

Oracle® Hospitality Cruise Shipboard Property Management System CARICOM Interface User Guide



Release 20.1

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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 CARICOM Interface User Guide, Release 20.1

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Preface

The CARICOM module is a program that manages the electronic Notice of Arrival/Departure of the vessel movement to the National Vessel Movement Centre (NVMC) outlined by The United States Coast Guard (USCG).

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 the Customer Support Portal at the following URL:

<https://iccp.custhelp.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 |
| January 2024 | Updated Customer Portal URL Updated document to new format |

Prerequisites, Supported Systems and Compatibility

This section describes the minimum requirements for the CARICOM module.

Prerequisites

- Administration.exe
- Crew.exe
- Caricom.exe
- Management.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

1

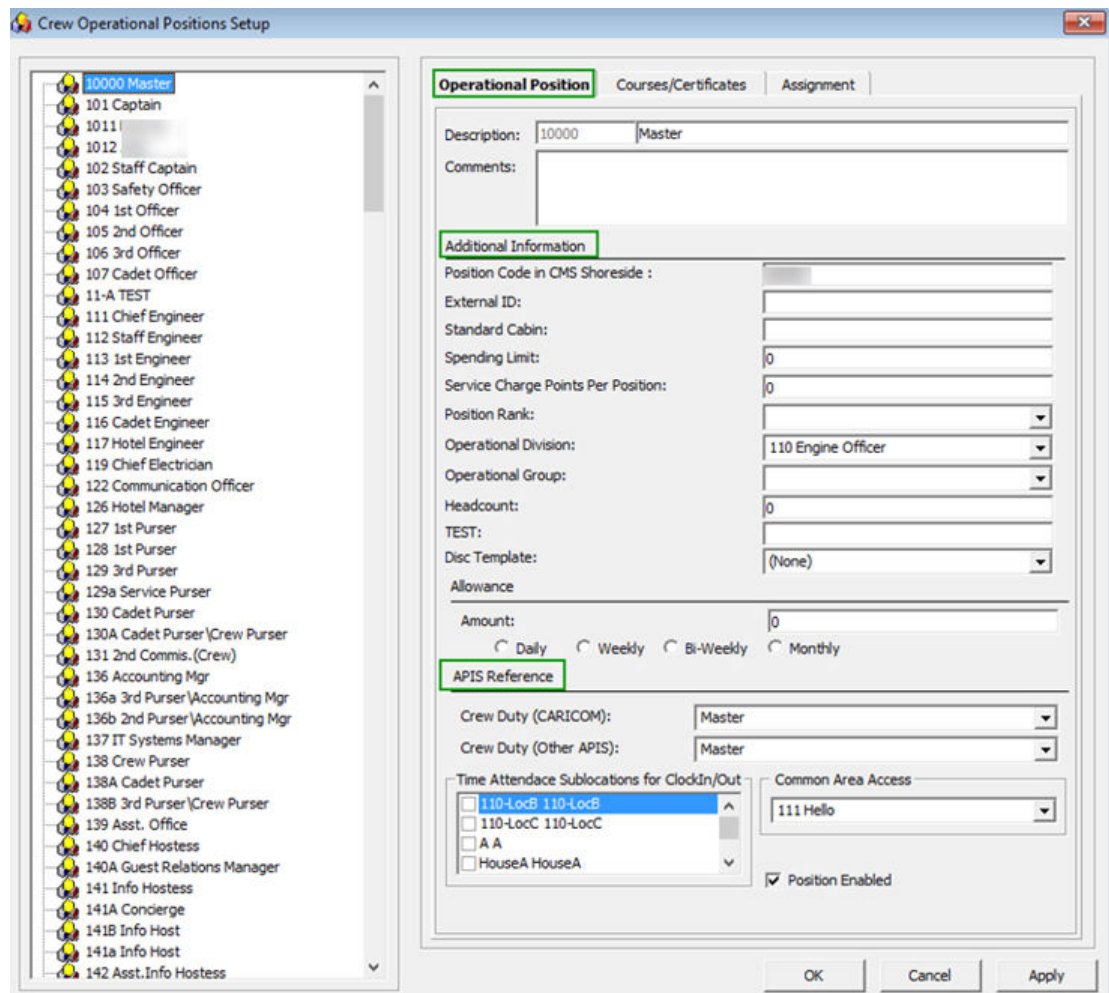
System Configuration

This section describes the Operational Position Setup within the Administration module.

Operational Position Setup

An Operational Position is required in the Advanced Passenger Information System (APIS) for references and reporting, and this is set up in Administration module.

Figure 1-1 Crew Operational Position Setup



1. Login to Administration module and select **Crew Setup, Operational Position** from the drop-down list.
2. Right-click and select **Add** to create a new Operational Position or select from the existing list.

3. Navigate to the Operational Position tab and enter the **Position code**, description and comment.
4. Under the **Additional Information** section, select the Operational Division from the drop-down list.
5. Under the **APIS Reference** section,
 - a. Define the Crew Duty (CARICOM) position
 - b. Define the Crew Duty (Other APIS) position
6. Click **OK** to save.

APIS XML Setup

You are required to upload the related APIS XML files into SPMS database and below are the affected tables.

Table 1-1 APIS File List

| Description | XML File | Table |
|--|-----------------------|-------|
| Agency List | Agency_List.xml | SCA |
| CARICOM Port | CARICOMPORTS.xlsx | CCP |
| Crew Type List | Crew Type List | CWT |
| Foreign Port List | Foreign_Port_List.xml | FPL |
| International Ship Security Certificate Recognized Security Organization (RSO) | RSO.xml | RSO |
| Port Code | PortCode.csv | PCO |
| UK Port List | Port_UK_List.xml | UKP |

1. Place all the XML files in `\\Public Documents\Oracle Hospitality Cruise` folder for the respective data to be updated into the database.
2. The system prompts an error message when opening the CARICOM setup if a mismatch is found in the position or crew type maintained in Administration module and the Crew Type.XML file.
3. Ensure all the required Operational Position is in the XML file before generating the report. Click **OK** to continue.
4. Review and correct all the invalid data listed the log file.

Figure 1-2 Sample Invalid Crew Record

```

InvalCrewType.log - Notepad
File Edit Format View Help
07 Apr 2017 09:52:02

Full path of this log is at [REDACTED]

Following crew type(s) are not specified as per [REDACTED] .. Please correct and try again.

NOT PROVIDED =>      OPO record = 136b - 2nd Purser\Accounting Mgr
NOT PROVIDED =>      OPO record = 394 - Hostess\Immigration
NOT PROVIDED =>      OPO record = 846 - Tour Leader
NOT PROVIDED =>      OPO record = 297 - Electronic Tech.
NOT PROVIDED =>      OPO record = 511 - Bar Boy
NOT PROVIDED =>      OPO record = 271a - Waiter
NOT PROVIDED =>      OPO record = 272a - Asst. Waiter Room Serv.
NOT PROVIDED =>      OPO record = 273a - Asst. Maitre d'Hotel
NOT PROVIDED =>      OPO record = 138A - Cadet Purser
NOT PROVIDED =>      OPO record = 301a - F&B Manager - ICS Supervisor
NOT PROVIDED =>      OPO record = 365a - Coffemaker
NOT PROVIDED =>      OPO record = 266 - Captain Station IC
NOT PROVIDED =>      OPO record = 276 - Captain Station IG
NOT PROVIDED =>      OPO record = 285 - Captain Station CDM
NOT PROVIDED =>      OPO record = 286 - Captain Waiter
NOT PROVIDED =>      OPO record = 512 - Wine keeper
NOT PROVIDED =>      OPO record = 122 - Communication Officer
NOT PROVIDED =>      OPO record = 219 - Night supervisor
NOT PROVIDED =>      OPO record = 306 - Yeoman
NOT PROVIDED =>      OPO record = 195A - Asst. Electronic Technician

```

Ship Information Setup

Before you are allowed to generate the report, you must setup the Ship information. This is setup in the CARICOM application.

Figure 1-3 Standard Parameter Configuration Window

The screenshot shows the 'Standard Parameter Configuration' window with the 'Ship Information Setup' tab selected. The window is divided into several sections:

- Ship Details:** Includes fields for Ship Name (Demo ship), Call Sign, ID Type (IMO Number), ID Number, Flag, Owner, Operator, Class Society, and Charterer.
- Document Of Compliance Certificate:** Includes Issue Date (2007-04-17), Expiration Date (2012-03-28), and Agency.
- Safety Management Certificate:** Includes Issue Date (2005-09-27), Expiration Date (2010-09-27), and Agency.
- International Ship Security Certificate:** Includes Issue Date (2005-11-24), ISSC Type, ISSC Type Desc, ISSC Flag Admin/RSO, CS Officer Name, CS Officer Phone, CS Officer Fax, CS Officer E-Mail, and checkboxes for Vessel Security Plan Implemented, Vessel Response Plan, and CVSSA Onboard. A VRP Number field is also present.
- Reporting Party:** Includes Person Name (Demo Ship), Phone, Fax, E-Mail, and Company Name.
- 24-hour Ship Contact:** Includes Name, Company, Phone, Fax, and E-Mail.

At the bottom right, there is a legend for '* - Required Field' and buttons for 'OK' and 'Cancel'.

1. Run the **CARICOM.exe**.
2. Select **CARICOM Setup** from the **CARICOM Transfer**.
3. At the **Ship Information Setup** tab, enter the ship's information.
4. Click **OK** to save.

Port Setup

The Port Setup is differentiated by the symbols used and stored in the XML files. For example, the ISO Port Code for St Johns has “^” and “<”. This means the ISO Port is shown in the **Standard Parameter Configuration, Harbours/Ports Setup, ISO Port Codes** and eNOAD Port. See below table and figures for symbol used in the port setup.

Figure 1-4 Harbours/Ports Setup

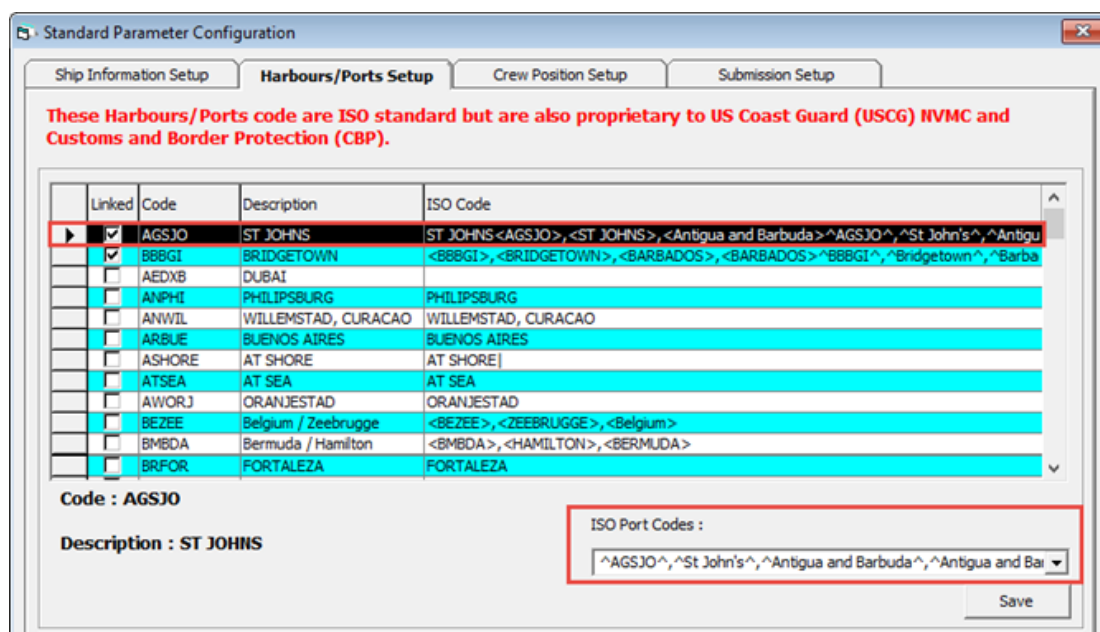


Table 1-2 APIS Port Type and Symbols

| Port Type | Symbol |
|-----------------------|--------|
| CARICOM Port | ^ |
| eNOAD Port | < |
| Panama Canal ADR Port | - |
| eBorder UK Port | # |

Submission Setup

The Submission Setup window where you define the WebService Submission path and it supports manual report generation and online submission. You are to obtain the URL from your agent/representative.

- Web Services Submission Token String
- Web Services Submission URL Address
- Web Services Submission SOAP Header
- Web Service Submission SOAP Action

Transfer Folder Setup

A transfer folder is required when generating the report file. Manually create the folder and then enter the path in **Parameter, File Output Folder** if wish to save the file to a default location. If none is defined in the Parameter, the system defaults the folder to C:\Users\Public\Documents\Oracle Hospitality Cruise\[Folder].

If the Transfer folder does not exist, the system prompts an error message 'Invalid path [path]'.

Document Type Setup

You must map the Document Types accepted in SPMS with a correct CARICOM code.

1. Login to **Administration module**.
2. Select **Administration, System Codes** and the **Document Types** from the menu option.
3. Select the Document and in the **APIS <ID_TYPE> Mapping:** field, enter the hardcoded document type. See Document Type Mapping Field for more information.
4. Click **OK** to save.

2

Creating Arrival/Departure Notice

The following section describes the steps to create the CARICOM file for submission.

1. Run **CARICOM.exe**.
2. Select **CARICOM Transfer, CARICOM File Creation** from the menu option.
3. At the Create Arrival/Departure Notice screen, update all the fields required by CARICOM and then click **Next**.
4. Select and update all the mandatory fields in **Default Embarkation Port**, including the information of previous five ports and then click **Next**.
5. At the result grid, click **Validate Data** to validate and ensure all information is sufficient for submission.

Figure 2-1 Create Arrival/Departure Notice Validation

| Type | Name | Travel Dates | ID No/Expiry | ID Type | Birth Date | Nation | Gender |
|------|--------------------|--------------------------|--------------|----------|------------|--------|--------|
| CREW | Bar Service | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Chief Purser | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Housekeeping Staff | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Bar Service | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Bar Service | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Motorman | 10/31/2012 07/09/2016 | | Passport | | | |
| CREW | Food Service | 10/31/2012 07/09/2016 | | Passport | | | |
| CREW | Provision Master | 10/31/2012 07/09/2016 | | Passport | | | |
| CREW | Facilities Crew | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Food Service | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | Food Service | 10/31/2012 06/08/2020 | | Passport | | | |
| CREW | | 10/31/2012 | | Passport | | | |

Validate data will ensure the submission information is sufficient. If there is any missing or invalid data, a log file will be created for reference. Validate Data

Web Submission Ready Submit By File Submit By Web Back Process Cancel

6. The system creates and saves the log file to a user-defined local folder or network path folder defined in the parameter, if the information supplied is insufficient. Review the log file and correct all missing data, and repeat the above step.
7. If all the mandatory information is supplied and the data validation completes successfully, the systems prompt a confirmation message **“There is no missing/incorrect data. Do you wish to proceed to file submission?”**.
8. Click **Yes** on the confirmation prompt to continue.
9. Choose to either submit the report by file or web, or then click **Process**.

10. The system prompts a message box once the submission is successful. Click **OK** to close the screen.

A

Appendix

The following section lists the mapping codes available to CARICOM and the user access rights.

Document Type Mapping Fields

Table A-1 CARICOM Document Type

| Code | Description | Document Types |
|--------|--|--|
| A | Alien Registration Card | U.S. Alien Registration Card |
| B | Birth Certificate | Birth Certificate |
| CCERT | Crew Member Certificate | Government Issued Picture ID(US) |
| CP | CARIPASS CARD | (**only for CARICOM) |
| CRBA | Consular Report of Birth Abroad | Consular Report of Birth Abroad |
| D | Driver License | Government Issued Picture ID(US) |
| DIPID | Diplomatic Identification | Government Issued Picture ID(US) |
| EDL_BC | Enhanced Driver's License (BC) | EDL (BC) |
| EDL_MB | Enhanced Driver's License (MB) | EDL (MB) |
| EDL_MI | Enhanced Driver's License (MI) | EDL (MI) |
| EDL_NY | Enhanced Driver's License (NY) | EDL (NY) |
| EDL_ON | Enhanced Driver's License (ON) | EDL (ON) |
| EDL_QC | Enhanced Driver's License (QC) | EDL (QC) |
| EDL_VT | Enhanced Driver's License (VT) | EDL (VT) |
| EDL_WA | Enhanced Driver's License (WA) | EDL (WA) |
| F | Refugee Permit | Government Issued Picture ID(US) |
| FAST | FAST ID Type | FAST |
| FD | Facilitation Document (Deportee) or (Consular) | Facilitation Document (Deportee) or (Consular) |
| FMD | Foreign Mariner Document | Foreign Mariner Document |
| GLOENT | Global Entry | Global Entry |
| GP | Group Passport | Government Issued Picture ID(US) |
| I | Ins Pass Document | Government Issued Picture ID(US) |
| L | License | Pilot License |
| M | Military Id | Military ID |

Table A-1 (Cont.) CARICOM Document Type

| Code | Description | Document Types |
|-------------|---|---|
| MMC | U.S. Merchant Mariner Credential | U.S. Merchant Mariner Credential |
| MMD | Merchant Mariner Document | U.S. Merchant Mariner Document |
| N | National Picture ID | Government Issued Picture ID(US) |
| NEXUS | Nexus | Nexus |
| NTV_US | Native American | Native American |
| O | Certificate of Naturalization | Certificate of Naturalization |
| OD | Official Government Document | Official Government Document |
| P | Passport | Passport Number |
| PPC | Passport Card | Passport Card |
| R | Residence Permit | Residence Permit |
| RID | Regional ID | Government Issued Picture ID(US) |
| SENTRI | SENTRI | SENTRI |
| SFR | Seafarer's Identification Document | Seafarer's Identification Document |
| TP_RFG | TP - Refugee Travel Document | TP - Refugee Travel Document |
| TRANS | Transportation Worker Identification Credential | Transportation Worker Identification Credential |
| TRBC | Tribal Card (IC) | Tribal Card (IC) |
| TRBC2 | Tribal Card (II) | Tribal Card (II) |
| TR_REE | TR - Permit to Re-enter | TR - Permit to Re-enter |
| TT | Travel Title | Government Issued Picture ID(US) |
| US_GID | Government Issued Picture ID(US) | Government Issued Picture ID(US) |
| US_PRC | U.S. Permanent Resident Card | U.S. Permanent Resident Card |
| CA_GID | Canada Government Issued Picture ID | Government Issued Picture ID (CANADA) |
| C | U.S. Government Issued Picture ID | Government Issued Picture ID(US) |
| V | U.S. Government Issued Picture ID | Government Issued Picture ID(US) |

User Access Rights**Table A-2 User Access Rights**

| Security Reference Number | Description |
|----------------------------------|------------------------|
| 3256 | Ship Information Setup |

Table A-2 (Cont.) User Access Rights

| Security Reference Number | Description |
|---------------------------|---------------------|
| 3257 | Harbour/Port Setup |
| 3258 | Crew Position Setup |
| 3259 | Submission Setup |

System Parameters

This section describes the available Parameters for the CARICOM module and they are accessible in **Administration module, System Setup, Parameter**.

Table A-3 PAR Group CARICOM

| PAR Name | PAR Value | Description |
|--|-------------------|--|
| CARICOM Web Service SOAPAction | [website] | Web Service SOAP Action for the CARICOM System |
| CARICOM Web Service SOAPHeader | [website] | Web Service SOAP Header for the CARICOM System |
| CARICOM Web Service URL | [website] | Web Service URL for the CARICOM System |
| Default to FNU on blank UXP_A_FSTN or FIRST_NAME | 1 | 1 – Enable. If the guest first name is null, it defaults the First Name field as “FNU” 0 – Disable. If disabled, the First Name field cannot be null |
| File Name of CARICOM PORT Setup File | CARICOMPORTS.xlsx | Support Excel file extension for XLS instead of XLSX. |
| File Output Folder | [path] | Allows output file to be saved to a user-defined folder. For example, C:\temp\xxxx\Caricom |
| Include VOYAGE_NUMBER During Submission | | VOYAGE_NUMBER: 1=Time Stamp, 2=SCR_ITN_ID, Blank=NULL |
| Mandatory Birthdate Field | 1 | 1 – Enable the birthdate field as mandatory 0 – Disable birthdate field for guests/crew handling |
| Mandatory Fields For <ARRIVE> | <element> | Specify the mandatory XML fields for <ARRIVE> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, ARRIVE_DT,ARRIVE_TIME,PORT_NAME,CITY,STATE,FACILITY,PLACE |

Table A-3 (Cont.) PAR Group CARICOM

| PAR Name | PAR Value | Description |
|----------------------------------|-----------|---|
| Mandatory Fields For <CARGO> | <element> | Specify the mandatory XML fields for <CARGO> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, GENERAL_DESC,CDC_ON_BOARD |
| Mandatory Fields For <COMP_CERT> | <element> | Specify the mandatory XML fields for <COMP_CERT> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, ISSUED_DT,EXPIRATION_DT,AGENCY |
| Mandatory Fields For <CONTACT> | <element> | Specify the mandatory XML fields for <CONTACT> element that CARICOM program will check for during file creation. Use Comma Delimited Values. For example, NAME,PHONE |
| Mandatory Fields For <CREW> | <element> | Specify the mandatory XML fields for <CREW> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, POSITION,LAST_NAME,FIRST_NAME,BIRTH_DT,GENDER,NATIONALITY,NATIONALITY_CODE,COUNTRY_RESIDENCE_CODE,COUNTRY_RESIDENCE_CODE,ID_TYPE,ID_NUM,ID_COUNTRY,ID_COUNTRY_CODE,EMBARK_COUNTRY,EMBARK_COUNTRY_CODE,EMBARK_STATE,EMBARK_PORT_NAME,EMBARK_PORT_CODE,EMBARK_DATE |
| Mandatory Fields For <DEPART> | <element> | Specify the mandatory XML fields for <DEPART> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, DEPART_DT,DEPART_TIME,PORT_NAME,CITY,STATE,PLACE |

Table A-3 (Cont.) PAR Group CARICOM

| PAR Name | PAR Value | Description |
|----------------------------------|-----------|--|
| Mandatory Fields For <ISSC> | <element> | Specify the mandatory XML fields for <ISSC> element that CARICOM program will check during file creation. Use Comma Delimited Values. For example, ISSUED_DT,VSP_IMPLEMENTATION,ISSC_TYPE,INTERIM_ISSC,FLAG_ADMINISTRATION,FLAG_ADMINISTRATION_CODE,C SO_NAME,CSO_PHONE |
| Mandatory Fields For <LAST_PORT> | <element> | Specify the mandatory XML fields for <LAST_PORT> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ARRIVE_DT,DEPARTURE_DT,L AST_PORT_COUNTRY,LAST_P ORT_COUNTRY_CODE,LAST_ PORT_STATE,LAST_PORT_NA ME,LAST_PORT_CODE,LAST_ PORT_PLACE |
| Mandatory Fields For <NEXT_PORT> | <element> | Specify the mandatory XML fields for <NEXT_PORT> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ARRIVE_DT,ARRIVE_TIME,NEX T_PORT_COUNTRY,NEXT_PO RT_COUNTRY_CODE,NEXT_P ORT_STATE,NEXT_PORT_NAM E,NEXT_PORT_CODE,NEXT_P ORT_PLACE |
| Mandatory Fields For <NONCREW> | <element> | Specify the mandatory XML fields for <NONCREW> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, LAST_NAME,FIRST_NAME,BIR TH_DT,GENDER,NATIONALITY, NATIONALITY_CODE,COUNTR Y_RESIDENCE,COUNTRY_RE SIDENCE_CODE,ID_TYPE,ID_ NUM,ID_COUNTRY,ID_COUNT RY_CODE,ID_EXPIRATION_DT, US_ADDRESS_STREET,US_AD DRESS_CITY,US_ADDRESS_ZI P |

Table A-3 (Cont.) PAR Group CARICOM

| PAR Name | PAR Value | Description |
|---|-----------|--|
| Mandatory Fields For <NONCREW> 1 | <element> | Specify the mandatory XML fields for <NONCREW> element that CARICOM program checks during file creation. Use Comma Delimited Values. (Continued) For example, EMBARK_COUNTRY,EMBARK_COUNTRY_CODE,EMBARK_ST ATE,EMBARK_PORT_NAME,EMBARK_PORT_CODE,EMBARK_DATE |
| Mandatory Fields For <NOTICE_DETAILS> | <element> | Specify the mandatory XML fields for <NOTICE_DETAILS> element that CARICOM program checks during file creation. Use Comma Delimited Values For example, CREATED_DATE_TIME,NOTICE_ID,NOTICE_TRANSACTION_TYPE,NOTICE_TYPE,VERSION |
| Mandatory Fields For <PREVIOUS_FOREIGN_PORT_LIST> | <element> | Specify the mandatory XML fields for <PREVIOUS_FOREIGN_PORT_LIST> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ARRIVAL_DT,DEPARTURE_DT,PREVIOUS_COUNTRY,PREVIOUS_COUNTRY_CODE,PREVIOUS_PORT_NAME,PREVIOUS_PORT_CODE,PREVIOUS_PLACE |
| Mandatory Fields For <REPORTING_PARTY> | <element> | Specify the mandatory XML fields for <REPORTING_PARTY> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, NAME,EMAIL,COMPANY |
| Mandatory Fields For <SFTYMGMT_CERT> | <element> | Specify the mandatory XML fields for <SFTYMGMT_CERT> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, ISSUED_DT,EXPIRATION_DT,AGENCY |

Table A-3 (Cont.) PAR Group CARICOM

| PAR Name | PAR Value | Description |
|-----------------------------------|-----------|---|
| Mandatory Fields For <VESSEL> | <element> | Specify the mandatory XML fields for <VESSEL> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, NAME,CALL_SIGN,ID_NUM,ID_TYPE,FLAG,FLAG_CODE,OWNER,OPERATOR,CLASS_SOCIETY,CHARTERER,OCE,OCE_DESC |
| Mandatory Fields For <VESSEL_LOC> | <element> | Specify the mandatory XML fields for <VESSEL_LOC> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, LOCATION_DESC,LAT_HR,LAT_MIN,LAT_SEC,N_S,LONG_HR, LONG_MIN,LONG_SEC,E_W |
| Mandatory Fields For <VOYAGE> | <element> | Specify the mandatory XML fields for <VOYAGE> element that CARICOM program checks during file creation. Use Comma Delimited Values. For example, VOYAGE_TYPE |
| Mandatory First Name Field | 1 | 1 – Mandatory for First Name field for guests/crew handling 0 – Not mandatory |
| Mandatory Gender Field | 1 | 1 - First Name Mandatory for expected crew or passengers 0 – Not mandatory for First Name Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation. |
| Mandatory ID Field | 1 | 1 - Passport (or other form of identification) is mandatory for expected crew or passengers. 0 – Not mandatory for passport Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation. |

Table A-3 (Cont.) PAR Group CARICOM

| PAR Name | PAR Value | Description |
|----------------------------------|-----------|--|
| Mandatory Last Name Field | 1 | 1 - Last Name is mandatory for expected crew or passengers 0 – Not mandatory for last name Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation |
| Mandatory Nationality Field | 1 | 1 - Nationality is mandatory for expected crew or passengers 0 – Not mandatory for nationality Only crew/passenger records that contain this information is included in CARICOM Manifest submission when expected crew/passenger is chosen during file creation. |
| Manifest Submission Tracker | | If Specified, it creates a Tracker File with matching XML file name. Else, it defaults to save the file to C:\Users\Public\Documents\Oracle Hospitality\Cruise\CARICOM folder. |
| Source Column For Record Locator | <value> | Specifies the Database column used for <PASSENGER_RECORD_LOCATOR> For example, RES_ACC |