CUBA CUSTOMS
Advanced Cargo Information (ACI)
Sending web messages

DELIVERY OF ACI MESSAGES THROUGH THE WEB SITE

This aid pursues the objective of providing ACI website users with the necessary information to deliver their ACI messages.

In the said site you can find two options:

1. Delivery of ACI messages to Customs.

2. Unload of Software to create ACI messages ACI and their further delivery to Customs.

To make use of these options you must have the Internet Explorer installed, and if you wish to use the template for the introduction of airfreights data to generate the ACI message you must additionally install Microsoft Excel.

TOPICS

I. Configurating Internet Explorer

II. Configurating Cuban ACI Excel template

III. Delivering messages to the Website in XML format

IV. Use of the ACI template for the introduction of airfreights data, generation of ACI messages in XML format, and delivery to Customs.

V. How to know that the ACI message was received in Customs?

VI. How to run unreal ACI messages delivery tests?

**VII. Information on contact with Cuban Customs specialists**

I. Configurating Internet Explorer.

In order to use both options you should configure the Internet Explorer as follows:

1. Execute Internet Explorer.

2. Enter through the Herramientas (Tools) option at the upper edge of the screen, find Opciones de Internet (Internet options) and click on it.

3. The Opciones de Internet (Internet options) screen will be displayed and you should select Seguridad (Safety) opening as follows:
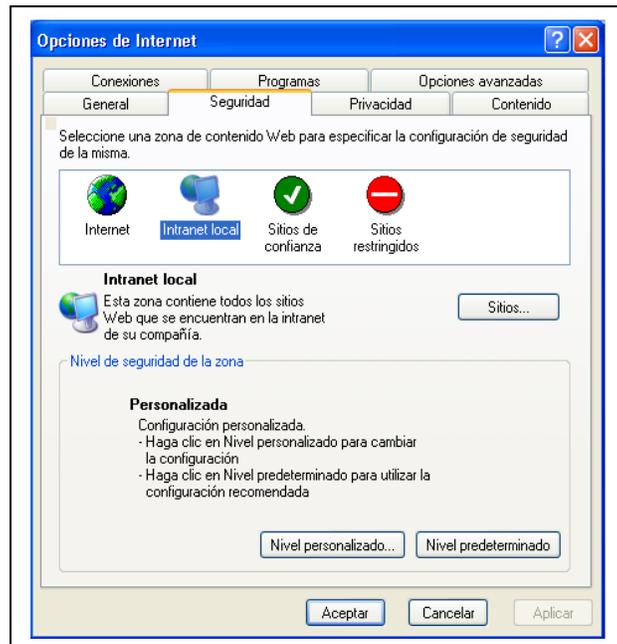
4. Press the Nivel predeterminado (Pre-determined level) button and next select Nivel de seguridad de la zona (Zone safety level) at medium-low.

5. Press the Nivel personalizado (Personalized level) button. The following "Configuración de seguridad" (Safety configuration) screen will be displayed:

6. Scroll through the window and find all ActiveX controls and activate them. These controls are:

- **ActiveX commands sequence.**
- **Activate the commands sequence of ActiveX controls marked as secure.**
- **Unload the controls signed for ActiveX.**
- **Unload the controls not signed for ActiveX.**
- **Execute controls and supplementaries of ActiveX.**
- **Initialize and activate the commands sequence of ActiveX controls not marked as secure.**

7. Press <u>Aceptar</u> (Accept) button on the Security Configuration window.

8. Press the <u>Aplicar</u> (Apply) button at the Opciones (Options) window of Internet.

As a result the Internet Explorer will be configured for delivering ACI messages.

II. Configuration of the Cuban ACI Excel template

The Excel template is designated as "plantilla_aci_de_cuba.xlt". It can be unloaded or be directly opened at the Website.

Macros must be enabled for this template to properly function.

Macros are enabled as follows:

1. **Open the Excel template.**

2. **Enter through the upper part in the <u>Herramientas</u> (Tools) option, find <u>Macro</u> and select <u>Seguridad</u> (Safety) where the following window will be shown:**
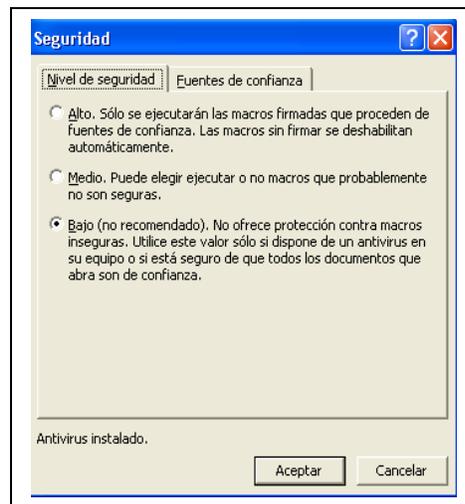
3. **Click on the <u>Bajo</u> (Low) option and then press <u>Aceptar</u> (Accept).**

As a result the template is prepared to work with the macros, which are necessary to create the ACI message in XML format.

<u>III. Delivering messages to the website in XML format.</u>

To deliver an ACI message previously prepared in XML format you should click on the <u>Entregar mensaje ACI en Aduana</u> (Deliver ACI message to Customs) option of the website. As a result the following screen shall be displayed:

Advanced Information Cuba Customs

Sending web messages

Select the message to send to Cuba Customs

[Open Message]

[Send to Cuba Customs]   [Canceling action of sending]

✉ E-mail Webmaster

🌎 Page elaborated by Customs Automatization Center of the Republic of Cuba

When pressing the <u>Open Message</u> button the explorer shall be shown to search the location of the ACI message in your computer or in other computers connected in a net.

Inside the window the screen will show the ACI message in XML format, the <u>Open Message</u> will then be disabled and the <u>Send to Cuba Customs</u> button shall be enabled, as shown in the screen below:

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Message HAV070207LR652-1M.xml to be sent

```xml
<?xml version= '1.0' ?>
<MENSAJE>
 <cabecera>
   <mensaje_numero>HAV070207LR652-1M</mensaje_numero>
   <origen_vuelo>SJO</origen_vuelo>
   <destino_vuelo>HAV</destino_vuelo>
   <hora_arribo>14:00</hora_arribo>
   <matricula>N453TA</matricula>
   <contacto>DARIEL GOMEZ  Tel:535 28612311
Email:dgomez@taca.com</contacto>
   <version>CUBA CUSTOMS VERSION 3.4</version>
 </cabecera>
```

[Open Message]

[Send to Cuba Customs]   [Canceling action of sending]

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🌎 Pagina generada por el software API - Web, Centro de Automatización de la Aduana General de la República de Cuba

IMPORTANT NOTICE: When at the upper edge of the page appears a safety bar showing the following message: "To help protect your safety, Internet Explorer prevented this file from showing active contents which might gain access to the computer " you should right-click on the bar and select the "Permitir contenido bloqueado" (Allow blocked content) option. As a result the following screen will be displayed and the Sí (YES) button should be pressed.
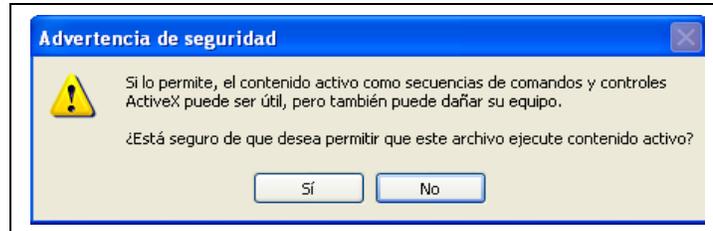
Next press the Send to Cuba Customs button which proceeds to deliver the message to the Customs server. When the message is correctly received the server shall respond with a web page such as the following:

IV.Use of ACI template for the introduction of airfreights data, generating the ACI message in XML format and its delivery to Customs.

The template provided in the "plantilla_aci_de_cuba.xlt", site prepared

for the introduction of the flight´s main data, information on contact persons as airfreights data.

This template can be filled only with airfreights data, or both. It is validated not to export the ACI message if there should be missing or incorrect data. Mandatory data are reflected in blue colour. In the right upper part the number of its version in the table is shown.
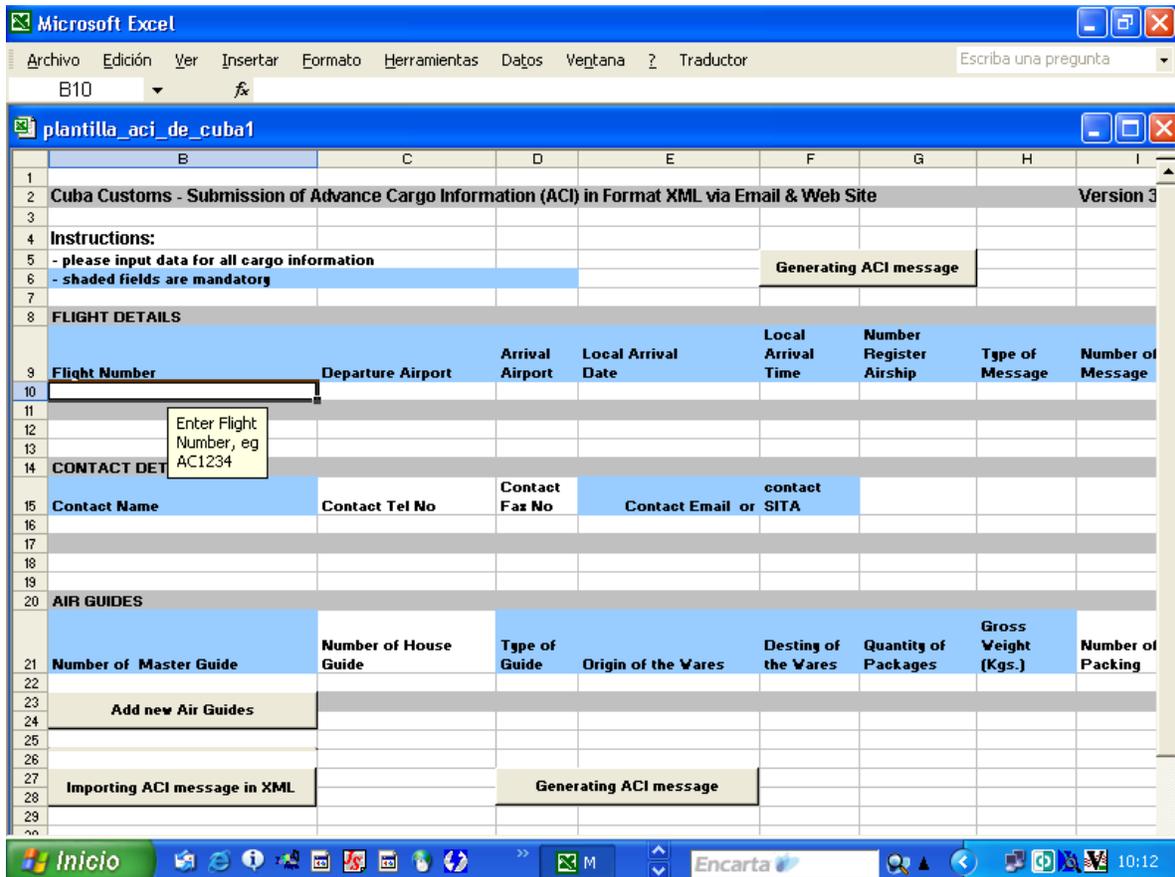
The template contains buttons to addition guides, importing ACI messages in XML, and to generate the ACI message.

The date format used is YYYY-MM-DD. IATA three-digit codes are to be used for airports and ISO three-character codes are to be used for countries (ISO 3166 Alpha 3).

Fields are validated as not to allow for errors or to remain blank when being mandatory.
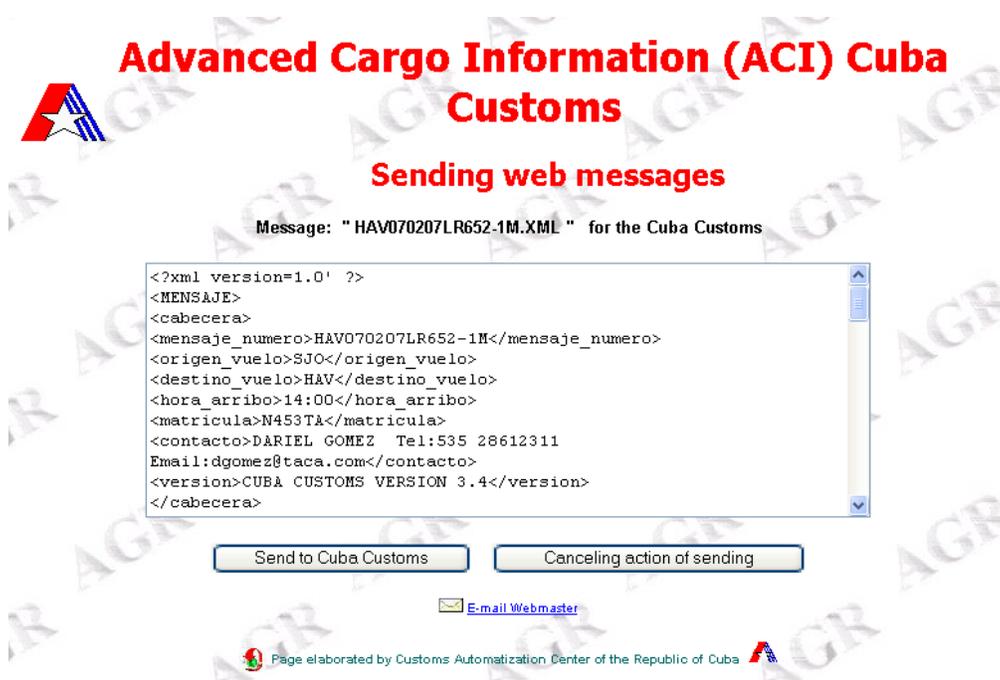
When concluding the introduction of information press the <u>Generating ACI message</u> button and the next screen will be displayed in order to

select an option:

ACI messages can be directly delivered when the computer used to introduce the data is connected with the Cuba Customs ACI site. In this case the **SI** (YES) button should be pressed or otherwise press **NO**.

When you press **Sí** (YES) the screen shown below will be displayed showing the ACI message in XML format with the data introduced in the Excel table:
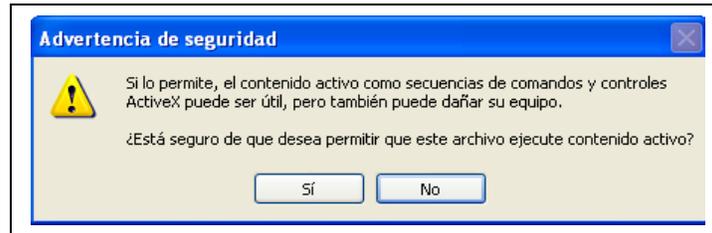

IMPORTANT NOTICE: When at the upper edge of the page appears a safety bar showing the following message: "To help protect your safety, Internet Explorer prevented this file from showing active contents which might gain access to the computer " you should right-click on this bar and select the "Permitir contenido bloqueado" (Allow blocked content) option. As a result the following screen will be displayed and
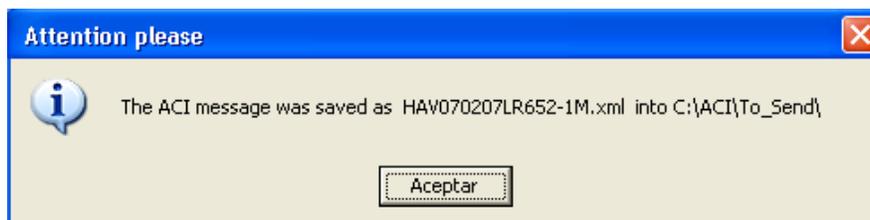
the <u>Sí (YES)</u> button should be pressed.

Afterwards, by pressing the <u>Send to Cuba Customs</u> button the ACI message will be delivered to the Cuba Customs server. If the message is correctly received the following screen shall be displayed.
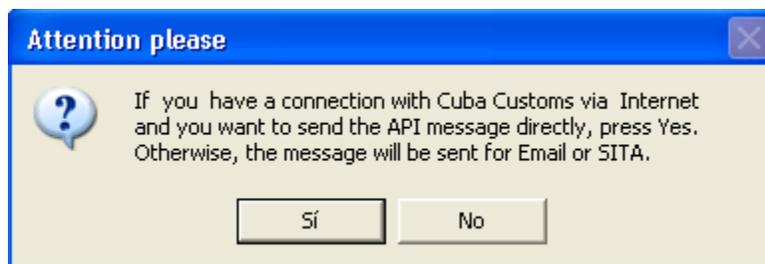

At this point you may close Internet Explorer and return to the Excel Table where the following message will be displayed:

This message informs that a file has been saved in the folder C:\ACI\To_Send, the said file is the ACI message in XML format.

**If you are not connected with Cuba Customs website and you have pressed the No button in this screen:**

The message displayed will be the following:

In addition of informing that the ACI message is saved in the C:\ACI\To_Send folder, it suggests sending this file as an attachment to the SITA address: HAVADCU or via email to: aci@agr.aduana.cu .

In both cases - with or without conection with the Cuba Customs web site – the following message will be displayed:
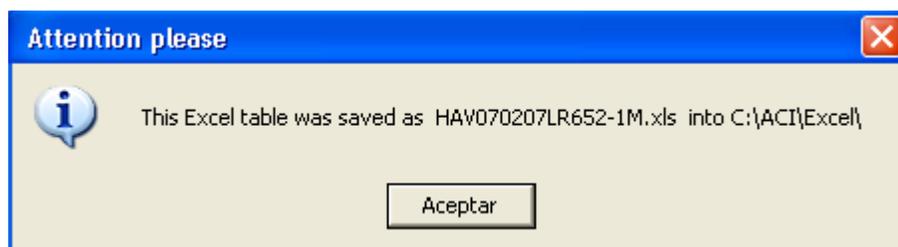
Thus, the Excel table will be saved in the C:\ACI\Excel file for the purpose of using it again if necessary and to introduce additions or

changes, and it will provide the same facilities so far described.

V. How to know that the ACI message was received in Customs?.

As you may see there are two ways of delivering ACI messages to the Cuba Customs web server:

1. **Direct delivery of ACI messages to Customs.**
2. **Unloading Software to create ACI messages and its subsequent delivery to Customs.**

In addition, you may deliver ACI messages in the form of e-mail attachments through the SITA network addressed to HAVADCU and via e-mail to: aci@agr.aduana.cu

In every case the server will take about two minutes for processing and adding the message to the list of accepted or rejected messages. To accede to these messages using the ACI page (https://www.aduana.cu/aci/inicio.php) shown below you must select the airport or destination of the flight, firstly select "Aceptados" (Accepted) and then press the "Buscar" (Search) button.

As a result the following screen of Accepted messages will be displayed:

Información Adelantada de Cargas (ACI) Aduana Cuba

Resumen de Mensajes ACI *ACEPTADOS* en las últimas 24 Horas

Aeropuerto Internacional Jose Marti - Ciudad de la Habana (HAV)

Reporte de fecha: 08/02/2007 hora: 08:53

No	Numero vuelo	Destino		Numero mensaje	Tipo de mensaje	Aceptado Fecha/hora	Mensajes en XML
		Aeropuerto	Fecha				
1	CUB456	HAV	10/02/2007	1	Manifiesto (M)	06/02/2007 16:30	HAV070210CUB456-1M
2	LR125	HAV	10/02/2007	3	Cambio en las guias (C)	05/02/2007 14:27	HAV070210LR125-3C
3	CUB984	HAV	10/02/2007	1	Manifiesto (M)	05/02/2007 14:26	HAV070210CUB984-1M

LEYENDA
Vuelo en ROJO significa que el mensaje llegó posterior al día de arribo de la aeronave

🗺 **Códigos de Aeropuertos** 🌐 **Códigos de países** ✉ **Correo con Webmaster**

This screen shows the more general data of the flight and the date and time when the message was received.

In case your flight info is not found among the Accepted messages you should enter through the Rejected messages option.

Información Adelantada de Cargas (ACI) Aduana Cuba

Resumen de Mensajes ACI *RECHAZADOS* en las últimas 24 Horas

Para todos los aeropuertos

Reporte de fecha: 09/02/2007 hora: 10:44

No	Nombre del archivo	Errores encontrados	Rechazado Fecha/hora
1	HAV070210CUB984-1M.XML	1.- Error en numero de mensaje, de 001 a 999 (1)	05/02/2007 11:37

LEYENDA
Vuelo en ROJO significa que el mensaje llegó posterior al día de arribo de la aeronave

🕐 **Operacionales** 🗺 **Códigos de Aeropuertos** 🌐 **Códigos de países** ✉ **Correo con Webmaster**

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VI. How to run unreal ACI messages delivery tests?

Should you wish to make a test on delivering ACI messages to the Cuba Customs Web Site you must assume flight numbers with your airline code followed by 4 zero numbers, i.e.: CU0000, OW0000, AA0000, 3M0000, etc.

These messages are received by the server, the reception is published and after 15 minutes they are erased.

VII. Information on contact with Cuba Customs specialists

Should any further information be required, please contact the following specialists:

Lic. Gustavo Barroso Hernández	Email: gustavo@cadi.aduana.cu
Ing. Gonzalo Barroso Hernández	Email: gonzalo@cadi.aduana.cu
Phones : (53) 832-8210, (53) 831-2540 ó (53) 83-38335 ext. 108	