



www.e-ata.no/haugesund

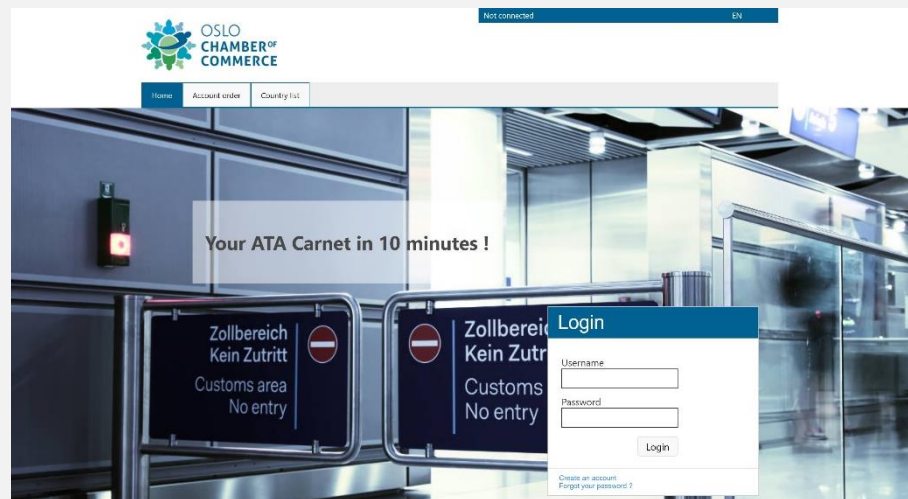
Manual

1. KICK START

Access to e-ata and login

1. To get started, enter the site URL address below in your browser:

<https://www.e-ata.no/haugesund>



2. Request an account by clicking on the 'Account order' tab;
3. Fill in the requested information and click on the 'Account Order' button;
4. You will receive an email confirming your request and to which is attached a user contract that you must complete, sign and return to your Chamber of commerce to have your account activated;
5. The Chamber will activate your account after receiving your signed contract, which will be notified to you by email;
6. From now on, you will be able to work with e-ata to apply for Carnets and monitor their status.

The screenshot shows a web interface for requesting an account. At the top, there are navigation tabs: 'Home', 'Account order' (which is active), and 'Country list'. Below the tabs is a dark header with the text 'Account order'. The main content area contains a form with the following sections:

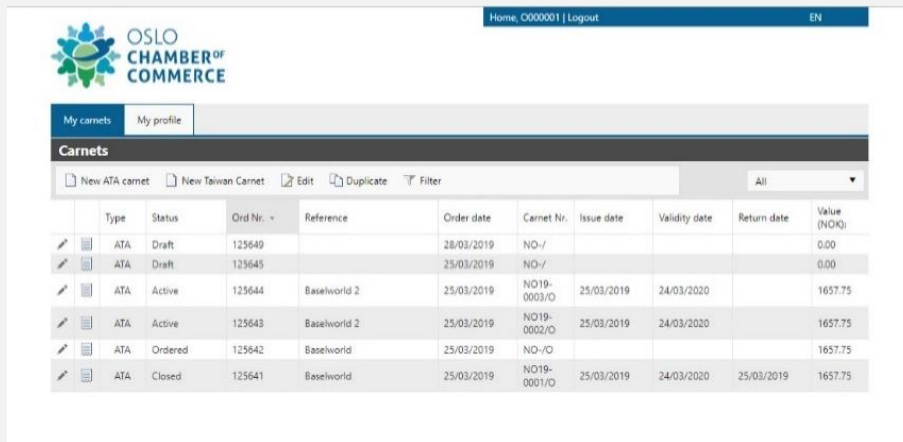
- All fields (*) are mandatory**
- Company**
 - Company VAT number : [text input]
 - Company name/Individual* : [text input]
 - Industry/Sector: [text input]
 - Address* : [text input]
 - Postal code* : [text input]
 - City* : [text input]
 - Phone number* : [text input]
 - Company email* : [text input]
 - New Password* : [text input]
 - Password confirmation* : [text input]
 - Security question : [dropdown menu with 'What is your favorite brand?' selected]
 - Answer* : [text input]
- Responsible**
 - Title (Job)* : [text input]
 - Last name* : [text input]
 - First name* : [text input]
 - Phone number* : [text input]
 - Email* : [text input]
- Are you a member of the Chamber ?**
 - Yes
 - No

At the bottom right of the form, there is a yellow button labeled 'Account order'.

2. CARNET REQUEST AND FOLLOW-UP

Apply for an ATA carnet or a CPD carnet (only for Taiwan)

After logging in to e-ata, a list of your Carnets is displayed (provided you have already submitted requests via e-ata, otherwise the list is empty).



The screenshot shows the user interface of the Oslo Chamber of Commerce e-ata system. At the top left is the logo for the Oslo Chamber of Commerce. The user is logged in as 'Home_000001' and the language is set to 'EN'. The main navigation area includes 'My carnets' and 'My profile'. Below this is a 'Carnets' section with a toolbar containing 'New ATA carnet', 'New Taiwan Carnet', 'Edit', 'Duplicate', and 'Filter'. A dropdown menu is set to 'All'. The main content is a table listing the user's carnets.

	Type	Status	Ord Nr.	Reference	Order date	Carnet Nr.	Issue date	Validity date	Return date	Value (NOK)
	ATA	Draft	125649		28/03/2019	NO-/				0.00
	ATA	Draft	125645		25/03/2019	NO-/				0.00
	ATA	Active	125644	Baselworld 2	25/03/2019	NO19-0003/O	25/03/2019	24/03/2020		1657.75
	ATA	Active	125643	Baselworld 2	25/03/2019	NO19-0002/O	25/03/2019	24/03/2020		1657.75
	ATA	Ordered	125642	Baselworld	25/03/2019	NO-/O				1657.75
	ATA	Closed	125641	Baselworld	25/03/2019	NO19-0001/O	25/03/2019	24/03/2020	25/03/2019	1657.75

A new request for a Carnet is made in 3 steps:

Step 1: Enter general information

1. click on the button "New ATA Carnet / New CPD Carnet" in the toolbar;
2. enter a **Reference** for your Carnet in order to be able to find it easily (example. Hanover Fair 2019);
3. check the contact details of the **Responsible** person;
4. enter the **Contact person** details (use the arrow to copy the contact person's data into the contact person's fields if convenient);
5. enter the **Number of sheets** you want for each type of transaction (import, export, reimport, reexport, transit);
6. enter **Representative** contact details if you give a **proxy** to a third party (you can also select them from the **Address book**) or attach a power of attorney in PDF format;
7. enter a **Foreseen usage** (exhibition, fair, professional material, other intended use of goods and description);
8. select the desired **Delivery** method (regular mail, express mail, at desk,...) ;

The screenshot shows the 'My carnets' web application interface. At the top, there are tabs for 'My carnets' and 'My profile'. Below the tabs is a toolbar with buttons for 'Save', 'Order', 'Cancel', and 'Return to list'. The main form is titled 'Information' and is divided into several sections:

- Company:** UDITIS IT, 12121
- Customer No.:** [Empty field]
- Reference:** Baselworld
- Responsible:** Name: Sanglard, Firstname: Hervé, Phone: +41 32 557 55 00, Mobile: [Empty field], Email: herve.sanglard@uditis.ch
- Contact person:** Name: Sanglard, Firstname: Hervé, Phone: +41 32 557 55 00, Email: herve.sanglard@uditis.ch
- Number of sheets:** How many times are you leaving Norway?: 2, How many times will you enter a foreign country?: 2, How many times will you exit a foreign country?: 2, How many times are you coming back to Norway?: 2, Transit: 2
- Representative or power of attorney:** Name/ Company: Transil Ltd, Firstname: Hans Hellen, Address: P.O. Box 34, Postal code: 34XCV, City: London. Includes a checkbox for 'Include name of representative' and a PDF attachment 'powerofattorney.pdf'.
- Foreseen usage:** Radio buttons for 'Exhibitions, fairs, congresses' (selected), 'Commercial samples', 'Professional equipment', and 'Other'.
- Carnet delivery:** Delivery: A delivery

At the bottom left, there is a checkbox for 'Print remarks in English'.

Step 2: Enter the travel and means of transport

1. click on the button (+) to add a line in the section "Travel and transportation means".
2. select a first country of destination and a means of transport from the drop-down lists
3. click on the button ✓ to validate your entry;
4. repeat step 1 to select additional countries and means of transport;
5. at any time, you can either delete a destination with the X button or edit it with the ✎ button .

2. Travel and transportation means

Travel :

Country	Transport		
Switzerland	By plane	X	✎

Step 3: Enter the list of goods

To enter the list of your items, there are 2 possibilities:

1. enter the items one by one;
2. directly import a CSV file from Excel;

In addition to the item list, you have the option to add an attachment to your Carnet, for instance to provide photos. This PDF document will be added at the end of the Carnet.

Finally, you have the possibility to add a message to your Chamber of commerce related to the request.

Your carnet request is now ready to be ordered to the Chamber of Commerce. An automatic check will be achieved before submission, the resulting errors, if any, are reported at the top of the page, **in red**.

To submit the request, click on the "Order" button in the toolbar.

Specific constraints

A Carnet draft can be recorded at any time for later completion. To do this, use the "Save" button on the toolbar.

A request can only be edited if it has not yet been submitted.

A request can be cancelled using the "Cancel" button.

A request can be duplicated using the "Duplicate" button.

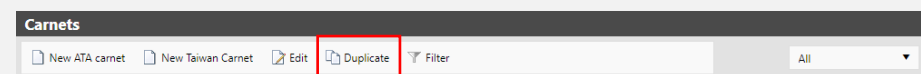
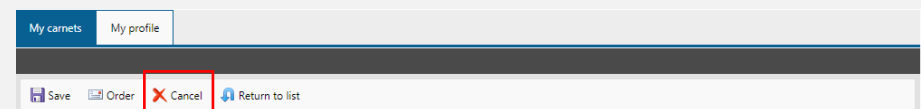
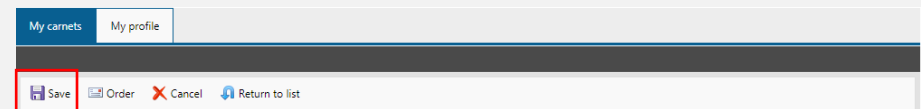
The Chamber of commerce has the possibility to refuse a request if it is not correct. The reason for the refusal will appear in the message list. The request will then be editable again. You can correct it and resubmit it.

3. Items

To import as CSV Upload attached document

Add an item

Item no.	Quantity	Description	weight	Weight unit	Value:	Origin		
1	1	item1	50	KG	100.25	US	✕	✎
2	4	item2	51	KG	101.25	US	✕	✎
3	3	item3	52	KG	102.25	US	✕	✎
4	2	item4	53	KG	103.25	US	✕	✎
5	1	item5	54	KG	104.25	US	✕	✎
6	4	item6	55	KG	105.25	US	✕	✎
7	3	item7	56	KG	106.25	US	✕	✎
8	2	item8	57	KG	107.25	US	✕	✎
9	1	item9	58	KG	108.25	US	✕	✎
10	4	item10	59	KG	109.25	US	✕	✎
11	3	item11	60	KG	110.25	US	✕	✎
Total:			605	KG	1,157.75			



Method 1: Entering items one by one

1. click on "Add an item" button in the "Items" section
2. enter item no, quantity, weight and unit, the value as well as the origin of the goods and the description;
3. click on the "Save" button to validate your entry;
4. repeat step 1 to enter more articles.

10	4	item10	59	KG	109.25	US	X	
11	3	item11	60	KG	110.25	US	X	
Total:			605	KG	1,157.75			

New

Item no. : Quantity:

weight:

Value:

Do not underestimate value of goods

Origin:

Description :

Method 2: Using a CSV/ Excel file

1. click on the "To import as CSV" button in the "Items" section, a small window opens
2. if you have not already done so, download the template and save it to your desktop or hard drive;
3. complete the template using Microsoft Excel and save your file in CSV format (NOT Excel native format xls orxlsx!);
4. select your file using the "Browse" button and click on the "CSV Import" button;
5. your items are imported into e-ata.

e-ata.no (test)

To import as CSV


1. Upload as CSV
2. fill in the template using Microsoft Excel and save your file in CSV ;
3. choose your file with the button « Browse... » and click on the button «Import Excel (.csv) » ;

Aucun fichier choisi

Lookup for Carnets

e-ata allows the tracking and lookup of Carnets. By default, e-ata shows you a list of your Carnets (or Carnet requests) sorted from the most recent to the oldest request.

The list is paginated: you can change the number of lines per page and move from one page to another using the pagination area at the bottom of the list.

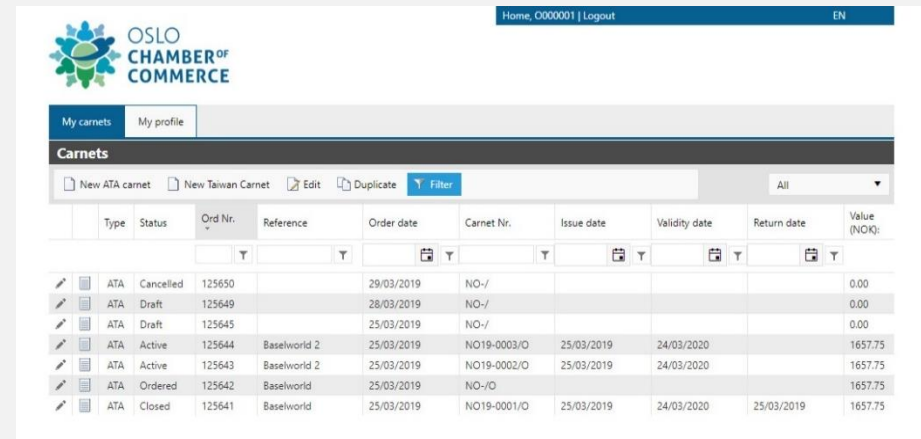
For each Carnet, an operations log is maintained and available online. Simply click on the icon to  obtain a follow-up of the transactions carried out on this Carnet.

By clicking on the column headings, it is possible to sort the list automatically.

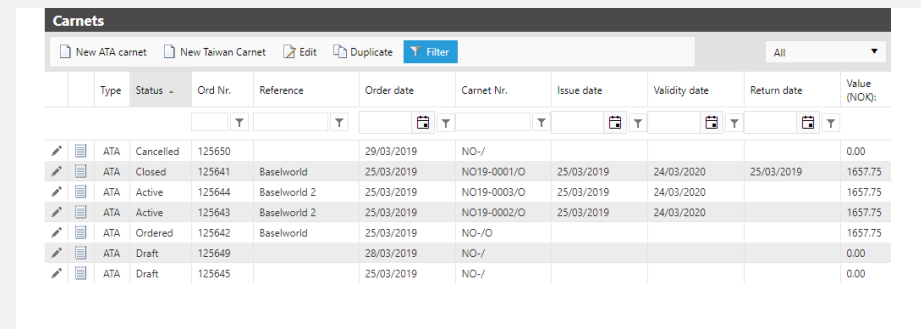
It is possible to filter the Carnets very easily by their status using the drop-down list in the toolbar. To obtain the list, for example, of late or ordered Carnets.

The "Filter" function in the toolbar (below the column titles) allows you to display input fields to search for Carnets according to different criteria.

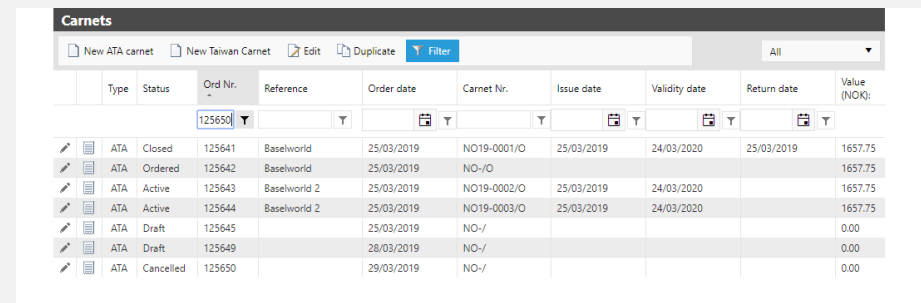
For example, it is possible to easily search for a Carnet by its number by entering it in the appropriate filter field or by a request or issue date.



Type	Status	Ord Nr.	Reference	Order date	Carnet Nr.	Issue date	Validity date	Return date	Value (NOK)
ATA	Cancelled	125650		29/03/2019	NO-/				0.00
ATA	Draft	125649		28/03/2019	NO-/				0.00
ATA	Draft	125645		25/03/2019	NO-/				0.00
ATA	Active	125644	Baselworld 2	25/03/2019	NO19-0003/O	25/03/2019	24/03/2020		1657.75
ATA	Active	125643	Baselworld 2	25/03/2019	NO19-0002/O	25/03/2019	24/03/2020		1657.75
ATA	Ordered	125642	Baselworld	25/03/2019	NO-/O				1657.75
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ATA	Draft	125645		25/03/2019	NO-/				0.00



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ATA	Active	125644	Baselworld 2	25/03/2019	NO19-0003/O	25/03/2019	24/03/2020		1657.75
ATA	Draft	125645		25/03/2019	NO-/				0.00
ATA	Draft	125649		28/03/2019	NO-/				0.00
ATA	Cancelled	125650		29/03/2019	NO-/				0.00

3. MANAGE PROFILE AND PASSWORD

You can edit your contact details of those of your company using the "My Profile" tab.

It is possible to change your password and the secret question to reset it using this screen.

RESET YOUR PASSWORD

If you have forgotten your password, you can reset it as follows:

1. click on the link "Forgotten password? "below the "Login" area on the homepage;
2. enter your username;
3. answer your secret question.

If the answer is correct, you will receive a password by email.

If you have forgotten your username, your Chamber of Commerce will provide it to you.

Account update naila (Naila Akhtar)

Save Reset password New user Close

Account information:

Personal data:

Title (job): Adviser
First name: Naila
Last name: Akhtar
Phone number: +47 94848220
Email: naila@chamber.no

Account:

Username: naila
Old password:
New Password:
Password confirmation:
Security question: What's your mother's maiden name? ▾
Answer:
User activated:
Account is locked:
Is member:

Company:

Information from the society:

Unique code client: 3102-ca84-7206
Company VAT number:
Company name/Individual: Oslo Chamber of Commerce
Industry/Sector:
Address: St. Olavs gt 27
Postal code: 166
City: Oslo
Phone number: 4722129400
Email: mail@chamber.no

Login

Username

Password

Login

[Create an account](#)
[Forgot your password ?](#)

Not connected EN

OSLO CHAMBER OF COMMERCE

Home Account order Country list

Reset password

Enter your username in order to reset your password

Username : O000001

Submit

Reset password

Identity confirmation

Please, answer to the question in order to reset you password

Username : O000001
Question : What's your mother's maiden name?
Answer :

Submit