



User Manual

Prior Notice Web-Application

Version 1.0

Deputy of Data and System Information of Animal, Fish and Plant Quarantine
Indonesia Quarantine Authority
2024

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Introduction

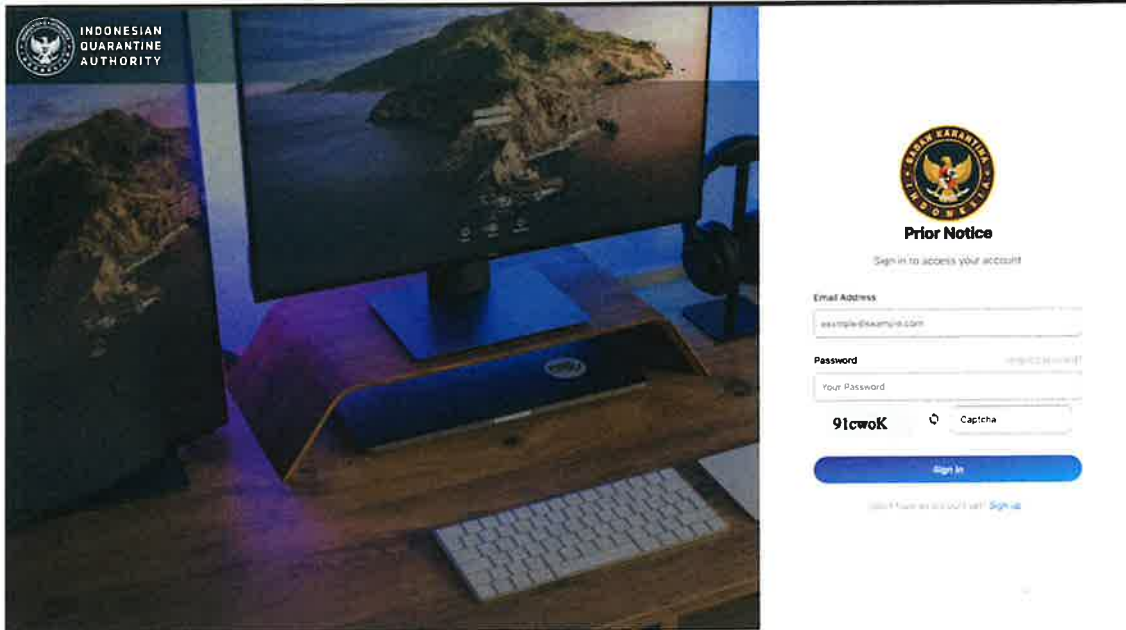
Prior Notice is an initial notification submitted by the exporter in the country of origin regarding plans to export animals, fish, plants and their derivative products along with required documents to the Indonesian Quarantine Authority before or immediately when the commodity will be departed for Indonesia.

The Indonesian Quarantine Authority has provided a web-based application so that prior notice submission by exporters in the commodity's country of origin can be done online. This web-based application has been designed so that users can submit their prior notices quickly and easily.

User Registration

Before users can use the prior notice web application, users must register first. Steps to register a new user are :

1. go to <https://notice.karantinaindonesia.go.id> and click Sign Up.



2. Fills in the required field in Prior Notice Account Registration Form

Prior Notice Account Registration.

Lets get you all set up so you can verify your personal account and begin setting up your profile.

First Name	Last name
<input type="text" value="John"/>	<input type="text" value="Snow"/>
Company	Country
<input type="text" value="Company Name"/>	
Address	
<input type="text" value="Address"/>	
Phone number	Email address
<input type="text" value="X X X X X X X X X X"/>	<input type="text" value="johnsnow@example.com"/>
Password	Confirm password
<input type="text" value="Enter your password"/>	<input type="text" value="Enter your password"/>
<input type="button" value="Sign Up"/>	

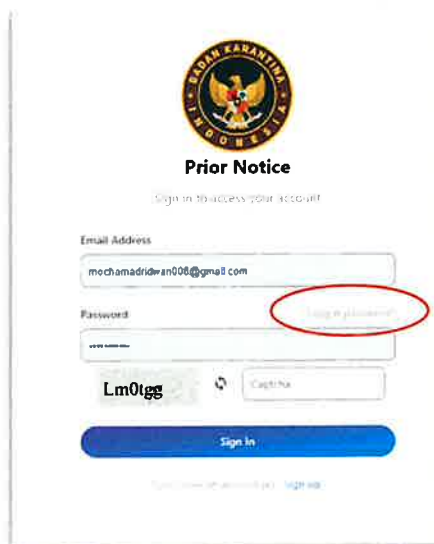
3. Click Sign Up to create an user account.

4. After that, the account will be active after clicking the confirmation link that has been sent via the registered email



Forgot password and old account integration

Users who forgot their password and who have registered in the prior notice application can use the user without re-registration by accessing the "Forgot Password" button/link.



Input the email that has been integrated a confirmation link will be sent to the email, and the user account can be used after clicking the confirmation link.



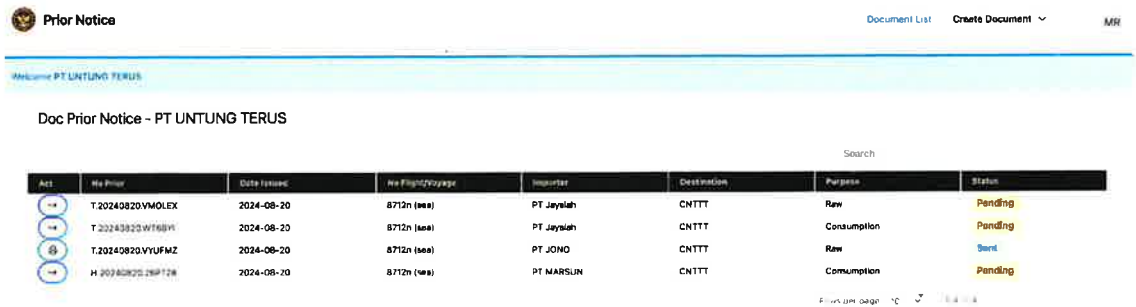
Forgot Password

Enter your email

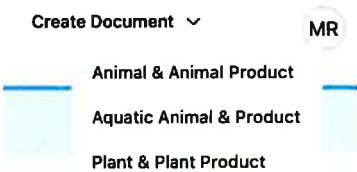
Create and Submit a Prior Notice

After users has an account, they can submit a Prior Notice before or immediately when the commodity will be departed for Indonesia. Steps to submit a Prior Notice are :

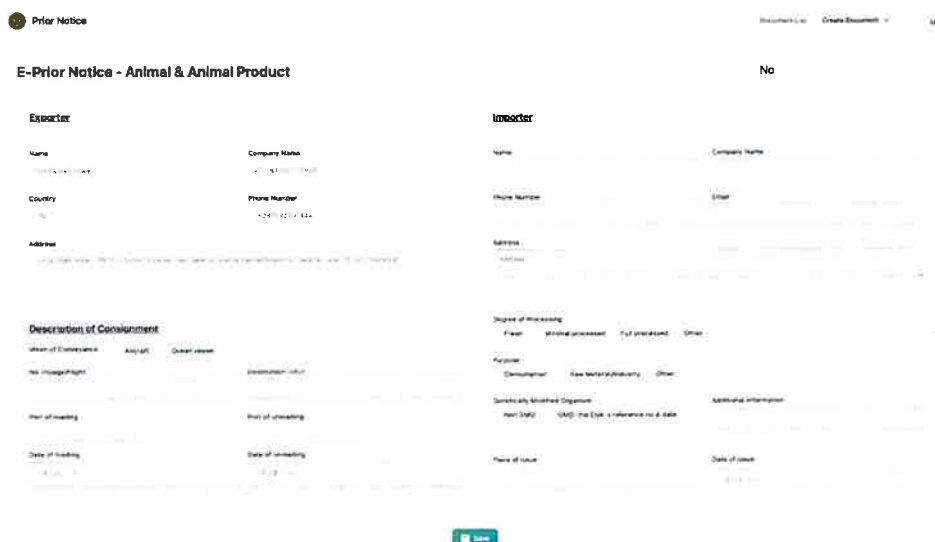
1. Sign in using username (email) and password to Prior Notice Web-Application. If the username and passport are correct, then users will enter to the their pages.



2. To Create a Prior Notice, please select [Create Document] at upper right corner in the page.
3. Please select the product. Prior Notice can be create for 3 categories of commodity, which are Animal & Animal Product, Aquatic Animal & Aquatic Animal Product or Plant and Plant Product. The required fields to fill in are similar for those kind comodities.



4. After category of comodity selected, the prior notice will appear as :



5. Please fill in required field on the form.

Exporter

Name: Company Name:
 Country: Phone Number:
 Address:

Importer

Name: Company Name:
 Phone Number: Email:
 Address:

Description of Consignment

Mean of Conveyance: Aircraft Ocean vessel
 No Voyage/Flight: Destination (city):
 Port of loading: Port of unloading:
 Date of loading: Date of unloading:

Degree of Processing: Fresh Minimal processed Full processed Other

Purpose: Consumption Raw Material/Industry Other

Genetically Modified Organism: Non GMO GMO: the CoA's reference no & date
 Additional information:

Place of issue: Date of issue:

6. Then click save to save Prior Notice. After Prior Notice saved, then at the bottom of form will appear form to input Description of Commodity, Description of Container and Health/Sanitary/Phytosanitary Certificate.

Description of Commodity

SCIENTIFIC NAME	HS CODE	QUANTITY	PACKAGING	COA/C REF NO	REG LAB/INSCA	ACT
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Description of Container

CONTAINER NUMBER	SIZE	ECT	REFERENCE NUMBER	PLACE OF ISSUE	DATE OF ISSUE	ACT
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Health/Sanitary/Phytosanitary Certificate

- Click button [Input] to enter the required information in each section.

Input Commodity

Input Container

Input Documents

- Click save to save the information on each section. To input more than one information, i.e for container, please repeat the step.

Description of Commodity

SCIENTIFIC NAME	HS CODE	QUANTITY	PACKAGING	COA/NHC REF NO.	REG LAB/NFSCA	ACT
	0101	1000 x 100g/box	100/Bag	CV 98009 (2024-08-27)	01-1001	1

Description of Container

CONTAINER NUMBER	SIZE	ACT
00CL68897	43 feet	2 1

Health/Sanitary/Phytosanitary Certificate

REFERENCE NUMBER	PLACE OF ISSUE	DATE OF ISSUE	ACT
CH 87090	Shree	2024-08-27	2 1

9. Click button Submit to submit the Prior Notice or click button Print to preview Prior Notice on the screen. If necessary, Prior Notice can be print from browser printing menu.

PRIOR NOTICE/PEMBERITAHUAN AWAL					
Reference Number H.20240829.HES6KF					
COUNTRY OF ORIGIN : CHINA					
COUNTRY OF EXPORT : INDONESIA					
Description of Exporter/ Representative*	Name	MOCHAMAD RIDWAN	Company name	PT UNTUNG TERUS	
	Address	GANG ABAH IMBAR, RW 10, CIBUBUR, CIRACAS, EAST JAKARTA, SPECIAL CAPITAL REGION OF JAKARTA, JAVA, 13720, INDONESIA			
	Phone/Fax. Number	+6287882997448			
	Email	mochamadridwan008@gmail.com			
Description of Importer/ Reimporter*	Name	SURJANA	Company name	PT CITRA LESTARI JAYA	
	Address	RUKO PERMATA JAYA 1 NO 4 KAV 4, MUARA BARU, JAKARTA, INDONESIA			
	Phone/Fax. Number	021902900			
	Email	surjana@mail.com			
DESCRIPTION OF COMMODITY/CONSIGNMENT:					
<input type="checkbox"/> Non GMO <input checked="" type="checkbox"/> GMO: the CoA's reference no & date					
No	Common Name/ Scientific Name	HS Code	Quantity/ Packaging	Certificate of Analysis/Health Certificate's Reference Number and issued date *)	Testing Laboratory/ NFSCA Body*)
1	-	0102	100 2	CN 98080 (2024-08-27)	ID-17287
EXPORT PURPOSE			Raw		
DEGREE OF PROCESSING			<input type="checkbox"/> Fresh <input type="checkbox"/> Minimal processed <input checked="" type="checkbox"/> Full processed <input type="checkbox"/> Other		
HEALTH/SANITARY/PHYTOSANITARY CERTIFICATE*					
No	Reference Number	Place of Issue	Date of Issue		
1	CN 87989	China	2024-08-27		
Means of conveyance	SEA	Voyage/Flight number	MV OCEAN STAR		
Port of loading	CNAIN	Date of loading	2024-08-29		
Place of destination	JAKARTA	Date of estimated arrival	2024-09-20		
Additional Information: CoA ref number : CN98083					
Container's Identification Number*: OOCLL89897;					
Other (specify):					
<div style="display: flex; justify-content: space-between;"> <div> <p>Place: China</p> <p>Date: 2024-08-27</p> </div> <div style="text-align: right;"> <p>Applicant</p> <p>(MOCHAMAD RIDWAN)</p> </div> </div>					
					

Manage the Prior Notice

After users fulfilled the requirement field on the Prior Notice form and saved them, they may delay the submit later. To find that document they can go to [Document List] menu.

No	No Prior	Date Issued	No Flight/Voyage	Operator	Destination	Progress	Status
1	E.2024.0520.VMOLEX	2024-08-20	8712h 148h	PT Jayalah	CNTH	Raw	Pending
2	F.2024.0620.WTBBYI	2024-08-20	8712h 148h	PT Jayalah	CNTH	Consumption	Pending
3	G.2024.0820.VYLFMZ	2024-08-20	8712h 148h	PT JONG	CNTH	Raw	Save
4	H.2024.0820.26PT28	2024-08-20	8712h 148h	PT MARSUN	CNTH	Consumption	Pending
5	I.2024.0820.HESAKT	2024-08-27	MV Ocean Star (sea)	PT CITIBALESTAR JAYA	IDTP	Raw	Pending

There are may 2 (two) flags status on each document. Sent status mean that document have submitted, and Pending status mean the document have saved but not submitted yet.

To submit Pending Prior Notice.

1. Click on icon "Arrow" of any document that need to submit.
2. The information of the document will be appear on E-Prior Notice form.
3. Continue to complete the form, then click on button [Submit]

Exporter

Name: [Text Field] Company Name: [Text Field]
Country: [Text Field] Phone Number: [Text Field]
Address: [Text Field]

Importer

Name: [Text Field] Company Name: [Text Field]
Phone Number: [Text Field] Email: [Text Field]
Address: [Text Field]

Declaration of Commodity

Weight of Commodity: [Text Field] Unit: [Text Field] Degree of Processing: [Text Field]
No. of packages: [Text Field] Date of loading: [Text Field] Date of unloading: [Text Field]
Particulars of Commodity:

Commodity Name	HS CODE	QUANTITY	PACKAGE	WEIGHT	NO. OF PACKAGES	NET
[Text Field]	[Text Field]	[Text Field]	[Text Field]	[Text Field]	[Text Field]	[Text Field]

Health Certificate/Phytosanitary Certificate

Reference Number: [Text Field] Place of Issue: [Text Field] Date of Issue: [Text Field]

[Submit] [Add]

4. Document status on Document List page will be updated.