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Procedure For Managing Export And Import Documents By PT. Adhigana Pratama Mulya Belawan

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Abstract. This paper aims to find out the process of managing export and import documents by PT Adhigana Pratama Mulya Belawan branch, the process starts from before the arrival of the ship to the port of Belawan, the agent has prepared the documents needed by the ship in loading and unloading activities. The data collection method used by the author in writing this paper is the field observation method (field research) and the library method (library research) to find out more closely how the company PT. Adhigana Pratama Mulya Belawan branch in carrying out export and import document management activities. The problems faced in the process of managing export and import documents are frequent quantity differences that cause revisions to documents. Good cooperation and coordination between shipping companies and related agencies in the management of export and import documents is needed for the smooth service of handling export and import documents

Keywords: Procedures, Processing, Export and Import Documents

INTRODUCTION

Export and import activities are a very important industry in supporting the economic development of each country, especially Indonesia. The natural potential of each country is different and differences in climate are also factors in international trade which encourage the desire of other countries to get something that cannot be obtained in their country.

Economic factors are also a factor in the occurrence of export and import activities, namely when a party tries to get more profit from the business it manages. This automatically forces the need to be fulfilled by carrying out trade between countries. The existence of similar tastes in goods and products is a trigger for international trade to occur. knowledge of Indonesian import-export procedures or procedures for implementing international free trade as well as various regulations contained in Law Number 17 of 2006 concerning amendments to Law No. 10 of 1995 concerning customs (Purwinto M, 2008).

When carrying out export-import activities, it must be related to the customs process, export procedures and important documents contained in the export transaction. Therefore, the sea is the right means for carrying out export and import activities. Apart from being easy, sea route export-import activities are also very effective and efficient to carry out because they can carry more cargo. One of the companies that handles export and import document management activities is PT. Adhigana Pratama Mulya, Belawan branch, which is a company that operates in the shipping agency sector.

However, behind the effectiveness and efficiency of export and import activities, problems often occur, such as differences in quantity after unloading which causes delays in ship departures and also frequent errors in the customs system which also hinders tax payments, causing some documents to not be issued. In connection with the discussion above, the author is interested in writing a paper entitled "Procedure for processing Export and Import Documents by PT. Adhigana Pratama Mulya Belawan Branch".

THEORETICAL FRAMEWORK

1. According to Rudi Tambunan (2013) defines procedures as a guideline containing existing operational procedures within an organization that is used to ensure that all decisions and actions, as well as the use of facilities process facilities carried out by people inside organizations that are members of the organization run effectively and efficient, consistent, standard and systematic.
2. According to Government Regulation no. 13 of 2016, Management is an activity carried out by the Board of Directors efforts to achieve the Company's aims and objectives.
3. According to Amin Siahaan (2016) documents are written sources for historical information as opposed to oral testimony, artifacts. Documents are important letters or valuable written or printed nature that functions or can be used as evidence or information.
4. According to Republic of Indonesia Government Regulation Number 2 of 2009, Export is the activity of removing goods from customs area, what is meant by customs area is territory of the Republic of Indonesia which includes land areas, waters and air space above them, as well as certain places in the Exclusive Economic Zone and continental shelf with comply with applicable rules and regulations.
5. According to Law No.17 of 2006 concerning Customs Article 1, Import is the activity of bringing goods into the area customs. Import can be interpreted as the activity of importing goods from a country (overseas) into the customs territory of another country. this matter means involving 2 countries - in this case it can be represented by interests. These 2 state companies are different and of course also the regulations as well as different laws. One country acts as an exporter and the other acts as a country recipient/importer agent.

RESEARCH METHODS

1. Field Method (Field Research)

In preparing this paper the author used:

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a. Observation (Observation)

Observation is a data collection technique carried out through observation, accompanied by recording the condition or behavior of the target object. In this observation the author went directly into the field to observe the procedures for processing export and import documents by PT. Adhigana Pratama Mulya Belawan branch. In this observation, researchers also collect data using a digital camera to take pictures and record objects related to the research.

b. Interview (Interview)

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An interview is the process of obtaining information for research purposes by means of face-to-face questions and answers between the interviewer and the respondent/interviewee. In this case the author conducted verbal interviews with employees and employees of PT. Adhigana Pratama Mulya Belawan branch to obtain information and information related to research, namely how the process of processing export and import documents at PT. Adhigana Pratama Mulya Belawan branch.

2. Library Method (Library Research)

Through this method the author obtain data by reading books in the Medan Indonesian Maritime Adiguna Polytechnic library and through the Medan Indonesian Maritime Adiguna Polytechnic guidebook which is related to the discussion of the author's paper. This method helps the writer understand terms and meanings that cannot be explained by field research.

RESULT AND DISCUSSION

A. Export and Import Document Processing Process by PT. Adhigana Pratama Mulya Belawan

Generally, export and import document management activities begin when the agent receives a letter of appointment to handle a ship. The first step taken by the agent is to request all documents and ship certificates in soft copy form which will be sent via e-mail by the general agent as the first party to extend the owner. Documents and certificates are requested first because the data in these documents is needed by the shipper or consignee (owner of the goods).

Ship documents that are usually required by goods owners are differentiated based on their activities, namely:

1. Export activities of ship documents required by the shipper
 - a. Ship Particular
Ship Particularis a document that contains detailed ship data starting from ship registration data, ship structure, engine type and power, to ship equipment and what is usually needed in this document is the full name of the ship and also the ship's flag.
 - b. *Voyage Memo*
In this document, what is needed is the voyage number of the ship
 - c. *Crew List*
Crew Listis a document which contains the full names of the ship's crew, what is needed in this document is the name of the ship's master or captain.
 - d. Stowage Plan
Stowage Plan is a planning chart for loading goods on a ship that is made before the ship carries out the loading and unloading process. What is required in this document is the ship's tank number where the goods will be loaded later.
 - e. *Last Three Cargo*
Last Three Cargo is a document that contains the last 3 cargoes contained in the tank to avoid cargo mixing.
2. Ship document import activities required by the consignee:
 - a. *Stowage Plan*
Stowage Planis part of the planning for loading goods on a ship which is made before the ship carries out the loading and unloading process, what is required in this document is the ship's ship number where the goods will be loaded later.
 - b. *Voyage Memo*
In this document, what is needed is the voyage number of the ship
 - c. *Manifest*
Cargo Manifest is an administrative document, which is created by shipping companies, which gradually include the port of destination, the contents of all bills of lading issued at the port of shipment, this document serves to find out their cargo data.
3. The initial documents before the ship arrives that the agent receives from the shipper when the ship will carry out export activities are:

- a. *SI (Shipping Instructions)*

Shipping instructions⁵ is an order for shipping goods and is addressed to the representative agent of the ship that will transport the goods. Shipping instructions are created or issued by the shipper to order ship space and containers and contain data as a basis for making a bill of lading.
 - b. 3D Forms

Form 3D is a document for loading goods for export in bulk form and/or as a physical inspection before submitting a PEB (goods export notification).
 - c. PE (export approval)

PE is a document that is processed by the shipper with the Ministry of Trade of the Republic of Indonesia and PE is¹⁴ only needed for certain types of liquid bulk cargo.
4. Initial documents received by the agent from the consignee before the ship unloads/docks:
- a. SPPB (Letter of Approval for Release of Goods)

This letter is handled by the consignee at local customs and this letter aims to notify that the goods have been registered with customs and can be unloaded from the ship.
 - b. PIB (Imported Goods Notification)

This document is received by the agent from the consignee with the aim of informing them that the goods have passed the tax payment process. The SPPB and PIB are used to attach documents that will be submitted to the customs checking team when the ship docks
 - c. Sealing Letter (If Any)

This letter is a letter issued by customs when the ship is unloading at several Indonesian ports. In short, this document is only valid in Indonesia. This document is used if the cargo is in the same tank at a different port destination to prevent fraud in the unloading process. At the next port the letter will be requested by the local agent to then be submitted to local customs and ask for permission to open the seal when the cargo will be unloaded later.
5. Export documents received by the shipper after the ship arrives / docks

At this stage, when the ship has arrived and is berthed and the cargo is ready to be loaded onto the ship, documents are issued by the agent as an accompanying report which will be submitted to the customs checking team. That is :

a. *Booking cargo*

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Booking cargo contains brief data regarding the name of the ship, the owner of the goods, the type of cargo to be loaded and the quantity of each type of cargo. This cargo booking will later be signed and stamped by the ship's captain before being handed over to the checking team along with SI, F3D, PE (if any) and cargo booking.

b. *Mate Receipt*

Mate Receipt is a document that should be issued by the ship, but because the data in the mate receipt is known to the agent, the agent who will represent the mate receipt will then be signed and stamped by the chief officer / master. The mate receipt itself contains the same data as the data contained in the SI (shipping Instruction). The mate receipt document also displays the cargo quantity based on the ship's measurement results. This is what makes this data different from other documents published by the agent

c. *Manifest*

This document is issued by the agent and will later be handed over to the ship, where this document will be the ship's handling document in the event of an inspection regarding what cargo the ship is carrying.

d. *Outward Manifest*

This document is issued by local customs through the BC manifest system where the system is run by the agent.

6. *Masters Authorization*

Master authorization is a document that has the same use as an agent's statement letter to represent the ship's captain to sign the original B/L which will later be issued by the agent with the owner's approval.

7. *B/L (Bill of Lading)*

B/L is the main document in the goods export process, where the B/L acts as a means of payment, meaning that if the B/L has been received by the buyer, the payment process between the owner of the goods and the buyer has been completed. This B/L

is made by the agent and will be sent to the shipper in draft form for information. Are there any changes to the data that will be provided by the shipper and must be included in the B/L. If the owner does not have a special format, the agent uses the general B/L format. B/L numbering is usually based on the formula that the first 3 letters are an abbreviation of the port of loading then separated by a slash (/) then the next 3 letters are an abbreviation of the port of discharge then separated by a punctuation mark minus a dash (-) and on. The end is the B/L sequence number. When the ship has finished loading, the shipper's representative, called a surveyor, will issue documents that are very important for processing PEB (export goods notification) & NPE (export service note), after this is issued, the agent will enter all the data in the B/L and some of the data in the PEB (outward manifest notification of export of goods) & NPE (export service note) inward. After the data is complete, the outward manifest will be online to obtain permission from customs to continue the export process. For the B/L issuance process, the agent will communicate with the shipper to ensure the B/L data is complete. From the shipper themselves, they will communicate with the buyer/consignee after approval from the shipper, the agent will forward the B/L to the GA (General Agent) and the GA itself will forward the B/L for the owner to check. Next, the owner will communicate with the charter to ensure that the data on the B/L is complete and there are no repairs. At the end the B/L will be issued on the owner's orders and will be signed by the agent.

8. Import documents received by the consignee after the ship arrives / docks

When the ship docks, the SPPB, PIB documents and sealing letter (if any) will be submitted to customs to obtain unloading permission from customs. And the ship captain will ask for ¹⁷the original B/L so that the cargo can be unloaded. At this point the import document process has been completed because the imported goods have been received by the owner of the goods. Before the ship departs, the final documents issued by the agent are:

- 1) *Manifest* nil this document applies if the ship's cargo is already empty when the ship departs from one port to another.
- 2) *Outward Manifest* The nil agent will online the nil outward manifest as a report for customs.
- 3) *Manifest* This document functions if the ship has onward cargo for another port then uses the manifest brought by the ship itself from the previous port.

4) *Outward Manifest* The agent will put the outward manifest online with the reported data according to the cargo still on the ship.

Agencies - Agencies Involved in The Export and Import Process

1. *Owner*

Ship owners who have the status of individuals (individuals) or as a group within a company (group) who rent out their ships to ship charterers (Charterers).

2. *Shipper*

Shipper namely a person or legal entity that has ship cargo to be sent from a particular port (cargo port) to be transported to the port of destination.

3. *Consignee / Buyer*

Consignee namely the person or legal entity to whom the shipment is addressed.

4. *Agent*

Agent is a sea transportation company specifically established to carry out ship agency business, which is appointed by a foreign sea transportation company to look after the interests of its ships while at the agent's port.

5. PBM (loading and unloading company)

Loading and Unloading Company is a company that authorized by the government to carry out loading and unloading activities in harbor. According to the Decree of the Minister of Transportation Number 14 of 2012 concerning the organization and operation of loading and unloading from and to ships, a loading and unloading company (PBM) is an Indonesian legal entity specifically established to organize and operate loading and unloading activities of goods from and to ships.

6. EMKL (sea cargo expedition)

This is the term given to companies in the logistics sector that have legal permits from the government to carry out large and heavy goods delivery services using sea vessels, or what is often called sea cargo.

7. *Surveyor*

Surveyor is someone who works to provide survey reports to entrepreneurs such as ship owners or ship cargo owners. Marine Surveyors ensure that the amount of cargo and

condition of the ship is appropriate and in accordance with their orders when loading on the ship and during the voyage.

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8. Customs and Excise is a state levy imposed on certain goods that have the nature or characteristics specified in the Excise Law.

Obstacles That Occur in The Document Management Process

Even though export-import activities often run well, sometimes they also have problems that occur in the export-import process, so that they often cause losses or slow down the process of departure or arrival, loading and unloading activities. The following are obstacles that often occur in the process of export and import activities:

- a. The shrinkage in the cargo quantity during unloading was due to the fact that there was still a lot of foam in the cargo sounding, which caused before and after unloading there to be a difference in the cargo quantity between the surveyor's and captain's documents.
- b. The customs system is sometimes down, which will cause delays in tax payments thereby hampering the process of issuing NPE documents (export service notes).
- c. This usually occurs because the payment process has not been completed between the charterer and the owner.
- d. How long it takes to process documents such as: SPPB (letter of approval for release of goods) and PIB (notification of import of goods).

CONCLUSION AND RECOMMENDATION

Conclusion

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The conclusion is that the procedure for processing export and import documents at PT. Adhigana Pratama Mulya Belawan branch is in accordance with the SOP (standard operating procedure) and is running smoothly, but there are still several obstacles, including: shrinkage of cargo quantity, customs system which sometimes experiences errors, the length of the process document handling.

Recommendation

PT. Adhigana Pratama Mulya Belawan Branch must work more carefully in the document processing process so that the import-export process can run smoothly.

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