

NGORONGORO CONSERVATION AREA AUTHORITY



USER GUIDE FOR NEW CHANGES ON SAFARI PORTAL SYSTEM

1. INTRODUCTION

Ngorongoro Conservation Area Authority (NCAA) have implemented some changes on its revenue collection system Safari Portal, that includes

- i. Integration of Government electronic Payment Gateway (GePG) to enable users to pay using *Control Numbers*. The commencement of GePG is a result of Government requirement that directed all Government Institutions to integrate Revenue Collection Systems with GePG system and all payments be settled using control number. NCAA Safari Portal Revenue Collection System has been updated to allow payment using Government electronic Payment Gateway (**GePG**) starting from **11th November 2019**. Our customers are required to settle their bills using GePG Control Number generated from Safari Portal system. These changes have not altered the previous procedures on how to create quote instead a section to request GePG Control Number has been added at the end of the quote.
- ii. Concession Management Window to enable Payment of *Concession* fees to be done by either tour operator / hotel owners. Through this new feature, either **Tour Operator** / **Facility owner** will now be able to perform payment of concession fees in advance or before check in at the gates.
- iii. Permit Extension to enable tour operators to perform permit extension for *Stay in Park permits*. Furthermore, Tour operators will now be able to extend their Stay in Park permits, through this new **Permit Extension** features.

2. STEPS FOR PAYMENTS USING GePG.

To pay for **any kind of quotation using Control Number**, do the following:-

Create quote on Safari Portal System using the normal procedures.

- i. View the created quote and find the **section named Government e-Payment Gateway (GePG)** and you will be presented **with** either one or two payment currency options; one for Tanzania Shillings and another for United States Dollar.
- ii. Click on the button named **Request** to request control number for each currency type,

Government e-Payment Gateway (GePG)			
Currency	Tanzania Shillings	Currency	United States Dollar
Control Number	Not Available	Control Number	Not Available
Amount	80,240.00T	Amount	141.60\$
Expiry Date	Friday, June 28, 2019	Expiry Date	Friday, June 28, 2019
Request Remove		Request Remove	

- iii. After completion of step 3, you will be presented with a control number beginning with 99...

Government e-Payment Gateway (GePG)

Currency	Tanzania Shillings
Control Number	991880000403
Amount	56,640.00T
Expiry Date	Monday, July 1, 2019

[Remove](#)

- iv. Make the payments using any payment methods such as NMB Wallet, Cash deposit, Mobile money, VISA/Master Card using the control number provided.
- v. After payment, Go to the Safari Portal System, View the quote and generate permit ready for viewing, printing and use.

3. STEPS FOR PAYMENT OF CONCESSION FEE.

Concession menu can be access at **Concession** section, where you will find

(i) Concession Pending

Here you will find concessions which are not paid, waiting to be paid by either respective tour operator / facility owner.

(ii) Concession Quotes

From this menu, you will find a list of all quotes both paid and not paid by a given tour operator

(iii) Concession Permits

A list of permits for a given tour operator / facility owner will be accessible from this part.

(iv) Concession Report

Various concession based report belong to a given hotel / tour operator will be accessed from here.

To pay for concession fee by tour operator please follow the below steps:

Concession Manager
Today Permits

Search by permit number

Q6HKJ00655IN

All Permits
⌵

PARKS ADVENTURE LTD Q6HKJ00655IN (tato_test)
255784400044 | 🔔

🔔

#	Location	Dates	Nights	Pax	Age	Residency	
1	Acacia 1 🔔	Aug, 19, 2019 - Aug, 20, 2019	1	1	=> 16 Yrs	Tanzania	View Quote
2	Acacia 1 🔔	Aug, 19, 2019 - Aug, 20, 2019	1	1	5 - 15 Yrs	Tanzania	View Quote

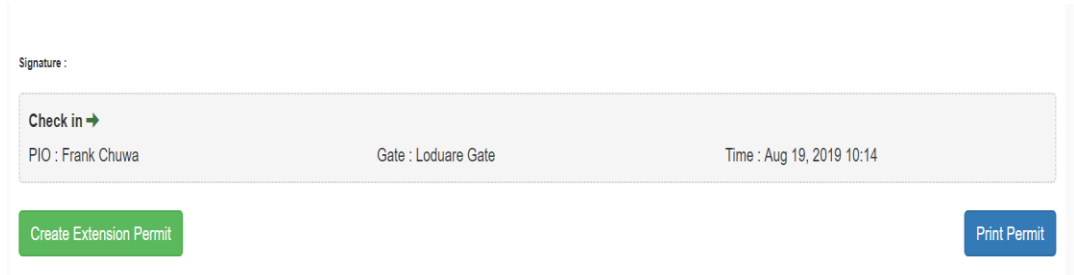
For any changes, please contact support team

- i. Click on a menu titled Concession, followed by Concession Pending

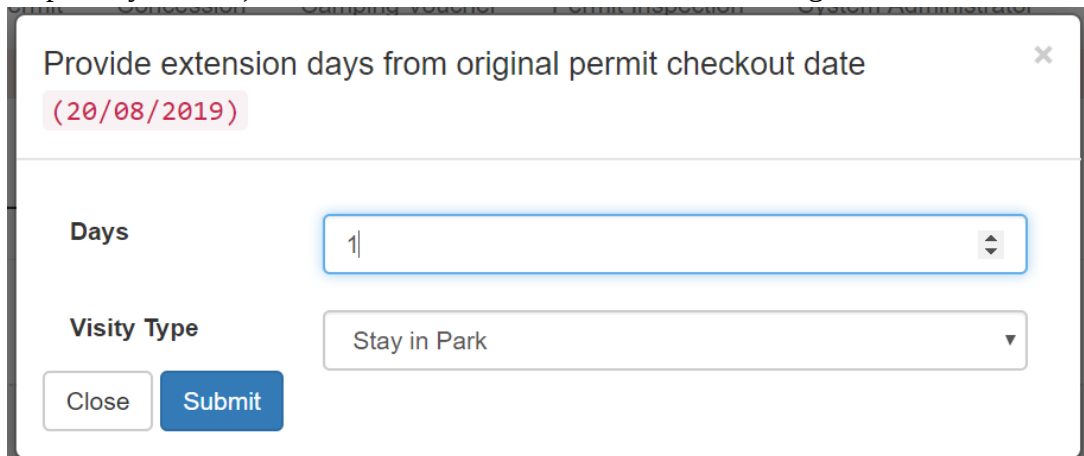
- ii. You will find a text input labeled “**Search by permit number**”, from this input write down the permit number that you intend to pay for concession fee
- iii. The list of item to be paid on a given permit will be presented on the table at the left side
- iv. Click on “Generate Quote” for each of the permit items
- v. Click on “View Quote” to access the given quote and pay using the normal of payment using control number

4. STEPS ON HOW TO EXTEND STAY IN PARK PERMIT.

- i. In order to extend the *Stay in Park Permit*, the given permit should first been check in at the gates
- ii. Go to a given permit that you want to extend and at the bottom of the permit you will find a green button named **Create Extension Permit** as shown below:



- iii. Click on the button and you will be presented with a pop up window requesting you to provide number of days you are intending to extend and the visit type (Day Trip / Stay in Park) and then click on Submit button. See the figure below:



NOTE: Extension will automatically start from the original permit checkout date.

- iv. After you have submitted the form above, you will be automatically redirected to the next page asking you for transport details, you may remove this field or add the required details as shown below:

Transport Details

#	Mode of Transport	Registration Type	Registration Number	Tareweight	
1	Vehicle	Tanzania	t476dll	Tare Weight below 2000kg	Add Row
					Next >

- v. Click on the Next button and you will be presented with an option to add Services/Products and Fees as shown below, you may opt to leave this section blank

Products and Fees

• For Crater Service qty is number of days and pax is number of vehicles

#	Residency	Activity	Age Group	Days/Qty	Pax/Vehicles	
1	Tanzania	Crater Service	=> 16 Yrs	1	1	Add Row
						Next >

- vi. Click on the Next button that will take you to add accommodation details for *Stay in Park Permit*, Fill in all the necessary details and then click next to finalize the quote creation process.

Accommodation

• This information should reflect your hotel bookings.

#	Residency	Facility	Age Group	Pax	Check In Date	Check Out Date	Booking Ref	
1	Tanzania	Acacia 1	=> 1	1	20/08/2019	21/08/2019		Add Row
								Next >

- vii. You will now be presented with a completed Quotation that you can now generate and paid using the control number as early illustrated, the Quotation will have a reference to the original permit at the top as shown on the figure below:

QUOTATION
EXTENSION OF : 6P1TXBHOUAX8

- viii. At the bottom of the extended permit you will now find a button to View the Parent Permit

Signature :

Check in →	Gate : Loduare Gate	Time : Aug 20, 2019 10:14
View Parent 6P1TXBHOUAX8		Print Permit

NOTE: On the List of permits / quotes you will find items marked with *Ext* or *Org* as shown on the figure below, *Ext* represent Extended or Child permit and *Org* represent Original or Parent permit.

Quote Number	Customer	Entry Date	Exit Date	Payment Mode	TZS	USD	Group Name	Status		
❶ QT004158 <i>Ext</i>	4 X 4 ADVENTURE...	Aug, 20, 2019	Aug, 21, 2019	Cash Deposit	T56,640.00	0.00	ext_test	Paid	Action ▾	
❶ QT004157 <i>Org</i>	4 X 4 ADVENTURE...	Aug, 19, 2019	Aug, 20, 2019	Cash Deposit	T47,200.00	0.00	ext_test	Paid	Action ▾	

5. ENQUIRIES AND SUPPORT

For any support related to Safari Portal System, please contact us through email ictsupport@ncaa.go.tz or mobile numbers **0787111848, 0767 837832, 0763291179**

ISSUED BY:

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