

5 – e-Gov Data Entry

Click on Bonded Warehouse Ordering located on the Application Selection screen. See *Figure 5.0-1- Application Selection Screen* below:

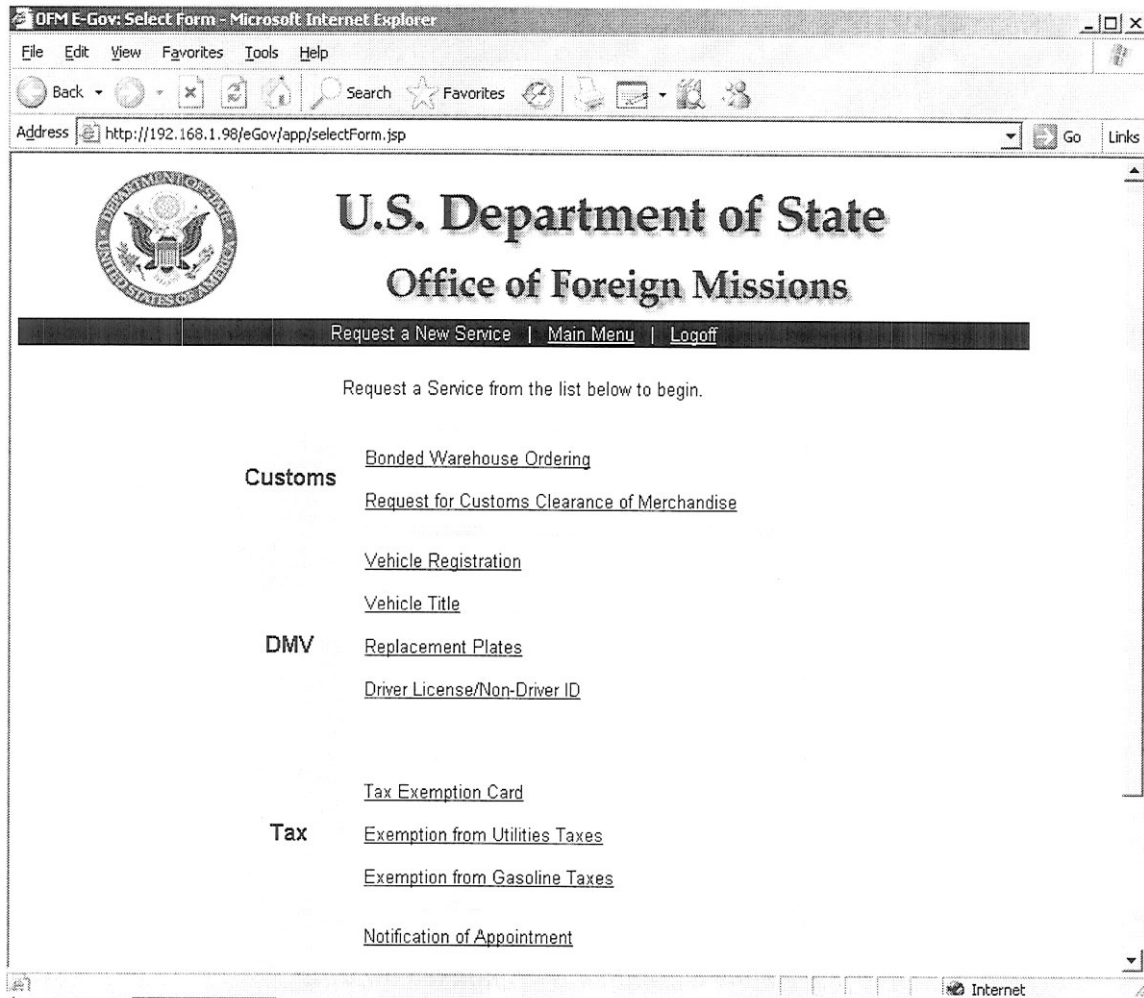


Figure 5.0-1 – Application Selection Screen

5.1 – Application Selection Screen

The application selection screen will be displayed, where you may choose the on-line application that is pertinent to your needs.

The screen to *Request a Service* is divided by functional area. Customs requests are located in the Customs section, DMV requests are located in the DMV section, Tax requests are located in the Tax section.

Figure 6.0-1 – Bonded Warehouse Ordering

Step	Action	Result of Action
1.	Select a Bonded Warehouse from the drop-down menu.	The e-Gov system provides a list of all approved Bonded Warehouses.
2.	Select a Mission from the drop-down menu.	A mission is selected where the product will be delivered.
3.	Enter an Intended Use, such as (official function, Independence day, for personal consumption). Include the number of people intended to use the product.	Intended use and number of people intended to use the product are displayed.
4.	Select the Purpose of the request	Click on the Mission or Personal button to denote Official or Personal use.

Step	Action	Result of Action
5.	Provide Order Point of Contact or Consignee PID	Personal Identifier is displayed.
6.	Enter a Surname (as it appears on Visa, if applicable)	Surname of requester is displayed.
7.	Enter the Given Name (as it appears on the Visa, if applicable)	Given Name of requester is displayed.
8.	Select a Date of Birth for the Point of Contact or Consignee. Select a month from the drop-down list. Enter a Day and the Year.	The Birthdate of the point of contact or consignee is displayed.
9.	Enter Delivery Address – Enter Mission address if Mission Order and personal address if Personal Order	Address is displayed.

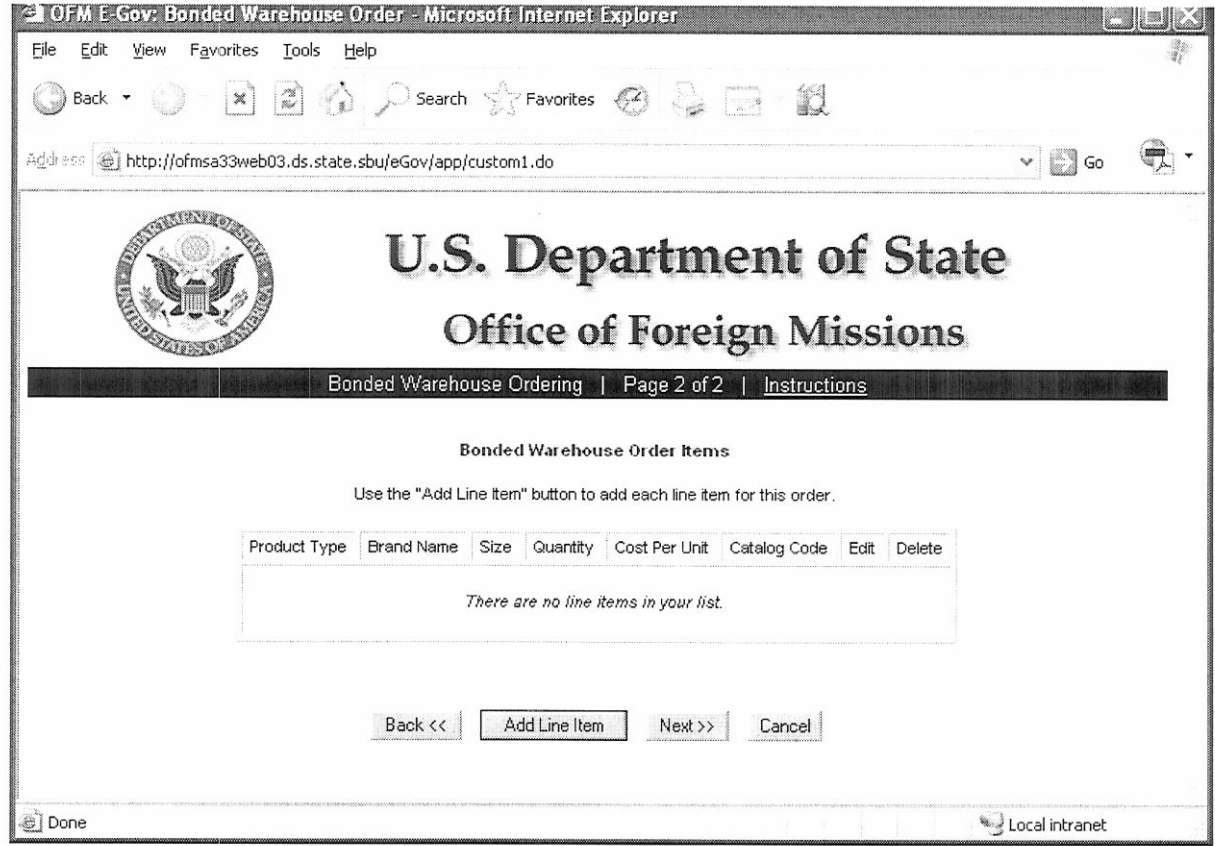


Figure 6.0-2 – Bonded Warehouse Order Items

Step	Action	Result of Action
1.	Select ‘Add Line Item’	Advance to the next screen and begin adding order items.

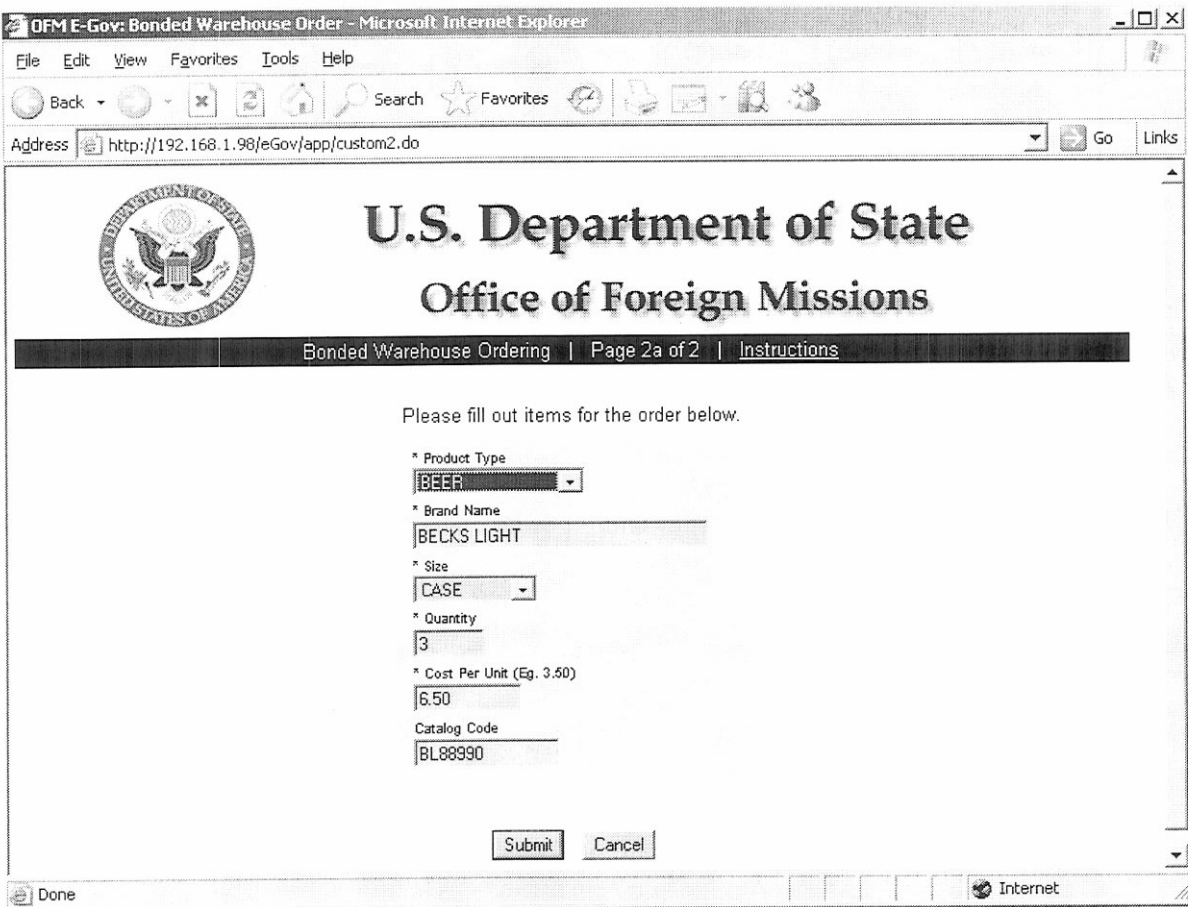


Figure 6.0-3 – Example of order item

Step	Action	Result of Action
1.	Select a Product Type from the drop-down list.	Select from Beer, Cigarettes, Cigars, Fragrance, Liquor, Miscellaneous, Soda, Unknown or Wine.
2.	Enter a Brand Name (Heineken, Johnny Walker Black, HobNob Pinot Noir etc.).	Enter the brand name for the item purchased.
3.	Select a Size from the drop-down list based on the Product Type.	Select Bottle for Wine or Liquor. Select Case for Beer or Soda. Select Carton for Cigarettes. Select Unit, Box or Unknown for the rest of the Product Types”
4.	Enter the Quantity	Enter a Quantity.
5.	Provide Cost per Unit	X.XX format – Do not use the \$ sign.
7.	Enter a Catalog Code or an Item Number	Catalog Code or Item Number is entered.
8.	Click the Submit button.	Information is entered into e-Gov.

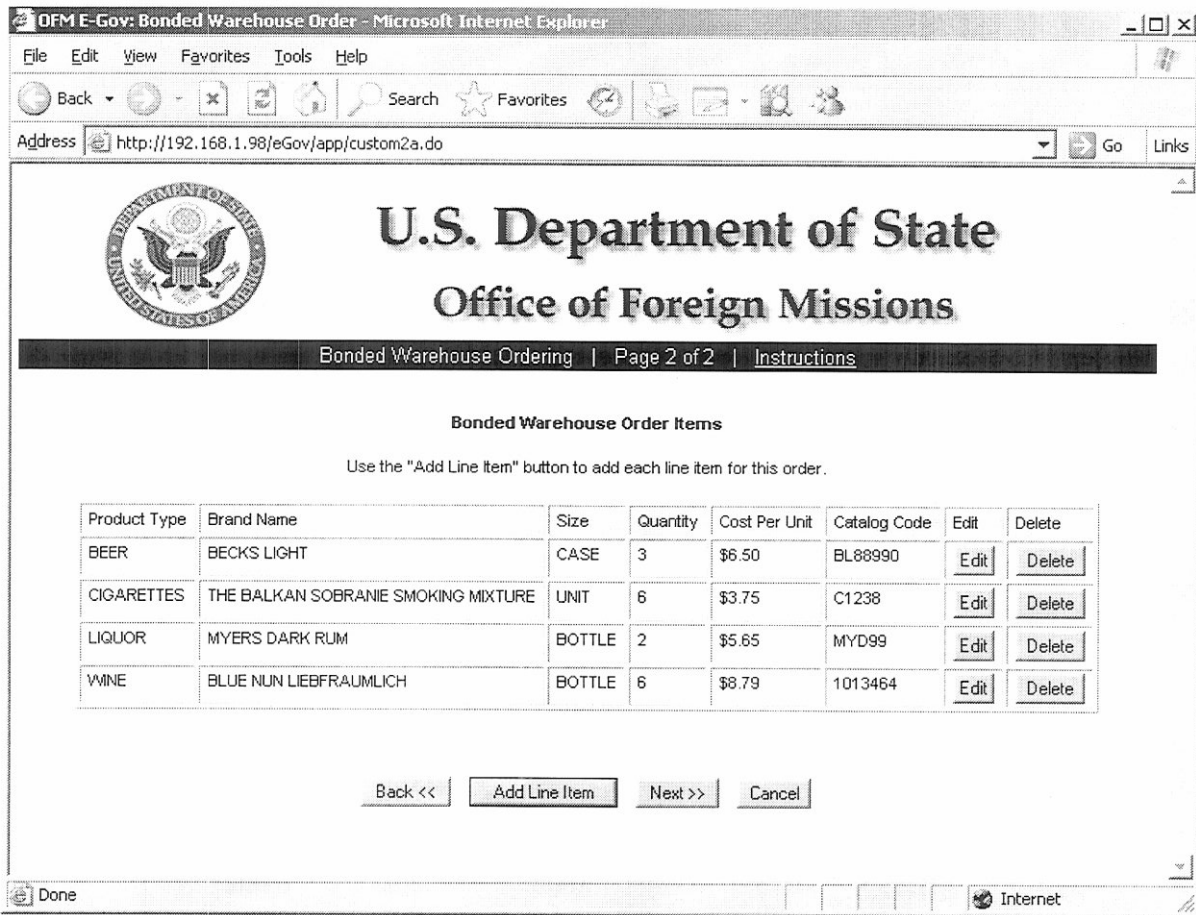


Figure 6.0-4 – List of Bonded Warehouse Order Items

Step	Action	Result of Action
1.	The Bonded Warehouse Order Items screen is displayed.	Product Type, Brand Name, Size, Quantity, Cost per Unit, Catalog Code, Edit and Delete options.
2.	Review Order. Use the 'Add Line Item' button to add a new line to the order.	An additional line is added to the order.
3.	Click on Edit or Delete to modify or cancel the order.	Order is either modified or deleted.
4.	After review, if order is accurate, click 'Next' to continue.	

Bonded Warehouse Order

Account Type
PERSONAL

Warehouse
CARISAM-SAMUEL MEISEL (MD)
Mission
EMBASSY OF AUSTRIA ANNEX 4 WASHINGTON, DC 20008
Intended Use
INDEPENDENCE DAY

Consignee PID
2047-2338
Consignee Name
GATSCHA, PETER
Birth Date **04/18/1949**

Delivery Address
**2 WOODLAND AV
MORRISTOWN, NJ 07960**

Line Item	Product Type	Brand Name	Size	Quantity	Price per Unit	Catalog Code
	BEER	BECKS LIGHT	CASE	3	\$6.50	BL88990
	CIGARETTES	THE BALKAN SOBRANIE SMOKING MIXTURE	UNIT	6	\$3.75	C1238
	LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99
	WINE	BLUE NUH LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464

Figure 6.0-5 – Order Confirmation Screen

Step	Action	Result of Action
1.	Confirm your order.	Click on the Edit button to edit the order. Click on the 'Submit' button to submit the order, or click on 'Cancel' the order.



U.S. Department of State

Office of Foreign Missions

View Form #5000049587 | View All Requested Services | Main Menu | Logout

Transaction ID: 5000049587
 Country: AUSTRIA
 Status (Date): SUBMITTED (03/30/2010 10:44)
 Created By (Date): ABERLI (03/30/2010 10:44)
 Modified Date: 03/30/2010 11:45

Bonded Warehouse Order		Account Type PERSONAL																															
Warehouse CARISAM-SAMUEL MEIBEL (MD) Mission EMBA SBY OF AUSTRIA ANNEX 4 WASHINGTON, DC 20008 Intended Use INDEPENDENCE DAY																																	
Consignee PID 2647-2038 Consignee Name GATSOCHA, PETER Birth Date 04/18/1949		Delivery Address 2 WOODLAND AV MORRISTOWN, NJ 07960																															
Line Item <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Product Type</th> <th style="text-align: left;">Brand Name</th> <th style="text-align: left;">Size</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Price per Unit</th> <th style="text-align: left;">Catalog Code</th> </tr> </thead> <tbody> <tr> <td>BEER</td> <td>BECK'S LIGHT</td> <td>CASE</td> <td>3</td> <td>66.50</td> <td>EL88890</td> </tr> <tr> <td>CIGARETTES</td> <td>THE BALKAN SOBRIANIE SMOKING MIXTURE</td> <td>UNIT</td> <td>6</td> <td>63.75</td> <td>01239</td> </tr> <tr> <td>LIGUOR</td> <td>MYER'S DARK RUM</td> <td>BOTTLE</td> <td>2</td> <td>66.66</td> <td>MYD66</td> </tr> <tr> <td>WINE</td> <td>BLUE NUN LIEBFRAUMLICH</td> <td>BOTTLE</td> <td>6</td> <td>66.75</td> <td>1012484</td> </tr> </tbody> </table>				Product Type	Brand Name	Size	Quantity	Price per Unit	Catalog Code	BEER	BECK'S LIGHT	CASE	3	66.50	EL88890	CIGARETTES	THE BALKAN SOBRIANIE SMOKING MIXTURE	UNIT	6	63.75	01239	LIGUOR	MYER'S DARK RUM	BOTTLE	2	66.66	MYD66	WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	66.75	1012484
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No supporting documents are required for this application.

Check back later with the OFM eGov system to view the status of your application.

No supporting documents are required for this application.

Check back later with the OFM eGov system to view the status of your application.

Remarks

No remarks on file

Add a remark

Add Remark

Figure 6.0-6 – Submission Form Screen

The screenshot shows a web browser window titled "OFM E-Gov: View Submitted Forms - Microsoft Internet Explorer". The address bar shows "http://192.168.1.98/eGov/". The page header includes the Department of State logo and the text "Department of State Office of Federal Management". A navigation bar contains "View Service Requests" and "Main".

Callout boxes provide the following instructions:

- "Click the Transaction ID to view the submitted form. (See Figure 7-0-2 – Submission Form)"
- "An 'X' indicates that a Remark has been made."
- "Displays current status of submitted applications."

Trans ID	Service	Subject	Status	Status Date	Created By	Created Date	Remark
5000049587	BONDED WAREHOUSE ITEMS	GATSCHA	SUBMITTED	03/30/10	ABERLI	03/30/10	
5000049578	BONDED WAREHOUSE ITEMS	SMITH	SUBMITTED	03/26/10	ABERLI	03/26/10	
5000049576	BONDED WAREHOUSE ITEMS	SMITH	SUBMITTED	03/26/10	ABERLI	03/26/10	
5000049574	BONDED WAREHOUSE ITEMS	SMITH	SUBMITTED	03/26/10	ABERLI	03/26/10	
5000049569	BONDED WAREHOUSE ITEMS	JJJ	SUBMITTED	03/26/10	ABERLI	03/26/10	
5000049568	BONDED WAREHOUSE ITEMS	SMITHSON	SUBMITTED	03/26/10	ABERLI	03/26/10	
5000049537	REPLACEMENT PLATES	HOANG	SUBMITTED	03/19/10	ABERLI	03/19/10	
5000049455	APPOINTMENT (DIPLOMAT)	WRENLY	SUBMITTED	03/12/10	ABERLI	03/12/10	
5000049450	VEHICLE REGISTRATION (PERSONAL)	A	ACCEPTED	02/22/10	ABERLI	02/22/10	X
5000049449	VEHICLE REGISTRATION (PERSONAL)	HOANG	ACCEPTED	02/22/10	ABERLI	02/22/10	X
5000049443		AT-0	RESUBMITTED	01/29/10	ABERLI	01/29/10	X
5000049392			ACCEPTED	12/30/09	ABERLI	12/30/09	X
5000049375			SUBMITTED	12/02/09	ABERLI	12/02/09	
5000049353		DC-0	ACCEPTED	11/16/09	ABERLI	11/16/09	X
5000049333	DRIVER LICENSE/Non-Driver ID	AL QAHTANI	ACCEPTED	11/09/09	ABERLI	11/06/09	

Records 1 - 15 of 63
1 2 3 4 5 >

Figure 7.0-1 – View Service Requests