Pending BC

Module Guide: Pending BC (Customs Documents)

Module Location

Utilities > Pending BC

Module Purpose

The **Pending BC** module is used to record and manage customs documents (Bea Cukai, or BC) that are still pending or incomplete at the time of a logistics transaction (typically the shipping or receiving of goods). This module acts as a temporary repository for BC data that must be documented for compliance purposes, while also serving as a reminder that the related transaction is not yet fully cleared legally or administratively.

1. Main View and Pending BC Input Form

View Explanation

The form consists of several main input fields:

- **Delivery Order No**: The delivery order number, used as a reference for the shipment or receipt.
- **Item Category**: The category of the goods (e.g., a dropdown for "FINISHED GOODS").

- **BC Type**: The type of customs document (e.g., a dropdown for "Inbound," with other options like "Outbound").
- **Customs Document Type List**: A selection of customs document types that have been registered in the Customs Document Settings module, such as "BC 2.6.2 – Ex Subcon, Ex Loan, Ex Repair."
- **Vendor Name**: A selection of vendors applicable to the transaction with the pending BC document.
- The **Submit data** button is used to save the input to the system.

2. Steps for Inputting a Pending BC Document

- Navigate to **Utilities > Pending BC**.
- Enter the **Delivery Order No** according to the physical document from the shipment or receipt.
- Select the relevant **Item Category** from the dropdown menu.
- Choose the **BC Type** that corresponds to the customs transaction type.
- Select the **Customs Document Type List** from the master documents that were previously set up.
- Choose the **Vendor Name** associated with the transaction.

- Click **Submit data** to save the pending BC document information to the system for reference and control.

3. Integrated Workflow & Business Process

- **Tax and Customs Compliance Control**: All shipping/receiving documents with an unclear BC status are recorded in the Pending BC module to facilitate monitoring and reconciliation.

- **Master Data Integration**: The selection of document types and vendors refers to the master customs document and master vendor data within the system.

- **Status Updates**: Once the BC transaction is cleared (e.g., the original physical document from customs has been received), the user must update the document's status to remove it from the pending list. This is typically done through a separate menu or table for pending BCs (which is not shown in the image, only the input form).

4. Tips & Important Notes

- Always input pending BC information as soon as possible after a shipment/receipt with an unissued BC document to avoid administrative backlogs.

- Only select the document type, BC type, and vendor that are genuinely valid for each transaction—ensure it is synchronized with physical documents and other supporting paperwork.

- This module must be frequently reconciled with the actual status of customs documents to prevent errors during tax or customs audits.

- The management of pending BCs should be handled by the logistics department, customs administration, or compliance staff who understand BC documents and the goods release process.

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