

ATA Carnet Business Requirements
CCNL: Chamber of Commerce The Netherlands

Item	MoSCoW	Requirement
General		
	M	Applicants request ATA Carnets digitally, including general list of goods, using a website
Administration		
Language webservice	M	Language of the website must be in Dutch and must also have the option for the English Language. The choice of language lies with the applicant.
Language carnet	M	ATA Carnets to be produced must be in the English and Dutch Language
Registration new applicants	M	Applicant must have the possibility to create an account. Login for access by applicant with userid and password is sufficient
Registration new applicants	M	Information needed for registration new applicants: Authorized employee (such as politness, first names, last name, phone number e-mailadres). Company Information (such as KVK-number, company name, adress, zip code, place, phone number, e-mail adres)
Registration new applicants	M	After creating a new account by the applicant the KVK must approve the new account before the account can be used by the applicant. The KVK will check a new applicant/client after registering, before the 1st carnet is requested.
maintenance of applicant accounts	M	The KVK can activate/deactivate the account of the user, the KVK has the possibility to unlock the account of the applicant. Applicants must be managed in the system by KVK.
Changes in account	M	The applicant has the possibility to make changes in his account. The KVK must be informed if the applicant is making changes in his account.
registration of KvK employee	M	It is possible for the KVK to create different roles with different competencies in the system
authorisation Back-Office KvK	M	Login for access by KVK-employee with userid and password is sufficient
Reuse of Data	M	Data used for a previous ATA-carnet can be used by the applicant as a basis for a new ATA-carnet
Pre-filling applicant and contactperson information	M	As much as possible must be pre-filled when the applicant is requesting a new carnet, by coping a previous one or pre/filling predefined account information
Multiple representatives	M	One or more representatives (person or company) must be registered in the carnet. <u>When person</u> : initials and last name must be mentioned. <u>When company</u> : company name must be mentioned.
By Proxy	M	Submitting 'By proxy' instead of the representatives must be possible
Intended use of the ATA-carnet	M	Ability to select specific usage 1 Exhibition, fairs, congresses, 2 Commercial Samples, 3 Others. Others needs an input field where a text can be filled in.
Number of counterfoils	M	All counterfoils must be mentioned (export, import, re-export, re-import, transit) Behind export, import, re-export, re-import the standard number is set on 1 and transit. is set 0, but with the possibility to lower or increase that number.
Destination/ countries	M	Ability to select country or countries for the destination of the ATA-carnet. The countries must be a member of the convention. It is also possible to select the option "All members relevant to the convention". Behind the countries chosen there is the option to select import or transit.

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General list of goods	M	Ability to manually enter general list of goods, as well as uploading a file with a predefined format (columns in csv for example); When the file is uploaded there is always the possibility to make manual changes to this uploaded list both by the client and the KVK
Upload extra document	M	Ability to upload an extra declaration in PDF format
Option to return the ATA request to the applicant	M	When an ATA-carnet request requires changes, it can be returned to the applicant for editing with the option to re-submit, using the original, correct data. The applicant must get a signal when this happens.
Other control methods	M	Controls or guarantees present in the system must not interfere with the KVK method, i.e. must not block the production of the carnet
Assigning Carnet number	M	The KVK must have the option to manually enter a unique carnetnumber in the system overwriting any default number created by the system.
General list of goods and layout	M	If the freight view general list of goods exceeds one page, the goods list must be able to be extracted in the layout of the ATA-carnet. All subsequent pages in the set are generated automatically by the system. All pages of the extracted goods list must bear the number of the ATA-carnet
Numbering of items on General list of goods	M	
Printing		Item number in general list of goods is automatically generated according to international standards.
Printing	M	Only KVK should be able to print the official ATA-carnet, not the applicant.
Layout ATA-carnet	M	Must be done in the prescribed international layout.
Carnet numbering	M	Carnet number should be printed in the correct position and order on the vouchers and counterfoils that should bear the number.
Counterfoil and voucher numbering	M	Automatic determination of the counterfoil and voucher numbers
Printing ATA-carnet	M	Printing requires automatic selection of the proper paper types (weight and colour) and must be done in the right sequence
Carnet ready communication	M	Communication facility to applicant when Carnet is ready
Lifecycle Carnet		
Requesting duplicates	M	The KVK must have the option to generate a duplicate ATA-carnet when the original is lost. The duplicate carnet must clearly state that it is an duplicate
Extra counterfoils and vouchers	M	The KVK must have the ability to produce extra counterfoils after a carnet has been issued. The extra vouchers must start on a subsequent number with the number that comes after the last number issued. When the number of vouchers exceeds number 4 or plural thereof extra counterfoils must be automatically generated.
Reprint	M	The KVK must have the ability to reproduce an exact copy of the previously issued ATA-Carnets.
Sending reminders	M	When the document is not returned at the end of its validity the system must automatically send a reminder to the known e-mailaddress. The KVK has the option to choose how often and when the system is generating a reminder to the client.
Returning Carnet	M	A carnet that is returned should be checked out in the system only by the KVK, including date returned

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Claims Management		
Claims Management	M	The options below for Claims Management are only available for the KVK
Proxies	M	The system must allow issuing/delegating proxies from the KVK NGA staff to the issuing KVK team staff members individually
Registration of claims on NL carnets	M	Claims from Foreign Customs (via foreign national guaranteeing associations - NGAs -) on NL ATA Carnets must be registered, using the available data from the issuing platform (holder, carnet number, expiry, all other fields must be manually filled)
Registration of claims on foreign carnets	M	All fields must be manually filled
Proof relevant to NL carnets	M	The system must allow uploading of pdfs (of proof) to be forwarded to foreign NGAs
Proof relevant to foreign carnets	M	The system must allow uploading of pdfs (of proof) to be forwarded to NL Customs
Correspondence	M	The system must allow the production of letters (8 Dutch, 8 English) in line with the criteria of ICC/WCF
Status of claims	M	The correspondence must be generated on the basis of the status of the claims
Registration Statistics	M	The system must have the facility to register the reason that caused the dispute for periodic queries to be shared with the ICC Secretariat (drop down menu), the chosen code must be adjustable until the life cycle of the claim
Archiving of data	M	The claims data must be available and accessible for 4 years from the date of the registration of the statistic (reason claim), generated documents (letters and pdfs of proof) must be accessible up to 4 years from the date of generating. The documents can be exported in PDF/A-1a.
Property data	M	Data in the application are always property of the KVK and can not be seen by third parties, unless express consent is given by KVK
System integration		Availability for integration with the financial system of KVK via API or comparable.
Connection with ICC digital ATA carnet - the e-ATA.	M	To prepare for the digitalization of the carnet, the issuing and claims platform has to (fully) integrate with the ICC/WCO 'core' to enable the exchange of carnet data between the (issuing) Chamber/National Guaranteeing Organization, customers and Customs. The future use of the digital carnet only works when the exchange of data is in real time.