# BC 1.6

## Customs Documents Module Guide

## Module Location:

`CEISA` > `Customs Documents` > `BC 1.6`

### Purpose

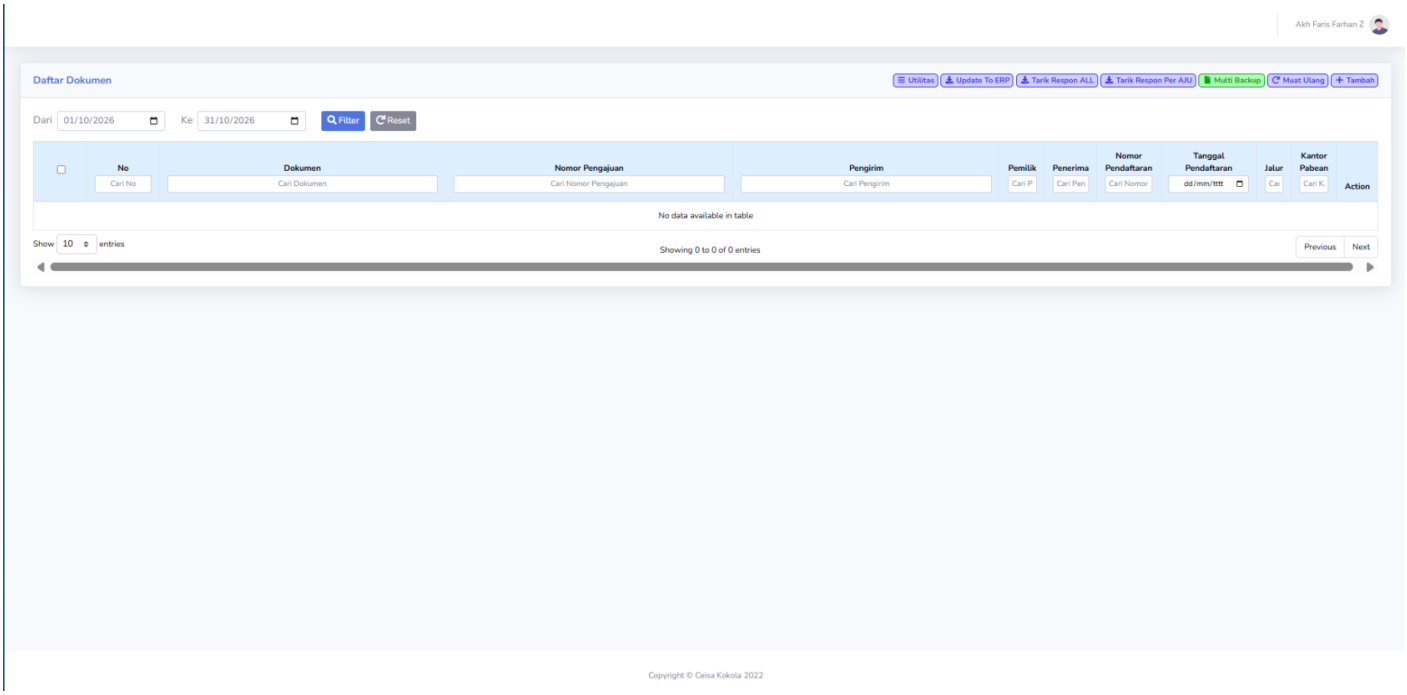
The BC 1.6 menu is used to manage documents for the entry of imported goods from the Customs Zone for storage at a Bonded Logistics Center (BLC). The provisions of BC 1.6 are indeed used in the administrative procedures for importing goods into a PLB. Through this menu, users can track documents from submission until they receive a response from CEISA.

### How to Access

1. Log in to the CEISA Loka application.
2. Select the Customs Documents menu.
3. Click BC 1.6.
4. The system displays the BC 1.6 Document List page.

### Page View

The BC 1.6 page generally consists of:




1. Period Filter: Used to specify the document period.
2. Document List Displays available BC 1.6 documents.
3. Search Column: Used to search for documents based on specific information.
4. Utility Menu: Used for additional processes such as synchronization or retrieving responses.

## Column Descriptions

| | |
|---|---|
| **No** | Displays the sequential number of the data. |
| **Dokumen** | Displays the document type, namely BC 1.6. |
| **Nomor Pengajuan** | Displays the document submission identification number. |
| **Pengirim/Pemilik** | Displays the party associated with the goods. |
| **Penerima** | Displays the recipient, if available. |
| **Nomor Pendaftaran** | Displays the registration number received from the customs system. |
| **Tanggal Pendaftaran** | Displays the document’s registration date.<br>Customs Office<br>Displays the Customs and Excise Office handling the document. |

## Button Descriptions

1. Filter: Displays documents based on the From and To dates.
2. Reset: Clears the applied filters.
3. Retrieve ALL Responses: Retrieves the latest responses for multiple documents.
4. Retrieve Responses by Application Number: Retrieves responses for a single application number.
5. Reload: Refreshes the data on the page.
6. Add: Used to create a new document, if available.

## Usage Steps

1. Open the BC 1.6 menu.
2. Specify the period in the From and To columns.
3. Click Filter.
4. Search for documents by Application Number, if necessary.
5. Check the document status.
6. Retrieve the CEISA response if the status is not up to date.
7. Check the Registration Number and Registration Date.
8. Use Actions if further processing is required.

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