



TANZANIA REVENUE AUTHORITY

ISO 9001: 2015 CERTIFIED

TRA Online Auction

External user Guide

Version 2.0

23/09/2020

PREFACE

Tanzania Revenue Authority (TRA) online auction is a platform where various goods are sold with the intention to recover the tax liability owes to TRA. This platform is embeded in TRA system known as TANCIS. TANCIS has a special module that deals with auction where various goods due for auction are registered,assessed and advertised to the public for interested bidders to bid and win. The highest bidder will be selected by the system as the winner at a given auction time.

This user guide is a step by step instructions on how to perform and execute various tasks through the developed auction management system.

This user 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 tax laws. Screenshots and associated information in this guide are intended for illustrations only.

Enquiry Contacts

Enquiries may be made to the Tanzania Revenue Authority by physically visiting nearby TRA offices or using the following contacts;

- I. Toll free Mobile numbers:
0800 750 075
0800 780 078

- II. emails:
services@tra.go.tz
huduma@tra.go.tz

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How to access auction portal

The screenshot shows the TRA website homepage. At the top, there is a navigation menu with links for Kiswahili, Home, About TRA, Contacts, Vacancies, Tenders, and Auctions. A search bar is located on the right. The main content area is divided into several sections:

- Left Column:** A portrait of Dr. Edwin P. Mhede (PhD), Commissioner General. Below it is a "Do it online" section with a red border, containing links for Home, Online Tax Return Filing, Online Auctions (highlighted with a red box), Online TIN Registration, Register for payment, Submit VAT Return, Customs license management, TANCIS, and EFDMS Public Portal.
- Top Middle:** "Photos and Events" section featuring a photo of a Boeing 787-8 Dreamliner with the caption "The Boeing 787-8 Dreamliner purchased by Tanzanian Taxes".
- Bottom Middle:** "Due Date" section with the heading "RETURNS AND PAYMENT OF VAT FOR AUGUST, 2020" and a photo of a laptop.
- Right Column:** "Staff Misconduct & Tax Evasion" section with a link to "Report Me Integrity Complaint Form to Commissioner General". Below it is a "Calculators and Tools" section with links for PAYE Mainland, PAYE Zanzibar, and a Calculator & Tool for Motor Vehicles. At the bottom is an "Import & export" section with a list of services including Tariff, Exchange rates, Import procedure, Clearing & Forwarding Agents, Pre-Arrival Declaration, Export procedures, Single Customs Territory, Customs Licenses, Trading Across Borders, Customs Bonded Warehouse, Exemption Procedures For Non-Profit Organizations, The One Stop Border Post(OSBP), and Temporary Import and Export of Motor Vehicles.

1. Visit TRA website
www.tra.go.tz look for "DO IT ONLINE" then click here

Bidder registration

2. read the terms and conditions for auction,review the user guide to know to use the system,pass through the FAQ then go for registration

3. click hereto get registration form

The screenshot shows a website header with a yellow navigation bar. The menu items are: HOME, AUCTION, TERMS AND CONDITIONS, USER GUIDE, FAQ, ONLINE TIN SERVICES, REGISTRATION, and LOGIN. The 'REGISTRATION' link is highlighted with a red box. Below the header is a large image of a white van covered in silver plastic wrap, with a worker in a yellow vest and hard hat standing nearby. A black box with the text 'ATTRACTIVE ITEMS' is overlaid on the image. Below the image is a yellow banner with the text 'Various attractive items for auction, they are sold as is'. At the bottom of the page, there are four columns of text: 'ONLINE BIDDING' (Location is not a barrier any more.), 'VEHICLE' (Various vehicles ready to be auctioned.), 'USED CLOTHES' (Various Used Clothes ready to be auctioned.), and 'FOOD STUFFS' (Various Food Stuffs ready to be au...).

Registration

TIN*

TIN Name*

Login ID*

Mobile No*

Email Address*

Password*

Confirm Password*

I accept the Terms & Conditions of Customs Online Auction as a Bidder.

Register

4.insert your TIN then place enter.if TIN is correct then TIN name and log in fields will auto populate the info

5.insert data to all fields as required,password should be alphanumeric with some special characters e.g *&- .minimum characters is 10

6.tick here to indicate you have gone through auction terms and condition

7. click here to register your informations

Registration

The registered mobile number does not exist in your TIN information. Please visit the nearest TRA Office to update your TIN information and register this mobile number.

TIN*

TIN Name*

Login ID*

Mobile No*

Email Address*

Password*

Confirm Password*

I accept the Terms & Conditions of Customs Online Auction as a Bidder.

8. once you get this sms means you need to update your TIN information, please do as sms indicate, thereafter repeat the registration procedure

HOME AUCTION TERMS AND CONDITIONS USER GUIDE FAQ ONLINE TIN SERVICES REGISTRATION LOGIN

Congratulation!!!

You have successfully registered as a bidder with TRA.

Please, use your User ID and Password to Login.

#	TIN	Login ID	Name	Mobile No	Email	User Status
1	115033999	115033999	LEONARD JUSTINE MUTIBA (MR)	0755350596	mutibajunior@gmail.com	ACTIVATE

9. This indicates the bidder has been successfully registered

Bidder login

#	TIN	Login ID	Name	Mobile No	Email	User Status
1	115033999	115033999	LEONARD JUSTINE MUTIBA (MR)	0755350596	mutibajunior@gmail.com	ACTIVATE

1. Click to get option to insert user ID and password

2. write your TIN here

3. write your password

4. click here to get verification code, system will cross check your TIN and password if correct the verification code will be sent to the mobile number available on your TIN info

5. insert the verification code that was sent to you via sms

6. click to login

Forgot password?

Login

Login Id _____

Password _____

Verification Code _____

Don't have account? [Register Here](#)

[Forgot Password? Click Here](#)

1.click to get option to reset your password

Forgot Password

TIN*

User Id*

Email Address*

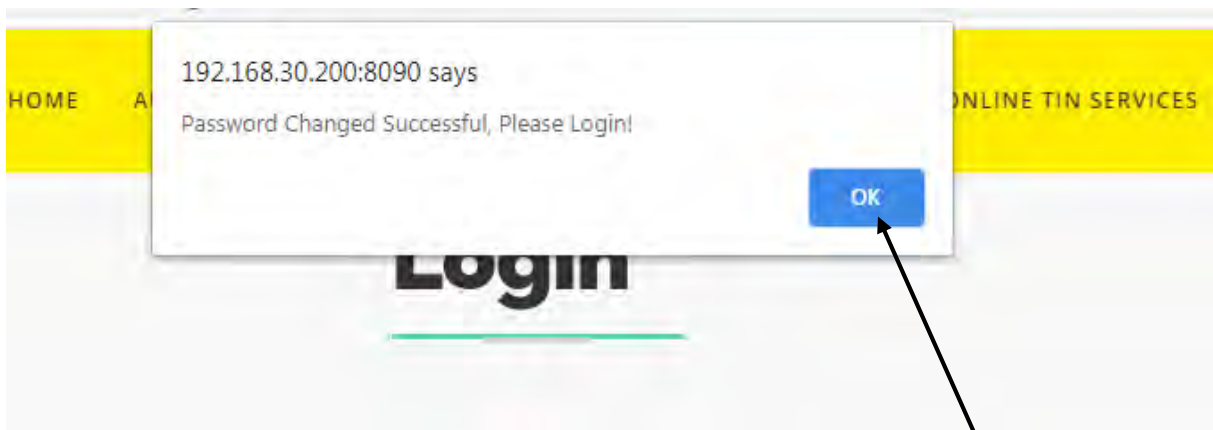
New Password*

Confirm New Password*

Update

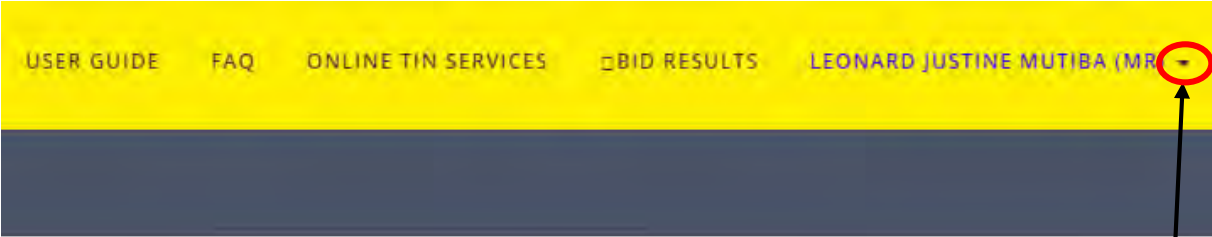
2. insert your TIN and other details then enter your new password then repeat it

3. click here to allow system to cross check the info, if correct new info will be saved

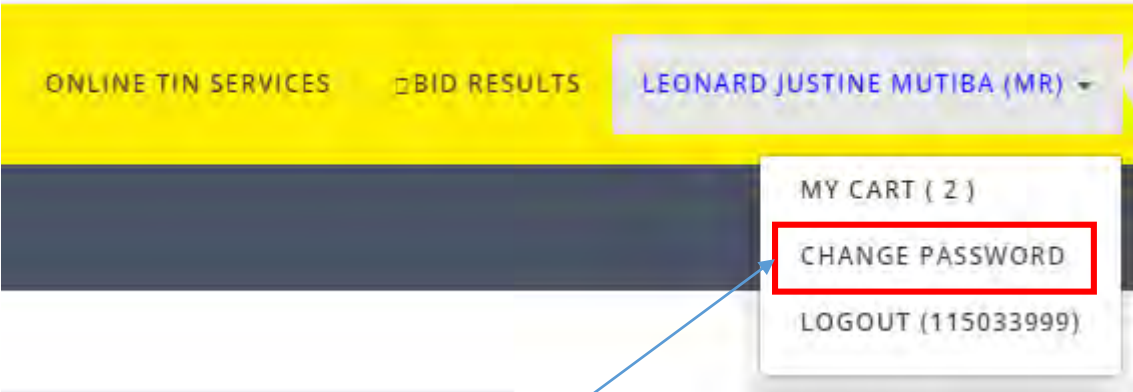
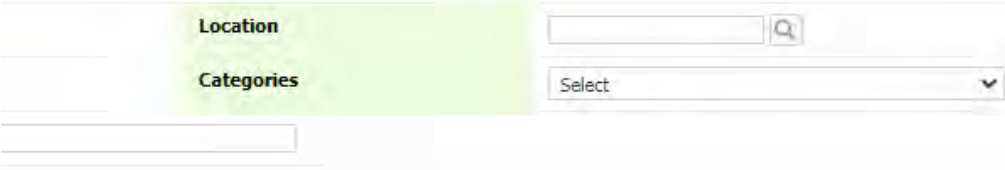


4. This indicates the new password has been saved, you can use it to log in

Changing password



1. select the drop down arrow to get option to change password



2. select this option

Change your Password

A screenshot of the 'Change your Password' form. It contains three input fields: 'Old Password*', 'New Password*', and 'Confirm New Password*'. Below the fields is a yellow 'Update' button with a red border. A blue arrow points from the text '3. click this button after filling the above fields correctly' to the 'Update' button.

3. click this button after filling the above fields correctly

192.168.30.200:8090 says
successfully password updated.

OK

Old Password*

New Password*

Confirm New Password*

Update

process request...

4. This indicates the new password has been saved successfully

Add to cart

HOME AUCTION DONATION TERMS AND CONDITIONS USER GUIDE FAQ ONLINE TIN SERVICES BID RESULTS LEONARD JUSTINE MUTIBA (MR)

Goods on Auction

Year: Location:

Region: Categories:



Description of Goods:

Search

Categories	No	Auction LOTS No.	Description of Goods	Location	Starting Price	CountDown Time
VEHICLES AND OTHER TRANSPORT EQUIPMENT (1)	1	TZDL- 2020- 201- 0003	TEST Place Bid Add to Cart	Terminal 1 DAR ES SALAAM	TZS:8,500	Auction Ends In : 10d : 11h : 49m : 13s
TEXTILES AND TEXTILE ARTICLES (0)	2		USED TOYOTA RAV 4 , CHASSIS 477614933 Place Bid Add to Cart	Terminal 1 DAR ES SALAAM	TZS:10,800,000	Auction Ends In : 10d : 11h : 49m : 13s

1. click here to select item(s) of your choice(favourite) for easy bidding

2.all items selected under cart option their number will appear here,once clicked,all items will be displayed with "place bid" option



No	Auction LOTS No.	Description of Goods	Starting Price	Highest Bid Price	CountDown Time
1	 TDIL- 2020- 507- 0002	CHAIR Place Bid Remove	TZS:1,100,000	TZS:1,100,000	Auction Ends In : 1d : 1h : 37m : 19s
2	 TDIL- 2020- 507- 0004	USED TOYOTA VITS MANUAL TRANSMISSION Place Bid Remove	TZS:8,800,000	TZS:8,800,000	Auction Ends In : 1d : 1h : 37m : 19s

3.click here to remove item from cart

5.this indicates time left before auction ends




4.click here to view more photo of your item (good)

Bidding

No	Auction LOTS No.	Description of Goods	Starting Price	Highest Bid Price	CountDown Time
1	TDL- 2020- 507- 0002	 <p>CHAT</p> <p>Place Bid</p> <p>Remove</p>	TZS:1,100,000	TZS:1,100,000	Auction Ends In : 1d : 1h : 37m : 19s
2	TDL- 2020- 507- 0004	 <p>USED TOYOTA VITS MANUAL TRANSMISSION</p> <p>Place Bid</p> <p>Remove</p>	TZS:8,800,000	TZS:8,800,000	Auction Ends In : 1d : 1h : 37m : 19s

1.click to get submit bid option

Photo Zone

Good Details

Auction LOTS No. / times	TZDL-2020-201-0001 / 1
Fuel Type	Petrol
Transmission Type	Automatic
Description of Goods	USED TOYOTA RAV 4 , CHASS IS 4778T4433
Weight	1,400.00 KG
On-line Bidding period	2020-07-28 11:30:00 2020-09-30 23:59:00
Starting Price	TZS 10,800,000
Number of Bidders	3
Highest Bid Price	TZS 10,800,100

2.click here to view next photo

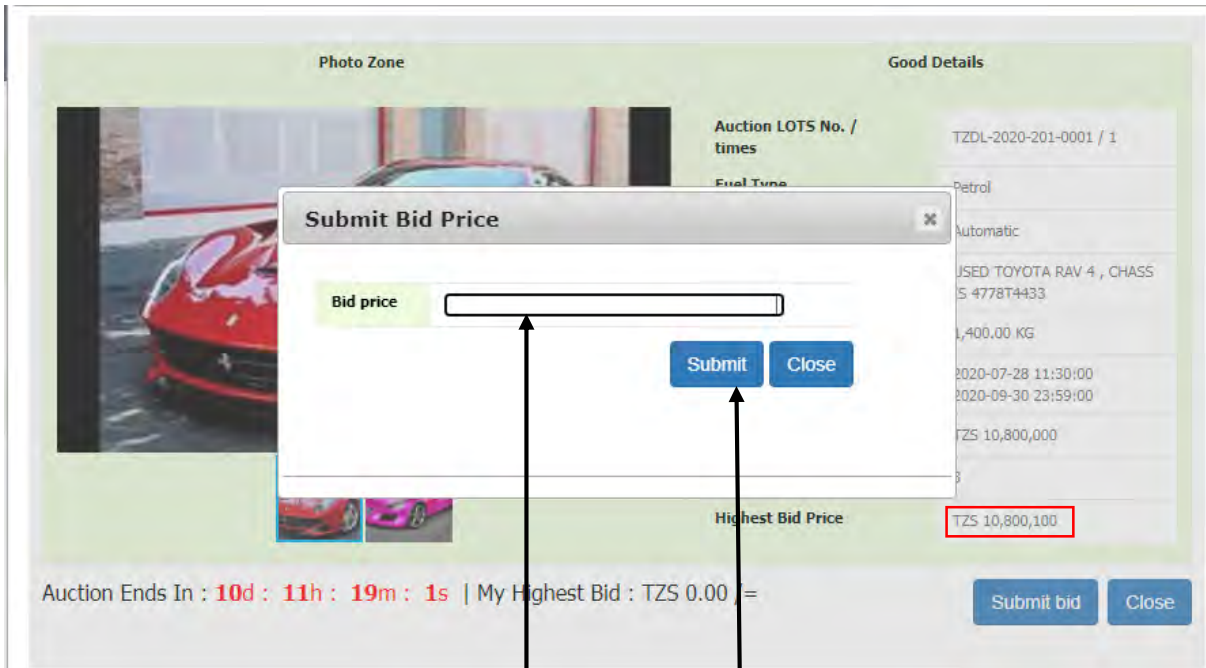
3.read all item informations here

Auction Ends In : 10d : 11h : 25m : 11s | My Highest Bid : TZS 0.00 / =

[Submit bid](#) [Close](#)

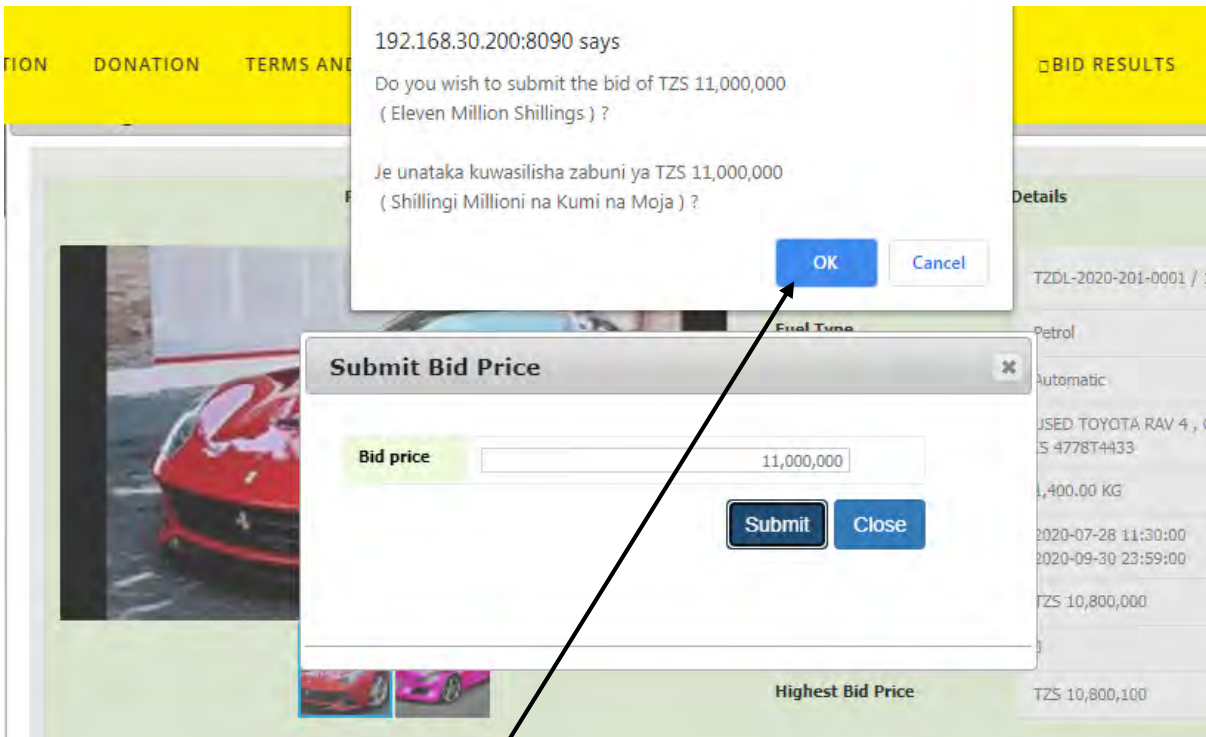
5.this indicates bidder's highest price

4.click to get option to insert your bid price




7.click to submit bid amount



6.enter the bid amount



8.click to confirm bid price

Photo Zone



Good Details

Auction LOTS No. / times	TZDL-2020-201-0001 / 1
Fuel Type	Petrol
Transmission Type	Automatic
Description of Goods	USED TOYOTA RAV 4 , CHASS IS 4778T4433
Weight	1,400.00 KG
On-line Bidding period	2020-07-28 11:30:00 2020-09-30 23:59:00
Starting Price	TZS 10,800,000
Number of Bidders	4
Highest Bid Price	TZS 11,000,000

Auction Ends In : **10d : 11h : 13m : 12s** | My Highest Bid : TZS 11,000,000/=

Submit bid
Close

9.click to submit another bid amount

10.click to close bidding to that item

Bid results

AUCTION
DONATION
TERMS AND CONDITIONS
USER GUIDE
FAQ
ONLINE TIN SERVICES
BID RESULTS
LEONARD J


Select

Location

Categories

Select

1.click here to get auction results

No	Auction LOTS No.	Description of Goods	Location	Starting Price
1	TDIL- 2020- 507- 0004	 USED TOYOTA VITS MANUAL TRANSMISSION	ILALA TAX REGION DAR ES SALAAM	TZS:8,800,000

2.click to get the data

Auction Bid Results

Bidding period: 20/09/2020 - 27/09/2020 | Auction LOTS No. [] [] [] []

Search criteria: ALL SUBMITTED RECEIVED BID WINNER BID FAILURE FIRST PAYMENT FINAL PAYMENT CARRY OUT APPROVAL BID CANCEL AUCTION WITHDRAW

Search | Issue VEH Bill | Print Final Bill | Print First Bill

Seq	Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
	Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status
No data found.								

Auction Bid Results

Search | Issue VEH Bill | Print Final Bill | Print First Bill

Seq	Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
	Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status
○	WVTHDSTRA		ASSORTED GOODS		3	DIRECT PAYMENT	26/08/2020	THDS20U00037010 () THDS20U00037020 ()
	THDS-2020-208-0001	25/08/2020	1,200,000.00	1,200,000.00	25/08/2020 23:59	25%		BID WINNER
○	WTDILDRD		FRE		3	DIRECT PAYMENT	26/08/2020	TDIL20U00037030 () TDIL20U00037040 ()
	TDIL-2020-210-0001	26/08/2020	1,300,000.00	1,300,000.00	26/08/2020 13:00	25%		BID WINNER

3.This indicates your highest bid against the overall highest bid price,in case the two are the same then you are the winner,if otherwise you are a bid failure

4. means you are the winner,get ready for payment

Auction Bid Results

Search | Issue VEH Bill | Print Final Bill | Print First Bill

Seq	Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
	Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status
○	WZTDLLW9		USED SUBARU FORESTER		1	DIRECT PAYMENT		
	TZDL-2020-227-0002	08/09/2020	10,000,000.00	10,000,000.00	08/09/2020 20:50	25%		BID FAILURE
○	WTDIL001		PROPERTY LOCATED AT CHANIKA		6	DIRECT PAYMENT		
	TDIL-2020-500-0002	10/09/2020	86,000,000.00	120,000,000.00	0/09/2020 20:00	25%		BID FAILURE
○	WTTZDL001		COOKSTOVES		11	DIRECT PAYMENT		
	TZDL-2020-235-0001	10/09/2020	75,000,000.00	76,000,000.00	0/09/2020 16:00	%		BID FAILURE
○	WTTZDL001		KITENGE		5	DIRECT PAYMENT		
	TZDL-2020-238-0002	11/09/2020	25,000,000.00	32,000,000.00	1/09/2020 19:30	25%		BID FAILURE
○	WZTDLLW9		TOYOYA LAND CRUISER		2	DIRECT PAYMENT		
	TZDL-2020-236-0001	10/09/2020	570,000,000.00	696,000,000.00	0/09/2020 21:15	25%		BID FAILURE

5.This means you have lost

Payment bill printing

Auction Bid Results

s e q		Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status		
<input type="checkbox"/>	WVTHDSTRA	ASSORTED GOODS			3	DIRECT PAYMENT	26/08/2020	THDS20U00037010 THDS20U00037020	
	THDS-2020-208-0001	25/08/2020	1,200,000.00	1,200,000.00	25/08/2020 23:59	25%	BID WINNER		
<input type="checkbox"/>	WVTDLDRD	FRE			3	DIRECT PAYMENT	26/08/2020	TDIL20U00037030 TDIL20U00037040	
	TDIL-2020-210-0001	26/08/2020	1,300,000.00	1,300,000.00	26/08/2020 13:00	25%	BID WINNER		

1. tick the check box

4. click to get the vehicle registration fee. this is charged to vehicles ONLY

3. click here to get the second bill to be paid within 48 hours after the results

2. click here to get first bill to be paid immediately

Bidding period: 20/08/2020 - 20/09/2020 [-1M -1W Today +1W] Auction LOTS No. [] [] [] []

Search criteria: ALL SUBMITTED RECEIVED BID WINNER BID FAILURE FIRST PAYMENT FINAL PAYMENT CARRY OUT APPROVAL BID CANCEL AUCTION WITHDRAW


s e q		Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status		
<input checked="" type="checkbox"/>	WVTHDSTRA	ASSORTED GOODS			3	DIRECT PAYMENT	26/08/2020	THDS20U00037010 THDS20U00037020	
	THDS-2020-208-0001	25/08/2020	1,200,000.00	1,200,000.00	25/08/2020 23:59	25%	BID WINNER		
								TDIL20U00037030	

TISS_THDS20U000...pdf

TISS_THDS20U000...pdf

5. This is a payment bill download for printing purposes

Payment Bill Printout

 TANZANIA REVENUE AUTHORITY	
Commissioner for Customs and Excise - THDS	
TAX PAYMENT SLIP	
Name of Account Holder(s) :	LEONARD JUSTINE MUTIBA (MR)
Bank Account Number :	
Name of Commercial Bank :	
Please transfer from my/our account the amount of TZS 300,000.00	
Amount Words :	Three Hundred Thousand Shilling
Value Date :	26/08/2020
To :	Commissioner for Customs and Excise Tanzania Revenue Authority
CRDB BANK PLC	
Account Number :	0150413430900
Details of Payment :	993010010038
Tin :	115033999
TAX INFORMATION FOR WHICH PAYMENT IS APPLICABLE (for TRA use only)	
LEONARD JUSTINE MUTIBA (MR)	
THDS-2020-208-0001	
THDS20U00037010	

Control No 993010010038

6. Use this control number for payment purposes

7. proof read the amount

8. proof read the account number and bank name

9. proof read the name and auction lot number

Payment

- Payment can be done via a bank or mobile phone using the GePG control number indicated on the payment bill
- Make sure all the details are correct on the payment bill before making payment
- Once payment has been effected it reflects on the system, first payment is the status indicating that the 25% has been paid successfully, final payment status means all the payments have been paid successfully
- In case the item bought is a vehicle the status will change to final payment when all payments including the registration fee have been paid
- If you have paid first payment (25%) and failed to pay the final payment the amount paid will not be refunded

S e q		Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status		
○	WTTZDL001	TOYOTA IST			2	DIRECT PAYMENT			
	TZDL-2020-243-0001	17/09/2020	6,500,000.00	6,500,000.00	17/09/2020 14:55	25%		FIRST PAYMENT	
○	WVTDIL001	PRADO			1	DIRECT PAYMENT			
	TDIL-2020-505-0002	17/09/2020	67,000,000.00	67,000,000.00	17/09/2020 16:50	25%		FIRST PAYMENT	

Page: 1/1 10 Total: 2

10.means first payment is paid

S e q		Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status		
○	WVTDIL001	PLOT LOCATED AT MBWENI			2	DIRECT PAYMENT	08/09/2020	TDIL20U00037280 (08/09/2020) TDIL20U00037290 (08/09/2020)	
	TDIL-2020-225-0002	08/09/2020	47,000,000.00	47,000,000.00	08/09/2020 14:10	25%		FINAL PAYMENT	

11.means all payment are paid

Collection of the asset

The customer is required to visit TRA office where the cargo is located to collect it. The customer is required to carry any of his/her identification card in order to show it to the TRA officer. Driving license, national identification card or passport are highly recommended.

In case the winner send the representative to collect the cargo, he/she should have the power of attorney as a means to show that the owner has lawfully agreed to be represented in collection of the cargo

Auction Bid Results

Bidding period: 01/06/2020 - 27/09/2020 | Auction LOTS No. []-[]-[]-[]

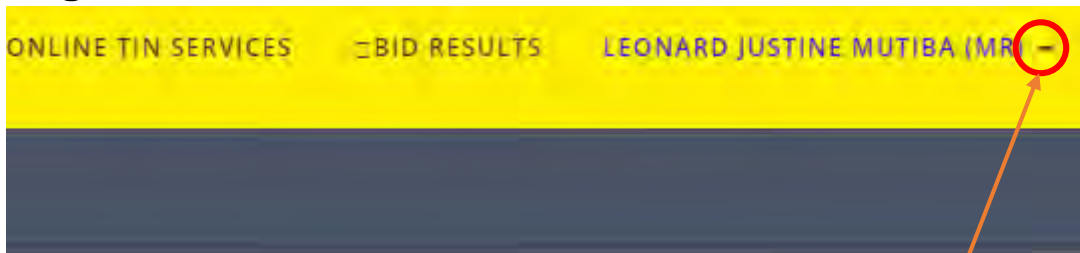
Search criteria: ALL SUBMITTED RECEIVED BID WINNER BID FAILURE FIRST PAYMENT FINAL PAYMENT CARRY OUT APPROVAL BID CANCEL AUCTION WITHDRAW

Buttons: Issue VEH Bill, Print Final Bill, Print First Bill, Search

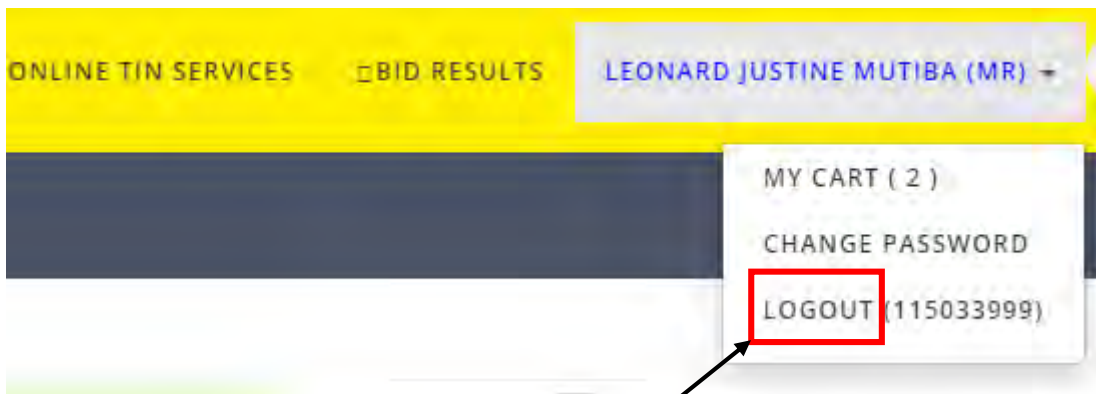
Seq	Customs warehouse	Description of Goods			Bidding count	Payment Method	Bid Result date	Bill No. (Payment Date)
	Auction LOTS No.	Bidding date	Bidding price	Max. Bidding Price	Open bids date	First Bill amount %	Carryout Approval Date	Status
○	WVTDIL001	HOUSE LOCATED AT MBEZI BEACH 2000SQM PLOT AA			5	DIRECT PAYMENT	03/09/2020	TDIL20U00037220 (03/09/2020) TDIL20U00037230 (03/09/2020)
	TDIL-2020-216-0001	03/09/2020	85,000,000.00	85,000,000.00	03/09/2020 13:00	25%	03/09/2020	CARRY OUT APPROVAL

1. This means the bidder has collected his/her cargo from TRA


Log out



1. Click to get option to log out



2. select the option

Tanzania Revenue Authority	 TANZANIA REVENUE AUTHORITY	United Republic of Tanzania
RELEASE ORDER		
ORIGINAL		Printed on : 20/09/2020 14:28

WINNER INFORMATION	
Name	: DIDA
Winner's TIN	: 115033999
Address	: P.O.BOX 532 SUMBAWANGA

PAYMENT INFORMATION					
	Rate	Control No	Amount	Receipt No	Receipt Date
First Bill	25%	993010010051	11,750,000.00		08/09/2020
Second Bill	75%	993010010052	35,250,000.00		08/09/2020
Vehicle Bill					

ASSET GENERAL INFORMATION	
TRA Office	: ILALA TAX REGION
Asset Location	: ILALA TAX REGION
Auction Lots No	: TDIL-2020-225-0002
Bid Result Date	: 08/09/2020

ASSET DETAIL INFORMATION				
Inventory Reference No./Item No.	Description of Goods	Chassis No	Package/Quantity	Gross/Net Weight
20ARNTDIL94-0008/001	PLOT LOCATED AT MBWENI	000000000000	1NE/1U	/1KG

This is a print out of release order

THE END