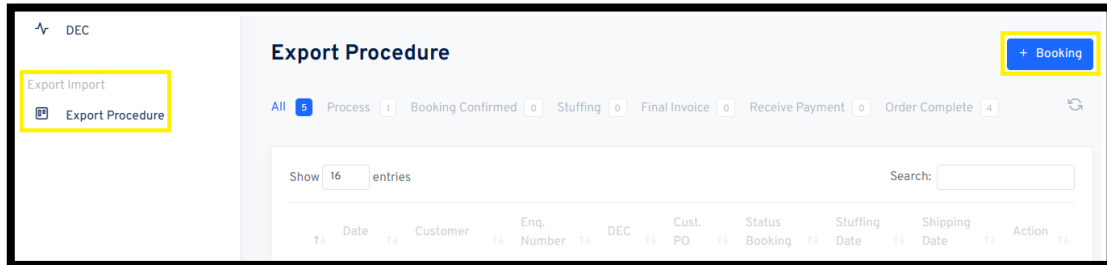


GUIDANCE EXIM

1. Exim Login ke Portal SIP.
2. Exim dapat melakukan **Container Booking** pada bagian **Export Import >> Export Procedure >> Booking**.



3. Masukan beberapa data yang dibutuhkan, seperti **DEC Number, Booking Date, Shipping Company, Destination**.
Untuk beberapa data seperti **Booking Number dsb** akan didapat ketika data container yang di booking telah ada.

Container Booking

Fill all form needed

Add Booking Data

Select Dec Number *

Booking Date

Shipping Company *

Destination *

Booking Number

Feeder

ETD

Connecting Vessel

4. Setelah data diinput, EXIM dapat melakukan **Submit Form**.

ETA
09/15/2023

Pickup Container Date
09/15/2023

Container Number
Container Number

Seal Number
Seal Number

Container Size
40'

Stuffing Date
09/15/2023

Send Out Container Date
09/15/2023

Submit form

5. Container Booking yang diinput dapat dilihat pada halaman **Export Procedure**. Dan untuk melihat detailnya dapat mengklik **titik 3(...)** >> **Detail**.

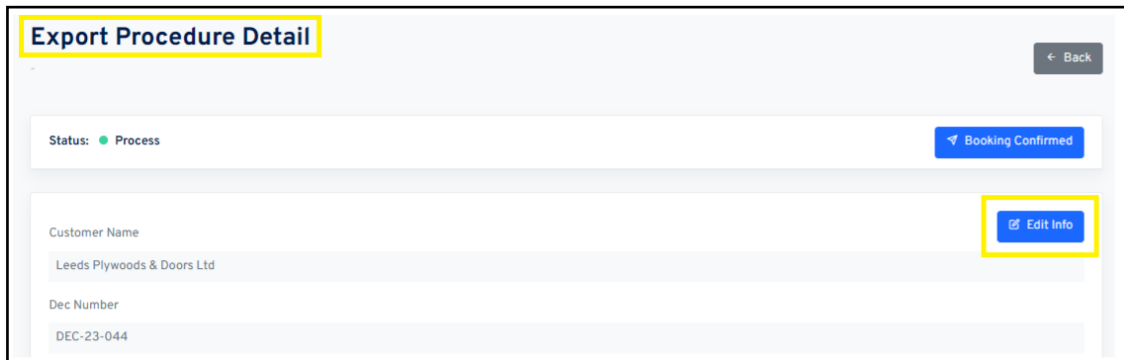
Export Procedure + Booking

All 3 Process 1 Booking Confirmed 1 Stuffing 0 Final Invoice 0 Receive Payment 0 Order Complete 1

Show entries Search:

	Date	Customer	Eng. Number	DEC	Cust. PO	Status Booking	Stuffing Date	Shipping Date	Action
<input type="checkbox"/>	2023-09-12	Leeds Plywoods & Doors Ltd	2300001	DEC-23-044	20200	Process	2023-09-12	2023-09-12	...

6. Apabila beberapa informasi seperti **Booking Number, Container Number dsb** telah didapat. EXIM dapat mengedit kembali pada bagian **Export Procedure Detail >> Edit Info**.



Export Procedure Detail

Status: ● Process

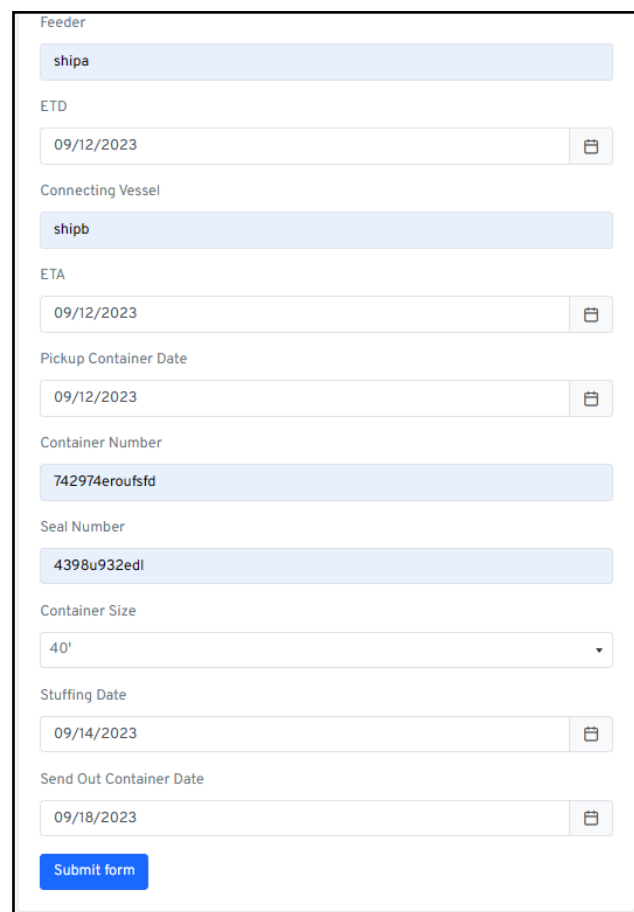
Booking Confirmed

Customer Name
Leeds Plywoods & Doors Ltd

Dec Number
DEC-23-044

Edit Info

7. Setelah data telah di tambahkan EXIM dapat melakukan **Submit Form**.



Feeder
shipa

ETD
09/12/2023

Connecting Vessel
shipb

ETA
09/12/2023

Pickup Container Date
09/12/2023

Container Number
742974eroufsfd

Seal Number
4398u932edl

Container Size
40'

Stuffing Date
09/14/2023

Send Out Container Date
09/18/2023

Submit form

8. **EXIM Harus** menghubungkan **DEC Number** dengan **Enquiry Number** dan **pastikan tidak salah**.

Note : Apabila EXIM tidak menghubungkan **DEC Number** dengan **Enquiry Number**, maka proses selanjutnya tidak dapat dihubungkan, dan akan terputus di bagian EXIM.

Untuk menghubungkan DEC Number dengan Enquiry Number, EXIM dapat melakukannya pada halaman **Export Procedure Detail >> Enq. Number >> Connect Enquiry**.

Export Procedure Detail

Status: ● Process Booking Confirmed

Customer Name Edit Info

XLJ

Dec Number
DEC-23-131

Enq. Number Connect Enquiry

9. Pada popup yang muncul, EXIM dapat **menginput DEC Number** Enquiry tsb lalu **Save**.

Connect Enquiry

Select Dec Number *

-

131

DEC-23-131

Maka **Enquiry Number** telah muncul dan terhubung dengan **DEC Number**.

Export Procedure Detail

Status: ● Process Booking Confirmed

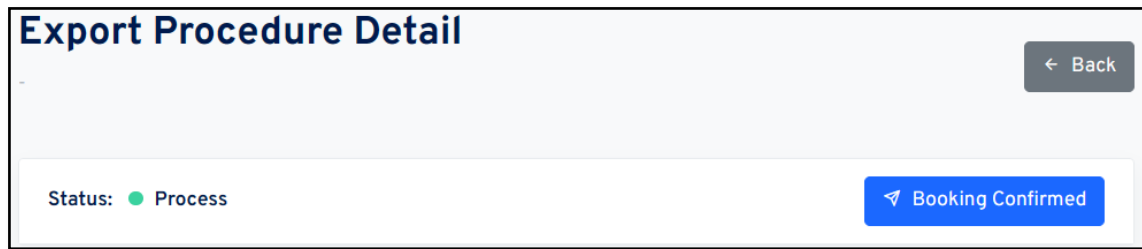
Customer Name Edit Info

XL JOINERY LIMITED

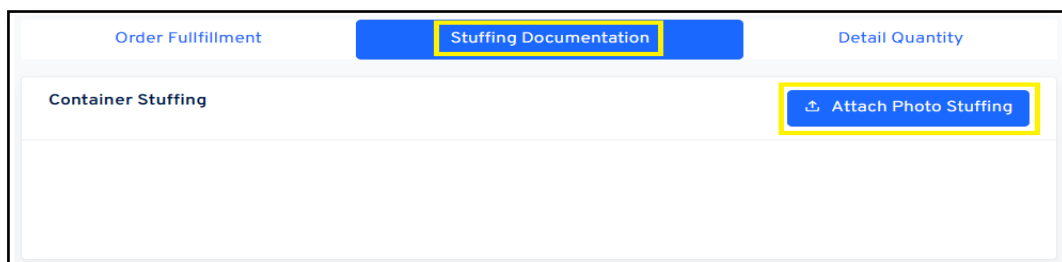
Dec Number
DEC-23-131

Enq. Number
2301220

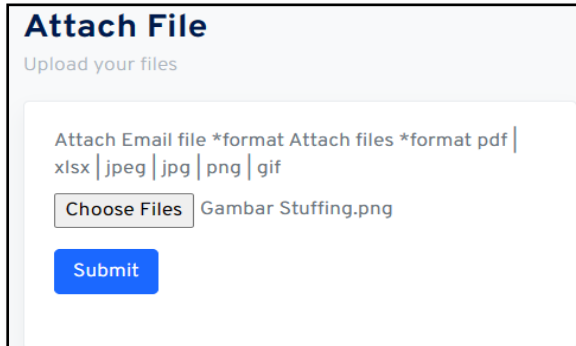
10. Jika booking telah di konfirmasi, EXIM dapat merubah statusnya pada halaman **Export Procedure Detail >> Booking Confirmed**.



11. Selanjutnya EXIM dapat menginput **Stuffing Documentation** pada halaman **Export Procedure Detail >> Stuffing Documentation >> Attach Photo Stuffing**.

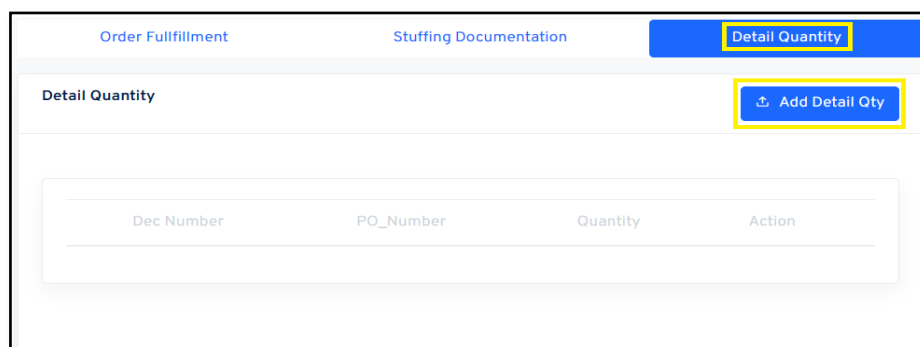


12. EXIM dapat menginput gambar pada halaman **Attach File >> Choose Files >> Submit**.

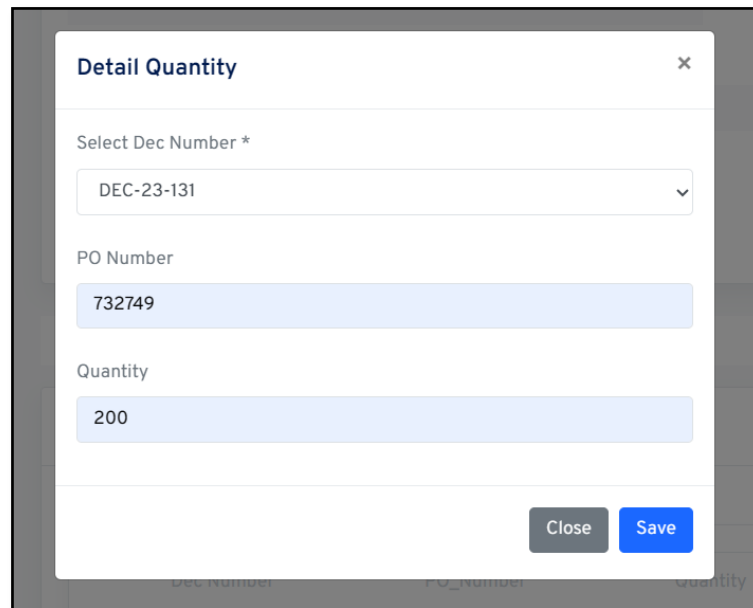


Note : Maksimal ukuran file yang dapat di Attach adalah **5MB**, apabila file melebihi 5MB, harus dipecah terlebih dahulu.

13. Selanjutnya EXIM dapat menginput Detail Quantity untuk pengiriman tsb pada halaman **Export Procedure Detail >>Detail Quantity >> Add Detail Qty**.



14. Pada popup yang muncul, masukan **DEC Number, PO Number dan Quantity** untuk barang yang akan dimasukkan ke **container**. Lalu **Save**.

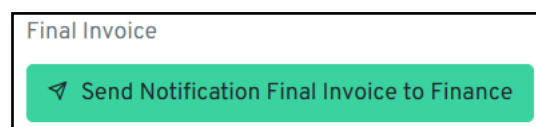


Note : EXIM juga dapat menginput **DEC Number Quantity** tertentu jika ada pesanan yang **disisipkan** pada pengiriman container tsb.

15. Jika proses Stuffing sudah selesai, EXIM dapat merubah statusnya pada halaman **Export Procedure Detai >> Stuffing Complete**.



16. Selanjutnya EXIM dapat mengirim informasi **Final Invoice** ke **bagian Finance**. pada halaman **Export Procedure Detai >> Send Notification Final Invoice to Finance**.



17. Pada halaman **Notification Final Invoice**, EXIM dapat memasukan **catatan** dan **Status Final Invoice**(**Final Invoice Unpaid** atau **Final Invoice Paid**) lalu **Submit**.

Notification Final Invoice
Send Notification Status Final Invoice to Finance

Final Invoice

PO Date
2023-04-26

Cust PO
21563 (DEC 23-131)

Customer Name
XL JOINERY LIMITED

Enquiry Value
USD 40,356.02

Notes

Status Final Invoice

submit

18. Jika Status Final Invoice sudah selesai, EXIM dapat merubah statusnya pada halaman **Export Procedure Detai >> Final Invoice**.

Export Procedure Detail

Back

Status: Stuffing

Final Invoice

19. Jika EXIM telah menerima info pembayaran telah dilakukan, EXIM dapat merubah statusnya pada halaman **Export Procedure Detai >> Payment Receive**.

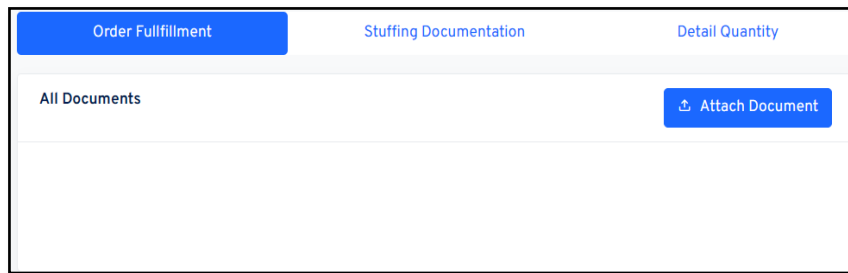
Export Procedure Detail

Back

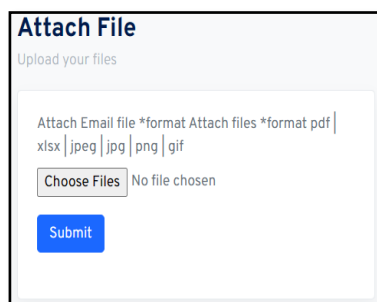
Status: Final Invoice

Payment Receive

20. Selanjutnya EXIM dapat menginput semua dokumen untuk pesanan tsb pada halaman **Export Procedure Detail >> Order Fullfillment >> Attach Document.**

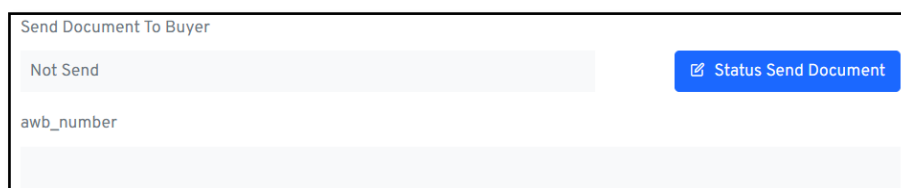


21. EXIM dapat menginput semua dokumen pada halaman **Attach File >> Choose Files >> Submit.**

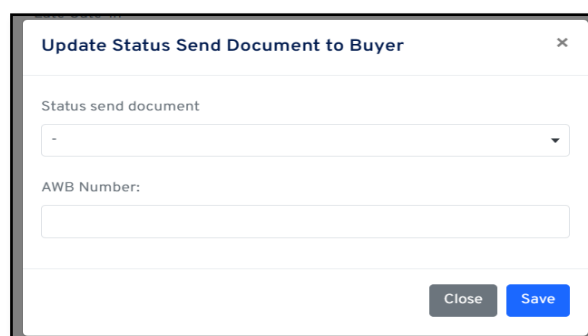


Note : Maksimal ukuran file yang dapat di Attach adalah **5MB**, apabila file melebihi 5MB, harus dipecah terlebih dahulu.

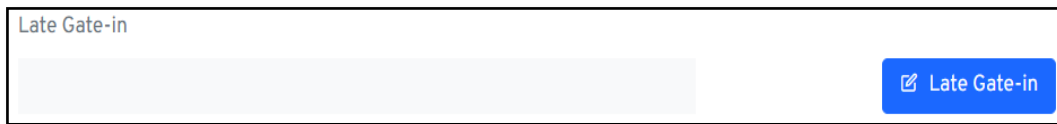
22. Selanjutnya EXIM dapat menginput info status pengiriman dokumen ke Buyer. Pada halaman **Export Procedure Detail >> Status Send Document.**



23. Pada popup yang muncul, EXIM dapat mengupdate informasi **Status Send Document (Send / Not Send)** dan menginput **AWB Number** lalu **Save.**



24. Jika pada pengiriman terdapat Tembusan, EXIM dapat menginfokan pada halaman **Export Procedure Detail >> Late Gate-in**.



A notification box with the title "Late Gate-in" in the top left corner. Below the title is a large, light gray rectangular area. In the bottom right corner, there is a blue button with a white envelope icon and the text "Late Gate-in".

25. Pada popup yang muncul, EXIM dapat memilih **Status Tembusan (Yes / No)** lalu **Save**.



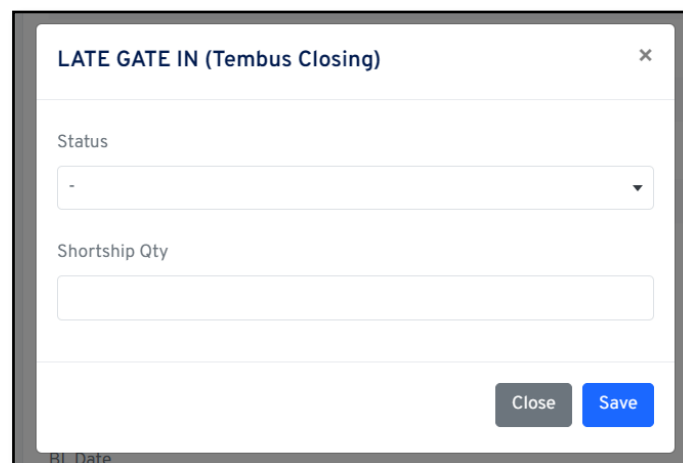
A popup window titled "LATE GATE IN (Tembus Closing)" with a close button (X) in the top right corner. The main content area contains a "Status" label above a dropdown menu with a "-" symbol. At the bottom right, there are two buttons: a gray "Close" button and a blue "Save" button. Below the main content area, the labels "Shortship" and "Shortship Qty" are partially visible.

26. Jika pada **Tembusan** tersebut terdapat sisipan, EXIM dapat menginput pada halaman **Export Procedure Detail >> Shortship**.



A notification box with the title "Shortship" in the top left corner. Below the title are two light gray rectangular input fields. In the bottom right corner, there is a blue button with a white envelope icon and the text "Shortship".

27. Pada popup yang muncul, EXIM dapat memilih **Status Tembusan (Yes / No)** dan **Jumlah yang disisipkan** lalu **Save**.



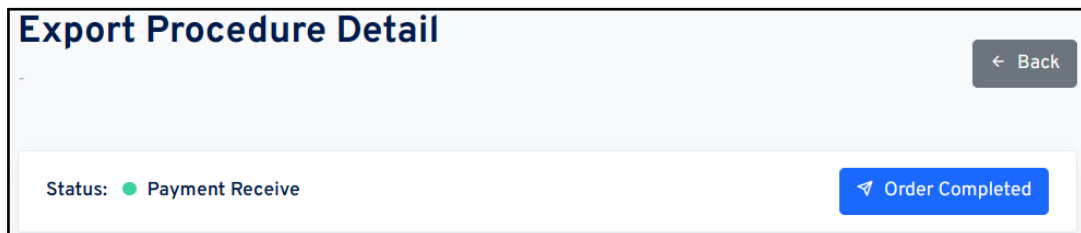
A popup window titled "LATE GATE IN (Tembus Closing)" with a close button (X) in the top right corner. The main content area contains a "Status" label above a dropdown menu with a "-" symbol. Below that is a "Shortship Qty" label above a text input field. At the bottom right, there are two buttons: a gray "Close" button and a blue "Save" button. Below the main content area, the label "BL Date" is partially visible.

28. Selanjutnya EXIM dapat mengupdate tanggal keberangkatan kapal pada halaman **Export Procedure Detail >> Update BL DATE**.



The screenshot shows a rectangular interface with a light gray background. At the top left, the text "BL Date" is displayed. Below it is a large, empty white input field. On the right side of the input field, there is a blue button with a white pencil icon and the text "Update BL DATE".

29. Setelah EXIM mendapatkan informasi pesanan telah diterima Customer, EXIM dapat merubah status menjadi Order Completed pada halaman **Export Procedure Detail >> Order Completed**.



The screenshot shows a rectangular interface with a light gray background. At the top left, the text "Export Procedure Detail" is displayed in a bold, dark blue font. In the top right corner, there is a dark gray button with a white left-pointing arrow and the text "Back". Below the title, there is a white horizontal bar. On the left side of this bar, the text "Status: ● Payment Receive" is displayed, where the dot is green. On the right side of this bar, there is a blue button with a white right-pointing arrow and the text "Order Completed".