

## Procedure For Issuing Outward Manifest And Its Obstacles In Sea Transportation At PT. Admiral Lines Belawan

Shelly Octavani Agustie <sup>1\*</sup>, Dirhamsyah Dirhamsyah <sup>2</sup>, Yuna Sutria <sup>3</sup>,  
Fadiyah Hani Sabila<sup>4</sup>

<sup>1,2,3,4</sup> Politeknik Adiguna Maritim Indonesia Medan, Indonesia

Korespondensi penulis: [shellyoctavani85@gmail.com](mailto:shellyoctavani85@gmail.com)\*

**Abstract.** To find out more closely how the company PT Admiral Lines Belawan Branch, carrying out shipping activities in the issuance of Outward Manifest in the Customs online system, this aims to carry out responsibilities in submitting cargo reporting documents to parties that are truly related and responsible. As for the completeness of customs documents to support and expedite the Outward Manifest issuance procedure. as for the obstacles in the Outward Manifest issuance process that make it difficult to issue the Outward Manifest, which the company can overcome seriously so that the company does not experience losses caused by a staff in submitting online data. With the Manifest Module online system, it is easier to manage Outward Manifest documents that train staff to be more thorough. This paper uses 2 (two) types of research methods, namely: the Field Observation method (Field Research), interviews with employees and the Heritage Study Method (Library Research), namely taking data from library books.

**Keywords:** Issuance, Transportation, Outward Manifest, Reporting, Sea Transportation, Documents.

### 1. INTRODUCTION

Indonesia as an archipelagic state has been established by the United Nations Convention on the Law of the Sea (UNCLOS) III, 1982, ratified in 1985 and has been followed by International Law in 1994. From the economic growth of a country can be seen one of them in the field of trade, both national and international trade. Indonesia is one of the countries with an export and import trading system. (Law Number 17 of 1995 concerning the ratification of the United Nations Convention On The Law Of The Sea).

This has a very important influence in supporting national economic growth. Therefore, the existence of efficient transportation facilities and infrastructure as well as quality shipping services is necessary. The goal is to deliver goods to the destination safely, in good condition, and on schedule, thus creating a positive impression for the owner of the goods. The importance of transportation is reflected in its organization, which has a significant impact on all aspects of people's and countries' lives. Demand for transportation services for the mobility of people and goods, both domestically and across countries, continues to increase. Sea transportation, which has the nature of a national carrier and covers the entire region through waterways, needs to develop its potential and increase its role as a bridge between various regions, both on a national and international scale.

The core activity of a shipping company is to manage ships, both owned and chartered, to achieve results in accordance with the company's objectives and make a profit. To support

the success of ship operations, it is very important to have operators who have expertise, dynamics, and professionalism in their respective fields.

In every trade transaction, there are always rights and obligations that arise for each party involved. The seller has the obligation, among other things, to make delivery of the goods in accordance with the agreement that has been mutually agreed upon, and they are entitled to receive payment in accordance with the price of the goods they have delivered. On the other hand, the buyer has the obligation to pay the price of the goods that have been delivered to them, and they also have the right to demand delivery of the goods that they have purchased.

With these documents in place, the seller or exporter must endeavor to fulfill its obligation to ship and deliver the goods to the buyer or importer, as well as receive proper payment for the goods that have been delivered. On the other hand, the buyer or importer must also ensure that they can fulfill their obligations in paying for the goods they purchase, as well as receive the goods properly and as expected.

Manifest data is very important in shipping and receiving goods because in the event of problems such as constraints, accidents, or loss of cargo goods, freight insurance can be used to overcome the situation. In the process of issuing an Outward Manifest document, supporting documents such as Ship Particular and Bill of Lading (B/L) documents are required. These documents help in documenting the details about the shipment of goods and provide the necessary legal basis to claim insurance if needed.

Thus the importance of this Manifest document as the most important document in the world of shipping. Therefore, the author deliberately compiled a paper with the title: "Procedures for Issuing Outward Manifest and its Obstacles in Means of Transport through Sea Transportation at PT. Admiral Lines Belawan Branch".

## **2. THEORETICAL STUDY**

1. According to Ida Nurida (2018: 35): states that the definition of procedure is "The procedure shows how to carry out the work of a task consisting of one or more activities that are written down by an employee so that a series of methods put together will form a procedure."
2. According to the Big Indonesian Dictionary, publishing is defined as the process of making a publication. The meaning of publishing is publishing (books and so on).
3. In accordance with PMK Number 158/PMK. 04/2017 jo PMK Number 97 /PMK. 04/2020 : Outward Manifest is a list of commerce transported by means of sea, air and

land on leaving the customs area or other places after obtaining permission from the Head of the Customs Office supervising the place.

4. According to the Sea Transportation Statistics Book (2019: 27): Sea transportation is one of the modes of transportation used to support the increasingly high mobility of the population, especially for areas that cannot be reached by land or air modes.
5. According to Syanna Pangemanan, ST, M.Eng (2017: 05): The function of transportation is to transport passengers and goods from one place to another depending on one's use.

### **3. RESEARCH METHODS**

#### **1. Field Research Method**

Field method (Field Research) is research that is carried out by obtaining materials directly from the field or subjective which discusses.

##### **a. Observation Method**

Observation method is a systematic scientific method, the author directly reviews the field, in this case the author collects data based on observations made at PT. Admiral Lines Belawan.

##### **b. Interview Method**

The Interview method is a direct question and answer with the Operations staff for data collection in all matters relating to the author's research objectives. The question and answer method is carried out to find out the truth of the research, especially regarding the Outward Manifest problem.

#### **2. Library Analysis (Library Research)**

Research conducted to obtain theoretical data by examining various books, articles, adjusting terms found in the field with maritime dictionaries and collecting information related to the title of this paper both from the internet and magazines - papers.

### **4. RESULTS AND DISCUSSION**

#### **Processing of RKSP Documents (Transport Facility Arrival Plan)**

Plan of Arrival of Carrier Facilities (RKSP) Carriers whose transportation facilities will come from outside the customs area or within the customs area that transports imported goods, export goods and or goods from customs areas that are transported into other customs areas through outside the customs area, must submit a notification in the form of a Plan of Arrival of

Carrier Facilities (RKSP) to officials at the customs office that will be visited. The RKSP that has been received and obtained a registration number at the customs office is a BC 1.0 customs notification and must be reported before the arrival of the means of transportation to the port they will stop at. After the ship has obtained the BC 1.0 number, the ship can then dock at the goods dock or port waters.

### **Outward Manifest Management Steps**

Outward Manifest is a letter or document of goods or cargo loaded on a ship or shipped at one port with the aim of another port or a document for the release of ship cargo at a port abroad. Steps of management, namely:

1. In making Outward Manifest the agent / shipping company is pegged to the Shipping Instruction (SI) document.
2. The agent fills in the data in the carrier module.

### **Supporting Documents for Outward Manifest Issuance**

1. Shipping Instruction (SI)

Shipping Instruction (SI) is a letter made by the Shipper (owner of the goods or expedition company) addressed to the Carrier / ship (shipping) to receive and load as stated in the letter.

2. Bill of Lading

A shipping document issued by the shipping company which is shown to the shipper (Shipper) and is a very important document because of its function as proof of ownership of goods, meaning that whoever's name is listed in the Consignee column (consignee) is the legitimate party as the owner of the goods and also functions as proof of the contract for the transportation of goods from a loading port to the unloading port stated in the B/L.

3. Surveyor's Report

Surveyor's report is a document of verification or technical search results as a complementary document required in the submission of goods export notification to the Customs Office. The contents of the Surveyor Report include activities during loading and unloading and how much cargo is unloaded.

4. Goods Export Notification (PEB)

Documents that must be made by exporters and submitted to the Customs Office to obtain a permit in the form of an NPE (Export Service Note) document.

5. Nota Pelayanan Ekspor (NPE)

Memorandum issued by the goods inspection examining official on the submitted PEB, to protect the entry of goods to be exported into the customs area / loading of the carrier.

**Obstacles Faced in the Outward Manifest Issuance Procedure**

- 1.) Redress issues, namely the lack of accuracy of agents in entering data, late information regarding data revisions or data changes by freight forwarding companies that cause obstacles in managing these documents.
- 2.) As for officers from shipping agencies who lack awareness of their obligations in carrying out state duties, namely there are still officers who lack time discipline, there are officers who still expect tips from agents and there are officers who like to make it difficult for agents in processing documents.
- 3.) Unfavorable weather conditions, for example rain and large sea waves so that loading goods onto ships is stopped to avoid the risk of cargo damage.

**5. CONCLUSIONS AND SUGGESTIONS**

**Conclusions**

The procedure for issuing an Outward Manifest with the Customs Manifest Module online system at PT Admiral Lines Belawan Branch is to use the Manifest Module system created by the Customs Agency for service users such as shipping companies, which makes it easier for companies and the issuance and delivery of Outward Manifest documents. The issuance of the Outward Manifest generally does not run smoothly, there are obstacles such as network disruptions and writing errors in the Notify and Consignee fields as well as delays on the part of the officer in informing the agent which causes delays in sending data.

**Suggestions**

To prevent errors in the delivery of Outward Manifest documents, it is recommended that before sending documents, a re-check is carried out so that no errors occur that can cause losses to the company and conduct training on the use of applications for operational staff.

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