



SHIPPING INSTRUCTION		Packaging/Chemical/Spare Parts
SHIPPER		(SELLER WITH COMPLETE ADDRESS)
LEGAL ENTITY		Pls See On Master Table
CONSIGNEE'S ADDRESS		Pls See On Master Table
NOTIFY PARTY		Pls See On Master Table
PORT OF DISCHARGE		
GOOD'S DESCRIPTION		(According to those mentioned in the po/contract/master list/permit)
HS (HARMONIZE SYSTEM CODE)		(Six digits of number, but consignee may request to remove it if the hs code is different than selected by the destination country)
MARKING	1	Name of consignee
	2	PO NUMBER or CONTRACT NUMBER
	3	Final destination
INVOICE CONTENTS	1	Shipper's head letter
	2	Goods' description must refer/same with our po/contract/master list /permit
	3	Unit of measurement must refer/same with our po/contract/master list/permit
	4	Shipper with complete address
	5	Consignee with complete address
	6	Invoice number
	7	Date of invoice
	8	Ref: consignee po's number
	9	Port of discharge if any
	10	Incoterms 2020
	11	Quantity order
	12	Price per unit
	13	Amount (including currency)
	14	Total amount
15	Signatory of authority	
16	Official stamp	
17	Payment terms	

	18	ORIGIN COUNTRY IF NEEDED (Mandatory if There is no COO)
PACKING LIST CONTENTS	1	Shipper with complete address
	2	Goods' description must refer/same with our po / contract/ master list / permit
	3	Unit of measurement must refer/same with our po/contract/ master list/ permit
	4	Consignee with complete address
	5	Packing list's number
	6	Date of packing list
	7	Ref: consignee po's number
	8	Ref: invoice's number
	9	Port of discharge if any
	10	Marking
	11	Quantity order
	12	Quantity of packaging
	13	Detail dimension of each packaging (length (cm) + width (cm) + high (cm) (optional for incoterms CIF and CFR or if these details cover by freight quotations based on other incoterms (EXW, FCA, FOB)
	14	Detail net weight of each item
	15	Total weight (gross weight and net weight)
	16	Total dimension
	17	Signatory of authority
	18	Official stamp
BILL OF LADING		
- SHIPPER	:	(As above)
- CONSIGNEE'S ADDRESS	:	(As above)
- NPWP / TAX ID NUMBER	:	Mandatory
- NOTIFY PARTY	:	(As above)
- PORT OF DISCAHARGE	:	(As above)
- GOODS' DESCRIPTION	:	As above (min 5 items if they are more than 5)
- QUANTITY OF PACKAGE	:	(As same as packing list)
- KIND OF PACKAGE	:	Wooden/ pallet/box/loose
- MEASUREMENT AND WEIGHT	:	(AS SAME AS WEIGHT AND DIMENSION ON PACKING LIST) still mandatory If there is no measurement in packing list
- LOCAL AGENT AT DESTINTION	:	(Detail address, pic and phone number) (optional)

-HS CODE	:	Minimum 6 digits number hs code
-SHIPPING ROUTE / THROUGH BL	:	Mandatory for FTA
-MARKING	:	Similar with invoice and packing list
CERTIFICATE OF ORIGIN / FTA		Mandatory for member of FTA Country
		Mandatory COO Chamber of Commerce for Master List Facility
- RULES	:	Please follow Operational Certification Procedure, Rules of Origin and any related international trade.
	:	Mandatory to provide through BL or Shipping Certificate and NMC
	:	On electronic COO, please also share screenshot of input incomplete display
notes		If there is no FTA BU will pay normal import duty.
<u>ATTENTION</u>		
<p>Kindly share the drafts of Invoice, Packing List, Certificate of Original Form (if applicable) and Bill of Lading to Consignee's PIC for verification and then issue the original after get consignee's approval.</p> <p>Please avoid put sample product into the cargo since it's not declared on the documents. If any sample product on the cargo, pls kindly inform us before shipment depart.</p>		
<u>DOCUMENT REQUEST</u>		
- INVOICE	:	3 originals /clear scan color
- PACKING LIST	:	3 originals /clear scan color
- BILL OF LADING	:	3 originals + 3 copies non negotiable
- INSURANCE CERTIFICATE	:	TRIPLICATE, Depend on Incoterms
- CERT OF ORIGINAL (FTA)	:	1 original + 1 duplicate (if available)
- FUMIGATION CERTIFICATE	:	Triplicate (if available)
- COA / Quality Certificate	:	3 original (if needed)
- MSDS	:	Scan color (if needed)
- PDS	:	Scan color (if needed)
-HC (Health Certificate) / CFS (Certificate of Free Sale)	:	ORIGINAL DOCS (IF NEEDED) Depend on HS Code
- Heavy Metal / Microbiological Certificate	:	ORIGINAL DOCS (IF NEEDED) Depend on HS Code

- Calibration Statement Letter (Bonded Zone)	:	1 Original Docs (Add For PACKAGING based on HS code and KMK 29 2021)
SEND DOCUMENT TO:		
ADDRESS	:	Pls See On Master Table
PIC	:	Pls See On Master Table
PHONE	:	Pls See On Master Table
EXCLUDE FROM		
- Temporary Import	:	Repair, Testing, etc

MASTER TABLE

BU	LEGAL ENTITY	PREFIX PO/CONTRACT/NO	CONSIGNEE ADDRESS	NOTIFY PARTY	SEND DOCUMENT TO	PHONE	NPWP
CCC	PT. CARGILL INDONESIA (CCC)	66XXXXXX; PO-MAN-CCC-XXXXX	GEDUNG WISMA 46 KOTA BNI LT. 26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 RT.010 RW.009 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA 10220, INDONESIA Tax ID 01.002.071.7-057.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. CARGILL INDONESIA KAWASAN INDUSTRI MASPION BETA PLOT 2 MANYAR SIDOMUKTI MANYAR GRESIK 61151 INDONESIA Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.002.071.7-057.000
CTP	PT. ANDES AGRO INVESTAMA	PO-AAI-XXXXXX; PO-MAN-AAI-XXXXX; CON-AAI-CO-XXXXXX; CON-AAI-WO-XXXXXX	GEDUNG WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 02.261.890-4.063.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. ANDES AGRO INVESTAMA WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	002.261.890-4.063.000
CAN & CQN	PT. CARGILL INDONESIA (CFN)	53XXXXXX, 70XXXXXX, 65XXXXXX, 25XXXX; PO-MAN-CFN-XXXXX	GEDUNG WISMA 46 KOTA BNI LT. 26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 RT.010 RW.009 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA 10220, INDONESIA Tax ID 01.002.071.7-057.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. CARGILL INDONESIA WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.002.071.7-057.000

BU	LEGAL ENTITY	PREFIX PO/CONTRACT/WO	CONSIGNEE ADDRESS	NOTIFY PARTY	SEND DOCUMENT TO	PHONE	NPWP
CTI	PT. CARGILL TRADING INDONESIA	PO-CTI-XXXXXX; PO-MAN-CTI-XXXX	WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 03.234.841.9-022.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. CARGILL TRADING INDONESIA WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	003.234.841.9-022.000
CTP	PT. HARAPAN SAWIT LESTARI	PO-HSL-XXXXXX; PO-MAN-HSL-XXXXX; CON-HSL-CO-XXXXXX; CON-HSL-WO-XXXXXX	WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 01.564.259.8-058.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. HARAPAN SAWIT LESTARI WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.564.259.8-058.000
CTP	PT. HINDOLI	PO-HIN-XXXXXX; PO-MAN-HIN-XXXXX; CON-HIN-CO-XXXXXX; CON-HIN-WO-XXXXXX	WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 01.061.916.1-058.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. HINDOLI WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.061.916.1-058.000

BU	LEGAL ENTITY	PREFIX PO/CONTRACT/ WO	CONSIGNEE ADDRESS	NOTIFY PARTY	SEND DOCUMENT TO	PHONE	NPWP
CTP	PT. INDO SAWIT KEKAL	PO-ISK-XXXXXXX; PO-MAN-ISK-XXXXX; CON-ISK-CO-XXXXXXX; CON-ISK-WO-XXXXXXX	WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 02.624.482.2-022.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. INDO SAWIT KEKAL WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	002.624.482.2-022.000
CTP	PT. MAYA AGRO INVESTAMA	PO-MAI-XXXXXXX; PO-MAN-MAI-XXXXX; CON-MAI-CO-XXXXXXX; CON-MAI-WO-XXXXXXX	GD. WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 RT. 010 RW. 009 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 02.330.617.8-063.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. MAYA AGRO INVESTAMA WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	002.330.617.8-063.000
CASC	PT. PACRIM NUSANTARA LESTARI FOODS	PO-PACRIM-XXXXX ; 84xxxxxx	GEDUNG WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL JEND. SUDIRMAN KAV.1, KARET TENGSIN TANAH ABANG, JAKARTA PUSAT DKI JAKARTA, 10220 NPWP : 01.957.768.3-022.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. PACRIM NUSANTARA LESTARI FOODS WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.957.768.3-022.000

BU	LEGAL ENTITY	PREFIX PO/CONTRACT/ WO	CONSIGNEE ADDRESS	NOTIFY PARTY	SEND DOCUMENT TO	PHONE	NPWP
CASC	PT. CARGILL INDONESIA (Amurang)	69XXXXXX – OP; PO-MAN-GOSC-XXXXX	Gedung Wisma 46 Kota BNI Lt.26 Suite 26.01 Jl. Jenderal Sudirman Kav 1 RT.010 RW 009 Karet Tengsin, Tanah Abang Jakarta Pusat, DKI Jakarta 10220 NPWP: 01.002.071.7-057.000	-gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. CARGILL INDONESIA WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.002.071.7-057.000
CTP	PT. POLIPLANT SEJAHTERA	PO-PSA-XXXXXXX; PO-MAN-PSA-XXXXX; CON-PSA-CO-XXXXXXX; CON-PSA-WO-XXXXXXX	GD. WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Tax ID 01.344.757.8-062.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	PT. POLIPLANT SEJAHTERA WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.344.757.8-062.000
CSST	PT. SORINI AGRO ASIA CORPORINDO	45XXXXXXXXX; PO-MAN-CSST-XXXXX; 1001xxxxxx	JL. RAYA SURABAYA MALANG KM 43 NGERONG, GEMPOL, PASURUAN JAWA TIMUR 67155 TAX ID 01.211.173.8-054.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	<u>Shipment Destination To Surabaya</u> PT. SORINI AGRO ASIA CORPORINDO JL. RAYA SURABAYA – MALANG KM. 43 NGERONG, GEMPOL, PASURUAN, JAWA TIMUR 67155 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.211.173.8-054.000

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CSST	PT. SORINI AGRO ASIA CORPORINDO	45XXXXXXXX; PO-MAN-CSST-XXXXX; 1001xxxxxx	JL. RAYA SURABAYA MALANG KM 43 NGERONG, GEMPOL, PASURUAN JAWA TIMUR 67155 TAX ID 01.211.173.8-054.000	SAME AS CONSIGNEE -gtoc-jakarta-nrm-all@cargill.com +6221-5789-1974 / 5789-1900	<u>Shipment Destination To Jakarta</u> PT. SORINI AGRO ASIA CORPORINDO WISMA 46 KOTA BNI LT.26 SUITE 26.01 JL. JEND SUDIRMAN, KAV 1 KARET TENGSIN, TANAH ABANG JAKARTA PUSAT, DKI JAKARTA, 10220 Attn: GTOC Team	+6221 5789-1974 / 5789-1900	001.211.173.8-054.000