



CUSTOMER'S GUIDELINE FOR FILLING TAX ID (NPWP)

CHOOSE YOUR AUTOMATION
TOOLS HERE:

- [FedEx Service Manager Software \(FSMS\)](#)
- [FedEx Service Manager \(FSM\)/MAGIC](#)
- [FedEx Service Manager \(FSM\) at fedex.com](#)
- [MyTNT2](#)



**CUSTOMER'S GUIDELINE FOR FILLING TAX ID (NPWP) IN COMMERCIAL
INVOICE**



Commercial Invoice for Import Shipment

Option A:

COMMERCIAL INVOICE						
Shipper	[name]					
	[address 1]					
	[address 2]					
	[country]					
	[phone number]					
	[email address]					
	[TAX ID]					
Consignee	[name]					
	[address 1]					
	[address 2]					
	[country]					
	[phone number]					
	[email address]					
	[TAX ID]					
Item	Description	Qty	UOM	Unit Price (USD)	Total (USD)	
1						
2						
	GRAND TOTAL				0	
Total Weight : xx kg						

Option B:

COMMERCIAL INVOICE						
Shipper	[name]				Consignee	[name]
	[address 1]					[address 1]
	[address 2]					[address 2]
	[country]					[country]
	[phone number]					[phone number]
	[email address]					[email address]
	[TAX ID]					[TAX ID]
Item	Description	Qty	UOM	Unit Price (currency)	Total (currency)	
1						
2						
	GRAND TOTAL				0	
Total Weight : xx kg						



**CUSTOMER'S GUIDELINE FOR FILLING TAX ID (NPWP) IN FEDEX AND TNT
AUTOMATION TOOLS**

FedEx Ship Manager Software (FSMS)

- Export shipments

Please input your NPWP in “Shipper Information” section. You may click “Edit” and input your Tax ID under “Shipper’s VAT/Customs ID/EIN#” section

Sender Information

* Sender ID	IBMA	...	Edit
Company Name	PT. FEDEX EXPRESS INTERNATIONAL		
Contact Name	RINI		
First Phone #	0216264938		
Country/Territory	Indonesia		
FedEx Account #	460821525		

Step 2:

Sender Information [Close]

Details

Default Sender Don't add sender to address book

FedEx Account #	460821525	Second Phone #	
Sender ID	IBMA	Fax	
Company Name	PT. FEDEX EXPRESS INTERNATIONAL	Email	
Contact Name	MR. ABC	Department	
Country/Territory	Indonesia	Bank Account #	
Address Line 1	SOUTH QUARTER TOWER C 12TH FL	Trade #	
Address Line 2	JL. RA. KARTINI KAV 8		
City	JAKARTA SELATAN	Sender will be available to	All Users
Postal Code	12430		
First Phone #	6221 563169	Digital Signature on FedEx CI	<input type="text"/> <input type="button" value="Browse..."/>
Signatures	MR. ABC		No signature image has been uploaded yet
VAT/Customs ID/EIN #	123456789012345678		
Use Logo <input type="checkbox"/>	<input type="button" value="Company Logo"/>		No Logo image has been uploaded yet

FedEx Ship Manager New Version / MAGIC:

- Go to “Billing” section and look for “Tax ID” field
 - Export shipments: Please input your NPWP in “Sender Tax ID” field
 - Import shipments: Please input your NPWP in “Recipient Tax ID” field

✓ Billing

Transportation costs

BILL TO My account	∨
REFERENCE (OPTIONAL)	
P.O. NO. (OPTIONAL)	
INVOICE NO. (OPTIONAL)	
DEPARTMENT NO. (OPTIONAL)	

Duties, taxes and fees [?](#)

BILL TO My account	∨
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Tax ID	
RECIPIENT TAX ID NO. (OPTIONAL) XX.XXX.XXX.X-XXX.XXX	Import shipment
SENDER TAX ID NO. (OPTIONAL) XX.XXX.XXX.X-XXX.XXX	Export shipment

CONTINUE

FedEx Ship Manager at fedex.com

- Export Shipments:
 - Please input your NPWP in “Billing Details” section in “Your Reference” field

The screenshot shows the '3. Billing Details' section of the FedEx Ship Manager interface. It includes dropdown menus for 'Bill transportation to' and 'Bill duties/taxes/fees to', both set to 'CTIDtrial - 854'. A red box highlights the 'Your reference' field, which contains the text 'Sender TAX ID:123456789012345'. Below this are input fields for 'P.O. no.', 'Invoice no.', and 'Department no.', along with a link for 'More reference fields'.

FedEx Ship Manager at fedex.com

- Import Shipments:
 - Please input your NPWP in the “To” section in “Recipient Tax ID” field

Prepare an Import Shipment

- 1 Enter import shipping information 2 Print label(s)

* Denotes required field

The screenshot shows the '1. To' section of the FedEx Ship Manager interface. It includes dropdown menus for 'Country/Territory' (Indonesia), 'Contact ID' (Select or enter), 'Company' (FedEx Express indonesia), and 'Contact name' (ID CT INDONESIA TEAM). Address fields include 'Address 1' (SUMMITMAS 1, 21ST FLOOR), 'Address 2', 'Postal code' (12190), and 'City' (JAKARTA). The 'Phone no.' field contains 1500342. A red box highlights the 'Recipient tax ID' field, which contains the text '123456789012345678'. There are also checkboxes for 'This is a residential address' and 'Save new address in address book', and a link for 'Check Government List of Unacceptable Trading Partners'.

MyTNT2

- Export Shipments:
 - Please input your NPWP in “Sender” section both in “VAT Number” and “Shipper Tax ID – optional” fields

Create shipment * Required

Send shipment Receive shipment

Sender

SINAR GEMILANG, PT you Hide ^
JL DEMAK
Jakarta, ID - TNT account 000091622
Contact name: Mr. Trial Junior

Collection instructions
TEST ONLY PLEASE IGNORE

Address details	Contact details
Country/Territory * Indonesia	Company * SINAR GEMILANG, PT
Postcode * 14350	Contact name (full name) * Mr. Trial Junior
City * Jakarta	Phone number * +622125201819
Address line 1 * JL DEMAK	Email * eis.trial.tnt@gmail.com
Address line 2 - optional GEDUNG SUMMITMAS I LT 20	VAT number * 210012001353150
Address line 3 - optional jakarta	Shipper Tax ID - optional (?)
	Collection instructions for driver - optional (?) TEST ONLY PLEASE IGNORE

MyTNT2

- Import Shipments:
 - Please input your NPWP in “Receiver” section in “VAT Number” field

Receiver

SINAR GEMILANG, PT you Hide ^
JL DEMAK
Jakarta, ID - TNT account 000091622
Contact name: Mr. Trial Junior

[Add delivery instructions](#)

Address details	Contact details
Country/Territory * Indonesia	Company * SINAR GEMILANG, PT
Postcode * 14350	Contact name (full name) * Mr. Trial Junior
City * Jakarta	Phone number * +622125201819
Address line 1 * JL DEMAK	Email * eis.trial.tnt@gmail.com
Address line 2 - optional GEDUNG SUMMITMAS I LT 20	VAT number * 210012001353150
Address line 3 - optional jakarta	Shipper Tax ID - optional (?)
	Delivery instructions in English - optional