OGA Guide

e-Goods Declaration
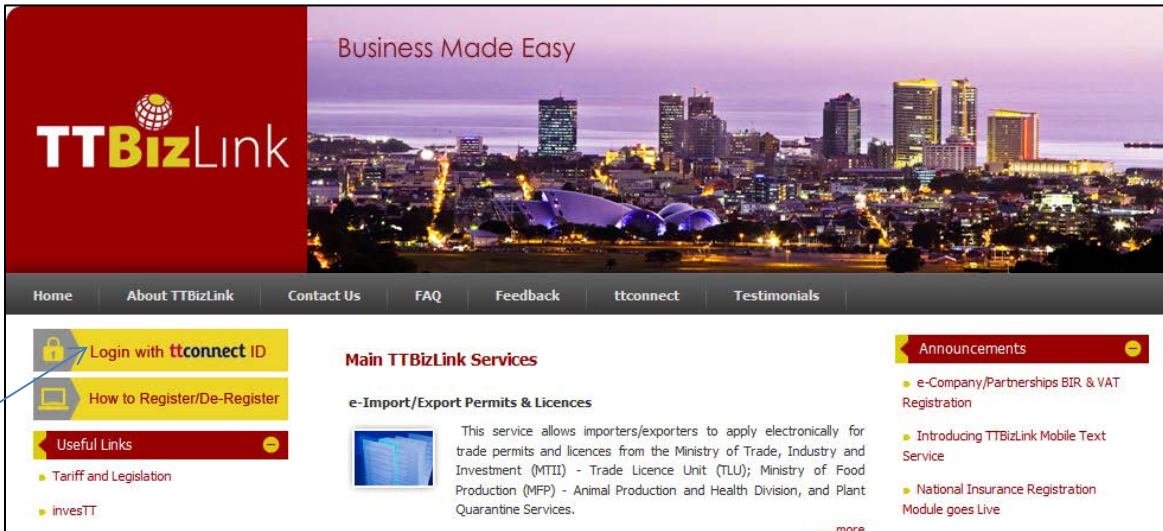
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Login to TTBizLink

Follow the steps below to login to TTBizLink.

Navigate to www.ttbizlink.gov.tt in your Web Browser and click the Login with ttconnect ID button.

Next, click the Continue to Login with ttconnect ID button at the bottom of the Online Security Alert page.

Subsequently, enter your ttconnect ID and Password in the specified fields and then click the Login button.

Once you login successfully, a Welcome message will be displayed where the Login button was originally.

Scroll to the relevant e-service you wish to access and then click on the heading to go to your Dashboard.

Dashboard

The e-Goods Declaration Dashboard comprises the Inbox of the OGA. An Inbox contains all declarations submitted through the CBCS with items that require that agency's Official Endorsement. Note that TTBS Officers have two Inboxes.

Pending Fee Inbox (TTBS Only)

The Inbox (Pending Fee) contains declarations that incurred fees and the payment was not updated.

Applicable Commodity Code Inbox

The Inbox (Applicable Commodity Code) contains declarations that require an endorsement from the agency. To open a declaration, click on the corresponding Reference Number of that particular declaration.

General Info Page

When you open a declaration the General Info page is displayed. This page contains general information about the declaration such as the exporter, consignee and transport information. Note that the declaration is separated by tabs and you can click each tab to view the information on that page.

Welcome **Approver,Declaration**
11:10 AM, 11 April 2014

- Goods Declaration ⊖
- ▸ Dashboard
- ▸ Search
- ▸ Change Location
- ▸ Change CBCS Authentication Details
- ▸ Inspection Report

Goods Declaration

Reference Header

Reference No. :	GSD2014040900749	Custom Office Code :	TTABL -
Status :	Pending Fee	Customs Reg No. :	A 3810 07/04/2014

Tabs: **General Info** | Item Details | Attachments | Transmission Details | Fee Details | Risk Analysis | Decision

Exporter/Consignor Information

Exporter Code:	
Exporter Name:	DRT INTERNATIONAL INC.
Exporter Address:	1940 N.W. 82 AVENUE, DORAL FL 33126, UNITED STATES

Importer/Consignee Information

Importer Code:	V120990
Importer Name :	TTBizlink
Importer Address:	LP #37 SANTA ANA 4TH BRIDGE, MARACAS VALLEY, ST JOSEPH

Declarant/Representative

Declarant Code:	BR9898
Declarant Name:	Declarant
Declarant Address:	SATNARINE TRACE, CHIN CHIN ROAD, CUNUPIA.

Transportation/Location Details

Identity of Transport:	HEINRICH SIBUM
Nationality of Transport:	US - UNITED STATES
Container:	No
Mode of Transport at Border:	1 - Sea transport
Inland Mode of Transfer:	0
Place of Loading:	
Port of Entry/Exit:	TT - TRINIDAD AND TOBAGO
Location of Goods:	

Declaration Details

Declaration Type:	IM
Declaration Code :	4
Declaration Date:	17/03/2014

Other General Information

Items:	9
Total Packages:	5
Commercial Reference No.:	2014 698-14 B
Country of First destination:	TT - TRINIDAD AND TOBAGO
Trading Country:	US - UNITED STATES
Value Details:	0.00
Country of Export:	US - UNITED STATES
Country of Origin:	MANY
Country of Destination:	TT - TRINIDAD AND TOBAGO
Delivery Terms:	1
Currency & Total Amount Invoiced:	TTD /112149.25
Exchange Rate:	1.00
Nature of Transaction:	1 - Sea transport
Nature of Transaction 2:	1 - Sea transport

Valuation Note

Working Note :	WorkingNote	Insurance FCX Code :	INC
External Freight Amount :	10.0	Insurance Amount National :	30.0
External Freight FCX Code :	EFC	Other Amount :	40.0
External Freight Exchange Rate :	12.0	Other FCX Code :	OTH
External Freight Amount National :	11.0	Other Exchange National :	40.0
Internal Freight Amount No. :	20.0	Other Amount National :	41.0
Internal Freight FCX Code :	IFC	Deduction Amount :	50.0
Internal Freight Exchange Rate :	22.0	Deduction FCX Code :	DED
Internal Freight Amount National :	21.0	Deduction Exchange Rate :	52.0
Insurance Exchange Rate :	32.0	Deduction Amount national :	51.0
Insurance Amount :	30.0	Total Cost :	110.0

Item Details Page

The Item Details page lists all items contained in the declaration. You can select the View Applicable Commodity Codes Only option to filter the list so that only those items with applicable commodity codes are displayed. Additionally, you can click on the commodity code of an item for further details.

From this view you can navigate between items by using the Next Item and Previous Item buttons. To return to the list of items click the Back to Listing button.

Attachments Page

Click on the Attachments tab to view the Attachments Page. This page lists all attachments relating to that particular declaration and may be linked to specific items in the declaration through the Item Number column. Click on an attachment to view it.

Note that you can save it to your computer or open it directly.

Fee Details Page (TTBS Only)

The Fee Details Page contains an overview of the fees charged as well as a breakdown if it pertains.

When the payment of fees is updated for that particular declaration, the Fee Details Page will also contain the details of the payment along with a scanned copy of the receipt attached in the Supporting Documents section.

Risk Analysis Page

The Risk Analysis Page contains the results generated from risk analyses run on the declaration based on any Risk Profiles that were created. Note that you can click on the Profile Code to view Risk Profile details in a pop-up window.

Decision Page

Update Payment (TTBS Only)

Provide Official Endorsement

Update Payment (TTBS Only)

Navigate to the Fee Payments Details section on the Decision Page of a declaration in the Inbox (Pending Fee).

Fill in the information and then click on the Attach/Edit Payment Receipt button to add a receipt.

In the pop-up window that opens, click the Browse button to find the receipt on your computer and then insert it. Provide a description if you wish and then click the Submit button to upload the receipt.

Once the information is filled and the receipt attached, click the Update Payment button to complete the transaction.

A confirmation message will be displayed at the top of the page once the payment has been successfully updated.

Provide Official Endorsement

Navigate to the Item Summary and Decision Details section on the Decision Page of a declaration in the Inbox (Applicable Commodity Code).

Tick the relevant box for the items you wish to provide an endorsement, select a decision from the Decision dropdown box, provide remarks in the Remarks field if you wish and then click the Save Decision button. Note that all items must have a saved decision before the declaration can be transmitted to CBCS.

A decision can be altered prior to submission. Click Reset in the Action column to remove it, then insert and save a new one. Once you have saved all your decisions, click the Submit button to send the information to the CBCS.

A pop-up window will open. If you need to make changes to any of your decisions click the Cancel button. Alternatively, once you verified the accuracy of the information, click the Confirm button at the bottom.

A confirmation page will be displayed to inform you that the information was transmitted successfully.

Query

If an attachment that is required by your agency is missing from a declaration or you require additional information from an importer, you can send a query to the declarant via TTBizLink. The declarant will receive an email informing him of the query and can respond to it by attaching the required document in TTBizLink so that the process can move forward. Follow the steps below to query a declaration.

From the Decision Page, tick the item you wish to query. Second, select the Query option in the Decision dropdown box. Third, enter the reason for the query and what information is required from the Importer in the Remarks field and then click the Save Decision button.

Note that only one item need be selected to execute a query. Furthermore, no other decision can be included when submitting a query. Once your Query Decision has been saved, click the Submit button at the bottom to continue.

A pop-up window will open. Once the information is accurate click the Confirm button to send the query.

Item No.	Commodity Code	Commercial Description	Decision	Remarks
2	84818000	OTHER APPLIANCES		
3	84818000	OTHER APPLIANCES		
4	84819000	PARTS OF TAPS/COCKS/VALVES		
5	40169300	GASKETS, WASHERS AND OTHER SEALS	Query	Standard Certificate Required
6	84819000	PARTS OF TAPS/COCKS/VALVES		
7	84818000	OTHER APPLIANCES		
9	74122000	TUBE OR PIPE FITTINGS OF COPPER		

Confirm   Cancel

You can view the queried application or choose to process it without the attachment by using the Search feature.

Query Reply History

<< Page 1 of 1 >> Go to Page 1 Go

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Query Attachment	Reply Description	Reply Date	Reply Attachment
1	Trinidad and Tobago Bureau of Standards	Approver Declaration	Standard Certificate Required	2014-04-15 08:23				

Records 1 to 1 of 1

Decision History

S/No	OGA Name	Approver Name	Process Date & Time	Overall Remarks	OGA Decision
1	Trinidad and Tobago Bureau of Standards	Approver Declaration	2014-04-15 08:23:09	View	View

Item Summary and Decision Details

Item No.		Commodity Code	Commercial Description	Decision	Decision Remarks	Action Reset All
2	☐	84818000	OTHER APPLIANCES			
3	☐	84818000	OTHER APPLIANCES			
4	☐	84819000	PARTS OF TAPS/COCKS/VALVES			
5	☑	40169300	GASKETS, WASHERS AND OTHER SEALS	Query	View	Reset
6	☐	84819000	PARTS OF TAPS/COCKS/VALVES			
7	☐	84818000	OTHER APPLIANCES			
9	☐	74122000	TUBE OR PIPE FITTINGS OF COPPER			

Decision*	Remarks	Action *
--Select One--		Save Decision

Overall Remarks

Overall Remarks :

Save   Submit   Cancel

Search

You can view any declaration that was transmitted from CBCS to your agency by using the Search feature. First, click Search from your Goods Declaration Menu. Second, enter applicable information about the declaration you are trying to find in one of the available fields and then click the Search button.

Click on the Reference Number of the relevant declaration in the corresponding Search Result section to open it.

Change Location

Your can filter your Inbox by the Customs Office Code that was entered by the declarant. For example, you can choose to view only those declarations submitted to the TTPOS Customs Office. To filter your Inbox by Customs Office follow the steps below.

First, click on Change Location from your Goods Declaration Menu.

Choose the Customs Office from the Location dropdown box and then click the Submit button to filter your Inbox.

You will then be routed to your Inbox where your Preferred Port would have changed to the one you selected and only declarations matching that Customs Office Code will be displayed.

Change CBCS Authentication Details

If any of your CBCS credentials change, you will be required to update it in TTBizLink. First, click on Change CBCS Authentication Details from your Goods Declaration Menu.

Second, enter your new credentials in the fields provided and then click the Save button.

A confirmation message will be displayed at the top of the page once you changed your credentials successfully.

Inspection Report

If an inspection was required in your first decision, the Official Endorsement has to be updated on the declaration once the inspection is completed. First, click on Inspection Report from your Goods Declaration Menu.

Second, enter applicable information in one of the available fields to search for the particular declaration that needs to be updated and then click on the Search button.

Third, click on the Reference Number of the relevant declaration from the Search Result that is generated.

Fourth, navigate to the Item Summary and Decision Details section on the Decision page.

Fifth, tick the items to which the decision applies, select a decision from the Decision dropdown box, provide remarks in the Remarks field if you wish and then click the Save Decision button. Note that all items must have a saved decision before the declaration can be transmitted to CBCS.

Once you have saved all your decisions, click the Submit button to send the decisions to CBCS.

A confirmation pop-up will open. Verify the information and then click the Confirm button to send the final decision.

A confirmation page will be displayed to inform you that the information was transmitted successfully.

Lock/Unlock

When you open a declaration it is locked to you for processing. If another officer in your agency opens the declaration while it is locked to you that officer will only be able to view the declaration and vice versa. If you see a 🔓 symbol, the application is locked to you and you can unlock it by clicking the symbol. If you see a 🔒 symbol it is locked to another officer. Declarations can only be unlocked by the person it is locked to or by an Approving Administrator.

You can hover your mouse over the symbol on your dashboard to see who the declaration is locked to and the date and time it was locked to that person.

Note that you can also unlock declarations from within if it is locked to you.

Further Assistance

For further assistance or clarification you can contact the **TTBizLink Help Desk** at 800-4SEW/4739 or email support.ttbizlink@gov.tt.