

# **CHEMICALS MANAGEMENT PORTAL**

## **ONLINE REGISTRATION SYSTEM USER MANUAL**

1.0 Introduction.....	3
1.1 System Overview.....	3
1.2 Purpose of the document .....	3
2.0 Getting Started.....	3
2.1 Creating User Account.....	3
2.2 Account Activation .....	4
3.0 Register Premise(s).....	4
3.1 Attachment of documents.....	5
3.2 View Attachments.....	5
4.0 Online Application.....	5
4.1 Apply for Certificate .....	5
4.1 Add Chemicals for Certificate .....	7
4.2 Apply for Permits .....	8
4.3 Add New Chemical(s) to the pool.....	10
4.4 Precursor Chemicals Return.....	11
4.5 To Get Summary Report of Precursor Chemicals Returns on Customer Side.....	13

## 1.0 Introduction

### 1.1 System Overview

Government Chemist Laboratory Authority (GCLA) is the implementing Authority of the Government Chemist Laboratory Authority Act (GCLA) No. 8 of 2016. Laws and regulation implemented by GCLA include; The Industrial and Consumer Chemicals (Management and Control) Act No. 3 of 2003 and The Human DNA Regulation Act No.8 of 2009 and its Regulation.

GCLA has established an online portal for handling chemicals importation, exportation, transportation, transit, chemicals registration, chemicals management trainers and chemicals disposal facility operators in Tanzania Mainland applications online. This will enhance effective and efficiency support to chemicals dealers as well as in implementation of in implementation and enforcement of Industrial and Consumers (Management and Control) Act (No. 3 of 2003) and Its Regulations. Applicable in Tanzania Mainland.

### 1.2 Purpose of the document

The main purpose of this document is to provide some guideline to Chemicals dealer's in Tanzania Mainland requiring to register an application for Chemicals Certificate, Permits, Chemicals registration and submitting precursor chemicals return Online. It outline key steps to be taken from creating user account, login to the System and submitting an application.

## 2.0 Getting Started

Visit GCLA Website [www.gcla.go.tz](http://www.gcla.go.tz) or go direct to <https://portal.gcla.go.tz>

### 2.1 Creating User Account

Applicant create Account for the first time by **click Register** button on User login menu. Filling all necessary Company Details and attach copy of Tax Payer Identification Number and Certificate of Incorporation. Then Click **Save** button

Customer Chemicals Management Portal (CCMP) GCLA

About GCLA Online Portal | Frequently Asked Questions | Online Support | User Manual

About Customer Chemicals Management Portal (CCMP)

This is a platform for providing services for chemicals registration and chemicals permits application as well as precursor chemicals returns for chemical's dealers in implementation and enforcement of Industrial and Consumers (Management and Control) Act (No. 3 of 2003) and Its Regulations. applicable in Tanzania Mainland.

Online services offered:

1. Application for chemicals certificates
2. Application for chemicals permits
3. Application for registration of chemicals
4. Submission of precursor chemicals returns
5. Amendments of chemicals permits

User login

User ID: george@mail.com

Password: .....

Login

Register | Staff signup | Reset password

Useful links

- Ministry of Health, Community Development, Gender, Elderly and Children (MOH)
- Business Registration and Licensing Agency (BRELA)
- Tanzania Revenue Authority (TRA)

Copyright © 2019 All Rights Reserved gcla.go.tz

Figure 1: Home Page

**Click register** to create user account and company registration user account and company registration form.

Company registration

Dear user, before you register to our system make sure you own an active business, this system is designed for business owners and their staffs only.

Company owner details

(This is the user representing the company e.g Director or CEO)

Your first name

Your last name

Your email

Your phone number

Select gender

Username (Only letters, underscore and/or numbers)

Password

Confirm password

Company details

Company name

Select Company type

Select district

Select Ward

Company registration number

TIN number

Fax number

Street

Figure 2: Company Registration Form.

## 2.2 Account Activation

After registration of Company **Activation Verification** for User Account will be sent through User email or Phone Number provided during Registration.

Login to the System

Applicant will log in to the System by entering *user name* and *password* created when registering the Company.

## 3.0 Register Premise(s)

Applicant to Register Chemicals Premise(s) which will apply for Chemicals Certificate.

Register premise

Premise name:

Premise name

Select district:

Select district

Street:

Street

Distance from water (KM):

Distance from water (KM)

Distance from Hospital (KM):

Distance from Hospital (KM)

Distance from Industries (KM):

Distance from Industries (KM)

Distance from farm (KM):

Distance from Farm (KM)

Select wards:

Select Ward

Plot number:

Plot number

Distance from school (KM):

Distance from school (KM)

Distance from Settlement (KM):

Distance from Settlement (KM)

Distance from Recreational (KM):

Distance from Recreational (KM)

Save

Figure 3: Premises Registration.

### 3.1 Attachment of documents

Applicant has to attach all required document for the business Category requested for application by click *New Attachment* button to see the required document click *Compulsory Attachment*

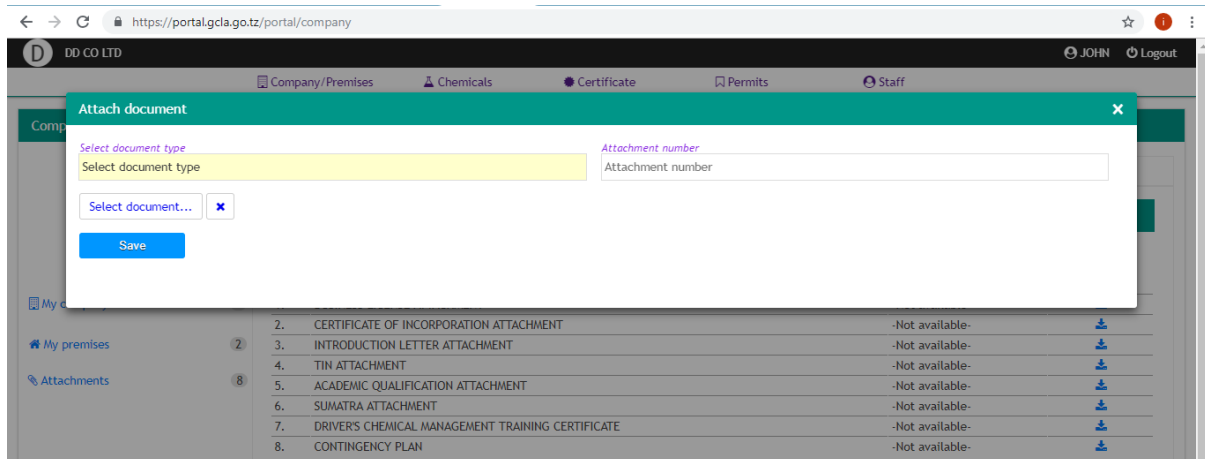


Figure 4: Attachment Form

### 3.2 View Attachments

Under company/premises tab click attachments on down left hand side.

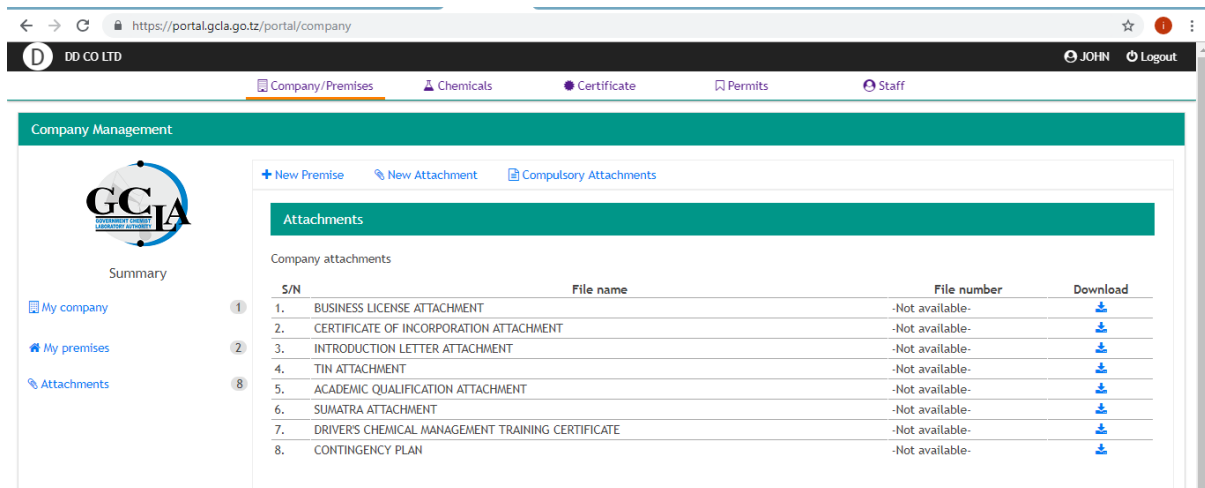


Figure 5: View Attachment

## 4.0 Online Application

The following are online services which will be provided by the System upon Successful login.

### 4.1 Apply for Certificate

Following registration of Premise(s) and Attachment of Compulsory documents then Applicant will be eligible to Apply Certificate.

Under certificate tab click request certificate.

Applicant to select the GCLA zones which he/she want to process the application

Applicant to *fill in important details* on the form provided

Select the *Premise(s)* requesting the Application for Certificate.

Applicant to *Select Business Category* from the list. Category Selected must match with the documents requirement attached.

Then Click *Save as a Draft*

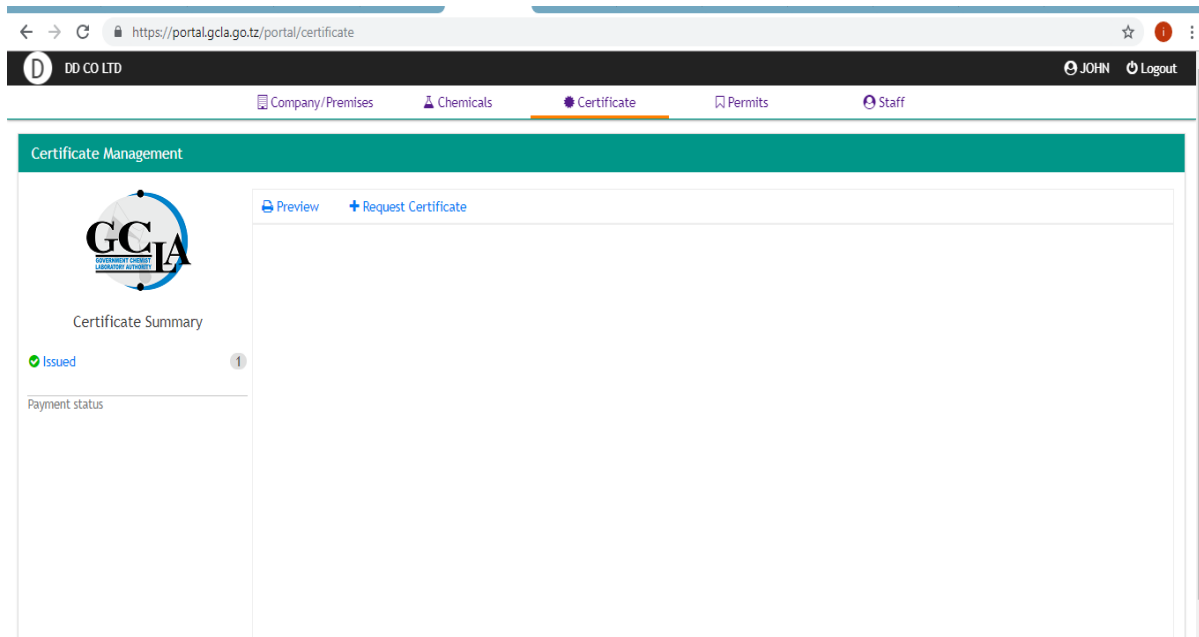


Figure 6: Application for Certificate Form.

This Application will be saved as a **Draft** for Customer to Preview the information provided before Submitting the Application.

Applicant should *click Draft* to view the Saved Certificate Application Draft.

#### *On Draft Certificate*

Applicant can Preview the details and Edit if there are some correction to be made before submit the Request.

#### 4.1 Add Chemicals for Certificate

Applicant should click **+Chemicals** button to add Chemical(s) for the Certificate requested

Pool of Chemicals with their Categories will be displayed for Applicant to Choose from the Pool.

Select chemicals you are dealing with by selecting (*click*) the first number or letter of the chemicals name from the pool.

Click Add Chemicals Details

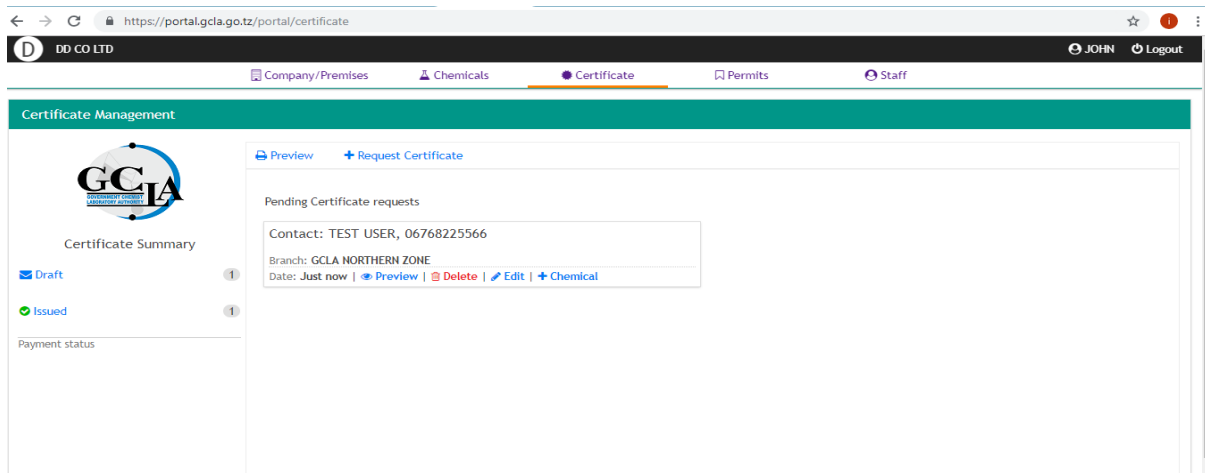


Figure 7: Add Chemicals Form

Pool of all chemicals will display select the chemical and click add chemical details

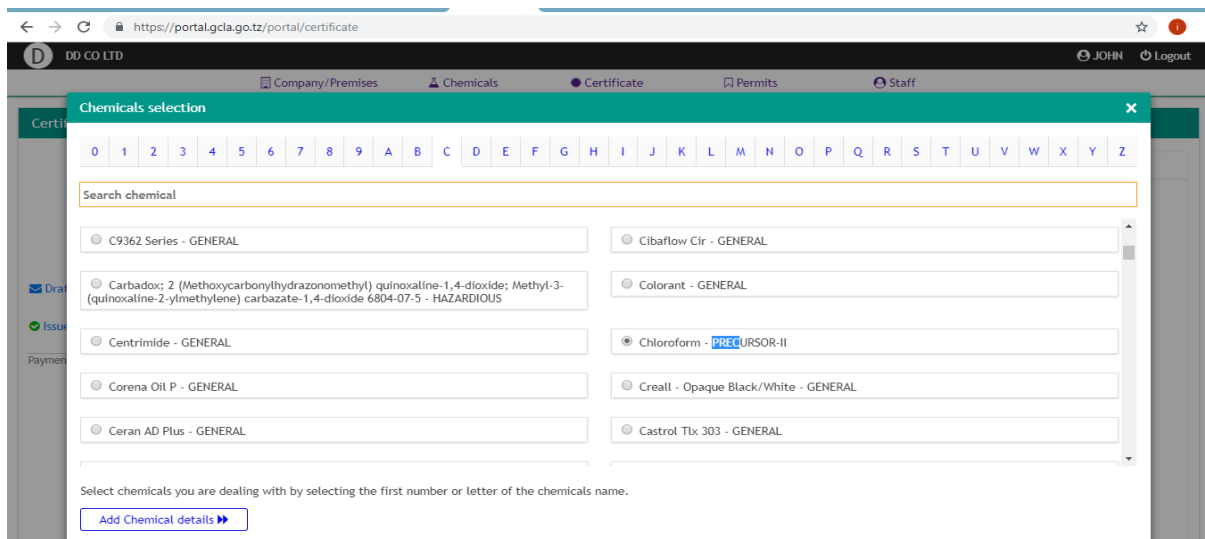


Figure 8: List of Chemicals Pool

Applicant can add more Chemicals by click *Add More Chemicals* button and Then Repeat the above Process.

## 4.2 Apply for Permits

Under Certificate Tab Go to **issued** on the left hand side to Apply for Permit

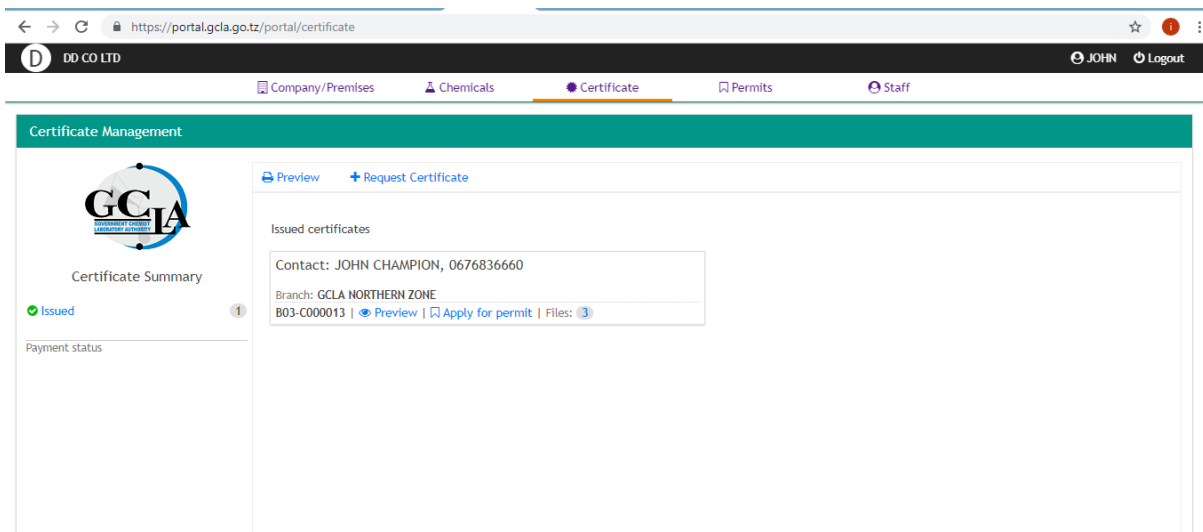


Figure 9: Permit Application Form

Applicant to select **business activity** which the permit is applied for, then Click **next**

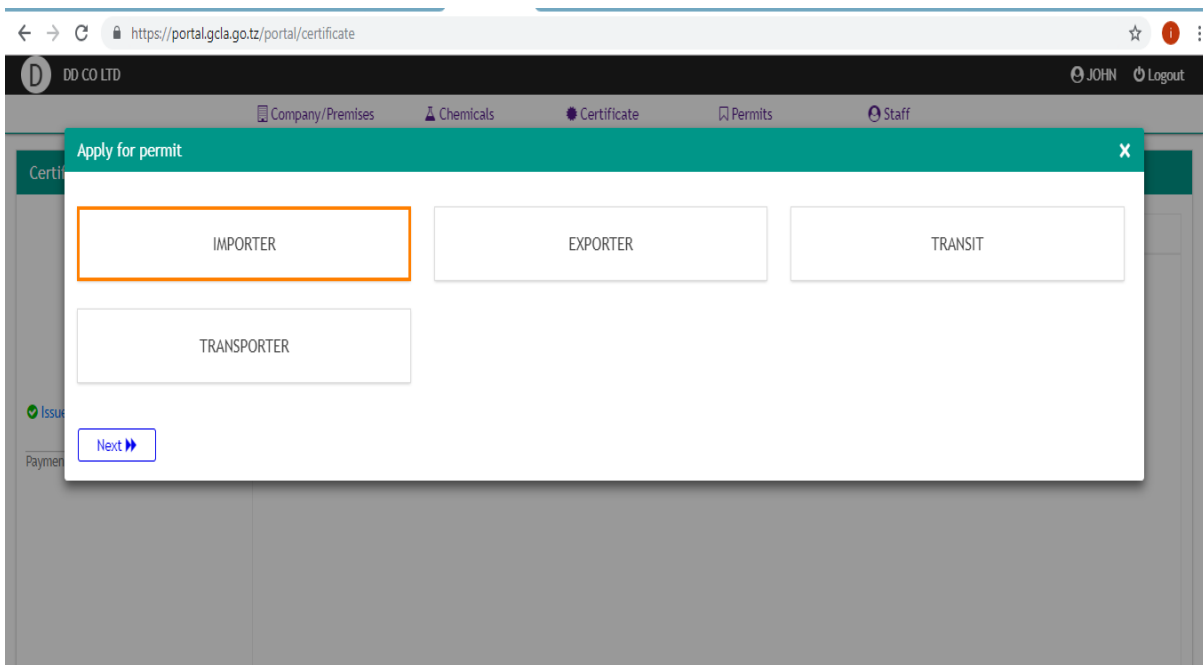
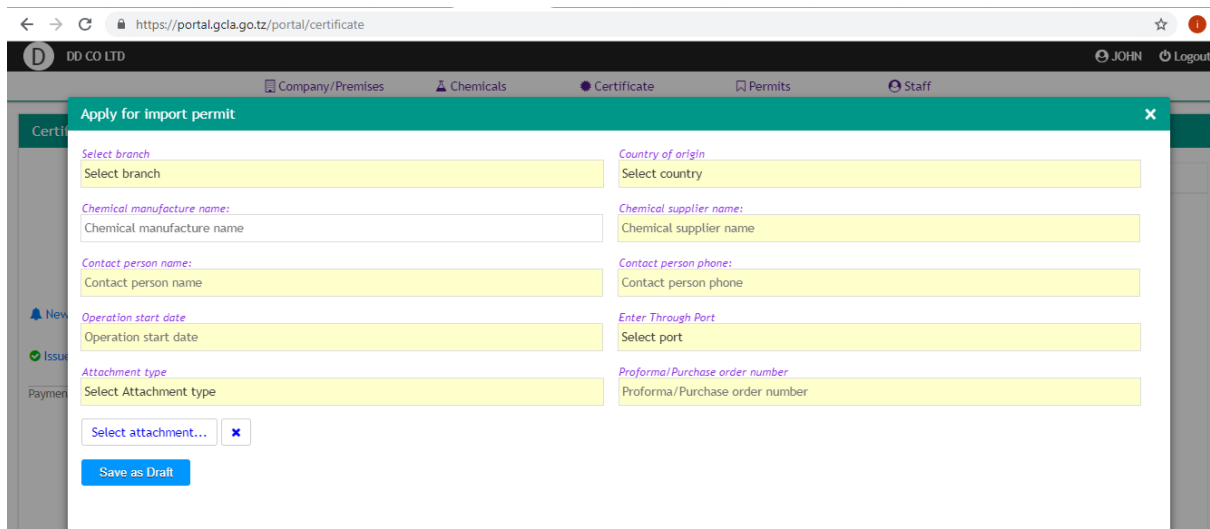


Figure 10: Business Category Form



Applicant to fill in the Form for Application of Permit. Then Click save



The screenshot shows a web browser window with the URL <https://portal.gcla.go.tz/portal/certificate>. The user is logged in as JOHN. The main navigation bar includes 'Company/Premises', 'Chemicals', 'Certificate', 'Permits', and 'Staff'. A modal window titled 'Apply for import permit' is open, containing the following fields:

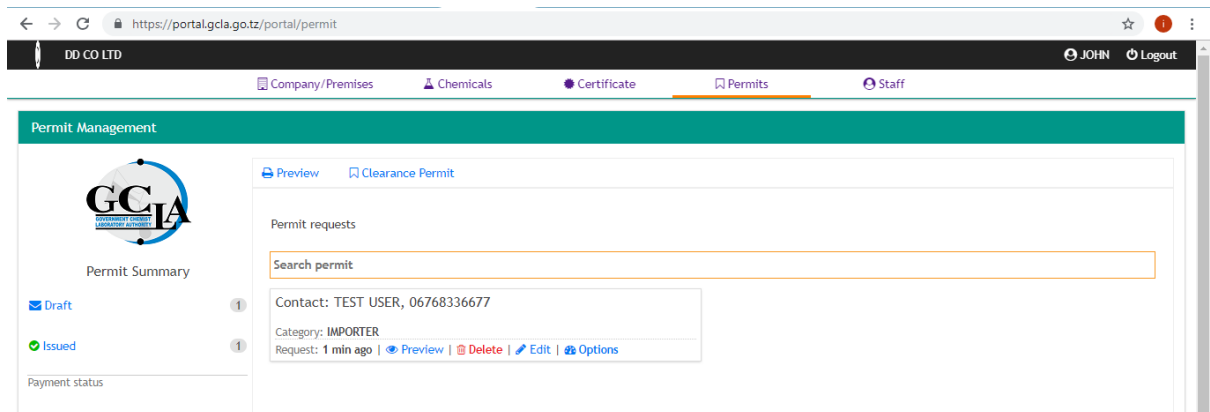
- Select branch (dropdown)
- Country of origin (dropdown)
- Chemical manufacture name (text)
- Chemical supplier name (text)
- Contact person name (text)
- Contact person phone (text)
- Operation start date (text)
- Enter Through Part (dropdown)
- Select Attachment type (dropdown)
- Proforma/Purchase order number (text)

There is a 'Select attachment...' button with a dropdown arrow and a 'Save as Draft' button at the bottom of the form.

Figure 11: Permit Application Form

On Permit Tab Select the Draft, Choose Options

Then Select Add Chemicals for the requested Permit.



The screenshot shows a web browser window with the URL <https://portal.gcla.go.tz/portal/permit>. The user is logged in as JOHN. The main navigation bar includes 'Company/Premises', 'Chemicals', 'Certificate', 'Permits', and 'Staff'. The 'Permits' tab is active, showing the 'Permit Management' page. The page features the GCLA logo and a 'Permit Summary' section with 'Draft' and 'Issued' status indicators. A 'Permit requests' table is visible, containing one entry:

Search permit
Contact: TEST USER, 06768336677 Category: IMPORTER Request: 1 min ago   <a href="#">Preview</a>   <a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">Options</a>

Figure 12: Chemicals addition form.

**Note:** Applicant can only view and add chemicals (pool of Chemicals) on Permit which have already registered on his/her Certificate.

### 4.3 Add New Chemical(s) to the pool

Applicant can add chemicals to his/her chemicals pool at any time.

Under Chemicals TAB *Click Register Chemical.*

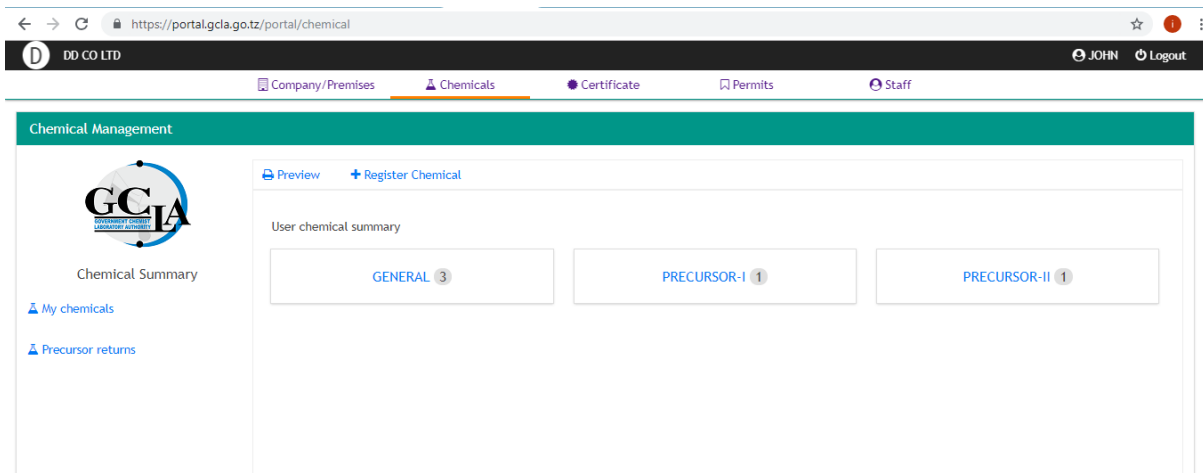


Figure 13: Adding New Chemical(s) to the Pool.

### Select Chemical and *Click Add Chemicals Details*

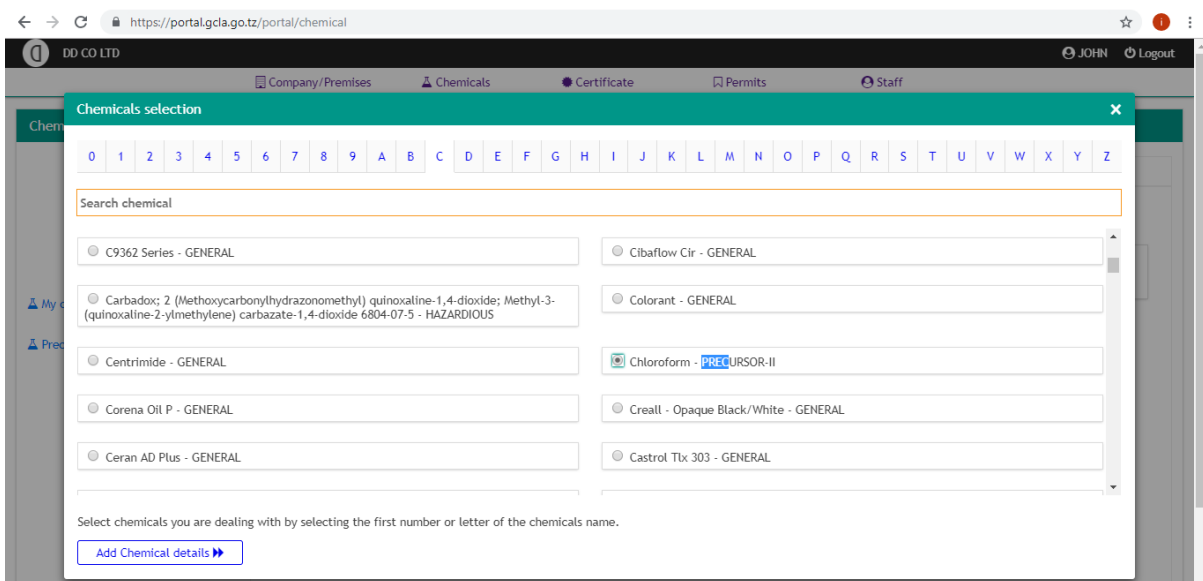


Figure 14: Pool of Chemicals Selection.

Applicant should fill in all necessary information and attachments for Chemicals Detail Form. Then Click Save

The screenshot shows a web browser window with the URL <https://portal.gcla.go.tz/portal/chemical>. The user is logged in as JOHN. The main navigation bar includes 'Company/Premises', 'Chemicals', 'Certificate', 'Permits', and 'Staff'. The 'Permits' tab is active. The 'Set chemical properties' form is displayed, with the following fields and values:

- Chemical name: Chloroform - PRECURSOR-II
- Select branch: (empty)
- Number of ingredients: (empty)
- Ingredient details: (empty)
- Description of Health Hazards: (empty)
- Description of Environment Hazards: (empty)
- Procedure for Handling/Storing: (empty)
- Steps to be taken if the material released/spilled: (empty)
- Waste Disposal Procedure/Practise: (empty)
- Reason for registering this chemical: (empty)

At the bottom of the form, there are two attachment buttons: 'Datasheet attachment (MSDS)...' and 'Specimen attachment...'.

Figure 15: Chemical Properties Form.

To add more Chemicals Click Add more Chemicals then the Process is repeated.

**Note:** Chemicals Registered will be added to the pool of Applicant.

#### 4.4 Precursor Chemicals Return

For Applicant who are dealing with precursor returns are required to submit Monthly returns on transactions of the Precursor Chemicals.

Under Permit TAB go to issued Then Click Precursor

The screenshot shows a web browser window with the URL <https://portal.gcla.go.tz/portal/permit>. The user is logged in as JOHN. The main navigation bar includes 'Company/Premises', 'Chemicals', 'Certificate', 'Permits', and 'Staff'. The 'Permits' tab is active. The 'Permit Management' page is displayed, with the following sections and data:

- Permit Summary: Submitted requests (1), Issued (1), Payment status.
- Issued permits: Search permit (input field).
- Permit details: Contact: JOHN BEGLIN, 0717957521; Category: IMPORTER; Permit no: B03-C000013-P0001 | + Precursor | Files: 4.

Figure 16: Precursor Return Form.

Precursor return form will open and select the business category. Then Click Next Button

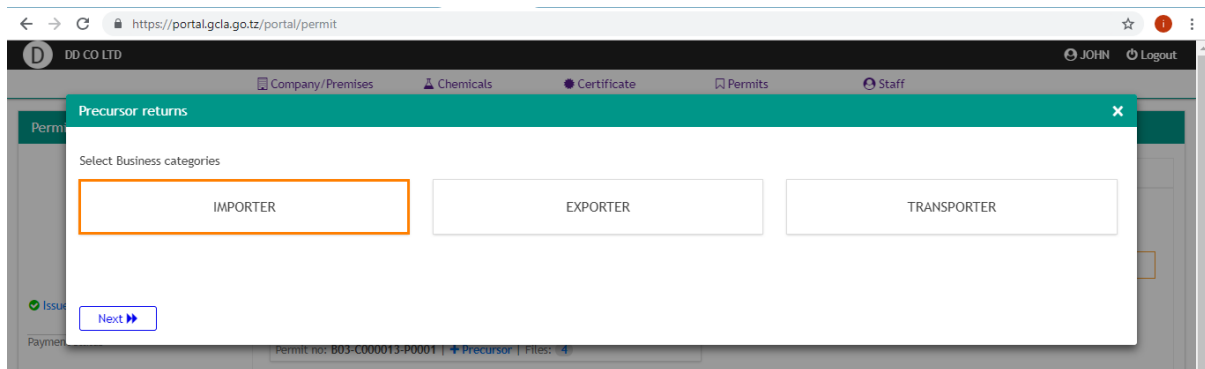


Figure 17: Business Category Selection for Precursor Return

Select the Precursor Chemical and Fill in the required information. Then Save.

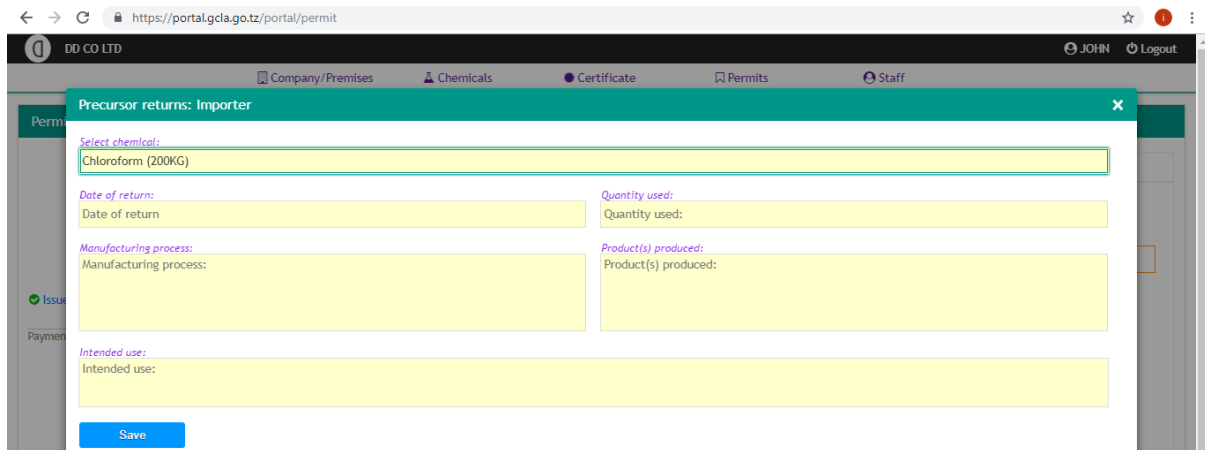


Figure 18: Selection of Precursor Chemical

#### 4.5 To Get Summary Report of Precursor Chemicals Returns on Customer Side Under Chemicals TAB Select precursor Return, enter *Start Date* and *End Date* for filtering information

Example of User Summary report of the Precursor Return.

The screenshot shows a web browser window with the URL <https://portal.gcla.go.tz/portal/chemical>. The user is logged in as JOHN. The navigation menu includes Company/Premises, Chemicals, Certificate, Permits, and Staff. The main content area is titled "Chemical Management" and features the GCLA logo and "Chemical Summary" section. A search filter is applied for the date range "Mar 01, 2019" to "Mar 03, 2019". The resulting "Precursor returns report" table is as follows:

S/N	Date	Category	Chemical name	Permit	Qty In	Qty Out	Qty Remain
1.	Mar 03, 2019	IMPORTER	Chloroform PRECURSOR-II	B03-C000013-P0001 IMPORTER	500KG	300.00KG	200KG

Figure 19: Example of Precursor Returns Summary