

APPRENTICESHIP REPORT AT PT. DIWAN BINTANG TRANSBUANA

Export-import is a transaction among sellers and buyers from different countries. The service in the area of export-import transportation service is known as freight forwarding.

PT. Diwan Bintang Transbuana is one of the freight forwarders that were founded in 1996 with its head office in Hongkong. *PT. Diwan Bintang Transbuana* develops a well-established reputation in the international forwarding business. It has agents and customers in more than 50 countries around the world.

I did my apprenticeship in *PT. Diwan Bintang Transbuana* as a documentation staff because I wanted to add my experience and knowledge about export-import business. By working in a freight forwarding company, I could learn about the detailed procedures of export-import, such as which shipping documents are needed, how to interact with customers by phone, etc. Moreover, I wanted to add my vocabulary on export-import terms in English.

To be a documentation staff in *PT. Diwan Bintang Transbuana*, one should meet the following requirements:

1. Possessing good skills in English (minimum passive)
2. Neatly dressed and friendly
3. Male or female of minimum 20 years old
4. Familiar with computer.

**APPENDICES:
EXAMPLES OF SHIPPING SCHEDULE, SHIPPING INSTRUCTION,
BILL OF LADING, AND PRE-ALERT.**



PT. DIWAN BINTANG TRANSBUANA

Inter-continents Freight Forwarder
Agent of QUALITY EXPRESS (USA), Inc.

To :
Attn :
From : PT DIWAN BINTANG TRANSBUANA
Date : July 5, 2006

Re : Sailing Schedule to Antwerp,Belgium

Dear Sir,

Please find our sailing schedule from Jakarta to Antwerp,Belgium (1 X 20'), for stuffing Friday, July 7, 2006, as follow:

CLOSSING : Saturday, July 8, 2006 at 06.00 AM
FEEDER VESSEL : PAC MAKASSAR V.662 (FLAG: SINGAPORE, KADE 009)
ETD JAKARTA : Sunday, July 9, 2006
MOTHER VESSEL : NYK CASTOR V.56W28
ETD PORTKLANG : Saturday, July 15, 2006
ETA ANTWERP : Thursday, August 10, 2006

We hope our sailing schedule can meet your requirement.
Thank you for your kind attention and good cooperation.

Best regards,

Export dept.



PT. DIWAN BINTANG TRANSBUANA

Inter-continents Freight Forwarder
Agent of QUALITY EXPRESS (USA), Inc

TO :
ATTN :
OUR.REF : B001/SEX/072006
DATE : JULY 5, 2006

PT. DIWAN BINTANG TRANSBUANA
TEL: 022-7569464 FAX:022-7568150

PERFORMA SHIPPING INSTRUCTION

1 X 20'

URGENT

DIRECT ANTWERP NOT VIA ROTTERDAM

DEAR SIR/MADAM

F.VESSEL : PAC MAKASSAR V.662 ETD JKT : 09/07/2006 POD: ANTWERP
M.VESSEL : NYK CASTOR V.56W28 ETD SIN : 15/07/2006 ETA ANTWERP: 10/08/2006

PLEASE ISSUE 3 ORIGINAL AND 10 COPIES BILL OF LADING AS FOLLOW:

SHIPPER

CONSIGNEE

NOTIFY SAME AS CONSIGNEE

DESCRIPTION OF GOOD KITCHENWARE ARTICLES IN STAINLESS STEEL

MARKING WERKHUIZEN DEMEYERE NV
DESCRIPTION :
GROSS :
CTN. NO. :
AS PER TOTAL : 1 OF 328

PORT OF LOADING : TANJUNG PRIOK, JAKARTA INDONESIA
FREIGHT : FREIGHT PREPAID
DESTINATION : ANTWERP, BELGIUM
GROSS WEIGHT : 3,759.07 KGS
NETT WEIGHT : 3,057.10 KGS
MEASUREMENT : 28 582 CNM
QUANTITY : 328 CARTONS = 2,360 PIECES
L/C NO. :

THANKS IN ADVANCE FOR YOUR KIND ATTENTION AND GOOD COOPERATION
PLEASE LET US HAVE COPY OF BILL OF LADING LATES ONE DAY BEFORE
VESSEL DEPARTURE FROM JAKARTA !!!

BEST REGARDS,
PT. DIWAN BINTANG TRANSBUANA



BILL OF LADING

SHIPPER/EXPORTER		EXPORT REFERENCES	BILL OF LADING NO. B001/SEX/072006	
		FMC NO.	NO OF ORIGINAL B(s)/L(s) SIGNED FOUR	
CONSIGNEE		FOR DELIVERY PLEASE APPLY TO :		
NOTIFY PARTY		ALSO NOTIFY (NAME AND FULL ADDRESS) / DOMESTIC ROUTING		
VESSEL VOY PAC MAKASSAR V.662	PORT OF LOADING TG. PRIOK, JAKARTA	PIER OR PLACE OR RECEIPT TG. PRIOK, JAKARTA	TYPE OF MOVE CY-CY	
PORT OF DISCHARGE ANTWERPEN, BELGIUM	PLACE OF DELIVERY ANTWERPEN, BELGIUM	FINAL DESTINATION (FOR THE MERCHANT'S REFERENCE ONLY) ANTWERPEN, BELGIUM		
CONTAINER NO. MARKS & NOS.	SEAL NO.	NO OF PKGS. OR CONTAINERS	KIND OF PACKAGES, DESCRIPTION OF GOODS	TOTAL GROSS WEIGHT KGS. (POUNDS)
				TOTAL MEASUREMENT CBM. (CU FT)

DESCRIPTION :	1 X 20' CONTAINER SAID TO CONTAIN	3,759.07 KGS
GROSS :		GROSS
CTN. NO. :	328 CARTONS = 2,360 PIECES OF	
AS PER TOTAL: 1 OF 328	KITCHENWARE ARTICLES	3,057.10 KGS
	IN STAINLESS STEEL	NETT
	AS PER ORDER NO. CMD600726	
	VETRAG PO 10268	28.582 CBM
		MEAS

CONT. NO: TEXU 3651690
 SEAL NO: MISCA 0226633
 MOTHER VESSEL:
 NYK CASTOR V.56W28

DETAILED SEE ATTACHED LIST

" FREIGHT PREPAID "

SHIPPER'S LOAD, STOW AND COUNT
 SHIPPED ON BOARD 09/07/2006
 BY PAC MAKASSAR V.662
 AT TG. PRIOK, JAKARTA

TOTAL NO OF PACKAGES 328 CARTONS = 2,360 PIECES

FREIGHT AND CHARGES	PREPAID	COLLECT	PLACE AND DATE OF ISSUE	DATE
	FREIGHT		JAKARTA	Jul 09 2006
				BY

Received by the Carrier in apparent good order and condition unless otherwise indicated hereon, the Container(s) and/or goods hereinafter mentioned to be transported and/or otherwise forwarded from the Place of Receipt to the intended Place of Delivery upon and subject to all the terms and conditions appearing on the face and back of this Bill of Lading. If required by the Carrier, this Bill of Lading duly endorsed must be surrendered in exchange for the goods of delivery order.
 IN WITNESS whereof One (1) original B/L has been signed, if not otherwise stated above, the same being accomplished the other(s) to be void.

AS AGENT



PT. DIWAN BINTANG TRANSBUANA

Inter-continents Freight Forwarder
Agent of QUALITY EXPRESS (USA), Inc.

PRE-ALERT

DATE : July 11, 2006

To : Import Department

FROM: EXPORT DEPARTEMENT

Attn :

Cc :

First Carrier : PAC MAKASSAR V.662 Total Page : 3 pages including
Second Carrier : NYK CASTOR V.56W28 this page
ETD JAKARTA : JULY 9, 2006
ETA ANTWERP : AUGUST 10, 2006
CONT./SEAL : TEXU 3651690 / MISCA 0226633
Shipper :

Consignee :

Notify Party :

Routing : FROM JAKARTA TO ANTWERP
Quan / Comm : 1 X 20'
MB/L No. : MISCJKT14100204
House B/L No. : B001/SEX/072006
Remarks : OCEAN B/L WILL BE SURRENDER IN JAKARTA

Thank you and Best Regards,
EXPORT DEPARTEMENT

I did my apprenticeship in *PT. Diwan Bintang Transbuana* from 20 June 2006 to 19 July 2006. I worked everyday from Monday to Friday, from 09.00 am to 02.00 pm. On the first day, I came to the office and I was acquainted with the staff. I observed the atmosphere of company and how the staff worked. Everyday I had to fill in the attendance list and did my daily tasks. The dominating activities during the apprenticeship were:

1. Writing price quotation letters

Price quotation letter is made so that a price deal between *PT. Diwan Bintang Transbuana* and customers can be reached.

2. Saving order data to the computer

After making the quotation letters, I put and saved order data into the computer. The data that I saved were categorized into customer's name, destination, container size, shipping schedule, and price list, etc.

3. Writing Shipping Instructions (SI)

Shipping instruction is made to be sent to the shipping company as one of the pre-requirement when we order a shipment space that later will be exchanged with DO (Delivery Order). DO is needed for taking the empty containers at the *depo* (a place where empty containers are held).

Shipping Instruction contains ship's destination, ship's name, factory's name, consignee, commodity's name, marking, netto, bruto, volume, container's size and ship's arrival, and place where payment will be done.

4. Writing Bill of Ladings

Bill of Lading is a receipt to be signed by indicated agents, informing the contents of the goods.

5. Writing Pre-Alerts

Pre-Alert is made after the ship is departed and sent through e-mail or fax to the agent, so that the agent of *PT. Diwan Bintang Transbuana* at the destination could later inform the consignee.

Almost everyday I made the five letters above whenever there were export-import transaction. However, sometimes I still found some difficulties in writing the letters such as Bill of Ladings because I did not fully understand about how to write the letter properly.

During the apprenticeship, as a documentation staff I only used writing and reading skills. Writing was used when I wrote Shipping Instructions, order data, Bill of Ladings, and Pre-Alerts while reading was used when I read the letters from the freight forwarders (SI, BL, shipping schedules and shipping magazines such as "Sailings" and "Shipping Gazette").

I found reading and writing subjects given in D III program were useful. In reading I learned how to scan and to skim letters quickly. Writing was also useful because I could write some letters in English quickly.

After finishing the apprenticeship, I realize that I have some strengths and weaknesses. My strengths are that I could make the needed documents and letters in English well and could understand the English terms used in the letters and documents I read. On the other hand, I still have several weaknesses on remembering the export-import terms and I still need some time to find the meaning of some words in the dictionary.

Based on my experience as a staff of documentation, I find that working is not easy. One has to be honest and responsible with the job.

After my apprenticeship in *PT. Diwan Bintang Transbuana*, I would like to suggest that *PT. Diwan Bintang Transbuana* should add more staff in order to make all the work be finished more effectively. For D III program, I would like to suggest that the networking center of D III Program could add more apprenticeship vacancies for the students, so that the apprenticeship can be carried out better.