

Mwongozo wa Mtumiaji v1.0

Wakala wa Taifa wa Hifadhi ya Chakula

Forward Contracts



1. Kuingia kwenye Mfumo

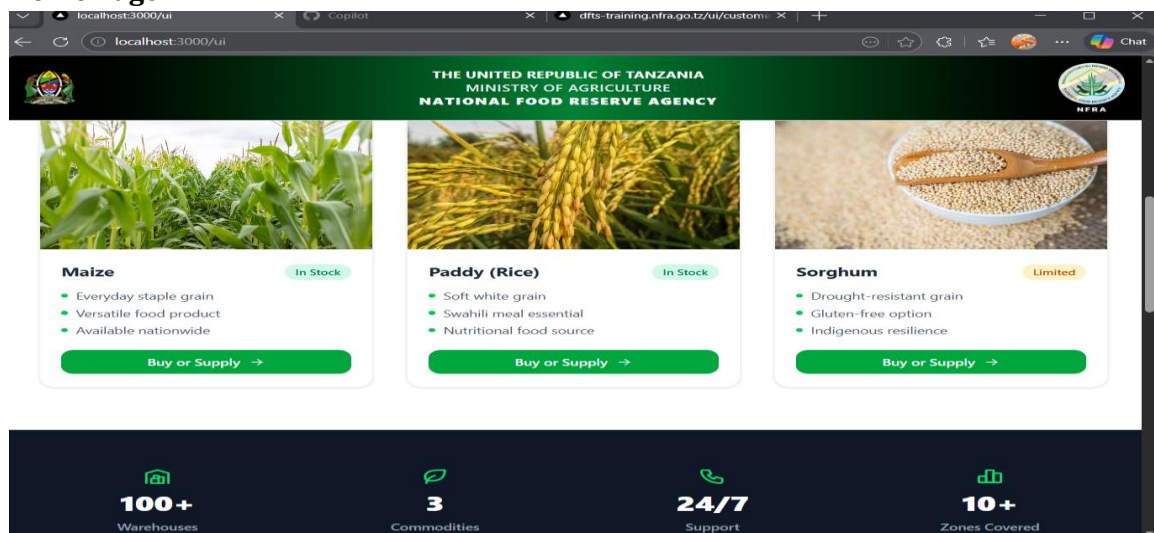
Muuzaji (Supplier) ataingia kwenye mfumo kupitia kiungo hiki:

<https://dfts.nfra.go.tz/ui/auth?ref=register>

2. Ukurasa wa Mwanzo (Home Page)

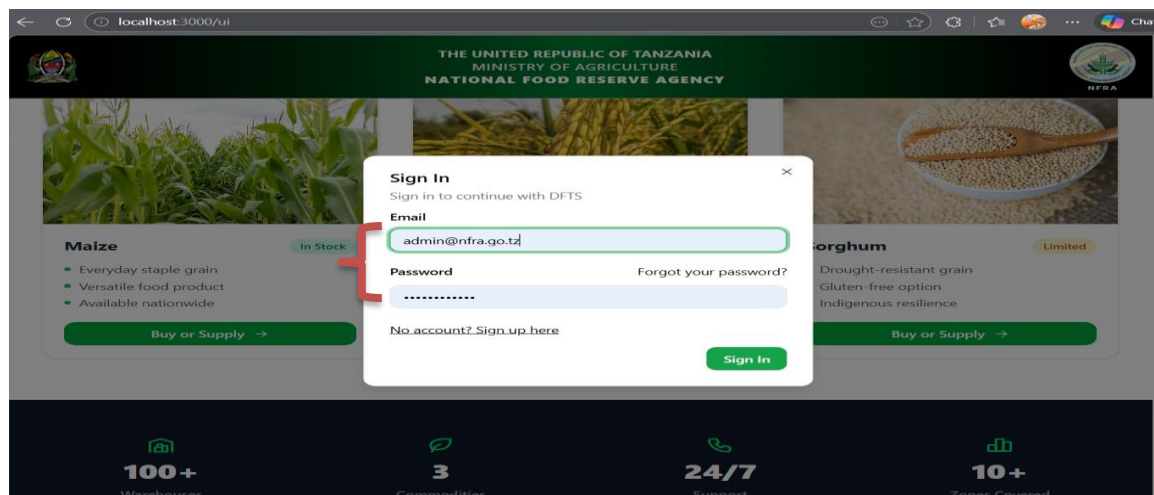
Kutoka kwenye ukurasa wa mwanzo, muuzaji atachagua kitufe cha **Buy** au **Supply**

Home Page



3. Kuingia kwenye Akaunti (Login)

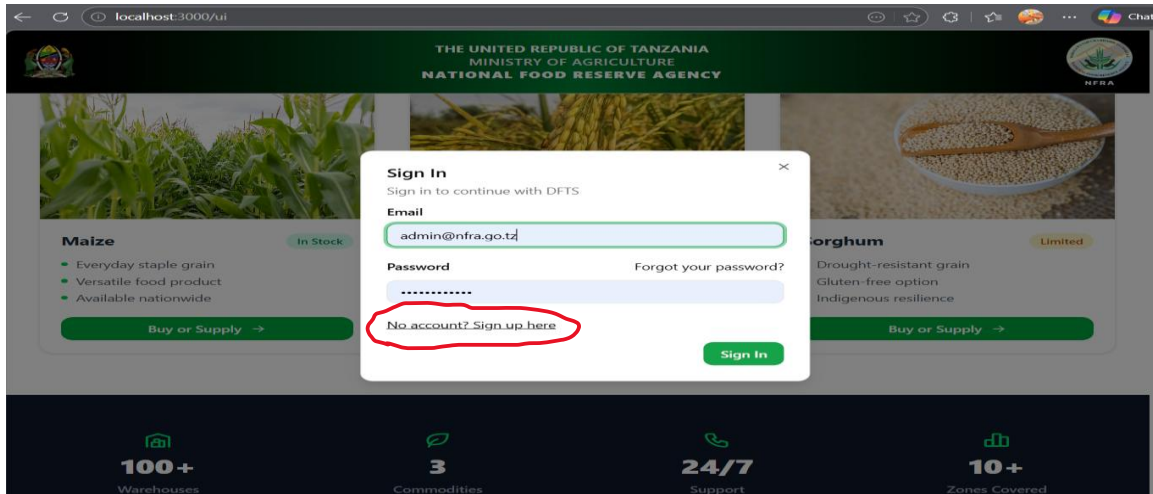
Baada ya kubonyeza Buy au Supply, muuzaji ataingia kwenye akaunti yake kwa kutumia **Email** na **Password**.



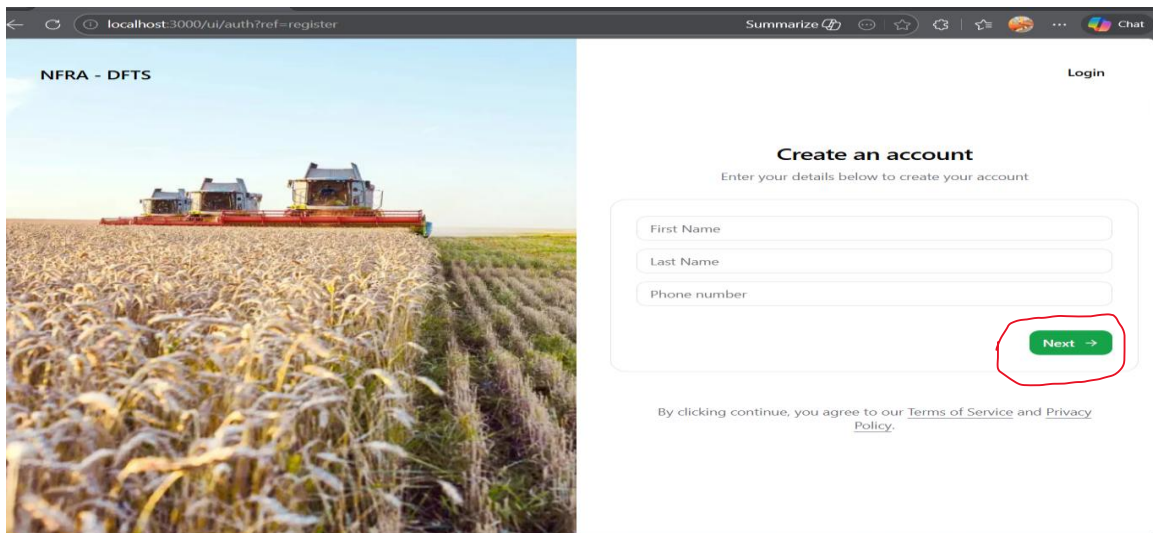
4. Kujisajili kwa Watumiaji Wapya

Kwa watumiaji wapya:

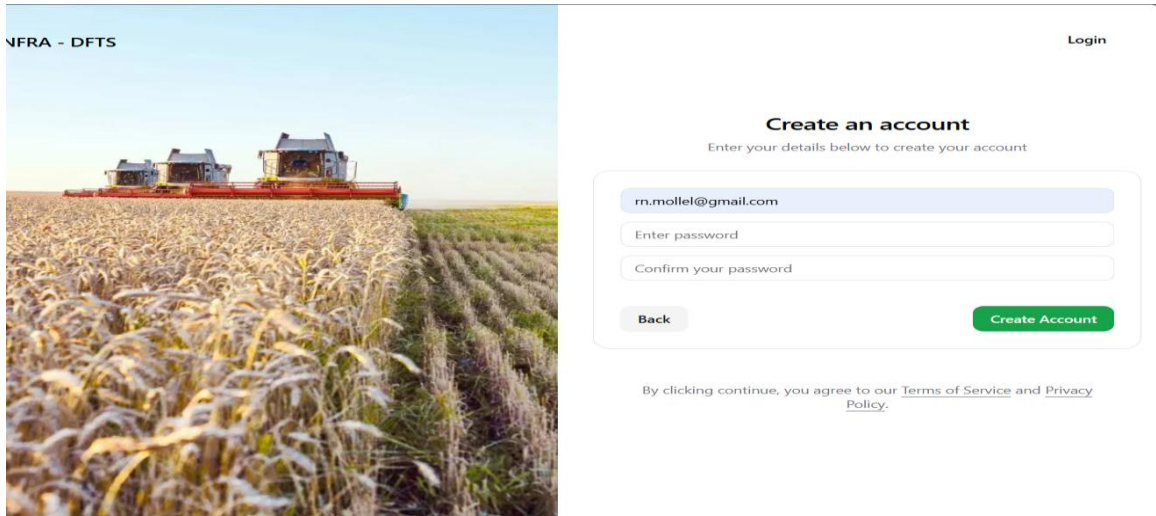
1. Bonyeza kiungo cha Sign Up kilichopo kwenye fomu ya kuingia.



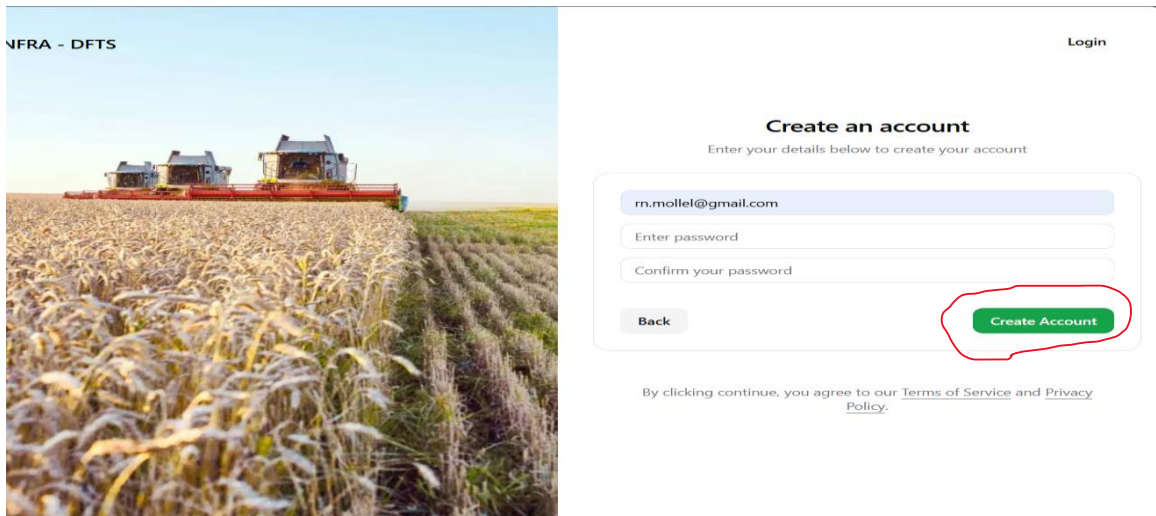
2. Jaza taarifa zako kama zinavyoombwa.



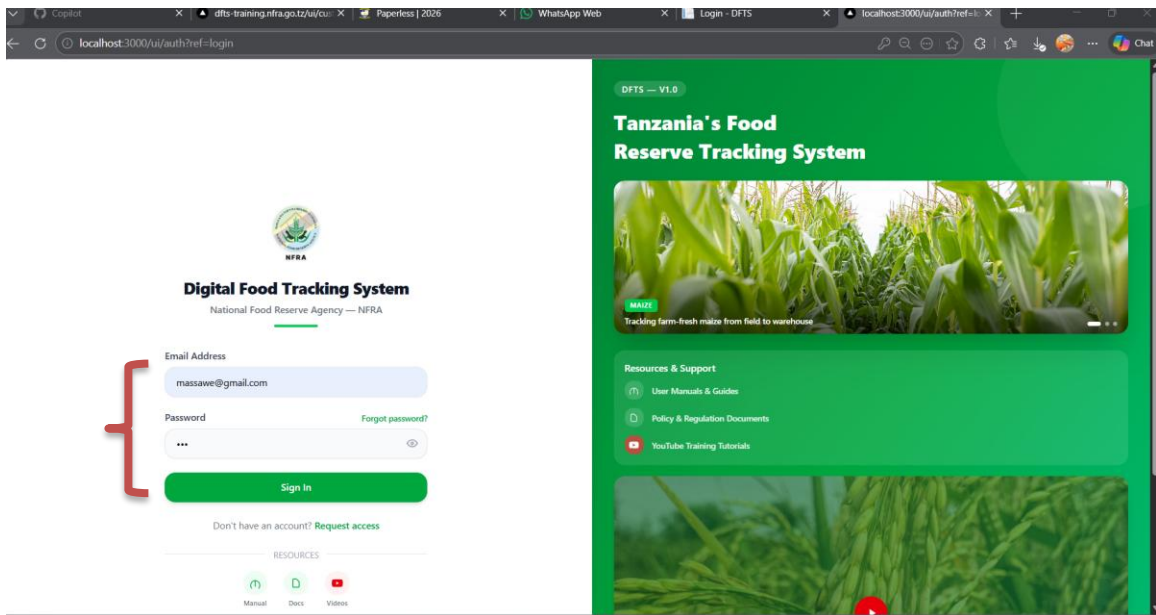
3. Bonyeza **Next** kuendelea.



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

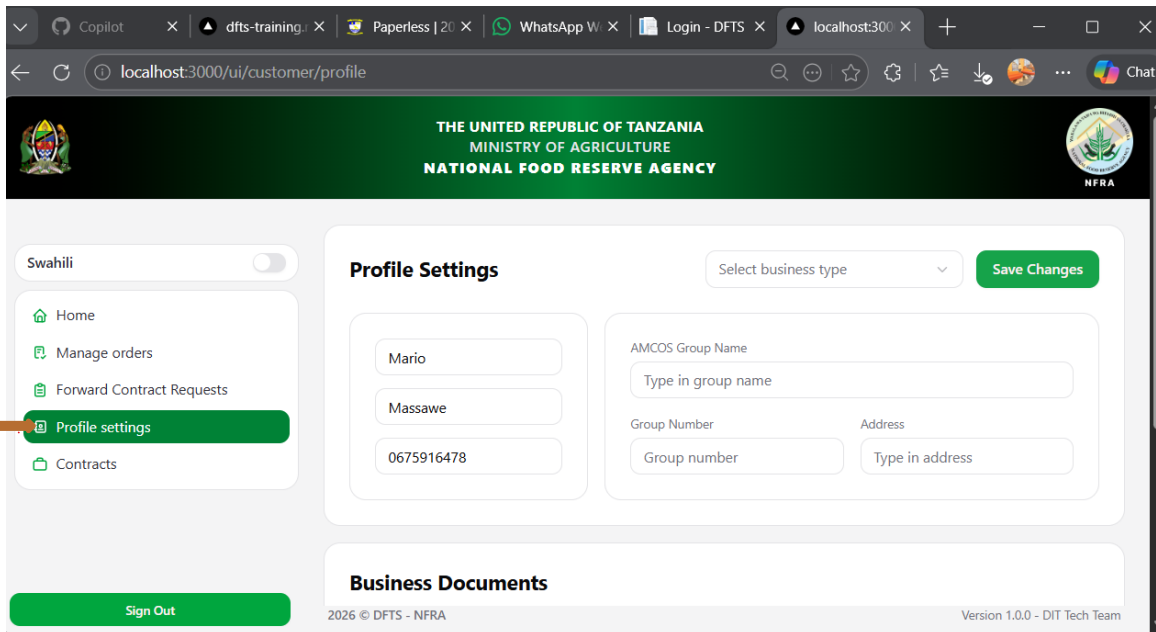


Baada ya kufungua akaunti utaelekezwa kwenye ukurasa wa **Login** ili kuingia kwa kutumia **Email** na **Password** zako.



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**.

The screenshot shows the 'Profile Settings' form in the NFRRA system. The 'Select business type' dropdown menu 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

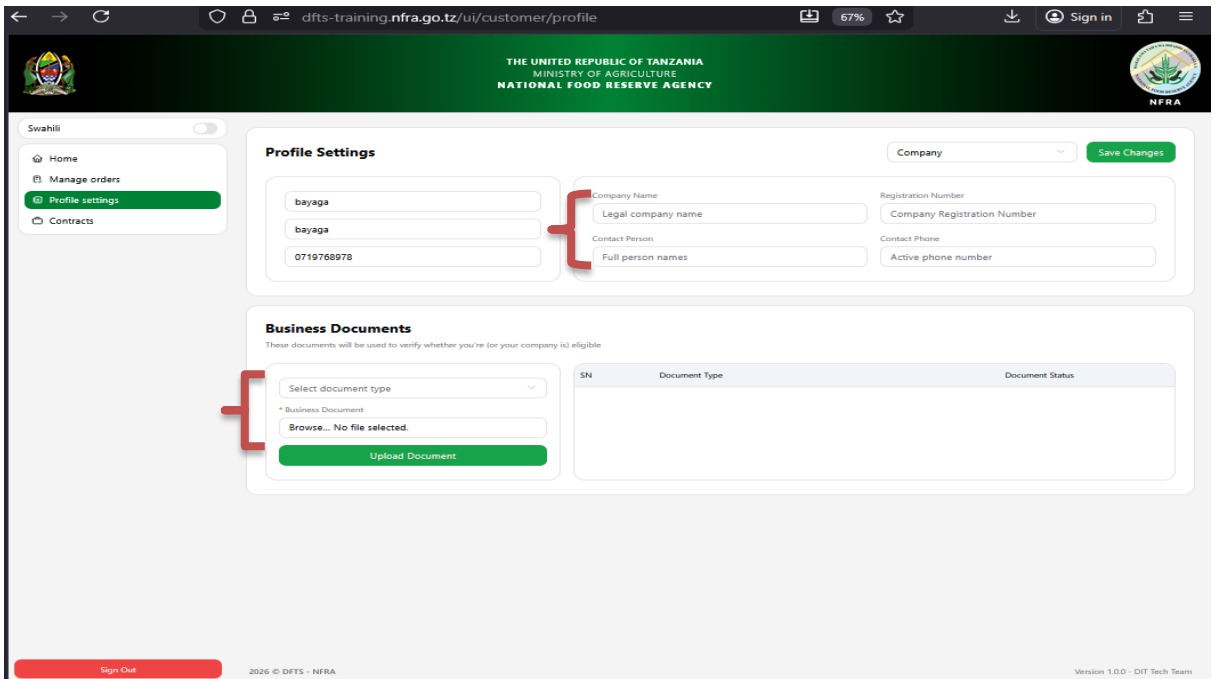
A 'Save Changes' button is located to the right of the dropdown menu.

2. Chagua **Company Profile**.

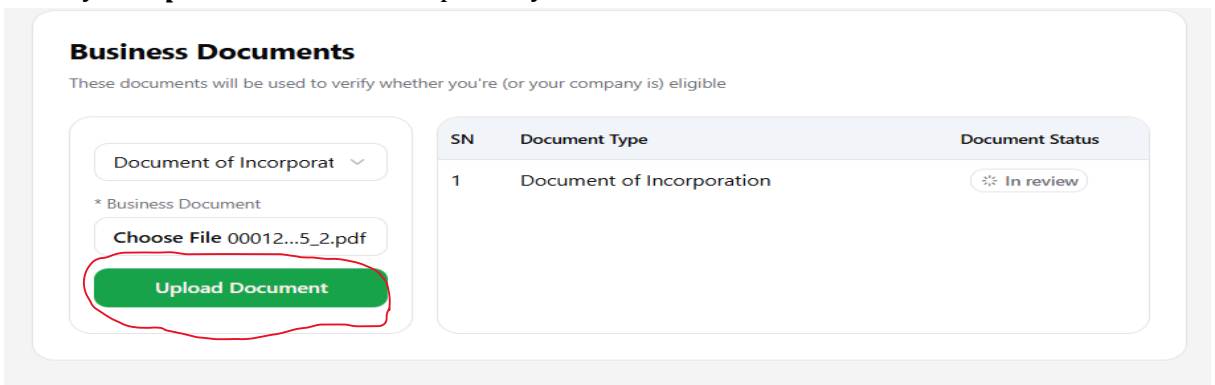
The screenshot shows the 'Profile Settings' form with the 'Company' option selected in the 'Select business type' dropdown menu. The 'Business Documents' section is visible, showing a 'Select document type' dropdown and a 'Browse... No file selected' button. A table for 'Business Documents' is also present.

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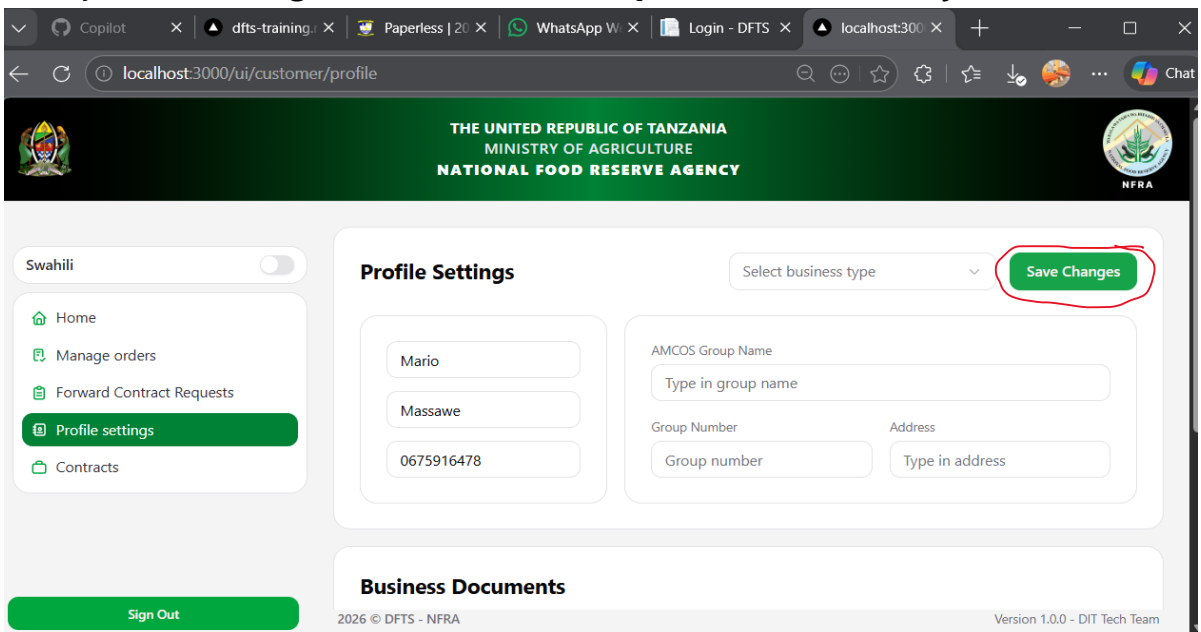
3. Jaza taarifa za Kampuni kama fomu inavoelekeza kisha Bonyeza **Browse** kuchagua nyaraka zinazohitajika.



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



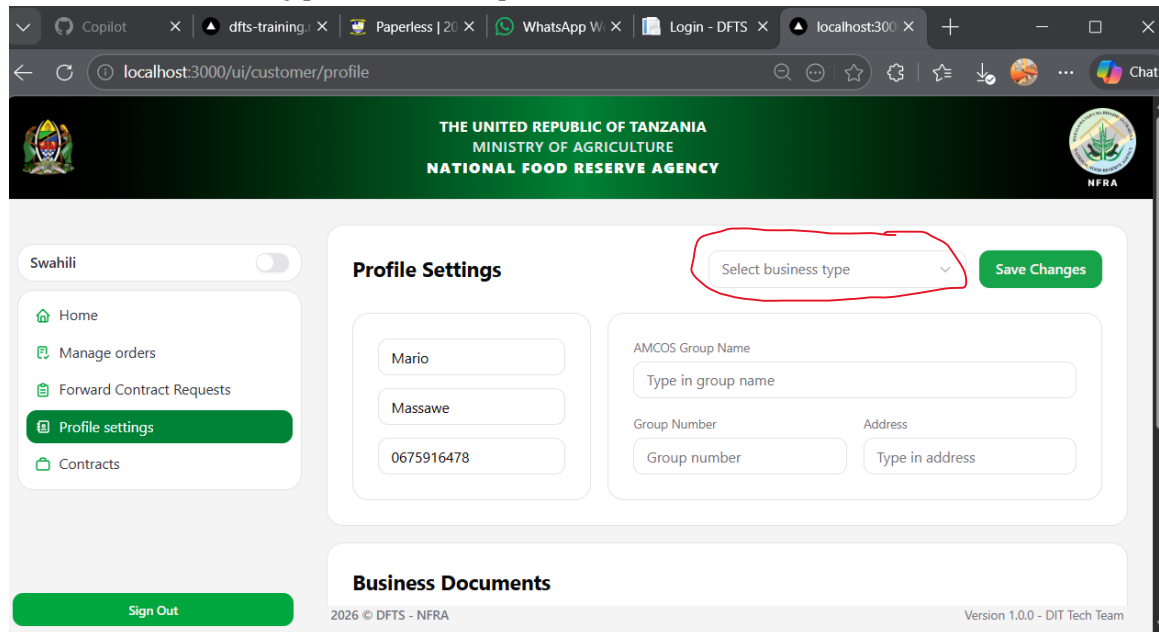
5. Bonyeza **Save Changes** kutunza taarifa za Kampuni na kukamilisha **Profile**



8. Individual Profile (Wasifu wa Mtu Binafsi)

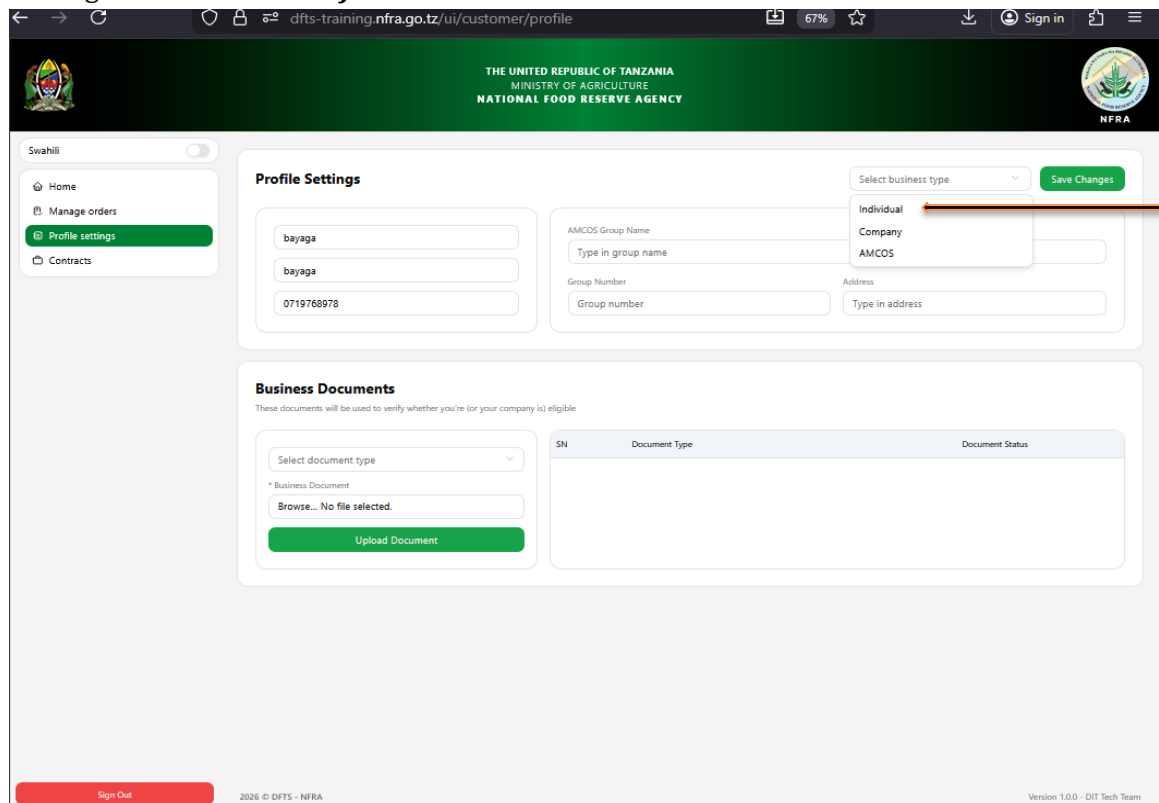
Hatua:

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



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" in a vertical stack; "AMCOS Group Name" with a placeholder "Type in group name"; "Group Number" with a placeholder "Group number"; and "Address" with a placeholder "Type in address". A dropdown menu labeled "Select business type" is highlighted with a red circle, and a "Save Changes" button is visible to its right. The footer includes "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 page is titled "Profile Settings" 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" in a vertical stack; "AMCOS Group Name" with a placeholder "Type in group name"; "Group Number" with a placeholder "Group number"; and "Address" with a placeholder "Type in address". A dropdown menu labeled "Select business type" is open, showing options: "Individual", "Company", and "AMCOS". The "Individual" option is selected and highlighted with an orange line. A "Save Changes" button is visible to the right of the dropdown. Below the profile settings is a section titled "Business Documents" with a sub-header "These documents will be used to verify whether you're (or your company is) eligible". It includes a "Select document type" dropdown, a "Browse... No file selected." button, and an "Upload Document" button. A table with columns "SN", "Document Type", and "Document Status" is also present. The footer includes "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 "National Identity" section contains fields for "National Identity Number" and "Date of Birth". The "Business Documents" section includes a "Select document type" dropdown, a "Browse... No file selected." button, and an "Upload Document" button. A red bracket highlights the "National Identity" and "National Identity Number" fields, and another red bracket highlights the "Browse... No file selected." button.

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 page is titled "Profile Settings" and includes a "Save Changes" button. The "National Identity" section contains fields for "National Identity Number" and "Date of Birth". The "Business Documents" section includes a "Select document type" dropdown, a "Browse... No file selected." button, and an "Upload Document" button. Red circles highlight the "Save Changes" button and the "Upload Document" button.

9. AMCOS (Vyama vya Ushirika) Profile

Hatua:

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

The screenshot shows the user profile page for the National Food Reserve Agency (NFRA). The page is titled "Profile Settings" and features a "Select business type" dropdown menu, which is highlighted with a red box. The dropdown menu is currently set to "AMCOS". The page also includes a "Save Changes" button and a "Sign Out" button. The header displays the NFRA logo and the text "THE UNITED REPUBLIC OF TANZANIA MINISTRY OF AGRICULTURE NATIONAL FOOD RESERVE AGENCY". The footer shows "2026 © DFTS - NFRA" and "Version 1.0.0 - DIT Tech Team".

2. Chagua *Company Profile*.

The screenshot shows the user profile page for the National Food Reserve Agency (NFRA). The page is titled "Business Documents" and features a "Select business type" dropdown menu, which is highlighted with a red box. The dropdown menu is currently set to "AMCOS". The page also includes a "Save Changes" button and a "Sign Out" button. The header displays the NFRA logo and the text "THE UNITED REPUBLIC OF TANZANIA MINISTRY OF AGRICULTURE NATIONAL FOOD RESERVE AGENCY". The footer shows "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 navigation options (Home, Manage orders, Profile settings, Contracts) and a main content area with sections for Profile Settings, Representatives, and Business Documents. The Profile Settings section has input fields for 'bayaga' and '0719768978'. The Representatives section has a table with columns for SN, Representative Names, Position, and Phone Number. The Business Documents section has a dropdown for 'Select document type' and an 'Add document' button.

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 a representative. The page includes a sidebar with navigation options (Home, Manage orders, Profile settings, Contracts) and a main content area with sections for Profile Settings, Representatives, and Business Documents. The Profile Settings section has input fields for 'bayaga' and '0719768978'. The Representatives section has a table with columns for SN, Representative Names, Position, and Phone Number. The Business Documents section has a dropdown for 'Select document type' 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 2026 © DFTS - NFRA Version 1.0.0 - DIT Tech Team

10. Kuomba Tangazo la Kusambaza Nafaka

Baada ya kukamilisha Profile Settings:

1. Bonyeza **Home**.

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MINISTRY OF AGRICULTURE
NATIONAL FOOD RESERVE AGENCY

Swahili

Home
Manage orders
Profile settings
Contracts

Documents Recommended - 6

Contracts Complete contracts - 2

Orders AB 35

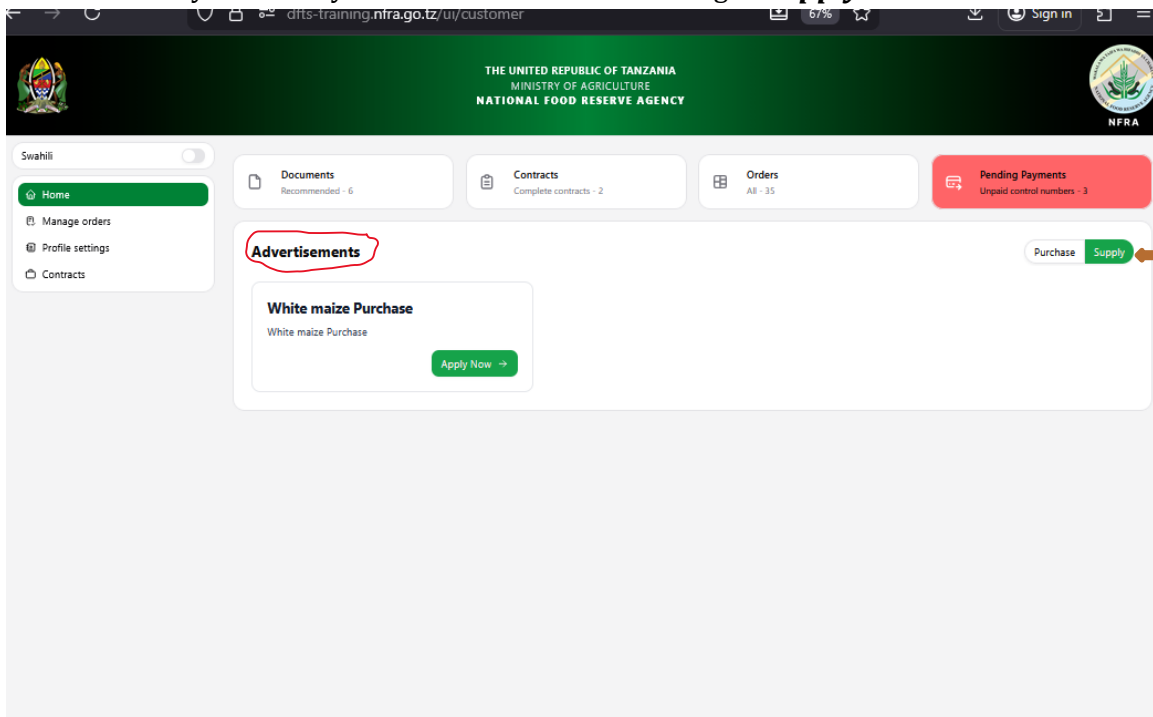
Pending Payments Unpaid control numbers - 3

Purchase Supply

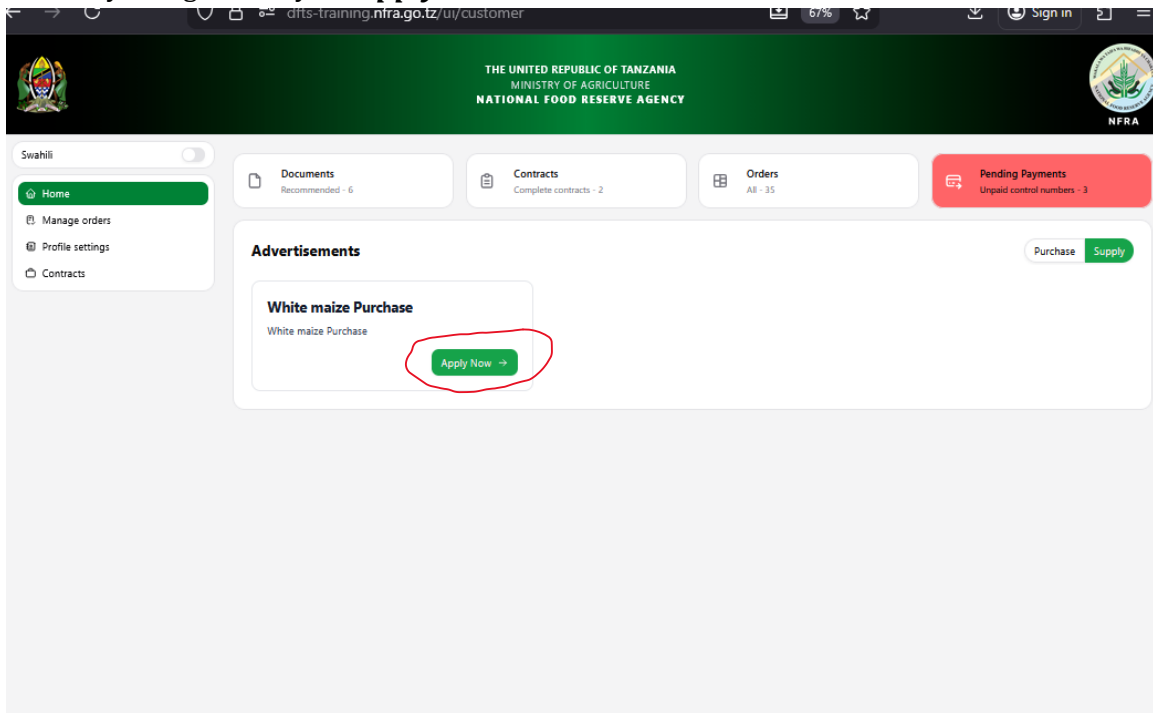
Advertisements

White maize Purchase
White maize Purchase
Apply Now →

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

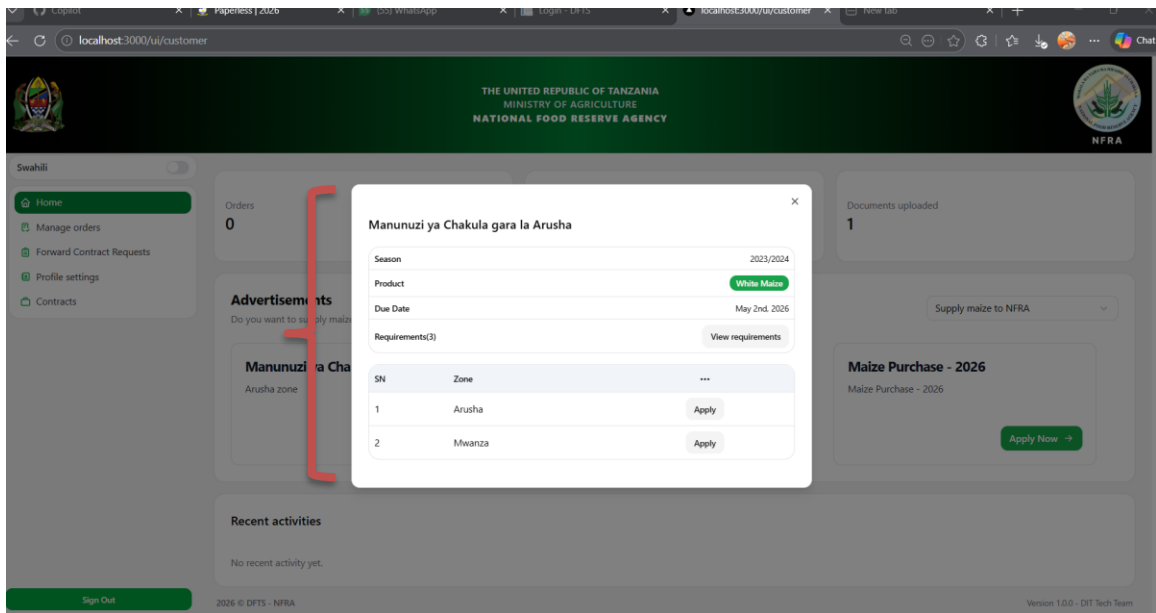


3. Kwenye tangazo bonyeza **Apply Now**.



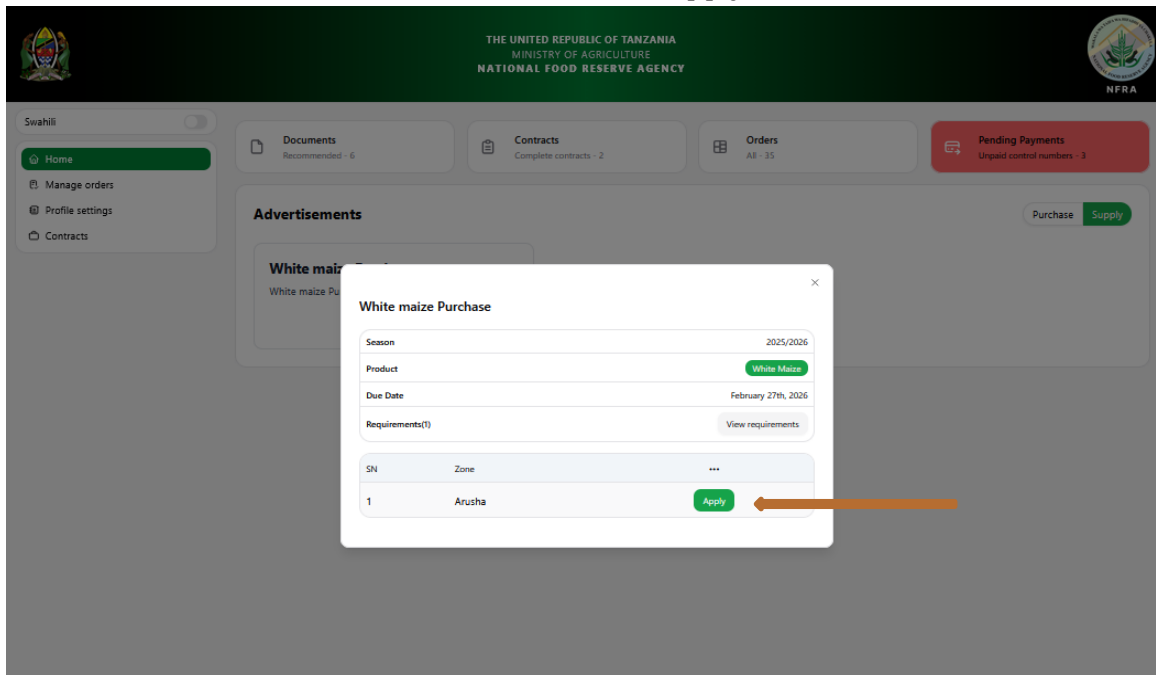
11. Kuangalia Mahitaji ya Tangazo

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

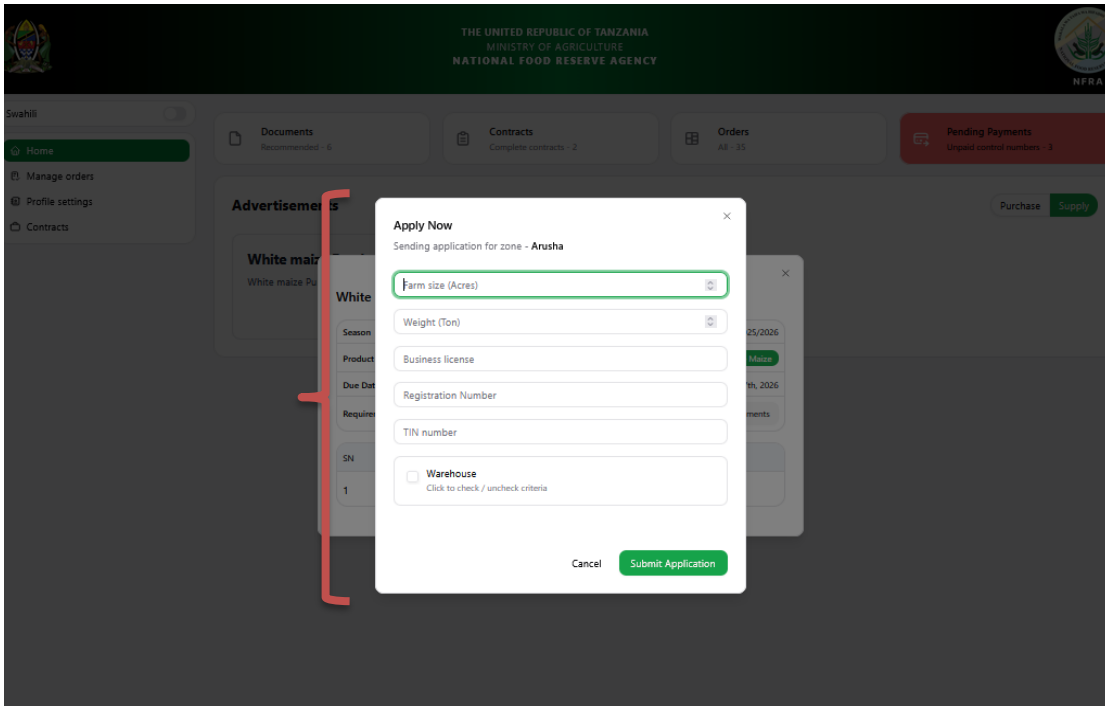


12. Kutuma Maombi

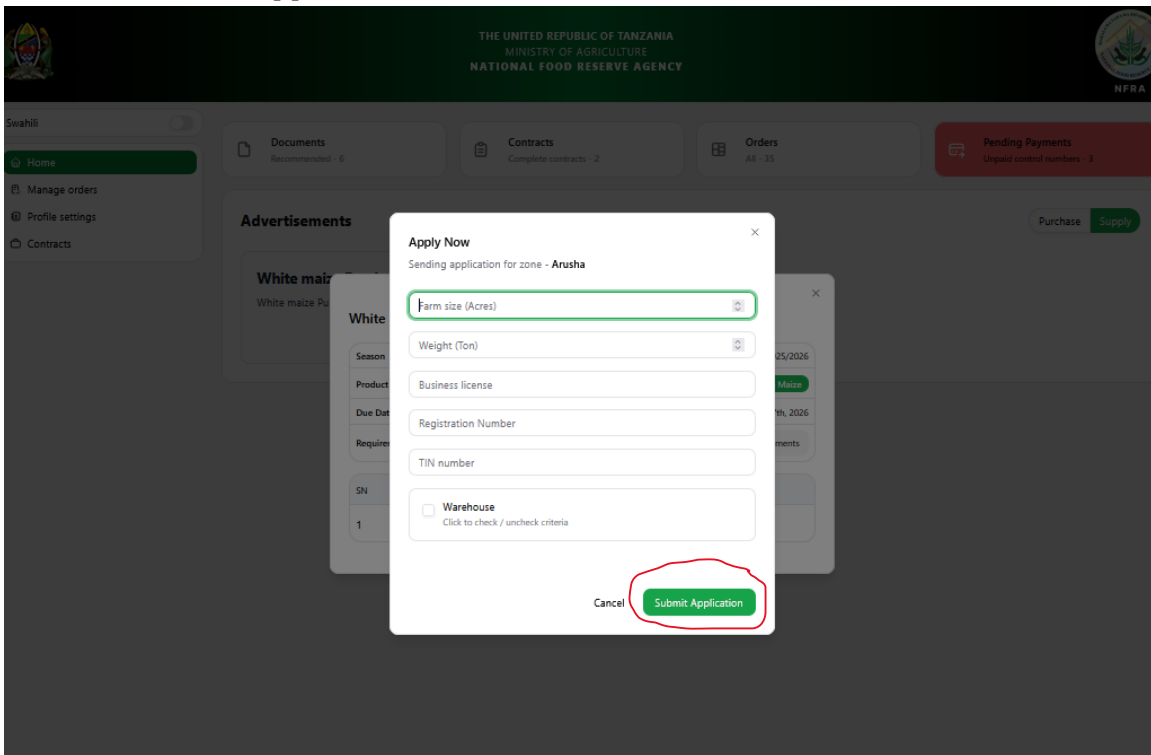
1. Chagua zone unayotaka kusambaza kisha bonyeza **Apply**



3. Jaza taarifa kwenye fomu.



4. Bonyeza **Submit Application**.



13. Kufuatilia Maombi

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

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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 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.

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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 BARAT	4	8,099,999.999	August 3rd, 2026	Request Approval
2	fw-00123	Supply of Maize in BARAT	4	8,099,999.999	August 3rd, 2026	Request Approval

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