

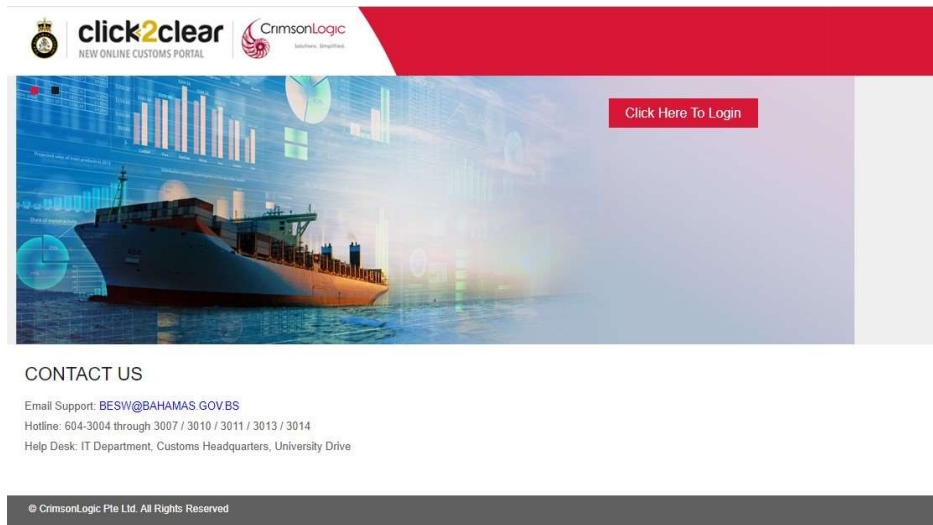
OGA Manual – Document Submission

Navigate to Bahamas customs website www.bahamascustoms.gov.bs to enter Other

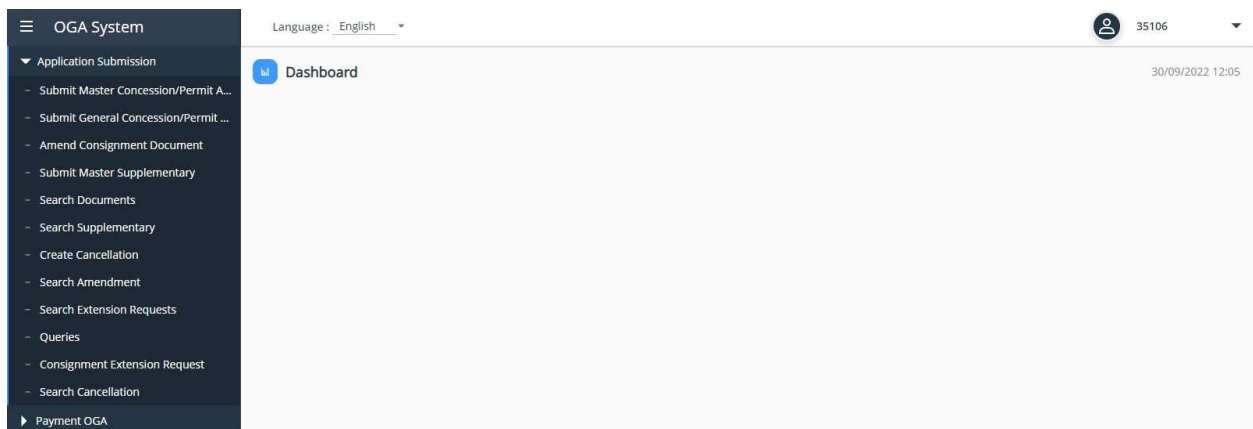
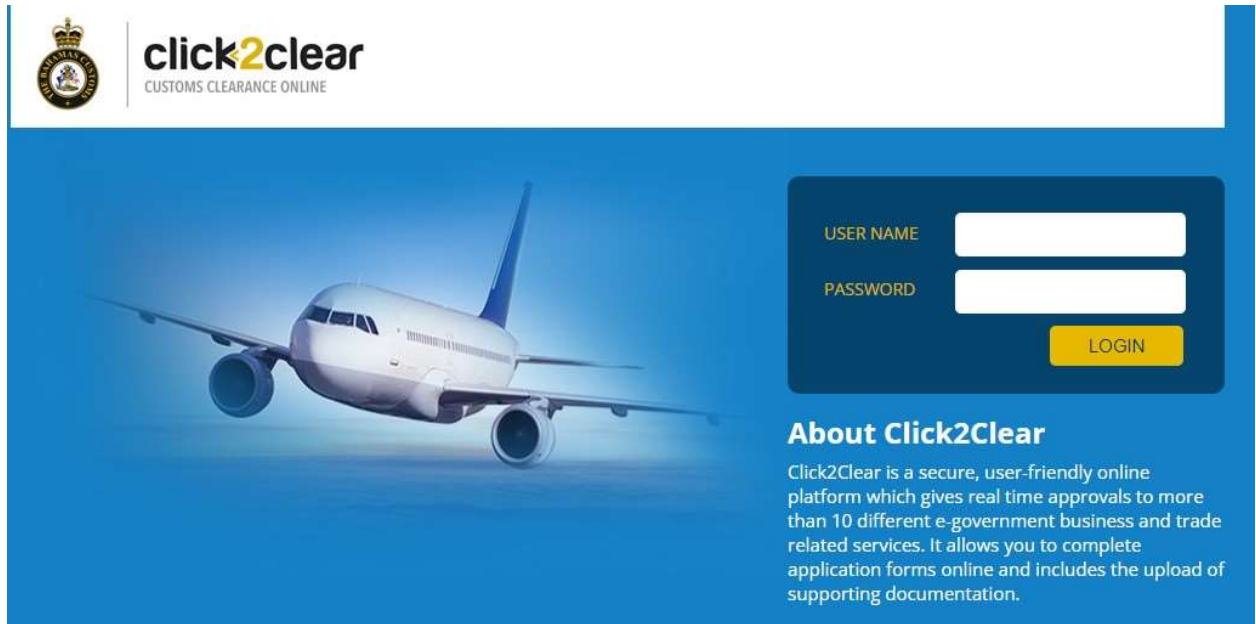
Government Agency Module. Access the module by selecting the **PERMITS & CONCESSIONS** at the top of the screen.



On Screen select **Click Here To Login** in order to login.



Enter username and password as prompted (If you do not have one please contact Bahamas Customs IT)



To create an OGA document, select the module 'Application Submission' followed by 'Submit General Concession/Permit Document'. Complete the header tab by ensuring all mandatory fields are completed. Once saved, you're going to get a reference number (Save for later use).

- ***The owner is automatically locked to the account creating this Document if an individual or business.***
- ***The owner may also be selected from the drop down box by***
- ***The OGA Code has a list of Departments/Ministries you're requesting document approvals from.***

OGA System

Language : English

SEWTest

Dashboard > Submit Master Document

01/09/2022 11:07

Header Party Transport Invoice Item Documents Additional Charges Queries

* Origin : AdminSEWX Document Category : Master Document

Trader Pin : Name :

* OGA Code : * OGA Office :

* Document Type : Regime :

* Document : UCR Number :

Provisional Ref. No : Version :

UCR Number :

Reference Document Type : UCR

Agreed

Save Reset

Proceed to the party tab. Select the action button on the line entry and choose edit.

OGA System

Language : English

SEWTest

Dashboard > Submit Master Document

01/09/2022 11:41

Header Party Invoice Item Documents Summary

▲ PARTY LIST Total record(s):1

Sl No	Party Type	PIN	Name	Telephone	Fax	Email	Action
1	Importer	ADSEW	AdminSEW				Edit View Print

Input the specifics on the importer requesting the concession.

****These fields don't have red asterisks, so they aren't mandatory.***

Proceed to the Items Tab and select the plus sign. Under the sub-tab 'item' input the specifics regarding to the items being imported. All fields with red asterisks are to be completed. Ensure the correct HS Code is chosen not just for monetary purposes but for reporting concerns.

The screenshot shows the 'Submit Master Document' page in the OGA System, specifically the 'Item' tab. The left sidebar contains a menu with options like 'Application Submission', 'Submit Master Document', 'Submit Consignment Document', 'Submit Master Supplementary', 'Search Documents', 'Search Supplementary', 'Queries', 'Consignment Extension Request', 'Search Extension Requests', 'Payment OGA', and 'Decision Tree'. The main area has tabs for 'Header', 'Party', 'Invoice', 'Item' (selected), 'Documents', and 'Summary'. Below the tabs is an 'ITEM LIST' table with columns: Item Seq No, Internal Pr..., HS Code, Quantity, Net Weight, Gross Weig..., No of Pack..., Country of..., Invoice Am..., and Ac... The table is currently empty, showing 'No items to show.' Below the table is an 'ITEM' section with fields for 'Item Seq No:', 'Item Value:', 'Product Description:', 'HS Code:' (with a dropdown menu showing '08027010'), and 'Country of Origin:' (with a dropdown menu showing 'UNITED STATES OF AMERICA').

Proceed to the Documents tab to upload the necessary documents. Each permit/concession request has mandatory documents.

****If unsure what to upload, it's always best to give more than less. The checking officer will decipher what is information is necessary.***

The screenshot shows the 'Submit Master Document' page in the OGA System, specifically the 'Documents' tab. The left sidebar is the same as in the previous screenshot. The main area has tabs for 'Header', 'Party', 'Invoice', 'Item', 'Documents' (selected), and 'Summary'. Below the tabs is a 'DOCUMENT LIST' table with columns: Sl No Document, File Conte..., Remarks, UCR Attached, Required, and Ac... The table contains one row with '1' in the 'Sl No Document' column and '1-Copy of I-20 Form' in the 'File Conte...' column. Below the table is a 'DOCUMENT' section with fields for 'Attachment Linked To:' (a dropdown menu showing 'Document'), 'Document:' (a dropdown menu showing '1-Copy of I-20 Form'), 'File Content:' (a button labeled 'Choose files' and the text 'No file chosen'), and 'Remarks:' (a text area).

Proceed to the Summary Tab, Validate your document to ensure all information were uploaded and submit.

The screenshot shows the 'Submit Master Document' page in the OGA System, specifically the 'Summary' tab. The page header includes the language set to 'English' and the user 'SEWTest'. The breadcrumb trail is 'Dashboard > Submit Master Document'. The page is dated '01/09/2022 11:41'. The 'Summary' tab is active, showing 'HEADER DETAILS' with 'Owner: AdminSEWX', 'Document Category: Master Document', 'Regime:', and 'Document Type: 2-Permit'. Below this is the 'CHARGES' section, which is currently empty, displaying 'No items to show.' and a table with columns: SI No, OGA Code, Charge Descrip..., Initial Amount, Final Amount, Balance Amount, Remarks, Status, and Ac... The 'TERMS' section shows 'Terms & Conditions: [Freeport Test Permit 2](#)' and a checked 'Agreed' checkbox. At the bottom, there are 'Validate' and 'Submit' buttons.

Once submitted, you're going to receive a reference number meaning the application was submitted successfully. *i.e Reference No: 2022DOC0000001544*

The screenshot shows the OGA System interface after a successful submission. A green banner at the top states 'Record has been updated successfully.' Below this, a 'Note' dialog box is displayed with the message: 'Document Application has been submitted successfully. Reference No: 2022DOC0000001544'. The 'OK' button is highlighted. In the background, the 'DRAFTED DOCUMENT LIST' table is visible, with columns: SI No, Provisional..., Ref. No, OGA Code, Declaratio..., Document ..., Document ..., Document, Applicati..., Status, and Ac... The page also shows a 'Loading data...' status at the bottom.

Upon successful submission the trader will receive an automated email stating that the application has been submitted.

**For any questions regarding concession requirements or
processes please contact Ministry of Finance at
702-1593 or 702-1595**

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