



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

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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.

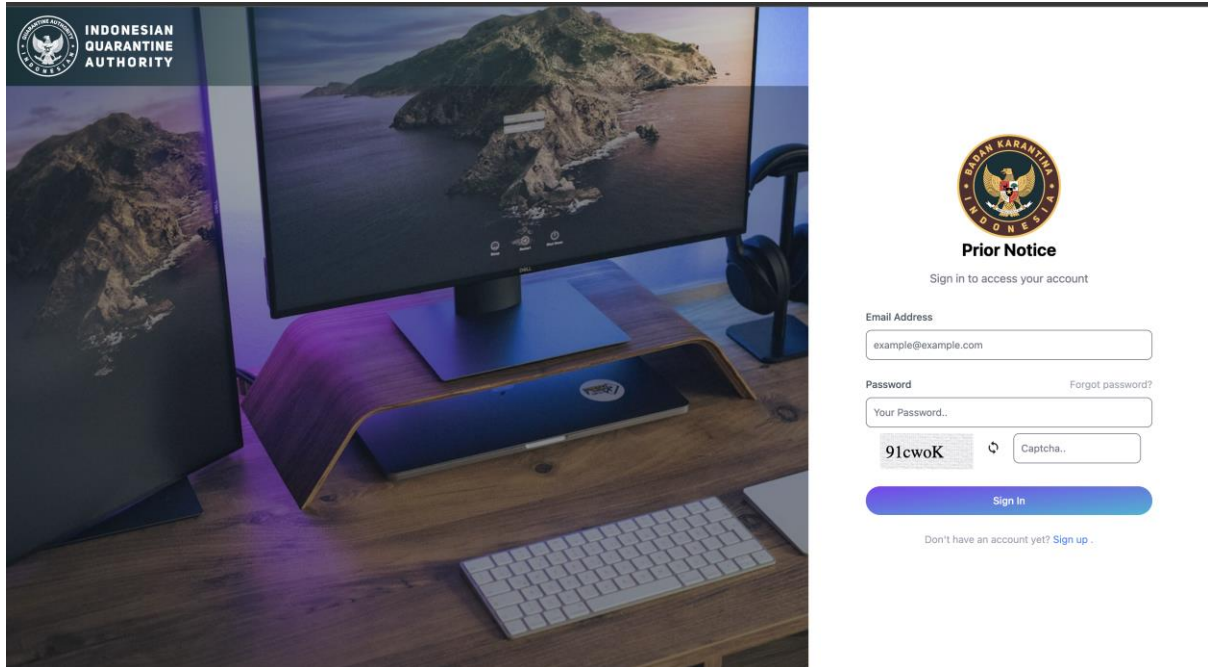
The Indonesian Quarantine Authority has provided a web-based application so that prior notice submission by exporters in the commodity's country of origin can be done online. This web-based application has been designed so that users can submit their prior notices quickly and easily.

## User Registration

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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

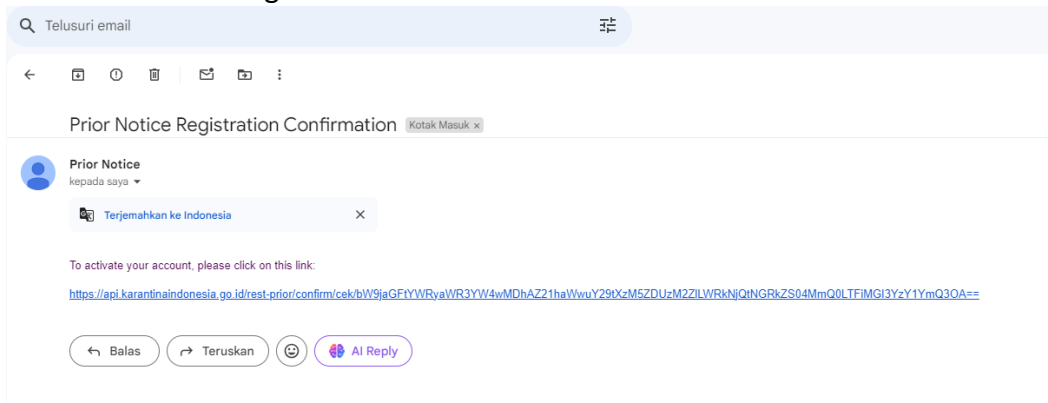
### Prior Notice Account Registration.

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"/>	<input type="text" value=""/>
Address	
<input type="text" value="Address.."/>	
Phone number	Email address
<input type="text" value="XXXXXXXXXXXX"/>	<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"/>	

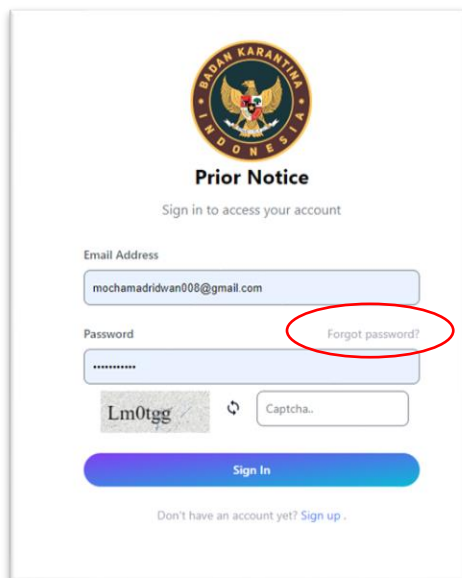
3. Click Sign Up to create an user account.

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

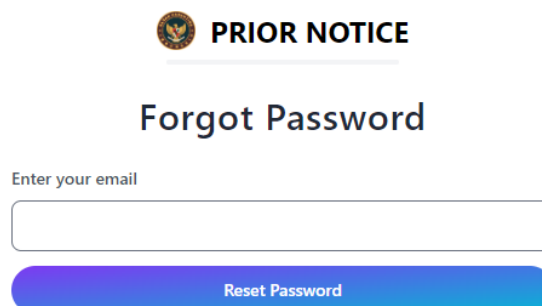


## Forgot password and old account integration

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.



## 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.

Act	No Prior	Date Issued	No Flight/Voyage	Importer	Destination	Purpose	Status
→	T.20240820.VMOLEX	2024-08-20	8712n (sea)	PT Jayalah	CNTTT	Raw	Pending
→	T.20240820.WT6BYI	2024-08-20	8712n (sea)	PT Jayalah	CNTTT	Consumption	Pending
→	T.20240820.VYUFMZ	2024-08-20	8712n (sea)	PT JONO	CNTTT	Raw	Sent
→	H.20240820.26PT28	2024-08-20	8712n (sea)	PT MARSUN	CNTTT	Consumption	Pending

2. To Create a Prior Notice, please select [Create Document] at upper right conner 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.

- Animal & Animal Product
- Aquatic Animal & Product
- Plant & Plant Product

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

**Exporter**

Name: mochamad ridwan, Company Name: PT UNTUNG TERUS

Country: CN, Phone Number: +6287882997448

Address: Gang Abah Imbar, RW 10, Cibubur, Ciracas, East Jakarta, Special capital Region of Jakarta, Java, 13720, Indonesia

**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: 29/08/2024, Date of unloading: 29/08/2024

**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: 29/08/2024

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/HC REF NO	REG LAB/NFSCA	ACT
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**Description of Container**

CONTAINER NUMBER	SIZE	ACT
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**Health/Sanitary/Phytosanitary Certificate**

REFERENCE NUMBER	PLACE OF ISSUE	DATE OF ISSUE	ACT
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- 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/HC REF NO	REG LAB/NFSCA	ACT
-	0102	1000 kilogram	100 Bag	CN 98080 (2024-08-27)	ID-17287	

Description of Container		
CONTAINER NUMBER	SIZE	ACT
OOCL89897	40 feet	

Health/Sanitary/Phytosanitary Certificate			
REFERENCE NUMBER	PLACE OF ISSUE	DATE OF ISSUE	ACT
CN 87989	China	2024-08-27	



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.

<b>PRIOR NOTICE/PEMBERITAHUAN AWAL</b>					
Reference Number H.20240829.HES6KF					
<b>COUNTRY OF ORIGIN : CHINA</b>					
<b>COUNTRY OF EXPORT : INDONESIA</b>					
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/ Representative*	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			
<b>DESCRIPTION OF COMMODITY/CONSIGNMENT:</b>					
<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			
<b>HEALTH/SANITARY/PHYTOSANITARY CERTIFICATE*</b>					
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):					
Place: China Date: 2024-08-27					
Applicant					
( MOCHAMAD RIDWAN )					
					

## 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.

Act	No Prior	Date Issued	No Flight/Voyage	Importer	Destination	Purpose	Status
→	T.20240820.VMOLEX	2024-08-20	8712n (sea)	PT Jayalah	CNITT	Raw	Pending
→	T.20240820.WT6BY1	2024-08-20	8712n (sea)	PT Jayalah	CNITT	Consumption	Pending
⊖	T.20240820.VYUFMZ	2024-08-20	8712n (sea)	PT JONO	CNITT	Raw	Sent
→	H.20240820.26P728	2024-08-20	8712n (sea)	PT MARSUN	CNITT	Consumption	Pending
→	H.20240829.HES6KF	2024-08-27	MV Ocean Star (sea)	PT CITRA LESTARI JAYA	IDTPP	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]

**E-Prior Notice - Plant & Plant Product** No T.20240820.VMOLEX

**Exporter**  
Name: m ridwan, Company Name: herawan, Country: ID, Phone Number: +62087882987448, Address: Saverio Hotel Margonda Depok, Jalan Raya Margonda, Kemirimuka, Baj, Depok, Bogor, West Java, Java, 16423, Indonesia

**Importer**  
Name: jono, Company Name: PT Jayalah, Phone Number: 9203402934, Email: ridwan@gmail.com, Address: Jl Harsono RM No 3

**Description of Consignment**  
Mean of Conveyance:  Aircraft  Ocean vessel  Bulk  Non Bulk  
No Voyage/Flight: 8712n, Destination (city): Jakarta  
Port of loading: , Port of unloading: , Date of loading: 20/08/2024, Date of unloading: 21/08/2024

**Description of Commodity**  
Degree of Processing:  Fresh  Minimal processed  Full processed  Other  
Purpose:  Consumption  Raw Material/Industry  Other  
Genetically Modified Organism:  Non GMO  GMO: the Cok 's reference no & date, Additional Information: tes informasi nambah  
Place of Issue: China, Date of Issue: 20/08/2024

**Description of Container**  
CONTAINER NUMBER, SIZE, ACT

**Health/Sanitary/Phytosanitary Certificate**  
REFERENCE NUMBER, PLACE OF ISSUE, DATE OF ISSUE, ACT

Submit Print

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