Oracle Hospitality Cruise Shipboard Property Management System CARICOM Interface User Guide





Oracle Hospitality Cruise Shipboard Property Management System CARICOM Interface User Guide, Release 23.3 G39303-01

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Contents

Preface	
System Configuration	
Creating Arrival/Departure Notice	
Appendix	
System Parameters	A-3



Preface

The CARICOM module is a program that manages the electronic Notice of Arrival/Departure of 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 (SPMS).

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

Date	Description of Change
October 2025	Initial publication.

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, which is set up in Administration module.

🚱 Crew Operational Positions Setup Operational Position Courses/Certificates Assignment 101 Captain 1011 Master Description: 10000 1012 102 Staff Captain Comments: 103 Safety Officer 104 1st Officer 105 2nd Officer Additional Information 106 3rd Officer 107 Cadet Officer Position Code in CMS Shoreside: 11-A TEST External ID: 111 Chief Engineer 112 Staff Engineer Standard Cabin: 113 1st Engineer Spending Limit: 114 2nd Engineer Service Charge Points Per Position: 115 3rd Engineer 116 Cadet Engineer 117 Hotel Engineer Operational Division: 110 Engine Officer 119 Chief Electrician Operational Group: 122 Communication Officer 126 Hotel Manager Headcount: 127 1st Purser 128 1st Purser Disc Template: (None) 129 3rd Purser 129a Service Purser 130 Cadet Purser 0 130A Cadet Purser (Crew Purser ○ Weekly ○ Bi-Weekly 131 2nd Commis.(Crew) 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 Sublocations for ClockIn/Out Common Area Access 🔬 138B 3rd Purser\Crew Purser 111 Hello ٠ 139 Asst. Office 110-LocC 110-LocC 140 Chief Hostess 🔒 140A Guest Relations Manager HouseA HouseA ✓ Position Enabled 🙀 141 Info Hostess 141A Concierge 141B Info Host 141a Info Host 142 Asst. Info Hostess Apply

Figure 1-1 Crew Operational Position Setup

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



- Navigate to the Operational Position tab and enter the Position code, description, and comment.
- Under the Additional Information section, select the Operational Division from the dropdown 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 must upload the related APIS XML files into the SPMS database. Refer to the following list of 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 XML files in \Public Documents\Oracle Hospitality Cruise folder for the respective data to be updated into the database.
- The system prompts an error message when opening the CARICOM setup if a mismatch is found in the position or crew type maintained in the Administration module and the Crew Type.XML file.
- 3. Make sure all of the required Operational Positions are in the XML file before generating the report. Click **OK** to continue.
- 4. Review and correct all invalid data listed the log file.



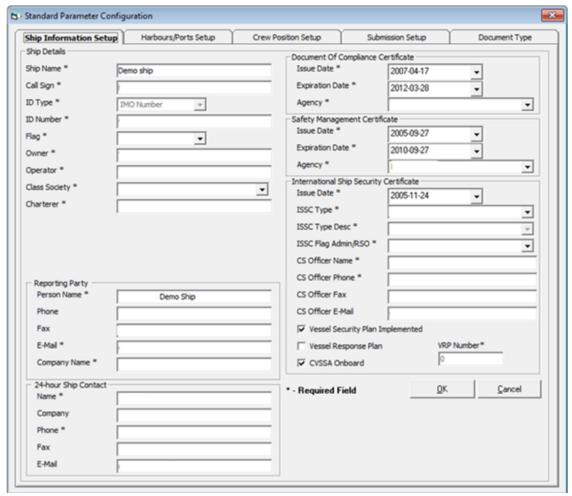
Figure 1-2 Sample Invalid Crew Record

Ship Information Setup

Before you can generate the report, you must set up the Ship information in the CARICOM application.



Figure 1-3 Standard Parameter Configuration Window



- 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 a caret (^) and angle bracket (< >). This means the ISO Port is shown in the **Standard Parameter Configuration**, **Harbours/Ports Setup**, **ISO Port Codes**, and **eNOAD Port**. See the following table and figures for symbols used in the port setup.



Figure 1-4 Harbours/Ports Setup

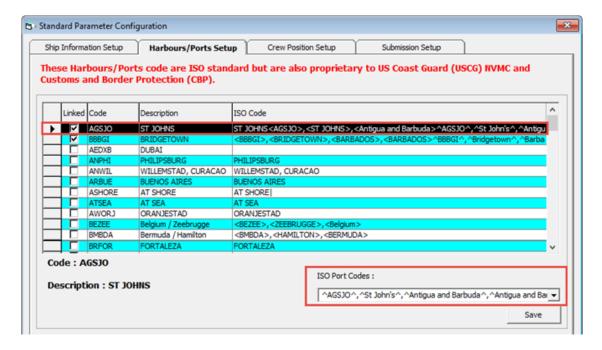


Table 1-2 APIS Port Type and Symbols

Port Type	Symbol
CARICOM Port	٨
eNOAD Port	<
Panama Canal ADR Port	-
eBorder UK Port	#

Submission Setup

Use the Submission Setup window to define the WebService Submission path and supports the manual report generation and online submission. You can 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 the **Parameter**, **File Output Folder** if you 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 the correct CARICOM code.

- 1. Log in to the 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.

Creating Arrival/Departure Notice

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

- 1. Run CARICOM.exe.
- 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 the previous five ports and then click **Next**.
- At the result grid, click Validate Data to validate and ensure all information is sufficient for submission.

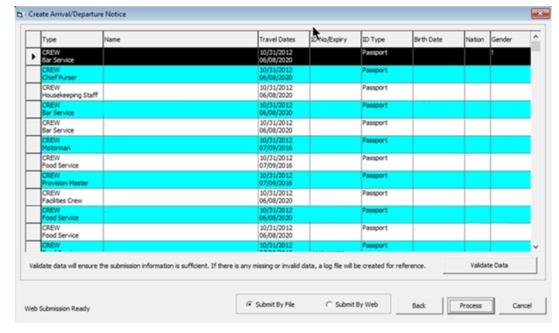


Figure 2-1 Create Arrival/Departure Notice Validation

- 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, 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 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 and then click **Process**.
- **10.** The system prompts a message box once the submission is successful. Click **OK** to close the screen.





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
В	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)
1	Ins Pass Document	Government Issued Picture ID(US)
L	License	Pilot License
M	Military Id	Military ID
MMC	U.S. Merchant Mariner Credential	U.S. Merchant Mariner Credential



Table A-1 (Cont.) CARICOM Document Type

Code	Description	Document Types
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
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 ID	Government Issued Picture ID (US)

User Access Rights

Table A-2 User Access Rights

Security Reference Number	Description
3256	Ship Information Setup
3257	Harbor/Port Setup
3258	Crew Position Setup
3259	Submission Setup



System Parameters

This section describes the available parameters for the CARICOM module. 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		VOYAGE NUMBER:
During Submission		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></arrive>	<element></element>	Specify the mandatory XML fields for <arrive> element that CARICOM program will check during file creation. Use Comma Delimited Values.</arrive>
		For example, ARRIVE_DT,ARRIVE_TIME,POR T_NAME,CITY,STATE,FACILITY, PLACE
Mandatory Fields For <cargo></cargo>	<element></element>	Specify the mandatory XML fields for <cargo> element that CARICOM program checks during file creation. Use Comma Delimited Values.</cargo>
		For example, GENERAL_DESC,CDC_ON_BO ARD



Table A-3 (Cont.) PAR Group CARICOM

PAR Name	PAR Value	Description
Mandatory Fields For <comp_cert></comp_cert>	<pre><element></element></pre>	Specify the mandatory XML fields for <comp_cert> element that CARICOM program will check during file creation. Use Comma Delimited Values.</comp_cert>
		For example, ISSUED_DT,EXPIRATION_DT,A GENCY
Mandatory Fields For <contact></contact>	<element></element>	Specify the mandatory XML fields for <contact> element that CARICOM program will check for during file creation. Use Comma Delimited Values.</contact>
		For example, NAME,PHONE
Mandatory Fields For <crew></crew>	<element></element>	Specify the mandatory XML fields for <crew> element that CARICOM program checks during file creation. Use Comma Delimited Values.</crew>
		For example, POSITION,LAST_NAME,FIRST_ NAME,BIRTH_DT,GENDER,NATI ONALITY,NATIONALITY_CODE, COUNTRY_RESIDENCE,COUN TRY_RESIDENCE_CODE,ID_TY PE,ID_NUM,ID_COUNTRY,ID_C OUNTRY_CODE,EMBARK_COU NTRY,EMBARK_COUNTRY_CO DE,EMBARK_STATE,EMBARK_ PORT_NAME,EMBARK_PORT_ CODE,EMBARK_DATE
Mandatory Fields For <depart></depart>	<element></element>	Specify the mandatory XML fields for <depart> element that CARICOM program will check during file creation. Use Comma Delimited Values.</depart>
		For example, DEPART_DT,DEPART_TIME,PO RT_NAME,CITY,STATE,PLACE
Mandatory Fields For <issc></issc>	<element></element>	Specify the mandatory XML fields for <issc> element that CARICOM program will check during file creation. Use Comma Delimited Values.</issc>
		For example, ISSUED_DT,VSP_IMPLEMENTA TION,ISSC_TYPE,INTERIM_ISS C,FLAG_ADMINISTRATION,FLA G_ADMINISTRATION_CODE,CS O_NAME,CSO_PHONE



Table A-3 (Cont.) PAR Group CARICOM

PAR Name	PAR Value	Description
Mandatory Fields For <last_port></last_port>	<element></element>	Specify the mandatory XML fields for <last_port> element that CARICOM program checks during file creation. Use Comma Delimited Values.</last_port>
		For example, ARRIVE_DT,DEPARTURE_DT,L AST_PORT_COUNTRY,LAST_P ORT_COUNTRY_CODE,LAST_P ORT_STATE,LAST_PORT_NAM E,LAST_PORT_CODE,LAST_PO RT_PLACE
Mandatory Fields For <next_port></next_port>	<element></element>	Specify the mandatory XML fields for <next_port> element that CARICOM program checks during file creation. Use Comma Delimited Values.</next_port>
		For example, ARRIVE_DT,ARRIVE_TIME,NEX T_PORT_COUNTRY,NEXT_POR T_COUNTRY_CODE,NEXT_PO RT_STATE,NEXT_PORT_NAME, NEXT_PORT_CODE,NEXT_PO RT_PLACE
Mandatory Fields For <noncrew></noncrew>	<element></element>	Specify the mandatory XML fields for <noncrew> element that CARICOM program checks during file creation. Use Comma Delimited Values.</noncrew>
		For example, LAST_NAME,FIRST_NAME,BIR TH_DT,GENDER,NATIONALITY, NATIONALITY_CODE,COUNTR Y_RESIDENCE,COUNTRY_RES IDENCE_CODE,ID_TYPE,ID_NU M,ID_COUNTRY,ID_COUNTRY_ CODE,ID_EXPIRATION_DT,US_ ADDRESS_STREET,US_ADDRE SS_CITY,US_ADDRESS_ZIP
Mandatory Fields For <noncrew> 1</noncrew>	<element></element>	Specify the mandatory XML fields for <noncrew> element that CARICOM program checks during file creation. Use Comma Delimited Values. (Continued)</noncrew>
		For example, EMBARK_COUNTRY,EMBARK_ COUNTRY_CODE,EMBARK_ST ATE,EMBARK_PORT_NAME,EM BARK_PORT_CODE,EMBARK_ DATE



Table A-3 (Cont.) PAR Group CARICOM

PAR Name	PAR Value	Description
Mandatory Fields For <notice_details></notice_details>	<element></element>	Specify the mandatory XML fields for <notice_details> element that CARICOM program checks during file creation. Use Comma Delimited Values</notice_details>
		For example, CREATED_DATE_TIME,NOTICE _ID,NOTICE_TRANSACTION_T YPE,NOTICE_TYPE,VERSION
Mandatory Fields For <previous_foreign_port_ LIST></previous_foreign_port_ 	<element></element>	Specify the mandatory XML fields for <previous_foreign_port_ LIST> element that CARICOM program checks during file creation. Use Comma Delimited Values.</previous_foreign_port_
		For example, ARRIVAL_DT,DEPARTURE_DT,P REVIOUS_COUNTRY,PREVIOU S_COUNTRY_CODE,PREVIOUS _PORT_NAME,PREVIOUS_POR T_CODE,PREVIOUS_PLACE
Mandatory Fields For <reporting_party></reporting_party>	<element></element>	Specify the mandatory XML fields for <reporting_party> element that CARICOM program checks during file creation. Use Comma Delimited Values.</reporting_party>
		For example, NAME,EMAIL,COMPANY
Mandatory Fields For <sftymgmt_cert></sftymgmt_cert>	<element></element>	Specify the mandatory XML fields for <sftymgmt_cert> element that CARICOM program checks during file creation. Use Comma Delimited Values.</sftymgmt_cert>
		For example, ISSUED_DT,EXPIRATION_DT,A GENCY
Mandatory Fields For <vessel></vessel>	<element></element>	Specify the mandatory XML fields for <vessel> element that CARICOM program checks during file creation. Use Comma Delimited Values.</vessel>
		For example, NAME,CALL_SIGN,ID_NUM,ID_ TYPE,FLAG,FLAG_CODE,OWN ER,OPERATOR,CLASS_SOCIET Y,CHARTERER,OCE,OCE_DES C



Table A-3 (Cont.) PAR Group CARICOM

PAR Name	PAR Value	Description
Mandatory Fields For <vessel_loc></vessel_loc>	<element></element>	Specify the mandatory XML fields for <vessel_loc> element that CARICOM program checks during file creation. Use Comma Delimited Values.</vessel_loc>
		For example, LOCATION_DESC,LAT_HR,LAT_ MIN,LAT_SEC,N_S,LONG_HR,L ONG_MIN,LONG_SEC,E_W
Mandatory Fields For <voyage></voyage>	<element></element>	Specify the mandatory XML fields for <voyage> element that CARICOM program checks during file creation. Use Comma Delimited Values.</voyage>
		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.
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



Table A-3 (Cont.) PAR Group CARICOM

PAR Name	PAR Value	Description
Mandatory Nationality Field	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, or else it defaults to save the file to C:\Users\Public\Documents\ Oracle Hospitality Cruise\CARICOM folder.
Source Column For Record Locator	<value></value>	Specifies the Database column used for <passenger_record_loca tor=""></passenger_record_loca>
		For example, RES_ACC