ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES

A Constituent College of St. Augustine University of Tanzania

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How to create invoice for payment, please read the instructions below:

Jinsi ya kutengeneza ankara ya malipo, tafadhali soma maelekezo chini:

1. Use the link sims.sfuchas.ac.tz to login into the system.

   (Tumia kiunganishi hiki sims.sfuchas.ac.tz kuingia kwenye mfumo)

2. Use your admission number as username and your last name (Surname) in capital letter as a password. (For Example: SFUCHAS/DPL/2020/159 as Username and KIMBUSU as Password.)

   *(Tumia namba yako ya udahili kama 'username' na jina la mwisho kwa herufi kubwa kama 'password' - **Mfano SFUCHAS/DPL/2020/159 kama username na KIMBUSU kama password.**)*

   NOTE: *For Diploma selected applicants, please contact technical support to obtain admission number*

   (Kwa waliochaguliwa kujiunga na program za Stashahada, tafadhali wasiliana na dawati la msaada wa kiufundi ili kupata namba ya udahili)

3. On the left-hand side click Update Profile button i.e., option number 2. Then edit your information where necessary e. g. Basic information: Marital Status, NIDA Number, Insurance: PRIVATE and Bank Account. Submit once you are done.
   (Upande wa kushoto bofya kitufe 'Update Profile' (Chaguo namba 2). Kisha hakiki na hariri taarifa zako muhimu, mfano: Taarifa msingi: Hali ya ndoa, NIDA namba, Bima na Benki Akaunti. Wasilisha ukimaliza)

4. On the left-hand side click Payment button i.e., option number 3.
   (Upande wa kushoto bofya kitufe cha malipo (Chaguo namba 3))

5. Select create invoice
   (Chagua tengeneza 'invoice')

6. On the right-side panel, click load invoice items button bottom right

   (Kwenye paneli ya upande wa kulia, bofya kitufe 'load voice items' chini kulia)

7. Click create invoice button down-right and use the control numbers generated for payment(s).

   (Bofya kitufe cha kutengeneza 'invoice' chini kulia na utumie 'control number' kwa malipo)

8. For more information about the invoice, you may wish to click on the invoice list button on your left, then click on the 'InvoiceNo' with accent blue color e.g. [INV10200223196](#).

   (Kwa taarifa zaidi juu ya ankara, unaweza kutaka kubonyeza kitufe cha orodha ya ankara upande wako wa kushoto, kisha ubonyeze kwenye 'InvoiceNo' ya rangi ya bluu e. g. [INV10200223196](#).)

9. You can do payment by using, Tigo Pesa, ANY CRDB BRANCH/WAKALA, CRDB SIM-BANKING USSD or CRDB MOBILE APP. Control start with SAS105….**NOTE:** The control numbers are not the same. Use appropriate control number for the corresponding description of the payment *(Unaweza fanya malipo kwa njia ya Tigo Pesa, ANY CRDB BRANCH/WAKALA, CRDB SIM-BANKING USSD or CRDB MOBILE APP.*

   *'Control number' zinaanza SAS105…. **TAHADHARI:** 'Control number' hazifanani, tumia kila namba kwa malipo yake husika)*

*ENDAPO UTAKWAMA, USISITE KUWASILIANA NASI KWA MSAADA AMA PIA UTASAIDIWA KUPATA INVOICE/CONTROL NUMBER ZA MALIPO MARA UTAKAPOWASILI CHUONI.

In case of Technical Problems please contact our IT Staff at

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