

**APPRENTICESHIP REPORT**  
**PT. INDAH KIAT PULP AND PAPER TBK PERAWANG**  
**(PT. IKPP)**  
**PORT OPERATION DIVISION (OP)**  
**PERAWANG – RIAU**

**NUR AISYAH**  
**5504201009**



**ENGLISH FOR BUSINESS AND PROFESSIONAL**  
**COMMUNICATION STUDY PROGRAM**  
**LANGUAGE DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**2024**

**APPROVAL SHEET**  
**APPRENTICESHIP REPORT**  
**PT. INDAH KIAT PULP AND PAPER (IKPP)**  
**PORT OPERATION (OP)**

Written as one of the condition for completing Apprenticeship

Nur Aisyah  
5504201009

Perawang - Riau, January 04<sup>th</sup>, 2024



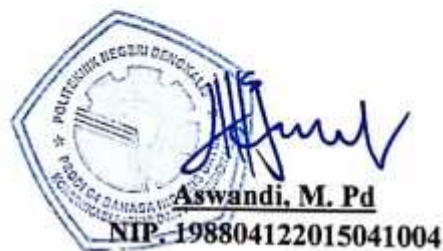

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## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Nur Aisyah, Reg Number 5504201009** who did the apprenticeship at PT. Indah Kiat Pulp and Paper Tbk Perawang Mill, started from September 4<sup>th</sup> to January 4<sup>th</sup> 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 25<sup>th</sup>, 2024

Acceptance by:

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## ACKNOWLEDGEMENT

*In the name of Allah, the Most Gracious, the Most Merciful*

Prior to anything else, I want to thank Allah, the Almighty, the Most Gracious, and the Most Merciful, for His blessings on me throughout my studies and in finishing my job training in PT. Indah Kiat Pulp and Paper ( IKPP ) Perawang, Riau. May Allah's blessings be upon His last prophet, Muhammad (peace be upon on him), as well as his family and associates.

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Finally, I hope that my study will be helpful to everyone who reads this job training and finds it interesting.

**Bengkalis, January 20<sup>th</sup>, 2024**  
**Best Regards,**

**Nur Aisyah**  
**Reg. Number: 5504201009**

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

An Apprenticeship is a position where a worker is employed by a company but is supervised by a more seasoned worker. It's a fantastic opportunity for young people to get compensated while gaining practical experience in a topic that interests them. Vocational training, sometimes referred to as apprenticeship, can be a great opportunity for young people to obtain practical experience while developing industry-specific skills and certificates. It is a written agreement between an employer and an individual who accepts their offer of employment in exchange for practical training toward the acquisition of a skill, craft, or profession. This type of training has been around for a long time and is still popular in many nations and businesses. Employee training through apprenticeships is common in numerous areas, including manufacturing, engineering, construction, and the trades. An official qualification and important practical experience are acquired by apprentices, while employers gain from having motivated and skilled personnel. To provide an organized approach to learning a trade or profession, many governments have created official apprenticeship programs. In these programs, classroom instruction is frequently combined with real-world workplace experience. Depending on the trade or profession being studied, the length of the apprenticeship training might range from a few months to many years.

One of the state polytechnics is the State Polytechnic of Bengkalis located in Sungai Alam Village, Bengkalis Regency, Riau Province, it boasts eight departments and eighteen degree programs. Maritime affairs, business administration, information engineering, mechanical engineering, electrical

engineering, civil engineering, naval engineering, and languages are among the majors that are offered.

The D3 English and D4 English for Business and Professional Communication study programs are offered by Bengkalis State Polytechnic's Language Department. Graduates of the D4 English for Business and Professional Communication Study Program are expected to be proficient in the following areas: copywriting, content writing, social media specialist, public relations (PR), marketing communication (Marcom), translator/interpreter, digital marketing, and translator/translator.

Each year, the students in the D-IV English for Communication and Professional Business Study Program are sent to businesses and government organizations that partner with Bengkalis State Polytechnic to complete practical work programs. An extracurricular activity that is a part of the national and social life (MBB) course group is student practical work. The goal of student practical work is generally to enhance students' technological talents and skills as well as their ability to do various tasks in offices and industry. One of them is PT. Indah Kiat Pulp and Paper Tbk Perawang Mill which is located in Perawang KM 26, Pinang Sebatang District, Tualang District, Siak Regency, Riau Province, Indonesia, is

Pulp, tissue, industrial paper, and cultural paper are all produced by PT Indah Kiat Tbk. The company's initial business operations involve turning wood into pulp and paper and turning used paper into industrial paper. Pulp is a raw material used to make industrial paper as well as paper and tissue. As of 2019, the company's total annual production capacity was 3.0 million tonnes of pulp, 1.7 million tonnes of culture paper, 108 thousand tonnes of tissue, and 2.1 million tonnes of packaging. Production facilities are currently located in Perawang–Riau Province, Serang, and Tangerang–Banten.

In 2019, the company exported around 52% of its products, mainly to countries in Asia, Europe, the United States, the Middle East, Africa and Australia

and the remaining 48% to meet local market demand. The scope of PT Indah Kiat Tbk's activities is in the fields of industry, trade and forestry. Currently Indah Kiat produces pulp, various types of paper products consisting of paper for writing and printing purposes, photocopy paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated media), corrugated shipping containers (conversion from corrugated media), packaging food, boxboard and colored paper.

About 52% of the company's products were exported in 2019—mostly to nations in Asia, Europe, the US, the Middle East, Africa, and Australia—with the remaining 48% going toward satisfying domestic market demand. The domains of industry, trade, and forestry encompass the activities of PT Indah Kiat Tbk. Presently, Indah Kiat manufactures pulp, a variety of paper goods, including writing and printing paper, photocopy paper, and industrial paper used in packaging, including corrugated shipping containers (made from corrugated media and linerboard), food packaging, boxboard, and colored paper.

## **1.2 Purpose of the Apprenticeship**

The practical work activities of State Polytechnic of Bengkalis students, English for Business and Professional Communication study program have the following objectives:

1. To find out describe job descriptions during job training
2. To find out system and procedures that used in workplace
3. To find out the place and time of apprenticeship
4. To find out the daily activity during apprenticeship.

## **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and state Polytechnic of Bengkalis.

### 1. For Students

There are several benefits from the implementation of the practical work program that students get, namely as follows:

1. To train and apply the knowledge learned in lectures.
2. To enhance knowledge, understanding, and experience in the field of business employment.
3. Students can develop working relationships and add experience to their resume.
4. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
5. Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.
6. Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

### 2. For Companies

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

1. Companies will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education.

### 3. For State Polytechnic of Bengkalis

There are several benefits from the implementation of the practical work program obtained by the State Polytechnic of Bengkalis, namely as follows.

1. There is good cooperation/relationship between campus and companies where students do practical work.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
4. State Polytechnic of Bengkalis receives feedback from organizations/companies on the abilities of students participating in practical work in the world of work.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

PT Indah Kiat Tbk Perawang is a paper and packaging company headquartered in Indonesia. The company was established in 1972 and has since grown to become one of the largest manufacturers and exporters of pulp, paper, and packaging products in Southeast Asia.

PT Indah Kiat Tbk Perawang operates two paper mills in Indonesia, located in Riau province and West Kalimantan province. The company produces a wide range of products, including printing, writing, packaging, and specialty papers, all of which are in high demand both domestically and internationally.



**Figure 2.1. PT. Indah Kiat Pulp & Paper Tbk**

*Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill*

The company's initial business operations involve turning wood into pulp and paper and turning used paper into industrial paper. Pulp is a raw material used to make industrial paper as well as paper and tissue. As of 2019, the company's total annual production capacity was 3.0 million tonnes of pulp, 1.7 million tonnes of culture paper, 108 thousand tonnes of tissue, and 2.1 million tonnes of packaging. Production facilities are currently located in Perawang–Riau Province,



Serang, and Tangerang–Banten. About 52% of the company's products were exported in 2019—mostly to nations in Asia, Europe, the US, the Middle East, Africa, and Australia—with the remaining 48% going to meet local demand.

PT Indah Kiat Tbk Perawang has a strong focus on sustainability and is committed to minimizing its environmental impact. The company uses sustainable forestry practices and recycled paper in the production of its products, and has implemented a variety of energy-saving measures at its mills. In addition to its focus on sustainability, PT Indah Kiat Tbk Perawang is committed to corporate social responsibility and community engagement. The company supports a variety of social and environmental programs in the communities around its mills, including health care, education, and economic development initiatives. Overall, PT Indah Kiat Tbk Perawang is a successful and responsible company that produces high-quality paper and packaging products while keeping sustainability and corporate social responsibility at the forefront of its operations.

The domains of industry, trade, and forestry encompass the activities of PT Indah Kiat Tbk. Presently, Indah Kiat manufactures pulp, a variety of paper goods, including writing and printing paper, photocopy paper, and industrial paper used in packaging, including corrugated shipping containers (made from corrugated media and linerboard), food packaging, boxboard, and colored paper.

## **2.2 Vision and Mission**

The vision and mission of the Indah Kiat Pulp and Paper (IKPP) Perawang company is to become a leading global pulp and paper company that provides added value to customers, communities, employees and shareholders in a responsible and sustainable manner.

## 1. Vision

To become a leading global pulp and paper company that provides added value to customers, communities, employees and shareholders in a responsible and sustainable manner.

## 2. Mission

- a. Increase global market share
- b. Using the latest technology in developing new products and achieving factory efficiency
- c. Improving the quality of human resources through training
- d. Realizing sustainability commitments in all operations.

### **2.3 The Type of Company**

An Indonesian business engaged in the pulp and paper sector is called PT Indah Kiat Pulp and Paper Tbk. PT Indah Kiat Pulp and Paper Tbk Perawang Mill's primary business activities are split into two segments : the packaging/paper products industry and paper and pulp products. The company manufactures general pulp as well as writing and photocopy paper for the paper and pulp product area.

In contrast, the packaging and industrial paper products section include food packaging, colored paper, corrugated shipping, food packaging, boxboard, convection of containerboard, and containerboard (lineboard and corrugated media). Three locations Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province are the company's production facilities.

Furthermore, PT Indah Kiat Tbk uses cutting-edge wastewater treatment technology to lower pollutants and energy usage. In addition to its environmentally friendly operations, Indah Kiat has a large tree planting program and a 300,000 hectare Community Plantation Forest (HTI) linked to the wood

species planted, which include *Accasia mangium*, *Accasia crassicarpa*, and *Eucaliptus urophilia*. These actions help to preserve the environment and fight global warming.



**Figure 2.2. Product Type PT. Indah Kiat Pulp&Paper Tbk**

*Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill*

## 2.4 Organization Structure

The organizational structure of any company can vary greatly depending on the size and complexity of the organization, its industry, and its specific needs. However, there are some general traits that can be found in many organizational structures.

One common organizational structure is the functional structure, where departments are organized based on the distinct functions that they perform. Examples of functional departments include sales, marketing, finance, information technology, human resources, and operations.

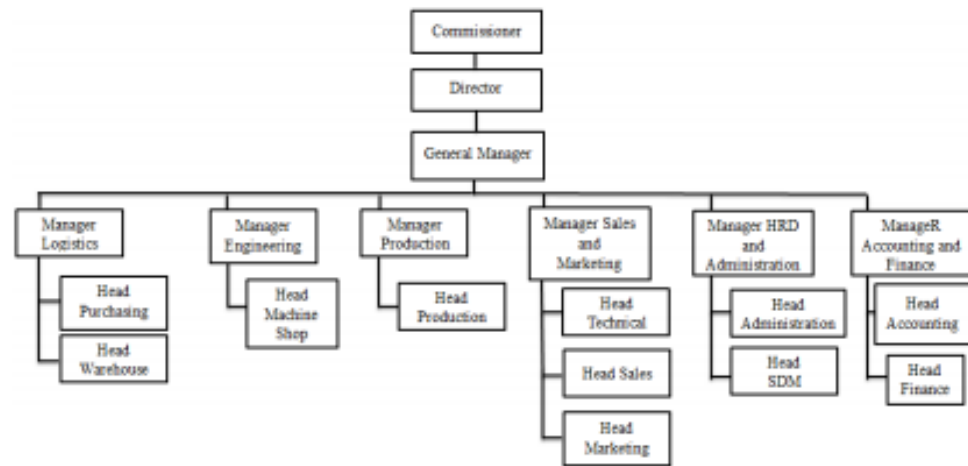
Another common organizational structure is the divisional structure, where the company is organized into one or more business units, each with its own manager and staff. Each division operates semi-independently from the others but still reports to the central management team.

A third common organizational structure is the matrix structure, where employees report to both a line manager, who provides tactical direction, and a functional manager, who provides strategic direction. This structure is used in companies that require their employees to have dual skills or knowledge, such as technical and business expertise.

Finally, there is the flat structure, where the company is organized in a horizontal manner with very few layers of management and a flat organization chart. This structure is common in startups and fast-growing companies that require a high degree of flexibility and agility.

Overall, the organizational structure of a company can significantly impact its performance, productivity, and ability to adapt to changing environments. A well-designed and well-executed organizational structure is crucial for achieving the company's objectives, and it's important for leaders to take a strategic approach to designing and implementing their organization's structure.

PT Indah Kiat Pulp and Paper Tbk's organizational structure is set up in accordance with the rules, with each component's duties, responsibilities, and roles clearly defined in each field. Figure 2.2 below shows the PT Indah Kiat Pulp and Paper Tbk – Perawang Mill's organizational structure, which is as follows:



**Figure 2.3. The Organization structure of PT Indah Kiat Pulp & Paper**  
*Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill*

## 2.5 The Working Process

The company PT Indah Kiat Pulp and Paper Tbk, also known as Perawang Mill, manufactures tissue, industrial paper, pulp, and cultural paper. The port operation procedure employed by PT Indah Kiat Pulp & Paper Tbk is as follows:

### **Logistics:**

PT Indah Kiat is a manufacturer of pulp and a range of paper goods, including photocopy paper and paper for writing and printing. Wood is processed into pulp and paper is made throughout the transportation process.

### **Shipping:**

The paper goods will be transported to the port at the port of operation once they are manufactured.

### **Route:**

Receiving paper goods from shipment and delivering them to the port of operations is known as porting. Checking and receiving paper goods from surface vessels into the port of operation is known as porting.

### **Handler:**

After the paper products enter the operation port, handling involves separating the paper products into different types, such as packaging paper, food paper, boxboard, and colored paper

### **Processing:**

After handling, the paper products will be further processed to meet market needs. Shipping: After the paper products are processed, they will be sent to other ports for transportation to the main port or to international ports for export.\

### **Cruise:**

After paper products are sent to the port, they will be transported to other ports for further service processes, such as testing, inspection, and delivery to the main port or to the market. In the port operation process, PT Indah Kiat Pulp & Paper Tbk ensures logistics optimization and maintains the continuity of port operations.

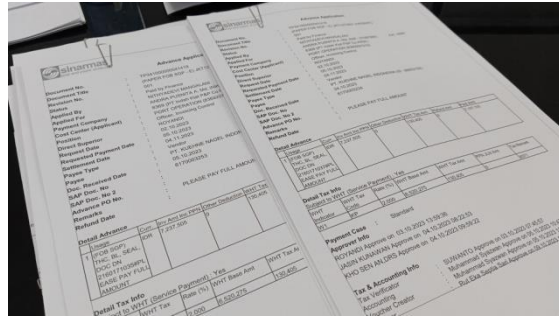
## **2.6 Document Used For Activity**

PT Indah Kiat Pulp and Paper Tbk – Perawang Mill uses a number of documents and files, particularly in the Port Operations Division, to carry out its operational activities, such as work activities in the port scope. These include the following :

### **1. TP ( Advance Application )**

Advance Application can refer to different things depending on the context. It can mean an application for an advance credit of salary, a web-based tool that facilitates document automation, or a formal application and agreement for the issuance or amendment of a letter of credit. It can also refer to a company that

offers innovative and cutting-edge services and products ranging from licences/maintenance, hosting, consulting, integration and development to application management support.

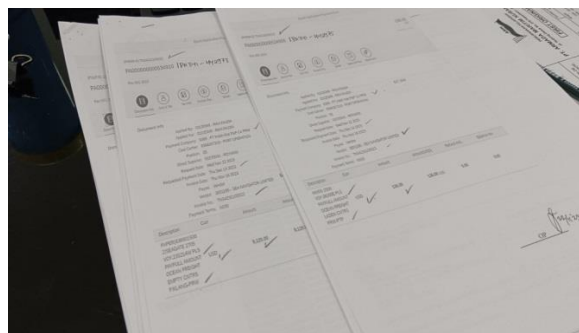


**Figure 2.4. Document of Advance Application (TP)**

*Source: Processed Data 2023*

## 2. PA ( Payment Application )

A payment application at a company refers to the process of specifying the conditions under which customers must pay for goods or services provided by the company. Payment terms are important for businesses as they help regulate the payment process and ensure a smooth transaction between the company and its customers.

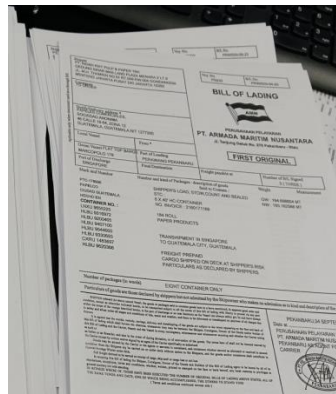


**Figure 2.5. Document of Payment Application (PA)**

*Source: Processed Data 2023*

### 3. B/L (Bill of Lading)

A bill of lading is a legal document that serves as a receipt for the shipped products, a document of title to the goods described in the bill of lading, and a contract between a carrier and a shipper. It is issued by a transport company to a shipper and details the type, quantity, and destination of the goods being shipped. The bill of lading is crucial in sea transport when the supplier (shipper) decides to release ownership of the cargo to the buyer (consignee). It guarantees the holder an exclusive right to claim delivery of the cargo and is essential for claiming the delivered goods.



**Figure 2.6. Document of Bill of Lading (B/L)**

*Source: Processed Data 2023*

### 4. SPC (Shipment Plan for Container)

A Shipment plan for a container at a company typically refers to a detailed document or digital representation that provides a comprehensive layout of how cargo is arranged, secured and transported. It includes information such as the type, quantity, and placement of goods, as well as any necessary securing measures to prevent damage during transit. The shipping company formulates a reasonable shipping plan based on the weight of the cargo, the capacity of the cargo hold, the date of departure, and other characteristics. This plan ensures efficient space utilization, optimal weight distribution, and compliance with safety regulations.



**Figure 2.7. Document of Shipment Plan for Container (SPC)**

*Source: Processed Data 2023*

### 5. Intern Transportation Expense Report

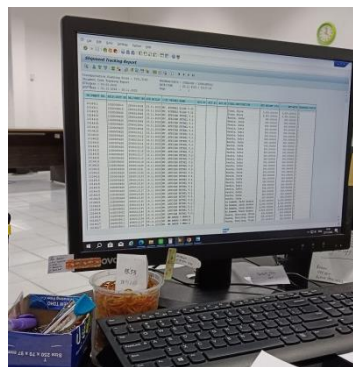
An intern transportation expense report is a document used to report and claim expenses related to transportation incurred by an intern during their work-related activities. This may include expenses such as air travel, ground transportation, shipping, and other related costs. The report typically requires the intern to provide details of the expenses, such as receipts and other supporting documentation, and to seek approval from the appropriate authorities. The process for submitting and approving these reports may vary by organization, but it generally involves collecting and documenting all relevant expenses for reimbursement.

**Figure 2.8. Document of Intern Transportation Expense Report**

*Source: Processed Data 2023*

## 6. Shipment Cost Tracking Report

Shipment Cost Tracking Report is a document that provides information about the cost of shipping goods from one location to another. The report may include details such as the shipment reference, arrival date, cost elements attached to each purchase order line, and shipment totals. It may also list the expected and actual costs of shipping, as well as any discrepancies between the two. The purpose of the report is to help businesses track their shipping costs and identify areas where they can reduce expenses. There are various software and platforms available that can help businesses track and manage their shipments, such as the shipment tracking report in Indah Kiat.



**Figure 2.9. Shipment Costs Tracking Report**

*Source: Processed Data 2023*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Beginning on September 4<sup>th</sup>, 2023, and ending on January 4<sup>th</sup>, 2024, PT Indah Kiat Pulp and Paper Tbk – Perawang Mill hosted the practical work program for 4 months. The author worked in the Port Operation (OP) section throughout the practical assignment. When working practically, a number of standard tasks are assigned, such as :

1. Input number of Invoice in ICS (Invoice Control System)
2. Create Shipment Costs
3. Create Bill of Lading, and Shipment Plan for Container
4. Update PA in ICS at App Portal
5. Checking Travel Letter Invoice/ Way Note Invoice
6. Create ID Card from ISPS Code in App Portal

This is a regular task completed in 4 months. Whether work activities follow work safety procedures or not is the goal of this activity. Sanctions will be applied if it is discovered in the field that any employees are not adhering to the protocol. The Port Operation unit's (OP) safety team conducts the inspection.

#### **3.2 System and Procedures**

In a company, systems and procedures refer to the established processes and methods used to carry out specific tasks and activities. The systems and procedures of a company cover various aspects of its operations, such as production, sales, finance, and human resources. The purpose of systems and procedures is to ensure that tasks and activities are carried out effectively,

efficiently, and consistently. By having well-defined systems and procedures in place, companies can mitigate risks, reduce errors, and streamline operations.

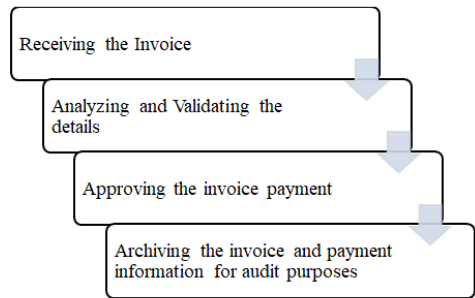
Systems and procedures can take the form of written policies, procedures manuals, and operational guidelines. The development and implementation of systems and procedures are critical to a company's success, and it's important for all employees to understand and follow them. In addition, systems and procedures can be continuously reviewed and updated to reflect new business needs and best practices.

PT Indah Kiat Pulp and Paper Tbk – Perawang Mill uses a manual, online, and offline systems for its operational processes. The port operation unit also makes use of these systems. The manual method, which takes the shape of a document with a format decided upon and approved by the business, is typically employed for in person verification of field events or operations, including the loading and unloading of cargo. Error ranging from improper goods to excess or decreased goods in the field can be prevented by manual checking and documentation. The manual systems is especially evident while processing and entering data into Microsoft Word and Excel. The Indah Kiat Pulp and Paper company additionally uses the internet as an online platform for data entry, control, and access.

The following describes the steps taken in the Port Operations Division of PT Indah Kiat Pulp and Paper Tbk Perawang Mill when performing job training activities :

1. Input number of Invoice in ICS (Invoice Control System)

The collection of processes and guidelines that make it easier for an organization to process, verify, manage, and pay invoices is referred to as an Invoice Control Systems. Organizations utilize these technologies to optimize the way that their internal auditors, accounts payable staff, and finance department handle invoices. The following diagram represents the steps :



**Figure 3.1 Flowchart of Invoice Control Systems**

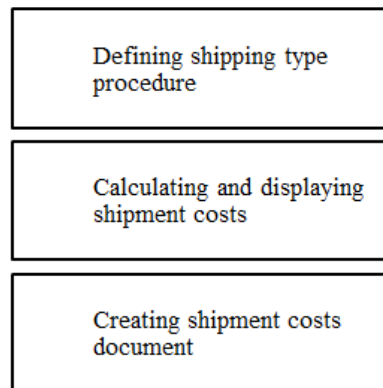
*Source: Processed Data 2023*

Processing invoices, which is often handled by the accounts payable department, is an essential corporate job that entails keeping track of, organizing, and paying supplier bills. It is a crucial part of the last stage of procurement and the procure-to-pay (P2P) process. These processes were formerly done by hand, but AP automation software has simplified the process overall, saving time and effort when processing bills.

## 2. Create Shipment Costs

A company's shipment costs usually comprise shipping and handling related expenditures like fulfillment, packaging, and transportation. Depending on the shipment weight, shipping service, and destination, these prices may change. One might take into account elements like operational or handling costs, inventory onboarding, warehousing, support, pick and pack, kitting, packing, and shipping when estimating these costs for an e-Commerce business.

Furthermore, it is imperative to accurately document and classify freight expenses in the business's accounting system, differentiating between freight-in costs, which are associated with procuring inventory, supplies, or raw materials, and freight-out costs, which are associated with transporting the product to the client. The following diagram represents the steps :



**Figure 3.2 Flowchart of Shipment Costs**

*Source: Processed Data 2023*

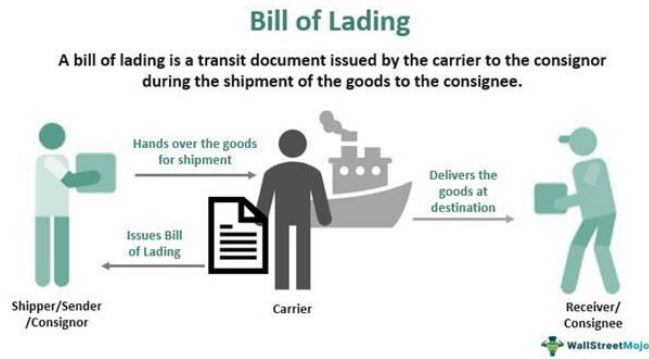
These processes are necessary for precisely calculating and overseeing the many costs related to shipping and handling for a business.

### 3. Create Bill of Lading, and Shipment Plan for Container

#### a. Bill of Lading

A legal document known as a Bill of Lading (B/L) functions as proof of a contract for transportation, a receipt for goods that have been sent, and a title document that grants ownership. It describes the kind, amount, and destination of the items being carried and is given by a carrier to a shipper.

The bill of lading includes information on the products, including their classification, number of cartoons, total volume, weight, ports of loading and destination, carrier name, and journey number. Because it can be utilized for claims in the event that something unfavorable occurs during the shipment of goods, it is crucial document in freight shipping. It can also act as proof of ownership for the goods, giving the consignee the ability to ensure that the cargo is released when it gets to its destination.

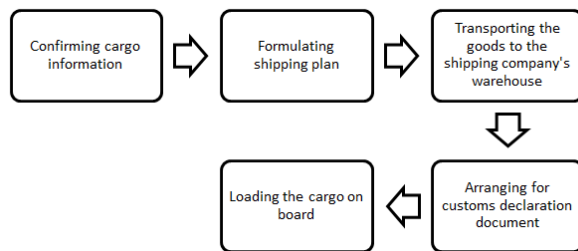


**Figure 3.3 Flowchart of Bill of Lading (B/L)**

*Source: Processed Data 2023*

b. Shipment Plan for Container

In order to guarantee the safe and effective transportation of the goods, a shipment plan for containers must adhere to a number of procedures. Confirming the cargo information and evaluating its specifics, including its type, volume, and mode of transportation (air or sea), are the first steps in the container reservation process.



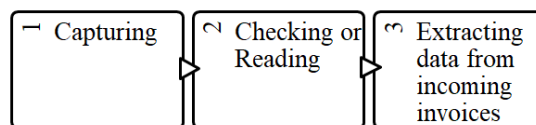
**Figure 3.4 Flowchart of Shipment Plan for Container (SPC)**

*Source: Processed Data 2023*

4. Update PA in ICS at App Portal

A payment application (PA) is an extensive invoice that contains thorough records of all the expenses incurred throughout a project. In order to help identify and monitor project expenses, authenticate payments, and guarantee that contractors are paid fairly, contractors or construction managers submit payment

applications to project owners. The use of automated invoice processing software by modern enterprises to enter invoice data into an invoice control systems is growing. In order to manage all invoice processing tasks efficiently, this software usually includes capabilities like vendor portals, document matching, automated data entry, configurable processes, and support for many currencies. The following diagram represents the steps :



**Figure 3.5 Flowchart of Payment Application (PA)**

*Source: Processed Data 2023*

#### 5. Checking Travel Letter Invoice/ Way Note Invoice

The relationship between two crucial papers in logistics distribution, the waybill and the sales invoice, is referred to as the “way note invoice” in a business setting. A sales invoice serves as documentation of a bill or transaction to the customer, whereas a delivery note documents the products sent. The prerequisite for generating a waybill once it has been authorized. This demonstrates how the two documents in the logistics distribution process relate to one another. The term way note invoice refers to the invoice matching procedure, which compares invoices with other relevant papers including purchase orders, goods received notes, and inspection slips. The process of matching invoices entails confirming and balancing data from various documents to guarantee that payments are only made for valid and approved transactions and that the amounts and prices correctly match the payments. Initial bids, preformed invoices, final bills, delivery notes, and payment receipts are among the documents that are usually included in the invoicing process.

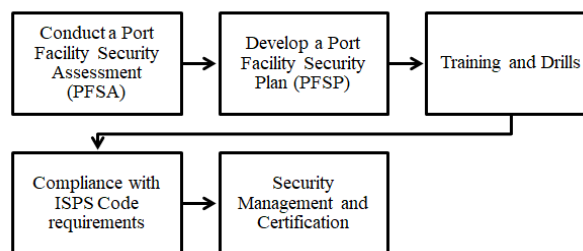


## 6. Create ID Card from ISPS Code in App Portal

The International Ship and Port Facility Security Code, or ISPS Code, is a global code that addresses port and ship security. The International Maritime Organization (IMO) oversees this code, which provides an international framework for requirements pertaining to ship and port facility security. There are two components to the ISPS code: Part A and Part B. Mandatory and non-mandatory requirements are included in Part A, and company guidance and required obligations are covered in Part B.

Ship and port facility owners are required to adhere to the ISPS code and make sure they meet the requirements outlined in the code. This includes the development of security plans for port facilities, ship operations, and ships themselves. Additionally, in order to guarantee that ship security guards and port facility security guards fulfill their responsibilities as outlined in the ISPS code, companies must conduct internal assessments and provide the required training.

The steps for implementing the ISPS Code involve a comprehensive approach to enhancing security in the maritime sector.



**Figure 3.6 Flowchart ISPS Code**

*Source: Processed Data 2023*

These steps are essential for Port Facilities and ships to comply with the ISPS Code and contribute to the overall safety and security of the Maritime Industry.

### 3.3 Place of Apprenticeship

This job training activity was conducted in PT Indah Kiat Pulp and Paper Tbk, Perawang Mill, which is situated at Jl. Raya Minas Perawang KM. 26 in Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. From September 4<sup>th</sup>, 2023 until January 4<sup>th</sup>, 2024, or roughly four (4) months, are dedicated to apprenticeship activities. The Author was assigned the Port Operation Unit (OP) within the Shipping department for the duration of the practical job. The following are the guidelines that the organization has set for the period or timetable of the job training :

### 3.4 Daily Report Activities

The following table provides a more detailed explanation of the tasks completed during practical work at the Operation Port division's PT Indah Kiat Pulp and Paper Tbk.- Perawang Mill:

**Table 3.1. The Operating Timetable for the Perawang Mill of PT Indah Kiat Pulp & Paper Tbk**

| No. | Day                | Working Time        | Break               |
|-----|--------------------|---------------------|---------------------|
| 1   | Monday to Thursday | 07.00- 17.00<br>WIB | 11.00- 13.00<br>WIB |
| 2   | Friday             | 07.00- 17.00<br>WIB | 11.30- 13.30<br>WIB |
| 3   | Saturday to Sunday | Holiday             | Holiday             |

*Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023*

The following lists the tasks completed during the practical work:

**Table 3.2. Daily Activities of September 4<sup>th</sup>, 2023 to September 8<sup>th</sup>, 2023**

| No. | Date and Time                                 | Activities                | Place                     |
|-----|---|---------------------------|---------------------------|
| 1   | Monday<br>September 4 <sup>th</sup> ,<br>2023 | Safety Training Induction | Public Relation<br>Office |

|   |  |  |                |
|---|--|--|----------------|
| 2 | Tuesday<br>September 5 <sup>th</sup> ,<br>2023   | Distribution of safety tools. ID Card<br>Determine the division<br>Input Company data using ISPS Code<br>Registration. | Port Operation |
| 3 | Wednesday<br>September 6 <sup>th</sup> ,<br>2023 | Making ID Cards for vehicle number<br>Laminating the ID Cards  | Port Operation |
| 4 | Thursday<br>September 7 <sup>th</sup> ,<br>2023  | Verify invoice files<br>Input data Invoice Control Systems at<br>App Portal  | Port Operation |
| 5 | Friday<br>September 8 <sup>th</sup> ,<br>2023    | Scanning and Copying invoice files<br>Input data hand over receipt in ICS  | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from September 11<sup>th</sup>, until September 15<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.3. Daily Activities of September 11<sup>th</sup>, 2023 to September 15<sup>th</sup>, 2023**

| No. | Date and Time                                     | Activities   | Place          |
|-----|---|--|----------------|
| 1   | Monday<br>September 11 <sup>th</sup> ,<br>2023    | Checking and Verify data from<br>delivery order using SAP Logon App  | Port Operation |
| 2   | Tuesday<br>September 12 <sup>th</sup> ,<br>2023   | Input data in the HTS ICS<br>Verify invoice data<br>Sorting invoice and stamp it   | Port Operation |
| 3   | Wednesday<br>September<br>13 <sup>th</sup> , 2023 | Rename Invoice data files<br>Printing/Create Invoice including SPC<br>(Shipment Plan for Container)                                  | Port Operation |
| 4   | Thursday<br>September 14 <sup>th</sup> ,<br>2023  | Checking and verify container yard<br>operational unit<br>Verify details of the cargo<br>Check the vehicle plate and number<br>of PO | Port Operation |
| 5   | Friday<br>September 15 <sup>th</sup> ,<br>2023    | Verify details of the cargo<br>Check the vehicle plate and number of<br>PO   | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from September 18<sup>th</sup>, until September 22<sup>nd</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.4. Daily Activities of September 18<sup>th</sup>, 2023 to September 22<sup>nd</sup>, 2023**

| No. | Date and Time                                     | Activities   | Place          |
|-----|---|--|----------------|
| 1   | Monday<br>September 18 <sup>th</sup> ,<br>2023    | Summarize Jasatama Costs in spreadsheet<br>Verify trucking fare data<br>Input invoice in ICS                     | Port Operation |
| 2   | Tuesday<br>September 19 <sup>th</sup> ,<br>2023   | Verify trucking fare data<br>Check every invoice for travel document   | Port Operation |
| 3   | Wednesday<br>September 20 <sup>th</sup> ,<br>2023 | Input summary of transportation on slip report on Intern Mill Transportation Systems (IMTS)<br>Input ICS and HTS | Port Operation |
| 4   | Thursday<br>September 21 <sup>st</sup> ,<br>2023  | Input summary of transportation on slip report on Intern Mill Transportation Systems (IMTS)                      | Port Operation |
| 5   | Friday<br>September<br>22 <sup>nd</sup> , 2023    | Verify Jasatama Mandiri Expedition<br>Create Payment Application for Log sheet<br>Checking summary of TSR        | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from September 25<sup>th</sup>, until September 29<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.5. Daily Activities of September 25<sup>th</sup>, 2023 to September 29<sup>th</sup>, 2023**

| No. | Date and Time                                     | Activities   | Place          |
|-----|---|--|----------------|
| 1   | Monday<br>September 25 <sup>th</sup> ,<br>2023    | Create Shipment Costs Tracking Report in TSR files<br>Verify and check the travel letter invoices<br>Summary of Transportation Slip Report | Port Operation |
| 2   | Tuesday<br>September 26 <sup>th</sup> ,<br>2023   | Printing Payment Application in Fiori<br>Check invoice, B/L, and SPC<br>Checking tax invoice   | Port Operation |
| 3   | Wednesday<br>September 27 <sup>th</sup> ,<br>2023 | Check and Verify Shipment Costs<br>Check and Verify detailed transportation bill data<br>Check and Print TMS                               | Port Operation |
| 4   | Thursday<br>September 28 <sup>th</sup> ,<br>2023  | -  |                |
| 5   | Friday<br>September 29 <sup>th</sup> ,<br>2023    | Verify and checking the travel letter invoice<br>Summary of Transportation Slip Report   | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from October 2<sup>nd</sup>, until October 6<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.6. Daily Activities of October 2<sup>nd</sup>, 2023 to October 6<sup>th</sup>, 2023**

| No. | Date and Time                                | Activities  | Place          |
|-----|--|---|----------------|
| 1   | Monday<br>October 2 <sup>nd</sup> ,<br>2023  | Find the news Event<br>Updating No. of PA in ICS<br>Approving Invoice in Fiori<br>Checking Invoice Files (Report TM Delivery)<br>Summary Expense Report | Port Operation |
| 2   | Tuesday<br>October 3 <sup>rd</sup> ,<br>2023 | Create Shipment Costs<br>Printing SPC and checking it with Invoice<br>Update PA in ICS<br>Calculate the tonnage   | Port Operation |

|   |  |   |                |
|---|--|---|----------------|
| 3 | Wednesday<br>October 4 <sup>th</sup> ,<br>2023 | Calculate the tonnage<br>Checking SPC and Invoice<br>Update PA in ICS<br>Checking Travel Letter Invoice         | Port Operation |
| 4 | Thursday<br>October 5 <sup>th</sup> ,<br>2023  | Calculate and Checking the tonnage<br>Input ICS<br>Checking Invoice and print Proposal<br>Create Shipment Costs | Port Operation |
| 5 | Friday<br>October 6 <sup>th</sup> ,<br>2023    | Checking invoice and empty laden<br>shipping schedule   | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from October 9<sup>th</sup>, until October 13<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.7. Daily Activities of October 9<sup>th</sup>, 2023 to October 13<sup>th</sup>, 2023**

| No. | Date and Time                                   | Activities  | Place          |
|-----|---|---|----------------|
| 1   | Monday<br>October 9 <sup>th</sup> ,<br>2023     | Printing Payment Application for<br>document log sheet in Fiori<br>Update PA in ICS   | Port Operation |
| 2   | Tuesday<br>October 10 <sup>th</sup> ,<br>2023   | Printing SPC (Shipment Costs for<br>Container)<br>Checking Invoice and SPC<br>Checking the summary of travel letter   | Port Operation |
| 3   | Wednesday<br>October 11 <sup>th</sup> ,<br>2023 | Checking and verify the units for each<br>receipt.<br>Printing payment application<br>Checking invoice and PA<br>Input ICS in App Portal                                  | Port Operation |
| 4   | Thursday<br>October 12 <sup>th</sup> ,<br>2023  | Update no of PA in ICS<br>Printing document of PA for logsheet<br>Checking invoice and PA<br>Calculate the tonnage of invoice<br>Checking and recap the shipment<br>costs | Port Operation |

|   |  |   |                |
|---|--|---|----------------|
| 5 | Friday<br>October 13 <sup>th</sup> ,<br>2023 | Printing SPC<br>Rename invoice files<br>Checking invoice data | Port Operation |
|---|--|---|----------------|

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from October 16<sup>th</sup>, until October 20<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.8. Daily Activities of October 16<sup>th</sup>, 2023 to October 20<sup>th</sup>, 2023**

| No. | Date and Time                                   | Activities   | Place          |
|-----|---|--|----------------|
| 1   | Monday<br>October 16 <sup>th</sup> ,<br>2023    | Checking SPC and Invoice files<br>Create Shipment costs<br>Input and Update ICS  | Port Operation |
| 2   | Tuesday<br>October 17 <sup>th</sup> ,<br>2023   | Update ICS<br>Checking and Create Shipment Costs   | Port Operation |
| 3   | Wednesday<br>October 18 <sup>th</sup> ,<br>2023 | Printing the list of shipment document<br>and checking it<br>Create Shipment Costs<br>Printing SPC and checking latitude<br>invoice document | Port Operation |
| 4   | Thursday<br>October 19 <sup>th</sup> ,<br>2023  | Rename invoice<br>Printing payment application<br>Find news event<br>Checking invoice  | Port Operation |
| 5   | Friday<br>October 20 <sup>th</sup> ,<br>2023    | Printing Payment Application<br>Update ICS in App Portal<br>Making ISPS Code<br>Checking and input data in vehicle<br>registration           | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from October 23<sup>rd</sup>, until October 27<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.9. Daily Activities of October 23<sup>rd</sup>, 2023 to October 27<sup>th</sup>, 2023**

| No. | Date and Time                                   | Activities   | Place          |
|-----|---|--|----------------|
| 1   | Monday<br>October 23 <sup>th</sup> ,<br>2023    | Printing payment application<br>Update PA<br>Input invoice in ICS  | Port Operation |
| 2   | Tuesday<br>October 24 <sup>th</sup> ,<br>2023   | Attach the payment application into<br>invoice<br>Updating PA of document Log sheet                            | Port Operation |
| 3   | Wednesday<br>October 25 <sup>th</sup> ,<br>2023 | Sorting the list of OPP/OPT and PBM<br>costs reports for Pekanbaru/Perawang<br>Check the travel letter invoice | Port Operation |
| 4   | Thursday<br>October 26 <sup>th</sup> ,<br>2023  | Check and verify invoice recaps<br>Printing TP (advance application) and<br>B/L                                | Port Operation |
| 5   | Friday<br>October 27 <sup>th</sup> ,<br>2023    | Printing TP and B/L<br>Sorting TP and B/L  | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from October 30<sup>th</sup>, until November 3<sup>rd</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.10. Daily Activities of October 30<sup>th</sup>, 2023 to November 3<sup>rd</sup>, 2023**

| No. | Date and Time                                   | Activities  | Place          |
|-----|---|---|----------------|
| 1   | Monday<br>October 30 <sup>th</sup> ,<br>2023    | Checking invoice OPP/OPT IKPP<br>October 2023<br>Input ICS in App Portal  | Port Operation |
| 2   | Tuesday<br>October 31 <sup>st</sup> ,<br>2023   | Checking the travel letter invoice<br>Update TMS and print FSD document<br>Create shipment costs<br>Update PA in ICS                    | Port Operation |
| 3   | Wednesday<br>November 1 <sup>st</sup> ,<br>2023 | Checking vessel realization and report<br>TM delivery<br>Stamp and scanning the invoice of<br>Kuehne Nagel<br>Printing SPC and PO files | Port Operation |
| 4   | Thursday<br>November 2 <sup>nd</sup> ,<br>2023  | Input ICS<br>Create shipment costs<br>Update no of PA   | Port Operation |



|   |  |   |                |
|---|--|---|----------------|
| 5 | Friday<br>November 3 <sup>rd</sup> ,<br>2023 | Checking and Verify the travel letter<br>invoice<br>Printing TP | Port Operation |
|---|--|---|----------------|

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from November 6<sup>th</sup>, until November 10<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.11. Daily Activities of November 6<sup>th</sup>, 2023 to November 10<sup>th</sup>, 2023**

| No. | Date and Time                                   | Activities  | Place          |
|-----|---|---|----------------|
| 1   | Monday<br>November 6 <sup>th</sup> ,<br>2023    | Printing TP<br>Checking and verify the invoices<br>Capture and printing TP<br>Create shipment costs | Port Operation |
| 2   | Tuesday<br>November 7 <sup>th</sup> ,<br>2023   | Printing SPC<br>Checking invoice, B/L, SPC, etc.<br>Update PA in ICS                                | Port Operation |
| 3   | Wednesday<br>November 8 <sup>th</sup> ,<br>2023 | Checking tax invoice files<br>Create Shipment Costs<br>Create FSD                                   | Port Operation |
| 4   | Thursday<br>November 9 <sup>th</sup> ,<br>2023  | Checking and verify travel letter<br>invoice<br>Printing FSD and input TMS<br>Printing B/L          | Port Operation |
| 5   | Friday<br>November 10 <sup>th</sup> ,<br>2023   | Capture and printing PA/Close TP<br>Checking PA, Close TP and Invoice                               | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from November 13<sup>th</sup>, until November 17<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.12. Daily Activities of November 13<sup>th</sup>, 2023 to November 17<sup>th</sup>, 2023**

| No. | Date and Time                                    | Activities  | Place          |
|-----|--|---|----------------|
| 1   | Monday<br>November 13 <sup>th</sup> ,<br>2023    | Input invoice OPP/OPT IKPP October 2023 in ICS<br>Laminating ISPS Code<br>Create Shipment Costs   | Port Operation |
| 2   | Tuesday<br>November 14 <sup>th</sup> ,<br>2023   | Printing SPC and check invoices<br>Printing PO and checking the invoice<br>Update PA in ICS   | Port Operation |
| 3   | Wednesday<br>November 15 <sup>th</sup> ,<br>2023 | Sorting the list of OPP/OPT and PBM costs reports at Pekanbaru/Perawang port<br>Printing ISPS Code entry permit for contractor/employee<br>Checking the travel letter invoice | Port Operation |
| 4   | Thursday<br>November 16 <sup>th</sup> ,<br>2023  | Create shipment costs<br>Update PA in ICS<br>Printing PA and checking the invoice<br>Printing TP, B/L, SPC  | Port Operation |
| 5   | Friday<br>November 17 <sup>th</sup> ,<br>2023    | Checking travel letter invoice<br>Printing FSD and Input TMS<br>Printing TP, B/L, SPC, and proposal<br>Capture PA and TP  | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from November 20<sup>th</sup>, until November 24<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.13. Daily Activities of November 20<sup>th</sup>, 2023 to November 24<sup>th</sup>, 2023**

| No. | Date and Time                                 | Activities  | Place          |
|-----|---|---|----------------|
| 1   | Monday<br>November 20 <sup>th</sup> ,<br>2023 | Printing SPC and checking invoice<br>Printing PA<br>Checking URN, invoice, B/L, SPC<br>Create shipment costs<br>Input ICS and update PA | Port Operation |

|   |  |  |                |
|---|--|--|----------------|
| 2 | Tuesday<br>November 21 <sup>st</sup> ,<br>2023   | Checking invoice and shipment plan<br>Update PA<br>Scanning and Stamp Invoice<br>Printing TP and B/L                                   | Port Operation |
| 3 | Wednesday<br>November 22 <sup>nd</sup> ,<br>2023 | Update PA in ICS<br>Rename invoice of SH Cogent<br>Checking and verify invoice, TP, B/L,<br>tax and SPC<br>Printing PO and check it    | Port Operation |
| 4 | Thursday<br>November 23 <sup>rd</sup> ,<br>2023  | Recap shipment costs data<br>Create shipment costs<br>Printing TP, B/L and check it<br>Printing PA, checking invoice and<br>arrange it | Port Operation |
| 5 | Friday<br>November 24 <sup>th</sup> ,<br>2023    | Update ICS<br>Printing SPC and PO<br>Update PA in ICS<br>Update URN  | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from November 27<sup>th</sup>, until December 1<sup>st</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.14. Daily Activities of November 27<sup>th</sup>, 2023 to December 1<sup>st</sup>, 2023**

| No. | Date and Time                                    | Activities  | Place          |
|-----|--|---|----------------|
| 1   | Monday<br>November 27 <sup>th</sup> ,<br>2023    | Update PA in ICS<br>Printing PA and checking the invoice<br>Printing TP, B/L, SPC, and checking it  | Port Operation |
| 2   | Tuesday<br>November 28 <sup>th</sup> ,<br>2023   | Input ICS the list of OPP/OPT and<br>PBM cost reports for<br>Pekanbaru/Perawang<br>Checking travel letter invoice<br>Printing FSD and input TMS | Port Operation |
| 3   | Wednesday<br>November 29 <sup>th</sup> ,<br>2023 | Checking shipment costs and create it<br>Printing TP, B/L<br>Update PA in ICS   | Port Operation |

|   |   |   |                |
|---|---|---|----------------|
| 4 | Thursday<br>November 30 <sup>th</sup> ,<br>2023 | Printing B/L and checking it<br>Scanning invoice and B/L<br>Input PA in ICS<br>Update PA/Close TP         | Port Operation |
| 5 | Friday<br>December 1 <sup>st</sup> ,<br>2023    | Create shipment costs<br>Printing PA/TP<br>Create PO and SPC<br>Checking invoice, URN, B/L, TP, and<br>PA | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from December 4<sup>th</sup>, until December 8<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.15. Daily Activities of December 4<sup>th</sup>, 2023 to December 8<sup>th</sup>, 2023**

| No. | Date and Time                                   | Activities  | Place          |
|-----|---|---|----------------|
| 1   | Monday<br>December 4 <sup>th</sup> ,<br>2023    | Capture PA<br>Checking Invoice<br>Update PA<br>Printing PA, TP, and check it<br>Create shipment costs                         | Port Operation |
| 2   | Tuesday<br>December 5 <sup>th</sup> ,<br>2023   | Scanning and Capture invoice, B/L,<br>SPC, and proposal<br>Printing PA, TP, B/L, SPC and check<br>it<br>Create shipment costs | Port Operation |
| 3   | Wednesday<br>December 6 <sup>th</sup> ,<br>2023 | Create PO and SPC<br>Checking and verify the invoice<br>Printing PA, TP, B/L, SPC<br>Capture PA                               | Port Operation |
| 4   | Thursday<br>December 7 <sup>th</sup> ,<br>2023  | Recap invoice, tax letter, FSD then<br>send it to tax unit<br>Create shipment costs<br>Printing SPC and check it              | Port Operation |
| 5   | Friday<br>December 8 <sup>th</sup> ,<br>2023    | Printing TP, PA, and check it with<br>URN<br>Update PA in ICS<br>Attach PA and URN in invoices                                | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from December 11<sup>th</sup>, until December 15<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.16. Daily Activities of December 11<sup>th</sup>, 2023 to December 15<sup>th</sup>, 2023**

| No. | Date and Time                                    | Activities  | Place          |
|-----|--|---|----------------|
| 1   | Monday<br>December 11 <sup>th</sup> ,<br>2023    | Input invoice OPP/OPT and PBM in ICS<br>Update ICS<br>Input ICS in App Portal<br>Checking and verify tax letter   | Port Operation |
| 2   | Tuesday<br>December 12 <sup>th</sup> ,<br>2023   | Create shipment costs<br>Recap shipment costs data<br>Printing TP, B/L, SPC<br>Checking invoice, B/L, and SPC   | Port Operation |
| 3   | Wednesday<br>December 13 <sup>th</sup> ,<br>2023 | Checking B/L and SPC<br>Update no of PA in ICS<br>Printing PA and attach URN<br>Checking travel letter invoice<br>Printing and input FSD, TMS   | Port Operation |
| 4   | Thursday<br>December 14 <sup>th</sup> ,<br>2023  | Search and copying news event<br>Checking travel letter invoice<br>Update PA in ICS<br>Checking invoice of Azon Transport<br>Attach proposal, FSD, invoice and tax letter<br>Printing FSD | Port Operation |
| 5   | Friday<br>December 15 <sup>th</sup> ,<br>2023    | Attach URN and TP<br>Checking TP, URN, invoice<br>Sorting the lists of OPP/OPT and PBM costs reports at Pekanbaru/Perawang port   | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from December 18<sup>th</sup>, until December 22<sup>nd</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.17. Daily Activities of December 18<sup>th</sup>, 2023 to December 22<sup>nd</sup>, 2023**

| No. | Date and Time                                    | Activities   | Place          |
|-----|--|--|----------------|
| 1   | Monday<br>December 18 <sup>th</sup> ,<br>2023    | Sorting the lists of OPP/OPT and PBM at Pekanbaru/Perawang port<br>Recap PA, tax letter, invoice and send it to Tax unit<br>Check and input FSD<br>Create PO and SPC for B/L | Port Operation |
| 2   | Tuesday<br>December 19 <sup>th</sup> ,<br>2023   | Update PA in ICS<br>Printing PA and attach the URN<br>Create shipment costs  | Port Operation |
| 3   | Wednesday<br>December 20 <sup>th</sup> ,<br>2023 | Create shipment costs<br>Printing SPC and attach it in invoice<br>Checking document from Azon Transport<br>Printing proposal for stock logistic<br>Find news event           | Port Operation |
| 4   | Thursday<br>December 21 <sup>st</sup> ,<br>2023  | Update PA in ICS<br>Printing PA and attach URN in invoices<br>Checking travel letter invoice<br>Input ICS at App Portal  | Port Operation |
| 5   | Friday<br>December 22 <sup>nd</sup> ,<br>2023    | Recap invoice and printing FSD<br>Checking invoice and input FSD<br>Input ICS OPP/OPT on December 2023   | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from December 26<sup>th</sup>, until December 29<sup>th</sup>, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.18. Daily Activities of December 26<sup>th</sup>, 2023 to December 29<sup>th</sup>, 2023**

| No. | Date and Time                                 | Activities                     | Place |
|-----|---|--------------------------------|-------|
| 1   | Monday<br>December 25 <sup>th</sup> ,<br>2023 | Holiday Together for Christmas |       |

|   |  |   |                |
|---|--|---|----------------|
| 2 | Tuesday<br>December 26 <sup>th</sup> ,<br>2023   | Printing and attach TP, B/L, SPC, in invoices files<br>Checking invoices<br>Capture PA and checking all of invoices                         | Port Operation |
| 3 | Wednesday<br>December 27 <sup>th</sup> ,<br>2023 | Update PA in App portal<br>Update ICS<br>Checking document logsheet and send it to SCD<br>Printing and attach B/L, TP in document close TP. | Port Operation |
| 4 | Thursday<br>December 28 <sup>th</sup> ,<br>2023  | Create and recap shipment costs<br>Check and verify travel letter invoice<br>Checking number of FO and FSD                                  | Port Operation |
| 5 | Friday<br>December 29 <sup>th</sup> ,<br>2023    | Input FSD in PSATM web<br>Printing FSD and checking the document<br>Update ICS in App Portal  | Port Operation |

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from January 2<sup>nd</sup>, until January 4<sup>th</sup>, 2024, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

**Table 3.19. Daily Activities of January 2<sup>nd</sup>, 2024 to January 4<sup>th</sup>, 2024**

| No. | Date and Time                                  | Activities  | Place          |
|-----|--|---|----------------|
| 1   | Monday<br>January 1 <sup>st</sup> ,<br>2024    | New Year Holiday  |                |
| 2   | Tuesday<br>January 2 <sup>nd</sup> ,<br>2024   | Update PA in ICS<br>Input ICS in App portal<br>Checking shipment costs<br>Find news event   | Port Operation |
| 3   | Wednesday<br>January 3 <sup>rd</sup> ,<br>2024 | Printing PA and Checking it<br>Printing SPC and check the invoices of Kuehne Nagel including rate and total<br>Check container number in portal<br>Check invoice and tax letter | Port Operation |

|   |   |   |                |
|---|---|---|----------------|
| 4 | Thursday<br>January 4 <sup>th</sup> ,<br>2024 | Attach PA, invoice and tax into travel<br>letter invoice and send it to tax<br>Printing SPC and check the invoice<br>Capture PA<br>Update PA in ICS<br>Create Shipment Costs. | Port Operation |
|---|---|---|----------------|

Source: Processed Data 2023



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

PT Indah Kiat Pulp and Paper Tbk – Perawang Mill provided hands on work experiences that allowed the following conclusions to be made :

1. The port operation unit of PT Indah Kiat Pulp and Paper Tbk – Perawang Mill is implementing the job training program. The program ran from September 4<sup>th</sup>, 2023, until January 4<sup>th</sup>, 2024, for a duration of four months.
  
2. During the practical work program, there are various kinds of work, including :
  - a. Input number of Invoice in ICS (Invoice Control System)
  - b. Create Shipment Costs
  - c. Create Bill of Lading, and Shipment Plan for Container
  - d. Update PA in ICS at App Portal
  - e. Checking Travel Letter Invoice/ Way Note Invoice
  - f. Create ID Card from ISPS Code in App Portal
  
3. The author concludes that both hard and soft abilities will be necessary to succeed in the workplace of the future. To become a proficient resource in the future, one must possess soft skills such as leadership, problem-solving, time management, organizational management, critical thinking, teamwork, analytical abilities, and self-assurance. In the meantime, being able to work in your field of expertise is one of your hard skills.

## 4.2 Suggestion

PT Indah Kiat Pulp and Paper Tbk – Perawang Mill provided hands on work experiences that allowed the following conclusions to be made :

1. Before starting an internship, students are urged to properly prepare themselves. For instance, become familiar with the fundamental tasks that must be completed during an internship at the company in order to facilitate the process and prevent confusion.
2. To persuade the student to support this internship program, monitoring from the campus for students who are undertaking internships now or who are soon to begin internships should be substantially strengthened.
3. I am also aware that this internship's execution has numerous flaws. I still make an effort to give it my all, though. Furthermore, this report is far from flawless. To make it better and more effective, I thus also welcome helpful criticism.

## REFERENCES

Official Website of PT Indah Kiat Pulp and Paper : <https://indahkiat.co.id/>

Official Website of PT Indah Kiat Pulp and Paper Tbk Perawang Mill :

<https://indahkiat.co.id/in/indah-kiat-perawang>

## LIST OF APPENDICES

### Appendix 1 : Apprenticeship Acceptance Letter



No : 029 /PA - IKPP/ VI / 2023  
Perihal : Jawaban Permohonan KP



Pinang Sebatang, 02 Juni 2023

Kepada Yth,  
Bp. Armada, S.T., M.T.  
Wakil Direktur 1 Politeknik Negeri Bengkalis  
Di  
Bengkalis

Dengan hormat.

Menanggapi surat no. 2159 /PL.31/TU/2023, Perihal Permohonan Kerja Praktek (KP) Mahasiswa program studi D4 Bahasa Inggris untuk Komunikasi Bisnis dan profesional Politeknik Negeri Bengkalis bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk., Perawang dapat mengabulkan permohonan tersebut untuk atas nama,:

|                          |            |
|--------------------------|------------|
| Desy Susanti             | 5504201003 |
| Nur Aisyah               | 5504201009 |
| Haris Hakimullah         | 5504201006 |
| Wyanda Rahimah Putri     | 5504201007 |
| Dea Cahya Ningsih        | 5504201008 |
| Jessica Cristine Siagian | 5504201002 |

Program studi D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional Politeknik Negeri Bengkalis dan dapat dilaksanakan pada tanggal 21 September 2023 sampai dengan Desember 2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,  
PT. Indah Kiat Pulp & Paper Tbk  
Perawang Mill

Armadi, SE., ME  
Public Affair

Tembusan :  
Disampaikan kepada Yang Terhormat,  
1. ybs

#### PT. Indah Kiat Pulp & Paper Tbk

Head Office : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia  
Telp : (62-21) 53120001 - 03 ( hunting ), Fax : (62-21) 53120366, 53120045, 53120324-25  
Liaison Office : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia  
Telp : (62-761) 858888 ( hunting ), Fax : (62-761) 27502, 33662  
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia  
Telp : (62-761) 91088, 91030 ( hunting ), Fax : (62-761) 91373, 91376

## Appendix 2 : Apprenticeship Letter



### SURAT KETERANGAN 006/SKV-PA/IKPP/II/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa:

Nama : **Nur Aisyah**  
NIM/NIS : 5504201009  
Jurusan/Prodi : D-IV Bahasa Inggris  
Asal Sekolah : Politeknik Negeri Bengkalis  
Waktu : 04 September 2023 - 04 Januari 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 04 September 2023 - 04 Januari 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill

Demikian Surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 04 Januari 2024  
Hormat Kami,  
PT. Indah Kiat Pulp & Paper Tbk. Perawang



**PT. Indah Kiat Pulp & Paper Tbk.**  
Office : Sinarmas Land Plaza Menara II, 7th Floor. J.L. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001  
Telp : (021) 3929266-69 ( hunting ), Fax : (021) 3929276, 3929278  
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia  
Telp : (62-761) 91088, 91030 ( hunting ), Fax : (62-761) 91373, 91376

### Appendix 3 : Evaluation Result

#### EVALUATION RESULTS FROM JOB TRAINING COMPANY APRAISAL PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL

Name : Nur Aisyah  
 Student's Identity No. : 5504201009  
 Study Program : D-IV English for Business and Professional Communication  
 Collage : State Polytechnic of Bengkalis

| No. | Assesement Aspect     | Percentage | Scores |
|-----|-----------------------|------------|--------|
| 1.  | Discipline            | 20%        | 20     |
| 2.  | Responsibility        | 25%        | 25     |
| 3.  | Adjustment/Adaptation | 10%        | 10     |
| 4.  | Work Result           | 30%        | 29     |
| 5.  | Behaviour in General  | 15%        | 15     |
|     | Total (1+2+3+4+5)     | 100%       | 99     |

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

Note:  
*Over all good, Sangat terbantu dengan adanya adik-adik disini*

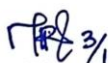
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.....

.....

Perawang, January 04<sup>th</sup>, 2024











  
 Nur afni  
 Advisor

## Appendix 4 : List of Attendance

|    |   |
|----|---|
| VK | B |
|    |   |

### MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : NUR AISYAH  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Bahasa / DIV BISPRO  
 Tanggal Praktek : 4 SEP - 8 SEP 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : Nurafni











| No | Tanggal     | Materi Praktek  | Lokasi       | Paraf pembimbing  |  |
|----|-------------|---|--------------|---|--|
|    |             |   |              | Koord Lapangan  | Public Relation  |
| 1. | 4 Sept 2023 | Safety Training Induction   | Kantor Humas |  |  4/9/23  |
| 2. | 5 Sept 2023 | Distribution of Safety tools, ID Card, division determination & enter company data using ISPS Code Registration | OP           |  |  5/9/23 |
| 3. | 6 Sept 2023 | Making ID Card for vehicle number, printing and Laminating it.  | OP           |  |  6/9/23 |
| 4. | 7 Sept 2023 | Verification of Invoice files, Photocopying files, Scanning Invoice Files and Input Data at HTS and LCS         | OP           |  |  7/9/23 |
| 5. | 8 Sept 2023 | Photocopying files, Scanning files, Input data hand over receipt In LCS   | OP           |  |  8/9/23 |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

|    |   |
|----|---|
| VK | B |
|    |   |

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALU  
Jurusan/Prodi : BAHASA / D-IV BISNIS  
Tanggal Praktek : 11 SEP 2023 - 15 SEP 2023  
Penempatan Unit : OP  
Koord. Lapangan : NUFANI

| No | Tanggal      | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|--------------|---|--------|---|---|
|    |              |   |        | Koord Lapangan  | Public Relation   |
| 1. | 11 Sept 2023 | Checking and Verification data from delivery order using SAP Logon app.   | OP     |  |  11/9/23 |
| 2. | 12 Sept 2023 | Scanning invoice data, photocopying data, Input data in the HTS ICS, Verify invoice data, Sorting invoice data and Stamp invoice data.        | OP     |  |  12/9/23 |
| 3. | 13 Sept 2023 | Rename invoice data files, Scanning and photocopying files, Printing invoice data including SEC Container Plan for container                  | OP     |  |  13/9/23 |
| 4. | 14 Sept 2023 | Checking and <del>verify</del> verify container yard operational unit, Verify details of the cargo, check the vehicle plate and number of PO. | OP     |  |  14/9/23 |
| 5. | 15 Sept 2023 | Verify details of the cargo, check the vehicle plate and number of PO.  | OP     |  |  15/9/23 |











Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Bahasa / D-IV BISPRO  
 Tanggal Praktek : 18 SEP - 22 SEP 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : Nurafni









| No | Tanggal                  | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|--------------------------|---|--------|---|---|
|    |                          |   |        | Koord Lapangan  | Public Relation   |
| 1. | 18 Sept 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• Summarizes Jasadama costs in spreadsheet.</li> <li>• Verify trucking fare data</li> <li>• Input invoice in LCS.</li> </ul>   | OP     |  |  25/9/23 |
| 2. | 19 Sept 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Verify trucking fare data and check every invoice for travel document</li> </ul>   | OP     |  |  25/9/23 |
| 3. | 20 Sept 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Input Summary of transportation slip report on intern Mill Transportation System (IMTS)</li> <li>• Input LCS and HTS.</li> </ul>   | OP     |  |  25/9/23 |
| 4. | 21 Sept 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Input Summary of Transportation Slip report on intern mill Transportation System (IMTS)</li> </ul>   | OP     |  |  25/9/23 |
| 5. | 22 Sept 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>• Verify Jasadama Mandiri Expedition.</li> <li>• Printing Payment application for logsheet.</li> <li>• Scan &amp; photo copying</li> <li>• Checking summary of TSE.</li> </ul> | OP     |  |  25/9/23 |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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| VK | B |
|    |   |

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
Jurusan/Prodi : BAHASA /D4-BISPRO  
Tanggal Praktek : 25 SEPT - 29 SEPT 2023  
Penempatan Unit : OP  
Koord. Lapangan : NUEAFNI











| No | Tanggal                  | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|--------------------------|--|--------|---|---|
|    |                          |  |        | Koord Lapangan  | Public Relation   |
| 1. | 25 Sept 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Enter shipment cost Tracking Report in TSR files.</li> <li>Verify and check the travel letter, invoice.</li> <li>Summary of Transportation Slip Report</li> </ul>     | OP     |  | <br>07/10/23 |
| 2. | 26 Sept 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Printing Payment application in FOB1</li> <li>check invoice, BI, and SPC.</li> <li>checking tax invoice..</li> </ul>  | OP     |  | <br>07/10/23 |
| 3. | 27 Sept 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>checking and verifying shipment costs (shipment tracking report</li> <li>check and verify detailed transportation bill data</li> <li>Check &amp; Print TMS</li> </ul> | OP     |  | <br>07/10/23 |
| 4. |                          |  |        |   |   |
| 5. | 29 Sept 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Verify and checking the travel letter invoice / Summary of transportation Slip Report.</li> </ul>   | OP     |  | <br>07/10/23 |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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|----|---|
| VK | B |
|    |   |

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA / 04 BISPRO  
 Tanggal Praktek : 2 OCT - 6 OCT 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NURAFNI











| No | Tanggal                | Materi Praktek   | Lokasi | Paraf pembimbing  |  |
|----|------------------------|--|--------|---|--|
|    |                        |  |        | Koord Lapangan  | Public Relation  |
| 1. | 2 Oct 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Photocopying news event (berita acara)</li> <li>Updating No. PA in LCS.</li> <li>Approving invoice in Fiori</li> <li>Checking invoice files (Report TM delivery)</li> <li>Photocopying expense report and summary the data files</li> </ul> | OP     |  |  9/10 <sup>23</sup> |
| 2. | 3 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Create shipment cost.</li> <li>Printing SPC and checking SPC Invoice</li> <li>Updating PA of LCS</li> <li>Calculate the tonnage</li> </ul>  | OP     |  |  9/10 <sup>23</sup> |
| 3. | 4 Oct 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Calculate the tonnage</li> <li>Checking SPC &amp; invoice.</li> <li>Updating PA of LCS</li> <li>checking travel letter invoice</li> </ul>   | OP     |  |  9/10 <sup>23</sup> |
| 4. | 5 Oct 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Calculate and checking the tonnage</li> <li>Input LCS</li> <li>checking invoice &amp; Print proposal</li> <li>create shipment costs.</li> </ul>   | OP     |  |  9/10 <sup>23</sup> |
| 5. | 6 Oct 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>checking invoice and empty and laden shipping schedule</li> <li>scan invoice files</li> </ul>   | OP     |  |  9/10 <sup>23</sup> |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI  
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG  
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLEKAMINA NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA / ON BIPRO  
 Tanggal Praktek : 9 OCT - 13 OCT 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MURAFNI











| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing  |  |
|----|-------------------------|--|--------|---|--|
|    |                         |  |        | Koord Lapangan  | Public Relation  |
| 1. | 9 Oct 2023<br>(Senin)   | <ul style="list-style-type: none"> <li>Printing Payment application for document logsheets in Fiori.</li> <li>Updating PA</li> </ul>   | OP     |   |  10/10/23  |
| 2. | 10 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Printing SPC (Shipment Plan for container</li> <li>checking invoice &amp; SPC</li> <li>checking the summary of letter travel letter</li> </ul>  | OP     |  |  10/10/23 |
| 3. | 11 Oct 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>checking &amp; Verify the <del>top</del> units for each receipt.</li> <li>Printing Payment application for document logsheets in Fiori</li> <li>checking invoice &amp; PA</li> <li>Input ICS in app Portal</li> </ul> | OP     |  |  10/10/23 |
| 4. | 12 Oct 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Updating no. of PA in ICS</li> <li>Printing document PA for logsheet</li> <li>checking invoice &amp; PA</li> <li>calculate the tonnage of invoice</li> <li>checking &amp; summarize shipment costs</li> </ul>         | OP     |  |  10/10/23 |
| 5. | 13 Oct 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Printing SPC (shipment planning costs)</li> <li>rename invoice files.</li> <li>checking invoice data</li> <li>copying invoice files</li> </ul>  | OP     |  |  10/10/23 |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : Politeknik Negeri Bengkulu  
Jurusan/Prodi : Bahasa / BISPRO  
Tanggal Praktek : 16. OCT - 20. OCT. 2023  
Penempatan Unit : OP  
Koord. Lapangan : NUCAENI











| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|--|--------|---|---|
|    |                         |  |        | Koord Lapangan  | Public Relation   |
| 1. | 16 Oct 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• checking spc &amp; Invoice files</li> <li>• Copying document log sheets.</li> <li>• create shipment costs.</li> <li>• Input &amp; update lcs.</li> </ul>                | OP     |  | <br>27/10/23 |
| 2. | 17 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Update lcs</li> <li>• checking and create shipment costs.</li> </ul>  | OP     |  | <br>27/10/23 |
| 3. | 18 Oct 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Printing the list of shipment document and checking it.</li> <li>• create shipment costs</li> <li>• Printing spc &amp; checking Latitude, invoice document</li> </ul>   | OP     |  | <br>27/10/23 |
| 4. | 19 Oct 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Rename Invoice</li> <li>• Printing payment application</li> <li>• copying Invoice, news event.</li> <li>• checking invoice.</li> </ul>                                  | OP     |  | <br>27/10/23 |
| 5. | 20 Oct 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>• Printing document Payment Application</li> <li>• Update lcs in app portal</li> <li>• Making lcs</li> <li>• checking &amp; input data in vehicle registration</li> </ul> | OP     |  | <br>27/10/23 |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI  
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG  
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA / BISPRO  
 Tanggal Praktek : 23 OCT - 27 OCT  
 Penempatan Unit : OP  
 Koord. Lapangan : NURAFNI











| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|---|--------|---|---|
|    |                         |   |        | Koord Lapangan  | Public Relation   |
| 1. | 23 Oct 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Printing Payment Application to Fieri</li> <li>Updating PA</li> <li>Input invoice in ICS</li> <li>Scanning invoice &amp; Bill of lading</li> </ul> | OP     |  |  |
| 2. | 24 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Attach the payment application to the invoice</li> <li>Copy &amp; scanning invoice files</li> <li>Updating PA of document log sheet.</li> </ul>    | OP     |  |  |
| 3. | 25 Oct 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Sorting the list of OPP/OPT and PBM cost reports for Pecan baru / Perawang Bint</li> <li>Check the travel letter invoice</li> </ul>                | OP     |  |  |
| 4. | 26 Oct 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Check and verify invoice recaps</li> <li>Printing TP (advance App. request and B/L</li> </ul>  | OP     |  |  |
| 5. | 27 Oct 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Printing TP (advance application request and B/L)</li> <li>Setting TP and BL</li> </ul>  | OP     |  |  |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA / D4 BISPRO  
 Tanggal Praktek : 30 OCT - 3 NOV 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NURAFNI











| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|--|--------|---|---|
|    |                         |  |        | Koord Lapangan  | Public Relation   |
| 1. | 30 Oct 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• checking invoice OPP / OPT IKPP October 2023.</li> <li>• Input ics in app Rental</li> </ul>   | OP     |  |  |
| 2. | 27 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• checking the travel letter invoice</li> <li>• Update TMS and Print FSD document</li> <li>• Create shipment costs.</li> <li>• Updating no. of PA.</li> </ul>                             | OP     |  |  |
| 3. | 1 Nov 2023<br>(Rabu)    | <ul style="list-style-type: none"> <li>• Checking vessel realization &amp; Report TM delivery</li> <li>• copying invoice</li> <li>• Stamp, copying, and scanning the invoice.</li> <li>• Printing spc &amp; PO files.</li> </ul> | OP     |  |  |
| 4. | 2 Nov 2023<br>(Kamis)   | <ul style="list-style-type: none"> <li>• Input ics</li> <li>• Create shipment costs.</li> <li>• Update no. of PA</li> </ul>  | OP     |  |  |
| 5. | 3 Nov 2023<br>(Jumat)   | <ul style="list-style-type: none"> <li>• Scanning invoice files</li> <li>• Copying invoice files</li> <li>• checking &amp; verify the travel letter invoice</li> <li>• Printing TP (advance application)</li> </ul>              | OP     |  |  |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin, untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
Jurusan/Prodi : BAHASA /PRODI BISPRO  
Tanggal Praktek : 6 NOV - 10 NOV 2023  
Penempatan Unit : OP  
Koord. Lapangan : NURAFNI

| No | Tanggal                | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|------------------------|--|--------|---|---|
|    |                        |  |        | Koord Lapangan  | Public Relation   |
| 1. | 6 NOV 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• Printing TP (Advance Application)</li> <li>• checking &amp; verify the invoice files</li> <li>• Capture &amp; printing the TP</li> <li>• Create shipment costs.</li> </ul>                    | OP     |   |   |
| 2. | 7 NOV 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Printing SPC</li> <li>• checking invoice (bl, spc, etc)</li> <li>• Input /update ICS in app Portal</li> </ul>   | OP     |  |  |
| 3. | 8 NOV 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Checking tax invoice files</li> <li>• create shipment cost</li> <li>• FSD</li> </ul>  | OP     |  |  |
| 4. | 9 NOV 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Copying Invoice and Tax files.</li> <li>• checking and verify the travel letter invoice.</li> <li>• Scanning files</li> <li>• Printing FSD &amp; input TMS</li> <li>• Printing b/L</li> </ul> | OP     |  |  |
| 5. | 10 NOV 2023<br>(Jumat) | <ul style="list-style-type: none"> <li>• Capture &amp; Printing PA /close TP</li> <li>• Checking PA, close TP and Invoice</li> </ul>   | OP     |  |  |











Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



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**MAGANG INDUSTRI  
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG  
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUE AISYAH  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Bahasa / BISPRO  
 Tanggal Praktek : 13 Nov 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NURAFNI











| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|---|--------|---|---|
|    |                         |   |        | Koord Lapangan  | Public Relation   |
| 1. | 13 Nov 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• Copying Invoice, FSD, and tax Invoice</li> <li>• Input invoice OPP/OPT 1kepp October 2023 in LCS.</li> <li>• Lamipating ISPS</li> <li>• create shipment costs</li> </ul>   | OP     |   |   |
| 2. | 14 NOV 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Printing SPC and checking the invoice.</li> <li>• Copying Proposal</li> <li>• Printing PO and checking the invoice</li> <li>• Input/update PA</li> </ul>   | OP     |  |  |
| 3. | 15 Nov 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Sorting the list of OPP/OPT and PBM cost reports at Pekanbaru /Perawang Port.</li> <li>• Printing ISPS Code entry Permit for contractor /employee</li> <li>• checking the travel letter invoice</li> </ul>                       | OP     |  |  |
| 4. | 16 Nov 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Create shipment costs</li> <li>• Update PA in LCS</li> <li>• Printing PA &amp; checking the invoice</li> <li>• Printing TP, b/l, SPC</li> <li>• checking invoice</li> </ul>  | OP     |  |  |
| 5. | 17 Nov 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>• checking travel letter invoice</li> <li>• Printing FSD &amp; Input TMS</li> <li>• Printing b/L, SPC and copying invoice</li> <li>• Capture PA &amp; TP</li> <li>• Printing TP</li> <li>• Printing &amp; checking SPC.</li> </ul> | OP     |  |  |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
Jurusan/Prodi : BAHASA / BISPRO  
Tanggal Praktek : 20 NOV 2023  
Penempatan Unit : OP  
Koord. Lapangan : NURAFNI











| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|---|--------|---|---|
|    |                         |   |        | Koord Lapangan  | Public Relation   |
| 1. | 20 NOV 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• Printing SPC &amp; checking invoice</li> <li>• Printing PA</li> <li>• Checking urn, invoice, b/L, SPC</li> <li>• copying proposal for Invoice</li> <li>• create shipment costs</li> <li>• Input ICS and update PA</li> </ul> | OP     |   |   |
| 2. | 21 NOV 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Checking invoice &amp; shipment plan</li> <li>• Update PA</li> <li>• Scanning Invoice and stamp it.</li> <li>• Printing TP &amp; B/L</li> </ul>  | OP     |  |  |
| 3. | 22 NOV 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Update PA in ICS</li> <li>• Scanning invoice SH Cogent &amp; Rename it.</li> <li>• Checking &amp; verify invoice, TP, b/L, tax &amp; SPC.</li> <li>• Printing PO &amp; check it.</li> </ul>                                  | OP     |  |  |
| 4. | 23 NOV 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Recap shipping costs data</li> <li>• Create shipment cost.</li> <li>• Printing TP, B/L &amp; check it</li> <li>• Printing PA, checking invoice &amp; arrange it.</li> </ul>  | OP     |  |  |
| 5. | 24 NOV 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>• Update ICS</li> <li>• Printing SPC &amp; PO.</li> <li>• Update PA in ICS</li> <li>• Update URN</li> </ul>  | OP     |  |  |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
Jurusan/Prodi : BAHASA /GISPRO  
Tanggal Praktek : 27 NOV 2023  
Penempatan Unit : OP  
Koord. Lapangan : NURAFNI











| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|--|--------|---|---|
|    |                         |  |        | Koord Lapangan  | Public Relation   |
| 1. | 27 NOV 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Update PA in ICS</li> <li>Printing PA &amp; checking the invoice</li> <li>Printing TP, B/L, SRC and checking it.</li> </ul>   | OP     |   |   |
| 2. | 28 nov 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Input ICS the list of OPP/OPT and PBM cost reports for Pekanbaru/Perawang Port</li> <li>checking travel letter invoice</li> <li>Printing FSO &amp; input TMS</li> </ul> | OP     |  |  |
| 3. | 29 NOV 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Checking shipment cost and create it.</li> <li>Printing B/L, &amp; TP</li> <li>Update PA in ICS.</li> </ul>   | OP     |  |  |
| 4. | 30 NOV 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Printing B/L &amp; checking it.</li> <li>Scanning invoice &amp; B/L.</li> <li>Input PA in ICS</li> <li>Input/Update PA /close TP</li> </ul>                             | OP     |  |  |
| 5. | 31 NOV 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Create shipment costs</li> <li>Printing PA /TP</li> <li>Printing PO &amp; SRC</li> <li>Checking invoice, URN, bL, TP, PA.</li> </ul>                                    | OP     |  |  |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
Lembaga Pendidikan : Politeknik Negeri Bengkalis  
Jurusan/Prodi : Bahasa / BLSPEO  
Tanggal Praktek : 4 Desember 2023  
Penempatan Unit : OP (Operational Part)  
Koord. Lapangan : Nurafni











| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|--|--------|---|---|
|    |                         |  |        | Koord Lapangan  | Public Relation   |
| 1. | 4 Des 2023<br>(Senin)   | <ul style="list-style-type: none"> <li>• Capture PA</li> <li>• Checking Invoice</li> <li>• Update PA</li> <li>• Printing PA, TP &amp; check it.</li> <li>• Create shipment costs</li> </ul>  | OP     |   |   |
| 2. | 5 Des. 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Scanning &amp; copying invoice, B/L, SPC &amp; proposal</li> <li>• Scanning travel letter</li> <li>• Printing PA, TP, B/L, SPC &amp; checking the invoice files</li> <li>• Create shipment costs</li> </ul> | OP     |  |  |
| 3. | 6 Des 2023<br>(Rabu)    | <ul style="list-style-type: none"> <li>• create PO &amp; SPC</li> <li>• checking/verify the invoice</li> <li>• update PA</li> <li>• Printing PA, TP, B/L &amp; SPC</li> <li>• Capture PA</li> </ul>  | OP     |  |  |
| 4. | 7 Des 2023<br>(Kamis)   | <ul style="list-style-type: none"> <li>• Copying invoice, tax &amp; FSD and recap it to send to tax unit.</li> <li>• create shipment cost.</li> <li>• Printing SPC &amp; check it.</li> </ul>  | OP     |  |  |
| 5. | 8 Des 2023<br>(Jumat)   | <ul style="list-style-type: none"> <li>• Printing TP, PA and check it with URN</li> <li>• Update PA in ICS</li> <li>• Attach PA &amp; URN</li> </ul>   | OP     |  |  |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nur AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
Jurusan/Prodi : BAHASA / BISPRO  
Tanggal Praktek : 11 Des 2023  
Penempatan Unit : OP  
Koord. Lapangan : Nurafni











| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|---|--------|---|---|
|    |                         |   |        | Koord Lapangan  | Public Relation   |
| 1. | 11 Des 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>• Input Invoice OPP / OPT and PBM in LCS</li> <li>• Update LCS</li> <li>• Input LCS in app Portal</li> <li>• Checking &amp; verify tax letter</li> </ul>   | OP     |  |  |
| 2. | 12 Des 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Create shipment costs.</li> <li>• Recap shipment costs data.</li> <li>• Printing TP, B/L, SPC</li> <li>• checking Invoice</li> <li>• checking B/L, SPC</li> </ul>  | OP     |  |  |
| 3. | 13 Des 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Checking B/L &amp; SPC</li> <li>• Update no PA in LCS</li> <li>• Printing PA &amp; attach URN</li> <li>• checking travel letter invoice</li> <li>• Printing &amp; Input FSD</li> </ul>   | OP     |  |  |
| 4. | 14 Des 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Search and Copying news event.</li> <li>• Checking travel letter invoice.</li> <li>• Update PA in LCS</li> <li>• checking invoice of Azon Transport</li> <li>• Attach Proposal, FSD, Invoice, and tax</li> <li>• Printing FSD</li> </ul> | OP     |  |  |
| 5. | 15 Des 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>• attach URN &amp; TP</li> <li>• checking TP, URN, Invoice</li> <li>• Sorting the list of OPP/OPT and PBM Cost Reports at Pekanbaru / Perawang Port.</li> </ul>  | OP     |  |  |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nue Aisyah  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA / BISPRO  
 Tanggal Praktek : 16 - 22 DES 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NURAFNI









| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|---|--------|---|---|
|    |                         |   |        | Koord Lapangan  | Public Relation   |
| 1. | 18 Des 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Sorting the list of OPP/OPT and PGM Costs reports at Perawang/Pekanbaru Port.</li> <li>Copying PA, tax &amp; invoice to send it into tax unit.</li> <li>checking input FSD</li> <li>Printing Po &amp; SPC for B/L</li> </ul> | OP     |   |   |
| 2. | 19 Des 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Update PA in ICS</li> <li>Printing PA and attach the uen</li> <li>Create shipment costs</li> </ul>   | OP     |  |  |
| 3. | 20 Des 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Create shipment costs</li> <li>Printing SPC and attach it in invoice</li> <li>Checking document from a2on transport.</li> <li>Copying proposal for stock logistic.</li> <li>Copying news event</li> </ul>                    | OP     |  |  |
| 4. | 21 Des 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Update PA in ICS</li> <li>Printing PA and attach uen in document of Invoices.</li> <li>Checking travel letter</li> <li>Input ICS at app Portal</li> </ul>  | OP     |  |  |
| 5. | 22 Des 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Recap invoice and Printing FSD</li> <li>Checking invoice and input FSD</li> <li>Copying Files</li> <li>Input ICS in voice OPP/OPT on December 2023.</li> </ul>   | OP     |  |  |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**







Nama : MUR AISYAH  
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
Jurusan/Prodi : BAHASA/BISPRO  
Tanggal Praktek : 26 - 29 DES 2023  
Penempatan Unit : OP  
Koord. Lapangan : MURAFNI

| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|--|--------|---|---|
|    |                         |  |        | Koord Lapangan  | Public Relation   |
| 1. |                         | HARI RAYA NATAL  |        |   |   |
| 2. | 26 Des 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>• Printing and attach TP, B/L &amp; SPC in Invoice files.</li> <li>• Checking invoices.</li> <li>• Capture PA &amp; checking all of invoice</li> </ul>                              | OP     |  |  |
| 3. | 27 Des 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>• Update number of PA in app Portal</li> <li>• Update ICS</li> <li>• checking doc. logsheet and send it to SCO</li> <li>• printing &amp; attach b/L JP in doc. close TP.</li> </ul> | OP     |  |  |
| 4. | 28 Des 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>• Create and recap shipment cost.</li> <li>• Copying invoice</li> <li>• checking &amp; verifying travel letter invoice.</li> <li>• checking FO &amp; FSO</li> </ul>                 | OP     |  |  |
| 5. | 29 Des 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>• Input FSD in psatu web</li> <li>• Printing FSD &amp; checking the document.</li> <li>• Update ICS in App Portal.</li> </ul>   | OP     |  |  |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama: NUR AISYAH  
 Lembaga Pendidikan: Politeknik Negeri Bengkulu  
 Jurusan/Prodi: Bahasa / BUSPRO  
 Tanggal Praktek: 2 Jan - 4 Jan 2024  
 Penempatan Unit: OP  
 Koord. Lapangan: Nur Ami

| No | Tanggal                 | Materi-Praktek   | Lokasi | Paraf pembimbing  |   |
|----|-------------------------|--|--------|---|---|
|    |                         |  |        | Koord Lapangan  | Public Relation   |
| 1. |                         | CUTI TAHUN BARU<br>(cuti Bersama)  |        |   |   |
| 2  | 02 Jan 2024<br>(Selasa) | <ul style="list-style-type: none"> <li>• Update PA in app Portal</li> <li>• Input lcs in App Portal</li> <li>• Checking shipment costs</li> <li>• Search news event</li> </ul>   | OP     |  |  |
| 3. | 3 Jan 2024<br>(Rabu)    | <ul style="list-style-type: none"> <li>• Printing PA and checking it.</li> <li>• Printing SPK</li> <li>• Checking invoice of kuehnerager including rate &amp; total</li> <li>• Check container no in Portal</li> <li>• check invoice &amp; tax</li> </ul>        | OP     |  |  |
| 4. | 4 Jan 2024<br>(Kamis)   | <ul style="list-style-type: none"> <li>• Attach PA, Invoice and tax into travel letter invoice and send it to tax</li> <li>• Printing SPK &amp; check the invoice</li> <li>• Capture PA</li> <li>• Update PA in lcs</li> <li>• create shipment carts.</li> </ul> | OP     |  |  |
| 5. |                         |  |        |   |   |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan













## Appendix 5 : Daily Activities

### DAILY ACTIVITIES OF THE JOB TRAINING

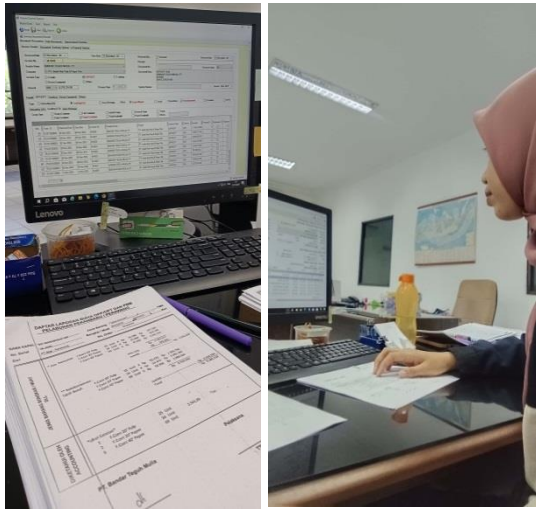
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : Poltexnik Negeri Gorontalo  
 Jurusan/Prodi : Bahasa / Div. GISP20  
 Tanggal Praktek : 4 Sep - 8 Sep 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : Nurafni

| No | Tanggal     | Materi Praktek   | Lokasi       | Paraf pembimbing   |   |
|----|-------------|--|--------------|--|---|
|    |             |  |              | Koord Lapangan   | Public Relation   |
| 1. | 4 Sept 2023 | Safety Training Induction  | Kantor Humas |    |    |
| 2. | 5 Sept 2023 | Distribution of Safety tools, IO Card, division Administration & enter company data using ISES Code Registration | OP           |    |    |
| 3. | 6 Sept 2023 | Moving IO card for vehicle number, printing and Laminating it.   | OP           |  |  |
| 4. | 7 Sept 2023 | Verification of Invoice files, Photocopying files, Scanning Invoice files and Input Data at HTS and LCS          | OP           |  |  |
| 5. | 8 Sept 2023 | Photocopying files, Scanning files, Input data hand over receipt in LCS  | OP           |  |  |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information   |
|----|---|---|
| 1. |  | <p>A company's invoice control systems are crucial for risk reduction, fraud prevention, and regulatory compliance. Standardized operating procedures are used in these systems to make processing, checking, managing, and paying invoices easier.</p> |

**MAGANG INDUSTRI  
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG  
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nue Alyan  
 Lembaga Pendidikan : Politeknik Meser, Bengkulu  
 Jurusan/Prodi : Bahasa / D.IV B.F.P.O  
 Tanggal Praktek : 11. Sep. 2023 - 15. Sep. 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MURAH

| No | Tanggal      | Materi Praktek   | Lokasi | Paraf pembimbing   |                            |
|----|--------------|--|--------|--------------------|----------------------------|
|    |              |  |        | Koord Lapangan     | Public Relation            |
| 1. | 11 Sept 2023 | Checking and Verification data from Delivery Order using SAP Login app.  | OP     | <i>[Signature]</i> | <i>[Signature]</i> 11/9/23 |
| 2. | 12 Sept 2023 | Scanning invoice data, photocopy data, input data in the HRS file, Verify Invoice data, Sorting Invoice data and Scann Invoice data. | OP     | <i>[Signature]</i> | <i>[Signature]</i> 12/9/23 |
| 3. | 13 Sept 2023 | Renam Invoice data files, Scanning and photocopying files, printing Invoice data pelabng sec Container in form for container         | OP     | <i>[Signature]</i> | <i>[Signature]</i> 13/9/23 |
| 4. | 14 Sept 2023 | Checking and Verification Container yard operation, Verify details of the cargo, check the vehicle plate and number of PO.           | OP     | <i>[Signature]</i> | <i>[Signature]</i> 14/9/23 |
| 5. | 15 Sept 2023 | Verifies details of the cargo, check the vehicle plate and number of PO.   | OP     | <i>[Signature]</i> | <i>[Signature]</i> 15/9/23 |

Catatan:  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity | Information  |
|----|---------------------|--|
| 1  |                     | <p>In order to confirm an invoice's legitimacy and correctness, the process of verifying it usually entails comparing it to any supporting documentation, including delivery notes, purchase orders, and payment receipts.</p> |


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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nur. Aisyah  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Bahasa / D-IV GICPPA  
 Tanggal Praktek : 18. Sept. 2023 - 22. Sept. 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : Nurafni

| No | Tanggal                  | Materi Praktek   | Lokasi | Paraf pembimbing |                 |
|----|--------------------------|--|--------|------------------|-----------------|
|    |                          |  |        | Koord Lapangan   | Public Relation |
| 1. | 18 Sept 2023<br>(Senin)  | • Summarizes Jastama costs in spreadsheet.<br>• Verify trucking fare data<br>• Input invoice in LCS.                                     | OP     |                  |                 |
| 2. | 19 Sept 2023<br>(Selasa) | • Verify trucking fare data and check every invoice for travel document  | OP     |                  |                 |
| 3. | 20 Sept 2023<br>(Rabu)   | • Input Summary of Translokasi on SIR based on Internal Transportation System (ITS)<br>• Input LCS and HTS.                              | OP     |                  |                 |
| 4. | 21 Sept 2023<br>(Kamis)  | • Input Summary of Translokasi Slip based on Internal Transportation System (ITS)  | OP     |                  |                 |
| 5. | 22 Sept 2023<br>(Jumat)  | • Verify Jastama Manda: Sertifikasi.<br>• Penng Payment application for logsheet.<br>• Scan & photo copyng<br>• Checking Summary of TSE. | OP     |                  |                 |

Catatan:  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information  |
|----|---|--|
| 1  |  | <p>In the context of a business, especially in the construction sector, a payment application (PA) is the procedure for filing a request for payment for work completed incrementally rather than holding out for full payment. It is a thorough invoice, usually provided on a monthly basis, that includes thorough documentation of the charges made over the course of a given period.</p> |

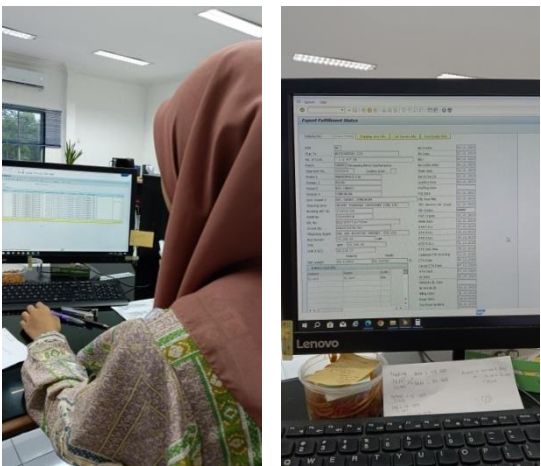
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUE AIDYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA / DU - BISPRO  
 Tanggal Praktek : 25 SEPT - 29 SEPT 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : ANWARUL

| No | Tanggal                  | Materi Praktek   | Lokasi | Paraf pembimbing   |                    |
|----|--------------------------|--|--------|--------------------|--------------------|
|    |                          |  |        | Koord Lapangan     | Public Relation    |
| 1. | 25 Sept 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Enter shipment Cost Tracking Report in TSP APP.</li> <li>Verify and check the travel letter invoice.</li> <li>Summary of Transportation Die Estora</li> </ul>             | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 2. | 26 Sept 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Printing Payment application in FMS</li> <li>check invoice di and IPC.</li> <li>checking tax invoice.</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 3. | 27 Sept 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>checking and verifying shipment costs (shipment tracking report)</li> <li>check and verify detailed report transportasi ke bank</li> <li>Check &amp; Print TMS</li> </ul> | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 4. |                          |  |        |                    |                    |
| 5. | 29 Sept 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Verify and checking the travel letter invoice / summary of transportation die Report.</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |

Catatan  
 Lembar monitoring ini harus diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information   |
|----|---|---|
| 1  |  | <p>Information on the expenses related to delivering items from one place to another can be found in a shipment cost tracking report. In order to comprehend their total profitability and make wise judgments regarding their shipping strategy, it can be quite helpful for firms to track and evaluate their shipping costs.</p> |

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLITEKNIK NESEKI GEMAS  
 Jurusan/Prodi : BAHASA / IY BISPRO  
 Tanggal Praktek : 2 OCT - 6 OCT 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : .....

| No | Tanggal                | Materi Praktek   | Lokasi | Paraf pembimbing |                 |
|----|------------------------|--|--------|------------------|-----------------|
|    |                        |  |        | Koord Lapangan   | Public Relation |
| 1. | 2 oct 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Photocopying news event (berita acara)</li> <li>Updating No. PA of ICS.</li> <li>Approving invoice in ERP.</li> <li>Checking invoice files (Report TM, delivery)</li> <li>Processing expense report and statement the bank files</li> </ul> | OP     |                  |                 |
| 2. | 3 oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Create electronic cash</li> <li>Printing sfo and checking sfo invoice</li> <li>Updating PA of ICS</li> <li>calculate the tonnage</li> </ul>   | OP     |                  |                 |
| 3. | 4 oct 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>calculate the tonnage</li> <li>Checking sfo &amp; invoice.</li> <li>Updating PA of ICS</li> <li>checking travel letter number</li> </ul>  | OP     |                  |                 |
| 4. | 5 oct 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Calculate and checking the tonnage</li> <li>Input ICS</li> <li>checking invoice &amp; print material</li> <li>create shipment costs.</li> </ul>   | OP     |                  |                 |
| 5. | 6 oct 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>checking invoice and empty and laden shipping schedule</li> <li>scan invoice files</li> </ul>   | OP     |                  |                 |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity | Information   |
|----|---------------------|---|
| 1  |                     | <p>Shipment planning costs are the expenditures incurred in organizing and carrying out the shipping of goods. This can be involve a number of things, like figuring out the size of the items, estimating the cost of delivery, arranging the route, and taking bad weather and traffic into account. Planning shipments is crucial to cutting expenses and streamlining the shipping process.</p> |

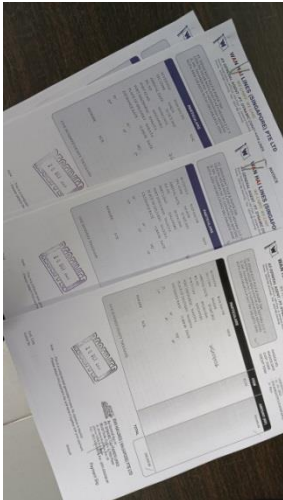

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nur Aisyah  
 Lembaga Pendidikan : POLTECHNIK NEGERI BENGALIS  
 Jurusan/Prodi : BAHASA / DM BUKA  
 Tanggal Praktek : 9.05.2023 - 13.05.2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MURAH

| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing |                 |
|----|-------------------------|---|--------|------------------|-----------------|
|    |                         |   |        | Koord Lapangan   | Public Relation |
| 1. | 9 Oct 2023<br>(Senin)   | <ul style="list-style-type: none"> <li>Printing Payment application for document logsheet in form</li> <li>Updating PA</li> </ul>   | OP     |                  |                 |
| 2. | 10 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Printing SFC (Shipment Plan for container</li> <li>Checking invoice &amp; SFC</li> <li>Checking the summary of labor-travel letter</li> </ul>  | OP     |                  |                 |
| 3. | 11 Oct 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>checking &amp; verify the unit for each receipt.</li> <li>Printing Payment application for document logsheet in form</li> <li>checking invoice &amp; PA</li> <li>Input ICE in app Portal</li> </ul>        | OP     |                  |                 |
| 4. | 12 Oct 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Updating PO of PA in ICE</li> <li>Printing document PA for logsheet</li> <li>Checking invoice &amp; PA</li> <li>calculate the damage of invoice</li> <li>checking &amp; summarize shipment cost</li> </ul> | OP     |                  |                 |
| 5. | 13 Oct 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Printing SFC (Shipment planning cost)</li> <li>generate mailer file</li> <li>checking invoice data</li> <li>copying invoice files</li> </ul>   | OP     |                  |                 |

Catatan  
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information   |
|----|---|---|
| 1  |   | <p>In the business world, an invoice is a time-stamped commercial document that lists all the details of a transaction between a seller and a buyer. It acts as a record of the goods or services rendered, their costs, and the conditions of the transaction. An invoice's functions include proving the sale, guaranteeing correctness in financial records, and easing payment between parties.</p> |


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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nur Alyah  
 Lembaga Pendidikan : Pendidikan Negeri Bengkulu  
 Jurusan/Prodi : Bahasa / BISEKO  
 Tanggal Praktek : 16.09.2023 - 20.09.2023  
 Penempatan Unit : OP  
 Koord. Lapangan : Nurafan

| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing   |                                |
|----|-------------------------|--|--------|--------------------|--------------------------------|
|    |                         |  |        | Koord Lapangan     | Public Relation                |
| 1. | 16 Oct 2023<br>(Senin)  | • checking IPR & Invoice files<br>• creating document logsheet.<br>• create shipment costs.<br>• input & update ICS.                       | OP     | <i>[Signature]</i> | <i>[Signature]</i><br>17/10/23 |
| 2. | 17 Oct 2023<br>(Selasa) | • Update ICS<br>• checking and create shipment costs.  | OP     | <i>[Signature]</i> | <i>[Signature]</i><br>20/10/23 |
| 3. | 18 Oct 2023<br>(Rabu)   | • Printing the list of shipment document and checking it.<br>• create shipment cost<br>• Printing IPR & checking Lattitude source document | OP     | <i>[Signature]</i> | <i>[Signature]</i><br>19/10/23 |
| 4. | 19 Oct 2023<br>(Kamis)  | • Rename Invoice<br>• Printing Payment application<br>• creating Invoice, news event<br>• checking invoice.                                | OP     | <i>[Signature]</i> | <i>[Signature]</i><br>21/10/23 |
| 5. | 20 Oct 2023<br>(Jumat)  | • Printing document Payment Application<br>• Update ICS in appertal<br>• Making ICS<br>• checking BIR&D data in vehicle registration       | OP     | <i>[Signature]</i> | <i>[Signature]</i><br>21/10/23 |











Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information  |
|----|---|--|
| 1  |  | <p>An audit or an inspection is used to confirm conformity with the ISPS Code, which is enforced by appropriate authorities in every nation. Mitigating risks for passengers, crew, and staff on board ships and in port facilities is the aim of the ISPS Code.</p> |

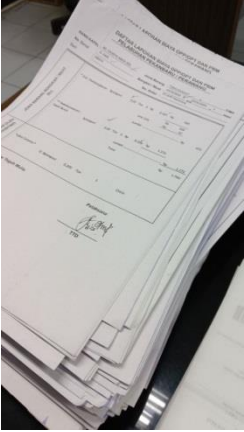

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nur Aisyah  
 Lembaga Pendidikan : Politeknik Mesra Bengkalis  
 Jurusan/Prodi : DAKASA / BUREG  
 Tanggal Praktek : 23.10.2023 - 27.10.2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NUR AISHAH

| No | Tanggal              | Materi Praktek   | Lokasi | Paraf pembimbing   |   |
|----|----------------------|--|--------|--|---|
|    |                      |  |        | Koord Lapangan   | Public Relation   |
| 1. | 23 oct 2023 (Senin)  | <ul style="list-style-type: none"> <li>Printing Payment Application &amp; Form</li> <li>Updating PA</li> <li>Update invoice in ICS</li> <li>Scanning invoice &amp; Bill of lading</li> </ul> | OP     |    |    |
| 2. | 24 oct 2023 (Selasa) | <ul style="list-style-type: none"> <li>Attach the Payment application to the invoice</li> <li>Printing &amp; scanning invoice files</li> <li>Updating PA of document log sheet</li> </ul>    | OP     |    |    |
| 3. | 25 oct 2023 (Rabu)   | <ul style="list-style-type: none"> <li>Sorting the list of OPP/OPT and PBM cost records for Papan baru/Recovery Bkt</li> <li>Check the Invoice letter invoice</li> </ul>                     | OP     |    |    |
| 4. | 26 oct 2023 (Kamis)  | <ul style="list-style-type: none"> <li>Check and verify invoice fees</li> <li>Printing TP (advance App. request and B/L)</li> </ul>  | OP     |    |    |
| 5. | 27 oct 2023 (Jumat)  | <ul style="list-style-type: none"> <li>Printing TP (advance application request and B/L)</li> <li>Sorting TP and BL</li> </ul>   | OP     |  |  |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information  |
|----|---|--|
| 1  |   | <p>Invoice of OPP/OPT and PBM are records pertaining to transactions involving purchases, sales, and trade. This document can be used to load and unload products as a means of billing or as documentation of transactions.</p> |



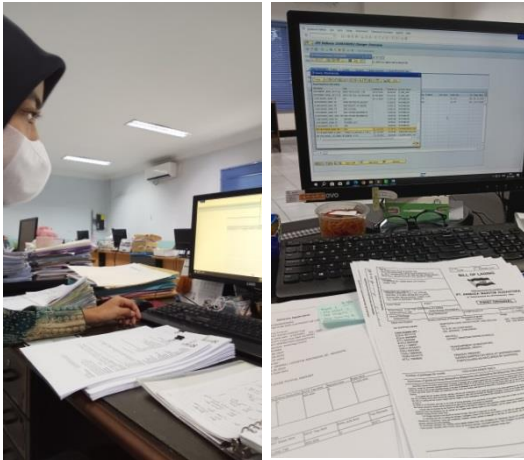
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| VK | B |
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nue Aisyah  
 Lembaga Pendidikan : Poltekmes Negeri Semarang  
 Jurusan/Prodi : Bahasa / PA BIPRO  
 Tanggal Praktek : 30 Oct - 3 Nov 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NURANI

| No | Tanggal                | Materi Praktek  | Lokasi | Paraf pembimbing   |                    |
|----|------------------------|---|--------|--------------------|--------------------|
|    |                        |   |        | Koord Lapangan     | Public Relation    |
| 1. | 30 Oct 2023<br>(Senin) | <ul style="list-style-type: none"> <li>checking invoice OP /PT</li> <li>input invoice 2023</li> <li>input ice in off Bawal</li> </ul>   | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 2. | 1 Oct 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>checking the travel letter invoice</li> <li>Update TMS and Print PSD document</li> <li>Create shipment cost.</li> <li>Updating no. of PA.</li> </ul>                             | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 3. | 1 Nov 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>checking vessel realization &amp; Report TM delivery</li> <li>copying invoice</li> <li>time, copying, and scanning the invoice</li> <li>Printing spec &amp; PO files.</li> </ul> | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 4. | 2 Nov 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>input ics</li> <li>Create shipment costs.</li> <li>Update ro. of pa.</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 5. | 3 Nov 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Scanning invoice files</li> <li>copying invoice files</li> <li>checking &amp; verify the travel letter invoice</li> <li>Printing TP (advance application)</li> </ul>             | OP     | <i>[Signature]</i> | <i>[Signature]</i> |

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information   |
|----|---|---|
| 1  |  | <p>A legal document that a carrier issues to a shipper that describes the kind, quantity, and final destination of the goods being transported is called a bill of lading (B/L). It functions as a contract of transportation, a receipt for the goods, and a title document.</p> |

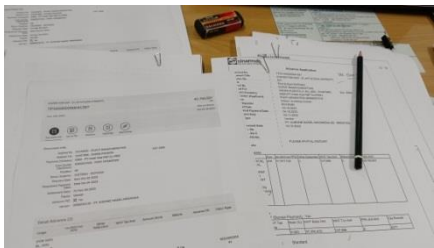
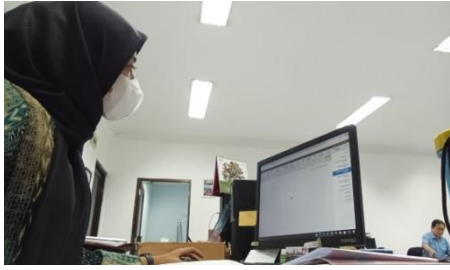
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALUS  
 Jurusan/Prodi : BAHASA / PRODI BISPRO  
 Tanggal Praktek : 6 NOV - 10 NOV 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : NURAFAL

| No | Tanggal                | Materi Praktek   | Lokasi | Paraf Pembimbing |                 |
|----|------------------------|--|--------|------------------|-----------------|
|    |                        |  |        | Koord Lapangan   | Public Relation |
| 1. | 6 NOV 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Printing TP (Advance Application)</li> <li>Checking &amp; verify the invoice files</li> <li>capture &amp; printing the TP</li> <li>Create shipment costs...</li> </ul>        | OP     |                  |                 |
| 2. | 7 NOV 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Printing SRC</li> <li>checking invoice (bi,src, etc)</li> <li>Input /update ICS in app Portal</li> </ul>  | OP     |                  |                 |
| 3. | 8 NOV 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Checking tax invoice files</li> <li>create shipment cost</li> <li>FSD</li> </ul>  | OP     |                  |                 |
| 4. | 9 NOV 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Copying Invoice and Tax Files</li> <li>Checking and verify the tax invoice</li> <li>Scanning files</li> <li>Printing FSD &amp; input-TMS</li> <li>Printing Invoice</li> </ul> | OP     |                  |                 |
| 5. | 10 NOV 2023<br>(Jumat) | <ul style="list-style-type: none"> <li>Capture &amp; Printing PA /close TP</li> <li>Checking PA, close TP and Invoice</li> </ul>   | OP     |                  |                 |

Catatan  
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity  | Information  |
|----|--|--|
| 1  | <br> | <p>A formal letter requesting an advance credit of salary owing to unanticipated events or financial crises is written by an employee to their employer.</p> |

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUE AISYAH  
 Lembaga Pendidikan : Poliklinik Negeri Bengkulu  
 Jurusan/Prodi : Bahasa / Sistem  
 Tanggal Praktek : 13 Nov 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MURAHNI

| No | Tanggal              | Materi Praktek  | Lokasi | Paraf pembimbing |                 |
|----|----------------------|---|--------|------------------|-----------------|
|    |                      |   |        | Koord Lapangan   | Public Relation |
| 1. | 13 Nov 2023 (Senin)  | <ul style="list-style-type: none"> <li>Copling Invoice, FSD, and tax Invoice</li> <li>Input Invoice app/oft 1699 October 2023 in ICS</li> <li>Lampirkan ISES</li> <li>create shipment costs</li> </ul>  | OP     |                  |                 |
| 2. | 14 Nov 2023 (Selasa) | <ul style="list-style-type: none"> <li>Printing SPC and checking the invoice</li> <li>Copling Protogal</li> <li>Printing PO and checking the input/ update PA</li> </ul>  | OR     |                  |                 |
| 3. | 15 Nov 2023 (Rabu)   | <ul style="list-style-type: none"> <li>Sorting the list of off/oft and PBM cost reflects at Beaumbaru / perawang Port</li> <li>Printing ISES Sale entry Permit for contractor / employee</li> <li>checking the travel letter invoice</li> </ul>           | OP     |                  |                 |
| 4. | 16 Nov 2023 (Kamis)  | <ul style="list-style-type: none"> <li>Create shipment costs</li> <li>Update PA in ICS</li> <li>Printing PA &amp; checking the invoice</li> <li>Printing TT, b/L, SPC</li> <li>checking invoice</li> </ul>  | OP     |                  |                 |
| 5. | 17 Nov 2023 (Jumat)  | <ul style="list-style-type: none"> <li>checking travel letter invoice</li> <li>Printing FSD &amp; Input PMS</li> <li>Printing b/L, SPC and copying Invoice</li> <li>copy PA &amp; TT</li> <li>Printing TT</li> <li>Printing &amp; checking SPC</li> </ul> | OP     |                  |                 |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari untuk pengesahan

| NO | Picture of Activity | Information   |
|----|---------------------|---|
| 1  |                     | The purpose of FSD is to identify and specify the business procedures in the domain under discussion. The FSD format for reports, enhancements, interfaces, or forms may vary depending on how SAP is installed in company. |


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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR AISYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI 1 BENGKALU  
 Jurusan/Prodi : BAHASA/BISNIS  
 Tanggal Praktek : 20 NOV 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MURAFI

| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing   |                    |
|----|-------------------------|---|--------|--------------------|--------------------|
|    |                         |   |        | Koord Lapangan     | Public Relation    |
| 1. | 20 NOV 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Printing SPC &amp; checking invoice</li> <li>Printing PA</li> <li>Checking inv. invoice, b/L, SPC</li> <li>creating Protocol for Invoice</li> <li>create shipment note</li> <li>input ICS and update PA</li> </ul> | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 2. | 21 NOV 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>checking invoice &amp; shipment plan</li> <li>Update PA</li> <li>Scanning Invoice and Stamp it.</li> <li>Printing TP &amp; B/L</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 3. | 22 NOV 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Update PA in ICS</li> <li>Scanning invoice SH agent &amp; Rename it.</li> <li>Checking &amp; verify invoice, TP, b/L, tax &amp; SPC</li> <li>Printing PO &amp; check it.</li> </ul>                                | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 4. | 23 NOV 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Recap shipping costs data</li> <li>create shipment cost.</li> <li>Printing TP, B/L &amp; check it</li> <li>Printing PA, checking invoice &amp; arrange it.</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 5. | 24 NOV 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>update ICS</li> <li>Printing SPC &amp; PO.</li> <li>Update PA in ICS</li> <li>Update URA</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |











Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information   |
|----|---|---|
| 1  |  | <p>Renaming an invoice document in a company refers to the act of renaming the invoice document. Different approaches can be used to do this, depending on the software or system being utilized.</p> |

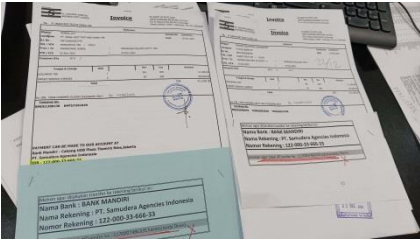

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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : NUR ALYAH  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA /SIKPEO  
 Tanggal Praktek : 29 NOV 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MUBAFIL

| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing   |   |
|----|-------------------------|---|--------|--|---|
|    |                         |   |        | Koord Lapangan   | Public Relation   |
| 1. | 27 NOV 2023<br>(Senin)  | • Update PA in ICS<br>• Printing PA & checking the invoice<br>• Printing TP, B/L, SRC and checking it.  | OP     |    |    |
| 2. | 28 NOV 2023<br>(Selasa) | • Input ICS the list of OPP/OPF and PBM cost report for Papanbaru/Perawang Port<br>• checking travel letter invoice<br>• Printing PED & B/L TRS | OP     |    |    |
| 3. | 29 NOV 2023<br>(Rabu)   | • Checking shipment cost and create it.<br>• Printing B/L & TP<br>• Update PA in ICS.   | OP     |    |    |
| 4. | 30 NOV 2023<br>(Kamis)  | • Printing B/L & checking it.<br>• Scanning invoice & B/L.<br>• Input PA in ICS<br>• Input/Update PA /close TP                                  | OP     |   |   |
| 5. | 31 NOV 2023<br>(Jumat)  | • Create shipment cost<br>• Printing PA /PP<br>• Printing PO & SRC<br>• checking invoice, B/L, TP, PA.  | OP     |  |  |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity  | Information  |
|----|--|--|
| 1  | <br> | <p>PO should contain precise information on the products or services rendered in addition to the purchase order number. Purchase order invoices are verified by comparing them to the original purchase order when they are sent to account payable.</p> |

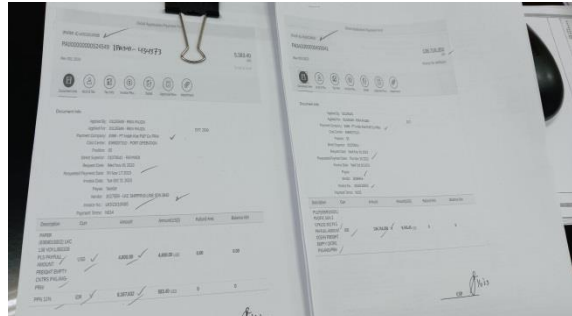
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nue Aisyah  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Sistem / BIREO  
 Tanggal Praktek : 4 Desember 2023  
 Penempatan Unit : OP (Operasional ... Pak)  
 Koord. Lapangan : Kuroni

| No | Tanggal                | Materi Praktek  | Lokasi | Paraf pembimbing   |                    |
|----|------------------------|---|--------|--------------------|--------------------|
|    |                        |   |        | Koord Lapangan     | Public Relation    |
| 1. | 4 Des 2023<br>(Senin)  | • Capture PA<br>• Checking Invoice<br>• Upload PA<br>• Printing PA, IC & check it.<br>• Create shipment costs   | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 2. | 5 Des 2023<br>(Selasa) | • Scanning & copying invoice, B/L, SEC & Proforma<br>• Scanning shipment letter<br>• Printing PA, TTB/L, SEC & check the invoice first<br>• Create shipment costs | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 3. | 6 Des 2023<br>(Rabu)   | • Create PO & SEC<br>• Checking/verify the invoice<br>• Upload PA<br>• Printing PA, TF, B/L & SEC<br>• Capture PA   | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 4. | 7 Des 2023<br>(Kamis)  | • Editing invoice, doc & PDF and ready to send to buy unit.<br>• create shipment costs<br>• printing sec & check it.  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 5. | 8 Des 2023<br>(Jumat)  | • Printing TF, PA and check it<br>• Upload PA in ICS<br>• Attach PA & OPI   | OP     | <i>[Signature]</i> | <i>[Signature]</i> |

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity   | Information   |
|----|---|---|
| 1  |  | <p>The initial stage in processing invoices for accounts payable (AP) departments is invoice capture, which is the process of obtaining data from invoices in both digital and paper formats.</p> |

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| VK | B |
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nisa Aisyah  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Bahasa / B. IS PRO  
 Tanggal Praktek : 11 Des. 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : Murafiq

| No | Tanggal                 | Materi Praktek   | Lokasi | Paraf pembimbing |                 |
|----|-------------------------|--|--------|------------------|-----------------|
|    |                         |  |        | Koord Lapangan   | Public Relation |
| 1. | 11 Des 2023<br>(Senin)  | <ul style="list-style-type: none"> <li>Input Invoice OPP/OPF and PBM in ICS</li> <li>Update ICS</li> <li>Input ICS in opp Portal</li> <li>checking &amp; verify tax letter</li> </ul>  | OP     |                  |                 |
| 2. | 12 Des 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Create shipment costs</li> <li>Reap shipment cost data</li> <li>Printing TP, B/L, SPC</li> <li>checking Invoice</li> <li>checking B/L, SPC</li> </ul>   | OP     |                  |                 |
| 3. | 13 Des 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Checking B/L &amp; SPC</li> <li>Update no PA in ICS</li> <li>Printing PA &amp; attach UEN</li> <li>checking travel letter invoice</li> <li>Printing &amp; Input FID</li> </ul>                              | OP     |                  |                 |
| 4. | 14 Des 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Search and bring news event</li> <li>checking travel letter invoice</li> <li>Update PA in ICS</li> <li>checking Invoice of A zon Tarant</li> <li>Attach Proposal, FID, Invoice, and Printing FID</li> </ul> | OP     |                  |                 |
| 5. | 15 Des 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>attach UEN &amp; TP</li> <li>checking TP, UEN, Invoice</li> <li>Sorting the list of OPP/OPF and PBM cost reports at Peramban /Perawang Port.</li> </ul>   | OP     |                  |                 |

Catatan  
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity | Information   |
|----|---------------------|---|
| 1  |                     | <p>In company, attaching a proposal is sending an email or other correspondence with a document that contains the proposal's details. Depending on the recipient's preferences and the company's policies, this document may be attached as word, PDF, or another type of file.</p> |

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| VK | B |
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**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Nue Ansyah  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA/BISNIS  
 Tanggal Praktek : 16 - 22 Des 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MULANU

| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing |                 |
|----|-------------------------|---|--------|------------------|-----------------|
|    |                         |   |        | Koord Lapangan   | Public Relation |
| 1. | 18 Des 2023<br>(sen)    | <ul style="list-style-type: none"> <li>Sorting the list of OPO/OPT and PGM cases reports at Perawang/Pesawaran Port.</li> <li>Copying to the invoice to send it into bank unit.</li> <li>checking input FPD</li> <li>Printing to SEC for B/L</li> </ul> | OP     |                  |                 |
| 2. | 19 Des 2023<br>(Selasa) | <ul style="list-style-type: none"> <li>Update PA in ICS</li> <li>Printing PA and attach the user</li> <li>Create shipment case</li> </ul>   | OP     |                  |                 |
| 3. | 20 Des 2023<br>(Rabu)   | <ul style="list-style-type: none"> <li>Create shipment cases</li> <li>Printing SEC and attach it in invoice</li> <li>Checking document from ozon trans-work</li> <li>Copyng protokol for stock logistic.</li> <li>Checking news event</li> </ul>        | OP     |                  |                 |
| 4. | 21 Des 2023<br>(Kamis)  | <ul style="list-style-type: none"> <li>Update PA in ICS</li> <li>Printing PA and attach user in document of invoice</li> <li>Checking travel letter</li> <li>Input ICS at APP Portal</li> </ul>   | OP     |                  |                 |
| 5. | 22 Des 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Recap invoice and printing FPD</li> <li>Checking invoice and input FPD</li> <li>Copying file</li> <li>Input ICS in voice opt/opt on December 2023.</li> </ul>  | OP     |                  |                 |









Catatan  
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari senin untuk pengesahan

| NO | Picture of Activity | Information   |
|----|---------------------|---|
| 1  |                     | <p>In the context of invoicing, “URN” could allude to a tracking-related unique identifier or reference number that has been assigned to the invoice. Still, it’s hard to give a firm response without knowing additional background or details about the particular invoicing system in use.</p> |

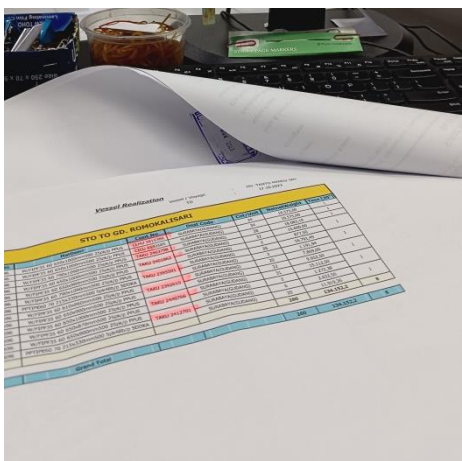


**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : MUE. ANSARI  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : BAHASA BISNIS  
 Tanggal Praktek : 26 - 29 Des 2023  
 Penempatan Unit : OP  
 Koord. Lapangan : MURAHU

| No | Tanggal                 | Materi Praktek  | Lokasi | Paraf pembimbing   |   |
|----|-------------------------|---|--------|--|---|
|    |                         |   |        | Koord Lapangan   | Public Relation   |
| 1. |                         | HARI RAYA NATAL   |        |  |   |
| 2  | 26 Des 2023<br>(Sabtu)  | <ul style="list-style-type: none"> <li>Printing and attach TT, B/L &amp; SP in invoice files.</li> <li>Checking invoices.</li> <li>Complete PA &amp; checking all of invoice</li> </ul>                             | OP     |    |    |
| 3. | 27 Des 2023<br>(Sabtu)  | <ul style="list-style-type: none"> <li>Update number of PA in off portal</li> <li>Update ICE</li> <li>Checking doc, logsheet and send it to FCO</li> <li>Printing &amp; attach b/L JFP in doc. close TT.</li> </ul> | OP     |    |    |
| 4. | 28 Des 2023<br>(Kamisi) | <ul style="list-style-type: none"> <li>Create and recap shipment cost.</li> <li>Copying invoice</li> <li>Checking &amp; verifying travel letter invoice.</li> <li>Checking to SP FSD</li> </ul>                     | OP     |   |   |
| 5. | 29 Des 2023<br>(Jumat)  | <ul style="list-style-type: none"> <li>Input FSD in eSewa web</li> <li>Printing FSD &amp; checking the document.</li> <li>Update ICE in App Portal.</li> </ul>  | OP     |  |  |

Catatan  
 Lembar monitoring ini harus diserahkan ke Public Relation setiap hari untuk pengesahan

| NO | Picture of Activity   | Information  |
|----|---|--|
| 1  |  | <p>There are a few allusions to the examination and inspection of vessels, which could be connected. For instance, talks about inspecting a vessel's condition before buying it, which entails carefully looking at the vessel's structure, gear, and paperwork.</p> |

**MAGANG INDUSTRI**  
**PT. INDAH KTIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama: Nur Aisyah  
 Lembaga Pendidikan: Politeknik Negeri Semarang  
 Jurusan/Prodi: Bisnis / BUSPRO  
 Tanggal Praktek: 2 Jan - 4 Jan 2024  
 Penempatan: OP  
 Koord. Lapangan: Nur Ami

| No | Tanggal                 | Materi-Praktek   | Lokasi | Paraf pembimbing   |                    |
|----|-------------------------|--|--------|--------------------|--------------------|
|    |                         |  |        | Koord Lapangan     | Public Relation    |
| 1. |                         | CUTI TAHUN BAKEL<br>(Cuti Bersama)   |        |                    |                    |
| 2  | 02 Jan 2024<br>(Selasa) | <ul style="list-style-type: none"> <li>• Update PA in app Portal</li> <li>• Input ICS in app Portal</li> <li>• Checking statement costs</li> <li>• Search news event</li> </ul>  | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 3. | 3 Jan 2024<br>(Rabu)    | <ul style="list-style-type: none"> <li>• Printing PA and checking it.</li> <li>• Update Printing REC</li> <li>• Checking invoice of kuthone nager including rate &amp; total</li> <li>• Check container rate in Portal</li> <li>• Check invoice &amp; tax</li> </ul> | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 4. | 4 Jan 2024<br>(Kamis)   | <ul style="list-style-type: none"> <li>• Attach PA, Invoice and tax into travel letter invoice and send it to tax</li> <li>• Printing REC &amp; check the invoice</li> <li>• Update PA</li> <li>• Update pa in ICS</li> <li>• create statement cuty.</li> </ul>      | OP     | <i>[Signature]</i> | <i>[Signature]</i> |
| 5. |                         |  |        |                    |                    |

Catatan  
 Lembar monitoring ini harus diserahkan ke Public Relation setiap hari Senin untuk pengesahan

| NO | Picture of Activity | Information  |
|----|---------------------|--|
| 1  |                     | <p>The process of recording the actions required in transporting items from one place to another is referred to as the loading and unloading record in a business. Financial reporting, inventory management, and effective organization all depend on this procedure.</p> |

# Appendix of Logbook

Cost Kegiatan

Periode: 2023 tanggal

Unit: D4 Business Inggris Untuk Komersial

Instansi: PT. Indah Kiat Pulp and Paper (IKPP)

| No. | Tgl Kegiatan          | Perincoran   | Perilaku                                       | Tgl | Aktif |
|-----|-----------------------|--|--|-----|-------|
| 1   | Kamis, 4<br>Juni 2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420008 -<br>Doc Copyy<br>Ningih             |     |       |
| 2   | Kamis, 4<br>Juni 2023 | 98762202202004 -<br>Prati Retha, S.Pd, M.Ed                | 950420003 -<br>Dery Susanti                    |     |       |
| 3   | Kamis, 4<br>Juni 2023 | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420006 -<br>HRIS<br>Hakimullah              |     |       |
| 4   | Kamis, 4<br>Juni 2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan |     |       |

|     |                               |  |  |   |  |
|-----|-------------------------------|--|--|---|--|
| 187 | Jum, 17<br>November<br>2023   | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420008 -<br>Doc Copyy<br>Ningih             | lms antar berkes berdasarkan ke dia   |  |
| 188 | Jum, 17<br>November<br>2023   | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan | TTD Pengiriman data, upload   |  |
| 189 | Jum, 17<br>November<br>2023   | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420006 -<br>HRIS<br>Hakimullah              | Checking the loading vessel   |  |
| 200 | Jum, 17<br>November<br>2023   | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420009 -<br>Nur Aisyah                      | invoice   |  |
| 201 | Kamis, 16<br>November<br>2023 | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420003 -<br>Dery Susanti                    | Monitoring, dan input   |  |
| 202 | Kamis, 16<br>November<br>2023 | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420007 -<br>Wyanda<br>Rahmawati             | verifikasi NPL, input ICL, cek PO pulp / paper, input HTS                     |  |
| 203 | Kamis, 16<br>November<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420008 -<br>Dery Susanti                    | Verification invoice file, input data of H&Ks, shipment<br>plan for container |  |
| 204 | Kamis, 16<br>November<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan | TTD   |  |

|     |                              |  |  |   |  |
|-----|------------------------------|--|--|---|--|
| 125 | Sabtu, 9<br>Desember<br>2023 | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420006 -<br>HRIS<br>Hakimullah              | Classifying HR documents                            |  |
| 126 | Sabtu, 9<br>Desember<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan | TTD pengiriman data                                 |  |
| 127 | Sabtu, 9<br>Desember<br>2023 | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420007 -<br>Wyanda<br>Rahmawati             | invoice   |  |
| 128 | Sabtu, 9<br>Desember<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420008 -<br>Dery Susanti                    | invoice   |  |
| 129 | Sabtu, 4<br>Desember<br>2023 | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420009 -<br>Nur Aisyah                      | invoice   |  |
| 130 | Sabtu, 4<br>Desember<br>2023 | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420003 -<br>Dery Susanti                    | Monitoring input dan arsip                          |  |
| 131 | Sabtu, 4<br>Desember<br>2023 | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420006 -<br>HRIS<br>Hakimullah              | E-filing transport ship documents of MMS 27H 0705KE |  |
| 132 | Sabtu, 4<br>Desember<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan | TTD pengiriman                                      |  |

|     |                             |  |  |   |  |
|-----|-----------------------------|--|--|---|--|
| 365 | Sabtu, 9<br>Oktober<br>2023 | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420003 -<br>Dery Susanti                    | Monitoring input, konfirmasi, dan belajar           |  |
| 366 | Sabtu, 9<br>Oktober<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420008 -<br>Dery Susanti                    | Input data shipment cost, verification invoice file |  |
| 367 | Sabtu, 9<br>Oktober<br>2023 | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420006 -<br>HRIS<br>Hakimullah              | Preparing eksport document for Sri Lanka client's   |  |
| 368 | Sabtu, 9<br>Oktober<br>2023 | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan | TTD Pengiriman data                                 |  |
| 369 | Jum, 9<br>Oktober<br>2023   | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420009 -<br>Nur Aisyah                      | invoice   |  |
| 370 | Jum, 9<br>Oktober<br>2023   | 987622022020004 -<br>Prati Retha, S.Pd, M.Ed               | 950420009 -<br>Nur Aisyah                      | Checking and scanning invoice files                 |  |
| 371 | Jum, 9<br>Oktober<br>2023   | 989900202020008 -<br>FANALISA EFA, S.Pd,<br>M.Pd           | 950420006 -<br>HRIS<br>Hakimullah              | Making weekly report document                       |  |
| 372 | Jum, 9<br>Oktober<br>2023   | 97762202202004 -<br>MUHAMMAD RIDHA<br>GURAWAN, S.S., M.Hum | 950420002 -<br>Jessica<br>Christine<br>Slaglan | TTD pengiriman dokumen, Pemeliharaan data           |  |

| No  | Tgl                      | Nama   | Instansi                             | Uraian  | Status |
|-----|--------------------------|--|--------------------------------------|---|--------|
| 423 | Senin, 25 September 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400001 - Dey Susanti              | Memeriksa amplop dan input  |        |
| 423 | Senin, 25 September 2023 | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400006 - Hris Hekimuloh           | Learning ProdiDel Document  |        |
| 424 | Senin, 25 September 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | Funda kangen, Update Summary  |        |
| 425 | Jumat, 22 September 2023 | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400007 - Wiyanda Rahmeh Putri     | input data ICS dan HTS  |        |
| 426 | Jumat, 22 September 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | Memeriksa, Mhngarungkan berkas lemboran, Monev, TTD Sdngr summary           |        |
| 427 | Jumat, 22 September 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400009 - Nur Aisyah               | Verify asusama Mandiri/Expediton, Printing payment application for loghwaed |        |
| 428 | Jumat, 22 September 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400008 - Dico Cahya Ningsih       | Verification jenis barang Bongkar/muat                                      |        |
| 428 | Jumat, 22 September 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400003 - Dey Susanti              | Monitoring HCL, update laporan Summary of Transportation Shp                |        |

| No  | Tgl                     | Nama   | Instansi                             | Uraian  | Status |
|-----|-------------------------|--|--------------------------------------|---|--------|
| 237 | Rabu, 8 November 2023   | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400008 - Dico Cahya Ningsih       | Input shipment cost, verification invoice file, input data of HCLs, advance payment application |        |
| 238 | Rabu, 8 November 2023   | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | TTD, Memeriksa dan Pengangan  |        |
| 239 | Rabu, 8 November 2023   | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400003 - Dey Susanti              | Monitoring dan input  |        |
| 240 | Rabu, 8 November 2023   | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400007 - Wiyanda Rahmeh Putri     | verifikasi TMS, with TTD diadonan SAP, verifikasi nomor FA, create nomor URM barcode, input urm |        |
| 240 | Rabu, 8 November 2023   | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400009 - Nur Aisyah               | Invoice   |        |
| 242 | Rabu, 8 November 2023   | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400006 - Hris Hekimuloh           | Continuing to classify PEB documents  |        |
| 243 | Selasa, 7 November 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400008 - Dico Cahya Ningsih       | Verification invoice file, input shipment cost, shipment plan for container                     |        |
| 244 | Selasa, 7 November 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | TTD, memeriksa dan pengangan  |        |

| No  | Tgl                       | Nama   | Instansi                             | Uraian  | Status |
|-----|---------------------------|--|--------------------------------------|---|--------|
| 444 | Selasa, 26 September 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400009 - Nur Aisyah               | Printing and Checking Invoice files                               |        |
| 445 | Selasa, 26 September 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400003 - Dey Susanti              | Monitoring input HCL, koordinasi, input Trucking                  |        |
| 446 | Selasa, 26 September 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | Pengangan berkas, TTD/FCA/Con                                     |        |
| 447 | Selasa, 26 September 2023 | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400006 - Hris Hekimuloh           | Preparing eksport document for kppol/Italy                        |        |
| 448 | Selasa, 26 September 2023 | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400007 - Wiyanda Rahmeh Putri     | input data payment, scan data, input data HTS dan TMS             |        |
| 449 | Senin, 25 September 2023  | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400008 - Dico Cahya Ningsih       | Input data di HTSAC/1, verification jenis barang bongkar/muat     |        |
| 420 | Senin, 25 September 2023  | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400009 - Nur Aisyah               | Checking and verify Invoice files                                 |        |
| 421 | Senin, 25 September 2023  | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400007 - Wiyanda Rahmeh Putri     | input data TMS, HTS, cek data OPI/OTI dan PEB, sigl dokumen masuk |        |

| No  | Tgl                      | Nama   | Instansi                             | Uraian  | Status |
|-----|--------------------------|--|--------------------------------------|---|--------|
| 141 | Korvis, 30 November 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400009 - Nur Aisyah               | Invoice   |        |
| 142 | Korvis, 30 November 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400008 - Dico Cahya Ningsih       | Invoice   |        |
| 143 | Korvis, 30 November 2023 | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | TTD   |        |
| 144 | Korvis, 30 November 2023 | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400006 - Hris Hekimuloh           | E-filing transport ship document of Lima Sentosa 2002 LM 2330 |        |
| 145 | Korvis, 30 November 2023 | 98703022020004 - Prati Retno, S.Pd, MEd            | 950400003 - Dey Susanti              | Input dan amp   |        |
| 146 | Korvis, 30 November 2023 | 989000209003006 - FANALISA EFA, S.Pd, MPA          | 950400007 - Wiyanda Rahmeh Putri     | Invoice   |        |
| 147 | Rabu, 29 November 2023   | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400008 - Dico Cahya Ningsih       | Invoice   |        |
| 148 | Rabu, 29 November 2023   | 97703022020004 - MUHAMMAD RIZKA GUNAWAN, S.S, MHum | 950400002 - Jessica Christine Siglon | TTD, Memulai surat, memeriksa & menggabungkan                 |        |

|     |                               |   |  |  |
|-----|-------------------------------|---|--|--|
| 277 | Selasa, 28<br>Oktober<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420002 -<br>Jenisia<br>Christine<br>Slingan | Ttd  |
| 278 | Selasa, 28<br>Oktober<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420006 -<br>Hera<br>Hokimuloh               | Archiving PEB documents  |
| 279 | Selasa, 28<br>Oktober<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420008 -<br>Devi Cahya<br>Ningih            | verifikasi container yang operational, input data di<br>HTS/UCS, verification invoice file nya |
| 280 | Selasa, 28<br>Oktober<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420009 -<br>Nur Aisyah                      | invoice  |
| 281 | Selasa, 28<br>Oktober<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | menghitung ben container, shipment cost, shipment<br>tracking                                  |
| 282 | Selasa, 28<br>Oktober<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420001 -<br>Deyi Susanti                    | Monitoring dan siap  |
| 283 | Selasa, 28<br>Oktober<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420002 -<br>Jenisia<br>Christine<br>Slingan | TTD, Beleg, mangrupi bekal peribuhan   |
| 284 | Selasa, 30<br>Oktober<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420006 -<br>Hera<br>Hokimuloh               | Archiving PEB documents  |

|    |                                |   |  |  |
|----|--------------------------------|---|--|--|
| 87 | Selasa, 28<br>November<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | Invoice  |
| 88 | Selasa, 28<br>November<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420009 -<br>Nur Aisyah                      | Invoice  |
| 89 | Selasa, 27<br>November<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420008 -<br>Devi Cahya<br>Ningih            | Invoice  |
| 90 | Selasa, 27<br>November<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420002 -<br>Jenisia<br>Christine<br>Slingan | TTD beleg dan memotong                           |
| 91 | Selasa, 27<br>November<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420006 -<br>Hera<br>Hokimuloh               | Classifying PEB documents                        |
| 92 | Selasa, 27<br>November<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420003 -<br>Deyi Susanti                    | Monitoring dan input                             |
| 93 | Selasa, 27<br>November<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | verifikasi Ttd, KCS, HTS, shipment cost, barcode |
| 94 | Selasa, 27<br>November<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420009 -<br>Nur Aisyah                      | Invoice  |

|     |                                |   |  |   |
|-----|--------------------------------|---|--|---|
| 388 | Selasa, 2<br>Oktober<br>2023   | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420002 -<br>Jenisia<br>Christine<br>Slingan | TTD, drafting Scan, pengisian bekal tambahan<br>Aksesori B2020      |
| 389 | Jumat, 26<br>September<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420009 -<br>Nur Aisyah                      | invoice   |
| 400 | Jumat, 26<br>September<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420008 -<br>Devi Cahya<br>Ningih            | Verifikasi jenis barang bangle/muat, input data di<br>HTS/UCS       |
| 401 | Jumat, 26<br>September<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | verifikasi Ttd, input KCS, verifikasi dokumen performa              |
| 402 | Jumat, 26<br>September<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | verifikasi Ttd, input KCS, menyamakan<br>dokumen/verifikasi dokumen |
| 403 | Jumat, 26<br>September<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420006 -<br>Hera<br>Hokimuloh               | Continuing to learn step to make Pre-shipment<br>document           |
| 404 | Jumat, 26<br>September<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420002 -<br>Jenisia<br>Christine<br>Slingan | TTD, Beleg & Mengisi  |
| 405 | Jumat, 26<br>September<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | buat Ttd, input data KCS, menyamakan dokumen                        |

|     |                                |   |  |   |
|-----|--------------------------------|---|--|---|
| 489 | Rabu, 29<br>November<br>2023   | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420006 -<br>Hera<br>Hokimuloh               | Archiving PEB documents                                   |
| 490 | Rabu, 29<br>November<br>2023   | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420003 -<br>Deyi Susanti                    | input dan siap  |
| 491 | Rabu, 29<br>November<br>2023   | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420007 -<br>Wynada<br>Rahma Putri           | invoice   |
| 492 | Rabu, 29<br>November<br>2023   | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420009 -<br>Nur Aisyah                      | invoice   |
| 493 | Selasa, 28<br>November<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420008 -<br>Devi Cahya<br>Ningih            | Invoice   |
| 494 | Selasa, 28<br>November<br>2023 | 9179232023004 -<br>MUMAMMAD NOKRA<br>GUNAWAN, S.S, MHum | 950420002 -<br>Jenisia<br>Christine<br>Slingan | TTD   |
| 495 | Selasa, 28<br>November<br>2023 | 989500020903005 -<br>FANALISA EFA, S.Pd,<br>MFG         | 950420006 -<br>Hera<br>Hokimuloh               | Classifying PEB documents that has been checked<br>before |
| 496 | Selasa, 28<br>November<br>2023 | 9879032023004 -<br>Prati Retno, S.Pd, MEd               | 950420003 -<br>Deyi Susanti                    | Monitoring  |

| No  | Tgl                    | Nama                               | NIK            | Instansi | Uraian  | Status                               |
|-----|------------------------|------------------------------------|----------------|----------|---|--------------------------------------|
| 380 | Selasa, 9 Oktober 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG      | Monitoring input, onsp  | 550420003 - Dedy Susanti             |
| 388 | Selasa, 9 Oktober 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG      | TTD Memoranda/Trd, Memerika   | 550420002 - Jevica Christine Slagien |
| 392 | Selasa, 9 Oktober 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG      | Preparing Export document Tissue Product to USA   | 550420006 - Hani Rokhmulah           |
| 393 | Senin, 2 Oktober 2023  | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG      | Invoice   | 550420009 - Nur Aiyah                |
| 394 | Senin, 2 Oktober 2023  | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG      | Print Payment Application, verifikasi edpel jenis barang bongkar/umul, input data di HTS&CL | 550420008 - Dedi Cahyo Ningih        |
| 395 | Senin, 2 Oktober 2023  | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG      | input data ICS dan HTS, verifikasi TMS, menghitung brn                                      | 550420007 - Wyanda Rakhma Putri      |
| 396 | Senin, 2 Oktober 2023  | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG      | Document preparation for client of Spain  | 550420006 - Hani Rokhmulah           |
| 397 | Senin, 2 Oktober 2023  | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG      | Monitoring DCFORC, berita acara NECL, training  | 550420003 - Dedy Susanti             |

|     |                         |                                    |                |     |  |                                      |
|-----|-------------------------|------------------------------------|----------------|-----|--|--------------------------------------|
| 228 | Senin, 13 November 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | TTD pengantipan  | 550420002 - Jevica Christine Slagien |
| 222 | Senin, 13 November 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | verifikasi payment, shipment cost, cek no po pub/ paper  | 550420007 - Wyanda Rakhma Putri      |
| 223 | Senin, 13 November 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | Learning how to make PIB Documents   | 550420006 - Hani Rokhmulah           |
| 224 | Senin, 13 November 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Invoice  | 550420009 - Nur Aiyah                |
| 225 | Jumat, 10 November 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | Shipment plan for container, upload invoice ri ftd, scanning future agency, input data di hts&cl | 550420008 - Dedi Cahyo Ningih        |
| 226 | Jumat, 10 November 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | TTD pengantipan  | 550420002 - Jevica Christine Slagien |
| 227 | Jumat, 10 November 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Input  | 550420003 - Dedy Susanti             |
| 228 | Jumat, 10 November 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | input IRES, create logsheet, input ICS dan HTS, verifikasi TMS                                   | 550420007 - Wyanda Rakhma Putri      |

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|----|--------------------------|------------------------------------|----------------|-----|---|--------------------------------------|
| 29 | Rabu, 27 Desember 2023   | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | e-filing transport ship document of UIC 46, 1483306 | 550420006 - Hani Rokhmulah           |
| 30 | Rabu, 27 Desember 2023   | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | Invoice   | 550420009 - Nur Aiyah                |
| 31 | Rabu, 27 Desember 2023   | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Invoice   | 550420009 - Nur Aiyah                |
| 32 | Rabu, 27 Desember 2023   | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | Invoice   | 550420007 - Wyanda Rakhma Putri      |
| 33 | Rabu, 27 Desember 2023   | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | -   | 550420002 - Jevica Christine Slagien |
| 34 | Selasa, 26 Desember 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | e-filing transport ship document of MP 216 pa04     | 550420006 - Hani Rokhmulah           |
| 35 | Selasa, 26 Desember 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | Invoice   | 550420009 - Nur Aiyah                |
| 36 | Selasa, 26 Desember 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Invoice   | 550420009 - Nur Aiyah                |

|     |                         |                                    |                |     |  |                                      |
|-----|-------------------------|------------------------------------|----------------|-----|--|--------------------------------------|
| 889 | Senin, 20 November 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | TTD penginputan data, pendataan nomor  | 550420002 - Jevica Christine Slagien |
| 890 | Senin, 20 November 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Monitoring input, dan onsp   | 550420003 - Dedy Susanti             |
| 888 | Senin, 20 November 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | Archiving PIB documents  | 550420006 - Hani Rokhmulah           |
| 892 | Senin, 20 November 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | verifikasi advance, TMS, input data IRES   | 550420007 - Wyanda Rakhma Putri      |
| 893 | Senin, 20 November 2023 | MUHAMMAD RIDWA OUNAWAN, S.S, M.Hum | 97982202203004 | MFG | input data di HTS&CL input shipment cost, shipment plan for container, verifikasi invoice Rihs | 550420008 - Dedi Cahyo Ningih        |
| 894 | Senin, 20 November 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Invoice  | 550420009 - Nur Aiyah                |
| 895 | Jumat, 17 November 2023 | Prati Retno, S.Pd, M.Ed            | 98701202203004 | MFG | Monitoring, dan input  | 550420003 - Dedy Susanti             |
| 896 | Jumat, 17 November 2023 | FANALISA ELFA, S.Pd, M.Pd          | 98900820903006 | MFG | on   | 550420007 - Wyanda Rakhma Putri      |

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|----|---------------------------------|---|---|--|
| 53 | Korolla, 21<br>Desember<br>2023 | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042003 -<br>Devy Susanti                    |  |
| 54 | Korolla, 21<br>Desember<br>2023 | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042008 -<br>Hris<br>Hakimulqah              | Classifying PBB documents                      |
| 55 | Korolla, 21<br>Desember<br>2023 | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042002 -<br>Jessica<br>Christine<br>Slagion | TID, pengisian                                 |
| 56 | Korolla, 21<br>Desember<br>2023 | 998703202203008 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042007 -<br>Wiyanda<br>Rahma Putri          | diisi logistik                                 |
| 57 | Rabu, 20<br>Desember<br>2023    | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042008 -<br>Ded Cahya<br>Ningsih            | invoice  |
| 58 | Rabu, 20<br>Desember<br>2023    | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042009 -<br>Nur Aisyah                      | invoice  |
| 59 | Rabu, 20<br>Desember<br>2023    | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042003 -<br>Devy Susanti                    |  |
| 60 | Rabu, 20<br>Desember<br>2023    | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042008 -<br>Hris<br>Hakimulqah              | filling transport ship document of MP 212 P548 |

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|-----|-------------------------------|---|---|---|
| 303 | Rabu, 25<br>Oktober<br>2023   | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042002 -<br>Jessica<br>Christine<br>Slagion | TID, Membandingkan, Mengisi laporan   |
| 302 | Rabu, 25<br>Oktober<br>2023   | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042008 -<br>Hris<br>Hakimulqah              | Learn how to create PBB Documents   |
| 303 | Selasa, 24<br>Oktober<br>2023 | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042007 -<br>Wiyanda<br>Rahma Putri          | verifikasi dokumen performas, create shipment,<br>verifikasi dokumen entry                  |
| 304 | Selasa, 24<br>Oktober<br>2023 | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042003 -<br>Devy Susanti                    | Monitoring and upload   |
| 305 | Selasa, 24<br>Oktober<br>2023 | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042009 -<br>Nur Aisyah                      | do Invoice bank   |
| 306 | Selasa, 24<br>Oktober<br>2023 | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042008 -<br>Ded Cahya<br>Ningsih            | input data shipment cost, input data HTS&CS, Prol<br>shipment plans, Scanning future agency |
| 307 | Selasa, 24<br>Oktober<br>2023 | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042002 -<br>Jessica<br>Christine<br>Slagion | TID, Membandingkan  |
| 308 | Selasa, 24<br>Oktober<br>2023 | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042008 -<br>Hris                            | Understanding post-bond document  |

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| 482 | Korolla, 14<br>September<br>2023 | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042008 -<br>Hris<br>Hakimulqah              | Input and sending document for client Mexico and<br>Guatemala                                 |
| 483 | Korolla, 14<br>September<br>2023 | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042003 -<br>Devy Susanti                    | Monitoring IC, input data, mengantar berkas   |
| 484 | Korolla, 14<br>September<br>2023 | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042002 -<br>Jessica<br>Christine<br>Slagion | Memo tag & TC, Tag daftar hasil, mengisi format,<br>memfoto lembaran, mensyoution rekaptulasi |
| 485 | Korolla, 14<br>September<br>2023 | 998703202203004 -<br>GUNAWAN S.S, M.Hum                   | 95042008 -<br>Ded Cahya<br>Ningsih            | Scanning Invoice files, PPS delivery change, Print<br>payment, Input Data HTS&CS              |
| 486 | Korolla, 14<br>September<br>2023 | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042007 -<br>Wiyanda<br>Rahma Putri          | menghitung jumlah kontainer, menjumlahkan tonase,<br>mencetak data                            |
| 487 | Rabu, 13<br>September<br>2023    | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042009 -<br>Nur Aisyah                      | Renome Invoice data file, scanning, printing and<br>photocopying files, including IFC         |
| 488 | Rabu, 13<br>September<br>2023    | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042008 -<br>Ded Cahya<br>Ningsih            | Verification bon trailer  |
| 489 | Rabu, 13<br>September<br>2023    | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042007 -<br>Wiyanda<br>Rahma Putri          | to billing side, input data payment, cek surat dan<br>jumlah kontainer                        |

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| 269 | Rabu, 1<br>November<br>2023   | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042007 -<br>Wiyanda<br>Rahma Putri          | update nomor UPR, input ICE dan HTS, verifikasi TMS,<br>menghitung material                      |
| 270 | Rabu, 1<br>November<br>2023   | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042003 -<br>Devy Susanti                    | Monitoring input, konfirmasi   |
| 271 | Rabu, 1<br>November<br>2023   | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042002 -<br>Jessica<br>Christine<br>Slagion | TID, Pendataan nama  |
| 272 | Rabu, 1<br>November<br>2023   | 998703202203006 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042008 -<br>Hris<br>Hakimulqah              | Preparing PBB documents  |
| 273 | Selasa, 30<br>Oktober<br>2023 | 998703202203004 -<br>MUHAMMAD NORA,<br>GUNAWAN S.S, M.Hum | 95042008 -<br>Ded Cahya<br>Ningsih            | Verification Invoice filing input data of HTS&CS, Payment<br>application, Scanning future agency |
| 274 | Selasa, 30<br>Oktober<br>2023 | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042009 -<br>Nur Aisyah                      | Invoice  |
| 275 | Selasa, 30<br>Oktober<br>2023 | 998703202203008 -<br>FANALISA EFA, S.Pd,<br>M.Pd          | 95042007 -<br>Wiyanda<br>Rahma Putri          | shipment tracking, shipment cost, cek PO pastasms,<br>create UPR                                 |
| 276 | Selasa, 30<br>Oktober<br>2023 | 998703202203004 -<br>Prati Ratri, S.Pd, MEd               | 95042003 -<br>Devy Susanti                    | Monitoring input dan onsp  |

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| 333 | Selasa, 17<br>Oktober<br>2023 | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420003 -<br>Devy Susanti                   | Monitoring, konfirmasi input   |
| 334 | Selasa, 17<br>Oktober<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Learning how to make attachment data on V-legal  |
| 335 | Serini, 16<br>Oktober<br>2023 | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420008 -<br>Deo Ciptya<br>Ningih           | - input data di sistem mill transportation report system, input data di seal invoice OPP/CP.     |
| 336 | Serini, 16<br>Oktober<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420007 -<br>Wyanda<br>Rahma Putri          | upload data UTM/PA, verifikasi data angkutan, create nomor UTM, update data kapal export, import |
| 337 | Serini, 16<br>Oktober<br>2023 | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan  |
| 338 | Serini, 16<br>Oktober<br>2023 | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420003 -<br>Devy Susanti                   | Monitoring dan input   |
| 339 | Serini, 16<br>Oktober<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Sending package from export import section to port   |
| 340 | Jumoh, 13<br>Oktober<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420008 -<br>Deo Ciptya<br>Ningih           | Verification invoice MT Tracking into order FOB, input data di HTSACS                            |

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| 339 | Serini, 16<br>Oktober<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Sending package from export import section to port                    |
| 340 | Jumoh, 13<br>Oktober<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420008 -<br>Deo Ciptya<br>Ningih           | Verification invoice MT Tracking into order FOB, input data di HTSACS |
| 341 | Serini, 16<br>Oktober<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | E-filing transport ship document of MP 128 P3175                      |
| 342 | Serini, 16<br>Oktober<br>2023 | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan data Pengaplikasian dan print summary                 |
| 343 | Serini, 16<br>Oktober<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420007 -<br>Wyanda<br>Rahma Putri          | invoice   |
| 344 | Jumoh, 8<br>Desember<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420008 -<br>Deo Ciptya<br>Ningih           | invoice   |
| 345 | Jumoh, 8<br>Desember<br>2023  | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420009 -<br>Nur Aisyah                     | invoice   |
| 346 | Jumoh, 8<br>Desember<br>2023  | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420007 -<br>Wyanda<br>Rahma Putri          | invoice   |
| 347 | Jumoh, 8<br>Desember<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan data, upload data                                     |

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| 346 | Jumoh, 8<br>Desember<br>2023 | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan data, upload data                      |
| 347 | Jumoh, 8<br>Desember<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420007 -<br>Wyanda<br>Rahma Putri          | invoice  |
| 348 | Jumoh, 8<br>Desember<br>2023 | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420009 -<br>Nur Aisyah                     | invoice  |
| 349 | Jumoh, 8<br>Desember<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Archiving PEB documents                                |
| 350 | Kamis, 7<br>Desember<br>2023 | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420008 -<br>Deo Ciptya<br>Ningih           | invoice  |
| 351 | Kamis, 7<br>Desember<br>2023 | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420009 -<br>Nur Aisyah                     | invoice  |
| 352 | Kamis, 7<br>Desember<br>2023 | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420003 -<br>Devy Susanti                   | Monitoring, onrip, input and tour                      |
| 353 | Kamis, 7<br>Desember<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Classifying PEB documents that has been checked before |
| 354 | Kamis, 7<br>Desember<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420007 -<br>Wyanda<br>Rahma Putri          | invoice  |
| 355 | Kamis, 7<br>Desember<br>2023 | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan data, Tour jelly                       |

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|-----|-------------------------------|--|---|---|
| 355 | Kamis, 7<br>Desember<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan data, Tour jelly  |
| 356 | Kamis, 16<br>November<br>2023 | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Classifying PEB documents   |
| 357 | Kamis, 16<br>November<br>2023 | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420009 -<br>Nur Aisyah                     | invoice   |
| 358 | Rabu, 15<br>November<br>2023  | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420003 -<br>Devy Susanti                   | Monitoring dan input  |
| 359 | Rabu, 15<br>November<br>2023  | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420007 -<br>Wyanda<br>Rahma Putri          | verifikasi PA, verifikasi tagihan bongkar, input C3 dan HTS, verifikasi H&S |
| 360 | Rabu, 15<br>November<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420008 -<br>Deo Ciptya<br>Ningih           | Verification invoice files, input data di HTSACS                            |
| 361 | Rabu, 15<br>November<br>2023  | 197502202203004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S, M.Hum | 550420002 -<br>Jessica<br>Christine<br>Slogan | TTD penginputan data, upload  |
| 362 | Rabu, 15<br>November<br>2023  | 1989008209032006 -<br>FANALISA E.F.A, S.Pd,<br>M.Pd        | 550420006 -<br>Hris<br>Hakimulhaz             | Classifying PEB documents   |
| 363 | Rabu, 15<br>November<br>2023  | 1987032022033004 -<br>Prest Ristro, S.Pd, MEG              | 550420009 -<br>Nur Aisyah                     | invoice   |



|     |                        |   |                                      |  |
|-----|------------------------|---|--------------------------------------|--|
| 253 | Senin, 9 November 2023 | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420009 - Nur Aisyah               | invoice  |
| 254 | Senin, 9 November 2023 | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420006 - HRS, Hafidmuth           | Checking export PEB documents                    |
| 255 | Jumat, 3 November 2023 | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420008 - Dedi Cahyo Ningih        | Input data of HTSACS, verification invoice files |
| 256 | Jumat, 3 November 2023 | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420009 - Nur Aisyah               | invoice  |
| 257 | Jumat, 3 November 2023 | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420007 - Wynndo Rofiqul Fuli      | menghitung bon scaling kapal                     |
| 258 | Jumat, 3 November 2023 | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420003 - Dedy Susanti             | Monitoring, konfirmasi, upload and input         |
| 259 | Jumat, 3 November 2023 | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420002 - Jessica Christine Singih | TTD, memibuat surat                              |
| 260 | Jumat, 3 November 2023 | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420006 - HRS, Hafidmuth           | Classifying PEB documents                        |

|     |                         |   |                                      |   |
|-----|-------------------------|---|--------------------------------------|---|
| 229 | Jumat, 10 November 2023 | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420009 - Nur Aisyah               | invoice   |
| 230 | Jumat, 10 November 2023 | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420006 - HRS, Hafidmuth           | Archiving PEB documents that has been checked                                     |
| 231 | Kamis, 9 November 2023  | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420008 - Dedi Cahyo Ningih        | input data of HTSACS, verification invoice files, verification plan future agency |
| 232 | Kamis, 9 November 2023  | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420002 - Jessica Christine Singih | TTD   |
| 233 | Kamis, 9 November 2023  | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420003 - Dedy Susanti             | Monitoring, konfirmasi, input, dan observasi                                      |
| 234 | Kamis, 9 November 2023  | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420007 - Wynndo Rofiqul Fuli      | edit PFD dokumen SAP - verifikasi TMS, create data/ barcode, verifikasi invoice   |
| 235 | Kamis, 9 November 2023  | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420009 - Nur Aisyah               | invoice   |
| 236 | Kamis, 9 November 2023  | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420006 - HRS, Hafidmuth           | Continuing to classify PEB documents  |

|     |                          |   |                                      |  |
|-----|--------------------------|---|--------------------------------------|--|
| 213 | Selasa, 14 November 2023 | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420003 - Dedy Susanti             | Monitoring input dan orisp   |
| 214 | Selasa, 14 November 2023 | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420007 - Wynndo Rofiqul Fuli      | menghitung bon kapal, verifikasi tagihan SAP, verifikasi tagihan bongkar empty dan tagihan loading   |
| 215 | Selasa, 14 November 2023 | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420008 - Dedi Cahyo Ningih        | Input data of HTSACS, verification invoice files, Shipment plan for container                        |
| 216 | Selasa, 14 November 2023 | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420002 - Jessica Christine Singih | TTD  |
| 217 | Selasa, 14 November 2023 | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420006 - HRS, Hafidmuth           | Continuing to learn about PEB documents  |
| 218 | Selasa, 14 November 2023 | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420009 - Nur Aisyah               | Invoice  |
| 219 | Senin, 13 November 2023  | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420003 - Dedy Susanti             | Input, orisp   |
| 220 | Senin, 13 November 2023  | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420008 - Dedi Cahyo Ningih        | Verification invoice files, input data of HTSACS, upload invoice no tag, shipment plan for container |

|     |                           |   |                                      |  |
|-----|---------------------------|---|--------------------------------------|--|
| 406 | Jumat, 29 September 2023  | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420003 - Dedy Susanti             | Input HCL dan orisp  |
| 407 | Rebu, 27 September 2023   | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420009 - Nur Aisyah               | invoice  |
| 408 | Rebu, 27 September 2023   | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420008 - Dedi Cahyo Ningih        | input data of HTSACS, verifikasi rekap tagihan pengangkutan barang   |
| 409 | Rebu, 27 September 2023   | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420007 - Wynndo Rofiqul Fuli      | bakin logsheet, training sheetment cost, KCS dan HTS                 |
| 410 | Rebu, 27 September 2023   | 1887003202203004 - Prati Ratri, S.Pd, MEd           | 950420003 - Dedy Susanti             | Monitoring, menginput dan orisp, KCS                                 |
| 411 | Rebu, 27 September 2023   | 1885100809003005 - FARALISA EFA, S.Pd, MPA          | 950420006 - HRS, Hafidmuth           | learning step to make Pre-shipment document and making weekly report |
| 412 | Rebu, 27 September 2023   | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420002 - Jessica Christine Singih | TTD pengurusan, P2   |
| 413 | Selasa, 26 September 2023 | 187802020200004 - MUHAMMAD NORA, GUNAWAN, S.S, MHum | 950420008 - Dedi Cahyo Ningih        | input data of HTSACS   |

|     |                              |   |   |   |
|-----|------------------------------|---|---|---|
| 341 | Jumat, 19<br>Oktober<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420002 -<br>Jenica<br>Christine<br>Singlon | TTD, pengarsipan  |
| 342 | Jumat, 19<br>Oktober<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420007 -<br>Wynnda<br>Rahma Putri          | cek PO (sistem), verifikasi PO, create shipment cost, scan dan verifikasi dokumen, to scan kuitansi |
| 343 | Jumat, 19<br>Oktober<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   | Monitoring, input, arsip  |
| 344 | Jumat, 19<br>Oktober<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420006 -<br>Hani<br>HaeMulaah              | Preparing document for Australia's client and pickup new uniform for Prodata's employee             |
| 345 | Kamis, 12<br>Oktober<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   | lsm   |
| 346 | Kamis, 12<br>Oktober<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420006 -<br>Dico Ceryo<br>Ningsih          | Print Shipment plan, input data of HTS/GAC, verification Future Agency                              |
| 347 | Kamis, 12<br>Oktober<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420007 -<br>Wynnda<br>Rahma Putri          | cek PO (sistem), verifikasi PO, create shipment cost, manghitung tonase, verifikasi jabatan         |
| 348 | Kamis, 12<br>Oktober<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420002 -<br>Jenica<br>Christine<br>Singlon | lsm   |

|    |                               |   |   |  |
|----|-------------------------------|---|---|--|
| 37 | Senin, 26<br>Desember<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420007 -<br>Wynnda<br>Rahma Putri          | invoice  |
| 38 | Senin, 26<br>Desember<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420002 -<br>Jenica<br>Christine<br>Singlon | TTD  |
| 39 | Senin, 26<br>Desember<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   |  |
| 40 | Senin, 26<br>Desember<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420006 -<br>Hani<br>HaeMulaah              | e-sling transport ship document of UK 28 v-38239 |
| 41 | Senin, 26<br>Desember<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420008 -<br>Dico Ceryo<br>Ningsih          | tergagal month                                   |
| 42 | Senin, 26<br>Desember<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420007 -<br>Wynnda<br>Rahma Putri          | dival legatic                                    |
| 43 | Senin, 26<br>Desember<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420002 -<br>Jenica<br>Christine<br>Singlon |  |
| 44 | Senin, 26<br>Desember<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   |  |

|     |                                |   |   |  |
|-----|--------------------------------|---|---|--|
| 430 | Jumat, 23<br>September<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420006 -<br>Hani<br>HaeMulaah              | Preparing eksport document for Bulgaria n italy client                             |
| 431 | Kamis, 21<br>September<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420009 -<br>Nur Aisyah                     | input Summary of T8  |
| 432 | Kamis, 21<br>September<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420008 -<br>Dico Ceryo<br>Ningsih          | Verification export invoice  |
| 433 | Kamis, 21<br>September<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   | Monitoring, SCRTS, report availability, training                                   |
| 434 | Kamis, 21<br>September<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420002 -<br>Jenica<br>Christine<br>Singlon | Memeriksa lembar surat memeriksa keberangpandata, menginput data, TTD, pengarsipan |
| 435 | Kamis, 21<br>September<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420007 -<br>Wynnda<br>Rahma Putri          | input data, exp dikulman masuk   |
| 436 | Kamis, 21<br>September<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420006 -<br>Hani<br>HaeMulaah              | Preparing documents for japan and Spain clients                                    |
| 437 | Rabu, 30<br>September<br>2023  | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420009 -<br>Nur Aisyah                     | input Summary of T8 on HTS, input HTS and ICS                                      |

|     |                               |   |   |   |
|-----|-------------------------------|---|---|---|
| 488 | Jumat, 8<br>September<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420002 -<br>Jenica<br>Christine<br>Singlon | Memilih form data header PIC keeps untuk mitra keep unit OP   |
| 487 | Jumat, 8<br>September<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   | Summary of Transportation Slip  |
| 488 | Jumat, 8<br>September<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420009 -<br>Nur Aisyah                     | Photocopying files, scanning files, inputting data in ICS, and updating data in Application Portal  |
| 489 | Jumat, 8<br>September<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420007 -<br>Wynnda<br>Rahma Putri          | menginput data transaction SAP dan mengecek data container tracking                                 |
| 490 | Jumat, 8<br>September<br>2023 | 9889000209032095 -<br>FALUSIA EFA, S.Pd,<br>MFG           | 950420006 -<br>Hani<br>HaeMulaah              | Continuing learning about the Shipment Document   |
| 489 | Kamis, 7<br>September<br>2023 | 97762320228004 -<br>MUHAMMAD RIZKA<br>GUNAWAN, S.S., MHum | 950420008 -<br>Dico Ceryo<br>Ningsih          | print payment application, verification on invoice file, input data HTS & ICS                       |
| 492 | Kamis, 7<br>September<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420009 -<br>Nur Aisyah                     | Verification of invoice files, Photocopying files, scanning invoice files and input Data at HTS ICS |
| 493 | Kamis, 7<br>September<br>2023 | 98762320228004 -<br>Prati Retno, S.Pd, MEG                | 950420003 -<br>Devy Susanti                   | input data Heavy Equipment Controlling Unit, report, to CS utilization dan report availability      |

| No  | Tanggal                | Nama                               | Instansi                 | Uraian   | Status |
|-----|------------------------|------------------------------------|--------------------------|--|--------|
| 349 | Kamis, 12 Oktober 2023 | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | Preparing eksport document for Nigeria's client                            |        |
| 350 | Kamis, 12 Oktober 2023 | Pratiwi Retno, S.Pd, MEd           | Hur Anyah                | Working on Invoice Documents   |        |
| 351 | Rabu, 11 Oktober 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Deo Cahyo Ningsih        | Input data di HTS&ICE, Verification invoice files                          |        |
| 352 | Rabu, 11 Oktober 2023  | FANALISA ELFA, S.Pd, M.Pd          | Wiyanda Rahma Putri      | cek PO (pastor), verifikasi PO, create shipment cost, scan dokumen         |        |
| 353 | Rabu, 11 Oktober 2023  | Pratiwi Retno, S.Pd, MEd           | Desy Susanti             | Monitoring, revisi, input  |        |
| 354 | Rabu, 11 Oktober 2023  | Pratiwi Retno, S.Pd, MEd           | Hur Anyah                | Working on Invoice Documents   |        |
| 355 | Rabu, 11 Oktober 2023  | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | Making resume about import eksport section and send it to public relations |        |
| 356 | Rabu, 11 Oktober 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Jessica Christine Siglon | TTD dokumen  |        |

| No | Tanggal                | Nama                               | Instansi                 | Uraian                  | Status |
|----|------------------------|------------------------------------|--------------------------|-------------------------|--------|
| 5  | Rabu, 3 Januari 2024   | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Deo Cahyo Ningsih        | invoice                 |        |
| 6  | Rabu, 3 Januari 2024   | Pratiwi Retno, S.Pd, MEd           | Desy Susanti             |                         |        |
| 7  | Rabu, 3 Januari 2024   | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | Archiving PEB documents |        |
| 8  | Rabu, 3 Januari 2024   | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Jessica Christine Siglon | TTD, penyeshan seperti  |        |
| 9  | Selasa, 2 Januari 2024 | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Deo Cahyo Ningsih        | invoice                 |        |
| 10 | Selasa, 2 Januari 2024 | Pratiwi Retno, S.Pd, MEd           | Desy Susanti             |                         |        |
| 11 | Selasa, 2 Januari 2024 | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | Archiving PEB documents |        |
| 12 | Selasa, 2 Januari 2024 | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Jessica Christine Siglon | TTD, membuat jadwal     |        |

| No | Tanggal                 | Nama                               | Instansi                 | Uraian  | Status |
|----|-------------------------|------------------------------------|--------------------------|---|--------|
| 85 | Kamis, 14 Desember 2023 | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | Archiving PEB documents that has been checked |        |
| 86 | Kamis, 14 Desember 2023 | FANALISA ELFA, S.Pd, M.Pd          | Wiyanda Rahma Putri      | Invoice                                       |        |
| 87 | Rabu, 13 Desember 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Deo Cahyo Ningsih        | invoice                                       |        |
| 88 | Rabu, 13 Desember 2023  | Pratiwi Retno, S.Pd, MEd           | Hur Anyah                | invoice                                       |        |
| 89 | Rabu, 13 Desember 2023  | Pratiwi Retno, S.Pd, MEd           | Desy Susanti             |   |        |
| 90 | Rabu, 13 Desember 2023  | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | Archiving PEB documents                       |        |
| 91 | Rabu, 13 Desember 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Jessica Christine Siglon | TTD, membuat laporan, Mengli ceklis           |        |
| 92 | Rabu, 13 Desember 2023  | FANALISA ELFA, S.Pd, M.Pd          | Wiyanda                  | invoice                                       |        |

| No  | Tanggal                 | Nama                               | Instansi                 | Uraian  | Status |
|-----|-------------------------|------------------------------------|--------------------------|---|--------|
| 134 | Senin, 4 Desember 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Deo Cahyo Ningsih        | invoice   |        |
| 135 | Jumat, 1 Desember 2023  | Pratiwi Retno, S.Pd, MEd           | Hur Anyah                | invoice   |        |
| 136 | Jumat, 1 Desember 2023  | FANALISA ELFA, S.Pd, M.Pd          | Wiyanda Rahma Putri      | invoice   |        |
| 137 | Jumat, 1 Desember 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Deo Cahyo Ningsih        | invoice   |        |
| 138 | Jumat, 1 Desember 2023  | MUHAMMAD RIZKA GUNAWAN, S.S, M.Hum | Jessica Christine Siglon | TTD, Mengli ceklis                                  |        |
| 139 | Jumat, 1 Desember 2023  | FANALISA ELFA, S.Pd, M.Pd          | Haris Hakimulhikmah      | E-filing transport ship document of MKS1 2506 28000 |        |
| 140 | Jumat, 1 Desember 2023  | Pratiwi Retno, S.Pd, MEd           | Desy Susanti             | input dan training                                  |        |
| 141 | Kamis, 30 Desember 2023 | Pratiwi Retno, S.Pd, MEd           | Desy Susanti             | invoice   |        |

| No  | Tgl                    | Nama  | Instansi                            | Uraian  | Status |
|-----|------------------------|---|-------------------------------------|---|--------|
| 382 | Rabu, 4 Oktober 2023   | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420008 - Dwi Cahya Ningih        | input data of TMS, Upload invoice number, input data rfb&cs                             |        |
| 383 | Rabu, 4 Oktober 2023   | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | input ICS, print data payment, manghitung bon container                                 |        |
| 384 | Rabu, 4 Oktober 2023   | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420002 - Jemica Christine Siglon | TTD   |        |
| 385 | Rabu, 4 Oktober 2023   | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420003 - Desy Sucanti            | Monitoring Excel, input data dan duft   |        |
| 386 | Rabu, 4 Oktober 2023   | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420006 - Hani Hakimuliah         | Pick up and deliver paper stock from PT to branch office                                |        |
| 387 | Selasa, 3 Oktober 2023 | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420009 - Nur Aisyah              | Invoice   |        |
| 388 | Selasa, 3 Oktober 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420008 - Dwi Cahya Ningih        | input data of TMS, input data of HT&CS, Stempel Invoice                                 |        |
| 389 | Selasa, 3 Oktober 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | menghitung bon, buat together, cop dokumen baik, verify normal payment dan baik barcode |        |

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|-----|-------------------------|---|-------------------------------------|---|--|
| 325 | Rabu, 18 Oktober 2023   | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420003 - Desy Sucanti            | Monitoring dan input  |  |
| 326 | Rabu, 18 Oktober 2023   | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420008 - Dwi Cahya Ningih        | input data of HT&CS, Scanning Invoice File, Print Shipment Plan, verification barang together paper |  |
| 327 | Rabu, 18 Oktober 2023   | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | verifikasi PO, cek jastorama pulp/depas, upload data input, input ICS dan HTS, veri file            |  |
| 328 | Rabu, 18 Oktober 2023   | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420002 - Jemica Christine Siglon | TTD pengarsipan   |  |
| 329 | Rabu, 18 Oktober 2023   | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420006 - Hani Hakimuliah         | Continuing to learn about attachment document on v legal  |  |
| 330 | Selasa, 17 Oktober 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420008 - Dwi Cahya Ningih        | input data of HT&CS, verification DO RI RI DPOR   |  |
| 331 | Selasa, 17 Oktober 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | update dan upload data, cop dokumen   |  |
| 332 | Selasa, 17 Oktober 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420002 - Jemica Christine Siglon | TTD kegiatan Audit  |  |

|     |                        |   |                                     |  |  |
|-----|------------------------|---|-------------------------------------|--|--|
| 309 | Senin, 23 Oktober 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | scan dokumen jastorama, verifikasi dokumen summary of transportation slip report               |  |
| 300 | Senin, 23 Oktober 2023 | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420003 - Desy Sucanti            | Monitoring, and input  |  |
| 301 | Senin, 23 Oktober 2023 | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420009 - Nur Aisyah              | do invoice buku  |  |
| 302 | Senin, 23 Oktober 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420008 - Dwi Cahya Ningih        | input HTS, input data shipment cost, input HT&CS, Verification Invoice File, Print PA Close TP |  |
| 303 | Senin, 23 Oktober 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420002 - Jemica Christine Siglon | TTD, memilah berkas, scan & fi   |  |
| 304 | Senin, 23 Oktober 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420006 - Hani Hakimuliah         | Making eksport document for client of Iraq and Costa Rica                                      |  |
| 305 | Jumat, 20 Oktober 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | IGN  |  |
| 306 | Jumat, 20 Oktober 2023 | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420003 - Desy Sucanti            | Monitoring, membuat label, input   |  |

|     |                           |   |                                     |  |  |
|-----|---------------------------|---|-------------------------------------|--|--|
| 446 | Selasa, 19 September 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420006 - Hani Hakimuliah         | Continuing summarize the Prindo Del material Document  |  |
| 447 | Selasa, 19 September 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | input dan cek data Intern mail, scan data  |  |
| 448 | Selasa, 19 September 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420002 - Jemica Christine Siglon | Memfotokopi, Memasukkan & Menggantung nomor map, Mr scan, Selanjut menginput update ebsanal  |  |
| 449 | Selasa, 19 September 2023 | 197803202303004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 550420008 - Dwi Cahya Ningih        | Stempel Invoice, verification Daftar Laporan Biaya CPM/PT                                    |  |
| 450 | Selasa, 19 September 2023 | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420009 - Nur Aisyah              | Summarize jastorama costs in spreadsheet, verify trucking fare data and input invoice in ICS |  |
| 451 | Selasa, 19 September 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420007 - Wyanda Rahma Putri      | Hubap jasa form, input data, cek PSA   |  |
| 452 | Selasa, 19 September 2023 | 198703202303004 - Prati Ratri, S.Pd., MEd             | 550420003 - Desy Sucanti            | HECL, Anap, SOT, input FRK, update ebsanal   |  |
| 453 | Selasa, 19 September 2023 | 198900820903005 - FANALISA EFA, S.Pd., M.Pd           | 550420006 - Hani Hakimuliah         | Summarizing material and Pick up the printer   |  |

| No  | Tgl                      | Nama  | Instansi                             | Instansi  | Instansi | Instansi |
|-----|--------------------------|---|--------------------------------------|---|----------|----------|
| 98  | Rabu, 23 November 2022   | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420006 - Dico Cahya Ningih        | Invoice   |          |          |
| 99  | Rabu, 23 November 2022   | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420006 - Nur Aisyah               | Invoice   |          |          |
| 100 | Selasa, 23 November 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420002 - Jessica Christine Siglon | TTD pengisian Pengiriman data upload data   |          |          |
| 101 | Selasa, 23 November 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420003 - Desy Susanti             | Monitoring dan input  |          |          |
| 102 | Selasa, 23 November 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420006 - Hiris Hakimulhik         | Archiving PIS documents   |          |          |
| 103 | Selasa, 23 November 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420007 - Wyanda Rahma Putri       | input data HTS, data tracking, data invoice   |          |          |
| 104 | Selasa, 23 November 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420006 - Nur Aisyah               | Invoice   |          |          |
| 105 | Selasa, 23 November 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420008 - Dico Cahya Ningih        | input shipment cost, input data of Resiko, verifikasi Invoice file, upload invoice no tag |          |          |

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|-----|------------------------|---|--------------------------------------|--|--|--|
| 317 | Jumat, 20 Oktober 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420002 - Jessica Christine Siglon | TTD pengisian Fc   |  |  |
| 318 | Jumat, 20 Oktober 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420006 - Hiris Hakimulhik         | Continuing to learn about submission data on V-Legal                   |  |  |
| 319 | Kamis, 19 Oktober 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420008 - Dico Cahya Ningih        | Verification rekap tagihan pengangkutan sparepart, Print shipment plan |  |  |
| 320 | Kamis, 19 Oktober 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420007 - Wyanda Rahma Putri       | input data HTS, verifikasi TMS, Update report HTS                      |  |  |
| 321 | Kamis, 19 Oktober 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420003 - Desy Susanti             | Monitoring, input dan merapkan   |  |  |
| 322 | Kamis, 19 Oktober 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420002 - Jessica Christine Siglon | THU  |  |  |
| 323 | Kamis, 19 Oktober 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420006 - Hiris Hakimulhik         | Learning making submission data on V-Legal                             |  |  |
| 324 | Kamis, 19 Oktober 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420003 - Desy Susanti             | Monitoring input   |  |  |

|    |                         |   |                                      |  |  |  |
|----|-------------------------|---|--------------------------------------|--|--|--|
| 40 | Jumat, 22 Desember 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420006 - Dico Cahya Ningih        | Invoice  |  |  |
| 46 | Jumat, 22 Desember 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420006 - Nur Aisyah               | Invoice  |  |  |
| 47 | Jumat, 22 Desember 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420007 - Wyanda Rahma Putri       | Invoice  |  |  |
| 48 | Jumat, 22 Desember 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420003 - Desy Susanti             |  |  |  |
| 49 | Jumat, 22 Desember 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420006 - Hiris Hakimulhik         | E-filing transport ship document of MMS 2708 238024E |  |  |
| 50 | Jumat, 22 Desember 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420002 - Jessica Christine Siglon | TTD  |  |  |
| 51 | Kamis, 21 Desember 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420008 - Dico Cahya Ningih        | Invoice  |  |  |
| 52 | Kamis, 21 Desember 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420006 - Nur Aisyah               | Invoice  |  |  |

|     |                         |   |                                      |                           |  |  |
|-----|-------------------------|---|--------------------------------------|---------------------------|--|--|
| 509 | Senin, 4 September 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420006 - Hiris Hakimulhik         | Safety training induction |  |  |
| 510 | Senin, 4 September 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420008 - Dico Cahya Ningih        | Safety training induction |  |  |
| 511 | Senin, 4 September 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420006 - Nur Aisyah               | Safety training induction |  |  |
| 512 | Senin, 4 September 2022 | 987982202209004 - MUHAMMAD RIZKA GUNAWAN, S.S., M.Hum | 950420002 - Jessica Christine Siglon | Safety training induction |  |  |
| 513 | Senin, 4 September 2022 | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420003 - Desy Susanti             | Safety training induction |  |  |
| 514 | Senin, 4 September 2022 | 989808020903008 - FANALISA E.F.A, S.Pd, M.Pd          | 950420007 - Wyanda Rahma Putri       | safety training induction |  |  |
| 515 | Sabtu, 27 Januari 2023  | 987982202209004 - Prati Ritra, S.Pd, MEd              | 950420003 - Desy Susanti             |                           |  |  |

| No  | Tgl                      | Uraian  | Uraian              | Uraian   |
|-----|--------------------------|---|---------------------|--|
| 93  | Selasa, 12 Desember 2023 | MFG   | Rahma Putri         | Invoice  |
| 94  | Selasa, 12 Desember 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih   | Invoice  |
| 95  | Selasa, 12 Desember 2023 | 197932202303004 - Prati Retno, S.Pd., M.EG            | Nur Aisyah          | 550420003 - Deby Susanti                         |
| 96  | Selasa, 12 Desember 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih   | TTD pengisian, Pengupload - on dan print summary |
| 97  | Selasa, 12 Desember 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Horis Hakimulhikmah | 550420006 - Haris Hakimulhikmah                  |
| 98  | Selasa, 12 Desember 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Wyanda Rahma Putri  | Invoice  |
| 99  | Senin, 8 Desember 2023   | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih   | Invoice  |
| 100 | Senin, 8 Desember 2023   | 198793202303004 - Prati Retno, S.Pd., M.EG            | Nur Aisyah          | Invoice  |

|     |                        |   |                           |  |
|-----|------------------------|---|---------------------------|--|
| 289 | Jumat, 27 Oktober 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Wyanda Rahma Putri        | mengupload tonase, cek jastama, create shipment cost, mengupload container     |
| 290 | Jumat, 27 Oktober 2023 | 198793202303004 - Prati Retno, S.Pd., M.EG            | Devy Susanti              | Monitoring, Anrp and input   |
| 287 | Jumat, 27 Oktober 2023 | 198793202303004 - Prati Retno, S.Pd., M.EG            | Nur Aisyah                | do invoice trade   |
| 288 | Jumat, 27 Oktober 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih         | upload data of TMS, input data of HS&CS, verification invoice file             |
| 289 | Jumat, 27 Oktober 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Horis Hakimulhikmah       | Grouping document shipment plan for container                                  |
| 290 | Jumat, 27 Oktober 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Jessica Christine Singhan | memilih berkas, scan dokumen, fit  |
| 291 | Kamis, 26 Oktober 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Wyanda Rahma Putri        | verifikasi billing payment, input TMS, create shipment, cek jastama pulp/paper |
| 292 | Kamis, 26 Oktober 2023 | 198793202303004 - Prati Retno, S.Pd., M.EG            | Devy Susanti              | Monitoring anrp and upload   |

|     |                           |   |                           |   |
|-----|---------------------------|---|---------------------------|---|
| 478 | Selasa, 12 September 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Wyanda Rahma Putri        | cek, mengprint, memscan, bikin barcode, esp dots, dan ubahing paket   |
| 479 | Senin, 8 September 2023   | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih         | verification on invoice file, inputdata di HTS&CS                     |
| 480 | Senin, 8 September 2023   | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Wyanda Rahma Putri        | cek nomor PO, BM past mobil, esp dokumen masuk                        |
| 481 | Senin, 8 September 2023   | 198793202303004 - Prati Retno, S.Pd., M.EG            | Nur Aisyah                | Checking and verification data  |
| 482 | Senin, 8 September 2023   | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Horis Hakimulhikmah       | Preparing Pre-Shipment Doc and VBI                                    |
| 483 | Senin, 8 September 2023   | 198793202303004 - Prati Retno, S.Pd., M.EG            | Devy Susanti              | Input data, terima telepon, scan berkas, print berkas dan anrp berkas |
| 484 | Senin, 8 September 2023   | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Jessica Christine Singhan | Memilih & memarkas  |
| 485 | Jumat, 8 September 2023   | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih         | Input data di HTS&CS, SAP INVOICE                                     |

|     |                         |   |                           |   |
|-----|-------------------------|---|---------------------------|---|
| 955 | Jumat, 24 November 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Dao Cofyo Ningsih         | Invoice   |
| 956 | Jumat, 24 November 2023 | 198793202303004 - Prati Retno, S.Pd., M.EG            | Nur Aisyah                | Invoice   |
| 957 | Jumat, 24 November 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Jessica Christine Singhan | TTD   |
| 958 | Jumat, 24 November 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Wyanda Rahma Putri        | edit PSD sistem SAP, verifikasi TMS, create UMS/ barcode, HTS dan ICS |
| 959 | Jumat, 24 November 2023 | 198793202303004 - Prati Retno, S.Pd., M.EG            | Devy Susanti              | Monitoring, konfirmasi input dan anrp                                 |
| 970 | Jumat, 24 November 2023 | 198909202303005 - FANALISA ELFA, S.Pd., MFG           | Horis Hakimulhikmah       | Checking transport ship documents for export                          |
| 971 | Kamis, 23 November 2023 | 197932202303004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | Jessica Christine Singhan | TTD, pengisian, memuliskan note business pengembalian barang bekas    |
| 972 | Kamis, 23 November 2023 | 198793202303004 - Prati Retno, S.Pd., M.EG            | Devy Susanti              | Monitoring input dan Anrp   |

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|----|-------------------------|--|------------------------------------|---|
| 13 | Seri, 1 Januari 2024    | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040003 - Desy Susanti            |   |
| 14 | Seri, 1 Januari 2024    | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040008 - Dico Cahya Ningsih      | Ubur tanggal merah (suhun baru)   |
| 15 | Seri, 1 Januari 2024    | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040002 - Jessica Cristine Siglon | -   |
| 16 | Seri, 1 Januari 2024    | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040007 - Wyanda Rahma Putri      | Invoice   |
| 17 | Jumat, 29 Desember 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040003 - Desy Susanti            |   |
| 18 | Jumat, 29 Desember 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040006 - Haris Hakimulhikmah     | E-Wing transport ship document of Seagate 235268                          |
| 19 | Jumat, 29 Desember 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040008 - Dico Cahya Ningsih      | Invoice   |
| 20 | Jumat, 29 Desember 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040002 - Jessica Cristine Siglon | TTD membuat laporan persiapan ruing meeting pendataan norma seputu safety |

|    |                         |  |                                    |                         |
|----|-------------------------|--|------------------------------------|-------------------------|
| 21 | Jumat, 29 Desember 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040009 - Nur Aisyah              | Invoice                 |
| 22 | Jumat, 29 Desember 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040007 - Wyanda Rahma Putri      | Invoice                 |
| 23 | Kamis, 28 Desember 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040003 - Desy Susanti            |                         |
| 24 | Kamis, 28 Desember 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040006 - Haris Hakimulhikmah     | Archiving PEB documents |
| 25 | Kamis, 28 Desember 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040008 - Dico Cahya Ningsih      | Invoice                 |
| 26 | Kamis, 28 Desember 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040009 - Nur Aisyah              | Invoice                 |
| 27 | Kamis, 28 Desember 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040007 - Wyanda Rahma Putri      | Invoice                 |
| 28 | Kamis, 28 Desember 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040002 - Jessica Cristine Siglon | TTD                     |

|     |                         |  |                                    |   |
|-----|-------------------------|--|------------------------------------|---|
| 173 | Kamis, 23 November 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040009 - Nur Aisyah              | Invoice   |
| 174 | Kamis, 23 November 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040006 - Haris Hakimulhikmah     | Archiving PEB documents that has been checked               |
| 175 | Kamis, 23 November 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040007 - Wyanda Rahma Putri      | Invoice   |
| 176 | Kamis, 23 November 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040008 - Dico Cahya Ningsih      | Invoice   |
| 177 | Rabu, 22 November 2023  | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040002 - Jessica Cristine Siglon | TTD pengarsipan   |
| 178 | Rabu, 22 November 2023  | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040003 - Desy Susanti            | Monitoring dan input  |
| 179 | Rabu, 22 November 2023  | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040006 - Haris Hakimulhikmah     | Classifying PEB documents                                   |
| 180 | Rabu, 22 November 2023  | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040007 - Wyanda Rahma Putri      | verifikasi TMS, create new logsheet, input prodcut logsheet |

|     |                           |  |                                    |  |
|-----|---------------------------|--|------------------------------------|--|
| 470 | Rabu, 13 September 2023   | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040002 - Jessica Cristine Siglon | Memperbaiki form internal inspeksi, penandatangan laporan inspeksi dan laporan ceklis harian   |
| 471 | Rabu, 13 September 2023   | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040003 - Desy Susanti            | Scan monitoring, input data, errip, update absensi   |
| 472 | Rabu, 13 September 2023   | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040006 - Haris Hakimulhikmah     | Sending Company Document to Bea Cukai and preparing ekspor file for Dharma and Croatia clients |
| 473 | Selasa, 12 September 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040009 - Nur Aisyah              | Scanning, Photocopying, verify, sorting stamp and input data in ICS                            |
| 474 | Selasa, 12 September 2023 | 1989082019032008 - FANALISA ELFA, S.Pd, M.Pd           | 95040006 - Haris Hakimulhikmah     | Sending ekspor documents to Nigeria by IGP   |
| 475 | Selasa, 12 September 2023 | 1987032022032004 - Pretti Ritro, S.Pd, MEd             | 95040003 - Desy Susanti            | Scan, PC, errip, TTD, input data, belajar untuk monitoring DTM                                 |
| 476 | Selasa, 12 September 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040008 - Dico Cahya Ningsih      | Verification container yard operational unit, input data HTS&CS                                |
| 477 | Selasa, 12 September 2023 | 1979122022030004 - MUHAMMAD RIDWA GUNAWAN, S.S., M.Hum | 95040002 - Jessica Cristine Siglon | Scan & memilah serta mengurutan  |

| No | Tanggal                 | Referensi   | Detail                              | Status                                  |
|----|-------------------------|---|-------------------------------------|---|
| 17 | Rabu, 6 Desember 2023   | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420009 - Nur Aisyah              | Invoice                                 |
| 18 | Rabu, 6 Desember 2023   | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           | Monitoring dan Input                    |
| 19 | Rabu, 6 Desember 2023   | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420006 - Haris Hakimulrah        | Classifying FEB documents               |
| 20 | Rabu, 6 Desember 2023   | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420002 - Jessica Cristine Slogan | TTD pengarsipan, menanda pastakal ehnt. |
| 21 | Rabu, 6 Desember 2023   | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420007 - Wyanda Rahma Putri      | Invoice                                 |
| 22 | Rabu, 6 Desember 2023   | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420008 - Dae Cahya Ningih        | Invoice                                 |
| 23 | Selasa, 5 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420009 - Nur Aisyah              | Invoice                                 |
| 24 | Selasa, 5 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           | Monitoring Input dan LCP                |

| No | Tanggal                  | Referensi   | Detail                              | Status   |
|----|--------------------------|---|-------------------------------------|--|
| 61 | Rabu, 20 Desember 2023   | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420007 - Wyanda Rahma Putri      | diska logistic                                   |
| 62 | Rabu, 20 Desember 2023   | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420002 - Jessica Cristine Slogan | TTD pengarsipan                                  |
| 63 | Selasa, 19 Desember 2023 | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420008 - Dae Cahya Ningih        | Invoice  |
| 64 | Selasa, 19 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420009 - Nur Aisyah              | Invoice  |
| 65 | Selasa, 19 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           |  |
| 66 | Selasa, 19 Desember 2023 | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420006 - Haris Hakimulrah        | E-filing transport ship document of MP 88 PS 479 |
| 67 | Selasa, 19 Desember 2023 | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420007 - Wyanda Rahma Putri      | diska logistic                                   |
| 68 | Selasa, 19 Desember 2023 | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420002 - Jessica Cristine Slogan | TTD pengarsipan                                  |

| No  | Tanggal                   | Referensi   | Detail                              | Status  |
|-----|---------------------------|---|-------------------------------------|---|
| 438 | Rabu, 20 September 2023   | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420008 - Dae Cahya Ningih        | Verification Invoice file, SAP Invoice, Print Shipping Schedule                   |
| 439 | Rabu, 20 September 2023   | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           | Monitoring, HCL, PPT, SCAN  |
| 440 | Rabu, 20 September 2023   | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420007 - Wyanda Rahma Putri      | Input data scan dan print dokumen, cek dokumen                                    |
| 441 | Rabu, 20 September 2023   | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420006 - Haris Hakimulrah        | Making ekspor documents for tapan client's  |
| 442 | Rabu, 20 September 2023   | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420002 - Jessica Cristine Slogan | Mengisi foto, Penandatanganan, Memasukkan ke map, Tanda tangan Firm, file scan    |
| 443 | Selasa, 19 September 2023 | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420008 - Dae Cahya Ningih        | Input Data of HTSACL, Print Shipment Plan, Verification Close IT, Stempel Invoice |
| 444 | Selasa, 19 September 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           | Monitoring, HCL, update obtaini, TTD PHL, telepon, scan                           |
| 445 | Selasa, 19 September 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420009 - Nur Aisyah              | Verify trucking fare data and check every invoice file to travel document         |

| No | Tanggal                 | Referensi   | Detail                              | Status   |
|----|-------------------------|---|-------------------------------------|--|
| 77 | Jumat, 15 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           |  |
| 78 | Jumat, 15 Desember 2023 | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420002 - Jessica Cristine Slogan | TTD  |
| 79 | Jumat, 15 Desember 2023 | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420006 - Haris Hakimulrah        | E-filing transport ship document of UIC D8 v L3826 |
| 80 | Jumat, 15 Desember 2023 | 19890920209032005 - FANALISA ELFA, S.Pd, MPA          | 550420007 - Wyanda Rahma Putri      | Invoice  |
| 81 | Kamis, 14 Desember 2023 | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420008 - Dae Cahya Ningih        | Invoice  |
| 82 | Kamis, 14 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420009 - Nur Aisyah              | Invoice  |
| 83 | Kamis, 14 Desember 2023 | 19870132022032004 - Prhetti Retno, S.Pd, MEd          | 550420003 - Deasy Susanti           |  |
| 84 | Kamis, 14 Desember 2023 | 1979923202190004 - MUHAMMAD RIDHA GUNAWAN, S.S, M.Hum | 550420002 - Jessica Cristine Slogan | TTD, pengarsipan                                   |



| No  | Tgl                     | Nama   | Instansi                              | Uraian   | Status |
|-----|-------------------------|--|---------------------------------------|--|--------|
| 454 | Kamis, 7 September 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420007 - Wyanda Rahma Putri        | mengecek dan menginput data FID dan SAP  |        |
| 455 | Kamis, 7 September 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420002 - Jessica Christine Sigiton | Pengisian data lembaran berdasarkan nomor, tanggal & hari                                    |        |
| 456 | Kamis, 7 September 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420006 - Haris Hakimulhikmah       | Learning VBI (Vessel Booking Instructions) and Pre-Shipment Documents                        |        |
| 457 | Rabu, 6 September 2023  | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420007 - Wyanda Rahma Putri        | menginput data ice dan hls   |        |
| 458 | Rabu, 6 September 2023  | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420008 - Nur Aisyah                | Laminating ID Card for vehicle ID  |        |
| 459 | Rabu, 6 September 2023  | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420002 - Jessica Christine Sigiton | 1 Memilih lembaran kertas Daftar laporan biaya O/P/PT dan PBM (petabuhan Pekanbaru/Perawang) |        |
| 500 | Rabu, 6 September 2023  | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | SAP Invoice, ngeprint shipment plans, ngecane invoice, verifikasi document                   |        |
| 501 | Rabu, 6 September 2023  | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420003 - Dedy Susanti              | Input data & pengisian   |        |

|     |                       |  |                                       |  |  |
|-----|-----------------------|--|---------------------------------------|--|--|
| 373 | Jumat, 6 Oktober 2023 | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420003 - Dedy Susanti              | Monitoring and input   |  |
| 374 | Jumat, 6 Oktober 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | Verifikasi invoice files   |  |
| 375 | Jumat, 6 Oktober 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420007 - Wyanda Rahma Putri        | verifikasi dokumen invoice atau papir, menjumlahkan rekapitulasi bongkar kapal empty, menghitung bon |  |
| 376 | Kamis, 5 Oktober 2023 | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420009 - Nur Aisyah                | invoice  |  |
| 377 | Kamis, 5 Oktober 2023 | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420003 - Dedy Susanti              | Monitoring konfirmasi, input dan training  |  |
| 378 | Kamis, 5 Oktober 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | Input data of ICS, verifikasi Jenis barang bongkar/muat, Print Shipment plan                         |  |
| 379 | Kamis, 5 Oktober 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420007 - Wyanda Rahma Putri        | menghitung bon dan tonase, verifikasi nomor container, input ICS dan HTS, verifikasi TMS dan no PD   |  |
| 380 | Kamis, 5 Oktober 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420006 - Haris Hakimulhikmah       | Checking and learning HS CODE SEA  |  |
| 381 | Kamis, 5 Oktober 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420002 - Jessica Christine Sigiton | TTD, kagepro   |  |

|     |                        |  |                                       |  |  |
|-----|------------------------|--|---------------------------------------|--|--|
| 293 | Kamis, 26 Oktober 2023 | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420009 - Nur Aisyah                | do invoice tasks   |  |
| 294 | Kamis, 26 Oktober 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | Verification invoice files, input data of HTS/ICS, upload TMS, Print Shipment Plan |  |
| 295 | Kamis, 26 Oktober 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420002 - Jessica Christine Sigiton | TTD, pengisian   |  |
| 296 | Kamis, 26 Oktober 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420006 - Haris Hakimulhikmah       | Continuing learning how to make PIB Documents                                      |  |
| 297 | Rabu, 25 Oktober 2023  | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420007 - Wyanda Rahma Putri        | verifikasi billing payment, verifikasi B/L, scan dokumen invoice                   |  |
| 298 | Rabu, 25 Oktober 2023  | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420003 - Dedy Susanti              | Monitoring, konfirmasi, onsp, and input  |  |
| 299 | Rabu, 25 Oktober 2023  | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420009 - Nur Aisyah                | do invoice tasks   |  |
| 300 | Rabu, 25 Oktober 2023  | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | input data shipment cost, Verification invoice files, input data of ICS, Print PI  |  |

|     |                        |  |                                       |   |  |
|-----|------------------------|--|---------------------------------------|---|--|
| 291 | Kamis, 2 November 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | Shipment plan for container, verification shipment plans, input data of HTS/ICS, verification invoice |  |
| 292 | Kamis, 2 November 2023 | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420009 - Nur Aisyah                | invoice   |  |
| 293 | Kamis, 2 November 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420007 - Wyanda Rahma Putri        | menginput material input ICS dan HTS, verifikasi TMS  |  |
| 294 | Kamis, 2 November 2023 | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420003 - Dedy Susanti              | Monitoring, konfirmasi, input   |  |
| 295 | Kamis, 2 November 2023 | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420002 - Jessica Christine Sigiton | TTD, memilih berkas   |  |
| 296 | Kamis, 2 November 2023 | 98850820903208 - FANALISA E.F.A, S.Pd, M.Pd        | 950420006 - Haris Hakimulhikmah       | Classifying PIB documents   |  |
| 297 | Rabu, 1 November 2023  | 97982320229004 - MUHAMMAD RIDHA DUNAWAN S.S, M.Hum | 950420008 - Dico Cahya Ningsih        | Verification invoice files, input data of HTS/ICS, Shipment plan for container                        |  |
| 298 | Rabu, 1 November 2023  | 987903202203004 - Prati Ratri, S.Pd, M.Ed          | 950420009 - Nur Aisyah                | invoice   |  |

| No  | Tgl                         | Uraian   | Referensi | Detail   | Status |
|-----|-----------------------------|--|-----------|--|--------|
| 404 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Minta tanda tangan, Cap, FC, Perencanaan/Operasi<br>untuk perencanaan anggaran dan map, dan sebagainya | ✓      |
| 405 | April 18<br>2023            | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Pajak atau di-PTIS/CL, Post Payment Application  | ✓      |
| 406 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | Devi CPTN<br>Majum   | ✓      |
| 407 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | Keagj pas term   | ✓      |
| 408 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Verify details of the cargo, checking the vehicle plate<br>and number of PD                            | ✓      |
| 409 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Learning Practical Document  | ✓      |
| 410 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Perencanaan/Operasi, Mergang/ma, Mergang/ma<br>Luar  | ✓      |
| 411 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Monitoring summary, informasi, laporan, map  | ✓      |
| 412 | June 18<br>September 2023   | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Checking and verify combiner yard operational unit   | ✓      |

| No  | Tgl                        | Uraian   | Referensi | Detail  | Status |
|-----|----------------------------|--|-----------|---|--------|
| 409 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Invoice   | ✓      |
| 410 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Invoice   | ✓      |
| 411 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | 2-Bkg (transport slip document of all old PD)<br>TMS/CL | ✓      |
| 412 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | Shim legals   | ✓      |
| 413 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | TTD member books  | ✓      |
| 414 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Invoice   | ✓      |
| 415 | Series 18<br>Desember 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Invoice   | ✓      |

| No  | Tgl                       | Uraian   | Referensi | Detail   | Status |
|-----|---------------------------|--|-----------|--|--------|
| 407 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | menghitung kembali isi dokumen, membandingkan<br>dengan                        | ✓      |
| 408 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Waiting on Invoice Documents   | ✓      |
| 409 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040003  | Monitoring input   | ✓      |
| 410 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Input data di-PTIS/CL, input data alignment cost,<br>verification invoice flow | ✓      |
| 411 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Scan & FC TTD  | ✓      |
| 412 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Understanding type of shipment document (monitoring<br>to monitor)             | ✓      |
| 413 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | Input data ke-Base TMS, verifikasi ke-PTIS, input data<br>tabel pajak          | ✓      |
| 414 | Series 18<br>Oktober 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Waiting on Invoice Documents   | ✓      |

| No  | Tgl                         | Uraian   | Referensi | Detail  | Status |
|-----|-----------------------------|--|-----------|---|--------|
| 405 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Waiting preparation and transfer of work units                            | ✓      |
| 406 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040003  | Mengajukan Nama, Isikan & Logis body                                      | ✓      |
| 407 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Mengajukan Safety tools, di Card dan pemanggilan<br>barang baru           | ✓      |
| 408 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Disusun dokumentasi, company data input, and<br>working                   | ✓      |
| 409 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | perencanaan dan safety, planning for work, dan<br>perencanaan barang baru | ✓      |
| 410 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Perencanaan item di di-PTIS, & Mergang/ma<br>perencanaan/Operasi          | ✓      |
| 411 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Mengajukan all card ke-Base Mergang/ma & SAP<br>Invoice                   | ✓      |
| 412 | Series 18<br>September 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Safety Training Induction   | ✓      |

| No  | Tgl                        | Uraian   | Referensi | Detail  | Status |
|-----|----------------------------|--|-----------|---|--------|
| 405 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040003  | Monitoring keaktifan input  | ✓      |
| 406 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | verifikasi TMS, update PTIS/CL, verifikasi invoice normal PA          | ✓      |
| 407 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Invoice   | ✓      |
| 408 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | Classifying PIS documents   | ✓      |
| 409 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | isi   | ✓      |
| 410 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040008  | verification invoice flow, input data di PTIS & TMS<br>alignment cost | ✓      |
| 411 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040002  | Mengajukan  | ✓      |
| 412 | Series 18<br>November 2023 | MTS70020200004<br>MAGAMAM RERA<br>GABARWA S.S. MAJUM | SS040007  | menghitung dan basis secara terintegrasi - input<br>data              | ✓      |

## Appendix 6 : Documentation during Apprenticeship

### 1. Jetty Tour



### 2. Farewell Event for Interns





### 3. Documentation with Public Relation's Employee

