



Bill of Lading Issuance Process in Export of Goods at PT Seroja Jaya Agency Kuala Tanjung Branch

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Abstract. *Bill Of Lading is a document of receipt of goods that have been loaded onto a ship that serves as proof of ownership, and a contract between the carrier and the sender. The export process in the shipping world requires the issuance of a Bill Of Lading as a condition for transporting goods and the obstacle is the exporter's delay in sending the Shipping Instruction document. The purpose of writing this paper is to find out the process of issuing a Bill Of Lading in the export of goods. as well as efforts made so that the export process can run smoothly at PT. Seroja Jaya Agency, Kuala Tanjung Branch. The efforts made so that the process runs smoothly, including the Bill Of Lading must be received directly from the carrier where the Bill Of Lading is issued by the sender, the Bill Of Lading must state the name and shipping address, the Bill of Lading must be signed by the captain, the Bill Of Lading must be matched with the invoice and Letter of Credit, the Bill Of Lading date must not exceed the shipping date, the Bill Of Lading must match the Letter of Credit regarding the implementation of payment.*

Keywords: *Process, Issuance, Export Bill Of Lading*

1. INTRODUCTION

Bill of Lading (B/L) is a critical shipping document with significant security implications in Indonesian maritime trade. It serves as a title document and proof of goods ownership, with the named party on the document being the legitimate owner. Uniquely, Bill of Lading is the sole transport document functioning as an ownership certificate.

Its importance cannot be overstated, as goods cannot be retrieved or issued without this document. The Bill of Lading, known in Indonesian as "konoselmeln", is issued following the principle of "one for all and all for one". This means once a sheet is used for receiving goods, subsequent sheets become invalid. If a copy is issued, it must be marked "copy not negotiable" and cannot be sold.

The shipping company or its agent prepares the Bill of Lading based on the Shipping Instruction (SI) provided by the exporter. Before finalizing the original document, the sender reviews and corrects the draft to ensure accuracy of contents. The document functions as a receipt for export goods, transferred from the shipping company to the goods' sender, serving as a crucial instrument in maritime logistics and international trade.

During the Bill of Lading issuance process, several key documents serve as the foundation, with the Shipping Instruction (SI) being particularly crucial. The SI is a document prepared by the exporter and submitted to the shipping company, detailing the booking of shipping space or shipping order.

The Bill of Lading functions as a receipt confirming the carrier's receipt of goods for transport to the destination, enabling the seller to deliver goods to the consignor or importer. In Indonesian, it is known as "konoselmeIn" and is defined in the Indonesian Language Dictionary (KBBI) as a ship's initial letter or goods delivery document.

A Bill of Lading is a document issued by the carrier stating the receipt of goods with the intent to deliver them to a specified location, outlining the delivery terms. Essentially, it is issued by the shipping company to the shipper when goods are loaded. Upon arrival at the destination, the document is transferred to the buyer/receiver (Consignor) to facilitate ownership transfer and goods release.

2. LITERATURE REVIEW

1. Definition of Process

According to Nabila Indika Gunarsih (2021), the process is the stages applied from a job so as to obtain the results to be achieved from the job and is able to describe the good procedures used. The process can also be interpreted as a series of systematic steps or clear stages that can be taken repeatedly consistently to achieve the desired results. In carrying out a job, there needs to be a proper process so that each job can be completed effectively and efficiently in accordance with the goals set.

2. Definition of Publishing

According to Yoseph Yapi Taum Taulm (2020:29), publishing is the effort to disseminate knowledge and humanitarian values that are beneficial, both for the scientific community and the scholarly community. SDUL Prells publishes scientific manuscripts and works of fiction in both Indonesian and English. In order to maintain the quality of the publication results, each volume to be published must go through the established publication procedures and mechanism.

3. Definition of Bill of Lading

According to Win Pudji Pamularso (2023:68) The definition of Bill of Lading in the Maritime community (maritimel public) melnulrult Chrystophelr Hill is: "a document which is a contract of carriage by means of the taking over and loading of the goods by the carrier and by means of the carrier taking over and loading the goods against the surreptitious nature of the document".) Bill of Lading has three functions, namely as a sign of the goods on board, a sign of the existence of a contract of carriage of goods (elvidelncel contract of carriage) and as a document of ownership (a document of title). According to Nabila Indika Gunarsih (2021) a bill of lading is a

receipt for goods that have been loaded onto a ship, which is also a Document of Title which means proof of ownership of the goods loaded onto the ship, and is proof of an agreement for the transportation of goods by ship.

4. Definition of Export

According to Ifat Faujiah (2018:1) Export is the sale of goods to foreign countries using a payment system, quality, quantity and other sales requirements that have been agreed upon by the exporter and importer. The export process is basically an act of exporting goods or commodities from within the country to other countries. The export of goods generally requires the intervention of customs in the sending and receiving countries.

5. Definition of Goods

According to Purwaji Wibowo Helxana (2023:78) (Definition of Goods in ULULPK). The use of increasingly better technology, on the one hand, allows producers to produce various types of products, both in terms of quantity and quality, so that the fulfillment of customer needs can be achieved more smoothly.

3. METHODS

The research method used by the author in this paper is the field method (Field Research) and the library study method (Library Research) to describe and explain the problems written.

1. Field Research

This observation was conducted directly by conducting land practice within six months from January to July at PT Seroja Jaya Agency, Kuala Tanjung Branch, the author directly went to the field through land practice and followed the procedures for handling the arrival and departure of liquid / dry export ships at PT Seroja Jaya Agency.

2. Library Study Method.

Study of the study forgets the method of collecting various information and other references carried out in the study by summarizing and recording and studying the materials discussed by the author. In this case, the author obtained references from the study of the Adiguna Maritime Polytechnic of Indonesia (Poltek Ami) Medan, the references studied during land practice at PT. Seroja Jaya Agency, Kuala Tanjung Branch.

4. RESULTS AND DISCUSSIONS

Company activities in issuing Bill of Lading

Law on Export Transportation of Goods

The transportation of export goods is regulated by Law Number 17 of 2006, which amends Law Number 10 of 1995 on Customs. Additional regulations governing exports include:

- 1) Government Regulation No. 55 of 2008 on Export Duty for Exported Goods
- 2) Minister of Finance Regulation No. 214/PMK.04/2008 on Export Duty Collection
- 3) Minister of Finance Regulation No. 224/PMK.04/2015 on Supervision of Prohibited and/or Restricted Import/Export Goods
- 4) Director General of Customs and Excise Regulation No. PER-32/BC/2014 on Customs Export Procedures

Exporters must submit a Notification of Export Goods (PEB) to Customs. PEB can be filed up to 7 days before shipment and must be submitted before goods are loaded into the customs area. Exporters can submit PEB directly or through a Customs Service Administration Entrepreneur (PPJK).

Bill of Lading Function

A bill of lading is typically issued as one sheet for shipping and two sheets for the recipient. Its general functions include:

- 1) Proof of goods receipt, detailing parties involved in transportation, shipment origin and destination, goods description, and relevant tracking or purchase order information;
- 2) Transportation and delivery contract;
- 3) Document of goods ownership;
- 4) Protection of transported goods;
- 5) Receipt (payment proof) for transportation fees.

Before Issuing a Bill of Lading

Before creating a Bill of Lading (BOL), it is necessary to collect all the necessary information to ensure that it is filled out efficiently and accurately. Here are some things that need to be prepared:

- 1) Shipping details: Collect information about the goods being shipped, including the quantity, type, and destination.
- 2) Carrier information: Make sure the company and contact details listed in the BOL are correct.

3) Freight forwarder guidelines: Use these guidelines to understand best practices in preparing a BOL.

A Bill of Lading is an official document detailing shipment information, including:

- Shipper and consignee names and addresses
- Carrier details
- Goods description (quantity, weight, dimensions)
- Shipment total value
- Carriage class
- Delivery conditions
- Freight charges
- Special instructions
- Loading or export date

The document must be signed by authorized representatives of the shipper, carrier, and consignee. Before issuance, exporters typically send documents like the Shipping Instruction (SI). The company first creates a draft Bill of Lading for the exporter to review and verify. Once errors are checked, the final Bill of Lading is processed.

The Bill of Lading comprises 10 sheets: 3 original sheets (First, Second, and Third) and 7 photocopied non-original sheets. The document includes comprehensive cargo information such as shipper and recipient details, shipment weight, dimensions, cargo condition, vessel name, voyage number, and estimated departure and arrival times.

Preparation Before Loading

Prior to loading goods onto a ship, the company requests a Shipping Instruction (SI) from the exporter. This document details ship booking, shipping order, and includes information about:

- Exporter and importer names
- Ship name and voyage
- Goods shipment details
- Ship arrival schedule and shipping information

The Shipping Instruction serves as the basis for Bill of Lading registration. Instead of immediately issuing the Original Bill of Lading, the company first creates a draft for the exporter's review. Upon exporter approval without errors, the Original Bill of Lading is issued.

Subsequently, the shipping company submits the Shipping Instruction to the carrier. The carrier then drafts a Bill of Lading, which is reviewed and compared with the approved House Bill of Lading. Once verified, the carrier issues the Master Bill of Lading.

Supporting Documents for Issuance of Bill of Lading

Definition of PELB (Export Notification)

Export notification of goods (PELB) is a document that provides notification to exporters regarding excise duty on exported goods. Filling out the export notification form is submitted online through the ELDI (Electronic Data Intelligence) system. If the PELB check is completed, it will be completed with P.EL. The data that is filled in when submitting the PELB form is the initial data in the Packing List and Commercial Invoice.

Understanding VGM (Verified Gross Mass)

VGM is the weight of the export container that has been verified and its weight has been fully loaded on board the ship, VGM is the total weight of the cargo, the container inside it and the packaging and pallets associated with its safe transportation. VGM is very important because incorrect weight statements can result in accidents in the past, incorrect weight statements can endanger the safety of container transportation at sea and endanger the ship.

Legal Basis of Bill Of Lading

Bill of Lading (B/L) is a goods transportation document with significant security importance in Indonesia. According to Andi Sulsilo (2017), it serves as a title document and ownership proof, meaning the person named on the Bill of Lading is considered the goods' owner. Uniquely, no other transport document functions as a title document, making the Bill of Lading critical for goods release.

Article 23(a) of UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDIT (UCP) No. 500 of 1993 defines the Bill of Lading as a carrier-signed document indicating the carrier's name, loaded goods, and release date. It is incorporated in Indonesian legislation (Bukur II, Chapter V on Goods Transport) and specified in Article 506 of the Commercial Code (KUHAP).

The Commercial Code defines Bill of Lading as a dated document where the carrier confirms goods receipt, intending to transport them to a specific destination and transfer them to a designated person, with predetermined contractual delivery and document collection terms.

Types of B/L belum diparafrase

According to Andi Sulsilo (2017:107), Bill of Lading types include:

- a. Shipping/Marine Bill of Lading: Issued by shipping company to transport goods to a recipient at the port.
- b. Master Bill of Lading: Issued to a freight forwarder acting as shipper, validated by the shipping company.
- c. Melmo Bill of Lading: Issued to shipping company agents who have booked ship space for transport to a transit port.
- d. Second/Through/Transit Bill of Lading: Issued at transit ports during carrier ship transfers.
- e. Sea Way Bill of Lading: Allows goods recipients to collect goods at destination without presenting original documents.
- f. Freight Bill of Lading: Used for calculating forwarding costs payable by shipper or consignee.
- g. House Bill of Lading: Issued by freight forwarding as a continuation of the master Bill of Lading.
- h. Switch Bill of Lading: Issued in a third country to modify shipper, consignee, or notify party details.

Parties Involved in the Use of Bill of Lading belum diparafrase

The Bill of Lading (B/L) usage in international trade involves several key parties:

- a. Shipper/beneficiary party
- b. Consignee (party notified of goods arrival)
- c. Notify party (specified in Letter of Credit, L/C, an international trade payment method)
- d. Carrier (transportation/shipping company)

The Bill of Lading procedures follow these steps:

- a. Exporter grants power of attorney to shipping agent
- b. Exporter issues Shipping Instruction (SI) to shipping agent
- c. Shipping agent creates Delivery Order (DO)
- d. Exporter submits stuffing report to shipping agent
- e. Shipping agent provides draft Bill of Lading (B/L)
- f. Shipping agent issues final Bill of Lading to exporter
- g. Exporter issues House Bill of Lading

Efforts Made in the Bill of Lading Issuance Process In Exporting Goods

Based on observations made so that the Bill of Lading issuance process in exporting goods can run smoothly, namely:

- a. Improving cooperation and communication between staff/employees
Effective communication and collaboration among employees during the Bill of Lading issuance process for exports is crucial for smooth operations. Workplace communication is essential to prevent errors or negligence that could harm others. Maintaining good cooperation and communication in the work environment leads to increased customer satisfaction by avoiding mistakes that could delay Bill of Lading issuance. The cooperative relationship is vital as it enhances staff performance, ensuring all work is executed perfectly according to company-established targets.
- b. Implementing Training / Training
To operate the ICC system, new employees undergo initial training while existing employees receive refresher training to update their knowledge of ICC work procedures. This training aims to prevent recurring mistakes and ensure employees remain vigilant in anticipating errors that could affect the Bill of Lading issuance process, thus avoiding unwanted obstacles.
- c. Conducting data checking
Prior to Bill of Lading (B/L) issuance, thorough data verification is essential for smooth processing. This verification requires accuracy and precision to prevent data input errors. While errors can be corrected before the physical B/L document is issued, any mistakes discovered after issuance can create problems and hinder the export process, ultimately affecting the entire goods export procedure.
- d. Determining the Schedule of Delivery
The company or staff who runs the process in the Bill Of Lading Issuance Process will contact the exporter to request certainty of the exporter's time in exporting the goods. If the exporter has determined the agreed time, the staff will then provide the Schedule of Delivery, which contains the schedule of the ship's departure that will be used by the exporter in exporting goods. The staff will provide the Schedule via email to the exporter.
- e. Contacting Related Parties
Before issuing the Bill Of Lading, the company or staff who handle the service in the Bill Of Lading issuance process must first contact the related parties such as

the exporter. Where the staff will contact the exporter via email, where the staff will request documents that are the basis for issuing the Bill of Lading, namely Shipping Instructions.

f. Issuing the Draft Bill of Lading

The staff will carry out the process of inputting data that has been sent through the company's online system. After completing the input of data, the staff will issue a draft Bill of Lading which is temporary, where later this draft will be given to the exporter for processing.

g. Issuing the Original Bill of Lading

After the staff has carried out all the steps that have been determined, the next step is to issue the Original Bill of Lading which will later be taken by the exporter to the company office to be re-checked and stamped and then signed by the exporter.

Obstacles in the Bill of Lading Issuance Process In Export of Goods

Delays in Bill of Lading (B/L) issuance can occur when exporters are late in submitting Shipping Instructions. Additional obstacles arise from lack of attention and poor staff cooperation and communication. For instance, coordination with finance staff regarding payment status is crucial - B/L cannot be issued without confirmed payment. Sometimes, miscommunication occurs when the document section receives incorrect payment confirmation from finance, necessitating B/L replacement as company SOP prohibits issuance before payment receipt and ship departure.

B/L document issuance requires exceptional care, precision, and thoroughness. Employee carelessness in verifying ship departure schedules can create obstacles, as original B/L cannot be issued before ship departure. When B/Ls are mistakenly issued before departure due to employee oversight, the physical documents must be immediately destroyed using a paper shredder.

Communication is vital in B/L document issuance and overall company operations, making work more effective. All staff involved in B/L issuance must maintain clear communication channels. For example, finance staff must promptly inform when customers transfer funds for B/L issuance requirements.

4. CONCLUSION

Conclusions:

1. At PT. Seroja Jaya Agency, Kuala Tanjung Branch, the Bill of Lading issuance process for exports begins when the exporter submits the Shipping Instruction document, which the agent uses to prepare the Bill of Lading draft.
2. During the Bill of Lading issuance process, PT. Seroja Jaya Agency, Kuala Tanjung Branch, occasionally faces obstacles, particularly delays in receiving Shipping Instruction documents from exporters.

Recommendations:

1. To ensure smooth Bill of Lading issuance without delays, the company should require exporters to submit Shipping Instruction documents on time, as these form the basis for the shipping company's Bill of Lading issuance process.
2. The company should enhance coordination with relevant agencies to facilitate cell attachments, making company operations more efficient.

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