POLISH BORDER GUARD

Air Carriers Portal

– Border Guards application for transmitting PNR data

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Introduction

This document is a user manual for the "Air Carriers Portal" dedicated to representatives of the air carriers operating PNR flights, who are obliged to transmit gathered PNR data to Passenger Information Unit (PIU Poland).

"Air Carriers Portal" is an additional free of charge channel for the transmission of PNR data shared and administrated by PIU Poland. It's a web page portal which allows the air carriers to transmit PNR data to the KSI PNR system manually or import them. Transfer of PNR data to the "Air Carriers Portal" is done by filling in the appropriate fields in the system or by importing data in one out of 5 formats mentioned in the chapter Data import.

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Glossary

a) Portal – web page application allowing air carriers to transmit PNR,

b) Air carrier – air carrier operating PNR flight obliged to transmit PNR data to PIU Poland,

c) KSI PNR system – National Informatics System PNR,

d) PIU Poland – Unit III Passenger Information Unit of the Investigative Department of the Polish Border Guard Headquarters,

e) PNRGOV data format – is an internationally recognized standard for the transfer of PNR data, which was developed jointly by governments, air carries and service providers under the auspices of the International Air Transport Association (IATA), ICAO and the World Customs Organization (WCO). PNRGOV data format complies with the standards for the exchange of data on passengers and airports PADIS (*Passenger and Airport Data Interchange Standards – EDIFACT Implementation Guide and XML Implementation Guide for PNRGOV messages*), approved and published by the WCO/IATA/ICAO API PNR Contact Committee,

f) EDIFACT PNRGOV – data format described in *EDIFACT implementation guide*, version 11.1 or later,

g) XML PNRGOV – data format described in *XML implementation guide*, version 16.1 or later,

h) EDIFACT PAXLST – data format described in *WCO/IATA/ICAO Passenger List message (PAXLST) implementation guide*, version from 2003 or later.

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Registration of the air carrier

A necessary condition for using the "Air Carriers Portal" is registration of the air carrier by PIU and giving him unique access data. The air carrier should contact PIU Poland by email and provide the following information:

− 2 letter IATA code (if he possesses one)

− Phone number contact

− Email address.

In response the air carrier will receive an unique user name (login) and password for the portal.

The air carrier can only have ONE account in the portal.

Contact data to PIU Poland:

Contact	E-mail/address	Phone/fax
Passenger Information Unit	piu.pl@strazgraniczna.pl al. Niepodległości 100 02-514 Warszawa Polska ePUAP – box address: KGSG/PNR	+48 22 513 55 00 Fax: +48 22 500 46 00 +48 22 500 46 01

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Logging to the portal and account management

Access to the portal

Air carrier who was registered by PIU and received login credentials can start sending PNR data through the "Air Carriers Portal". For the proper operation of the portal its requires you to have a web browser compatible with the following list:

- *Internet Explorer* v. 11.0 or higer or Edge,
- *Firefox* 57.0 or higer,
- *Chrome* 43.0 or higer,
- *Safari* 7.1 or higer,
- *Opera* 35.0 or higer.

To login into the portal enter the following address in your browser: https://ksipnr.strazgraniczna.pl
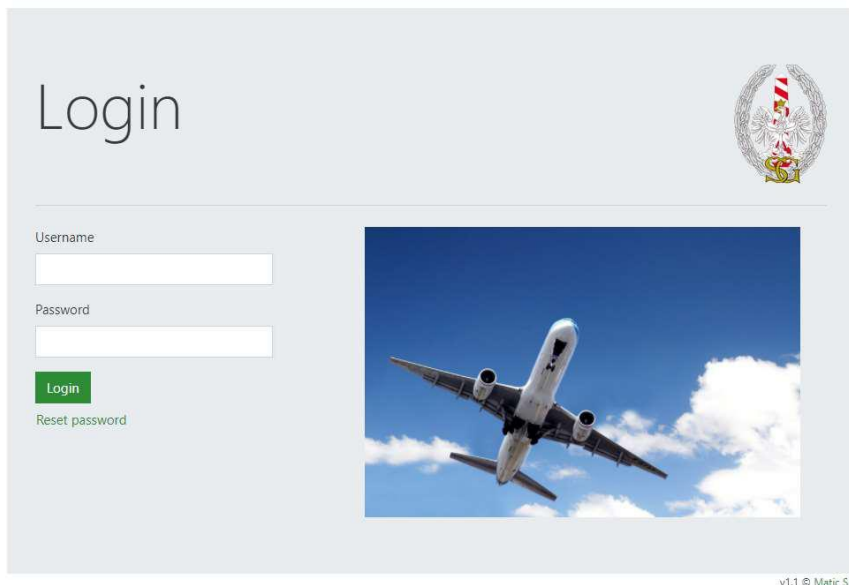
Picture 1. Starting page

Please check whether the connection is safe – the browser will signal this with a green symbol on the address bar (picture 1). If the page was opened properly the user will see the logging page of the portal.

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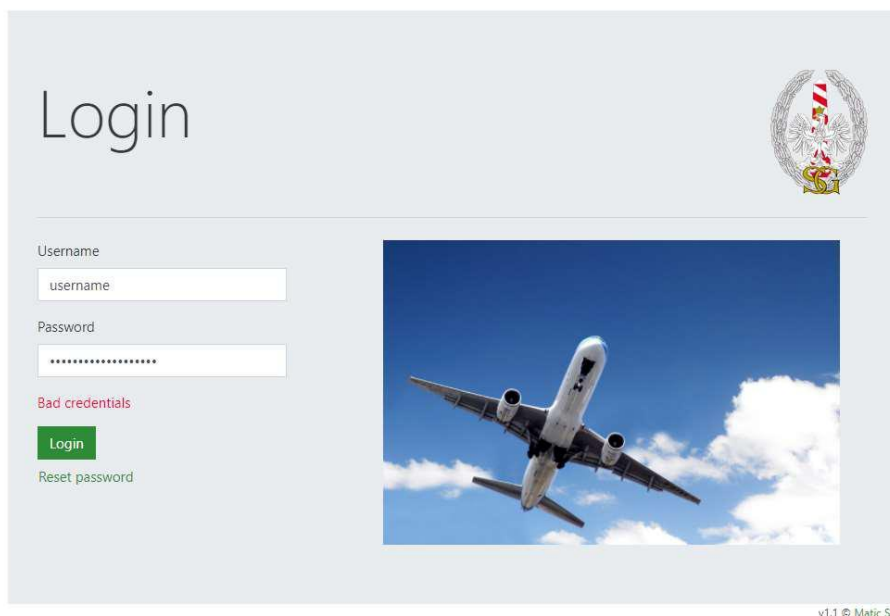
Logging into to the portal

Home page of the portal is the logging page (picture 2). In this place enter the login credentials received from PIU Poland during registration process.
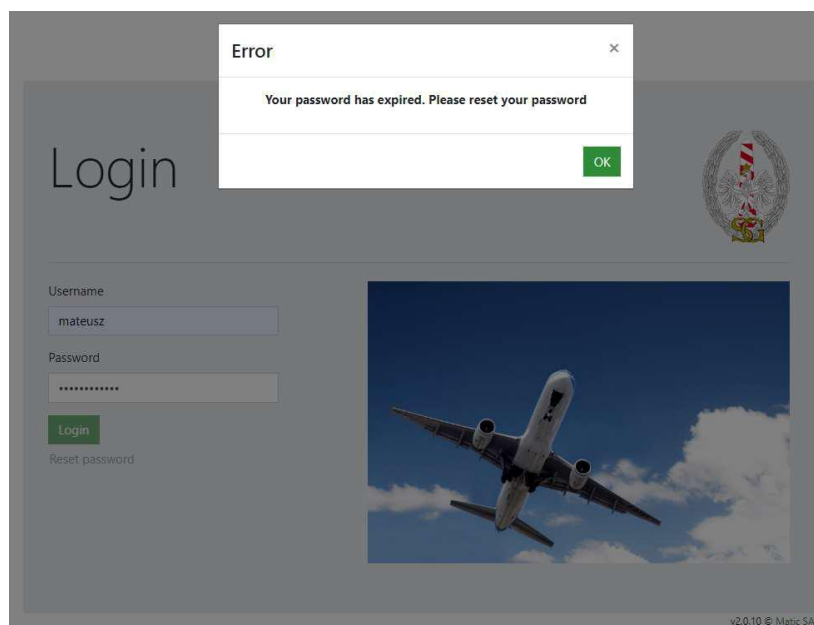

Picture 2. Logging page

In case you enter incorrect login data message „Bad credentials" will appear (picture 3).

Picture 3. Bad login credentials

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In case your password expires you will see an error message with a short description (picture 4).

Picture 4. Password expiration information

To reset your password, click on the link "Reset password". Window to reset your password will pop up (picture 5). There in the field "Username" insert the login received from PIU during registration process and click the button "Reset". System will send you a link to for this procedure to the email address provided during registration which will be confirmed by message „Thank you! An email containing a password reset link has been sent to you." (picture 6).

The system does not have a restriction in a form of a lockdown of the account in the password is typed in wrongly several time. In case the user does not remember the password you have to use the reset password procedure.

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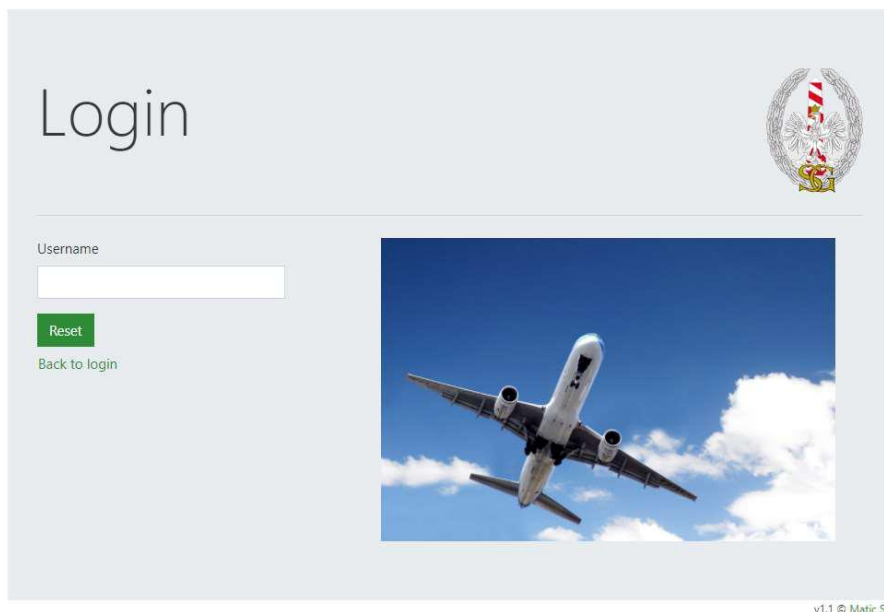
Picture 5 Password reset window
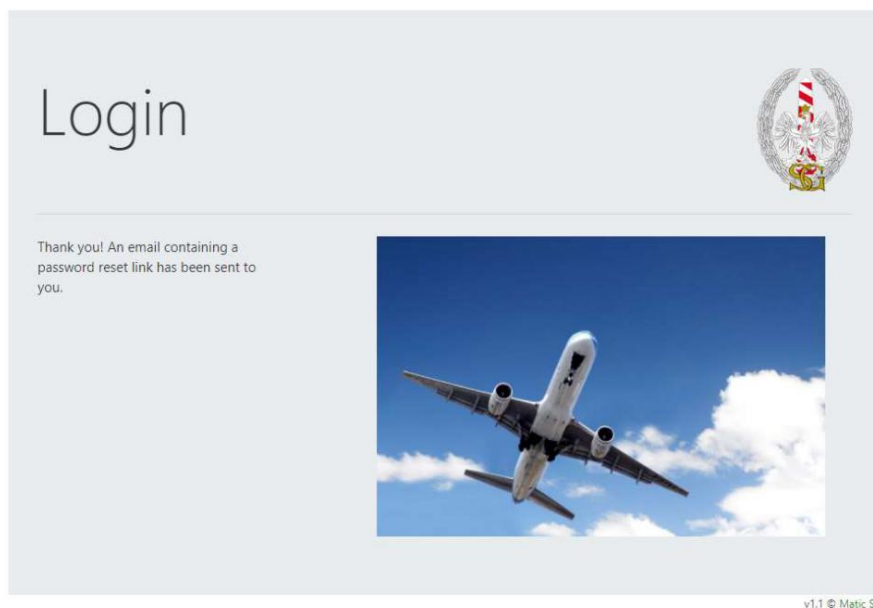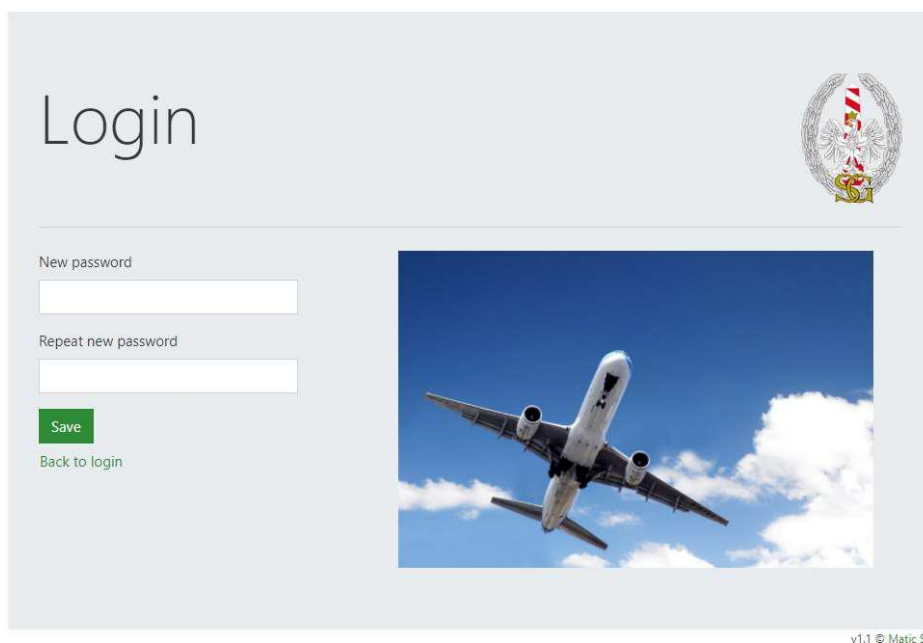
Picture 6. Password reset link confirmation

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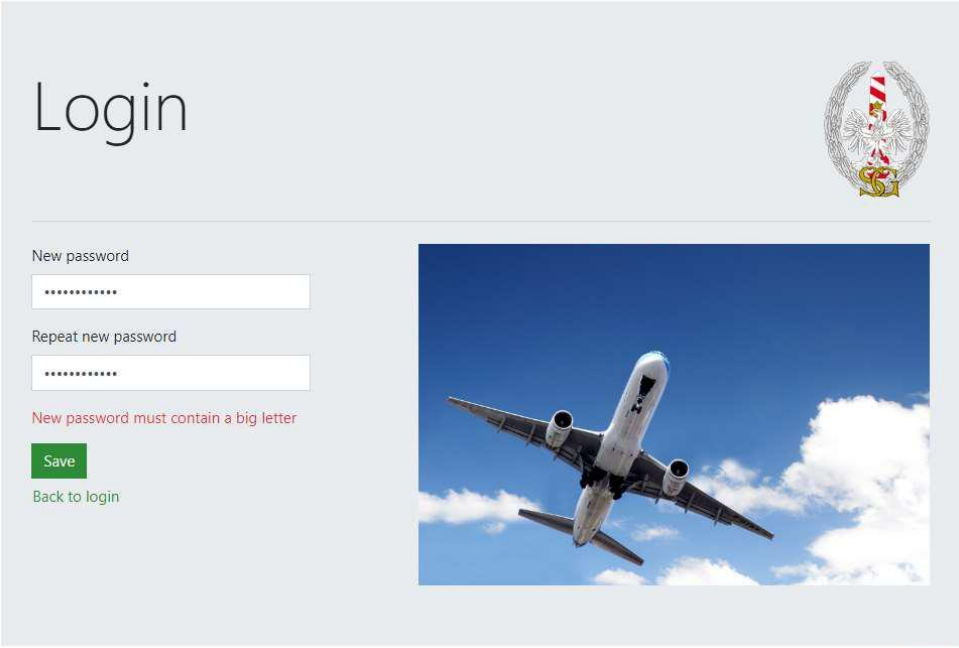## Password change

After activating the link received in the email message, a window for password change will pop up (picture 7). To set a new password user should first type it in in the field "New password" next once again in the files "Repeat new password" and click "Save".

Picture 7. Password reset window

The system forces a password change every 30 days. The new password must contain no less than 12 characters, including at least 1 digit, 1 capital letter and 1 special character, and must be different from the last 10 passwords. If the password will not meet the a/m criteria system will show an error message (picture 8). Then you have to write a new password that contains all of the a/m criteria.

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Picture 8. Error in creating a new password

If both passwords are identical and meet all of the criteria the system will save it and show you a message: „The password has been reset successfully" (picture 9). From now the user can login using the new password. To login after this please click the link „Back to login".

Picture 9. Confirmation of the password change

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Functions of the portal

After the users authentication the home page of the portal will be opened (picture 10). On top of the page on the green background you can find links to:

- upload the PNR data,
- check your account setting,
- log out of the portal.

In the main part of the page you have 2 buttons to choose the method for uploading PNR or API data.
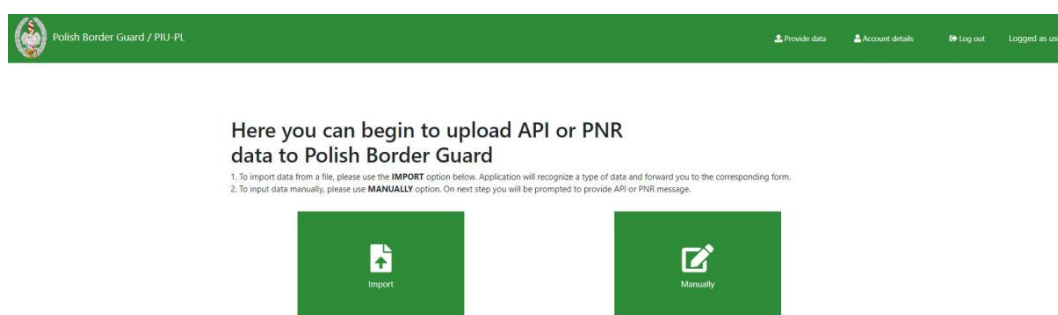
Picture 10. Selecting the data import/input method

The portal allows to import PNR data in 1 of 5 formats mentioned in the chapter "Data import" (after choosing the button „Import") or inputting them manually (after choosing the button "Manually").

Data import

API or PNR data can be imported to the portal before sending them. To do this you have to choose the button „Import" on the home page of the portal (picture 10). Then you will see a page with 5 options of formats to choose for your import of data. The options are described and there are links to sample files (picture 11).

Import API or PNRGOV data from a file

Please choose a file from your disc using the input below then press IMPORT button. **Maximum file size is 4MB.** Please notice 5 formats are acceptable:

- 📄 API - IATA EDIFACT PAXLST D02B or higher
- 📄 API - PL-PIU custom XML
- 📄 PNRGOV - IATA EDIFACT PNRGOV 13.1 or higher
- 📄 PNRGOV - IATA XML PNRGOV 16.1 or higher
- 📄 PNRGOV - PL-PIU custom XSLX

[‹ Back]   Import   [Select file .... 📁]   [⬆ Import]

Picture 11. File import window

User can import:

1. EDIFACT file with API data in IATA format EDIFACT PAXLST D02B or higher,
2. XML file with API data in a format specified by PIU,
3. EDIFACT file with PNR data in IATA format EDIFACT PNRGOV 13.1 or higher,
4. XML file with PNR data in IATA XML PNRGOV 16.1 or higher format,
5. XLSX file with PNR data in a format specified by PIU.

The portal allows you to download a sample file in any acceptable by the system formats. To do so you have to choose an icon that is on the left side next to name of the format. Button "Back" allows you to the home page (picture 10).

To import the data you have to activate the filed "Select file", then chose the file and click the button "Import". Depending on the chosen file a window for editing the imported data will open.

Manual import of data

In order to manually import data on the home page you have to choose the option „Manually" (picture 10). A window will open were you choose with what kind of data the user will be working with API or PNR (picture 12). "Back" button allows you to go back to the home page. (picture 10).
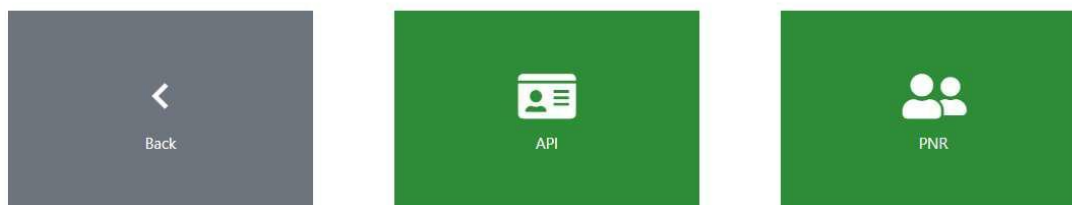
Picture 12. Selection of data type to input

Inputting PNR data

In order to start inputting PNR data the user has to choose the option „PNR" (picture 12). A window will then appear with a selection of the data structure you want to use (picture 13). You have 3 options to choose from:

- „Simple form" – a simple, tabular form to supplement basic information about the flight and passengers,
- „XML form" – extended form enabling full mapping of the structure contained in the format IATA XML PNRGOV 16.1,
- „Edifact form" – form allowing the edition of a file in „EDIFACT" format.

„Back" button allows you to go back to the page were you choose the data formats (picture 12).
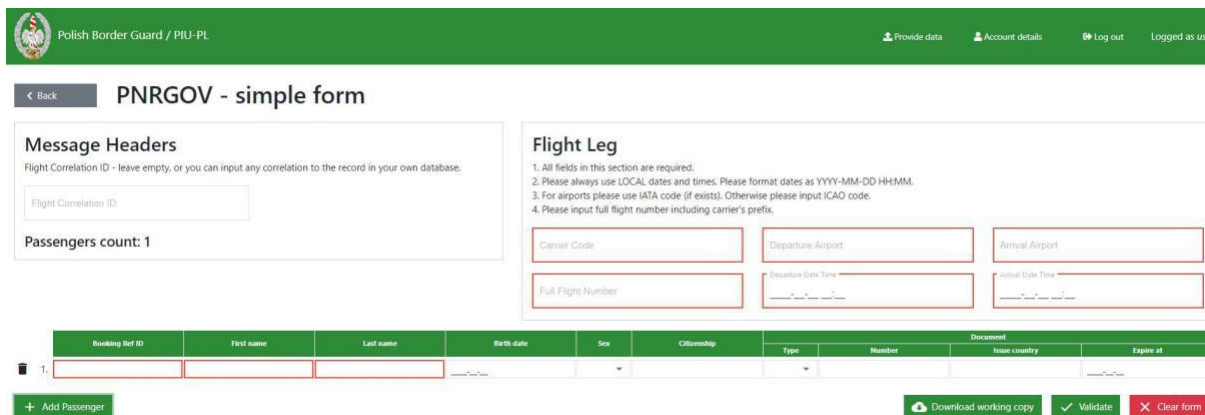
Picture 13. Selection of the data input structure

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Data input in the simple form

After choosing the option „Simple form" you will see a form allowing you to fill the information about the flight and passengers (picture 14).
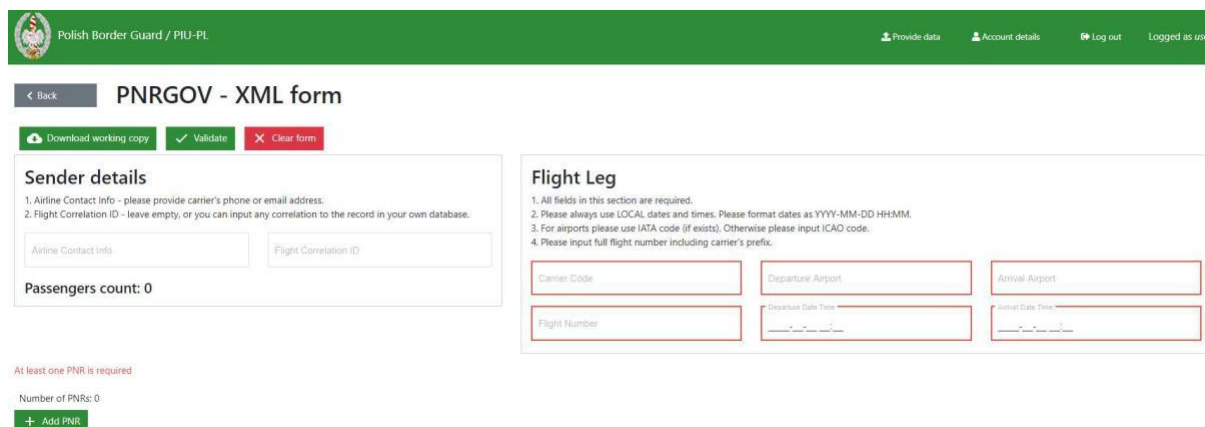
Picture 14. Simple form

It is required to fill in all of the information in the section „Flight Leg" and name, first name, „Booking Ref ID" for every passenger. At least 1 passenger is required. The filed in the section „Message Headers" is optional and concerns the fight identifier. To add a passenger click the button „Add Passenger". A new row with fields will appear in the table to enter passenger details. To remove a passenger, select the trash can icon on the left of the passenger line. A window will appear asking you to confirm your intention to remove the passenger (picture 48). In order to remove the passenger choose the button „Confirm". You can download the draft in XLSX format at any time. To do this choose the button „Download working copy". The file can be downloaded without filling out all the required fields. Cleaning the form is discussed in the Cleaning the form chapter. Data transfer to PIU is discussed in the chapter Data transfer to PIU.

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Data input in the XML Form

After choosing the option „XML form" you will see on the screen a form that will allow you to fill in all the data represented in the format IATA XML PNRGOV 16.1 (picture 15).

Picture 15. XML Form

Fields in the section „Sender details" are optional. It is required to fill in all of the information in the section „Flight Leg" and adding at least 1 PNR record. Every PNR record has to contain at least 1 „Booking Ref", 1 „Source" in the section „POS", 1 passenger in the section „Passenger". In the object „Booking Ref" field „ID" and „Company Code" are required. In the object „Passenger" fields first name and name are required. In order to add a PNR record you must click the button „Add PNR". A new PNR record will be created with 6-digiets „Booking Ref ID" generated and the form for editing that record will be displayed (picture 16). Additionally b/m fields will be filled out automatically:

– in the section „Booking Ref" field „Company Code" –„Airline Code" will be uploaded from the users data,

– in the section „POS" 1 „Source" will be created and in the section „Requestor" „Company Code" will be filled in – Airline Code" will be uploaded from the users data,

– in the section „Passenger" 1 empty passenger record will be crested.

Picture 16. PNR record edition form

Under the button „Add PNR" there is a list of all added records. Choosing the record opens its edition. In order to delete a PNR record you have to activate the trash icon next to the records ID. A message will appear asking you to confirm that you want to delete the record (picture 17). In order to delete the record click the "Confirm" button.

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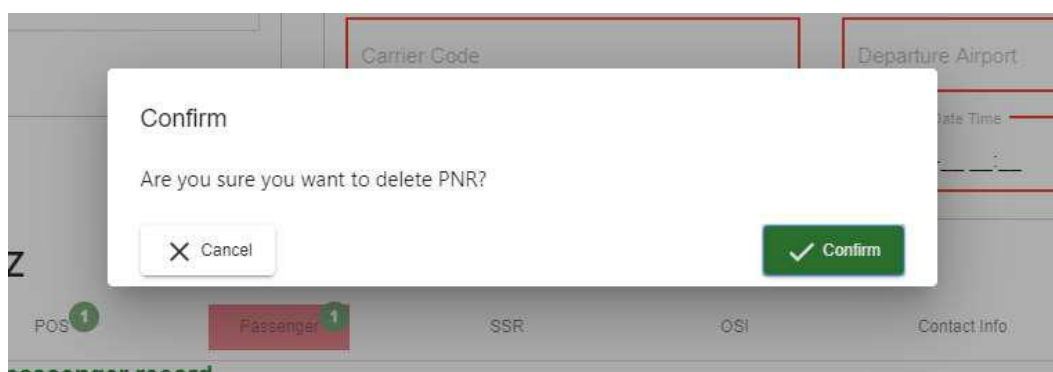
Picture 17. Confirmation of the intentions to delete the PNR record

In order to delete the passenger choose „Confirm". At any point you can download a draft in the format XML. In order to do so choose "Download working copy". It is possible to download the file without filling out all the required fields. Cleaning the form is discussed in the Cleaning the form chapter. Data transfer to JIP is discussed in the chapter Data transfer to PIU.

A detailed description of the data structure is available in the guide *Passenger and airport data interchange standards - XML implementation guide*, Version 16.1.

The form was prepared based on the a/m structure and divided into groups compatible with the above implementation. The terminology used is also consistent.

Name (ID z „Booking Ref") of the actual edited PNR record is displayed above the record editing form („Current PNR: …").

You can move between individual groups of a PNR record using tabs. The active tab is indicated by a green background and a green underline. If an item contains incorrect or missing data, the element and its masters are marked in red.

Every group in the PNR record allows you to define multiple objects of the appropriate types from the group.

In order add a new element you have to choose the right group of tabs and activate the button "Add".

In order to delete an element for the group you have to choose the trash can icon next to its name / reference number.

Booking Ref Group

One-level form, no nested elements (picture 18).

Picture 18. Booking Ref element form

POS Group

One-level form, no nested elements. Concerns elements „Source" in the group „POS" (picture 19).
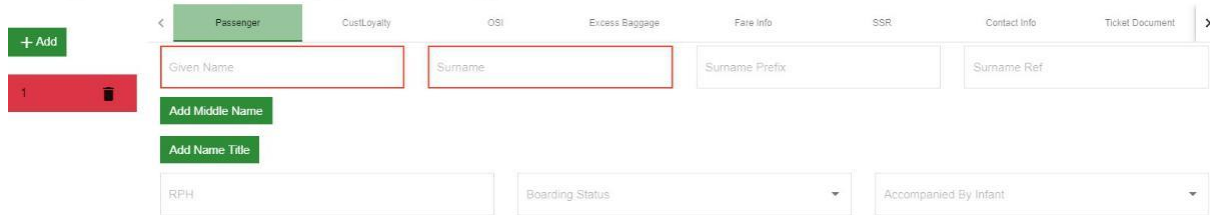
Picture 19. POS element form

Passenger Group

Element „Passenger" except passenger data can contain additional groups of elements (picture 20). Available groups are showed in the form of tabs and work the same way as main tabs in the PNR record. Nested elements in "Passenger": **Middle Name, Name Title**. Available groups:

- „CustLoyalty" (picture 21),
- „OSI" (picture 22) – nested elements: **Traveler Ref,**
- „Excess Baggage" (picture 23),
- „Fare Info" (picture 24),
- „SSR" (picture 25),
- "Contact Info" (picture 26) – nested elements: **Address Line,**
- "Ticket Document" (picture 27) – nested elements: **Tax and Payment Info**,
- „DOC SSR" („DOCA" - picture 28, „DOCO" - picture 29, „DOCS" - picture 30).
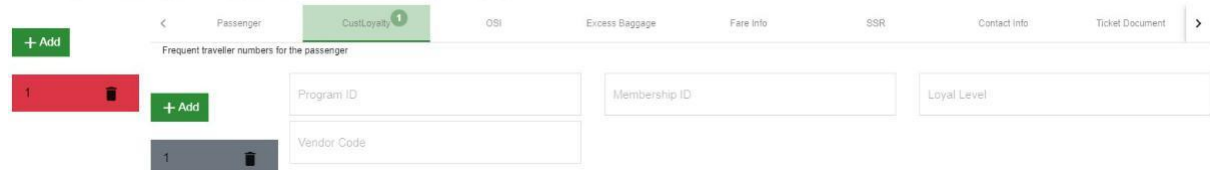
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Passenger surname, given name, PTC code (repeats for each passenger)

Picture 20. Passenger element form - passenger data
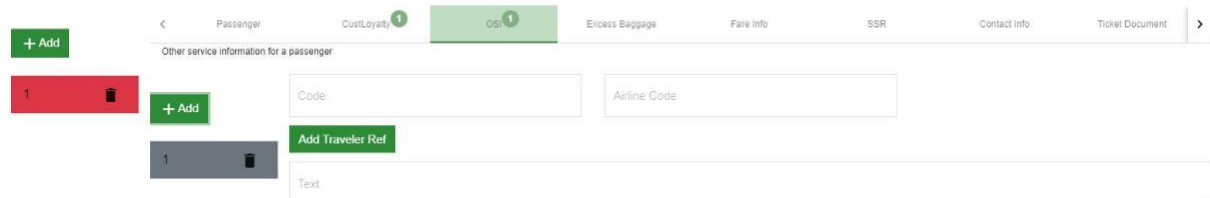
Picture 21. Passenger – CustLoyalty element form
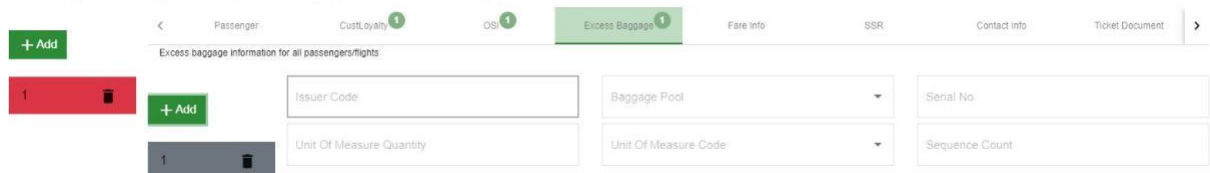
Picture 22. Passenger element form – OSI
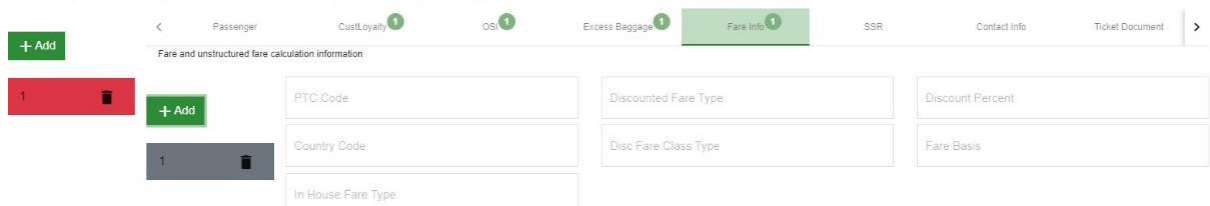
Picture 23. Passenger element form – Excess Baggage

Picture 24. Passenger element form – Fare Info

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Passenger surname, given name, PTC code (repeats for each passenger)

< Passenger   CustLoyalty ❶   OSI ❶   Excess Baggage ❶   Fare Info ❶   SSR ❶   Contact Info   Ticket Document   >

Special service data that applies to a passenger

Code	Off Point	Quantity
RPH	Status	Airline Code
Board Point	Surname Ref Number	Text

Picture 25. Passenger element form – SSR

Passenger surname, given name, PTC code (repeats for each passenger)

< CustLoyalty ❶   OSI ❶   Excess Baggage ❶   Fare Info ❶   SSR ❶   Contact Info ❶   Ticket Document   DOC SSR   >

Emergency contact information

Formatted Ind ▼	Type ▼	Phone Type ▼
Phone Number	Email Address	
City	Bldg Room	Postal Code	Country Code

Add Address Line

| County | Prov Code | Rural Route Nmbr |
| RPOBox | Street No SFX | Street Direction |

Picture 26. Passenger element form – Contact Info

Passenger surname, given name, PTC code (repeats for each passenger)

< CustLoyalty ❶   OSI ❶   Excess Baggage ❶   Fare Info ❶   SSR ❶   Contact Info ❶   Ticket Document ❶   DOC SSR   >

Ticket document number, date and place of issue and reasons for issuance code and sub-code (EMDs)

| Ticket Document Nbr | Type ▼ | Date Of Issue |
| Ticket Location | Primary Doc ▼ | Exchange Tkt Nbr ▼ |

Reason for issuance

| Code | Sub Code | Description |

Total fare

| Total Fare Amount | Total Fare Currency Code |

Price Info

Pricing Info Date	Pricing Info Time	Pricing Info ISO Country Code
Pricing Info Location Code	Net Reporting Code	Pricing Info Non Refundable Ind ▼
Pricing Info Penalty Restriction Ind ▼	Non Endorsable Ind ▼	

Taxes

| Qualifier | Amount | ISO Country | Currency Code | Tax Type | 🗑 |

Add Tax

Payment Info

| Payment Type | Payment Use | Payment Amount | Vendor Code | Account Nbr | Expiry Date |
| CardHolder Name | **Add Sponsor** | 🗑 | | | |

Add Payment Info

Picture 27. Passenger element form – Ticket Document

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Picture 28. Passenger element form – DOC SSR, DOCA

Picture 29. Passenger element form – DOC SSR, DOCO

Picture 30. Passenger element form – DOC SSR, DOCS

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Passenger Group

One-level form, no nested elements (picture 31).

Picture 31. SSR element form

OSI Group

One-level form, nested elements: „Traveler Ref" can be added by using the button „Add Traveler Ref" (picture 32).

Picture 32. OSI element form

Contact Info Group

One-level form, nested elements: „Address Line" can be added by using the button „Add Address Line" (picture 33).

Picture 33. Contact Info element form

Prepaid Bag Group

One-level form, no nested elements (picture 34).

Picture 34. Prepaid Bag element form

DOC SSR Group

One-level form, no nested elements („DOCA" - picture 35, „DOCO" - picture 36, „DOCS" - picture 37). Type of the element changes depending on the value of the filed „SSR Code".

Picture 35 DOC SSR – DOCA element form

Picture 36. DOC SSR – DOCO element form

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Picture 37. DOC SSR – DOCS element form

Flight Group

The element „Flight" in addition to flight information can contain additional elements (picture 38). Available groups are showed in the form of tabs and work the same way as main tabs in the PNR record.

Nested elements in "Flight": **Equipment.**

Available groups:

- „SSR" (picture 31),
- „Booking Ref" (picture 18),
- „OSI" (picture 32),
- „Check Info" (picture 39), nested elements: **Boarding**, and in each of them **Middle Name**, **Name Title** and **Checked Bag**.

Picture 38. Flight element form – dane lotu

Picture 39. Flight element form – Check Info

Split PNR Group

One-level form, no nested elements (picture 40).

Picture 40. Split PNR element form

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Other Travel Segment Group

One-level form, no nested elements. It can contain information about the hotel (picture 41) or vehicle (picture 42).

Picture 41. Other Travel Segment element form – Hotel Info
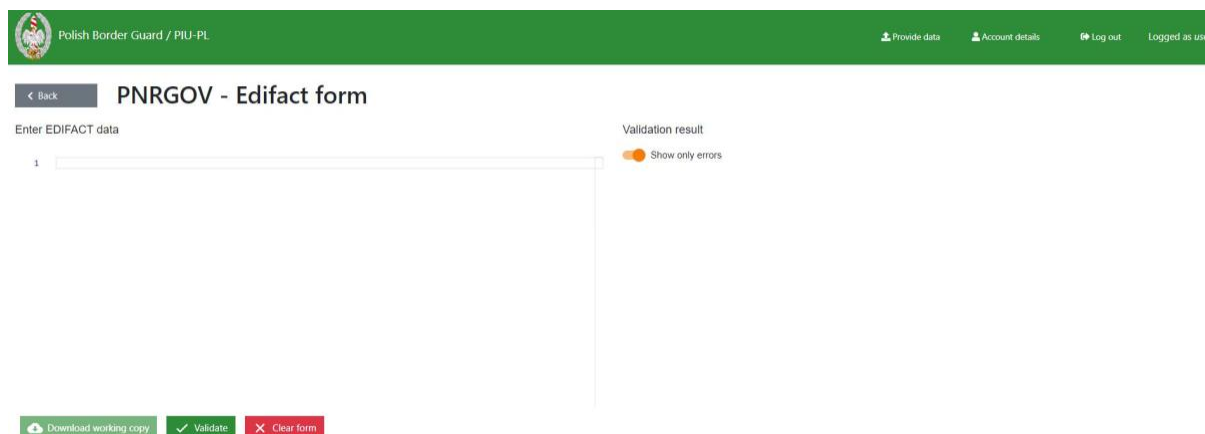
Picture 42. Other Travel Segment element form – Car

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Inputting data in Edifact form

After choosing the option „Edifact form" on the screen (picture 13) an text editor will appear that allows you to input flight data in the format IATA EDIFACT PNRGOV (picture 43).

Picture 43. PNR Edifact form

If you enter any data in the editor, you can download the draft in the "Edifact" format. To do so use the button „Download working copy".

Cleaning the form is discussed in the chapter Cleaning the form. Data transfer to JIP is discussed in the chapter Data transfer to PIU.

If, after activating the "Validate" button, you see errors in the window that appears or warnings, they will be marked on the entered text and displayed on the right side of the window (picture 44).

Picture 44. Validation outcome of the Edifact data - Errors only view

By default, only lines containing validation errors or warnings are presented. After switching the "Show only errors" button, the entire uploaded document will be displayed with fragments containing errors or warnings highlighted (picture 45).

Picture 45. Validation outcome of the Edifact data – full view

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API data input

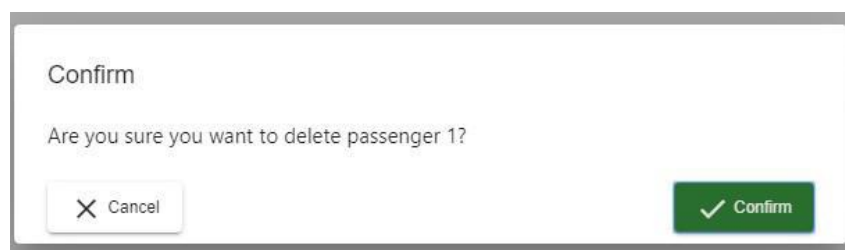After choosing the option „API" (picture 12), a window will appear with a form to input API data (picture 46).

Picture 46. Empty API data form

The filed in the section „Message Headers" is optional and concerns the fight identifier and messages. Fields in the section „Flight Leg" are obligatory and concern data about the flight. To add a passenger click the button „Add Passenger". A new row with fields will appear in the table to enter passenger details (picture 47).

Picture 47. Passengers row in the API form

First name and name of the passenger are obligatory. It is required to add at least 1 passenger. To remove a passenger, select the trash can icon on the left of the passenger line. A window will appear asking you to confirm your intention to remove the passenger (picture 48).

Picture 48. Confirmation of intention to remove a passenger

In order to delete the passenger choose „Confirm". At any point you can download a draft in the format XML or EDIFACT. In order to do so choose "Download working copy (XML)" or „Download working copy (Edifact)". Working data will not be validated. It is possible to download the file without filling out all the required fields.
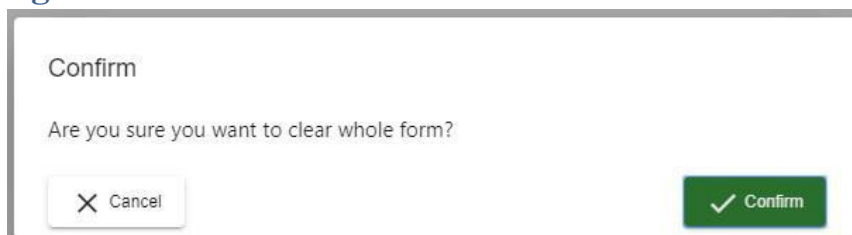
Erasing the form

Picture 49. Confirmation of erasing the whole form

In order to erase the form choose „Confirm". Warning! All inserted data will be erased and there is no option to undo this action.

Transmitting data to PIU

In order to transmit data to PIU all fields have to be filled out. Next you need to click the button „Validate". If the data was entered properly a message with appropriate information will pop up (picture 50). From now the user has 2 minutes to activate the button "Send" which will transmit prepared data to the PIU.
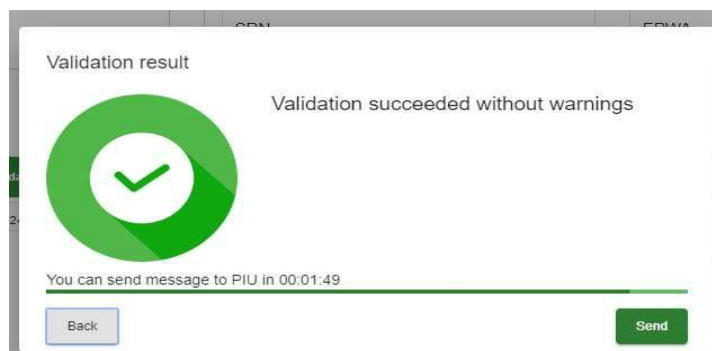
Picture 50. Correct validation of data

If the entered data are correct, but during the validation a warning was showed (for example about a non-existing airport) you will see a window like showed on the picture 51.

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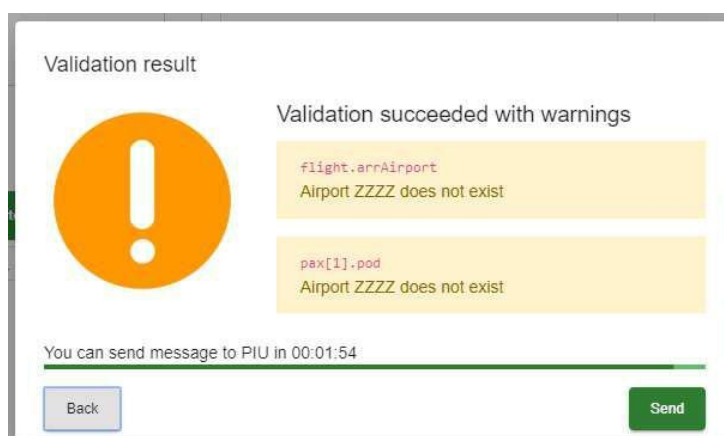
Picture 51. Warnings concerning the data validation

If, despite the warning the user feels that he entered the correct data he also has 2 minutes to active the "Send" button. If the user wants to correct data, he can use the "Back" button. If the user enters data that are wrong and can not be send to PIU a window with a following message will appear "Validation failed" (picture 52). The user has to go back to the previous form and change the data, which were highlighted as incorrect. From this level there is no possibility to use the button "Send".
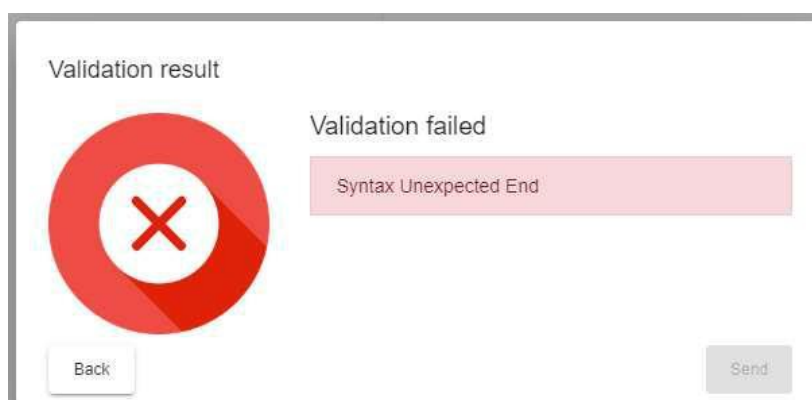
Picture 52. Mistakes in the validation of data

In case of a proper validation of date or a validation with a warning and activation of the "Send" button, a window like in picture 53 will appear. It is a confirmation that the data were send to KSI PNR. At this point you can download the conformation in a pdf format using the option „Download confirmation". After choosing "close" the data in the form will be erased and the home page will be showed (picture 10).
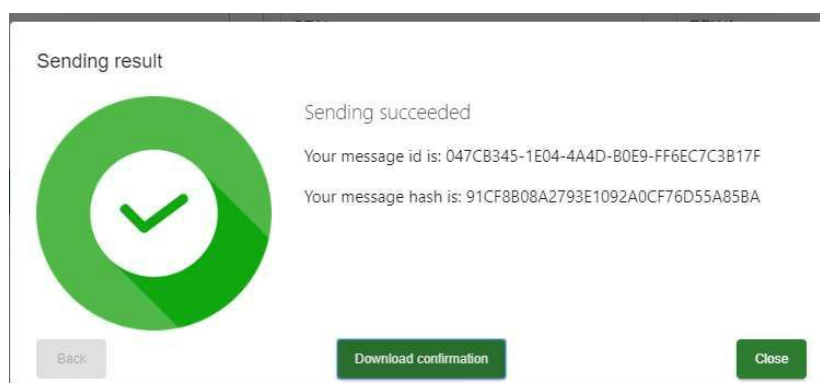
Picture 53. Confirmation of data transfer to KSI PNR

Picture list

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