Wakala wa Taifa wa Hifadhi ya Chakula

Forward Contracts

1. Kuingia kwenye Mfumo

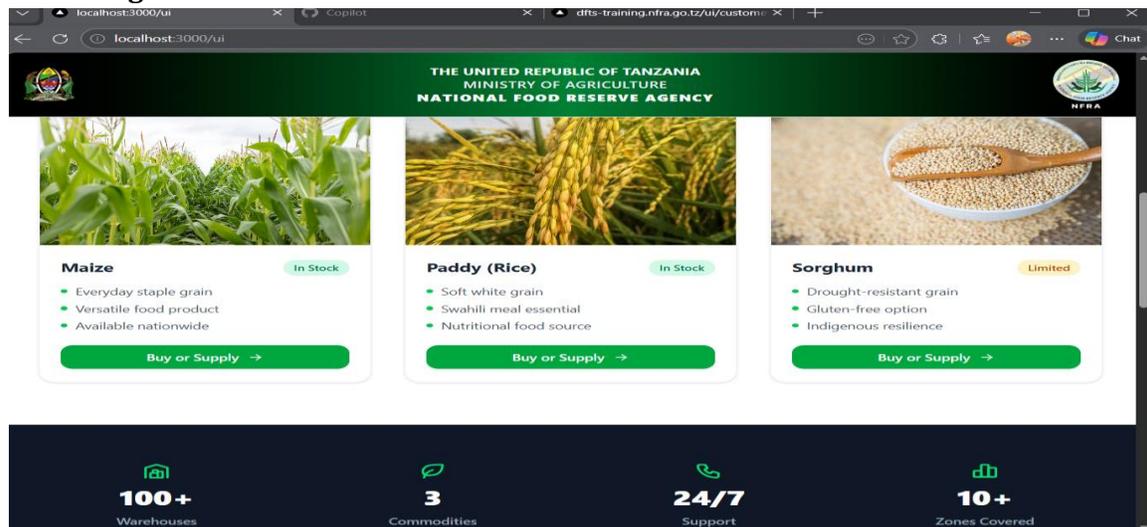Muuzaji (Supplier) ataingia kwenye mfumo kupitia kiungo hiki:

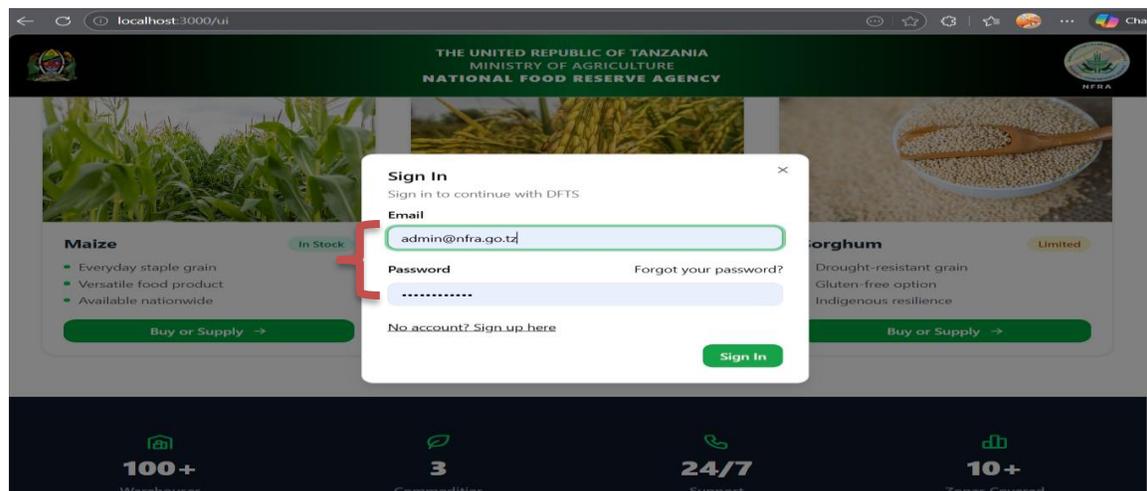https://dfts.nfra.go.tz/customer

2. Ukurasa wa Mwanzo (Home Page)

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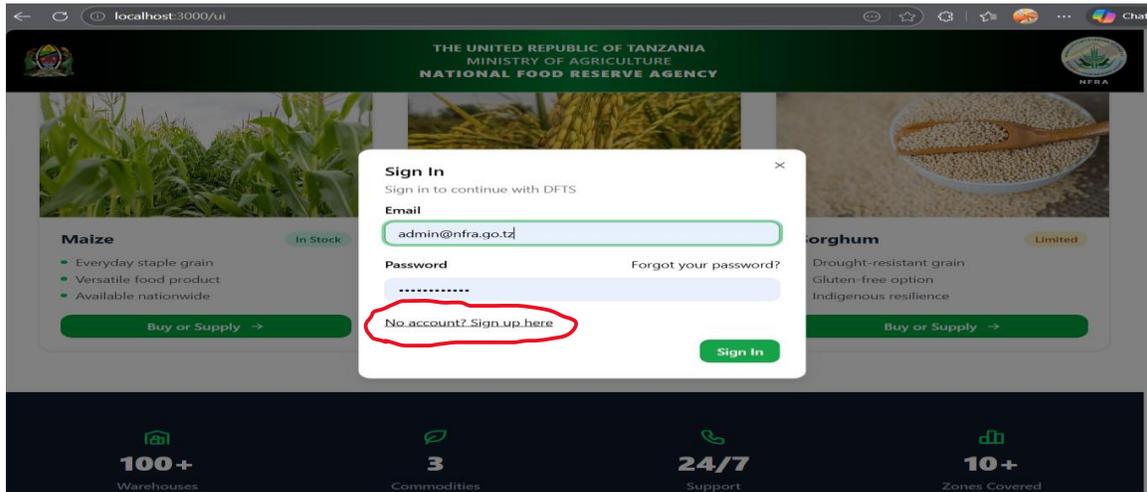
Home Page

3. Kuingia kwenye Akaunti (Login)

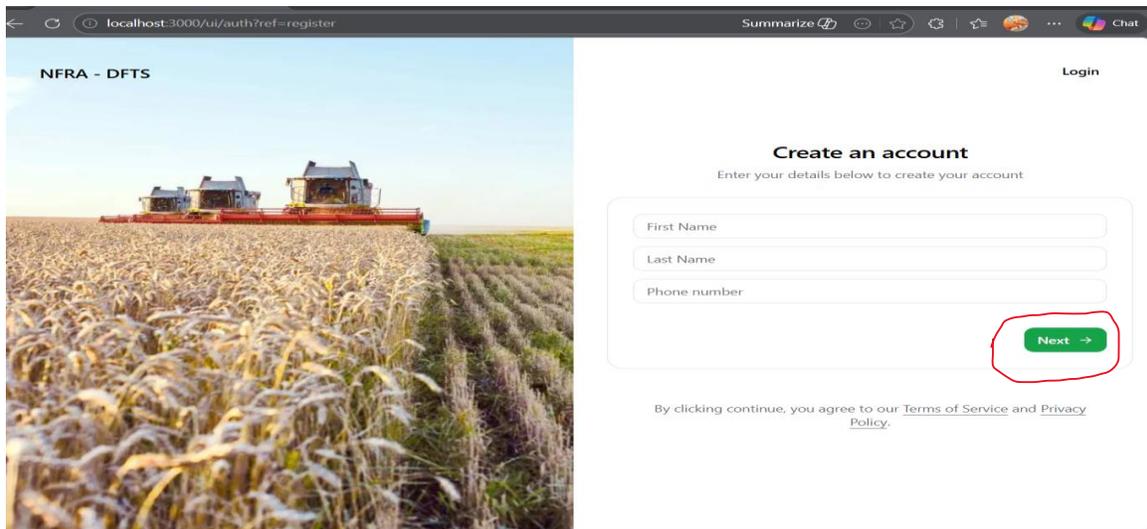Baada ya kubonyeza Buy au Supply, muuzaji ataingia kwenye akaunti yake kwa kutumia **Email** na **Password**.

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.

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

Baada ya kufungua akaunti utaelekezwa kwenye ukurasa wa *Login* ili kuingia kwa kutumia *Email* na *Password* zako.
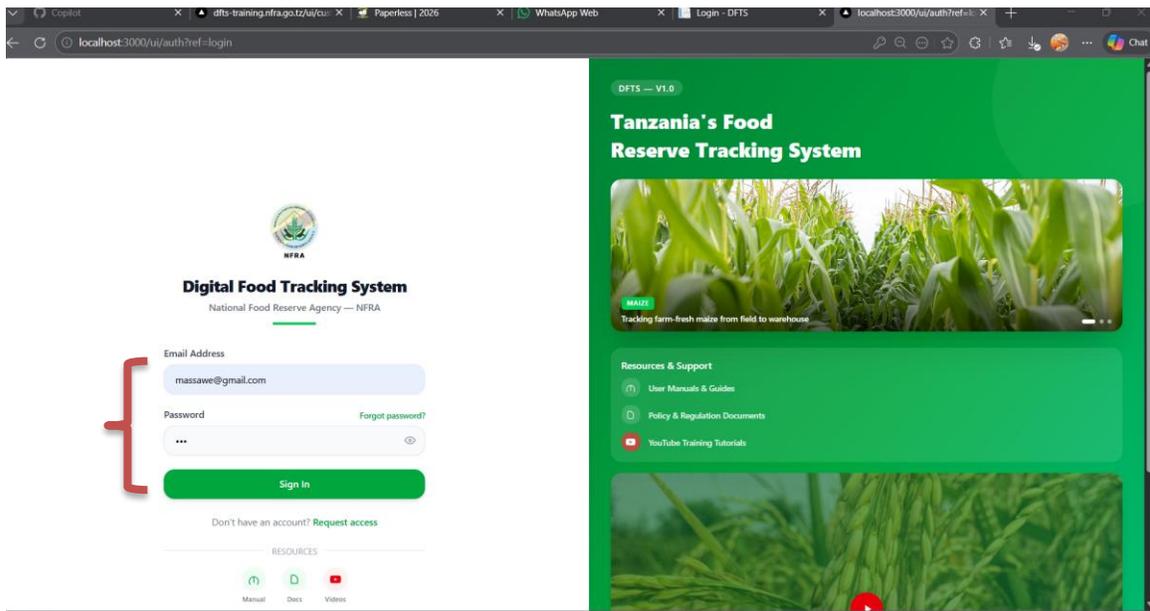
5. Dashibodi (Dashboard)

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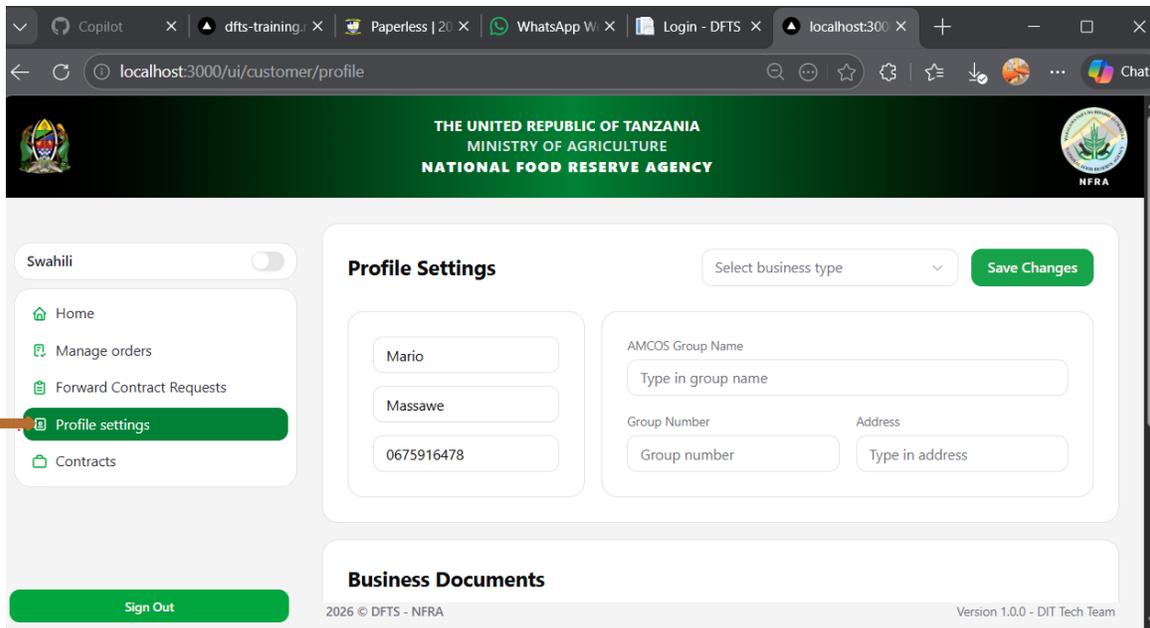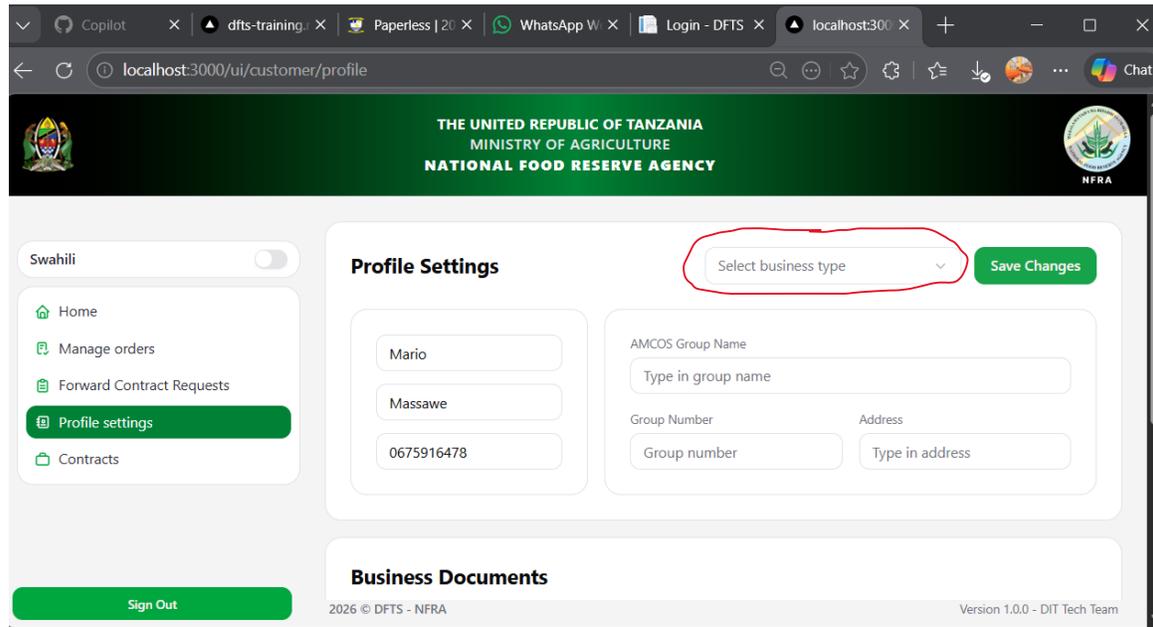

6. Aina za Profile Settings

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.**

2. Chagua **Company Profile**.

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

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

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

8. Individual Profile (Wasifu wa Mtu Binafsi)

Hatua:

1. Chagua *Business Type* kwenye *dropdown.*
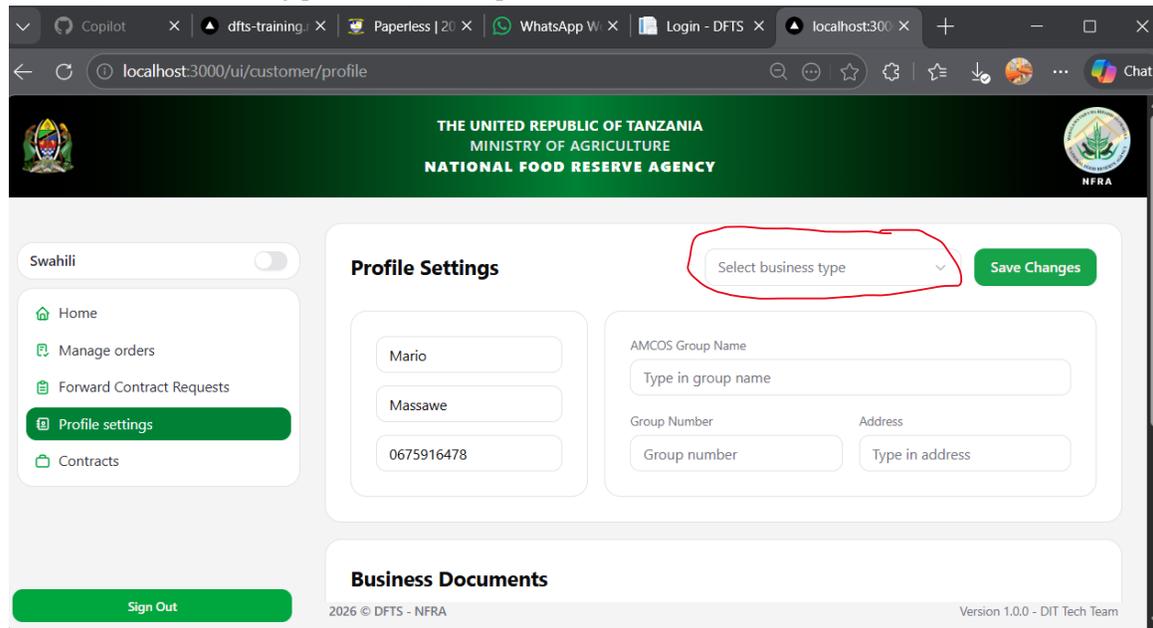
2. Chagua *Individual Profile.*

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

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

9. AMCOS (Vyama vya Ushirika) Profile

Hatua:

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

2. Chagua **Company Profile**.

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

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

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

10. Kuomba Tangazo la Kusambaza Nafaka

Baada ya kukamilisha Profile Settings:

1. Bonyeza **Home**.

2. Nenda kwenye sehemu ya *Advertisements* kisha chagua *Supply*
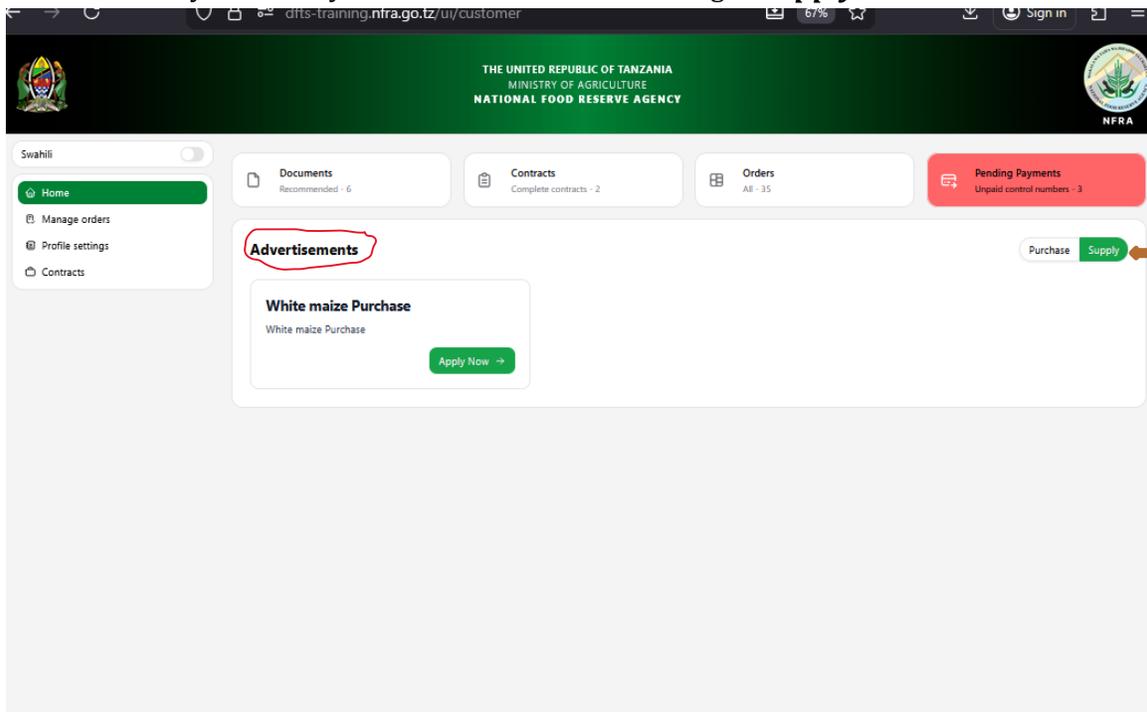
3. Kwenye tangazo bonyeza *Apply Now*.
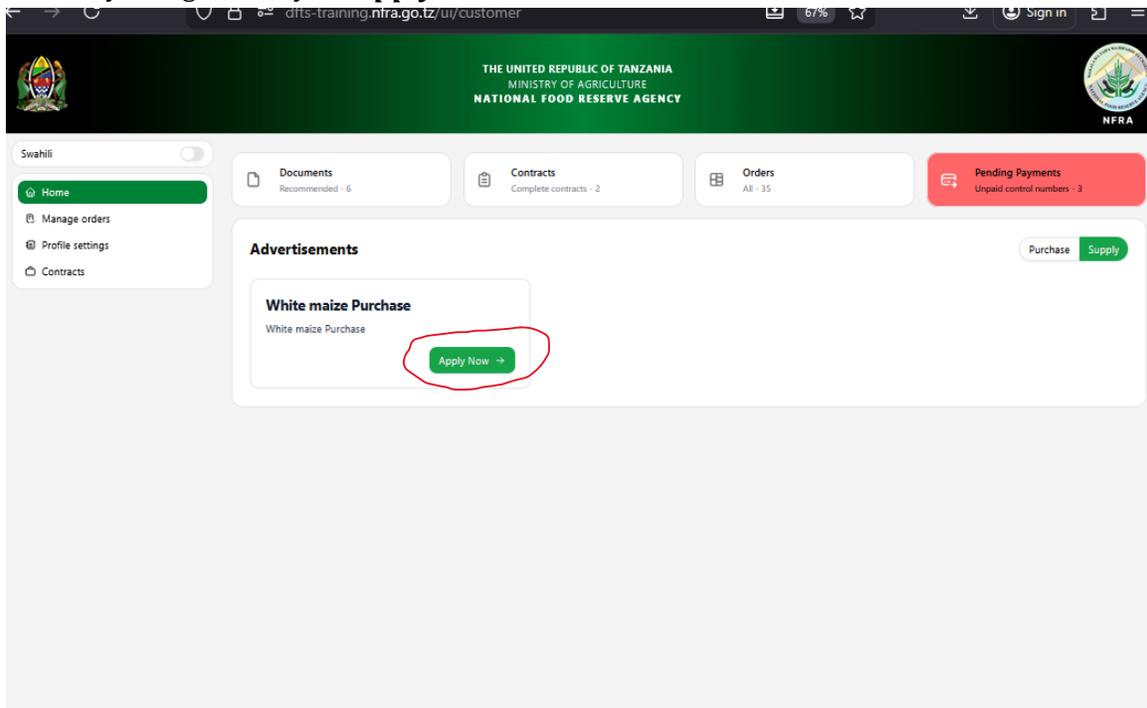
11. Kuangalia Mahitaji ya Tangazo

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**
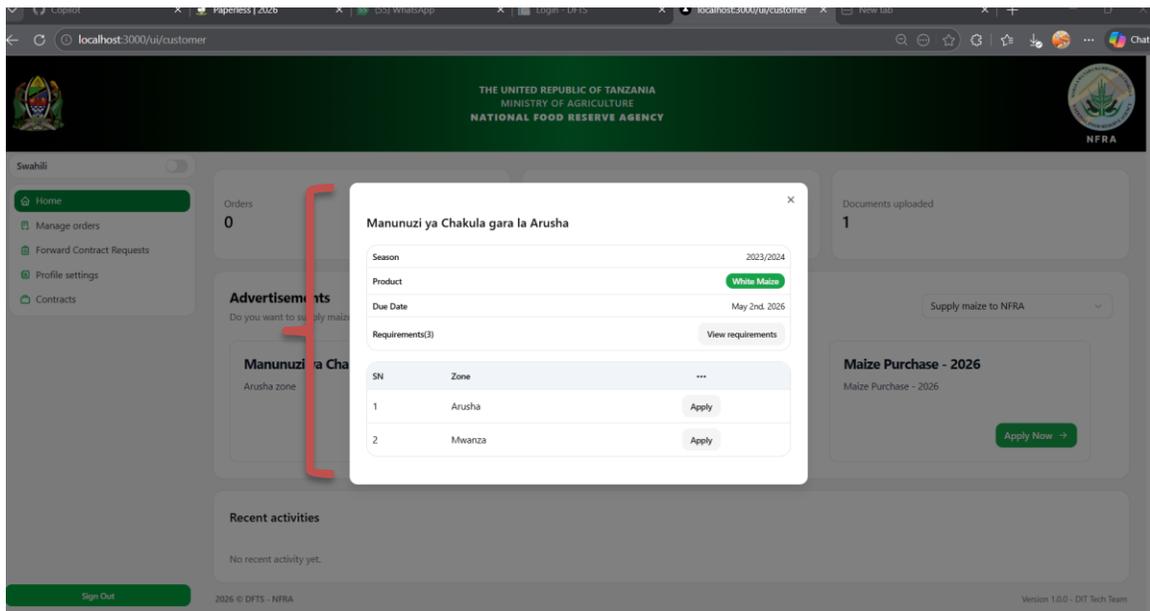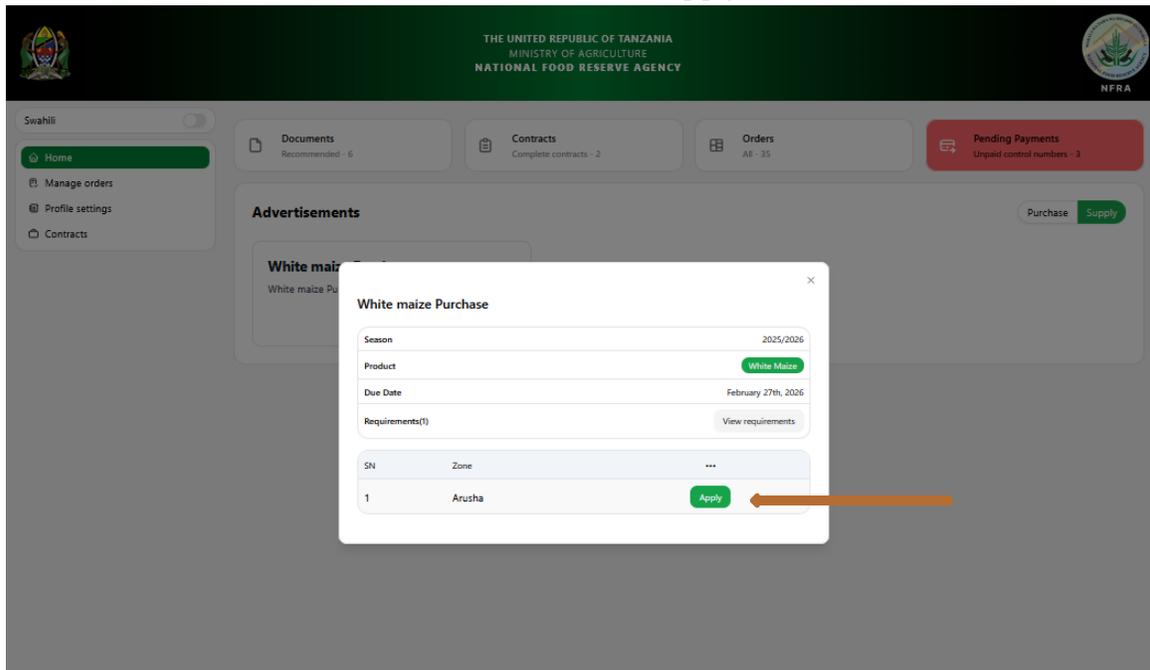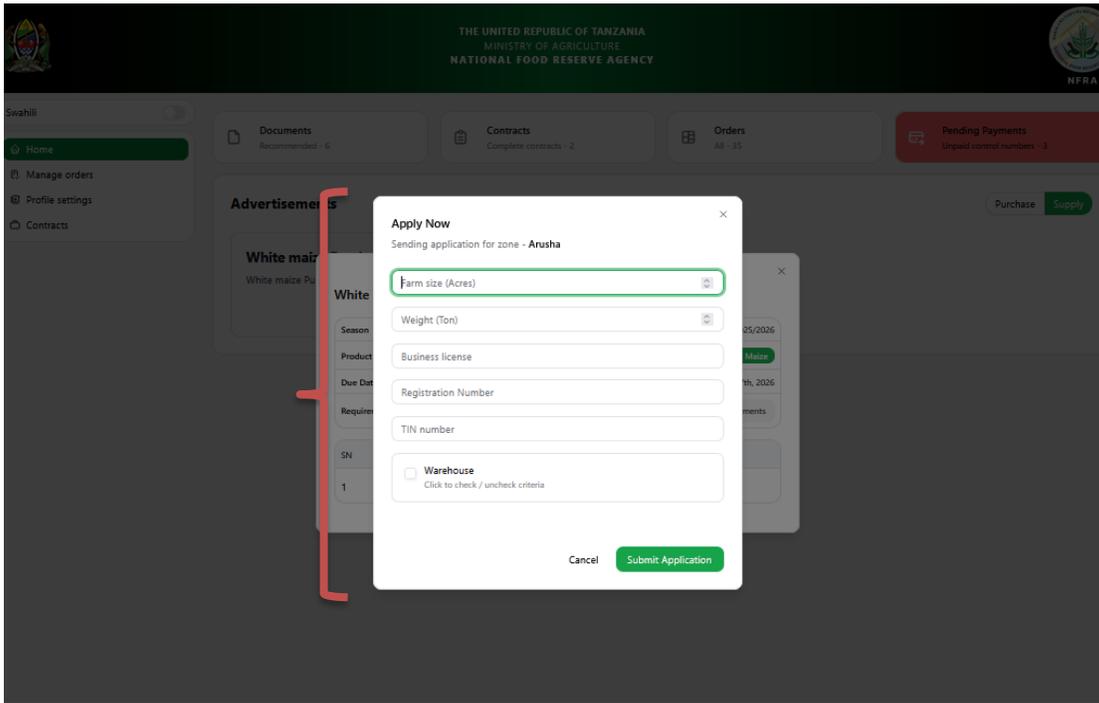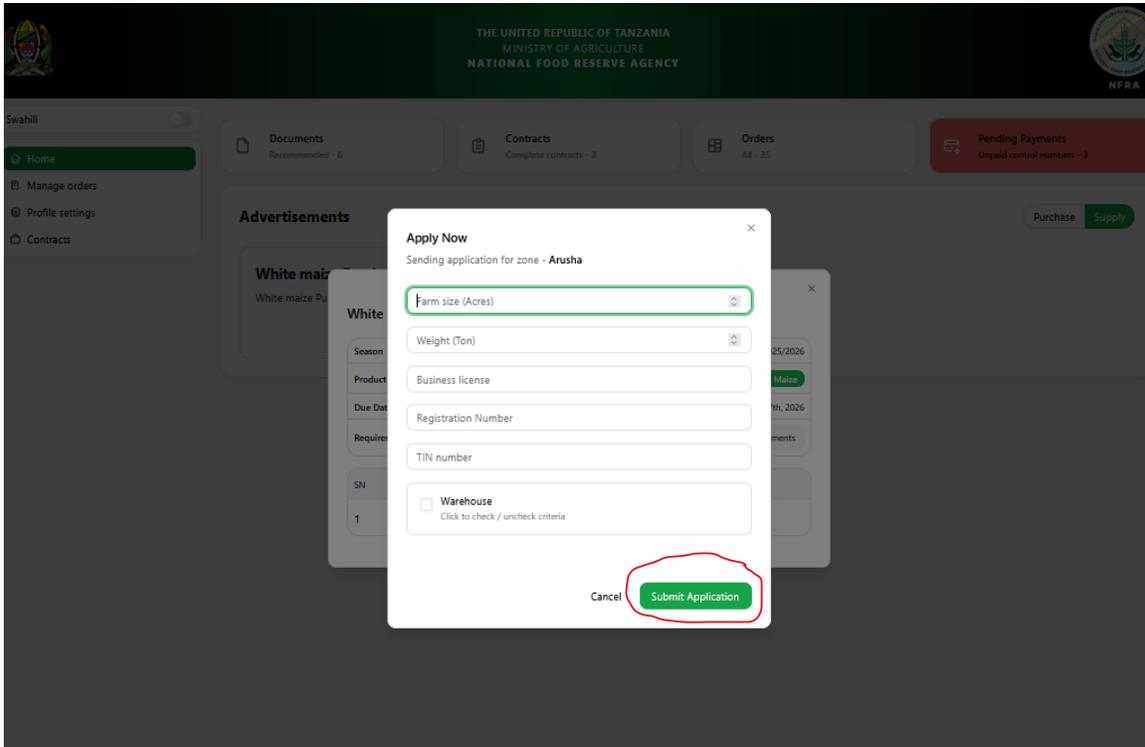

3. Jaza taarifa kwenye fomu.

4. Bonyeza **Submit Application**.

13. Kufuatilia Maombi

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

14. Hatua ya Mkataba

Baada ya maombi kupitishwa utaona rasimu ya mkataba (***Contract Draft***) na unaweza kufuatilia hatua za kuidhinishwa kwa mkataba 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 mkataba wa uuzaji wa nafaka.