Oracle® Hospitality Cruise Shipboard Property Management System EBorder UK Interface User Guide



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Oracle Hospitality Cruise Shipboard Property Management System EBorder UK Interface User Guide, Release 20.1

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# Preface

The eBorder UK 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 Kingdom Government.

#### 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 EBORDER UK module.

#### Prerequisites

- Administration.exe
- Crew.exe
- eBorder UK.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 Parameters

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

PAR Name	PAR Value	Description
Default to FNU on blank UXP_A_FSTN or FIRST_NAME	1	1 – If the First Name is NULL, it default <first_name> to FNU</first_name>
		0 – Disable. The First Name field must not be empty.
FIELDS TO STRIP	[element]	Comma Separated XML Field Name(s). These field(s) will be stripped of invalid characters according to Parameter setting "STRIP INVAL CHAR"
		For example, LAST_NAME,FIRST_NAME,ID_NUM,US_ADDRESS_ STREET,US_ADDRESS_CITY,US_ADDRESS_STATE ,US_ADDRESS_STATE_ABBR,US_ADDRESS_ZIP
File Output Folder	[path]	Allows output file to be saved to a user-defined folder. For example, C:\temp\apis\enoad
Foreign Voyage Type	[voyage type]	Specify the Foreign Voyage Type options to be displayed in eBorder UK. Use Comma Delimited For example, Foreign to UK, UK to Foreign
Include VOYAGE_NUMBER During Submission		Voyage Number: 1 - Time Stamp, 2 - Cruise external system identifier 0 – NULL/ or <blank></blank>
Mandatory Birthdate Field	1	<ol> <li>Enable the birthdate field as mandatory</li> <li>Disable birthdate field for guests/crew handling</li> </ol>
Mandatory Fields For <arrive></arrive>	[element]	Specify the mandatory XML field for <arrive>. Use Comma Delimited values. For example, ARRIVE_DT, ARRIVE_TIME, PORT_NAME</arrive>
Mandatory Fields For <cargo></cargo>	[element]	Specify the mandatory XML field for <cargo>. Use comma Delimited values. For example, GENERAL_DESC, CDC_ON_BOARD</cargo>
Mandatory Fields For <comp_cert></comp_cert>	[element]	Specify the mandatory XML field for <comp_cert>. Use Comma Delimited values. For example, ISSUED_DT, EXPIRATION_DT, AGENCY</comp_cert>

# Table 1-1 PAR Group EBORDER UK



PAR Name	PAR Value	Description
Mandatory Fields For <contact></contact>	[element]	Specify the mandatory XML field for <contact>. Use Comma Delimited value.</contact>
		For example, NAME, PHONE
Mandatory Fields For <crew></crew>	[element]	Specify the mandatory XML field for <crew> Use Comma Delimited values</crew>
		For example, POSITION, LAST_NAME, FIRST_NAME, BIRTH_DT, GENDER, NATIONALITY, NATIONALITY_CODE, COU NTRY_RESIDENCE, COUNTRY_RESIDENCE_CODE, I D_TYPE, ID_NUM, ID_COUNTRY, ID_COUNTRY_COD E, EMBARK_COUNTRY, EMBARK_COUNTRY_CODE, EM BARK_STATE, EMBARK_PORT_NAME, EMBARK_PORT _CODE, EMBARK_DATE
Mandatory Fields For <depart></depart>	[element]	Specify the mandatory XML field for <depart>. Use Comma Delimited values</depart>
		<pre>For example, DEPART_DT, DEPART_TIME, PORT_NAME</pre>
Mandatory Fields For <issc></issc>	[element]	Specify the mandatory XML field for <issc>. Use Comma Delimited values.</issc>
		For example, ISSUED_DT,VSP_IMPLEMENTATION,ISSC_TYPE, INTERIM_ISSC,FLAG_ADMINISTRATION,FLAG_A DMINISTRATION_CODE,CSO_NAME,CSO_PHONE
Mandatory Fields For <last_port></last_port>	[element]	Specify the mandatory XML field for <last_port>. Use Comma Delimited values.</last_port>
		For example, ISSUED_DT,VSP_IMPLEMENTATION,ISSC_TYPE, INTERIM_ISSC,FLAG_ADMINISTRATION,FLAG_A DMINISTRATION_CODE,CSO_NAME,CSO_PHONE
Mandatory Fields For <next_port></next_port>	[element]	Specify the mandatory XML field for <next_port>. Use Comma Delimited values.</next_port>
		<pre>For example, ARRIVE_DT,ARRIVE_TIME,NEXT_PORT_CODE,SU BSEQUENT_PORT_CODE</pre>
Mandatory Fields For <noncrew></noncrew>	[element]	Specify the mandatory XML field for <noncrew>. Use Comma Delimited values.</noncrew>
		For example, LAST_NAME, FIRST_NAME, BIRTH_DT, GENDER, NA TIONALITY, NATIONALITY_CODE, COUNTRY_RESI DENCE, COUNTRY_RESIDENCE_CODE, US_ADDRESS _STREET, US_ADDRESS_CITY, US_ADDRESS_ZIP
Mandatory Fields For <noncrew> 1</noncrew>	[element]	Specify the mandatory XML field for <noncrew>. Use Comma Delimited value. For example, EMBARK_COUNTRY, EMBARK_COUNTRY_CODE, EMBA RK_STATE, EMBARK_PORT_NAME, EMBARK_PORT_C ODE, EMBARK_DATE</noncrew>

# Table 1-1 (Cont.) PAR Group EBORDER UK



PAR Name	PAR Value	Description
Mandatory Fields For <notice_details></notice_details>	[element]	Specify the mandatory XML field for <notice_details>. Use Comma Delimited value.</notice_details>
		<pre>For example, CREATED_DATE_TIME,NOTICE_ID,NOTICE_TRAN SACTION_TYPE,NOTICE_TYPE,VERSION</pre>
Mandatory Fields For <previous_foreign_port_ LIST&gt;</previous_foreign_port_ 	[element]	Specify the mandatory XML field for <previous_foreign_port_list>. Use Comma Delimited values.</previous_foreign_port_list>
		For example, ARRIVAL_DT, DEPARTURE_DT, PREVIOUS_COUNTH Y, PREVIOUS_COUNTRY_CODE, PREVIOUS_PORT_M AME, PREVIOUS_PORT_CODE, PREVIOUS_PLACE
Mandatory Fields For <reporting_party></reporting_party>	[element]	Specify the mandatory XML field for <reporting_party>. Use Comma Delimited values.</reporting_party>
		For example, NAME, EMAIL, COMPANY
Mandatory Fields For <sftymgmt_cert></sftymgmt_cert>	[element]	Specify the mandatory XML field for <sftymgmt_cert>. Use Comma Delimited values</sftymgmt_cert>
		<pre>For example, ISSUED_DT,EXPIRATION_DT,AGENCY</pre>
Mandatory Fields For <vessel></vessel>	[element]	Specify the mandatory XML field for <vessel>. Use comma Delimited. For example, NAME, CALL_SIGN, ID_NUM, ID_TYPE, FLAG, FLAG _CODE, OWNER, OPERATOR, CLASS_SOCIETY, CHAP TERER, OCE, OCE DESC</vessel>
Mandatory Fields For <vessel_loc></vessel_loc>	[element]	Specify the mandatory XML field for <vessel_loc>. Use Comma Delimited value.</vessel_loc>
		<pre>For example, LOCATION_DESC,LAT_HR,LAT_MIN,LAT_SEC,N_ S,LONG_HR,LONG_MIN,LONG_SEC,E_W</pre>
Mandatory Fields For <voyage></voyage>	[element]	Specify the mandatory XML field for <voyage>. Use comma Delimited.</voyage>
		For example, VOYAGE_TYPE
Mandatory First Name 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 ENOAD Manifest submission when expected crew/passenger is chosen during file creation.

# Table 1-1 (Cont.) PAR Group EBORDER UK



PAR Name	PAR Value	Description
Mandatory Gender Field	1	1 - Gender is mandatory for expected crew or passengers
		0 – Not mandatory for gender
		Only crew/passenger records that contain this information is included in ENOAD 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 ENOAD Manifest submission when expected crew/passenger is chosen during file creation.
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 ENOAD 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 ENOAD Manifest submission when expected crew/passenger is chosen during file creation.
Manifest Submission Tracker	[path]	<pre>If specified, a Tracker File is created with matching XML File Name; for example, C:\Temp\APIS\Enoad. Else, the default path is C:\Users\Public\Documents\Oracle Hospitality Cruise\eBorderUK</pre>
STRIP INVAL CHAR	<ascii code=""></ascii>	Comma Separated ASCII Code(s)
		Specify the non-alphanumeric characters (in ASCII Code) that will be stripped from the passenger/ crew records section in the ENOAD Manifest. Specify the fields to which this handling needs to be applied in FIELDS TO STRIP parameter.
		For example, 33,35,36,37,38,42,61,91,93,94,123,125
Source Column For Record Locator	[value]	Specifies the Database Column Used for <pre><passenger_record_locator></passenger_record_locator></pre>
		For example, RES_ACC

# Table 1-1 (Cont.) PAR Group EBORDER UK



PAR Name	PAR Value	Description
UNSUBMITTED NONCREW	[element]	Comma Separated XML Field Name(s)
FIELDS		Specify the XML elements that should have their value left empty even if the information exists. This should only be done for non-mandatory fields that are known to contain data not formatted to NVMC specifications.
		For example, US_ADDRESS_STATE_ABBR
eBorderUK Web Service SOAPAction	[website]	Obtain from the relevant website the Web Service SOAP Action for the eBorderUK .
eBorderUK Web Service SOAPHeader	[website]	Obtain from the relevant website the Web Service SOAP Header for the eBorderUK.
eBorderUK Web Service URL	[website]	Obtain from the relevant website the Web Service URL for the eBorderUK.

# Table 1-1 (Cont.) PAR Group EBORDER UK



# 2 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.

10000 Master	Operational Position	Courses/Certificates	Assignment	
101 Captain			a al anna a channa a la	
1011	Description: 10000	Master		
1012				
102 Staff Captain	Comments:			
103 Safety Officer				
104 1st Officer				
105 2nd Officer	Additional Information			
106 3rd Officer	Position Code in CMS Shor	osido I	1	
107 Cadet Officer		eside :		
11-A TEST	External ID:			
111 Chief Engineer 112 Staff Engineer	Standard Cabin:			
112 Starr Engineer	Spending Limit:		0	
113 1st Engineer			10	
115 3rd Engineer	Service Charge Points Per	Position:	0	
116 Cadet Engineer	Position Rank:			-
117 Hotel Engineer	Operational Division:		110 Engine Officer	
119 Chief Electrician			110 Engine Officer	<u> </u>
122 Communication Officer	Operational Group:			•
126 Hotel Manager	Headcount:		0	
127 1st Purser	TEST:			
128 1st Purser	Disc Template:			
129 3rd Purser			(None)	-
129a Service Purser	Allowance			
130 Cadet Purser	Amount:		0	
130A Cadet Purser \Crew Purser			and the second second	
131 2nd Commis. (Crew)	C Daily C W	eekly C Bi-Weekly	/ C Monthly	
136 Accounting Mgr	APIS Reference			
136a 3rd Purser Accounting Mgr				
136b 2nd Purser Accounting Mgr	Crew Duty (CARICOM):	Master		-
137 IT Systems Manager	Crew Duty (Other APIS)	): Master		
138 Crew Purser				-
138A Cadet Purser	Time Attendace Sublocat	tions for ClockIn/Out	Common Area Access	
138B 3rd Purser Crew Purser	110-Loc8 110-Loc8	^	111 Hello	•
139 Asst. Office	110-LocC 110-LocC			
140 Chief Hostess	A A	~		
140A Guest Relations Manager	I HOUSEA HOUSEA	*	✓ Position Enabled	
141 Info Hostess				
141A Concierge				
141B Info Host				
141a Info Host	~ ·		12 (D. 21)	

Figure 2-1 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 2-1 A	PIS 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 eBorderUK 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 2-2 Sample Invalid Crew Record

File Edit Format	View Help	
07 Apr 2017 09	9:52:02	
Full path of t	this log is at	
Following crew	v type(s) are	not specified as per Please correct and try again
NOT PROVIDED :	=> OPO	record = 136b - 2nd Purser\Accounting Mgr
NOT PROVIDED :	> OPO	<pre>record = 394 - Hostess\Immigration</pre>
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	1000	record = 276 - Captain Station IG
NOT PROVIDED :	1. The second	record = 285 - Captain Station CDM
NOT PROVIDED :		record = 286 - Captain Waiter
NOT PROVIDED :	> OPO	record = 512 - Wine keeper
NOT PROVIDED		record = 122 - Communication Officer
NOT PROVIDED :		record = 219 - Night supervisor
NOT PROVIDED =		record = 306 - Yeoman
NOT PROVIDED :	> OPO	record = 195A - Asst. Electronic Technician

# Ship Information Setup

To generate a report, you must first setup the Ship information in the EBorder UK application.

Ship Information Setup	Harbours/Ports Setup	Crew Position Setup	Subn	nission Setup	Doc	ument Type
Ship Details		-Document O	f Compliance C	ertificate		
Ship Name *	emo ship	Issue Date		2007-04-17	-	
Call Sign *	harden Max	Expiration (	Date *	2012-03-28		
ID Type *	MO Number	Agency *			<u> </u>	•
ID Number *		Safety Mana	gement Certifi	cate		
Flag *	•	Issue Date	*	2005-09-27	-	
Owner *		Expiration (	Date *	2010-09-27	-	
Operator *		Agency *		1		-
Class Society *			Ship Security	Certificate		
and the second		Issue Date	*	2005-11-24	•	
Charterer *		ISSC Type	*			•
		ISSC Type	Desc *			*
		ISSC Flag A	dmin/RSO *	í		-
		CS Officer I	Name *	·		
		CS Officer	Phone *	1		
Reporting Party     Person Name *	Design of the	CS Officer I	=av			
1	Demo Ship	CS Officer I		-		
Phone				1		
Fax		Vessel S	Security Plan Ir	nplemented		
E-Mail *		Vessel F	Response Plan		Number*	
Company Name *		CVSSA	Onboard	0		
- 24-hour Ship Contact				OK	1	Cancel
Name *		* - Required	Field			Caricei
Company						
Phone *						
Fax						
E-Mail						

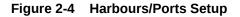
Figure 2-3 Standard Parameter Configuration Window

- 1. Run the **EBORDER UK.exe**.
- 2. Select EBORDER UK Setup from the EBORDER UK 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 Dover 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 use in the port setup.





hip Informa	ation Setup	Harbours/Ports Setup	Crew Position Setup	Submission Setup	Document Type		
		rts code are ISO standard	but are also proprietary	y to US Coast Guard (US	CG) NVMC and		
istoms a	ina Borae	r Protection (CBP).					
Linked	Code	Description	on ISO Code				
	(c						
T					) ) )		
Code : G	BDVR			9			
Descript	ion : DOVI	ER	ISO Port Co	des :			
			#GBDVR #.	#DOVER #, #United Kingdom #	-		

Table 2-2 APIS Port Type and Symbols

Port Type	Symbol
CARICOM Port	٨
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 EBORDER UK 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 system coded document type. See Table A-1 for more information.
- 4. Click OK to save.

**Document Type Layout** 

Figure 2-5 Document Type Layout

Others           Document Type         For         Priority Level (Crew)         Priority Level (Pax)         CID_TYPE> Value         Use Nationality As CID_COUNTRY>         Use National CID_COUNTRY>         Use Nationality As CID_COUNTRY>         Use Nationality As CID_COUNTRY> <th< th=""><th>Applicable Applicable</th></th<>	Applicable Applicable
Document Type     For     Level (Crew)     Level (Pax) <id_type> Value     <id_country>     I       National Picture ID - N     Both     -101     -101     Identity Card - A    </id_country></id_type>	
Regional ID - RID       Both       -96       -96       Identity Card - C         Alien Registration Card - A       Both       -91       -91       Identity Card - I         Alien Registration Card - A       Group Passport       Image: Card - Card - A       Image: Card - Card - A         Birth Certificate - B       Crew Member Certificate       Image: Card - Card	
Alien Registration Card - A     Both     -91     -91     Identity Card - I       Alien Registration Card - A     Group Passport     Identity Card - I       Birth Certificate - B     Crew Member Certificate     Identity Card - I       CARIPASS CARD - CP     Crew Member Certificate     Identity Card - I       Consular Report of Naturalization - O     Diplomatic Identification     Identification	
Alien Registration Card - A     Group Passport       Birth Certificate - B     Crew Member Certificate       CARIPASS CARD - CP     Crew Member Certificate       Certificate of Naturalization - O     Diplomatic Identification       Consular Report of Birth Abroad - CRBA     Miler Identification	
Birth Certificate - 8 CARIPASS CARD - CP Certificate of Naturalization - O Consular Report of Birth Abroad - CRBA	
CARIPASS CARD - OP Certificate of Naturalization - O Consular Report of Birth Abroad - CRBA Million - O	
Consular Report of Birth Abroad - CRBA	
Diplomatic Identification - DIPID Naturalisation Certificate	
Enhanced Driver's License (BC) - EDL_BC Passport Card	
Enhanced Driver's License (MB) - EDL_MB Passport RP	
Enhanced Driver's License (MI) - EDL_MI Enhanced Driver's License (NY) - EDL_NY Pilot License	
Enhanced Driver's License (ON) - EDL_ON Re-entry Permit	
Enhanced Driver's License (QC) - EDL_QC Enhanced Driver's License (VT) - EDL_VT Refugee Travel	
Enhanced Driver's License (WA) - EDL_WA	
FAST ID Type - FAST Facilitation Document (Deportee) or (Consular) - FD Travel Title	_
Foreign Mariner Document - FMD	
Global Entry - GLOENT	

 Table 2-3
 Document Type Field Definition

Field Name	Description
Document Type	The type of document required by e-Border.
For	Select "Both" if the document type is applicable to crew and guest, or individually if it applies to only one type of passenger.
Priority Level (Crew/Pax)	Define the Priority level of the document if there is more than one type of document. The smallest number has the highest priority.
<id type=""> Value</id>	Defines the value to default in the Manifest for the selected document type.
Use Nationality As <id_country></id_country>	Defaults the nationality country into <id_country> element.</id_country>



Field Name	Description
Applicable Issuing Country	The system checks the document against the issuing country and defines the country code for the document type. If it matches, if will then default the document details onto the manifest. Else, it will be blank.

# Table 2-3 (Cont.) Document Type Field Definition

- 1. At the Standard Parameter Configuration screen, select Document Type tab.
- 2. Define the type of document required by E-Border by selecting clicking the last row marked with Asterisk (\*).
- 3. Select the **Document Type** from the drop-down list.
- 4. Click on the field to edit the row information if required. If the Nationality code is use as a Country ID, check the corresponding checkbox.
- 5. To remove a record, select the desired row and then click **Delete Record**.

# 3 Creating Arrival/Departure Notice

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

- 1. Run EBORDER UK.exe.
- 2. Select eBorderUK Transfer, eBorderUK File Creation from the menu option.
- 3. At the Create Arrival/Departure Notice screen, update all the fields required by e-Border 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.

Type	Name	Travel Dates	1DNo/Expiry	ID Type	Birth Date	Nation	Gender	
CREW Bar Service		10/31/2012 06/08/2020		Passport			1	
CREW Chief Purser		10/31/2012 06/08/2020		Passport				
CREW Housekeeping Sta	ff	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 Motorman		10/31/2012 07/09/2016		Passport				
CREW Food Service		10/31/2012 07/09/2016		Passport				
CREW Food Service		10/31/2012 06/08/2020		Passport				
CREW Food Service		10/31/2012 06/08/2020		Passport	1			
CREW		10/31/2012		Passport				
idate data will ensur	e the submission information is s	ufficient. If there is any missing or invalid	data, a log file will	be created for re	ference.	Valida	te Data	

# Figure 3-1 Create Arrival/Departure Notice Validation

- 6. The system creates and saves the log file in C:\Temp\APIS\EBORDERUK folder if the information supplied is insufficient. Review the log file and correct all missing data then repeat the above steps.
- 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 with 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 eBorderUK and the user access rights.

**Document Type Mapping Fields** 

Code	Description	Document Types
A	Alien Registration Card	U.S. Alien Registration Card
В	Birth Certificate	Birth Certificate
CCERT	Crew Member Certificate	Government Issued Picture ID(US)
СР	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)
1	Ins Pass Document	Government Issued Picture ID(US)
L	License	Pilot License
Μ	Military Id	Military ID

# Table A-1 eBorderUK 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
Ν	National Picture ID	Government Issued Picture ID(US)
NEXUS	Nexus	Nexus
NTV_US	Native American	Native American
0	Certificate of Naturalization	Certificate of Naturalization
OD	Official Government Document	Official Government Document
Р	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
ТТ	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)
С	U.S. Government Issued Picture ID	Government Issued Picture ID(US)
V	U.S. Government Issued Picture	Government Issued Picture ID(US)

 Table A-1
 (Cont.) eBorderUK Document Type

# User Access Rights

Security Reference Number	Description
3256	Ship Information Setup



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

Table A-2 (Cont.) User Access Rights

