

## How to log into OGA address for Permit Application

- Select OGA from other services dropdown

The screenshot shows the OGA System interface. On the left is a dark sidebar with a 'Single Window' menu containing various service options like 'Road Manifest SEW', 'Declaration-SEW', etc. The main content area is titled 'Dashboard > Create Declaration > Search Declaration'. Below the title is a 'SUBMITTED DECLARATION LIST' section with several search filters. A table header is visible with columns: 'SI N...Declaration...', 'Bill Of Ladi...', 'Regime', 'Office Of D...', 'Declara...', 'Status', 'Suspended ...', 'Exporter', and 'OGA'. The 'OGA' column header is highlighted in yellow, and a blue arrow points to it from the 'Other Services' dropdown menu on the right. The dropdown menu includes options like 'My Profile', 'Select Theme', 'Switch Account', 'User Notification (0)', 'Other Services', 'Contact Us', and 'Logout'. The main content area below the table shows 'No items to show.'

## HEADER TAB

- Complete the mandatory fields

The screenshot shows the 'Submit Consignment Document' form in the OGA System. The sidebar on the left lists various application submission options, with 'Submit Consignment Document' highlighted in green. The main form area is titled 'Dashboard > Submit Consignment Document' and includes a 'Header' tab. The form contains several mandatory fields marked with a red asterisk: 'Owner' (set to 'KRANWILL INVESTMENTS (PROP)'), 'OGA Code', 'Document Type', and 'OGA Office'. Other fields include 'Trader Pin', 'Master Reference No.', 'Provisional Ref. No.', 'Reference Document Type' (set to 'UCR'), and 'Authorized Exporter Number'. On the right side, there are fields for 'Document Category' (set to 'Consignment Document'), 'Company Name / Name', 'Regime', 'UCR Number', and 'Agreement'. At the bottom of the form are 'Save' and 'Reset' buttons.

## TRANSPORT TAB

- Select mode of transport from the dropdown

The screenshot shows the 'Submit Consignment Document' form in the 'Transport' tab. The breadcrumb is 'Dashboard > Submit Consignment Document' and the date is '20/08/2021 11:42'. The form has tabs for 'Header', 'Party', 'Transport', 'Item', 'Documents', and 'Summary'. Under the 'TRANSPORT' section, there are two dropdown menus: '\* Transport Mode' with 'Road transport' selected, and '\* Customs Office' with '06-Tlokweng Gate' selected. There is also a text input field for 'Vessel Name'.

## ITEMS TAB

Select plus sign(+) to add items you intend to import

- Complete all mandatory fields under this tab

NB trader can add as many items as they wish under this tab

The screenshot shows the 'Submit Consignment Document' form in the 'Item' tab. The breadcrumb is 'Dashboard > Submit Consignment Document' and the date is '20/08/2021 11:42'. The form has tabs for 'Header', 'Party', 'Transport', 'Item', 'Documents', and 'Summary'. Under the 'ITEM LIST' section, there is a table with columns 'Item' and 'Additional Info - Document'. The table is currently empty. To the right of the table, there are several icons: a plus sign, a document icon, a PDF icon, a XLS icon, a print icon, and a refresh icon. Below the table, there are several input fields for item details: 'Item Seq No', 'Internal Product', 'Product Description', 'Common Name (Other)', 'Country Group', 'Quantity UOM', 'Gross Weight UOM', 'HS Code', 'Description', 'Common Name', 'Country of Origin', 'Quantity', 'Gross Weight', and 'Net Weight'.

## ATTACHMENT TAB

- Attach the relevant documents

Dashboard > Submit Consignment Document 20/08/2021 11:42

Header Party Transport Item **Documents** Summary

▲ DOCUMENT LIST Total record(s):3 +

Sl No	Document	File Conte...	Remarks	UCR Attached	Required	Ac...
1	999-Other - Unspecified		Certificate of Conformity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
2	380-Invoice		Proforma	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
3	607-Test Reports		Proof of Payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⋮

## SUMMARY TAB

- Check the Tnc Agreed form
- Validate and Submit

Header Party Transport Item Documents **Summary**

▲ HEADER DETAILS

Owner : KRANWILL INVESTMENTS (PROPRIETARY) LIMITED Document Category : Consignment Document

Regime :

Document Type : 2-Permit

Document : SII-Form A

▲ CHARGES Total record(s):0

Sl No	OGA Code	Charge Description	Initial Amount	Final Amount	Remarks	Status	Ac...
No items to show.							

▲ TERMS

Terms & Conditions : [Form A](#)  TnC Agreed