

**Oracle® Hospitality Cruise Shipboard
Property Management System**
Malaysia Immigration User Guide
Release 7.30.869

January 2016

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Preface

This document describes the setup and usage of Malaysia Immigration module.

The Malaysia Immigration module is a program that collect and submit pre-arrival passengers' details electronically in accordance to Malaysia Customs and Immigration requirements.

Audience

This document is intended for application specialist and end-users of Oracle Hospitality Cruise Shipboard Property Management System.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL: <https://support.oracle.com/>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Revision History

Date	Description of Change
January 19, 2016	• Initial publication.

1. Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements to operate the Malaysia Immigration module in Oracle Hospitality Cruise Shipboard Property Management System.

Prerequisites

- Malaysia Immigration.exe

Supported Systems

- Windows 32-bit System
- Windows 64-bit System

Compatibility

Oracle® Hospitality Cruise Shipboard Property Management System version 7.30.869 or later. For customers operating on version below 7.30.869, database upgrade to the recommended or latest version is required.

2. Malaysia Immigration

2.1. Accessing the Setup Page

The setup function is accessible by launching the **Malaysia Immigration** module, then select **Electronic Manifest, Setup** from the menu bar.

Electronic Manifest Setup

Manifest Parameters Setting

Ship Name : MV DEMO

Ship Weight : 100000

Ship Type : ☒ Passenger (Penumpang)
☐ Trade (Dagang)

Agent : SS Asia Sdn Bhd

Country Registered : ITA

Last Port of Entry : Singapore

Port of Arrival : Malaysia

Arrival Date (yyyymmdd): 20150415

Departure Date (yyyymmdd): 20150420

Arrival Time (hhmmss): 150000

Departure Time (hhmmss): 200000

OK Cancel

12:10 PM 1/18/2016

Figure 2-1 – Electronic Manifest Setup screen

Table 2-1 – Field definitions of Electronic Manifest Setup screen

Field Name	Definitions
Ship Name	The Registered Name of the vessel.
Ship Weight	The weight of the vessel measured in gross registered tons (GRT).
Ship Type	Type of ship – Passenger or Cargo.
Agent	The Port Agent company name.
Country Registered	Country the Ship is registered.
Last Port of Entry	The port where the ship last entered.
Arrival Date	Arrival date at last port.
Arrival Time	Arrival time at last port.
Port of Arrival	Next embarkation port of the ship
Departure Date	Departure date from Port of Arrival.

Field Name	Definitions
Departure Time	Departure time from Port of Arrival.

To Setup the Manifest Information,

1. From the **Electronic Manifest, Setup** screen, enter all the above information.
2. Click **OK** to save.

2.2. Generating Manifest File

A manifest file is typically generated after the ship depart from last port, and this may varies depending on the port of call.

The screenshot shows a 'Generate File' dialog box with the following details:

Malaysian Immigration File Transfer Details	
Ship Name:	MV DEMO
Ship Type:	Passenger(P)
Registered Country:	ITA
Ship Weight:	100000
Last Port of Entry:	Singapore
Arrival Date:	20150413
Arrival Time:	150000
Arrival Port:	Malaysia
Departure date:	20150413
Departure time:	200000
Local Passenger Total:	7
Foreign Passenger Total:	1833
Crew Total:	688
Departure Local Passenger:	5
Departure Foreign Passenger:	3
Departure Crew:	1

Below the details, there are two sections for selection:

- For:**
 - ☐ Pax
 - ☐ Crew
 - ☒ Pax And Crew (All)
- Type:**
 - ☐ Departure from Last Port
 - ☒ ALL

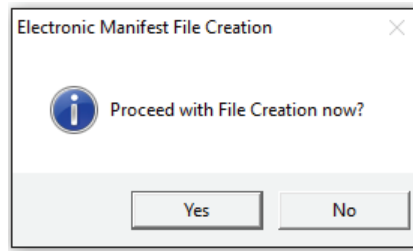
At the bottom, there is a **File Name** section with a text box containing 'Destination File --> c:\temp\crewpass.dat' and a '..' button. At the very bottom are 'Process File' and 'Cancel' buttons.

Figure 2-2 - Generate Manifest screen

Table 2-2 - Information displayed on Malaysia Immigration File Transfer Details

Field Name	Definitions
Ship Name	The Registered Name of the vessel.
Ship Weight	The weight of the vessel measured in gross registered tons (GRT).
Ship Type	Type of ship – Passenger or Cargo.
Agent	The Port Agent company name.
Country Registered	Country the Ship is registered.
Last Port of Entry	The port where the ship last entered.
Arrival Date	Arrival date at last port.
Arrival Time	Arrival time at last port.
Port of Arrival	Next embarkation port of the ship.
Departure Date	Departure date from Port of Arrival.
Departure Time	Departure time from Port of Arrival.
Local Passenger	Total Malaysian citizen registered on-board.
Foreign Passenger	Total Non-Malaysian citizen registered on-board.
Crew Total	Total Crew currently checked-in.
Departure Local Passenger	Total Malaysian citizen checked-in today (based on Departure Date Setup).
Departure Foreign Passenger	Total Non-Malaysian citizen checked-in today (based on Departure Date Setup).
Departure Crew	Total Crew (all nationalities) checked-in today (based on Departure Date Setup).

1. From the **Electronic Manifest** menu bar, select **To File**.
2. In the **Malaysia Immigration File Transfer Details** section, information entered in the Setup section are populated on screen. Refer above table for details.
3. Select **Pax and Crew (All)** to generate a manifest for all passenger and crew, or select individually to generate a separate list.
4. Select one of these option in **Type** section.
 - **Departure from Last Port:** Use when the ship has left the arrival port and manifest are to include those passenger and crew that checked-in today.
 - **ALL:** Use when the ship is on the way to the arrival port and ship requires to submit the manifest report to the Malaysia Immigration prior to the arrival at port.
5. Enter the destination path and the file name in the **File Name** section, and then click **Process File**.



6. Click **Yes** on Electronic Manifest File Creation prompt.
7. Click **OK** at the File Created Successfully Prompt to close.

Note: Generation of the manifest may take a while depending on the number of records on file.

2.3. Viewing Generated File

1. From the Window Explorer, navigate to the destination file path.
2. Open the output file with Notepad for verification, then submit the file to Malaysia Immigration. Refer *Appendix A - Manifest Data Type*

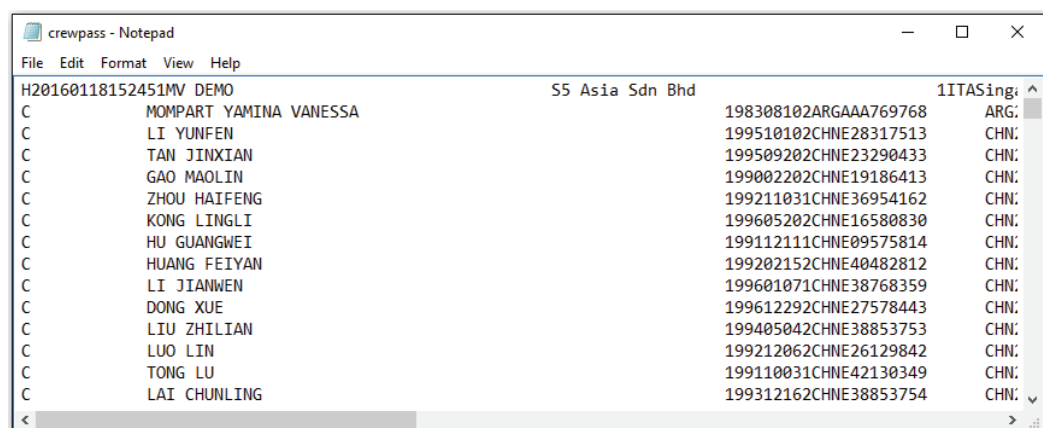


Figure 2-3 - Outputted Manifest file

Appendix A. Manifest Data Type

This section describes the Data Type available to the Malaysia Immigration Manifest.

Table A-3 - Manifest Header Data Type

Field Name	Data Type (Length)	Remarks
Header	Char (1)	"H"
File Generate Date Time	Char (14)	yyyymmddhhmmss
Ship Name	Char (40)	
Agent	Char (40)	
Ship Type	Char (1)	1-Passenger, 2-Trade
Country Registered	Char (3)	
Last Port of Entry	Char (40)	
Arrival Date	Char (8)	yyyymmdd
Arrival Time	Char (6)	hhmmss
Port of Arrival	Char (40)	
Departure Date	Char (8)	yyyymmdd
Departure Time	Char (6)	hhmmss
Total Passenger	Char (12)	
Ship Weight	Char (6)	
Total Local Passenger	Char (6)	
Total Foreign Passenger	Char (6)	
Default Value	Char (2)	Always "01"

Table A-4 - Manifest Field Data Type

Field Name	Data Type (Length)	Remarks
Passenger Type	Char (1)	P-Local Passenger, F-Foreign Passenger
National ID	Char (12)	
Name	Char (60)	
Birth Date	Char (8)	yyyymmdd
Gender	Char (1)	1-Male, 2-Female
Nationality	Char (3)	
Passport Number	Char (15)	
Passport Issue Country	Char (3)	
Passport Expiry Date	Char (8)	yyyymmdd
Passenger Status	Char (1)	0-Crew, 1-Pax Embark Today, 2-Pax Embark Not Today