



INTERNATIONAL
TRADE
ADMINISTRATION

OFIS Tutorial

**For Grantees: Creating and
Submitting Your Annual Report**

What is OFIS?

The Online FTZ Information System (OFIS) was designed to fulfill two primary needs:

- To provide grantees and operators with a secure online system for submission of the Annual Report
- To make additional information available to the public on each zone project, including approved and active zone sites

Tutorial Overview

This tutorial is designed for grantees and will cover how to create and submit your zone’s Annual Report in OFIS

<u>Menu Option</u>	<u>Page</u>
• Logging In.....	4
• Reviewing and Finalizing Operator Reports.....	9
• Entering Reports for an Operator.....	17
• Submitting the Annual Report to the FTZ Board.....	25

Accessing OFIS

The screenshot shows the website for the U.S. Foreign-Trade Zones Board. The browser title is "Foreign-Trade Zones Board - Windows Internet Explorer" and the address bar shows "http://ia.ita.doc.gov/ftzpage/index.html". The page header includes "SITE INDEX", "IMPORT ADMINISTRATION", and "SEARCH IA". The main content area is titled "U.S. Foreign-Trade Zones Board".

On the left side, there is a vertical menu with the following links: FTZ Home, FTZ Act, FTZ Regulations, Annual Report to Congress, Site Map, Contact Us, Glossary, and Links. Below this menu is the official seal of the U.S. Foreign-Trade Zones Board. Underneath the seal, the text "Notices and Board Orders" is followed by a link for "Online FTZ Information System (OFIS)", which is circled in red. Below this are links for "FTZ Home" and "Commerce Treasury CBP".

On the right side, there is a "What's New:" section with the following items: "Changes to Annual Report Process", "Information about the FTZ Program", "Rollout of Online FTZ Information System (OFIS)", and "Information on Proposed FTZ Regulations - Including Comments Received". Below this is a section for "Information on Cases" with sub-sections for "Case Timing and Case Status" and "List of Cases with Open Public Comment Periods".

At the bottom of the main content area, there are four boxes: "New to FTZs?" (Start here with FAQ's, articles and other information.), "List of FTZs" (Zones are listed by state and include contact information and subzones.), "How to Apply" (Forms, guidelines, instructions and everything you need to know about FTZ applications.), and "Already in a Zone?" (Information for operators and users, including Annual Report forms and more.). Below these are "FTZ Manufacturing Center" (Information and Tools Designed for Small & Medium-Sized Manufacturers.) and "Reading Room" (Federal Register Notices, Applications, Comments Received, Zone and Site Information.). At the very bottom of the page is a section for "Information for CBP".

The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time "1:18 PM".

Click here on the FTZ home page to enter OFIS.

Entering or Reviewing Annual Report Information (Grantees)

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

DEPARTMENT OF COMMERCE
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UNITED STATES OF AMERICA

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out Sign In

WELCOME TO THE ONLINE FTZ INFORMATION SYSTEM (OFIS)

PUBLIC INFORMATION

ZONE & SITE INFORMATION
SUMMARY SITE INFORMATION
FEDERAL REGISTER NOTICES
SEARCH

GRANTEES AND OPERATORS

LOG IN

PUBLIC INFORMATION

- Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.
- When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.

GRANTEES AND OPERATORS

- Log in by clicking on the "Log In" link under "Grantees and Operators" to the left to update your information or submit your annual report.

USERNAME AND PASSWORD

If you are an operator and need a username and password created, your grantee can log in to request an account on your behalf.

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start Workspa... Inbox - M... http://ita... Microsoft... 11:13 AM

First, log in
(see the "How
to Log In"
tutorial for
more
information).

Entering or Reviewing Annual Report Information (Grantees)

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

INTERNATIONAL TRADE ADMINISTRATION

OFIS Home Page | FTZ Home Page | Contact Us | Tutorial | Log Out | Sign In

LOGIN

TERMS OF USE: This is a United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

GRANTEE SIGN IN:

[GRANTEES SIGN IN HERE](#)

If you are a grantee and you do not have an account, please contact us at ftz@trade.gov or (202) 482-2862.

OPERATOR SIGN IN:

[OPERATORS SIGN IN HERE](#)

If you are an operator and need a username and password created, your grantee can log in to request an account on your behalf.

This site is optimized for Internet Explorer. Please ensure JavaScript is enabled on your browser.

[Did you Forget your Username or Password?](#)

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start | Group Ad... | Inbox - Mi... | Microsoft ... | http://ita-... | 10:00 AM

Click here to log in with your grantee ID

Entering or Reviewing Annual Report Information (Grantees)

A pop-up box will then ask for your User Name and Password. Type in your assigned username and password.

Tip - Make sure Caps Lock is off!

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the International Trade Administration (ITA). The page title is "http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf". The browser's address bar shows the URL. The page content includes a navigation menu with links like "Home Page", "Contact Us", "Tutorial", "Log Out", and "Sign In". The main content area has sections for "PUBLIC INFORMATION", "LOGIN", "GRANTEE SIGN IN:", and "OPERATOR SIGN IN:". A security warning pop-up box titled "Connect to ita-web.ita.doc.gov" is overlaid on the page. The pop-up contains a warning message: "The server ita-web.ita.doc.gov at /FTZ requires a username and password. Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)." Below the warning, there are input fields for "User name:" (containing "FTZ-888") and "Password:" (masked with dots). The pop-up also has "OK" and "Cancel" buttons. A red arrow points from the text box on the left to the "User name:" field in the pop-up. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:21 AM".

Entering or Reviewing Annual Report Information (Grantees)

Click here to edit or view your current annual report (including any operator reports that may have been submitted to you).

DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION

[OFIS Home Page](#) | [FTZ Home Page](#) | [Contact Us](#) | [Tutorial](#) | [Log Out](#)

WELCOME TO OFIS!

As grantee, this is your site to submit your annual report as well as to view and update information about your zone.

To view annual report data submitted by your operators, enter data for the annual report and submit the report to the FTZ Board, click on "Work on My Annual Report" in the menu on the left. If you have entered some information for your report and saved it, also use this option to return to the unfinished report.

To view past annual reports, click "View Past Annual Reports".

To update the status of a site or the amount of space activated, choose the "Update Zone Info" option. You can also use this option to update your contact information.

OFIS accounts can also be created for your operators for the submission of their annual report data to you, if you would like to request that an account for an operator be created, click "Operator Account Request".

If an operator account is no longer needed, contact the FTZ Staff to have it removed.

PUBLIC INFORMATION

- [ZONE & SITE INFORMATION](#)
- [SUMMARY SITE INFORMATION](#)
- [FEDERAL REGISTER NOTICES](#)
- [SEARCH](#)

GRANTEES

- [WORK ON MY NEW ANNUAL REPORT](#)
- [VIEW PAST ANNUAL REPORTS](#)
- [UPDATE ZONE INFO](#)
- [OPERATOR ACCOUNT REQUEST](#)
- [CHANGE YOUR PASSWORD](#)

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Entering or Reviewing Annual Report Information (Grantees)

This is a list of operators that have not submitted their report.

Here you will see a list of all reports submitted by your operators.

Click "Open" to view the full submission by the operator.

The screenshot shows a web browser window displaying the 'FTZ 999: WORKING ON MY ANNUAL REPORT' page. The page is titled 'TRADE ADMINISTRATION' and includes a navigation menu with links for 'OFIS Home Page', 'FTZ Home Page', 'Contact Us', 'Tutorial', and 'Log Out'. The main content area is divided into sections: 'PUBLIC INFORMATION', 'GRANTEES', and 'OPERATORS THAT HAVE NOT SUBMITTED ANNUAL REPORTS:'. The 'GRANTEES' section includes links for 'WORK ON MY NEW ANNUAL REPORT', 'VIEW PAST ANNUAL REPORTS', 'UPDATE ZONE INFO', 'OPERATOR ACCOUNT REQUEST', and 'CHANGE YOUR PASSWORD'. The 'OPERATORS THAT HAVE NOT SUBMITTED ANNUAL REPORTS:' section lists operators with their IDs and statuses. A table below this section shows a list of reports with columns for 'OPEN', 'NUMBER', 'STATUS', and 'BUSINESS PROPRIETARY'. The table contains five rows of data, including one draft report and four submitted reports.

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	DRAFT on 8/19/2011 12:34:36 PM by MFG-999-011	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes
→ OPEN	MFGO-999-063	SUBMITTED on 10/3/2011 12:48:51 PM by MFGO-999-063	Yes
→ OPEN	WHS-999-061	DRAFT on 11/16/2011 2:48:00 PM by WHS-999-061	No

Entering or Reviewing Annual Report Information (Grantees)

Every operator report will initially display as a draft.

To finalize an operator's report, click "Open"

TRADE ADMINISTRATION

OFIS Home Page | FTZ Home Page | Contact Us | Tutorial | Log Out

FTZ 999: WORKING ON MY ANNUAL REPORT

CLICK BELOW TO CREATE THE FTZ ANNUAL REPORT:

[Ftz Annual Report](#)

CLICK BELOW TO INPUT OPERATOR INFORMATION FOR A:

- [Non-Manufacturing Operator](#)
- [Manufacturing Operator](#)
- [Oil Refinery Operator](#)

OPERATORS THAT HAVE NOT SUBMITTED ANNUAL REPORTS:

MFGO-999-064

CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	DRAFT on 8/19/2011 12:34:36 PM by MFG-999-011	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes
→ OPEN	MFGO-999-063	SUBMITTED on 10/3/2011 12:48:51 PM by MFGO-999-063	Yes
→ OPEN	WHS-999-061	DRAFT on 11/16/2011 2:48:00 PM by WHS-999-061	No

Entering or Reviewing Annual Report Information (Grantees)

Opening an operator report will display all information entered by the operator.

To change any information, click "Edit"

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

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OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

MANUFACTURING OPERATOR REPORT

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

[Edit](#) [Print](#)

OMB No. 0625-0109
Expiration Date 09/30/2014

STATUS: DRAFT on 08/19/2011 12:34 PM by MFG-999-011

Click here to allow / deny operator access: [Unlock](#)

YEAR 2010 - ZONE 999-11

1.	Was activity conducted under zone procedures during the calendar year?	Yes
2.	Site/Subzone Number	MFG-999-011
3.	Company Name	Test
4.	Company Contact Name	Test
5.	Company Contact Phone Number	Test
6.	Company Contact Email Address	abc@mfgco.com
7.	Total Number of Activated Acres	1
8.	Briefly describe the activity at the subzone/GPZ operation that is occurring under zone procedures. Have there been any	

Done Trusted sites 100%

start FTZ Cas... Inbox - ... http://it... Microsof... 11:13 AM

Entering or Reviewing Annual Report Information (Grantees)

In Edit mode, the grantee can lock the report to prevent further changes by the operator, or unlock a previously locked report to allow the operator to update the information.

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

MANUFACTURING OPERATOR REPORT

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

Save as Draft Print

OMB No. 0625-0109
Expiration Date 09/30/2014

DRAFT on 8/19/2011 12:34:36 PM by MFG-999-011

Click here to allow / deny operator access: Lock Unlock

YEAR 2010 - ZONE 999-11

- Was activity conducted under zone procedures during the calendar year? Yes No
- Site/Subzone Number MFG-999-011
- Company Name Test
- Company Contact Name Test
- Company Contact Phone Number Test
- Company Contact Email Address abc@mfgco.com
- Total Number of Activated Acres
- Briefly describe the activity at the subzone/GPZ operation that is occurring under zone procedures. Have there been any changes to the activity or facilities within the past year?

Done Trusted sites 100%

start FTZ Cas... Inbox - ... http://it... Microsof... 11:17 AM

Entering or Reviewing Annual Report Information (Grantees)

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

MANUFACTURING OPERATOR REPORT

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

Save as Draft Print

OMB No. 0625-0109
Expiration Date 09/30/2014

DRAFT on 8/19/2011 12:34:36 PM by MFG-999-011

Click here to allow / deny operator access: Lock Unlock

YEAR 2010 - ZONE 999-11

- Was activity conducted under zone procedures during the calendar year? Yes No
- Site/Subzone Number MFG-999-011
- Company Name Test
- Company Contact Name Test
- Company Contact Phone Number Test
- Company Contact Email Address abc@mfgco.com
- Total Number of Activated Acres
- Briefly describe the activity at the subzone/GPZ operation that is occurring under zone procedures. Have there been any changes to the activity or facilities within the past year?

Done Trusted sites 100%

start FTZ Cas... Inbox - ... http://it... Microsof... 11:17 AM

In Edit mode, the grantee can also edit or update the operator's report.

Entering or Reviewing Annual Report Information (Grantees)

Once you have reviewed the report and believe that it is ready to be included as part of the zone's report to the FTZ Board, click "Submit".

You can choose "Save as draft" at the top of the page to return to the grantee main page if the report is not ready to be finalized.

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page content includes a section for entering shipment information:

draft or submit the report.
- To remove an attachment and check the box next to the file under "Remove attachments here:" The attachment will be removed when you save as a draft or submit the report.

21 .TOTAL VALUE OF SHIPMENTS (INCLUDES VALUE OF MERCHANDISE AS WELL AS VALUE ADDED – LABOR, PROFIT, OVERHEAD, ETC.)

21.1	Value of Shipments to the U.S. market:	<input type="text" value="10"/>
21.2	Value of Exports:	<input type="text" value="10"/>
21.3	Total Value of Shipments: (calculated)	<input type="text" value="20"/>

Information submitted in annual reports to the FTZ Board is ordinarily available for public review. If you consider the numeric data you are entering in this system to be business proprietary in nature, the specific figures will be available for the zone grantee's review through its account and will ultimately be transmitted to the FTZ Board, but the FTZ Board would not disclose or report the specific figures to the public. The only detail that may appear in the FTZ Board's public report to Congress would indicate a general range into which each figure falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that the FTZ Board would only disclose for public review as a range, as described above? Yes No

When you click the "Submit" button, your completed report will be sent to your Grantee for inclusion in the Grantee's report to the FTZ Board. Once you have submitted the report to the Grantee, you will no longer be able to edit the report. If you would like to continue to work on the report, you can click the "Save as Draft" button to save the information and edit it later. If you find any changes that need to be made after you have submitted the report, contact your Grantee.

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Entering or Reviewing Annual Report Information (Grantees)

After hitting Submit, you will see this screen.

Choose this option to return to the operator's report and make further edits.

Choose this option to return to the grantee main page.

The screenshot shows a Windows Internet Explorer browser window displaying the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page header features the Department of Commerce and International Trade Administration logos. A navigation bar includes links for [FTZ Home Page](#), [OFIS Home Page](#), [Tutorial](#), and [Contact Us](#). The main content area displays a 'REQUEST SUBMITTED' message: 'Thank you for submitting your annual report information to your grantee. If you find that a change needs to be made to the numbers that you have submitted, contact your grantee who will be able to edit the information.' Below the message are two links: '- Click here to go back to the REPORT' and '- Click here to go to the WELCOME PAGE'. The footer contains a list of links: [site index](#), [e-mail webmaster](#), [trade.gov](#), [export.gov](#), [usa.gov](#), [acrobat reader](#), [privacy policy](#), and [disclaimer](#). The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:36 AM.

Entering or Reviewing Annual Report Information (Grantees)

The status of the operator report has changed to "Submitted"

TIP!
Before the Annual Report can be sent to the FTZ Board, all operator reports must be "submitted"

The screenshot shows the 'FTZ 999: WORKING ON MY ANNUAL REPORT' page. The page includes a navigation menu on the left with options like 'PUBLIC INFORMATION', 'GRANTEES', and 'WORK ON MY NEW ANNUAL REPORT'. The main content area has sections for 'CLICK BELOW TO CREATE THE FTZ ANNUAL REPORT:', 'CLICK BELOW TO INPUT OPERATOR INFORMATION FOR A:', and 'OPERATORS THAT HAVE NOT SUBMITTED ANNUAL REPORTS:'. At the bottom, there is a table titled 'CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:'.

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	SUBMITTED on 11/22/2011 11:37:32 AM by FTZ-999	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes

Entering or Reviewing Annual Report Information (Grantees)

If one of your operators has not submitted their report through OFIS, you can enter their information here

The screenshot shows the OFIS website interface. The left sidebar contains a navigation menu with the following items: PUBLIC INFORMATION, ZONE & SITE INFORMATION, SUMMARY SITE INFORMATION, FEDERAL REGISTER NOTICES, SEARCH, GRANTEES (highlighted with a red box), WORK ON MY NEW ANNUAL REPORT, VIEW PAST ANNUAL REPORTS, UPDATE ZONE INFO, OPERATOR ACCOUNT REQUEST, and CHANGE YOUR PASSWORD. The main content area is titled 'FTZ 999: WORKING ON MY ANNUAL REPORT' and includes the following sections: 'CLICK BELOW TO CREATE THE FTZ ANNUAL REPORT:' with a link for 'Ftz Annual Report'; 'CLICK BELOW TO INPUT OPERATOR INFORMATION FOR A:' with links for 'Non-Manufacturing Operator', 'Manufacturing Operator', and 'Oil Refinery Operator' (all three are circled in red); 'OPERATORS THAT HAVE NOT SUBMITTED ANNUAL REPORTS:' with a link for 'MFGO-999-064'; and 'CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:' with a table of reports.

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	SUBMITTED on 11/22/2011 11:37:32 AM by FTZ-999	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes

Entering or Reviewing Annual Report Information (Grantees)

First, select the type of operator that needs to be entered (in this example, it will be an oil refinery).

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page header includes the Department of Commerce and International Trade Administration logos. The main content area is titled "FTZ 999: WORKING ON MY ANNUAL REPORT" and contains instructions to create an annual report. A red circle highlights the "Oil Refinery Operator" option in the "CLICK BELOW TO INPUT OPERATOR INFORMATION FOR A:" section. Below this, there is a section for operators that have not submitted reports, listing "MFGO-999-064". At the bottom, a table shows a list of operators with their status and submission dates.

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	SUBMITTED on 11/22/2011 11:37:32 AM by FTZ-999	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes

Entering or Reviewing Annual Report Information (Grantees)

Under Question 2 (Site/Subzone Number) choose the operator.

OMB No. 0625-0109
Expiration Date 09/30/2014

Click here to allow / deny operator access: Lock Unlock

YEAR 2010 - ZONE 999-

1. Was activity conducted under zone procedures at the refinery during the calendar year? Yes No
2. Site/Subzone Number
MFGO-999-064
3. Company Name
4. Company Contact Name
5. Company Contact Phone Number
6. Company Contact Email Address

Estimate the percent of total production that is directly or indirectly exported ____%. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation.

Information submitted in annual reports to the FTZ Board is ordinarily available for public review. If you consider the numeric data you are entering in this system to be business proprietary in nature, the specific figures will be available for the zone grantee's review

Entering or Reviewing Annual Report Information (Grantees)

When you select the operator, the company name and contact information will appear.

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

Print

OMB No. 0625-0109
Expiration Date 09/30/2014

Click here to allow / deny operator access: Lock Unlock

YEAR 2010 - ZONE 999-

1. Was activity conducted under zone procedures at the refinery during the calendar year? Yes No
2. Site/Subzone Number
MFGO-999-064
3. Company Name
DC Oil Company
4. Company Contact Name
John Doe
5. Company Contact Phone Number
202-482-0473
6. Company Contact Email Address
johndoe@dcoilco.com

Estimate the percent of total production that is directly or indirectly exported ____%. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation.

Information submitted in annual reports to the FTZ Board is ordinarily available for public review. If you consider the numeric data you are entering in this system to be business proprietary in nature, the specific figures will be available for the zone grantee's review through its account and will ultimately be transmitted to the FTZ Board, but the FTZ Board would not disclose or report the specific figures to the public. The only detail that may appear in the FTZ Board's public report to Congress would indicate a general range into which each figure falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that the FTZ Board would only disclose for public review as a range, as described above? Yes No

Done

Trusted sites 100%

start FTZ Ca... Inbox - ... http://it... Microso... 11:48 AM

Entering or Reviewing Annual Report Information (Grantees)

For an active operator, click "Yes" to display the report fields.

OMB No. 0625-0109
Expiration Date 09/30/2014

Click here to allow / deny operator access: Lock Unlock

YEAR 2010 - ZONE 999-

1. Was activity conducted under zone procedures at the refinery during the calendar year? Yes No

2. Site/Subzone Number: MFGO-999-064

3. Company Name: DC Oil Company

4. Company Contact Name: John Doe

5. Company Contact Phone Number: 202-482-0473

6. Company Contact Email Address: johndoe@dcoilco.com

Estimate the percent of total production that is directly or indirectly exported ____%. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation.

Information submitted in annual reports to the FTZ Board is ordinarily available for public review. If you consider the numeric data you are entering in this system to be business proprietary in nature, the specific figures will be available for the zone grantee's review through its account and will ultimately be transmitted to the FTZ Board, but the FTZ Board would not disclose or report the specific figures to the public. The only detail that may appear in the FTZ Board's public report to Congress would indicate a general range into which each figure falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that the FTZ Board would only disclose for public review as a range, as described above? Yes No

Entering or Reviewing Annual Report Information (Grantees)

The report questions will now appear and you can fill in the information.

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

1. Was activity conducted under zone procedures at the refinery during the calendar year? Yes No
2. Site/Subzone Number
3. Company Name DC Oil Company
4. Company Contact Name John Doe
5. Company Contact Phone Number 202-482-0473
6. Company Contact Email Address johndoe@dcoilco.com
7. Activated Acres
8. Activation Date
9. Total product and feedstock storage capacity in barrels
10. Employment - direct and indirect (including contract employees), reported on a full time equivalent basis.
11. List primary non-crude receipts on an average daily basis.
12. What percent of the primary non-crude receipts are sourced from abroad?
13. List primary non -NPF attributed products (fuels, lubricants, etc.).
14. The primary non-NPF attributed products account for ___% of total output
15. Provide a description of types of customers for non-NPF products shipped from the refinery.
16. Identify exports by product and volume.

Done Trusted sites 100%

start FTZ Ca... Inbox - ... http://it... Microso...

11:52 AM

Entering or Reviewing Annual Report Information (Grantees)

When you are finished Click "Submit"

All questions must be answered, and OFIS will do certain checks for submission.

- To upload an attachment, click "Browse" and select the attachment. The attachment will be uploaded when you save as a draft or submit the report.
- To remove an attachment and check the box next to the file under "Remove attachments here:" The attachment will be removed when you save as a draft or submit the report.

38 .TOTAL VALUE OF SHIPMENTS (INCLUDES VALUE OF MERCHANDISE AS WELL AS VALUE ADDED - LABOR, PROFIT, OVERHEAD, ETC.)

38.1 Value of Shipments to the U.S. market:

38.2 Value of Exports:

38.3 Total Value of Shipments: (calculated)

Information submitted in annual reports to the FTZ Board is ordinarily available for public review. If you consider the numeric data you are entering in this system to be business proprietary in nature, the specific figures will be available for the zone grantee's review through its account and will ultimately be transmitted to the FTZ Board, but the FTZ Board would not disclose or report the specific figures to the public. The only detail that may appear in the FTZ Board's public report to Congress would indicate a general range into which each figure falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that the FTZ Board would only disclose for public review as a range, as described above? Yes No

When you click the "Submit" button, your completed report will be sent to your Grantee for inclusion in the Grantee's report to the FTZ Board. Once you have submitted the report to the Grantee, you will no longer be able to edit the report. If you would like to continue to work on the report, you can click the "Save as Draft" button to save the information and edit it later. If you find any changes that need to be made after you have submitted the report, contact your Grantee.

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Entering or Reviewing Annual Report Information (Grantees)

At any time, you can return to the top of the page and choose "Save as Draft" to save an unfinished report .

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page header includes the Department of Commerce and International Trade Administration logos. The main content area is titled "OIL REFINERY OPERATOR REPORT" and contains a note: "Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question." Below the note are two buttons: "Save as Draft" (circled in red) and "Print". To the right of the "Save as Draft" button is a "Print" button. Below these buttons is a section for "Click here to allow / deny operator access:" with radio buttons for "Lock" and "Unlock". The "Unlock" option is selected. Below this is a section titled "YEAR 2010 - ZONE 999-". The first question is "1. Was activity conducted under zone procedures at the refinery during the calendar year?" with radio buttons for "Yes" (selected) and "No". The second question is "2. Site/Subzone Number" with a dropdown menu showing "MFGO-999-064". The third question is "3. Company Name" with the answer "DC Oil Company". The fourth question is "4. Company Contact Name" with the answer "John Doe". The fifth question is "5. Company Contact Phone Number" with the answer "202-482-0473". The sixth question is "6. Company Contact Email Address" with the answer "johndoe@dcoilco.com". The seventh question is "7. Activated Acres" with an empty text box. The page footer includes the U.S. Department of Commerce and International Trade Administration logos.

Submitting Your Zone's Annual Report to the FTZ Board (Grantees)

When all operators' reports have been completed and display as "Submitted", choose this option to prepare the report to the FTZ Board

Public Information

ZONE & SITE INFORMATION

SUMMARY SITE INFORMATION

FEDERAL REGISTER NOTICES

SEARCH

GRANTEES

WORK ON MY NEW ANNUAL REPORT

VIEW PAST ANNUAL REPORTS

UPDATE ZONE INFO

OPERATOR ACCOUNT REQUEST

CHANGE YOUR PASSWORD

CLICK BELOW TO CREATE THE FTZ ANNUAL REPORT:

Ftz Annual Report

CLICK BELOW TO INPUT OPERATOR INFORMATION FOR A:

Non-Manufacturing Operator

Manufacturing Operator

Oil Refinery Operator

OPERATORS THAT HAVE NOT SUBMITTED ANNUAL REPORTS:

MFGO-999-064

CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	SUBMITTED on 11/22/2011 11:37:32 AM by FTZ-999	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes
→ OPEN	MFGO-999-063	SUBMITTED on 10/3/2011 12:48:51 PM by MFGO-999-063	Yes
→ OPEN	WHS-999-061	SUBMITTED on 11/22/2011 12:05:22 PM by FTZ-999	Yes
→ OPEN	WHS-999-062	SUBMITTED on 10/3/2011 12:50:11 PM by WHS-999-062	Yes

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Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

DEPARTMENT OF COMMERCE
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ADMINISTRATION
UNITED STATES OF AMERICA

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

FTZ ANNUAL REPORT SUBMISSION

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report, you will need to provide an answer to each question.

OMB No. 0625-0109
Expiration Date 09/30/2014

STATUS: SUBMITTED on 08/04/2011 11:24 AM by FTZ-999

YEAR 2010 - ZONE 999

1. Grantee Contact Name
2. Grantee Phone Number
3. Grantee Email Address
4. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year? Yes

ZONE PROJECT SUMMARY

5. Provide a summary of the warehouse and distribution activity that occurred within the zone project. Specifically discuss any

Done Trusted sites 100%

start FTZ Ca... Inbox - ... http://it... Microso... 12:09 PM

Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

You now have another chance to review or update any information.

You can also choose "Save as Draft" if you are not yet ready to submit the report to the FTZ Board

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

INTERNATIONAL TRADE ADMINISTRATION

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

FTZ ANNUAL REPORT SUBMISSION

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report, you will need to provide an answer to each question.

Save as Draft Print

OMB No. 0625-0109
Expiration Date 09/30/2014

SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999

YEAR 2010 - ZONE 999

1. Grantee Contact Name
2. Grantee Phone Number
3. Grantee Email Address
4. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year? Yes No

ZONE PROJECT SUMMARY

5. Provide a summary of the warehouse and distribution activity that occurred within the zone project. Specifically discuss any...

Done Trusted sites 100%

start FTZ Ca... Inbox - ... http://it... Microso...

12:11 PM

Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

Data will display in two columns.

The shaded section on the left is summed from the operator reports.

On the right, you can enter any changes or updates to the data.

The screenshot shows a web browser window displaying the FTZ OFIS Login application. The page has a header with a button labeled "Use Numbers Provided by Operator". Below this, there are two columns of data and input fields. The left column is shaded and contains the following items:

- 7.1 The general-purpose zone served ___ zone users during the calendar year.
- 7.2 The number employed by zone users within activated general-purpose zone areas was ___ persons.

The right column contains the following items:

- Total Summed from Warehouse Operator Reports: 19
- Total Entered by Grantee (if adjustments needed): 250

Below this section, there is a section titled "9. MOVEMENT OF MERCHANDISE" with a "Last Updated:" timestamp of "05/16/2011 06:11:40 PM". This section also has two columns of data and input fields:

- 9.1 Beginning Value - Domestic Status: 1
- 9.2 Beginning Value - Foreign Status: 2
- 9.3 Beginning Value - Total (calculated): 3
- 9.4 Ending Value - Domestic Status: 4
- 9.5 Ending Value - Foreign-Status: 5
- 9.6 Ending Value - Total (calculated): 9
- 9.7 Merchandise Received - Domestic Status: 6

The "Total Summed from Warehouse Operator Reports" and "Total Entered by Grantee" values for the "9. MOVEMENT OF MERCHANDISE" section are circled in red. The browser's address bar shows the URL "http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "12:13 PM".

Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

You can also access individual operator reports at the bottom of the page.

The screenshot shows a web browser window displaying the ITA portal. At the top, there are three input fields for reporting values:

- 14.1 Value of Shipments to the U.S. market: [input field]
- 14.2 Value of Exports: [input field]
- 14.3 Total Value of Shipments: (calculated) [input field]

Below these fields is a section titled "CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:" followed by a table of reports.

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
→ OPEN	FTZ-999	SUBMITTED on 8/4/2011 11:24:32 AM by FTZ-999	Yes
→ OPEN	MFG-999-011	SUBMITTED on 11/22/2011 11:37:32 AM by FTZ-999	No
→ OPEN	MFG-999-061	SUBMITTED on 10/3/2011 1:56:06 PM by MFG-999-061	Yes
→ OPEN	MFGO-999-063	SUBMITTED on 10/3/2011 12:48:51 PM by MFGO-999-063	Yes
→ OPEN	WHS-999-061	SUBMITTED on 11/22/2011 12:05:22 PM by FTZ-999	Yes
→ OPEN	WHS-999-062	SUBMITTED on 10/3/2011 12:50:11 PM by WHS-999-062	Yes

Below the table is a disclaimer and a question:

The information submitted in annual reports to the FTZ Board will be available for public review. If you consider the numeric data you are entering to be business proprietary in nature, the actual numbers will not be disclosed or reported and the FTZ Board's public report to Congress will only indicate a general range into which each number falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000...).

Do you consider the numeric data your are entering to be business proprietary and releasable only as a range, as described above?

Yes No

Submit

At the bottom of the page, there is a navigation bar with links: [site index](#) | [e-mail webmaster](#) | [trade.gov](#) | [export.gov](#) | [usa.gov](#) | [acrobat reader](#) | [privacy policy](#) | [disclaimer](#)

Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

14.1 Value of Shipments to the U.S. market:

14.2 Value of Exports:

14.3 Total Value of Shipments: (calculated)

CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:

OPEN	NUMBER	STATUS	BUSINESS PROPRIETARY
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→ OPEN	MFGO-999-063	SUBMITTED on 10/3/2011 12:48:51 PM by MFGO-999-063	Yes
→ OPEN	WHS-999-061	SUBMITTED on 11/22/2011 12:05:22 PM by FTZ-999	Yes
→ OPEN	WHS-999-062	SUBMITTED on 10/3/2011 12:50:11 PM by WHS-999-062	Yes

The information submitted in annual reports to the FTZ Board will be available for public review. If you consider the numeric data you are entering to be business proprietary in nature, the actual numbers will not be disclosed or reported and the FTZ Board's public report to Congress will only indicate a general range into which each number falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000...).

Do you consider the numeric data your are entering to be business proprietary and releasable only as a range, as described above?

Yes No

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Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

14.1 Value of Shipments to the U.S. market:

14.2 Value of Exports:

14.3 Total Value of Shipments: (calculated)

CLICK BELOW TO OPEN A DRAFT OR SUBMITTED REPORT FROM AN OPERATOR:

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→ OPEN	WHS-999-062	SUBMITTED on 10/3/2011 12:50:11 PM by WHS-999-062	Yes

The information submitted in annual reports to the FTZ Board will be available for public review. If you consider the numeric data you are entering to be business proprietary in nature, the actual numbers will not be disclosed or reported and the FTZ Board's public report to Congress will only indicate a general range into which each number falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000...).

Do you consider the numeric data your are entering to be business proprietary and releasable only as a range, as described above?

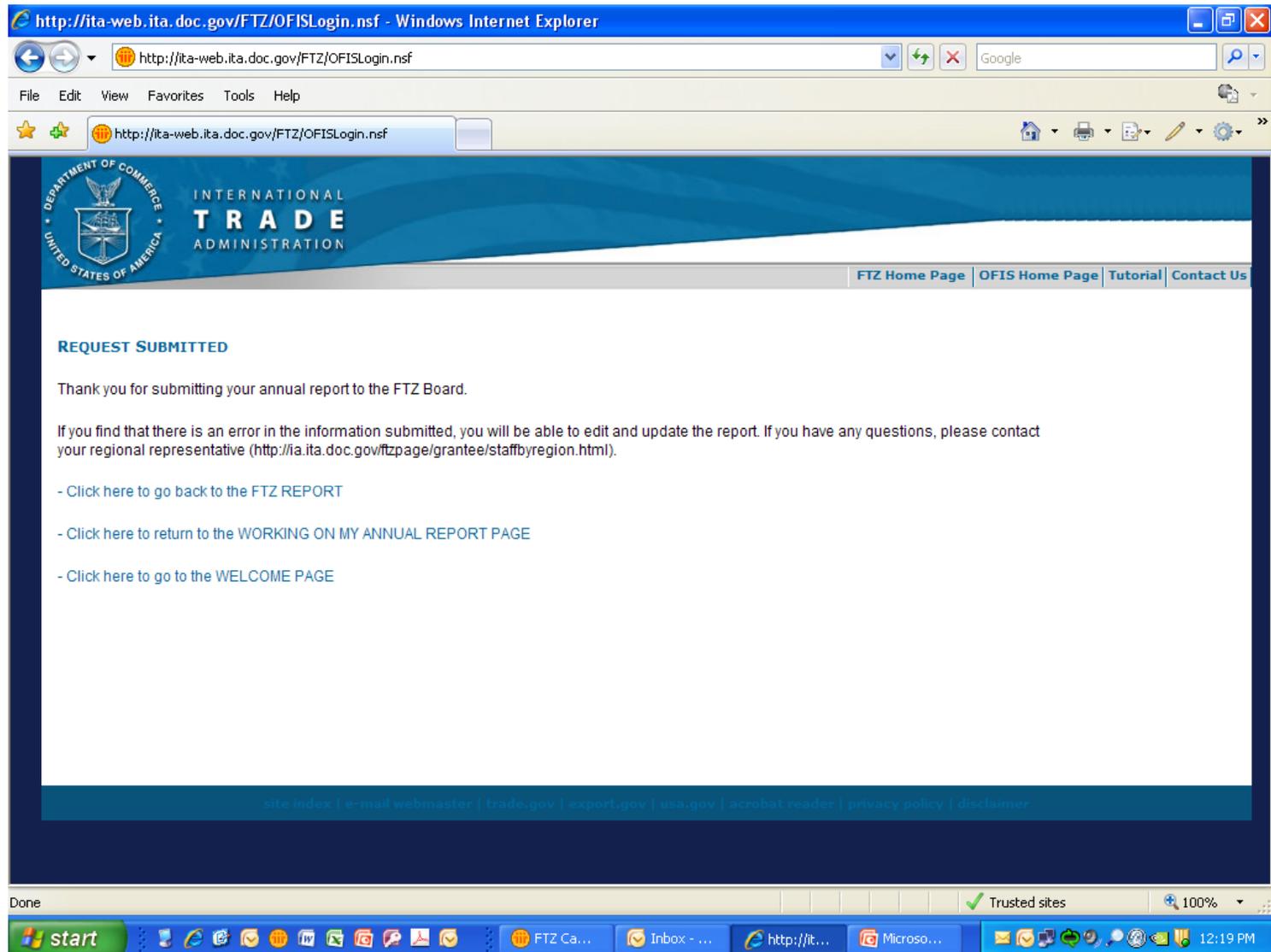
Yes No

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When ready, click "Submit" to send the completed report to the FTZ Board.

Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

You will then see this page, showing you that the report has been submitted to the FTZ Board



Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

From here you can return to view the report, to the annual report main page or to the screen that appears when you first log in to OFIS.

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

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FTZ Home Page | OFIS Home Page | Tutorial | Contact Us

REQUEST SUBMITTED

Thank you for submitting your annual report to the FTZ Board.

If you find that there is an error in the information submitted, you will be able to edit and update the report. If you have any questions, please contact your regional representative (<http://ia.ita.doc.gov/ftzpage/grantee/staffbyregion.html>).

- [Click here to go back to the FTZ REPORT](#)
- [Click here to return to the WORKING ON MY ANNUAL REPORT PAGE](#)
- [Click here to go to the WELCOME PAGE](#)

Done

Trusted sites 100%

start FTZ Ca... Inbox - ... http://it... Microso...

Submitting Your Zone's Final Annual Report to the FTZ Board (Grantees)

From the OFIS welcome page, you can view past year's reports that you have submitted in OFIS here

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

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PUBLIC INFORMATION

- ZONE & SITE INFORMATION
- SUMMARY SITE INFORMATION
- FEDERAL REGISTER NOTICES
- SEARCH

GRANTEES

- WORK ON MY NEW ANNUAL REPORT**
- VIEW PAST ANNUAL REPORTS**
- UPDATE ZONE INFO
- OPERATOR ACCOUNT REQUEST
- CHANGE YOUR PASSWORD

WELCOME TO OFIS!

As grantee, this is your site to submit your annual report as well as to view and update information about your zone.

To view annual report data submitted by your operators, enter data for the annual report and submit the report to the FTZ Board, click on "Work on My Annual Report" in the menu on the left. If you have entered some information for your report and saved it, also use this option to return to the unfinished report.

To view past annual reports, click "View Past Annual Reports".

To update the status of a site or the amount of space activated, choose the "Update Zone Info" option. You can also use this option to update your contact information.

OFIS accounts can also be created for your operators for the submission of their annual report data to you, if you would like to request that an account for an operator be created, click "Operator Account Request".

If an operator account is no longer needed, contact the FTZ Staff to have it removed.

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