

ATA Carnet App User Guide



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BASICS

The ATA Carnet app allows holders to download and store the carnet on the smartphone with all its details, to make the necessary declarations when crossing customs and to obtain real-time transaction confirmation.

DOWNLOADING THE APP

APP STORE & GOOGLE PLAY STORE

Holders can download their electronic ATA Carnet to their smartphone by downloading the ATA Carnet app on the App Store or the Google Play Store.

- iOS: https://apple.co/3e1re68
- Android: https://bit.ly/3e2d1pl



<u>APK direct download: https://bit.ly/ATACarnetAPK</u>



PRE-PRODUCTION

WARNING: Pre-production testing is exclusively intended for NGA developers and IT staff to ensure seamless integration with the ATA Carnet System. It is strongly advised that ATA staff or holders refrain from using the pre-production environment for practice, as it is not designed to be user-friendly. However, if you insist on using the pre-production environment for practice purposes, NGA's IT staff or service provider must be ready to provide supervision and support to their colleagues, and potentially even assist the local IA staff and holders.

You may find the preproduction version of the ATA Carnet app:

Android Google Play Store Beta <u>APK download</u> iOS iOS TestFlight Beta

GLOSSARY

- **Password**: password for your account associated to your email address.
 - **Wallet pin code**: pin code used to unlock and access the ATA Carnet Wallet app.
- **Carnet pin code**: pin code used to download an ATA Carnet into the Wallet app.
- **Transaction code**: a code associated to a specific transaction to be shown to customs to initiate the transaction.
- Verification code: a code given to the holder/representative from the customs officer to verify the successful processing of a transaction.
- **Cancellation code**: a code to show to customs in case of disagreement or mistake in a committed transaction. This cancels the transaction thus allowing to reprocess the said transaction.

HOW TO REGISTER AND LOGIN

Below are the instructions to register to the ATA Carnet app.

If you already have an ATA Carnet app account, tap on Login and insert Username (email address) and Password on step 1, together with your country, and create a Wallet pin code.



1. Tap on **Register**

← Create profile
Type : Company Private Title : Mr Mrs Ms
First name(s)
Last name
Email
Street 1
Postal code
City
State
Country
+355 * Mobile Number (+national prefix) 67 212 3456
Enter a password to secure your account and confirm it. The length of the password must be 12 characters include 1 capital letter, 1 lower case letter, 1 digit and a special character at minimum.
Password
Password confirmation
Please, enter a PIN code (6 digits min.) and confirm in order to secure your wallet. This PIN code is safely stored in your wallet and never transmitted over the network. Keep this PIN code safely, because if you forget it, you will need to reinstall your wallet.
Wallet PIN code
Re-enter wallet PIN code
I agree with Terms and Conditions

- 1. Fill in the required fields.
 - a. Insert your phone number including the national prefix.
 - b. Insert a password for your personal account
 - c. Insert a PIN for your ATA Carnet app
 - d. Accept the Terms and Conditions.
- 2. Click on **Create**





 Wait for a verification code sent to you via SMS. Insert it in the box and click Validate to verify your account.

- Enter your personal ATA Carnet app **PIN code** to login your ATA Carnet app.
- 5. Tap Login.

Tip: You may enable auto-login to skip this step every time you open the app from the Settings menu and ticking 'Auto-login at startup'.

If you forget your wallet pin code, you will have to delete the app and redownload it to create a new pin code during the log in process.

DOWNLOADING AN ATA CARNET TO THE SMARTPHONE

Once you have the app in your smartphone and have logged in, you can download an ATA Carnet to your ATA Carnet app.





1. (a) Tap on **Carnets** from the main menu...

1. (b) ...or from the sidebar menu.

=	Carı	nets	+ \$
cornet	5636 USTA00000232		Issued
	Issuance 2/3/2023	Validity 1/3/2024	Return
ATA	4075 USTA00000208		Activated
	S Issuance 27/6/2022	Validity 26/6/2023	Return
ATA	4041 USTA00000205		Activated
	S Issuance 15/6/2022	Validity 14/6/2023	Return
	3889 USTA00000198		Activated
	S Issuance 30/5/2022	Validity 29/5/2023	Return
ATA	3886 USTA00000197		Activated
	Issuance 25/5/2022	Validity 24/5/2023	Return
	20,0/2022	24/0/2020	
÷	Carnet d		
Enter Ca		ownload and PIN cod	
Enter Ca downloa	Carnet d	ownload and PIN cod	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your	ownload and PIN cod	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID	ownload and PIN cod r wallet.	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID PIN code	ownload and PIN cod wallet.	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID PIN code	ownload and PIN cod wallet.	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID PIN code	ownload and PIN cod wallet.	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID PIN code	ownload and PIN cod wallet.	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID PIN code	ownload and PIN cod wallet.	
Enter Ca downloa Carnet r	Carnet d rnet number/ID d Carnet in your number or ID PIN code	ownload and PIN cod wallet.	

2. Tap on the + button on the top right corner.

- Insert Carnet number or Carnet ID and Carnet PIN code as received from the issuing association or that has been forwarded to you from the ATA Carnet holder.
- 4. Tap on **Download**.
 - Alternatively, you may also scan the QR Code by tapping the barcode icon for a faster importation, if provided to you.

ACTIVATE A CARNET (VALIDATION)

Before you can prepare a travel and commit transactions, the carnet needs to be activated, just as one would validate a carnet. To do so, simply create a travel by following the steps in the next two chapters and use the Activation QR code first when going through customs check.

PREPARING A TRAVEL

Holders or representatives are required to prepare a declaration before arriving to customs. This is done through the Prepare a Travel function within the ATA Carnet app. Here is how you do it:





1. (a) Tap on **Carnets** from the main menu...

1. (b) ...or from the sidebar menu.

	Carı	nets	+ Ø
Corner	5636 USTA00000232		Issued
	Issuance 2/3/2023	1/3/2024	49 Return
	4075 USTA00000208 () Issuance 27/6/2022	🕒 Validity	Activated
	27/6/2022 4041	26/6/2023	Activated
cornet	USTA00000205	Validity 14/6/2023	Return
	3889 USTA00000198	() Validity	Activated
	Issuance 30/5/2022	29/5/2023	
	3886 USTA00000197 S Issuance 25/5/2022	Validity 24/5/2023	Activated
	Tra	vels	+
	Trav 6932 - BA1	vels 00023003	+
		00023003	1
	6932 - BA1 Prepare travel f	00023003	1
	6932 - BA1 Prepare travel f	00023003 or the first ti	1
	6932 - BA1 Prepare travel f	00023003 or the first ti	1
	6932 - BA1 Prepare travel f	00023003 or the first ti	1
	6932 - BA1 Prepare travel f	00023003 or the first ti	1

2. Select the carnet you want to use by tapping on it.

 Tap on 'Travels' on the bottom and then the + button on the top right corner.



÷		Select go	ods	
Select a	numb	er of goods		
UNSE	ELECT	ALL	SELECT #	ALL .
Pal		jatura Korg Ex 018550	treame	-) 0
1	JP	500.00	35.00 kg	+
JE-1	Klavij	atura Korg PA	44	(-) 0
2	IT	600.00	20.00 kg	+
J.		esor VOX tone 00100500	elLab EX	(-) 0
3	KR	100.00	5.00 kg	+
Pal		HT4000 S.B.: 00046		(-) 0
4	AT	100.00	0.50 kg	+
9/107	Senn	heiser ew 100)-935g3	

- 4. Fill in the required fields.
- If required and you have transit sets available, add transit countries/territories by tapping on + and selecting the countries/territories intended to transit through.
- 6. Tap on **+** in the **Declared items**.

- a. Type in the goods to declare from the General List of the ATA Carnet in the field on the top of the screen to add them to the travel. Alternatively, use the + and – buttons to add individual items or you may select / unselect all. You may also tap on Select all if required.
- b. Once all goods have been added, tap on the ← on the top left corner to go back to the Prepare Travel screen.

← Prepare trav	el
6932 - BA100023	30031
Give a nickname to your trip	p
Departure/Destination	
Departure/Destination	
Bosnia and Herzegovina	\sim
To country *	\sim
To location/city/event/use	
Mode of transp. *	CLand
Extra details	
Enter your remarks, flight num	ber, license pla
Declared items *	+
Packaging details	
Enter your comment	
CANCEL	SAVE
Travels	(+)
6932 - BA100023	30031
1 Example	

_		Travers		830,133
	6932	BA10002	30031	
1	Example From: Bosni To: Croatia (Export / Imp	European U	govina nion) /	
	DELETE		EDIT	
(•• Deta	ils Items	Documents	Travels	Notifications

7. Tap on **Save** to save the travel.

 To modify a travel, simply tap Edit and after the edits have been made tap Save. You may also Delete prepared travels if needed and if not yet transacted.

NB:

- 1. Prepared travels synchronise between devices. A travel prepared on one smartphone for a carnet will appear on another smartphone with the same carnet downloaded.
- 2. A travel can be saved and prepared in multiple stages. Make sure all the fields are complete before going to Customs to process a transaction.
- 3. Once a travel is prepared, the holder can share one or more vouchers with his representative who shall make the declaration at customs. Please see the "Sharing a voucher" section to learn more.
- 4. A prepared travel consumes 1 'set' (exportation, importation, re-exportation, re-importation, transit) of the ATA Carnet. Only by deleting the prepared travel will you be topped back of the corresponding sets.

PASSING CUSTOMS

When travelling with the goods and the ATA Carnet, you will have to make a transaction at every customs crossing. To do so following these instructions:





2. (a) Tap on **Carnets** from the main menu...

5. (b) ... or from the sidebar menu.

=	Car	nets	+ Ø
	5636 USTA00000232 S Issuance 2/3/2023	C) Validity 1/3/2024	Issued
	4075 USTA00000208 S Issuance 27/6/2022	S Validity 26/6/2023	Activated
	4041 USTA00000205 S Issuance 15/6/2022	O Validity 14/6/2023	Activated
ATA		Validity 29/5/2023	Activated
	3886 USTA00000197 S Issuance 25/5/2022	Validity 24/5/2023	Activated
	Trav	vels	+
=	Trav 6932 - BA1		
Fro To		00023003 Herzegovina	
Frc To Ex	6932 - BA1 ample om: Bosnia and I : Croatia (Europe	00023003 Herzegovina	
Frc To Ex	6932 - BA1 cample om: Bosnia and l : Croatia (Europo port / Import	00023003 Herzegovina ean Union) /	

6. Tap on the ATA Carnet you wish to use.

- 7. Tap on **Travels** in the lower menu.
- 8. Tap on the QR code icon of the desired travel.



- 9. Swipe right to the required transaction.
- Read carefully the terms and conditions and tap on the disclaimer box to accept them.
- 11. A QR code will appear that will have to be shown to the custom officer to check the carnet and the goods.
- 12. At the end of the process, you may scan the Verification QR code or type in the Verification code given to you by the customs officer to verify the successful commitment of the transaction.
- 13. The transaction is confirmed (or not) on screen.

 The history of transactions can be seen on the Notifications section. A recent committed transaction requires a few minutes to show up here.

NB: One prepared travel will create automatically at least 2 transaction QR codes depending on the scenario (1 Export + 1 Import or 1 Re-export + Re-import) plus eventual Activation and/or Transits.

SHARING A VOUCHER

Once a travel is prepared, the ATA Carnet holder can share the voucher(s) to his representative who shall make the declaration at customs. To share a voucher, the holder must:



Share Voucher

Sharing of digital Carnet and Vouchers: ATA Carnets and Declarations stored in the ATA Carnet App are digital mediums. The Carnet Holder, therefore, has the ability to transfer this data to a third party. Declaration is shared by forwarding the transaction QR code and the Carnet is shared as a PIN. By divulging this data to a third party, the Carnet Holder expressly and unequivocally grants them the authority to manage the declaration process in respect of that Carnet and to submit declarations to Customs on their behalf. It must be noted that in both cases, the Carnet Holder remains fully responsible for compliance with the applicable rules and regulations in the country of temporary admission as well as payment of duties and taxes. I confirm that I am duly authorized to share this declaration with the recipient and authorise them to present it to Customs on my behalf. CANCEL CONFIRM Cancellation code

1. Tap on the ATA Carnet containing the prepared travel to be shared.

- 2. Tap on the **Travels** tab in the lower menu.
- 3. Tap on the QR code icon of the desired travel.
- 4. Swipe right to the required transaction.
- 5. Read carefully the terms and conditions and tap on the disclaimer box to accept them.
- Tap on the share icon in on the top right of the screen and read the important notice on sharing a voucher. Once confirmed, select the share method of choice.



7. The representative will receive a message containing a URL to the voucher. He may download the voucher for offline use by tapping on the print icon and selecting "Save as PDF" or tapping 'Download into your wallet' and importing it into his Apple Wallet. Android users may do the same by installing a separate app capable of opening 'pkpass' files (search for 'pkpass' in the Google Play Store).

NB: Should the holder wish, he/she may also share the whole carnet with the representative by giving the carnet IP and pin code. The representative can then download the carnet into his ATA Carnet app. Sharing the carnet must be made with care and does not exclude the holder's liability toward Customs and/or the issuing/guaranteeing chamber in case abuse.



Passport for goods

Contact wcf-ata@iccwbo.org iccwbo.org/ata

