Victorian Chamber of Commerce and Industry



eATA Carnet App & Desktop User Guide

How to manage carnets and prepare a travel

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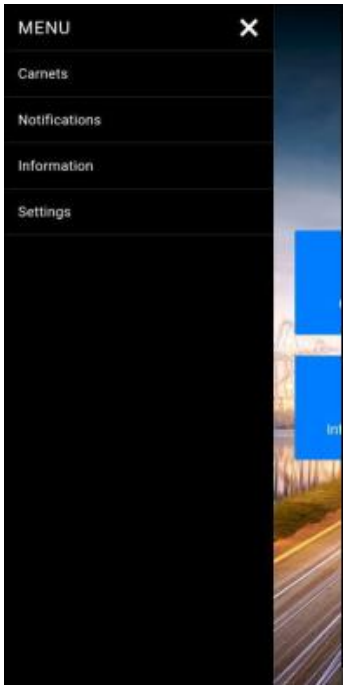
How to manage carnets and prepare a travel

Managing carnets

ATA Carnet App

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





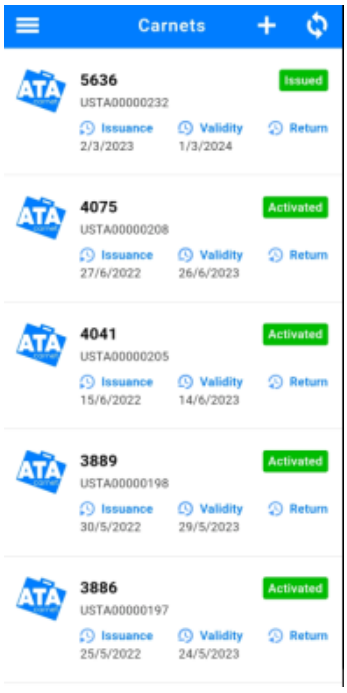
1. Tap on Carnets from the main menu or from the side bar menu

2. Tap on the + button on the top-right corner of the screen

3. Insert Carnet number or Carnet ID and Carnet PIN received from the Victorian Chamber or that has been forwarded to you from the ATA Carnet holder.

4. Tap on Download. Alternatively, you may also scan the AR Code by tapping the barcode icon for a faster importation if provided to you.

NOTE: 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.

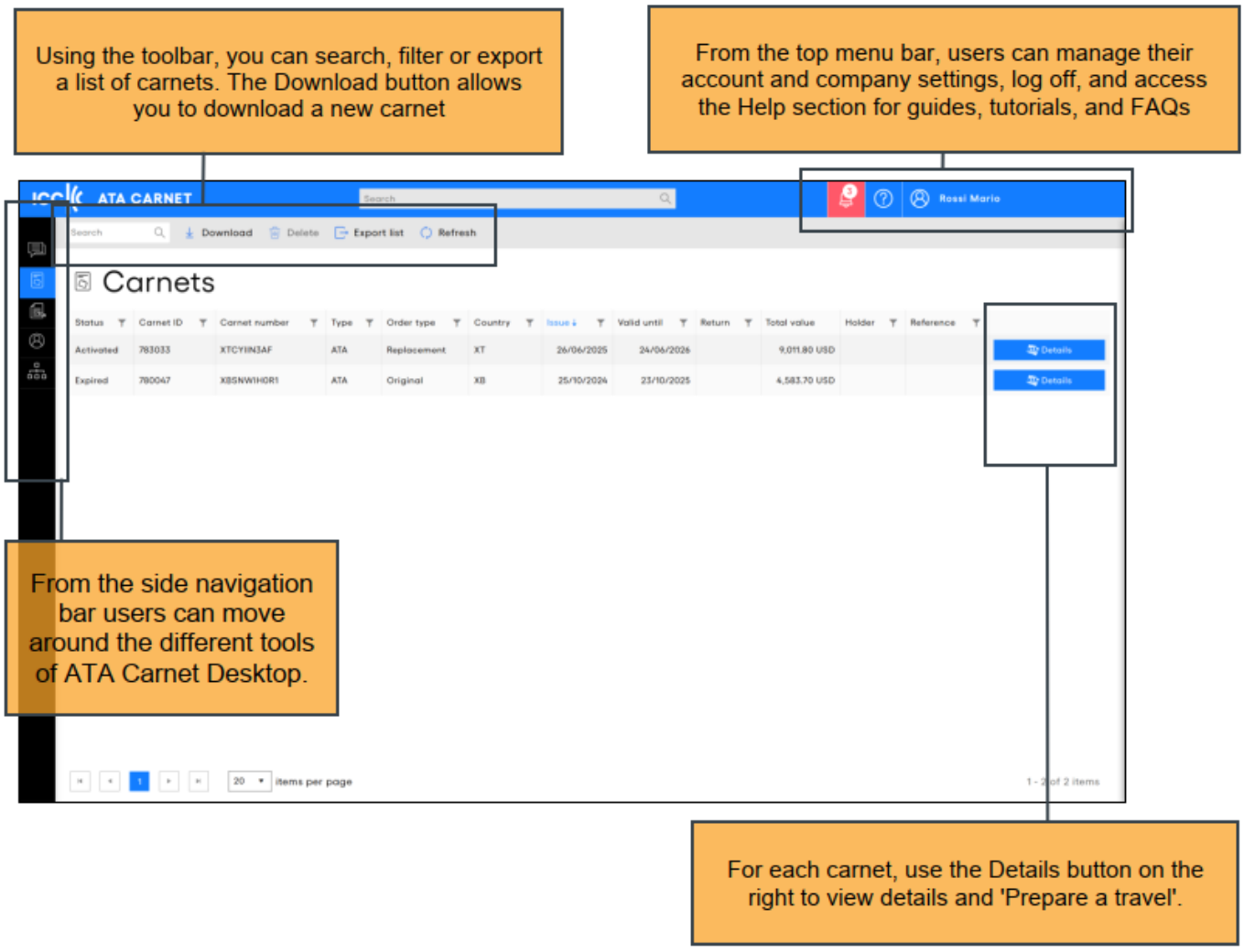




ATA Carnet Desktop

1. Once logged in, the **Carnets** section appears.

NOTE: The 'Carnets' section is your main hub for managing all carnets in ATA Carnet Desktop. Whether you hold or manage shared carnets, this module offers an organised list of active and archived documents. You can quickly view details, track statuses, and perform actions like downloading, sharing, or updating carnet information, helping you efficiently manage multiple carnets and maintain compliance.



NOTE: The export list function generates a .xlsx file and are limited to 500 items.

2. Click **Download** on the toolbar to start downloading a Carnet or individual transactions.

a. To download the full carnet: Enter the **Carnet number** or **Carnet ID** and **Carnet PIN code** as supplied by the Victorian Chamber or forwarded from the ATA Carnet holder.

- Alternatively, scanning the QR Code by tapping the QR code icon allows for quicker importation, if available

b. To download individual transactions shared with you - Copy the URL provided in the message from the carnet holder and paste it into the Sharing URL field.

c. Click **Download**



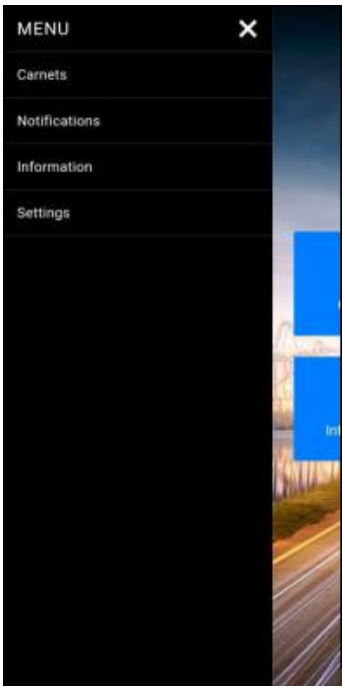
Preparing a travel

ATA Carnet App

Before arriving at customs, you must prepare a travel declaration using the 'Prepare a Travel' feature. This step is essential for carnet holders or their representatives.

1. Tap on Carnets from the main menu or from the side bar menu

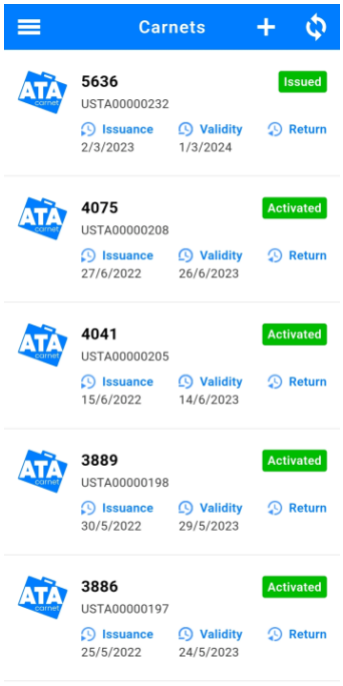


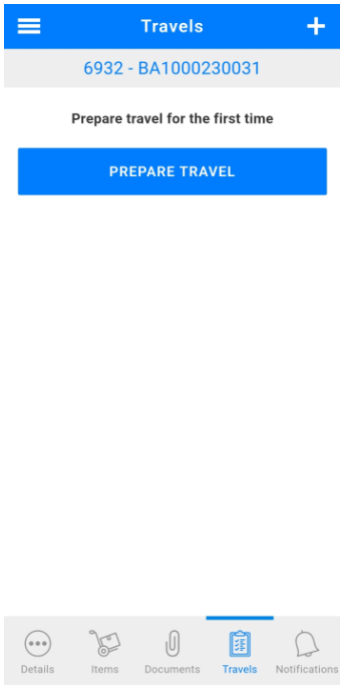


2. Select the carnet you want to use by tapping on it.

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

Note: This step must be repeated before you travel to the next destination (including the return to Australia)





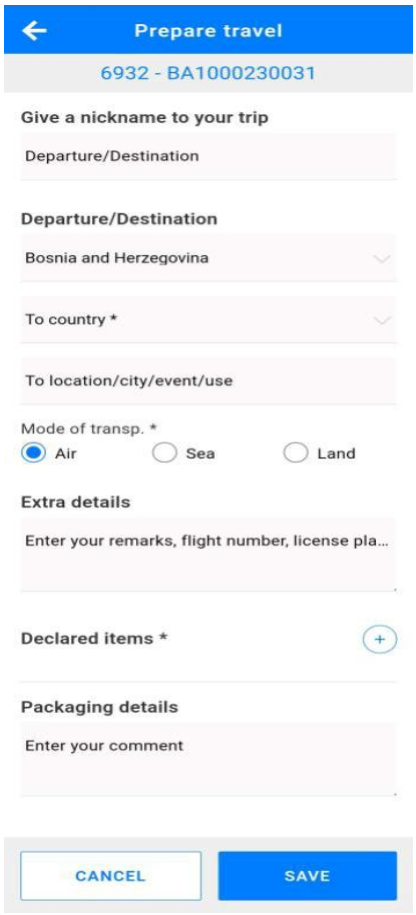
4. Fill in the required fields.

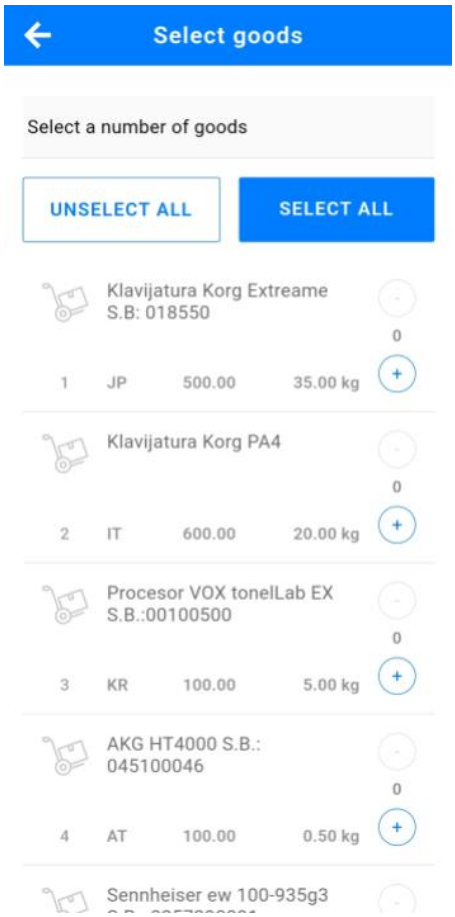
5. If required and you have transit sets available, add transit countries/territories by tapping on + and selecting the countries/territories intended to transit through.

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.

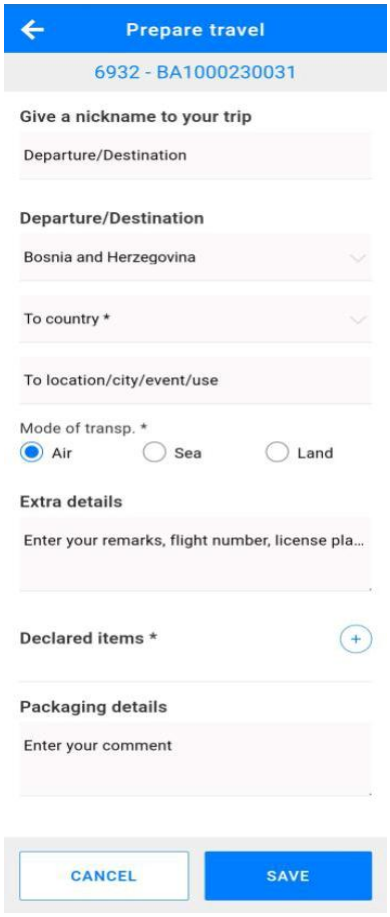
b. Once all goods have been added, tap on the ← on the top left corner to go back to the Prepare Travel screen.

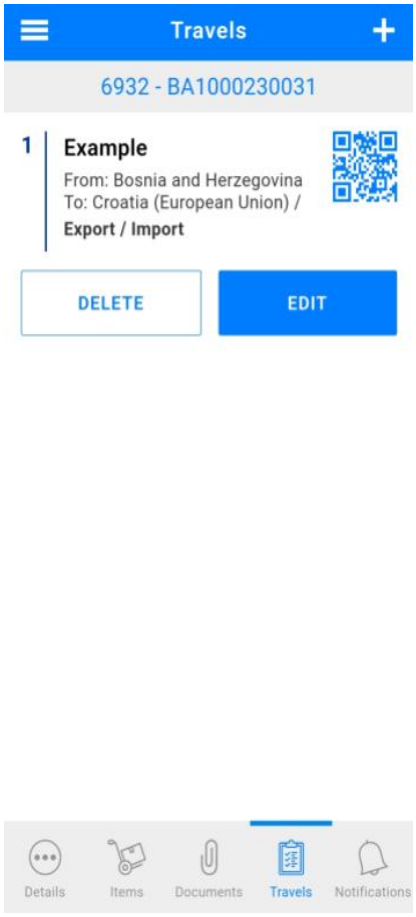




7. Tap on **Save** to save the travel.

- 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.





ATA Carnet Desktop

From the **Carnets** page, click on **Details** on the corresponding carnet you would like to use and then Prepare travel on the bottom of the screen.

1. Fill in the required fields.

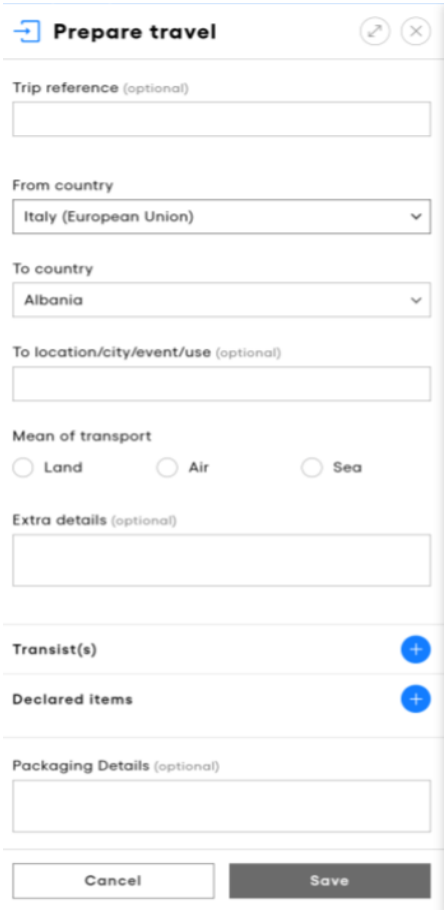
- If required and you have transit sets available, add transit countries/territories by clicking on + and selecting the countries/territories intended to transit through.

2. Click on + in the **Declared items**.

3. 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 click on Select all if required.

4. Once all goods have been added, click on **Save.**

5. Once the declaration is complete, click on **Save.**





To modify a travel, open the carnet **Details**, navigate to **Travels** and click on **Edit**. After the edits have been made click **Save**. You may also Delete prepared travels if needed and if not yet transacted.

NOTE:

1. Prepared travels synchronise between devices. A travel prepared on one device for a carnet will appear on another device 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.



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