

# How to import a Goods List into eCarnet

This guide is designed to help applicants import an excel (.csv) lists into the eCarnet app.

**Note – it is best to save the list as .csv before uploading into the app**

1. We would recommend that the applicant enters the first line of the list using the Wizard:

**ATA Carnet Application - Create General List**

A General List must be created for each application. This list shows Customs what items are covered by the Carnet.

How would you like to create a list of goods?

- From scratch using the Wizard
- Copying a previous Carnet Application
- Using an Excel template

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Complete the required fields and click on “Add” button. This will create the first line of the list:

**ATA Carnet Application - Create General List**

Copy Export Upload Print

Create your General List by adding items below. Each item must be itemised individually. Only identical items may be grouped together.

Category: Original Paintings/Works of Art

Item description: Select Goods category

No. of Pieces: [ ] Weight or Volume: [ ] Value (in GBP): [ ] Country of Origin: United Kingdom

Upload an item image Add

The position of items within the list can be changed by clicking on it and dragging it up and down.

Item No	Select all	Item description and marks and numbers, if any	No. of Pieces	Weight or Volume	Value (in GBP)	Country of Origin	Actions
1	<input type="checkbox"/>	Oil painting Original Paintings/Works of Art	1	2kg	£5,000.00	GB	Edit Delete

2. Click on the “Export Button”

**ATA Carnet Application - Create General List**

Copy **Export** Upload Print

3. Open the file in **excel** and enter the second line in the same format as the exported item:

A	B	C	D	E	F	G
Item Description	No. of Pieces (numbers only are allowed)	Weight/Volume (numbers only are allowed)	Unit of Measure (the following values are allowed only: g, kg, t, l)	Value (in GBP) (numbers only are allowed)	Country of Origin (the codes of the countries are allowed only)	Goods Type ID (numbers only are allowed)
Oil painting	1	2	kg	5000	GB	2
Watercolour painting	1	1	kg	1000	FR	2

Excel interface showing 'Carnet 5317.xls' with 'Country ISO Codes' and 'Goods Type ID' highlighted in red and green boxes respectively. Red and green arrows point from these boxes to the corresponding columns in the table above.

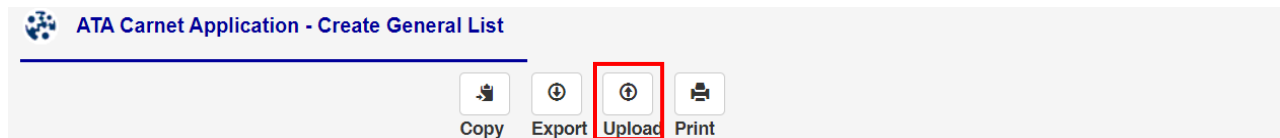
Note 1: Country of Origin = country of manufacture (refer to Country ISO Codes for a definition of a code per country – note that correct ISO country code for UK is GB, USA=US etc)

Note 2: Goods type = select category that best describes the item – for example a TV would be Electric, Electronic, Scientific and Digital equipment (refer to Goods Type ID for a list of codes)

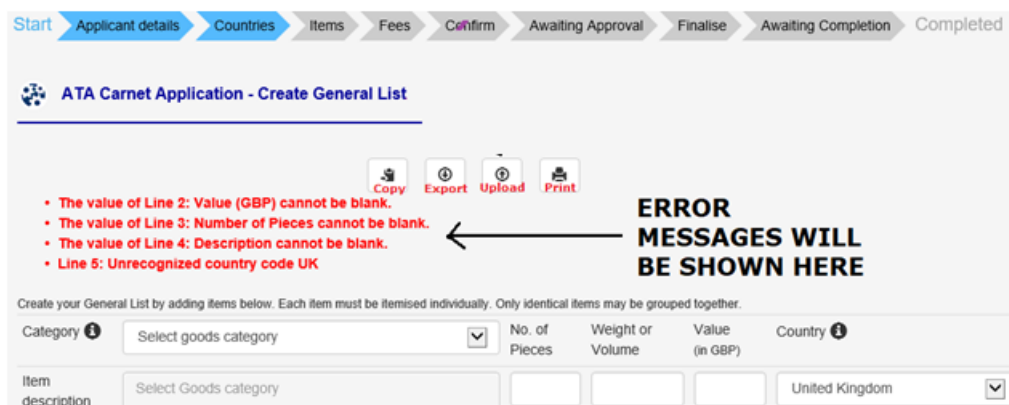
Note 3: if you **do not have individual weights** for the items, then leave the weight column blank and only enter unit of weight. This will allow you to import the list without any weights:

A	B	C	D	E	F	G
Item Description	No. of Pieces (numbers only are allowed)	Weight/Volume (numbers only are allowed)	Unit of Measure (the following values are allowed only: g, kg, t, l)	Value (in GBP) (numbers only are allowed)	Country of Origin (the codes of the countries are allowed only)	Goods Type ID (numbers only are allowed)
Oil painting	1		kg	5000	GB	2
Watercolour painting	1		kg	1000	FR	2

4. Once the list is complete, save the file as .CSV and upload using the "Upload" button



5. The system will let you know if there is a problem with the list (i.e. if any data is missing etc):



6. Once the list is imported you can edit individual lines within the app itself (edit link on each line)

**Do not forget to delete the first item in the list if this was not removed from the excel file before uploading**