



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION
STUDIES



USER GUIDE MANUAL
FOR
ONLINE PAYMENT GATEWAY

Prepared by Accountant's office-SLADS

PREFACE

The purpose of this user guide is to provide step-by-step instructions on how to perform and execute various tasks through the developed system of online Payment Gateway on SARIS. Specifically, this user guide provides guidance for the following processes and/or activities;

1. Request/generate payment control number;
2. Instructions on how to make payments via Mobile Network Operators(MNOs);
3. Printing bill/invoice online for filing/record purpose;
4. Printing receipt from customer's desk/office
5. Viewing different services and price for each

This guide is provided for reference only and is subject to changes without prior notice. The contents of this guide do not override the provisions of the respective school rules and regulations. Screenshots and associated information in this guide are intended for illustrations only.

Enquiry

Enquiries may be made to the School of Library, Archives and Documentation Studies by physically visiting nearby SLADS offices or using the following contacts;

- i. Mobile numbers:
0714 818 156
0655 691 791
- ii. e-mails:
slads@tlsb.go.tz
management@slads.ac.tz

1.0 Getting Started

You can access online payment gateway system by visiting SLADS website (www.slads.ac.tz) and click “Online Payment Gateway” link from the menu of the website. The log-in screen will then appear as depicted below

The School of Library, Archives and Documentation Studies (SLADS)
SARIS ONLINE PAYMENT GATWAY SYSTEM

Welcome :

Online support : Admission Support : +255 753 643 020

Create Invoice/Bill

Invoice Type : * Select Payer Category

Fee Category : * Select Fee Category

Fee Name : *

Fee Amount : *

Email :

Mobile : * Eg. 0xxxxxxxxx

Address :

© 2020 Design and Developed by Zalongwa Technologies

2.0 Request/Generate control number

Welcome :

Online support : Admission Support : +255 753 643 020

Create Invoice/Bill

Invoice Type : * Student

Fee Category : * Student

NTA Level : * Select NTA Level

Select Fee : * Select Fee

Fee Name : *

Fee Amount : *

Registration Number : *

First Name : *

Other Name :

Surname : *

Email :

Mobile : * Eg. 0xxxxxxxxx

Address :

Description :

Get Control Number

Note:

For the users who are not registered with SARIS(Not Students) should select other payer categories, i.e Individual or institution, for student you will be required to fill in your registration number in mandatory field

Step 2: Select fee category as seen below, where your screen will prompt the drop down list of all fee categories of the services that are offered and should be paid

Welcome :
Online support : Admission Support : +255 753 643 020

Create Invoice/Bill

Invoice Type : * Student

Fee Category : * Select Fee Category

- Select Fee Category
- Direct Cost
- Tuition Fee
- Accommodation
- Carry over subject(s)
- Others

NTA Level : *

Select Fee : *

Fee Name : *

Fee Amount : *

Registration Number : *

First Name : *

Other Name :

Surname : *

Email :

Mobile : * Eg. 0xxxxxxxx

Address :

Description :

[Get Control Number](#)

Note:

There are several fee categories in the drop down list, so customer/student will choose the fee category according to the type of service he/she wants to pay for. The fee categories are as seen above

Step 3: Select NTA Level as seen below, where your screen will pop up the drop down list of levels as seen in the screen shoot below

The screenshot shows a web interface for creating an invoice. At the top, it says "Welcome : Online support : Admission Support : +255 753 643 020". Below this is a section titled "Create Invoice/Bill". The form contains several fields:

- Invoice Type :** A dropdown menu with "Student" selected.
- Fee Category :** A dropdown menu with "Select Fee Category" selected.
- NTA Level :** A dropdown menu with "Select NTA Level" selected. A blue highlight is visible over the dropdown options.
- Select Fee :** A dropdown menu with options "NTA Level 4", "NTA Level 5", and "NTA Level 6".
- Fee Name :** A text input field.
- Fee Amount :** A text input field.
- Registration Number :** A text input field.
- Fist Name :** A text input field.
- Other Name :** A text input field.
- Surname :** A text input field.
- Email :** A text input field.
- Mobile :** A text input field with a placeholder "Eg. 0xxxxxxxx".
- Address :** A text input field.
- Description :** A text input field.

At the bottom right of the form, there is a blue button labeled "Get Control Number".

Note:

- i. Student's registration number field is important, because the control number will be the source of all students' financial records in SARIS account, thus the field is mandatory
- ii. First name and Surname field are also important since they are already mapped to Registration number in the SARIS Account
- iii. Mobile number is the destination where the control number generated by the system will be sent to, thus the field is mandatory
- iv. Students are required to generate the following control numbers during the academic year
 - ✓ Tuition fee (According to NTA Level)

- ✓ Direct Cost (According to NTA Level)
- ✓ Accommodation Fee (For Hostel students)

Step 3: Fill all details of the form seen in previous step above as seen in example below.

The example below in the screen shot will depict the duly filled form on how to request control number on the SARIS Online Payment Gateway.

Welcome :
Online support : Admission Support : +255 753 643 020

Create Invoice/Bill**Bill Amount=590,000**

Invoice Type : *	Student
Fee Category : *	Tuition Fee
NTA Level : *	NTA Level 4
Registration Number : *	NS0816/0101/2019
Fist Name : *	EMMANUEL
Other Name :	DAVID
Surname : *	HASSAN
Email :	example@gmail.com
Mobile : *	0714818156
Address :	P.o Box 227,BAGAMOYO
Description :	Tuition fee academic year 2020/2021

[Get Control Number](#)

Step 4: Click on the button Get Control number on the bottom right side of your duly filled form as seen in previous screen shot.

Step 5: Finally the control number will be generated as seen below, this will prompt in your device (Computer/ipad/smart phone) and at the same time control number will be sent into your mobile number(With the name of sender reading as INFO) and email address

Welcome :
Online support : Admission Support : +255 753 643 020

Student Invoices

Enter Registration number

CSV Excel PDF Column visibility Search:

S/No	Date	Name	Amount	GfsCode	Control Number	Select	Print Bill	Print Transfer
1	2020-09-10 17:52:42	JAPHET MUSA SHABAN	945000.00	140371	994010057293	<input type="checkbox"/>		

Showing 1 to 1 of 1 entries Previous Next

[Get Control Number](#)

How to Pay

In Summary payment Procedures through mobile networks are as follows:

1. Dial *150*01#, or *150*00# or *150*60# or *150*88# or *150*71# or *150*02# for (Tigo Pesa, M-Pesa, Airtel Money, Halo Pesa TTCL Pesa and Ezy Pesa) respectively.
2. Select Pay bills
3. Enter Business Number 001001
4. Enter Control Number
5. Enter Due Amount
6. Confirm (By entering your pin number)

Via Bank

Visit any branch or bank agent NMB. Reference number: Control Number

Note: For students/customer who will require to get invoice details (Control number) for office use or to make payment using Tanzania

inter-Bank Settlement System (TISS) can opt to print bill or Print Transfer on the icons seen at the right on top

4.0 Receipt and Student's financial information

Once payment is made in any of payment methods mentioned above, all financial records will be reflected in student's account in **SARIS**. The student will be able to view all the installments paid and control number used. This account will also be able to show the sum paid and student's eligibility for examination. Students/Customers will be able to print their receipt from their office/desk, there will be no need of collecting the receipt from Accountant's Office rather everything will be self service

-END-