Oracle® Hospitality Cruise Shipboard Property Management System

Malaysia Immigration User Guide

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ORACLE

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Preface

The Malaysia Immigration module is a program that collect and submit pre-arrival passengers' details electronically to Malaysia Customs and Immigration 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 (SPMS).

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

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at
http://docs.oracle.com/en/industries/hospitality/

Revision History

Date	Description of Change
October 2017	• Initial publication.

Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements to use the Malaysia Immigration module in Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

Prerequisites

- Malaysia Immigration.exe

Compatibility

SPMS version 8.0 or later. For customers operating below version 8.0, database upgrade to the recommended or latest version is required.

1 Malaysia Immigration

The Malaysia Customs and Immigration department requires the Ship's operator to submit a pre-arrival passenger manifest before the ship arrives at port. Prior to generating the electronic manifest, you are require to update the ship information, arrival/depart port in Manifest Parameter Setting in Malaysia Immigration module.

1.1. Setting up Electronic Manifest

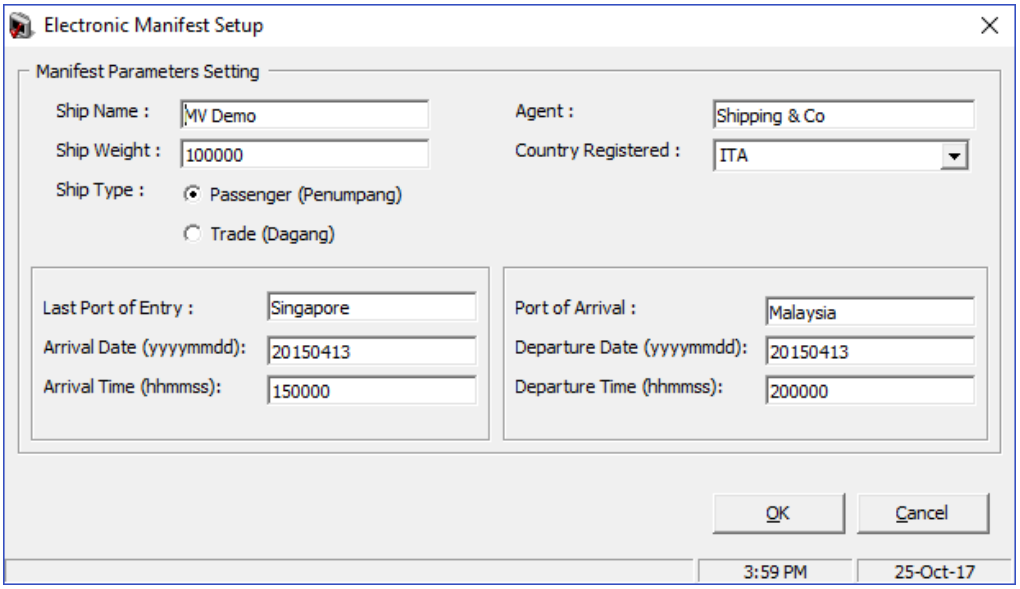

Figure 1-1 – Electronic Manifest Setup screen

Table 1-1 – Field description of Electronic Manifest Setup screen

Field Name	Descriptions
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.

1. Launch Malaysia Immigration program.
2. From the **Electronic Manifest**, **Setup** screen, enter all the above information.
3. Click **OK** to save.

1.1. Generating Manifest File

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

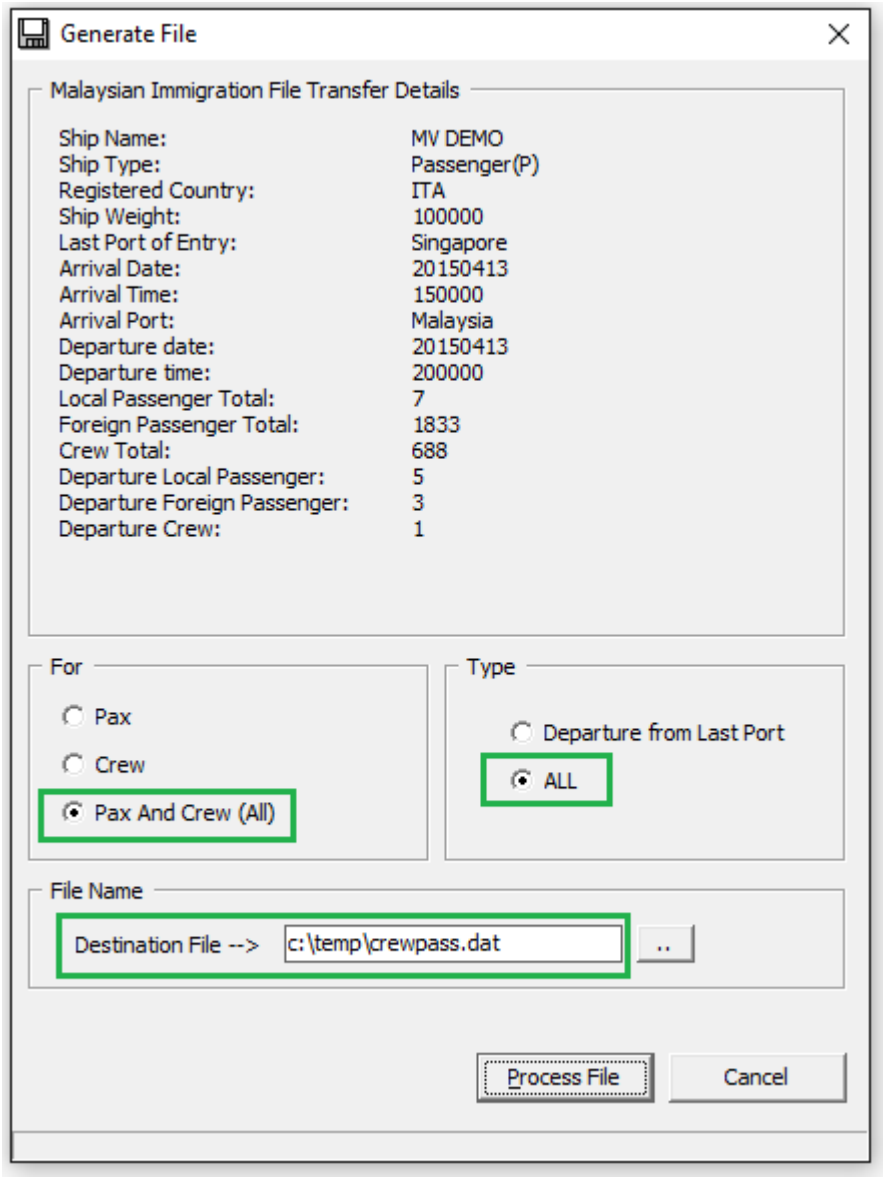

Figure 1-2 - Generate Manifest screen

Table 1-2 - Information displayed on Malaysia Immigration File Transfer Details

Field Name	Description
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, select **To File** option.
2. Information entered in the Setup section is populated in the Malaysia Immigration File Transfer Details section. 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 this option in **Type** section.
    - **Departure from Last Port:** This is use when the ship has left the arrival port and manifest are to include those passenger and crew that checked-in today.
    - **ALL:** This is 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. The file generation may take a while depending on the number of records on file.

7. Click **OK** at the File Created Successfully Prompt to close.

1.2. Viewing Generated File

1. From the Window Explorer, navigate to the destination file path.
2. Open the output file with Notepad program.
3. Verify the information is accurate before submitting the file to the Malaysia Immigration. Refer Manifest Data Type for more information.

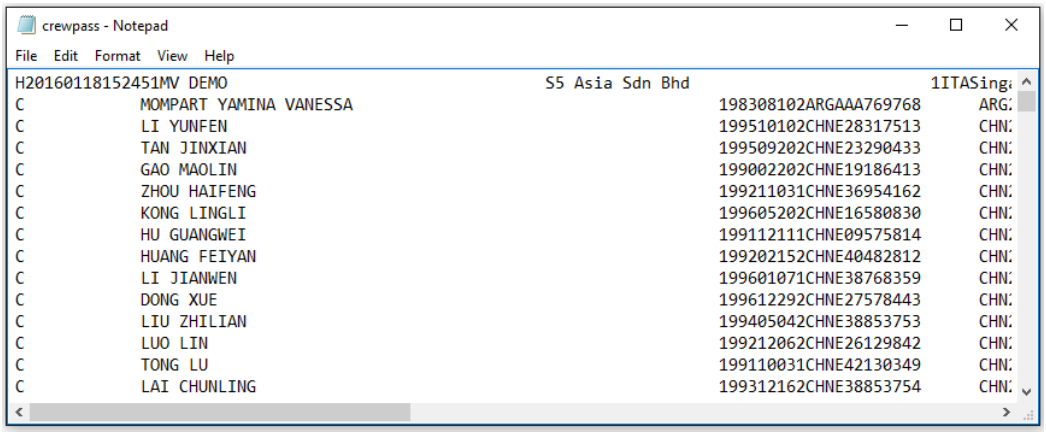

Figure 1-3 - Sample Manifest file

Appendix A. Manifest Data Type

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

Table A-1 - 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-2 - 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