



**Advance Passenger
Information System
(APIS)
CARICOM eAPIS PORTAL
SUBMISSION GUIDE**

FEBRUARY 2016

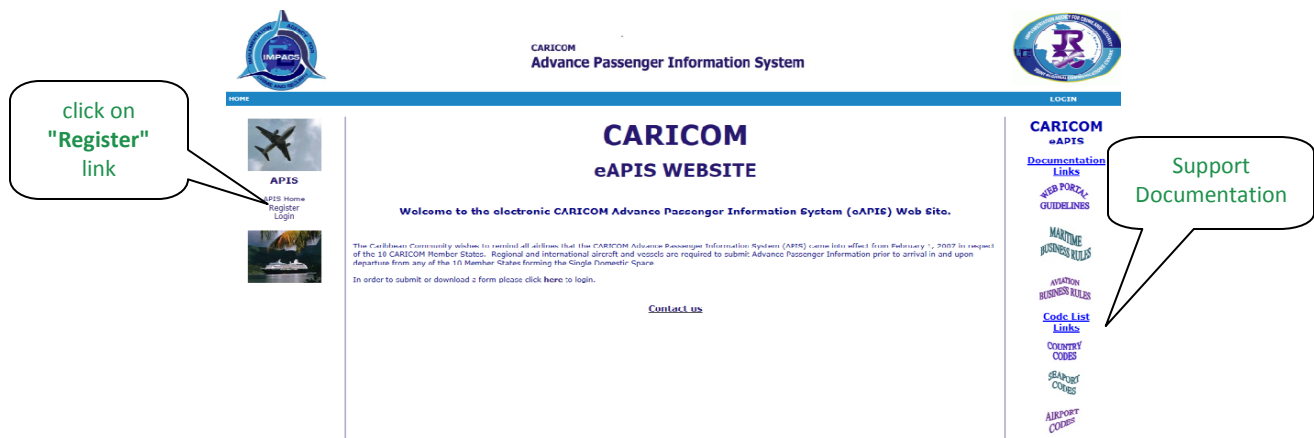
CARICOM APIS SUBMISSIONS

via CARICOM eAPIS PORTAL

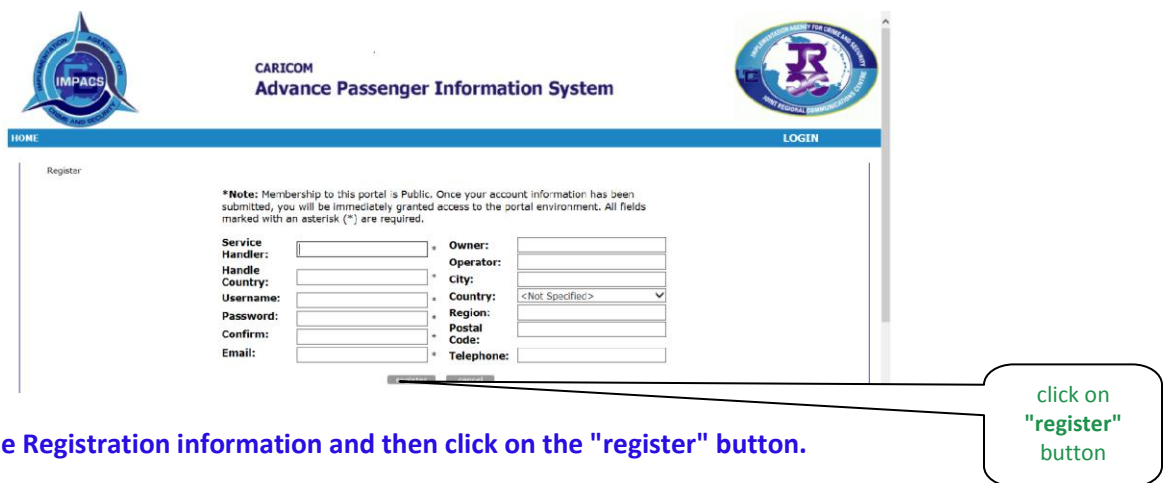
Users reporting APIS using the eAPIS Excel Spreadsheet Template are required to submit the files through CARICOM eApis portal at: www.caricomeapis.org . Please find instructions below on how to **Register, Login, Download** eAPIS Spreadsheet Template and **Upload** the eAPIS spreadsheet, Vessel XML and Flight UN/EDIFACT files.

REGISTRATION

If a user does not have an account, registration is required before using the portal. If a user is responsible for multiple vessels only one registration is required as individual vessel information is captured in the "General Information" section of the spreadsheet.



Follow the link www.caricomeapis.org to take the user to the CARICOM Advance Passenger Home Page. Support documentation on Business Rules, Country, Airport and Seaport codes located on the right column. On the Home click on the **Register Icon**



Complete the Registration information and then click on the "register" button.

- ***Service Handler:** Enter Name of Person or Agency submitting the files, if not available enter "Not Applicable"
- ***Handler Country:** Enter Country the Service Handler represents if not available enter "Not Applicable"

LOGIN

If you have an existing account please login and continue to submit your APIS file

click on "Login" link

CARICOM
Advance Passenger Information System

HOME LOGIN

CARICOM eAPIS WEBSITE

Welcome to the electronic CARICOM Advance Passenger Information System (eAPIS) Web Site.

The Caribbean Community wishes to remind all airlines that the CARICOM Advance Passenger Information System (APIS) came into effect from February 1, 2007 in respect of the 10 CARICOM Member States. Regional and international aircraft and vessels are required to submit Advance Passenger Information prior to arrival in and upon departure from any of the 10 Member States forming the "Single Territorial" Space.

In order to submit or download a form please click [here](#) to login.

[Contact Us](#)

CARICOM eAPIS

- [Documentation Links](#)
- [WEB PORTAL GUIDELINES](#)
- [MARITIME BUSINESS RULES](#)
- [AVIATION BUSINESS RULES](#)
- [Code List Links](#)
- [COUNTRY CODES](#)
- [SEAPORT CODES](#)
- [AIRPORT CODES](#)

Follow the link www.caricomeapis.org to take the user to the CARICOM Advance Passenger Home Page. On the Home page, click on the **Login Icon**

Enter "Username" and "Password" information Then click the "Login" button

CARICOM
Advance Passenger Information System

HOME LOGIN

Username:

Password:

Remember Login

If you forgot your password please [Contact Us](#)

News

e-APIS now available
Caricom has introduced a new way of filling in the forms. Please use this portal to fill in all APIS...

[Contact us](#)

Fill in the **User Name:** and the **Password:** and hit the enter key.

DOWNLOAD

CARICOM
Advance Passenger Information System

HOME DOWNLOAD AND UPLOAD LOGOUT

You are currently logged in as jrcc jrcc
Logout

click on "DOWNLOAD AND UPLOAD" link

APIS
APIS Home Register Login
Submit API Online
Download Excel Spreadsheet

News
e-APIS now available
Caricom has introduced a new way of filling in the forms. Please use this portal to fill in all APIS...
[Contact us](#)

The above screen will appear when the User Name and Password is entered. In this screen, click on the **Download And Upload** link stated above. The user is then taken to the following screen.

CARICOM
Advance Passenger Information System

HOME DOWNLOAD AND UPLOAD LOGOUT

CARICOM eAPIS

DOWNLOAD Templates

Please note any alterations made to the eAPIS Excel Templates may result in errors when submitting the completed files.

Click on the appropriate link below to download the required e-APIS Excel spreadsheet.

[FLIGHT EXCEL Template](#) [VESSEL EXCEL Template](#)

UPLOAD Completed Files Here

Select the appropriate link below to submit your file

[FLIGHT EXCEL](#) [VESSEL XML](#)

eAPIS Excel Instructions
AVIATION DOCUMENTATION
FLIGHT EXCEL INSTRUCTIONS
AVIATION EXCEL Business Rules
MARITIME DOCUMENTATION

This screen provides the option to **Download** the eAPIS Excel Template or **Upload** a completed eAPIS Excel spreadsheet by clicking on the relative link. Instructional documentation on how to populate the files are available on the right column of the page for download.

This screen has Two (2) functions relating to the **Excel Version 6 spreadsheet**.

- (1) The user has the option to **download the Excel Version 6 spreadsheet** for either **Flights** or **Vessels** to be completed and uploaded via **Upload** section below.

click on the relative link **download the eAPIS Flight or Vessel Excel Template**

CARICOM eAPIS

DOWNLOAD Templates

Please note any alterations made to the eAPIS Excel Templates may result in errors when submitting the completed files.

Click on the appropriate link below to download the required e-Apis Excel spreadsheet.

FLIGHT EXCEL Template **VESSEL EXCEL Template**

UPLOAD Completed Files Here

Select the appropriate link below to submit your file

EXCEL file Upload

VESSEL XMI

eAPIS Excel Instructions

AVIATION DOCUMENTATION

FLIGHT EXCEL INSTRUCTIONS

AVIATION EXCEL Business Rules

MARITIME DOCUMENTATION

Once the relative button is clicked the user will receive the prompt below.

File Download

Do you want to open or save this file?

Name: eapisformFlightsV6.zip
Type: Compressed (zipped) Folder, 128 KB
From: www.caricomeapis.org

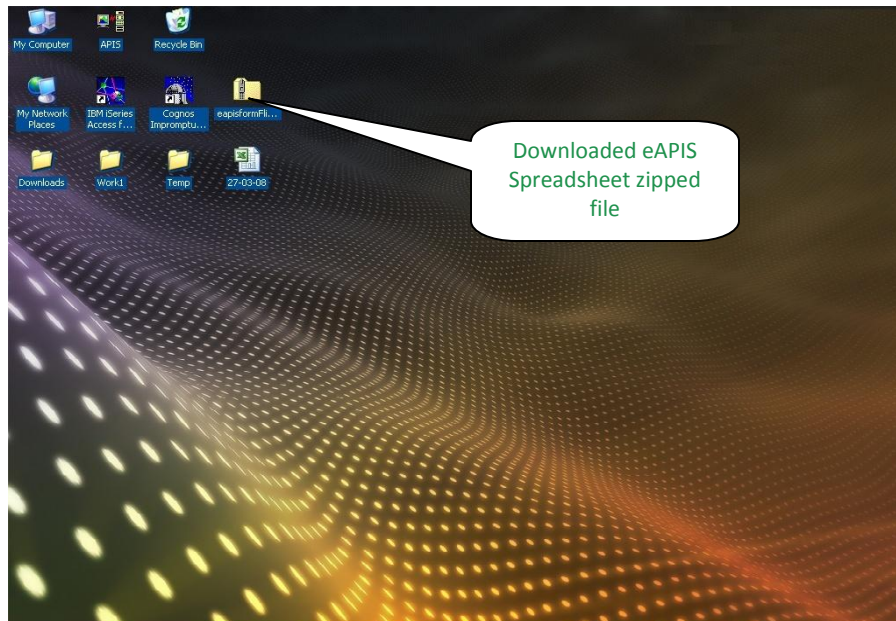
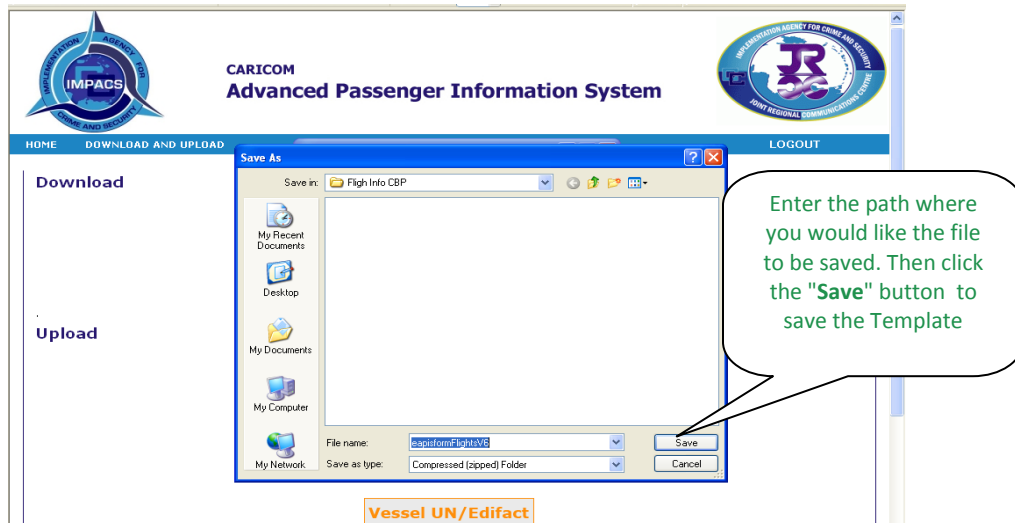
Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click "Save" and choose the path where you would like the file to be saved

The user will be prompted with the following screen.



The example above saved to the desktop as a **zipped document**. Once this zipped folder appears in the designated path, the file should be unzipped and saved as a Template, therefore the process does not need to be repeated. The user can now start populating the spreadsheet for submission.

It is recommended that once the file is completed, save it as the "Flight/Vessel ID, Depart, Arrival Port and Date" file name of voyage (e.g. "JJ1234_POS_BGI_20140302.xls") therefore preserving the Template for further use or reference.

UPLOAD

Once completed any of the following formats can be submitted through the "Upload" section by selecting the relative link:

Aviation: Aviation eAPIS Excel Spreadsheet; UNEDIFACT file formats.

Maritime: Maritime eAPIS Excel Spreadsheet; XML file formats.

Formats are based on relative Aviation or Maritime CARICOM APIS Guidelines.

AVIATION FLIGHT FILE FORMATS (Excel, UN/EDIFACT)

The screenshot displays the e-APIS interface with two callouts:

- Left Callout:** "click on 'Excel File' Link" pointing to the "Excel File" link in the "Download Templates" section.
- Right Callout:** "click on 'Flight UN/EDIFACT' Link" pointing to the "Flight UN/EDIFACT" link in the "Download Templates" section.

The interface includes the following sections:

- Flight Details:**

Flight ID (IATA, ICAO OR REG ID)	Aircraft Name	Number of Passengers	Number of Crew Members
JRCCTESTL	JRCC	1	1
- Reporting Party:**

Name	Telephone	Email
QA	246-429-7931	jrcc@impacris.org
- Departure Information:**

Departure Date (YYYYMMDD)	Departure Time (hh:mm)	Departure Port (IATA IATAARRR CODE)
20140318	15:00	
- Arrival Information:**

Arrival Date (YYYYMMDD)	Arrival Time (hh:mm)	Arrival Port (IATA IATAARRR CODE)
		BO
- Form version:** 6
- Last update:** 2007/11/12
- UNEDIFACT Data:**

```

UNA: +, ?
UNB=UNOA:4+PCE+CARICOMAPIS:ZZ+081208:1044+PCE0812081044++APIS'
UNG=PAXLST+JRCC AIRLINES+CARICOMAPIS+081208:1044+001+UN+D:02B'
UNH=001+PAXLST:D:02B:UN:IATA+PCE650/081208/1044+01:F'
BGM=745'
NAD=MS+++JTESTN DTESTE'
COM=18000000000:TE+16780000000:FX+AAAAAAA@AAA.COM:EM'
TDT=20+TEST'
LOC=125+MBB'
DTM=189:1401281100:201'
LOC=87+PTP'
DTM=232:1401281500:201'
NAD=FL+++DONTTEST:JNNTTEST'
ATT=2+M'
DTM=329:680704'
LOC=178+MB'
LOC=179+PTP'
NAT=2+USA'
DOC=P:110:111+927694321'
DTM=36:160211'
LOC=91+USA'
NAD=DDU+++BETEST:JITMEST'
ATT=2+M'

```

eAPIS Excel File format

UNEDIFACT File format

The screenshot shows the main interface of the CARICOM eAPIS system. It features a navigation bar with "DOWNLOAD AND UPLOAD" and "LOGOUT" options. The main content area is titled "CARICOM eAPIS" and includes the following sections:

- DOWNLOAD Templates:**

Please notify any alterations made to the eAPIS Excel Templates may result in errors when submitting the completed files.

Click on the appropriate link below to download the required e-APIS Excel Spreadsheet.

 - [FLIGHT EXCEL Template](#)
 - [VESSEL EXCEL Template](#)
- UPLOAD Completed Files Here:**

Select the appropriate link below to submit your file.

 - [EXCEL File Upload](#)
 - [VESSEL XML File Upload](#)
 - [FLIGHT UNEDIFACT File Upload](#)

On the right side, there are links for "eAPIS Excel Instructions", "AVIATION DOCUMENTATION", "MARITIME DOCUMENTATION", "FLIGHT EXCEL INSTRUCTIONS Business Rules", "VESSEL EXCEL INSTRUCTIONS Business Rules", and "MARITIME EXCEL Business Rules".

MARITIME VESSEL FILE FORMATS (Excel, XML)

Electronic Advanced Passenger Information System (e-APIS)

Cruise Details

Vessel ID	Vessel Name	Number of Passengers	Number of Crew Members

Reporting Party

Name	Telephone	Email

Departure Information

Departure Date	Departure Time	Departure Port

Arrival Information

Arrival Date	Arrival Time	Arrival Port

Vessel

Owner	Registration

Form version: 6
Last update: 2007/11/12

click on "Excel File" Link

eAPIS Excel File format

```
<?xml version="1.0"?>
<APIS Version="1.0">
<ReportingParty Fax="16786233599" Telephone="18004322615" Name="RICK VAUGHN"/>
<Flight TravellersCount=ShouldBe="6" TravellersCount=Actual="6" Type="F" CarrierName="E TECH AIRLINES" Flag_Code=""
VesselRegistration="" Call_Sign="" Owner="" ID="123_TEST">
<Arrival Port="PTP" Date="0910091500"/>
<Departure Port="MBJ" Date="0910091100"/>
<Travellers>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="111211" DateOfBirth="650704"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST45435" Sex="M" Nationality="USA" MiddleName=""
FirstName="TRTEST" LastName="BTTEST" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="120802" DateOfBirth="650810"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST9991" Sex="M" Nationality="USA" MiddleName=""
FirstName="JAMTEST" LastName="TESTBWN" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="111211" DateOfBirth="650704"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST45435" Sex="M" Nationality="USA" MiddleName=""
FirstName="TRTEST" LastName="BTTEST" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="120802" DateOfBirth="650810"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST9991" Sex="M" Nationality="USA" MiddleName=""
FirstName="JAMTEST" LastName="TESTBWN" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="111211" DateOfBirth="650704"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST45435" Sex="M" Nationality="USA" MiddleName=""
FirstName="TRTEST" LastName="BTTEST" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="120802" DateOfBirth="650810"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST9991" Sex="M" Nationality="USA" MiddleName=""
FirstName="JAMTEST" LastName="TESTBWN" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="111211" DateOfBirth="650704"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST45435" Sex="M" Nationality="USA" MiddleName=""
FirstName="TRTEST" LastName="BTTEST" SrfNo="1"/>
<Traveller Type="CREW" Country="" State="" City="" Address="" PostCode="" PortOfClearance=""
PortOfDebarcation="PTP" PortOfEmbarkation="MBJ" DateOfExpiry="120802" DateOfBirth="650810"
CountryOfIssue="USA" DocType="P" PassportNumber="TEST9991" Sex="M" Nationality="USA" MiddleName=""
FirstName="JAMTEST" LastName="TESTBWN" SrfNo="1"/>
</Travellers>
</APIS>
```

click on "Vessel XML" Link

XML File format

CARICOM Advance Passenger Information System

CARICOM eAPIS

DOWNLOAD Templates

Please note: Alterations made to the eAPIS Excel Template may result in errors when submitting the completed files.

Click on the appropriate link below to download the required e-APIS spreadsheet.

[FLIGHT EXCEL Template](#) [VESSEL EXCEL Template](#)

UPLOAD Completed Files Here

Select the appropriate link below to submit your file

[EXCEL file Upload](#)
[VESSEL XML File Upload](#)
[FLIGHT UNDEFACED File Upload](#)

eAPIS Excel Instructions

AVIATION DOCUMENTATION

[FLIGHT EXCEL INSTRUCTIONS](#)

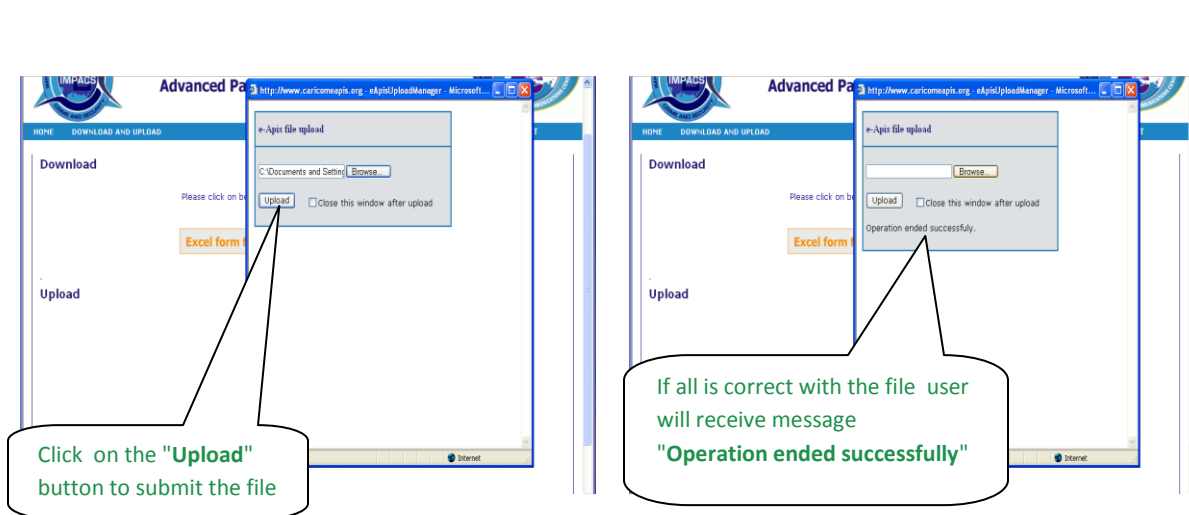
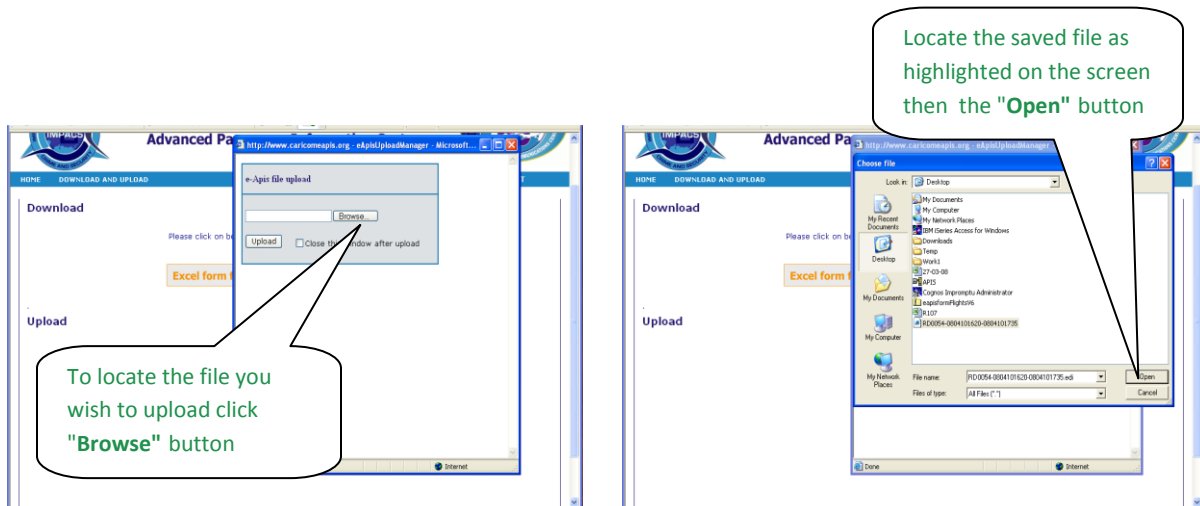
[AVIATION EXCEL Business Rules](#)

MARITIME DOCUMENTATION

[VESSEL EXCEL INSTRUCTIONS](#)

[MARITIME EXCEL Business Rules](#)

After clicking on the relative link as indicated above, the user will be prompted to browse to where the file was saved.



When the file is submitted it will be validated. If errors are detected, the user will be prompted with a message stating what needs to be corrected. This will continue until all errors in the file are corrected.

When all required information is correct and file has been uploaded, the user will receive a message stating **"Operation ended successfully"**.

Please feel free to contact the Joint Regional Communications Centre (JRCC) at the numbers listed below should you required additional assistance with submitting your APIS file.