



User Manual

Request for Approval for the Temporary Admission Using the ATA Carnet



This Manual is designed for importers and exporters to understand the application for the approval request on the temporary admission in the ATA Carnet.



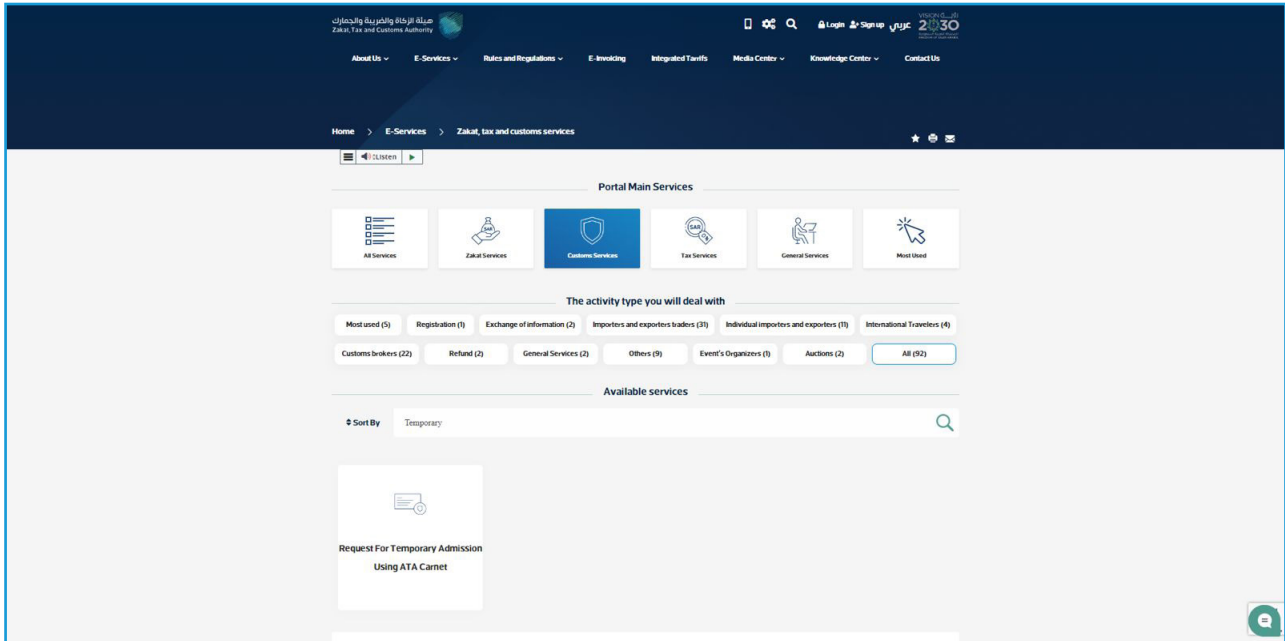
Steps to use the service:

1. Visit the Zakat, Tax, and Customs Authority via: (zatca.gov.sa).
2. Click "e-services" at the top of the main screen.
3. Click "Customs Services".

The screenshot displays the website interface for the Zakat, Tax, and Customs Authority. At the top, there is a navigation bar with the authority's name in Arabic and English, along with icons for mobile, settings, search, login, and sign up. Below the navigation bar, a large banner features the text "In Order to Provide You with Better Service" and "Please Evaluate Your Digital Experience", with a "Click here" button. The main content area is titled "E-Services" and includes a "Most Used" section with three service cards: "Zakat Services", "Customs Services", and "Tax Services". The "Customs Services" card is highlighted and contains three sub-services: "Zakat on Livestock, Grain and Fr...", "immediate Certificate", and "Zakat Payment". A "Salwa Port Live stream" icon is visible in the bottom left corner, and a chat icon is in the bottom right corner.



4. Click "Temporary admission in ATA carnet".

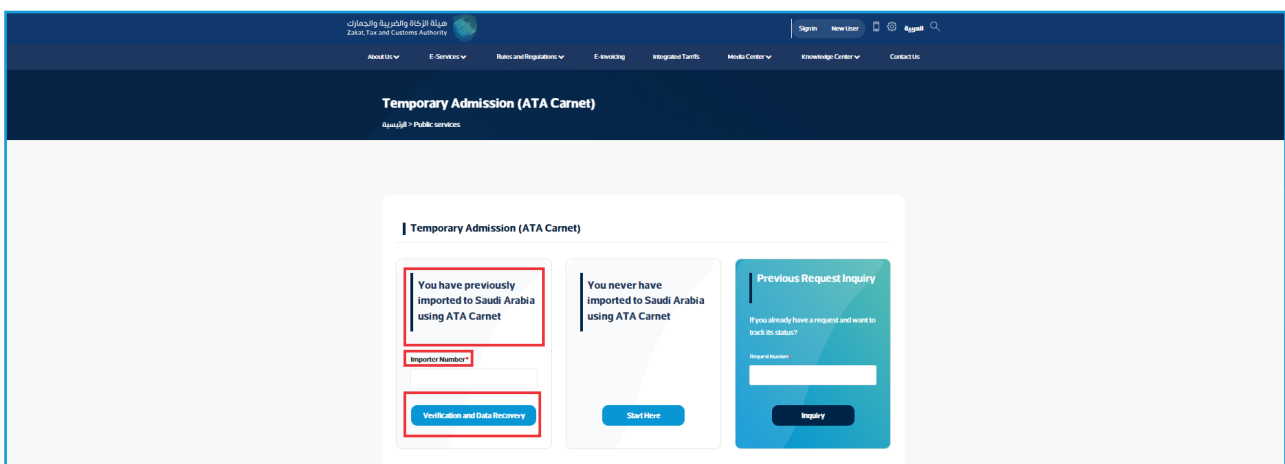


5. There are two cases for temporary admission in the ATA carnet:

Case 1:

"You have previously imported to Saudi Arabia using ATA Carnet".

– Please add the Importer No., then click "Data Verification and Retrieval".





If the importer has an importer number, his information will be obtained from the system, however a copy of his passport Number must also be attached.

The screenshot shows the 'Temporary Admission (ATA Carnet)' form at Step 1: Importer Information. The form includes the following fields:

- Importer Number: [XXXXXXXXXX]
- Name*: [XXXXXXXXXX]
- Nationality*: [XXXXXXXXXX]
- Passport Number*: [XXXXXXXXXX]
- Birth Date*: [XXXXXXXXXX] (Required Field)
- Attachments: Passport* [XXXXXXXXXX] (choose file)

Navigation buttons: Back (red), Next (blue).

– Please fill in the ATA Carnet details.

The screenshot shows the 'Temporary Admission (ATA Carnet)' form at Step 2: ATA Carnet Information. The form includes the following fields:

- ATA Carnet Number*: [XXXXXXXXXX]
- Authorization Organization*: [XXXXXXXXXX]
- ATA Carnet Issue Date*: [XXXXXXXXXX]
- ATA Carnet Expiration Date*: [XXXXXXXXXX]
- Currency*: [XXXXXXXXXX]
- Value of Goods Included in the ATA Carnet*: [XXXXXXXXXX]
- ATA Carnet Holder*: [XXXXXXXXXX]
- ATA Carnet Holder Address*: [XXXXXXXXXX]
- Attachments: ATA Carnet* [XXXXXXXXXX] (choose file)

Navigation buttons: Previous (blue), Next (blue), Back (red).



- Fill in the data of the goods included in the ATA carnet .

The screenshot shows the 'Temporary Admission (ATA Carnet)' form at step 3, 'Goods Included in the ATA Carnet'. The form has a progress bar at the top with five steps: 1. Importer Information, 2. ATA Carnet Information, 3. Goods Included in the ATA Carnet (current step), 4. Shipment Arrival Information, and 5. Additional Information. A 'Back' button is located at the top right. The main form area contains two input fields: 'Goods Description*' and 'Goods Unit and Amount*'. Below these fields is an 'Add Item' button. A table below the 'Add Item' button shows one row with 'Goods Description' and 'Goods Unit and Amount' columns, both containing 'xxxxxxxxx', and a 'Delete' button. At the bottom of the form are 'Previous' and 'Next' buttons.

- Fill in the Consignment Arrival Information.

The screenshot shows the 'Temporary Admission (ATA Carnet)' form at step 4, 'Shipment Arrival Information'. The form has a progress bar at the top with five steps: 1. Importer Information, 2. ATA Carnet Information, 3. Goods Included in the ATA Carnet, 4. Shipment Arrival Information (current step), and 5. Additional Information. A 'Back' button is located at the top right. The main form area contains four input fields: 'City*', 'Customs Port*', 'Estimated Date of Arrival*', and 'Estimated Time of Arrival*'. Below these fields is a third input field: 'Estimated Duration of the Shipment's Stay within Saudi Arabia in Days*'. At the bottom of the form are 'Previous' and 'Next' buttons.



- Fill in the additional data for the reason for admission into the Kingdom by using the ATA carnet, then click "Send".

Temporary Admission (ATA Carnet) Back

1 Importer Information 2 ATA Carnet Information 3 Goods Included in the ATA Carnet 4 Shipment Arrival Information 5 Additional Information

5 Additional Information

Reasons of Entering Saudi Arabia by using ATA Carnet*

XXXXXXXXXX

Attachments

Attachments for Entry Reasons

CR-6311 - تحسين خدمة طلب توثيق إجراء - V1.1.pdf choose file

XXXXXXXXXX

I'm not a robot

Previous Send Back

- After submitting the request, please add the applicant's email address and mobile number.

Email Confirmation

Email*

XXXXXXXXXX

I'm not a robot

Verify

Overall look
Who we are
Privacy Policy
Accessibility

Help and Assistant
e-Participation
Contact us
FAQ

Important links
National Unified Portal
Open Data Platform
Public Consultation Platform

Download mobile applications

Accessibility tools



- Enter the verification code sent in a SMS message on your mobile number or email address.

Temporary Admission (ATA Carnet) Back

XXXXXXXXXX

Mobile Confirmation

Phone Number*

+966 050 260 3937

I'm not a robot

Verify

- A message will appear stating that the request was sent successfully.

Request Sent Successfully. Request Number: XXXXXXXXXX Ok

Temporary Admission (ATA Carnet) Back

1 Importer Information 2 ATA Carnet Information 3 Goods Included in the ATA Carnet 4 Shipment Arrival Information 5 Additional Information

5 Additional Information

Reasons of Entering Saudi Arabia by using ATA Carnet*

Attachments

Attachments for Entry Reasons

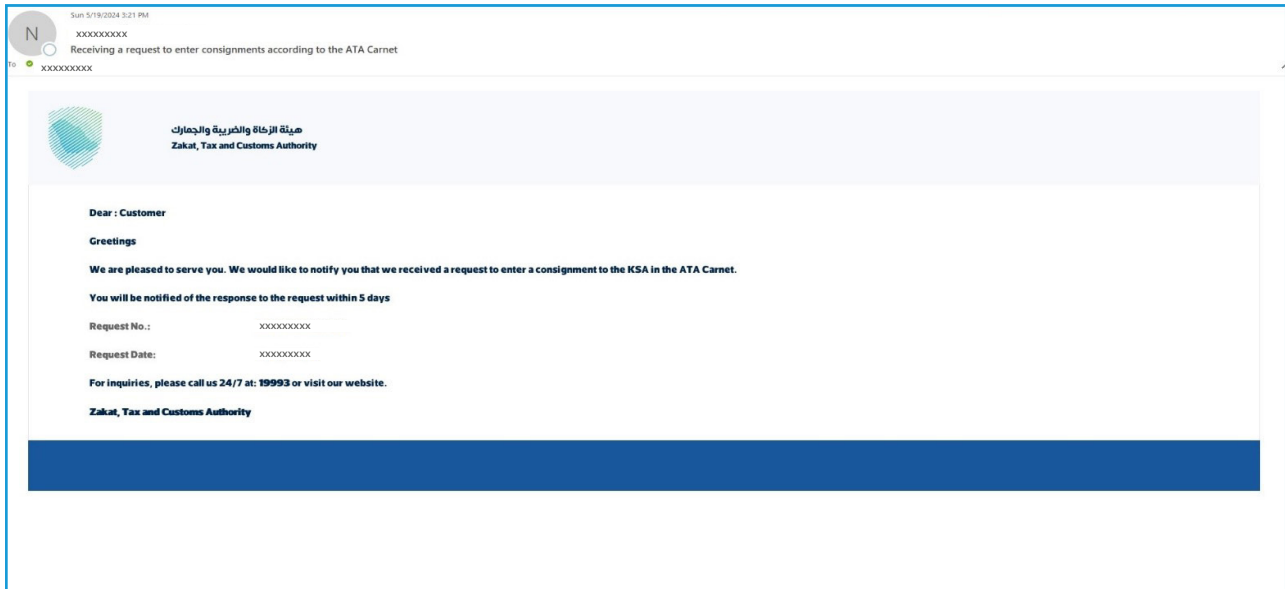
Choose File choose file

I'm not a robot

Previous Send Back

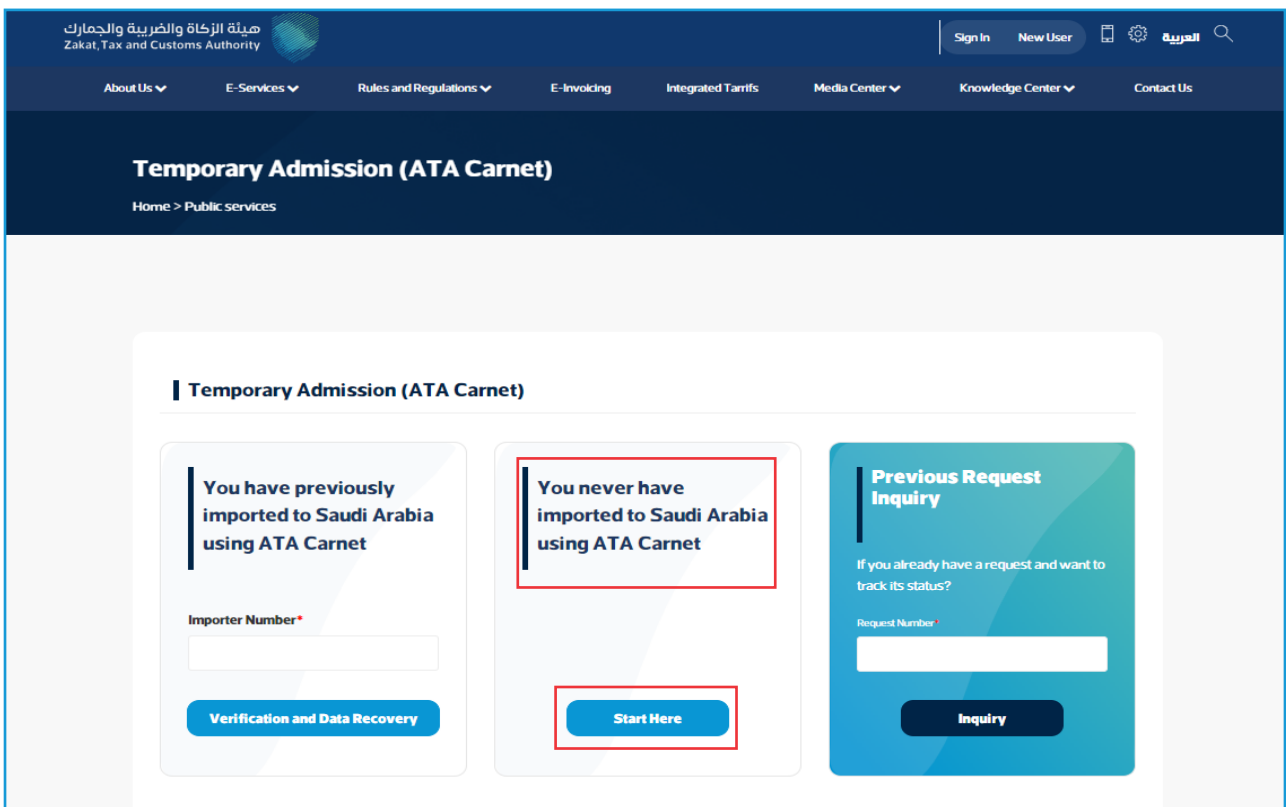


- An email of the submission confirmation would be received:



Case 2:

"You never have imported to Saudi Arabia using ATA Carnet." Please click "Start Here".





- If Establishment, fill in the Establishment's information and then click "Next" Then continue the next steps as in page 5.

The screenshot shows the 'Temporary Admission (ATA Carnet)' application form. The progress bar indicates Step 1 of 5: Importer Information. The form includes the following fields:

- Who are you applying for?***
 - Person
 - Establishment
- Organization Name*** (Text input)
- Organization Nationality*** (Text input)
- Your Relationship with the Organization*** (Text input)
- Responsible Person Name*** (Text input)
- Name*** (Text input)
- Passport Number of the Official*** (Text input)
- Attachments**
 - Passport*** (Text input with 'Choose file' button)

A 'Next' button is located at the bottom of the form.

- A message will appear stating that the request was sent successfully.

The screenshot shows the 'Temporary Admission (ATA Carnet)' application form at Step 5 of 5: Additional Information. A green success message overlay is displayed at the top: "Request Sent Successfully. Request Number: XXXXXXXX". The form includes the following fields:

- Reasons of Entering Saudi Arabia by using ATA Carnet*** (Text area)
- Attachments**
 - Attachments for Entry Reasons** (Text input with 'Choose File' button)
- I'm not a robot (with CAPTCHA image)

Buttons for 'Previous', 'Send', and 'Back' are located at the bottom of the form.



“Inquire about a previous request” Please enter the Request Number and then click “Inquire”.

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Zakat, Tax and Customs Authority

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Temporary Admission (ATA Carnet)

Home > Public services

Temporary Admission (ATA Carnet)

You have previously imported to Saudi Arabia using ATA Carnet

Importer Number*

Verification and Data Recovery

You never have imported to Saudi Arabia using ATA Carnet

Start Here

Previous Request Inquiry

If you already have a request and want to track its status?

Request Number*

Inquiry



- Details of the temporary admission request will appear in the ATA carnet.

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Zakat, Tax and Customs Authority

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Temporary Admission (ATA Carnet) Request Details

1 Request Information

Request Number XXXXXXXXXX	Request Status XXXXXXXXXX
-------------------------------------	-------------------------------------

2 Importer Information

Name XXXXXXXXXX	Passport Number XXXXXXXXXX
Nationality XXXXXXXXXX	Birth Date XXXXXXXXXX
Phone Number XXXXXXXXXX	Email XXXXXXXXXX
Passport XXXXXXXXXX	Attachments

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Temporary Admission (ATA Carnet) Details

ATA Carnet Number XXXXXXXXXX	Authorization Organization XXXXXXXXXX
ATA Carnet Issue Date XXXXXXXXXX	ATA Carnet Expiration Date XXXXXXXXXX
Currency XXXXXXXXXX	Value of Goods Included in the ATA Carnet XXXXXXXXXX
ATA Carnet Holder XXXXXXXXXX	ATA Carnet Holder Address XXXXXXXXXX
ATA Carnet XXXXXXXXXX	Attachments

4 Goods Included in the ATA Carnet

Goods Description	Goods Unit and Amount
XXXXXXXXXX	XXXXXXXXXX

5 Shipment Arrival Information

XXXXXXXXXX	Customs Port XXXXXXXXXX
Estimated Date of Arrival XXXXXXXXXX	Estimated Time of Arrival XXXXXXXXXX
Estimated Duration of the Shipment's Stay within Saudi Arabia in Days 7	



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Goods Description	Goods Unit and Amount
Gold	1000 KG

5 Shipment Arrival Information

City XXXXXXXXXX	Customs Port XXXXXXXXXX
Estimated Date of Arrival XXXXXXXXXX	Estimated Time of Arrival XXXXXXXXXX
Estimated Duration of the Shipment's Stay within Saudi Arabia in Days XXXXXXXXXX	

6 Additional Information

Reasons of Entering Saudi Arabia by using ATA Carnet
XXXXXXXXXX

Attachments

Additional Information
XXXXXXXXXX



Scan this code to view the last
version and all published documents
Or visit the website zatca.gov.sa