
Contact Person  
Full person names

Registration Number  
Company Registration Number  
Contact Phone  
Active phone number

**Business Documents**

These documents will be used to verify whether you're (or your company is) eligible

Select document type  
\* Business Document  
Browse... No file selected.  
Upload Document

SN Document Type Document Status

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4. Bonyeza **Upload Document** kupakia nyaraka.

This close-up view of the "Business Documents" section shows a dropdown menu set to "Document of Incorporat". Below it, a file selection button shows "Choose File 00012...5\_2.pdf". The "Upload Document" button is circled in red, indicating the action to be taken.

**Business Documents**

These documents will be used to verify whether you're (or your company is) eligible

Document of Incorporat

\* Business Document  
Choose File 00012...5\_2.pdf  
Upload Document

SN	Document Type	Document Status
1	Document of Incorporation	In review

5. Bonyeza **Save Changes** kutunza taarifa za Kampuni na kukamilisha **Profile**

This screenshot shows the "Profile Settings" section of the customer profile page. The "Save Changes" button is circled in red, indicating the final step in updating the profile information.

**Profile Settings**

Select business type Save Changes

Mario  
Massawe  
0675916478

AMCOS Group Name  
Type in group name

Group Number Address  
Group number Type in address

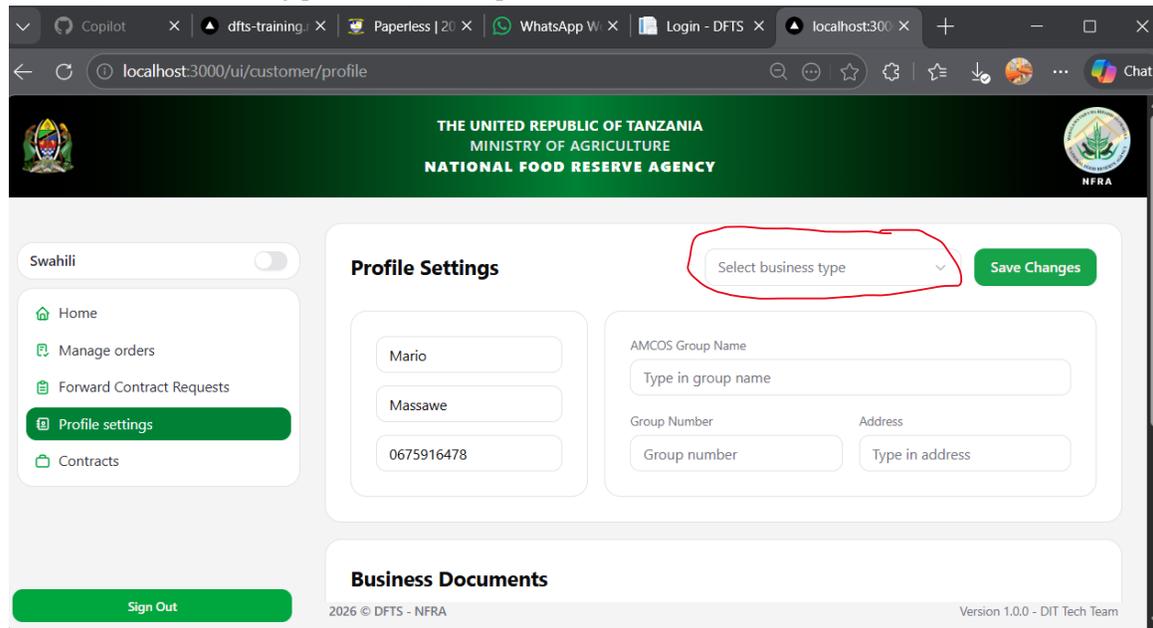
**Business Documents**

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## 8. Individual Profile (Wasifu wa Mtu Binafsi)

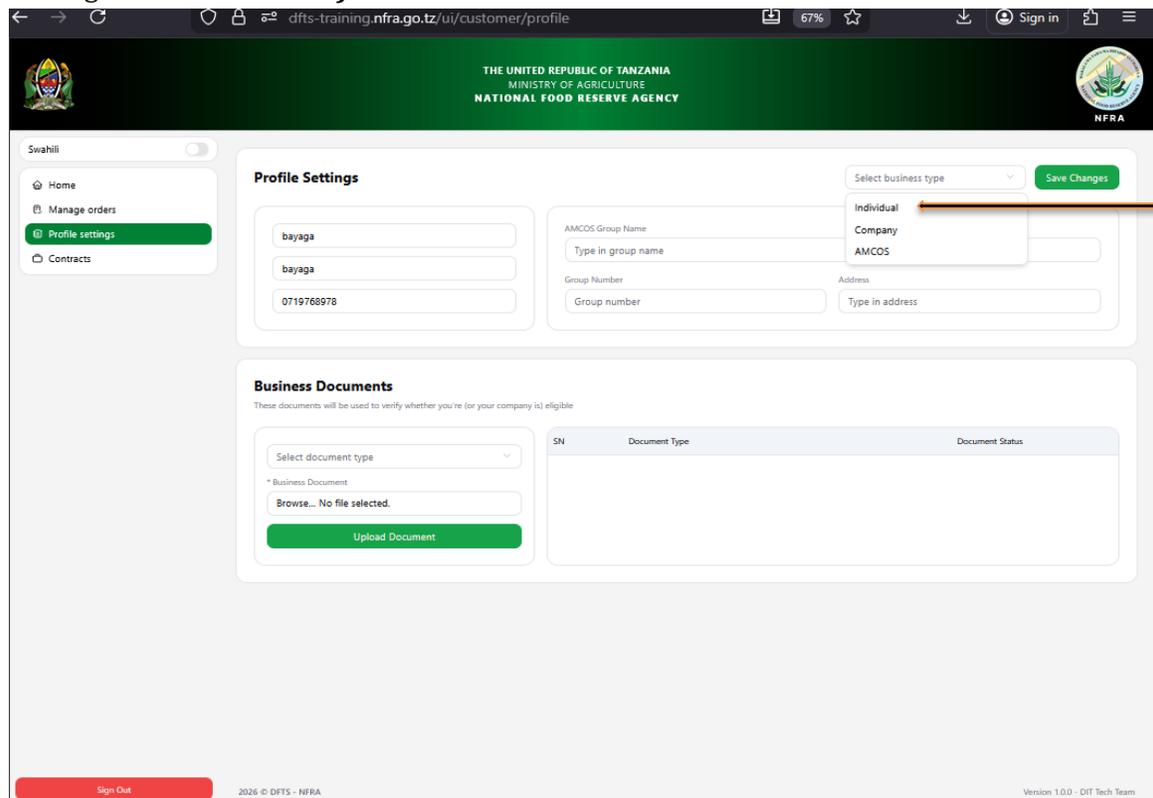
Hatua:

### 1. Chagua *Business Type* kwenye *dropdown*.



The screenshot shows the user interface for the National Food Reserve Agency (NFRA) profile settings. The header includes the NFRA logo and the text "THE UNITED REPUBLIC OF TANZANIA, MINISTRY OF AGRICULTURE, NATIONAL FOOD RESERVE AGENCY". The page is in Swahili. The "Profile Settings" section contains a "Select business type" dropdown menu, which is highlighted with a red circle. Other fields include "Mario", "Massawe", "0675916478", "AMCOS Group Name", "Group Number", and "Address". A "Save Changes" button is visible. The footer shows "2026 © DFTS - NFRA" and "Version 1.0.0 - DIT Tech Team".

### 2. Chagua *Individual Profile*.



The screenshot shows the user interface for the National Food Reserve Agency (NFRA) profile settings. The header includes the NFRA logo and the text "THE UNITED REPUBLIC OF TANZANIA, MINISTRY OF AGRICULTURE, NATIONAL FOOD RESERVE AGENCY". The page is in Swahili. The "Profile Settings" section contains a "Select business type" dropdown menu, which is open and shows the options "Individual", "Company", and "AMCOS". The "Individual" option is selected, indicated by a blue bar. Other fields include "bayaga", "bayaga", "0719768978", "AMCOS Group Name", "Group Number", and "Address". A "Save Changes" button is visible. The "Business Documents" section contains a "Select document type" dropdown menu, a "Browse... No file selected." button, and an "Upload Document" button. The footer shows "2026 © DFTS - NFRA" and "Version 1.0.0 - DIT Tech Team".

3. Weka **NIN** (Namba ya Kitambulisho cha Taifa) kisha Bonyeza **Browse** kuchagua nyaraka.

The screenshot shows the user profile settings page for the National Food Reserve Agency (NFRA). The page is titled "Profile Settings" and includes a "Save Changes" button. The "Business Documents" section is highlighted with a red bracket, showing a "Browse... No file selected." button and an "Upload Document" button.

**Profile Settings**

Individual Save Changes

bayaga  
bayaga  
0719768978

National Identity  
National Identity Number  
Gender  
Select gender  
Date of Birth  
Pick a date

**Business Documents**

These documents will be used to verify whether you're (or your company is) eligible

Select document type  
\* Business Document  
Browse... No file selected.  
Upload Document

SN Document Type Document Status

Sign Out 2026 © DFTS - NFRA Version 1.0.0 - DIT Tech Team

5. Bonyeza **Upload Document** kupakia nyaraka zako kisha Bonyeza **Save Changes** kutunza na kukamilisha **Profile** yako.

The screenshot shows the user profile settings page for the National Food Reserve Agency (NFRA). The "Save Changes" button in the "Profile Settings" section and the "Upload Document" button in the "Business Documents" section are highlighted with red circles.

**Profile Settings**

Individual Save Changes

bayaga  
bayaga  
0719768978

National Identity  
National Identity Number  
Gender  
Select gender  
Date of Birth  
Pick a date

**Business Documents**

These documents will be used to verify whether you're (or your company is) eligible

Select document type  
\* Business Document  
Browse... No file selected.  
Upload Document

SN Document Type Document Status

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## 9. AMCOS (Vyama vya Ushirika) Profile

Hatua:

### 1. Chagua *Business Type* kwenye *dropdown*.

The screenshot shows the user interface for the National Food Reserve Agency (NFRA) profile settings. The page is titled "Profile Settings" and includes a sidebar with navigation options: Home, Manage orders, Forward Contract Requests, Profile settings (highlighted), and Contracts. The main content area contains several input fields: "Mario", "Massawe", and "0675916478". The "AMCOS Group Name" field is labeled "Type in group name". The "Group Number" field is labeled "Group number" and contains "0675916478". The "Address" field is labeled "Type in address". A dropdown menu for "Select business type" is highlighted with a red box. A "Save Changes" button is visible next to the dropdown. The footer includes "2026 © DFTS - NFRA" and "Version 1.0.0 - DIT Tech Team".

### 2. Chagua *Company Profile*.

The screenshot shows the user interface for the National Food Reserve Agency (NFRA) profile settings, specifically the "Business Documents" section. The page is titled "Business Documents" and includes a sidebar with navigation options: Home, Manage orders, Profile settings (highlighted), and Contracts. The main content area contains several input fields: "bayaga", "bayaga", and "0719768978". The "AMCOS Group Name" field is labeled "Type in group name". The "Group Number" field is labeled "Group number" and contains "0719768978". The "Address" field is labeled "Type in address". A dropdown menu for "Select business type" is highlighted with an orange arrow, showing options: "Individual", "Company", and "AMCOS". A "Save Changes" button is visible next to the dropdown. The footer includes "2026 © DFTS - NFRA" and "Version 1.0.0 - DIT Tech Team".

3. Jaza taarifa za Kikundi kama fomu inavoelekeza kisha Bonyeza **Browse** kuchagua nyaraka zinazohitajika.

The screenshot shows the 'Profile Settings' page for an AMCOS group. The 'Business Documents' section is highlighted with a red bracket, indicating the 'Browse... No file selected.' button. The page includes a sidebar with 'Home', 'Manage orders', 'Profile settings', and 'Contracts'. The main content area has three sections: 'Profile Settings', 'Representatives', and 'Business Documents'. The 'Business Documents' section has a dropdown for 'Select document type', a 'Browse... No file selected.' button, and an 'Add document' button. The 'Representatives' section has a table with columns for SN, Representative Names, Position, and Phone Number, and a '+' button to add more representatives.

4. Jaza taarifa za wawakilishi wa kikundi kama fomu inavyoelekeza. **N.B Utaongeza fomu ya wawakilishi kwa kubonyeza kitufe cha jumlisha**

The screenshot shows the 'Profile Settings' page for an AMCOS group. The 'Representatives' section is highlighted with a red bracket, indicating the '+' button to add more representatives. The page includes a sidebar with 'Home', 'Manage orders', 'Profile settings', and 'Contracts'. The main content area has three sections: 'Profile Settings', 'Representatives', and 'Business Documents'. The 'Representatives' section has a table with columns for SN, Representative Names, Position, and Phone Number, and a '+' button to add more representatives. The 'Business Documents' section has a dropdown for 'Select document type', a 'Browse... No file selected.' button, and an 'Add document' button.

5. Bonyeza **Upload Document** kupakia nyaraka zako kisha Bonyeza Save Changes kutunza na kukamilisha Profile yako.

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF AGRICULTURE  
NATIONAL FOOD RESERVE AGENCY

Swahili

Home  
Manage orders  
Profile settings  
Contracts

Profile Settings

AMCOS

Save Changes

bayaga  
bayaga  
0719768978

AMCOS Group Name  
Type in group name  
Group Number  
Group number  
Address  
Type in address

Representatives

Add AMCOS group representatives

SN	Representative Names	Position	Phone Number	...
...				+
1	juma	chairman	0756432345	x

Business Documents

These documents will be used to verify whether you're (or your company is) eligible

Select document type  
\* Business Document  
Browse... No file selected.

Add document

SN Document Type Document Status

Sign Out

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Version 1.0.0 - DIT Tech Team

## 10. Kuomba Tangazo la Kusambaza Nafaka

Baada ya kukamilisha Profile Settings:

### 1. Bonyeza **Home**.

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF AGRICULTURE  
NATIONAL FOOD RESERVE AGENCY

Swahili

Home  
Manage orders  
Profile settings  
Contracts

Documents  
Recommended - 6

Contracts  
Complete contracts - 2

Orders  
All - 15

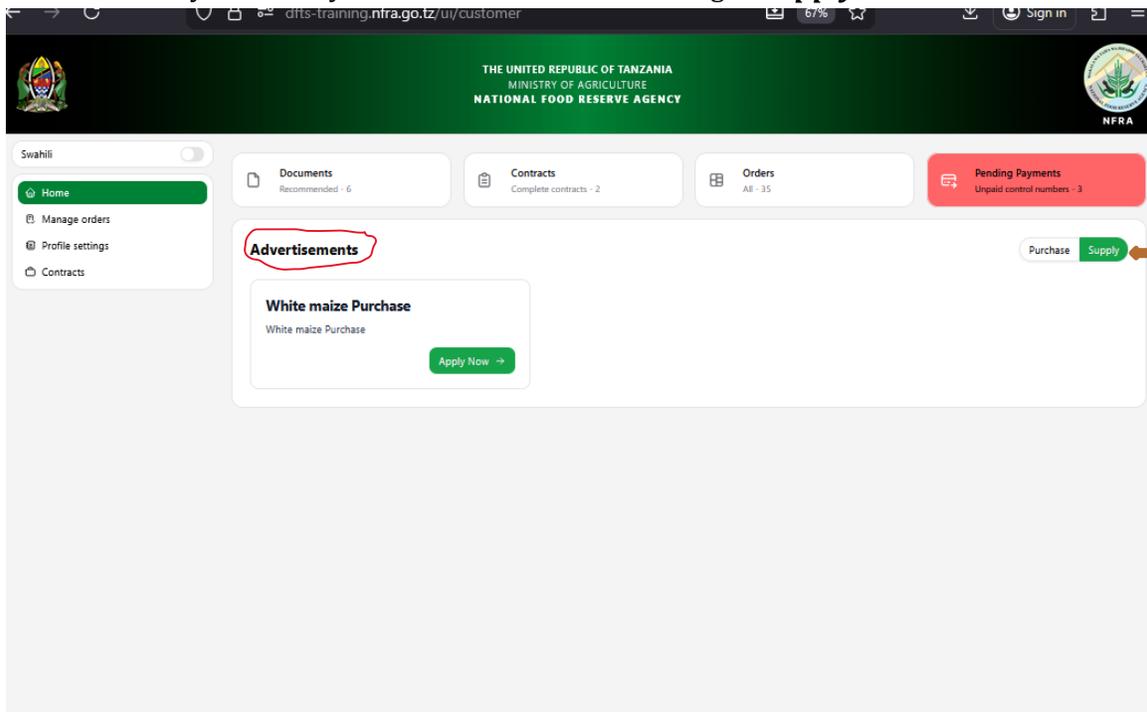
Pending Payments  
Unpaid control numbers - 3

Purchase Supply

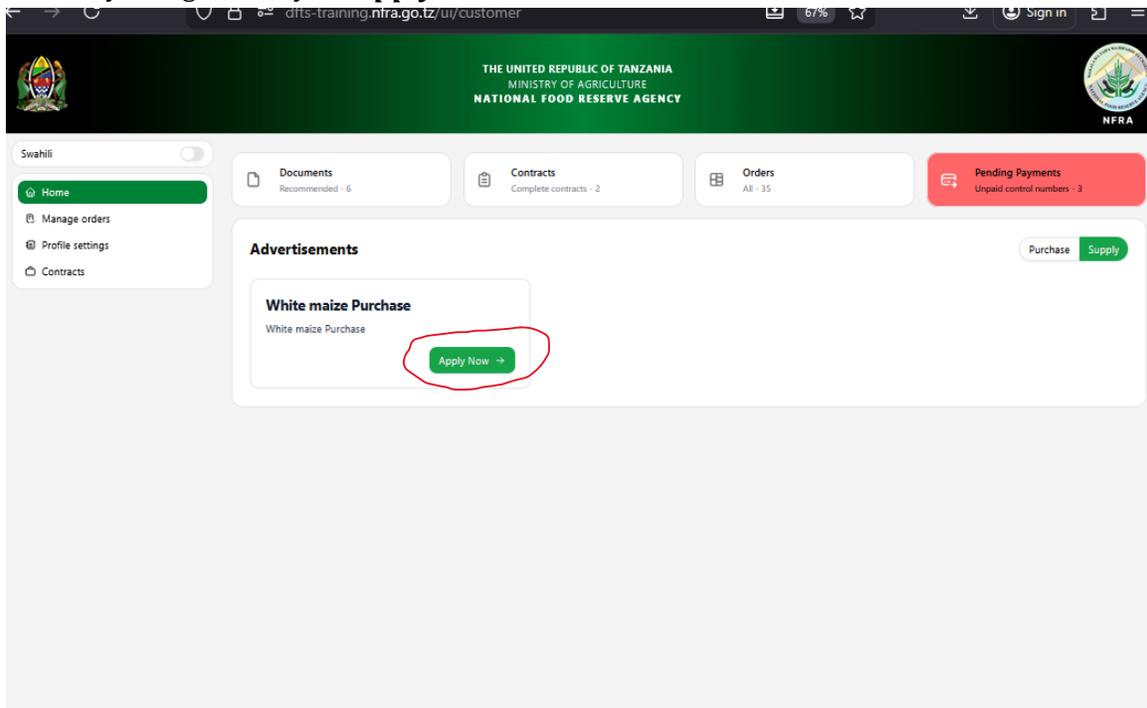
Advertisements

White maize Purchase  
White maize Purchase  
Apply Now →

## 2. Nenda kwenye sehemu ya **Advertisements** kisha chagua **Supply**

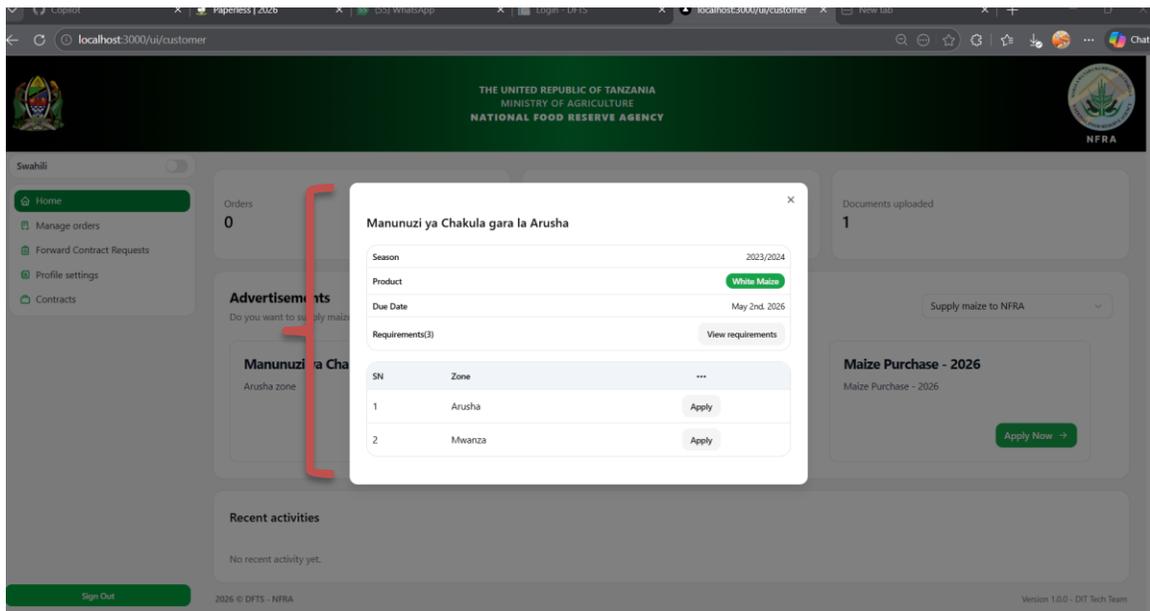


## 3. Kwenye tangazo bonyeza **Apply Now**.



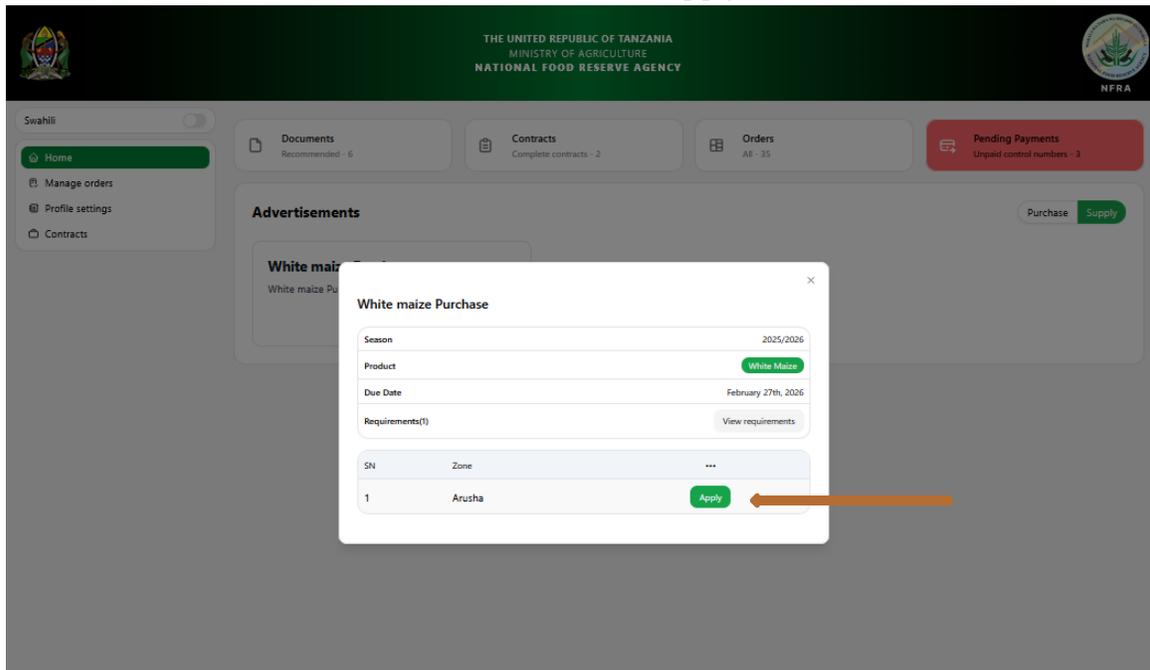
## 11. Kuangalia Mahitaji ya Tangazo

Baada ya kuchagua tangazo utaona vigezo vya kuiuzia nafaka Wakala pamoja na Kanda utakayouza nafaka yako.

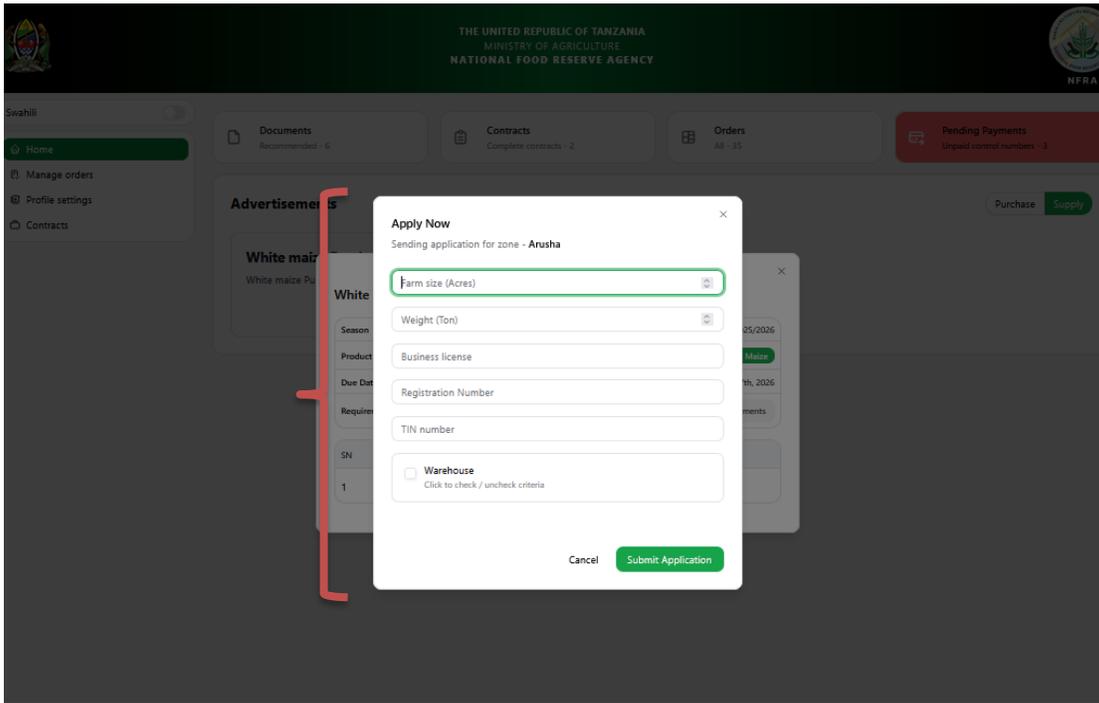


## 12. Kutuma Maombi

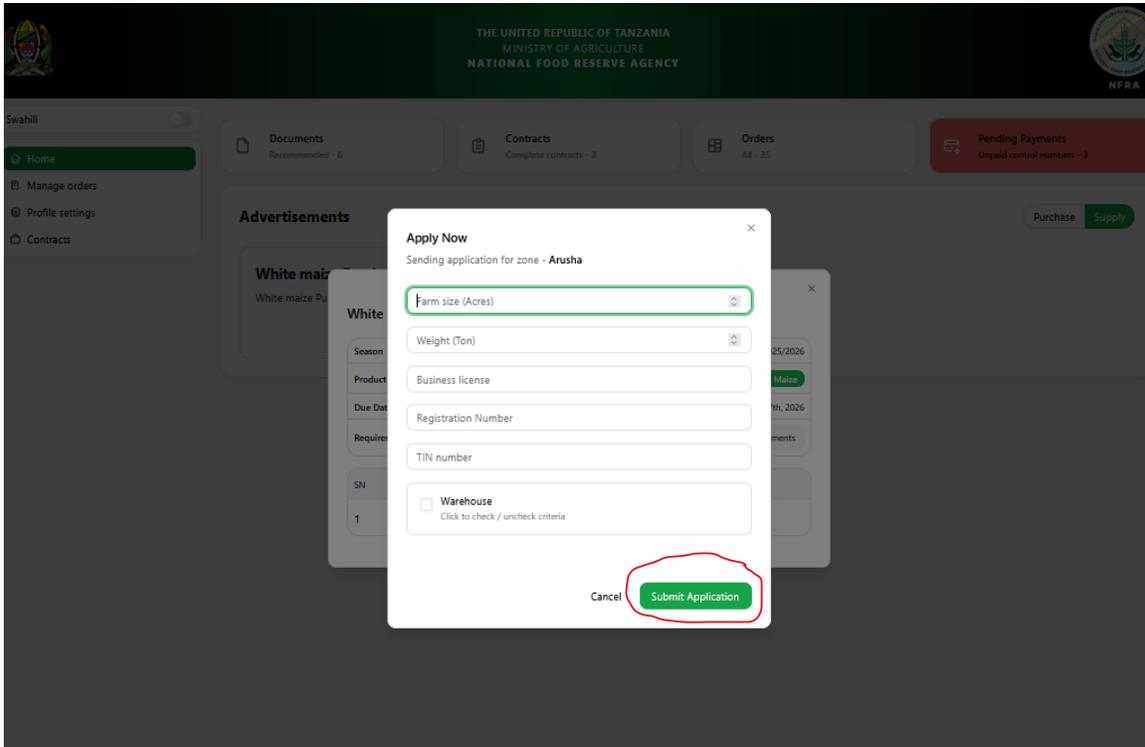
1. Chagua zone unayotaka kusambaza kisha bonyeza **Apply**



3. Jaza taarifa kwenye fomu.



#### 4. Bonyeza **Submit Application**.



### 13. Kufuatilia Maombi

Unaweza kufuatilia maendeleo ya ombi lako kwa kuangalia **Request Status**.

localhost:3000/ui/customer/forward-contract-requests

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF AGRICULTURE  
NATIONAL FOOD RESERVE AGENCY

Swahili

- Home
- Manage orders
- Forward Contract Requests**
- Profile settings
- Contracts

### Forward Contract Requests

Requests to supply maize to NFRA.

Find orders... View

#	Zone	Product	Season	Net Weight (KG)	Order Status
1	Arusha	White Maize	2023/2024	3,455	Contract Created
2	Arusha	White Maize	2023/2024	24,000	Assigned to Legal
3	Arusha	Sorghum	2021/2022	2,300	Submitted
4	Arusha	Sorghum	2021/2022	1,000	Submitted

0 of 4 row(s) selected. Rows per page 10 Page 1 of 1

## 14. Hatua ya Mkatoba

Baada ya maombi kupitishwa utaona rasimu ya mkatoba (**Contract Draft**) na unaweza kufuatilia hatua za kuidhinishwa kwa mkatoba hadi utakapokuwa Active.

## 15. Kumbuka

Mchakato wa kuidhinisha maombi ni wa ndani ya Wakala. Ikiwa **Request Status** itabadilika na kuwa **Approved**, maana yake ombi lako limekubaliwa. Wakala utawasiliana nawewe kusaini mkatoba wa uuzaji wa nafaka.

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF AGRICULTURE  
NATIONAL FOOD RESERVE AGENCY

Swahili

- Home
- Manage orders
- Forward Contract Requests
- Profile settings
- Contracts**

### Forward Contracts

Search contract number View

#	Contract Number	Title	contractDuration	Value	End Date	Contract Status
1	fw-00123	Supply of Maize in BABAT	4	8,099,999.999	August 3rd, 2026	<a href="#">Request Approval</a>
2	fw-00123	Supply of Maize in BABAT	4	8,099,999.999	August 3rd, 2026	<a href="#">Request Approval</a>

0 of 2 row(s) selected. Rows per page 10 Page 1 of 1