

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.

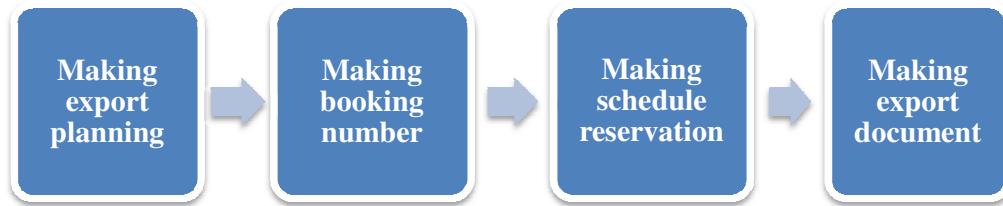
3.3 Responsibilities

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.

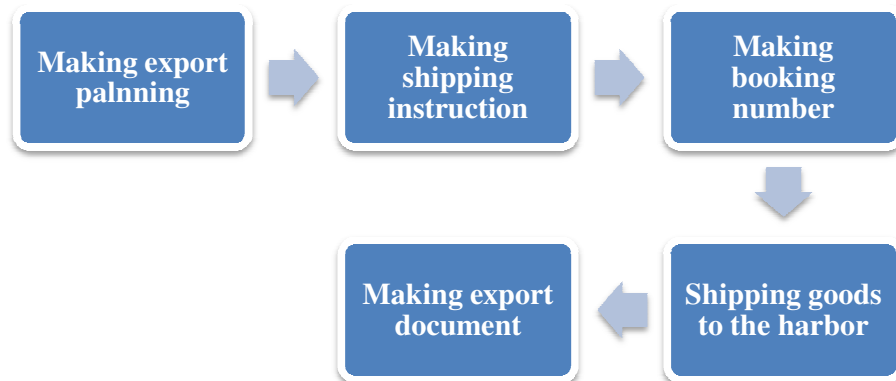
1.4 Concepts of Common Terms in Export – Import (A Description)

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 purposed; 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 TOYODO GISTEX GARMENT JL. PANYAWUNGAN KM. 19, DESA CILEUNYI WETAN, BANDUNG 40393, INDONESIA		B/L No. NTCJKT10070006	
Consignee TOYODO SPECIALTIES TRADING CO., LTD. (DIV YD) HIGASHI GOTANDA SQUARE BLD 14F, 2-10-2, HIGASHI GOTANDA, SHINAGAWA-KU, TOKYO, JAPAN		NTCC NISSHIN TRANS CONSOLIDATOR CO., LTD. COMBINED TRANSPORT BILL OF LADING Received in apparent good order and condition except as otherwise noted the total number of containers or other packages on 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 hereof. One of the bills of lading is presented duly endorsed and the others are retained by the carrier. In accordance with the bill of lading presented (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, hand processed or printed, as fully as if signed by the Merchant, any local customs or privilege to the contrary notwithstanding, and agrees that all agreements or freight engagements for and in connection with the transport of the Goods are superseded by this Bill of Lading.	
Notify party SAME AS CONSIGNEE		COPY NON NEGOTIABLE	
Place of receipt JAKARTA, INDONESIA CY		Port of loading JAKARTA, INDONESIA	
Ocean vessel ACX CHERRY		Voy. No. 066N	
Port of discharge TOKYO, JAPAN		Final destination for the Merchant's reference only TOKYO, JAPAN CY	
Container No. 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		Kind of packages; description of goods 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 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 Y (KIDS T-SHIRT) STYLE: HR326 BG BH L/S TEE 1 (MEN'S T-SHIRT) STYLE: HR341 BG 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 1 CONTAINER 573 CARTON (S) "FREIGHT COLLECT" CONTAINER/# NYKUB114288 SEAL/# ID6774377 CONT. TYPE 400RY QTY 573 KGS 6,820,250 M3 44,930	
Gross weight KGS 6,820,250 NET WEIGHT: 5,947,250 KGS		Measurement M3 44,930	

* 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

180 CGK 4891 6184		Negotiable		160 4891 6184	
Shipper's Name and Address KLINE AIR SERVICE INDONESIA TAMAN NIAGA SOEWARNIA UNIT E 18-17 SOEKARNO-HATTA INTL AIRPORT JAKARTA 10110 - INDONESIA TEL. 021-56911757 FAX: 021-56911767		Air Waybill Issued By CATHAY PACIFIC AIRWAYS 5th Floor, Swire 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 01-06-724 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 apparent good order 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 UNLESS SPECIFIC CARRIER INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH 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 Office, Agent Name and City PT K LINE AIR SERVICE INDONESIA JKT		FREIGHT PREPAID			
Agent's IATA Code 1530335		Account No.			
Airport of Departure (Addr. of First Carrier) and Requested Routing JAKARTA SOEKARNO					
By First Carrier CX776		25 JUL		to KIX by CX to by	
Currency USD		Charge Code PH		Other PH	
Declared Value for Carriage		NVD		Declared Value for Customs	
KANSAN INTL		Amount of Insurance		XXX	
Handling Information		//PLEASE NOTIFY CONSIGNEE IMMEDIATELY UPON ARRIVAL //			
No. of Pieces 269		Gross Weight 2,336		Rate Class K	
Rate Class K		Chargeable Weight 4,546.5		Rate 3.72	
Total		16,912.98		Nature and Quantity of Goods (Incl. Dimensions or Volume)	
Prepaid		Weight Charge		Collect	
16,912.98		Valuation Charge		Total Other Charges Due Agent	
Tax		Total Other Charges Due Carrier		960.77	
Total Prepaid		Total Collect		17,873.75	
Shipper certifies that the particulars on the face hereof are correct and that INSOPAR AS ANY PART OF THE CONSIGNMENT CONTAINS DANGEROUS GOODS, SUCH PARTY IS PROPERLY DESCRIBED BY HAZARD AND IS IN PROPER CONDITION FOR CARRIAGE BY AIR ACCORDING TO THE APPLICABLE DANGEROUS GOODS REGULATIONS.					
PT K LINE AIR SERVICE INDONESIA					
Signature of Shipper or Its Agent					
23 JUL 10 JAKARTA SOEKARNO MUFTI					
Executed on (Date) at (Place) Signature of Issuing Carrier or Its Agent					

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:

HAWB-KKS 053760 ①

Shipper's Name and Address PT.SHINKO TOYOBO GISTEX GARMENT JL. PANYAWUNGAN KM.19 DESA CILEUNYI-WETAN BANDUNG		Shipper's Account Number ②		Not Negotiable House Air Waybill (Air Consignment note) "K" LINE AIR SERVICE INDONESIA Jakarta - Surabaya ③																	
Consignee's Name and Address TOYOBO SPECIALTIES TRADING CO.,LTD 2-8, DOJIMA HAMA 2-CHOME, KITA-KU ASAKA 530-0004, 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. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIERS' AGENTS' LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring higher value for carriage and paying additional charge if required. FORWARDER'S LIABILITY IS THE SAME AS CARRIER'S.																	
Also Notify SAME AS CONSIGNEE ⑤		Handling Information MAWB: 160 4891 6184 ⑥ FREIGHT COLLECT																			
Airport of Departure and Requested Routing JKT ⑦																					
To HKG		By First Carrier CATHAY PACIFIC AIRWAYS KIX		Currency USD																	
Airport of Destination KANSAI		Flight/Date CX778 /25		Amount of Insurance XXX																	
Special Instruction PLEASE NOTIFY CONSIGNEE IMMEDIATELY UPON ARRIVAL...																					
<table border="1"> <thead> <tr> <th>No. of Pieces RCP</th> <th>Gross Weight</th> <th>kg</th> <th>Rate Class</th> <th>Chargeable Weight</th> <th>Rate</th> <th>Total</th> <th>Nature and Quantity of Goods (incl. Dimensions or Volume)</th> </tr> </thead> <tbody> <tr> <td>216</td> <td>1.000,00</td> <td>K</td> <td></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/11 Pcs Dimension (CMS) 216 52 X 38 X 53 </td> </tr> </tbody> </table>						No. of Pieces RCP	Gross Weight	kg	Rate Class	Chargeable Weight	Rate	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)	216	1.000,00	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/11 Pcs Dimension (CMS) 216 52 X 38 X 53
No. of Pieces RCP	Gross Weight	kg	Rate Class	Chargeable Weight	Rate	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)														
216	1.000,00	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/11 Pcs Dimension (CMS) 216 52 X 38 X 53														
Prepaid Weight Charge Collect Other Charges Valuation Charge A.P.F. Total Other Charges Due Agent Total Other Charges Due Carrier C.O.D. → Total Prepaid Total Collect Currency Conversion Rates cc Charges in Dest. Currency For Agents Use only at Destination Charges at Destination																					
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. KLINE AIR SERVICE INDONESIA Signature of Shipper or his Representative 23/07/2010 ⑫ JAKARTA MUFTI Executed on (Date) at Signature of Issuing Agent 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

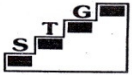
3.4.2.2 Shipping Document

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 : TOYOBO SPECIALTIES TRADING CO.,LTD (DIV YD) ③
 Higashi Gotanda Square Bld 14F, 2-10-2,,
 Higashi Gotanda, Shinagawa-Ku , Tokyo, Japan
 SHIPPED PER : Sea ④
 FROM : TANJUNG PRIOK ⑤ TO : TOKYO JAPAN ⑥
 JAKARTA-INDONESIA
 CONTRACT NO : YOUR ORDER NO :
 U/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

DESCRIPTION ⑨	QUANTITY ⑩	PRICE USD ⑪	AMOUNT USD ⑫
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	4288 PCS	5.74	24,613.12
HR324 / JXF10P01730Y	1630 PCS	6.36	10,366.80
HR326 / JXF10P01730M	3308 PCS	7.32	24,214.56
HR341 / JDF10P08111M	7428 PCS	7.08	52,590.24
HR346 / JDF10P08109M	3196 PCS	8.10	25,887.60
HR356 / JDF10P21319W	3939 PCS	5.43	21,388.77
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

TOYOBO SPECIALTIES TRADING CO.,LTD (DIV YD)

Higashi Gotanda Square Bld 14F, 2-10-2,, Higashi Gotanda,Shinagawa-Ku
Tokyo,,Japan

L/C No : DD :

PACKING LIST

INVOICE NO: STG 081-K4421/EXPVW10

DATE : July 27, 2010

Chk No	Order No	Name of Goods	Color	100	110	120	130	140	150	160	S	M	L	O	XO	OT	Total	Grand Total	Grade
Kitted Garment For Q3 Addidas Inline 100% Polyester UND HN BM LS Y (MENS T-SHIRT) Style : HR306 8109 MD TRJAYLS Y (KIDS T-SHIRT) Style : HR324 8109 MD TRJAYLS (KIDS T-SHIRT) Style : HR326 BG BH L/S Tee1 (MENS T-SHIRT) Style : HR341 BG BH L/S Tee2 (MENS T-SHIRT) Style : HR346 US LS W Tee (WOMENS T-SHIRT) Style : HR356																			
1		HR306 / JXF10P01504Y / TYB1030482	P26700BLACK					55									55		
2			P26700BLACK					55										110	
TO																			
3			P26700BLACK							55								110	
4																			
TO																			
5			P26700BLACK							55								110	
6																			
TO																			
7			P26700BLACK							55								110	
8																			
TO																			
9			P26700BLACK					25										25	
10			P26700BLACK					39										39	
11			P26700BLACK			10	10		5	18	9							52	499 A
TO																			
16		HR306 / JXF10P01504Y / TYB1030509	P26700BLACK					55										330	
17																			
TO																			
22			P26700BLACK					55										330	
23																			
TO																			
30										55								440	
31																			
TO																			
36			P26700BLACK							55								330	
37																			
TO																			
38			P26700BLACK					45										45	
39			P26700BLACK							43								43	
40			P26700BLACK					32										32	
1			P26700BLACK					14		19								33	
TO																			
2		HR306 / JXF10P01504Y / TYB1030486	P26701WHITE					55										55	
TO																			
3			P26701WHITE					55										110	
4																			
TO																			
5			P26701WHITE							55								110	
6																			
TO																			
7			P26701WHITE							55								110	
8								50										50	
TO																			
9			P26701WHITE							37								37	
10			P26701WHITE							21								21	
11			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. Mukan) 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
141/STG2/VII/10	27-Jul-10 BY TRUCK	ACX CHERRY V.066N	30-Jul	TOKYO (STG 2)	1 X 40 FT

2. Port of Shipment
4. Name of Shippers

: TANJUNG PRIOK
: PT. Shinko Toyobo Gistex Garment
Jl. Panyawungan Km 19, Desa Cileunyi Wetan
Bandung 40393 Indonesia
: Toyobo Specilties Trading Co. Ltd. (Div. YD)
Higashi Gotanda Square Bld 14F, 2-10-2,
Higashi Gotanda, Shinagawa-ku, Tokyo, Japan

5. Consignee

: Same as Consignee

6. Notify Address

7. Number of Packing
8. Description of Goods
9. Mark and Number

: Ctns = 1000
Pcs
: Ctns = 1000 Pcs Of Knitted Garment For Adidas Branded
TYB STC
C/NO.

10. Weight
11. Measurement
12. Freight
13. B/L or AWB
14. L/C No & Date

: NW 1000 Kgs
: 80 x 28 x 35 Cms
: Collect
: Original : 3
Non Negotiable : 10

Thanks you for your kind attention.

Bandung, July 23, 2010
Sincerely Yours
PT. Shinko Toyobo 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 t 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 Exort-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 **Ijepe** 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 packing 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 bellow :

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.