

## TradePort

1. Go to <https://www.vastsvenskahandelskammaren.se/>
2. Click on "Business Development" and then on "Trade Documents" located under the heading International Trade.
3. After that, click on ATA Carnet and then "Read more."

### VAD BEHÖVER DU HJÄLP MED?

Alla företag kan vända sig till oss med frågor eller be om råd, samt få nödvändiga dokument utfärdade. *Medlemmar får dessutom rabatterade priser.*

ATA carnet	+
EUR.1	+
Ursprungscertifikat / Certificate of Origin	+
Övriga handlingar som Handelskammaren legaliserar	+
Reburservice / Letter of credit	+
Temporär Export	+

4. If you scroll down the page, you will find a section that looks like the image below. There, click on TradePort to access the portal where you can apply for an ATA Carnet.

### DIGITALA DOKUMENT

Behöver du ha ett dokument utfärdat? Ansök digitalt via våra kostnadsfria dokumentsystem Certiata Plus och TradePort.

**CERTIATA PLUS**

För ansökningar om ursprungsintyg, exportdokument och EUR1.

[CERTIATA PLUS →](#)

**TRADEPORT**

För ATA-Carnet.

[TRADEPORT →](#)

5. Click on "Create Account" if you don't already have an account.

# Welcome to TradePort

Login

E-mail address

Password

Login

Create account   Reset password

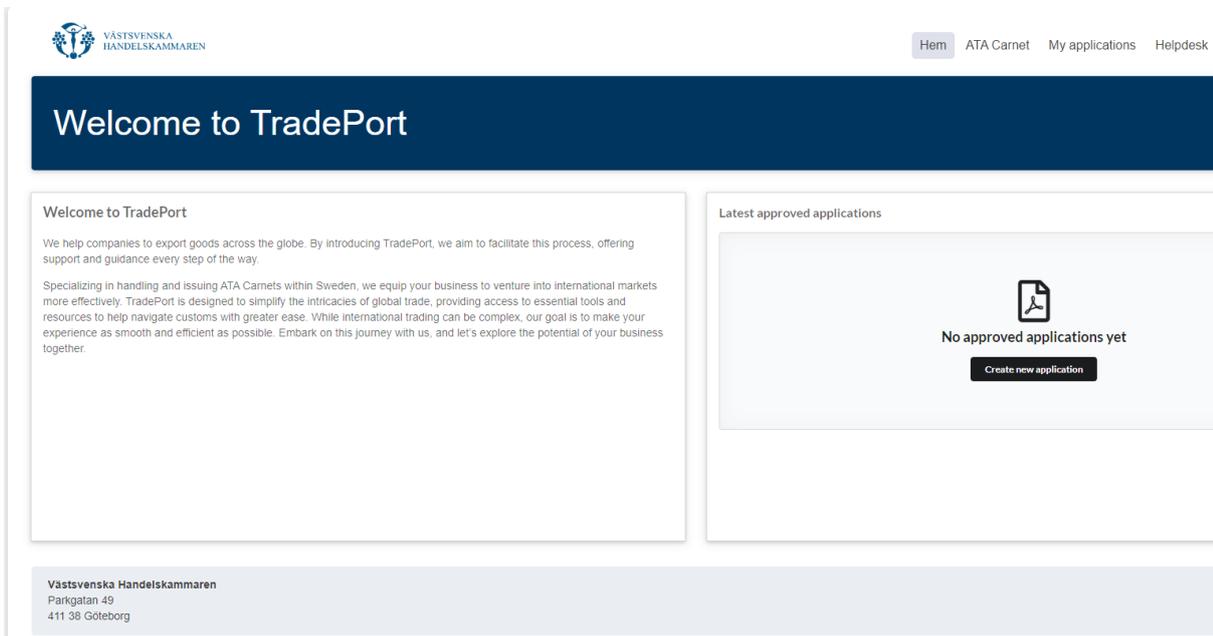
6. You will need to fill in the following information:

- First Name & Last Name
- **IMPORTANT:** Make sure to select the correct chamber of commerce, which is Västsvenska Handelskammaren if you are applying for the ATA Carnet with us.
- Organization Number
- Invoice Type: Select "Email (PDF)" and then enter the email address where you want the invoice to be sent in the right field.
- You may also add an invoice reference if you want it to appear on our invoice to you. However, this is not mandatory.
- Next, enter your email, language, and password. The password must include at least 1 number, 1 symbol, both lowercase & uppercase letters, and must be at least 10 characters long.
- Finally, check the "I Agree to the Terms & Conditions" box and then click Register.

6. If you are the first user from your company, you will automatically become the "admin." The admin will then need to approve all other new users. You will receive a verification link in your email. For new users, the verification link will be sent to the admin's email. Once your account has been verified, you can apply for the ATA Carnet.

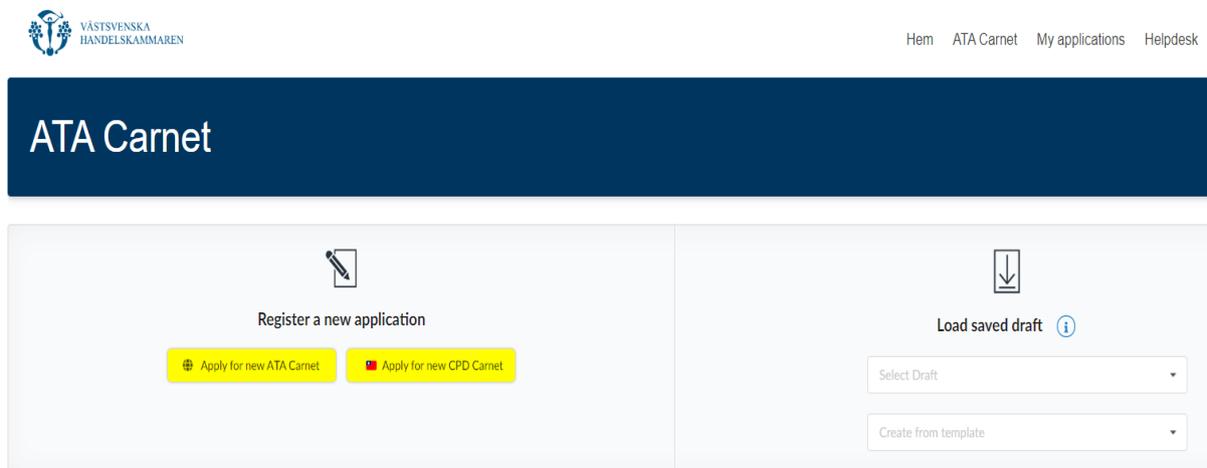
## Application for an ATA Carnet

1. The first page should look like the image below. Please note that we have removed the name of our user, but you should also be able to see your name at the top right.



The screenshot shows the TradePort website interface. At the top left is the logo for VÄSTSVENSKA HANDELSKAMMAREN. At the top right are navigation links: Hem, ATA Carnet, My applications, and Helpdesk. A dark blue header bar contains the text "Welcome to TradePort". Below this, the main content area is divided into two columns. The left column has a "Welcome to TradePort" section with introductory text. The right column has a "Latest approved applications" section with a document icon and the text "No approved applications yet" and a "Create new application" button. At the bottom left, contact information for Västsvenska Handelskammaren is provided: Parkgatan 49, 411 38 Göteborg.

2. Click on "Create new application." You should then be directed to the following page:



The screenshot shows the "ATA Carnet" application page. At the top left is the logo for VÄSTSVENSKA HANDELSKAMMAREN. At the top right are navigation links: Hem, ATA Carnet, My applications, and Helpdesk. A dark blue header bar contains the text "ATA Carnet". Below this, the main content area is divided into two columns. The left column has a "Register a new application" section with a document icon and two buttons: "Apply for new ATA Carnet" and "Apply for new CPD Carnet". The right column has a "Load saved draft" section with a document icon and a dropdown menu labeled "Select Draft". Below the dropdown menu is a "Create from template" button.

Then, click on "Apply for new ATA Carnet."

3. If you do not have a signed agreement, a box will appear (see image) when you try to apply for the ATA Carnet, prompting you to enter your email to sign an agreement with us. You will then go to the email you provided and sign it. This will send a notification to us that a new user in TradePort has been created.

# ATA Carnet



The legal representative for your company has not signed the ATA Carnet Service Agreement  
Please indicate below the e-mail address that should receive the agreement via GetAccept

4. To apply for an ATA Carnet, there will be 4 different steps. In the first step, you need to choose which country/countries you will be traveling to, how you will travel to them, what you will be doing on the trip, and how many trips you plan to make.
  - You can select multiple countries. All countries listed in the dropdown menu are part of the ATA Convention.
  - You can choose modes of transport: Train, Road, Boat, and Airplane. If you are unsure, select "Don't know at the moment."
  - You can choose between Professional Equipment, Fair (and fill in the name of the fair), Samples, and Other when selecting the reason for your trip. If you select Other, you must specify what you will be doing in a field that will appear. You can also select multiple options if you are unsure.

Travel Itinerary - Step 1 of 4

**Select one or more countries that you will visit**

Select countries

Country	Transportation	Country information
<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center;"> </div> <div style="width: 80%;"> <p>Number of sheets <input type="text"/></p> <p>How many times are you leaving the EU? <input style="width: 50px;" type="text" value="1"/></p> <p>How many times will you enter a non-EU country? <input style="width: 50px;" type="text" value="1"/></p> <p>How many times will you exit a non-EU country? <input style="width: 50px;" type="text" value="1"/></p> <p>How many times are you coming back to the EU? <input style="width: 50px;" type="text" value="1"/></p> <p>Transit <input style="width: 50px;" type="text" value="0"/></p> </div> </div>		

Please note that if you are making 1 trip, there should be a 1 in all of the top 4 selections, just like in the image. This is because you will leave the EU 1 time, enter a third country 1 time, leave the third country 1 time, and return to the EU 1 time.

5. Please also note that you should include transit countries if you are unsure of your route and there is a chance that you will pass through non-EU countries on your way to the destination country. The transit country must also be part of the ATA Convention and have approved transit. For 1 transit trip, you need to fill in a 4 for transit since customs will collect 1 document when you enter the transit country, when you exit the transit country, and on the way back. This means 2 documents on the way to the destination country and 2 documents on the way back to the EU. If you are unsure, please call us at Västsvenska Handelskammaren.
6. Then, click on "Next."
7. This brings us to Step 2, which is about information regarding the Carnet holder. The Carnet holder is the company listed on the Carnet.

Carnet Contact Information - Step 2 of 4

**Carnet holder**

Maddes Kundvy, Testvägen 1 41680 Göteborg

Applying on behalf of another company or address [i](#)

**Carnet contact person**

Last name*	First name*
Phone number*	Email*

**Representative or power of attorney**

[i](#) Company name and/or representative name:

Enter name

Upload Power of Attorney

Ingen fil vald Upload document

If you, as the applicant, are the Carnet holder, your information will be displayed at the top under "Carnet holder."

8. If you are applying as an agent, select "Applying on behalf of another company or address." Then click on "Add new" and fill in the following information about the Carnet holder:
  - Company Name
  - Organization Number
  - Address
  - Postal Code
  - City
  - Country
8. NOTE! Please be aware that the company you are applying on behalf of must also have an account in TradePort and a signed agreement.
9. Under "Carnet contact person," enter your own details as the applicant, including your first name, last name, phone number, and email.

10. If you have selected professional equipment, you must also fill in the field "Company name and/or representative name." This refers to the company or person who will be handling the professional equipment in the destination country.
11. If you have a power of attorney that needs to be included and printed, you can attach a file under "Representative and/or power of attorney." A power of attorney may be necessary if you have a carrier who will be traveling with the goods to the destination country.
12. Next, we arrive at Step 3. In this step, you need to fill in the goods list with the items you will be traveling with. Please note that the items you include in the ATA Carnet must accompany you during the trip. You cannot add or remove any items from a Carnet after it has been issued.

4o mini

12. You can choose to enter the items manually by clicking on "Add new item" and providing the following information about the goods:

- Quantity of each item
- Description
- Weight (not mandatory)
- Weight unit
- Value
- Country of origin (ISO code)

12. Please note that everything must be in English!!!

13. If you do not want to enter the items manually, you can click on "Upload document with items." Here, you can upload an Excel file, and TradePort will read it. On this page, there is also a template and ISO codes if you need guidance on creating the Excel form.

Item list - Step 3 of 4

ⓘ Items - General list

Add manually    Upload document with items    ⌵ Reset

Item no	No. of pieces	<span>ⓘ</span> Description	Weight	Weight Unit	Value (SEK)	<span>ⓘ</span> Origin
<span>+</span> Add new item						

< Back

Next >

14. We recommend using the Excel template, as your goods list will be in the correct format, and you will also have it saved in case you want to use the goods list again in the future. Below, you will see "Download template example."

Item list - Step 3 of 4

Items - General list

Add manually Upload document with items **Download template example** ISO country codes **Reset**

Drop files here, paste or [browse files](#)

**< Back** **Next >**

15. Then, click on "Next."

16. You will then arrive at Step 4. Here, you can choose the processing time. If you select Express, you will guaranteed receive the ATA Carnet within 2 working days. If you need it faster, please indicate this in your application, and we will try to accommodate it. If you select Standard, it will take 2-3 working days. Express service, of course, incurs an additional fee.

17. Then, you can choose whether you would like to pick it up in person or have it mailed to you. Please note that mailing also incurs an additional fee.

18. You can also add any reference you would like to appear on the invoice. Additionally, you can write any other information that you want us at the Chamber of Commerce to be aware of.

Delivery Information - Step 4 of 4

Carnet delivery

Choose one of the options

Standard delivery

Express delivery

Please specify the date by which you need your Carnet

Date

Delivery type\*

Carnet delivery

Reference

Reference

Other information

Other information

Price

Total: 0 SEK

Apply for membership and this could be your price:

Total: 0 SEK

**< Back** **Submit**

Save Draft/Template

Save draft Save as template

19. Finally, click on "Submit."

20. You will receive a notification once we have approved the ATA Carnet. At that point, you can either pick it up from us or wait for it to arrive by mail, depending on your choice.

20. The pickup times at Västsvenska Handelskammaren are Tuesday, Thursday, and Friday from 08:30 to 11:45.

# WELCOME



VÄSTSVENSKA  
HANDELSKAMMAREN