

INSTRUCTIONS ON HOW TO UPDATE INFORMATION FOR EXISTING PROFESSIONALS AND TECHNICIANS AT PSPTB ONLINE REGISTRATION SYSTEM (ORS)

The Procurement and Supplies Professionals and Technicians Board (PSPTB) would like to inform Procurement and Supply Professionals to update their information on Online Registration System (ORS).

This information applies to professionals who were registered before September 2019. For professionals registered after the September 2019 registration they will not be involved in this exercise.

You will be required to update information including personal details (emails, phone number, birth certificate etc.), next of kin, academic details and employment history.

PS: Use a valid and personal email. (e.g. example@gmail.com, example@yahoo.com)

Use a valid Phone number (e.g. 0672XXXXXX)

STAGE 1: LOG IN

1. Log in into the system through this link <https://registration.psptb.go.tz/user/login>
2. In the email field, write your email address which contain your registration number in this format reg_no@psptb.go.tz (e.g. au00-00000@psptb.go.tz, ap00-00000@psptb.go.tz, gp00-00000@psptb.go.tz, ft00-00000@psptb.go.tz, te00-00000@psptb.go.tz.)
3. And use [12345678](#) as your password.

PSPTB | Home

registration.psptb.go.tz

psptb

Login

Email *

gp00-0XXXX@psptb.go.tz

Password *

Forgot Password Cancel Login

complaints from aggrieved suppliers and mandatory approvals. (e)Address challenges and mitigation measures in the procurement of works.

VETA HOTEL, NJIRO

Register Now

Professionals & Technicians Registration

- Registration Instructions
- Existing Members
- New Member Registration
- Consulting Firm Registration
- Professional register
- Registered Firms

STAGE 2: MAKE APPLICATION:

1. When you have successfully logged into your account and you have not yet updated your **form FOUR Index number**, you will be required to do so.
2. Write the number according to the format provided (e.g. **SXXXX-XXXX, CSEE, 2009**), then Click the Red Button (**Check Form 4 Index No**). It should pop up your names.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/update-form-four-index`. The page displays a user profile for **orsictu@gmail.com** with the following details:

Personal Information	
First Name	Ors
Middle Name	
Surname	Ictu
Gender	Male
Date of Birth	Jan,16 1989
Place of Birth	Moshi Vijijini
Marital Status	Single
Nationality	Tanzania, United Republic of

Address	P.O Box 2663, Dodoma
Phone	255738441971
Email	gp00-0XXXX@psptb.go.tz
Registration No:	GP00-0XXXX
Form 4 Index No:	
Form 4 Exam Type:	
Form 4 year:	

Update form 4 index no

Form 4 index no i.e S0001-0009, EQ2018000001, B0001-1009

Form IV index No	S0XXX-0XXX ✓	Exam Type	CSEE ✓	Completion Year	2009 ✓	Check Form 4 Index No
------------------	--------------	-----------	--------	-----------------	--------	-----------------------

3. After updating your Index number, you will be required to log in again, and welcomed to Member's dashboard.
4. This is where you can update all information required.

The screenshot displays the PSPTB Member Dashboard. The browser address bar shows the URL: registration.pspbt.go.tz/user/member/dashboard. The user is logged in as gp00-0XXXX@psptb.go.tz.

Dashboard Summary:

- Unpaid Fees:** TZS 50,000.00
- CPD Hours:** 0
- Appeals:** 0
- Referrals:** 0

Member Registration Information:

- Member Registration Number:** GP00-0XXXX
- Member Registration Category:** Graduate Category
- Member Registered Date:** 2018-01-04T00:00

My Upcomming Events:

Search: Show: 10 entries

Event Name	Event Date
No data available in table	

Showing 0 to 0 of 0 entries. Previous Next

My Applications:

Search: Show: 10 entries

Applications	Status
No data available in table	

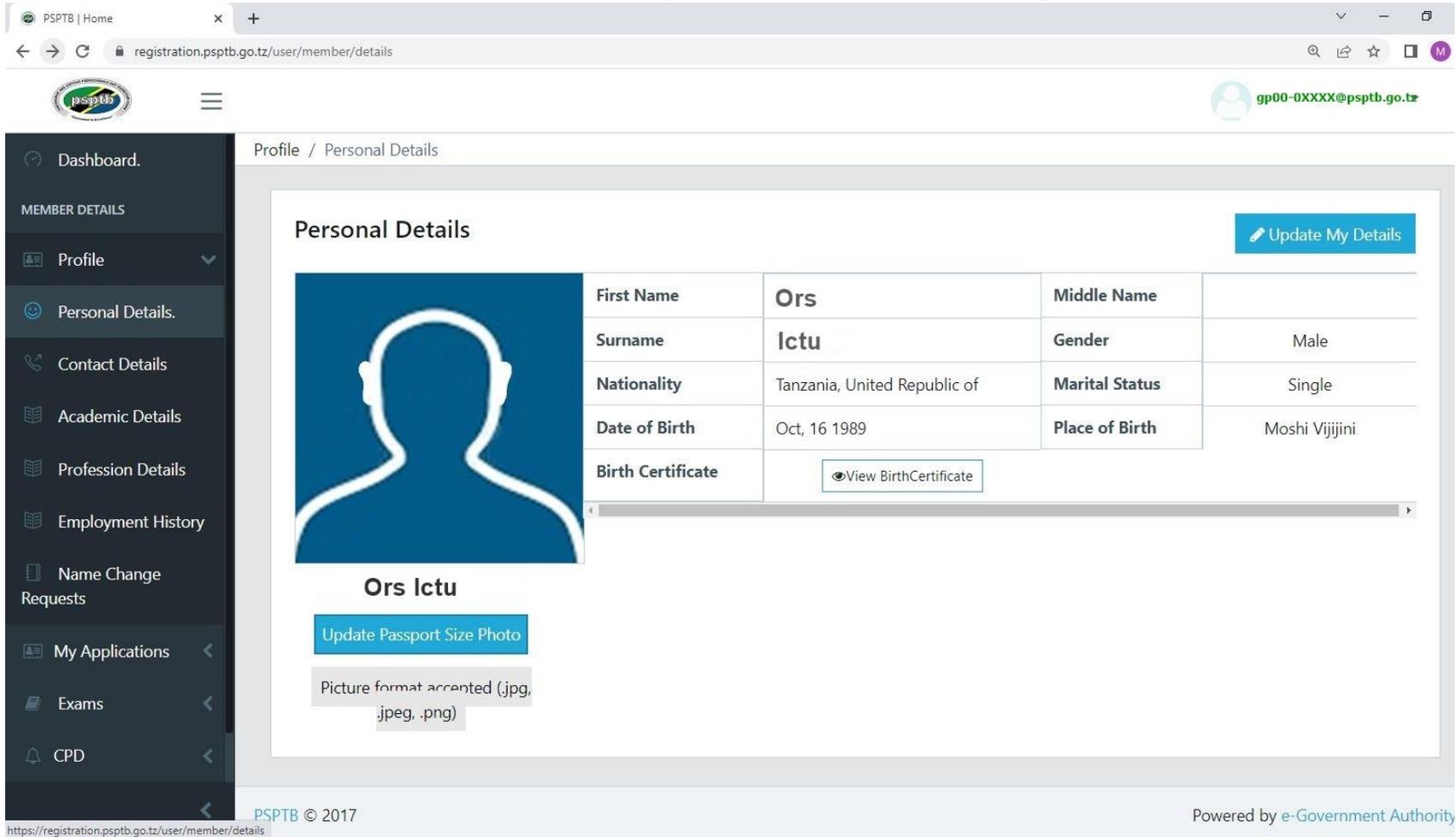
Showing 0 to 0 of 0 entries. Previous Next

PSPTB © 2017 Powered by e-Government Authority

STEP 1: PROFILE

A. PERSONAL DETAILS

- To update personal information, click “Update My Details” at the Top right.
- To update Photo, click the Update Passport Size Photo button, then choose the appropriate picture (It should be a **Clear Visible Passport Size Photo with Blue Background**).



The screenshot shows a web browser window with the URL <https://registration.psptb.go.tz/user/member/details>. The page title is "Profile / Personal Details". On the left is a dark sidebar menu with options: Dashboard, MEMBER DETAILS (Profile, Personal Details, Contact Details, Academic Details, Profession Details, Employment History, Name Change Requests), My Applications, Exams, and CPD. The main content area is titled "Personal Details" and features a blue silhouette placeholder for a photo. Below the photo is the name "Ors Ictu" and a button "Update Passport Size Photo" with a tooltip indicating accepted formats: ".jpg, .jpeg, .png". To the right is a table of personal information:

First Name	Ors	Middle Name	
Surname	Ictu	Gender	Male
Nationality	Tanzania, United Republic of	Marital Status	Single
Date of Birth	Oct, 16 1989	Place of Birth	Moshi Vijijini
Birth Certificate	View BirthCertificate		

At the top right of the details section is a button "Update My Details". The footer contains "PSPTB © 2017" and "Powered by e-Government Authority".

- **PS:** Use a valid and personal email. (e.g. example@gmail.com, example@yahoo.com)
Use a valid Phone number (e.g. **0738441971**) – it will be used to send SMS for payment activities.
Write **only one Number**.

PSPTB | Home

registration.psptb.go.tz/user/member/22038/update/

gp00-0XXXX@psptb.go.tz

Profile / Personal Details / Update Personal Details

Update Personal Details

Editing Email will log you out of the system

Update Passport Size Photo

Picture format accepted (.jpg, .jpeg, .png)

First Name	<input type="text" value="Ors"/>	Middle Name	<input type="text"/>
SurName	<input type="text" value="Ictu"/>	Gender	<input type="text" value="Male"/>
Nationality	<input type="text" value="Tanzania, United Republic of"/>	Marital Status	<input type="text" value="Single"/>
Place of Birth	<input type="text" value="Moshi Vijijini"/>	Date of Birth	<input type="text" value="1989-10-16"/>
Address	<input type="text" value="P.o Box 2663, Dodoma"/>	Phone	<input type="text" value="255738441971"/>
Email	<input type="text" value="orsictu@gmail.com"/>	Birth Certificate	<input type="text" value="Ors Ictu - Bachelor Certificate.pdf"/>

Save

- After updating your Personal Details, clicks SAVE.
- The system will log you out.
- Use your new Email to log in again. (your Personal Email you provided when updating information)

To change your default password, click the arrow below the default email, and then click CHANGE PASSWORD

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/details`. The page title is "Profile / Personal Details". On the left is a dark sidebar menu with "MEMBER DETAILS" and various options like Profile, Personal Details, Contact Details, Academic Details, Profession Details, Employment History, Name Change Requests, My Applications, Exams, CPD, and Bills. The main content area is titled "Personal Details" and features a profile picture placeholder for "Ors Ictu". Below the name is a blue button "Update Passport Size Photo" and a message "Picture format accepted (.jpg, .jpeg, .png)". To the right is a table of personal information:

First Name	Ors	Middle Name	
Surname	Ictu	Gender	Male
Nationality	Tanzania, United Republic of	Marital Status	Single
Date of Birth	Oct, 16 1989	Place of Birth	Moshi Vijijini
Birth Certificate	View BirthCertificate		

In the top right corner, the user's email `orsictu@gmail.com` is displayed with a dropdown arrow. The dropdown menu is open, showing "Account" with sub-options "Change Password" and "Logout".

At the bottom of the page, the footer contains "PSPTB © 2017" on the left and "Powered by e-Government Authority" on the right.

B. CONTACT DETAILS

- You can edit your contact details and add next of kin.
- To add NEXT OF KIN, click the ADD NEXT OF KIN button at the right top, fill all the information, then click SAVE.

The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/member/contacts`. The page features a dark sidebar menu on the left with the following items: Dashboard, MEMBER DETAILS (Profile, Personal Details, Contact Details, Academic Details, Profession Details, Employment History), Name Change Requests, My Applications, Exams, CPD, and Bills. The main content area is titled 'Add Next of Kin' and contains a form with the following fields:

- Full Name:** A text input field with a person icon and the placeholder text 'Full Name'.
- Address:** A text input field with a location pin icon and the placeholder text 'Address'.
- Phone:** A text input field with a telephone icon and the placeholder text '255'.
- Email:** A text input field with an envelope icon and the placeholder text 'ex: sample@domain.com'.

At the bottom right of the form, there are two buttons: a red 'Close' button and a blue 'Save' button. In the background, a search bar and 'Previous'/'Next' navigation buttons are visible. The footer of the page includes 'PSPTB © 2017' on the left and 'Powered by e-Government Authority' on the right.

C. ACADEMIC DETAILS

- To add Academic Qualification, click the ADD ACADEMIC DETAILS at the Top right.
- Start with the FORM FOUR LEVEL up to higher level you have attained.
- At the REGISTRATION FIELD: For O LEVEL and A LEVEL, write your index number
For UNIVERSITY/COLLEGE, write your Registration Number
- Attachments should be in **PDF Format (Size: less than 1 MB)**

PSPTB | Home

registration.psptb.go.tz/user/member/academics/add

orsictu@gmail.com

Profile / Academic Qualifications / Add Academic Qualifications

Add Academic Qualifications

All fields are required

School / College / Institution: Mzumbe University (MU)

Registration #: Write as It Appears On Your Transcript (College Registration Number) ✓

Qualification Type: Bachelor's Degree

Start Date: 10-2010

Qualification Name: e.g. Bachelor in Procurement and Supply Management ✓

Date of Completion: 07-2013

Certificate / Award: Choose File Ors Ictu - Bachelor Certificate.pdf

Cancel Save

PSPTB © 2017 Powered by e-Government Authority

For **Secondary School** or where **college/university** isn't listed, scroll up to **OTHER INSTITUTION**

The screenshot shows a web browser window with the URL `registration.pspbt.go.tz/user/member/academics/add`. The page title is "Add Academic Qualifications". A light blue banner at the top of the form area states "All fields are required".

The form contains the following fields:

- School / College / Institution:** A dropdown menu with the following options: Forest Training Institute (FTI), Kilimanjaro Christian Medical College (KCMCo), Muslim University of Morogoro (MUM), Community Development Training Institute, Dar es Salaam University College of Education (DUCE), and **Other Institution** (which is currently selected).
- Registration #:** A text input field containing the placeholder text "REGISTRATION #".
- Start Date:** A date selection field with the placeholder text "Start Date".
- Date of Completion:** A date selection field with the placeholder text "Date of Completion".
- Certificate / Award:** A file upload field with a "Choose File" button and the text "No file chosen".

At the bottom right of the form, there are two buttons: a red "Cancel" button and a green "Save" button.

In the Location field, write the Region

PSPTB | Home registration.psptb.go.tz/user/member/academics/add

orsictu@gmail.com

Profile / Academic Qualifications / Add Academic Qualifications

Add Academic Qualifications

All fields are required

School / College / Institution: Other Institution (dropdown) Registration #: S0XXX-0XXX (with green checkmark)

Other Institution Name: e.g. Uru Secondary (with green checkmark) Start Date: 02-2007

Other Institution Location: Moshi, Kilimanjaro (with green checkmark) Date of Completion: 02-2009

Qualification Type: Advanced Level (ACSE) (dropdown) Certificate / Award: Choose File Ors Ictu - A Level Certificate.pdf

Qualification Name: e.g. PCM (with green checkmark)

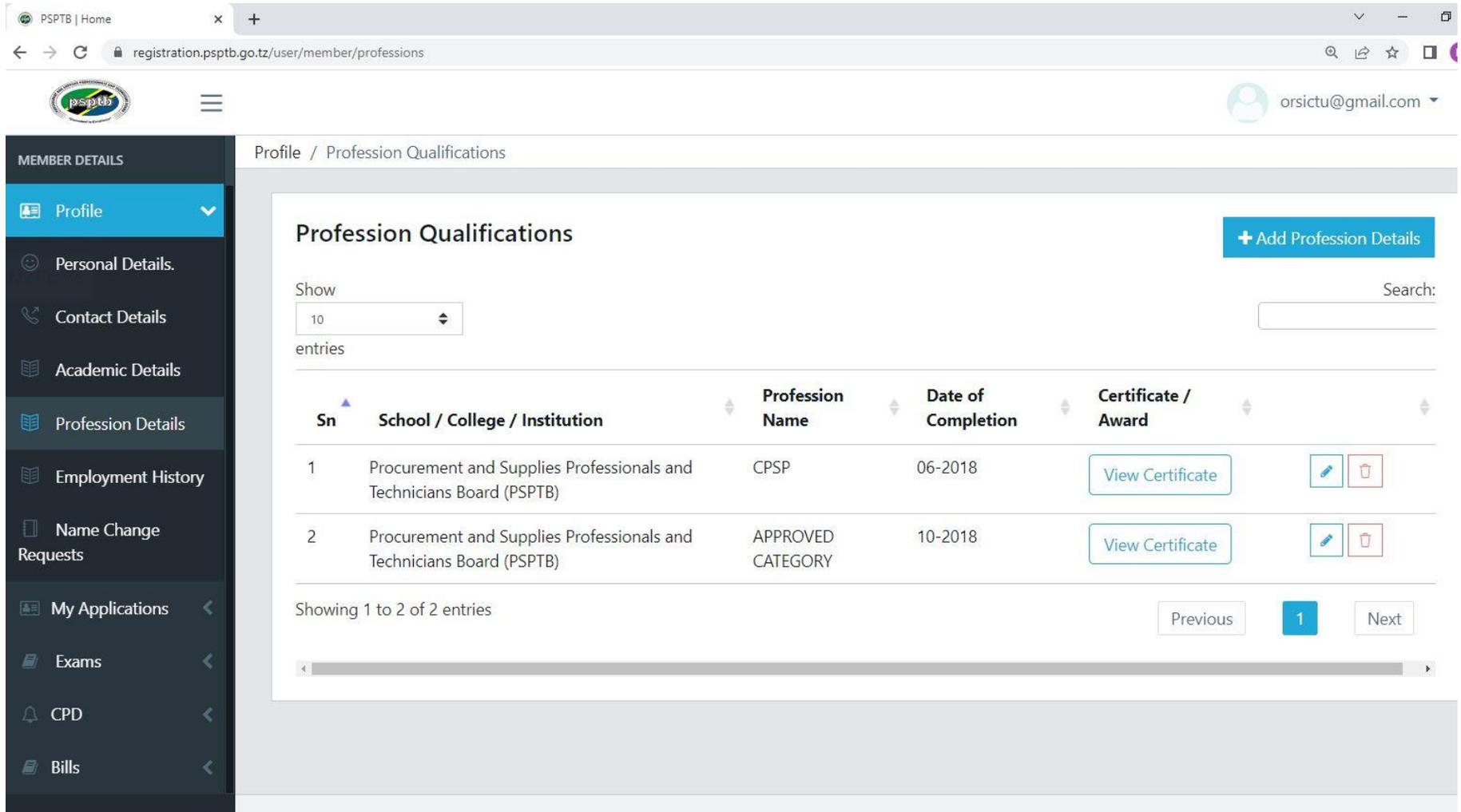
Buttons: Cancel, Save

PSPTB © 2017 Powered by e-Government Authority

NB: At the CERTIFICATE /AWARD
Combine Academic Certificate and Transcript (For UNIVERSITY /COLLEGE). Copies of all attachments should be certified. Attachments should be in **PDF Format (Size: less than 1 MB)**

D. PROFESSION DETAILS

- To add Profession Qualification, click the ADD PROFESSION DETAILS at the Top right.
- You can add a Professional Qualification such as CPSP, Graduate Category Certificate.
- For a case where institution is not listed, Scroll up to OTHER INSTITUTION.
- In Location field, write the Region/Country.
- Attachments should be in **PDF Format (Size: less than 1 MB)**



The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/professions`. The page title is "Profile / Profession Qualifications". On the left is a dark sidebar menu with "MEMBER DETAILS" at the top, containing links for Profile, Personal Details, Contact Details, Academic Details, Profession Details (highlighted), Employment History, Name Change Requests, My Applications, Exams, CPD, and Bills. The main content area is titled "Profession Qualifications" and includes a "+ Add Profession Details" button. Below this is a "Show" dropdown set to "10" entries and a search box. A table lists two qualifications:

Sn	School / College / Institution	Profession Name	Date of Completion	Certificate / Award	
1	Procurement and Supplies Professionals and Technicians Board (PSPTB)	CPSP	06-2018	View Certificate	Edit Delete
2	Procurement and Supplies Professionals and Technicians Board (PSPTB)	APPROVED CATEGORY	10-2018	View Certificate	Edit Delete

Below the table, it says "Showing 1 to 2 of 2 entries" and includes "Previous", "1", and "Next" navigation buttons.

E. EMPLOYMENT DETAILS

For those who are employed /have been employed, click the ADD EMPLOYMENT button at the right top, and fill all the information, then click SUBMIT.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/add/employment`. The page title is "PSPTB | Home". The user is logged in as `orsictu@gmail.com`. The navigation menu on the left includes: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD, and Bills. The main content area is titled "Add Employment Details" and contains the following form fields:

- Employer Name *: PSPTB ✓
- Position *: Procurement Officer ✓
- Job Description: (empty)
- From *: 2020-03-01 ✓
- To *: 2023-06-19 ✓
- Phone *: 255222865860 ✓
- Physical Address *: P.O Box 2663, Dar es Salaam ✓
- Email: info@psptb.go.tz ✓
- Website: www.psptb.go.tz
- Is Current?:

Buttons: "Back" (green) and "Submit" (blue).

STAGE 3: UPGRADING CATEGORY

You can also upgrade your category at this window if your previous category has been approved successful.

To Upgrade, click UPGRADE CATEGORY

Note: Please read [Membership Registration Criteria \(https://www.psptb.go.tz/pages/registration-forms?mid=70\)](https://www.psptb.go.tz/pages/registration-forms?mid=70) before upgrading.

The screenshot displays the PSPTB member application management interface. A modal window titled "Upgrade Category" is open, allowing a user to select a new category for an application. The dropdown menu lists various categories, with "Fellow category" currently selected. The background interface shows a table of member applications with columns for Full Name, Gender, Requested Level, Phone Number, Email, and Action. A "Submit Application" button is visible in the modal, and an "Upgrade Category" button is visible in the background interface.

Full Name	Gender	Requested Level	Phone Number	Email	Action
Ors Ictu	Male	Authorized Category	255738441971	orsictu@gmail.com	View View Reg Letter
Ors Ictu	Male	Approved Category	255738441971	orsictu@gmail.com	View View Reg Letter

Then Click VIEW at the action column (of Your New category), and you will see the summary of all information you have entered.

To Submit your New Application, Click the **SUBMIT** Button at the bottom.

PSPTB | Home

registration.psptb.go.tz/user/member/application/64663/details

xyz@gmail.com

Dashboard.

MEMBER DETAILS

Profile <

My Applications <

Exams <

CPD <

Bills <

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Membership Fee

Show

10

Search:

entries

#	Service	Proforma Date	Proforma Due Date	Total Amount	Control Number	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Submit

PSPTB © 2017

Powered by e-Government Authority

STEP 3: CPD

A. CPD RECORDS

- Click CPD Records to view your Attained CPD hours per year.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/events-records`. The page title is "Events / Events Record". On the left is a dark sidebar menu with options: Dashboard, MEMBER DETAILS (Profile, My Applications, Exams, CPD, CPD Records, Upcoming Events, CPD Activities), and Bills. The main content area has a "List of Events" header with a blue button "Apply for an Event". Below this, it displays "Attained CPD hours per Year : 0" in a green box. There is a search bar and a "Show 10 entries" dropdown. A table with columns: Event Name, Category, Location, CPD, Status, and Action is shown, but it is empty with the message "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries" with "Previous" and "Next" buttons. The "External Events" section also has a search bar and a "Show 10 entries" dropdown. Its table has columns: Category, CPD, CPD Requested Date, Start Date, End Date, Status, Attachment, and Action. It contains one row: Workshop, 0, 15-Nov-2021, 2020-12-02, 2020-12-04, assigned (in a green box), and a "View" button.

- Click APPLY FOR AN EVENT to apply for any available event at the moment. (Workshop/ Annual Conference).

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/member/events-to-apply`. The page title is "Events / Events to Apply". On the left is a dark sidebar with navigation items: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD, CPD Records, Upcoming Events, CPD Activities, and Bills. The main content area is titled "Events to Apply" and includes a search bar and a "Show 10 entries" dropdown. Below this is a table with 4 rows of event information. Each row has an "APPLY" button. At the bottom, it says "Showing 1 to 4 of 4 entries" and has "Previous", "1", and "Next" pagination controls. A blue "Events Record" button is in the top right of the main content area.

Event Name	Location	Start Date	End Date	CPD Hours	Action
FIVE DAYS WORKSHOP ON INVENTORY AND STOCK CONTROL MANAGEMENT TO BE HELD IN MOSHI AT TRITA FROM 22ND TO 26TH MAY 2023	VENUE: TRITA, Moshi, Kilimanjaro	2023-05-22	2023-05-26	40	APPLY
THREE DAYS ON WORKSHOP ON SUCCESSFUL PROCUREMENT CONTRACT NEGOTIATION: ESSENTIAL SKILLS AND STRATEGIES TO BE HELD IN DAR ES SALAAM FROM 10TH TO 12TH MAY, 2023	VENUE: TAGLA, Ilala, Dar-es-Salaam	2023-05-10	2023-05-12	24	APPLY
THREE DAYS WORKSHOP ON ASSET MANAGEMENT RECORDS AND DOCUMENTATION TO BE HELD IN KIBAHA AT TNMC FROM 06TH – 08TH 2023	VENUE: TANZANIA NURSING AND MIDWIFERY COUNCIL, Kibaha, Pwani	2023-06-06	2023-06-08	24	APPLY
TWO DAYS WORKSHOP ON ANT- CORRUPTION IN PROFESSIONALISM AND PROFESSIONAL CODE OF CONDUCT TO BE CONDUCTED IN TANGA AT TANGA CITY COUNCIL FROM 03RD TO 04TH MAY 2023	VENUE: TANGA CITY COUNCIL, Tanga Mjini, Tanga	2023-05-03	2023-05-05	16	APPLY

B. UPCOMING EVENTS

To Apply for Board Event,

- Click APPLY button at the respective event.

PSPTB | Home

registration.psptb.go.tz/user/member/events-to-apply

orsictu@gmail.com

Events / Events to Apply

Events to Apply [Events Record](#)

Show: 10 entries Search:

Event Name	Location	Start Date	End Date	CPD Hours	Action
FIVE DAYS WORKSHOP ON INVENTORY AND STOCK CONTROL MANAGEMENT TO BE HELD IN MOSHI AT TRITA FROM 22ND TO 26TH MAY 2023	VENUE: TRITA, Moshi, Kilimanjaro	2023-05-22	2023-05-26	40	APPLY
THREE DAYS ON WORKSHOP ON SUCCESSFUL PROCUREMENT CONTRACT NEGOTIATION: ESSENTIAL SKILLS AND STRATEGIES TO BE HELD IN DAR ES SALAAM FROM 10TH TO 12TH MAY, 2023	VENUE: TAGLA, Ilala, Dar-es-Salaam	2023-05-10	2023-05-12	24	APPLY
THREE DAYS WORKSHOP ON ASSET MANAGEMENT RECORDS AND DOCUMENTATION TO BE HELD IN KIBAHA AT TNMC FROM 06TH – 08TH 2023	VENUE: TANZANIA NURSING AND MIDWIFERY COUNCIL, Kibaha, Pwani	2023-06-06	2023-06-08	24	APPLY
TWO DAYS WORKSHOP ON ANT- CORRUPTION IN PROFESSIONALISM AND PROFESSIONAL CODE OF CONDUCT TO BE CONDUCTED IN TANGA AT TANGA CITY COUNCIL FROM 03RD TO 04TH MAY 2023	VENUE: TANGA CITY COUNCIL, Tanga Mjini, Tanga	2023-05-03	2023-05-05	16	APPLY

Showing 1 to 4 of 4 entries

Previous 1 Next

- Click EVENTS RECORD to see your Attained CPD hours per Year.

C. CPD ACTIVITIES

- You can submit any Training Certificate which you have attended.
- Fill all the information required and click SUBMIT.

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/member/apply-for-cpdu. The page title is "Profile / Apply for CPD HOURS". The user is logged in as orsictu@gmail.com. The left sidebar contains a navigation menu with the following items: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD, CPD Records, Upcoming Events, CPD Activities (highlighted), and Bills. The main content area is titled "Submit External Event" and contains the following form fields:

- Category ***: A dropdown menu with "-- Select --" selected.
- Evidence**: A file upload field with a "Choose File" button and the text "No file chosen".
- Start Date ***: A date input field with the placeholder "yyyy-mm-dd".
- End Date ***: A date input field with the placeholder "yyyy-mm-dd".

At the bottom of the form, there are two buttons: a red "Reset" button and a blue "Submit" button. In the top right corner of the form area, there is a blue button labeled "Events Record".

At the bottom of the page, the footer contains "PSPTB © 2017" on the left and "Powered by e-Government Authority" on the right.

- Click EVENT RECORD to see your Attained CPD hours per Year.

STAGE 4: BILLS

A. This is where you will see your Invoice/ Billed Amount for payment of any service from PSPTB.

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/member/payment. The page title is "My Proformas".

Navigation sidebar (left):

- Dashboard.
- MEMBER DETAILS
 - Profile
 - My Applications
 - Exams
 - CPD
 - Bills
 - Payment Details**
 - Annual Subscription

Main content area:

Search:

Show entries

#	Service	Proforma Date	Proforma Due Date	Total Amount	Control Number	Status	Action
1	Registration Fee	Jun, 04 2020 12:00 AM	Jun, 04 2020 12:00 AM	0.0		Paid	
2	Annual Fee	Sep, 23 2020 08:08 PM	Sep, 21 2030 08:08 PM	50000.0		Not Paid	
3	Annual Fee	Jul, 01 2021 12:02 AM	Jul, 01 2031 12:02 AM	50000.0		Not Paid	

Showing 1 to 3 of 3 entries

Navigation: Previous **1** Next

- B. To see your Annual Subscription Fees, go to Bills>Annual Subscription.
- C. Click **PAY NOW** at the ACTION COLUMN, to generate Control Number/Payment Reference. e.g. **99465xxxxxxx** and it will be sent both to your Mobile Number and Email.

Members Annual Subscriptions with Penalties / Subscription List

Annual Subscriptions with Penalties

Show: 10 entries

Financial Year	Annual Subscription Amount	Penalty Amount	Payment Status	Action
2020/2021	50000.0	50000.0	Not Paid	Pay Now
2021/2022	50000.0	25000.0	Not Paid	Pay Now
2022/2023	50000.0	0.0	UNPAID	Pay Now

Showing 1 to 3 of 3 entries

Previous 1 Next

- D. Use the provided Payment Control Number as your payment reference number to make payments through **Banks**(CRDB/NMB/NBC) or **Mobile Money** (Airtel Money, TigoPesa, M-Pesa, HaloPesa , T-Pesa or EzyPesa)

selecting “Government Payments”)

After Paying, the status will change to **PAID** and you will get SMS notification on your mobile and email.

Payment procedures using mobile money services are detailed below:

You can make payment through mobile phones (Airtel Money, TigoPesa, M-Pesa, HaloPesa, T-Pesa or EzyPesa).by Fromcalling *150*60#, *150*01#, *150*00#, *150*00#, *150*88#, *160*60# or *150*02# respectively. Then

1. Select “Pay Bills /Payments”.
2. Select “Government Payments”/ Malipo ya Serikali.
3. Enter your Control Number.
4. Enter the amount of money Billed.
5. Enter your Password.
6. Save your message for future reference.

IF YOU NEVER ATTEMPT EXAMS AND YOU WANT TO APPLY, PLEASE FOLLOW THESE STEPS (WITHIN THE SAME ACCOUNT)

EXAMS

A. EXAMINATIONS

- To apply for examinations, Click the APPLY FOR EXAMS and fill all the required information, then click SUBMIT.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/examinations/myapplications`. The page title is "PSPTB | Home". The user is logged in as `orsictu@gmail.com`. The page content is titled "Academics / Examinations" and "Examination Applications". There are two main buttons: "Apply for Exam" (blue) and "Apply as a Private Candidate" (yellow). Below these buttons, there are two tabs: "Normal Candidate Applications" (0) and "Private Candidate Applications" (0). A search bar is present with the text "Search:". A table is shown with the following columns: #, Application Date, CR No, Exam Date, Stage, Tuition Center, Exam Center, Status, and Actions. The table is currently empty, displaying "No data available in table". The footer shows "PSPTB © 2017" and "Powered by e-Government Authority".

PSPTB | Home

registration.psptb.go.tz/user/examinations/myapplications

orsictu@gmail.com

Academics / Examinations

Examination Applications

[Apply for Exam](#) [Apply as a Private Candidate](#)

Normal Candidate Applications 0 Private Candidate Applications 0

Show 10 entries Search:

#	Application Date	CR No	Exam Date	Stage	Tuition Center	Exam Center	Status	Actions
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

PSPTB © 2017 Powered by e-Government Authority

PSPTB | Home registration.psptb.go.tz/user/examinations/applyforexam

orsictu@gmail.com

Dashboard / Examinations / Apply for Exam

Apply for Exam

All fields with * are required!

Tuition Provider *

Tuition Center *

Select Examination Session

Select Examination Center Region

Select Examination Center

Select Stage *

Stage Subjects

Show Search:

entries

<input checked="" type="checkbox"/>	Code	Subject Name	Weight
<input checked="" type="checkbox"/>	P13	Public Procurement Management	Core
<input checked="" type="checkbox"/>	P14	Procurement Contracts Management	Core
<input checked="" type="checkbox"/>	P15	International Logistics and Transport	Core
<input checked="" type="checkbox"/>	P16	Entrepreneurship	Core

Showing 0 to 0 of 0 entries

NOTE: Make sure you tick all the subjects you attend

If you want **EXEMPTION**, please contact PSPTB through **0738441972**

- If you are in area where there is no Tuition Centre, click **APPLY AS A PRIVATE CANDIDATE** and fill all the required information, then click SUBMIT.

PSPTB | Home

registration.psptb.go.tz/user/examinations/apply-private

orsictu@gmail.com

Dashboard / Examinations / Apply for Exam as Private Candidate

Apply for Exam as Private Candidate

All fields with * are required!

Evidence of Locality *

Choose File Apply As Private Candidate.pdf

November 2023

Select Examination Center Region

Kilimanjaro

Select Examination Center

Moshi Co-operative University (MoCU)

Select Stage *

Professional Stage V

Submit

Stage Subjects

Show 10 entries

<input type="checkbox"/>	Code	Subject Name	Weight
<input checked="" type="checkbox"/>	P17	Procurement and Supply Audit	Core
<input checked="" type="checkbox"/>	P18	Strategic Procurement and Supply Chain Management	Core
<input checked="" type="checkbox"/>	P19	Research Methodology and Consultancy	Core
<input checked="" type="checkbox"/>	P20	Procurement and Supply Chain Risk Management	Core

Showing 0 to 0 of 0 entries

Previous Next

PSPTB © 2017

Powered by e-Government Authority

B. EXAMS RESULTS

- Click VIEW at the Actions Column to View your results.
- If you want to Appeal, on the examination results, Click APPEAL at the respective Subject.
- If you want a transcript/provisional results, click TRANSCRIPT/PROVISIONAL RESULTS

C. REFERRAL

- You can pay and choose examination centre for any referred subject here.
- To pay for referred subject, click PAY NOW at the Actions Column.
- To choose examination centre click EXAMS CENTRE at the Actions Column, fill the required information and click SAVE.

D. APPEAL

- You will see the summary of the subject that you have appealed for.