DECLARANT GUIDE

TTBizLink e-Goods Declaration

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OVERVIEW OF THE ONLINE PROCESS

Step 1: Submit your e-C82 declaration along with all required supplementary documentation to the Comptroller of Customs and Excise via the Customs and Excise Border Control System (CBCS/ASYCUDA). Upon payment of duties and taxes, Selectivity will be triggered.

Step 2: Once triggered, CBCS will transmit a data set (itemized in the Ninth Schedule) to TTBizLink in accordance with Section 279 of the Customs Act, Chap 78:01. This data set will be examined by the relevant regulatory agencies (OGAs) utilizing TTBizLink in accordance with the List of HS Codes Requiring OGA Endorsements. These agencies will provide their endorsements electronically through TTBizLink to CBCS. The OGAs referred to are as follows:

- Trinidad and Tobago Bureau of Standards (TTBS)
- Trade Licence Unit (TLU) of the Ministry of Trade and Industry
- Plant Quarantine Services (PQS) of the Ministry of Agriculture, Land and Fisheries
- Chemistry, Food and Drugs Division (CFDD) of the Ministry of Health
  - Food and Drug Inspectorate
  - Pesticides and Toxic Chemicals Inspectorate

Step 3: For HS Codes requiring TTBS endorsements, update the payment details of the declaration in TTBizLink. TTBS endorsements are only provided after this step is completed successfully. Presently, the methods of payment remain unchanged. Note that updating the payment in TTBizLink is mandatory for TTBS endorsements, whether or not a physical payment is actually applicable. Please see the Update Payment of TTBS Fees section for instructions on updating a payment in TTBizLink.

Step 4: If you receive a query from an OGA, you can utilize the query response feature in TTBizLink to respond to it. Please see the Respond to a Query section for further details on responding to a query via TTBizLink.

Step 5: Each endorsement provided by an OGA in TTBizLink will be automatically and instantaneously transmitted to the CBCS. You can check the status of OGA clearance in TTBizLink and in CBCS. For further details on checking the status of endorsements from the OGAs in TTBizLink, please see the Check Declaration Status section.

Step 6: Once the required endorsements from all relevant OGAs have been provided and you have received clearance from Customs, you can proceed with the clearance process in CBCS. Note that if you require endorsements from any agencies not currently utilizing TTBizLink, you will be required to get manually stamped endorsements in order to proceed with clearance.

LOGIN TO TTBIZLINK

Navigate to the homepage of TTBizLink by typing www.ttbizlink.gov.tt in the address bar of your web browser. Next, click the Login button.
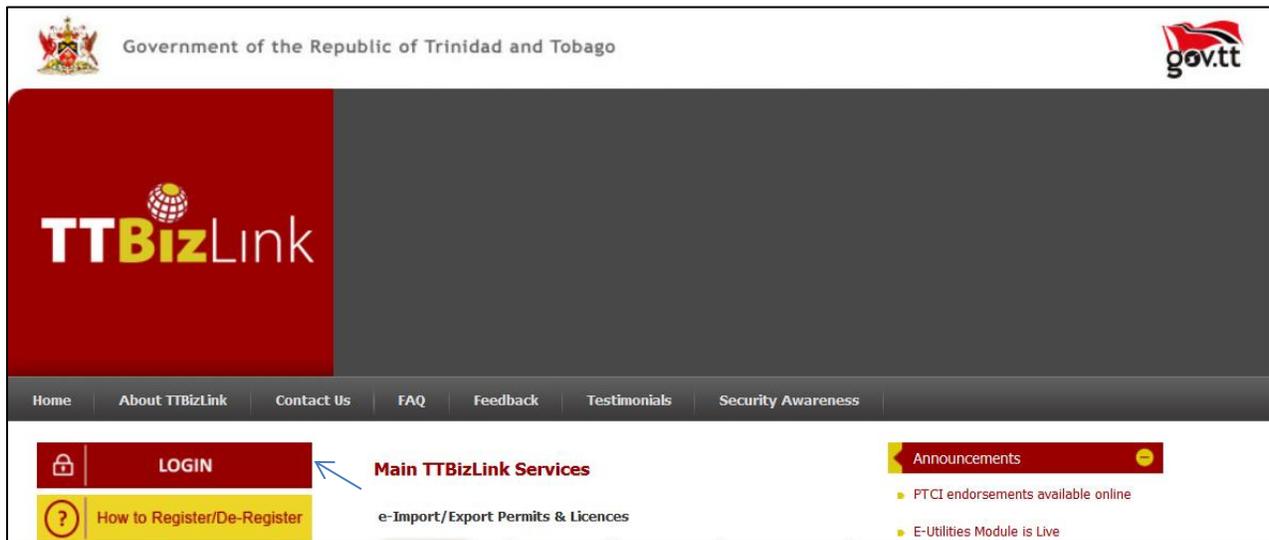
You will be taken to an Online Security Alert page. Please read the security information carefully before proceeding. Subsequently, you can login with your TTBizLink ID (e-mail address) or your ttconnect ID (13 digit number) by clicking the relevant Continue to Login button at the bottom of the Online Security Alert Page.

Once you have logged in successfully using either your TTBizLink ID (e-mail address) or ttconnect ID (13 digit number), you will be directed to the homepage where a Welcome message will be displayed and the various e-services you are subscribed for will be highlighted in red.

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

DASHBOARD

Once you follow the steps to login to e-Goods Declaration as described in the [Login to TTBizLink](#) section, you will be routed to your Dashboard. The screenshot below is an illustration of a Dashboard.

Inbox

Your Inbox is the main component of your Dashboard. It contains actionable declarations, that is, declarations pending a TTBS payment update and/or a response to a query from any OGA. Note that you can only access declarations successfully transmitted from CBCS with the Declarant Number corresponding to your TTBizLink Profile. Your Inbox is divided into pages and you can use the << and >> arrows or the "Go to Page" feature to navigate to a specific declaration. The declarations in your Inbox can also be sorted by column headers in ascending or descending order.

Menu

Your Menu is located to the left of any page within e-Goods Declaration. It provides access to your Dashboard, this guide and the two Search functions. Note that processed declarations older than 6 months are automatically archived and can be accessed from the Archived Goods Declaration Search.

UPDATE PAYMENT OF TTBS FEES

It is a prerequisite to update a TTBS payment in TTBizLink to receive endorsements from TTBS, even if a payment is not required. TTBizLink automatically calculates fees based on the HS Codes in the data set received from CBCS. HS Codes applicable to TTBS can be found in the List of HS Codes Requiring OGA Endorsements. Note that the Supplementary Units field on the e-C82 is used to calculate fees in some cases. As such, if incorrect information is received from CBCS, the fee calculated will be incorrect. Once the fees are calculated, an email will be sent with the amount owing to anyone with a matching broker number. You can choose to pay the fee online via credit card or via upload receipt through a bank (First Citizens Bank or Republic Bank Limited) and manually upload the receipt.

Follow the steps below to update a payment in TTBizLink:

1. Login to TTBizLink e-Goods Declaration as described in the Login to TTBizLink section. Once you follow those steps you will be routed to your Dashboard.

2. Click on the Reference Number of the Declaration (that is not locked) that you want to pay and then continue from step 6 to update your payment.
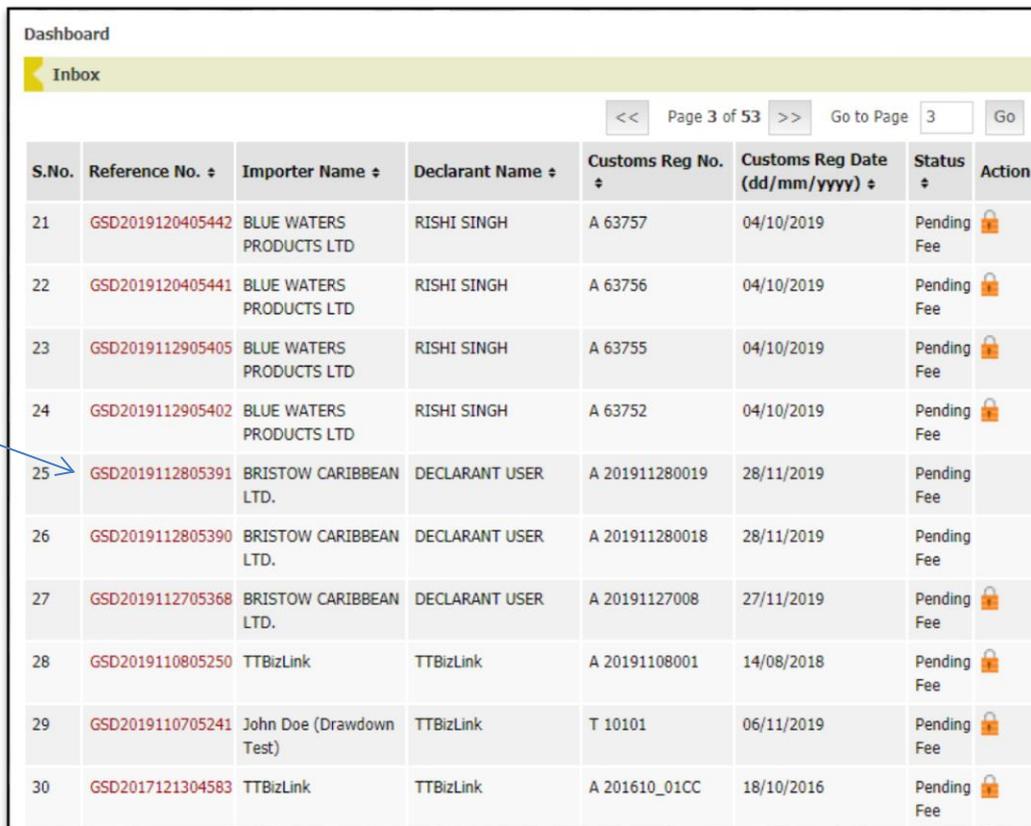
Dashboard

Inbox

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S.No.	Reference No. ♦	Importer Name ♦	Declarant Name ♦	Customs Reg No. ♦	Customs Reg Date (dd/mm/yyyy) ♦	Status ♦	Action
21	GSD2019120405442	BLUE WATERS PRODUCTS LTD	RISHI SINGH	A 63757	04/10/2019	Pending Fee	🔒
22	GSD2019120405441	BLUE WATERS PRODUCTS LTD	RISHI SINGH	A 63756	04/10/2019	Pending Fee	🔒
23	GSD2019112905405	BLUE WATERS PRODUCTS LTD	RISHI SINGH	A 63755	04/10/2019	Pending Fee	🔒
24	GSD2019112905402	BLUE WATERS PRODUCTS LTD	RISHI SINGH	A 63752	04/10/2019	Pending Fee	🔒
25	GSD2019112805391	BRISTOW CARIBBEAN LTD.	DECLARANT USER	A 201911280019	28/11/2019	Pending Fee	
26	GSD2019112805390	BRISTOW CARIBBEAN LTD.	DECLARANT USER	A 201911280018	28/11/2019	Pending Fee	
27	GSD2019112705368	BRISTOW CARIBBEAN LTD.	DECLARANT USER	A 20191127008	27/11/2019	Pending Fee	🔒
28	GSD2019110805250	TTBizLink	TTBizLink	A 20191108001	14/08/2018	Pending Fee	🔒
29	GSD2019110705241	John Doe (Drawdown Test)	TTBizLink	T 10101	06/11/2019	Pending Fee	🔒
30	GSD2017121304583	TTBizLink	TTBizLink	A 201610_01CC	18/10/2016	Pending Fee	🔒

3. Alternatively, declaration that is pending TTBS Fees can be accessed from the Search page. First, click Search in the Goods Declaration Menu. You will then be routed to the Search Page to locate the declaration that needs updating.
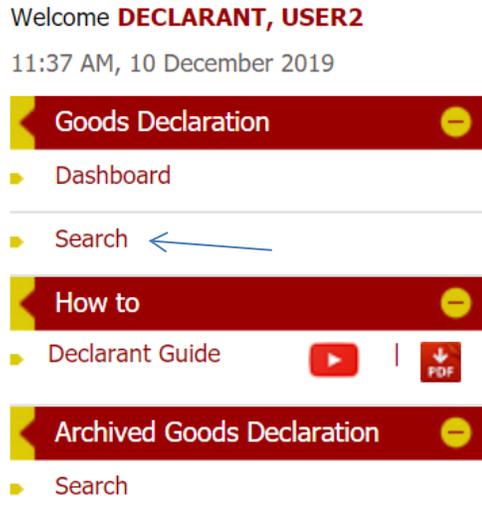
4. On the Search Page, enter information related to the declaration in one of the fields. Alternatively, select the "Pending Fee" status to view all declarations pending payment updates. Next, click the Search button.

5. From the Search Results that are generated, click on the Reference No. of the declaration to be paid.

Search Result

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S.No.	Reference No. ⬍	Importer No. ⬍	Importer Name ⬍	Declarant No. ⬍	Declarant Name ⬍	Customs Reg No. ⬍	Customs Reg Date (dd/mm/yyyy) ⬍	Status ⬍	Action
21	GSD2019120405442	V117085	BLUE WATERS PRODUCTS LTD	BR9898	RISHI SINGH	A 63757	04/10/2019	Pending Fee	🔒
22	GSD2019120405441	V117085	BLUE WATERS PRODUCTS LTD	BR9898	RISHI SINGH	A 63756	04/10/2019	Pending Fee	🔒
23	GSD2019112905405	V117085	BLUE WATERS PRODUCTS LTD	BR9898	RISHI SINGH	A 63755	04/10/2019	Pending Fee	🔒
24	GSD2019112905402	V117085	BLUE WATERS PRODUCTS LTD	BR9898	RISHI SINGH	A 63752	04/10/2019	Pending Fee	🔒
25	GSD2019112805391	V100722	BRISTOW CARIBBEAN LTD.	BR9898	DECLARANT USER	A 201911280019	28/11/2019	Pending Fee	
26	GSD2019112805390	V100722	BRISTOW CARIBBEAN LTD.	BR9898	DECLARANT USER	A 201911280018	28/11/2019	Pending Fee	
27	GSD2019112705368	V100722	BRISTOW CARIBBEAN LTD.	BR9898	DECLARANT USER	A 20191127008	27/11/2019	Pending Fee	🔒
28	GSD2019110805250	V118393	TTBizLink	BR9898	TTBizLink	A 20191108001	14/08/2018	Pending Fee	🔒
29	GSD2019110705241	V118393	John Doe (Drawdown Test)	BR9898	TTBizLink	T 10101	06/11/2019	Pending Fee	🔒
30	GSD2017121304583	V118393	TTBizLink	BR9898	TTBizLink	A 201610_01CC	18/10/2016	Pending Fee	🔒

6. Next, navigate to the Decision Tab of the declaration and click on Pay Fee.

Goods Declaration

Reference Header

Reference No. : GSD2019112805391

Custom Office Code : TTABL - AVIATION BUSINESS LIMITED

Customs Reg No. : A 201911280019 28/11/2019

OGA Name	Status
Food and Drugs Inspectorate	No Action Required
Pesticide and Toxic Chemicals Inspectorate	No Action Required
Plant Quarantine Services	No Action Required
Trade License Unit	No Action Required
Trinidad and Tobago Bureau of Standards	Pending Fee

General Info | Item Details | Attachments | Fee Details | **Decision**

Pay Fee

Decision History

S/No	OGA Name	Status	Approver Name	Submission Date & Time	Overall Remarks	OGA Decision
1	Food and Drugs Inspectorate	No Action Required				
2	Pesticide and Toxic Chemicals Inspectorate	No Action Required				
3	Plant Quarantine Services	No Action Required				
4	Trade License Unit	No Action Required				
5	Trinidad and Tobago Bureau of Standards	Pending Fee				

Query Reply History

No records found

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply to All

Cancel

7. You can choose to pay the fee via Online or upload receipt from bank payment.

General Info	Item Details	Attachments	Fee Details	**Decision**

Unlock

Decision History

S/No	OGA Name	Status	Approver Name	Submission Date & Time	Overall Remarks	OGA Decision
1	Food and Drugs Inspectorate	No Action Required				
2	Pesticide and Toxic Chemicals Inspectorate	No Action Required				
3	Plant Quarantine Services	No Action Required				
4	Trade License Unit	No Action Required				
5	Trinidad and Tobago Bureau of Standards	Pending Fee				

Query Reply History

No records found

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply to All

Fee Payment Details

Payment Mode * :   Pay Via Online   Upload Receipt

Cancel

Pay Via Online:

a. Enter the amount to be paid and click on Continue to pay via Online.

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply to All

Query Reply History

No records found

Fee Payment Details

Payment Mode * :   Pay Via Online   Upload Receipt

Reference No. :   GSD2019112805391

Amount * :   [   ]   (56.25)

Continue to pay via Online   Cancel

b. You will be directed to the WiPay site to continue your payment. Click on Credit Card.

·∷WiPay

Please select a WiPay Payment Method

Here you can pay your Order via WiPay Cash Voucher, Credit Card, or Linx\Debit Card.
Please select a method below to **Pay**.

Total Due for **Order #GSD2019112805391**:

TT$56.00

Credit Card

WiPay Cash Voucher

Linx

c. You will see how the fees are calculated in a pop up box with the Grand Total shown. Enter your name on the Credit Card and click Proceed to Checkout.
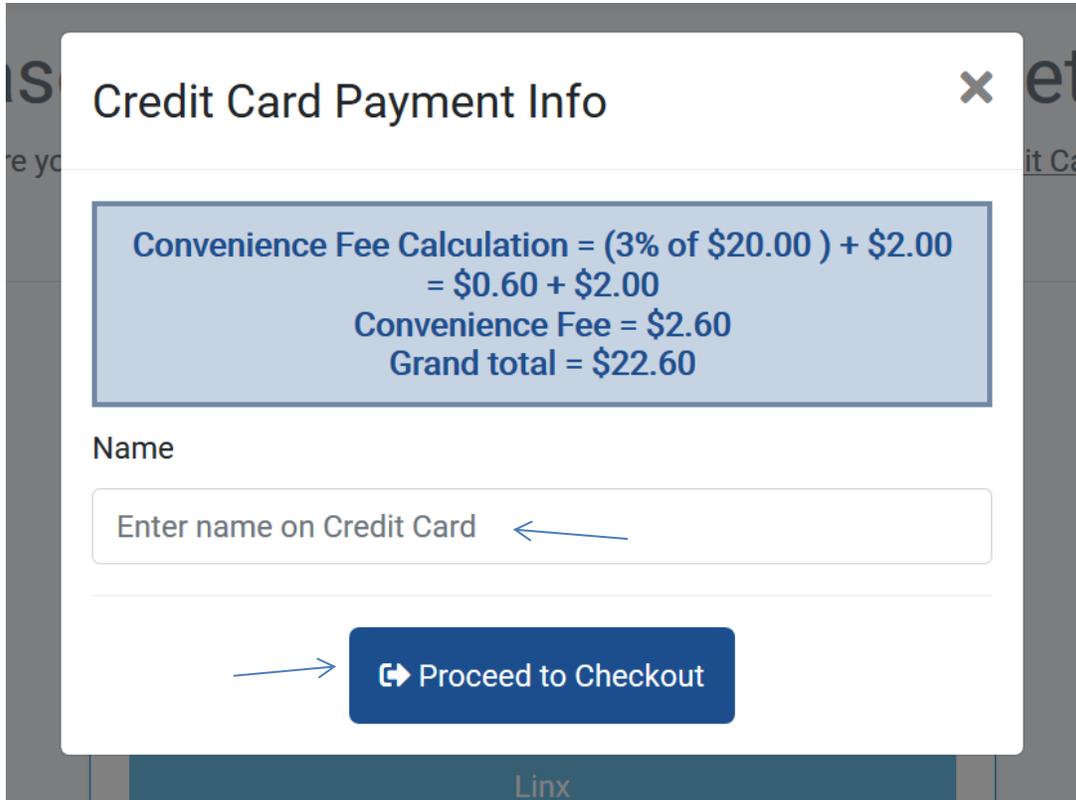
d. Now you will be able to enter your Credit Card Information (Card Number, Expiry Date and Card CVV)
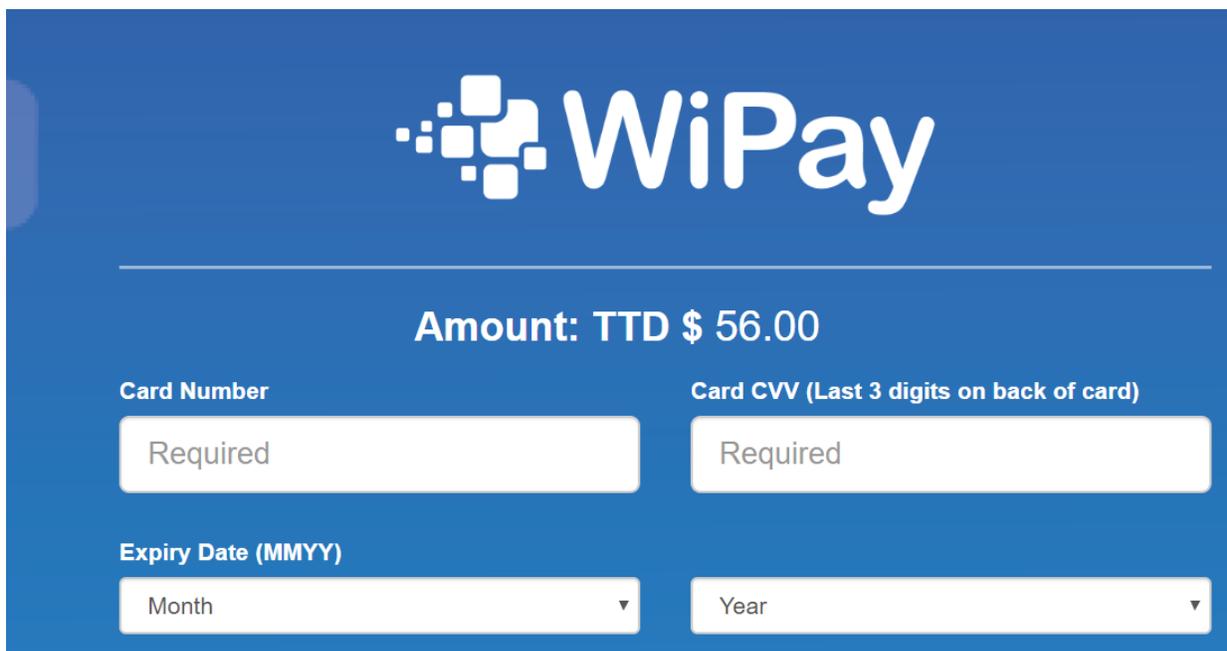
e. Click on Confirm Payment.
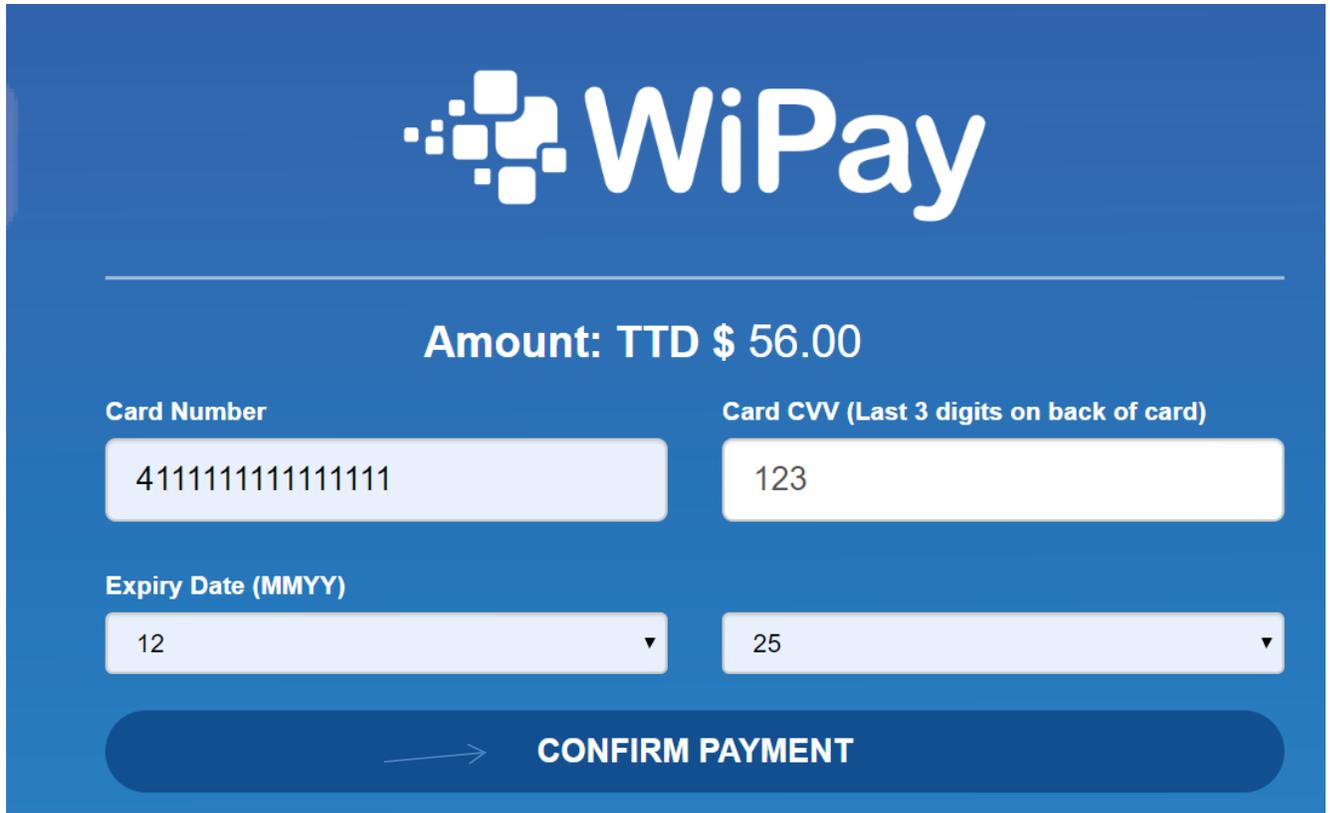


f. You will be redirected back to TTBizLink where stating that payment details are updated successfully.

Fee Payment Details are updated successfully for GSD2019112805391.

Online Payments FAQs

Question	Answer
1. What forms of payment are being allowed online?	Credit card.
2. Is there a limit on the amount that can be paid?	There is no maximum limit on the amount that can be paid. There is currently a minimum limit of $3.00 TTD which may be revised in the future.
3. How will I know if my credit card online payment was successful?	You will see a green confirmation message at the top of the screen indicating that payment was successfully made. In addition, you will receive an email confirming the details of the payment made online. Alternatively, if it was not successful you will see an error message in red at the top of the screen.
4. What should I do if my payment is not successful?	Contact the SEW help desk at 800-4SEW or 800-4739.
5. Is there an additional cost for paying online?	There is a convenience fee for paying via credit card. This is calculated as (3% of value) + $2 TTD but will be confirmed and shown on the payment provider's site at checkout.
6. What if I realise that I paid too much?	You must contact the TTBS and go through the normal TTBS refund process. Your credit card cannot be refunded directly.

Upload Receipt:

a. Fill in the payment details. The fields marked with an asterisk (*) are mandatory. If omitted or the data is entered in an incorrect format, a red prompt will appear below the relevant field.

b. Next, upload your receipt. Click the Attach/Edit Payment Receipt button and a pop-up window will open. Note that a clear copy of the receipt must be uploaded as evidence of payment.

c. The Description field in the pop-up window can be used to provide a name for the attachment. Click the Browse or Choose File button to locate the file on your computer and then click the Submit button to upload it.

d. Note that a receipt can be removed but only prior to clicking Update Payment. Once you have filled in the Fee Payment Details section and attached the receipt, click the Update Payment button to complete the process.

e. A green confirmation message will be displayed at the top of the page if the payment details were updated successfully. The Status of the declaration will also change from "Pending Fee" to "Pending Decision".

Exemption: If payment is not applicable, update the payment details as follows:

- Payment Mode: select the Exempt option
- Remarks: enter a justification for the exemption from fees
- Receipt Attachment: where appropriate, attach documentary evidence that payment is not applicable

Payment Query: If your payment information is queried by TTBS, the declaration will revert to the "Pending Fee" Status. You will have to update the payment details with the required change before the declaration can be processed. You can follow the same steps above to respond to a payment query. Note that the details of the query can be found in the Payment Query History section on the Decision Tab.

Number	Receipt Date	Amount	Depositor Name	Payment Remarks	Payment Date	Payment Attachments	Payment Queried By	Payment Query Remarks	Payment Query Date	Payment Query Attachments
				tesat PRasad	2015-08-26 02:04	MARdoc03.pdf	TTBS GD APPROVER	test	2015-08-26 02:05	
050602163	06/08/2015	4545.00	test	test	2015-08-26 02:00	MARdoc03.pdf	TTBS GD APPROVER	tesat	2015-08-26 02:03	
050602163	20/05/2015	23.00	test	update payument 1	2015-05-28 15:53	Fcb2.gif	TTBS GD APPROVER	The receipt uploaded and information entered do not match, please clarify.	2015-05-29 09:08	
050602163	20/05/2015	23.00	test	update payument 1	2015-05-25 00:56	reply_1.pdf	TTBS GD APPROVER	query 2	2015-05-25 00:57	query2.pdf
050602163	20/05/2015	23.00	test	payment 1	2015-05-25 00:38	MARdoc01.pdf	TTBS GD APPROVER	approver query1	2015-05-25 00:49	query1.pdf

Payment Query History — Page 1 of 1 — Go to Page 1

RESPOND TO A QUERY

If an OGA Officer queries your declaration, an email notification will be sent to you. Follow the steps below to respond to the query. If the declaration is queried by multiple OGAs, respond to each individually.

1. Login to TTBizLink e-Goods Declaration as detailed in the Login to TTBizLink section. Once successful, you will be routed to your Dashboard. Locate the queried declaration and click on the Reference Number.

2. Navigate to the Decision Tab and click the Reply to Query button. The Query Reply History section will open.

3. Click Respond for one item or Respond All to reply with one response to all the items queried by that OGA.

4. Enter your response in the Remarks text box and upload any requested supporting documents by clicking the Attach/Edit Documents button.

5. To attach a document, click the Browse or Choose File button in the pop-up window that opens and locate the file on your computer. Double click the file or select it and click the Open button. The Description field can be used to provide a name for the attachment. Repeat this process if multiple documents were requested. Click the Submit button at the bottom of the pop-up window to upload attachments.

6. Once satisfied, click the Submit button at the bottom of the page to send the response and attachments to the relevant OGA. Note that attachments can be removed only prior to sending the response by clicking Remove.

7. If successful, a green confirmation message will display at the top of the page. Additionally, the declaration Status for that OGA would change from Queried to Pending Decision.

CHECK DECLARATION STATUS

1. Login to TTBizLink e-Goods Declaration as described in the Login to TTBizLink section. Once you login successfully, locate the relevant declaration and click on the Reference Number.

2. The overall status of the declaration per OGA will be listed in the Reference Header section.

Reference No. :	GSD2016101104089
Custom Office Code :	TTPOS - PORT OF SPAIN
Customs Reg No. :	T 10148 11/10/2016

OGA Name	Status
Food and Drugs Inspectorate	Inspection Required
Pesticide and Toxic Chemicals Inspectorate	No Action Required
Plant Quarantine Services	No Action Required
Trade License Unit	Processed
Trinidad and Tobago Bureau of Standards	No Action Required

3. Navigate to the Decision History section on the Decision Tab and click View in the relevant OGA Decision column to see the individual item decision history for that OGA.

| General Info | Item Details | Attachments | Fee Details | **Decision** |

Decision History

S/No	OGA Name	Status	Approver Name	Submission Date & Time	Overall Remarks	OGA Decision
1	Food and Drugs Inspectorate	Inspection Required	CFDD GD APPROVER	2016-10-11 15:22:59	View	View
2	Pesticide and Toxic Chemicals Inspectorate	No Action Required				
3	Plant Quarantine Services	No Action Required				
4	Trade License Unit	Processed	TLU GD APPROVER	2016-10-11 12:42:47	View	View
5	Trinidad and Tobago Bureau of Standards	No Action Required				

Query Reply History

No records found

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply to All

Cancel

4. The corresponding pop-up window will display the decisions provided by that OGA for each applicable item.

Decision History

Item No.	Commodity Code	Approver Name	Decision	Process Date & Time	Remarks
2	03043100	TLU GD APPROVER	Release	2016-10-11 12:42:47	

Close

FURTHER ASSISTANCE

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

For specific assistance regarding fees or a query please contact the relevant OGA below:

Ministry of Trade and Industry
Trade Licence Unit
Level 16, Nicholas Tower
63-65 Independence Square, Port of Spain
The Republic of Trinidad and Tobago
Tel: (868) 623-2931 Ext. 2615

Ministry of Agriculture, Land and Fisheries
Plant Quarantine Service
Trinidad:
Centeno   Tel/Fax: (868) 642-0718
Port of Spain   Tel: (868) 625-3266
Piarco   Tel: (868) 669-4860
Point Lisas   Tel: (868) 679-5277
Tobago:
Scarborough Custom House
Tel: (868) 639-5582
ANR Robinson Airport
Tel: (868) 639-0634
Email: plantquarantine.centeno@fp.gov.tt
Website: www.agriculture.gov.tt

Ministry of Health
Chemistry, Food and Drugs Division
92 Frederick Street
Port of Spain
The Republic of Trinidad and Tobago
Website: www.health.gov.tt
Opening hours: Monday to Friday 8:00am to 4:00pm
Food and Drug Inspectorate
Tel: (868) 624-5968, 623-5242
Fax: (868) 623-2477
Email: cfdd@health.gov.tt
Pesticides and Toxic Chemicals Inspectorate
Tel: (868) 623-7544 Ext. 1303
Fax: (868) 623-9014
Email: ptcmoh@yahoo.com

Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate
Macoya, Tunapuna
The Republic of Trinidad and Tobago
Tel: (868) 662-8827 Ext. 2411, 2416, 2417, 2418, 2419, 2422, 2428, 2429
Fax: (868) 663-4335
Email: ttbs@ttbs.org.tt
Website: www.ttbs.org.tt