Procedure For Using The Customs Manifest Application In The Inward Manifest Issuance Process At PT. Naval Global Trans Belawan

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Abstract. To find out more closely how the company PT. Naval Global Trans Belawan Center, carries out activities on procedures for using the Customs manifest application in the process of issuing the Inward Manifest. This aims to carry out the responsibility in submitting cargo reporting documents to the parties who are truly related and responsible. In the process of loading the Inwad Manifest document, supporting documents such as ship definites and Bill of Lading are required. The ship particular document functions to explain the detailed ship data that will be registered in the manifest module in the transport equipment menu. Meanwhile, the Bill of Lading (B/L) document functions to complete the identity of an item which is useful for expediting the procedure for creating an Inward Manifest document. This is to be supported by the company PT. Naval Global Trans Belawan, in the procedure for making a draft Manifest with the procedure for sending an Inward Manifest with a response BC 1.1 In writing this paper the author used 2 (two) types of research methods in collecting data, namely: Field Observation Method, interviews with employees and Literature Study Method, namely Retrieve data from library books.

Keywords: Manifest, Inward Manifest, Bill Of Lading

Abstrak. Untuk mengetahui lebih dekat bagaimana perusahaan PT. Naval Global Trans Belawan Center, melaksanakan kegiatan tata cara penggunaan aplikasi Customs manifest dalam proses penerbitan Inward Manifest. Hal ini bertujuan untuk melaksanakan tanggung jawab penyampaian dokumen pelaporan muatan kepada pihak-pihak yang benar-benar terkait dan bertanggung jawab. Dalam proses pemuatan dokumen Inwad Manifest diperlukan dokumen pendukung seperti definitif kapal dan Bill of Lading. Dokumen khusus kapal berfungsi untuk menjelaskan detail data kapal yang akan didaftarkan pada modul manifes pada menu alat angkut. Sedangkan dokumen Bill of Lading (B/L) berfungsi untuk melengkapi identitas suatu barang yang berguna untuk memperlancar prosedur pembuatan dokumen Inward Manifest. Hal ini didukung oleh perusahaan PT. Naval Global Trans Belawan, dalam tata cara pembuatan draft Manifest dengan tata cara pengiriman Inward Manifest dengan respon BC 1.1 Dalam penulisan makalah ini penulis menggunakan 2 (dua) jenis metode penelitian dalam pengumpulan data yaitu: Metode Observasi Lapangan , wawancara dengan karyawan dan Metode Studi Literatur yaitu mengambil data dari buku perpustakaan.

Kata Kunci: Manifes, Manifes Batin, *Bill Of Lading*

1. BACKGROUND

Manifest data is very important in a logistics system in the process of sending goods, receiving goods and also in filling out the Manifest Module application at the Customs and Excise office. By providing correct and precise details or data in the manifest data, the logistics goods delivery process can run smoothly because there is correct cargo data. Apart from that, the importance of having complete and correct manifest data can be an important thing for guarantees when carrying out the process of sending or receiving the goods themselves. By having complete data, if an obstacle occurs, such as: an accident or loss of the cargo itself, it can be claimed quickly and easily through goods delivery insurance.

The use of the Customs Manifest application, especially in licensing the export of goods or import of goods, provides benefits, one of which is in terms of saving costs and time in the process of issuing Inward Manifest documents. Procedure for making PT inward manifest. Naval Global Trans uses a manifest module system from the Customs agency which makes it easier to send the RKSP (Carrier Arrival Plan) and inward manifest documents.

2. THEORETICAL STUDY

1) Marshall B. Romney and Paul Jhon Steimbart (2018:2), Procedures are a series of two or interconnected components, which interact to achieve a goal.

2) Based on the Big Indonesian Dictionary (KBBI), an application is the implementation of a system design for processing data that uses the rules or provisions of a particular programming language.

3) According to the regulation of the Minister of Finance of the Republic of Indonesia number 158/PMK.04/2017, the Manifest is a list of commercial goods transported by means of transport via land, sea and air.

4) In Law number 17 of 2006 concerning Customs, Customs is a State levy imposed on every exported or imported item. Meanwhile, Excise is a State levy imposed on goods that have characteristics or criteria that have been determined by law.

5) Regulation of the Minister of Finance of the Republic of Indonesia number 158/PMK.04/2017 explains that the inward manifest is a list of commercial goods transported by means of transport by sea, land and air when entering the customs area or other places after obtaining permission.

3. RESEARCH METHODS

In carrying out the writing of this paper, the author used several methods or ways of collecting data. The method used in carrying out this writing is:

1) **Field Observation Method (Field Study)**

This method is carried out by means of direct interviews with relevant parties related to the problem being studied, including employees of PT. Naval Global Trans Belawan. Apart from interviews, they also carry out direct introductions to objects. The author studies and looks for adjustments between the information obtained and what is actually true.

2) **Library Study Methods (Library Study)**

This is a method obtained by reading books related to the issues the author will discuss, and is additional material that provides information to complete a piece of writing.

4. RESULTS AND DISCUSSION

Company Activities Publishing Inward Manifest Before The Ship Arrives

Principal (ship owner) communicates with the company or appointed agent, for notification to be carried out 1-2 days before the ship arrives so that the shipping company can prepare everything needed. Principal before making a Letter of Appoitment (agency appointment letter) which is appointed to the shipping company. This letter is made with the intention that if the ship needs something, the ship can ask the agent appointed by the principal.

When an agreement has been reached between the agent and the owner, the agent will ask for some of the ship's documents, including:

1) **Sea Mail**

It is a sign of nationality for Indonesian ships with a gross capacity of 500 M3 or more, not fishing or cruise ships. The contents of the Sea Letter are:

a. Ship name

b. Name of Ship Owner and Skipper

c. Clean/dirty contents according to Measurement Letter

d. Information according to the Ship Registration Letter

e. Ship's nickname (based on International Signal Book).

2) **Measurement Letter**

A Measurement Letter is a certificate issued by an official in charge of the measurement department regarding the size of the ship. The contents of the measurement letter are:

a. Ship name

b. Place of origin of the ship

c. Number of decks, masts, double bottoms, fuel tanks. Basic dimensions of the ship: length, width, depth.

d. Details of gross contents (gross) and net contents (net) in cubic meters and Register Tons

e. Subtraction to get net content.

3) **Letter of Appointment(Agency Appointment Letter)**

An agency appointment is where the owner appoints a General Agent or Sub Agent to provide services and needs for the ship that will arrive at the port of destination.

4) **Ship Particular**

Ship Particular is a document that contains detailed ship data starting from ship registration data, ship building structure, type and power of engine, up to ship equipment.

5) **Bill of Lading (B/L)**

A bill of lading is a goods transportation document that contains complete information about the sender's name, ship name, cargo name, loading and unloading ports, cargo details and others. The B/L functions as a receipt for goods or cargo which shows that the goods have been loaded on the ship, and also as a document of goods ownership which is used by shipping agents in filling in data for issuing inward manifests.

6) **Manifest**

A manifest is a document in transportation services that contains a list of cargo, passengers, ship crew, aircraft or other vehicles commonly used by Customs and Excise.

The above documents can be e-mailed with the aim of creating a Ship Arrival Notification (PKK) which will be processed at the Harbormaster and Port Authority Office (KSOP). After knowing the incoming ship, the shipping company makes a ship arrival operational plan which is submitted to the relevant agencies within the Port work environment, including:

a) Harbormaster and Port Authority Office (KSOP)

b) Vessel Traffic Services(VTS)

c) Health Quarantine.

The first document processing carried out by the agent is that the agent will submit an Application for Ship Arrival Notification (PKK) which will be submitted to the Harbor Master and Port Authority Office (KSOP) as notification of the ship that will arrive. Requirements for Request for Ship Arrival (PKK) are:

a) PKK requirements check list form

b) PKK Application (Notification of Ship Arrival)

c) Bill of Lading (B/L) Letter of Appointment (Agency Appointment Letter)

d) Ship Particular

e) Measurement Letter

Document used to create a Draft Manifest if the B/L has not been received for a while, the agent can use the cargo manifest.

Supporting Documents In The Publication Of The Inward Manifest

1) **Ship Particular**

Documents required as a basis for completing the means of transport such as: Name of ship, No. IMO, No MMSI, Call Sign, Flag, Vessel Type, Gross Tonnage, Deadweight, LOA, Draft and others.

2) **Bill of Lading B/L)**

Goods transportation documents contain complete information regarding the sender's name, recipient's name, notification party, sender's address, recipient's address, loading port, unloading port and so on.

3) **Cargo Manifest**

Document used to create a Draft Manifest if the B/L has not been received for a while, the agent can use the cargo manifest.

Parties Involved In Making The Inward Manifest

The procedure for making an Inward Manifest Document as part of the documents required for export and import activities involves various parties, including:

1) **Consignee**

The party who is notified when the ship arrives, or another name of the importer or recipient of the goods. The recipient of the goods is written in the cargo document, such as the Bill of Lading (B/L) or other transportation documents, the consignee can be said to be the buyer.

2) **Loading and Unloading Company**

The party who is notified of the ship's arrival, sometimes the PBM is appointed by the consignee to be the representative of the recipient of the goods in the context of processing documents for loading and unloading goods.

3) **Customs and Excises**

The agency that created the Manifest Module application to carry out the process of sending RKSP, Inward Manifest and Outward Manifest documents, sent no later than 1x24 hours from the port of origin, only 10 hours until arriving at the port of destination.

4) **Carriers**

Shipping companies that transport goods from the port of Mauat Daingkut to the port of destination.

Procedures for Making an Inward Manifest Using a Module System *Manifest* Customs Excise at PT. Naval Global Trans Belawan

The system used in creating documents is the Manifest Module. The Manifest Module is a useful component for processing and merging flat file data as well as activities in the process of sending Inward Manifest or Outward Manifest documents which are directly connected to the Manifest Module system. In the Manifest Module system there are several menus that can be used according to user needs, including:

1) Manifest Documents, namely the main procedure in this module application, consists of recording several types of customs documents, namely RKSP Inward Manifest, Outward Manifest.

2) Communication is the procedure for sending and receiving data from the Module application for RKSP Documents, Inward Manifest and Outward Manifest, as well as data transfer.

3) Reference, namely displaying external data needed by application users, in carrying out the process of filling in the RKSP, Inward Manifest and Outward Manifest documents, as well as displaying data for other purposes. Utilities are basic data settings used when recording documents, as well as for backing up and restoring data.

Work begins after completing filling/registration in the Transport Equipment menu which contains the name of the ship, name of the ship owner, call sign, flag, number. IMO, No< MMSI, agency type, service, Gross Tonnage, Deidweight Tonnage, Front Draft, Rear Draft.For more details, you can see the diagram below:
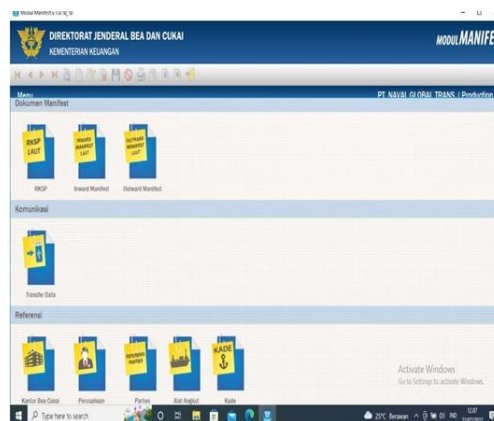

Figure 1. *Manifest Module*

The following are the procedures for making an Inward Manifest using the Customs Manifest Module system at PT. Naval Global Trans Belawan:

1) In detail, the steps for creating an RKSP (Transportation Facility Arrival Plan) document are as follows:

   a. Filling in RKSP Header Data The application will display the Header screen when the user enters the RKSP menu.

   b. Fill in the RKSP data as completely as possible as long as the data is available.

   c. The RKSP document will have the status "ready" if the user has filled in the data columns, when filling in the RKSP data, especially the data columns that must be filled in.

   d. When filling in the data column which is the code for a particular reference, the user can display a help screen to see a list of codes and their descriptions. Users can press the fnf1 key on the keyboard. There are two types of help tables, first, a help table whose data source is filled in by the user and records of previous filling. Second, the help table whose data source comes from the application. The content columns that can be displayed in the table list are:

      1. The content columns whose table data comes from user content are: Carrier data consisting of: Company Identity, Company Name, Address

      2. Transport equipment data consisting of: Ship Name No. IMO, No. MMSI, Callsign, Kade, Master, No. Voyage Flag, estimated arrival date/time. The content columns whose table data comes from the application are: Customs Office Data, Country Data, Port Code Data.

   e. Do the moan dara header, then new users can fill in the details by first selecting the Post Group.

   f. Postal Group is the type of post that will be selected according to user needs, such as postal group 01 for imported goods whose customs obligations are completed at the local customs office.

   g. The postal number is still in the postal group section, in this section you will type B/L No, B/L date, carrier origin, as well as port of origin, transit port, discharge port, final port.

   h. When filling in the data column which is the code for a particular reference, the user can display a help screen to see a list of codes and their descriptions. Users can press the fnf1 button on the keyboard. There are two kinds of help tables. First, the help table is the data source filled in by the user in the previous entry record.

    i. Second, the help table whose data source comes from the application. The fields in which the table list can be displayed are:

        1. Content columns whose table data comes from user content such as: Shipper Data, Consignee Data, Notify Party Data.

        2. Content columns whose table data comes from applications such as: Country Data, Port Code Data, Packaging type Data, Harmonized system data (HS code) which is usually found on the B/L

    j. The item description column in the RKSP details section is mandatory or must be filled in. Make sure the user has filled in the harmonized system (HS Code) and item description.

    k. If all the columns have been filled in, don't forget to save the data by clicking the save button on the toolbar until the status is ready.

    l. Then send RKSP with the symbol ↑ If the status is Complied, kill symbol ↓ to get the BC 1.0 response

2) In detail, the steps for creating the Manfiest Inward Document are as follows:

    a. An Inward Manifest document can be created if the RKSP document has "BC 1.0" status.

    b. Users can load BC 1.0 data after clicking the create data button on the toolbar

    c. Filling is done in the time header section, related to the actual time of arrival, unloading and loading.

    d. Then send the Inward Manifest Document with the symbol.

    e. Then the Inward Manifest Document Click the edit menu and save the data and can be sent if the status is ready.

    f. Then Send the Inward Manifest Document with the ↑ symbol.

    g. If the status is Complied, click the ↓ symbol to retrieve the BC 1.1 response

3) In detail, the steps for merging Flat File data from the transport module to the Manifest module are as follows:

    a. Log in to the transport module, click the symbol (I) in the inward manifest header module then select inward manifest recording.

    b. Select add new data, then fill in the complete data such as: Customs and Excise Supervision and Service Office Number (KPP BC), RKSP Number, Ship Name, Flag, Date / Time of Arrival, Kade.
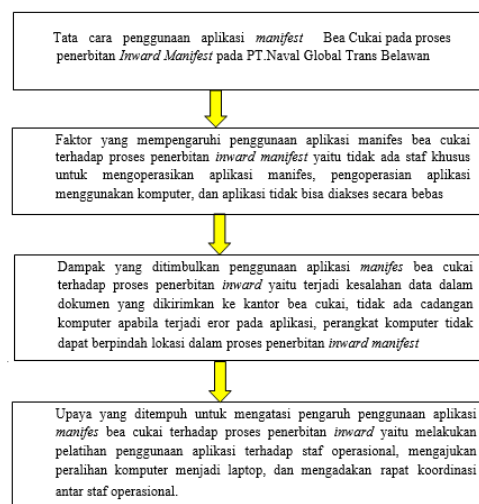
c. When filling in the data column which is the code for a particular reference, the user can display a help screen to see a list of codes and their descriptions. Users can press the FnF1 button on the keyboard.

d. There are two kinds of help tables. First, the help table whose data source is filled in by the User has a recording of previous teething. Second, the help table whose data source comes from the application. The content columns that can be displayed in the table are:

   1. The content column whose table data comes from user content such as Means of Transport which includes: Ship Name, No. Voyage, Date/Arrival Hour, Flag, Kade.

   2. The data columns in the table come from applications such as: Customs Office Data, Port Code Data.

e. Save the header data until it reaches ready status and close the Inward Manifest menu.

f. Then new users can merge Flat Files by first selecting Data Management in the header, selecting Load Flat File then clicking inward Manifest and selecting merging, wait until the name of the ship appears, select the name of the ship to be merged.

g. *Load* Flat File data that has been saved on the local disk (c) or (d) depending on where the data carrier is stored then Load the Flat File until finished.

h. After all Flat Files have been loaded, click the symbol (I) in the inward manifest header then click the edit menu and save the data until it has ready status then record the Submission Number and Date.

i. *iLog in*to the Manifest Module, select move data In/Out which is already in the Utility menu, this application can facilitate users to transfer manifest document data from the Old Module to the New Module.

j. To Load Data Files from the old module, the user needs to select the shl.mdb file where the Transporter Module is stored, then fill in the Aju Number that you want to move, and select the manifest type according to the user's needs, and Load File.

k. Then a notification will appear that the advanced number has been loaded, and click Move Data

l. The application will display a notification whether the data has been successfully transferred or not. If successful, the notification "OK" will appear.

Obstacles in the Procedure for Making an Inward Manifest.

The following are the obstacles in the procedure for creating an Inward Manifest using the Manifest Module system at PT. Naval Global Trans Belawan.

a. Document operations wanting to make a Draft Manifest found that the Bill of Ladding B/L document sent by the consignee was incomplete, such as the HS Code not being listed, errors in the quantity of goods.

b. Network disruptions and errors can also be obstacles in creating an Inward Manifest.

c. There is an error in the consignee number or notify party on the manifest.

d. There is a data error or change in the Customs and Excise manifest post.

e. There was a delay on the part of the Consignee with the document operations department and a delay in processing the Inward Manifest documents.

To make it easier to present the explanation in this paper, the author briefly describes several explanations related to the use of inward manifests in the form of a simple chart.

Tata cara penggunaan aplikasi *manifest* Bea Cukai pada proses penerbitan *Inward Manifest* pada PT.Naval Global Trans Belawan

Faktor yang mempengaruhi penggunaan aplikasi manifes bea cukai terhadap proses penerbitan *inward manifest* yaitu tidak ada staf khusus untuk mengoperasikan aplikasi manifes, pengoperasian aplikasi menggunakan komputer, dan aplikasi tidak bisa diakses secara bebas

Dampak yang ditimbulkan penggunaan aplikasi *manifes* bea cukai terhadap proses penerbitan *inward* yaitu terjadi kesalahan data dalam dokumen yang dikirimkan ke kantor bea cukai, tidak ada cadangan komputer apabila terjadi eror pada aplikasi, perangkat komputer tidak dapat berpindah lokasi dalam proses penerbitan *inward manifest*

Upaya yang ditempuh untuk mengatasi pengaruh penggunaan aplikasi *manifes* bea cukai terhadap proses penerbitan *inward* yaitu melakukan pelatihan penggunaan aplikasi terhadap staf operasional, mengajukan peralihan komputer menjadi laptop, dan mengadakan rapat koordinasi antar staf operasional.

5. CONCLUSIONS AND RECOMMENDATIONS

Conclusions

Based on the results of research conducted by the author in discussing the problem of procedures for using the Customs and Excise manifest application in the process of issuing inward manifests at PT Naval Global Trans, the following conclusions can be drawn:

1) Human resource factors that must master the Customs manifest application.

2) Operation of the Customs manifest application using a computer/laptop.

3) Factors in using the manifest application which cannot be accessed freely.

4) The impact that the use of the Customs manifest application has on the inward manifest issuance process:

a. There was a data error in the document sent to the Belawan Customs and Excise office.

b. There is no backup computer/laptop if an error occurs in filling in the data in the Customs manifest application.

Suggestion

1) To prevent errors from occurring in sending Inward Manifest documents, it is best to recheck before sending the documents to ensure that errors do not occur which could cause losses to the company.

2) In the Manifest Module system there are columns that must be filled in, each column in the Manifest Module system must be in accordance with the Ship Particular and Bill of Lading (B/L). The parties involved in processing the Inward Manifest document must prioritize accuracy because when filling in the data in the manifest module if an error occurs it will result in a fine.

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