



## MINISTRY OF WORKS TRANSPORT AND TECHNOLOGY

### ABNORMAL LOAD PERMIT SYSTEM

#### Transporter's Guide

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### List of Abbreviations

ALPS	Abnormal Load Permit system
IP	Internet Protocol
MOWTC	Ministry Of Works Transport And Communication
TANROADS	Tanzania National Roads Agency
TIN	Taxpayer Identification Number
URL	Uniform Resource Locator

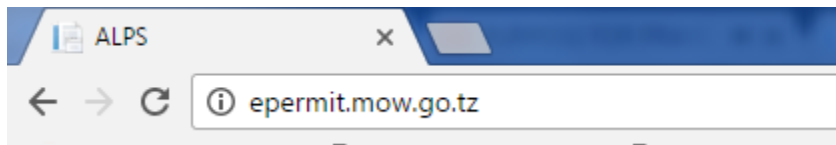


**This Guide is divided into two parts**

1. Getting started (Explains how to get to the system)
2. Using the system (Explains how to use the system):

## 1.0. GETTING STARTED

To get to ALPS, enter the URL in your browser



### 1.1. Registration

Click registration link as indicated below.

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION  
**ABNORMAL LOAD PERMIT SYSTEM**

ALPS

**Log-in**

Email

Password

**Login**

[• Register](#) • [Forgot Password](#)



### 1.1.1. Filling the Transporter registration form

Follow the following steps to register to the ALPS.

- i. Click register link as indicated on the figure above. The following form will be displayed
- ii. Select transporter type
  - a. Company
  - b. Individual
- iii. \*If the transporter type is Company you will be required to enter company name.
- iv. Enter TIN number
- v. Enter Vehicle registration Number E.g. T. 447 BWG
- vi. Enter name of a contact person
- vii. Enter title/designation of that contact person
- viii. Enter address of the contact person
- ix. Enter City
- x. Enter Country
- xi. Enter Zip/Postal Code
- xii. Enter Mobile e.g. 654 112 343.(do not start with Zero)
- xiii. Enter Land Phone
- xiv. Enter Email address e.g. john@mow.go.tz
- xv. Then type the Captcha code visible below the form
- xvi. Click **Register** button to save or **Cancel** button to clear all fields

Home >> Registration

Transporter - Registration

Transporter Type \*

Company Name \*

TIN Number \*

Vehicle Registration Number \*

Name of Contact Person \*

Title/Designation \*

Address 1 \*

Address 2

City \*

Country \*

Zip/Postal Code \*

Mobile # \*

Land Phone #

Email \*

Enter Below Code \*

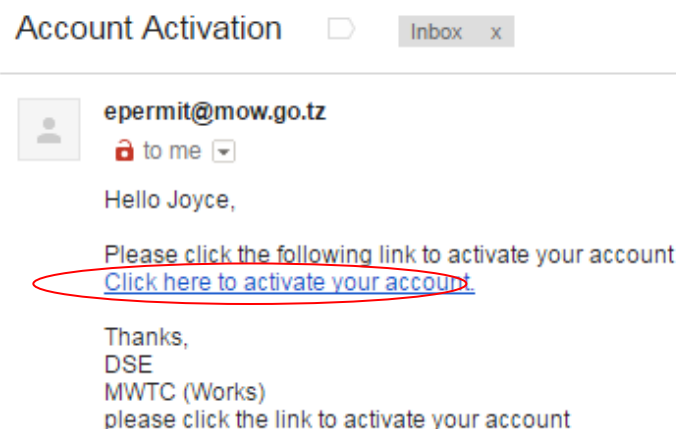
f60Jpa

Register Cancel

When you click register button message will be sent to your email address for activation

### 1.1.2. Confirm activation

1. To confirm activation go to your email and open the message from MOWTC.
2. Click the activation link as indicated →
3. The link will take you direct to the activation screen as shown below





Home >> Activation

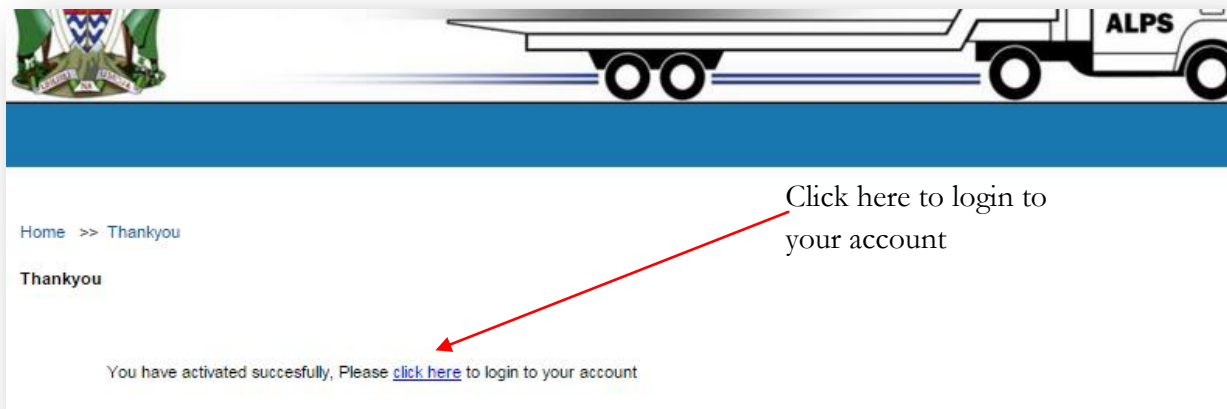
Activation

Password \*

Confirmation Password \*

Submit Reset

4. Enter password
5. Confirm password and then Click 'submit' button to save, or 'Reset' to clear fields
6. If you click 'submit' button, registration for transporter will be complete and the following message will be display.



## 1.2. Log In

Follow the following steps to login to the system

### Steps

- i. Enter valid email address
- ii. Enter password
- iii. Click log in button

Log-in

Email

Password

Login

• Register • Forgot Password

Enter your email and password, and click this button to log in

Click here to go to registration screen

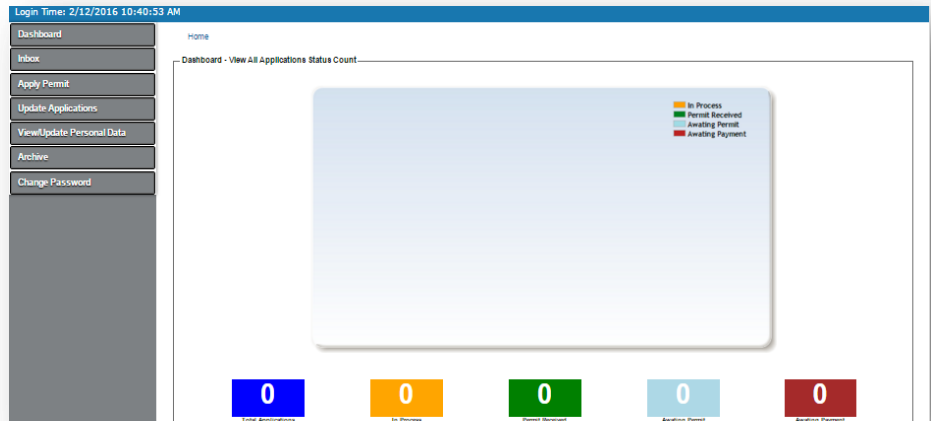


## 2.0. USING THE SYSTEM

### 2.1. Dashboard

The dashboard shows Applications Status Count such as

- Total application count
- In progress application count
- Permit received count
- Awaiting Permits count
- Awaiting payment count



### 2.2. Inbox

Inbox shows all incoming application of a particular user that is waiting to be processed or to be approved

Home >> Inbox

Inbox - View All Applications

Application No	Cargo Name	Route:From	Route:To	Application Date and Time	Status
<a href="#">EFP4020</a>	Furniture's	dar	moro	30/09/2016 11:36:46	Process

### 2.3. Apply permit

- To apply permit, click to the apply permit link at the left hand side menu.
- The link will take you direct to the permit application form.
- This form is divided into two parts.
  - ✓ Vehicle and Cargo details
  - ✓ Route details
  - ✓ Attachments which depend on the application category

**NOTE:** File formats supported in attachments are **Gif, Jpeg, jpg, Pdf, Png, txt**.

\*File name should not contain special characters

Home >> Apply Permit

Apply Permit

Vehicle & Cargo Details:

Type of Vehicle \*

Type of Cargo Name \*

Cargo Details

Axle Configuration \*

Weight of Axles \*

Total Weight \*

Journey Date

Dimension:Height (Ex:4.55) \*

Dimension:Width (Ex:2.85) \*

Dimension:Length (Ex:11.85) \*

Enter Below Code \*

Route:

From\*  To\*  Via\*

Attachments:

Cargo Images & Drawings

Upload Weigh Ticket from TANROADS



### Follow the following steps to fill the permit application form

1. Fill in Vehicle and cargo details

- Select type of vehicle
- Select cargo name (If cargo is not in the list select others)
- Enter cargo details
- Select Axle configuration
- Enter total weight of axles in kilograms
- Choose date of journey
- Enter Width in meters
- Enter Length in meters
- Then type the captcha

54:25 AM

Home >> [Apply Permit](#)

Apply Permit

Vehicle & Cargo Details:

Type of Vehicle \*

Type of Cargo Name \*

Cargo Details

Axle Configuration \*

Weight of Axles \*

Total Weight \*  Kg

Journey Date

Dimension: Height (Ex: 4.55) \*  M

Dimension: Width (Ex: 2.85) \*  M

Route:

From\*  To\*  Via\*

Attachments:

Cargo Images & Drawings  No file chosen

Upload Weigh Ticket from TANROADS  No file chosen

2. Fill in Route details

- ✓ Enter from where to where you are starting the journey Via where, as indicated below
- ✓ Upload required documents by clicking Choose file button
  - Weigh Ticket from TANROADS Choose File
  - Cargo Images & Drawings

3. Click Submit Button to submit form, or Cancel to clear fields.

Fields with \* are mandatory, you must fill all of them to submit application form

## 2.4. Payment

When the Permit application is approved user can make payment. But first you will have to download invoice which shows

### Steps to see the Invoice

- Click Inbox link and the following will be displayed
- This screen shows transporters applications and their status

Inbox - View All Applications					
Application No	Cargo Name	Route: From	Route: To	Application Date and Time	Status
<a href="#">EFP1131</a>	Bulldozer	dar	moro	13/09/2016 12:58:20	Approved for Payment
<a href="#">EFP1122</a>	TanESCO Poles	dar	moro	11/08/2016 04:24:12	Process

- Click the Application No. of the application with status “Approved for payment”. The following screen will be displayed.



Pay Permit Fee Download Invoice

View Application: EFP1131

Vehicle & Cargo Details:		Route:	
Type of Vehicle(Truck)	RIGID	From	To
Cargo Name	Bulldozer	dar	moro
Cargo Details	Bulldozer		Via
Vehicle Registration	T454BWV		Tanga
Axle Configuration	1.11		

Attachments:

Cargo Images & Drawings [EFP1131\\_cover.JPG](#)

Weigh Ticket from TANROADS [EFP1131\\_cover.JPG](#)

- Click "Download Invoice" as indicated above. The invoice will be downloaded in Pdf file. Invoice will show you how much you are supposed to pay

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS

Abnormal Road Permit Invoice

Invoice No.2341228

M/S in Form: DANDU  
112233 IR  
345218 IR  
+255

Kindly Pay:- Permit fee = 40 USD  
Surcharge = 920 USD  
Previou paid fee = 20 USD  
Total = 940 USD

Details: Vehicle Registration No (T 9090 BB/T 1010 TT)  
Total GVM 51000Kg.  
Route From Kisumu to Mwanza via Bukoba AA

Approved By: Joy MOW  
Designation: DSE  
Date: 1/5/2016

### Steps to pay

- Click Inbox link and the following will be displayed
- This screen shows transporters applications and their status



Inbox - View All Applications

Application No	Cargo Name	Route From	Route To	Application Date and Time	Status
<a href="#">EFP1131</a>	Bulldozer	dar	moro	13/09/2016 12:58:20	Approved for Payment
EFP1122	Tanesco Poles	dar	moro	11/08/2016 04:24:12	Process

3. Click the Application No. of the application with status “Approved for payment”. The following screen will be displayed.

[Pay Permit Fee](#) [Download Invoice](#)

View Application: EFP1131

Vehicle & Cargo Details:

Type of Vehicle(Truck)

Cargo Name

Cargo Details

Vehicle Registration

Axle Configuration

Route:

From	To	Via
dar	moro	Tanga

Attachments:

Cargo Images & Drawings [EFP1131\\_cover.JPG](#)

Weigh Ticket from TANROADS [EFP1131\\_cover.JPG](#)

4. Click Pay permit fee as indicated above
5. The following screen will be displayed. Click ‘Pay Permit Fee’ button as indicated below

Axle Configuration	Actual GVM	Allowed GVM	Over Weight	Fees	GVM Surcharge
1.11	40,000	20,000	20,000	4,248	21,240

Total Permit Fee: 24,405 USD

Permit Fee= 20

Surcharges=24,385

TOTAL Fee=24405

Mean = 217473.04 TZS for 100 USD; Spot Buying = 216391.09 TZS for 100 USD; Spot Selling = 218555.00 TZS for 100 USD;


Your Reference No: 2341254

One USD = 2185.55 TZS as on 9/13/2016

Total Permit Fee = 24405 X 2185.55 TZS = 53338347 TZS

[Pay Permit Fee](#)


6. The following screen will be displayed. Click **VISA** logo if you are paying though Visa OR click **MasterCard** logo if you are playing through MasterCard.





Your details will be sent to and processed by **The MasterCard Internet Gateway Service** and will not be disclosed to the merchant

Internet Gateway Service

Merchant name: MINISTRY OF WORKS

 **How would you like to pay?**

Pay securely using SSL+ by clicking on the card logo below.



[Cancel](#)





7. Enter card details as follows

- Card Number (16 digits)
- Expiry Date  
E.g. 9/2017
- Security Code (3 digits at the back of your card)

**Enter your card details.**

**VISA:** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date ::  /  month/year

Security Code ::

Purchase Amount :: TZS 20,150,771.00Tsh

**Verified by VISA**

**pay**

I hereby authorise the debit to my VISA Account in favour of MINISTRY OF WORKS

- For MasterCard users screen will be displayed as follows

8. Click Pay Button to complete payment

**Enter your card details.**

**MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date ::  /  month/year

Security Code ::

Purchase Amount :: TZS 393,051.00Tsh

**MasterCard**

**pay**

I hereby authorise the debit to my MasterCard Account in favour of MINISTRY OF WORKS

**NOTE: When payment is done the permit will be sent to your registered email address by MOWTC**

## 2.5. Update applications

To update applications click Update application link at the left hand side menu.

### Steps to update application

- Select the application you want to Update from the list of applications as shown below

Welcome Joyce  
Login Time: 2/12/2016 11:26:33 AM

Home >> Update Applications

Update Permit Applications

Application No	Cargo Name	Route: From	Route: To	Status
EEP1052	Containers	tabora	TANGA	Process



- ii. Click the application number of the application you want to update. As indicated on the above figure
- iii. The Application will open as shown below
- iv. Edit information you want to change
- v. Enter Captcha code
- vi. Put your comments

2016 11:29:14 AM Logou

Home >> Update Applications >> Edit/Update Application

**Edit/Update Permit Application**

**Vehicle & Cargo Details:**

Type of Vehicle \* RIGID

Type of Cargo Names \* Containers

Cargo Details catapiller

Vehicle Registration No. \* T123ABC

Axle Configuration \* 1.22

Weight of Axles \* 8000 Kg 18000 Kg

Total Weight \* 26000 Kg

Journey Date 2/14/2016

Dimension: Height (Ex: 4.55) \* 5.55 M

Dimension: Width (Ex: 2.85) \* 3.00 M

Dimension: Length (Ex: 11.85) \* 11.00 M

Enter Below Code \* 5YbH7C

**Route:**

From\* labora To\* TANGA Via\* chalinze

**Escort Vehicle:**

Escort Vehicle Type 1 \* Pick up

Vehicle Registration No. 1 T123ADC

**Attachments:**

Upload Cargo Images & Drawings Choose File No file chosen

Upload New Weigh Ticket from TANROADS Choose File No file chosen

**Comments:**

No comments exists

## 2.6. Archive

In archive goes the Completed and Expired Permit Applications.

## 2.7. Change password

To change password follow the following steps

- i. Click change password link at the left hand side menu, “**Change password**” form will be displayed
- ii. Enter your current password
- iii. Enter your new password
- iv. Confirm new password
- v. Click ‘submit’ button to save changes or click ‘reset’ button to clear fields



## 2.8. Log out

To exit from the system, click “Logout” link as indicated on the figure below

The screenshot shows the user interface of the Abnormal Load Permit System. At the top, a blue header bar displays the user's role as 'admin' and the current date and time as '3/15/2016 12:43:26 PM'. In the top right corner of this header, a 'Logout' link is visible and highlighted with a red circle. Below the header, a sidebar on the left contains navigation buttons for 'Home', 'Dashboard - View All Applications Status Count', 'Reports', and 'Users'. The main content area displays a table titled 'Dashboard - View All Applications Status Count'.

SNO	Transporter Name	All App Count	Process Count	Issued Permit Count	Fee Paid Count	Approved Count	Rejected Count
1	Jordan	2	2	0	0	0	0