

Frequently Asked Questions (FAQs)

Please peruse the list below to see if your query can be addressed. If you still have questions, then you may use the live chat or contact us by e-mail at stats1@caricomstats.org and caricomstats@yahoo.com or telephone number 592-222-0001/75.

How do I use TradSys Online?

First time users are required to register on the system before it can be used. Once this process is completed, you then log in as a returning user and proceed to the pre-defined reports on the left-hand panel of the page. There you can select the report you desire. Reports have been grouped into two categories, (a) Trading Partners and (b) Commodity. The first group of reports returns data on CARICOM and its Member States trade with specified trading partners, while reports selected from the second group generates data on CARICOM and its Member States trade by selected commodity. All parameters are determined by the user. Reports that have been generated can then be saved in five different formats, namely, Microsoft Excel, Microsoft Word, PDF, XML and HTML. These applications will have to be installed on the user's computer in order for the files to be opened.

How do I register to use TradSys Online?

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 this 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.

I'm a registered user, how do I get to generate the reports I need?

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. Registered users should enter the e-mail address they had used to register, select the **<I am a returning user and my password is>** option, and then enter their password. A message will be displayed indicating that you have successfully logged into the system.

I've entered my username and password but I cannot log into the system.

If your login information is incorrect, you will be alerted and allowed to re-enter your information.

I've forgotten my password, what do I do?

In the event you have forgotten your password, select **<Forgot Password?>**. The system will then ask you to enter a valid e-mail address and click **<Submit>**. 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.

How do I log out of the system?

To log out of the system, simply click on the <Logout> option. This is located towards the left side of the top menu bar.

How do I access the data I am seeking?

The data can be accessed through the use of pre-defined reports which have been grouped into two categories, (a) Trading Partners and (b) Commodity. The first group of reports returns data on CARICOM and its Member States trade with user specified trading partners, while reports selected from the second group generates data on CARICOM and its Member States trade by selected commodity. All parameters are determined by the user. You can find detailed descriptions of what each report will generate under Help → Manual.

Why do I only have access to aggregated data?

TradSys Online has two levels, or tiers, of access. Tier One, the default level, to which all registered users are allowed access, only permits access to groups of commodities classified according to the first two digits of the Harmonised Commodity Description and Coding System (HS) or the Standard International Trade Classification (SITC). These two classification systems are used internationally to classify merchandise trade. Tier Two, the second level, provides users with access to the more detailed level of data. However, the level of detail available is still determined by the Member State whose data is being queried.

How do I get access to the more detailed data?

Access to the second level is restricted to government ministries/agencies in Member States, researchers and selected regional and international organisations. In order to gain access to the more detailed level of data, the user will be required to contact the Secretariat with their request, stating the organisation that they represent and the reason for which the data will be used. The Secretariat will then facilitate this request at its discretion.

Which classification system is used?

The 2007 version of the Caribbean Community's (CARICOM) Common External Tariff (CET) based on the Harmonised Commodity Description and Coding System 2007 (HS2007) is used. All data based on the 1996 and 2002 versions of the CET have been converted to HS2007 at the tariff line, or most detailed, level. However, notes are provided within the commodity description 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.

The data is also available in the fourth revision of Standard International Trade Classification (SITC Rev. 4).

How many digits should I use for my query?

The number of digits used would depend on the level of aggregation desired and the level of access granted to the user, whether Tier One or Tier Two. At the Tier One level, the user can only query data up to the first two digits of the Harmonised Commodity Description and Coding System (HS). Data is comparable internationally up to the 6 digit level of the HS. This means that by selecting any commodity code up to the first 6 digits of the HS, CARICOM's data can be compared to any other country in the world as long as that country is using the 2007 version of the HS.

Why are 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.

Why do I see 1000S, 100C or units other than kilogram (kg) in the Unit field when running some aggregated reports?

Prior to the implementation of the 1993 CET by Member States, the first units of quantity were not always kilogram (Kg). These units varied depending on the commodity that was being reported on and included thousand shingles (1000S), hundreds of cartons (100C), boxes, litres of alcohol, number, etc. Following the implementation of the 1993 CET, most countries adjusted their first quantity units to kilogram; however, Belize did not complete the changeover of units until 2003. For the period prior to 2003, the user therefore needs to be cautious when extracting data at higher levels of aggregation for Belize and CARICOM as a whole as the quantity figures shown may actually reflect a mixture of the different types of units encountered for the aggregated SITC/HS code being queried. Unfortunately, this is not reflected in the stated unit in the table generated and the user may need to check the 1996 commodity lexicon to determine which commodities are affected.

I've generated my report, how do I save it?

There are five formats in which you can save the tables you have generated. These are Microsoft Excel, Microsoft Word, PDF, XML and HTML. These options can be found near the top right corner of your generated output.

How do I find a definition?

The definitions can be accessed alphabetically through the Glossary on the left hand panel.

How many years' data are available?

Generally, data are available for most countries from 1993 onwards, though there are a few countries with data from 1991. The user will, however, notice that for some countries there are some years where no data are available. A table listing the data available within the system can be found on the top menu under Data Availability.

What is the source of the data on TradSys Online?

The statistics available on TradSys Online are compiled by Regional Statistics Programme of the Caribbean Community (CARICOM) Secretariat from official data supplied by the National Statistics Offices of the CARICOM Member States. The main source of the data is the Customs Departments in the countries.

How often will the data be updated?

At present, only annual data are available on the site and the database will be updated whenever new or revised datasets are made available to the CARICOM Secretariat. Users should therefore check the site regularly in order to obtain the most recent data.

Who do I contact if I experience any difficulty or to report errors and other problems on the site?

For technical problems regarding the site or any comments, please contact us by e-mail at stats1@caricom.org. Please state clearly the nature of the problem or error, and if applicable, the number or description of the report you were trying to execute.

Is there any other way I can get access to help online?

There are three ways you can access online help. These are:

1. Live Help - You can chat in real time with a staff member of the CARICOM Secretariat's Regional Statistics Programme. This option is available from 8:30 am to 4:30 pm Guyana time (Eastern Caribbean Time). If there no one online to answer your query, there is an additional option whereby you can send an e-mail to the Secretariat describing your problem and the Secretariat will e-mail you a response as soon as possible. To activate this feature, click on the Live Help icon which can be found near the top right hand corner of the Home page.
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.