

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



Release 20.1
F33496-01
September 2020

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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Oracle Hospitality Cruise Shipboard Property Management System Malaysia Immigration User Guide,
Release 20.1

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Preface

The Malaysia Immigration is a program that collects and submits pre-arrival passengers' details electronically in accordance to the Malaysia Customs and Immigration regulations.

Audience

This document is intended for Ship's System Administrator and/or Application Specialists 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

Documentation

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

Revision History

Table 1 Revision History

| Date | Description of Change |
|----------------|-----------------------|
| September 2020 | Initial Publication |

Prerequisites, Supported Systems and Compatibility

This section describes the minimum requirements for the Malaysia Immigration module.

Prerequisites

- Malaysia Immigration.exe

Supported Operating System

- See Compatibility Matrix at <http://docs.oracle.com/en/industries/hospitality/>.

Compatibility

SPMS version 20.1 or later. For customers operating on version 20.1 and below, database upgrade to the recommended or latest version is required

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Malaysia Immigration

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

Setting Up Electronic Manifest

Figure 1-1 Electronic Manifest Setup Window

The screenshot shows a window titled "Electronic Manifest Setup" with a close button (X) in the top right corner. The window contains a "Manifest Parameters Setting" section with the following fields and values:

- Ship Name : [Empty text box]
- Ship Weight : 100000
- Ship Type : Passenger (Penumpang) and Trade (Dagang)
- Agent : [Empty text box]
- Country Registered : ITA (dropdown menu)
- Last Port of Entry : Singapore
- Arrival Date (yyyymmdd): 20150413
- Arrival Time (hhmmss): 150000
- Port of Arrival : Malaysia
- Departure Date (yyyymmdd): 20150413
- Departure Time (hhmmss): 200000

At the bottom right, there are "OK" and "Cancel" buttons. The system tray at the bottom shows the time as 3:59 PM and the date as 25-Oct-17.

Table 1-1 Field Definition of Electronic Manifest Setup Window

| 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 |

Table 1-1 (Cont.) Field Definition of Electronic Manifest Setup Window

| Field Name | Description |
|----------------|--------------------------------------|
| Departure Date | Departure date from Port of Arrival. |
| Departure Time | Departure time from Port of Arrival. |

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

Generating Manifest File

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

Figure 1-2 Immigration File Transfer Details

The screenshot shows a dialog box titled "Generate File" with a close button (X) in the top right corner. The main area is titled "Malaysian Immigration File Transfer Details" and contains the following information:

| | |
|------------------------------|--------------|
| Ship Name: | |
| 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 this table are two sections with radio button options:

- 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 -->" and a browse button (..) to its right. At the very bottom of the dialog are two buttons: "Process File" and "Cancel".

Table 1-2 Field Definition of 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. See table [Table 1-2](#) for more information.
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. Generating the take a while depending on the number of records on file.
7. Click **OK** at the File Created Successfully prompt to close.

Viewing Manifest File

1. From the Window Explorer, go to the file path.
2. Open the output file with the **Notepad.exe** program.
3. Verify the information is accurate before submitting the file to the Malaysia Immigration. See [Manifest Field Data Type](#) for more information.

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Appendix

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

Manifest Header Type

Table A-1 Manifest Header Type

| Column Name | Data Type (Length) | Descriptions |
|-------------------------|--------------------|---------------------------------|
| Header | Char (1) | "H" |
| File Generate Date Time | Char (14) | yyyymmddhhmmss |
| Ship Name | Char (40) | Ship Name |
| Agent | Char (40) | Handling Agent |
| Ship Type | Char (1) | 1-Passenger, 2-Trade |
| Country Registered | Char (3) | Country of Vessel Registration |
| Last Port of Entry | Char (40) | Last disembarkation port |
| Arrival Date | Char (8) | Arrival date in yyyymmdd format |
| Arrival Time | Char (6) | Arrival time in hhmmss format |
| Port of Arrival | Char (40) | Port of arrival |
| Departure Date | Char (8) | Departure date in yyyymmdd |
| Departure Time | Char (6) | Departure time in hhmmss |
| Total Passenger | Char (12) | Total registered passenger |
| Ship Weight | Char (6) | Total ship weight |
| Total Local Passenger | Char (6) | Total local passenger |
| Total Foreign Passenger | Char (6) | Total foreign passenger |
| Default Value | Char (2) | Always "01" |

Manifest Field Data Type

Table A-2 Manifest Field Data Type

| Column Name | Data Type (Length) | Description |
|----------------|--------------------|---|
| Passenger Type | Char (1) | P-Local Passenger, F-Foreign Passenger |
| National ID | Char (12) | National ID type |
| Name | Char (60) | Name on ID |
| Birth Date | Char (8) | Birth date in yyyymmdd format |
| Gender | Char (1) | Gender 1-Male, 2-Female |

Table A-2 (Cont.) Manifest Field Data Type

| Column Name | Data Type (Length) | Description |
|------------------------|---------------------------|--|
| Nationality | Char (3) | Nationality |
| Passport Number | Char (15) | Passport number |
| Passport Issue Country | Char (3) | Country passport is issued |
| Passport Expiry Date | Char (8) | Passport expiry in yyyyymmdd |
| Passenger Status | Char (1) | 0-Crew, 1-Pax Embark Today, 2-Pax Embark Not Today |