



# United States Council for International Business Carnet and Trade Services

## Client User Guide Online Carnet Application — Version 2 August 2012 Edition

### Welcome to USCIB's Online Carnet Application

This site is out of service from midnight to 5:30am CST. This site is best viewed using Internet Explorer, Firefox or Safari.

Not registered?  
[Register](#)

Case-sensitive

User ID

Password

[Login](#)

[Forgot your login info?](#)

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#### Carnet Services

<b>Existing US Carnet</b> <ul style="list-style-type: none"><li>Need More Trips</li><li>Need More Time</li><li>Lost Carnets</li></ul>	<b>Foreign Issued Carnet</b> <ul style="list-style-type: none"><li>Keeping goods beyond expiration</li><li>Selling goods in the US</li><li>Before departing the US</li><li>Bringing vehicles into the US</li></ul>	<b>Contact Info</b> <ul style="list-style-type: none"><li>U.S. Customs</li><li>Foreign customs</li><li>Carnet staff</li></ul>
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[What is a Carnet?](#)

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For assistance, please contact us at 866.786.5625 or [info@merchandisepassport.org](mailto:info@merchandisepassport.org)

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## Welcome!

Welcome to USCIB’s online Carnet application. Whether you are new to the benefits of using the ATA Carnet or have been using this versatile document for years, you will find that applying online will simplify the process and will give you the tools you need to manage your documents and ensure a successful trip.

The online Carnet application is a free service provided to companies or individuals who obtain Carnets for their own use or freight forwarders, customs brokers, or other firms who prepare applications on behalf of their clients. If you have not already obtained your login information, be sure to register at [merchandisepassport.org](http://merchandisepassport.org).



This document is designed to provide a quick guide to creating applications and is not intended to be a comprehensive manual. USCIB’s Carnet Service Team is ready to assist. Just call or email

**1.866.786.5625** or

[info@merchandisepassport.org](mailto:info@merchandisepassport.org)

## Using This User Guide

Throughout this document, various fonts and font effects are used to indicate the meaning of certain terms.

- All words found in **Green Italics** address specific screens or pages in the system.
- All words found in *Italics* address specific fields or field options on a particular page.
- All fields marked with a \* (red) asterisk are required.
- Click Next/Previous to save any modified info.

Pay particular attention to the text boxes on various pages as they designate general system notes, tips, and important issues that can help you to better use the online application.

## Getting Started

### Hardware Requirements

Microsoft® Windows® NT, ME, 2000, XP, Vista, or 7  
Mac OS 10.7 or higher

### Software Requirements

Microsoft® Internet Explorer 7.x or higher, Firefox 13.x or higher, or Safari 5.x or higher  
Adobe Acrobat® Reader 9.x or higher

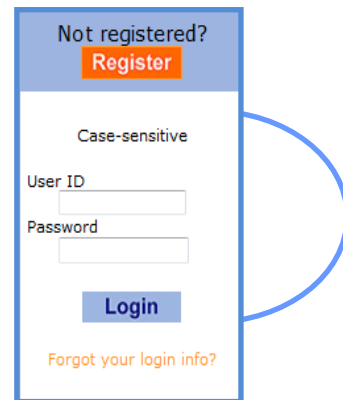
**Note:** You may obtain the most current version of Acrobat® Reader from Adobe’s website, [www.adobe.com](http://www.adobe.com).

## Program Operation

### Logging onto the online Carnet application

From USCIB Carnet website ([www.Carnetonline.org](http://www.Carnetonline.org)), enter User Name and Password provided by USCIB, and click *Login*.

**Tip:** For your convenience, we suggest you add this page to your list of online favorites. Please refer to the instructions provided by your Internet browser for adding websites into favorites.



### Logins and Passwords

We recommend each user obtain a unique login. Both User Name and Password are case sensitive.

Example:

User Name: ASMITH  
Password: company\_123

If you forget your User Name or Password, contact the USCIB Service Team or email [carnetregistration@uscib.org](mailto:carnetregistration@uscib.org). You may also use the *Forgot your Password* link on the login screen.

It is recommended that login information not be shared. If an employee with a User Name and Password leaves your company, please contact USCIB's Carnet Service Team to have the login information inactivated.



## System Navigation

Utilize the system navigation bar to access the various areas of the application. Put your mouse over any tab to activate a submenu of additional choices, which are shown below:



<b>Carnets</b>	VIEW/EDIT CARNET APPLICATIONS Start a new application; check application status; query, view, and export Carnet data.
<b>Maintenance</b>	HOLDERS Edit, add, archive, and deactivate Holder accounts Add, and view notes
	3 <sup>RD</sup> PARTY BILL Edit, add, and deactivate 3 <sup>rd</sup> Party Bill accounts
	3 <sup>RD</sup> PARTY SHIP Edit, add, and deactivate 3 <sup>rd</sup> Party Ship accounts.
<b>Reports</b>	Not applicable
<b>Help</b>	Current Page Get help with the current screen
<b>Home</b>	Returns to the home screen
<b>Exit</b>	Log out of the application

## Creating and Editing Applications

### Screen 1 – Start

The Start screen is the home page of the online application. From this screen, you can create a NEW application, EDIT a work-in-progress application, VIEW applications/Carnets, QUERY or EXPORT Carnet data into a spreadsheet.

1 • 2 • 3 • 4 • 5  
Start

Welcome MainContact Testing  
You are logged in as USCIBTESTING Location ID: 40092645

INSTRUCTIONS: From the results of your query, select the **Action** dropdown to edit, view, copy and delete applications. Use the **Action** dropdown to request Additional Certificates or a Duplicate of a valid, original Carnet.

Application Name:  **Add** **Find** Carnet No:  **Find**  
e.g. US11/200325

Date Type:  From  To

Status:  Application Not Submitted  
 Application Submitted  
 Valid/Open Carnet  
 Expired but not Returned or Closed  
 Returned but not Closed  
 Closed Carnet

Carnet Type:  Original Carnet  
 Replacement Carnet  
 Duplicate Carnet  
 Additional Certificates Ordered

Holder Name:

**Find** **Reset** **Export**

Action	Status	Type	Carnet Name	Carnet No.	Issue Date	Expiration Date	Close Date	Value	US Sets	Foreign Sets	Transit Sets	Holder Name	FEIN No.	Security Type	Security Ar
-- Select Action --	Submitted	ORIGINAL	APPONE_08172012					\$364,975.00	1	5	0	HolderOne Inc. XXXXX456789	Bond-Process with Carnet	\$146,990.	

### Create a New Application

To start a new application, enter a unique *Application Name* and click *Add*. Continue on to screen 2 – Preparer/Holder for the next step.

Application Name:  **Add**

### EDIT a Work-In-Progress Application or VIEW an Application/Carnet

You may edit an application with a Not-Submitted status. To do so, first query the application (see instructions below), locate your application and then select Edit from the Action dropdown menu.

Action	Status	Type	Carnet Name
<div style="border: 1px solid black; padding: 2px;"> -- Select Action --  -- Select Action --  View  Edit  Copy  Delete </div>	Not Submitted	ORIGINAL	TestingApplication1



# USCIB – Online Carnet Application

## Query an Application or Carnet

Enter part or all of the Application Name or the complete Carnet No. Then, click **Find**.

Application Name:  **Add** **Find** Carnet No:  **Find**  
e.g. US1/1200325

To narrow your search, use the additional search parameters in the box and then click **FIND**. Users have the ability to query Carnet data and then export the results to a spreadsheet.

Date Type:  -- Select -- From  To

Status:  Application Not Submitted  
 Application Submitted  
 Valid/Open Carnet  
 Expired but not Returned or Closed  
 Returned but not Closed  
 Closed Carnet

Carnet Type:  Original Carnet  
 Replacement Carnet  
 Duplicate Carnet  
 Additional Certificates Ordered

Holder Name:   
 HolderOne Inc. - XXXXX234567  
 HolderOne Inc. - XXXXX234567

**Find** **Reset** **Export**

## Information Bar

Click the column heading of the information bar to sort and re-arrange the order of the search results.

Action	Status	Type	Carnet Name	Carnet No.	Issue Date	Expiration Date	Close Date	Value	US Sets	Foreign Sets	Transit Se
-- Select Action --	Not Submitted	ORIGINAL	TestingApplication1					\$ .00	0	0	

The **Action** column allows you to execute certain actions depending upon the status of a selected Carnet or application.

**View** – View data without the ability to make any changes.

**Edit** – Edit any information in the Carnet application PRIOR to its submission.

**Copy** – Copy data from an existing Carnet or application into a new application. After you select COPY, enter a unique application name, and then select *Edit* to make any changes to the application.

**Delete** – Delete a Carnet application that has not yet been submitted.

**Request a Duplicate Carnet** – This feature is available for Carnets with a status of VALID. If the original carnet becomes lost, stolen, or extremely damaged prior to expiration, a duplicate may be issued. A duplicate is a mirror image of the original except that a “/S” follows the original Carnet number, e.g. US1/1200001/S. Additional fees apply.

**Request Add'l Sets** – This feature is available for Carnets with a status of VALID. Additional sets of counterfoils and/or vouchers may be requested to allow for continued travel with a Carnet should the initial supply of set(s) of counterfoils and/or vouchers be exhausted prior to the Carnet’s expiration. Additional fees apply.

**Status** – Applications will have either a Not-submitted or Submitted status. A processed Carnet may have a status of Valid, Void, Returned, Expired, or Closed.

An application will show a status of *Submitted* if you have completed all screens and submitted your application to USCIB, but a Carnet issuing representative has yet to process your application. If the status shows as *Submitted*, you will only be able to view the application.



If you have made a mistake on an application that has a *Submitted* status, call 866.786.5625 and ask for a member of the Carnet Service Team to reset your application so that you can edit and re-submit it.

**Type** – Classifies a transaction as original, duplicate, or replacement Carnet or additional sets.

**Carnet Name** – Assigned by the applicant when initiating a new Carnet application.

**Carnet #** – Unique identifier assigned to the Carnet after it is processed.

**Issue Date** – The first date of the validity of a Carnet.

**Expiration Date** – The last date of the validity of a Carnet, typically 1 year from its issue date.

**Close Date** – Date the Carnet was closed after its return to USCIB for cancellation.

**Value** – Total value of the goods listed on the General List of a Carnet.

**U.S. Sets** – Number of sets (counterfoils only) issued for validation by U.S. Customs & Border Protection.

**Foreign Sets** – Number of sets (counterfoils and vouchers) issued for validation by foreign customs.

**Transit Sets** – Number of sets (counterfoils and vouchers) issued for validation by foreign customs, where applicable.

**Holder Name** – The entity who is financially liable for the Carnet.

**FEIN No** – Federal Employer Identification Number. Alternatively, a customs assigned number, or Social Security Number may be provided.

**Security Type** – USCIB requires that all Carnets be secured by either a surety bond or cash deposit. Security types consist of “Bond processed with Carnet”, or “Bond provided by customer”, or “Cash Deposit”.

**Security Amount** – Usually 40% of the value of the General List. In some cases, higher percentage may apply.

**Surety Code** – An internal code specifying the surety company that issued the surety bond to fulfill the security requirement.

**Insurance** – Not applicable.

**Created Date** – The date the application was created by the applicant.

On each screen, the *Next* button saves the current information and advances to the next screen; the *Previous* button saves the current information and steps back to the previous screen. There is no separate Save button.





Screen 2 – Preparer/Holder

On this screen your contact information will display in the preparer section. Please review to ensure the information is current. Current information allows our Carnet Service Team to contact you.

Preparer

A Preparer is the entity preparing an application either for itself or on behalf of a third party. Any third party preparing a Carnet on behalf of a Holder must submit a completed Power of Attorney (POA) duly signed by the Holder prior to the release of the Carnet(s).

All fields marked with a red asterisk are required fields.

1 • 2 • 3 • 4 • 5

Preparer/Holder ORIGINAL CARNET

**Preparer's User Information** ?

Name:\* TESTINGCARNETREG INC.

Div/DBA: Testing Department

Address 1:\* 1212 Testing Avenue

Address 2: Room Test2

City:\* New York ST/Province:\* NY - New York Zip/Postal:\* 10036 Country:\* US - United States

Prefix: Ms. First:\* MainContact Middle: M Last:\* Testing Suffix:

Title: Not Applicable

Phone: (212) 111-2222 Ext: 321 Mobile: (212) 444-5555

Email: regular@testingcarnetreg. Fax: (212) 666-8888

Holder

A Holder is an entity on whose behalf the Carnet is issued. A Holder must have a beneficial economic interest in the merchandise being exported and is the party responsible for any duties, taxes and/or penalties that become payable.

Add Holder

When applying for a Carnet for the first time, there will be no Holder information. Click *Add Holder* to enter a new Holder to your account. The Holder information needs only to be entered once and it will be available for future applications.



When adding a new Holder, we recommend you first review the list of Active Holders to ensure the Holder is not already in the database. Click the *View Active Holders* button to view/select the appropriate Holder.

Select Holder*							
	Name	DIV/DBA	Address 1	Address 2	City	State	Zi
<input type="radio"/>	ACCA Corporation		1212 Avenue		Charleston	SC	29403
<input type="radio"/>	All Purpose Inc.		12 12th Avenue		new York	VA	00000
<input type="radio"/>	Carnet Services Inc.		1212 6th Avenue		Charleston	SC	29403

Enter the Holder's physical street address. P.O Boxes are not permitted. Providing the Holder's contact information assists USCIB in the event of a claim.



# USCIB – Online Carnet Application

All fields marked with a red asterisk are required fields.

<b>Holder Information</b> ?	
Name: * HolderOne Inc.	POA Assigned : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Div/DBA: HolderOne Department	POA Expiry Date : <input type="text"/>
Address 1: * 1212 Holder Avenue	
Address 2: Suite 1212	
City: * New York	ST/Province: * NY - New York
Zip/Postal: * 10036	Country: * US - United States
Prefix: * Mr.	First: * MainHolder
Middle: <input type="text"/>	Last: * Contact
Suffix: <input type="text"/>	
Title: Holder Title	
Phone: 212.2223333	Ext: 23
Mobile: 2129991111	
Email: aholder@holderone.com	Fax: 2124446666
Tax ID/EIN: * 11-12345678	Holder Type: * <input type="radio"/> SS <input checked="" type="radio"/> IRS <input type="radio"/> Customs Assigned
Legal Status: Corporation	
Parent Company: N/A	Parent TaxID: <input type="text"/>
Member Status: * Non-Member or Not Sure	

Additional information are required to complete the Holder section.

POA Assigned : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Tax ID/EIN: * 11-12345678	Holder Type: * <input type="radio"/> SS <input checked="" type="radio"/> IRS <input type="radio"/> Customs Assigned	Legal Status: * Corporation
POA Expiry Date : <input type="text"/>	Parent Company: N/A	Parent TaxID: <input type="text"/>	Member Status: * Non-Member or Not Sure
Remarks: <input type="text"/>			

- POA Assigned** – All third parties preparing a Carnet must submit a copy of their Power of Attorney (POA) to the USCIB before the Carnet will be released. Your Carnet Service Representative will update the status of this field upon receipt of an acceptable POA.
- Tax ID/EIN** – Enter the complete number, including the dash, in eleven (11) digits. If the number is only nine (9) digits, enter two zeroes at the end of the number.
- Holder Type** – Define the type of Federal Tax Identification Number by selecting either:
  - SS – Social Security Number
  - IRS – Employer Identification Number (EIN)
  - Customs Assigned – This number is assigned by U.S. Customs for foreign entities conducting business in the United States.
- Legal Status** – Select the appropriate legal status of the Holder, such as *Corporation*.
- Parent** – Enter the name and Tax ID of the Holder’s *Company* parent company, if applicable. If no there is no parent company, enter “N/A” in the *Parent Company* field.
- Member** – From the dropdown menu, identify whether the Holder is a member or non-member of the USCIB membership program.
- Remarks** – Typically, the remarks section is used to enter comments about the Holder, e.g. information which is important to remember when creating future applications. Please note that information entered in this field is also viewable in the Note section of Holder Maintenance.

Click the *Previous* button to go back; the *Next* button to proceed to *General List* screen.

Screen 3 – General List

All Carnets must include a general list that details the items intended to be brought into foreign participating countries on duty-and tax-free temporary entry. To expedite customs clearance, applicants must provide detailed information for each item (e.g., serial numbers, model numbers).

There are two ways to enter General List information, enter line by line as described below or as an upload spreadsheet, see page 26 for instructions.

Description of Goods	No. Of Pieces	Weight / Volume	Value	Country of Origin
1 pair Crystal Gold Electroplated Earrings (Style #2165XDS, 2.4 ct)	1	2.4gm	11	United States
18 Karat Gold sapphire 34.55 cts brooch with 2 black pearls (12x13.5mm)	1	125.54 gms	134988.00	United States
Style No. U24f9241t Ginger Jacket (86% Virgin Wool, 9% Cotton, 2% Silk, 2% Nylon)	2	4 lbs	975	China
Dell Vostro 1000 (15.4in Widescreen, Product key: SFA 12-ASGG3-154A4-OE31R-91 MMQ)	1	1 lb	500	United States
Samsung SyncMaster Monitor (930B) Serial #WJS2424, WJY2111, FSR 2938, FACR0988, LPPR3299	5	10kg	1000	Korea

Save Add More Items

A complete and accurate general list requires the completion of each field on each line of the General List, accordingly to the guidelines:

**Description of Goods:** Describe the item fully and *include any identifying marks and serial numbers*. A maximum of 1,000 characters is available per item.

**Number of Pieces:** Enter the quantity of items with the same description. This field is numeric only.

**Weight/Volume:** Enter the weight or volume and the unit of measure (e.g., 100 lbs., 5 kg.). This field is alpha-numeric and allows for 12 characters or spaces.

**Value:** Enter the total market or insured value of the item(s) in U.S. dollars. **Do not** include dollar signs (\$) or commas in your entry. This field is numeric with two decimal places. (Note: \$100.00 can be entered as “100” or “100.00” but not as “10000”.)

**Country of Origin:** Select the country in which the goods were manufactured.



# USCIB – Online Carnet Application

Once the detail for each item has been entered, click Save and this will return to the General List Screen. Be sure to Review the General List carefully. The information you see on the following screen is what will be printed on the Carnet. Inaccurate or incomplete General Lists may lead to delays or denial of entry at customs checkpoints.

To add more items to the bottom of the list, click Go again at the top of the screen or you may upload another list.

1 • 2 • 3 • 4 • 5

**General List** ORIGINAL CARNET

**General List Data**  
 Enter General List items individually  OR

Import a General List   
.csv format with no currency symbols. Find out more about importing General List files.

[GL Preview](#) [TecroGL Preview](#)

Item No	Description of Goods	No. Of Pieces	Weight / Volume	Value	Country of Origin
1	1 pair Crystal Gold Electroplated Earrings (style #32112EXD, 2.6 ct)	1	2.4gm	\$1,123.00	AT
2	18 Karat Gold Sapphire 34-55 cts Brooch with 2 black pearls 2 (10 x11mm)	2	125 lbs	\$346,899.00	ES
3	Samsung Sync Master Monitor (930B) Serial #5648XL	5	25kg	\$16,453.00	CN
4	Dell Vostro 1000 (15.4 in Widescreen, Product Key, SSS12-4536	1	5 lb	\$500.00	US

**Road Vehicles\***  
 Are there any road vehicle(s) included on your General List?

**Edit List**  
 Item No.     
 or

**To learn about Processing Fees view the Help menu.**

**GL Value: \$364,975.00**

**Next**, identify whether there are any road vehicles to be included on the General List. Select either Yes or No from the dropdown

**Road Vehicles\***  
 Are there any road vehicle(s) included on your General List?

### Edit/Delete the General List

You can edit/delete specific line items by entering the *Item No.* in the box and click either *Edit* or *Delete*. Or, click the Delete All Items button to completely erase the General List and start over. Select the Delete buttons carefully! Once data is deleted from the General list, it cannot be restored.

**Edit List**  
 Item No.     
 or

Click the link to preview a draft copy of the General List. *TecroGL Preview* is for a Tecro/AIT Carnet for Taiwan.

[GL Preview](#) [TecroGL Preview](#)

Click the *Previous* button to go back; the *Next* button to proceed to the *Countries* screen.



Screen 4 – Countries

The Countries page identifies the countries the Carnet Holder will visit and through which the Holder will transit. This screen also identifies individuals or companies authorized to present the Carnet to customs on behalf of the Holder.

**Visiting a country** – you are entering the country with the items on the General List and staying there for duration of time.

**Transiting a country** – you are going through the country only to get to another country, e.g., traveling from France through Switzerland to get to Austria.

**Goods to be exported as** – Select the best description(s) of the item(s) on the General List. More than one category may be selected, if applicable.

**Carnet needed by** – Enter the date by which you need to receive the Carnet

**No. of times leaving/ entering the U.S** – Enter the number of “round trips” you will make.

**Authorized Representatives** – Enter the names of individuals and/or companies eligible to present the Carnet to customs on the Holder’s behalf.

**Countries you will visit** – Select the countries and number of times you will visit that country. To enter multiple visits to a country, first select the country, change the number above the arrows, then use >> button to complete your selection.

Note: when visiting the EU, only one set of Counterfoils and Vouchers is necessary for each visit. Your Carnet Service Representative can assist you in determining the numbers of visits.

**Countries you will transit** – Select the countries and the number of times you will transit that country.

The Carnet you receive will include the number of sets of counterfoils/vouchers reflecting the number of country visits/transits.

Click the *Previous* button to go back; the *Next* button to proceed to *Ship/Bill* screen.



## Screen 5 – Ship/Bill

Utilize this screen to specify your shipping and billing preferences.

1 • 2 • 3 • 4 • 5  
Ship/Bill ORIGINAL CARNET

Ship Carnet To:  User  Preparer  Carnet Holder  Holder  3<sup>rd</sup>Party  Pick-Up

Bill Carnet To:  User  Preparer  Carnet Holder  Holder  3<sup>rd</sup> Party

Customer Reference Or PO Number:

Form of Security:\*

When do you need to receive the Carnet?\*:

Delivery Method:\*

Payment Method:\*

Message to Service Representative: (Message length limited to 300 characters.)

Previous Estimated Fees/Next

**Ship Carnet to:** Select the appropriate radio button based on the selection below. This information is helpful in Carnet return and redemption process. Our suggested usage will be:

- **Users** – Ship to the individual who logged on to the Carnet Online system to create the application.
- **Preparer** – ship to the MAIN contact of the preparer company. A Preparer company may have multiple users, but only one main contact.
- **Carnet Holder** – Carnet Holder and Holder are the same, unless updates have been made to the Holder section of screen 2, e.g. you may want to ship this particular Carnet to a different individual or division of the Holder company.
- **Holder** – ship to the MAIN contact of the Holder company.
- **3rd Party** – Ship the Carnet to a party other than the Preparer/Holder. First time users will need to enter the 3<sup>rd</sup> party Ship-To address, which will then be saved for future use. Users who have multiple 3<sup>rd</sup> party shipping addresses saved can click *Change 3rd Party Ship to Address* to view the saved list of addresses. Use the radio button next to the party you would like the Carnet to be shipped to, and edit the information as needed.
- **Pick-Up** – Arrange to pick up the Carnet at the USCIB office. Be sure to select your Delivery Method as *Call for Pick-up*.

**Bill Carnet to:** Select the appropriate radio button based on the selection above.

**Customer Reference or PO Number** – Enter your internal reference number in this field. This is an optional field that can be used to help you track your Carnet transactions. USCIB will include this number on our invoices.

**Form of Security** – The United States Council for International Business requires that all Carnets be secured by either a surety bond or cash deposit. The available options are:

- **Bond Process with Carnet** – Apply for a surety bond to guarantee the terms and conditions of the Carnet. Applicants may be required to submit a current audited financial statement or a tax return. Refer to the Carnet Fee Schedule for determining the estimated bond premium, or view the estimate on the *ESTIMATED FEES/Next page*. *The premium is non-refundable.*



- **Bond Provided by Customer** – Holders may select their own surety bond. A copy of the surety bond must be provided to your Carnet Service Representative prior to the Carnet being released. Surety bonds may be obtained from any of the 200 companies currently authorized by the U.S. Treasury department. The surety company must:
  - a. Be licensed, admitted insurer in the State of New York and hold a certificate of authority as an acceptable surety on the Department of the Treasury’s Listing of Approved Sureties (Dept. Circular 570);
  - b. Carry an A.M. Best rating of A- or higher;
  - c. Submit its bond with text in the exact legal wording required by the United States Council for International Business as obligee;
  - d. Include a valid surety Power of Attorney with the bond.
  
- **Cash Deposit** – Provide a certified check, wire transfer, or money order payable to USCIB. This deposit must be received by USCIB before the Carnet can be released.

### When do you need to receive the Carnet

- **Standard Processing** – Carnet is shipped within two business days of receipt of the application, provided security is in place.
  
- **Rush Processing** – Carnet is shipped overnight the day the application is received, provided security is in place. Expedited fees apply
  - \$50 for application submitted before 4:00pm Eastern Time (ET).
  - \$75 for application submitted after 4:00pm and before 5:00 ET.
  
- **Same Day Service** –Pick up the Carnet at the USCIB office in Manhattan, New York. Please confirm availability of the service in advance. Expedited fees apply.
  - \$100 for application submitted before 4:00pm ET.
  - \$150 for application submitted after 4:00pm and before 5:00pm ET.

**Delivery Method** – Provide your courier account number.

**Payment Method:** Select your choice of credit card, or if payment is by check, ensure your check is sent to the attention of your Carnet Service Representative via receipt mail or courier. Invoice is available only to pre-approved customers.

**Message to Service Representative:** Your Carnet Service Representative will read any messages placed in this field. For security purposes, please do not enter any credit card numbers in this field.

Click *Estimated Fees/Next* to save and continue.



# USCIB – Online Carnet Application

## View Fees

The ESTIMATED FEES will show you the total estimated charge for this Carnet. Please do not initiate payment based on this amount until you confirm with the Carnet Service Representative.

If you have completed your application, click *Next*. Otherwise, click *Previous* to return to the previous screen.

If you exit the system at this point, the application information will be saved.

View Fees	
<b>Application Name:</b>	test new app
<b>Holder Name:</b>	ACCA Corporation
<b>Processing Fees</b>	
Basic Fee:	\$305.00
Additional Certificates:	\$0.00
General List Continuation Sheets:	\$100.00
Expedited Service:	\$20.00
Shipping and Handling:	\$425.00
<b>Estimated Processing Fees:</b>	
<b>Security Requirements</b>	
<small>100% of the General List value is security required for security. If you are a Government Agency or other entity, please refer to the Security Requirements section of the ATA Carnet Handbook. Claim deposits will satisfy the security requirement, however you must contact your Carnet Service Representative for more information.</small>	
<small>If you are obtaining a carnet bond to fulfill your security requirement, please be advised that the bond premium may vary from the amount shown in your total fee. In addition, an additional fee, financial information or collateral deposit may be required. Please contact your Carnet Service Representative for more information regarding rate of fee.</small>	
Security Required:	\$54,999.50
Estimated Bond Premium:	\$550.00
<b>Total</b>	
Total Estimated Fees	\$975.00
Deposits, and/or Premiums:	\$0.00
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

## Terms and Conditions Screen

This screen outlines your obligation under the terms of the Carnet. **Be sure to carefully read the terms, and then select *Agree to Above - Submit* to submit your application. You will not be able to make any further changes after this point.**

**TERMS AND CONDITIONS**

**1. Security Deposit**  
 In connection with this security, I and my representative(s), as the Holder of the Carnet, agree that the security I have posted as guarantee may be drawn upon to reimburse USCIB for such duties, taxes, charges, legal fees and all costs incurred by USCIB as a result of my failure to comply with all U.S. Customs or foreign customs conditions as required by all ATA Conventions, and with all instructions issued by USCIB on the use of my ATA Carnet/TECRO Carnet, or as a result of any breach of the Carnet system for a period of 30 months. I further agree to make payment to USCIB on all valid customs claims that may exceed my security amount. I also understand that if the Carnet is surrendered to USCIB or its Service Providers with all used and unused certificates and USCIB has determined that it has been correctly utilized, USCIB may release me from the guarantee I have furnished prior to the 30 month period.

**2. Obligation**  
 In connection with the use of this Carnet, I and my representative(s), as the Holder of the Carnet, undertake to timely repatriate under the ATA Carnet and TECRO Carnet, all of the goods taken abroad, to produce satisfactory and timely evidence to cancel or mitigate any claim issued against my Carnet by a foreign guaranteeing association, to comply with all customs regulations and requirements both in the United States and abroad, and to accept responsibility for the results of the negotiations or proceedings with any customs authority conducted by me as Holder or by USCIB on my behalf. I declare that all my statements in connection with this application, and the descriptions of items on the General List, are true and correct. I and my representative(s), as Carnet Holder, hereby acknowledge my acceptance of the above and any payment of processing fees, cash deposits, and/or bond premium (as applicable) associated with the processing and issuance of this Carnet; such payments shall be further evidence of the acceptance of my obligations under this Carnet.

If I am a freight forwarder, Customs broker, or other third party submitting this application on behalf of the Carnet Holder, I acknowledge that I am fully authorized to bind the above obligations on the Carnet Holder's behalf.

**3. Carnet Documentation**  
 Based on my application, my Service Provider has processed a General List and counterfoil/voucher sets to my specifications. I hereby confirm that I will review my delivered documentation for accuracy upon arrival and will notify my Service Provider of any missing or incomplete documents for corrective action PRIOR to any Carnet travel, including instances in which I may require additional counterfoil/voucher sets beyond those originally issued. I acknowledge that it is not permissible to alter or add to the original documentation that is provided (green cover, General List, counterfoils, and vouchers) and that I and my representative are forbidden to present USCBP or foreign customs with a photocopy or otherwise reproduced facsimile of the Carnet documentation provided to me by my Service Provider. I acknowledge that Customs must validate original paperwork ONLY and that any reproduction of the Carnet in whole or part will be used exclusively for the purposes of my own recordkeeping as described below.

I further agree to make payment to USCIB on all valid customs claims that may exceed my security amount. I also understand that if the Carnet is surrendered to USCIB with all used and unused certificates and USCIB has determined that it has been correctly utilized, USCIB may release me from the guarantee I have furnished prior to the 30 month period.

**4. Rules for using the Carnet**  
 Carnet Holders are required to follow the rules on the inside folder of the Carnet once received, the green covers, advisories, warnings, and general instructions describing the proper use of a Carnet. I acknowledge that the rules for using the ATA/TECRO Carnet appear on the inside of the jacket that contains the ATA/TECRO Carnet, and that I have read and will follow them carefully. The rules may also be found at [www.merchandisepassport.org](http://www.merchandisepassport.org). I further agree to return my Carnet after final use to the United States Council for International Business (USCIB) with all used and unused certificates within 15 days after my final trip by receipted mail and to retain a copy of the carnet for my records.

You will not be able to make changes once you have submitted your application

**Important:** Review your application carefully before submitting. Once your Carnet is submitted and processed, all fees are payable and NOT refundable even if there is an error.

If an error is noticed after the application is submitted, call 1.866.786.5625 immediately. A Carnet Service Representative will work with you to make necessary edits.





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*Confirmation screen*

***Once the application is submitted, you can click OK to return to the START screen. Your Carnet Service Representative will contact you.***

**Thank you - we appreciate your business!**

Your application has been submitted and no further changes may be made.

You can view your application by returning to the list of Carnets, locating the Carnet by name and selecting "View" from the Action column.

**Important!** We will process your Carnet promptly provided all application and security requirements have been properly completed. We will notify you if additional information is needed. Once your application is processed, Carnet fees are not refundable.

**OK**



# USCIB – Online Carnet Application

## Reviewing Your Carnet Application

All applications and Carnets, regardless of status, may be reviewed via the VIEW screen. Locate your application or Carnet on the START - Screen 1 and select View from the Action dropdown menu.

Action	Status	Type	Carnet Name
-- Select Action --	Not Submitted	ORIGINAL	TestingApplication1
-- Select Action --			
View			
Edit			
Copy			
Delete			

When viewing a Carnet, you can navigate through each step by selecting the links at the bottom of the page.

<a href="#">Preparer/Holder</a>	<a href="#">Countries</a>	<a href="#">Billing/Shipping</a>	<a href="#">General List</a>	<a href="#">Obligation</a>
---------------------------------	---------------------------	----------------------------------	------------------------------	----------------------------

View Carnet					
Application Name:	APPONE_06172012	Application submitted:	06/17/2012	Carnet needed by:	06/17/2012
Carnet Number:		Issued By:	USCIB	Status:	Submitted
Issue Date:		Expiration Date:		Value:	\$364,975.00
Carnet Returned to HQ:		Carnet Received at HQ:		Carnet Closed:	
Preparer's User Information					
Name:	TESTINGCARNETREG INC.	Location ID:	40092645		
Div/DBA:	Testing Department				
Address:	1212 Testing Avenue Room Test2 New York NY 10036 United States				
Name:	MS MainContact M Testing				
Title:	Not Applicable				
Phone:	(212) 111-2222	Ext:	321	Mobile:	(212) 444-5555
Email:	regular@testingcarnetreg.com	Fax:	(212) 666-8888		
Holder Information					
Name:	HolderOne Inc.				
Div/DBA:	HolderOne Department				
Address:	1212 Holder Avenue Suite 1212 New York NY 10036 United States				
Name:	MainHolder Contact				
Title:	Holder Title				
Phone:	(212) 222-3333	Ext:	23	Mobile:	(212) 999-1111
Email:	mainholder@holderone.com	Fax:	(212) 444-6666		
Tax ID/EIN:	11-123456789	Holder Type:	IRS	Legal Status:	C
Parent Company:	N/A	Parent TaxID:		Member Status:	Non-Member or Not Sure
Remark:					
<a href="#">Preparer/Holder</a> <a href="#">Countries</a> <a href="#">Billing/Shipping</a> <a href="#">General List</a> <a href="#">Obligation</a>					

**PREPARER/HOLDER** – Confirm the accuracy of contact information.

**COUNTRIES** – Confirm that you will be receiving the proper number of sets of counterfoils/vouchers.

**SHIPPING & PAYMENT INFORMATION** – Review delivery information, timeframe, and delivery method.

**GENERAL LIST** – Print a DRAFT COPY of the General List if desired. This list will be identical to the one printed on your Carnet.

**OBLIGATION** – To view the terms and conditions of the Carnet.

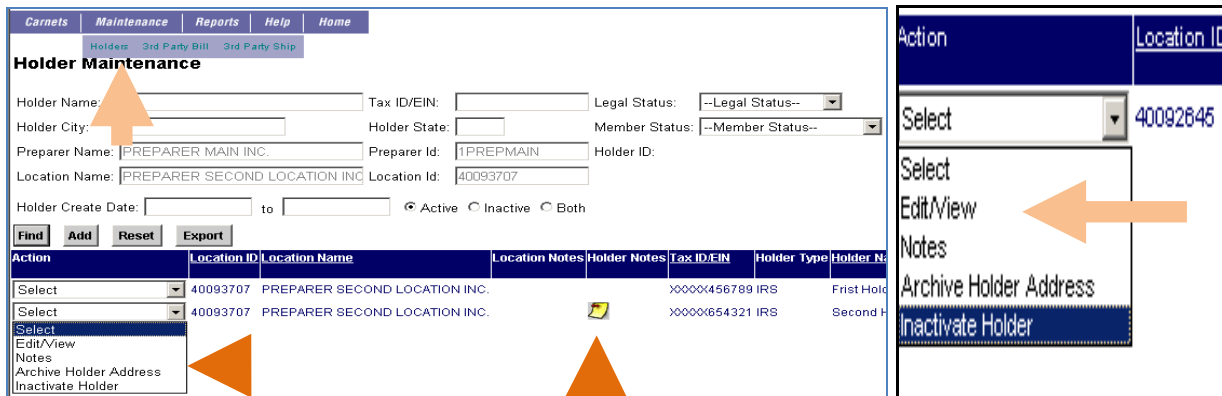
## Data Maintenance

This section of the application allows preparers (Users) to maintain information on Holders, any 3<sup>rd</sup> Party Bill and 3<sup>rd</sup> Party Ship.

### Holder Maintenance

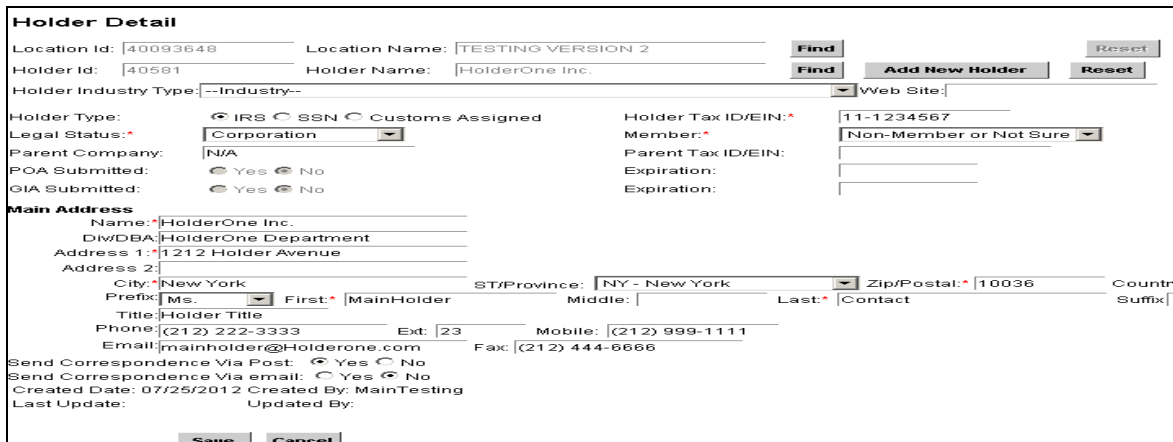
Access the Holder Maintenance screen via the Maintenance menu from the navigation bar. From this screen, users can:

- **Add a New Holder** – Click the *Add* button and complete the required information on the *Holder Detail* screen.
- **Edit an existing Holder** – Enter any combination of search parameters and click the Find button. Select Edit/View from the Action dropdown menu to access the *Holder Detail* screen.
- **Inactive Holder** - If a Holder is no longer valid.
- **Archive Holder Address** - Archiving Holders that are no longer needed will make finding Holders on the PREPARER/HOLDER screen easier.
- **Find/Export Holder** – Enter the search parameter, click the *Find* or *Export* button to view the search result in a spreadsheet.



### Holder Detail Screen

Use this screen to add or update Holder information. All fields with a red asterisk are required.





# USCIB – Online Carnet Application

If editing an existing Holder, update the information and then click the *Save* button to confirm your changes.

For new Holders, you do not need to enter the Holder ID or Holder Name fields. They will populate automatically once the screen is saved. Simply click the *Add New Holder* button to clear the page and enter the new Holder details. Click the *Save* button to confirm your changes.

Changes made to an active Holder will be reflected in all future Carnet applications.

Expiration Dates for Power of Attorney (POA) and General Indemnity Agreement (GIA) in this page are managed by your Carnet Service Representative. Upon receipt of a valid POA and/or GIA, your Carnet Service Representative will enter any expiration date(s) noted on the agreements.

## Notes

This section allows you to view and add information regarding Holders. Please note that USCIB will be able to view the notes entered in this section. Notes are classified as

- Preparer ID – Notes refer to the preparer company.
- Location – the specific location of the preparer company.
- Carnet – you need the Carnet number to enter information for this selection.
- Holder
- All – this allows you to view all notes created for this Holder.

**Notes**  Preparer ID  Location  Carnet  Holder  All

Preparer ID:       Preparer Name:

Location ID:       Location Name:

Holder ID:       Holder Name:

Carnet No:       Carnet Hdr ID:

Active  Inactive  Both

Action	Entity Type	Entity ID	Carnet No	Note Type	Updated	Updated by	Subject	Notes	Loc
--------	-------------	-----------	-----------	-----------	---------	------------	---------	-------	-----

**Enter/View Notes** –Querying a specific Holder. Select Notes from the Action dropdown menu to enter or view any notes about the Holder. When entering a new note, select the appropriate radio button at the top of the page to identify the note type.

Note categories are listed below:

- 1) General
- 2) Name Change
- 3) Payment
- 4) Shipping
- 5) Special Instructions
- 6) Carnet – Ship/Bill
- 7) Billing
- 8) Holder

[Carnets](#) | [Maintenance](#) | [Reports](#) | [Help](#) | [Home](#)

**Notes**  Preparer ID  Location  Carnet  Holder  All

Preparer ID:       Preparer Name:

Location ID:       Location Name:

Holder ID:       Holder Name:

Carnet No:       Carnet Hdr ID:

Active  Inactive  Both

Note Type:

Subject:

Note:



### 3<sup>rd</sup> Party Bill Maintenance

Access the 3<sup>rd</sup> Party Bill Maintenance screen via the Maintenance menu from the navigation bar. All Fields with a red asterisk are required. From this screen, users can:

- Create a New 3<sup>rd</sup> Party Bill Record
- Edit an existing 3<sup>rd</sup> Party Bill Record
- Export queried data into a spreadsheet

	Preparer ID	Preparer Name	Loc. ID	Loc. Name	3rd Party Company Name	3rd Party DIV/DBA	3rd Party Address 1
Select	1SMOY	USCIBTESTING	40092645	TESTINGCARNETREG INC.			

**Add a new 3<sup>rd</sup> Party** – Click the *Add* button and complete the required information on the *3<sup>rd</sup> Party Bill Detail* screen.

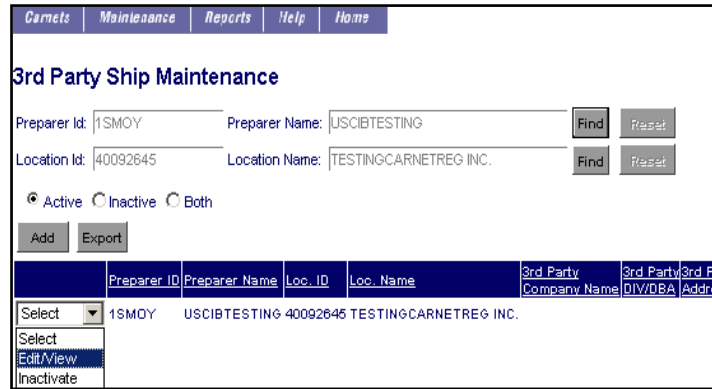
**Edit an Existing 3<sup>rd</sup> Party** – Select *Edit/View* from the Action dropdown to access the *3<sup>rd</sup> Party Bill Detail* screen. Update the information and then click the *Save* button to confirm your changes. If the 3<sup>rd</sup> Party is no longer used, select *Inactivate*. By inactivating *3<sup>rd</sup> Party Bill* records that are no longer needed, it will make finding active records easier. Changes made to an active 3<sup>rd</sup> party record will be reflected in all future Carnet applications.

**Find/Export 3<sup>rd</sup> Party** – Enter the search parameter, click the *Find* or *Export* button to view the search result. If editing an existing record, update the information and then click the *Save* button to confirm your changes.

## 3rd Party Ship Maintenance

Access the *3<sup>rd</sup> Party Ship Maintenance* screen via the Maintenance menu from the navigation bar. All fields with a red asterisk are required. From this screen, users can:

- Create a New *3<sup>rd</sup> Party Ship Record*
- Edit an existing *3<sup>rd</sup> Party Ship Record*
- Export queried data into a spreadsheet

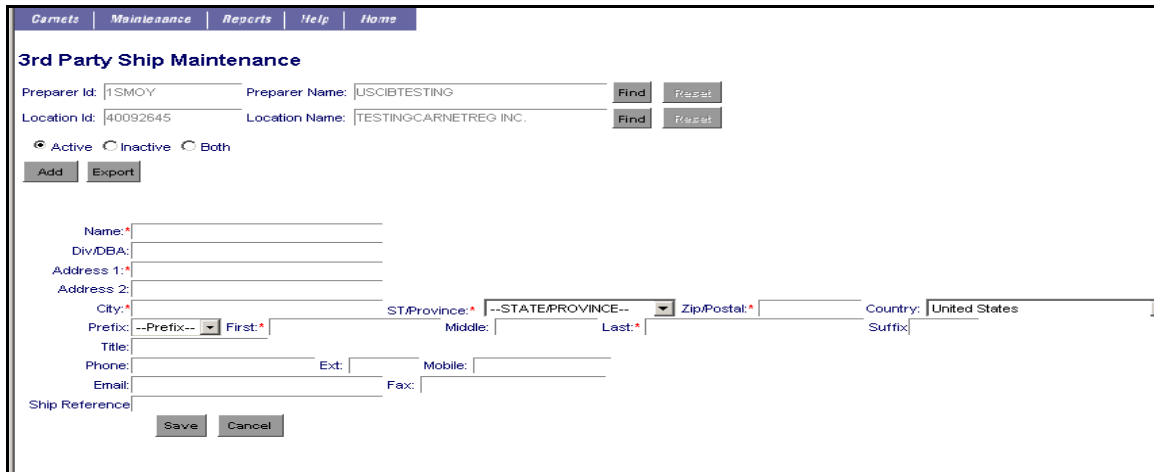


The screenshot shows the '3rd Party Ship Maintenance' search interface. It includes search fields for Preparer ID (1SMOY) and Location ID (40092645), with corresponding Preparer Name (USCIBTESTING) and Location Name (TESTINGCARNETREG INC.). There are 'Find' and 'Reset' buttons for each search field. Below the search fields are radio buttons for 'Active', 'Inactive', and 'Both', and 'Add' and 'Export' buttons. A table below shows search results with columns: Preparer ID, Preparer Name, Loc. ID, Loc. Name, 3rd Party Company Name, 3rd Party DIV/DBA, and 3rd Party Address. The first row contains the search criteria. An action dropdown menu is open over the first row, showing options: Select, Edit/View, and Inactivate.

**Add a new *3<sup>rd</sup> Party*** – Click the *Add* button and complete the required information on the *3<sup>rd</sup> Party Ship Detail* screen.

**Edit an Existing *3<sup>rd</sup> Party*** – Select *Edit/View* from the Action dropdown to access the *3<sup>rd</sup> Party Ship Detail* screen. Update the information and then click the *Save* button to confirm your changes. If the *3<sup>rd</sup> Party* is no longer used, select *Inactive*. By inactivating *3<sup>rd</sup> Party Ship* records that are no longer needed, it will make finding active records easier. Changes made to an active *3<sup>rd</sup> party* record will be reflected in all future Carnet applications.

**Find/Export *3<sup>rd</sup> Party*** – Enter the search parameter, click the *Find* or *Export* button to view the search result.



The screenshot shows the '3rd Party Ship Detail' form. It includes search fields for Preparer ID (1SMOY) and Location ID (40092645), with corresponding Preparer Name (USCIBTESTING) and Location Name (TESTINGCARNETREG INC.). There are 'Find' and 'Reset' buttons for each search field. Below the search fields are radio buttons for 'Active', 'Inactive', and 'Both', and 'Add' and 'Export' buttons. The form contains several required fields (marked with a red asterisk): Name, Div/DBA, Address 1, Address 2, City, ST/Province (dropdown), Zip/Postal, Country (dropdown), Prefix (dropdown), First, Middle, Last, Suffix, Title, Phone (with Ext. and Mobile fields), Email, and Fax. There are 'Save' and 'Cancel' buttons at the bottom.

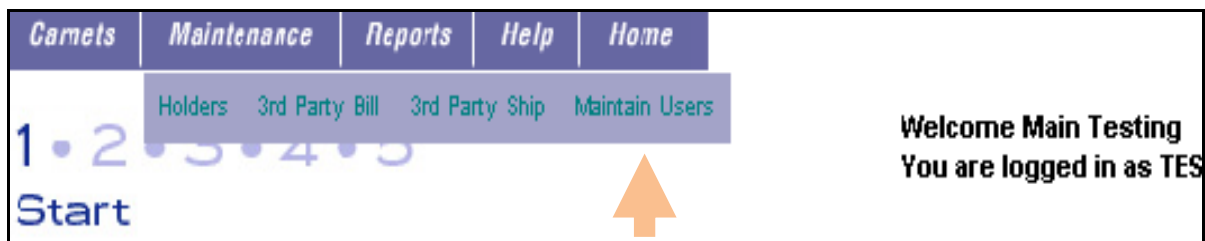
## User Administration

For enhanced flexibility, certain users within the Preparer company can be provided with administrative access to assist with managing your employees' use of the application. Local Administrators or National Administrators have the ability to add new users, modify existing users, inactivate or reactivate users.

1. **Regular Users** - creates and process applications
2. **Local Administrators** – Manage employees for a single billing location within your company.
3. **National Administrators** – Manage all employees for all billing locations within your company.

If you have been provided with either Local Admin or National Admin rights, you have access to the *Maintain Users* screen, located under the Maintenance menu. Users that do not have administrative access cannot view this option.

**Important:** Administrator access is typically provided to those at a supervisor level. Please contact your carnet Service Representative in writing to enable this feature.





## Order Additional Sets or Duplicate Carnets

### Request Additional Sets

Additional sets of counterfoils and/or vouchers may be obtained for continued travel. The charge for additional sets of counterfoils and/or vouchers is \$60 plus shipping and handling. This fee includes up to four sets of any combination of yellow, white, or blue counterfoil voucher sets.

This feature is only available for Carnets with a VALID status. At the Start – Screen 1, locate the Carnet for which you want to request additional sets. Under the *Action* dropdown, select *Additional Sets*.

Action	Status	Type
-- Select Action --	Valid	ADDL.SETS
-- Select Action --	Valid	ORIGINAL
-- Select Action --	Valid	ORIGINAL
View	Valid	ORIGINAL
Copy	Valid	ORIGINAL
Duplicate Carnet	Valid	ORIGINAL
Additional Sets	Valid	ORIGINAL

Review the information and click **Yes** to proceed or **No** to return to *Start* screen.

**Additional Sets**  
**Request Additional Sets of Counterfoils / Vouchers**

Additional sets of counterfoils and/or vouchers can be issued for continued travel on a valid Carnet. The cost for additional sets of counterfoils and/or vouchers is \$60 plus shipping and handling. This fee includes up to four sets of yellow counterfoils, white counterfoils and corresponding vouchers, or blue counterfoils and corresponding vouchers. Additional sets may be requested with the same order at \$15 per set.

- \* If you select "Yes" below, you will be prompted to select the number of additional times you will be leaving/entering the U.S., and to select the additional countries you will be visiting and/or transiting.
- \* If any additional information needs to be changed (for example, you would like to have the counterfoils and vouchers sent to a different location than was requested when you applied for the original Carnet), please contact your Carnet Service Provider.

Do you want to proceed with ordering additional sets of counterfoils/vouchers for this Carnet?

Enter country (ies) and number of visits. Click **Next** to proceed. Or Click *View/Edit Applications* under the Carnet menu to return to the *Start* screen.

**ADDITIONAL SETS**

No. of Times Leaving / Entering the U.S.: 0

countries you will visit or through which you will transit

*Countries you will visit		Countries through which you will transit	
Algeria-DZ	1	Algeria-DZ	1
Andorra-AD		Andorra-AD	
Australia-AU		Australia-AU	
Austria-AT		Austria-AT	
Belarus-BY		Belarus-BY	
Belgium-BE		Belgium-BE	
Bosnia-Herzegovina-BA		Bosnia-Herzegovina-BA	
Bulgaria-BG		Bulgaria-BG	

Foreign Sets: 0      Transit Sets: 0      US Sets: 0





### Request Duplicate Carnet

A *Duplicate* Carnet is an exact replica of an original Carnet. It is issued when an original carnet becomes lost, stolen, or extremely damaged. Duplicates are designated with “/S” following the original Carnet number.

This feature is only available for Carnets with a VALID status. A duplicate Carnet will not be issued on an expired document. At the Start – screen 1, locate the Carnet you want to request a duplicate. Under the *Action* dropdown, select *Duplicate Carnet*.

Action	Status	Type
-- Select Action --	Valid	ADDL.SETS
-- Select Action --	Valid	ORIGINAL
-- Select Action --	Valid	ORIGINAL
View	Valid	ORIGINAL
Copy	Valid	ORIGINAL
Duplicate Carnet	Valid	ORIGINAL
Additional Sets	Valid	ORIGINAL

Review the information and click **Yes** to proceed or **No** to return to *Start* screen.

**Request a Duplicate Carnet**

A Duplicate Carnet can be issued in the event that a valid Carnet is lost. All fees for Duplicate Carnet will apply, however you will not be required to post additional security.

Following your request for a Duplicate Carnet, you will be returned to your Carnet browser screen where you can locate and view the Duplicate information using the original Carnet. If any information needs to be changed, please contact your Carnet Service Provider immediately.

Do you wish to request a Duplicate Carnet?

A Carnet Service Representative will contact you to complete the transaction. Be aware that while additional processing and delivery charges apply, an additional security deposit is waived.

## Appendix: Importing a General List

### Importing General List Items from a Spreadsheet

USCIB’S online Carnet application allows the user (preparer) to upload a General List that has been previously prepared in Excel (or similar spreadsheet program) into the Carnet application. This is particularly helpful for General Lists of 10 or more items.

To use this feature, the General List must be prepared in a format that can be recognized by the Carnet application. The sample in these instructions uses Microsoft® Excel. However, most spreadsheet programs can be used.

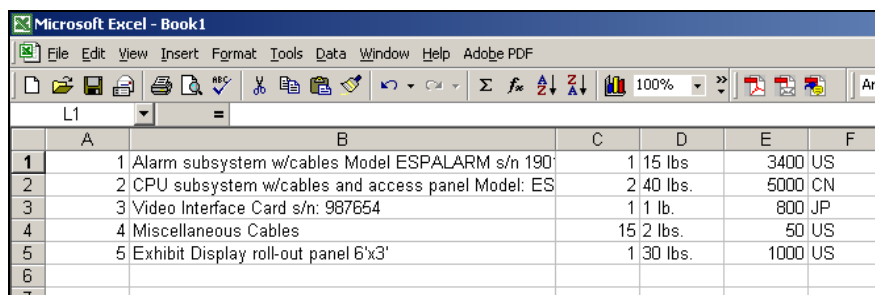
There are three steps to the process:

- Step 1.** Prepare the General List
- Step 2.** Save the file in .CSV format
- Step 3.** Import the General List

The following pages detail the process. If the file does not load properly, contact USCIB’S Carnet Service team at **866.786.5625** or [info@merchandisepassport.org](mailto:info@merchandisepassport.org) for assistance. It is always helpful if you email us the file you are trying to upload!

#### Step 1. Prepare the General List

The General List must be prepared in a six-column format and contain no headers, totals, page numbers or other formatting.



	A	B	C	D	E	F
1	1	Alarm subsystem w/cables Model ESPALARM s/n 190	1	15 lbs	3400	US
2	2	CPU subsystem w/cables and access panel Model: ES	2	40 lbs.	5000	CN
3	3	Video Interface Card s/n: 987654	1	1 lb.	800	JP
4	4	Miscellaneous Cables	15	2 lbs.	50	US
5	5	Exhibit Display roll-out panel 6'x3'	1	30 lbs.	1000	US
6						
7						

**Column A: Item number:** This is the sequential numbering that appears on the General List and must be represented in positive integers (beginning with number 1)

**Column B: Description of the goods:** A maximum of 1,000 characters is allowed. Strings of characters without spaces cannot be longer than 45 characters. (for example, if you are listing several serial numbers in a row separated by commas, it is recommended that you add a space after each comma). This allows the program to know where to create an appropriate line break on the printed list. The field will accept upper-case and lower-case letters, numbers, and special characters like commas, periods, ampersands, and colons.

**Do NOT include double quotation marks (") within the description.** To substitute for a double quotation mark, two sequential apostrophes (') can be used.

**Column C: Quantity:** This is the number of items, answering to the same description that are associated with the line item number. This must be a whole number and can contain up to 3 characters.

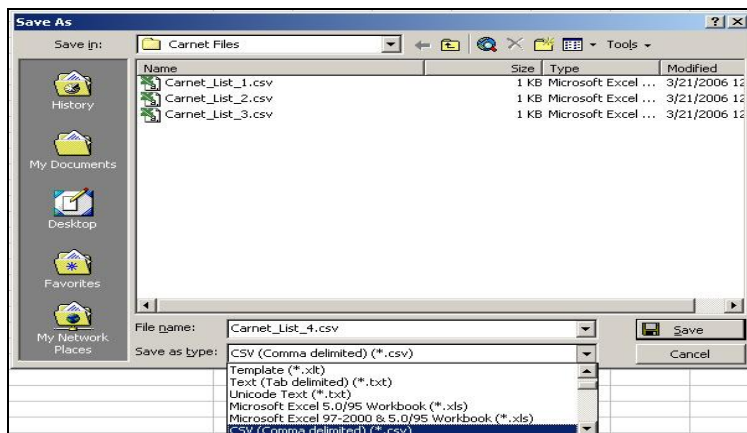
**Column D: Weight or volume:** Enter the weight or volume of all items shown in the description associated with the line item number. This is an alpha-numeric field that will hold up to 10 characters. Remember to put the correct unit of weight (such as lbs., oz., kgs.). It is highly recommended that the weight be included as it provides customs with complete information about your shipment. However, the weight can be excluded by entering a period (.) or a dash (-) in the field.

**Column E: Value:** The value (market or insured value in the U.S.) must be denoted in US dollars. Data must be entered **without** dollar signs (\$) or commas (,) in this field, but may include a decimal and up to two decimal places.

**Column F: Country of Origin:** This is the country in which the goods were manufactured either prior to their arrival in the U.S. or in the U.S. This must be entered as the upper-case two-letter ISO country code. Click [here](#) for a full and current list of ISO codes.

## Step 2. Save Your File

Select **File>Save As** and the following window will appear:



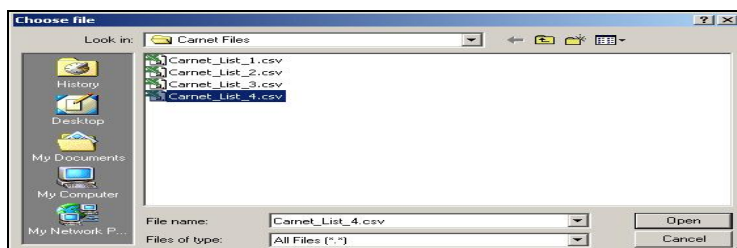
Name your file and save it as a comma delimited (.CSV) file in a location where you will be able to retrieve it.

## Step 3. Import the General List

From the Screen 3 – General List, click the *Browse* button.



Select the file to upload. Click the *Open* button.



The file name will appear in the grey box. Click the *Import/Upload* button to complete the upload process.

1 • 2 • 3 • 4 • 5  
**General List**  
**General List Data**  
 Enter General List items individually  
**Import a General List**

ORIGINAL CARNET

Go OR

V:\Users\Glendy\Docume Browse... Import/Upload

Once you have successfully uploaded the information to the *General List*, be sure to review it carefully as the information you see on this screen will be printed on your final General List.

To add more items to the list, click *Go* again at the top of the screen or repeat the upload process to bring in additional items. The system will automatically update the sequence of the item number and the total value.

1 • 2 • 3 • 4 • 5  
**General List**  
**General List Data**  
 Enter General List items individually  
**Import a General List**

ORIGINAL CARNET

Go OR

Browse... Import/Upload

...ov format with no currency symbols. Find out more about importing General List files.

Item No	Description of Goods	No. Of Pieces	Weight / Volume	Value	Country of Origin
1	1 pair Crystal Gold Electroplated Earrings (style #82112E)(D, 2.6 ct)	1	2.4gm	\$1,123.00	AT
2	18 Karat Gold Sapphire 34-55 cts Brooch with 2 black pearls 2 (10 x11mm)	1	125 lbs	\$348,899.00	ES
3	Samsung Sync Master Monitor (930B) Serial #6648XL	5	25kg	\$18,453.00	CN
4	Dell Vostro 1000 (15.4 in Widescreen, Product Key, SSS12-4536	1	5 lb	\$500.00	US
				<b>GL Value: \$364,975.00</b>	

To edit (or delete) an item on your list, enter the *Item No.* of the line you wish to update and select *Edit* (or *Delete*).

**Edit List**

Item No.

or

To learn about Processing Fees view the Help menu.

## Troubleshooting

The most common reasons for upload fails are:

1. Column Headers
2. Totals
3. Fields with calculations
4. Additional columns
5. Blank columns, rows, or fields
6. Quotation marks
7. Dollar signs or commas in the value

Also be sure to:

8. Include data in the fields in columns A through F of each row
9. Save the file (using the "Save As" command) as a .CSV (comma delimited) file
10. Locate the correct .CSV file to upload

**Hints:** If you still receive an error message, use the *Back* button to return to the GENERAL LIST screen and press the F5 key to refresh your screen. This will show the data (if any) that was uploaded. The point at which the received data stops is most likely where there is a formatting error in your file. Delete all items from the GENERAL LIST page, correct the error in your file, and try again.

If you import/upload a list twice without deleting all items after the first upload, the second upload will append to portion of the list initially uploaded, causing a duplication of items. Be sure to carefully check your list.