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.
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 follows:

- CLOSING: 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.
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

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

CONSIGNEE

NOTIFY
SAME AS CONSIGNEE

DESCRIPTION OF GOODS
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
3,756.07 KGS

NETT WEIGHT
3,057.10 KGS

MEASUREMENT
28 582 CNM

QUANTITY
328 CARTONS = 2,360 PIECES

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 BILL TO BE SIGNED
FOUR

CONSIGNEE

FOR DELIVERY PLEASE APPLY TO:

NOTIFY PARTY

ALSO NOTIFY NAME AND FULL ADDRESS / DOMESTIC ROUTING

VEssel NO:
PAC MAKASSAR V.662

PUSH OF LOADING:
TG. PRIOK, JAKARTA

PORT OF DISCHARGE:
ANTWERPEN, BELGIUM

PLACE OF DELIVERY:
ANTWERPEN, BELGIUM

FINAL DESTINATION (FOR THE MERCHANT’S REFERENCE ONLY):

CONTAINER NO:

MARK & NO:

KIND OF PACKAGES, DESCRIPTION OF GOODS:

TOTAL GROSS WEIGHT:

TOTAL MEASUREMENT

1 X 20' CONTAINER SAID TO CONTAIN
GROSS
3,759.07 KGs

328 CARTONS = 2,360 PIECES OF
GROSS
3,057.10 KGs

KITCHENWARE ARTICLES
AS PER TOTAL: 1 OF 328
NETT
28.582 CBM
IN STAINLESS STEEL
AS PER ORDER NO.CMD 600726
MEAS
VETRAG PG 19268

DETAIL SEE ATTACHED LIST

CONT. NO: TEXU 3651690

SEAL NO: MISCA 0226633

MOTHER VESSEL:
NYK CASTOR V.56928

" 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

FREIGHT
JAKARTA
DATE: Jul 09 2006

Received by the Carrier in apparent good order and condition unless otherwise indicated herein, the Containers and/or goods hereafter 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 duty endorsed must be considered 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
*PRE-ALERT*

DATE: July 11, 2006
To: Import Department

FROM: EXPORT DEPARTEMENT

First Carrier: PAC MAKASSAR V.662
Second Carrier: NYK CASTOR V.56W28
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.