

e-ATA.eu - Articles list Upload CSV

Belgian Chambers

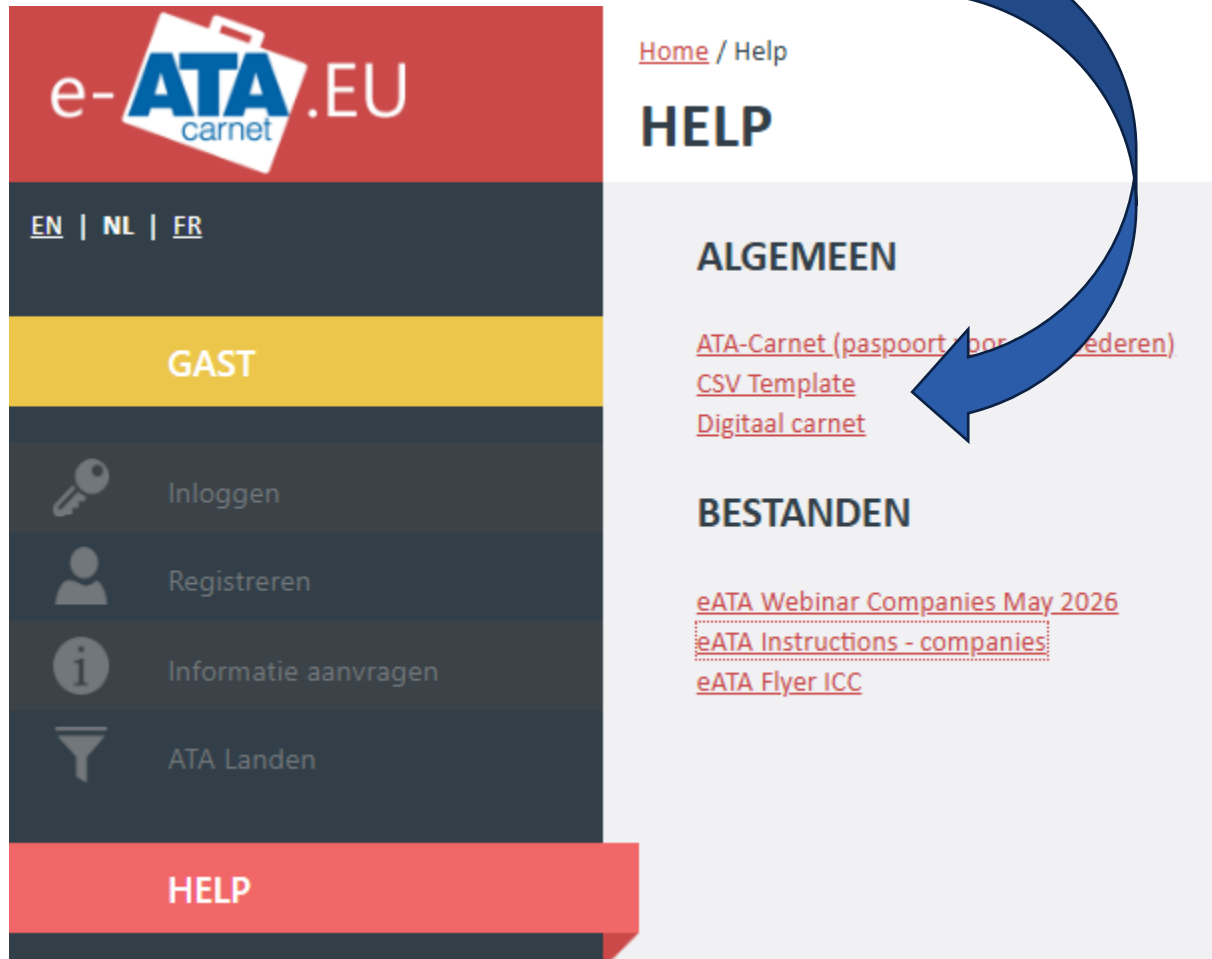


Federation of Belgian Chambers of Commerce



Prepare CSV

1. Go to help => CSV template



Prepare CSV

2. Open CSV template

INSTRUCTIONS

ITEM OVERVIEW

ISO COUNTRY CODES



Read !



Complete



Use

Prepare CSV

3a. How to complete “Item overview”?

✓ **No commas ANYWHERE**

✓ No column heading or a row sequence number

✓ Not more than 5 columns

✓ Make sure that Excel calculates formulas automatically

(= File > Options > Formulas > put 'Workbook Calculation' on 'Automatic')

Prepare CSV

3b. How to complete “Item overview”?

- ✓ Column A: **description of goods** => no commas !
- ✓ Column B: **number of items**
- ✓ Column C: **weight** => in kg - numbers only - do not add “kg”
- ✓ Column D: **value** => in € - no commas ! - no currency !
- ✓ Column E: **origin** => ISO country codes only

Prepare CSV

4. Complete Item overview

	A	B	C	D	E	F	G
1	Race car	1	2000	250000	US		Race car,1,2000,250000,US,
2	Spare tires	10	500	5000	JP		
3	Jack	1	3	100			
4	Wrench	2	2	50			
5							

Prepare CSV

5. Drag cell G1 downwards + copy column G

	A	B	C	D	E	F	G
1	Race car	1	2000	250000	US		Race car,1,2000,250000,US,
2	Spare tires	10	500	5000	JP		Spare tires,10,500,5000,JP,
3	Jack	1	3	100			Jack,1,3,100,,
4	Wrench	2	2	50			Wrench,2,2,50,,
5							



Prepare CSV

6. In new Excel:

- ✓ paste column G as “values”
- ✓ save as a 'CSV (MS-DOS)



	A	B
1	Race car,1,2000,250000,US,	
2	Spare tires,10,500,5000,JP,	
3	Jack,1,3,100,,	
4	Wrench,2,2,50,,	
5		
-		

Upload CSV

7. Go to e-ata.eu and click on “Import CSV”

ARTICLE LIST

No articles available



ADD ARTICLE



IMPORT CSV

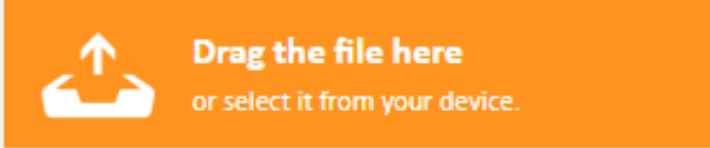


UPLOAD ATTACHMENT



Upload CSV

8. Upload CSV file

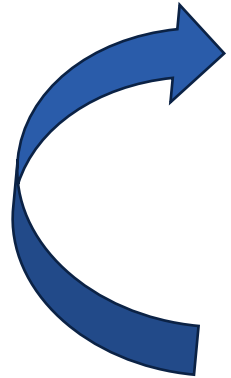


Drag the file here

or select it from your device.

Please note that all existing restrictions will be deleted during import!

[An example file with all country codes](#)



Race car list csv

2026-08-28 10:46

Microsoft Excel Comma Separated Values File

Upload CSV

Done !

ARTICLE LIST

NR	DESCRIPTION	NUMBER	WEIGHT/VOLUME	VALUE	COUNTRY OF ORIGIN
1	Race car	1	2000	250000.00	United States
2-11	Spare tires	10	500	5000.00	Japan
12	Jack	1	3	100.00	
13-14	Wrench	2	2	50.00	

 ADD ARTICLE

 IMPORT CSV



Federation of Belgian Chambers of Commerce

THANK YOU!

