



INTERNATIONAL
TRADE
ADMINISTRATION

OFIS Tutorial

**For Operators: Creating and
Submitting Your Annual Report
to the Grantee**

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 Annual Report information in OFIS

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• Entering Annual Report Information.....	9
• Submitting Your Report to the Grantee.....	16

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 items: 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 Annual Report Information (Operators)

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

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

USERNAME AND PASSWORD

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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 Annual Report Information (Operators)

Click here to log in with your operator ID

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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Entering Annual Report Information (Operators)

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 address bar shows the URL: <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page features the ITA logo and navigation links such as "Home Page", "Contact Us", "Tutorial", "Log Out", and "Sign In". A "LOGIN" section is visible, containing "TERMS OF USE" and "GRANTEE SIGN IN:" options. A security warning pop-up box is overlaid on the page, titled "Connect to ita-web.ita.doc.gov". The pop-up contains the following text: "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 includes "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 Annual Report Information (Operators)

When you log in, you will see this Welcome screen.

You can still access the public information in the top left menu, and new options are also available in the bottom left menu.

WELCOME TO OFIS!

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.

As a zone operator, your grantee has provided you with access to this site to prepare and submit your annual report to the grantee.

To enter data for the annual report and submit the report to the grantee, click on "Work on My New 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 that you submitted to the grantee, click "View Past Annual Reports".

PUBLIC INFORMATION

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

OPERATORS

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

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Entering Annual Report Information (Operators)

Click here to enter annual report information for the current reporting period (calendar year)

You will also choose this option to edit a report that you saved earlier.

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
INTERNATIONAL
TRADE
ADMINISTRATION
UNITED STATES OF AMERICA

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

PUBLIC INFORMATION

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

OPERATORS

- WORK ON MY NEW ANNUAL REPORT**
- VIEW PAST ANNUAL REPORTS
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WELCOME TO OFIS!

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start Group Ad... Inbox - Mi... Microsoft ... http://ita... 10:06 AM

Entering Annual Report Information (Operators)

The actual report you see may vary slightly depending on the type of FTZ activity you conduct.

At any time you can save the report and return to work on it later

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

SUBMITTED on 8/8/2011 10:42:33 AM by MFG-121-061

YEAR 2010 - ZONE 121-61

1. Was activity conducted under zone procedures during the calendar year? Yes No
2. Site/Subzone Number MFG-121-061
3. Company Name
4. Company Contact Name
5. Company Contact Phone Number
6. Company Contact Email Address
7. Total Number of Activated Acres
8. 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?
aircraft mfg. no changes
9. Employment within the FTZ operation (includes direct and contract, reported on a full time equivalent basis).
10. Provide the current year's level of production _____ and the level of production approved by the FTZ Board _____
11. Is the current activity consistent with the plan that was presented to and approved by the FTZ Board? Explain how the activity is

Entering Annual Report Information (Operators)

Before submitting your report to your grantee, you will need to include a response in each box.

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

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

MANUFACTURING OPERATOR REPORT

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8. 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?
9. Employment within the FTZ operation (includes direct and contract, reported on a full time equivalent basis).
10. Provide the current year's level of production _____ and the level of production approved by the FTZ Board _____
11. Is the current activity consistent with the plan that was presented to and approved by the FTZ Board? Explain how the activity is

Done Trusted sites 100%

start FTZ Case ... Inbox - Mic... http://ita-... Microsoft P... 10:55 AM

Entering Annual Report Information (Operators)

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

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

SUBMITTED on 8/8/2011 10:42:33 AM by MFG-121-061

YEAR 2010 - ZONE 121-61

1. Was activity conducted under zone procedures during the calendar year? Yes No
2. Site/Subzone Number
MFG-121-061
3. Company Name
4. Company Contact Name
5. Company Contact Phone Number
6. Company Contact Email Address
7. Total Number of Activated Acres
8. 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?
aircraft mfg. no changes
9. Employment within the FTZ operation (includes direct and contract, reported on a full time equivalent basis).
10. Provide the current year's level of production _____ and the level of production approved by the FTZ Board _____
11. Is the current activity consistent with the plan that was presented to and approved by the FTZ Board? Explain how the activity is

Done Trusted sites 100%

start FTZ Case ... Inbox - Mic... http://ita-... Microsoft P... 10:55 AM

First indicate if you used FTZ procedures during the reporting period (January 1 – December 31)

Entering Annual Report Information (Operators)

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

16. MOVEMENT OF MERCHANDISE

16.1	Beginning Value - Domestic Status	<input type="text"/>
16.2	Beginning Value - Foreign Status	<input type="text"/>
16.3	Beginning Value - Total (calculated)	<input type="text"/>
16.4	Ending Value - Domestic Status	<input type="text"/>
16.5	Ending Value - Foreign-Status	<input type="text"/>
16.6	Ending Value - Total (calculated)	<input type="text"/>
16.7	Merchandise Received - Domestic Status	<input type="text"/>
16.8	Merchandise Received - Foreign Status	<input type="text"/>
16.9	Merchandise Received From Other FTZ's - Domestic Status	<input type="text"/>
16.10	Merchandise Received From Other FTZ's - Foreign Status	<input type="text"/>
16.11	Merchandise Received - Total (calculated)	<input type="text"/>
16.12	Merchandise Forwarded - To the U.S. Market	<input type="text"/>
16.13	Merchandise Forwarded - To Foreign Countries (Exports)	<input type="text"/>
16.14	Merchandise Forwarded - To Other U.S. FTZ's	<input type="text"/>

Done Trusted sites 100%

start OFIS Login ... Inbox - Mic... Microsoft P... http://ita-w... 10:34 AM

As you enter your information, the rows in gray will be automatically calculated

Entering Annual Report Information (Operators)

Under the “Main Categories of Foreign Status Merchandise Received” you only need to enter the primary country of origin (all countries of origin do not need to be listed)

17. MAIN CATEGORIES OF FOREIGN STATUS MERCHANDISE RECEIVED

CATEGORY	VALUE	MAIN COUNTRIES OF ORIGIN
Aircraft/spacecraft	1,000,000	Austria
---		Austria
---		Azerbaijan
---		Bahamas
---		Bahrain
---		Bangladesh
---		Barbados
---		Belarus
---		Belgium
---		Belize
---		Benin
---		Bermuda
---		Bhutan
---		Bolivia
---		Bosnia-Herzegovina
---		Botswana
---		Brazil
---		Brunei
---		Bulgaria
---		Burkina
---		Burma (Myanmar)
---		Burundi
---		Cambodia
---		Cameroon
---		Canada
---		Central African Republic
---		Chad
---		Chile
---		China
---		Colombia
---		Congo (Brazzaville)

18. MAIN CATEGORIES OF MERCHANDISE FORWARDED (TOP FIVE)

CATEGORY	VALUE

Submitting Annual Report Information (Operators)

At the bottom of the screen, you will be able to indicate if the numeric data in the report is business proprietary

36.1 Nonprivileged Foreign

36.2 Privileged Foreign

37. Customs duties collected on merchandise entered from the operation during the calendar year amounted to \$___

38. (Optional) Attachment field: You may attach any photographs of the operation or any information you feel may be useful

- 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.

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

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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Submitting Annual Report Information (Operators)

When you have completed the report hit "Submit" to send the report to your grantee

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page contains several form fields and instructions:

- 36.1 Nonprivileged Foreign
- 36.2 Privileged Foreign
- 37. Customs duties collected on merchandise entered from the operation during the calendar year amounted to \$__
- 38. (Optional) Attachment field: You may attach any photographs of the operation or any information you feel may be useful. This section includes three "Browse..." buttons and instructions on how to upload and remove attachments.

Below the form fields, there is a paragraph of text regarding public review of the information submitted. It asks if the user considers the numeric data to be business proprietary and releasable only as a range, with radio buttons for "Yes" and "No".

A red box highlights the "Submit" button at the bottom of the form. A red arrow points from the text box on the left to this button.

At the bottom of the page, there are links for [site index](#), [e-mail webmaster](#), [trade.gov](#), [export.gov](#), [usa.gov](#), [acrobat reader](#), [privacy policy](#), and [disclaimer](#).

Submitting Annual Report Information (Operators)

If you receive this error message, click OK and return to the report to fill in the fields that are missing information.

The screenshot shows a Windows Internet Explorer browser window displaying a web form for submitting annual report information. The URL is <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The form contains several sections:

- 36.1 Nonprivileged Foreign (with an empty input field)
- 36.2 Privileged Foreign (with an empty input field)
- 37. Customs duties collected on merchandise entered from the operation during the calendar year amounted to \$__ (with an empty input field)
- 38. (Optional) Attachment field: You may attach any photographs of the operation or any information you feel may be useful. This section includes two empty input fields and two "Browse..." buttons.

A red oval highlights a "Windows Internet Explorer" error dialog box that appears over the form. The dialog box contains a yellow warning icon and the following text:

REMINDER: Each field must be completed before the report can be submitted. A response is currently missing, please complete each question and then hit SUBMIT.

An "OK" button is visible at the bottom of the dialog box. A red arrow points from the text box on the left to the "OK" button in the dialog box.

Below the form, there is a "Submit" button and a footer with links: [site index](#) | [e-mail webmaster](#) | [trade.gov](#) | [export.gov](#) | [usa.gov](#) | [acrobat reader](#) | [privacy policy](#) | [disclaimer](#).

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:23 AM.

Submitting Annual Report Information (Operators)

OFIS will automatically perform certain checks on the data. If you receive an error message such as this, go back and check the numbers that you entered.

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

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

36.1 Nonprivileged Foreign 500

36.2 Privileged Foreign 100

37. Customs duties collected on merchandise entered from the operation during the calendar year amounted to \$__ 100

38. (Optional) Attachment field: You may attach any photographs of the operation or any information you feel may be useful

Browse...
Browse...

Windows Internet Explorer

Does Beginning Inventory (33.3) + Total Merchandise Received (33.11) - Total Merchandise Forwarded (33.15) - Merchandise Destroyed (33.16) = Ending Inventory (33.6)? If not, explain.

OK

The information submitted 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

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.

Submit

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start FTZ Case ... Inbox - Mi... http://ita-... Microsoft ... 11:02 AM

Submitting Annual Report Information (Operators)

If the numbers are correct despite the discrepancy flagged in the error message, provide a detailed explanation for the discrepancy in this box.

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

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

16.10	Merchandise Received From Other FTZ's - Foreign Status	100
16.11	Merchandise Received - Total (calculated)	400
16.12	Merchandise Forwarded - To the U.S. Market	100
16.13	Merchandise Forwarded - To Foreign Countries (Exports)	100
16.14	Merchandise Forwarded - To Other U.S. FTZ's	9000
16.15	Merchandise Forwarded - Total (calculated)	9200
16.16	Merchandise Destroyed	0
16.17	Explanation of Discrepancies	

17. MAIN CATEGORIES OF FOREIGN STATUS MERCHANDISE RECEIVED

CATEGORY	VALUE	MAIN COUNTRIES OF ORIGIN
Aircraft/spacecraft	1000000	Austria
---		---
---		---
---		---
---		---

Done Trusted sites 100%

start FTZ Case ... Inbox - Mi... http://ita-... Microsoft ... 11:06 AM

Submitting Annual Report Information (Operators)

Once all corrections have been made, click "Submit" to send the report to your grantee

36.1 Nonprivileged Foreign

36.2 Privileged Foreign

37. Customs duties collected on merchandise entered from the operation during the calendar year amounted to \$___

38. (Optional) Attachment field: You may attach any photographs of the operation or any information you feel may be useful

- 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.

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Do you consider the numeric data your are entering to be business proprietary and releasable only 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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Submitting Annual Report Information (Operators)

Once you have submitted your report you will see this screen.

The screenshot shows a Windows Internet Explorer browser window displaying the International Trade Administration's OFIS Login page. The address bar shows the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page features the Department of Commerce logo and the text 'INTERNATIONAL TRADE ADMINISTRATION'. 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 this message are two links: 'Click here to Go Back to the Report' and 'Click here to Go Back 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 | disclaimer'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:28 AM.