

**STEP-BY-STEP GUIDE:**

# How to Apply for an ATA Carnet in TradePort



Stockholms  
Handelskammare<sup>1902</sup>

# Step 1: Travel Itinerary

## THE FIRST STEP:

The first step in the ATA Carnet application is to specify your travel itinerary.

- Select one or more countries you will visit. Click on the field under the section **"Select one or more countries that you will visit."**
- Begin typing the name of the country (e.g., "Norway") and select it from the dropdown list.
- If you plan to visit multiple countries, repeat this process to add additional destinations.

## ADDITIONAL INFO:

Clicking the **More info** button for a selected country will open a dialog box with specific rules and guidelines. For example, for Norway, ATA Carnets are not accepted in Svalbard, Jan Mayen, or dependencies in the Southern polar region. Transportation Under the **"Transportation"** column, choose your mode of transport for each destination.

Options include:

- **Train**
- **Road**
- **Sea**
- **Plane**
- **Don't know at the moment**

## NUMBER OF TRIPS:

Enter the number of times you will:

- **Leave the EU (max 10).**
- **Enter a non-EU country (max 10).**
- **Transit (if applicable, max 10).**

Note: The fields **"Exit a non-EU Country"** and **"Return to the EU"** are automatically calculated based on the values entered for **"Leave the EU"** and **"Enter a non-EU Country."** Step-by-Step Guide: How to Apply for an ATA Carnet in TradePort.

The screenshot displays the 'ATA Carnet' application interface. At the top, there is a navigation bar with the logo 'Stockholms Handelskammare' and links for 'Home', 'ATA Carnet', 'New application', 'My applications', 'Helpdesk', and 'SHK testKund'. The main header is 'ATA Carnet'. Below this, the page is titled 'Travel Itinerary - Step 1 of 4'. The form is divided into several sections:

- Select one or more countries that you will visit:** A dropdown menu with 'Norway' selected.
- Country:** A field containing 'Norway'.
- Transportation:** A dropdown menu with 'Road' selected.
- Country information:** A button labeled 'More info'.
- Number of trips:** A section with four rows of dropdown menus:
  - How many times are you leaving the EU? (3)
  - How many times will you enter a non-EU country? (3)
  - How many times will you exit a non-EU country? (1)
  - How many times are you coming back to the EU? (1)A 'Transit' dropdown menu is set to 0.
- Foreign usage:** A section with a dropdown menu 'Choose one of the options' and four radio button options:
  - Professional equipment
  - Exhibitions, fairs, congress
  - Commercial samples
  - OtherThe 'ATA Carnet (Samples)' option is selected.

At the bottom of the form, there are 'Back' and 'Next' buttons. Below the form, there is a 'See Draft/Template' section with 'Save draft' and 'View as template' buttons.

# Step 1: Travel Itinerary

Foreseen usage Select one option that best describes the purpose of your trip:

- Professional equipment
- Exhibitions, fairs, congresses
- Commercial samples
- Other

Use the **"ATA Carnet Countries"** button for more details about eligible countries.

Save draft or template To save your application and continue later, click **"Save draft."** You will be prompted to name your draft. Enter a name and click **"Save draft"** to confirm.

To save the information as a reusable template, choose **"Save as template."** Similarly, you will need to name the template before saving.

Example: See the screenshots showing how to name and save a draft or template.

Navigation Once all fields are complete, click the **"Next"** button to proceed to Step 2.

If you need to make changes, click the **"Back"** button to return to the previous step.

## TIPS:

Use the **"More info"** button to access specific rules for each country.

Double-check all entries for accuracy before moving to the next step.

The screenshot shows the 'ATA Carnet' application form. The form is titled 'Travel Itinerary - Step 1 of 2'. It includes a 'Country' section with a dropdown menu for 'Country' and a 'Number of sheets' section with four questions about the number of sheets for entering and leaving the EU. There are 'Back' and 'Next' buttons at the bottom. A 'More info' button is visible in the 'Country information' section. Callout boxes provide additional information: one points to the 'Country' dropdown, another to the 'Number of sheets' section, a third to the 'More info' button, and a fourth to the 'ATA Carnet Countries' button in the 'Foreign usage' section. A fifth callout box lists countries where ATA Carnets are not accepted.

Please select all of the countries you are planning to visit with your ATA Carnet. Make sure you are aware of all the rules that apply for each country you are visiting

Transit means that you are passing through another country/region/place on your way to destination. Choose this option if you are planning to travel through a non-EU country. The country that you are transiting through must be part of the ATA Convention, and must generally approve of transit. For travel by airplane, transit only applies if you are intending to leave the airport with the goods.

Utilize this feature to save your work as a draft, enabling you to finalize it at a more suitable time without losing progress. Alternatively, save your work as a template to create a reusable model, streamlining future applications with a consistent and efficient foundation

Use the "ATA Carnet Countries" button for more details about eligible countries.

ATA Carnets are not accepted in:

- the two unincorporated overseas territories of Norway: Svalbard (archipelago in the Arctic Ocean) and Jan Mayen (volcanic island in the Arctic Ocean);
- the three dependencies of Norway located in the Southern polar region: Bouvetøya (Sub Antarctic island in the South Atlantic Ocean), Queen Maud Land (sector region of Antarctica) and Peter I Island (a volcanic island in continental Antarctica)



# Step 2 of 5: Carnet Contact Information

In this step, you will provide details about the Carnet holder and any representatives if applicable. Follow these instructions: Carnet Holder Information The name of the Carnet holder will be pre-filled (e.g., SHK testKonto).

If you are applying on behalf of another company or address:

- Check the box labeled **"Applying on behalf of another company or address"**.
- A new section will appear below the checkbox.
- Click **"Add new"** to open an empty row where you can input the required details (e.g., company name, address). Once the information is complete, click "Save address" to confirm.

## TIP:

The entered information will be displayed on the issued ATA Carnet.

Carnet Contact Person Enter the contact details for the person responsible for the Carnet:

- **Last name:** Fill in the last name.
- **First name:** Fill in the first name.
- **Phone number:** Provide a valid phone number.
- **Email:** Enter the contact person's email address.

The screenshot shows the 'ATA Carnet' application interface for Stockholm Handikassan. The page is titled 'ATA Carnet' and is at 'Step 2 of 4: Carnet Contact Information'. The interface includes a navigation bar with links for 'Home', 'ATA Carnet', 'New application', 'My applications', 'Helpdesk', and 'SHK testKonto'. The main content area is divided into several sections:

- Carnet holder:** A dropdown menu showing 'SHK testKonto' and a checkbox for 'Applying on behalf of another company or address'.
- Carnet contact person:** A form with fields for 'Last name' (pre-filled with 'testKonto'), 'First name' (pre-filled with 'test'), 'Phone number' (pre-filled with '0701234567'), and 'Email' (pre-filled with 'test@mailinator.com').
- Representative or power of attorney:** A section with a checkbox for 'Company name and/or representative name' and a text input field for 'Enter name'. Below this is a 'Upload Power of Attorney' section with a 'Upload document' button.
- Navigation:** 'Back' and 'Next' buttons.
- Save Draft/Template:** A section with a 'Save draft' button and a 'Save as template' button.



# Step 2 of 5: Carnet Contact Information

Representative or Power of Attorney If someone other than the Carnet holder will be traveling with the ATA Carnet:

- Fill in the Company name and/or representative name field with the name of the traveler or their organization.
- Upload the Power of Attorney document by clicking **"Upload document."** This is mandatory if the traveler is not the Carnet holder.

Save Draft or Template You can save your progress at this step:

- **Save draft:** Click this button to save your application and return later. You will need to name your draft.
- **Save as template:** Use this option to create a reusable template for future applications. Enter a name for the template and save it.

## TIP:

Saving as a draft allows you to continue the application later, while templates streamline future applications by providing a pre filled structure.

Navigation Click **"Next"** to proceed to Step 3. If you need to revise any details from Step 1, click **"Back."**

## ADDITIONAL TIPS:

Use the blue information icon (i) for help with specific fields. Ensure all information is accurate to avoid delays or rejections during processing.

The screenshot shows the 'ATA Carnet' application interface. The title bar includes 'Stockholm Handikrämmare' and navigation links like 'Home', 'ATA Carnet', 'New application', 'My applications', 'Helpdesk', and 'SHK testKund'. The main heading is 'ATA Carnet'. Below it, the current step is 'Carnet Contact Information - Step 2 of 4'. The form is divided into several sections: 1. 'Carnet holder' with a 'SHK testKund' dropdown and a blue information icon. 2. 'Applying on behalf of another company or address' with a blue information icon. 3. 'Carnet contact person' with fields for 'Last name\*', 'First name\*', 'Sex', and 'Phone number\*'. 4. 'Representative or power of attorney' with a field for 'Company name and/or representative name' and a blue information icon. 5. 'Upload Power of Attorney' with a 'Upload document' button. At the bottom, there are 'Back' and 'Next >' buttons, and a 'Save Draft/Template' section with 'Save draft' and 'Save as template' buttons.

If you are applying on behalf of someone else, please check this box and fill in all the details. These details will show on the ATA Carnet.

Here you fill in the name and phone number of the person and company travelling with the ATA carnet. If the person travelling with the ATA Carnet is not the Carnet holder, you must have a power of attorney.

Utilize this feature to save your work as a draft, enabling you to finalize it at a more suitable time without losing progress. Alternatively, save your work as a template to create a reusable model, streamlining future applications with a consistent and efficient foundation.



# Step 3 of 5: Item List

This step allows you to specify the items included in your ATA Carnet. You can add items manually or upload a pre-prepared document. Follow the instructions below:

## ADD ITEMS OPTION 1: ADD MANUALLY

- Click the **"Add new item"** button to create a new row. Enter the following details for each item:
- **Item no:** Assign a unique number.
- **No. of pieces:** Specify the quantity of the item.
- **Description:** Provide a clear description of the item.
- **Weight:** Enter the weight of the item.
- **Weight unit:** Choose the appropriate unit (e.g., kg, lbs).
- **Value (SEK):** Enter the item's value in Swedish Krona.
- **Origin:** Indicate the item's country of origin. Hover over the blue "i" icon for further details if needed.

Repeat this process for each item.

## OPTION 2: UPLOAD DOCUMENT WITH ITEMS

- Click the **"Upload document with items"** tab.
- Use the provided tools for guidance: Download template example: This provides a sample file that shows the required format for the item list.
- ISO country codes: Click this link to download a PDF of ISO country codes to ensure accurate country of origin entries.
- Drag and drop your prepared file into the upload area or use the file selector to choose your document

**Editing or Removing Items** For manually added items, edit details directly in their respective fields. Use the **"Reset"** button to delete specific entries.

**Save Draft or Template** Save your progress by choosing one of the following options:

- **Save draft:** Temporarily save your application to continue later. Name the draft when prompted.
- **Save as template:** Save your application as a reusable template for future submissions. Name the template before saving.

**Navigation** Click **"Next"** to proceed to Step 4.

Use the **"Back"** button to review or modify details from Step 2.

### TIP:

Ensure that the uploaded document follows the required format to avoid processing delays. Double-check item descriptions and quantities for accuracy.

The screenshot shows the 'ATA Carnet' application interface. It features a top navigation bar with the logo and user information. The main content area is titled 'ATA Carnet' and 'Delivery Information - Step 4 of 4'. The interface includes several sections: 'Consent delivery' with radio buttons for 'Consent one of the options', 'Standard delivery', and 'Express delivery'; 'Delivery cost' with a 'Consent delivery' section; and 'Other information' with a 'Consent information' section. A 'Reference' field is also present. At the bottom, there are buttons for 'Back', 'Save Draft/Template', 'Save as draft', and 'Save as template'. Callout boxes provide additional context: 'Express means Priority handling of your application.' points to the 'Express delivery' option; 'Here you can fill in your own reference, which will be added to the invoice.' points to the 'Reference' field; 'If you have any additional information for the Chamber, please use this box.' points to the 'Other information' section; and 'Utilize this feature to save your work as a draft, enabling you to finalize it at a more suitable time without losing progress. Alternatively, save your work as a template to create a reusable model, streamlining future applications with a consistent and efficient foundation.' points to the 'Save Draft/Template' button.



# Step 4 of 5: Delivery Information

In this final step, you will specify the details of how you want your ATA Carnet to be delivered. Follow these instructions:

Carnet Delivery Options Choose one of the available delivery options:

- **Standard delivery:** The default option for regular processing.
- **Express delivery:** Select this option for faster processing. When Express delivery is selected, an additional Delivery date field will appear. Use this to specify the exact date you need the Carnet, as shown in the screenshot. Additional fees for express processing will apply.

Delivery Type Select the delivery method from the Delivery type dropdown menu. Options include:

- **Pickup**
- **Courier services**
- **Other available options based on your region.**

Specify Additional Information Other information: Use this field to include any special instructions or additional details about the delivery.

**Reference:** Add a reference number or internal identifier if required.

Price Details The total cost of your application is displayed under the Price section. If you're a member, a discounted price will be shown alongside the non-member price.

Save Draft or Template Save your progress at this step:

- **Save draft:** Save the current application to complete later. Provide a draft name when prompted.
- **Save as template:** Save the application as a reusable template for future submissions.

Submit Application When all fields are completed, click the **Submit** button to send your application for processing.

## TIP:

Double-check all details before submission to avoid delays.

Navigation Use the Back button to return to Step 3 if you need to revise any details.

## TIPS:

If selecting Express delivery, ensure the chosen date gives enough time for processing and aligns with your travel plans. Verify that the price reflects your membership status if applicable.

Stockholms Handelskammaren

## ATA Carnet

Stepp 4 av 5

1. Item - General Info

Add manually Upload document with items

Item no.	No. of pieces	Description	Weight	Weight Unit	Value (SEK)	Origin

2. Item

3. Save Draft/Template

4. Submit

5. Submit

Full description must be provided for each item (serial numbers, models, makes, picture if appropriate). Only items of identical description can be grouped together.

No breaklines are allowed, Maximum 50 amount of characters on description.

Here you select the country of origin of the goods.

Utilize this feature to save your work as a draft, enabling you to finalize it at a more suitable time without losing progress. Alternatively, save your work as a template to create a reusable model, streamlining future applications with a consistent and efficient foundation.



# Step 5 of 5: Delivery Information

In this final step, you will specify the details of how you want your ATA Carnet to be delivered. Follow these instructions:

**Carnet Delivery Options** Choose one of the available delivery options:

- **Standard delivery:** The default option for regular processing.
- **Express delivery:** Select this option for faster processing. When Express delivery is selected, an additional Delivery date field will appear. Use this to specify the exact date you need the Carnet, as shown in the screenshot. Additional fees for express processing will apply.

**Delivery Type** Select the delivery method from the Delivery type dropdown menu. Options include:

- **Pickup**
- **Courier services**
- **Other available options based on your region.**

**Specify Additional Information** Other information: Use this field to include any special instructions or additional details about the delivery.

**Reference:** Add a reference number or internal identifier if required.

**Price Details** The total cost of your application is displayed under the Price section. If you're a member, a discounted price will be shown alongside the non-member price.

**Save Draft or Template** Save your progress at this step:

- **Save draft:** Save the current application to complete later. Provide a draft name when prompted.
- **Save as template:** Save the application as a reusable template for future submissions.

**Submit Application** When all fields are completed, click the **Submit** button to send your application for processing.

## TIP:

Double-check all details before submission to avoid delays.

**Navigation** Use the Back button to return to Step 3 if you need to revise any details.

## TIPS:

If selecting Express delivery, ensure the chosen date gives enough time for processing and aligns with your travel plans. Verify that the price reflects your membership status if applicable.

Stockholm Handelskammaren

ATA Carnet

Home ATA Carnet New application My applications Helpdesk

### ATA Carnet

Delivery Information - Step 4 of 4

Delivery type

- Standard delivery
- Express delivery

Delivery date

Reference

Please specify the date by which you need your Carnet

Price

Total € 100

Save Draft/Template

Apply for membership and this could be your price

Total € 100

Express means Priority handling of your application.

Here you can fill in your own reference, which will be added to the invoice.

If you have any additional information for the Chamber, please use this box.

Utilize this feature to save your work as a draft, enabling you to finalize it at a more suitable time without losing progress. Alternatively, save your work as a template to create a reusable model, streamlining future applications with a consistent and efficient foundation.

