

Voluntary Report – Voluntary - Public Distribution

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Report Name: Guidance on Prior Notice Requirements for All US
Commodity Shipments to Indonesia Beginning October 6

Country: Indonesia

Post: Jakarta

Report Category: Sanitary/Phytosanitary/Food Safety, Trade Policy Monitoring

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Report Highlights:

This report serves as a follow up to FAS Jakarta’s August 14 and October 3, 2024 reports on Indonesia’s expanded “prior notice” requirements. Exporters must submit a prior notice notification in the Indonesia Quarantine Authority’s (IQA) new online system, on a per shipment basis, for all U.S. commodity shipments departing on or after October 6, 2024. The User Manual, provided in English by IQA, is provided within the report. FAS Jakarta has added questions and answers based on our assessment of information gathered from IQA to help U.S. exporters comply with the prior notice requirement. Please note that this guidance is based on information gathered informally and may be subject to change.

Background on the Prior Notice Requirement

On August 14, 2024, FAS Jakarta published a report summarizing an Indonesia Quarantine Agency (IQA) notification to the World Trade Organization which stated that exporters shipping to Indonesia must submit a “Prior Notice” notification in IQA’s new system before shipping all agricultural commodities. This includes fresh foods of plant origin (FFPO) and their products, meat, dairy, fishery products, and seeds. This requirement is regulated under IQA Decree No. 9 Year 2024 on Quarantine Documents and Seals. For a summary of several notable provisions of the revised Prior Notice requirement, please see [GAIN Report ID2024-0023](#).

Since November 15, 2016, the Prior Notice requirement has only applied to fresh food of plant origin (FFPO) products per Ministry of Agriculture Regulation No. 55/2016. The regulation requires exporters of plant products from FFPO-recognized countries such as the United States to submit a Prior Notice notification form to the IQA. Exporters of plant products from countries without FFPO recognition must also provide Prior Notice notification, but in addition to a certificate of analysis (CoA) from an Indonesia-recognized laboratory and a food safety certificate from the country of origin. There are 78 U.S. plant products currently covered by the Government of Indonesia’s (GOI) FFPO recognition per IQA Decree No. 4471 Year 2024 (see Attachment 1).

During a socialization session held by IQA on September 30, 2024, Post learned that this expanded Prior Notice requirement would be effective for shipments beginning on October 6, 2024 (please see [GAIN Report ID2024-0027](#)). FAS Jakarta understands this date to refer to that listed in the bill of lading.

IQA explained that Prior Notice notifications are not intended to reject any shipment. Instead, it is their approach to assess to what extent a shipment will pose risks related to quarantine pests and diseases before arrival in Indonesia based on the degree of processing the exporter indicates on the form. FAS Jakarta understands that fresh products will be seen as high risk, minimally processed products will be seen as medium risk, and fully processed products will be seen as low risk. Our understanding is that the Prior Notice system is intended to help IQA prioritize their documentation review on high-risk commodities and ensure they have sufficient staff available.

October 6, 2024: Implementation of the Expanded Prior Notice Requirement

Exporters must submit a Prior Notice notification in IQA’s new online system, on a per shipment basis, for all U.S. commodity shipments to Indonesia departing on or after October 6, 2024. FAS Jakarta understands this date to refer to that listed in the bill of lading. While long required (in a different system) for U.S. FFPO on the approved list, Prior Notice submissions are now required in the new system for all agricultural commodities (e.g. FFPOs and their products, meat, dairy, fishery products, and seeds).

IQA’s User Manual for the Prior Notice system is provided below. FAS has added questions and answers in blue boxes based on our assessment of information gathered from IQA to help U.S. exporters comply with the Prior Notice requirement. Please note that this guidance is based on information gathered informally and may be subject to change.

USER MANUAL

Note: This User Manual is provided by the Indonesian Quarantine Authority, in English, to help U.S. exporters comply with the “Prior Notice” requirement.

FAS has added questions and answers in blue boxes throughout the User Manual based on our assessment of information gathered from IQA, which is intended to help U.S. exporters comply with the Prior Notice requirements. Please note that this guidance is based on information gathered informally and may be subject to change.



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.

Q: When do the Prior Notice notifications have to be submitted?

A: IQA verbally confirmed that exporters should aim to submit the Prior Notice prior to the departure of each shipment, but that the shipment does not have to be held to facilitate that. However, it should be submitted as soon as possible and must be completed before the shipment arrives in Indonesia.

FAS Jakarta explained that Prior Notice submissions require documents that exporters only receive after the shipment is loaded onto the vessel (e.g., health certificate and the bill of lading). We emphasized it is almost impossible to enter the Prior Notice submissions in the brief period between when the exporter receives the documents and the vessel departs.

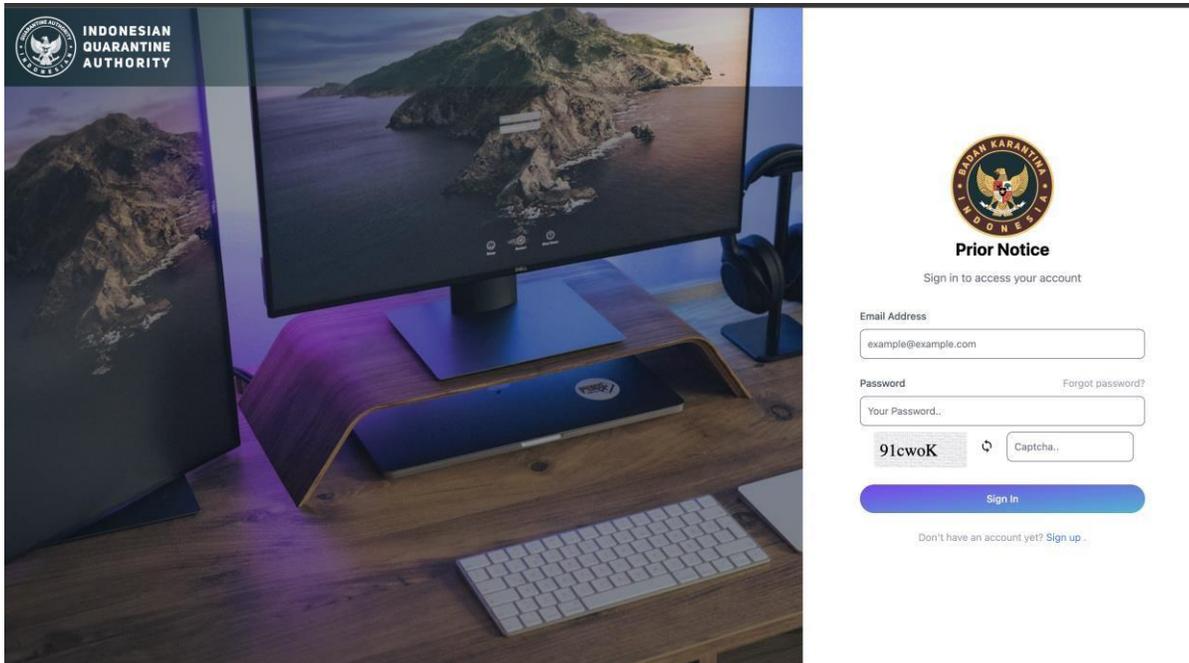
FAS Jakarta continues to request an extension beyond October 6, 2024, especially given the new system's known technical issues. However, it has not been granted.

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.



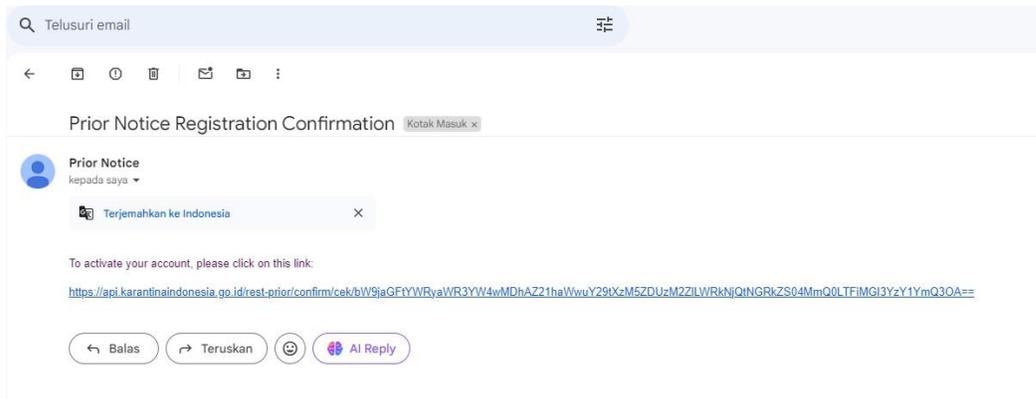
2. Fills in the required field in Prior Notice Account Registration Form

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"/>	<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 a user account.
4. After that, the account will be active after clicking the confirmation link that has been sent via the registered email.



Q: What if the registration page isn't loading correctly?

A: IQA recommends that you refresh the page and try again.

Q: What if I don't receive the email with the confirmation link to complete the registration process in the Prior Notice portal?

A: IQA recommends that you check your "spam" or "junk" email folder. If you still cannot find it, please check with your company's IT administrator to determine if there may be firewall in place to block emails which are considered spam or phishing attempts. Alternatively, you may wish to try registering a different email account.

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 their pages.

Welcome PT UNTUNG TERUS

Doc Prior Notice - PT UNTUNG TERUS

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

Rows per page: 10 1-4 of 4

- To Create a Prior Notice, please select [Create Document] at upper right conner in the page.
- Please select the product. Prior Notice can be created 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 commodities.



- After category of commodity selected, the Prior Notice will appear as:

Prior Notice
Document List Create Document MR

E-Prior Notice - Animal & Animal Product No

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:

Save

Please fill in required field on the form.

Exporter

Name	Company Name
<input type="text" value="mochamad ridwan"/>	<input type="text" value="PT UNTUNG TERUS"/>
Country	Phone Number
<input type="text" value="CN"/>	<input type="text" value="+6287882997448"/>
Address	
<input type="text" value="Gang Abah Imbar, RW 10, Cibubur, Ciracas, East Jakarta, Special capital Region of Jakarta, Java, 13720, Indonesia"/>	

Importer

Name	Company Name
<input type="text"/>	<input type="text"/>
Phone Number	Email
<input type="text"/>	<input type="text"/>
Address	
<input type="text" value="Address.."/>	

Description of Consignment

Mean of Conveyance Aircraft Ocean vessel

No Voyage/Flight	Destination (city)
<input type="text"/>	<input type="text"/>
Port of loading	Port of unloading
<input type="text" value=""/>	<input type="text" value=""/>
Date of loading	Date of unloading
<input type="text" value="29/08/2024"/>	<input type="text" value="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

Q: What should we do if the name of the port of loading is not available on the drop-down list?

A: Contact the IQA public relations staff at humas@karantinaindonesia.go.id. They will add the port into the system so that you can then select it.

Q: If my shipment contains GMO / genetically engineered commodities, what do I need to include under “additional information?”

A: Based on our analysis of information provided by IQA, U.S. exporters may enter “not applicable” in the “additional information” box. This is because genetically engineered U.S. commodities exported to Indonesia (e.g., soybeans, corn) are fresh products of plant origin (FFPO) that are on the approved list (see attachment 1). This box is only applicable for FFPO products that are not on the approved list; such products would require a certificate of analysis (CoA) from a laboratory approved by IQA, although there are not currently any such U.S. laboratories. We understand that “not applicable” may also be entered for shipments of products derived from FFPO-approved genetically engineered products (e.g., U.S. soybean meal).

- 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.

The image shows three distinct form sections, each with an 'Input' button and a search icon. The first section, 'Description of Commodity', contains fields for SCIENTIFIC NAME, HS CODE, QUANTITY, PACKAGING, COA/HC REF NO, REG LAB/NFSCA, and ACT. The second section, 'Description of Container', contains fields for CONTAINER NUMBER, SIZE, and ACT. The third section, 'Health/Sanitary/Phytosanitary Certificate', contains fields for REFERENCE NUMBER, PLACE OF ISSUE, DATE OF ISSUE, and ACT.

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

Input Commodity

The 'Input Commodity' form is a modal window with a close button (X) in the top right corner. It contains several input fields: 'Comodity' (a dropdown menu), 'Scientific name' (a text input), 'Quantity' (a dropdown menu), 'HS Code' (a dropdown menu), 'Packaging' (a dropdown menu), 'Reg lab/NFSCA' (a text input), 'COA/HC Ref No' (a text input), and 'Issued Date' (a date input field with the value '29/08/2024'). A 'Save' button is located at the bottom center of the form.

Q: What do I enter in the "Reg lab/NFSCA" box?

A: Based on our analysis of information provided by IQA:

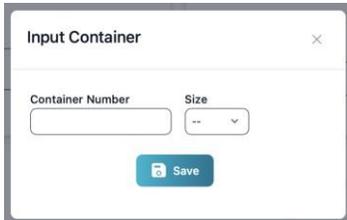
For U.S. commodities on the approved FFPO list: leave it blank.

For other U.S. commodities: enter "not applicable."

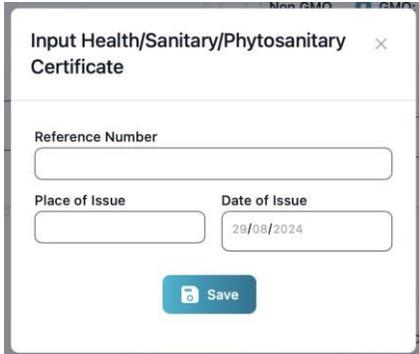
Q: What do I enter in the "COA/HC Ref No" box?

A: Based on our analysis of information provided by IQA, enter "not applicable."

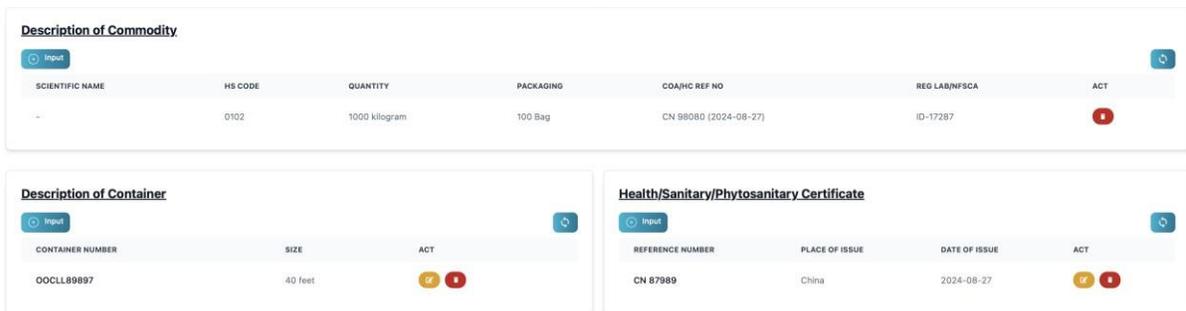
Input Container



Input Documents



7. 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	🟡 🔴

Q: Is there a bulk upload option to avoid the burden of entering Prior Notice information on a per shipment basis?

A: FAS Jakarta continues to advocate for such an option, but to date this is unfortunately not available.

8. 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.

Q: If there are later changes to a Prior Notice submission, can it be revised?

A: FAS Jakarta continues to advocate for such an option, but to date the guidance is to submit a new Prior Notice submission.

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/ 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			
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*: OOCL89897;					
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	CNTTT	Raw	Pending
	T.20240820.WTGBYI	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
	H.20240820.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: barantim
 Country: ID, Phone Number: +62087882907648
 Address: Savano Hotel Margonda Depok, Jalan Raya Margonda, Kamormuka, 961, Depok, Bogor, West Java, Jawa, 16423, Indonesia

Importer
 Name: joni, 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

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

Description of Commodity
 Input

SCIENTIFIC NAME	HS CODE	QUANTITY	PACKAGING	COA/HC REF NO	REG LAB/NFSCA	ACT

Description of Container
 Input

CONTAINER NUMBER	SIZE	ACT

Health/Sanitary/Phytosanitary Certificate
 Input

REFERENCE NUMBER	PLACE OF ISSUE	DATE OF ISSUE	ACT

Document status on Document List page will be updated.

Attachments:

[Attachment I. List of Commodities Covered by IQA Decree No. 4472024 FFPO.pdf](#)