

CHAPTER III

THE DESCRIPTION OF THE ACTIVITIES

This chapter explains about the description of the activities which were done. It includes the job position, coordination, responsibilities and the topic that was chosen in this paper (concepts of common terms in Export – Import).

3.1 Job Position

The writer has done a job training in PT. Shinko Toyobo Gistex Garment and was assigned at Export - Import Division, handling the correspondence of Export – Import, especially making Export-Import documents. Beside doing that job, the writer also helped the counselor to make, to edit and to reply an email as side jobs.

3.2 Coordination

At the Export – Import Division, the writer was given a free hand to coordinate with all the Export – Import staffs, but the formal counselor was the leader of Export – Import Division, Mr. Nugraha Gusti.

At the Export – Import division, the writer also cooperated with the other divisions such as: Accounting, in handling financial matters; Sampling and Pattern, in handling the sampling of goods and making patterns of t-shirts or shirts; Warehouse in handling the ready stock of goods and in packing the goods that will be sent; Purchasing, in handling the purchase of goods; and Custom in handling the tax levies.

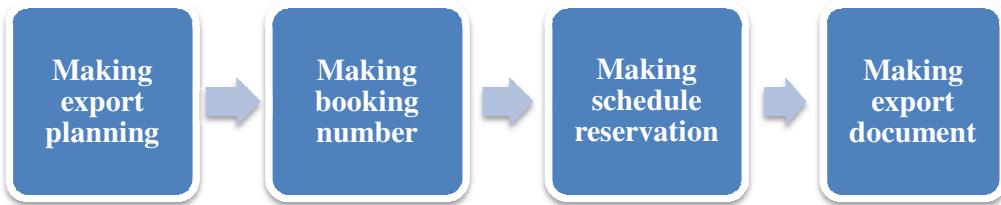
3.3 Responsibilities

During the job training, the writer managed two jobs, those were the main and the side jobs. The main job was managing English correspondence, especially in making Export – Import documents. The side jobs were replying, editing and sending an email. Related to topic chosen, in the next session concepts of common terms would be explained.

1.4 Concepts of Common Terms in Export – Import (A Description)

3.4.1 An Introduction

On the first day the counselor explained the terms of Export – Import; the types of Export – Import document and their purposes; and the procedures in doing Export briefly. For example, he mentioned about shipping. There are two types of shippings; by air and by boat. The scheme of shipping by air may be illustrated followed :



The steps of the latest types, may be drawn as :



The writer was given a job to handle the Export documents, and found many obstacles to understand the meaning of the each word in export documents, email data and the economic terms; they almost used unfamiliar words, called specific terms. The specific terms may rise some problems for people who do not deal with them. Based on that reason, the specific terms lead to the discussion here. Export – Import document (the transport document, the shipping document) and the email were suggested to be the source of the data. Furthermore, the

description was managed base on the source. The Export – Import documents and emails mentioned followed:

3.4.2 Data Description

The data were taken from the transport document, shipping document and email which will be explained and mentioned here .

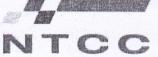
3.4.2.1 Transport Document

The transport document is the document that serves as an evidence of acceptance and receipt of goods for carriage and may also serve as a document of ownership. It covers Bill of Lading (B/L), Air Way Bill (AWB), Master B/L & Master Air Way Bill House, & House (MAWB & HAWB).

3.4.2.1.1 Bill of Lading (B/L)

Bill of Lading (B/L) is a document issued by a carrier to a shipper, acknowledging that specified goods have been received on board as cargo for conveyance to a named place for delivery to the consignee who is usually identified.

B/L is required in all claims for compensation for any damage, delay, or loss; and for the resolution of disputes regarding ownership of the cargo. The Bill of Lading (B/L) is used for shipping by sea. Here is an example :

Shipper PT. SHINKO TOYBO GISTEX GARMENT JL. PANAWUNGAN KM.19, DESA CILEUNYI WETAN, BANDUNG 40393, INDONESIA		B/L No. NTCJKT10070006  NTCC NISSHIN TRANS CONSOLIDATOR CO., LTD. (1)	
Consignee TOYBO SPECIALTIES TRADING CO., LTD. (DIV YD) HIGASHI GOTANDA SQUARE BLD 14F, 2-10-2, HIGASHI GOTANDA, SHINAGAWA-KU, TOKYO, JAPAN		COMBINED TRANSPORT BILL OF LADING	
Notify party (4) SAME AS CONSIGNEE		Received in apparent good order and condition except as otherwise noted the total number of containers or other packages or units shown below for transportation from the place of receipt or the port of loading to the place of destination or the place of discharge subject to the terms hereunder. One or more of the following terms and conditions are hereby incorporated fully into this Bill of Lading and are deemed to be a part of this Bill of Lading. COPY NON NEGOTIABLE In accordance with Bill of Lading, the Merchant (as defined by Article 1 on the back hereof) agrees to be bound by all the stipulations, exceptions, terms and conditions on the face and back hereof, whether written, typed, stamped, dated or otherwise, or printed, as fully as if signed by the Merchant, and to assume all risk or liability to the contrary notwithstanding, and agrees that all agreements or freight engagements made in connection with the transport of the Goods are superseded by this Bill of Lading.	
(5) Place of receipt JAKARTA, INDONESIA CY		Port of loading JAKARTA, INDONESIA	
(6) Ocean vessel ACX CHERRY		Vessel No. OGNN	
(9) Port of discharge TOKYO, JAPAN		Place of delivery TOKYO, JAPAN CY	
Final destination for the Merchant's reference only			
Party is exempt from responsibility NISSHIN TRANS CONSOLIDATOR CO., LTD. 27-12, 1-CHOME, NISHIKUYOU, KONOHANA-KU, OSAKA, JAPAN 554-0012 ATTN. MR. KANAE ODA TEL. (06) 6462-4804, FAX. (06) 6462-4817			
Particulars furnished by shipper			
Container No. Seal No. Marks and Numbers STC ART NO: HR306, 324, 326, 341, 346, 356 C/NO: 1-10, 1-11, 1-8, 1-40, 12-36, 15-21, 16-23, 11-19, 12-20, 15-19, 1-14, 1-13, 1-33, 1-26, 1-38, 1-81, 1-71, 1-14, 1-30, 1-39, 1-6, 1-10, 1-24, 1-24, 1-28			
Number of Containers or packages (10) "SHIPPER'S LOAD & COUNT" "SAID TO CONTAIN" 573 CARTONS OF KNITTED GARMENT INVOICE NO: STG081-K4421/EXP/V11/10 573 CTNS-23789 PCS FOR 03 ADIDAS INLINE 100% POLYESTER UND HN BM LS Y. (MEN'S T-SHIRT) STYLE : HR306 8109 MD TRASLIS Y (KIDS T-SHIRT) STYLE: HR324 8109 MD TRASLIS Y (KIDS T-SHIRT) STYLE: HR326 BC BH L/S TEE 1 (MEN'S T-SHIRT) STYLE: HR341 BC BH L/S TEE 2 (MEN'S T-SHIRT) STYLE: HR346 US LS W TEE (WOMEN'S T-SHIRT) STYLE: HR356 PEB NO: 040300/405622/20100727			
Kind of packages description of goods (11) "FREIGHT COLLECT" CONTAINER/# NYKU8114288 SEAL/# ID6774377 CONT. TYPE 40DRY QTY 573 KGS 6,820.250 M3 44.930			
Gross weight Measurement (12) NET WEIGHT: 5,947.250 KGS			
* Total number of Containers or other packages or units received by the Carrier (in words)			

Here are the details:

1. The name and address of ownership of the cargo, as a title
2. The name and address of Shipper
3. The name of consignee
4. Notify party
5. The names of the ports of departure
6. Name of the vessel

7. The names of the ports of destination
8. The issue of a negotiable or non-negotiable form.

In negotiable form, it is commonly used in letter of credit transactions, and may be bought, sold, or traded; or used as security for borrowing money. On the contrary, the non-negotiable form is not able to be bought, sold, exchanged, or transferred. This term can be applied to documents or other instruments and not open to negotiate. "The terms of this contract are absolutely non-negotiable; the company will not budge."

9. Marks and numbers on the packages
10. List of goods being transported with number of packages and kind of packaging
11. Freight and charge

In the B/L of PT. Shinko Toyobo Gistex Garment which was found, the freight and charge is 'freight collect', which means that the freight is paid by the consignee (who get the goods)

12. Weight and/or volume of the cargo

3.4.2.1.2 Air Way Bill (AWB)

Basicly, the Air Way Bill is the same as the Bill of Lading; in the contents, terms and form; but if the Bill of Lading (B/L) is a term used for shipping by sea, the Air Way Bill is a term used for shipping by air. Here is an example :

160 CGK 4891 6184			160 4891 6184
Shipper's Name and Address		Negotiable	
KLINE AIR SERVICE INDONESIA 2 JALAN NIKICO HAWAIIA, JALAN E 18-17 SOEKARNO-HATTA INTL AIRPORT JAKARTA 19110 - INDONESIA TEL: 021-56911757 FAX: 021-56911767		Air Waybill CATHAY PACIFIC AIRWAYS (1) Issued By 5th Floor, Suntec House 9 Connaught Road Central, HK	
Consignee's Name and Address K LINE LOGISTICS LTD. 4-10-27 MINAMI NANKO HIGASHI SUMINO OSAKA CITY 558 JAPAN TEL: 81-06-724 565740 FAX: 81-06-724 565746		Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in respect of quantity and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER THAT CARRIER MAY CHOOSE. CARRIER IS NOT RESPONSIBLE FOR DELAY OR LOSS. CARRIER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER MAY CHOOSE. CARRIER IS NOT RESPONSIBLE FOR DELAY OR LOSS. THE CARRIER'S LIABILITY IS LIMITED TO THE VALUE DECLARED ON THIS AIR WAYBILL AS DETERMINED BY THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Billing Party/Agent Name and Address PT K LINE AIR SERVICE INDONESIA JKT		Prepaid Information FREIGHT PREPAID (6)	
Agent's IATA Code 1530335		Account No.	
Airport of Departure (Addr of First Carrier) and Requested Routing JAKARTA SOEKARNO			
By First Carrier CX778 25JUL to KIX by CX to by KNSAI INTL		Currency USD Open PP WT VAL Other PP Declared Value for Carriage NVD Declared Value for Customs NCV	
Airport of Destination		Amount of Insurance XXX INSURANCE. - If Carrier offers insurance and such insurance is requested in accordance with conditions on reverse hereof indicate amount of insurance in figures in box marked "Amount of Insurance".	
Handling Information //PLEASE NOTIFY CONSIGNEE IMMEDIATELY UPON ARRIVAL//			
No. of Pieces 269 Gross Weight 2,336 kg/lb KGS Rate Class 4 Commodity Item No. 546.5 Chargeable Weight 4,546.5 Rate 3.72 Charge 16,912.98 Total 16,912.98 Nature and Quantity of Goods (Incl. Dimensions or Volume) CONSOLIDATION CARGO AS ATTACHED CARGO MANIFEST HAWB : KKS-053695, KKS-053760 DIMS: 52x38x53 Cm/216 61x40x36 Cm/53			
Prepaid 16,912.98 Weight Charge 0.00 Collect 0.00 Other Charges AWB FEE 1.00 CG 5.00 FSC 681.98 SGC 272.79			
Total Other Charges Due Agent 0.00 Shipper certifies that the particulars on the face hereof are correct and that INSO FAR AS ANY PART OF THE CONSIGNMENT CONTAINS DANGEROUS GOODS, SUCH PART IS PROPERLY DESCRIBED BY NAME AND IS IN PROPER CONDITION FOR CARRIAGE BY AIR ACCORDING TO THE APPLICABLE DANGEROUS GOODS REGULATIONS.			
Total Other Charges Due Carrier 960.77			
Total Prepaid 17,873.75 Total Collect 0.00			
PT K LINE AIR SERVICE INDONESIA Executed on 23JUL10 at JAKARTA SOEKARNO MUFTI Signature of Shipper or his Agent.			
Executed on 23JUL10 at JAKARTA SOEKARNO MUFTI Signature of Issuing Carrier or its Agent.			

Original 3 - (For Shipper)

The explanation :

1. The name and the address of ownership of the cargo, as a title
2. The name and address of Shipper
3. The name and address of consignee
4. The name and address of carrier's agent
5. The agent's code
6. Freight and charge

In the AWB above, the freight and charge is 'freight prepaid', which means that the freight was paid by the shipper.

7. The names of the ports of departure
8. The details of date destination and container
9. The name of airport destination and the amount of insurance
10. The handling information
11. The details of goods, weight, tax and charge
12. The names of the port and the date of destination

3.4.2.1.3 Master & House B/L, Master & House Air Way Bill (MAWB & HAWB)

Master BL and Master Air Way Bill is an ownership of the cargo which will be signed by issuing carrier or its agent. House BL and house Air Way Bill is an agent of the cargo, which will be signed by issuing consolidator or its agent.

Here is an example of HAWB:

Shipper's Name and Address PT.SHINKO TOYODO GISTEX GARMENT JL. PANYAWUNGAN KM.19 DESA CILEUNYI-WETAN BANDUNG		Shipper's Account Number ②		Not Negotiable House Air Waybill (Air Consignment note)		HAWB-KKS 053760 ①																																									
Consignee's Name and Address TOYODO SPECIALTIES TRADING CO.,LTD 2-8, DOJIMA HAMA 2-CHOME, KITA-KU ASAKA 350-0004, JAPAN		Consignee's Account Number ④		Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO CONDITIONS ON REVERSE HEREOF. THESE CONDITIONS ARE ATTACHED TO THE NOTICE CONCERNING CARRIERS/AGENTS LIMITATION OF LIABILITY. Shippers may increase such limitation of liability by defining higher value for carriage and paying additional charge if required. FORWARDER'S LIABILITY IS THE SAME AS CARRIERS.		③																																									
Also Notify SAME AS CONSIGNEE		⑤		Handling Information MAWB: 160 4891 6184		⑥																																									
Airport of Departure and Requested Routing JKT		⑦		FREIGHT COLLECT																																											
⑧	By First Carrier	Routing and Destination	⑨	to	by	⑩	Declared Value for Carriage NVD																																								
⑩	HKG	CATHAY PACIFIC AIRWAYS KIX	CY	⑪	by	⑫	Declared Value for Customs NCV																																								
⑪	Airport of Destination KANSAI	Flight Date CX778 /25	⑫	Flight Date CX502 /26	⑬	Amount of Insurance XXX	⑭																																								
⑭	Special Instruction ⑮ PLEASE NOTIFY CONSIGNEE IMMEDIATELY UPON ARRIVAL																																														
⑮	<table border="1"> <thead> <tr> <th>No. of Pieces N.C.P.</th> <th>Gross Weight kg lb</th> <th>Rate Class Commodity Item No.</th> <th>Chargeable Weight</th> <th>Rate Charge</th> <th>Total</th> <th>Nature and Quantity of Goods (Incl. Dimensions or Volume)</th> </tr> </thead> <tbody> <tr> <td>216</td> <td>1,660,00</td> <td>K</td> <td>3.770,50</td> <td>AS AGREED</td> <td></td> <td>216 CTNS = 5.100 PCS OF SHIRTS GARMENTS MEN'S SHORT SLEEVE DRESS SHIRTS YARN DYED CLOTH COTTON 50% POLYESTER 50% STYLE : HDD 251,HDD 252 INVOICE NO : STG 081-3544/EXP/VII/1 Pos Dimension (CMS) 216 52 X 38 X 53</td> </tr> </tbody> </table>							No. of Pieces N.C.P.	Gross Weight kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate Charge	Total	Nature and Quantity of Goods (Incl. Dimensions or Volume)	216	1,660,00	K	3.770,50	AS AGREED		216 CTNS = 5.100 PCS OF SHIRTS GARMENTS MEN'S SHORT SLEEVE DRESS SHIRTS YARN DYED CLOTH COTTON 50% POLYESTER 50% STYLE : HDD 251,HDD 252 INVOICE NO : STG 081-3544/EXP/VII/1 Pos Dimension (CMS) 216 52 X 38 X 53																										
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⑯	<table border="1"> <thead> <tr> <th>Prepaid</th> <th>Weight Charge</th> <th>Collect</th> <th>Other Charges</th> </tr> </thead> <tbody> <tr> <td colspan="3">Valuation Charge</td> <td></td> </tr> <tr> <td colspan="3">A.P.R.</td> <td></td> </tr> <tr> <td colspan="3">Holding Charge</td> <td></td> </tr> <tr> <td colspan="3">Total Other Charges Due Agent</td> <td></td> </tr> <tr> <td colspan="3">Total Other Charges Due Carrier</td> <td></td> </tr> <tr> <td colspan="3">C.O.D. →</td> <td></td> </tr> <tr> <td colspan="2">Total Prepaid</td> <td colspan="2">Total Collect</td> </tr> <tr> <td colspan="2">Currency Conversion Rates</td> <td colspan="2">Charges in Dest. Currency</td> </tr> <tr> <td colspan="2">For Agents Use only at Destination</td> <td colspan="2">Charges at Destination</td> </tr> </tbody> </table>							Prepaid	Weight Charge	Collect	Other Charges	Valuation Charge				A.P.R.				Holding Charge				Total Other Charges Due Agent				Total Other Charges Due Carrier				C.O.D. →				Total Prepaid		Total Collect		Currency Conversion Rates		Charges in Dest. Currency		For Agents Use only at Destination		Charges at Destination	
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Currency Conversion Rates		Charges in Dest. Currency																																													
For Agents Use only at Destination		Charges at Destination																																													
⑰	<p>Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.</p> <p>K'LINE AIR SERVICE INDONESIA</p> <p>Signature of Shipper or his Representative</p> <p>23/07/2010 ⑱ JAKARTA MUFTI</p> <p>Executed on (Date) at Signature of Issuing Agent</p>																																														
HAWB-KKS 053760																																															

3 - ORIGINAL FOR SHIPPER

The explanation :

1. The number of HAWB
2. The name and address of Shipper
3. The name and the address of ownership of the cargo, as a title
4. The name and address of consignee

5. The notify address

6. Freight and charge

In the AWB above, the freight and charge is ‘freight collect’. As the explanation before, it means that the freight was paid by the consignee.

7. The names of the ports of departure

8. The details of date destination and container

9. The name of airport destination and the amount of insurance

10. The handling information

11. The details of goods, weight, tax and charge

12. The names of the port and the date of destination

3.4.2.2 Shipping Document

A Shipping document is the documents required to clear customs to take delivery of the goods. It consists of Commercial Invoice and Packing List.

3.4.2.2.1 Commercial Invoice

The invoice is a document that is used in foreign trade, issued by a seller to the buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. An invoice indicates that the buyer must pay the seller, according to the payment terms. The buyer has a maximum amount of days to pay these goods and are sometimes offered a discount if paid before.

Here is an example :

PT. Shinko Toyobo Gistex Garment
 Jl. Panyawungan KM. 19, Desa Cileunyi Wetan, Bandung
 Tlp. 022 - 7798891, 7798892, Fax. 022 - 7798894, Indonesia

INVOICE

(1)	INVOICE NO: STG 081-K4421/EXP/VII/10		(2)	DATE: July 27, 2010			
MESSRS : TOYOB0 SPECIALTIES TRADING CO.,LTD (DIV YD) Higashi Gotanda Square Bld 14F, 2-10-2, Higashi Gotanda, Shinagawa-Ku , Tokyo, Japan SHIPPED PER : Sea. (3) FROM : TANJUNG PRIOK (5) TO : TOKYO JAPAN (6) JAKARTA-INDONESIA CONTRACT NO : YOUR ORDER NO : (7) I/C No. : DD : D / P			SHIPPING MARKS & NOS STC Art No : HR306, 324, 326, 341, 346, 356 C/No : 1-10, 1-11, 1-8, 1-30, 12-36, 15-21, 16-23, 11-19, 12-20, 15-19, 1-14, 1-13, 1-33, 1-26, 1-38, 1-81, 1-71, 1-14, 1-30, 1-39, 1-6, 1-10, 1-24, 1-24, 1-28 (8)				
(9)	DESCRIPTION	(10)	QUANTITY	(11)	PRICE USD	(12)	AMOUNT USD
Knitted Garment For Q3 Adidas Inline 100% Polyester UND HN BM LS Y (MEN'S T-SHIRT) Style : HR306 8109 MD TRJsyLS Y (KIDS T-SHIRT) Style : HR324 8109 MD TRJsyLS (KIDS T-SHIRT) Style : HR326 BC BH L/S Tee1 (MEN'S T-SHIRT) Style : HR341 BC BH L/S Tee2 (MEN'S T-SHIRT) Style : HR346 US LS W Tee (WOMEN'S T-SHIRT) Style : HR356 HR306 / JXF10P01504Y HR324 / JXF10P01730Y HR326 / JXF10P01730M HR341 / JDF10P08111M HR346 / JDF10P08109M HR356 / JDF10P21319W							
FOB JAKARTA		TOTAL		23789 PCS			159,061.09
Measurement 80 x 28 x 35 Cms Total Cubics = 573 Cartons = 44.93 M3 (13) Gross Weight = 6,820.25 Kgs Nett Weight = 5,947.25 Kgs FCL = 1 X 40 FT NYKU-8114288 / ID 6774377 ACX CHERRY, V.066N ETD Jakarta : JULY 30, 2010 (14)							

The explanation:

1. A number of the invoice
2. The date of the invoice.
3. Name and contact details of the buyer
4. The shipping details
5. The name of the port departure
6. The name of the destination city

7. The payment terms
8. Mark and number
9. Description of the products
10. Quantity of goods
11. Price of goods
12. The amount
13. The details of weight and measurement
14. The date arrival

In the invoice, so many unfamiliar word and terms of export – import, which are found. Namely :

D/P	is a Abbreviation for Documents Against Payment, is a terms of payment arrangement in which an exporter entrusts the ownership documents of an asset to his/her bank, which then presents them to an importer only after the bank has received payment for the asset.
L/C	is a Abbreviation for Letter of Credit. A Letter of Credit is a payment term generally used for international sales transactions. It is basically a mechanism, which allows importers/buyers to offer secure terms of payment to exporters/sellers in which a bank (or more than one bank) gets involved.
FOB destination	is a Abbreviation for Free On Board. It designates the seller will pay shipping costs, and remain responsible for the goods until the buyer takes possession.

NOS	is a Abbreviation for Number of Shipping. It is a number in the pack/box of goods. It contains the kind of goods and kind of color.
ETD	is a Abbreviation for Estimation Time Delivery. Is the estimation of time the goods that will be delivered.

3.4.2.2.2 Packing List

The packing list is an itemized list of articles usually included in each shipping package, giving the quantity, description, and weight of the contents. It is prepared by the shipper and sent to the consignee for accurate tallying of the delivered goods. Commonly, the packing list is followed by the summary packing list and bundled invoice. Here is the example of the packing list :


PT. Shinko Toyobo Gistex Garment

 Jl. Panyawungan KM. 19, Desa Cileunyi Wetan, Bandung
 Tlp. 022 - 7798891, 7798892, Fax. 022 - 7798894, Indonesia

 ① TOYODO SPECIALTIES TRADING CO.,LTD (DIV YD)
 Higashi Gotanda Square Bld 14F, 2-10-2,, Higashi Gotanda, Shinagawa-Ku
 Tokyo, Japan

② L/C No : DD :

PACKING LIST

③ INVOICE NO: STG 081-K4421/EXP/VII/10

④ DATE : July 27, 2010

Ctn No	Order No	Name of Goods	Color	NECK SIZE												Total	Grand Total	Grade		
				100	110	120	130	140	150	160	S	M	L	O	XO	OT				
⑤	1	Knitted Garment For Q3 Adidas Infile 100% Polyester UND IN BM LS Y (MEN'S T-SHIRT) Style : HR306 8109 MD TRM LS Y (KIDS T-SHIRT) Style : HR324 8109 MD TRM LS (KIDS T-SHIRT) Style : HR328 BG BH L/S Text (MEN'S T-SHIRT) Style : HR341 BG BH L/S Tee2 (MEN'S T-SHIRT) Style : HR346 US LS W Tee (WOMEN'S T-SHIRT) Style : HR356		P267009BLACK							56						56			
				P267009BLACK							55						110			
				P267009BLACK							55						110			
				P267009BLACK							55						110			
				P267009BLACK							55						110			
				P267009BLACK							20						20			
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⑥	11	HR306 / JXF10P01504Y / TYB1030466		P267009BLACK							55						330			
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				P26701WHITE							55						110			
				P26701WHITE							50						50			
				P26701WHITE							37						37			
				P26701WHITE							21						21			
				P26701WHITE	10	10	20	15									55	548 A		

TO BE CONTINUED

The explanation of form packing list :

1. The name of the consignee
2. The number of L/C (L/C was explained in section 3.4.1.2.1, page 19)
3. The number of invoice

4. The date
5. The details of goods

3.4.2.2 The additional Export - Import document

Beside the Export – Import documents above, there was also an Export – Import document which was found by the writer, that was shipping instruction. Basically, shipping instruction is a document about the instructions of shipping and is made by the shipper to the cargo company. Here is an example of the shipping instruction (SI) :



PT. Shinko Toyobo Gistex Garment

Jl. Panyawungan KM. 19, Desa Cileunyi Wetan, Bandung
Tlp. 022 - 7798891, 7798892, Fax. 022 - 7798894, Indonesia

(1) To: PT. Berdikari Matahari Logistik (Mr. Mukun)/021-8306591 or 8306785
To : MITRA ASIH (Mr. KIKI)

SHIPPING INSTRUCTION

WE KINDLY REQUEST YOU TO SHIP THE UNDERMENTIONED GOODS:

SI NO	Stuffing D	VESSEL / VOY	Date on Board	Port of Destinations	Quantity
(2) 141/STG2/VII/10	27-Jul-10 BY TRUCK	ACX CHERRY V.066N	30-Jul	TOKYO (STG 2)	1 X 40 FT

(3) (4) (5) (6) (7)

(8) 2. Port of Shipment : TANJUNG PRIOK
4. Name of shippers : PT. Shinko Toyobo Gistex Garment
Jl. Panyawungan Km 19, Desa Cileunyi Wetan
Bandung 40393 Indonesia

(9) (10) 5. Consignee : Toyobo Specilities Trading Co. Ltd. (Div. YD)
Higashi Gotanda Square Bld 14F, 2-10-2,
Higashi Gotanda, Shinagawa-Ku, Tokyo, Japan

(11) 6. Notify Address : Same as Consignee

(12) 7. Number of Packing : Ctns, Pcs
Ctns = Pcs Of Knitted Garment For Adidas Branded
TYB STC
C/NO.

(13) 8. Description of Goods
9. Mark and Number

(14) (15) 10. Weight : NW Kgs
: 80 x 28 x 35 Cms
11. Measurement : GW Kgs
12. Freight : Collect
13. B/L or AWB : Original : 3
14. L/C No & Date : Non Negotiable : 10
(16) (17) (18) (19)

Thanks you for your kind attention.

Bandung, July 23, 2010
Sincerely Yours
P.T. Shinko Gistex Garment
Bandung, Indonesia
Nuki Nugraha

The detail of Shipping Instruction are :

1. The name of the freight company
2. The number of shipping instruction

3. The stuffing date
4. The vessel
5. The date on board
6. The destination city
7. The quantity of goods
8. The name of the shipment port
9. The name of shipper
10. The name of consignee
11. The notify address
12. The number of packing
13. The details of goods
14. Mark and number of goods
15. The weight of packing
16. The measurement of packing
17. The freight
18. The attachment of B/L or AWB (B/L or AWB was explained in section 3.4.1.1.2 , page 11)
19. The L/C number and data (L/C was explained in section 3.4.1.2.1, page 19)

3.4.2.4 Email

The data were also taken from email. It were mentioned bellow based on the kinds of email.

3.4.1.2.1 The Email About Cost Calculation Export

Dear Mr. Itadani

Pls find the **attch Cost-Cal exp inv:3524-3525**

rgds

ahmad

Explanation :

The word “attch” is the clipping word from “attachment”. Cost-Cal Exp is the clipping word from “cost calculation export”, which is the details cost of the export goods. “inv” is the clipping word from “invoice”, as the explanation before that the invoice is a document that is used in foreign trade, issued by a seller to the buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. “rgds” is the clipping word from “regards”. As the explanation above, it can be seen that the Export-Import Division always use clipping words. The aim of using the clipping word is to make short email by using understandable words to deliver information quickly and accurately.

3.4.1.2.2 The Email About Final Data

----- Original Message -----

From: [Anita Yuliasari](#)

To: [Anita Yuliasari](#) ; [nuki nugraha](#) ; [Mulkan Senjaya](#) ; [benny](#) ; [Kiki Sukirna](#)

Cc: [ahmad robi](#) ; [biru](#) ; ade_rukmita@stg.co.id

Sent: Monday, July 26, 2010 11:25 AM

Subject: RE: SI NO. 141

Dear Mr. Nuki,

Lampiran revisi delivery order depo Bandung.

Brgds, Anita

Explanation :

The words that are marked by the underline, such as “re” is clipping word from “revision”, the “SI” is the abbreviation from “Shipping Instruction”, it is a document that explain about the instruction of shipping which is made by the exporter/shipper to the company which is an owner of the cargo. “Brgds” is the clipping word from “best regards”.

3.4.1.2.3 The Email About IJEPA

Dear Mr.Itadani

- > i will revised inv:3542, but **Ijepa** origin pls shipback to indonesia.
- > for the HRD210、HRD214、HRD215 Fabric made in Japan ,not CHINA
- > it's true made in japan pls confirm
- > **rgds**
- > ahmad

Explanation :

The underlined and bold word above is an acronym of Indonesia Japan Partnership. It is an agreement between Indonesia and Japan (ASEAN countries) to cooperate in economic partnership. “rgds” is the clipping word from “regards”.

3.4.1.2.4 The Email About S/D Export By Sea Inv. K4421

Dear All,

Find the attach **S/D** Export By Sea **Inv.** K4421 **ETD** JKT : July 30, 2010 and DHL Inv. K4422 **HAWB** NO. 1011583602

Ueda-san in reading

S & P Data in attach

B.Rgds

Nuki

Explanation :

The email above, contains the acronym “S/D”, “S & P”. “S/D” is a shipping document, as the explanation above about the shipping document, it consists of commercial invoice, packing list and summary packig list. “inv” as the explanation before is the clipping word from “invoice”, “ETD” is a Abbreviation for Estimation Time Delivery (explained in section 3.4.1.2.1, page 19), HAWB (explained in section 3.4.1.1.3 , page 15), “S & P” is a summary packing list.

3.4.3. Problems and Solutions

The problem and solution were found during the job training, generally were described below :

3.4.3.1. Problems

During doing a job training at export - import division in PT. Shinko Toyobo Gistex Garment, the writer had many problems in doing the job, involving to understand the common terms in Export – Import and the word forms of those terms.

3.4.3.2. Solutions

The solution made, were:

1. Looking up on the oxford dictionary to grasp the meaning of special terms in Export – Import.
2. Analyzing the word forms on those terms.
3. Looking for information from the conselor and the staffs in export-import division about the terms.
4. Reading Export – Import book to gain the meaning of terms.