



JAMHURI YA MUUNGANO WA TANZANIA WIZARA YA KILIMO TUME YA MAENDELEO YA USHIRIKA TANZANIA

USER MANUAL FOR THE COOPERATIVE SUPERVISION MANAGEMENT INFORMATION SYSTEM (CSMIS)

January, 2022

Version 1.0

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ACRONYMS

CSMIS	Cooperative Supervision Management Information System
GePG	Government e-Payment Gateway
SMS	Short Message Service
USSD	Unstructured Supplementary Service Data
TCDC	Tanzania Cooperative Development Commission

2 | Page

1 INTRODUCTION

1.1 CSMIS Overview

CSMIS is a modular software (enterprise solution) designed to optimize and integrate main functional areas of Tanzania Cooperative Development Commission business processes into a unified system. It aims at improving efficiency and effectiveness in regulating, promoting and supervising Cooperative Societies as well as revenue collection.

1.2 Manual Objectives

To provide step by step hands-on instructions to users on the usage of CSMIS system to manage their day-to-day operations in an automated fashion. Therefore, after reading this manual, users will be able to understand the system based on their pre-defined roles.

1.3 Intended Audiences

The intended audiences of this document include but not limited to: System Administrators, TCDC-HQ staff, Cooperative Officers, Cooperative Managers and workers, and other stakeholders who will need to interact with the system.

2 GETTING STARTED

2.1 Before We Begin

It is assumed that by the time you have received this manual, you already have access credentials i.e., Username (email address) and Password together with CSMIS web address given by your Cooperative Officer in your respective Council.

If you do not have access credentials (i.e., Username and Password), please contact your Cooperative Officer or System Administrator.

2.2 Logging On

- The CSMIS application can be accessed using the Internet browsers including but not limited to:
 - Google Chrome
 - Mozilla Firefox
 - Apple Safari
 - Microsoft Edge
- ✓ The authorized user shall open the browser address bar, and type CSMIS address https://csmis.ushirika.go.tz for live operation or <u>http://demo.csmis.ushirika.go.tz:7100</u> for training and self exercises. The browser will display the Login Page portal as shown below.



✓ Click on login, the window below will be displayed. You will be required to enter valid Username (email address) and Password, then click on "LOGIN" button.

	_	_	_
-			
			L



Note: In case you forget your password

- click "*Forgot Password*?" link Enter your valid email address and clicking "SEND RESET LINK" button.
- Open your email to access reset password. Follow the instruction sent in your email.
- ✓ Successful login, user will land on Dashboard pages. User will see assigned function menu based on the roles and privileges.

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2.3 DASHBOARD

✓ After login into CSMIS with the, the system shall display the following land page based on roles and privileges

Landing Page for Manager and Other Cooperative Users

	COOPERATIVE SUPERVISION MANAGEMEN	T INFORMATION SYSTEM		🕐 AMANA AMCOS 🗸
	E Dashboard			Date Range
PRIMARY COOPERATIVE SOCIETY	Financial Performance Summary	and the second	A CONTRACTOR OF A CONTRACTOR A	and the second second second
Profile Detail	Approved O	On Progress	Submitted O	Draft O
Profile	Estimate Summary			
Members	Approved	On Progress	Submitted	Draft
Groups	1	0	0	0
Branches				
Bills				
Human Resource				
Employees				
Roles				
System Users				

Landing page for Admin and other TCDC Users

CSMIS				¢	📮 🕐 ICT SUPPORT 🗸
	Welcome support, ict ushirika				
	Campaigns	Registrations	Co Inspections & Supervisions	ب+ • • • Marketing & Asset	
	Legal Matters	Research & Training	Bills	Reports	
	्रिं+ Settings				

2.4 Campaign Plans and Campaign

2.4.1 Campaign Plan

Campaign and registration will be done by TCDC staff and Cooperative Officer

Click campaign menu as shown below. To View or create Campaign Plan



- iii. The system shall display campaign plan registration form as shown below:
- iv. Follow the instructions detailed below

ADD CAMPAIGN PLAN				\times
Campaign Plan Name *				
This field is required.				
Objective *				11
lan Month				
Month *	•	Total Campaign *	Economic Activity	-
Level *	-	Type *	- + ×	
				Save

v. Add campaign plan name user shall click and fill campaign plan name

ADD CAMPAIGN PLAN					\times
Campaign Plan Name *	*				
This field is required.					
Objective *					11
Plan Month Month *	•	Click Total Campaign *	\supset	Economic Activity	•
Level *	•	Type *	•	+ ×	
					Save

vi. Add campaign plan objectives user shall select Objective and fill

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Campaign Plan Name *					
					11
'his field is required.					
Objective *					11
an Month	>	Click here			
/lonth *	*	Total Campaign *		Economic Activity	*
.evel *	•	Type *	•	+ ×	

vii. To Add economic activity of the Cooperative Society user shall click Economic Activity

ADD CAMPAIGN PLAN					×
Campaign Plan Name *					
This field is required.					11
Objective *					
Plan Month					
Month *	-	Total Campaign *		Economic Activity	•
Level *	-	Туре *	Click here	×	
					Save

Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u> viii. After clicking economic activity, button will display a list of economic activities

Campaign Plan Name	*			
This field is required.				
Objective *				
Plan Month				
Month *	-	Total Campaign *	C Economic Activity	
			Сосоа	
Level *	-	Type *	Maduka	
			Minerals	
			Parachichi	

ix. To select Campaign Level user shall click level from the list

TCDC

Campaign Plan Name *					
This field is security of					//
his field is required.					
Objective *					//
an Month					
Month *	*	Total Campaign *		Economic Activity	*
Level *	-	Type *	-	+ ×	

x. After clicking level, the system shall display the list of the available levels

ADD CAMPAIGN PLAN			×
Campaign Plan Name *			//
This field is required.			
International			11
National			
Regional	Total Campaign *	Economic Activity	-
District			
Council	Type *	- + ×	
			Save

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xi. To select Campaign Type user shall click type and select type of campaign

ADD CAMPAIGN PLAN					×
Campaign Plan Name *					11
This field is required.					
Objective *					,
Month *	•	Total Campaign *		Economic Activity	•
Level *	•	Type *	•	+ ×	
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Click h	here	Save

# xii. After clicking type, the system shall display the list of types of categories

Campaign Plan Name	*		
This field is required.			
Objective *			
Plan Month			
Plan Month Month *	▼ Total Campaign *	Economic Activity	
Plan Month * Month * Level *	<ul> <li>Total Campaign *</li> <li>Type *</li> <li>Media Campaign</li> </ul>	Economic Activity + ×	

xiii. To select Categories user shall click Categories and select type of Categories

ampaign Name				
his field is required.				/
Dbjective				,
iconomic Activity 👻	Level	▼ Туре	✓ Categories	
conducted On				
akeHolders +			Click here	
tachments				
Signed Attendees Document				

xiv. The system shall display a list of categories after clicking categories drop down menu

ampaign Name						11
his field is required.						
bjective						11
		Level		Туре	Categories	
ommon Bond	•	National	•	Media Campaign	<ul> <li>Select Catego</li> </ul>	ory
					Magazin	e
onducted On	Ē				Posters	
					- Radio	
keHolders +						
achments					🛄 Social M	edia
						in
Signed Attendees	Document					

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# xv. To select the date of the Campaign user shall click conduct on and choose the specific date

DD CAMPAIGN				×
Campaign Name				11
This field is required.				
Objective				li
Economic Activity	▼ Level	туре	▼ Categories	•
Conducted On	Ē			
takeHolders +		Click here	>	
ttachments				
Signed Attendees Do	ocument			
				Save

## xvi. After clicking "Plan Month", the system shall display the list of Month

ADD CAMPAIGN PLAN		×
Campaign Plan Name *		1
This field is required.		
Objective *		
January February	Total Campaign *	Economic Activity -
March April	Type *	- + ×
Мау		Save
Nune		

xvii. After filling the required details and user click "Save" button the system shall save the campaign details as displayed below

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← N  Search	/ly Campaign Plans			+ Add Campaign Plan
SN	Campaign Plan	Objective	Total Campaign	S
1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3	☷ 🖉 🔇 ≻
Size	Go to page			1 2

xviii. At this stage user can view the details of the registered campaign by clicking the first Tab and show below

۰	My Campaign Plans		+ Add Campaign Plan
Search			Table Columns
SN	Campaign Plan	Objective	Total Campaigns
1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3 📰 🖉 🔌 🕨
Size	Go to page		0 2

xix. Campaign plan details will be displayed as below

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<b>Campaign Plan</b> MPANGO WA KUFA UHAMASISHAJI	NYA	Campa KUHAN BONDE	<b>aign Objective</b> MASISHA WAKULIMA WA E LA MUFINDI	Submitted	l Data		
Region / District /	Council		ICTED BY	Status DRAFT			
Iringa / Iringa / Iring	ja mo	7,010,0					
Iringa / Iringa / Iring						_	
iringa / Iringa / Iring irch No Month	Campaigr	n Plan Level	Campaign Plan Type Ec	conomic Activities	Total Car	mpaigns	
rringa / Iringa / Iring arch No Month 1 January	Campaigr	n Plan Level	Campaign Plan Type Ec PHYSICAL_CAMPAIGNK	conomic Activities	Total Car 3	mpaigns	

xx. User can edit campaign plan details by clicking the second Tab as show below

÷	My Campaign Plans		+ Add Campaign Plan
Search			Table Column
SN	Campaign Plan	Objective	Total Campaigns
1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3 📰 🗹 🔕 >
Size	Go to page           Go to page           0		3 2

xxi. Details of the campaign plan to be edited will be displayed as below

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MPANGO WA KUFANY	A UHAMASISHA	lu.		11
Objective * KUHAMASISHA WAKU	JLIMA WA BOND	DE LA MUFINDI		11
Plan Month				
Month * January	•	Total Campaign *	Economic Activity	-
Level *		Type *		
Council	*	Physical Campaign	- + ×	

xxii. User can deactivate the register campaign plan by clicking the third button as shown below

← N	/ly Campaign Plans			+ Add Campaign Plan
Search				Table Columns
SN	Campaign Plan	Objective	Total Campaigns	
1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3	
Size	Go to page			2

xxiii. Lastly, user can submit registered campaign plan by clicking the fourth button as shown below

TCDC

<b>←</b> N	<i>I</i> y Campaign Plans			+ Add Campaign Plan
Search				Table Columns 👻
SN	Campaign Plan	Objective	Total Campaigns	
1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3	
Size	Go to page			1 2

xxiv. User can view a list of his/her registered campaigns plans by clicking "My campaigns Plans"

	÷	My Campaign Plans			+ Add Campaign Plan
CAMPAIGN	Search				Table Columns 👻
Dashboard	SN	Campaign Plan	Objective	Total Campaigns	
🗄 Campaign Plan	1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3	ie 12 🛛 🔊
My Campaign Plans	Size	Go to page			02

xxv. User can view campaigns plans with their respective locations from Council, District, Regional to National as shown below

	<ul><li>►</li></ul>	Ay Campaign Plans			+ Add Campaign Plan
CAMPAIGN	Search			Table	Columns 👻
Dashboard	SN	Campaion Plan	Objective	Total Campaigns	
Campaign Plan	1	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3	≝ <b>1</b> ≧
y Campaign Plans Council Campaign Plans	Size	Go to page			0 - 0
District Campaign Plans					
Region Campaign Plans					
Plans By Location All umpaign Plans					

xxvi. User can search campaign plan by categories or search by location by clicking Plans by locations and All campaigns Plans

CSMIS USER MANUAL			TCD	)C			
CAMPAIGN	← I Search	Ay Campaign Plans			т	+ able Columns	Add Campaign Plan
툴 Campaign Plan	sn 1	Campaign Plan MPANGO WA KUFANYA UHAMASISHAJI	Objective KUHAMASISH	A WAKULIMA WA BONDE LA MUFINDI	Total Campa	igns o==	82
My Campaign Plans Council Campaign Plans	Size	Go to page					0 - 0
District Campaign Plans Region Campaign Plans Plans By Location							

- xxvii. When searching campaign by location the system shall display the following page
- xxviii. When clicking all campaigns plans, the system shall display a list of all campaigns plans as shown below

÷				
APPR	DVED		Select Status	•
Search			Table Colu	mns 🔻
SN	Campaign Plan	Objective	Total Campaigns	
1	MPANGO WA UHAMASISHAJI WA WAFUNGAJI	WAFUNGAJI WA NG'OMBE WA MAZIWA	3	i≡ 12 ≥
2	MPANGO WA UHAMASISHAJI KWA WAKULIMA	WAKULIMA WA KILIMO CHA MAPARACHICHI	б	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
3	MPANGO WA KUFANYA UHAMASISHAJI	KUHAMASISHA WAKULIMA WA BONDE LA MUFINDI	3	≝ <b>1 2</b>
Size	Go to page 0			0 - 0

### 2.4.2 Campaign

To view and create campaign, click "Campaign menu as shown below.

CSMIS USER MA	NUAL	TCDC						
Welcome SUPPORT, ICT USHIRIKA								
Campaigns	Registrations	Co Inspections & Supervisions	V+ • • • Marketing & Asset					
Legal Matters	Research & Training	Bills	Eeports					
i. To add campaign, click My Campaigns under campaign submodule								
Campaign Plans Campaign Plans Campaign Plans (Campaign Plans (Campaign Plans (Campaign Plans (Campaign Plans (Campaign Plans (Campaign Plans (Campaign Plans (Campaign Plans) (Campaign Plans (Campaign Plans) (Campaign Plans) (Ca	un 17, 2022 umpaign vel Summary							
Campaigns By Location Campaigns 2	aign by clicking	+ Add Campaign	nutton					

CSMIS US	ER	MANUAL					Τር	C		
СSMIS									û <b>te</b> 🗍	🥐 Abraham Gustaph 🗸
Campaigns (♪ Registrat	tions	Inspections & Supervisio	ns 🖄 Marl	eting & Asse	t 🛛 🖄 Legal Ma	atters 🧊 Re	search & Tra	ining 🗐	Reports	
🗄 Campaign Plan							+ Add Campaign			
My Campaign Plans	mpaign Plans						here	٦		
Council Campaign Plans	Search								Table	Columns 👻
District Campaign Plans	CN	Compoint	Lough	Economic	Time	Conducted	Total	Total Male	Total Female	
Region Campaign Plans	JI	Campagn	Level	Activity	1340	Date	Attendees	Attendees	Attendees	
Plans By Location	1	WAKULIMA WA KAHWA	District	KAHAWA	PHYSICAL CAMPAIGN	Apr 11, 2022	2	1	1	8 <u>—</u>
All Campaign Plans	2	Mauzo ya kahawa	International	KAHAWA	PHYSICAL CAMPAIGN	Apr <mark>14,</mark> 2022	0	0	0	8 <u>—</u>
Campaign	3	UHAMASISHAJI WA MADEREVA BODABODA BURIAGA	Council	Housing	PHYSICAL CAMPAIGN	Apr 3, 2022	1	1	0	8 <u>—</u>
Council Campaigns	4	sdfghjkl	Regional	Diary Produce	MEDIA CAMPAIGN	Mar 25, 2022	0	0	0	8 <u>—</u>
District Campaigns	5	XCXXXXX	Regional	Coffee	CONFERENCE	Mar 26, 2022	0	0	0	8 <u>—</u>

iii. After clicking My Campaign, the system shall display campaign registration form

ampagn name "				
This field is required.				
Objective *				
Economic Activity	▪ Level *	▼ Type *	← Categories	
Conducted On *	<b>•</b>			
akeHolders +				
akeHolders + tachments				
akeHolders + tachments Sn Attachment	: Title	Is Required?		
akeHolders + tachments Sn Attachment 1 Signed Atte	t <b>Title</b> ndees Document	Is Required? No	Attach	

iv. add campaign name user shall click and fill campaign name

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ADD CAMPAI	GN				×
Campaign Nam	e *				11
Objective *					11
Economic A	ctivity - Level	-	Type *	← Categories	-
Conducted (	0n* 🖻	Click here	$\mathbf{>}$		
StakeHolders	\$ +				
Attachments					
1	Signed Attendees Document		No	Attach	
					Save

v. To add campaign objectives user shall select Objective and fill

Campaign Name *							
This Fold is see ford							
Objective *	X						
Economic Activity	Leve	aļ *	-	Type *	-	Categories	
Conducted On *		Click here					
ttachments							
1 Signed	Attendees Document			No		Attach	

vi. To add economic activity of the Cooperative Society user shall click Economic Activity

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ADD CAMPAIGN		×
Campaign Name *		11
This field is required. Objective *		
		//
Economic Activity - Level *	- Type *	← Categories ←
Conducted On *		
StakeHolders + Clic	k here	
Attachments		
Sn Attachment Title		
1 Signed Attendees Document	No	Attach
		Save

vii. After clicking economic activity, button will display a list of economic activities

×	ADD CAMPAIGN						×
	Campaign Name	e *					11
	This field is required.						
	Objective *						11
ſ	Economic Activity — Search		Level *	-	Type *	Categories	-
1	Cocoa						
	Maduka Minerals						
N	Parachichi						
	Soya Beans						
	Sn A	ttachment Title			Is Required?		
	1 S	igned Attendees Documer	t		No	Attach	
							Save

viii. To select Campaign Level user shall click level from the list

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ADD CAMPA	lign		×
Campaign Na	me *		
Objective *	quirea.		1
Economic	Activity - Level *	Type *     Categoria	ës 👻
Conducted	1 On *	Click here	
StakeHolde	rs +		
Attachment	ts		
1	Signed Attendees Document	No Attach	
			Save

ix. After clicking level, the system shall display the list of the available levels

DD CAMPAIGN			×
Campaign Name *			//
This field is required.			
Objective *			11
Economic Activity	Type *	▼ Categories	-
National			
Conducted On * E Regional			
District			
Council			
ttachments			
Sn Attachment Title			
1 Signed Attendees Document	No	Attach	
			Save

x. To select Campaign Type user shall click type and select type of campaign

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ADD CAMPA	JGN		×
Campaign Na	me *		
This field is re Objective	quired.		4
Economic	Activity	- Type * -	Categories -
Conducted	0n*	Clic	k here
StakeHolde Attachmen	rs + Is		
Sn	Attachment Title	Is Required?	
1	Signed Attendees Document	No	Attach
			Save

xi. After clicking type, the system shall display the list of types of categories

Campaign Name *			
This field is required.			
Objective *			
Economic Activity 👻	evel * • • Media Campaign	Categories	
Conducted On *	Physical Campaign Conference		
takeHolders +			
ttachments			
Sn Attachment Title			
Sn         Attachment Title           1         Signed Attendees Document	Is Required?	Attach	

xii. To select Categories user shall click Categories and select type of Categories

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Campaign Name *
Tris field is required.       Øbjective *       //         Objective *       //       //         Economic Activity       Level *       Type *       Categories
Objective * //
Economic Activity - Level * - Type * - Categories -
Conducted On *
StakeHolders + Click here
Attachments
Sn Attachment Title Is Required?
1 Signed Attendees Document No Attach
Save

- xiii. The system shall display a list of categories after clicking categories drop down menu
- xiv. To select the date of the Campaign user shall click conduct on and choose the specific date

D CAMPA	AIGN			>
ampaign Na	me *			
his field is re	quired.			
)bjective '	k			
conomic	Activity - Level *		- Categories	
onducted	d On *			
keHolde	ers + Click here			
achmen	ts			
	Attachment Title	Is Required?		
1	Signed Attendees Document	No	Attach	

xv. After clicking "Conducted on", the system shall display the calendar

	<b>27  </b> P a g e	5

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	6/202	2 👻			<	>		~
s	м	т	w	Τ	F	s		^
JUN			1	2	з	4		
5	6	7	8	9	10	11		//
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		//
26	27	28	29	30			*	-
This fiel StakeH Attachi	d is required is required is required to the second s	ired. 8 +						
This fiel StakeH Attachi Sn	d is required is required of the second s	ired. 5 +	chmen	t Title			Is Required?	
This fiel StakeH Attachi Sn 1	d is required is required in the second s	Attac Signe	chmen ed Atte	t Title	s Docur	ment	Is Required? No Attach	_
This fiel StakeH Attachr Sn 1	d is requi	Attac	chmen ed Atte	t Title	s Docur	ment	Is Required? No Attach	

xvi. To add stakeholder user shall select Stakeholders and select the specific stakeholder with their respective beneficiaries

our ripurger runne						
This field is required.						
Objective *						
Economic Activity	- Leve	• ×	-	Type *	Categories	
Conducted On *	-					
takeHolders		lick here				
ttachments						
Sn Attachn				Is Required?		
	Attendees Document			No	Attach	

xvii. After clicking "Stakeholders", the system shall display the list of stakeholders to be selected

A	ADD CAMPAIGN	$\times$
ſ	Campaign Name *	11
	This field is required.	
	Objective *	11
	Economic Activity	•
	Conducted On *	
s	StakeHelders	
	StakeHolder   Stakeholder Beneficiaries * + ×	
A	Attachments	
	Sn Attachment Title Is Required?	
	1 Signed Attendees Document No Attach	

xviii. To add attachments user shall click "Signed Attendees Document" and select the required attachment. In order to save campaign registration form user shall click "Save" button

DD CAMPAIGN			×
lampaign Name *			
his field is required.			
bjective *			11
conomic Activity -	- Type *	✓ Categories	-
onducted On *			
akeHolders +			
achments			
Sn Attachment Title	Is Required?	$\frown$	
1 Signed Attendees Document	No	Attach	
			Save

xix. After filling the required details and user click "Save" button the system shall save the campaign details as displayed below

÷	← My Campaigns + Add Campaign									
Searc	h								Table Columns 👻	
SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees		
1	WAKULIMA WA BONDE LA MUFINDI	District	Parachichi	PHYSICAL CAMPAIGN	Jun 7, 2022	0	0	0	∷	

xx. At this stage user can view the details of the registered campaign by clicking the first Tab and show below

÷	My Campaigns								+ Add Campaign
Searc	h							<b>\</b>	Table Columns 👻
SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees	
1	WAKULIMA WA BONDE LA MUFINDI	District	Parachichi	PHYSICAL CAMPAIGN	Jun 7, 2022	0	0	0	
									<b>30</b>   P a g e

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#### xxi. Campaign details will be displayed as below

← Campaign Detail			
Campaign Name WAKULIMA WA BONDE LA MUFINDI	Campaign Objective UHAMISHAJI WA WAKULIMA	WA BONDE LA MTO MUFINDI	Campaign Level District
Economic Activity Parachichi	Campaign Type PHYSICAL CAMPAIGN		Categories Meeting
Conducted On Jun 7, 2022	Submitted Data		Region / District / Council Iringa / Mufindi / Mufindi DC
Conducted By Abraham Ernest Gustaph	Status DRAFT		
C Signed Attendees Document			Add Attendee
Attendees		_	StakeHolders
Quia ea voluptates q			*
No First Name Middle Name	Last Name	Mobile No.	e-Mail
1 Lev Ronan Myers	Gentry	255620786541	jubuq@mailinator.com

#### xxii. User can edit campaign details by clicking the second Tab as show below

÷	My Campaigns								+ Add Campaign
Search	1								Table Columns 👻
SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees	
1	WAKULIMA WA BONDE LA MUFINDI	District	Parachichi	PHYSICAL CAMPAIGN	Jun 7, 2022	0	0	0	

xxiii. Details of the campaign to be edited will be displayed as below

TCDC

WAKULIMA WA BONDE LA MUFINDI  Objective *  UHAMISHAJI WA WAKULIMA WA BONDE LA MTO MUFINDI  Economic Activity  District  Type *  Physical Campaign  Categories  D7/06/2022	ampaign Name *							
Objective * UHAMISHAJI WA WAKULIMA WA BONDE LA MTO MUFINDI  Economic Activity  Categories  Categories  District  District  Categories  District  D	VAKULIMA WA BONDE	LA MUFINDI						
UHAMISHAJI WA WAKULIMA WA BONDE LA MTO MUFINDI  Economic Activity  Conducted On *  District  Type *  Physical Campaign  Categories  Categories	bjective *							
Economic Activity	IHAMISHAJI WA WAKU	LIMA WA BONDE	LA MTO MUFINDI					/
Economic Activity  District District Conducted On *			C Level *		Type *			
Conducted On *	conomic Activity	-	District	-	Physical Campaign	- Cate	egories	
07/06/2022								
	anducted On 8							
	onducted On *							
	ed On * /2022							
ikeHolders +	nducted On * 7/06/2022							
akeHolders +	onducted On * 17/06/2022 akeHolders + tachments	Ē						
akeHolders + tachments	anducted On * 17/06/2022 akeHolders + tachments							
AkeHolders + tachments Sn Attachment Title Is Required?	onducted On * 17/06/2022 akeHolders + tachments Sn Attachme	Title			Is Required?			
akeHolders     +       tachments     Is Required?       1     Signed Attendees Document	onducted On * 17/06/2022 akeHolders + tachments Sn Attachment 1 Signed Attachment	ent Title	ent		Is Required?	At	tach	

xxiv. User can add the details of the attendees by clicking the third button

← I	My Campaigns								+ Add Campaign
Search									Table Columns 👻
SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees	
1	WAKULIMA WA BONDE LA MUFINDI	District	Parachichi	PHYSICAL CAMPAIGN	Jun 7, 2022	0	0	0	

xxv. Attendee registration form shall be displayed as below

TCDC

<b>Campaign:</b> Uhamisishaji Kikundi cha Kahawa			Type: PHYSICAL CAMPAIGN	Conducted Date: Jan 27, 2022	
First Name *	Middle Name		Surname *	Gender	,
Education Level 👻	Economic Activity	•	Special Group	▼ e-Mail	
NIDA Number	Date of Birth		Phone Number	Region	
Write Without Dash (-) District	Ward	-	Village / Street	Cell	

xxvi. User can deactivate the register campaign by clicking the fourth button as shown below

← I	My Campaigns								+ Add Campaign
Search									Table Columns 🗸
SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees	
1	WAKULIMA WA BONDE LA MUFINDI	District	Parachichi	PHYSICAL CAMPAIGN	Jun 7, 2022	0	0	0	

xxvii. Lastly, user can submit registered campaign by clicking the fifth button as shown below

← N	My Campaigns								+ Add Campaign
Search									Table Columns
SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees	
1	WAKULIMA WA BONDE LA MUFINDI	District	Parachichi	PHYSICAL CAMPAIGN	Jun 7, 2022	0	0	0	

Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u>

xxviii. User can view a list of his/her registered campaigns by clicking "My campaigns"

Ссмія									Ų	5 🗋 🕐	Abraham Gustap	nh 🗸
🚊 Campaigns 💮 Registrat	tions	🗟 Inspections & Superv	isions 💥	Marketing & A	isset 🕺 Leg	gal Matters 🗧	Research	& Training	E Repor	ts		
📇 Campaign Plan												
My Campaign Plans	( )	My Campaigns									+ Add Ca	impaign
Council Campaign Plans	Search									Table Column	s	•
District Campaign Plans									Total			
Region Campaign Plans	SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Female Attendees			
Plans By Location	1	WAKULIMA WA	District	Parachichi	PHYSICAL	Jun 7, 2022	1	1	0	ŝ≡ <i>[0</i> ,	2: 8	>
All Campaign Plans	2	WAKULIMA WA	District		PHYSICAL	Apr 11 2022	0	1	1		•	
≞ Campaign	2	KAHWA	District	NALIAWA	CAMPAIGN	Apr 11, 2022	2	1	1		8=	
My Campaigns	3	Mauzo ya kahawa	International	KAHAWA	PHYSICAL CAMPAIGN	Apr 14, 2022	0	0	0		°==	
Council Campaigns	4	UHAMASISHAJI WA MADEREVA	Council	Housing	PHYSICAL	Apr 3, 2022	1	1	0		000	
Listrict Campaigns		BODABODA BURIAGA			or the Alon							

xxix. User can view campaigns with their respective locations from Council, District, Regional to National as shown below

СЅМІЅ	Ć ³⁹ □ ⑦ ICT SUPPORT ~
🛓 Campaigns 🔮 Registra	ations 🔞 Inspections & Supervisions 🖄 Marketing & Asset 🖄 Legal Matters 🔝 Research & Training 😰 Bills 🗐 Reports 🚳 Settings
District Campaign Plans Region Campaign Plans Plans By Location	Campaign Dashboard Date Range Select Level
All Campaign Plans	My Submission Campaign
📱 Campaign	Campaign Per Lovel Summary
My Campaigns	5
District Campaigns	- C-
Region Campaigns	3
Campaigns By Location All Campaigns	2

xxx. User can search campaign by categories or search by location by clicking campaigns by locations and All campaigns

CSMIS US	ER MANUAL	TCDC	
Ссямія			රා 🕄 🗍 🖓 ICT SUPPORT 🗸
🛓 Campaigns 😧 Registra	tions 🛛 🔞 Inspections & Supervisions 🔌 Marketing & Asset 🖄	Legal Matters 👷 Research & Training 💽	Bills 🗐 Reports 👸 🕻 Settings
District Campaign Plans Region Campaign Plans Plans By Location	Campaign Dashboard		Date Range Select Level 👻
All Campaign Plans	My Submission Campaign		
🛓 Campaign	Campaign Per Level Summary		
My Campaigns			
Council Campaigns	4		
District Campaigns Region Campaigns Campaigns By Location	3		

xxxi. When searching campaign by location the system shall display the following page

СЅМІЅ								ý ^e [	) (?) ICT :	Support 🗸
🚊 Campaigns   😭 Registration	ns 🥳	දි Inspections & Supervisions 🛛 🖄 Marka	eting & Asset 🛛 🖄	Legal Matters	ুৰু Research & Train	ning 💽 Bills	E Reports	®‡ Settings		
Assigned Campaign Plans		Compaigno Ry Location								
Council Campaign Plans										
District Campaign Plans	Region									
Region Campaign Plans	Iringa	3	♥ Dist	trict		•	Council			
Plans By Location	Search							Table Column		
All Campaign Plans		·						- <u> </u>	·	
🗄 Campaign	SN	Campaign	Level	Economic Activity	Туре	Conducted Date	Total Attendees	Total Male Attendees	Total Female Attendees	
My Campaigns	1	WAKULIMA WA KAHWA	District	KAHAWA	PHYSICAL CAMPAIGN	Apr 11, 2022	2	1	1	°==
Council Campaigns	2	Mauzo ya kahawa	International	KAHAWA	PHYSICAL CAMPAIGN	Apr 14, 2022	0	0	0	• <u></u>
District Campaigns	3	UHAMASISHAJI WA MADEREVA BODABO BURIAGA	DDA Council	Housing	PHYSICAL CAMPAIGN	Apr 3, 2022	1	1	0	°==
Campaigns By Location	4	sdfghjkl	Regional	Diary Produce	MEDIA CAMPAIGN	Mar 25, 2022	0	0	0	°==
All Campaigns	5	XCXXXXX	Regional	Coffee	CONFERENCE	Mar 26, 2022	0	0	0	0
xxxii. When clicking all campaigns, the system shall display a list of all campaigns as shown below

CSMIS								ý ²⁹ 🛛	(?) ICT SU	PPORT 🗸
📇 Campaigns 🔮 Registration	ns 🤇	ेत्र Inspections & Supervisions 🛛 💆 Market	ing & Asset	: 🖄 Legal Matters	Sesearch & Training	🔲 Bills	E Reports	®‡ Settings		
Assigned Campaign Plans		All Campaigns								
Council Campaign Plans		ni oumpaigno								
District Campaign Plans	Search	1						Table Columns		-
Region Campaign Plans						and the d			Table	
Plans By Location	SN	Campaign	Level	Economic Activity	Туре	Date	Attendees	Attendees	Attendees	
All Campaign Plans	1	UHAMASISHAJI KUONGEZA HISA	Council	Housing	PHYSICAL CAMPAIGN	May 6, 2022	0	0	0	°==
≞ Campaign	2	WAFUGAJI NA AMCOS	Council	Wafugaji wa Ng'ombe wa Maziwa	PHYSICAL CAMPAIGN	Apr 17, 2022	9	6	3	°=
My Campaigns	3	KUHAMASISHA KILIMO CHA KOKOA	Council	Сосоа	PHYSICAL CAMPAIGN	Apr 18, 2022	6	3	3	°=
Council Campaigns	4	AMCOS NA KILIMO CHA ALIZETI	Council	Housing	PHYSICAL CAMPAIGN	Apr 18, 2022	7	5	2	000
Region Campaigns	5	AMCOS NA WAKULIMA WA KAHAWA	Council	KAHAWA	PHYSICAL CAMPAIGN	Apr 14, 2022	8	4	4	<u> </u>
All Campaigns	6	KILIMO BORA CHA ZABIBU	Council	Housing	PHYSICAL CAMPAIGN	Apr 12, 2022	0	0	0	000

#### 2.4.3 Registration

User authorized to register a cooperative Society shall access registration sub-module as shown in the screen below.



#### 2.4.3.1 Registration of Primary Cooperatives

i. To register a primary cooperative society, select primary cooperative and click "My Registration" as shown below.

CSMIS				🋱 🗍 🕐 Abraham Gustaph
🖆 Campaigns 🔮 Registration	ns 🔄 Inspections & Supervisions	洋 Marketing & Asset 🛛 🖄 Legal Mat	ters 🛒 Research & Training 🗐 Reports	
REGISTRATION	e Registration Dasi	nboard	Date Range Select Level	Dashboard
Dashboard	Primary Cooperative Society			
Data Migration	Active	On Progress	Dormant	Liquidated
ERMS Cooperative	43	10	0	0
Un-Approved Old Primary	De Registered	Probation	Draft	
Un-Approved Old Affiliated	0	0	4	
Primary Cooperative				
Primary Cooperative				
ing regionations				

ii. To view registration window for primary cooperative society system, click "Register Primary Cooperative Society"

<b>←</b> N	ly Primary Coopera	+ Regi	ster Primary Coo	perative Society				
Search						Table Colu	mns	+
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status
Size	Go to page							0

iii. To access registration form for the primary cooperative, click "Register Primary Cooperative Society" as shown below

← N	ly Primary Coopera	tive Registrations			Register Primary Cooperative Societ				
Search				Click here	5	Table Colu	mns	-	
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status	
Size	Go to page ▼ 0							0	

 After clicking "Register Primary Cooperative Society", The system shall display registration form for a primary cooperative society. The form shall display fields such as Cooperative name, Objective, Category type, Operation Category, liability type, value per share, phone number, cooperative official email, responsible personnel email, economic activity, sector, area of operation and bank details as shown below

Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u>

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Cooperativ	e Name *				
This field is	required.				
Objectiv	e *				
Category	y Type *	Primary Cooperative Type * Normal	Operation Category	-	Liability Type *
Value Pe	er Share (TZS) *	Phone Number *	Cooperative Official e-Mail *		Responsible Personal e-Mail *
Dodoma	Jiji's Village / Street *	P.O BOX ^{Postal} Address *	Members *		Financial Year
Econom	ic Activity	Sector	Common Bond	-	
Area of O	peration				
Region *	-	District *	Ward *	-	Council *
Bank Deta	ails				
Bank	-	Account Name *	Account Number *	c	Currency *
chment: Sn	Attachment Title		Is Required?		
1	membe info		No		Attach
2	Minutes of first meeting		No	1	Attach
3	Minutes of the second me	eting	Yes		Attach
4	Proposed by laws		No		Attach
5	Proposed Economic Viabil	ity	No		Attach

v. After filling registration form for primary cooperative society, the system shall send link to email address in order to add cooperative members as shown below



vi. The system shall also allow user to add at least 20 individual members of the cooperative society by clicking in the area shown below, and the system shall show member's registration form as shown below

TCDC

Token d1fe00388c2c914e8aab904e511c	d2d4 is active Until Feb 13, 2022		Copy Link
Memb	er Form	Group / Inst	itution Form
[ Seathers t	Add M	ember Photo	Is Steering Committee Member?
Hirst Name *	Middle Name	Surname *	No
Member Position 👻	Gender	Marital Status	Education Level 👻
e-Mail	NIDA Number	Date of Birth	Phone Number
	Write Without Desh (-)		0/12
11N 0/9	Number Of Shares	Nationality	Region 👻
District 👻	Ward	Village / Street	P.O BOX ^{Postal} Address
Bank Details			
Bank 👻	Account Name *	Account Number *	Currency 👻
Region	District	×	
Appointed Member Successor Details			
First Name *	Middle Name	Last Name *	Date of Birth
Gender 👻	Relationship	Region	District •
Ward	P.O BOXP.O BOX	+ ×	
			Add

vii. The system shall also allow user to add members as a group or institution

TCDC

	Member Forr	n CLICK		/ Institution Form
Name *	E	conomic Activity 👻	e-Mail *	Phone Number *
				0/
ΓIN	N	umber Of Shares *	Total Number of Male *	Total Number of Female *
	0/9			
Saving (TZS) *	D	eport (TZS) *	Category	Region
District	• C	ouncil	Village / Street	P.O BOX ^P ostal Address
nk Details				
Bank	• A	ccount Name *	Account Number *	Currency
Region	• D	istrict 👻		

viii. The system shall also allow user to upload users in csv file with details of the members by downloading the CSV file as shown below

¢	Coo	perative Society	y Member	S		CLICK	)	<b>₽</b> n s	nload Members Template	+ Add Mei	mber 🛕 Upload Members
	Certifica	te Number			Cooperat SALASAL SOCIETY	ive Society N A AGRICULTUR LIMITED	ame AL M/	ARKETING COOPE	Initial Member RATIVE 20		
	Total Nu 1,574	mber of Shares			Value Pe 100,000	r Share (TZS)			Total Value of 157,400,000	Shares(TZS)	)
Sea	arch									Table Colur	nns 👻
s	N Photo	Membership No.	FirstName	MiddleName	LastName	No. of Shares	Age	Phone No.	e-Mail	Status	
1	O	M-PRI-2022-12866	Rachel	Sylivester	Magambo	170	43	255789656445	rachelmagambo@gmail.com	Active	
2	O	M-PRI-2022-12865	DORA	FELIX	MBEMBELA	52	55	255789678445	nkindakongw67@gmail.com	Active	
3	•	M-PRI-2022-12864	Olivia	Tindibaikya	Kaiza	66	55	255789667445	oliviakaiza87@gmail.com	Active	≋≡ [2, 🔯 🔳
4	•	M-PRI-2022-12863	Noel	Stephene	Samwel	100	31	255789675785	kongajairo67@gmail.com	Active	

ix. User can upload members using the downloaded csv file, users can view details of the cooperative society, users can edit details, deactivate

and submit the details of the cooperative society in the area shown below

۰	My Primary Cooperative Registration	าร				+ Registe	r Primary Cooperative Society	
Search						Table Columns 👻		
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ HQ Region Dis	Status	
1	SALASALA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	FULL	NON_FINANCIAL		Agricultural Marketing Cooperative Society (AMCOS)	lringa Mu	ufindi DRAFT 000	
2	DUKA LA WALAJI CONSUMER	FULL	NON_FINANCIAL	PRI-IR-MUF- 2022-202	Community Based	Iringa 🔋 🇮	View Details	
3	UWASA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	FULL	NON_FINANCIAL	PRI-IR-MUF- 2022-150	Agricultural Marketing Cooperative Sockety (AMCOP)	Iring 🖉	Edit	
4	CHAMA CHA USHIRIKA CHA WACHIMBAJI MADINI KATENTE MINING	FULL	NON_FINANCIAL	PRI-IR-MUF- 2022-138	CLICK Community Base	Iringa	Add Member	
5	NANYUMBU HOUSING AND BUILDING COOPERATIVE SOCIETY	FULL	NON_FINANCIAL	PRI-IR-MUF- 2022-139	Community Based	lringa 💭	Add Group / Institution	
6	USHIRIKA WA MADINI JITEGEMEE LIMITED MINING	FULL	NON_FINANCIAL	PRI-IR-MUF- 2022-140	Community Based	Ninga 😿	Deactivate	
7	NGUVU MPYA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	FULL	NON_FINANCIAL	PRI-IR-MUF- 2022-152	Agricultural Marketing Cooperative Society (AMCOS)	Iringa 🏲	Submit	

x. User can view details, approval level, view approval history, view approval stages, submit, approve or reject the assigned cooperative society

← /	Assigned Primary Coop	erative Soc	ieties								
Search	6							Table Columns			
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status			
1	SALASALA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	FULL	NON_FINANCIAL		Agricultural Marketing Cooperative Society (AMCOS)	Iringa	Mufindi	FORWARDED	$ \rightarrow $		
	Go to page		(	CLTCV			0 V	iew Details	0 . 0		
Size	▼ 0						V I	iew Approval History			
							≥ v	iew Approval Stages			

- xi. To generate bill of the registration fee for the primary cooperative the system shall allow user to click "generate bill" button
- xii. After clicking "generate bill" button the system shall generate bill which shall contain a control number which can be seen in the details of the cooperative society as shown below

Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u>

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	The The Tanzania	United Republic of Tanzania Cooperative Development Commission Government Bill	
Control Number	99757000028		
Peyment Reference	122		
Service Provider Code	SP757		
Paver Name	KILICHOBORA	SACCOS LTD	
Payer Phone	25576813826		
In Respect of	Items Description	n (s)	Items Amount
Eilled Item (1)	TODC Registrati	on Fee	50,000
	Total Billed Amount		50,000 (TZS)
Amount In Words		IFTY THOUSAND	
Expired On		3 JAN 2023	
Prepared By		IWANZA AR	
Date issued		3 JAN 2022	
Signatura			
Jinsi ya Kulipa		How to Pay	
Kupitla Banic Fika tawi lolota au wakala wa bank ya 0 997570000280     Kupitla Mitandao ya Simu     Ingla kwanya msnu ya mtandao husika     Ohagua 4 (tipa Bili)     Ohagua 5 (Malipo ya Serikali)     Ingla 997570000280 kama nambari ya kumb	IRDE, NME, BOT. Nemberi ye kumbukun ukumbu	bu nl 1. Via Banic Visit any Branch o 2. Via Mobile Network Operat Enter to the respectly Salect 4 (Maise Daym Salect 5 (Dovernment Enter 997570000280	r Bank agent of CRDB, NMB, BOT. Reference Number is 997570000280 rs (MNOs) e USSD menu of MNO snt) (Paymant) as reference number
	Cooperative Supervision Managemer	t information System © 2022 All Rights Reserved ((	CSMIS - TCDC).

xiii. After successful payment of the bill the system shall display payment receipt in the cooperative society as shown below

TCDC

×

GOVERNMENT RECEIPT

	Evolution Descript	
	Excliquer Receipt	Teeding of Contractions
Receipt No	920224000011282	
Received From	MAKAMBAKO SAVINGS AND CREDIT COOP	PERATIVE SOCIETY LIMITED
Amount	50,000 (TZS)	
Amount in Words	FIFTY THOUSAND	
Outstanding Balance	0.00 TZS	
In Respect of	Items Description (s)	Items Amount
Billed Item (1)	TCDC Registration Fee	50,000
Total Bi	illed Amount	50,000 (TZS)
Bill Reference	205	
Payment Control Number	997570000399	
Payment Date	16 FEB 2022	
Paid Account	01J21030163200	
Paid Account Name	CRDB BANK	
Issued By	ROBERT GEORGE KENNEDY	
Date Issued	16 FEB 2022	

xiv. Approval for Registration of Primary Cooperative Societies

Cooperative officer of a specific council shall submit details of the primary cooperative society to district cooperative officer then to Assistant Registrar for approval however before approval Assistant Registrar shall be required to generate bill for the registration fee

2.4.3.2 Registration for Pre- Cooperative Society

i. To access registration form for the primary cooperative user shall click "Register Pre-Cooperative Society" as show below

TCDC

CSMIS				Ú ₃₀ 🖞 (	<ul><li>이 ICT SUPPORT </li></ul>
🗄 Campaigns 🔮 Registra	tions 🔄 Inspections & Supervisions	' Marketing & Asset 🖄 L	egal Matters 🛛 💭 Researd	ch & Training 💽 Bills 🗐	Reports 🚓 Settings
Regional Cooperatives All Primary Cooperatives	← My Pre Cooperative Regis	strations		+ Regi	ster Pre Cooperative Society
Pre Cooperative	Search			Table Col	umns 💌
My Registrations	SN Cooperative Name	Financial Year	Start Date	HQ Region HQ District	Status
Assigned Pre Cooperative	Go to page Size  ┳ 0				0 -
Council Cooperatives					
District Cooperatives					
Regional Cooperatives					
All Pre Cooperatives					

← M	y Pre Cooperative Regist	rations			+ Register P	Pre Cooperative Socie	ety
Search					Table Column	S	•
SN	Cooperative Name	Financial Year	Start Date	HQ Region	HQ District	Status	
Size ·	Go to page					0	

ii. After clicking "Register pre-Cooperative Society", The system shall display registration form for a pre-Cooperative society. The form shall display fields such as Cooperative name, Objective, Category type, Operation Category, liability type, value per share, phone number, cooperative official email, responsible personnel email, economic activity, sector, area of operation and bank details. where user is required to fill as shown below

TCDC

PRE COOPERATIVE REGISTRATION				×
* Cooperative Name *				
This field is required.				
Objective *				11
Value Per Share (TZS) *	Phone Number *	e-Mail *	Responsible Person	nal e-Mail *
Financial Year 👻	Economic Activity	Sector	Common Bond	-
Start Date *	Mufindi DC's Village or Street *	P.O BOX ^{Postal} Address *	Members *	
Bank Details				
Bank -	Account Name *	Account Number *	Currency *	•
Region *	District *			
chments				
Sn Attachment Title		Is Required?		
1 Minutes of the first meeti	ng	No	Attach	
2 Proposed by law		No	Attach	
				Sau

iii. After filling registration form for pre-Cooperative society, the system shall send link to the responsible personnel email address in order to add cooperative members as shown below and responsible personnel shall click the link to access member's registration form



iv. The system shall also allow user to add individual members of the cooperative society by clicking in the area shown below, and the system shall show member's registration form as shown below

TCDC

Token d1fe00388c2c914e8aab904	e511cd2d4 is active Until Feb 13, 2022	CLICK	Copy Link
N	fember Form	Group / In	stitution Form
	R [‡] A	dd Member Photo	
First Name *	Middle Name	Surname *	Is Steering Committee Member?
Member Position	• Gender	Marital Status	Education Level 👻
e-Mail	NIDA Number	Date of Birth	Phone Number
TIN	Withe Without Deah (-)	Nationality	0/12 Region 👻
District	vo Ward	▼ Village / Street	P.O BOX ^{Postal} Address
Bank Details			
Bank	✓ Account Name *	Account Number *	Currency 👻
Region	▼ District	• ×	
Appointed Member Successor De	tails		
First Name *	Middle Name	Last Name *	Date of Birth
Gender	▼ Relationship	▼ Region ▼	District 👻
Ward	P.O BOXP.O BOX	+ ×	
			Add

v. The system shall also allow user to upload users in csv file with details of the members by downloading the CSV file as shown below

CSN	1/S	USE	RM	AN	UAL

TCDC

<b>с</b> Му	/ Primary Cooperative Re	gistrations		+ Regist	er Primary Cooperativ	ve Society	🛃 Downle	oad Members Te	emplate
earch					CLICK	>			
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status	
1	Dolores vero reprehe edited	FULL	FINANCIAL	PRI-ARS-ARSJ-2022-6	Community Based	Arusha	Monduli	ACTIVATED	000
2	Ipsam unde voluptate	FULL	FINANCIAL		Community Based	Arusha	Monduli	DRAFT	000
3	Praesentium magna co	FULL	FINANCIAL	PRI-ARS-AR03-2022- 397	Community Based	Iringa	Iringa	ACTIVATED	000
Size	Go to page							0	

vi. User can upload members using the downloaded csv file, users can view details of the cooperative society, users can edit details, deactivate and submit the details of the cooperative society in the area shown below

ЭМу	Primary Cooperative Re	gistrations		+ Regist	ter Primary Cooperati	ive Society	Society Download Members Template			
earch										
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status		
1	Dolores vero reprehe edited	FULL	FINANCIAL	PRI-ARS-ARSJ-2022-6	Community Based	Arusha	Monduli	ACTIVATED	000	
2	Ipsam unde voluptate	FULL	FINANCIAL		Community Based	Arusha	Monduli	DRAFT	000	
3	Praesentium magna co	FULL	FINANCIAL	PRI-ARS-AR03-2022- 397	Community Based	trings	Iringa	ACTIVATED		View Details
Size	Go to page   Go to page				a	.1CK		•		Add Member
								$\sim$	-	Upload Members
										Add Group / Instituti
									8	Deactivate
									>	Submit

vii. User can view details, approval level, view approval history, view approval stages, submit, approve or reject the assigned cooperative society

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Search											
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status			
1	KILOLO SACCOS	FULL	FINANCIAL		Employee	Iringa	Mufindi	FORWARDED		≗ ⊘	$\bigotimes$
2	NGOIYA AGRICULTURAL AND MARKETING COOPERATIVE SOCIETY	FULL	NON_FINANCIAL		Community Based	Iringa	Mufindi	FORWARDED	8 8 8	2	$\overline{\otimes}$
Size	Go to page  Go to page							(	CLICK	1	. 1

- viii. To generate bill of the registration fee for the Pre-cooperative the system shall allow user to click "generate bill"
- ix. After clicking "generate bill" button the system shall generate bill which shall contain a control number which can be seen in the details of the cooperative society as shown below

	The United Rep The Tanzania Cooperative Govern	public of Tanzania e Development Commission nment Bill	
Control Number	997570000280		
Payment Reference	122		100 Sec. 100
Service Provider Code	SP757		
Payer Name	KILICHOBORA SACCOS LTD	D	
Payer Phone	255768138268		
In Respect of	Items Description (s)		Items Amount
Billed Item (1)	TCDC Registration Fee		50,000
	Total Billed Amount		50,000 (TZS)
Amount in Words	FIFTY THOUS	SAND	
Expired On	13 JAN 2023	1	
Prepared By	MWANZA AR	1	
Date Issued	13 JAN 2022	2	
Signature			
Jinsi ya Kulipa		How to Pay	
Kupitia Bani: Fika tawi lolota au wakala wa ban 997570000280     Kupitia Mhandao ya Simu     Ingla kwanya manu ya mfandao husika     Chagua 4 (inga Bili)     Chagua 5 (Malio ya Sarikali)     Ingiza 997570000280 kama nambari ya i	k ya CRDB, NMB, BOT. Nambari ya kumbukumbu ni kumbukumbu	Via Bank: Visit any Branch or Bank agent of CRD     Via Mobile Network Operators (INNOs)     Enter to the respective USDD menu of MN     Select 4 (Make Payment)     Select 5 (Covernment Payment)     Enter 997570000280 as reference numbe	8, NM8, 807. Reference Number is 997570000280 0

x. After successful payment of the bill the system shall display payment receipt in the cooperative society as shown below

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Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u>

TCDC

×

GOVERNMENT RECEIPT

	The U The Tanzania C	Jnited Republic of Tanzania ooperative Development Commission Exchequer Receipt	
Receipt No	******	920224000011282	
Received From		MAKAMBAKO SAVINGS AND CREDIT COOPERATIVE	SOCIETY LIMITED
Amount		50,000 (TZS)	
Amount in Words		FIFTY THOUSAND	
Outstanding Balance		0.00 TZS	
In Respect of	Items De	scription (s)	Items Amount
Billed Item (1)	TCDC Re	gistration Fee	50,000
	Total Billed Amount		50,000 (TZS)
Bill Reference		205	
Payment Control Number		997570000399	
Payment Date		16 FEB 2022	
Paid Account		01J21030163200	
Paid Account Name		CRDB BANK	
Issued By		ROBERT GEORGE KENNEDY	
		16 FEB 2022	
Date Issued			

xi. Approval for Registration of Pre-Cooperative Societies Cooperative officer of a specific council shall submit details of the precooperative society to district cooperative officer then to Assistant Registrar for approval however before approval Assistant Registrar shall be required to generate bill for the registration fee

### 2.4.4 Registration of Secondary Cooperatives

i. To register a Secondary cooperative society, user shall select secondary cooperative and click "My Registration" as shown below.

CSMIS USEF	R MANUAL			TCDC	
CSMIS	ations 🔗 Inspections & Supervisions	)ᆣ Marketing & Asset	<u> </u> Legal Matters	ې Taining 🖪 Repor	🗋 🕜 Augustino Semkuruto 🗸 ts
C Secondary Cooperative	← Registration Dash	board		Date Range Select Level	Dashboard
Assigned Cooperatives Council Cooperatives District Cooperatives	Primary Cooperative Society Active 0	On Progress		Dormant O	Liquidated O
Election     Assigned Election Details	De Registered	Probation O		Draft O	
Election Details					

ii. To access registration form for the Secondary cooperative user shall click "Register Secondary cooperative Society" as show below

← My	Secondary Cooperative Re	egistrations		+ Register So	econdary Cooperative	Society
Search				Table Col	umns	*
SN	Cooperative Name	Financial Year	HQ Region	HQ District	Status	
Size 👻	Go to page				•	

iii. After clicking "Register Secondary Cooperative Society", The system shall display registration form for a Secondary Cooperative society. The form shall display fields such as Cooperative name, Objective, Category type, Operation Category, liability type, value per share, phone number, cooperative official email, responsible personnel email, economic activity, sector, area of operation and bank details. where user is required to fill as shown below

TCDC

CONDARY COOPERATIVE REGISTRATION				2	×
operative Name *					<u> </u>
his field is required.					
bjective *				,	11
ateopry Type *			Liability Type *		
Jon Financial	Secondary Type *	-	LIMITED	Operation Category	٣
alue Per Share (TZS) *	Phone Number *		e-Mail *	Responsible Personal e-Mail *	
inga's District * 🔹 👻	Council *	•	's Village or Street *	P.O BOX ^{Postal} Address *	
lembers *	Financial Year	•	Economic Activity	Sector	
ommon Bond 👻					
legion *	District *	•	Ward *	Council *	Ŧ
Bank Details					
Bank	▼ Account Nan	ne *	Account Number *	Currency *	•
Bank Region *	Account Nan     District *	ne *	Account Number *	Currency *	•
Bank Region * Attachments	Account Nar     District *	ne *	Account Number *	Currency *	•
Bank Region * Attachments Sn Attachment Title	Account Nar     District *	ne *	Account Number *	Currency *	•
Bank Region * Attachments Sn Attachment Title 1 old Certificate	Account Nar     District *	ne * • Is R No	Account Number *	Currency *	•
Bank Region * Attachments Sn Attachment Title 1 old Certificate	Account Nar     District *	ne * Is R No	Account Number *	Currency *	•

iv. User can upload members using the downloaded csv file, users can view details of the cooperative society, users can edit details, deactivate and submit the details of the cooperative society in the area shown below

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с Му	Primary Cooperative Reg	gistrations		+ Regist	er Primary Cooperati	ve Society	🛨 Downl	oad Members Te	emplate	
earch										
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status		
1	Dolores vero reprehe edited	FULL	FINANCIAL	PRI-ARS-ARSJ-2022-6	Community Based	Arusha	Monduli	ACTIVATED	•••	
2	Ipsam unde voluptate	FULL	FINANCIAL		Community Based	Arusha	Monduli	DRAFT	000	
3	Praesentium magna co	FULL	FINANCIAL	PRI-ARS-AR03-2022- 397	Community Based	Iringa	Iringa	ACTIVATED	000	View Details
Size	Go to page				G	ТСК				Edit Add Member
									1	Upload Members
									-	Add Group / Institut
								$\sim$	8	Deactivate
										Submit

v. User can view details, approval level, view approval history, view approval stages, submit, approve or reject the assigned cooperative society

Search									
SN	Cooperative Name	Cooperative Type	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	Status	
1	KILOLO SACCOS	FULL	FINANCIAL		Employee	Iringa	Mufindi	FORWARDED	i≡ ∑ ≥ ⊗ ⊗
2	NGOIYA AGRICULTURAL AND MARKETING COOPERATIVE SOCIETY	FULL	NON_FINANCIAL		Community Based	Iringa	Mufindi	FORWARDED	
Size	Go to page  Go to page						(	CLICK	0 - 1

- vi. To generate bill of the registration fee for the Pre-cooperative the system shall allow user to click "generate bill"
- vii. After clicking "generate bill" button the system shall generate bill which shall contain a control number which can be seen in the details of the cooperative society as shown below

TCDC

	The The Tanzania C	Inited Republic of Tanzania poperative Development Commission Government Bill	
Control Number	997570000280		
Payment Reference	122		Viewski i A
Service Provider Code	SP757		
Davar Nama	KII ICUADADA (	ACCOS   TD	
Paya Nama	KILICHODOKA		
vayer vnone	255/66138266		
In Respect of	Items Description	(s)	Items Amount
Ellied Item (1)	TCDC Registratio	Fee	50,000
	Total Billed Amount		50,000 (TZS)
Amount in Words	F	FTY THOUSAND	
Expired On	1	JAN 2023	
Prepared By		WANZA AR	
Dete issued		JAN 2022	
Sinnatura			
Jinsi ya Kulipa		How to Pay	
Kupitia Bank: Fika tawi lolote au wakala wa bank ya 997570000280     Kupitia Mitandeo ya Simu     Ingla kwanye menu ya mtandao husika     Chagua 4 (ilipa Bili)     Chagua 5 (ilipa Bili)     Ingla 99757000280 kama nambari ya kum	CRDB, NIMB, BOT. Nambari ya kumbukumi bukumbu	u nl 1. Via Bank Visit any Branch or Bank 2. Via Mobile Network Operators (MN Enter to the respective USSD 5. Salect 4 (Make Paymet) 5. Salect 5 (Covernment Payme Enter 99/5/0000280 as refa	agent of ORDE, NMB, BOT. Reference Number is 997570000280 Da) manu of MND nt) rence number
	Connerative Supervision Management	information System © 2022 All Rights Reserved (CSMIS -	TCDC).

viii. After successful payment of the bill the system shall display payment receipt in the cooperative society as shown below

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TCDC

X

GOVERNMENT RECEIPT

	The l The Tanzania C	Jnited Republic of Tanzania ooperative Development Commission	
		Exchequer Receipt	TCDC Together We B Our Economy
Receipt No		920224000011282	
Received From		MAKAMBAKO SAVINGS AND CREDIT COOPERATIVE	SOCIETY LIMITED
Amount		50,000 (TZS)	
Amount in Words		FIFTY THOUSAND	
Outstanding Balance		0.00 TZS	
In Respect of	ltems De	scription (s)	Items Amount
Billed Item (1)	TCDC Re	gistration Fee	50,000
	Total Billed Amount		50,000 (TZS)
Bill Reference		205	
Payment Control Number		997570000399	
Payment Date		16 FEB 2022	
Paid Account		01J21030163200	
Paid Account Name		CRDB BANK	
Issued By		ROBERT GEORGE KENNEDY	
Date Issued		16 FEB 2022	

### ix. Approval for Registration of Secondary Cooperative Societies

Assistant Registrar of a specific region shall submit details of the secondary cooperative society to Legal and Registration, then to Deputy Registrar Registration and lastly to Registrar for approval

#### 2.5 Inspection and Supervision

To access Inspection and supervision module user shall navigate through the landing page of CSMIS and click "Inspection and Supervision" module as shown below

TCDC

CSMIS				¢*	🗍 🕐 ICT SUPPORT 🗸
	Welcome SUPPORT, ICT USHIRIKA				
	L  Campaigns	Registrations	Inspect on & Supervisions	L+ * *	
	Legal Matters	Research & Training	Dils	Reports	
	¢ot+ Settings	CLICK			

### 2.5.1 Inspection and Inspection Plan

i. To create inspection plan user shall click "My plan" and navigate to "Add inspection plan" button

CSMIS			🛱 🗍 🕐 Abraham Gustaph 🗸
🛓 Campaigns 🔮 Registration	ns 🔄 Inspections & Supervisions 🖄 🖄 Marketing & Investment	Legal Matters 🛛 🐨 Research & Training 🛛 🗐	Reports
INSPECTIONS & SUPERVISION	← My Inspection Plans For Financial Year 2021 / 2022	CLICK	+ Add Inspection Plan
Dashboard	Search		Table Columns 👻
R Inspection Plans	SN Plan	Category Cooperative Officer	Financial Year
My Plans	¹ CLICK	FINANCIAL Abraham Ernest Gustaph	2021 / 2022
Assigned Plans	2 UGAGUZI KWENYE VYAMA VYA MSINGI	NON_FINANCIAL Abraham Ernest Gustaph	2021 / 2022
Council Plans District Plans	3 Ukaguzi Mwezi Machi 2022	FINANCIAL Abraham Ernest Gustaph	2021 / 2022 📰 🌈 🏝
Region Plans	4 ukaguzi wa mwezi April	NON_FINANCIAL Abraham Ernest Gustaph	2021 / 2022
Regagement Notes	5 Ukaguzi wa vyama	FINANCIAL Abraham Ernest Gustaph	2021 / 2022
My Engagement Notes	6 Ukaguzi wa Vyama Halmashauri ya Mufindi	FINANCIAL Abraham Ernest Gustaph	2021 / 2022

ii. After clicking "Add inspection plan", the system shall display inspection plan form as shown below

TCDC

Nome 8			
Name *			
This field is required.			
Category *	-	Inspection Type	*

iii. User can view details of the inspection plan, edit, deactivate and submit inspection plan by clicking in the areas shown below

SN	Plan	Category	Cooperative Officer Financial Year
1	MPANGO KAZI WA UKAGUZI KWA MWEZI JANUARY - MARCH	FINANCIAL	Abraham Ernest Gustaph
2	UKAGUZI KWENYE VYAMA VYA MSINGI	NON_FINANCIAL	Abraham Ernest Gustaph 2021 / 2022
3	Ukaguzi Mwezi Machi 2022	FINANCIAL	Abraham Ernest Gustaph 2021 / 2022 📰 🖓 斗 🔇 🗲

iv. User can add cooperative societies to be inspected in the inspection

plan by clicking and the system shall display a window for adding cooperative societies as shown below

Month		Primary Cooperative			
February	•	Certificate test	•	+ ×	

v. User can view assigned plans, council plans, district plans, regional plans and regional plans by clicking in the areas shown below

CSMIS US	ER MANUAL		TCD	С	
<b>EXAMPLE</b> CSMIS					📫 🗋 🕜 Abraham Gustaph 🗸
a Campaigns 💮 Registrations		g & Investment 🛛 🖄 Legal Matters 💭	Research & Training 🛛 🗐	Reports	
Dashboard	My Inspection Plans For Financial     2022	Year 2021 /			+ Add Inspection Plan
ରେ Inspection Plans	$\frown$				
My Plans S	earch CLICK				Table Columns 👻
Assigned Plans	SM ran	Category	Cooperative Officer	Financial Year	
Council Plans	1 MPANGO KAZI WA UKAGUZI KWA MWEZI JA	ANUARY - MARCH FINANCIAL	Abraham Ernest Gustaph	2021 / 2022	8 
Region Plans	2 UKAGUZI KWENYE VYAMA VYA MSINGI	NON_FINANCIAL	Abraham Ernest Gustaph	2021 / 2022	8 <u>—</u>
R Engagement Notes	3 Ukaguzi Mwezi Machi 2022	FINANCIAL	Abraham Ernest Gustaph	2021 / 2022	:= [2, 2; 🔌 >
My Engagement Notes	4 ukaguzi wa mwezi April	NON_FINANCIAL	Abraham Ernest Gustaph	2021 / 2022	8 ==
Assigned Engagement Notes	5 Ukaguzi wa vyama	FINANCIAL	Abraham Ernest Gustaph	2021 / 2022	°==
Submitted Council Notes	6 Ukaguzi wa Vyama Halmashauri ya Mufindi	FINANCIAL	Abraham Ernest Gustaph	2021 / 2022	8 

vi. User can search and view campaigns by locations by clicking "Plans by location" and the system shall display the following search fields to help user to search campaigns by location as shown below

Inspection Plan By Loca	ition		Government Financial Year 2021 / 2022	•
Region Dar es Salaam	Ť	District	Counsil	•
Search	Category	Conservive	Government Financial Year	
Size  Go to page O		CLICK		

vii. To create engagement notes user shall click ^{My Engagement Notes} then click "Initiate engagement letter" as shown below

CSMIS USER MANUAL				TCDC			
€ Saarah	My Engagement Notes		(	CLICK Table Columns	iate Engageme	nt Letter	
Search			Cooperative				
SN	Title	Cooperative Officer	Туре	Cooperative	Status		
1	UKAGUZI WA CHAMA KUANZIA TAREHE 14 MARCHI HADI TAREHE 31 MARCHI	Abraham Ernest Gustaph	PRIMARY	AMANA SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	APPROVED	o 000	
2	UKAGUZI WA CHAMA KUANZIA TAREHE 17 FEBRUARI HADI TAREHE 28 FBRUARI	Abraham Ernest Gustaph	PRIMARY	AK SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	APPROVED	。 	
3	UKAGUZI WA CHAMA KUANZIA TAREHE 10 JANUARI HADI TAREHE 25 JANUARI	Abraham Ernest Gustaph	PRIMARY	Manow Saccos (mbr 769)	APPROVED	000	
4	UKAGUZI WA CHAMA KUANZIA TAREHE 28 MARCHI HADI TAREHE 31 MARCHI	Abraham Ernest Gustaph	PRIMARY	AMANA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	APPROVED	000	
5	UKAGUZI WA CHAMA KUANZIA TAREHE 21 MARCHI HADI TAREHE 25 MARCHI	Abraham Ernest Gustaph	PRIMARY	AMANI AGRICULTURAL MARKETING COOPERATIVE SOCIETY	APPROVED	°==	

viii. After clicking "Initiate engagement letter", the system shall display field to specify the title of the inspection and the area to select a cooperative society as shown below

ADD ENGAGEMENT NOTE TO PRIMARY COOPERATIVE SOCIETY	×
Title	
UKAGUZI WA CHAMA	
Primary Cooperative	
Dolores vero reprehe edited	•
	Save

ix. User can view details of the engagement notes, edit, deactivate and submit by clicking in the areas specified below

TCDC

earch	My Engagement Notes				тар С	+ Initiate Engagement Letter
SN	Title	Cooperative Officer	Cooperative Type	Cooperative	Status	
1	UKAGUZI WA SALASALA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	Abraham Ernest Gustaph	PRIMARY	SALASALA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	DRAFT	
2	UKAGUZI WA CHAMA KUANZIA TAREHE 14 MARCHI HADI TAREHE 31 MARCHI	Abraham Ernest Gustaph	PRIMARY	AMANA SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	APPROVED	• <u> </u>
3	UKAGUZI WA CHAMA KUANZIA TAREHE 17 FEBRUARI HADI TAREHE 28 FBRUARI	Abraham Ernest Gustaph	PRIMARY	AK SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	APPROVED	0 <u></u> 0 <u></u>
4	UKAGUZI WA CHAMA KUANZIA TAREHE 10 JANUARI HADI TAREHE 25 JANUARI	Abraham Ernest Gustaph	PRIMARY	Manow Saccos (mbr 769)	APPROVED	°— °
5	UKAGUZI WA CHAMA KUANZIA TAREHE 28 MARCHI HADI TAREHE 31 MARCHI	Abraham Ernest Gustaph	PRIMARY	AMANA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	APPROVED	°— °—

#### 2.5.2 Inspection Report

i. To submit inspection report user shall click "Add inspection report" as shown below

then click

← N Search	Ay Inspection Reports				CLICK	)	Table Colu	umns	Add Inspection Result
SN	Title	Cooperative Officer	Conducted Date	Cooperative Type	Cooperative Society	Region	District	Council	Status
1	RIPOTI YA UKAGUZI WA AMANA SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	Abraham Ernest Gustaph	Mar 17, 2022	PRIMARY	AMANA SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	Iringa	Mufindi	Mufindi DC	APPROVED
2	RIPOTI YA UKAGUZI WA AK SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	Abraham Ernest Gustaph	Feb 16, 2022	PRIMARY	AK SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	Iringa	Mufindi	Mufindi DC	APPROVED
3	RIPOTI YA UKAGUZI WA Manow Saccos (mbr 769)	Abraham Ernest Gustaph	Jan 12, 2022	PRIMARY	Manow Saccos (mbr 769)	Iringa	Mufindi	Mufindi DC	APPROVED
4	RIPOTI YA UKAGUZI WA AMANA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	Abraham Ernest Gustaph	Mar 22, 2022	PRIMARY	AMANA AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	Iringa	Mufindi	Mufindi DC	APPROVED

ii. After clicking + Add Inspection Result the system shall display inspection report to be filled with different cooperative category as shown below

÷	My Inspecti	on Reports						+ Add Inspe	ction Result
Search	1				CLICK	<	Table Columns	PRE	<b>.</b>
Sn	Title	Cooperative Officer	Conducted Date	Cooperative Type	Cooperative Society	Region	District	AFFII IATED	ntus
Size	Go to page	-							1

iii. After select cooperative society the system shall display inspection report form to be filled with as shown below

his field is required.	
Description	
nspection Area	-
Primary Cooperative 🔹	

xxxiii. User can view assigned inspection, council inspection, district inspection, regional inspection and national inspection report by clicking in the areas shown below

TCDC

CSMIS		
🏥 Campaigns 🛛 😧 Registration	ns 🔞 Inspections & Supervisions 🖄 Marketing & Investment 🖄 Legal Matters 🔝 Research & Training 🛄 Bills	E Reports Settings
Assigned Supplementary Budgets	← My Inspection Reports For Financial Year 2021 / 2022	+ Add Inspection Result
All Loans	Search	Table Columns 👻
All Mortgage	SN Title Cooperative Officer Conducted Date Cooperative Type Cooperative Society	Region District Council Status
Reports	Size 0 CLICK	0
My Inspections		
Assigned Inspections		
Council inspection		
District inspections		
Region inspections		
Inspections By Location		
National Inspections Report		

#### 2.5.3 Financial performance

To access financial performance cooperative manager shall login into

CSMIS and click Enancial Performance which shall be located at the left side menu of the system and the system shall display the financial performance window where cooperative manager shall be able to create new financial report, view new reports, submit reports and view approved reports as shown below

← Financial Perform	hance	CLICK	+ Create Financial Report
New Repo	New Reports O Submitted Reports O		Approved Reports
Search			
SN Name	Financial Year	Status	Actions
1 First	2022 / 2023	Active	
		Items per p	bage: 10 ▼ 1-1 of 1  < < > >

Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u> i. After clicking + Create Financial Report, the system shall display fields for creating financial report for the specific financial year as shown below

ADD FINANCIAL REPORT		×
Financial Year 2022 / 2023	February	•
	CLICK	Style

ii. After adding initial details of the financial report to be created and click save, the system shall display the report as draft and user can view

its details by clicking  $\stackrel{\textcircled{i}}{=}$  and also add management details by clicking  $\stackrel{+}{=}$ 

F	as	shown	bel	low

Financial Perform	+ Create Financial Report					
New Rep	orts	Submitted Reports	Approved Reports			
arch						
SN Name	Financial Year	Status	Actions			
1 First	2021 / 2022	Active	8≡ ► +			
		Items per page	e: 10 💌 1-1 of 1 🛛 😽 🕹 岁			

iii. After clicking  $^+$  , management details form shall be display as shown below

TCDC

S/N	Management Item	Action
1	Are Loans To Board, Staff And Related Parties More Than 10% Of Core Capital?	Select Answer Select Answer
2	Do Any Board Members Or Senior Staff Have Non-Performing Loans?	Select Answer 🗸
3	Annualized Member Growth	
ļ	Annualized Deposit Growth	

iv. After clicking  $\stackrel{\textcircled{i=}}{=}$ , the system shall display the details of the financial reports forms to be filled as shown below

New Reports	Submitte	ed Reports	Approved Reports	0			
ch				First			;
SN Month / Quarter	Financial Year	Status	Actions	No.	Form Name	Status	Actions
l First	2021 / 2022	Active	≣ > +	1	Comprehensive Income	NOT FILLED	θ
	ltems per page:	<u>10 -</u> 1 -	1 of 1   <b>  &lt; &lt; &gt;</b>	>  2	Sectorial Classification	NOT FILLED	G
				3	Interest Rate	NOT FILLED	G
	(			4	Loans Disbursed	NOT FILLED	G
				5	Loans To Insiders	NOT FILLED	Θ
				6	Geographical Distribution	NOT FILLED	Θ
				7	Liquid Assets	NOT FILLED	Θ
				8	Capital Adequancy	NOT FILLED	Ð
	icking 📒	, and	display the	e list of f	forms, manas	ger shal	l clio

vii. After filling the forms item, manager shall click  $\stackrel{i=}{=}$ , the system shall display financial reports of the filled form with the status of "FILLED" as shown below

No.	Form Name	Status	Actions
1	Financial Position	NOT FILLED	8 
2	Comprehensive Income	NOT FILLED	<u>*</u>
3	Interest Rate	NOT FILLED	°==
4	Sectorial Classification	NOT FILLED	<u>*</u>
5	Loans Disbursed	NOT FILLED	<u>*</u>
6	Loans To Insiders	NOT FILLED	<u>*</u>
7	Geographical Distribution	NOT FILLED	<u>*</u>
8	Liquid Assets	NOT FILLED	<u>*</u>
9	Capital Adequancy	NOT FILLED	<u>*</u>
10	Deposits And Loans	NOT FILLED	8 <u> </u>

viii. After completing filling all forms required cooperative manager shall

# click to submit the forms for approval

			📌 ၇ felix makundi 🗸
	S		+ Create Financial Report
	New Reports	Submitted Reports	Approved Reports 3
Search			
SN Name	Financial Year	Status	ctions
1 March	undefined / undefined	DRAFT	
2 April	2022 / 2023	DRAFT	8≡ +
			Items per page: 10 - 2 of 2 - 1 - 2 of 2 - 1 - 2 of 2

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### 2.5.4 Financial Performance Approval

i. To approval financial reports which has been submitted by the manager user shall navigate to financial performance sub-module and click

Assigned Financial Performances		as shown b	elow					
Assigned Engagement Notes Submitted Council Notes	← Assigned Financial R	Reporte CLICK	)					
Supervisions	Search					Table Colum	nns 💌	
Financial Performances	SN cooperative Name	Cooperative Type	Cooperative Category	Financial Year	Month / Quarter	Туре	Submission Date	Actions
Assigned Financial Performances	1 AMANI AGRICULTURAL MARI COOPERATIVE SOCIETY LIMI	KETING PRIMARY TED	NON_FINANCIAL	2021 / 2022	Fourth	QUARTERLY	Apr 16, 2022	
Income & Expenditure	2 AMANI AGRICULTURAL MARI COOPERATIVE SOCIETY LIMI	KETING PRIMARY TED	NON_FINANCIAL	2022 / 2023	Third	QUARTERLY	Apr 16, 2022	
Estimates	3 AMANI AGRICULTURAL MARI COOPERATIVE SOCIETY LIMI	KETING PRIMARY TED	NON_FINANCIAL	2021 / 2022	Second	QUARTERLY	Apr 16, 2022	
Assigned Supplementary Budgets	4 AMANI AGRICULTURAL MARI COOPERATIVE SOCIETY LIMI	KETING PRIMARY TED	NON_FINANCIAL	2021 / 2022	First	QUARTERLY	Apr 16, 2022	
🗞 Loans	5 KILIMANI AGRICULTURAL MA COOPERATIVE SOCIETY	ARKETING PRIMARY	NON_FINANCIAL	2022 / 2023	Fourth	QUARTERLY	Apr 15, 2022	

ii. moreover, the system shall display the submitted report with its details

where user is required to click for approval then system shall respond by asking user to choose whether to submit to another level or cancel as shown below



iii. To generate prudential report, user shall be required to click xx and the system shall generate prudential which can be viewed by clicking

• and the report shall be displayed as shown below

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 $\times$ 

PRUDENTIAL REPORT

	The	The United Republic o Tanzania Cooperative Deve Prudential Repo						
CAMEL RATIO	AREA TO MEASURE	REQUIREMENT/GOAL	RATIO FORMULAR	ACTUAL STATUS (%)	CATEGORY	REMARK	RECOMMENDATION	
A	ASSET QUALITY							
	Non-Earning Assets / Total Assets	Less Or Equal To 10%	361000 <b>/</b> 2930000	12.32	2	Very_good		
	Total External Loans Borrowed / Total Assets	Less Or Equal To 25%	20000 / 2930000	0.68	1	Excellent		
	General Loan Loss Reserve /Gross Loans	1%	200000 <b>/</b> 1601000	12.49	1	Excellent	Iko Vizuri	
	Write Offs Less Recoveries/ Total Loans	Less Than 1.5%	0/1401000	0	1	Excellent	Iko Vizuri	
_	Non-Performing Loans / Gross Loan Portfolio	Less Or Equal To 5%	2347000 <b>/</b> 1601000	146.6	5	Poor		

#### 2.5.5 Estimate of Income and Expenditures

i. To access Estimate of Income and Expenditures cooperative manager

shall go to Supervision & Inspections menu and click which shall be located at the left side menu of the system

ii. After clicking Income and Expenditure menu, manager shall create income and expenditure report by clicking the button as shown below

Branches	COOPERATIVE SUPERVISION MANAGEMENT INFORMATION SYSTEM	🚱 🕐 SARAH KILEO 🗸						
Bills								
Human Resource	Estimate Of Incomes And Expenditures	Create Income & Expenditure						
Employees	Search							
Roles								
System Users	CLICK							
Supervision & Inspections								
Financial Performance								
Income & Expenditure								
Engagement Notes								

iii. After clicking create Income and Expenditure button system shall display a form with cooperative financial year and attachments as shown below

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AD	DINCON	ME & EXPENDITURE				×
С	ooperati	ive Financial Year				•
Att	achmer	nts	CLICK			
		Attachment Title	Is Re	quired?		
	1	Previous Audit Report	No		Attach	
			(	CLICK		Save

iv. After clicking save button then the system shall display the Income and Expenditures window as shown below where user is required to click

 $\equiv$  Option

← Estimate Of Incomes And B	xpenditures	Create Income & Expenditure
Search		
2021 / DRAFT Estimate of Income and Expenditure for AMANA SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	CLICK	

v. After clicking option the system shall open "Add estimate details", "Add loan", "Add agricultural input estimate", "Edit Estimate", "Deactivate", "Submit estimate", "View loans" and "View maximum Liability summary" as shown below



User can add estimates details, loans, agricultural input estimate, edit estimate, deactivate, submit estimate, view loans and view maximum liability summary by clicking on the respectively field.

vi. To approve estimates, loans, agricultural input estimate and development budget, user shall click to assigned estimates and approve the assign

ССЯМІЯ	ф ^е П	② Abraham Gu	ıstaph 🗸
🏝 Campaigns 🔮 Registratio	ns 🔣 Inspections & Supervisions 🖄 Marketing & Investment 🖄 Legal Matters 🔝 Research & Training 🗐 Reports		
C Supervisions Financial Performances Assigned Financial Performances	Search CLICK Table Column	กร	
C Income & Expenditure	SN Cooperative Mone Title	Submission Date	Actions
Estimates	1 DUKA LA WALAJI CONSUMER Estimate of Income and Expenditure for DUKA LA WALAJI CONSUMER	May 8, 2022	000
Assigned Estimates			
Assigned Supplementary Budgets	2 SOCIETY SOCIETY	May 8, 2022	000
🔇 Loans	3 USHIRIKA WA MADINI JITEGEMEE LIMITED MINING Estimate of Income and Expenditure for USHIRIKA WA MADINI JITEGEMEE LIMITED MINING	May 7, 2022	000
All Loans	Gotopage Size • 0	0	- 1
🐼 Inspection Reports			

### 2.5.6 Marketing and Investment

i. To add warehouse user shall click warehouses then the system shall display the below window then user shall be required to click "add warehouse"

CSMIS USER MANUAL						TCL	)C		
Marketing & Investments	COOP	ERATIVE SUPERVISI	ON MANAGEMENT I	NFORMATION SY	STEM			0	AMANI AMCOS 🗸
Warehouses									
Transporters	6	Warehouse List	ТСК			(	CLICK	$\succ$	+ Aud warehouse
Trucks	Searc	h						Table Colur	nns 👻
Buyers									
Deductions	SN	Name	Ownership	Unit Measure	Capacity	Council	Ward	Status	Actions
Торирз	1	JIMBO LA CHINI	COOPERATIVE	Tone	20	Mufindi DC	Sao Hill	Active	
Non Member Farmers	2	JIMBO LA JUU	COOPERATIVE	Tone	50	Mafinga Mji	Kinyanambo	Active	
Stock Balance									
Sales Catalogue	Size	Go to page							00
My Sales									

ii. To add transporter user shall require to click "Transporter" and the system shall display the below window for user to click "add transporter"

Marketing & Investments	COOPERATIVE SUPERVISION MANAGEMENT INFORMATION SYSTEM							0	AMA	NI AMCOS	*
Warehouses										Add Transporte	
Transporters	Ć	Transport	er List	CLIC		(	CLICK	)	-	Aud Hallsporte	
Trucks	Coor	ch						Table Colu	mne		_
Buyers	Sear	cn							iniis		<u> </u>
Deductions	SN	Name	Туре	TIN	Director Name	Cooperative Name	Contact	Experience	Status	Actions	
Торирз	1	KISHIMBA SAHIBU	COMPANY	1 <mark>119</mark> 89703	SAJDA KISHIMBA	AMANI AGRICULTURAL MARKETING COOPERATIVE SOCIETY LIMITED	255789000678	21	Active	2	
Non Member Farmers	2	SABINA	INDIVIDUAL	112897191		AMANI AGRICULTURAL MARKETING	255757908978	12	Active		
Stock Balance		IJJAH				COOP EIGHTVE SOCIETT EIMITED					_
Sales Catalogue	Size	Go to page	: 							0(	)
My Sales											

iii. To add buyer's user shall require to click "buyers" and the system shall display the below window for user to click "add buyers"

Marketing & Investments	COOPE	RATIVE SUPERVISION MA	0	AMANI AMCOS 🗸 🗸			
Warehouses							
Transporters	← 8	Buyer List	CLICK		CLICK	)	T Add Buyer
Trucks	Search					Table Colum	10s
Buyers							
Deductions	SN	Name	Phone Number	Location	Status		
Topups	1	Mohammed Elijah	255789354571	Tungi	Active	i 🖉 🗞	
Non Member Farmers	2	Thomas Edward	255654897791	Sinza	Active	∺ 🖉 🗞	
Stock Balance	-						
Sales Catalogue	Size	✓ 0					
My Sales							
Transports							

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۷.

iv. To add deduction user shall require to click "deduction" and the system shall display the below window for user to click "add deduction"

Marketing & Investments	COOPE	RATIVE SUPERVIS	ION MANAGEMENT	INFORMATION	N SYSTEM			⑦ AM	ANI AMCOS 🗸 🗸
Warehouses		Deduction List							- Add Deduction
Transporters	¢,	Deduction List	CLIC	СК		્ ( વ	лск 🗩		
Trucks	Sear							Table Columns	<b>.</b>
Buyers								-	
Deductions	SN	Title	Amount(TZS)	Rate (%)	By Percent	Is For All	State	Status	Actions
Торирѕ	1	MAGUNIA		2	true	true	SUBMITTED	Active	
Non Member Farmers	Size	Go to page • 0							1 1
Stock Balance									
Sales Catalogue									

To add Non-member farmers, click

, then click "Add

Non-Men	nbe	r" to ac	cess no	on-me	emb	ers	registrat	tion forr	n		
Marketing & Investments	C001	PERATIVE SUPER	VISION MANAGE	MENT INFO	RMATION	SYSTE	М			② AMANI AMCOS	~
Warehouses											
Transporters	÷	Non Membe	List		1			Download Non Mem	bers Ten	It had Non Mem	mber bers
Trucks			CLICK	ノ		CLI	СК				
Buyers	Sear	ch							Tal	ble Columns	-
Deductions	SN	Full Name	Phone Number	Address	Gender	DOB	Bank	Account Number	Status	Actions	
Торирѕ		DAUDI		0010		101 17	DIAMOND TRUST				_
Non Member Farmers	1	RAMADHANI MOHAMMED	255620455261	DODOMA	MALE	1991	BANK TANZANIA LIMITED	90080076534513	Active	≣ + 🖉 ।	2
Stock Balance				2012		Mar					
Sales Catalogue	2	JUMAAH	255621601545	DODOMA	FEMALE	12, 1987	CRDB BANK PLC	30090021326571	Active	8≡ + ∅	8
My Sales	4	Go to page								0	
Transports	Size	• 0									-
Trips To Receive											

vi. To add Top ups, click access list of members and non-members to receive top-ups

#### CSMIS USER MANUAL TCDC Marketing & Investmen COOPERATIVE SUPERVISION MANAGEMENT INFORMATION SYSTEM Warehouses + Add Topup ← Top Up List CLICK CLICK Table Colum Buyers SN Title Amount(TZS) State Status Actions Description Deductions > 2 Kwa ajili ya Mauzo yaliyofanyika Mauzo ya kahawa ya Mwezi wa Nne R 1 2.300 DRAFT Active Topups Non Member Farmers Go to page 1 - 0 Stock Balance

vii. To add stock, click

, then click "Stock Balance" to

access stock registration form

Marketing & Investments	COOPERATIVE SUPERVISI	ON MANAGEMEN	INFORMATION SYSTE	EM		🕐 AMANI AMCOS 🗸
Warehouses	Charle Delanase				-	+ Add Stock
Transporters	← Stock Balances			CLIC	к )	
Trucks		Original Stock	)		Transported Stock	O
Buyers	CLICK	)				
Deductions	Search					
Topups	SN Warehouse	Сгор	Grade	Quantity	Date	Actions
Non Member Farmers						
Stock Balance	1 JIMBO LA JUU	KAHAWA	GRADE C	0 KG	Apr 16, 2022	š=
Sales Catalogue	2 JIMBO LA CHINI	KAHAWA	GRADE B	0 KG	Apr 16, 2022	
My Sales				Items p	er page: 10 💌 1 - 2 of 2	- I< < > >I
Transports						
Trips To Receive						

Stock Balance

viii. After clicking "Add Stock" option the system shall open a form as shown below, then fill all the details required and click "save"



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T	r	n	r
		ν	L

ix. After completing filling a form required cooperative manager shall click

to view stock details for approval or edit a stock as shown below

-) :	Stock List				Stock Balance : (
			MAWAZO		
arch					
SN	Title	Quantity Collected	Quantity Remained	Status	Actions
	MAKUSANYAKO YA MSIN	ΛU			
1	2021/2022 - MAWAZO WAREHOUSE	0 KG	0 KG	DRAFT	> ,000
				2 Por Porto 10	

x. After clicking approval button cooperative manager shall click is order to start collecting the product from "members" and "non-

+ Add Farmer Stock

.

mem	ibers" by clic	king		button as	shown bel	ow	
COOPERATIVE	SUPERVISION MANAGE	MENT INFORMATION	SYSTEM	CLICK	🔄 🕐 AMAN	I AMCOS	*
← Farmer	s Stock List			CLICK	+ Ade	d Farmer Sto	ock
	Member Farm	MAKUSANYAKO YA MSIM ers	U 2021/2022 - MAWAZ	O WAREHOUSE	per Farmers		
Search			Details		Table Columns		•
Sn Farmer	Collected Quantity	Unpaid Quantity	Payment Mode	Sales Mode	Receive Date	Actions	
Size V Go	to page					1	

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xi. After clicking + Add Farmer Stock button system shall open a form required to fill the details for a particular individual farmer as shown below

ADD FARMER STOCK			×
Farmer's Category	•	Quantity *	KG
Payment Mode *	•		
Instant Payement ? (Check This if instant Payement is to be Done )		CLICK	Save

### xii. After filling all the required details then click "save" as shown below

		Cooperative Member	
COOPERATIVE MEMBER	•	DAUD SOSTHENES NGONI	*
Quantity *		Payment Mode *	
5000	KG	MOBILE	•
Instant Pavement ?			

xiii. After clicking "save" button the system shall display the details of farmer's collections as shown below, the cooperative manager shall



C!	SMIS USER MA	NUAL		٦	CDC			
COOP	PERATIVE SUPERVISION MA	NAGEMENT INFORI	MATION SYSTEM	И		et ()	AMANI AMC	os 🗸
¢	Farmers Stock List						- Add Farmo	er Stock
	Member	MAKUSANYAKO	YA MSIMU 2021/2	2022 - MAWAZO W/	AREHOUSE Non Mem	ber Farmers		
Searc	sh					Table Colum	nns	-
Sn	Farmer	Collected Quantity	Unpaid Quantity	Payment Mode	Sales Mode	Receive Date	Actions	
1	DAUD SOSTHENES NGONI	5000 KG	5000 KG	MOBILE	NORMAL			000
Size	Go to page			CLICK	1 2	34	5 6	18
			Sale	s Cataloque				

xiv.	To add sales catalogue, click
	Sales Catalogue" to access sales catalogue regist

, then click "Add

Marketing & Investments	COOPERATIVE SUPERVISION MANAGE	MENT INFORMATION	SYSTEM		C	) AMAI	II AMCOS	~
Warehouses				View My	Catalogues From Uni	on a	L Create (	Patalogu
Transporters	← Sales Catalogue List	(	CLICK	CO VIEW My	Catalogues From Oni	011	Cleate	atalogu
Trucks	Draft Catal	oque	CLICK	0	ommitted Catalogue	0		
Buyers								
Deductions	Search							
Topups		Quantita	Outo Okahara	Obstan	A JALLAN DALANA			
Non Member Farmers	SN Callorgue Number Product	Quantity	Sale Status	Status	Active Status	Actions		
Stock Balance	1 020-2254-05611 KAHAWA	23,890 KG	SOLD	SUBMITTED	Active	Θ		
Sales Catalogue				Items per page: 10	▼ 1-1 of 1	I< -	< >	>1
My Sales								
Transports								

xv. To add transports, click Transports, then click "Add transports" to access transports registration form

CSMIS US	CSMIS USER MANUAL				T	CDC		
arketing & Investments	COOF	PERATIVE SUPERVIS	ION MANAGEMENT	INFORMATION SY	STEM		() AMAN	II AMCOS 🗸
arehouses ansporters	¢	Transport List				ICK		Add Transport
ucks	Sear	ch					Table Columns	-
yers	_							
uctions	SN	Transport Number	From Warehouse	To Warehouse	Quantity Transported	Product Transported	Product Grade	
ıps	1	028-2226 <mark>-</mark> 06223	JIMBO LA JUU	KITALU B	0 KG	KAHAWA	GRADE C	
Member Farmers		Go to page						
ck Balance	Size	• 0	$\frown$					
es Catalogue			CLICK					
Sales								
ansports								

Trips To Receive

To add trips to re, click , then click "Add trips to xvi. Receive" to access transports registration form

Marketing & Investments	COOPERATIVE SUPERVISION MANAGEMENT INFORMATION SYSTEM	?) AMANA AMCOS	*
Warehouses	← Trip To Receive		
Transporters			
Trucks	Search Table Columns		-
Buyers	SN Car Registration Driver Name Driver Contact Quantity Transported Unit of measure Quantity Received Escort Type Escorted By	State Remarks	1
Deductions	Go to page	0	
Торирз	Size • 0		
Non Member Farmers			
Stock Balance	$\frown$		
Sales Catalogue			
My Sales			
Transports			
Trips To Receive			
Contracts & MOU			
Assets			

To add contract or memorandum of understanding " xvii. click Contracts & MOU ", then click "Add Contract and Memorandum of understanding"," access contract memorandum of to and understanding registration form as shown below

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NEW CONTRACT				×
Subject Matter *				
This field is required.				
Contract Type 👻	Contract Participatory Type *	Amount (TZS) *	Contract Date *	Ē
Start Date *	End Date *	Contract Parties * OTHERPARTY	•	
Contract Party Details				
Contract Party Category *	otherparty's Name *	otherparty's Phone Number *	otherparty's e-Mail *	
Region *	District *	Ward *	♥ P.O BOXPostal Address	5 [±]
+ × Attachments				
Sn Attachment Title		Is Required?		
1 Contract Attachment		No	Attach	
				Save

xviii. To save contract and memorandum of understanding of registration

form click ^{Save}, then CSMIS shall display details of the form as draft. Moreover, user can submit the details of the form for approval by clicking "Submit" as shown below

	COOPER	RATIVE SUPERVISION M	ANAGEMENT INFORMA	TION SYSTEM			0	AMANA AMCOS 🗸
	← C	contracts & Mou				СГІСК	2	+ New Contract
PRIMARY COOPERATIVE SOCIETY	Search						Table Column	15 💌
	SN	Contract Type	Contract Party Type	Contract Date	Start Date	End Date	Status	
Profile Detail	1	LEASE CONTRACT	OTHERPARTY	Jun 22, 2022	Jun 30, 2022	Jun 30, 202	DRAFT	8= 000
Profile	2			Apr 20, 2010	lan 18, 2022	Oct 15, 2025	SUBMITTED	8=
Members	2	INANSI OKTATION	TWO_FAILT	Api 29, 2010	501110, 2022	00010,2020	SODIWITITED	ě—
Groups	3	CONSTRUCTION	TWO_PARTY	May 7, 2004	Jun 27, 2000	Jan 30, 200 <mark>6</mark>	SUBMITTED	8 <u>—</u>
Branches		Go to page						0.00
Bills	Size	<u>•</u> 0						
Human Resource								

CSMIS USER MANUA	L	Т	CDC	
. To add investment, o to access investmer filled form click	click Assets at registration e	, th form as sh	nen click nown bel	+ New Asset
NVESTMENT FORM				×
Buildings				
Buildings				
Name *	Type Bulding *	•	Size *	
Location *	Number of Employees *		Value (Tshs) *	
Registration Status *	Capacity *		TIN Number *	
Status *				
Government Tax (TIN)				
	Drag and Drop Files (PDF O	NLY) Here to upload		
				Save

9 <b>—</b>
------------

Buyers	COOPERA	TIVE SUPERVISION N	🕐 AMANA AMCOS 🗸			
Deductions						
Topups	← As	sets		CLICK		+ New Asset
Non Member Farmers						
Stock Balance	Search					Table Columns 👻
Sales Catalogue	SN	Asset	Category	Recorded on	Status	
My Sales	1	Buildings	INVESTMENT	Apr 20, 2022	ACTIVATED	è= +
Transports		Go to page				0.0
Trips To Receive	Size	- 0				
Contracts & MOU						
Assets						

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Deductions	COOPER	ATIVE SUPERVISI	ON MANAGEMEI	NT INFORMAT	TION SYSTEM				(2) AMAN	IA AMCOS	
Торирз		Loopo By Estir	nato								
Non Member Farmers	e	Loans by Estir	nate								
Stock Balance	Esti	mate of Income and	Expenditure for AM	IANA AGRICULI	TURAL MARKETING COOP	ERATIVE SOCIETY	LIMITED - 2021 / 2022				
Sales Catalogue											
My Sales	Search	1						Table Colur	mns		•
Transports	SN	Financial Year	Loan Type	Source	Loan Period (Months)	Interest Rate	Loan Amount (TZS)	Received Amount (TZS)	Status		
Trips To Receive	1	2021 / 2022	Development	Company	6	0.09	45,000,000	0	APPROVED	<u>*</u>	
Contracts & MOU								200		0-	_
Assets	Size	Go to page	(	CLT	ry						
Legal Matters				CLIC							
Complaint & Dispute		/									
	/										
Loans											
Loans											
Mortgages											

xxii. To view mortgages which were submitted with estimates of incomes and expenditures click "Mortgages", as shown below

Stock Balance	COOPERATIVE SUPERVISION MANAGEMENT INFORMATION SYSTEM								A AMCOS 🗸
Sales Catalogue									
My Sales	A →	II Mortgage							
Transports	Garante							Table Oakerse	
Trips To Receive	Search								
Contracts & MOU	SN	Туре	Names	Region	District	Ward	Village / Street	Status	
Assets	1	Residence Building	KIJABA KONA	Iringa	Iringa	Mkwawa	Mkwawa	APPROVED	°==
Legal Matters	Size	Go to page							1 1
Complaint & Dispute									
Loans		CLICK	<b>,</b>						
Loans		CLICK							
Mortgages									

#### 2.5.7 Human Resource

i. To access human resource sub-module for a cooperative society, click Human Resource, CSMIS shall display human resource sub-module. To add

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employee, click

# , then fill registration form as shown

below. To save the filled form click "Add"

First Name *	Middle Name	Surname *		Position *	
1					
Gender *	▼ Employee Type *	▼ Marital Status *	-	Education Level	-
e-Mail *	NIDA Number	Date of Birth *	Ē	Phone Number *	
	Write Without Dash (-)				0 / 12
Nationality	▼ Region *	▼ District *	•	Ward *	•
Village / Street *	P.O BOXPostal Address				

ii. To add roles to a cooperative society, click fill the required field as shown below. To save the filled details click "Save"

ADD ROLE	×
Name*	
This field is required	
Description *	
	Save

iii. To add cooperative user to a cooperative society, click Add User, then fill the required field as shown below. To save the filled details click "Save"

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D COOPERATIVE USER					×
		Add Signature Photo			
ïrst Name *		Middle Name *		Surname *	
-Mail *		Phone Number		National Id	
- H					
ooperative User Type * AANAGER	-				
sidency					
egion *	•	District *	•	Ward *	Ŧ
ouncil *	•				
achments					
Sn Attachment Title		Is Required?			
1 User Contract		No		Attach	
					Save

#### 2.5.8 Cooperative License Application

i. To apply for cooperative license, manager shall click + Apply for Licence , as shown below.



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ii. After clicking Apply for License, the system shall display application form then filled details and click "Save"

co	COOPERATIVE LICENSE FORM										
	Cooperative Society is eligible for Licence category A										
	Cooperative For	n Category *		•							
4	Approved By	✓ Approved Date									
Ny	varaka										
	Nambari	Kichwa cha Kiambatisho	Inahitajika?								
	1	Bank Statement	Hapana Ambatanisha								
	2	Bylaws	Hapana Ambatanisha								
	3	Capital level	Hapana Ambatanisha								
	4	Old License (For existing Financial Cooperatives)	yes Ambatanisha								

iii. After clicking Save, the system shall display application summary then required to submit Application as shown below

Licence Application		
Licence Number	Licence Category B	Licence Status DRAFT
Fdit Licence Detail	Submit Licence Application	
License Attachments		
		@Bank Statement
		CBylaws

iv. To view application submitted with click "Assigned License", as shown below

С С С С С С С С С С С С С С С С С С С			<b>c</b> r (1 ⁶¹ [	] 🕐 ICT SUPPORT 🗸
L Promotion (★) Registra	ations 🛛 🏹 Inspections & Supervisi	ons 注 Marketing & Investment	🖄 Legal Matters 🛛 💭 Resear	rch & Training 💽 Bills 🗐
Assigned Amendments	CLICK			
All Amendments	← Registration D	ashboard	Select Dates Select Level	✓ Dashboard ✓
😭 Licence	Aug 22, 2021 to Aug 22, 2022			
Assigned Licences	Primary Cooperative Society			
All Licences	Active	On Progress	Dormant	Liquidated
😭 Branches	0	0	0	0

v. After clicking "Assigned License", registrar shall approve application license as "Probation License" or "License" as shown below;

← A:	ssigned Cooperative Society Licence				
search				table-columns	<b>.</b>
sn	Cooperative Society Name	Category Li	cence Number	Requested On status	
1	AMANA SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED	В		Aug 3, 2022 FORWARDED	000
Size	Gatopage ▼ 0			See View Cooperative Society Def	tails 🚺
				🛐 view-approval-history	
				view-approval-stages	
				Approve	
				Approve as Probation	
				Reject	

2.6 Research, Training and Service Provider Application

#### 2.6.1 Service Providers Self Registration

i. To apply for a service provider, on the landing page of the system click

Register Now as shown below

CSMIS USER MA	NUAL	TCDC		
ECOME TO WELCOME TO Cooperative Supervi	CLICK ision Management I	nformation System	Service Providers	ලිනු Language
Service Provider New Application Do you want to provide services? Register Now	Service Provider Active Certificate Do you have a reference number? Get a Certificate	Manager Cooperative Society Are you a cooperative society user? Login to Continue	TCDC Active TCDC Are you authori Login to C	Staff Employees ze TCDC Staff? ontinue

ii. Then CSMIS shall display the registration form for the service provider as shown below. Click "register" to save the.

SERVICE PROVIDER REGISTRATION		×
NOTE After Registration Submitted, you will have to wait for TCDC to proc view and download a Licence For support or any assistance please contact support Team throug	ess your request. Once Accepted or Rejected, you will receive a notificat h E-mail address 🛛 ctsupport@ushirika.go.tz or Free Call 🔍	tion with a ESS Reference Number which will provide an access to 0800110105/9
Application Detail		
Name *	e-Mail *	Phone Number *
TIN *	Registration Number / Licence	
oro Residence Detail		
Region	District 👻	Ward *
Council * 👻	P.O. BOXPostal Address *	
Service Type & Operation Detail		
Requested Service Type 👻	Operation Level *	]
		Register

ii. After registration successfully then CSMIS shall send an email with reference number which will use to download registration of permit for service

Get a Certificate

provider by click

as shown below.

CSMIS USER M	ANUAL	TCDC	
терс			Service Providers
LCOME TO	CLICK	$\mathbf{>}$	
ooperative Superv	vision Management I	nformation System	
Sorvice Provider	Sarvigo Providor	Managar	TCDC Staff
Service Provider New Application	Service Provider Active Certificate	Manager Cooperative Society	TCDC Staff Active TCDC Employees
Service Provider New Application Do you want to provide services?	<b>Service Provider</b> Active Certricate Do you have a reference number?	Manager Cooperative Society Are you a cooperative society user?	<b>TCDC Staff</b> Active TCDC Employees Are you authorize TCDC Staff?

iii. Then CSMIS shall provide a form that require reference number as shown below.

×	
Liconco	Poquest Cartificate Licen
e	Request Certificat

### 2.6.2 Service Providers Internal Registration

To access research and training module on the dashboard click "Research and Training" as shown below

TCDC

Ссміз				¢"	📮 🧿 ICT SUPPORT 🗸 🗸
	Welcome SUPPORT, ICT USHIRIKA				
	L = Campaigns	Registrations	Co Inspections & Supervisions	کیا۔ Marketing & Asset	
	Legal Matters	Research & Training	Bills	Reports	
	تېنې + Settings	(	CLICK		

i. To register a service provider, click Service Provider then click + Add Service Provider Detail, CSMIS shall display the registration form for the service provider as shown below. Click "save" to save the details of the service provider. To submit the details of the service provider for approval click "Submit".

Name *		e-Mail *	Phone Number *	
This field is required.				0 / 1
TIN *		Registration Number / Licence		
ocation	0/9			
Region	•	District	Ward *	-
Council *	•	P.O. BOXPostal Address *		

ii. To view details of the service provider, click "My application", "Assigned Application" and "All Application" as shown below.

CSMIS US	CSMIS USER MANUAL					Т	CDC		
RESEARCH & TRAINING	Search CLICK					+ A	Id Service Provider Detail		
Service Provider	SN	rame	e-Mail	Phone	TIN	Registration Number	Region / District / Ward / Council	Address	Status
Service Provider	1	Alec Fitzpatrick	m@masuka.me	255782443966	Laborum e	413	Arusha / Monduli / Makuyuni / Monduli DC	Enim magna dolor nem	Active
My Applications Assigned Applications	2	Caesar	sizadavid@gmail.com	0746294450	1234	1234	Dodoma / Dodoma / Dodoma Makulu / Dodoma Jiji	123	Active
All Applications	3	Chase Harvey	sovequ@mailinator.com	255737425377	Ut volupt	385	Arusha / Monduli / Makuyuni / Monduli DC	Blanditiis explicabo	Active
Stakeholder	4	Curran Harris	senevelafi@mailinator.com	255787344656	Accusamus	209	Arusha / Monduli / Makuyuni / Monduli DC	Nobis nemo qui Nam v	Active

#### 2.6.3 Research

i.

To register research, click

Sesearch

then click

+ Register Research

, CSMIS shall display the registration form for research as shown below. Click "save" to save the details of the research. Click "Submit" to submit the details of the research for approval.

ADD RESEARCH			×
( Topic *			
This field is required.			
General Objective *	11	Area of Research *	1
Organization conducted Research	1	Specific Objective *	1
Recommendations *	1	Findings *	1
Funders *		Cost (TZS) *	
Start Date *	Ē	End Date *	Ē

CSMIS U	ISER MANUAL	TCDC	
Conducted Area			- I -
Region *	▼ District *	✓ Council * ✓ Ward *	•
+ ×			
Researchers +			
StakeHolders +			
			Save

iii. To view details of the research, click "My research", "Assigned Research", "Council Research", "District Research", "Regional Research" and "All Research" as shown below.

ССМІЗ						<b>[</b> ⑦ •	IUMA JUMA 🗸 🗸
🗄 Campaigns 🔮 Registrat	ions 🔄 Inspections & Supervisions	Harketing & Investment	🖄 Legal Matte	rs 💭 Research & Training	🖸 Bills	Reports	
Stakeholder Stakeholder Assigned Contributions	← Training, Research Provider Dashboar Jun 22, 2021 to Jun 22, 2022 Service Provider Applications	& Service d CLICK	)				Date Range
Ail Contributions	Active 0	On Progress		Draft <b>7</b>		In Active	
My Research Assigned Researches	Active Service Provider Application I	Per Service Type Summary					=
All Researches	3.0						

#### 2.6.4 Training

i. To register training, click Training then click + Register Training, CSMIS shall display the registration form for training as shown below. Click "save" to save the details of the training. Click "Submit" to submit the details of the training for approval.

ADD TRAINING					×
Topic *					li
This field is required.					
Coordinator Type *	Cost (TZS) *	Start Date *	Ē	End Date *	Ē
Conducted Area					
Region *	District *	Council *	•	Ward *	•
+ ×					
Trainee (Non Member) +					
Trainers +					
Sponsor +					
					Save

ii. To view details of the trainings, click "My trainings", "Assigned Trainings", "Council Trainings", "District Trainings", "Regional Trainings" and "All Research" as shown below.

СЅМІЅ		JUMA JUMA 🗸 🗸
🛓 Campaigns 🔮 Registratio	ons 🍕 Inspections & Supervisions 🔌 Marketing & Investment 🖄 Legal Matters 🔝 Research & Training 😰 Bills 🗐 Reports	
Stakeholder		
Stakeholder	Training, Research & Service ← Provider Dashboard	Date Range
Assigned Contributions	Jun 22, 2021 to Jun 22, 2022	
All Contributions	Service Provider Applications	
Research	Active On Progress Draft In Active	
My Research	° 8 7 0	
Assigned Researches	Active Service Provider Application Per Service Type Summary	=
All Researches		
Training		
My Trainings	30	
Assigned Trainings		
All Trainings	2.0	

#### 2.7 Bills

To access bill module on the dashboard, click "Bill" as shown below

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CSMIS				¢	📕 🗍 🧭 ICT SUPPORT 🗸
	Welcome SUPPORT, ICT USHIRIKA				
	L= Campaigns	Registrations	Co Inspections & Supervisions	ب+ • • • Marketing & Asset	
	Legal Matters	Research & Training	its	Reports	
	₹©3+ Settings	CLI	ск		

Dashboard To view Bill's Dashboard, click then the system i. All Bills shall display bills. To view all bills, click to view **Reconciliation Batches** reconciliation batches click , to view payment history GePG Errors Payment History , to view GEPG errors click click as shown below:

CSMIS							ý ²⁹ 🛛 📀	ICT SUPPORT 🗸
🏥 Campaigns 🔮 Registratio	ns 🔣 Inspections & Supervisions	Harketing & Investment	🖄 Legal Matters	Se Research & Training	🖸 Bills	E Reports	_{ණු} : Settings	
BILLS	Eill Dashboard							Date Range
Dashboard All Bills Reconciliation Batches Payment History	UNPAID 48 1 count: 23 303,064 TZS	CLICK	PAID 277	n TZS				
Revenue Projection	Bills Per Fee Type Summary							⊕⊖ <b>९.∄ ≜</b> ≡
My Projection Submission Assigned Projection All Revenue Projections	32,000,000							23488064

Tanzania Cooperative Development Commission; Kuu Street; P.O Box 201 Dodoma; Telephone: +255 026 – 2322456; Fax: +255 026 – 2321973; Email: <u>ushirika@ushirika.go.tz</u>; Website: <u>www.ushirika.go.tz</u>

CSMIS USER MANUAL	TCDC
ii. To register revenue projection,	click Revenue Projection then click
+ Add Revenue Projection , CSMIS shall dis	play the registration form for training

as shown below. Click "save" to save the details of the training. Click "Submit" to submit the details of the training for approval.

Title *			
Revenue Projction 2022/2023			
Projection By *			
COLLECTION CENTER	-	Government Financial Year	-

iii. To view details of the revenue projection, click "My Projection Submission", "Assigned Projection", and "All Revenue Projections" as shown below.

CSMIS		🖓 🛄 🕐 ict support 🗸
🏥 Campaigns 🔮 Registrati	ns 🔞 Inspections & Supervisions 🔌 Marketing & Investment 🖄 Legal Matters 🔝 Rese	arch & Training 🕑 Bills 🗐 Reports 🚯 Settings
BILLS	Eill Dashboard	Date Range
Dashboard		<b>(9)</b>
All Bills	48 277	
Reconciliation Batches	Amount: 23,303,064 TZS Amount: 30,703,207.231 TZS	
Payment History		
GePG Errors	CLICK	
Revenue Projection	Bills Per Fee Type Summary	⊙ ⊙ Q ₫ ♠≡
My Projection Submission		20480004
Assigned Projection	33	
All Revenue Projections		

#### 2.8 Reports

To access report module on the dashboard, click "Reports" as shown below

TCDC

Ссміз				ជំ	🗍 🕐 ICT SUPPORT 🗸
	Welcome SUPPORT, ICT USHIRIKA				
	Campaigns	Registrations	Co Inspections & Supervisions	) + Marketing & Asset	
	Legal Matters	Research & Training	Bills	E	
	ず で Settings		СІІСК		

- i. To view Report's Dashboard, click shall display a dashboard of reports as shown below.
- ii. To view campaign reports, click "Campaign", the system shall display campaign reports as shown below. To print report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

	🔶 Campaign Reports											
111/20	Search	€.	Campaigns lun 22, 2021 to Jun 22, 2	2022							Print V	iew
	Campaign List of campaign by type, date etc	Level Interr	national, National, R	egional, Distri.	• Media (	Campaign, Ph	iysical Campaiç	jn, 👻	Date Range			
		Search							Ta	able Column	IS	*
	Campaign Attendee	SN	Campaign	Campaign Level	Description	Economic Activity	Туре	Categories	Conducted Date	Submitted Date	Region	District
		1	UHAMASISHAJI KUONGEZA HISA	Council	KUKUZA MTAJI	Housing	PHYSICAL CAMPAIGN		May 6, 2022	May 6, 2022	Kilimanjaro	Moshi

iii. To view cooperative societies reports, click "Cooperative societies", the system shall display cooperative reports as shown below. To print

93 | Page

TCDC

report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

Registration Reports											
earch	GP	rimary Cooperat	ive Society							Print View	v
Primary Cooperatives List of Primary Cooperatives	Mar 21	, 2021 to Mar 21, 2	022	- C	category *	▼ Li	ability *				
Pre Cooperatives List of Pre Cooperatives	Opera	ation Type *		• S	elect Date Range	Ē	Ċ				
	Search										_
Secondary Cooperatives List of Secondary Cooperatives	SN	Cooperative Name	Cooperative Type	Operation Type	Share Value	Cooperative Category	Certificate No.	Operation Category	HQ Region	HQ District	
Cooperative Licences List of Cooperative Licences	1	Quam dolorum laudant	FULL		94	FINANCIAL	PRI- NJM- MKT- 2022-6	demo	Dar	Kinondoni	:
Cooperative Branches	2	KILIMAHEWA AMCOS LTD	FULL		9,500,000,000	NON_FINANCIAL		Society A	NJOMBE	Makete	:
	3	Porro consequatur A	FULL		300,000,000	NON_FINANCIAL	PRI-IR- MKT- 2021-3	Society A	NJOMBE	Makete	
Cooperative Elections							PRI-IR-				

iv. To view system settings reports, click "System settings", the system shall display system settings reports as shown below. To print report,

click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

TCDC

← Setting Reports								
Search								
User Management	Roles Summary	Designation	Image Sliders					
TCDC, TAMISEMI & Cooperative Staff	List of Roles Summary	List of Designation	List of Image Sliders					
reports								
Countries	Financial Vacr	Charge Dates	Convice Turne					
List of Countries	Finalicial Year	List of Charge Rates	List of Service Type					
List of obditutes		List of onarge nates	List of dervice type					
Annual Configuration	Danka	Dauly Assessments	Amondment					
Approval Configuration	Banks	Bank Accounts	Amendment					
List of Approval Configuration	LIST OF BARKS	LIST OF BARK ACCOUNTS	List of Amendment					
Special Group	Sector	Campaign Category	Economic Activity					
List of Special Group	List of Sector	List of Campaign Category	List of Economic Activity					
Common Bond	Education Level	Operation Category	Member Position					
List of Common Bond	List of Education Level	List of Operation Category	List of Member Position					
Board Member Position	StakeHolders	Inspection Area	Inspection Type					
List of Board Member Position	List of StakeHolders	List of Inspection Area	List of Inspection Type					
Interest Rate (%)	Financial Items	Agricultural Input Type	Agricultural Inputs					
List of Interest Rate (%)	List of Financial Items	List of Agricultural Input Type	List of Agricultural Inputs					
Mortgage Types	Unit of measure	Contract Type						
List of Mortgage Types	List of Unit of measure	List of Contract Type						

v. To view legal matters reports, click "legal matters", the system shall display legal matters reports as shown below. To print report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

← Legal Matters Reports							
Search							
Contracts & MOU List of Contracts & MOU	Contracts & MOU By Contract Type List of Contracts & MOU By Contract Type	Liquidation List of Liquidation	Complaint & Dispute List of Complaint & Dispute				
Cases List of Cases							

vi. To view marketing and investment reports, click "Marketing and Investment", the system shall display Marketing and investment reports

as shown below. To print report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

Marketing Reports						
Search						
Assets	Asset Per Type	Warehouses	WRRB Warehouses			
List of Assets	List of Asset Per Type	List of Warehouses	List of WRRB Warehouses			
Non Members	Buyers	Deduction	Sales			
List of Non Members	List of Buyers	List of Deduction	List of Sales			
Transportation	Transporters	Farmer Details	Stock Balances			
List of Transportation	List of Transporters	Crop Produced Receipts (CPR) Issued	List of Stock Balances			
Trips						
Product Delivery Notes						

vii. To view financial reports, click "financial", the system shall display financial reports as shown below. To print report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

TCDC

← Financial Reports													
Search	¢	<b>Bill</b> Jun 22,	2021 to Jun 22, 2022									Print View	•
Bills List of Bills	Paic	s* d			•	Fee Ty	pe *		▼ Dat	e Range			
Monthly Bank Collection	Searc	h									ble Column	s	<b>•</b>
List of Monthly Bank Collection	SN	Bill No.	Control No	Billed Date	Due Date	Total Amount	Currency	Payer Name	Payer Phone Number	Client Code	Collection Centre	Cooperative Name	Co Re Nu
Monthly Total Collection	1	337	997570000587	Jun 18, 2022	Jun 15, 2032	3,000	TZS	TEST	255778888888	[object Object]	[object Object]	TEST	
List of Monthly rotal Conection	2	329		May 8, 2022	May 5, 2032	0	TZS	TEST	255778888888	[object Object]	[object Object]	TEST	
Monthly Center Collection Collections By Collection Center	3	325		May 7, 2022	May 4, 2032	0	TZS	CHAMA KIKUU CHA WAKULIMA WA KAHAWA	255620455261	[object Object]	[object Object]	CHAMA KIKUU CHA WAKULIMA WA KAHAWA	

viii. To view inspection and supervision reports, click "inspection and supervision", the system shall display financial reports as shown below.

To print report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

← Inspection & Supervision Reports								
Search								
Inspection Plan List of Inspection Plan Inspection Report Summary	Inspection Plan Cooperative List of cooperatives planned by date Inspection Report Summary	Engagement Letter List of Engagement Letter Income & Expenditure	Inspection Report List of Inspection Report					
Primary Cooperative Societies	Secondary Cooperative Societies	List of Income & Expenditure	Primary Cooperative Societies					
Secondary Cooperative Societies	List of Not Submitted Income & Expenditure List of Not Submitted Income & Expenditure	List of Development Budget List of Supplementary Budget	Supplementary Budget					

Τ	C	n	r
	U	ν	L

ix. To view research and training reports, click "research and training", the system shall display research and training reports as shown below.

To print report, click Print View, and export report to CSV file or PDF file. Moreover, report can be filtered based on different parameters.

← Research & Training Reports							
Search							
Service Providers List of Service Providers	Research List of Research	<b>Training</b> List of Training	Stakeholder List of Stakeholder				