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Introduction

Welcome to the TradSys Online Application.

This website is located at:

http://www.caricomstats.org/tradys/

The website has been structured as a portal, a Web site or service that offers a broad array of resources and services. It acts as a value-added middleman by selecting content sources and assembling them in a simple-to-navigate and customisable interface for presentation to the end user.

This section presents an overview of the TradSys Online Portal providing information on the Background, System Requirements, Help, Technical Support and Title Rights of the facility.

Background

The Caribbean Community (CARICOM) Secretariat Trade System (TradSys) is designed to standardise, convert and consolidate Member States’ annual trade data with the final output being used to generate standard and ad-hoc trade reports and summaries. It comprises two modules, one for the processing of the data that are submitted to the Secretariat by the Member States and the other, this web portal, for the dissemination of trade data to two levels of users. The first level, Tier One, offers access to the data at the Chapter level of the Harmonised Commodity Description and Coding System (HS) or the Division level of the Standard International Trade Classification (SITC) while the second, Tier Two, allows users access to more detailed data.

The user accesses the functions of the system through a structured menu interface, and attempts are made to guide the user as much as possible using interactive queries related to the process being performed. The reports created may be printed or exported to various formats including MS-Excel, MS-Word, XML, HTML and PDF.
The system is designed using ASP.net for the client front-end and Microsoft SQL Server 2005 as the database server back-end.

The system was designed and implemented for the Regional Statistics Sub-Programme of the CARICOM Secretariat, Georgetown, Guyana.

**Recommended System Requirements**

Reports may be accessed and executed by multiple users on a network or via the internet.

Recommended minimum requirements for users of the system:

- Access to the internet
- Internet Explorer 6 or higher/Firefox 3 or higher
- File Viewer for export formats (PDF/CSV/RTF/XML)

**Getting Help**

There are two main sources for help:

- Using the Online Help from the Help Menu
- Technical Support

**Technical Support**

If assistance is required beyond what the manual and on-line help can provide, technical support may be obtained at the following e-mail address:

stats1@caricom.org

**Title Rights**

The title rights, copyright and all other rights of whatsoever nature in the system are vested exclusively in the Caribbean Community Secretariat.
The Top Menu Bar

The Top Menu Bar (Fig. 1) provides the user with seven options: Home, Trade Database, Data Availability, Metadata, Help, Logout (if you are logged into the system) and Search. Some of these options have a related pop-up menu that in turn provides the user with specific tasks pertaining to the selected option. The mouse must be used for navigation and left-click is used to select an option. In most cases, if possible, the user will be provided with a multiple-choice option via combo boxes. This type of option relieves the user from having to remember names of files, fields, variables or codes.

Home

The Home Menu returns the user to the home page from any location within the system. From the Home page (Fig. 2), users can log into/out of the system, execute the pre-defined queries or the ad-hoc report, print frequently accessed reports and change their password or profile information.
Trade Database

The Trade Database Menu is one of two ways users can query the database. This menu is the core of the system, providing users with access to the 13 pre-defined Trade Report Formats as well as to the Ad-Hoc Report. For each format the user is provided with the flexibility of being able to define the report criteria based on the information required or desired.

Data Availability

The Data Availability Menu provides users with information on the data that are available within the system. This information includes the reporting countries, the years of data available for each country stating whether the data are preliminary or final, the version of the Common External Tariff (CET) being used and the trade types that are available, i.e. imports or exports or both.

Metadata

The Metadata Menu presents information on the data. It provides the definitions of terms used, the international framework for the compilation of merchandise trade as well as the national methodologies and the lexicons/dictionaries used by the system including the classification systems.

Help

The Help Menu provides the user with on-line help and information presented via three options:

1. Live chat – This allows the user to chat in real time with a staff member of the CARICOM Secretariat’s Regional Statistics Sub-programme. This option is only available from 8:30 am to 4:30 pm Guyana time (same as Eastern Caribbean Time)
2. FAQs – May be able to provide users with a quick answer to frequently asked questions.
3. Manual – This report presents a complete guide to the online system and information on how the system can be used to generate trade statistics for the CARICOM Member States.

Log-out

This option is only available when a user has already logged into the system and it allows him/her to exit the system from any location.

Search

The Search facility allows users to search the system for specific information by entering a specific word or phrase and clicking <GO>.
Registration

First time users are required to register on the system before it can be used. On the middle right hand side of the Home page, there is a section which allows new users to register. It also permits users who have already registered to log into the system. When creating a new username, it must take the format of a valid e-mail address since it will be the address to which the confirmation of the registration will be sent as well as all future correspondence from the CARICOM Secretariat. The password should be at least six (6) characters in length.

TradSys Online was designed to disseminate data in two Tiers. The first tier offers access to the data at the 2-digit or Chapter level of the HS or at the Division (2-digit) level of the Standard International Trade Classification (SITC); the second tier grants users access to more detailed data. By default, new users are given access to Tier One. Access to Tier Two can be granted upon application to the Secretariat, however, the Secretariat reserves the right to grant access to Tier Two. On completion of the registration process, the user must now log on to the system in order to be able to generate any reports.

The instructions below detail the steps to be followed to register on the system:

1. Navigate to the website: [http://www.caricomstats.org/tradys/](http://www.caricomstats.org/tradys/) and using the Sign In Section, enter your email address and select *<I am a new user>* (Fig. 3).

![Sign In](http://www.caricomstats.org/tradys/fig3.png)

Fig. 3
2. Enter the required information (Fig. 4).

![Form](image)

Fig. 4

3. Select <Submit>

4. You are returned to the home page where you can login with the information entered.
Login

All users are required to log into the system in order to be able to generate reports. Should a user attempt to execute a report without logging in, he/she will be directed to the login page. The login instructions are listed below:

1. Navigate to the website: http://www.caricomstats.org/tradys/ (Fig. 5)

2. Enter your email and password and select the <Login> button (Fig. 6).
3. On successful login you are taken to a welcome page (Fig. 7).

![Fig. 7](image1)

4. If your login information was incorrect, you are alerted and allowed to re-enter this information (Fig. 8).

![Fig. 8](image2)
5. If the user forgets his/her credentials, select <Forgot Password?>
6. Enter a valid e-mail address and click <Submit> (Fig. 9)

![Fig. 9]

7. Credentials are resent to the email address specified. If the e-mail address specified is not present in the system, the user is prompted to try again.

8. Once logged in you can then proceed to execute the provided reports.
Left Hand Menu

The Left Hand Menu panel (Fig. 10) essentially provides users with a quicker, more direct way of getting to the reports. There are four main sub-divisions:

1. **Home** - Returns the user to the home page from any location within the system.

2. **Trade Data** – Allows users to query the database and generate tables using pre-defined queries and an advanced or ad hoc query function. This section is sub-divided into Commodity, Trading Partners and Advanced Query and is similar to the Trade Database option in the Top Menu bar. These options have related slide-out menus that in turn allow the user to generate a pre-defined or customised report based upon his/her inputted criteria.

3. **Information** – This section is divided into Features, Metadata and Latest Data and provides information about the Online facility, the international methodological framework for the compilation of merchandise trade statistics and the methodologies used in Member States, concepts and definitions and the latest data available.

4. The final section consists of options to allow users to change their profile and password information.

**Trade Data**

The Trade Data menu provides access to the Trade Reports that are the core of the system. Each Report has a Report Specification Dialog that allows the user to select and set the desired parameters for the specified report.

The reports available are categorised either by Trading Partners or Commodity based on the main type of data required.

**Trading Partners**

1. Imports, Exports & Balance of Trade with Partners by Country for Period
2. Trade with Partners by Country for Period
3. Trade Matrix with Partners by Year
4. Trade by Principal Destinations for Period
5. Trade with Partners by SITC Section for Period
Commodity

Commodity tables are being prepared which will allow for the extraction of detailed data.

The report specifications are set via pull-down lists, radio buttons, check boxes, list and boxes. All options are provided automatically for user selection and only in the case of the Report Title, Report Notes, and Selected Trade Partner Notes are text boxes provided for the user to modify the respective text.

All Report Specification Dialogs will have some or all of the following form objects (Fig. 11):

1. Member State: This pull-down provides the user with the option to select CARICOM as a Bloc or individual Member States.
2. Report Title: The system automatically creates the report title based on options selected by the user. However the user may modify the report title to include or exclude information.
3. Years: This list is constructed from the available data in the TradSys Database. For some reports the user may select one or more years, while for others they may select only one.
4. Trade Partners: This option group allows the user to specify the level of aggregation for trade partner selection.

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Fig. 11
a. Trade Partner Sub Grouping: This option allows the user to specify sub grouping of the Economic or Geographical Blocs.
b. This list box displays the Trade Partner Groups. A separate list box displays the Trade Partner Sub Groups, if Sub Grouping is activated.
c. This section displays the user selection of Trade Partners Groups and Subgroups.

5. Commodity Aggregation: This option group allows the user to choose the Classification to be used, whether SITC or HS, and to specify the level of aggregation.
   a. Commodity Aggregation Sub Grouping: This option allows the user to specify sub grouping of SITC Sections by Divisions or Groups and HS Chapters by Headings, depending on the level of access.
   b. This list box displays the SITC Sections, Divisions and Groups. A separate list box displays the SITC Divisions and Groups, if Sub Grouping is activated. If HS classification is selected, the HS Chapters or Headings are displayed.
   c. This section displays the codes selected by the user.

6. Values: These pull-down boxes allows the user to specify how the trade value will be displayed, i.e. in ECS’000 or US$’000; and as Values or Percentages.
7. Trade Type: This pull-down allows the user to specify the type of trade, imports, domestic exports, re-exports or total exports.
8. Unit: This option allows the user to choose which unit of quantity is to be shown with the data.
9. These editable text boxes allow the user to specify whether notes and selected trade partner information is displayed in the footer of the report.
10. The system automatically creates these notes. However, the user can modify the notes as required.
11. The Cancel button cancels the process and exits the form, returning to the Home page.
12. The Reset button clears all the parameters selected by the user in the form.
13. The Execute button generates the selected report using the options selected by the user.

### Report Generation

**Report 1. Imports, Exports & Balance of Trade with Partners by Country for Period**

This report extracts Trade for CARICOM as a Bloc, showing Imports, Domestic, Re-exports and Total Exports and Balance of Trade with a specific Trading Partner or Trading Bloc, for a specified period. The Balance of Trade is a calculated field, which is Total Exports minus Imports. (Total Exports is the sum of Domestic and Re-exports).

1. Select `<Trading Partners>Imports, Export & Balance of Trade with Partners by Country for Period>`
2. The report is loaded

3. Enter the parameters required:
   a. Report Title: Name of the report appears by default but the title can be modified by the user.
   b. Years: Multiple select list - User can highlight the years for which data will be displayed and then select <Add>. Selected Years can also be removed.
   c. Trade Partners: Allows the user to select the Trade Partner by Country, Economic Group or Geographical group.
   d. Currency: Specify currency format for outputted values (EC$, US$, EC$000, US$000, ECS Millions, US$ Millions)
   e. Select format for display of data (values or percentages).
   f. Reset button clears ALL parameters.
   g. Cancel Button returns user to Home Page.
4. Select <Execute Report>

5. The report is displayed.
6. The Export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF - Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.
7. When the File Download dialog box is displayed, choose one of the following options:
   a. Open – Opens the exported report for viewing in its associated program.
   b. Save – Opens the Save As dialog box, allowing you to save the report in your chosen folder.
   c. Cancel – Cancels exporting the report.
8. Note-Use the <Back> link to return to the report if you wish to enter new parameters.

Report 2. Trade with Partners by Country for Period

This report extracts Trade for CARICOM as a Bloc, showing Imports or Domestic Exports or Re-exports or Total Exports by CARICOM Countries for a specified period with any specified partner, economic bloc or geographic area, including all extra-regional partners as one bloc.
1. Select `<Trading Partners> Trade with Partners by Country for Period>.

2. The report is loaded.

3. Enter the parameters required:
   a. Report Title: Name of the report appears by default but the title can be modified by the user.
   b. Years: Multiple select list- User can highlight the years for which data will be displayed and then select `<Add>`. Selected Years can also be removed.
   c. Trade Partners: Allows the user to select the Trade Partner by Country, Economic Group or Geographical group.
   d. Currency: Specify currency format for outputted values (EC$, US$, EC$000, US$000, EC$ Millions, US$ Millions)
   e. Select format for display of data (values or percentages).
   f. Trade Type Specify whether imports, domestic exports, re-exports or total exports.
g. Reset button clears ALL parameters.
h. Cancel Button returns user to Home Page.

4. Select <Execute Report>

5. The report is displayed.
6. The Export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF – Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.
7. When the **File Download** dialog box is displayed, choose one of the following options:
   a. **Open** – Opens the exported report for viewing in its associated program.
   b. **Save** – Opens the **Save As** dialog box, allowing you to save the report in your chosen folder.
   c. **Cancel** – Cancels exporting the report.
8. Note - Use the `<Back>` link to return to the report if you wish to enter new parameters.

**Report 3. Trade Matrix with Partners by Year**

This report presents data on CARICOM’s trade with specified trading partners or trading blocs for a particular year in a MATRIX format. Data can be extracted for Imports, Domestic Exports, Re-exports or Total Exports.

1. **Select <Trading Partners> Trade Matrix with Partners by Year>**

2. The report is loaded.
3. Enter the parameters required:
   a. Report Title: Name of the report appears by default but the title can be modified by the user.
   b. Year: Select a Year for which data will be displayed.
   c. Trade Partners: Allow the user to select the Trade Partner by Country, Economic Group or Geographical group.
   d. If an Economic or Geographic option is selected, sub-grouping is possible. Select <Allow sub-grouping>, and then select a Trade Partner Economic Group or Geographic Group to view the individual countries which comprise that group.
   e. These individual members can then be added.
   g. Select format for display of data (values or percentages).
   h. Reset button clears parameters.
i. Cancel Button returns user to Home Page.

4. Select <Execute Report>

5. The report is displayed.

6. The Export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF - Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.
7. When the **File Download** dialog box is displayed, choose one of the following options:
   a. **Open** – Opens the exported report for viewing in its associated program.
   b. **Save** – Opens the **Save As** dialog box, allowing you to save the report in your chosen folder.
   c. **Cancel** – Cancels exporting the report.

8. **Note** - Use the `<Back>` link to return to the report if you wish to enter new parameters.

**Report 4. Trade by Principal Sources for Period**

This report extracts data on CARICOM/Member State Imports from or Domestic Exports to or Re-exports to or Total Exports to a list of specified trading partners or trading blocs for a specified period.

Select `<Trading Partners> Trade By Principal Sources for Period`
2. Enter the parameters required:
   a. Member State: Select an individual State or All States.
   b. Report Title: Name of the report appears by default but the title can be modified by the user.
   c. Years: Multiple select list- User can highlight the years for which data will be displayed and then select <Add>. Selected Years can also be removed
   d. Trade Partners: Allow the user to select the Trade Partner by Country, Economic Group or Geographical group.
   e. If an Economic or Geographic option is selected, sub-grouping is possible. Select <Allow sub-grouping>, and then select a Trade Partner Economic Group or Geographic Group to view the individual countries which comprise that group.
   f. These individual members can then be added.
   g. Values: Specify currency format for outputted values (EC$, US$, EC$000, US$000, EC$ Millions, US$ Millions)
   h. Select format for display of data (values or percentages).
   i. Reset button clears parameters.
   j. Cancel Button returns user to Home Page.
3. Select <Execute Report>

4. The report is displayed.
5. The Export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF – Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.
6. When the File Download dialog box is displayed, choose one of the following options:
   a. Open – Opens the exported report for viewing in its associated program.
   b. Save – Opens the Save As dialog box, allowing you to save the report in your chosen folder.
   c. Cancel – Cancels exporting the report.
7. Note – Use the <Back> link to return to the report if you wish to enter new parameters.

Report 5. Trade with Partners by SITC Section for Period

This report extracts Trade for CARICOM/ Member State Imports from or Domestic Exports to or Re-exports to or Total Exports to a specified trading partner or trading bloc by SITC Sections for a specified period.

1. Select <Trading Partners> Trade with Partners by SITC Sections For Period>
2. The report is loaded.

3. Enter the parameters required:
   a. Report Title: Name of the report appears by default but the title can be modified by the user.
   b. Member State: Select an individual State or All States.
   c. Year: Select a range of Years for which data will be displayed and then select <Add>.
   d. Trade Partners: Allow the user to select the Trade Partner by Country, Economic Group or Geographical group.
   f. Trade Type: Specify Imports, Domestic Exports, Re-exports or Total Exports
   g. Select format for display of data (values or percentages).
   h. Reset button clears parameters.
   i. Cancel Button returns user to Home Page.
4. Select <Execute Report>
5. The report is displayed.

6. The Export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF – Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.
7. When the File Download dialog box is displayed, choose one of the following options:
Report 6. Trade with Partners by Commodity Aggregation For Period

This report extracts Trade for CARICOM/ Member State Imports from or Domestic Exports to or Re-exports to or Total Exports to a specified country or bloc by SITC/HS categories, for a specified period.

1. Select <Commodity> Trade With Partners by Commodity Aggregation for Period>

2. The report is loaded
3. Enter the parameters required:
   a. Member State: Select an individual State or All States.
   b. Report Title: Name of the report appears by default but the title can be modified by the user.
   c. Year: Select a range of Years for which data will be displayed and then select <Add>. The Remove button can be used to remove the Years selected.
   d. Trade Partners: Allows the user to select the Trade Partner by Country, Economic Group or Geographical group.
   e. SITC/HS Codes: Select the classification system which you need to use.
   f. SITC allows Sub-grouping for Division and Group for Tier 2 members. HS sub-grouping allows for Headings.

N.B. - When choosing this option, always ensure that you Add each Section AND its corresponding DIVISIONS or GROUPS before adding another Section AND its corresponding DIVISIONS or GROUPS.

   g. Values: Specify currency format for outputted values (EC$, US$, ECS000, US$000, EC$ Millions, US$ Millions).
   h. Trade Type: Specify Imports, Domestic Exports, Re-exports or Total Exports.
   i. Select format for display of data (values or percentages).
   j. Select the Unit of quantity to be displayed.
   k. Reset button clears ALL parameters.
   l. Cancel Button returns user to Home Page.

4. Select <Execute Report>

5. The report is displayed.
6. The Export options listed on the top right hand section of the screen can be used to export the report.
   a. **Acrobat (PDF) file** – Saves the report in Acrobat Portable Document Format.
   b. **CSV (comma delimited)** – Saves the report in comma-separated value format.
   c. **XML file with report data** – Saves the report in Extensible Markup Language format.
   d. **RTF** – Save the report as a Rich Text Format file.
   e. **Web archive** – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.

7. When the **File Download** dialog box is displayed, choose one of the following options:
   a. **Open** – Opens the exported report for viewing in its associated program.
   b. **Save** – Opens the **Save As** dialog box, allowing you to save the report in your chosen folder.
   c. **Cancel** – Cancels exporting the report.

8. Use the **<Back>** link to return to the report if you wish to enter new parameters.

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**Report 7- Trade with Partners by Commodity Aggregation for Year**

This report extracts Trade for CARICOM/Member State Imports from or Domestic Exports to or Re-exports to or Total Exports to a specified country or bloc by SITC/HS Categories, for a specified year.

1. Select **<Commodity>Trade With Partners by Commodity Aggregation for Year>**.
2. The report is loaded.

3. Enter the parameters required:
   a. Member State: Select an individual State or All States.
   b. Report Title: Name of the report appears by default but the title can be modified by the user.
   c. Year: Select the year for which data is required.
   d. Trade Partners: Allow the user to select the Trade Partner by Country, Economic Group or Geographical group.
   e. Sub grouping is allowed for Economic Groups or Geographical group
   f. SITC/HS Codes: Select the Classification System which you need to use.
   g. SITC allows Sub-grouping for Division and Group for Tier 2 members; HS sub-grouping allows for Headings.

   N.B. - When choosing this option, always ensure that you Add each Section AND its corresponding DIVISIONS or
GROUPS before adding another Section AND its corresponding DIVISIONS or GROUPS.

h. Values: Specify currency format for outputted values (EC$, US$, EC$000, US$000, EC$ Millions, US$ Millions)
i. Trade Type: Specify Imports, Domestic Exports, Re-exports or Total Exports
j. Select format for display of data (values or percentages).
k. Select the Unit to be displayed.
l. Reset button clears parameters.
m. Cancel Button returns user to Home Page.


5. The report is displayed.
6. The export options listed on the top right hand section of the screen can be used to export the report.
b. **CSV (comma delimited)** – Saves the report in comma-separated value format.

c. **XML file with report data** – Saves the report in Extensible Markup Language format.

d. **RTF** – Save the report as a Rich Text Format file.

e. **Web archive** – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.

7. When the **File Download** dialog box is displayed, choose one of the following options:

   a. **Open** – Opens the exported report for viewing in its associated program.

   b. **Save** – Opens the **Save As** dialog box, allowing you to save the report in your chosen folder.

   c. **Cancel** – Cancels exporting the report.

8. Use the **<Back>** link to return to the report if you wish to enter new parameters.

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**Report 8. Trade with Partners by Percent Tot/Top Percent/Items for Period**

This report extracts data on CARICOM and/or Member States’ trade according to principal trading partners, economic blocs or geographic areas. The user may specify a percentage level required for across the period being queried, or specify that the top N trading partners are required.

1. Select **<Trading Partners> Trade With Partners by percent Tot/Top Percent/Items For Period>**

2. The report is loaded
3. Enter the parameters required:
   a. Member State: Select an individual country or All Countries.
   b. Report Title: Name of the report appears by default but the title can be modified by the user.
   c. Year: Select a range of Years for which data will be displayed and then select <Add>. The Remove button can be used to remove the Years selected.
   d. Trade Partners: By default, All Countries is selected. However, the user can select Economic Group or Geographical group from which the top partners/blocs will be drawn.
   e. Values: Specify currency format for outputted values (EC$, US$, EC$000, US$000, EC$ Millions, US$ Millions)
   f. For: Specify N Percent Total, Top N percent and Top N position

   I. (N Percent TOT: Displays the top countries totalling N% of the Host Country’s trade (imports/domestic exports/re-exports/total exports).
   II. Top N Percent: Adds up all countries accounting for N% or more of the Host Country’s total trade (imports.exports).
   III. Top N Position: This simply returns the top N countries. Similar to the one above but does not work out as a percentage of the trade. )

   g. Enter a value for N.
   h. Trade Type: Specify Imports, Domestic Exports, Re-exports or Total Exports
   i. Reset button clears parameters
   j. Cancel Button returns user to Home Page
4. Select <Execute Report>

5. The report is displayed.

6. The Export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF – Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.

7. When the File Download dialog box is displayed, choose one of the following options:
a. **Open** – Opens the exported report for viewing in its associated program.
b. **Save** – Opens the **Save As** dialog box, allowing you to save the report in your chosen folder.
c. **Cancel** – Cancels exporting the report.

8. Use the ‹Back› link to return to the report if you wish to enter new parameters.

**Report 11. Trade with Partners by SITC/HS Aggregation by Year**

This report makes available information on imports/exports by trading partners (individual countries or trading blocs) for different levels of aggregations depending on the level of access. Information is provided by two trade classification systems namely the fourth revision of the Standard International Trade Classification (SITC Rev. 4) and the Harmonised Commodity Description and Coding System 2007 (HS2007). The user may specify the following levels of SITC/HS aggregation depending on their category of access:

For SITC:
- 1-digit or SECTION Level
- 2-digit or DIVISION Level
- 3-digit or GROUP Level
- ITEM Level

For HS:
- 2-digit or CHAPTER Level
- 4-digit or HEADING Level
- 6-digit or INTERNATIONAL ITEM level
- 8-digit or REGIONAL ITEM Level
- 10-digit - This ITEM level records the changes that have occurred across classifications.

**Why are the 10-digit codes needed?**

Member States implemented various versions of the CET at different periods, resulting in a regional dataset that is not strictly comparable over time. The CARICOM Secretariat, in an attempt to normalize the data to facilitate, among other things, trend analyses, created a correlation table that was used to convert data classified under the 1996 and 2002 versions of the CET to the 2007 version. 10 digit codes were used to indicate where such changes occurred. A 10-digit number ending in 01 signifies that that commodity was formerly classified according to the 1996 version of the HS; on the other hand, a number ending in 02 means that a HS2002 number was converted. A 10-digit number ending in 00 signifies that the trend in the data across classifications has not been affected.

Notes are provided within the commodity description at this level in order to guide the user where these changes have taken place. For example, the note
“Code added in HS02 - previously included in HS96-030310 (now HS07-030319)” means that there was a change that occurred in the 2002 revision of the CET; the item was previously included in HS96-030310, but given that the data were converted to the 2007 CET, the historical data was now placed under HS07-030319, since it is not possible to split the data and allocate portions to the newly disaggregated HS2007 numbers, 030311 and 030319.

**About the Levels of Disaggregation**

Users that are registered as Tier 1 will be able access information up to the 2-digit level for both the SITC and HS classifications by trading partners for each CARICOM Member State. Users that are registered as Tier 2 (Privileged users) will to able to access information by trading partners for the levels of disaggregation specified in the table below for each Member State:-

<table>
<thead>
<tr>
<th>Member States</th>
<th>Level of Disaggregation - Tier Two Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antigua and Barbuda</td>
<td>10 digits</td>
</tr>
<tr>
<td>The Bahamas</td>
<td>10 digits</td>
</tr>
<tr>
<td>Barbados</td>
<td>10 digits</td>
</tr>
<tr>
<td>Belize</td>
<td>10 digits</td>
</tr>
<tr>
<td>Dominica</td>
<td>10 digits</td>
</tr>
<tr>
<td>Grenada</td>
<td>10 digits</td>
</tr>
<tr>
<td>Guyana</td>
<td>4 digits</td>
</tr>
<tr>
<td>Jamaica</td>
<td>10 digits</td>
</tr>
<tr>
<td>Montserrat</td>
<td>2 digits</td>
</tr>
<tr>
<td>St. Kitts and Nevis</td>
<td>4 digits</td>
</tr>
<tr>
<td>Saint Lucia</td>
<td>10 digits</td>
</tr>
<tr>
<td>St. Vincent and the Grenadines</td>
<td>4 digits</td>
</tr>
<tr>
<td>Suriname</td>
<td>4 digits</td>
</tr>
<tr>
<td>Trinidad and Tobago</td>
<td>6 digits</td>
</tr>
</tbody>
</table>
1. Select <Commodity>Trade With Partners by SITC/HS Aggregation by Year>.

2. The report is loaded.

3. Enter the parameters required:
   a. Member State: Select an individual State or All States.
   b. Report Title: Name of the report appears by default but the title can be modified by the user.
   c. Year: Select the Year for which you wish data to be reported.
N.B. - Given the conversion of the data to the 2007 HS classification, the report only provides data from the year 2000 onwards.

d. Trade Partners: Allows the user to select the Trade Partner by Country, Economic Group or Geographical group.

e. Trade Type: Specify Imports, Domestic Exports, Re-exports or Total Exports.

f. Select the Commodity Code/aggregation.

g. Values: Specify currency format for outputted values (EC$, US$, ECS000, US$000, EC$ Millions, US$ Millions).

h. Reset button clears parameters.

i. Cancel Button returns user to Home Page.

N.B. – Quantity data for this report is only provided at the item level. At higher levels of aggregation, quantity data would not be appropriate given the mixture of commodities.

4. Select <Execute Report>
5. The report is displayed.

<table>
<thead>
<tr>
<th>Country</th>
<th>Quantity</th>
<th>Unit</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BERMUDA</td>
<td>KG</td>
<td>5905</td>
<td>946</td>
</tr>
<tr>
<td>CANADA</td>
<td>KG</td>
<td>418</td>
<td>941</td>
</tr>
<tr>
<td>CHINA</td>
<td>KG</td>
<td>591</td>
<td>16</td>
</tr>
<tr>
<td>gb RUSIA</td>
<td>KG</td>
<td>2238</td>
<td>60.25</td>
</tr>
<tr>
<td>UNITED STATES</td>
<td>KG</td>
<td>12576</td>
<td>39.16</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>120.25</td>
</tr>
</tbody>
</table>

6. The export options listed on the top right hand section of the screen can be used to export the report.
   b. CSV (comma delimited) – Saves the report in comma-separated value format.
   c. XML file with report data – Saves the report in Extensible Markup Language format.
   d. RTF - Save the report as a Rich Text Format file.
   e. Web archive – Saves the report in MIME HTML format (mhtml) viewable in many Web browsers.

7. When the File Download dialog box is displayed, choose one of the following options:
   a. Open – Opens the exported report for viewing in its associated program.
   b. Save – Opens the Save As dialog box, allowing you to save the report in your chosen folder.
   c. Cancel – Cancels exporting the report.

8. Use the <Back> link to return to the report if you wish to enter new parameters.
Information

The Information Section provides the user with information about the Online system and the data contained therein. It is divided into three sections:

- Features
- Metadata
- Latest Data

Features

This option explains to the user the various features of the system, stating what is intended and how users can make the best use of the system to get the data they require.

Metadata

Metadata is information about the data. Here, users can determine how the data was compiled and if it differs from the international standards, what the various terms used in the system mean and what classifications are used. This section is divided into four parts each of which is discussed below.

Lexicon Menu

The Lexicon Menu allows the user to browse the system tables used in the production of reports.

The tables are the dictionaries that represent the following major variables of the trade data:

- Commodity codes based on the CET
- Country Codes
- Unit Codes and Names
- Trade Partner Bloes: Geographical or Economic
- HS Classification Matrix

Access to this information is useful during the generation of reports since whilst specifying report criteria, the user is able to open any desired lexicon to aid in the revision, verification or confirmation of the data variable being specified.

The available tables as listed are:

1. HS2007
2. SITC2007
3. Transaction Codes
4. Country Codes
5. Unit Codes
6. Geographical Bloes
7. Economic Bloes
Commodity Codes

TradSys Online is designed to use the two major coding systems employed in classifying merchandise trade. These are the Standard International Trade Classification (SITC) and the Harmonised Commodity Description and Coding System (HS).

Merchandise trade in CARICOM Member States is bound by the Common External Tariff (CET), a set of rules and tariffs that each participating country subscribes to. The codes in the CET are based on the HS nomenclature and therefore are revised with each revision of the HS, usually every five years. TradSys Online is developed using the latest version of the CET, 2007, based on the HS 2007 and includes the corresponding linkages to the SITC Revision 4. However, Member States are at various stages of implementation of the CET2007. Hence, in order to facilitate some level of comparison of trade across the Region, data from countries using older versions of the CET, namely the CET 1996 and the CET 2002, were converted to the CET 2007 using a correlation table linking the earlier versions with the latest version. This conversion is by no means perfect, but it was the best option available to allow users to extract comparable data at the regional level. (See Explanatory Notes for more details on this.)

HS Classification

The Harmonised Commodity Description and Coding Systems (Harmonised System or HS) is a multipurpose international commodity nomenclature developed by the World Customs Organization (WCO). It was first implemented in 1988 with subsequent revisions in 1992, 1996 and 2002. The current revision came into force in 2007.

It consists of over 5,000 commodity groups. Each group is identified by a six digit code and arranged in a legal and logical, hierarchical structure, supported by a set of well-defined rules to achieve uniform classification. Over 200 countries and economies use the Harmonised System as a basis for their Customs tariffs and for the collection of international trade statistics.

In addition, the HS is used considerably for other purposes such as internal taxes, trade policies, monitoring of controlled goods, rules of origin, freight tariffs, transport statistics, price monitoring, quota controls, compilation of national accounts, and economic research and analysis.

SITC Classification.

The Standard International Trade Classification (SITC), currently in its fourth revision, was developed by the United Nations Statistics Division in consultation with experts from Governments and interested international organizations and with the assistance of expert groups. Since it is used primarily for economic analysis as opposed to the HS, the SITC is structured according to classes of goods such as food, raw materials, chemicals, machinery and transport equipment and also for groupings of commodities.
by stage of fabrication and by industrial origin. It comprises 10 Sections, 67 Divisions, 262 Groups, 1023 sub-groups and 2970 basic headings.

Correlation tables have been developed linking the SITC with the HS classification thereby facilitating the trans-codification of trade data across the two systems.

**Trade Transaction Codes**

As a part of the commodity record, the Trade Transaction Code indicates what form of trade transaction occurred for the stated commodity. These transactions are aggregated into the general categories of Imports, Domestic Exports and Re-Exports.

**Country Codes**

Most Member States use a standard set of country codes (e.g. OECS countries), but the fact that there may be slight variations of the same standard code set and that some Member States have their own unique coding system, makes it necessary to create a correlation table for linking all member codes into a standard ALPHA2 coding system.

**Unit Codes**

This table consists of the descriptions and abbreviations of the standard unit codes that are required for report generation. Most countries use the metric system of units along with five units created within the CET. There are two units of quantity in the CET; the primary unit is the kilogram while the secondary unit varies according to the commodity being reported on.

**Geographical Blocs**

This matrix is used in the generation of reports that show aggregation of trade partners by Geographical Bloc and the sub-grouping of these Blocs. The matrix is a cross-tabulation of Geographical Blocs (x) by Country (y).

**Economic Blocs**

This matrix is vital in generating reports that show aggregation of trade partners by Economic Bloc and the sub-grouping of these Blocs. The matrix is a cross-tabulation of Economic Blocs (x) by Country (y).

**Methodology**

This section furnishes the user with the international framework for the compilation of merchandise trade statistics. There are two main manuals - the *International Merchandise Trade Statistics: Concepts and Definitions, Revision 2* and the *International Merchandise Trade Statistics: Compiler’s Manual* as well as an additional manual called *International Merchandise Trade Statistics: Supplement to the Compiler’s Manual*. Below is a brief overview of the three manuals extracted from the United Nations Statistics Division’s (UNSD) web site:

International Merchandise Trade Statistics: Concepts and Definitions, Revision 2:

recommendations are essential references for trade statistics analysis and understanding. They take into account new developments in international trade, national practices of data compilation, new international agreements regarding customs procedures, and previously adopted revisions of methodology of national accounting and balance of payments statistics. They address basic issues such as coverage of statistics and time of recording, trade system, commodity classifications, valuation, quantity measurement, partner country, and reporting and dissemination. The publication also contains detailed lists of goods to be included and excluded from imports and exports; two tables which make it possible to determine, at a glance, how various categories of goods are treated in both the general and the special trade systems; and linkages between statistical concepts and international conventions regarding trade matters.”

The International Merchandise Trade Statistics: Compiler’s Manual:

“is published by UNSD at the request of the United Nations Statistical Commission to assist United Nations Member States in the implementation of the methodological guidelines laid out in International Merchandise Trade Statistics: Concepts and Definitions (published in 1998). It is directed to all institutions which play a role in the collection, compilation and dissemination of trade statistics, and it may also serve as a guide to users who wish to understand better the nature of trade data. The Manual discusses in detail the conceptual and institutional framework of data collection, the sources of data, methods of data compilation, and data dissemination, reconciliation and exchange.”

“The Supplement covers a number of topics deemed to be beneficial to trade data compilers, including an overview of compiling practices, the revised International convention on the simplification and harmonization of customs procedures (revised Kyoto Convention), the 2007 edition of the Harmonized Commodity Description and Coding System, specific compilation issues such as goods for processing and re-exports, an overview of the differences between IMTS and general merchandise in balance of payments statistics, the lessons learned from the Intrastat system of the European Union, and the topic of linking trade and business statistics.”

Glossary

The glossary is a list of the terms used in the system relative to merchandise trade statistics and the definitions of these terms.

Explanatory Notes

The methodology used by CARICOM Member States in the compilation of their merchandise trade statistics can be found in this section. Of specific importance for users to note are the differences between the national methodology and the international framework for the compilation of these statistics. The user can then determine the level of comparability among CARICOM Member States as well as internationally and the degree of variation.

The explanatory notes will also detail some of the issues related to the coding system, such as the use of 10-digit codes to identify items converted from earlier versions of the CET, and how users can best utilise the system to extract the data required.


Latest Data

In this section, the user can get information on the latest data available in the system for each Member State. It also provides information on any updates to data already in the database that may have occurred.

Change Profile

Registered users can change the information that they had provided at registration any time they so desire. To do this, the user should click on <Change Profile> and the dialog box at left opens. This allows the user to change the fields he/she wishes to amend. To effect the changes, the user then clicks <Submit>. Clicking <Cancel> would abort the operation and return the user to the Home Page.

Change Password

The Change Password option is found on the lower left hand panel of the Home Page. When invoked, the following dialog box opens which then allows the user to change his/her password. All three fields are required to be completed in order for the change to take effect. Clicking <Submit> completes the operation. It is recommended that passwords be at least six (6) characters in length.