## **ZANZIBAR BUREAU OF STANDARDS**



# VIWANGO ISQMT APPLICANT USER MANUAL

VERSION 1.0 2024

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## 1. ACCESSING THE SYSTEM

To access the VIWANGO ISQMT system, here are a series of steps to follow.

- a) A user will open a web browser (recommended is Google Chrome, Mozilla Firefox, or Microsoft edge)
- b) Type in the provided system address i.e., <u>http://viwango.zbs.go.tz/</u>
- c) Proceed to open; If you face any difficulties, contact your system administrator to get the correct system address.



Figure 1.0: System homepage

Upon successfully opening the address user will be landed on the homepage which contains different options. (See the figure above)

- a) To open the account, click **Register** button.
- b) For the users with account click **login** button.

User will be prompted to enter username and password as shown on the figure below.



Figure 1.1: User log in page

c) To continue without account, click **Continue as a guest** button. User will be able to access minimal services in the system.

## 2. ACCOUNT MANAGEMENT

## 2.1 CREATING ACCOUNT

A user must create an account that will help him/her log into the system, and the following are the steps to follow.

a) Fill in the fields required in the sign-up form including your password as shown in the screenshot below,

Signup / Jisajili		
Email / Barua pepe		()
E-mail cannot be blank.		
Firstname / Jina la kwanza		()
Firstname cannot be blank.		
Middlename / Jina la kati		
Lastname / Jina la mwisho		()
Lastname cannot be blank.		
Password / Nywila	()	
Password cannot be blank.		
Repeat Password / Rudia Nywila		0
Confirm Password cannot be blank.		
Create Account / Tengeneza akaunti		_

Figure 2.1.A: Registering for new account

b) Thereafter clicking the **Create Account** button user will receive the notification to verify their email as shown on the figure below. User will be supposed to open their email and verify as directed.



Figure 2.1.B: Email verification note

c) User will login and will be direct to the next stage where will be required to select the type of account, do as required for each tab as shown by numbers below. After finishing click **Save and Continue**.

■ New Application! (	8	٩	٠	Sample Stakeholder 🝷
-	01 Account Type: / Aina ya akaunti:			
	<ul> <li>Normal Applicant / Mdau</li> <li>Agent / Wakala wa wadau</li> </ul>			
	02 This account is for: / Hii akaunti kwa ajili ya:			
	03 Place of domicile: / Mahali pa Makazi:			
	<ul> <li>Tanzania</li> <li>Other Countries (Outside Tanzania)</li> </ul>			
	Entity Name *  Louise It must match the name that appears in attachments / Weka jina kama vile litokeavyo kwenye viambatisho			
	Save & Continue			
Copyright © 2022- 2024 ZBS	SQMT . All rights reserved.			2.0.51 P

Figure 2.1.C: Account type details

The next step will require a user to provide all the required details about the operations business as well as attaching related documents and thereafter click the **Save** button to save those details. If the user has selected wrong type of account can rectify by changing upon clicking **Change type** as shown on the figure 2.1.D below.

Details about Entity	
Registered Company / Kampuni Iliyosajiliwa	
Update Basic Information	
Entity Name *	
Louise	
It must match the name that appears in attachments	
Contact Address *	
no address Select	
Provide Active Business License Number Document Number	
Business license number Certificate *	
no file	
choose file 📔 Only: pdf.jpg.jpeg.png MaxSize: 100 MiB Provide Certificate Of Registration	
Number of Certificate Of Registration	
BPRA/BRELA Certificate of Registration *	
no file	
choose file 👕 Only: pdfjpgjpeg.png MaxSize: 100 MiB	
Provide TIN Certificate TAX Number(TIN)	
TAX Certificate(TIN) •	
no file	
Chicose file 💼 Only: pdf.jpg.jpeg.png MaxSize: 100 Mil8 Must not exceed 10M8	
Update	
pyright © 2022- 2024 ZBS iSQMT . All rights reserved.	

Figure 2.1.D: Entity details

## 2.2 UPDATING PROFILE

A user's profile will be created, and all the details entered will be displayed so that the applicant can review and edit if needed. Refer to the screenshot below

\*\*image\*\*

## 2.3 MANAGE ASSOCIATED USERS

#### I. MANAGE EMPLOYEES/USERS

For the companies' profile, they can contain number of users under the entity. The account owner can add users by following the steps below.

- a) From the list of menus click **my entity**
- b) On the tabs click **Users** as shown on the figure below.

isqmt	■ New Application! 🗹		Q 🔑 (	Jser. ▼
📅 Home	Overview Users Agents			a î
+ New Application	1			11
Standard Proposal	D	Individual	/ Mtu Dinofri	
		mainauai		
ロ Complaint	Tressiene		Update Assign Agent	
D Buy Standard				
Occuments Issued >	Basic Information		Additional Information	
Dashboard	Entity Name	Tressiene	19950826161140000111	
Applications	Category Name	Individual / Mtu Binafsi		
Invoices	TAX Number(TIN)			
13 Approvals				
A My Entity				
Public Comments	Contacts		Attachments Files	
<ul> <li>Check Validity</li> <li>Check Testing Capabilities</li> </ul>	Email	user@gmail.com	Identification view file	
	Phone	+255627541655		
	District	Ubungo MC		
	Ward	Saranga		-
	Copyright © 2022- 2024 ZBS iSQMT . All r	ights reserved.	2	.0.51 PHP 8

Figure 2.3.A: Accessing users

c) User will be landed on the page where they can add and remove users. To add user, click on Add User as shown on the figure below.
 Fill in the required details and click Link Account to save.

		$\searrow$	
Email			0
E-mail cannot be blank.			
Firstname *	Middlename	Lastname *	
	0		0
Firstname cannot be blank.		Lastname cannot be l	blank.
Password *			
Password			()
Password cannot be blank.			
Confirm Password *			
Confirm Password *			0

Figure 2.3.A: Adding users

#### **II. MANAGE AGENTS**

For importation applications, a regular user is expected to apply through an agency. User can add agency to work on their behalf by assigning them in the system. To assign an agency user will follow the steps below.

- a) From the list of menus click **My entity**
- b) On the tabs click **Agents** as shown on the figure below.

🥌 isqmt	■ New Application!		Q. 💭 User	r. <del>•</del>
A Home	Overview Users Agents			
+ New Application	▲			
Standard Proposal		Individu	al / Mtu Binafci	
口 Enquiry	•	marviau		
Complaint	Tressiene		Update Assian Agent	
D Buy Standard	nessiene		·	
Occuments Issued >	Basic Information		Additional Information	
Dashboard		Trocciono	3 100E00223511400001113	
Applications	Entity Name	testicident (144), Planfel	ID Number	
Invoices	Category Name	Individual / Mtu Binatsi		
ゆ Approvals	TAX Number(TIN)			
a 🖪 My Entity				
Public Comments	Contacts		Attachments Files	
Check Validity				
Check Testing Capabilities	Email	user@gmail.com	Identification view file	
	Phone	+255627541655		
	District	Ubungo MC		
	Ward	Saranga		
	Copyright © 2022- 2024 ZBS ISQMT . A	All rights reserved.	22035	51 PHF

Figure 2.3.B: Accessing agent

d) User will be landed on the page where they can add and remove agency. To add, click on **Assign Agent** as shown on the figure below.

Overvi	ew	Users Agents					
		1					Assign Agent
	#	Name	TIN	Email	Phone	Date Assigned	
	1	Simaloi Inc.	103-128-587	newuser1@gmail.com	+255627541565	04-Sep-2024	remove

Figure 2.3.B: List of agents

Enter the agency's name and click **Search Agent.** From the suggested results, select **Assign Agent** to complete the assignment to the agency. (See the figure below)

Search for Agents	Search Agent
Zbs_agent Assign Agent	

Figure 2.3.B: Searching and assigning agent

## 3. NEW APPLICATIONS

#### 3.1 MAKING APPLICATION

Using the navigation menu located on the left an applicant can navigate to the **Dashboard.** To start a new application, click the **New Application** button, see the figure below.

	isqmt	≡	New Application!	
€	Dashboard		unlientieure	
+	New Application		pplications	
Д	Standard Proposal		Type to Search here	
Д	Enquiry			
Д	Complaint			
Д	Standard Catalogue		Showing 1-7 of 7 items.	
<b>1</b> =	My Entity		Wet Cargo	Standard Proposal
	Applications		Certificate	Proposal STANDARDS DEVELOPMENT DIVISION
₽	Approvals		Start >	Start >
0	Invoices			Des lust Cartification
0	Documents Issued		Report TESTING DIVISION	Certificate CERTIFICATION DIVISION
*	Check Validity		Start →	Start >

Figure 3.1.A: Accessing New applications

After clicking the new application button, a user will be presented with a page where he/she can filter and search for the specific application to apply for as shown in the screenshot below.

🕈 Home	Applications	_			^
rome     New Application     Standard Proposal     Enquiry     Complaint	Type to Search here	]	Q osarh B	Coffices     TESTING DIVISION     INSPECTION AND QUALITY CONTROL     DIVISION     STANDARDS DEVELOPMENT DIVISION     CERTIFICATION DIVISION     PIPIEIL CEP ATTORS AND MARKETING	
□       buy standard         □       Documents Issued →         □       Documents Issued →         □       Applications         □       Invoices         □       Approvals         □       My Entity         □       Public Comments         ✓       Check Validity         ☑       Check Testing Capabilities	Wet Cargo Cestificity INSPECTION AND GUALITY CONTROL DWISION Start → Local Vehicle Inspection (INSPECTION AND GUALITY CONTROL DWISION Start → Proficiency Testing Centrear TESTING DWISION Start →	Standard Proposal Proposal STANDARDS DEVELOPMENT DEVISION Start → Type Testing Report TESTING DEVISION Start → Appeal Report FUELIC RELATIONS AND MARGETING Start →	Test Process ZBS	PROCUREMENT AND DISPOSAL OF PUBLIC ASSET Tanzibar Bureau of Standard DITING, LIBRARY AND STANDARDS INFORMATION DIVISION  Categories Certificate Form Inspection Cicence Permit Proposal Report Standard	
	Copyright © 2022- 2024 ZBS iSQMT . All rights reserv	ed.		AJAX S	

Figure 3.1.A: Applications page

- 1. An applicant can use the general search to search for any keyword associated with the certificate, license, or permit.
- 2. Applicant can also use the filters by the office, categories, or tags to allocate the desired application.

Once an applicant has found the application, he/she wants to apply for, will be required to click the button "Start" to proceed with the application. Refer to the screenshot below.

A	Home	Applications		
+	New Application	Type to Search here		Q Search
Д	Standard Proposal			⊞ ≔
Д	Enquiry			
Д	Complaint	Showing 1-8 of 8 items.		
Д	Buy Standard	Wet Cargo	Standard Proposal	Test Process ZBS
0	Documents Issued	Certificate	Proposal STANDARDS DEVELOPMENT DIVISION	Certificate
❹	Dashboard	Start →	Start >	Start →
Ľ	Applications			
o	Invoices	Form	Report TESTING DIVISION	Certificate CERTIFICATION DIVISION
⊮≎	Approvals	INSPECTION AND QUALITY CONTROL DIVISION		
	My Entity	Start →	Start →	Start →
•	Public Comments	Proficiency Testing	Appeal	-
*	Check Validity			
2	Check Testing Capabilities	Start 7		
		Showing 1-8 of 8 items.		
		Copyright © 2022- 2024 ZBS iSQMT . All rights reserv	/ed.	

Figure 3.1.B: Starting application

## A. Starting New application

After clicking the **Start** button, the applicant will be presented with the confirmation page, where will read the application details and after verifying will click on **Start New Application** to proceed.

Co	nfirmation			×
	Please Confirm Details Before Proceeding			
		Name Office	Product Certification CERTIFICATION DIVISION	
		Description	The Product Certification allows manufacturers whose products have conformed to Zanzibar standards to use the 'ZBS Standards Mark of Quality' on their products. The scheme requires that the product complies with relevant Zanzibar standards. $$\square$$	
	Start New Application			)
			Clo	ise

*Figure 3.1.C: Confirming application to apply* 

Applicant will be presented with the form for the application he or she is applying for, fill in the details as required; then click **Save** to continue later or continue to proceed, see the figure below.

نې Application	Review Application	3 Initial Fee	
Application (APP/PC/5013)			63
1. Page 1 2. Attachments			
	Page 1		
Applicant Category *			
select		~	
Product *			
Name of Manufacturer *			
Factory Name *			
Address *			
	no address	Select	
Brand Name *			
Grade			
Continue		Save	

Figure 3.1.D: Application form

## **B. Linking old Certification (For Product Certification)**

After clicking the **Start** button, the applicant will be presented with the confirmation page, where will read the application details and after verifying will click on **Link Old Certificate** to proceed as shown on the figure 3.1.E: below.

onfirmation			>
Please Confirm Details Bef	ore Proceeding		
Name		Product Certification	
Office		CERTIFICATION DIVISION The Product Certification allows manufacturers whose products have conformed to Zanzibar	
Description		standards to use the 'ZBS Standards Mark of Quality' on their products. The scheme requires that the product complies with relevant Zanzibar standards.	e
Start New Application	Link Old Certificate	Continue with Application (started: 15-Dec-2024)	
		CI	ose

Figure 3.1.E: Linking old certification

## 3.2 APPLICATION GENERAL FEATURES

#### 1. ATTACHMENTS

If an applicant wants to attach a document or image to his or her application, the

following are the steps to follow,

- i. Go to the field where you are required to attach a file
- ii. Click on the **Choose file** button
- iii. Click on the **Choose from Computer** button and choose the file you want to attach from your computer.
- iv. Click the **Upload** button to upload the file from your computer to the system. The steps are shown in the screenshots below.

File Manager	Search
Upload File(s) Drag your files here(maxSize: 100 MiB) Choose from Device	Select

Figure 3.2.A: Choosing file from device

File Manager	
Upload File(s)	
Drag your files here(maxSize: 100 M	iB)
Upload	
Annex IV- General comments and obse	x rvation from QA.pdf (341.34 KB)

Figure 3.2.B: Uploading file

## 2. ADDING ITEMS

If applicant is supposing to add a number of items in the table, the following are the steps to follow;

i. Click on the **Plus** like button with the table of the required item as shown on the figure below.

	2	Distribution	
Oil Marketing Company (	OMC)		
Importer	Fuel Quantity	Quantity Unit	
No results found.			
			+ Oil Marketing Company (OMC)

Figure 3.2.D: Adding an item

- ii. On the popup window fill in the required details and click save to continue.
- iii. On the table, the item will be already added, you can continue to add as more items as required.
- iv. User can remove added item by clicking on the **Minus** like symbol with the label of the item.

Add Oil Marketing Company (OMC)	×
Fuel Distribution	
Importer *	
Search For Entity by Name/TIN/IDNumber	~
Fuel Quantity *	
Quantity Unit •	
select Save	~
	Close

Figure 3.2.E: Filling the form

		Di	stribution			
المrketing Company (OMC)						
Importer	Fuel Quantity	Quantity Unit				
Abc	3000	Mt	- Remove Oil Marketing Company (OMC)			
			+ Oil Marketing Company (OM			

Figure 3.2.F: Removing item

## 4. NOTIFICATIONS

Applicants can access different notifications in the system, these notifications help applicants to track the status of their application. It will notify the user for action to be done (if required) as well as successful action like application or payments. These notifications are visible at the top bar on the right side as shown by the arrow.

<del>/</del> i	iSQMT						<b>a</b> 🖊 🕫	User . 👻	
the Home		Show	ing <b>1-20</b> of <b>46</b> iten	15.			2 Notifications		
+ New Applic	cation	#	Reference	Description	Amount	Control Number	We have received applic Standard Proposal from TRESSIENE. To continue	ation for 1 with	
Enquiry	TUJUSAI	1	PCPYM/PC/4976	Initial Fee for APP/PC/4974 Product Certification requested by Tressiene	TZS 195,000	199530000383	payment, Wait for Contro Number. We will notify y once available, please co	ol ou shortly intact us if	0
レ Complaint	atalogue	3	PCPYM/PC/4972	Initial Fee for APP/PC/4959 Product Certification requested by Incarcine Dividence of APP/PC/4959 Product Certification requested by Tressiene Dividence of Etandard 7NE 573, 7NE 504, 7NE 504,	TZS 60,000	199530000381	it takes too long. Application Reference: APP/SP1/5080		0
<ul> <li>Documents</li> <li>Dashboard</li> </ul>	s Issued >	4 5	PYM/TT1/4754	Payment for APP/TT1/4522 Type Testing requested by Tressiene Payment for APP/TT1/4522 Type Testing requested by Tressiene Payment for APP/TT1/4683 Type Testing requested by Tressiene	TZS 10,000,000	199104567893	Assigned user to work o	12-Dec-2024 n 12-Dec-2024	0 0
ි Application ා Approvals	ns	7 9	PCPYM/PC/4474	Annual Drumont for ADD/DC/4873 Deadust Catification requested by Tressione Initial Fee for APD/PC/4872 Product Certification requested by Tressione	TZS 250 000 TZS 60,000	199530000269	See All Notificatio	07-Nov-2024	0 (A) (O)
My Entity Public Com	nments	10 11	PYM/TT1/4463 PCPYM/PC/4438	Payment for APP/TT1/4461 Type Testing requested by Tressiene Initial Fee for APP/PC/4434 Product Certification requested by Tressiene	TZS 60,000 TZS 60,000	191475774570 199530000269	Paid Expired	06-Nov-2024 01-Nov-2024	•
<ul> <li>Check Valid</li> <li>Check Testi</li> </ul>	dity ing Capabilities	12 13	PCPYM/PC/4438 PCPYM/PC/4422	Initial Fee for APP/PC/4434 Product Certification requested by Tressiene Initial Fee for APP/PC/4418 Product Certification requested by Tressiene	TZS 35,000 TZS 60,000	199530000269 199530000269	Expired Paid	01-Nov-2024 01-Nov-2024	0 0
		14 15	PYM/TT1/4364 PCPYM/PC/4287	Payment for APP/TT1/4333 Type Testing requested by Tressiene Initial Fee for APP/PC/4284 Product Certification requested by Tressiene	TZS 80,000 TZS 70,000	199530000200	Paid Waiting Control Number	28-Oct-2024 10-Oct-2024	0
		16	PCPYM/PC/4287	Initial Fee for APP/PC/4284 Product Certification requested by Tressiene	TZS 60,000		Waiting Control Number	10-Oct-2024	0
	Copyright © 2022- 2024 ZBS ISQMT , All rights reserved.								2.0.51 PH

Figure 4.1: Notifications

Upon opening the notification bar user can click on **See all Notification** to open list of the notification where they can be viewed as a whole as shown on the figure below.

			New Application!	۹ 🌲	Use	r. •
<b>↑</b> +	Home		We have received application for <b>Product Certification</b> from <b>TRESSIENE</b> . To continue with payment, Wait for Control Number. We will notify you shortly once available, p us if it takes too long.	lease conta	ct	ſ
	Standard Proposal		or: 26 Nov 2024			
L L	Complaint Standard Catalogue		We have received application for Product Certification from TRESSIENE. To continue with payment, Wait for Control Number. We will notify you shortly once available, p us if it takes too long. Application Reference: APP/PC/4987	lease conta	ict	
0	Dashboard		on: 26 Nov 2024		_	
0	Applications Invoices		We have received application for Product Certification from TRESSIENE. To continue with payment, Wait for Control Number. We will notify you shortly once available, p us if it takes too long. Application Reference: APP-M/PC/4981	lease conta	ict	
ڻ 13	Approvals My Entity		on: 26 Nov 2024			
<b>~</b> *	Public Comments Check Validity		Bill Details Entity: TRESSIENE Amount T2S 195,000 Description: Initial Fee for APP/PC/4974 Product Certification requested by Tressiene places accreate with payment			
₽⁄	Check Testing Capabilities		Control Number will expire on 11-Dec-2024 on: 26 Nov 2024			
			We have received application for <b>Product Certification</b> from <b>TRESSIENE</b> . To continue with payment, Wait for Control Number. We will notify you shortly once available, p us if it takes too long.	lease conta	ct	
		Соруг	right © 2022- 2024 ZBS ISQMT . All rights reserved.		2.0.5	51 PHP

Figure 4.2: List of notifications

## 5. NAVIGATION MENUS

The navigation menu, is located on the left side of every applicant's account, serves as a central hub for accessing various features and sections of the system. It is designed to provide access to the tools and information they need throughout the application process.



Figure 5.0: Navigation menus

A. DASHBOARD

The applicant's dashboard contains notifications, areas where the applicant can observe the statuses of different applications. Through the dashboard, an applicant can view, payments, Applications in progress, Active licenses, and Expired licenses. Refer to the screenshot below.

	■ New Application!				Q 🔔 User. 🕶
Dashboard     My Entity     Applications     Approvals	B Due Activities	281 In progress	5 Returne	ed Applications	33 Issued
<ul> <li>Invoices</li> <li>Documents Issued</li> </ul>	Title Number	Comp	oletion Status	Due Date	
<ul> <li>✓ Check Validity</li> <li>□ Standard Proposal</li> </ul>	No results found.	Due	2 ~	Select Range	× •
디 Enquiry 디 Complaint					
Standard Catalogue     Public Comments					
Check Testing Capabilities					
	Copyright © 2022- 2024 ZBS (SOMT , A)	rights reserved.			
					2.0.51 PHP 8

Figure 5.A: System dashboard

## **B. MY ENTITY**

This menu redirects users to a page where they can view, and update account details as well as managing associated users like employees and agency, as shown on the 2.3 above.

## **C. APPLICATIONS**

This menu directs a user to a page where he or she can access all applications he or she has applied before. A user can view status of these applications and act accordingly.

Standard Proposal	"	Reference	Document Type	Status	c	Date Started	
		Search Reference	Search Document		~		
	1	APP-M/PC/5121	Product Certification	In Review Application	C	03-Dec-2024	Details
	2	APP-M/PC/5116	Product Certification	In Signature	C	)3-Dec-2024	Details
➡ Standard Catalogue	3	APP-M/PC/5103	I'm Product Certification	In Signature	C	03-Dec-2024	Details
Ocuments Issued	4	APP/PT/5105	Proficiency Testing	In Report	C	03-Dec-2024	Details
Dashboard	5	APP/SP1/5038	Standard Proposal	In Review Proposal	2	29-Nov-2024	Continue
	6	APP-M/PC/5089	Product Certification	Issued	C	02-Dec-2024	View Certificate
Applications	7	APP/PC/5013	Product Certification	In Initial Fee	2	28-Nov-2024	Continue
Invoices	8	APP/SP1/5080	Standard Proposal	In Review Proposal	C	)2-Dec-2024	Continue
	9	APP-M/PC/4991	Product Certification	Issued	2	26-Nov-2024	View Certificate
	10	APP/PC/4987	Product Certification	In Initial Fee	2	26-Nov-2024	Continue

Figure 5.C: List of applications

## **D. APPROVALS**

This menu direct user to the page where they can access all approvals required from the user. i.e. Payment approvals. User will be directed to the page with the list of processes waiting for approval. Click on the respective one to open then click **Accept** or **Reject** to finish.

Approv	val Requested: Initial Fee for A	PP/PC/4974 Product Certification requested by Tressiene			Accept Reject
	Paye	r Tressiene		Control Number 199530000383	
	Description	Initial Fee for APP/PC/4974 Product Certification requested by Tressiene		Is Paid No	
	Payment Type	e Fee		Paid At	
	Due Date	8		Last Notified	
Itoms	Amoun	t TZS 195,000.00			
items	Products Fee	2			
#	Description		GfsCode	Amount	
1	Application and Inspection Fee		140101	60,000.00	
2	Testing Fee		140101	135,000.00	
Total					195,000.00

Figure 5.D: Accepting/reject

#### E. INVOICES

This menu directs a user to a page where they can access all the invoices that they have been issued including description, amount, control number, currency, and the status of payment.

ŧ	Reference	Description	Amount	Control Number	Status	Invoice Date
					_ ↓	
	PYM/PT/5107	Payment for APP/PT/5105 Proficiency Testing requested by Tressiene	TZS 100,000	199475862545	Paid	03-Dec-2024
	PCPYM/PC/4976	Initial Fee for APP/PC/4974 Product Certification requested by Tressiene	TZS 195,000	199530000383	Request Cancellation	26-Nov-2024
	PCPYM/PC/4972	Initial Fee for APP/PC/4959 Product Certification grequested by Tressiene	TZS 80,000	199530000382	Waiting Payment	26-Nov-2024
	PCPYM/PC/4972	Initial Fee for APP/PC/4959 Product Certification requested by Tressiene	TZS 60,000	199530000381	Waiting Payment	26-Nov-2024
	CUST/BS/4956	Purchasing Copy of Standard ZNS 573, ZNS 594, ZNS 594	TZS 35,000	199530000380	Waiting Payment	26-Nov-2024
	PYM/TT1/4754	Payment for APP/TT1/4752 Type Testing requested by Tressiene	TZS 10,000,000	199104567893	Expired	21-Nov-2024
	PYM/TT1/4685	Payment for APP/TT1/4683 Type Testing requested by Tressiene	TZS 100,000	199104567890	Paid	21-Nov-2024
	PCAF/PC/4478	Annual Payment for APP/PC/4472 Product Certification requested by Tressiene	TZS 250,000	199530000269	Paid	07-Nov-2024
	PCPYM/PC/4474	Initial Fee for APP/PC/4472 Product Certification requested by Tressiene	TZS 45,000	199530000269	Paid	07-Nov-2024
0	PCPYM/PC/4474	Initial Fee for APP/PC/4472 Product Certification requested by Tressiene	TZS 60,000	199530000269	Paid	07-Nov-2024

Figure 5.E: List of invoices

## F. DOCUMENT ISSUED

This menu directs a user to a page that shows a list of all documents issued after the whole process to that specific applicant. A user can view every certificate individually and print them.

isqmt	=	Ne	ew Application!				Q	•2	User .
🙃 Home	1								
+ New Application							🖸 All 🗹 Export Options 🕶	[]	
Standard Proposal		#	Number	Туре	Category	Status	End Date		
디 Enquiry						~	~	+	
	l r	1	7857895	Product Certification	Certificate	Active	30-Jun-2025	۲	1
		2	YU23419	Product Certification	Certificate	Active	01-Jul-2025	0	1
M Standard Catalogue		3	785TY	Product Certification	Certificate	Active	30-Jun-2025	0	
Ocuments Issued		4	YU2345	Product Certification	Certificate	Active	30-Jun-2025	0	
O AI		5	ZBS/SP/2024/0089	Standard Proposal	Proposal	Active	ь.	•	
0		6	ZBS/SP/2024/0088	Standard Proposal	Proposal	Active	4	۲	
<ul> <li>Certificate</li> </ul>		7	202411/00009/	Complaint	Form	Active	18-Nov-2025	۲	
O Form		8	202411/00008/	Complaint	Form	Active	18-Nov-2025	۲	
		9		Product Certification	Certificate	Active	07-Nov-2025	0	
		10	ZBS/SP/2024/0064	Standard Proposal	Proposal	Active		٥	
O Licence		11	ZBS/SP/2024/0063	Standard Proposal	Proposal	Active		0	
O Permit		12	PC/2024/00014	Product Certification	Certificate	Active	17-Sep-2025	۲	
O Proposal		13	DIJ/2024/00023	Destination Inspection	Permit	Active	20-Dec-2024	0	
- Hoposar		14	DN/2024/00001	Denial Notice	Certificate	Active		0	
O Report		15	DIJ/2024/00022	Destination Inspection	Permit	Active	17-Dec-2024	0	
O Standard		16	PC/2024/00013	Product Certification	Certificate	Active	06-Sep-2025	۲	
	4	17	102/2024/00004	Foculor	Form	Activo			

Figure 5.F: List of end documents

## G. CHECK VALIDITY

This menu directs a user to a page where he or she can check the validity of the certificate, permit or license by entering the document number. User will be required to enter the number of the document (Certificate, Permit, Licence & etc.) and then click **Validate Now** to search. The window will pop up shown the name and the dates of the given document. See figure 5.G below.

Check Document validity	
Please provide Document Number below to check validity of your Permit, Document or Certificate	
Enter Document number I	
⊘ Validate Now	

Figure 5.G: Validating document

## H. STANDARD PROPOSAL

Here user may propose for the development of national standards or adoption of national Standards. User will confirm to start the application of standard proposal by clicking **Start a new process.** Then they will fill in all the required details and confirm to submit the application. See the figure below.

Please Confirm Details Before Proceeding	
	Name Standard Proposal
	Office STANDARDS DEVELOPMENT DIVISION
	Description Development of national standards and adoption of national Standards
Start New Application	

Figure 5.H.: Start a new application for Standard proposal

	© Proposal	(2) Review Proposal	
osal ( APP/SP1,	/5038)		
etails 2. Sector			
		Details	
Catile Mana			
User .			
Email			
user@gmail.com			
Phone			
255627541655			
Proposed Title *			
Proposed Title			
Description of pro	oposal *		
Purpose and justi	fication of the proposed standard *		<i>n</i>
select			~
Proposal category	r*		
select			~
Need of Standard			
select			~
Attachment			
no file	choose file 📋		
Only: pdf.jpg.jpeg	upng MaxSize: 100 MiB		

Figure 5.H: Proposal application form

## I. ENQUIRY

This is a centralized feature within the navigation menu that allows applicants to submit their requests, concerns, need of assistance. Enquiry submitted through this menu are logged and directed to the appropriate team for review and resolution.

User will be redirected to the application form, fill as required and submit.

## J. COMPLAINT

This is a dedicated section in the navigation menu designed specifically for submitting and managing complaints. This feature allows users to formally report issues or grievances related to their application process or the platform's functionality. Users can describe their concerns, attach relevant files or evidence if necessary, and track the status of their complaints.

User will be redirected to the application form, fill as required and submit.

## K. STANDARD CATALOGUE

The **Standard Catalogue Menu** is a specialized feature within the navigation menu that provides users with access to a comprehensive list of standard services, products, or items available **within** the system. This menu is designed to serve as a reference point, offering detailed information about each standard, including specifications, descriptions, categories, and any associated guidelines or requirements.

🔅 Catalogu	le		
alogue ( CUST/BS/5101)			1
			3
			Shopping Cart
Standards Catalogue			Showing 1-7 of 7 items.
# Standard Code	Year	Title And Scope	Price
			2
1 ZNS 594	1	Seaweed Soap -Specification This Zanzibar National Standard specifies requirement, sampling and test method for seaweed soap.	TSH 7,000 +
2 ZNS 21	4	Milled rice — Specification This Zanzibar National Standard specifies requirements, sampling and test methods for milled rice of the	TSH 13,000 +
		varieties grown from rice grains, Oryza spp. intended for human consumption.	
3 ZNS 69	3	varieties grown from rice grains, Oryza spp. intended for human consumption. Liquid detergent for household use This Zanzibar National Standard specifies the requirements, sampling and test methods for liquid detergent for household use.	TSH 20,000 +
3 ZNS 69 4 ZNS 231	3	varieties grown from rice grains, Oryza spp. intended for human consumption.         Liquid detergent for household use         This Zanzibar National Standard specifies the requirements, sampling and test methods for liquid detergent for household use.         Machete — Specification         This Zanzibar Standard specifies requirements, sampling and test methods for general purposes machete.         These standard covers curved and straight blade machetes	TSH 20,000 + TSH 15,000 +
3 ZNS 69 4 ZNS 231 5 ZNS 595	3 2 1	varieties grown from rice grains, Oryza spp. intended for human consumption.         Liquid detergent for household use         This Zanzibar National Standard specifies the requirements, sampling and test methods for liquid detergent for household use.         Machete — Specification         This Zanzibar Standard specifies requirements, sampling and test methods for general purposes machete.         These standard covers curved and straight blade machetes         Henna Paste — Specification         This Zanzibar National Standard specifies the requirements, sampling and test methods for ready-made henna paste in shape of cone and other allied pack	TSH 20,000 + TSH 15,000 + TSH 11,000 +

Figure 5.K: Standard catalogue

- 1. User can see list of standards with details as standard code, year, title and scope as well as its price.
- 2. To buy a standard user will add the standard in a shopping cart by clicking a **plus** like symbol as shown on the figure 5.K above.
- 3. Click **Shopping Cart** to see the selected standard and proceed with payments.

Sho	opping C	Cart						×
Ву	Clicking Pro	ceed, a paymen	t request will be gene	rated to charge: TSH 7,000				Proceed
#	Code ZNS 594	ICS Code	Product Seaweed Soap	Title Seaweed Soap -Specification	<b>Year</b> 1	No. of Pages	Price TSH 7,000	
								Close

Figure 5.K: Check out

User will click **Proceed** to check out the purchasing. User will be redirected to the page where will be able to download the standard.

#### L. PUBLIC COMMENT

This is an essential feature in the standardization process, enabling stakeholders to actively participate by providing feedback on proposed standards. This menu serves as a platform for transparent collaboration, allowing the public, industry experts, and other stakeholders to review draft standards and submit their comments or suggestions for improvement.

User will be redirected to the page as shown on the figure 5.L below where they can select the respective standard draft to comment on.

Ρ	ublic Comments Title		Showing 1-15 of 15 ite
			🖸 All 🗹 Export Options 👻
#	Title	Code	Expire Date
1	Liquid glucose (glucose syrup) — Specification	DEAS 349: 2024	01-Jan-2025
2	Brown sugar — Specification	DEAS 749: 2024	01-Jan-2025
3	Sugar cane jaggery — Specification	DEAS 818: 2024	01-Jan-2025
4	Molasses for Industrial use — Specification	DEAS 819: 2024	01-Jan-2025
5	Ginger and Turmeric tonic drinks— Specification	PCD 649: 2024	24-Dec-2024
6	Quality tolerances for swimming pools water	PCD 651: 2024	24-Dec-2024
7	Toilet paper — Specification — Part 1 — Regular toilet tissue paper	DEAS 355-1: 2024	12-Jan-2025

Public Comment	
DEAS 349: 2024-Liquid glucose (glucose syrup) — Specification	
<b>Description</b> , Kiwango sha Afrika Mashariki kwa ajili ya maoni kwa umma	2
Expire Date 01-Jan-2025	Submit Comment
Expire Date 01-Jan-2025(in 28 days)	
Category Food	Sample

*Figure 5.L: Public comment* 

- 1. Click **View file** to view the standard draft.
- 2. Click **Submit Comment** to write a comment.

User will be redirected to the form, fill in the comment as required and click **Continue** to submit.

		Stakeholder's comments			
Name *					
User .					
Email					
user@gmail.com					
Organization					
Phone Number *					
255627541655					
List of Comments					
Clause/ Sub clause	Paragraph/Table/Figure	Page #	Comments	Proposed change	
No results found.					
					+ List of Comments
Additional Comments					
Attachment					
no file choo	ise file				
Only: pdf,jpg,jpeg,png MaxSize: 100	) MiB				

*Figure 5.L: Posting a comment* 

## **M. CHECK TESTING CAPABILITY**

This feature is designed to help users evaluate the availability and suitability of testing services within the laboratories. It provides detailed information about the testing facilities, methods, and parameters available for specific products and equipment.

5 1		
Search query acid	Office select	
Search		
Acid insoluble ash (on dry matter basis) Measurement: % by Mass	-Jun	FOOD MICROBIOLOGY LABORATOR
Acidity Measurement: N/A		CHEMISTRY LABORATOR Not Testabl

Figure 5.M: Checking test capability

- 1. User will enter the parameter name
- 2. Click **Search** to see results.
- 3. System will return the results if it is **Testable** or **Not Testable** in a specific laboratory. (See figure 5.M above)