
**U.S. Department of State
Office of Foreign Missions**



**Bonded Warehouse
eGov User's Guide**

Version 2.1

June 11, 2013

Table of Contents

1 – INTRODUCTION TO E-GOV.....	1
2 – SYSTEM REQUIREMENTS	2
3 – E-GOV OVERVIEW.....	3
4 – GETTING STARTED	6
4.1 – USER LOGON.....	6
4.2 – LOG ON FOR THE FIRST TIME	7
4.3 – MAIN WINDOW	8
4.4 – USING THE MENU BAR.....	8
5 – E-GOV DATA ENTRY	9
7 – VIEWING YOUR SUBMITTED FORMS	17
8 – RESUBMIT RETURNED FORMS	20
9 – VIEW YOUR USER PROFILE	25
10 – REQUEST ACCESS TO SYSTEM	27

Table of Figures

<i>Figure 4.1-1 – Logon Dialog Window</i>	<i>6</i>
<i>Figure 4.2-1 – Personal Information Screen</i>	<i>7</i>
<i>Figure 4.2-2 – Change Password Screen.....</i>	<i>7</i>
<i>Figure 4.3-1 – e-Gov Program Main Menu</i>	<i>8</i>
<i>Figure 4.4-1 – e-Gov Menu Bar</i>	<i>8</i>
<i>Figure 6.0-3 – Bonded Warehouse Order Items</i>	<i>11</i>
<i>Figure 6.0-4 – Example of order item.....</i>	<i>12</i>
<i>Figure 6.0-5 – List of Bonded Warehouse Order Items</i>	<i>13</i>
<i>Figure 6.0-6 – Order Confirmation Screen.....</i>	<i>14</i>
<i>Figure 7.0-1 – View Service Requests.....</i>	<i>18</i>
<i>Figure 8.0-1 – Submitted Applications.....</i>	<i>20</i>
<i>Figure 8.0-2 – Application in “Returned to Mission” Status</i>	<i>21</i>
<i>Figure 8.0-3 – Correct the Address and Resubmit the Request</i>	<i>22</i>
<i>Figure 8.0-4 – Approval Form</i>	<i>24</i>
<i>Figure 9.0-1 – View Your User Profile</i>	<i>25</i>
<i>Figure 9.0-2 – Change Password.....</i>	<i>26</i>
<i>Figure 9.0-3 –Authorized Missions</i>	<i>26</i>
<i>Figure 10.0-1 – Request Access to System</i>	<i>27</i>
<i>Figure 10.0-2 – Access Request for OFM e-Gov Application.....</i>	<i>27</i>
<i>Figure 10.0-3 – Application for OFM Web Site Account.....</i>	<i>28</i>

1 – Introduction to e-Gov

The Office of Foreign Mission e-Gov application is an external subsystem of online applications that provides the Diplomatic Community a secure means of applying for OFM services through the internet. Selected mission personnel are allowed to use an assigned username and password to electronically submit applications to apply for Diplomatic Motor Vehicle services, Tax exemption cards for personal taxes, utility taxes and gasoline taxes.

Since its implementation this internet based application has allowed for electronic filing of previously time consuming and intensive paperwork filing. The benefits associated with eGov include the reduced turn-around processing time on applications for DMV, Protocol, Tax and Customs. In addition, Users can now review the online status of submitted applications.

The Bureau of Diplomatic Security, Office of Foreign Missions (DS/OFM) has developed and deployed an e-Government (e-Gov) solution that addresses the paper-oriented business model currently in place at OFM. The e-Gov solution will streamline operations and reduce operational costs.

BACKGROUND

Currently, four integrated subsystems support the missions of the offices:

1. Customs
2. Diplomatic Motor Vehicles (DMV)
3. Tax
4. Protocol (Accreditation)

2 – System Requirements

The e-Gov program is accessible via the Internet and will support standard web browsers, such as Microsoft Internet Explorer version 5.0 and above, or equivalent, which support the following features:

- a. JavaScript 1.5
- b. Cascading Style Sheets CSS1 or CSS2 standards
- c. XHTML 1.0
- d. HTML 4
- e. Graphics
- f. Adobe Acrobat 5.0

Your browser **MUST** accept cookies in order for this application to display and run properly. This is the default behavior for all browsers.

3 – e-GOV Overview

Key to Symbols in This User Guide

	Indicates a command executed via the keyboard.
	Indicates a command executed by clicking the left or right button of the mouse.

3.1 Introduction to e-Gov

3.2 Environment

E-Gov is a web-based application. You may initiate actions throughout the e-Gov Program using either the mouse or the keyboard. To use the mouse, position your cursor and click the left or right mouse button. Keyboard control is also available by using a combination of command keys on the keyboard.

This architecture allows the entry of data by positioning the cursor using the mouse, or by using the [TAB] key on the keyboard. Only columns in which data can be entered are activated for input. Fields marked in gray are **display-only**. Fields marked with an asterisk are **mandatory**.

Data entry is made easy by using displays (field names) on the **active** window (the **active** window is the window currently responding to keyboard or mouse commands, although other windows may also be "open"). The displays in the active window allow you to see information pertinent to the field being entered, and allow you to see your data as you enter it. Enter data by highlighting or selecting the section you wish to edit, then typing in the data. In certain fields, you will be able to select an answer from a drop-down list of choices. Selections are made by using the mouse to  [CLICK] on list items selection box, or by navigating through the list using the [ARROW KEYS] and [ENTER] on the keyboard . You can navigate through the menu bar by using the mouse to  [CLICK] on the menu option, or by using the [ARROW KEYS] and [ENTER] on the keyboard . Certain menu items also have keyboard shortcuts that are available. See Section 4.2, *Window Symbol Definitions*, for more detailed instructions on the various types of data entry fields.

For additional help navigating this windows-based system, refer to Microsoft Windows Help™, available from the Start button in Microsoft's Windows operating systems.

3.2 Window Symbol Definitions

While using the e-Gov program, you will encounter symbols that are designed to ease the data entry process. Familiarity with these symbols will help you use the e-Gov program in the most efficient manner possible. The following table provides definitions for the symbols.

Table 3.2-1 Windows Symbol Definitions

Window Symbol	Definition	Navigation
 	<p>The EDIT or TEXT BOX symbol represents a field requiring data entry.</p> <p>When an EDIT or TEXT BOX appears grayed out, it is a display-only field.</p>	<p> [CLICK] in the box to begin entering information.</p> <p> Use [TAB] to move from one edit box to the next edit box.</p>
<p><input type="radio"/> Inactive <input checked="" type="radio"/> Active</p>	<p>The RADIO BUTTON symbol is similar to the working of car radio controls.</p> <p>Selecting [CLICKing] a button makes your choice 'active', and releases your previous choice. Only one choice may be selected at a time, indicated by a dot appearing in the button selected.</p>	<p> To select or deselect an item, [CLICK] on the RADIO BUTTON.</p> <p> Select or deselect an item by pressing [ENTER] or [SPACE BAR]. Use [TAB], [UP ARROW] or [DOWN ARROW] to navigate from one selection to another.</p>
<p><input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p>The CHECK BOX is an empty square when not selected and is a square filled with a "✓" when selected.</p> <p>You may have multiple boxes checked.</p>	<p> [CLICK] on the CHECK BOX to select or deselect it.</p> <p> Select or deselect the box by pressing [ENTER] or [SPACE BAR]. Use [TAB], [UP ARROW] or [DOWN ARROW] to navigate from one selection to another.</p>
	<p>The COMMAND BUTTON is a raised rectangle.</p>	<p> [CLICK] on the button to initiate an action.</p> <p> Press [ENTER] to execute the current choice. Use [TAB], [UP ARROW] or [DOWN ARROW] to navigate from one selection to another.</p>

Window Symbol	Definition	Navigation
	<p>The DROP-DOWN LIST BOX or DROP-BOX is represented by a push button with a down arrow inside. The window displays a vertical listing of possible category choices.</p> <p>Some DROP-DOWN LIST BOXES are editable. These have a blank space between the text portion and the drop-down arrow.</p>	<p>☞ [CLICK] on the DROP-DOWN LIST BOX pushbutton to access the listing. ☞ [CLICK] on a list item to select it.</p> <p>☞ Use [UP ARROW] or [DOWN ARROW] to navigate from one list item to another. Use [SPACEBAR] will select a chosen category and [ESC] will cancel the procedure and close the box.</p>
	<p>The SCROLL BAR allows you to move through a list that is too large for the area it fills.</p>	<p>Move through the list by dragging the small gray square with your mouse pointer. ☞ [CLICK] the small gray rectangle in the scroll bar, hold down the left mouse button, and pull the mouse forward and back. The list will move up and down.</p> <p>You can also use your ☞ keyboard to scroll through the list. Use the [UP ARROW] and [DOWN ARROW] to highlight the requisition you want.</p>

4 – Getting Started

4.1 – User Logon

Activate the e-Gov program by typing <https://169.253.2.36/eGov/public/login.jsp> in the address bar, from your Internet browser:

1.  [CLICK] the **Start** button, then select **Programs**, and then **Internet Explorer** (or your preferred Internet browser).
2. Figure 4.1-1, *Logon Dialog Window*, will appear:

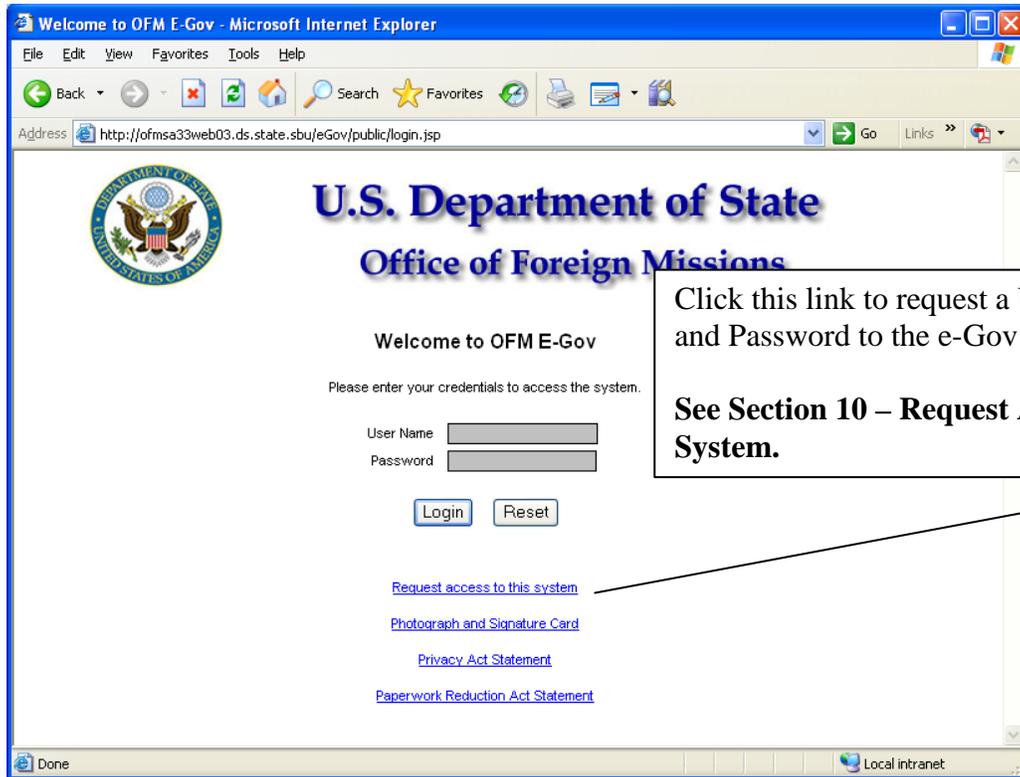


Figure 4.1-1 – Logon Dialog Window

3. Ensure that your cursor is positioned in the **User Name** data entry field and type your Logon ID. To position your cursor:
 - a. Use the mouse to point with the cursor, then [CLICK] the left mouse button.
 - b. Use the [TAB] key to position the cursor. Press [TAB] again to move to the **Password** field.
4. Enter your password and  [CLICK] the **Connect** button, or  press [ENTER].

4.2 – Log On for the First Time

First time users will enter the User Name and Password assigned by the system administrator. You may then change your password using the following instructions:

1. You must first login to the e-Gov program using your assigned User Name and Password combination.
2. Click the “View Profile” link located beneath the header that reads “U.S. Department of State Office of Foreign Missions.”
The *Personal Information Screen* will be displayed, as seen in Figure 4.2-1.
3. Using your mouse, left click the **Change Password** button, at the bottom of the *Personal Information Screen*. Once this step is completed the change password screen will appear, as seen in Figure 4.2-2.
4. Enter your old password in the first text box.
5. Enter your new password in the second text box, and again in the third text box, to confirm.
6.  [CLICK] the **OK** button, or  press [ENTER].



Figure 4.2-1 – Personal Information Screen



Figure 4.2-2 – Change Password Screen

4.3 – Main Window

After you log into the system, you will be presented with the e-Gov Main Menu.



Figure 4.3-1 – e-Gov Program Main Menu

4.4 – Using the Menu Bar

The Menu Bar displays links of options (see *Figure 4.4-1 – e-Gov Menu Bar*).



Figure 4.4-1 – e-Gov Menu Bar

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:

Request a New Service | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

Customs	Bonded Warehouse Ordering
DMV	Vehicle Registration
	Vehicle Title
	Replacement Plates
	Driver License/Non-Driver ID
	Update Vehicle Insurance
Tax	Tax Exemption Card
	Exemption from Utilities Taxes
	Exemption from Gasoline Taxes
Protocol	Notification of Appointment
	Notification of Appointment (Honorary Consular Officer)
	Notification of Change
Travel	Notification of Termination
	Escort Screening Courtesies
	Travel Notification and Authorization

Figure 5.0-1 – Request a Service Screen

The Request a New Service screen allows you to select Customs - Bonded Warehouse Ordering, which will allow you to create a Bonded Warehouse order.



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Office of Foreign Missions

* Bonded Warehouse
 BONDED WAREHOUSE VENDOR

* Mission
 CONSULAR AFFAIRS ANNEX 9 WASHINGTON, DC 20008

* Intended Use (Official Function, Independence Day, For Personal Consumption, etc)
 PERSONAL CONSUMPTION

* Purpose
 Mission Personal

Order Point of Contact or Consignee

* PID
 XXXX-XXXX

* Surname (as it appears on Visa, if applicable) * Given Name (as it appears on Visa, if applicable)
 JONES DARREN

* Date of Birth
 * Month * Day * Year
 JAN 25 1974

Delivery Address (Enter Mission address if mission order personal address if personal order)

* Address Line 1
 800 K ST

Address Line 2

* City * State * Zip Code
 WASHINGTON DC 20002

Figure 5.0-2 – Select a to select a mission, intended use

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.
5.	Provide Order Point of Contact or Consignee PID	Personal Identifier is displayed.

Step	Action	Result of Action
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 6.0-3 – 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 6.0-4 – 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.

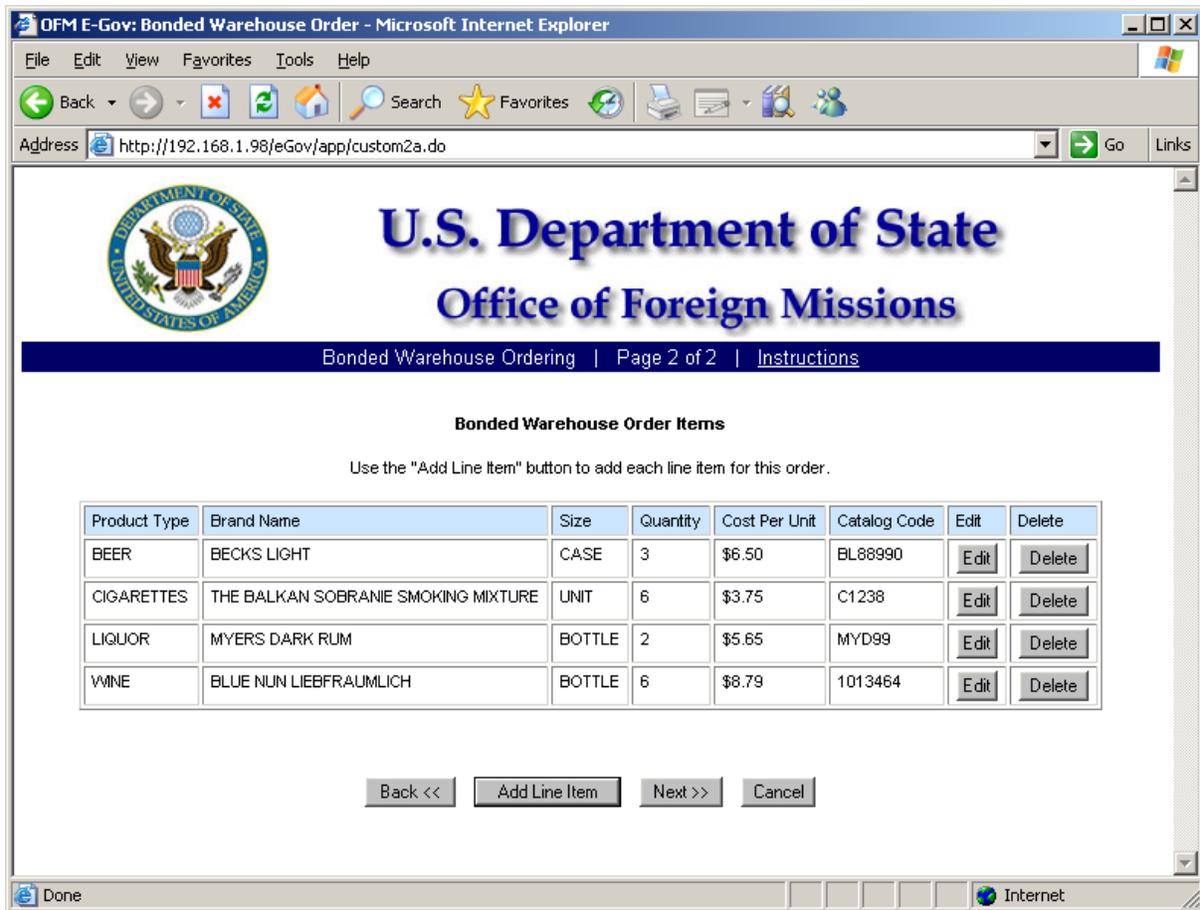


Figure 6.0-5 – List of Bonded Warehouse Order Items

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.	



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Application for Bonded Warehouse Ordering | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

Bonded Warehouse Order	Account Type MISSION																														
Warehouse BONDED WAREHOUSE VENDOR Mission CONSULAR AFFAIRS ANNEX 9 WASHINGTON, DC 20008 Intended Use PERSONAL CONSUMPTION																															
Point of Contact 1234-5678 Point of Contact Name JONES, DARREN Birth Date 01/25/1974	Delivery Address 800 K ST WASHINGTON, DC 20002																														
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>BECKS LIGHT</td> <td>CASE</td> <td>3</td> <td>\$6.50</td> <td>BL88990</td> </tr> <tr> <td>CIGARETTES</td> <td>THE BALKAN SOBRANIE SMOKING MIXTURE</td> <td>CARTON</td> <td>6</td> <td>\$3.75</td> <td>C1238</td> </tr> <tr> <td>LIQUOR</td> <td>MYERS DARK RUM</td> <td>BOTTLE</td> <td>2</td> <td>\$5.65</td> <td>MYD99</td> </tr> <tr> <td>WINE</td> <td>BLUE NUN LIEBFRAUMLICH</td> <td>BOTTLE</td> <td>6</td> <td>\$8.79</td> <td>1013464</td> </tr> </tbody> </table>	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	CARTON	6	\$3.75	C1238	LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99	WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464	
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	CARTON	6	\$3.75	C1238																										
LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99																										
WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464																										

Figure 6.0-6 – 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 #6000003034](#) | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID **6000003034**
 Country **CHINA**
 Status (Date) **SUBMITTED (06/11/2013 08:56)**
 Created By (Date) **DINGL (06/11/2013 08:56)**
 Modified Date

Bonded Warehouse Order		Account Type MISSION			
Warehouse BONDED WAREHOUSE VENDOR Mission CONSULAR AFFAIRS ANNEX 9 WASHINGTON, DC 20008 Intended Use PERSONAL CONSUMPTION					
Point of Contact 1234-5678 Point of Contact Name JONES, DARREN Birth Date 01/25/1974		Delivery Address 800 K ST WASHINGTON, DC 20002			
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	CARTON	6	\$3.75	C1238
LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99
WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464

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 6.0-7 – Submission Form Screen

Step	Action	Result of Action
1.	Clicking the submit button returns the order with a Transaction ID number for Tracking in TOMIS 2	The Transaction ID is displayed in the Bonded Warehouse application in TOMIS 2, where it is processed by the OFM.
2.	The second half of the screen denotes that no supporting documentation is needed for this transaction.	
3.	E-Gov users are instructed to check back later as the application is being processed by OFM, to receive a status.	
4.	The Remarks field can hold any special remarks about the transaction.	

7 – Viewing Your Submitted Forms

Step	Action	Result of Action
1.	Initiate login to the e-Gov system.	The OFM Logon window is displayed with the User Name and Password fields enabled. The Login and Reset buttons are enabled.
2.	Enter a valid User Name and Password combination to log in: Type: “ <input type="text"/> ” in the User Name field. Type: “ <input type="password"/> ” in the password field. Click the Login button.	The e-Gov Main Menu is displayed. The following links are enabled: <ul style="list-style-type: none"> • Request a New Service • View Service Requests • View Your User Profile
3.	Click the link that reads “ View Service Requests ”. (A link is displayed in blue font and is underlined.)	The e-Gov on-line system displays all the applications/forms that have been submitted. See <i>Figure 7.0-1 – View Service Requests</i> .
4.	You will be able to print out an approval form to provide to the Bonded Warehouse, once OFM authorizes the request.	

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.

Display 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			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			ACCEPTED	11/16/09	ABERLI	11/16/09	X
5000049333	DRIVER LICENSE/Non-Driver ID	AL GAHTANI	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



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Office of Foreign Missions

[View Form #6000003034](#) | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID **6000003034**
 Country **CHINA**
 Status (Date) **SUBMITTED (06/11/2013 08:56)**
 Created By (Date) **DINGL (06/11/2013 08:56)**
 Modified Date

Bonded Warehouse Order		Account Type MISSION			
Warehouse BONDED WAREHOUSE VENDOR Mission CONSULAR AFFAIRS ANNEX 9 WASHINGTON, DC 20008 Intended Use PERSONAL CONSUMPTION					
Point of Contact 1234-5678 Point of Contact Name JONES, DARREN Birth Date 01/25/1974		Delivery Address 800 K ST WASHINGTON, DC 20002			
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	CARTON	6	\$3.75	C1238
LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99
WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464

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 7.0-2 – Submission Form

8 – Resubmit Returned Forms

Forms requiring correction are placed in a “Returned To Mission Status”. These Forms can be corrected and re-submitted to OFM without re-creating the form. In this example, Transaction 5000049587 has been returned to the mission for correction.

Trans ID	Service	Subject	Status	Status Date	Created By	Created Date	Remark
5000049587	BONDED WAREHOUSE ITEMS	GATSCHA	RETURNED TO MISSION	03/30/10	ABERLI	03/30/10	X
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	TITLE	AU-M-GAAT-0	RESUBMITTED	01/29/10	ABERLI	01/29/10	X
5000049392	TITLE	1	ACCEPTED	12/30/09	ABERLI	12/30/09	X
5000049375	VEHICLE REGISTRATION (PERSONAL)	AAA	SUBMITTED	12/02/09	ABERLI	12/02/09	
5000049353	VEHICLE REGISTRATION (MISSION)	AU-E-DCDC-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 8.0-1 – Submitted Applications



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View Form #6000003034 | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID **6000003034**
 Country **CHINA**
 Status (Date) **RETURNED TO MISSION (06/11/2013 09:20)**
 Created By (Date) **DINGL (06/11/2013 00:00)**
 Modified Date **06/11/2013 09:19**

Edit Request

User initiates corrections by clicking on the "Edit Request" Button

Bonded Warehouse Order		Account Type MISSION			
Warehouse BONDED WAREHOUSE VENDOR					
Mission CONSULAR AFFAIRS ANNEX 9 WASHINGTON, DC 20008					
Intended Use PERSONAL CONSUMPTION					
Point of Contact 1234-5678		Delivery Address 800 K ST			
Point of Contact Name JONES, DARREN		WASHINGTON, DC 20002			
Birth Date 01/25/1974					
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	CARTON	6	\$3.75	C1238
LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99
WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464

No supporting documents are required for this application.

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

Remarks

--OFM TUESDAY, JUN 11, 2013 09:20:24 EDT--
 INCORRECT ADDRESS

Add a remark

Add Remark

Figure 8.0-2 – Application in “Returned to Mission” Status

Step	Action	Result of Action
2.	After you correct your information and resubmit the request.	The system returns the user to the first screen in the order process. All fields can be edited. Resubmit the request.
3.	Follow the instructions in Section 7 to view your submitted request. The Status (Date) line should state 'ACCEPTED' once your order has been accepted by OFM.	If 'ACCEPTED' is the order status, the Order submission is successful.
4.	You will be able to print out an approval form to provide to the Bonded Warehouse, once OFM authorizes the request.	



U.S. Department of State

Office of Foreign Missions

[View Form #6000003034](#) | [View All Requested Services](#) | [Main Menu](#) | [Logout](#)

Transaction ID **6000003034**
 Country **CHINA**
 Status (Date) **ACCEPTED (06/11/2013 09:59)**
 Created By (Date) **DINGL (06/11/2013 00:00)**
 Modified Date **06/11/2013 09:58**



[Printer Friendly Bonded Warehouse Application](#)

Bonded Warehouse Order		Account Type MISSION			
Warehouse BONDED WAREHOUSE VENDOR					
Mission CONSULAR AFFAIRS ANNEX 9 WASHINGTON, DC 20008					
Intended Use PERSONAL CONSUMPTION					
Point of Contact 1234-5678		Delivery Address 800 K ST WASHINGTON, DC 20002			
Point of Contact Name JONES, DARREN					
Birth Date 01/25/1974					
Line Item					
Product Type	Brand Name	Size	Quantity	Price per Unit	Catalog Code
BEER	BECK'S LIGHT	CASE	3	\$6.50	BL88990
CIGARETTES	THE BALKAN SOBRANIE SMOKING MIXTURE	CARTON	6	\$3.75	C1238
LIQUOR	MYERS DARK RUM	BOTTLE	2	\$5.65	MYD99
WINE	BLUE NUN LIEBFRAUMLICH	BOTTLE	6	\$8.79	1013464

No supporting documents are required for this application.

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

Remarks

--OFM TUESDAY, JUN 11, 2013 09:20:24 EDT--
 INCORRECT ADDRESS

Add a remark

Add Remark

Figure 8.0-4 – Approval Form

9 – View Your User Profile

Step	Action	Result of Action
1.	Initiate login to the e-Gov system.	The OFM Logon window is displayed with the User Name and Password fields enabled. The Login and Reset buttons are enabled.
2.	Enter a valid User Name and Password combination to log in: Type: “ <input type="text"/> ” in the User Name field. Type: “ <input type="password"/> ” in the Password field. Click the Login button.	The e-Gov Main Menu is displayed. The following links are enabled: Request a New Service View Service Requests View Your User Profile
3.	Click the link that reads, “ View Your User Profile. ” (A link is displayed in blue font and is underlined.)	The e-Gov on-line system displays your personal information, which is linked to your logon id. <i>See Figure 9.0-1 – View Your User Profile.</i>

Personal Information

Logon	Doe
Surname	John
Given Name	John
Middle Initial	G
Mission	CONSULATE OF SPAIN ANNEX 1 HOUSTON, TX 7700
City	WASHINGTON
State	DC
Telephone	(202) 555-1212
E-mail	john.doe@+++ .com
Birth Date	12/21/1986

Click this button in order to change your password. See **Figure 9.0-2 Change Password.**

Click this link to see all Missions that you are authorized to submit/view a status for. See **Figure 9.0-3 – Authorized Missions.**

This area will be populated with your personal information.

Figure 9.0-1 – View Your User Profile



U.S. Department of State
Office of Foreign Missions

[View User Profile](#) - [Personal Information](#) - [Authorized Missions](#) | [Main Menu](#) | [Logoff](#)

Change Password

Please complete the following form to change your password.

Old Password

New Password

Re-enter New Password

Enter your information in these three fields and click the **Submit** button.

Figure 9.0-2 – Change Password



U.S. Department of State
Office of Foreign Missions

[View User Profile](#) - [Personal Information](#) - [Authorized Missions](#) | [Main Menu](#) | [Logoff](#)

Authorized Missions

Mission Name	
CONSULATE OF	ANNEX 0 CHICAGO, IL 60606
CONSULATE OF	ANNEX 0 LOS ANGELES, CA 90067
CONSULATE OF	ANNEX 0 NEW YORK, NY 10017
EMBASSY OF	ANNEX 0 WASHINGTON, DC 20036

Click on this link to view your list of Authorized Missions.

Figure 9.0-3 – Authorized Missions

10 – Request Access to System

If you need access to the e-Gov Program, but do not have a User Name and Password assigned to you by OFM, then please follow the steps below to gain access to the program.

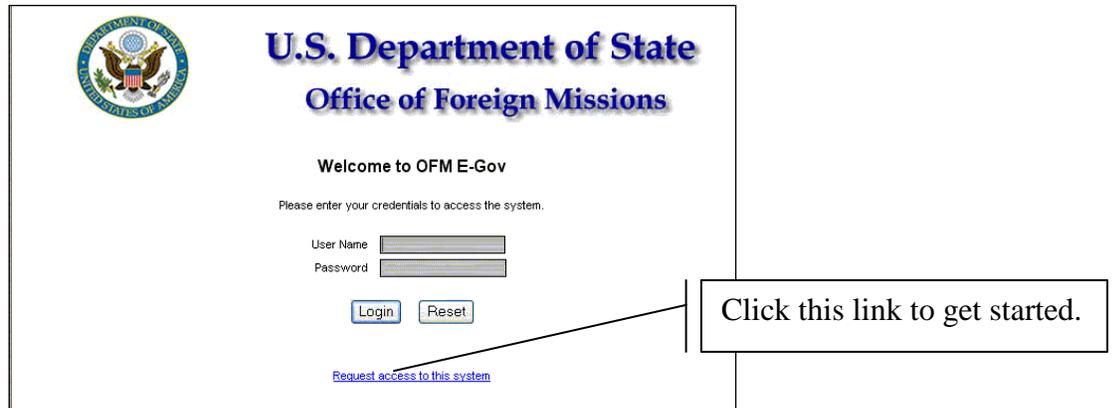


Figure 10.0-1 – Request Access to System

Step	Action	Result of Action
1.	Click on the link that reads, <u>“Request access to the system.”</u>	See <i>Figure 10.0-2 – Access Request for OFM e-Gov Application.</i>



Figure 10.0-2 – Access Request for OFM e-Gov Application

Step	Action	Result of Action
2.	Review the directions carefully before you continue. Click on the link that reads, “ <u>Link to Account Request Form.</u> ”	See <i>Figure 10.0-3 – Application for OFM Web Site Account.</i>



U.S. Department of State

Office of Foreign Missions

Application for OFM Web Site Account

Fax completed application to OFM Systems Director fax: (202) 895-3669

Type of Request

- New Account
 - Change to Existing Account
 - Delete Account

Section 1: Applicant Information Date of Request: _____

1. Surname:	2. Given Name:	3. M.I.	4. PID:
5. Date of Birth (mm/dd/yyyy)	6. Telephone Number	7. Email Address	
8. Mission of Assignment	9. City	10. State	11. Zip Code

Section 2: User Acknowledgement

I understand that I am authorized to use this account only for the submission of applications for U.S. Department of State Office of Foreign Mission and Office of Protocol services for the missions listed in Section 3 of this application. Any other uses of this account are strictly prohibited. I will not divulge my login or password to any other entity. I will notify OFM Systems if I have any reason to believe my password has been compromised. I further acknowledge that improper use of this account could result in adverse administrative action against me.

Name: _____ Signature: _____

Telephone: _____ Date: _____

Section 3: Authorized Missions

Mission	City	State	Zip Code

Section 4: Mission Administrative Officer Acknowledgment

The applicant listed on this form is an accredited member of the Mission of Assignment referenced in Block 8 of Section 1 above. I certify that applicant should have the rights to submit applications for U.S. Department of State Office of Foreign Mission and Office of Protocol services for the Missions listed in Section 3 of this application. I acknowledge if I am made aware of any improper use of this account I will provide all assistance necessary to address the situation through OFM Systems.

Name: _____ Signature: _____

Telephone: _____ Date: _____

Section 5: Office Of Foreign Missions Approval

Name: _____ Signature: _____ Date: _____

Figure 10.0-3 – Application for OFM Web Site Account

Step	Action	Result of Action
3.	Complete the application in full and fax it to the fax number provided on the form.	OFM will establish your login account including user name and password.

Mission/Embassy WHO TO CALL for Bonded Warehouse eGov Access

Non-Technical Questions

For non-technical questions about Bonded Warehouse Program please contact OFM's Office of Diplomatic Property, Tax, Services and Benefits by telephone at (202) 895-3500, extension 2, or by electronic mail at ofmtaxcustoms@state.gov.

For Technical Questions

For technical questions about eGov please contact the eGov Helpdesk by electronic mail at ofmegovhelpdesk@state.gov or by telephone at 202-895-3564.