

**APPRENTICESHIP REPORT
PT KREASIJAYA ADHIKARYA
DUMAI**

**INDAH RAHMATUNNISA
5404191240**



**APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

APPROVAL SHEET

JOB TRAINING REPORT PT KREASIJAYA ADHIKARYA DUMAI

Written as one of the requirements to complete the Job Training

INDAH RAHMATUNNISA
5404191240

Dumai, June 20th 2023

Group HR & GA HOD

PT Kreasijaya Adhikarya Dumai

Advisor

International Business Administration
Study Program



Yogi Rinanda
NIK. 1408100219



Yanisha Dwi Astari, SS, M. Hum
NIP. 199301142022032010

Approved by,
Head of International Business Administration Study Program
Bengkalis State Polytechnic




Wan Junita Raflah, B.Si., M.Ec. Dev
NIP.198406142018032001

ACKNOWLEDGEMENT

Praise to the presence of Allah SWT who has given strength and smoothness so that the author can complete apprenticeship at PT Kreasijaya Adhikarya Dumai.

The author realizes that the implementation of apprenticeship activities and the writing of this apprenticeship report cannot be completed without the support and assistance of various parties. On this occasion the author would like to express thanks to:

1. Mr. Johny Custer, ST.MT as Director of the State Polytechnic of Bengkalis
2. Mr. Armada, ST.MT as Vice Director 1 of the State Polytechnic of Bengkalis
3. Mrs. Supriati, S.ST., M.Si as Head of the Department of Business Administration
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec., Dev as Head of the International Business Administration Study Program
5. Ms. Yanisha Dwi Astari, SS, M.Hum as the apprenticeship advisor
6. All Lecturers of the International Business Administration Program
7. My beloved parents (Langkir Ericson and Winarti) who always provide prayer and support to the author, both morally and materially.

Moreover, plentiful appreciation the author would like to express to deepest gratitude to:


1. Mr. Pang Chee Hwee, as the President Director of PT KLK Dumai
2. Mr. Baskaran Rengasamy, as the Director of PT Kreasijaya Adhikarya Dumai
3. Mr. Samrisjen Sudirman Manik, as Representative of PT Kreasijaya Adhikarya Dumai
4. Mr. Yogi Rinanda, as Group HR & GA HOD PT Kreasijaya Adhikarya Dumai
5. Mr. Herlias Hermansyah, as the Logistics Manager of PT Kreasijaya Adhikarya Dumai

6. Mrs Ireny Patricia Tamba, as a Apprenticeship Mentor at the company PT Kreasijaya Adhikarya Dumai
7. Together with the staff and employees at PT Kreasijaya Adhikarya Dumai.

Being an apprenticeship student at PT Kreasijaya Adhikarya Dumai is a very valuable and useful experience and knowledge for the author so that they can become more qualified individuals in the future. From the process of apprenticeship for 5 months the author has got a real picture of the real world of work.

The author realizes that in preparing apprenticeship reports there are still many shortcomings and limitation, so the author apologizes for these imperfections. Constructive criticism and suggestions are highly expected for the improvement and refinement of this report.

Bengkalis, August 15th 2023



Indah Rahmatunnisa
NIM. 5404191240

TABLE OF CONTENTS

APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS.....	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix

CHAPTER I INTRODUCTION

1.1. Background of the Apprenticeship.....	1
1.2. Purpose of the Apprenticeship.....	2
1.3. Significance of the Apprenticeship.....	2

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History.....	3
2.2 Vision and Mission	4
2.3 Kind of Business.....	5
2.4 Structure of Organization	5
2.5 The Working Process.....	6
2.6 Document Used for Activity.....	8

CHAPTER III SCOPE OF THE APPRENTICESHIP

3.1 Job Description.....	14
3.2 Systems and Procedures	14
3.2.1 Systems	14
3.2.2 Procedures	15
3.3 Place and Time of Apprenticeship.....	19
3.3.1 Place of Apprenticeship	19
3.3.2 Time of Apprenticeship	19
3.4 Kind and Description of Activity	19

3.5 Obstacles and Solutions.....	30
3.5.1 Obstacles	30
3.5.2 Solutions.....	31
CHAPTER IV CONCLUSIONS AND SUGGESTIONS	
4.1 Conclusions.....	32
4.2 Suggestions.....	33
REFERENCES.....	34
APPENDICES	35

LIST OF FIGURES

Figure 2.1	PT Kreasijaya Adhikarya Logo	3
Figure 2.2	Structure of Organization.	5
Figure 2.3	Purchase Order	8
Figure 2.4	Invoice	9
Figure 2.5	Tax Invoice	10
Figure 2.6	Receipt	11
Figure 2.7	Delivery Order	11
Figure 2.8	BC 4.0	12
Figure 2.9	BC 4.0	13
Figure 3.1	Adjust Data Report Flowchart	15
Figure 3.2	Deferred Tax Facilities Flowchart	15
Figure 3.3	Stock Opname Flowchart	15
Figure 3.4	Pick Data Flowchart	16
Figure 3.5	Invoice Receipt Recapitulate Flowchart	16
Figure 3.6	Supplier Information Recapitulate Flowchart	16
Figure 3.7	Transaction Information Recapitulate Flowchart	17
Figure 3.8	Purchase Requisition List Flowchart	17
Figure 3.9	Document Stamp Flowchart	17
Figure 3.10	Distribute of Customs Document Flowchart	17
Figure 3.11	Customs Document Archive Flowchart.....	18
Figure 3.12	Invoice Document Archive Flowchart	18
Figure 3.13	Deliver Document Flowchart	18

LIST OF TABLES

Table 3.1 Apprenticeship Schedule	19
Table 3.2 Week 1 of Apprenticeship Report.....	20
Table 3.3 Week 2 of Apprenticeship Report.....	20
Table 3.4 Week 3 of Apprenticeship Report.....	21
Table 3.5 Week 4 of Apprenticeship Report.....	21
Table 3.6 Week 5 of Apprenticeship Report.....	22
Table 3.7 Week 6 of Apprenticeship Report.....	22
Table 3.8 Week 7 of Apprenticeship Report.....	23
Table 3.9 Week 8 of Apprenticeship Report.....	23
Table 3.10 Week 9 of Apprenticeship Report.....	24
Table 3.11 Week 10 of Apprenticeship Report.....	24
Table 3.12 Week 11 of Apprenticeship Report.....	25
Table 3.13 Week 12 of Apprenticeship Report.....	25
Table 3.14 Week 13 of Apprenticeship Report.....	26
Table 3.15 Week 14 of Apprenticeship Report.....	26
Table 3.16 Week 15 of Apprenticeship Report.....	27
Table 3.17 Week 16 of Apprenticeship Report.....	27
Table 3.18 Week 17 of Apprenticeship Report.....	28
Table 3.19 Week 18 of Apprenticeship Report.....	28
Table 3.20 Week 19 of Apprenticeship Report.....	29
Table 3.21 Week 20 of Apprenticeship Report.....	29
Table 3.22 Week 21 of Apprenticeship Report.....	30

LIST OF APPENDICES

Appendix 1 Apprentice Acceptance Letter	35
Appendix 2 Apprentice Reference Letter	36
Appendix 3 Apprentice Assessment Letter	37
Appendix 4 Apprentice Certificate	38
Appendix 5 Daily Activities.....	39
Appendix 6 Event.....	60

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the era of modernization, science and technology are growing rapidly in various parts of the world, including Indonesia. Indirectly, the Indonesian people are required to be able to keep up with the flow of developments and master science and technology in order to be able to compete on the international stage.

With the competition in the modernization era, every individual needs quality improvement and competence as well as being highly competitive, especially in the world of work. Even though students are seen as young scholars by society, this does not rule out the possibility that students often experience difficulties when entering the world of work. This comes if students only rely on theoretical lecture knowledge obtained while sitting in lectures. Therefore, students need to apply theoretical knowledge gained during college into practical knowledge in the world of work.

Every tertiary institution understands that the knowledge gained during lectures is not enough as a provision to be brought into the world of work. Therefore, the tertiary institution requires each student to take part in apprenticeship as a compulsory subject of 4 (four) credits.

State Polytechnic of Bengkalis seeks to produce competent and professional experts by creating apprenticeship programs. Apprenticeship is a facility provided by the campus to students to apply the knowledge gained during lectures directly to employment. In general, the implementation of apprenticeship implemented by each tertiary institution, students are expected to be able to recognize, know, and practice analyzing real work environment situations as an effort to prepare themselves to enter the world of work.

Based on the description above, the author as a student at State Polytechnic of Bengkalis, International Business Administration Study Program, is required to carry out apprenticeship activities within 5 months. The author has chosen PT

Kreasijaya Adhikarya Dumai as a place to carry out apprenticeship activities. During the implementation of apprenticeship the author got a place in the Logistics Department, especially the Weighbridge Division and the Under HOD Department, especially the Purchasing Division. The apprenticeship will be carried out from January 23 to June 20 2023. It is hoped that this apprenticeship will add to the author's insight regarding the implementation of various tasks according to procedures and be able to face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

Apprenticeship is the process of implementing lecture knowledge that is carried out directly to a company with a specific purpose. The intended purpose is as follows:

1. To find out job specifications in the Logistics Department and the Under HOD Department of PT Kreasijaya Adhikarya Dumai
2. To describe the systems and procedures in work
3. To find out the place and schedule of apprenticeship carried out
4. To find out the obstacles and solutions encountered during the apprenticeship process

1.3 Significance of the Apprenticeship

The apprenticeship program is carried out at the International Business Administration Study Program with the following benefits:

1. For students, apprenticeship activities are a place to implement theory from campus. That way students also get the latest experiences and insights from companies
2. For companies, apprenticeship programs can increase work productivity. Besides that, it can also improve the company's image with a good impression on apprentices
3. For the campus, the campus will be better known in the world of work with a good image. The campus also receives feedback from the world of work regarding curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

In 1995, PT Kreasijaya Adhikarya was a subsidiary of PT KLK Plantation Holding in Malaysia which was managed by PT ADEI Plantation & Industry, and was engaged in bulking. In 2013, PT Kreasijaya Adhikarya changed its function to the palm oil processing industry which was managed under one management by PT KLK Dumai. Then in 2014, PT Astra Agro Lestari decided to join venture at PT Kreasijaya Adhikarya as one of the shareholders.



Figure 2.1PT Kreasijaya Adhikarya Logo
Source: PT Kreasijaya Adhikarya

PT Kreasijaya Adhikarya which is located on Jl. Datuk Laksamana, Pelindo 1 Complex, Dumai-Riau. PT Kreasijaya Adhikarya is a company engaged in the palm oil processing industry. Derivative products produced by PT Kreasijaya Adhikarya are RBDPOL (Refined Bleached Deodorized Palm Olein), RBDPS (Refined Bleached Deodorized Palm Stearin), RBDPO (Refined Bleached Deodorized Palm Oil), and PFAD (Palm Fatty Acid Destillate). While the raw material used in producing derivative products is CPO (Crude Palm Oil) which comes from oil palm fruit that has gone through a previous processing process.

In order to guarantee the quality of PT Kreasijaya Adhikarya's derivative products, therefore there is a control management that oversees several departments that are responsible for their respective positions. The departments in question are the finance department, HR & GA department, production department, logistics department, under BOD department, maintenance

department and QA/QC department. The department has a partnership for the benefit of the company to achieve common goals. Therefore, each department has its own duties and responsibilities, namely:

1. Finance Department relating to payments, taxes, regulation of incoming and outgoing goods from the warehouse (store), as well as product sales
2. HR & GA Department relating to employment, company legality, internal and external relations, as well as employee and company welfare
3. Production Department relating to the processing of raw materials to become finishing products
4. Logistics Department relating to receipt, stockpiling, and release of goods/commodities
5. Under BOD (Board of Directors), which is a department consisting of secretarial, safety and QMR, IT support, purchasing, and engineering
6. Maintenance Department relating to the supervision and maintenance of facilities and factories to keep them in good condition
7. QA/QC (Quality Assurance / Quality Control) Department related to maintaining the quality of raw materials/supporting chemicals, and the quality of finishing products.

2.2 Vision and Mission

In carrying out the company's operations, the management of PT Kreasijaya Adhikarya Dumai has established a vision and mission as follows:

1. Vision
Making a committed and growing edible oil industry process
2. Mission
 - a. Producing quality products for customer satisfaction and maintaining an environmentally friendly industry
 - b. Generate benefits and create competent and quality human resources by prioritizing safety and comfort in the work environment
 - c. Establish and enhance partnerships both internally and externally to create significant success.

2.3 Kind of Business

Kind of business PT Kreasijaya Adhikarya is a company engaged in the palm oil processing industry. The products produced by PT Kreasijaya Adhikarya in processing palm oil are:

1. RBDPOL (Refined Bleached Deodorized Palm Olein)
2. RBDPS (Refined Bleached Deodorized Palm Stearin)
3. RBDPO (Refined Bleached Deodorized Palm Oil)
4. PFAD (Palm Fatty Acid Destillate)

2.4 Structure of Organization

PT Kreasijaya Adhikarya Dumai has a company organizational structure in Figure 2.2 as follows:

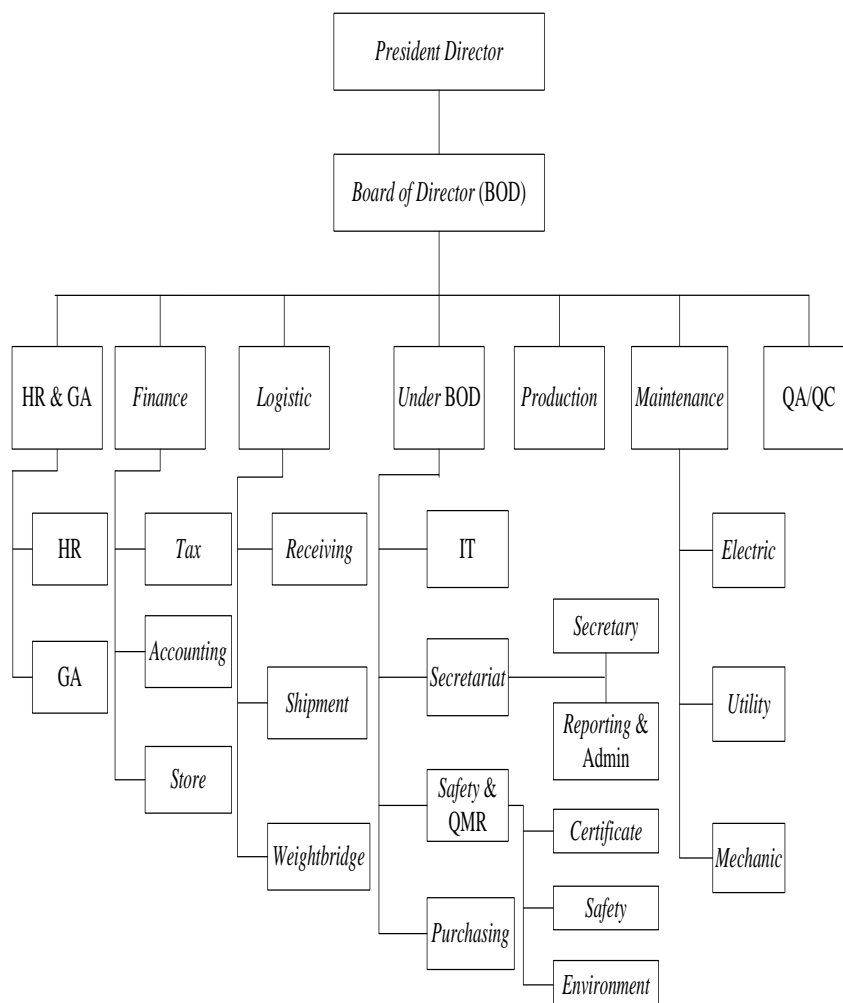


Figure 2.2 Structure of Organization
 Source: PT Kreasijaya Adhikarya Dumai

The organizational structure contains the constituent components of the company PT Kreasijaya Adhikarya Dumai. Each human resource within the scope of the company has its own position. And each of these positions has assigned duties, responsibilities and authorities.

2.5 The Working Process

To achieve the company's goals, each position has been prepared based on the provisions of functions, authorities and responsibilities. The division of tasks for each position is as follows:

1. President Director

The President Director is the highest leader in the company (executive) or administrator who is given responsibility for coordinating the ongoing activities of the company as a whole. The President Director is responsible for providing direction for the development of short and long term goals, policies, budgets and operational plans of the company, overseeing consistent interpretation and implementation, as well as plans for achieving them.

2. Board of Directors

The Board of Directors is an administrator who is responsible for managing part of the company according to the field under it. His duties include providing direction to his company in accordance with the goals, vision and mission of the company. In addition, the Board of Directors also ensures that the company has adequate financial resources so that business activities run smoothly.

3. Under BOD Department

Under BOD Department is a work unit under the Board of Directors which has the authority to assist the affairs of the Board of Directors. Under BOD Department includes Information and Technology (IT), Secretariat, Safety and QMR, and Purchasing.

4. HR & GA Department

HR (Human Resource) duties are related to people & organization development, payroll, and HR services. Meanwhile, GA (General Affair)

tasks are related to budget management, procurement, ordering, and maintenance needed in the company's operations.

5. Finance Department

Finance department is the part that manages and stores finances directly both in currency and demand deposits. This department plays a fundamental role in making money-related decisions for the company's internal and external affairs. Finance department includes taxation, accounting, and store.

6. Logistics Department

The logistics department has control over the receiving, shipments, and weighbridge activities. Receiving is the activity of managing the receipt of raw materials via trucks, barges and tankers. Shipments are arrangements for the release/delivery of final products via tankers or barges. Meanwhile, the weighbridge is the activity of managing the receipt and disbursement of fuel, raw materials and products via scales.

7. Production Department

The production department holds control over raw material processing activities to the creation of finishing products. The production department has the task of planning and scheduling the production process. Besides that, he also oversees the production process so that the quality, quantity and time are in accordance with the predetermined plan.

8. Maintenance Department

The Maintenance Department is responsible for monitoring and maintaining factory facilities in prime condition by designing, managing, handling and inspecting work. Maintenance includes electricity, utilities, and mechanics.

9. QA/QC Department

QA/QC (Quality Assurance / Quality Control) Department related to quality control of raw materials, supporting chemicals, and quality of product finishing. Quality Assurance plays an important role in ensuring that the quality of products that will be released to the market meet company standards. Therefore, a QA staff will carry out monitoring and a series of tests in an effort to guarantee quality to customers. In contrast to Quality Control

which has a role in product inspection before, during, or after the production process to obtain the required quality standards. QC staff has the right to accept or reject products to be marketed. If a defective product is found, it will be returned to the production department.

2.6 Documents Used for Activity

In carrying out apprenticeship, there are several documents needed to complete the work given. These documents are as follows:

1. Purchase Order (PO)

Purchase order is an official document issued by the buyer and contains details of the goods or services purchased. The PO document is made as proof of a contract between the seller and the buyer, meaning that the buyer has signed the purchase of goods or services in accordance with the agreement established with the seller. Goods or services will be sent when the PO has been received by the seller, and the buyer receives the order before receiving the invoice.

SINAR SEJAHTERA					
PURCHASE ORDER					
Jalan Sudirman No 15			20 Mei 2022		
(021) 2459985			PURCHASE ORDER NO: 123456		
sinarsejahtera@gmail.com					
INFORMASI PELANGGAN					
PT SANTOSA ABADI Jalan MH. Thamrin No. 1 (021) 4328768 santosaabadi@gmail.com			CONTACT PERSON Suryono/ Staff Purchasing		
N o.	Item	Qty	Unit	Harga (Rp)	Total (Rp)
1	Kertas HVS - A4, Photocopier, 70 gram	5	Rim	87.000	435.000
2	Kertas HVS - A4, Photocopier, 80 gram	5	Rim	94.000	470.000
3	Buku Tulis Folio 50 lbr	2	Box	520.000	1.040.000
4	Buku Tulis Folio 100 lbr	2	Box	855.000	1.710.000
5	Sketchbook A5 30 lbr	1	Box	1.550.000	1.550.000
Syarat & ketentuan					
<ul style="list-style-type: none"> Seluruh proses pengiriman barang harus disertai dengan adanya faktur, nota, atau kuitansi. Proses pelunasan dilakukan selambat-lambatnya 30 hari sejak barang diterima. 				Sub total	5.205.000
				PPN 10%	520.000
				Diskon 5%	260.250
				Total	5.465.250
		Disetujui oleh,			
		Rahmat Suryono Manager Purchasing			

Figure 2.3 Purchase Order

Source: majoo.id

2. Invoice

Invoice which is commonly referred to as a bill, is a commercial document made by the seller to the buyer and aims to request payment for a purchase. Generally this document contains informationa list of consignments accompanied by a note of name and nominal value that must be closed by the buyer.

No.	Product Description	Quantity UOM	Unit Price	Gross Amt.	Discount Detail % Amount	Net Amount
1	GOLD-RING, (749X.133)	6 Pcs	19.04	114.24	0%	114.24
2	RING	6 Pcs	325.86	1,955.16	0%	1,955.16
3	VALVE	1 Pcs	672.08	672.08	0%	672.08
4	BALL	12 Pcs	37.72	452.64	0%	452.64
Inword: Tiga Ribu Lima Ratus Tiga Belas Singapore Dollar Koma Lima Ratus Tira Puluh Dua			Sincerely,		Gross Total	3,194.12
Remark:			Yuda Haryanto		Discount Total	0.00
TRANSFER VIA BCA- IDR A/C: 164-800-3321 A/N: PT. SAMPLE SARANA ABADI					Down Payment	3,513.53
					Tax	319.41
					Freight Charge	0.00
					Net Total	3,513.53

PEMBAYARAN DENGAN CHEQUE/BG DIANGGAP LUNAS, APABILA SUDAH DAPAT DIJANGKAN

Figure 2.4 Invoices

Source: *berita.99.co*

3. Tax Invoice

A tax invoice is proof of tax collection made by a Taxable Entrepreneur (PKP) for the delivery of Taxable Goods (BKP) or Taxable Services (JKP). Tax invoice can be used asevidence that the BKP submitted is in accordance with the warrant. If an error occurs, the consumer can complain using a sales invoice.

Faktur Pajak

Kode dan Nomor Seri Faktur Pajak : 020.008-18.01985847		
Pengusaha Kena Pajak		
Nama : CV. GIRI AKBAR Alamat : JL. KARYA BAKTI NO. 84 RT 009 RW 004 JALAKSANA - KUNINGAN NPWP : 02.724.779.0-438.000		
Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak		
Nama : Bendahara Pengeluaran KPU Kabupaten Kuningan Alamat : Jl. Jendr Sudirman No 80 Kab.Kuningan Jawa Barat NPWP : 00.379.087.0-438.000		
No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	Pengadaan Formulir A3 KWK (Salinan DPT Pilbup) Rp 62.900.000 x 1	62.900.000,00
Harga Jual/Penggantian		0,00
Dikurangi Potongan Harga		0,00
Dikurangi Uang Muka		-
Dasar Pengenaan Pajak		57.181.818,00
PPN = 10 % X Dasar Pengenaan Pajak		5.718.182,00
Total PPhBM (Pajak Penjualan barang Mewah)		0,00

Sesuai dengan ketentuan yang berlaku, Direktorat Jendral Pajak mengatur bahwa Faktur pajak ini telah ditandatangani secara elektronik sehingga tidak diperlukan tanda tangan basah pada Faktur Pajak ini.

KUNINGAN, 04 JUNI 2018



TITO REINANTO

PESBERITAHUAN DIREKTORAT JENDRAL PAJAK: Faktur Pajak ini telah diterbitkan dan ditandatangani secara elektronik oleh Direktorat Jendral Pajak dan tidak memerlukan tanda tangan basah pada Faktur Pajak ini.

1 dari 1

Figure 2.5 Tax Invoice
Source: majoo.id

4. Receipt

Receipt is proof of transaction for payment and receipt of money. Apart from being proof of transactions, receipts can also facilitate the recording of company cash, assist in auditing company finances, and as documents to obtain guarantees for an item by buyers.

SANG SURYA JAYA
 Traktor, diesel, dan lain-lain
 Jl. Panglima tua, No. 15
 Desa Buntu, Kec. Mumet, Kab. Loro
 Tlp. 8567758 – Hp. 0825631323335

Pemesanan:20....

KWITANSI
 NO.

Terima dari :
 Jumlah uang :
 Untuk Pembayaran :

Jenis :
 No. Barang :
 Tahun :
 Nama :
 Alamat :

Keterangan :
 Rp.....

Loro,20....

Ttd
 ()

Figure 2.6 Receipt
 Source: berekonomi.com

5. Delivery Order (DO)

Delivery order a document given by the seller to the expeditionary service as an order for the delivery of goods. The delivery order serves as proof of delivery and the foundation by the expedition service during the process of sending goods according to the information contained in the document.

CE SALES & SERVICES SDN BHD (ROC:383078-A)
 54, JALAN SENTOSA, 41300 KLANG,
 SELANGOR, MALAYSIA.
 Tel: 03-33732588, Fax: 03-33732588

DELIVERY ORDER No. :

CONTROL MANUFACTURING
 400-2 (TINGKAT SATU)
 BATU 1/2,
 JALAN PAHANG,
 51000 KUALA LUMPUR
 TEL : 03-8832588 FAX : 03-8832588

Your P/O No :
 Invoice No :
 Terms : Net 60 days
 Date : 09/04/2000
 Page : 1 of 1

Item No	Description	UOM	Qty
1	ACCOUNTING 2000 PLUS *GL, AR, AP & STOCK *FINANCIAL REPORT *STUDY GUIDE	UNIT	20
2	DISKETTE	SET	50
3	CE MOUSE PAD	PCS	20
4	PRINTER PANASONIC KX-1121	UNIT	3

Figure 2.7 Delivery Order
 Source: dailysocial.id

6. BC 4.0

BC 4.0 is a document of notification of entry of goods from other places in the customs area of Bonded Storage. This document is used as a condition that the goods listed in BC 4.0 enter the Bonded Area which gets a tax withholding facility from the Ministry of Taxation.

BC 4.0		PEMBERITAHUAN PEMASUKAN BARANG ASAL TEMPAT LAIN DALAM DAERAH PABEAN KE TEMPAT PENIMBUNAN BERIKAT	
HEADER			
Nomor Pengajuan :		Halaman ke-1 dari 2	
A. KANTOR PABEAN :	KPPBC	F. KOLOM KHUSUS BEA DAN CUKAI	
B. JENIS TPB :	KAWASAN BERIKAT	Nomor Pendaftaran :	
C. TUJUAN PENGIRIMAN :	PENYERAHAN BKP	Tanggal :	
D. DATA PEMBERITAHUAN			
PENGUSAHA TPB		PENGIRIM BARANG	
1. NPWP :		5. NPWP :	
2. Nama :		6. Nama :	
3. Alamat :		7. Alamat :	
4. No izin TPB :			
DOKUMEN PELENGKAP PABEAN			
8. Packing List :	Tgl.	13. Surat Keputusan/Persetujuan :	
9. Kontrak :	Tgl.		Tgl.
10. Faktur Pajak :	Tgl.	12. Jenis / nomor / tanggal dokumen lainnya :	
			Tgl.
DATA PEMILIK			
NPWP Pemilik :		Alamat Pemilik :	
Nama Pemilik :			
DATA PENGANGKUTAN, PERDAGANGAN DAN PENGEMAS			
13. Jenis Sarana Pengangkut Darat :	TRUCK	16. Jenis Kemasan :	Bulk, liquid
14. No Polisi :	-	17. Merek Kemasan :	TANPA MEREK
15. Harga Penyerahan :		18. Jumlah Kemasan :	1
DATA BARANG			
19. Volume (m3) :	0,0000	20. Berat Kotor (Kg) :	
		21. Berat Bersih (Kg) :	
22. No.	23. Uraian jumlah dan jenis barang secara lengkap, kode barang, merk, tipe, ukuran, dan spesifikasi lain	24. - Jumlah & Jenis Satuan - Berat Bersih (Kg) - Volume (m3)	25. - Harga penyerahan (Rp)
1	- Kode Barang : - CRUDE PALM OIL, Merk: , Tipe: , Ukuran: , Spesifikasi lain:	- 000,0000 TNE (METRIC TON (1000 KG)) - 000.000,0000 - 0,0000	
G. UNTUK PEJABAT BEA DAN CUKAI		E. TANDA TANGAN PENGUSAHA TPB	
Nama : NIP :		Dengan ini saya menyatakan bertanggung jawab atas kebenaran hal-hal yang diberitahukan dalam pemberitahuan pabean ini.	

Rangkap ke-1 / 2 / 3 : Kantor Pabean / Pengusaha TPB / Pengirim Barang

Figure 2.8 BC 4.0
Source: PT. Kreasijaya Adhikarya Dumai

BC 4.0		LEMBAR LANJUTAN DOKUMEN PELENGKAP PABEAN	
HEADER			
Nomor Pengajuan :			Halaman ke-2 dari 2
A. KANTOR PABEAN : KPPBC		F. KOLOM KHUSUS BEA DAN CUKAI	
B. JENIS TPB : KAWASAN BERIKAT		Nomor Pendaftaran :	
C. TUJUAN PENGIRIMAN : PENYERAHAN BKP		Tanggal :	
NO	JENIS DOKUMEN	NOMOR	TANGGAL
1	KONTRAK		
E. TANDA TANGAN PENGUSAHA TPB			
Dengan ini saya menyatakan bertanggung jawab atas kebenaran hal-hal yang diberitahukan dalam pemberitahuan pabean ini.			

Rangkap ke-1 / 2 / 3 : Kantor Pabean / Pengusaha TPB / Pengirim Barang

Figure 2.9 BC 4.0
Source: PT. Kreasijaya Adhikarya Dumai

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of apprenticeship at PT Kreasijaya Adhikarya Dumai starting from January 23 to June 20 2023. As for the specifications of the tasks carried out for 21 (twenty one) weeks at PT Kreasijaya Adhikarya Dumai are as follows:

1. Adjust data report on the use of spare part, fuel, and raw material in Bonded Area
2. Recapitulate of tax-deferred facilities
3. Stock opname
4. Pick data by scale and Ceisa
5. Recapitulate of receipt of invoice
6. Supplier information recapitulate
7. Recapitulate of transaction information
8. Recapitulate of purchase requisition list
9. Stamp customs document
10. Distribute of customs document
11. Customs document archive
12. Invoice document archive
13. Deliver document to several companies
14. Scan, print, and photocopy document.

3.2 Systems and Procedures

3.2.1 Systems

The work system used at PT Kreasijaya Adhikarya Dumai uses two methods, namely the online system and the manual system. The online system uses Email and the Whatsapp application as a media for communicating and sending soft files. In addition, working on tasks given by employees using an

application system that has been provided by a company called IT Inventory. Meanwhile, the manual system for apprentices still takes attendance manually, does some manual recapitulates, and delivers the hardfile to the intended company.

3.2.2 Procedures

In order to achieve the company's goals, the company seeks to provide systems and procedures to employees in carrying out their work. At PT Kreasijaya Adhikarya Dumai, there are several systems and procedures for working. Here's the explanation:

1. Adjust Data Report on the Use of Spare Part, Fuel, and Raw Material in Bonded Area

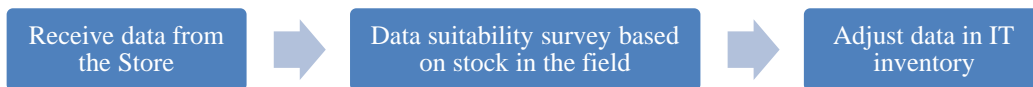


Figure 3.1 Adjust Data Report Flowchart
 Source: Processed Data 2023

In adjust data reports on the use of spare parts, fuel, and raw materials in Bonded Areas, the reference document used is a list of inventory usage from the store. The author adjusts the data using the format provided in Microsoft Excel.

2. Recapitulate of Tax-Deferred Facilities



Figure 3.2 Deferred Tax Facilities Flowchart
 Source: Processed Data 2023

In recapitulate facilities with deferred tax, the reference document used is the BC 4.0 2023 income book from the Hanggar. Then the author makes notes on the bamboo book that has been provided.

3. Stock Opname

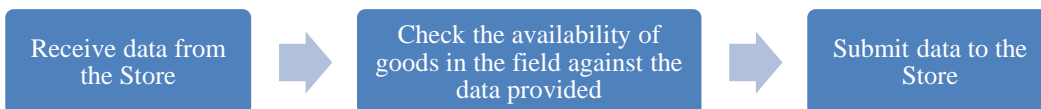


Figure 3.3 Stock Opname Flowchart
 Source: Processed Data 2023

The reference document used during stock opname activities is the latest inventory list issued by the store at the beginning of each month. The author checks the availability of goods in the field with the data provided. Then submit the data back to the Store.

4. Pick Data

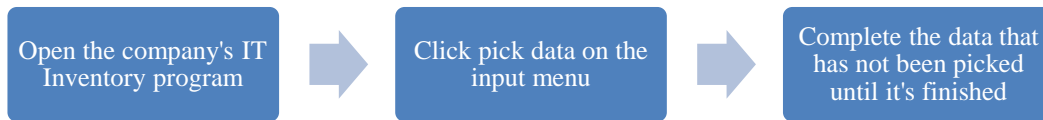


Figure 3.4 Pick Data Flowchart
Source: Processed Data 2023

Pick data is divided into two, namely pick by scales and pick by CEISA. Pick by scales is done based on the company's IT Inventory application, especially weighbridge data, while pick by CEISA is done based on the CEISA (Customs Excise Integrated System and Automation) application.

5. Invoice Receipt Recapitulate

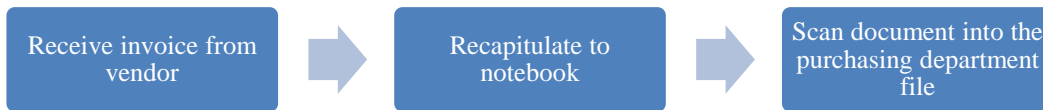


Figure 3.5 Invoice Receipt Recapitulate Flowchart
Source: Processed Data 2023

Invoice receipt need to be recapitulated to make it easier for companies to review certain data needed. When recapitulating the author, they do not only refer to invoice documents, but there are receipts, tax invoices, purchase orders, delivery orders, and others as supporting documents.

6. Supplier Information Recapitulate

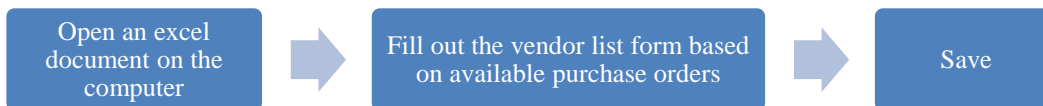


Figure 3.6 Supplier Information Recapitulate Flowchart
Source: Processed Data 2023

Carrying out supplier information recapitulate activities requires a reference document called a purchase order. The author fills in supplier information such as supplier name, address, NPWP, and telephone number based on the data available on the purchase order.

7. Transaction Information Recapitulate

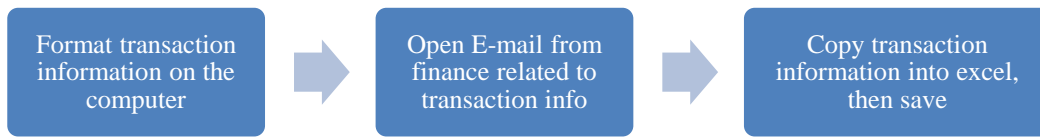


Figure 3.7 Transaction Information Recapitulate Flowchart
Source: Processed Data 2023

The reference document when recapitulating transaction information, namely proof of transaction along with information related to transaction from finance parties via e-mail. Copy and paste some of the information needed into excel format.

8. Recapitulate of Purchase Requisition List

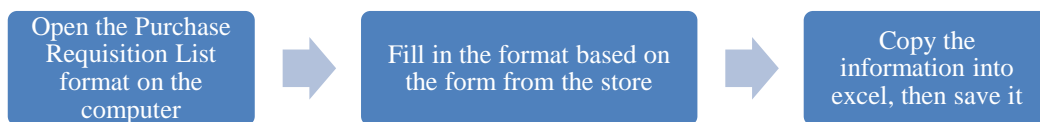


Figure 3.8 Purchase Requisition List Flow chart
Source: Processed Data 2023

In this section, the author refers to the document provided by the Store, namely the purchase requisition in the form of a print out. Then the author copied some of the information listed into excel format.

9. Customs Document Stamp

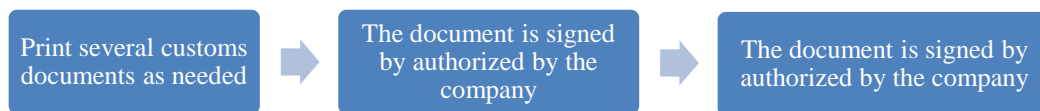


Figure 3.9 Document Stamp Flowchart
Source: Processed Data 2023

In this activity, the author takes care of customs document that have been completed with other documents such as invoice, purchase order, tax invoice, delivery order, and contract agreement.

10. Distribute of Customs Document

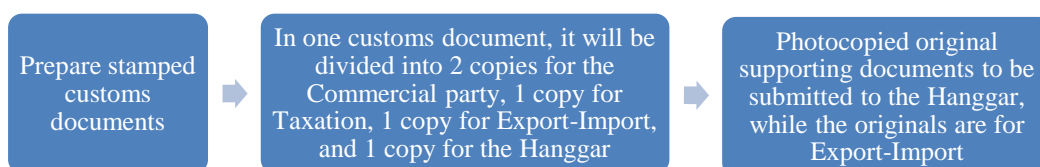


Figure 3.10 Distribute of Customs Document Flowchart
Source: Processed Data 2023

In distribute customs document, there are main document in the form of customs document (BC 4.0) which will be distributed to Commercial, Tax, Export-Import, and Hanggar parties. In addition to the main document, there are supporting document, namely invoice, purchase order, tax invoice, delivery order, and contract agreement.

11. Customs Document Archive

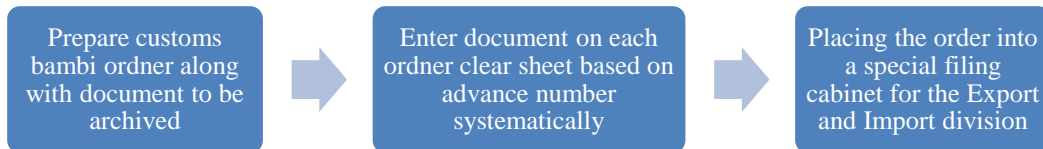


Figure 3.11 Customs Document Archive Flowchart

Source: Processed Data 2023

In the section on customs document archive, the author must prepare a large and sturdy folder to store many important documents called ordners. Customs document are put in a plastic sheet called a clear sheet that is already available to the ordner. Then put the order into a special archive cabinet for the Export and Import division.

12. Invoice Document Archive

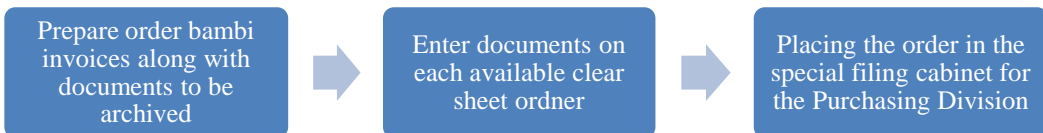


Figure 3.12 Invoice Document Archive Flowchart

Source: Processed Data 2023

Just like the customs archive, the author also needs to prepare a large and sturdy folder to store many important document called ordner. Each document is entered into a clear sheet on the ordner. Then put the ordner into the Purchasing division's special archive cabinet.

13. Deliver Document to Several Companies.

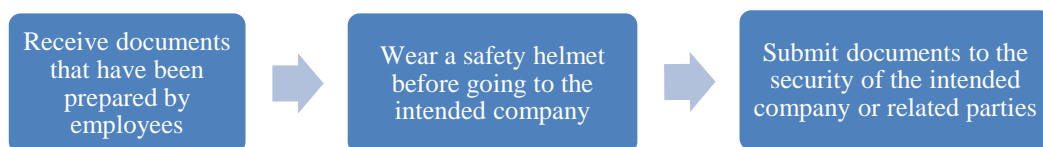


Figure 3.13 Deliver Document Flowchart

Source: Processed Data 2023

Deliver of documents in question are documents in the weighbridge division and purchasing division. In the weighbridge division, the author delivers cross-weigh documents to PT Wilmar Nabati and delivers CPO receipt documents to PT Astra Agro Lestari. Meanwhile, in the purchasing division, the author delivers invoice documents to the finance party at PT KLK Dumai.

3.3 Place and Time of Apprenticeship

3.3.1 Apprenticeship Place

The apprenticeship was carried out at PT Kreasijaya Adhikarya Dumai, located in the Pelindo I Area, Jalan Datuk Laksamana, East Dumai District, Dumai City, Riau. During the apprenticeship the author was placed in the Logistic Department of the Weighbridge Division and the Export and Import Division, then the Purchasing Division in Under BOD Department.

3.3.2 Apprenticeship Time

Implementation of apprenticeship is when students take semester VII (eight). Meanwhile, the apprenticeship program lasted for 5 (five) months, starting from January 23, 2023 to June 20, 2023. The company's provisions regarding the schedule for carrying out apprenticeship are described in the table below:

Table 3.1 Apprenticeship Schedule

No	Day	Working hours	Agent
1	Monday to Friday	08:00 - 16:30	PT Kreasijaya Adhikarya Dumai
2	Saturday	08:00 – 13:00	PT Kreasijaya Adhikarya Dumai
3	Sunday	Off	Off

Source: Processed Data 2023

3.4 Kind and Description of Activity

A more detailed description of the first week's activities carried out during apprenticeship at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.2 Week 1 of Apprenticeship Report (January 23 to January 28, 2023)

January 2023			
Week 1			
No	Date/Time	Activity Description	Division
1	Monday, January 23, 2023	Induction Sessions	Weighbridge
2	Tuesday, January 24, 2023	a. CPO scale data record b. Record of shell scale data	Weighbridge
3	Wednesday, January 25, 2023	a. CPO scale data record b. Record of shell scale data	Weighbridge
4	Thursday, January 26, 2023	a. CPO scale data record b. Recording of shell scale data	Weighbridge
5	Friday, January 27, 2023	a. Input the CPO scale data into the computer b. Input the shell scale data into the computer	Weighbridge
6	Saturday, January 28, 2023	a. Input the CPO scale data into the computer b. Input the shell scale data into the computer	Weighbridge

Source: Processed Data 2023

A more detailed description of the second week's activities carried out during apprenticeship at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.3 Week 2 of Apprenticeship Report (January 30 to February 04, 2023)

January – February 2023			
Week 2			
No	Date/Time	Activity Description	Division
1	Monday, January 30, 2023	a. Record of shell scale data b. Input the CPO scale data into the computer c. Input the shell scale data into the computer	Weighbridge
2	Tuesday, January 31, 2023	a. CPO scale data record b. Record of shell scale data	Weighbridge
3	Wednesday, 01 February 2023	a. CPO scale data recapitulate b. Recapitulate of shell scale data	Weighbridge
4	Thursday, 02 February 2023	a. CPO scale data recapitulate b. Recapitulate shell scale data	Weighbridge
5	Friday, 03 February 2023	a. Recapitulate of CPO and shell scale data b. Deliver of documents to PT Astra Agro Lestari	Weighbridge
6	Saturday, 04 February 2023	a. Distribute of CPO scale tickets b. Distribute of shell scale tickets c. Print the scales document	Weighbridge

Source: Processed Data 2023

A more detailed description of the third week's activities carried out during apprenticeship at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.4 Week 3 of Apprenticeship Report (February 06 to February 11, 2023)

February 2023			
Week 3			
No	Date/Time	Activity Description	Division
1	Monday, 06 February 2023	a. Distribute of CPO weigh tickets b. Distribute of shell scale tickets	Weighbridge
2	Tuesday, 07 February 2023	a. Distribute of CPO weigh tickets b. Distribute of shell scales c. Deliver of documents to PT Astra Agro Lestari	Weighbridge
3	Wednesday, 08 February 2023	a. Recapitulate of CPO and shell scale data b. Distribute of tickets for bleaching earth scales	Weighbridge
4	Thursday, 09 February 2023	a. Recapitulate of CPO and shell scale data b. Distribute of CPO and shell tickets	Weighbridge
5	Friday, February 10, 2023	a. Recapitulate of CPO and shell scale data b. Photocopy of olein and stearin tickets	Weighbridge
6	Saturday, February 11, 2023	a. Photocopy of olein and stearin tickets b. Scan daily income reports	Weighbridge

Source: *Processed Data 2023*

A more detailed description of the fourth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.5 Week 4 of Apprenticeship Report (February 13 to February 18, 2023)

February 2023			
Week 4			
No	Date/Time	Activity Description	Division
1	Monday, February 13, 2023	a. Archives of CPO and shell scale tickets b. Copy, print and scan scale documents	Weighbridge
2	Tuesday, February 14, 2023	a. Distribute of tickets for CPO and shell scales b. Scale data recapitulate	Weighbridge
3	Wednesday, February 15, 2023	a. Distribute of tickets for bleaching earth scales b. Scale data recapitulate	Weighbridge
4	Thursday, February 16, 2023	a. Distribute of CPO and shell tickets b. Document deliver to PT Astra Agro Lestari	Weighbridge
5	Friday, February 17, 2023	a. Scale data recapitulate b. Photocopy and scan of the scale document report	Weighbridge
6	Saturday, February 18, 2023	Public Holiday of Isra' Mi'raj	Weighbridge

Source: *Processed Data 2023*

A more detailed description of the fifth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.6 Week 5 of Apprenticeship Report (February 20 to February 25, 2023)

February 2023			
Week 5			
No	Date/Time	Activity Description	Division
1	Monday, February 20, 2023	a. Scale data recapitulate b. Photocopy and scan daily reports	Weighbridge
2	Tuesday, February 21, 2023	a. Scale data recapitulate b. Distribute of dregs scale tickets c. Print weigh document	Weighbridge
3	Wednesday, February 22, 2023	a. Scale data recapitulate b. Document deliver to PT Wilmar Nabati	Weighbridge
4	Thursday, February 23, 2023	a. Distribute of tickets for CPO, shells and dregs b. Photocopy of daily report c. Print weigh document	Weighbridge
5	Friday, February 24, 2023	a. Scale data recapitulate b. Photocopy and scan daily reports	Weighbridge
6	Saturday, February 25, 2023	a. Scale data recapitulate b. Distribute of dregs scale tickets	Weighbridge

Source: *Processed Data 2023*

A more detailed description of the sixth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.7 Week 6 of Apprenticeship Report (February 27 to March 4, 2023)

February - March 2023			
Week 6			
No	Date/Time	Activity Description	Division
1	Monday, February 27, 2023	a. Scale data recapitulate b. Document deliver to PT Wilmar Nabati	Weighbridge
2	Tuesday, February 28, 2023	a. Scale data recapitulate b. Distribute of scale tickets c. Print scale document	Weighbridge
3	Wednesday, March 01, 2023	a. Scale data recapitulate b. Copy of scale ticket report	Weighbridge
4	Thursday, March 02, 2023	a. Scale data recapitulate b. Distribute of scale tickets	Weighbridge
5	Friday, March 03, 2023	a. Scale data recapitulate b. Copy and scan scale documents	Weighbridge
6	Saturday, March 04, 2023	a. Scale data recapitulate b. Distribute of scale tickets	Weighbridge

Source: *Processed Data 2023*

A more detailed description of the seventh week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.8 Week 7 of Apprenticeship Report (March 6 to March 11, 2023)

March 2023			
Week 7			
No	Date/Time	Activity Description	Division
1	Monday, March 06, 2023	a. Scale data recapitulate b. Distribute of scale tickets c. Copy and scan scale documents	Weighbridge
2	Tuesday, March 07, 2023	a. Scale data recapitulate b. Distribute of scale tickets c. Copy and scan scale documents	Weighbridge
3	Wednesday, March 08, 2023	a. Scale data recapitulate b. Distribute of scale tickets c. Scan daily reports	Weighbridge
4	Thursday, March 09, 2023	a. Photocopy of customs documents b. Customs document stamp	Export Import
5	Friday, March 10, 2023	a. Photocopy of customs documents b. Customs document stamp c. Distribute of customs documents	Export Import
6	Saturday, March 11, 2023	a. Distribute of customs documents b. Recapitulate of tax-deferred facilities	Export Import

Source: Processed Data 2023

A more detailed description of the eighth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.9 Week 8 of Apprenticeship Report (March 13 to March 18, 2023)

March 2023			
Week 8			
No	Date/Time	Activity Description	Division
1	Monday, March 13, 2023	a. Recapitulate of tax-deferred facilities b. Pick data by scales c. Pick data by CEISA	Export Import
2	Tuesday, March 14, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
3	Wednesday, March 15, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
4	Thursday, March 16, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
5	Friday, March 17, 2023	a. Pick data b. Customs document archive	Export Import
6	Saturday, March 18, 2023	Customs document archive	Export Import

Source: Processed Data 2023

A more detailed description of the ninth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.10 Week 9 of Apprenticeship Report (March 20 to March 25, 2023)

March 2023			
Week 9			
No	Date/Time	Activity Description	Division
1	Monday, March 20, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
2	Tuesday, March 21, 2023	a. Pick data b. Recapitulate of tax-deferred facilities	Export Import
3	Wednesday, March 22, 2023	Public Holiday of Nyepi Day	Export Import
4	Thursday, March 23, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
5	Friday, March 24, 2023	a. Pick data b. Recapitulate of tax-deferred facilities	Export Import
6	Saturday, March 25, 2023	a. Pick data b. Customs document stamp	Export Import

Source: *Processed Data 2023*

A more detailed description of the tenth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.11 Week 10 of Apprenticeship Report (March 27 to April 1, 2023)

March – April 2023			
Week 10			
No	Date/Time	Activity Description	Division
1	Monday, March 27, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
2	Tuesday, March 28, 2023	a. Pick data by scales b. Pick data by CEISA	Export Import
3	Wednesday, March 29, 2023	Recapitulate of tax-deferred facilities	Export Import
4	Thursday, March 30, 2023	Recapitulate of tax-deferred facilities	Export Import
5	Friday, March 31, 2023	a. Recapitulate of tax-deferred facilities b. Scan customs documents	Export Import
6	Saturday, April 01, 2023	Recapitulate of tax-deferred facilities	Export Import

Source: *Processed Data 2023*

A more detailed description of the eleventh week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.12 Week 11 of Apprenticeship Report (April 3 to April 8, 2023)

April 2023			
Week 11			
No	Date/Time	Activity Description	Division
1	Monday, April 03, 2023	Adjust data report on the use of spare part, fuel, and raw material in Bonded Area	Export Import
2	Tuesday, April 04, 2023	Adjust data report on the use of spare part, fuel, and raw material in Bonded Area	Export Import
3	Wednesday, April 05, 2023	Recapitulate of tax-deferred facilities	Export Import
4	Thursday, April 06, 2023	a. Recapitulate of tax-deferred facilities b. Print customs documents	Export Import
5	Friday, April 07, 2023	Public Holiday of Good Friday	Export Import
6	Saturday, April 08, 2023	Recapitulate of tax-deferred facilities	Export Import

Source: Processed Data 2023

A more detailed description of the twelfth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.13 Week 12 of Job Training Report (April 10 to April 15, 2023)

April 2023			
Week 12			
No	Date/Time	Activity Description	Division
1	Monday, April 10, 2023	a. Customs document stamp b. Scan customs documents	Export Import
2	Tuesday, April 11, 2023	Distribute of customs documents	Export Import
3	Wednesday, April 12, 2023	Distribute of customs documents	Export Import
4	Thursday, April 13, 2023	Distribute of customs documents	Export Import
5	Friday, April 14, 2023	Distribute of customs documents	Export Import
6	Saturday, April 15, 2023	Distribute of customs documents	Export Import

Source: Processed Data 2023

A more detailed description of the thirteenth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.14 Week 13 Apprenticeship Report (April 17 to April 22, 2023)

April 2023			
Week 13			
No	Date/Time	Activity Description	Division
1	Monday, April 17, 2023	Distribute of customs documents	Export Import
2	Tuesday, April 18, 2023	Distribute of customs documents	Export Import
3	Wednesday, April 19, 2023	Public Holiday of Eid Fitr	Export Import
4	Thursday, April 20, 2023	Public Holiday of Eid Fitr	Export Import
5	Friday, April 21, 2023	Public Holiday of Eid Fitr	Export Import
6	Saturday, April 22, 2023	Public Holiday of Eid Fitr	Export Import

Source: Processed Data 2023

A more detailed description of the fourteenth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.15 Week 14 of Job Training Report (April 24 to April 29, 2023)

April 2023			
Week 14			
No	Date/Time	Activity Description	Division
1	Monday, April 24, 2023	Public Holiday of Eid Fitr	Export Import
2	Tuesday, April 25, 2023	Public Holiday of Eid Fitr	Export Import
3	Wednesday, April 26, 2023	Take a sick leave	Export Import
4	Thursday, April 27, 2023	Take a sick leave	Export Import
5	Friday, April 28, 2023	Photocopy of customs documents	Export Import
6	Saturday, April 29, 2023	Pick data	Export Import

Source: Processed Data 2023

A more detailed description of the fifteenth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistic Department can be seen in the following table:

Table 3.16 Week 15 of Job Training Report (May 01 to May 06, 2023)

May 2023			
Week 15			
No	Date/Time	Activity Description	Division
1	Monday, May 01, 2023	Public holiday of Labor Day	Export Import
2	Tuesday, May 02, 2023	Stock opname	Export Import
3	Wednesday, May 03, 2023	Take a sick leave	Export Import
4	Thursday, May 04, 2023	Customs document archive	Export Import
5	Friday, May 05, 2023	a. Stock book recapitulate b. Document deliver to PT Astra Agro Lestari	Export Import
6	Saturday, May 06, 2023	Recapitulate of tax-deferred facilities	Export Import

Source: Processed Data 2023

A more detailed description of the sixteenth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai the Logistics Department can be seen in the following table:

Table 3.17 Week 16 of Job Training Report (May 8 to May 13, 2023)

May 2023			
Week 16			
No	Date/Time	Activity Description	Division
1	Monday, May 08, 2023	Recapitulate of tax-deferred facilities	Export Import
2	Tuesday, May 09, 2023	Adjust data report on the use of spare part, fuel, and raw material in Bonded Area	Export Import
3	Wednesday, May 10, 2023	Adjust data report on the use of spare part, fuel, and raw material in Bonded Area	Export Import
4	Thursday, May 11, 2023	a. Recapitulate of tax-deferred facilities b. Photocopy of customs documents	Export Import
5	Friday, May 12, 2023	a. Customs document stamp b. Distribute of customs documents	Export Import
6	Saturday, May 13, 2023	Customs document archive	Export Import

Source: Processed Data 2023

A more detailed description of the seventeenth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai Department Under BOD can be seen in the following table:

Table 3.18 Week 17 of Job Training Report (May 15 to May 20, 2023)

May 2023			
Week 17			
No	Date/Time	Activity Description	Division
1	Monday, May 15, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents	Purchasing
2	Tuesday, May 16, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Deliver of PT KLK Dumai invoice documents	Purchasing
3	Wednesday, May 17, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Invoice document archive	Purchasing
4	Thursday, May 18, 2023	Public holiday of the Ascension Day	Purchasing
5	Friday, May 19, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Invoice document archive d. Deliver of PT KLK Dumai invoice documents	Purchasing
6	Saturday, May 20, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of supplier data information	Purchasing

Source: Processed Data 2023

A more detailed description of the eighteenth week of activities carried out during practice at PTKreasijaya Adhikarya Dumai Department Under BOD can be seen in the following table:

Table 3.19 Week 18 of Job Training Report (May 22 to May 27, 2023)

May 2023			
Week 18			
No	Date/Time	Activity Description	Division
1	Monday, May 22, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of supplier data information	Purchasing
2	Tuesday, May 23, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of supplier data information d. Deliver of invoice documents to PT KLK Dumai	Purchasing
3	Wednesday, May 24, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of transaction information	Purchasing
4	Thursday, May 25, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Invoice document archive	Purchasing
5	Friday, May 26, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of transaction information	Purchasing
6	Saturday, May 27, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents	Purchasing

Source: Processed Data 2023

A more detailed description of the nineteenth week activities carried out during practice at PT Kreasijaya Adhikarya Dumai Department Under BOD can be seen in the following table:

Table 3.20 Week 19 of Job Training Report (May 29 to June 3, 2023)

May - June 2023			
Week 19			
No	Date/Time	Activity Description	Division
1	Monday, May 29, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents	Purchasing
2	Tuesday, May 30, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents	Purchasing
3	Wednesday, May 31, 2023	Deliver of invoice documents to PT KLK Dumai	Purchasing
4	Thursday, June 01, 2023	Public holiday of Pancasila Day	Purchasing
5	Friday, June 02, 2023	a. Recapitulate of purchase requisition list b. Deliver of invoice documents to PT KLK Dumai	Purchasing
6	Saturday, June 03, 2023	a. Recapitulate of purchase requisition list b. Recapitulate of receipt of invoices c. Scan invoice documents	Purchasing

Source: Processed Data 2023

A more detailed description of the twentieth week of activities carried out during practice at PT Kreasijaya Adhikarya Dumai Department Under BOD can be seen in the following table:

Table 3.21 Week 20 of Apprenticeship Report (June 5 to June 10, 2023)

June 2023			
Week 20			
No	Date/Time	Activity Description	Division
1	Monday, June 05, 2023	a. Recapitulate of purchase requisition list b. Recapitulate of receipt of invoices c. Scan invoice documents	Purchasing
2	Tuesday, June 06, 2023	a. Recapitulate of purchase requisition list b. Recapitulate of receipt of invoices c. Scan invoice documents d. Deliver of invoice documents to PT KLK Dumai	Purchasing
3	Wednesday, June 07, 2023	a. Recapitulate of purchase requisition list b. Recapitulate of receipt of invoices c. Scan invoice documents d. Deliver of invoice documents to PT KLK Dumai	Purchasing
4	Thursday, June 08, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of purchase requisition list	Purchasing
5	Friday, June 09, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of purchase requisition list	Purchasing
6	Saturday, June 10, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents	Purchasing

Source: Processed Data 2023

A more detailed description of the twenty-first week activities carried out during practice at PT Kreasijaya Adhikarya Dumai Department Under BOD can be seen in the following table:

Table 3.22 Week 21 of Apprenticeship Report (June 11 to June 20, 2023)

June 2023			
Week 21			
No	Date/Time	Activity Description	Division
1	Monday, June 12, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of transaction information	Purchasing
2	Tuesday, June 13, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of purchase requisition list d. Deliver of documents to PT KLK Dumai	Purchasing
3	Wednesday, June 14, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Document archive	Purchasing
4	Thursday, June 15, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of transaction information	Purchasing
5	Friday, June 16, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of transaction information	Purchasing
6	Saturday, June 17, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of transaction information d. Recapitulate of purchase requisition list	Purchasing
7	Monday, June 19, 2023	a. Recapitulate of receipt of invoices b. Scan invoice documents c. Recapitulate of purchase requisition list	Purchasing
8	Tuesday, June 20, 2023	Farewell	Purchasing

Source: Processed Data 2023

3.5 Obstacles and Solutions

3.5.1 Obstacles

In every implementation of an activity, it is undeniable that difficulties will definitely occur which will then become obstacles. The obstacles faced by the author in carrying out the apprenticeship for 5 (five) months are:

1. The difficulty of adjusting assignments which became a new thing that the author had never found before. In certain assignments, it is sometimes difficult for the author to understand how things work and what documents are needed during the process.

2. The company does not provide complete safety equipment to apprentices. While the price of safety equipment such as shoes is pricey so the author cannot afford to buy it.

3.5.2 Solutions

Regardless of the obstacles encountered during apprenticeship, efforts or solutions are needed to solve these problems. The solutions is:

1. The author is more communicative with employees in adjusting the execution of the assigned tasks so that they are easier to understand. The author learns more and focuses so that the results of the work are as expected.
2. That the author is placed in an office that is in a non-safety area. In addition, the author does not go to dangerous areas and uses a company safety helmet if he comes to an area that requires the use of a safety helmet.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

Based on the description in the previous chapter, the author is able to draw several conclusions from the results of the discussion, including:

1. The author was assigned to two departments, namely the logistics department and the under BOD department. Description of tasks that have been achieved such as pick data by scales and CEISA, adjust data report on the use of spare part, fuel, and raw material in Bonded Area, record facilities for which taxes are deferred, stock opname, recapitulate of invoice receipts, recapitulate of supplier and transaction information, recapitulate of purchase requisition lists, print, scan, and photocopy documents, stamp customs documents, archive customs documents, archive invoice documents, and deliver documents to several companies.
2. This apprenticeship was carried out at PT Kreasijaya Adhikarya Dumai, located in the Pelindo I Area, Jalan Datuk Laksamana, East Dumai District, Dumai City, Riau. The author works in the Logistics Department and Under HOD Department. While the time for implementing apprenticeship is carried out for 5 months starting from 23 January 2023 to 20 June 2023.
3. The obstacles faced are the difficulty of adjusting assignments which became a new thing that the author had never found before. And then the company does not provide complete safety equipment to apprentices. While the price of safety equipment such as shoes is pricey so the author cannot afford to buy it.
3. The solution is for author to be more communicative with employees in adjusting the execution of the assigned tasks so that they are easier to understand. The author learns more and focuses so that the results of the work are as expected. And then the author is placed in an office that is in a non-safety area. In addition, the author does not go to dangerous areas and uses a

company safety helmet if he comes to an area that requires the use of a safety helmet.

4.2 Suggestions

In order for better outcome of the apprenticeship program and performance, the author provide some constructive suggestions for various parties.

1.2.1 For Companies

1. It would be nice for the company to provide a guidebook or module to help apprentices easily understand the assignments given from the system used by the company
2. It is hoped that the employees of PT Kreasijaya Adhikarya Dumai can guide the apprentices as well as possible so that they can work optimally and effectively.

1.2.2 For Students

1. Before registering for a apprenticeship program, do research regarding the culture and rules that apply to the intended agency or company
2. Before going into the field, students should prepare material that will be practiced and directions from lecturers on campus
3. Students apply discipline such as being present on time and being on time in completing assignments.

1.2.3 For Campus

1. It is better for the campus to improve monitoring of supervisors regarding the development of apprentice participants as evaluation material for students
2. Expanding the network of cooperation in terms of accepting apprenticeship programs with both government and private agencies to get convenience in finding apprenticeship
3. In addition to academic provision, of course the campus provides moral and work ethic provisions, so that during the implementation period students can implement it and bring the good name of the university.

REFERENCES

- Majoo.id. (2022, December 04). Ini Dia Contoh Surat Purchase Order dan Cara Membuatnya!. Accessed on July 05 2023, <https://majoo.id/solusi/detail/contoh-surat-purchase-order>
- Berita.99.co. (2023, February 16). 13 Contoh Invoice dan Penjelasan, Lembar Tagihan yang Penting Untuk Bisnis. Accessed on July 05 2023, <https://berita.99.co/contoh-invoice/>
- Berekonomi.com. (2020, May 19). Pengertian Kwitansi, Ciri, Jenis, Fungsi, dan Contohnya. Accessed on July 05 2023, <https://berekonomi.com/pengertian-kwitansi/>
- Majoo.id. (2022, November 24). 6 Macam Contoh Faktur Pajak yang Sering Digunakan. Accessed on July 05 2023, <https://majoo.id/solusi/detail/contoh-faktur-pajak>
- Dailysocial.id. (2022, November 30). Delivery Order: Pengertian, Contoh, Manfaat, dan Perbedaannya dengan Surat Jalan. Accessed on July 05 2023, <https://dailysocial.id/post/delivery-order-surat-jalan>

APPENDICES

Appendix 1 Apprentice Acceptance Letter



PT. KREASIJAYA ADHIKARYA
Kawasan Pelindo I Dumai, Jalan Datuk Laksamana
Kel. Buluh Kasap Kec. Dumai Timur
Kota Dumai 28814 Riau – Indonesia
Telp. No.(0765) 37349; Fax No: (0765) 38324



Dumai, 5 Januari 2023

Nomor : 003/HRD/KJA-DMI/1/2023
Perihal : Permohonan Penempatan Peserta Praktek Kerja

Kepada Yth.
Wakil Direktur I Politeknik Negeri Bengkalis
Di
Tempat

Dengan hormat,
Menindaklanjuti surat Saudara NO: 5722/PL31/TU/2022 tanggal 28 November 2022 perihal pengajuan magang, maka dengan ini kami dapat menerima peserta tersebut untuk melakukan magang di **PT. Kreasijaya Adhikarya**. Adapun data peserta tersebut :

No.	Nama Peserta	Program Studi	Jadwal	Tempat Praktek
1.	Indah Rahmatunnisa	D-IV Administrasi	Februari – Juli 2023	HR
2.	Nofita Yanti	Bisnis Internasional		W/B

Yang bersangkutan diharapkan langsung datang ke PT.Kreasijaya Adhikarya (HR Department) Jl. Datuk Laksamana Dumai pada tanggal 09 Januari 2023 dengan membawa persyaratan administrasi sebagai berikut :

1. Fotokopi KTP dan Kartu Mahasiswa / Pelajar (masing – masing 2 lembar)
2. Surat Keterangan Berkelakuan Baik dari sekolah (Asli)
3. Surat Keterangan Sehat dari dokter Pemerintah (Asli) dan hasil Rapid test
4. Pas Foto 3x4 dan 2x3 (masing – masing sebanyak 2 lembar)

Perlu kami informasikan bahwa semua Biaya dan Perlengkapan **APD (Sepatu Safety & Helm)** selama melaksanakan Kerja Praktek di PT.Kreasijaya Adhikarya menjadi beban peserta magang dan penundaan waktu magang akan dianggap sebagai pembatalan Kerja Praktek.

Atas perhatian dan kerjasamanya, kami ucapkan terima kasih.

Hormat Kami,

Yogi Rinanda
Group HR & GA HOD

Appendix 2 Apprentice Reference Letter



PT. KREASIJAYA ADHIKARYA
Kawasan Pelindo I Dumai, Jalan Datuk Laksamana
Kel. Buluh Kasap Kec. Dumai Timur
Kota Dumai 28814 Riau – Indonesia
Telp. No.(0765) 37349; Fax No: (0765) 38324



SURAT KETERANGAN PRAKTEK KERJA

Nomor : 248/SK/KJA-DMI/VI-2022

Yang bertanda tangan dibawah ini :

Nama : Yogi Rinanda
Jabatan : Group HR & GA HOD

Dengan ini menerangkan bahwa :

Nama : Indah Rahmatunnisa
Jurusan / NIM : Administrasi Bisnis Internasional / 5404191240
Universitas : Politeknik Negeri Bengkalis

Bahwa Mahasiswa/i tersebut telah melakukan aktivitas praktek kerja di PT. Kreasijaya Adhikarya selama 6 (enam) bulan, terhitung Bulan Januari sampai dengan Juni 2023.

Yang bersangkutan telah melaksanakan tugas dan tanggung jawab dengan baik selama kegiatan praktek kerja belangsung.

Demikian surat keterangan ini disampaikan untuk dapat dipergunakan sebagaimana mestinya.

Dumai, 21 Juni 2023

Hormat kami



Yogi Rinanda
Group HR & GA HOD

Appendix 3 Apprentice Assessment Sheet

EVALUATION RESULT FROM THE JOB TRAINING COMPANY PT KREASIJAYA ADHIKARYA DUMAI

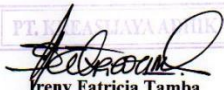
Name : Indah Rahmatunnisa
NIM : 5404191240
Study Program : International Business Administration
Campus : Bengkalis State Polytechnic

No	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	90
2.	Responsibility	25%	90
3.	Adjustment/Adaption	10%	80
4.	Work Result	30%	85
5.	Behavior in General	15%	85
	Total (1+2+3+4+5)	100%	

Explanation :
Score : Criteria
81-100 : Excellence
71-80 : Very Good
66-70 : Good
61-65 : Good Enough
56-60 : Enough

Notes:

Dumai, June 20th 2023
Pembimbing


Ireny Patricia Tamba
NIK. 0711100075

Appendix 4 Apprentice Certificate

Certificate

Has already completed practical training program on PT. Kreasijaya Adhikarya start at January to June 2023 with the result behind this certificate. This is to certify that

Indah Rahmatunnisa

School : Bengkalis State Polytechnic
 NIM : 5404191240
 Program : International Business Administration

Dumai, June 23th 2023



Yogi Rinanda
Group HR & CA HOD

PRACTICAL TRAINING PROGRAM APPRAISAL

Name : Indah Rahmatunnisa
 School : Bengkalis State Polytechnic
 Program : International Business Administration

No.	Category	Score			
		Very Good	Good	Enough	Bad
1	Ethics and Personality		83		
2	Mastery Of Job		85		
3	Discipline		90		
4	Creativity		90		
5	Team Work		80		
6	Foreign Language Skills		80		
7	Technology Skills		80		
8	Absence		90		


Range Score
 ≤50 : Bad
 51 - 70 : Enough
 71 - 90 : Good
 ≥91 : Very Good


Appendix 5 Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Saturday

DATE : January 23rd 2023 – January 28th 2023

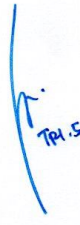
DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, January 23, 2023	Induction Sessions	Tri Sakti	
Tuesday, January 24, 2023	a. CPO scale data recording b. Recording of shell scale data		
Wednesday, January 25, 2023	a. CPO scale data recording b. Recording of shell scale data		
Thursday, January 26, 2023	a. CPO scale data recording b. Recording of shell scale data		
Friday, January 27, 2023	a. Input the CPO scale data into the computer b. Input the shell scale data into the computer		
Saturday, January 28, 2023	a. Input the CPO scale data into the computer b. Input the shell scale data into the computer		
	Notes by Industrial Coach:		


No.	WORKING	EXPLANATION
		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Saturday

DATE : January 30th 2023 – February 04th 2023

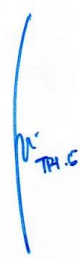
DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, January 30, 2023	a. Recording of shell scale data b. Input the CPO scale data into the computer c. Input the shell scale data into the computer	Tri Sakti	
Tuesday, January 31, 2023	a. CPO scale data recording b. Recording of shell scale data		
Wednesday, February 01, 2023	a. CPO scale data recapitulation b. Recapitulation of shell scale data		
Thursday, February 02, 2023	a. CPO scale data recapitulation b. Recapitulation of shell scale data		
Friday, February 03, 2023	a. Recapitulation of CPO and shell scale data b. Delivery of documents to PT Astra Agro Lestari		
Saturday, February 04, 2023	a. Distribution of CPO weighing tickets b. Distribution of shell scale tickets c. Print the scales document		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Saturday

DATE : February 06th 2023 – February 11th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, February 06, 2023	a. Distribution of CPO weighing tickets b. Distribution of shell scale tickets	Tri Sakti	
Tuesday, February 07, 2023	a. Distribution of CPO weighing tickets b. Distribution of shell scales c. Delivery of documents to PT Astra Agro Lestari		
Wednesday, February 08, 2023	a. Recapitulation of CPO and shell scale data b. Distribution of tickets for bleaching earth scales		
Thursday, February 09, 2023	a. Recapitulation of CPO and shell scale data b. Distribution of CPO and shell tickets		
Friday, February 10, 2023	a. Recapitulation of CPO and shell scale data b. Photocopy of olein and stearin tickets		
Saturday, February 11, 2023	a. Photocopy of olein and stearin tickets b. Scan daily report		
	Notes by Industrial Coach:		


NO.	WORKING	EXPLANATION
		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : February 13th 2023 – February 17th 2023

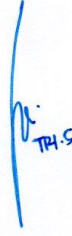
DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, February 13, 2023	a. Archives of CPO and shell scale tickets b. Photocopy, print and scan scale documents	Tri Sakti	
Tuesday, February 14, 2023	a. Distribution of tickets for CPO and shell scales b. Scale data recapitulation		
Wednesday, February 15, 2023	a. Distribution of tickets for bleaching earth scales b. Scale data recapitulation		
Thursday, February 16, 2023	a. Distribution of CPO and shell tickets b. Document delivery to PT Astra Agro Lestari		
Friday, February 17, 2023	a. Scale data recapitulation b. Photocopy and scan of the weighing document report		
Saturday, February 18, 2023	Isra 'Mi'raj of Prophet Muhammad		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : February 20th 2023 – February 25th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, February 20, 2023	a. Scale data recapitulation b. Photocopy and scan daily reports	Tri Sakti	
Tuesday, February 21, 2023	a. Scale data recapitulation b. Distribution of dregs weighing tickets c. Print weighing document		
Wednesday, February 22, 2023	a. Scale data recapitulation b. Document delivery to PT Wilmar Nabati		
Thursday, February 23, 2023	a. Distribution of tickets for CPO, shells and dregs b. Photocopy of daily report c. Print weighing document		
Friday, February 24, 2023	a. Scale data recapitulation b. Photocopy and scan daily reports		
Saturday, February 25, 2023	a. Scale data recapitulation b. Distribution of dregs weighing tickets		
	Notes by Industrial Coach:		


NO.	WORKING	EXPLANATION
		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Saturday

DATE : February 27th 2023 – March 04th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE		
Monday, February 27, 2023	a. Scale data recapitulation b. Letter delivery to PT Wilmar Nabati	Tri Sakti			
Tuesday, February 28, 2023	a. Scale data recapitulation b. Distribution of weighing tickets c. Print weighing document				
Wednesday, March 01, 2023	a. Scale data recapitulation b. Photocopy of weighing ticket report				
Thursday, March 02, 2023	a. Scale data recapitulation b. Distribution of weighing tickets				
Friday, March 03, 2023	a. Scale data recapitulation b. Photocopy and scan scale documents				
Saturday, March 04, 2023	a. Scale data recapitulation b. Distribution of weighing tickets				
	Notes by Industrial Coach:				

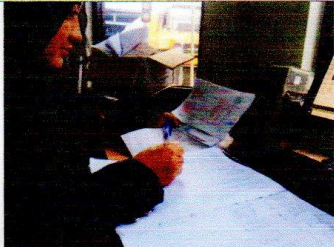
NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : March 06th 2023 – March 11th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, March 06, 2023	a. Scale data recapitulation b. Distribution of weighing tickets c. Copy and scan scale documents	Tri Sakti	
Tuesday, March 07, 2023	a. Scale data recapitulation b. Distribution of weighing tickets c. Copy and scan scale documents		
Wednesday, March 08, 2023	a. Scale data recapitulation b. Distribution of weighing tickets c. Scan daily reports		
Thursday, March 09, 2023	a. Photocopy of customs documents b. Customs document stamp		
Friday, March 10, 2023	a. Photocopy of customs documents b. Customs document stamp c. Distribution of customs documents		
Saturday, March 11, 2023	a. Distribution of customs documents b. Recapitulation of tax-deferred		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : March 13th 2023 – March 18th 2023

DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, March 13, 2023	a. Recapitulation of tax-deferred facilities b. Picking data by scales c. Picking data by Ceisa	Manda Septi Zeni	
Tuesday, March 14, 2023	a. Picking data by scales b. Picking data by Ceisa		
Wednesday, March 15, 2023	a. Picking data by scales b. Picking data by Ceisa		
Thursday, March 16, 2023	a. Picking data by scales b. Picking data by Ceisa		
Friday, March 17, 2023	a. Picking data b. Customs document filing		
Saturday, March 18, 2023	Customs document filing		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday


DATE : March 20th 2023 – March 25th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, March 20, 2023	a. Picking data by scales b. Picking data by Ceisa	Manda Septi Zeni	
Tuesday, March 21, 2023	a. Picking data b. Recapitulation of tax-deferred facilities		
Wednesday, March 22, 2023	Nyepi Holy Day		
Thursday, March 23, 2023	a. Picking data by scales b. Picking data by Ceisa		
Friday, March 24, 2023	a. Picking data b. Recapitulation of tax-deferred facilities		
Saturday, March 25, 2023	a. Picking data b. Customs document stamp		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday
 DATE : March 27th 2023 – April 01st 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, March 27, 2023	a. Picking data by scales b. Picking data by Ceisa	Manda Septi Zeni	
Tuesday, March 28, 2023	a. Picking data by scales b. Picking data by Ceisa		
Wednesday, March 29, 2023	Recapitulation of tax-deferred facilities		
Thursday, March 30, 2023	Recapitulation of tax-deferred facilities		
Friday, March 31, 2023	a. Recapitulation of tax-deferred facilities b. Photocopy customs documents		
Saturday, April 01, 2023	Recapitulation of tax-deferred facilities		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : April 03rd 2023 – April 08th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, April 03, 2023	Adjustment of production warehouse report data, use of spare parts, fuel, and raw materials in Bonded Zones	Manda Septi Zeni	
Tuesday, April 04, 2023	Adjustment of production warehouse report data, use of spare parts, fuel, and raw materials in Bonded Zones		
Wednesday, April 05, 2023	Recapitulation of tax-deferred facilities		
Thursday, April 06, 2023	a. Recapitulation of tax-deferred facilities b. Print customs documents		
Friday, April 07, 2023	Good Friday Memorial		
Saturday, April 08, 2023	Recapitulation of tax-deferred facilities		
	Notes by Industrial Coach:		


NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : April 10th 2023 – April 15th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, April 10, 2023	a. Customs document stamp b. Photocopy customs documents	Manda Septi Zeni	
Tuesday, April 11, 2023	Distribution of customs documents		
Wednesday, April 12, 2023	Distribution of customs documents		
Thursday, April 13, 2023	Distribution of customs documents		
Friday, April 14, 2023	Distribution of customs documents		
Saturday, April 15, 2023	Distribution of customs documents		
	Notes by Industrial Coach:		


NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Tuesday


DATE : April 17th 2023 – April 18th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, April 17, 2023	Distribution of customs documents	Manda Septi Zeni	
Tuesday, April 18, 2023	Distribution of customs documents		
Wednesday, April 19, 2023	Eid holiday		
Thursday, April 20, 2023	Eid holiday		
Friday, April 21, 2023	Eid holiday		
Saturday, April 22, 2023	Eid holiday		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Friday - Saturday
 DATE : April 28th 2023 – April 29th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, April 24, 2023	Eid holiday	Manda Septi Zeni	
Tuesday, April 25, 2023	Eid holiday		
Wednesday, April 26, 2023	Not present		
Thursday, April 27, 2023	Not present		
Friday, April 28, 2023	Photocopy of customs documents		
Saturday, April 29, 2023	Picking data		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**


DAY : Monday - Saturday
DATE : May 01st 2023 – May 06th 2023

DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, May 01, 2023	Labor Day Celebration	Manda Septi Zeni	
Tuesday, May 02, 2023	Stock Opname		
Wednesday, May 03, 2023	Not present		
Thursday, May 04, 2023	Customs document filing		
Friday, May 05, 2023	a. Stock book recapitulation b. Document delivery to PT Astra Agro Lestari		
Saturday, May 06, 2023	Recapitulation of tax-deferred facilities		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday
 DATE : May 08th 2023 – May 13th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, May 08, 2023	Recapitulation of tax-deferred facilities	Manda Septi Zeni	
Tuesday, May 09, 2023	Adjustment of production warehouse report data, use of spare parts, fuel, and raw materials in Bonded Zones		
Wednesday, May 10, 2023	Adjustment of production warehouse report data, use of spare parts, fuel, and raw materials in Bonded Zones		
Thursday, May 11, 2023	a. Recapitulation of tax-deferred facilities b. Photocopy of customs documents		
Friday, May 12, 2023	a. Customs document stamp b. Distribution of customs documents		
Saturday, May 13, 2023	Customs document filing		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : May 15th 2023 – May 20th 2023

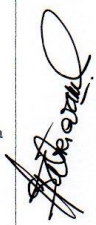
DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, May 15, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents	Ireny Patricia Tamba	
Tuesday, May 16, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Delivery of PT KLK Dumai invoice documents		
Wednesday, May 17, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Invoice document archiving		
Thursday, May 18, 2023	Commemoration of the Ascension of Jesus Christ		
Friday, May 19, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Invoice document archiving d. Delivery of PT KLK Dumai invoice documents		
Saturday, May 20, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of supplier data information		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday

DATE : May 22nd 2023 – May 27th 2023


DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, May 22, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of supplier data information	Ireny Patricia Tamba	
Tuesday, May 23, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of supplier data information d. Delivery of invoice documents to PT KLK Dumai		
Wednesday, May 24, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of transaction information		
Thursday, May 25, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Invoice document archiving		
Friday, May 26, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of transaction information		
Saturday, May 27, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents		
	Notes by Industrial Coach:		

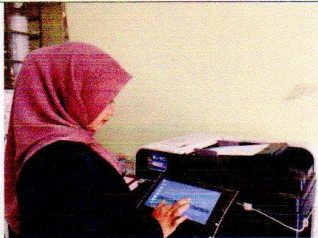
NO.	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Saturday


DATE : May 29th 2023 – June 03rd 2023

DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, May 29, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents	Ireny Patricia Tamba	
Tuesday, May 30, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents		
Wednesday, May 31, 2023	Delivery of invoice documents to PT KLK Dumai		
Thursday, June 01, 2023	Commemoration of the Birth of Pancasila		
Friday, June 02, 2023	a. Recapitulation of purchase requisition list b. Delivery of invoice documents to PT KLK Dumai		
Saturday, June 03, 2023	a. Recapitulation of purchase requisition list b. Recapitulation of receipt of invoices c. Scan invoice documents		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION
		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

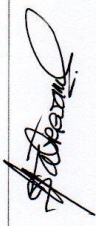
DAY : Monday - Saturday
DATE : May 05th 2023 – June 10th 2023

DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE
Monday, June 05, 2023	a. Recapitulation of purchase requisition list b. Recapitulation of receipt of invoices c. Scan invoice documents	Ireny Patricia Tamba	
Tuesday, June 06, 2023	a. Recapitulation of purchase requisition list b. Recapitulation of receipt of invoices c. Scan invoice documents d. Delivery of invoice documents to PT KLK Dumai		
Wednesday, June 07, 2023	a. Recapitulation of purchase requisition list b. Recapitulation of receipt of invoices c. Scan invoice documents d. Delivery of invoice documents to PT KLK Dumai		
Thursday, June 08, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of purchase requisition list		
Friday, June 09, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of purchase requisition list		
Saturday, June 10, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents		
	Notes by Industrial Coach:		

NO.	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday - Tuesday
DATE : June 12th 2023 – June 20th 2023

DATE/TIME	ACTIVITY DESCRIPTION	TASK ASSIGNOR	SIGNATURE		
Monday, June 12, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of transaction information	Ireny Patricia Tamba			
Tuesday, June 13, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of purchase requisition list d. Delivery of documents to PT KLK Dumai				
Wednesday, June 14, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Document archive				
Thursday, June 15, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of transaction information				
Friday, June 16, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of transaction information				
Saturday, June 17, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of transaction information d. Recapitulation of purchase requisition list				
Monday, June 19, 2023	a. Recapitulation of receipt of invoices b. Scan invoice documents c. Recapitulation of purchase requisition list				
Tuesday, June 20, 2023	Sayonara				
	Notes by Industrial Coach:				

Appendix 6 Event



REVISION SHEET
STUDENT APPERENTICESHIP GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY PROGRAM
BENGKALIS STATE POLYTECHNIC

Name : Indah Rahmatunnisa
 Student's Identity No. : 5404191240
 Apprenticeship Place : PT Kreasijaya Adhikarya Dumai
 Advisor : Yanisha Dwi Astari, SS, M.Hum

No	Date and time	Revision	Advisor Initials
1	July 13, 2023	Not complete yet, come back after completing the draft	YH
2	July 26, 2023	Revise on the terms, cover, and everything on the note	YH
3	August 1, 2023	Revise the minor mistakes & errors on the writing	YH
4	August 2, 2023	Revise parts been marked, add obstacles & solutions	YH
5	August 8, 2023	ACC for binding	YH

Bengkalis, August 8, 2023

Advisor



Yanisha Dwi Astari, SS, M.Hum
 NIP. 199301142022032010