



Passport for goods

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>



- APK direct download: <https://bit.ly/3e3yrTj>



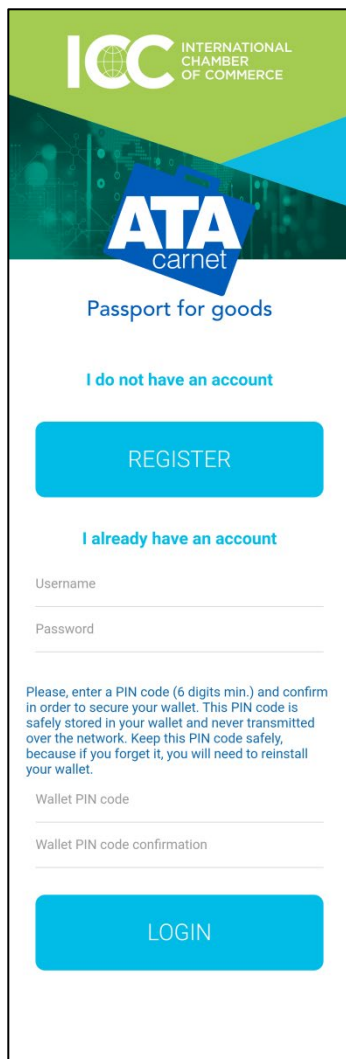
GLOSSARY

- **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, insert Username and Password on step 1 and add a Wallet pin code.



The screenshot shows the ATA Carnet app interface. At the top, the ICC International Chamber of Commerce logo is displayed. Below it, the 'ATA carnet' logo is shown. The main heading is 'Passport for goods'. There are two options: 'I do not have an account' with a blue 'REGISTER' button, and 'I already have an account' with input fields for 'Username' and 'Password'. Below these is a warning message: '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.' This is followed by input fields for 'Wallet PIN code' and 'Wallet PIN code confirmation', and a blue 'LOGIN' button at the bottom.

1. Click on **Register**

← Create profile

Type : Company Private

Title : Mr Mrs Ms

Last name

First name(s)

Street 1

NP

City

State

To country

Cell
+

Email

Enter a password to secure your account and confirm it. The length of the password must be 8 characters include 1 CAP, 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.

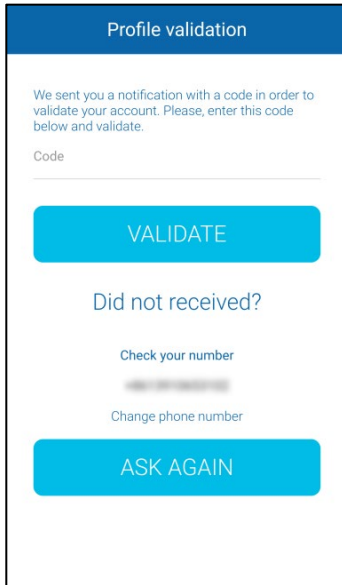
Wallet PIN code

Wallet PIN code confirmation

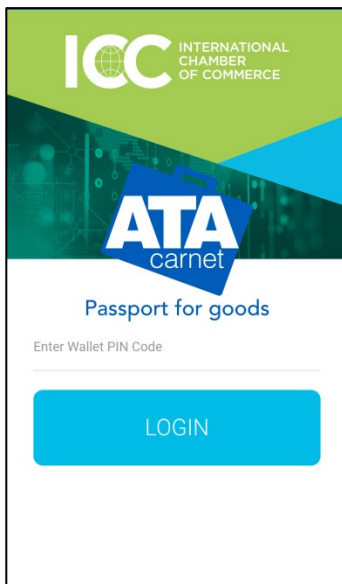
I agree with Terms and Conditions

Create

1. Fill in the required fields.
 - a. Insert your phone number including the national prefix (with either 00## or +##).
 - b. Insert a password for your personal account
 - c. Insert a PIN for your ATA Carnet app
2. Click on **Create**



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



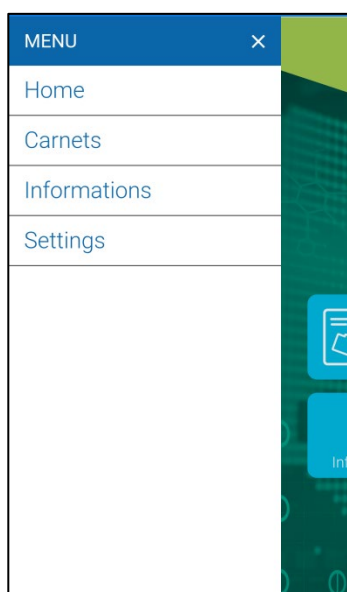
4. Enter your personal ATA Carnet app **PIN code** to login your ATA Carnet app.
5. Tap **Login**.
Tip: You may enable auto-login to skip this step every time you open the app from the Settings menu and ticking 'Auto-login at startup'.

DOWNLOADING AN ATA CARNET TO THE SMARTPHONE

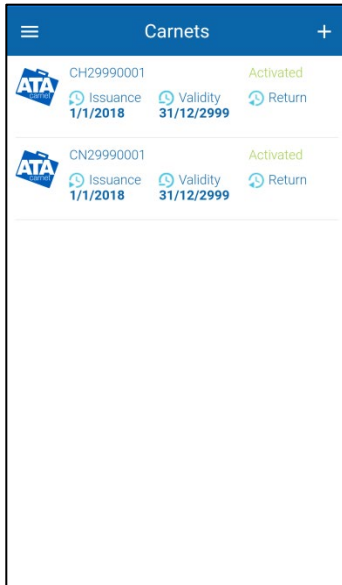
Once you have the app in your smartphone and have logged in, you can download an ATA Carnet to your ATA Carnet app.



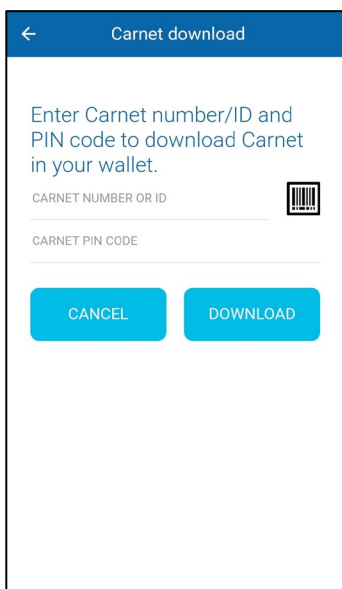
1. (a) Tap on **Carnets** from the main menu...



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



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



3. 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**.
 - a. 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)

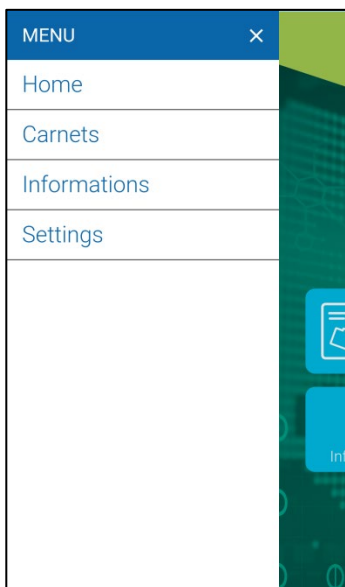
Before you can prepare a travel and commit transactions, the carnet needs to be activated, just as one would validate a carnet. To do so, simply create a travel by following the steps in the next two chapters and use the Activation QR code first when going through customs check.

PREPARING A TRAVEL

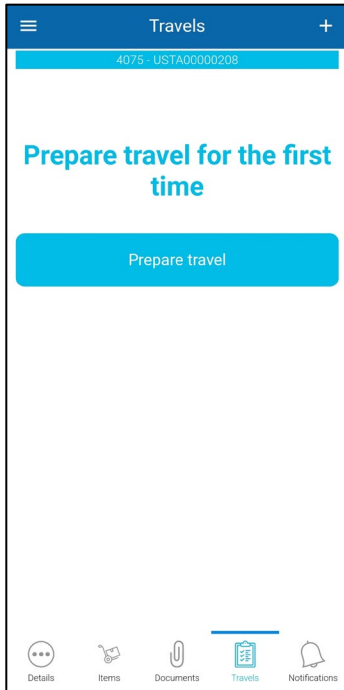
Holders or representatives are required to prepare a declaration before arriving to customs. This is done through the Prepare a Travel function within the ATA Carnet app. Here is how you do it:



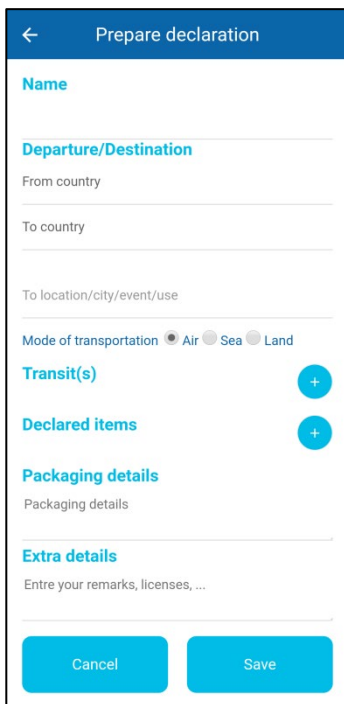
1. (a) Tap on **Carnets** from the main menu...



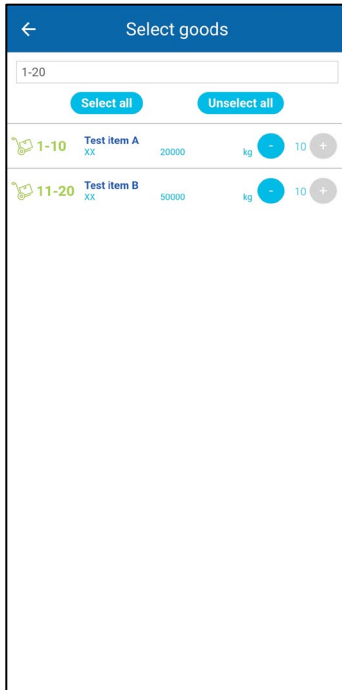
1. (b) ...or from the sidebar menu.



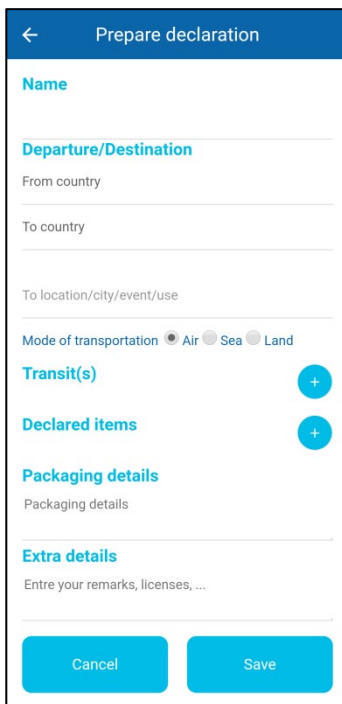
2. Tap on the + button on the top right corner.



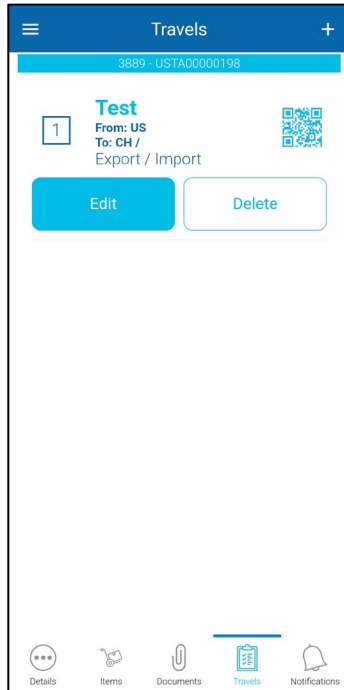
3. Fill in the required fields.
4. If required, add transit countries/territories by tapping on + and selecting the countries/territories intended to transit through.
5. Tap on + in the **Declared items**.



- 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.
- b. Once all goods have been added, tap on the ← on the top left corner to go back to the Prepare Travel screen.



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



7. 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:

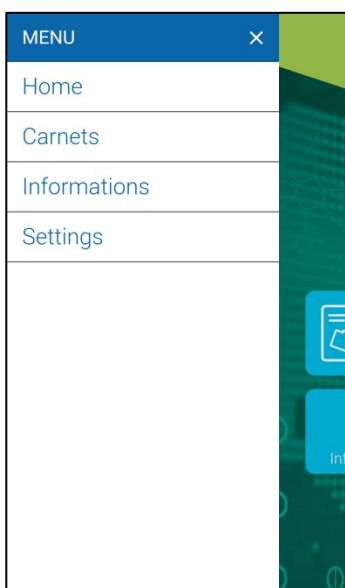
1. Prepared travels do not synchronise between devices. A travel prepared on one smartphone for a carnet will not appear on another smartphone with the same carnet downloaded.
2. A travel can be saved and prepared in multiple stages. Make sure all the fields are complete before going to Customs to process 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

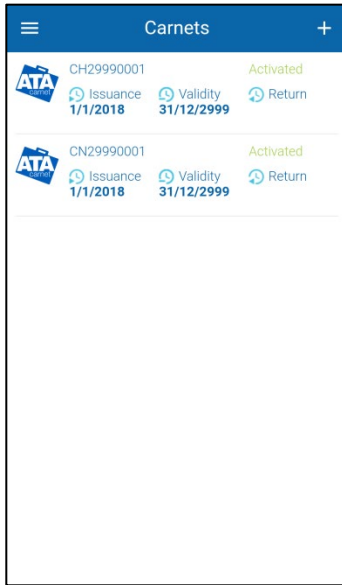
When travelling with the goods and the ATA Carnet, you will have to make a transaction at every customs crossing. To do so following these instructions:



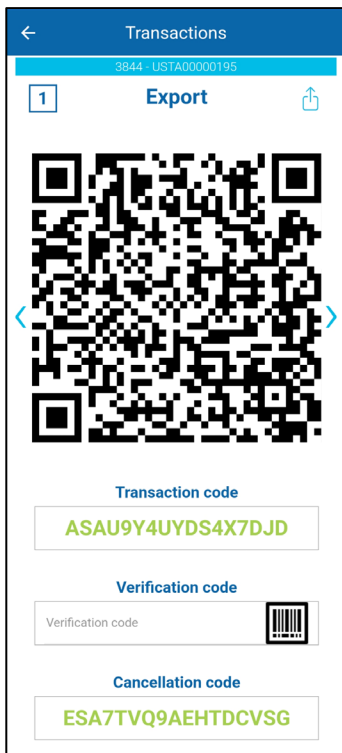
2. (a) Tap on **Carnets** from the main menu...



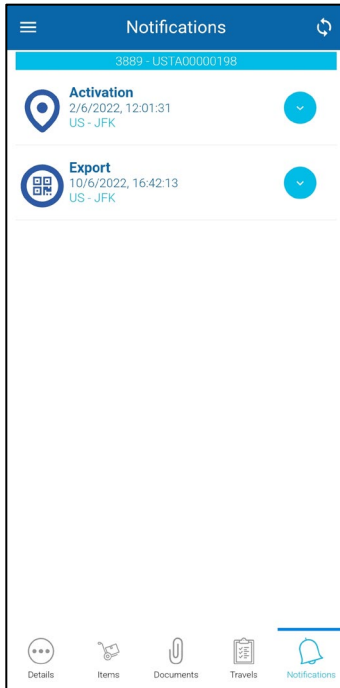
5. (b) ...or from the sidebar menu.



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.
10. 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.

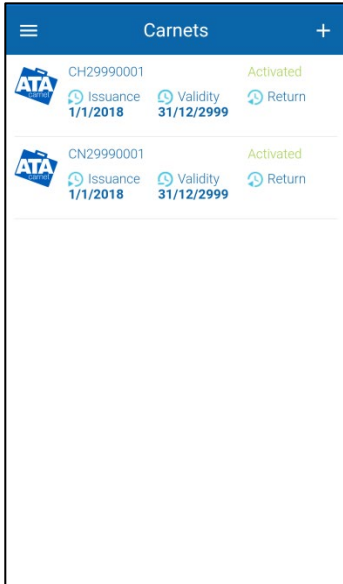


14. The history of transactions can be seen on the **Notifications** section.

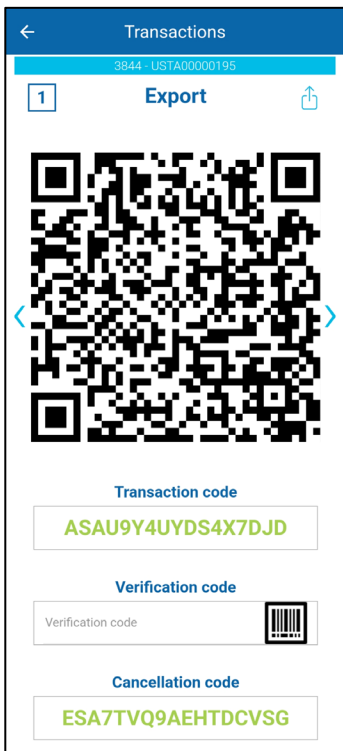
NB: One prepared travel will create automatically at least 2 transaction QR codes depending on the scenario (1 Export + 1 Import or 1 Re-export + Re-import) plus eventual Activation and/or Transits.


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:




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.
6. Tap on the share icon  on the top right of the screen and 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).



Passport for goods

CONTACT

wcf-ata@iccwbo.org

