e- Registration Module - PE User Registration and Management								
Task	Input Data	Expected learning outcome	Session Duration					
Email account verification		Login to your email account 2. Open NeST notification email for account verification 3. Click on the link 4. Open SMS sent to your Mobile with OTP no	PE admin be able to verify email address					
Preview/ Outlook o	f NeST account creati	on for PE Admin	· · · ·					
< BACK TO LI	ST		Delete	Source				
NN NeST No nest.nord Subject: NeST - A	otification eply.notification@gmail.co Account creation	om	10-05-202	Date: 3 11:54:55				
		NeST Our Services	About NeST					
Your Ne To activa	ST account has been o ate your account, pleas	created successfully. se click <u>here</u> .						
Powered	By:							
Password creation by admin	1. New Password: 2. Confirm Password:	<ol> <li>1.Enter OTP</li> <li>2. Enter password</li> <li>2. Re-enter password to confirm</li> <li>3. Click on Submit button</li> </ol>	PE Admin be able to create password					
Preview/ Outlook of account verification for users								

e- Registration Module - PE User Registration and Management										
Task	Input Data	Input Data Steps/Procedure euto								
OTP Verification Enter the OTP you received at +25575****71 3 4 1 8 4 Verify Account Didn't recieve code? Recent										
Institution profile details	<ol> <li>Institution</li> <li>Acronym:</li> <li>Accounting</li> <li>Officer Title:</li> <li>Institution</li> <li>financial system:</li> <li>Institution</li> <li>budgeting system:</li> <li>Institution email:</li> <li>Institution email:</li> <li>Institution fax:</li> <li>Institution</li> <li>website:</li> <li>Institution</li> <li>physical address:</li> <li>Institution</li> <li>postal Code:</li> <li>Institution</li> <li>postal Address:</li> <li>Institution Tin:</li> <li>Region:</li> </ol>	<ol> <li>Fill in the required details</li> <li>Tick if your company use logo</li> <li>Click Save</li> <li>Click Yes</li> </ol>	PE admin be able to complete Institution profile details							
Preview/ Outlook of	Institutional Profile d	etails								

e- Registration Mo	dule	- PE User Reg	gistratio	n and Management		
Task		Input Data	s	teps/Procedure	Expected learning outcome	Session Duration
Nacional e Procurement System of Tanzania	Q Search ar	ything here			ဂြ Halp Deck English - 👂	Kazimali A Ngunumoja Procurski pistiti Administrator
PLEASE COMPLETE YOUR INSTITUTION P	ROFILE DETA	VILS		Accounting Sifices Tite	Complete Institution 1 Institution Completion Accounting Officer Regin	betails ) Irrelion
MINISTRY OF MINERALS	• 0	Institution Accord *	• 0	accounting_officer_title InstitutionSubset/neS	Head of PMU     Head of PMU     Head of PMU     Head of PMU     Head of Departments     HOD Registration	0
Institution Email +	٥	Institution Telephone	٢	Institution Fac	PMU Officers     Officers Registration for	PMU Department
Institution Website	0	Institution Physical Address *	٢	Institution Postal Code *	Audit Officers     Audit Officers     Audit Officers     Legal Officers	an
Institution Postal Address /	0	Institution TIN *	٢	Region	Lagel Officers Registratio     Department Users     B Department Users Regist	an Iration
Heritudion Vote Dade	0	Buader System Voire Code 100	٢	🕎 Check if you use custom logo	Your Logo Details 9 Uplead your Institutional	Official logo
				B submi	Get Started 10 Registration process con	npietion
PE admin create PE user account	1. Si 2. Fi 3. M 4. La 5. Pl 6. El 7. C Num 8. N 9. N 10. I	alutation: rst Name: iddle Name: ast Name: hone Number: mail Address: heck ber/PF No.: ationality: IDA: Designation:	Login a Add Ad details 1. Clicl 2. Cho 3. Ente 5. Ente 6. Ente 7. Ente 8. Ente 8. Ente 10. If N Tanzat 11. En 12. Cli 13. Cli confirm	as PE admin ccounting Officer k on (+) sign ose Salutation er First Name er Middle Name er Last Name er Phone Number er Email Address er Check Number/PF er Nationality Nationality is nia, Enter NIDA no ter Designation ck on Submit button ck on Yes button to n	PE Admin should be able to create accounting officer user account	

e- Registration Module - PE User Registration and Management								
Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration				
	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	Login as PE admin Add HEAD OF PROCUREMENT MANAGEMENT UNIT details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm	PE Admin be able to create HPMU user account					
	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	Login as PE admin Add HEAD OF DEPARTMENTS (HoD) details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9.Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department	PE Admin be able to create HoD user account					

e- Registration Module - PE User Registration and Management								
Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration				
		<ol> <li>Click on Submit button</li> <li>Click on Yes button to confirm</li> </ol>						
	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	Login as PE admin Add PMU Officer details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm	PE Admin be able to create PMUO user account					
	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	Login as PE admin Add Auditor user details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no	PE Admin be able to create Auditor user account					

e- Registration Mo	dule - PE User Reg	istration and Management		
Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
		<ol> <li>Enter Designation</li> <li>Choose Department</li> <li>Click on Submit button</li> <li>Click on Yes button to confirm</li> </ol>		
	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	Login as PE admin Add Legal Officer details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm	PE Admin be able to create Legal Officer user account	
	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	Login as PE admin Add Department user details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality	PE Admin be able to create Department user account	

e- Registration Module - PE User Registration and Management								
Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration				
	<ul> <li>10. If Nationality is</li> <li>Tanzania, Enter NIDA no</li> <li>11. Enter Designation</li> <li>12. Choose Department</li> <li>13. Click on Submit button</li> <li>14. Click on Yes button to confirm</li> </ul>							
Preview/ Outlook af	ter completion of Inst	itutional and user registration	🗘 Help Desk English - 👂 🚊	Kazimali A Nguvumoja				
	<image/> Second Tangents							
Update PE user account	<ol> <li>Salutation:</li> <li>First Name:</li> <li>Middle Name:</li> <li>Last Name:</li> <li>Phone Number:</li> <li>Email Address:</li> <li>Check</li> <li>Number/PF No.:</li> <li>Designation:</li> <li>Nationality:</li> <li>NIDA:</li> <li>Department:</li> </ol>	After successfully login 1. List of users will display 2. Click EDIT button 3. Edit respective details 4. Click on Submit button	PE Admin updating PE user account successful					

e- Registration Module - PE User Registration and Management										
Task	Input Data		Step	s/Pro	cedı	ire		Exp lea out	bected Irning Icome	Session Duration
Preview/ Outlook o	n update / edit PE	Admin	user acc	ount						
National e-Procurement System of Tanzania	Q Search anything here.						G Help	Deak Englis	m- 👂 😩	Kazimali A Nguvumoja Nocuma Untity Administration
HEAD OF PROCUREMENT MANAGE	MENT UNIT (HPMU)								Complete Institution (	Details
ONLY 1 DEPARTMENTS HAVE USERS OUT (	OF 18 DEPARTMENTS.					Click t	o view	Ĭ	Institution Completion	( Guide Video
# FULL EMAIL	PHONE # CHECK NO DEED	BNATION DI	EPARTMENT	PSPTS REG	STATUS	ACTIVATED	Actions	9	Accounting Officer - Accounting Officer Regis	tration
1 = Sikujua M Kazi getewi0603@jwsuns.	.com 255736266002 345091678 Proc Offic	cipal pr surement M	ROCUREMENT IANAGEMENT UNIT	N/A	Active	ND	<b>8</b>	>	Head of PMU Registration	а О
								7   8   9   10	Legal Officers Registratic Department Users Popur Department Users Regist Your Logo Details Upload your institutional Get Started Registration process com	nation
Password	1. New Passwor	:d: 1.	. Fill in th	ne rec	uirec	k		1.PE	user	
creation by PE	2. Confirm	de	tails					be at	ole to	
user	Password:							creat	е	
								pass	word	
								2.PE	user	
								accou	unt be e	
Preview/ Outlook of	f Password creatic	on by Pl	E users							

e- Registration Module - PE User Registration and Management							
Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration			
Create Password Qualities of a Strong Password 1. Must contain a containation of at leas 2. Must contain at least one (1) upperci 3. Must contain at least one (1) lowerca 4. Must contain at least one (1) lowerca 6. Must contain at least one (1) special 6. Do not use sequence of characters, F	d st eight (8) characters (alphabets, numbers and specia see letter see letter character, Example: ,/\$%*8/@#}?*** xample: 1234567, QWERTY e.tc	al characters)	Gu     Gu     ord *	ide Video 🕀 English -			
		Paskw Confir	nd Strength	€ Submit →			
PE user login with valid credentials	<ol> <li>Email Address:</li> <li>Password:</li> </ol>	<ol> <li>Enter Email Address</li> <li>Enter Password</li> <li>Click on Sign In button</li> </ol>	Successful PE user login				
Forgot password	Email Address:	<ol> <li>Enter PE user credentials</li> <li>Click forgot password</li> </ol>	User should be able to receive email notification				
Reset password	<ol> <li>New Password:</li> <li>Confirm</li> <li>Password:</li> </ol>	Login to your email account 2. Open NeST notification email for account verification 3. Click on the link	User should be able to receive email notification				