

The “Cliff Notes” for Our Online Carnet Application System

ATA Carnet HQ

1212 Avenue of the Americas, New York, NY 10036

website: <http://www.unlockcustoms.org>

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Welcome to our Online Application system. This system allows you to create applications for both ATA and TECRO Carnets.

Features

1. Request additional counterfoil/voucher sets,
2. Apply for a duplicate Carnet when the original Carnet is lost,
3. Check
 - o processing status of an application
 - o “return” status or
 - o validity of a Carnet

To understand the disposition of your application or your Carnet, check the STATUS column on Screen 1, START:

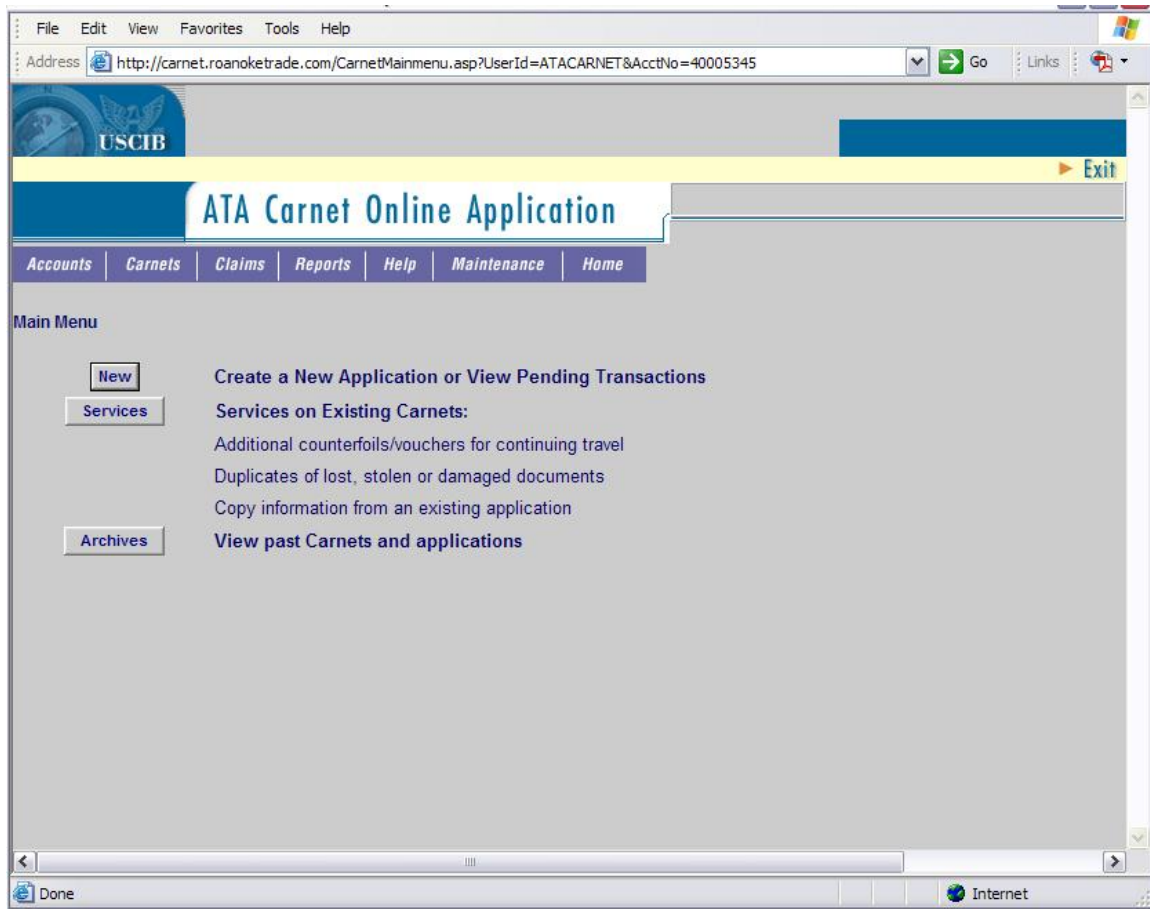
Applications will appear in the STATUS column as:

- “Not Submitted.” For those applications that you have yet to send or are still working on.
- “Submitted.” HQ has received your application, but not yet processed it.

Carnets will appear in the STATUS column as:

- Valid: Your Carnet is still a valid customs document and is eligible for additional service, (e.g., additional counterfoil/voucher sets).
- Returned: Your Carnet has been returned to Carnet HQ for cancellation. Review is underway.
- Expired: Your Carnet is no longer a valid customs document. Please return it to Carnet HQ for cancellation. You should contact our claims and cancellation department if you cannot locate your Carnet.
- Closed: HQ has reviewed your Carnet and conditionally closed it.

Part I -- Main Menu



Now, let's get started with a [New Application](#).

Click NEW on the **Main Menu**.

You must fill out the information required in the following five screens.

Start (1)	Preparer/Holder (2)	General List (3)	Countries (4)	Finish (5)
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1. Start

You are now on the START screen. To complete an application, enter a unique name in the APPLICATION NAME box. Click GO.

Or

Copy a previous application (or issued Carnet) to create a new application:

1. Change the "not Submitted/Submitted" status to ALL and RUN QUERY. A list of applications and Carnets will appear.
2. Locate the Carnet you wish to copy; select COPY in the ACTION drop-down.
3. Answer "Yes" to the pop-up confirming your selection.
4. Follow the instructions as indicated below, making modifications as necessary.

2. Preparer/Holder

File Edit View Favorites Tools Help

Address <http://carnet.roanoketrade.com/AddEditCarnet.asp?HdrId=129923&UserId=ATACARNET&AccLocId=40005345&Mode> Go Links

USCIB

ATA Carnet Online Application

Accounts Carnets Claims Reports Help Maintenance Home

1 • 2 • 3 • 4 • 5
Preparer / Holder

Preparer Information

Company: USCIB - ATA Carnet Dept.
Address: 1212 Avenue of the Americas 18th Floor New York, NY 10036
Contact Name:
Phone:
Fax:
Email:

Holder Information

Previous Next Reset Holder Add Holder

Done Internet

You are the Preparer. Since you cannot change your information, it is imperative that you email us (fmardis@uscib.org) with any changes you wish to make to update our system.

The Holder is an entity on whose behalf the Carnet is to be issued. A Holder must have a beneficial economic interest in the merchandise being exported and is financially responsible for any duties and taxes that may become payable. The Holder may be the same entity as the Preparer. A Preparer may have multiple Holders, but there can be only one Holder per Carnet. **Note: If this is the first use of the system, you must add a Holder, even if it is the same as the Preparer.**

A. Preparer with '0-1' Holder

- If this is your first application, you must Click ADD Holder, complete the required fields, and click NEXT.
- The name of the Holder must be its legal incorporated name, e.g. XYZ LLC or EYG Inc.;
- Exclude dashes (-) or slashes (/) when entering the Tax ID #.

B. Preparer with 2-5 Holders

- Click to select an existing Holder from the arrow button appearing on the bottom left (e.g. "1 > 3"), or
- To ADD a new Holder: click ADD, enter the required fields, click NEXT and you will be on the General List screen;
- Click PREVIOUS to ensure the Holder was properly selected.

C. Preparer with 6 or more Holders

- Choose an existing Holder: Click SELECT. (If you choose this Holder in error, click RESET HOLDER and it will return to the full list of Holders), or
- Add a new Holder: Click ADD, enter the required fields, click NEXT;
- You now return to Preparer/Holder screen, Click NEXT to go to General List.

3. General List

Various options are available to create a General List:

- Enter items manually,
- Import a/multiple Excel lists, or
- A combination of the above two.

A. Enter the items manually (five at a time):

Click GO. Proceed to enter the relevant information, clicking ADD MORE ITEMS as necessary. When you are done, click SAVE. This will enable you to return to this page to update or add items, after which the application can be submitted to us for processing.

B. Import an Excel spreadsheet:

Use Excel to prepare your General List in a 6 column worksheet. Your worksheet should **NOT** contain:

Headers	Do not label your columns
Currency symbols	No \$ or other currency units
Commas	Use slashes "/" or dashes "-"
Apostrophes or quotation marks	Use the words "feet" or "inches"
Hard Returns in the Description columns	Do not press the enter key. Allow the text to wrap naturally.
Total in either the weight or value columns	The system will auto calculate and display the sum on the final copy of the General List

Any imported file must be saved as a Comma Delimited File (CSV format). Failure to comply any of the above may cause the upload to fail.

Six column list, follow the order of the columns as numbered below.

1. Item Numbers. **MUST be in sequential order starting with 1**, even if you are appending the list of items in the Excel file to an already existing General List on the online application. The system will adjust the numbers accordingly on the final copy of the General List.
2. General description of merchandise with model and serial numbers, as appropriate (e.g.: Nikon cameras, model #NK201--serial numbers 12345/12346/ 12367). **Descriptions should NOT be entered as all capital letters. Use either sentence case or all lower case.**
3. Number of pieces fitting any the description
4. Weight; if you do not know the individual weight per item, enter "n/a".
5. Value, provide the insured value.
6. County of origin (i.e.; country where the goods were manufactured). You must use the 2 letters ISO code. To obtain a listing, go to www.iso.org and query for "country code", or type in this URL: <http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>.

Sample:

1	IBM Thinkpad, model #234, Serial #9999999	1	15 lbs	2500	US
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2	Tuba (Microphone) w/mouthpiece & soft case	1	23 lbs	13000	DE
3	14 carat gold ring, with beaded edge	1	N/A	680	IT
4	Diamonds earrings, style #1-2945-SJG 136 DIRN = 0.93 cts, 2 GRBR = 8.4cts	2	9.48 dwt	1320	IN
5	1968 Navy Ford Mustang, VIN #134567800	1	1500 lbs	25000	US
6	A Long Way Down (Author: Nick Hornby , Publisher: Riverhead Hardcover, ISBN: 1573223026	1	15.2 oz.	24.92	US
7	Radio Router Cabinet (serial #34208104300157), RXU1 (part #75-0155-001, serial #39297904310018), serial #39299904340004), BBU1 (part #75-0101-006, serial #34462905110308), BHU1 (part #49- 0293-001, serial #702080)	4	4 lbs	8000	US

- Save the file as a Comma Delimited File: From the FILE menu, select SAVE AS, then under the Save As Type dropdown menu, select “Comma Delimited (CSV)”. Close the file. A few dialogue boxes will pop up asking if you want to save file as CSV, and that there are certain features CSV files do not support. Simply acknowledge/confirm these messages to save your file.
- On the General List screen, click Browse to search for the saved file, or enter the path/file name directly to the “Do you want to import general list?” box, then click IMPORT/UPLOAD.
- The data should import and appear on your screen. If not, an error message should display, letting you know what happened.
- Scroll down to the bottom of the page and answer the question regarding road vehicles.
- Click NEXT to go to Countries.

4. Countries

- Enter “Carnet Needed by” date. This is the date by which you would like to receive your Carnet.
- Select one or more options for your intended use(s) of the Carnet:
 1. Commercial Sample
 2. Professional Equipment
 3. Exhibition & Fair (This option will be printed as default on all Carnets even if you do not select it.)
- Complete Authorized Representative. An Authorized Representative may be an employee of the Holder, a freight forwarder/customs broker or any other entity you authorize to make customs clearance on your behalf. No need to insert the words “or any authorized representative.” It will be printed on the Carnet.
- Number of times leaving/entering the U.S.: minimum is 1.
- Select a country, enter number of times the goods will visit (minimum 1), click the arrow. Follow the same steps for Transits. Transits are used when merchandise travels by land through a country that lies between the country of departure and the next country of entry (e.g., leaving Germany to go to Italy, but passing through Switzerland).

- Processing Fees cover a total of 4 sets of any combination of the counterfoils and corresponding vouchers.
- Click NEXT to move to the next page.

5. Finish

- **SHIP CARNET TO:** You must click CONFIRM ADDRESS regardless of whether the intended radio button is selected. View/modify the information, then click SAVE/CLOSE. You cannot proceed to the next screen if you fail to confirm your ship-to address. **As a temporary measure, please indicate the contact name in the "Message to Authorized Representative" box.
- **BILL TO:** Select from the drop-down list of previous application, if any. Click VIEW to see details of the information. Otherwise, choose ADD. You cannot modify or delete any existing entry.
- **FORM OF SECURITY** (three options):
Security is 40% of the total value of the General List, except for vehicles. The minimum security deposit is \$100.
 1. **Bond-Process with Carnet**
Applicants must submit a current audited financial statement (for corporations) or a current tax return (for individuals). Bond amount must be equal to 40% of the total value of your General List. Bond premiums are 1% of the bond amount; minimum premium is \$50. The premium is non refundable.
 2. **Bond-Process Provided by Customer**
Surety bonds may be obtained from any of the 200 companies authorized by the U.S. Treasury department. The surety must:
 - Be licensed as an 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; as revised);
 - carry an A.M. Best rating of A- or higher;
 - submit its bond with text in the exact legal wording required by the United States Council for International Business as obligee;
 - include a valid surety Power of Attorney with the original bond;
 - fax a copy of the bond to USCIB at 212.944.0012 so that we can proceed with your application;
 - mail or overnight the original to USCIB, 1212 Avenue of the Americas, New York, NY 10036 for our records.
 3. **Cash Deposit:**
Provide a certified check or money order payable to USCIB or a wire transfer. This deposit must be received before the Carnet is released.
 4. **Refundable Claim Deposit (RCD):**
Government agencies (minimum 51% funded by Local, State or Federal government) are waived from the security requirements. They must only submit a \$250 RCD with an Application for Waiver of Security. We will notify you if further information is required.
 5. **Written/Member Agreement:**
USCIB Members are waived from the security requirements. Cash deposits and RCDs are returned in full. Surety bonds are terminated once the original Carnet has been returned for cancellation and Carnet HQ anticipates no claims. While

Carnets are good for up to one year, if a claim arises, it may be necessary to hold the security deposit until the claim is resolved.

- **When do you need to receive the Carnet?** (three options):
 1. Standard Process - Second day delivery, no extra charge.
 2. Rush Processing - Next day delivery:
 - i. \$50 for application submitted before 4:00pm Eastern Time (ET).
 - ii. \$75 for application submitted after 4:00pm and before 5:00 ET.
 3. Same Day Service – Call your Carnet Service Bureau to confirm availability.
 - iii. \$100 for application submitted before 4:00pm ET.
 - iv. \$150 for application submitted after 4:00pm and before 5:00pm ET.
- **DELIVERY METHOD:** Either provide us your courier account number or use our courier for a fee of \$20.
- **PAYMENT METHOD:** Payment may be made in the form of a check or money order payable to USCIB, or credit card (up to \$1,000 on Visa, AmEx, or MasterCard). A handling fee applies for amounts greater than \$1,000.
- **ESTIMATED FEES/NEXT:** Saves data and takes you to the Agreement screen. On the Agreement screen you can view estimated total fees by clicking the \$ in the lower left corner. Expedited Fees and Bond Premium (when choosing BOND-PROCESS WITH CARNET as the form of Security) **WILL NOT** be reflected on this screen. The Agreement page also describes the responsibilities of the Holder of the Carnet.

Carnet Fees:

1. Basic Fees
 - General List Value \$0-\$9,999 -- \$200
 - General List Value \$10,000-\$49,999 -- \$230
 - General List Value \$50,000-\$249,999 -- \$280
 - General List Value \$250,000 and greater -- \$330
 - General List Continuation Sheets -- \$5 per side after the side 1.
 3. Additional Sets of Vouchers/Counterfoils -- \$10 per set after the first four sets.
- Select NEXT to view information on Security Deposit and financial obligation as a Holder of the Carnet.
 - Select I AGREE to submit your application, after which no change is possible. Once a Carnet has been issued, all fees become payable.
 - **List of Carnets** to return to the START screen. **Exit** to exit the Carnet Online Application.

Part II -- Other possibilities

EDIT (navigation in EDIT mode is similar to preparing a NEW application):

1. Click EDIT of the Carnet Name/Application you wish to edit in the drop-down ACTION column. You may then modify or continue with the application.
2. Follow the instruction as indicated above to complete and submit the application.

ORDER Additional Set

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 \$40 (minimum) plus shipping and handling. This fee includes four sets of any combination of yellow counterfoils,

white counterfoils and corresponding vouchers, or blue counterfoils and corresponding vouchers. Additional sets may be requested at \$10 per set.

On the main menu, click SERVICES:

- I. Locate the Carnet you want to request additional set;
- II. Select "ADDITIONAL SET" under the Action drop-down
- III. Click YES to order; NO to cancel.

Following your request for additional sets of counterfoils/vouchers, you will be returned to your START screen. Follow these instructions to execute your order.

1. Locate your request for additional sets. It will be listed with these elements:
 - TYPE as REORDER;
 - The Carnet number;
 - STATUS as Not-Submitted.
2. Select "EDIT" in the Action drop-down menu;
3. Request additional sets of counterfoils and/or vouchers by selecting the number of additional times you will be exiting/entering the U.S., the additional countries you will be visiting, and/or the additional countries through which you will be transiting.
4. Click "NEXT" to submit your request.
5. Click "List of Carnets" to return to your START screen. Now your REORDER (TYPE) has a "submitted" Status;
6. Issuing representative will be in touch regarding Billing, Ship-to, Payment or Delivery Method.

ORDER a Duplicate: Original Carnet was lost

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. No action is needed. Issuing representative will be in touch.

FAQ

So now that I've submitted the application, how can I bring up the General List to view?

From the Main Menu, select New. This will list all your currently active Carnets. Select View from the drop down menu for the Carnet you want to view and then click on General List. You will need Adobe Acrobat reader to view the General List.

Questions?
Call Fred Mardis
at 212.703.5080 or email him at
fmardis@uscib.org