



TECHNICAL GUIDANCE EXPORT VIA CIKARANG DRY PORT

Integrated Port & Logistic Facilities



PT. CIKARANG INLAND PORT

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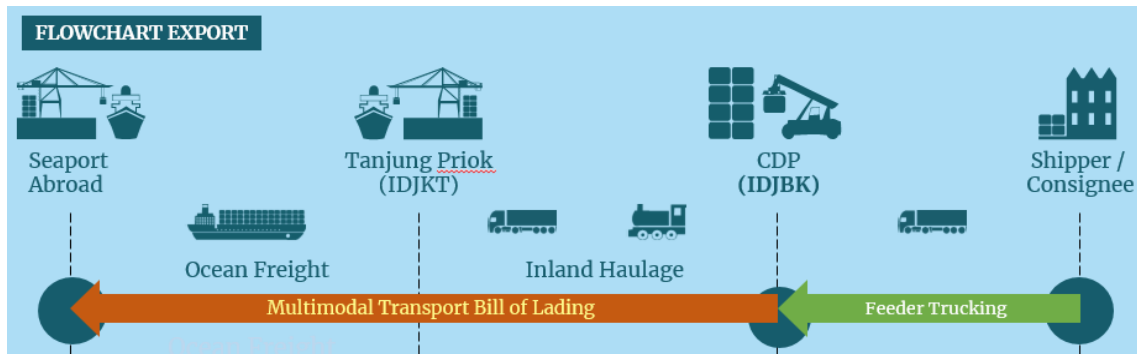
www.cikarangdryport.com

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1. GENERAL PROCEDURE



- 1.1. **Multimodal Transport Bill of Lading or Direct BL or Through BL** is the procedure to shift export containers from Cikarang Dry Port (CDP) to destination port where the Bill of Lading (B/L) document mentions Cikarang Dry Port as Place of Receipt. Tanjung Priok seaport is still mentioned as Port of Loading. To use the mechanism, shipper or its agent book to any shipping lines that provide services to Cikarang Dry Port (port code: IDJBK. Shipping lines list could be found at Cikarang Dry Port's official website www.cikarangdryport.com
- 1.2 Shipper or Customs Broker conduct export activities as usual as in Tanjung Priok seaport, but they would be done at Cikarang Dry Port. Shipper picks empty container from any depot appointed by the shipping line, including the empty container depot inside Cikarang Dry Port area. After stuffing at shipper's premise, containers would be delivered to Cikarang Dry Port.
- 1.3 Shipping Lines decide the CY Open & Closing Time at Cikarang Dry Port. \
- 1.4 Any export containers with completed export notification (NPE (Nota Persetujuan Ekspor) from Customs could enter Container Yard at Cikarang Dry Port after stuffing process. Containers without NPE must enter non terminal storage yard at Cikarang Dry Port.
- 1.5 Once the container entered Cikarang Dry Port's container yard, Shipping Lines would receive it and resume the responsibility to send it to Tanjung Priok seaport and up to the final destination port as mentioned in the Bill of Lading (B/L)

2. PREPARATION BEFORE EXPORT

- 2.1 **Register EDI number or PEB Module as Trading Partner of Cikarang Customs Office**
 Either Shipper or Customs Broker who conduct the export notification PEB (Pemberitahuan Ekspor Barang) submission to Cikarang Customs Office must register their company as trading partner or business partner of Cikarang Customs. For detail information please contact Information Dept (Seksi PLI (Penyuluhan & Layanan Informasi)) of Cikarang Customs Office or CDP Sales team.

Pemilik modul PEB (Pemberitahuan Ekspor Barang), baik Eksportir atau PPJK, yang akan melakukan komunikasi PEB ke Bea Cukai Cikarang (KPPBC TMP Cikarang) perlu mendaftarkan perusahaannya sebagai *trading partner* atau *business partner* dari Bea Cukai Cikarang. Untuk informasi detil terkait registrasi silakan hubungi Seksi PLI (Penyuluhan & Layanan Informasi) Bea Cukai Cikarang atau tim Sales CDP.

Please pay attention the following fields in your PEB module:

- a. Fill "Kantor Pabean Pemuatan" field with "051000 KPPBC TMP Cikarang".

- b. Fill “Kantor Pabean Ekspor” field with “040300 KPU Tanjung Priok”.
 - c. Fill “Pelabuhan Muat Asal” field with “IDJBK Bekasi” or “IDJBK Cikarang Dry Port”.
 - d. Fill “Pelabuhan/Tempat Muat Ekspor” field with “IDTPP Tanjung Priok”
 - e. Fill “Kantor Pabean Pemeriksaan” field with “051000 KPPBC TMP Cikarang”.
- For Bonded Area (Kawasan Berikat (KB)) facilities this field should be filled by your local customs office depends on the Bonded Area’s location.

3. EXPORT PROCEDURE WITH MULTIMODAL TRANSPORT BILL OF LADING AT CIKARANG DRY PORT

Booking Shipment with Shipping Lines

- 3.1 Book to shipping line by mentioning **Cikarang Dry Port, Bekasi** (port code IDJBK) in the field ‘**place of receipt**’ at *Bill of Lading (B/L) or Shipping Instructions*.
- 3.2 Based on the B/L shipping lines assume responsibility of the shipment from Cikarang Dry Port to destination port.
- 3.3 Based on Delivery Order (DO) or Booking Confirmation from the shipping line, Shipper or Customs Broker pick empty containers at any depot appointed by the shipping line.

Export Customs Clearance Process

- 3.4 Shipper submit export declaration via PEB Module as usual, with several notes:
 - a. Fill “Kantor Pabean Pemuatan” field with “051000 KPPBC TMP Cikarang”.
 - b. Fill “Kantor Pabean Ekspor” field with “040300 KPU Tanjung Priok”.
 - c. Fill “Pelabuhan Muat Asal” field with “IDJBK Bekasi” or “IDJBK Cikarang Dry Port”.
 - d. Fill “Pelabuhan/Tempat Muat Ekspor” field with “IDTPP Tanjung Priok”
 - e. Fill “Kantor Pabean Pemeriksaan” field with “051000 KPPBC TMP Cikarang”.

For Bonded Area (Kawasan Berikat (KB)) facilities this field should be filled by your local customs office depends on the Bonded Area’s location.

Containers Delivery (Gate In) to Cikarang Dry Port’s Container Yard

- 3.5 Pick empty containers at any depot appointed by the shipping line, including the empty container depot inside Cikarang Dry Port area.
- 3.6 Stuffing process at shipper’s premise.
- 3.7 Shipper or Customs Broker conduct the export containers delivery at Cikarang Dry Port’s Customers Service to obtain KMT (Kartu Masuk Terminal) by submitting the following documents:
 - a. Nomor Persetujuan Ekspor (NPE) original document
 - b. Copy of Pemberitahuan Ekspor Barang (PEB), and
 - c. Copy of Booking Confirmation or Delivery Order from shipping line.
- 3.8 Shipper or Customs Broker settle the terminal charges at CDP’s billing counter, or through MyCDP app.
- 3.9 Container gate in to Cikarang Dry Port’s Container Yard.
- 3.10 Shipper or Customs Broker conduct Fiat Masuk at Customs counter at Cikarang Dry Port’s gate.
- 3.11 Gate in process could be done anytime 24/7.

4. CY OPEN & CLOSING TIME

- 4.1 *CY Open & Closing Time* decided by the shipping line.

5. PEMANTAUAN PETIKEMAS SECARA ONLINE MELALUI WEBSITE CIKARANG DRY PORT

- 5.1. Consignee or its Customs Broker could monitor the containers status via Cikarang Dry Port's official website tracking feature at www.cikarangdryport.com Input B/L or container number, choose export from dropdown menu and start tracking. Sample picture of tracking result:

The screenshot displays the Cikarang Dry Port website's tracking interface. At the top, there is a logo for 'CIKARANG DRY PORT' and a link to the 'Information Center'. Below the logo, there are two buttons: 'Home' and 'Tracking'. A search section includes a text input field containing '920256452' and a 'SEARCH' button. Below the search field, there are labels for 'BC 1.1/1.2 No.' and 'Pos BC No.' with corresponding values. The main content area is titled 'List Export' and features a table with the following columns: NO., Container NO, Vessel Name, Voy. No, Size, Type, Status, TO Name, Gate In CDP, Gate Out CDP, Gate In TO, and Loaded on Vessel. The table contains four rows of data for MAERSK WOLGAST vessels.

NO.	Container NO	Vessel Name	Voy. No	Size	Type	Status	TO Name	Gate In CDP	Gate Out CDP	Gate In TO	Loaded on Vessel
1	MRKU3087883	MAERSK WOLGAST	1202	40	HQ	FCL		31-May-2012 22:01	01-June-2012 16:38	01-June-2012 20:27	04-June-2012 16:32
2	MRKU2138040	MAERSK WOLGAST	1202	40	HQ	FCL		31-May-2012 22:11	01-June-2012 16:39	01-June-2012 21:02	04-June-2012 10:52
3	MRKU2513388	MAERSK WOLGAST	1202	40	HQ	FCL		31-May-2012 22:14	01-June-2012 16:21	01-June-2012 20:53	04-June-2012 16:29
4	MRKU2559780	MAERSK WOLGAST	1202	40	HQ	FCL		31-May-2012 22:17	01-June-2012 16:41	01-June-2012 20:29	04-June-2012 16:31

- 5.2. "Gate In CDP" field is the time and date when the containers arrived at Cikarang Dry Port..
- 5.3. "Gate Out CDP" field is the time and date when containers delivered out from Cikarang Dry Port to Tanjung Priok seaport.
- 5.4. "Gate In TO" field is the time and date when the containers gate in Tanjung Priok seaport from Cikarang Dry Port.
- 5.5. "Loaded to Vessel" field is the time and date when the containers loaded in to the vessel.
- 5.6. The tracking result could be downloaded in PDF or MS Excell format for your convenience.

Attachment 1. Multimodal Transport Bill of Lading sample

Shipper		B/L No.	
BILL OF LADING			
Consignee		<small>Received by the carrier from the shipper in apparent good order and condition unless otherwise indicated herein in the Goods or the container(s) or package(s) said to contain the cargo hereinafter mentioned, to be carried subject to all the terms and conditions appearing on the face and back of this Bill of Lading by the vessel named here in or any substitute at the Carrier's option and in other means of transport, from the place of receipt or the port of loading to the port of discharge or the place of delivery shown here in and there to be delivered unto order or assigns. If required by the Carrier, this Bill of Lading duly endorsed must be surrendered in exchange for the goods or delivery order.</small>	
Notify Party		<small>In accepting this Bill of Lading, the Merchant agrees to be bound by all the stipulations, exceptions, terms and conditions on the face and back hereof of whether written, typed, stamped or printed, as fully as if signed by the Merchant, any Local custom or privilege to the contrary notwithstanding, and agrees that all Agreements, freight engagements, for and in connection with the carriage of the Goods are superseded by this Bill of Lading.</small>	
Pre-carriage by	Place of Receipt	<small>In accordance with the undersigned, on behalf of PT. Meratus Line the carrier and the owner of the Vessels, has signed the number of Bills of Lading stated below all of this tenor and date, one of which being accomplished, the others to stand void. (Terms of Bill of Lading continued on the back hereof)</small>	
Vessel	Voy. No.	Port of Loading	Place of Receipt
Port of Discharge	Place of Delivery	Place of Delivery	CIKARANG DRY PORT
Container No.	Seal No.	Marks & Nos. of Containers or PKgs.	Kind of Packages
Description of Goods	Gross Weight	Measurement	Place of Loading
			JAKARTA
			Place of Delivery

FIFO
SAY TO CONTAIN
SHIPPER LOAD, COUNT, AND SEALED
CONTAINER(S) CONTENTS ACCORDING TO THE PACKING LIST ENCLOSED

Remarks :

1. **Port of Loading** is Tanjung Priok seaport, or could be written as **"Jakarta, Indonesia"**.
2. **Place of Receipt** is Cikarang Dry Port, or could be written as **"Cikarang Dry Port, Indonesia"** or **"Bekasi"** depends on the naming by shipping lines' systems.

Attachment 2. Sample of BC 3.0 or PEB (Pemberitahuan Ekspor Barang).

BC 3.0		PEMBERITAHUAN EKSPOR BARANG	
Nomor Pengajuan : 000000-001214-20161104-000594		Halaman 1 dari 5..	
HEADER	A. KANTOR PABEAN		H. KOLOM KHUSUS BEA DAN CUKAI
	1. Kantor Pabean Pemuatan : 051000 KPPBC TMP Cikarang		
	2. Kantor Pabean Ekspor : 040300 KPU Tanjung Priok		
	B. JENIS EKSPOR : Ekspor Dnsa		
	C. KATEGORI EKSPOR : Umum		
D. CARA PERDAGANGAN : Lainnya		1. Nomor Pendaftaran : 001151	
E. CARA PEMBAYARAN : Lainnya		Tanggal : 04-11-2016	
T/T REMITTANCE		2. Nomor BC 1.1 : Tanggal :	
		Pos/ Sub Pos :	
EKSPORTIR		PENERIMA	
1. Identitas : Npwp 15 Digit 31.461.995.8-431.000		9. Nama : [REDACTED]	
2. Nama : [REDACTED]		10. Alamat : [REDACTED] 11,	
3. Alamat : [REDACTED]		JAPAN	
4. NIPER :		11. Negara : JP - Japan	
5. Status :			
PPJK		PEMBELI	
6. NPWP : 01.081.609.8-058.000		12. Nama : [REDACTED]	
7. Nama : [REDACTED]		13. Alamat : [REDACTED] 11,	
8. Alamat : [REDACTED]		14. Negara : JP - Japan	
DATA PENGANGKUTAN		DATA PELABUHAN/TEMPAT MUAT EKSPOR	
15. Cara Pengangkutan : Laut		19. Pel. Muat Asal : IDJBK CIKARANG DRY PORT	
16. Nama & Bendera Sarana Pengangkut : OOCL AUSTRALIA (HK - Hong Kong)		20. Pel. Tempat Muat Ekspor : IDTPP Tanjung Priok	
17. No. Pengangkut (Voy/ Flight/Nopol) : 150N		21. Pel. Bongkar : JPYKK Yokkaichi	
18. Tanggal Perkiraan Ekspor : 10-11-2016		22. Pel. Tujuan : JPYKK Yokkaichi	
		23. Negara Tujuan Ekspor : JP Japan	
DOKUMEN PELENGKAP PABEAN		DATA TEMPAT PEMERIKSAAN	
24. Nomor & Tgl Invoice : J45/YID/11/2016 04-11-2016		27. Lokasi Pemeriksaan : 3. Temoat Lain yang Diijinkan	
25. Nomor & Tgl Packing : J45/YID/11/2016 04-11-2016		28. Kantor Pabean Pemeriksaan : 051000 KPPBC TMP Cikarang	
26. Jenis, No & Tgl Dek. lainnya : Dokumen lainnya		29. Nama PLB : -	
KEP-529/RP/101/RD/07/2016 10.06.2016		DATA PENYERAHAN	