



TECHNICAL GUIDANCE IMPORT VIA CIKARANG DRY PORT

**Integrated Port &
Logistic Facilities**



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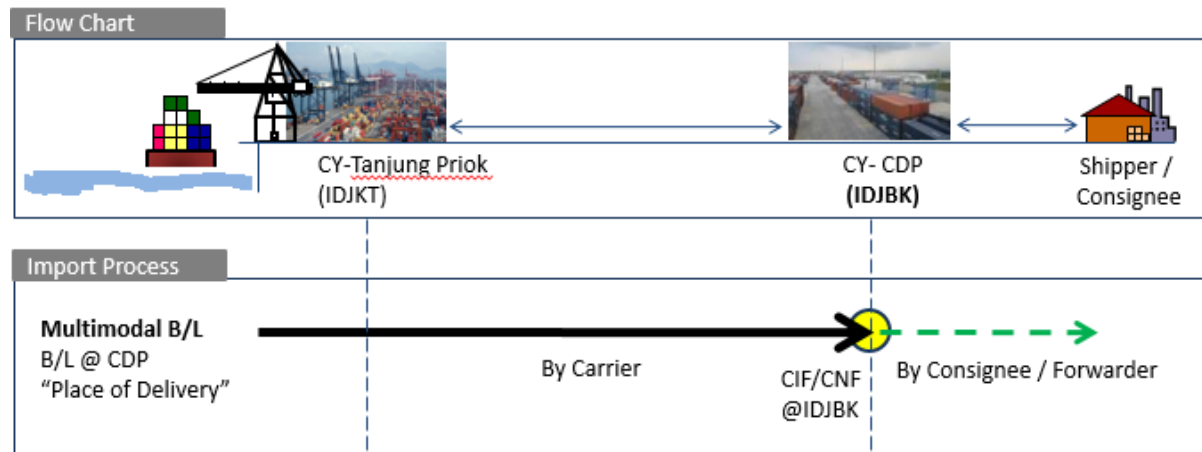
www.cikarangdryport.com

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1. GENERAL PROCEDURE



- 1.1. **Inbound Procedure** is shifting import containers from Tanjung Priok Seaport to Cikarang Dry Port under Multimodal Transport Bill of Lading.
- 1.2. **Multimodal Transport Bill of Lading or Direct BL or Through BL** is the procedure to shift import containers where the Bill of Lading (B/L) document mentions Cikarang Dry Port as Place of Delivery based on the request of Consignee. The customs procedure being used is BC 1.1. To use the mechanism, Consignee 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
- 1.3. **Clearance Procedure.** Basically import container clearance procedure is similar to that in the Tanjung Priok Seaport. But the clearance activities would be done at Cikarang Dry Port, either the document or the cargo itself.

2. PREPARATION BEFORE IMPORT

2.1 User registration at CEISA 4.0 customs portal

Users must conduct registration at Customs' CEISA 4.0 Portal. Submission of customs documents like import declaration (Pemberitahuan Impor Barang or PIB (BC 2.0)) would be done through CEISA 4.0 Portal. Guidance related to CEISA 4.0 Portal could be downloaded on the following links.

<https://psi-project40.gitbook.io/portaceisa40/>
<https://drive.google.com/file/d/1T0MZTrBTnFP0IAifUCIHmrORA95QkX-N/view>

BC 2.3 procedure is still using the existing PDE Internet module.

Please pay attention the following fields in your PIB and BC 2.3 documents. Please refer to the attachment for further information.

- a. Fill "Kantor Pabean" field with "KPPBC Cikarang", code 051000.
- b. Fill "Pelabuhan Bongkar" field with "Cikarang Dry Port", code IDJBK.
- c. Consult data from Cikarang Customs Office to fill BC 1.1, Pos & Tanggal field.
- d. Fill "Tempat Penimbunan" field with "Cikarang Dry Port", code CDP1.

- e. For Bonded Area (Kawasan Berikat (KB)) facilities, fill “Kantor Pabean Bongkar” field with “KPPBC Cikarang”, as for “Kantor Pabean Pengawas” field should be filled by your local customs office depends on the Bonded Area’s location.
- 2.2 **Priority Lane Consignees** should have Cikarang Dry Port in your permit document (SKEP). Please consult to Directorate General of Customs Excise if you have not.
- 2.3 **Consignees** with special import license mentioning particular destination ports, must also have Cikarang Dry Port listed.
- 2.4 Please use **Check List** in the attachment section of this guidance, to review your preparation. If necessary, our Sales team would be happy to assist you with to see through your import preparation.

3. IMPORT PROCEDURE WITH MULTIMODAL TRANSPORT BILL OF LADING (BC 1.1 MECHANISM)

Booking Shipment with Shipping Lines

- 3.1 Consignee or its agent conduct shipment booking to the shipping lines by declaring **Cikarang Dry Port, Bekasi** (port code IDJBK) in ‘**place of delivery**’ field in *Bill of Lading* (B/L) or *Shipping Instructions*.
- 3.2 Based on the B/L shipping lines’ responsibility would be extended up to Cikarang Dry Port as place of delivery

Import Customs Clearance Process (BC 2.0 & BC 2.3)

- 3.3 Consignee or its customs broker submit import clearance (BC 2.0 or BC 2.3) through CEISA 4.0 Portal and Internet PDE module with the following details:
 - a. Fill “Kantor Pabean” field with “KPPBC Cikarang”, code 051000.
 - b. Fill “Pelabuhan Bongkar” field with “Cikarang Dry Port”, code IDJBK.
 - c. Fill “BC 1.1” field by BC 1.1 number and date in CDP instead of the BC 1.1 number at Tanjung Priok seaport. The information could be found at Container Tracking feature at Cikarang Dry Port’s website www.cikarangdryport.com
 - d. Fill “Tempat Penimbunan” field with “Cikarang Dry Port”, code CDP1.
 - e. For Bonded Area Kawasan Berikat (KB) facilities, fill “Kantor Pabean Bongkar” field with “KPPBC TMP Cikarang”, as for “Kantor Pabean Pengawas” field should be filled by your local customs office depends on the Bonded Area’s location.
 - f. Please refer to the attachment for further info.
- 3.4 If you get Red Line Customs Inspection Notification, please inform by email to CDP’s Customer Service cs@cikarangdryport.com to prepare physical inspection procedure. The inspection would be done at Cikarang Dry Port.

Import Containers Delivery Process from CDP’s Container Yard

- 3.5 Consignee or its Customs Broker conduct settlement to shipping lines to obtain Delivery Order (DO).
- 3.6 Consignee or its Customs Broker conduct terminal clearance at CDP’s Customer Service to obtain Surat Penyerahan Petikemas (SP2) by submitting the following documents:
 - (a) Surat Persetujuan Pengeluaran Barang (SPPB)
 - (b) Delivery Order (DO) from shipping line
 - (c) Any other relevant documents
- 3.7 Consignee or its Customs Broker settle the terminal charges through CDP’s billing counter or through MyCDP app.

- 3.8 Consignee or its Customs Broker conduct Fiat Keluar and Tutup Pos at Customs counter at Cikarang Dry Port's gate.
- 3.9 Once the process completed, delivery could be done any time as our gate is operational 24/7.

4. ONLINE CONTAINERS MONITORING VIA CIKARANG DRY PORT'S OFFICIAL WEBSITE

- 4.1. Consignee or its Customs Broker could monitor the containers status via Cikarang Dry Port's official website tracking feature at www.cikarangdryport.com Sample picture of tracking result:

Language Selection : English / Bahasa

Home | Container | Reefer | Vessel Schedule

GO

Container Tracking

MEDULG184129 Import TRACK Export To :

BC No. & Date : 000791 17 May 2021 BL No. : MEDULG184129
 BC POS : 0001 E-DO Valid : 20210605
 KPBC : Cikarang (051000)

No	Container No	Vessel Name	Voy. No	Size	Type	Status	Sea Port	Vessel ATA	Gate Out Seaport	Gate In CDP	Pick Up By Consignee	DT
1	CAIU8840869	TRUCK	MSCHO118A	40	HQ	FCL	JICT1	16 May 2021 00:00	17 May 2021 18:59	17 May 2021 21:06	26 May 2021 03:12	10
2	CAIU9487057	TRUCK	MSCHO118A	40	HQ	FCL	JICT1	16 May 2021 00:00	18 May 2021 00:50	18 May 2021 03:21	20 May 2021 14:04	3
3	CAIU9586126	TRUCK	MSCHO118A	40	HQ	FCL	JICT1	16 May 2021 00:00	18 May 2021 00:30	18 May 2021 03:53	26 May 2021 03:16	9
4	FCIU8460677	TRUCK	MSCHO118A	40	HQ	FCL	JICT1	16 May 2021 00:00	17 May 2021 19:06	17 May 2021 21:49	26 May 2021 02:00	10
5	MEDU7833193	TRUCK	MSCHO118A	40	HQ	FCL	JICT1	16 May 2021 00:00	18 May 2021 01:56	18 May 2021 03:44	19 May 2021 22:03	2

- 4.2. "BC No & Date" field contain BC 1.1 information (date and number) that is used in PIB or BC 2.3 forms.
- 4.3. Vessel ATA field contain vessel arrival time at Tanjung Priok seaport.
- 4.4. "Gate Out TO" field is the time and date when the containers shifted out from Tanjung Priok seaport to Cikarang Dry Port.
- 4.5. "Gate In CDP" field is the time and date when the containers arrived at Cikarang Dry Port.
- 4.6. "Pick Up By Consignee" field is the time and date when the containers delivered out from CDP's container yard to consignee's premise.
- 4.7. "E-DO Valid" field contain validity date of shipping line's DO. Formatted YYYYMMDD atau YYYY-MM-DD if the e-DO sent by the shipping lines had updated in CDP's system.
- 4.8. The tracking result could be downloaded in PDF or MS Excell format for your convenience.

Attachment 1. Multimodal Transport Bill of Lading sample

Remarks :

1. **Port of Discharge** is Tanjung Priok seaport, or could be written as **"Jakarta, Indonesia"**.
2. **Place of Delivery** 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. BC 2.0 or PIB (Pemberitahuan Impor Barang) forms sample

PEMBERITAHUAN IMPOR BARANG (PIB)		BC 2.0	
Kantor Pabean	: KPPBC TMP Cikarang	051000	Halaman 1 dari 3..
Nomor Pengajuan	: 000000-005735-20150902-400418		
A. Jenis PIB	<input type="checkbox"/> 1. Biasa <input type="checkbox"/> 2. Berkala <input type="checkbox"/> 3. Penyelesaian <input type="checkbox"/> 4. Untuk Dipakai <input type="checkbox"/> 5. Reimpor <input type="checkbox"/> 6. Pelayanan Segera <input type="checkbox"/> 7. Dengan Jaminan <input type="checkbox"/> 8. Lainnya <input type="checkbox"/> 9. Lainnya		
B. Jenis Impor	<input type="checkbox"/> 1. Biasa/Tunai <input type="checkbox"/> 2. Berkala <input type="checkbox"/> 3. Dengan Jaminan <input type="checkbox"/> 4. Lainnya		
C. Cara Pembayaran	<input type="checkbox"/> 1. Biasa/Tunai <input type="checkbox"/> 2. Berkala <input type="checkbox"/> 3. Dengan Jaminan <input type="checkbox"/> 4. Lainnya		
D. DATA PEMBERITAHUAN			
PEMASOK		F. DIISI OLEH BEA DAN CUKAI	
1. Nama, Alamat, Negara		No. & Tgl. Pendaftaran	
IMPORTIR		15. Invoice : 8050969027 Tgl. 24-08-2015 8050969026 24-08-2015 8050969025 24-08-2015	
PEMILIK BARANG		16. LC : Tgl.	
PPIK		17. BL/AWB : 920444370 Tgl. 27-08-2015	
9. Cara pengangkutan:		18. BC1.1 : 000261 Pos: 0004 Sub: 0000.0000 Tgl. 01-09-2015	
Laut		19. Pemenuhan Persyaratan/Fasilitas Impor: 06	
10. Nama Sarana Pengangkut & No.Voy/Flight dan Bendera:		Certificate Of Origin (CO) ID2015-0209950 Tgl. 04-09-2015	
VIRA BHUM 1508S		20. Tempat Penimbunan: CIKARANG DRY PORT CDPI	
11. Perkiraan Tgl Tiba: 04-09-2015		21. Valuta : USD 22. NDPBM: 14,036.0000	
12. Pelabuhan Muat : Laem Chabang		23. FOB : 56,465.02	
13. Pelabuhan Transit : THLCH		24. Freight: 2,740.00	
14. Pelabuhan Bongkar : CIKARANG DRY PORT IDIBK		25. Asuransi LNDN: 0.00	
27. Merek dan nomor kemasan per kemasan:		26. Nilai CIF: 59,205.02	
MRKU-0097487 40 Feet FCL		28. Jumlah dan Jenis kemasan: 5010 CT/Carton Merk: SESUAI BL	
MRKU-0254307 40 Feet FCL		29. Berat Kotor (kg) 46,761.5000	
		30. Berat Bersih (kg) 41,710.5000	

Attachment 3. BC 2.3 Form sample

PEMBERITAHUAN IMPOR BARANG UNTUK DITIMBUN DI TEMPAT PENIMBUNAN BERIKAT

BC 2.3

Kantor Pabean : KPBC PURWAKARTA	050800	Halaman 1 dari 3.
Nomor Pengajuan : 000000-000246-20160229-026489		
A. Tujuan	<input type="checkbox"/> 1. Kws. Berikat 2. Gudang Berikat 3. TPPB 4. TBB 5. TLB 6. KDUB	
B. Jenis Barang	<input type="checkbox"/> 1. Bahan Baku 2. Bahan Penolong 3. Mesin/Spare Part 4. Peralatan Pabrik 5. Peralatan Perkantoran 6. Peralatan konstruksi 7. Brg Reimpor TPB 8. Brg Contoh/Test 9. Lainnya 10. Lebih dr 1 jenis Brg (1 s/d 6)	
C. Tujuan Pengiriman	<input type="checkbox"/> 1. Ditimbun 2. Diproses 3. Disubkontrakkan 4. Dipinjakan 5. Diperbaiki 6. Pengembalian Subkontrak 7. Pengembalian Pinjaman 8. Pengembalian Perbaikan 9. Lainnya	
D. DATA PEMBERITAHUAN PEMASOK 1. Nama, Alamat, Negara : MY		
F. DHSI OLEH BEA DAN CUKAI No. & Tgl. Pendaftaran : 021463 01-03-2016 Kantor Pabean Bongkar : KPPBC CIKARANG 051000 Kantor Pabean Pengawas : KPBC PURWAKARTA 050800		
IMPORTIR 2. Identitas : NPWP 15 Digit / 5 01.071.863.3-055.000 3. Nama, Alamat : 4. Status: PMA (non migas) 5. APID: 101501847-B		
PPJK 6. NPWP : 7. Nama, Alamat : 8. No. & Tgl Surat Izin : 9. Cara pengangkutan: Laut 1		
14. Invoice : INV1602-037-950 Tgl. 10-02-2016 15. Surat Keputusan/ Persetujuan: Tgl. Dokumen Terkait (BC 3.0) Tgl. 16. LC : Tgl. 17. BL/AWB : S00737653 Tgl. 12-02-2016 18. BC1.1 : 000298 Pos: 0023 Sub: Tgl. 26-02-2016 19. Tempat Penimbunan: CIKARANG DRY PORT CDP1		
10. Nama Sarana Pengangkut & No.Voy/Flight dan Bendera: ID APL OAKLAND 092W Indonesia 20. Valuta : USD 21. NDPBM: 13,475.0000 US Dollar		
11. Pelabuhan Muat : Port Kelang MYPKG 12. Pelabuhan Transit : IDJBK 13. Pelabuhan Bongkar : JABABEKA 22. FOB : 23. Freight: 15,151.14 25. Asuransi LNDN: Rp. 204,161,611.00		
25. Nilai CIF:		

Attachment 4. Check List Import Preparation via Cikarang Dry Port

Check	No	Activities	Related Parties
	1	User registration at CEISA 4.0 Portal	Consignee / Customs Broker
	2	Reassuring Consignee's permit or special import license also valid at Cikarang Customs Office and Cikarang Dry Port	Consignee
	3	Priority Lane Consignee adds Cikarang Dry Port and Cikarang Customs Office in their permit (SKEP Jalur Prioritas)	Consignee

Please contact us via marketing@cikangdryport.com should you need further information.