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 04th, 2024



visor

Pretti Ristra, S.Pd., M.Ed. NIP. 198710132022032004

Approved by :

Head of English for Business and Professional Communication Study Program State Polytechnic of Bengkalis



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 4th to January 4th 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 25th, 2024

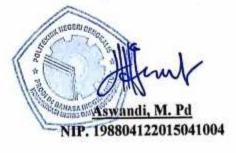
Acceptance by:

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Pretti Ristra, S.Pd., M.Ed. NIP. 198710132022032004

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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.

First and foremost, I would like to express my gratitude and sincere thanks to Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis, Diah Paramita Sari, S.Pd., M.Pd as the Head of Language Department, Aswandi, S.Pd., M.Pd as the Head of D-IV English for Business and Professional Communication Study Program, Ari Satria, M.Pd. B.I as the Head of D-III English Study Program.

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I am also very grateful to the people who have given me the opportunity to gain experience at this company, Mr. Armadi SE., ME as the Head of Public Relation of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, Mr. Jasin Kunawan as the Head of Port Operation Divison, Mr. Royandi, SE., ME as the Manager of Port Operation Division, Mrs. Nur Afni as the Supervisor our apprenticeship, and all employees of Port Operation Division and Public Relation of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill that already give the author guidance and a lot of experience while did the job training.

My deepest gratitude to all my family members. It would not be possible to write this project without the support, love, and prayer from them. I would like to thank to my dearest father Arlizam, my mother Herlina, and my sister Nur Asyikin. Then, huge thanks to go my friends (Dea, Putri, Bombastic Side Eye's members) during Job Training or in English Department for sharing every happy and sad moment with me ever since the first time we stepped into our campus until this very moment. The last but not least, Thanks to myself who has struggled so far in achieving my life goals.

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

Bengkalis, January 20th, 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 asstudents, companies and state Polytechnic of Bengkalis.

1. For Students

There are several benefits from the implementation of the practical workprogram 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.
- Students can develop working relationships and add experience to theirresume.
- 4. Students have the opportunity to apply theoretical/conceptual knowledgein the real world of work.
- 5. Students gain practical experience in applying theoretical/conceptualknowledge according to their study program.
- 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 practicalwork 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 orcorporate 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 environtment 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 an 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:

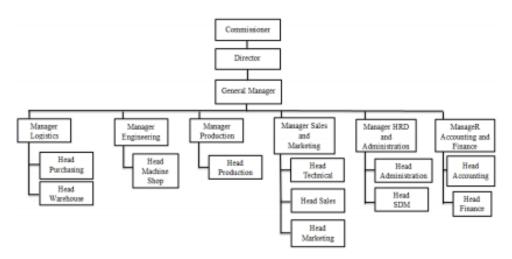


Figure 2.3. The Organization structure of PT Indah Kiat Pulp & Paper Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill

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.

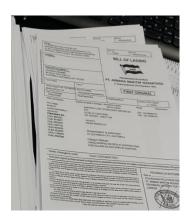


Figure 2.6. Document of Bill of Lading (B/L) Source: Processed Data 2023

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.

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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 workrelated 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.

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19	1020430	2021-0814	1 L	BS MY TANTO HERAT 20082815	FUNCON	FINER-ODITANER	318-	FILE-KNYAL (PRPER CONT : DREAK BURG	1.100.00	794,3728	1	134222.2
14	1029643-0	2554814	1.	03 MY AAAK, 88034/98999	PUNCON	FWIER-CONTAINER	125	PELE-RAPAL (PRPER CENT : BREAK BOOK)	1.196.00	(11.00)	1	1.888.837.30
18	TEXMAN!	2525-0914	1.	BS BY LINIAS BENERALI 2809203	PURCORI	PAPER-DONTAINER	144	FILE-FORM (PRIME DENT : BREAK BACK)		(Caram)	. 1	Cash-1-1
*	TO MANY S	2020-0014	1.	SO WY SADA MAD HARRING	(russia)	range-licetands	110-	POLE-RAPAL (THIPER CONT - DREAK BUCK)	5.7M (00	11121-		4.597.346.85
-			-		-		Tetal	218-6.13		12,791 8840	16	T-Q0.345
-							-6-me1	**		13,759,9089	10	PL 405 148 51

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 4th, 2023, and ending on January 4th, 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 Milluses a manual, online, and offline systems for its operational processes. The port operation unit also makes use of this 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 :

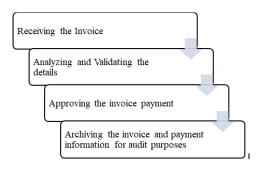


Figure 3.1 Flowchart of Invoice Control Systems

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 t the client. The following diagram represents the steps :

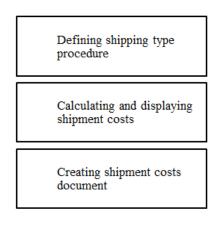


Figure 3.2 Flowchart of Shipment Costs

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.

Bill of Lading



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.

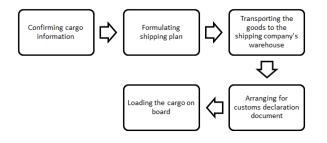


Figure 3.4 Flowchart of Shipment Plan for Container (SPC)

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, automatd data entry, configurable processes, and support for many currencies. The following diagram represents the steps :

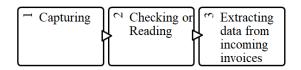


Figure 3.5 Flowchart of Payment Application (PA)

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 t 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 requires to adhere to the ISPS code and make sure they meet the requirements outlined in the code. This include 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.

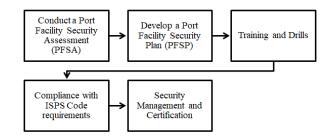


Figure 3.6 Flowchart ISPS Code

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 4th, 2023 until January 4th, 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 PTIndah Kiat Pulp & Paper Tbk

No.	Day	Working Time	Break
1	Monday to Thursday	07.00- 17.00 WIB	11.00- 13.00 WIB
2	Friday	07.00- 17.00 WIB	11.30- 13.30 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 4th, 2023 to September 8th, 2023

No.	Date and Time	Activities	Place
1	Monday September 4 th , 2023	Safety Training Induction	Public Relation Office

2	Tuesday September 5 th , 2023	Distribution of safety tools. ID Card Determine the division Input Company data using ISPS Code Registration.	Port Operation
3		Making ID Cards for vehicle number Laminating the ID Cards	Port Operation
4	2	Verify invoice files Input data Invoice Control Systems at App Portal	Port Operation
5	Friday September 8 th , 2023	Scanning and Copying invoice files 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 11th, until September 15th, 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 11th, 2023 to September 15th,2023

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

Source: Processed Data 2023

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

No.	Date and Time	Activities	Place
1	Monday September 18 th , 2023	Summarize Jasatama Costs in spreadsheet Verify trucking fare data Input invoice in ICS	Port Operation
2	•	Verify trucking fare data Check every invoice for travel document	Port Operation
3	Wednesday September 20 th , 2023	Input summary of transportation on slip report on Intern Mill Transportation Systems (IMTS) Input ICS and HTS	Port Operation
4	Sentember 71 st	Input summary of transportation on slip report on Intern Mill Transportation Systems (IMTS)	Port Operation
5	Friday September 22 nd , 2023	Verify Jasatama Mandiri Expedition Create Payment Application for Log sheet Checking summary of TSR	Port Operation

Table 3.4. Daily Activities of September 18 th , 2023 to September	22 nd ,
2023	

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from September 25th, until September 29th, 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 25th, 2023 to September 29th,2023

No.	Date and Time	Activities	Place
1	Monday September 25 th , 2023	Create Shipment Costs Tracking Report in TSR files Verify and check the travel letter invoices Summary of Transportation Slip Report	Port Operation
2		Printing Payment Application in Fiori Check invoice, B/L, and SPC Checking tax invoice	Port Operation
3	Wednesday September 27 th , 2023	Check and Verify Shipment Costs Check and Verify detailed transportation bill data Check and Print TMS	Port Operation
4	Thursday September 28 th , 2023	-	
5	Nentember 79 ^m	Verify and checking the travel letter invoice Summary of Transportation Slip Report	Port Operation

The following table shows the schedule of tasks that the author completed from October 2^{nd} , until October 6^{th} , 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 2nd, 2023 to October 6th, 2023

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

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

The following table shows the schedule of tasks that the author completed from October 9th, until October 13th, 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 9th, 2023 to October 13th, 2023

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

5	October 13 th ,	Printing SPC Rename invoice files Checking invoice data	Port Operation
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The following table shows the schedule of tasks that the author completed from October 16th, until October 20th, 2023, while doing an internship at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Division :

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

Table 3.8. Daily Activities of October 16th, 2023 to October 20th, 2023

Source: Processed Data 2023

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

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

Table 3.9. Daily Activities of October 23rd, 2023 to October 27th, 2023

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

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

Table 3.10. Daily Activities of October 30th, 2023 to November 3rd, 2023

5	Friday November 3 rd , 2023	Checking and Verify the travel letter invoice Printing TP	Port Operation
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The following table shows the schedule of tasks that the author completed from November 6th, until November 10th, 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 6th, 2023 to November 10th,2023

No.	Date and Time	Activities	Place
1	Monday November 6 th , 2023	Printing TP Checking and verify the invoices Capture and printing TP Create shipment costs	Port Operation
2		Printing SPC Checking invoice, B/L, SPC, etc. Update PA in ICS	Port Operation
3	Wednesday November 8 th , 2023	Checking tax invoice files Create Shipment Costs Create FSD	Port Operation
4	Thursday November 9 th , 2023	Checking and verify travel letter invoice Printing FSD and input TMS Printing B/L	Port Operation
5	Friday November10 th , 2023	Capture and printing PA/Close TP 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 13th, until November 17th, 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 13th, 2023 to November 17th,2023

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

The following table shows the schedule of tasks that the author completed from November 20th, until November 24th, 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 20th, 2023 to November 24th,2023

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

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

The following table shows the schedule of tasks that the author completed from November 27th, until December 1st, 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 th ,	2023	to	December	1 st ,
2023							

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

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

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

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

Table 3.15. Daily Activities of December 4th, 2023 to December 8th, 2023

Source: Processed Data 2023

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

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

Table 3.16. Daily Activities of December 11th, 2023 to December 15th,2023

Source: Processed Data 2023

The following table shows the schedule of tasks that the author completed from December 18th, until December 22nd, 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 18th, 2023 to December 22nd,2023

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

The following table shows the schedule of tasks that the author completed from December 26th, until December 29th, 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 26th, 2023 to December 29th,2023

No.	Date and Time	Activities	Place
1	Monday December 25 th , 2023	Holiday Together for Christmas	

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

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

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

 Table 3.19. Daily Activities of January 2nd, 2024 to January 4th, 2024

4	Thursday January 4 th , 2024	Attach PA, invoice and tax into travel letter invoice and send it to tax Printing SPC and check the invoice Capture PA Update PA in ICS 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 :

- 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 4th, 2023, until January 4th, 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 : <u>https://indahkiat.co.id/</u> 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 Perihal

: 029 /PA - IKPP/ VI / 2023 : 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 Ingggris 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	
Nur Aisyah	
Haris Hakimullah	
Wyanda Rahimah Putri	
Dea Cahya Ningsih	
Jessica Cristine Siagian	

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

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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

ame

Armadi, SE., ME Public Affair

Tembusan : Disampaikan kepada Yang Terhormat, 1. ybs

PT. Indah Klat Pulp & Paper Tbk

 PT. Indah Kiat rup & raper tox

 Head Office
 Wisma INDAH KIAT, JI. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia Telp : (62-21) 53120001 - 03 (huntiag), Fas : (62-21) 53120360, 53120045, 53120324-25

 Liaison Office
 J. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia Telp : (62-761) 558686 (hunting), Fas : (62-761) 27502, 33662

 Mill Site
 J. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia Telp : (62-761) 95088, 91030 (hunting), Fax : (62-761) 91373, 91376

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Appendix 2 : Apprenticeship Letter



SURAT KETERANGAN 006/SKV-PA/IKPP/I/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. JL. 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	
Student's Identity	No
Study Program	
Collage	

: Nur Aisyah

: 5504201009

: D-IV English for Business and Professional Communication : 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

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

Note:

Over all good, Sangat terbantu clangan adarya adık-adık disini

_____ _____

Perawang, January 04th, 2024



Appendix 4 : List of Attendance

VK	В

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

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

				Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	Y Sept 2023	Safety Training Induction	Kantor Humas	rff8	fays "
2.	5 Sæt 2023	Distribution of Safoly tools, 10 Card, division determination & enter company data using ISPS Code Registration	OP	r firs	*/~3 fmg
3.	6 Sept 2022	Making 10 Card for Vehicle Number, Printing and Laminating it.	Q.P	r#}	ful
4.	7 Sept 2013	Verilli cation of Invoice files, Photocopying files, Scanning Invoice Files and Input Data out fits and Ics	OP	163	fauf "
5.	8 Sept 2023	Photocopying files. Scanning files, Input data hand over teceipt In ICS	O.P	r#}	Aug 33

Catatan

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

В VK

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

į

Nama	. Nur Aisyah
Lembaga Pendidikan	POLITER NIK MEGERI BENGHALIS
Jurusan/Prodi	BAHASA DON BISPRO
Tanggal Praktek	: 11 SEP 2023 - 15 SEP 2023
Penempatan Unit	. 0P
Koord. Lapangan	NUFAFNI

		ware to a fact the court of		Paraf per	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	11 Seft 2023	Checking angl Verification data from dewery Order Using SAP Logon app.	06	rfig	Aug
2.	12 Sept 2013	Scanning invoice data, Photocopying data, Input data in the Hits Ics, Verilly invoice data, Sorting invoice data and stamp invoice data.	Øq	r fer	Hunt
3.	13 Sept 2023	Rename invoice data files, scanning and photocopying files, priting invoice data including sec (riverning int plane for container	09	THE	-filley
4.	14 SEPt 2023	Checking and vertica verify Container yord obcrasional unit, Vorify details of the Cargo, check the vehicle Plate and nomber of PO.	90	. Fig	19/33 Alul
5.	(ટ Sept સ્વાટર	Verify details of the cargo, check the vehicle plate and number of PO.	90	r PP	faul "%"

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VK	B	
		-

Nama	NUR AISYAH
Lembaga Pendidikan	Politeknik Negeri Bengkalis
Jurusan/Prodi	Bahasa / D-IJ BISPRO
Tanggal Praktek	:
Penempatan Unit	- <u>O</u> P
Koord. Lapangan	Nurafni

				Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	ll Sept 2003 (Senin)	• Sumarizes Jasatama costs in spreadsheet. • Verify trucking fare data • Input Invoice in Ics.	06	rfig	-fuel
2.	1g Sept 2073 (Selosa)	• Verify trucking fare data and check every invoice for travel document	OP	rfiq	tung s
3.	20 крt 2023 (Rabu)	 Input Summary Of transforkation On Sile report on intern Mill Transfortation System (IMTS) Input Ics and HTS 	09	rtep	Have 27/32
4.	21 Sept 2012 (Komis)	• Input Summary of Transportation She report on intern mill Transportation System (14475)	٥٩ .	rfez	Aug
5.	22 Sept2023 (Jum'at)	 Verify Jasatama Mandri Exceptition. Pointrg Payment application for logsheet. Scan 2 photo copying Checking Rimmary of TSR. 	٥٩	rfit	fluig

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

Nama	Nur Aisyah
Lembaga Pendidikan	POLITEENIL NEGERI BENGLALIS
Jurusan/Prodi	BAHASA /DY-BISPRO
Tanggal Praktek	: 25 SERT - 29 SERT 2023
Penempatan Unit	· OP
Koord. Lapangan	NULAFNI

				Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	25 Sept 2023 (fenin)	• Enter shipment cost Tracking Report in TSR files. • Verify and check the travel letter invoice. • Summary of Transportation Sip Report	OP	r fet	•%.3
2.	26 Sept 2023 (selasa)	 Perntrg layment application in FORI Check Invoice, BI, and SPC. Checking tax invoice. 	OP	TES	fund
3.	27 Sopt Bozz (Kabu)	 Checking and verifying shipment costs (Shipment tracking report check and verify betailed trars Portation bill data Check & Print TMS 	90	1P	Auf
4.					
5.	2g Sept 2023 (Jum'ct)	•Verify and checking the travel letter invoice/ summary of transportation Slip Report.	66	r (BP)	-face

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VK	В

Nama	NUR AISYAH
Lembaga Pendidikan	POLITEENIK NEGERI BENGKALIS
Jurusan/Prodi	BAHASA OY BISPRO
Tanggal Praktek	: 2 Oct - 6 Oct 2023
Penempatan Unit	: <u>OP</u>
Koord. Lapangan	NURAFNI

				Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	2 Oct 2023 (Senin)	 Photocopying news event (bend acara) Updating No. PA in ICS. Approving musice in Fiori Checking invoice files (Report TM. derivery) Photocopying expense report and summary the darks files 	OP	rtef	9/10 ²³
2.	3 OCT 2023 (Selasa)	 Create Shermant cost Proving SPC and checking SPC Envorce Updating PA of ICS Contailate the tornage 	OP	TR	9/10-23 Alllef
3.	4 oct 2023 (Rabu)	 calculate the tonnage checking spa & invoice. Updating Pa of Ics checking travel letter muor Ce 	OP	THE -	Amer 1
4.	S. oct 2023 (Kamis)	• Calculate and checking the tornage • Input ICS • checking invoice & Print Proposal • create shipment costs.	OP	r FF	9/10-73 Alluf
5.	6 oct 2023 (Jumát)	 checking invoice and empty ord laden shipping schedule scan invoice files 	09	rff.	faul 1/2 13

Catatan

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VK	B

Nama Lembaga Pendidikan Jurusan/Prodi	- NUR AISYAH POUTERNINE NEGERI BENGRALIS BANASA /ON BISPRO	1
Tanggal Praktek	9.055 -13.055 2023	
Penempatan Unit Koord. Lapangan	OR NURAFNI	

				Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	9 oct Bozz (Senin)	 Frinting Payment application for document logsheets in fiori. Updating Pa 	09	r #}	-9/023 July
2.	10.004 0023 (Selasa)	 Proving SPC (shipment plan for container Checking invoice & SPC Checking the summary of better travel letter 	, OP	THE	filled
3.	11 04 2023 (Rabu)	 Checking & Verify the two- units for each receipt. Printing Payment application for document legehects in fiori Checking invoice & Pa Input Ics in app Portal 	90	Top	400-33 Fally
4.	12 Oct 2023 (kamis)	 Updating NO. of PA in ICS Printing document PA for logiheet Checking in Voice 2 PA Calculate the tornage of invoice Checking 2 simplifies shipment costs 	OP	r.f.	4 m p
5.	13 Oct 2023 (Jumiat)	 Printing SPC (shipment Planning codes) Foraime musice tiles. Checking involve data Copying involve files 	Oe	rff	fuel

Catatan

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VK B

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

Nur Alsyah	
	а.
: Bahasa / BISPRO	
: 16 OCT - 20 OCT 2023	
: <u>O</u> P	
NUCAFNI	
	Politernik Negeri Benglealis Bahasa / BISPRO 16 OCT - 20 OCT 2023 OP

			¥ . *	Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	16 oct 2023 (Senin)	 Checking SPC & Inflorice Files. Kopying document logsments. create shipment costs. Input & update Ics. 	OP	r	famil
2.	17 (oct) 2023 (Selasa)	· Update les · Checking and create shipmont · Costs.	OP	TRP	fund
3.	18 Oct 2023	- Printing the list of shipment document and checking it.	a ¹⁹⁰		17/03
	(Eabu)	• create shipment cats • Frong SPC & checking Latitude powerce decument	OP	rff	faul
4.	19 oct 2023 (Kornis)	 fename Invoice Printing Payment application copying Invoice, news event. checking involve. 	OP .	rfif	-7/13 -fuuf
5.	20 cct2013 (lumat)	 Printing document Payment Application Update ICS in opp Portal Making ISPS Checking Sinput data in Uticle registration 	OP	THE	And 13

Catatan

Lembar monitoring inl harap diserahkan ke Public Relation seliap hari senin untuk pengesahan

VK В

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

Nama	NUR AISYAH
Lembaga Pendidikan	POINTELNIK NEGERI BENGMALIS
Jurusan/Prodi	BAHASA BISPRO
Tanggal Praktek	: 23 OCT - 27 OCT
Penempatan Unit	. <u>О</u> Р
Koord. Lapangan	NLIRAFNI

		(a)		Paraf pem	
No	Tanggal	Materi Praktek	 Lokasi 	Koord Lapangan	Public Relation
1.	25 oct 2023 (Senin)	 Printing Rayment Application in Flori Uplating PA Input invoice in ICS Scanning invoice 2 Bill of lading 	09	F	-lu-
2.	24 oct 2023 (Selasa)	 Aftach the Payment opplication to the munice Baying 2 scanning invoke files Updating Pa of Jocument log sheet. 	OP	T	fair
3.	25 oct 2023 (Rabu)	 Sorting the list of 0 PP/OPT and PBM cost reports for Person baru /Percovarg Brt Check the Ensiver letter involve 	OP	rft)	fw-f
4.	26 0ct 2023 (komis)	· Check and Verify invorce reals · Printing TP (advance App. request and B/L	Öe	TA	fort
5.	27 oct 2023 (Jurnat)	 Printing TP (advance application request and B/L) Sorting TP and BL 	06	TAP	fal

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

VK В

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

Nama	NUR AISYAM
Lembaga Pendidikan	POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi	BAHASA /DY BISPRO
Tanggal Praktek	30 OCT - 3 NOV 2023
Penempatan Unit	:O.P
Koord. Lapangan	NUPAFNI

		X		Paraf per	nbimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	30 OCT 2025 (Senin)	 Checking invoice OP /OPT IKPP #October 2023. Input ics in app Portal 	, Ob	T	flut
2.	х ост 2023 (seiasa)	 checking the travel letter involg Update TMS and Annt FSD document Create shipment costs. Updateg no. of PA. 	OP	₩ I	Aud
3.	l Nov 2023 (Fabu)	 Checking Vessel realization & Febort TM delivery Copying invoice Stamp, copying, and scanning the invoice. Printing spc & Po files. 	68	(F)	Aug
4.	2 NOV 2023 (Kamis)	 Input Ics Greate shipment costs. Update no. of pa 	OP .	rff	Aller
5.	3 NOV 2023 (Jumat)	• Scanning musice files • Copying invoice files • Checking & verify the travel letter invoice • Printing TP (advance applicate)	ଝ	The .	fleef

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VK	В

Nama	Nur Aisyah
Lembaga Pendidikan	POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi	BAHASA / PRODI BISPRO
Tanggal Praktek	6 NOV - 10 NOV 2023
Penempatan Unit	90
Koord. Lapangan	NUPAFNI

				Paraf pemb	imbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	6 NOV 2023 (Senin)	 Printing TP (Advance Application) Checking & Verify the involution Files Capture & printing the TP Create shipment costs. 	90	TR	flut
2.	7 NOV 2023 (Selosa)	 Printing SPC checking invoile (bl., Spc, etc.) Input / updale ICS in app Portal 	90	1782	funf
3.	8 Nov 2023 (Robu)	 Checking tax invoice files Create shipment cost FSD 	90	rff	shad
4.	§ NOV 2073 (Kamis)	• £r Copying Invoice and Tax Files. • Checking and verify the travel letter invoice. • Scanning Files • Printing FSD & Unput-TMS • Printing F/L	Op	r	flouf
5.	(0 NOV 2023 (Junat)		Q	rff.	forf

Catatan

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

VK	В

Nama	NUE AISYAH
Lembaga Pendidikan	Politeknik Negeri Bengkalis
Jurusan/Prodi	: Bahosa /BISPRO
Tanggal Praktek	13 NOV 2023
Penempatan Unit	· 09
Koord. Lapangan	NURAFNI
	,

				Paraf per	nbimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	(3 Nov 2023	• Copying Invoice, FSO, and tax Invoice • Input invoice opp/opt Ikep October 2023 in ICS • Laminating Ises • create shipment Costs	66	T	shu y
2.	ly NOV 2023 (Selasa)	 Printing SPC and checking the invoice. Colying Proposal Printing Po and checking the invoice. Input /update Pa 	Q	1 ft	fuul
3.	15 nov 2023 (Robu)	 Sorting the list of OPP/OPT and PBM cost reforts at Peranbaru / Renawlang Port. Protog 1585 code entry Permit for contractor / employee checking the taxes (effer invoice) 	OP	r fief	fuel
4.	(6 NOV 2023 (Karnis)	 Create Shipment costs Update PA in Ics Printing PA & checking the invoice Printing, TP, b/1, SPC checking invoice 	, 09	rft	Aun
5.	(7 NOV 2023 (Jumat)	• Checking travel letter invoice • Printing FSO & Input TMS • Printing b/L, SPC and copying involve • Capture PA LTP • Printing TP • Printing L Checking SPC.	OP	TAP.	* fairf

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

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В

MAGANG INDUSTRI

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

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

				Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	20 NOV 2023 (Senin)	 Printing SPC & Checking invoice Printing PA Checking Urn, invoice, b/L, SPC Copying Proposal for Invoice Create, shipment costs Input Ics and update PA 	a a	r fil	four
2.	21,207 2023 (Selasa)	 Checking invoice & Shipmont Plan UPbate Pa Sconning Invoice and stamp it. Printing TP 1 B/L 	90	the	And
3.	22 Nov 2023 (Rabu)	• Update PA In ICS • Scanning invoice SH Cogent & Renome it. • Checking & Verify invoice, TP, b/L, tax I SPC. • Printing PO I check it.	Oq	rff	Auf
4.	23 NOV 2023 (kamis)	• Recap Shipping Costs data • Create Shipment Cost. • Printing TP. B/L & check it • Printing PA . checking involo & cirrange it.	OP	rf8}	ford
5.	24 Nov 2022 (Jumat)	• Update KS • Printing SPC & PO. • Update PA in ICS • Update URN	OP	r {P}	-fam.f

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Catatan

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

VK	в

Nama	NUR AISYAH
Lembaga Pendidikan	POLITENIK VEGERI BENGKALLS
Jurusan/Prodi	BAHASA (BISPRO
Tanggal Praktek	27 NOV 2023
Penempatan Unit	O P
Koord. Lapangan	NUPAFNI

	1			Paraf pem	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	27 HOV 2028 (Senin)	• Uplate PA in ICS • Printing PA & checking the involu • Printing TP. B/L, SPC and checking It	QP	rfif	fund
2.	28 NOV 2023 (Selasa)	• Inputies the list of opp/opt and PBM cost "eports for Relean baru / Rerawang Port • Checking travel lefter invoice • Printing FSO & laput TMS	90	rfil	femil
3.	29 NOV 2023 (Robu)	 Checking Shipment cost and create it Printing B/L, 2TP Utbate PA in Ics. 	OP	TFF	sfaul
4.	30 NOV 2023 (Komis)	Printing B/L 2 checking it. • Scanning invoice 2 B/L. • Input PA in Icc • Input / update pa/close TP	CPP :	r.fr	faul
5.	31 NOV 2023 Clumat)	• Create shipment costs • Printing PA ATP • Printing PO & SPC • Checking involve .URN, bt, TP, PA.	90	TA.	start

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

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VK	В

Nama	Nur Áisyah
Lembaga Pendidikan	Politernik Megeri Bengkalis
Jurusan/Prodi	Bahap BISPED
Tanggal Praktek	4 Desember 2023
Penempatan Unit	OP (OPerational Part)
Koord. Lapangan	Nurafni

				Paraf per	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	4 Des 2023 (Jenn)	· Capture PA · Checking Invoice · Update PA · Printing PATP & Check It. · Create shiftment costs	OP	r fil	fuel
2.	S Des. 2013 (Selaga)	• Sconning & Copying invoice, B/L, SPC & Proposal • Sconning topovel letter • Protong PA, 17, B/L, SPC 2 Charleng the invoice Files • Create shipment costs	Q	師	Junif
3.	6 Des 2023 (Rabu)	• Create PO 2 SPC • Checking /verify the invoice • UPdate PA • Printing PA, TP, B/L 2 SPC • Capture PA	Ċĸ	T	Spirit
4.	7 Des 2023 (Komis)	• Eophing involue, tax 2 FSD and recept to tend to tax unit. • create shipment (CAPS • Printing SPC & Check it.	° ¢	rteg	Quel
5.	8 Des 2023 (Juimat)	 Printing TP, PA and cheecift Whate Pa in ICS Patach PA & URN 	06	rft	feucf

.

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

Nama	Nue Aisyah
Lembaga Pendidikan	POLITEMNIK NEGERI BENGLALIS
Jurusan/Prodi	BAHASA BISPRO
Tanggal Praktek	. 11 Des 2023
Penempatan Unit	: <u>OR</u>
Koord. Lapangan	Nurafai

				Paraf pen	nbimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	11 Oes 2023 (Sarin)	 Input Invoice OPP /OPT and PBN in ICS. Update ICS Input ICS in app Portal. Chacking 8 Verify tax letter 	OP	r fif	Jund
2.	17 les 2023 (Selasa)	 Create ship mont costs. Leasp shipment costs data. Printing TP, B/L, SPC checking linuoice Checking B/L, SPC 	09	TAPS	fund
3.	13 Des 2023 (Rabu)	 Checking B/L & SPC Update no PA in ICS Printing PA & attach URN Checking travel latter invoice Printing & Input FSD 	OP	r	Aunt
4.	ly Des 2023 (Kamir)	 Search and Boying news event. Checking travel letter invoice. Uplate PA in ICS Checking invoice of A zon Transfert Attach Proposal, FSD, Invoice, and Frinting FD 	Op	TAR	Auch
5.	IS Des 2023 (Jumiat)	• Attach UEN 2 TP • checking TP, UPN, Involve • Sorting the lift of OPP/OPT and PBM cost Reports at Peranbaru / Perawang Port.	CP	r fr	fred

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

VK	В

Nama	Nue Aisyau
Lembaga Pendidikan	- POLITECNIK NEGERI BENGLALIS
Jurusan/Prodi	BAHASA BISPRO
Tanggal Praktek	10 - 22 DES 2023
Penempatan Unit	<u>: CP</u>
Koord. Lapangan	Nuchful

		· · ·		Paraf pen	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	18 Des 2023 ([enin])	 Sorting the list of OPP/OPT and POM Costs reports at Peravong / Percontoru Port. Copsing pa, tax & invoice to send it into tax unit. checking, input FJO Printing Po & SPC For B/2 	Öe	TEB	spud
2.	(3 Des 2023 (selasa)	• Update PA in ICS • Pronting PA and attack the UEN • Create shipment cotts	۵P	r fig	found
3.	20 Des 2023 (Rabu)	 Create shipment (OFS Protog SPC and attach it in invoice Checking document from azon transport. Capying proposisi For Stock logistic. Mcapying news event 	Ċ¢	TR	Aurel
4.	21 Des 2023 (Komis)	UPdate PA in ICS Printing PA and attach uew in document of invoices. Checking travel letter Input ICS at app Pontal	Q	r ff	Auf
5.	22 Des 2023 (Jumiat)	 Recap invoice and Printing FID Checking invoire and input FID Copying Files Input ICS in voice OPP/OPT on December 2023. 	OP	TR.	Aunt

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

Nama	NUE AISYAH	
Lembaga Pendidikan	POLITELNIK NEGELI BENGLALIS	
Jurusan/Prodi	BAHASA/BISPRO	
Tanggal Praktek	26 - 29 DES 2023	
Penempatan Unit	<u>. 08</u>	
Koord. Lapangan	. MURAFNI	

				Paraf per	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.		6			.*:
		HARI ROYA NATAL			
?	26 Oes 2023 (Selasa)	· Printing and attach tP, B/L &	-		
	(Jeasa)	· Checking invoices. · Capture PA & Checking all of	Cr ·	TES.	And
	* ,	invoire	н нн	,w /	-fm
3.	27 Der 2023	· Update number of PA in CPP Portal	,		
	(Rabu)	· checking doc. logsheet and send	90	TRA	faul
	· ·	it to 500 "proving 2 attach b/L JP in doc.close TP.			-Ju-J
4.		· Create and recap shipmont costr.			
	(kamis)	 Copying Invoice Checking & verifying toover letter invoice. Checking Fo & FSD 	' OP.	The	Aunt
5.	29 Des 2022			0.	
	(Jumiat)	· Printing FOD & checking the document.	90	FRS.	Aud
		· Update ics in App Portal.			Jun

Catatan

Lembar monitoring ini harap diserahkan ke Public Relation setlap 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	: Politecnile Negri Bergkalis
Jurusan/Prodi	: Bahara /BUSPEO
Tanggal Praktek	: 2 Jan - 4 Jan 20231
Penempatan Unit	90
Koord. Lapangan	Nur Ami

				· Paraf pem	bimbing	
No	Tanggal	Materi [,] Praktek	Lokasi	Koord Lapangan	Public Relation	
1.	•	CUTI TAHUN BARU (Kuti Bersama)			•	-
2	02 JAN 2024 (selosa)	*. Update PA in app Portal • Input Ics in App Portal • Checking shipment costs • Search news cvent	90	T	sful	-
3.	3 Jan догу (Вањи)	 Printing Pa and checking it. Here Printing SPC Checking invoice of kuchnenager including rate 2 total Check container no in Portal Check invoice 2 tax 	06	rfig	fort	
<u>.</u> 4.	4 Jan 2024 (Kam:s)	• Albach Pa, Invoice and tex Into tower letter invoice and lend it to tax • Printing SEC 2 check the invoice • capture Pa • Utbate pa in ICS • Greate Shirment Cate	Çe	TR	ye-1	
5.				·:		

. .

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

Appendix 5 : Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

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

VK В

Nama	NUR Alsyah
Lembaga Pendidikan	Politeknik Negeri Bengkalis
Jurusan/Prodi	: Bahasa /OIU BISPRO
Tanggal Praktek	4 set - 8 set 2023
Penempatan Unit	09
Koord. Lapangan	· Nurafri

				Paraf pernbimbing		
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation	
1.	4 Sept 2023	Safety Training Induction	Kantor Humas	rfing	flags "	
2.	5 Sept 2023	Distribution of Safely tools, 10 Card, division determination a enter company data using 15ps Calle Registration	OP	r#Ş	×"	
3.	C sept 2012	Maxing 10 and for behicle humber, printing and lominating it.	O.P	r fil	fup "	
4.	7 Sept 2013	Verige cation of Invoice files, Photocopying files, Scanning Invoice files and Input Data at HTS and ICS	OR	162	faup	
5.	8 Sept 2023	Photocolying files. Scanning files, Inat data hond over receipt In ICS	0,P	rfit	for	

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

NO	Picture of Activity	Information
1.		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.

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

t

Nama	. NUR ALSYAH
Lembaga Pendidikan	POLITERNIK MEGERI BENGKALLS
Jurusan/Prodi	BAHASA DON BISPRO
Tanggal Praktek	: 11 SEP 2023 - 15 SEP 2023
Penempatan Unit	. 09
Koord, Lapangan	MULAFNI

			0.00000000	Paraf pen	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	11 Seft 2023	Checking angl Verification data from devices Order Using SAP Logen all.	09	rfig	Aug
2.	12 Sept 2013	Scanning invoice data, Photocopy, data, initia data in the HTF les, verilly invoice data. Sonting invoice data and Sharp invoice data.	90	r#	Aunt
3.	13 Sept 2023	Rename munice data files, scanning and photocording files, proting invoice data reliding spc chairm in from for container spc chairm	09	IP	flur "%"
4.	14 Ser4 2023	Checking and Hempicon verify Container yord alconstations (and, Vorify datails of the Congo, check the vehicle flate and nomber of PO.	09	, rife	Amp
5.	US Sept 2023	Verify details of the cargo, check the vehicle plate and number of PO.	90	剛	fag 1% 23

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

NO	Picture of Activity	Information
1	<section-header><section-header><text></text></section-header></section-header>	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.

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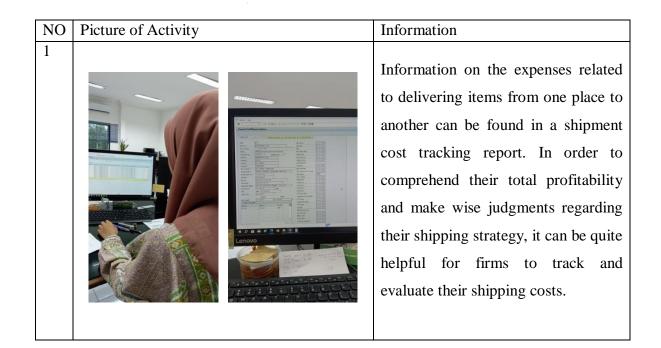
					VK E
		MAGANG INDUS INDAH KIAT PULP AND PAPE ONITORING PELAKSANAAN	R Tbk PER		
Nar	na				
	nbaga Pendidil				
	usan/Prodi	Bahasa / D-IV BISPRO			
	ggal Praktek empatan Unit	: 18 JEP - 22 SEP 2023 . OP			
	rd. Lapangan	Nurafni			
No	Tanggal	Materi Praktek	Lokasi	Paraf per Koord Lapangan	nbimbing Public Relation
1.	l& Sept 2023 (Senin)	• Summerizes Jasatama costs in spreadsheet. • Verify tucking fore donlon • Input invoice in Ics.	OP	r fif	-fung
2.	19 Sept 2013 (selosa)	· Verify trucking fare dota and check every invoice for travel document	QP I	rff	Aunt
3.	20 Fept 2023 (Rabu)	 Input Summary Of transtockation Sile retaint on Intern Nall Transformation Sickern (1475) Input Ics and HTS 	09	rtex	Aug
4.	21 Sept 2013 (Komis)	• Input Summary of TransPortation She beloat on Indian mill Transportation System (14475)	٥٩ .	rfef	Aug
5.	22 Sept2035 (Jum'at)	• Verify Insatama Mandr: Grifeditor. • Pontry Payment application for logithed. • Scan & Photo applies • Checking Amparto of TSR.	OP	rfag	faug

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

NO	Picture of Activity	Information
1	<image/>	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.

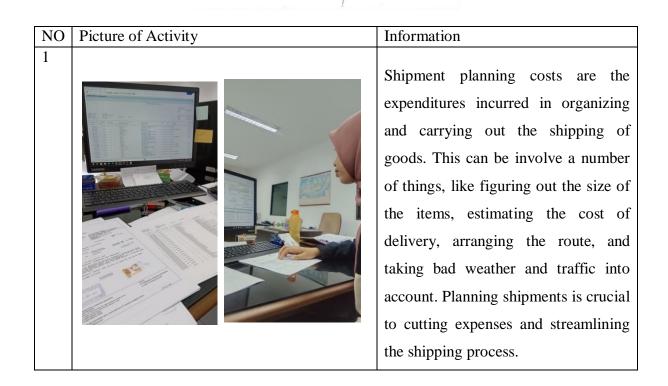
					VK B
		MAGANG INDU	STRI		
		INDAH KIAT PULP AND PAP ONITORING PELAKSANAAN	ER Tbk PEF		
Nar	na				
Len	nbaga Pendidi	Kan : POLITEENIE NEGERI BENG	KALIS		
Jun	usan/Prodi	BAHASA /D4-BISPRO			
Tan	iggal Praktek	: 25 SERT - 29 SERT 3	-023		
Per	empatan Unit				
Koo	ord. Lapangan	. NUEAFNI			
No	Tanggal	Materi Praktek	Lokasi	Paraf pen Koord Lapangan	Public Relation
1.	25 Sept 2023 (ferm)	• Enter shipment cost Tracking Rebort in TSR Read. Verify and check the travel letter, invoice. • Summory of Transportation Ste Rebort	OP	THE	-%.9
2.	26 Sept 2023 (selasa)	• fronting Raymont application in FORI • check Invoice, Bly and SPC. • checking tax invoice.	OP	The	of s
3.	27: Sart 80733 (Kabu)	 Checking and verifying shiftment casts (childment tacking report check and verify detailed transfortation has dated check & Print TMS 	08	162	Auf "
4.					
		~~···		3	
5.	3g Sept 2003	•Verify and checking the travel letter invoice/ summary of transportation	09	rfiel	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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



		MAGANG INDUS INDAH KIAT PULP AND PAPI ONITORING PELAKSANAAN	ER Tbk PER		
Nar		. NUR AISYAH			
	na nbaga Pendidi	e			
	isan/Prodi	BAHASA OY BISPRO			
	ggal Praktek	: 1 057 - 6057 2013			
	empatan Unit				
	rd. Lapangan	· NURAFNI			
1100	ra. Lapangan				5
			e. 1	Paraf per	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	2 004 2023	· Photocopying news event (bend			9/10
	(Senin)	Course) Optioning No. PA in ICS. • Optioning musice in First • Checking involve Net (Report TN. Allivers) • Pholocolitisms externer retart and summary the darks files	09	rff	fact
2.		· Create Shement cast.	<u>*</u>	1000000	9/103
	3 OCT 2023 (Selasa)	· Printing SPC and checking SPC Lanvoice · Updating PA OF RCS · Calculate the tarrage	OP	(FP)	Aunt
			÷		
3.	4 oct 2023	• calculate the tonnage • Checking Spc & invoice. • Updating Pa of Ics	5.8	佩	- Saul
	(Rabu)	· checking tover letter much	OP		Hand
4.		· Calculate and checking the			9/13
	S oct 2023	tonnage		- 60	10
	(Kamis)	· Input ICS · chedeng involce & Print Morposal	OP	TP	Alle
	(· create shipment costs.	1000	1 . (1.1
	6 001 2023	· checking invoice and empty			2/ 33
5.		and laden shirping schedule		(D	0 0
5.	(Jumat)	· scon invoice files	90		

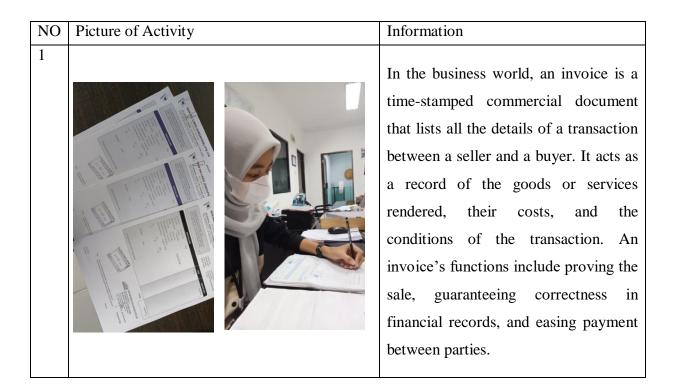
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		MAGANG INDU INDAH KIAT PULP AND PAI ONITORING PELÁKSANAAI	PER Tbk PER		
Juru Fan Pen	na Ibaga Pendidil Isan/Prodi ggal Praktek empatan Unit rd. Lapangan	. Цик Диулан Рантенски нескен обли Ванада Лон Витео Э. Ост. — 13. Ост. 2413 		· · · ·	
No	Tanggal	Materi Praktek	Lokasi	Paraf pen Koord	Public
I.	9 oct Pozz (Senin)	· Printing Payment application for document logitizes in Front. · Updating Pa	OP	Lapangan	Relation %"
2.	lobet doz3 (selasa)	 Proving SPC (shitment Plan for container Checking invoice & SPC Checking the summary of Latter travel letter 	. OP	TIP	ford
3.	11 OCF 2023 (Rabu)	 Checking & Verify the two- units for each received. Printing Payment attrication for document logichects in ficri checking invoice 2 pa Input ice in appl Portal 	09	The	
4.	12 Oct 2023 (kamis)	· Upbohng NO. of PA In ICS · Printing document PA for loghref · Checking invoice & PA · Calculate the tensage of invoice · Checking & summinize shiftment Costs	OP	r fel	fun
5.	13 Oct 2023 (Jumiat)	 Printing SPC (diamont Planning code) Renaine Mole thrs, Checking invoice dute. Copying musice cluss 	Oe	r fil	four

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

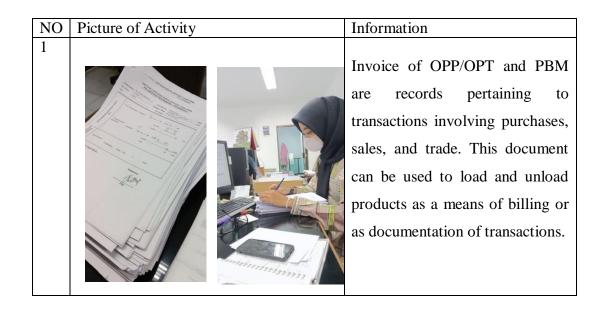


		MAGANG INDU NDAH KIAT PULP AND PAI DNITORING PELAKSANAAI	PER Tbk PER			
	na baga Pendidik san/Prodi	Bahasa / BISPRO	,			
Pen	ggal Praktek empatan Unit rd. Lapangan	: 14 OCT - 20 95T 2023. : OP : NUCATNI				
No	Tanggal	Materi Praktek	Lokasi	Paraf perr Koord Lapangan	bimbing Public Relation	
1.	16 oct 2023 (Senin)	· Checking SPC & Informe Files · Consing document legeneets · consulta Shumment costs · Intuk & Uplace Ics.	OP	ref	7/073 Jacuf	
2.	4 (oci) 2023 (Selasa)	· Update ics · Checking and create shipmont Costs.	. 09	1102	flue	
3.	18 0ct 2023 (Eabu)	 Printing the 18th of Chipment document and checking it. create Shifment Capp Anotig SPC & checking Latitude Jourice document 	OP	rff	4001	
4.	19 oct 2023 (learnis)	· forame hubice · forthers laymont application · copying hubice, news event. · checking involve.	90	rff	-7/-3 -fauf	
5.	20 cct2023 (limat)	 Rombing document Payment Approxima Utdaie Ics or operectal Maxing 1585 Checking 8: Ret data in vehicle registration 	OP	162	Aug 13	

NO	Picture of Activity	Information
1		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.

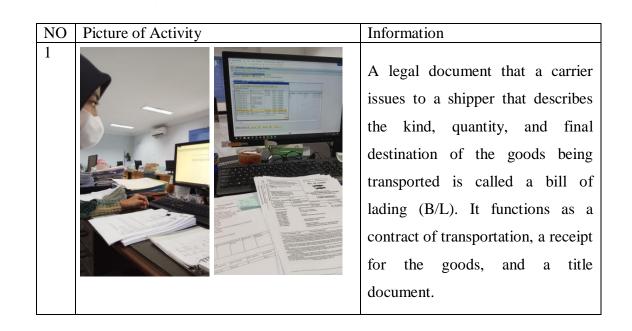
		MAGANG INDU INDAH KIAT PULP AND PA ONITORING PELAKSANAA	PER Tbk PER		× .
Jar	na	NUR AlsyAH			
en	nbaga Pendidi	kan POLITENIK MEGER BENGA	ALIS		
Jun	usan/Prodi	BAHASA BUPPO			
Per	iggal Praktek iempatan Unit ord. Lapangan				
		14	11.	Paraf per	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	25 oct 2023 (Senin)	 Printing Rayment Apphication in Flori Utbalang PA Intuk invoice in ICs Scanning invoice & Bill of Reding 	09	F#	fur
2.	24:004 2023 (Selasa)	* Attach the payment opplication to the musice Bayers & scanner invoke files . Utaling the of tocument log sheet.	OP	П₽	fer
3.	25 oct 2023 (Robu)	- Sorting the lat of orr/orr and pow can reports for Pecan been Accounty Bot - Check the trouver letter involve	06	1990	fe-f
4.	26 0ct 2023 (Keemis)	· Check and Verify avoice reages · Providing TP Cadvance Ape. request and B/L	Oe	THE	ful
5.	24 oct 2023 (Jumat)	• Printing TP (advance application request and B/L) • Sorting TP and BL	06	TH	fel

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



					VK B		
		MAGANG IND INDAH KIAT PULP AND PA IONITORING PELAKSANAA	PER Tbk PEF		× .		
Nar	ma	NUR AISYAM					
Len	nbaga Pendidi						
Jun	Jurusan/Prodi BAMASA /DY BISERO						
Tan	nggal Praktek	30 OCT - 3 NOV 201					
Per	nempatan Unit						
Koo	ord. Lapangan	- NUPAPNI					
No	Tanggal	Materi Praktek	Lokasi	Paraf per Koord	Public		
				Lapangan	Relation		
1.	30 Oct 2025 (Serin)	· Checking Involce OPP /OPT IKPP = Betaber 2028. · Infut ics in app Partal	90	TA	Aud		
2.	7 OCT 2023 (Selasa)	 checking the travel letter music Update TMS and Annt FSD document Create shipment costs. Updates no of PA. 	OP	T\$	And		
3.	1 NOV 2023	· Checking Vessel realization &					
	(fabu)	Ferent TM delivery · copying invoice · Stamp, copying, and Jamming the invoice. Proting Spc I Po files.	09	A	Aur		
4.	2 NOV 2028 (K anis)	 Input Ics Greate shipment costs. Update no. of pa 	08	rfif	Awd		
5.	3 Nov 2023 (Jumał)	· Scanning andoire files · Copying interive files · Checking & Verify the traiter letter motion · Protom TP (advance opplicated)	œ	rfef.	fay		

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



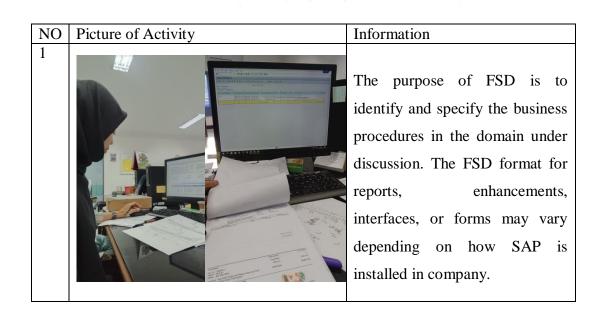
		MAGANG INDUS INDAH KIAT PULP AND PAPI ONITORING PELAKSANAAN	ER Tbk PER		
Jun Tan Per	nbaga Pendidik usan/Prodi uggal Praktek uempatan Unit	CAN COLUTERNIE NEGERI BE BAHASA / PRODI BUSPRO 6 NOV - 10 NOV 2023 09		······ .	
KOC	ord. Lapangan				÷.,
No	Tanggal	Materi Praktek	Lokasi	Paraf pem Koord Lapangan	Public Relation
1.	6 NOV 2023 (Serier)	• Proving TP (Advance Application) • Checking & Verity the music files • Colours & monting the TP • Create subment colls.	06	r#2	flut
2.	7 NOV 2023 (Selosa)	 Priving SPC checking involve (bl.spc.etc) Input /utdate Ics in app Portial 	90	1782	funf
3.	8 Nov 2023 (Kobu)	 Checking tox invoice files Create shipment (ast FSD 	90	rff	shad
4.	9 NOV 2073 (kamis)	 Ecopying Invola and Tax Files. Checking and varify the taxel letter marcia. Scaning Files. Industry FID & UNUL-TMS Printing FID & UNUL-TMS 	Op	T	ford
5.	10 NOV 2023 (Junat)	· Calture & Printing PA/clarte · Checking PA-clase TP and Invoice	08	TR.	for

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

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

		MAGANG INDL INDAH KIAT PULP AND PA ONITORING PELAKSANAA	PER Tbk PER		
lur. Tan Pen	na nbaga Pendidi usan/Prodi iggal Praktek iempatan Unit ord. Lapangan	: Bahoso /BISPEO : 13 NOV 2023 : OP			*
No	Tanggal	Materi Praktek	Lokasi	Paraf per Koord Lapangan	Public Relation
1.	(3 NOV 2023 (Senin)	• Copying Involce, FSD, and Lax Involce • Influt involce opp/opt Iker October 2023 in ICS • Lamipaing USS • crepte shipment Costs	69	TR	stary
	ly NOV 2023 (Selasa)	 Printing SPC and checking the mutate. Copying Parlosal Printing Parlosal checking the music Input / update Pa 	Q	(F)	shul
L	15 nov 2023 (Robu)	 Sorting the list of off/opt and PBM cost referts at Revanlase / percussing Brt. Prothes 152 cale entry Remit for contactor / employee checking the dave i letter subside 	OP	1 ft	flace
4.	(6 NOV 2023 (Karnis)	· Create shipment costs · Update PA in ICS · Proving FA & checking the imutice · Proving, TP, b/1, sPC · checking invoice	09	rft	Aug
5.	17 Nov 2023 (Jumat)	· Checking travel letter twoice • Printing EO & Input This • Printing b/L, spc and capting block · Capture PA ETP • Printing E • Printing E Checking Spc.	OP	14.	rburt

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



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

Nama	NUR AISYAH	
Lembaga Pendidikan	POLITECNIK NEGERI BENGKAUS	
Jurusan/Prodi	BAHASA BISPED	
Tanggal Praktek	20 NOV 2023	
Penempatan Unit	: 0P	
Koord, Lapangan	NURAFNI	

-				Paraf per	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	20 HOU 2023 (Senin)	 Printing SPC & Checking involve Printing PA Checking Urn, involve, b/L., SPC Copyling Propersol for Involve Ce Copyling Propersol for Involve Ce Console. Exitement Copyling Input ics and utbate PA 	. <i>c</i> r	r fig	-fau f
2.	21 40v 2023 (Selasa)	• Checking invoice & Shipmond Plan • Upbate Pa • Scanning Invoice and Stamp it. • Prinking TP & B/L	OP.	they	And
3.	22 Nov 2023 (Eabu)	• Update PA In ICS • Carring hvoice SH Cogent & Penome H. • Cheeting & Verify invoice, TP, b/L, tax I SPC. • Phyling PD & cheek H.	Op	T	And
4.	23 NOV 2023 (kamis)	· Recenp Shipping costs data · Create Shipment cost. · Printing TP, B/L & Check H · Printing PA. Checking Microb & Orrange 14.	OP	rff	.fort
5.	24 Nov 2022 (Jumat)	• Update KS • Printing SPC & PO. • Update PA in ICS • Update URN	OP	rf#}	fund

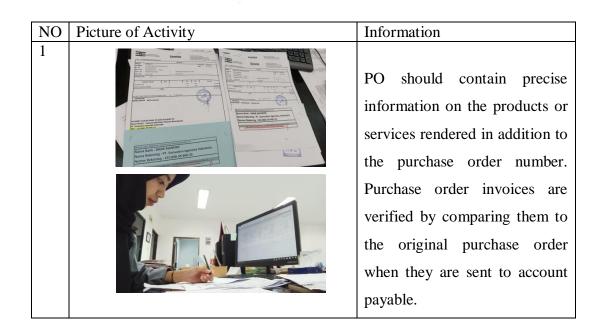


Information

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.

		MAGANG INDUS INDAH KIAT PULP AND PAPI IONITORING PELAKSANAAN	ER Tbk PER		
Jun	nbaga Pendidi usan/Prodi	NUR AIGYAH kan ROUTRENIK NEGIRI BE BAHASA (BIRRO 27 NOV 2013			
	ggal Praktek empatan Unit				
	rd. Lapangan				
				1.5./	
No	Tanggal	Materi Praktek	Lokasi	Paraf pen Koord	Public
1.	27 HOV 202 (Senin)	• Under PA in ICS • Printing PA & Checking the involu- • Printing TP, B/L, SIC and directing 14	OP	Lapangan	fully
2.	28 NOV 2025 (Selasa)	 Input ics the list of opp/opp and PBM cast reports for Precontary / Recourses Port checking travel lefter invoice Porting ESD & input TMS 	09	TRY	Saul
3.	29 NOV 2023		2.8		
	(Rober)	create it. · Printing B/L, 2 TP · Undate PA in Ics.	OP	TRA	sfault
4.	30 NOV 2023	·Printing B/L & checking it.			
	(Kamic)	· Scanning Invoice 2 B/L. · Input PA in Icc · Input /uplate PA /close TP	CP	TRP 1	faul
5.	31 NOV 2013 (Juma+)	• Cracke chilment cats • Renting PA /TP • Printing PO & SPC • Checking involve urb, bl., TP, PA.	90	rfet.	stact

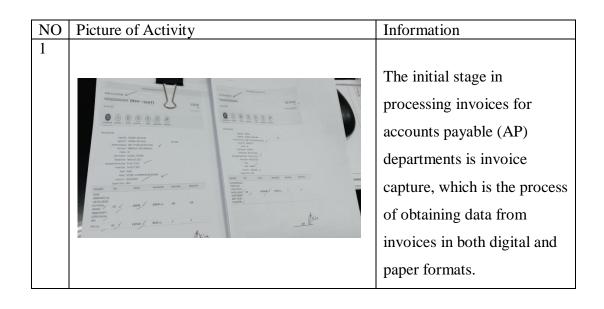
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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T&k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nar	na nbaga Pendidi	kan : Politernik Negeri Brig			
Jun	usan/Prodi	Bahasa BISPED			
Tan	ggal Praktek	: 4 Desember 2023			
Pen	empatan Unit	OR (OPerational Part)			
Koc	rd. Lapangan	. Nurafni			
	an nahangan				
-	1		-	Paraf pen	nbimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	4 Des 2023 (sener)	· Confidence Pa · Chartering Invoice · Violate Pa · Violate Pa · Printing Pate & cheer 4. · Create shiftment casts	OP	r first	faul
2.	5 Des. 2013 (selaga)	• Sconnes & Copying Invoice, B/L, SPC I Protosia ! • Sconning Agenvice letter • Protog PA 1778/L, SPC 2. Chevers the invoice files • Create Subforment copt	Ċł	r fil	-food
3.	6 Des 2023 (Robs)	· Create to 2 SPC · Checking Vierity the invoice · Utbale PA · Vierte PA, TP, B/L 2 SPC · Capture PA	Ċ¢	A FRY	speed
4.	7 Pos 2023 (Koomis)	* Eo Pying involue, tax 2 FSD and recap to to tend to tax unit. • create Shipment COAS. • finiting spe 2 check it.	90	rfej	Aur
5.	8 Des 2023 (Juimat)	• Proting TP, PA and chose A with URN • Update PA in ICS • Baltach PA & URN	06	rfet	fourf

Ceteten	
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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK Nue AisyAH Nama Lembaga Pendidikan : Politenuk NEGEL BENGRAUS BALINSA /BISPEO Jurusan/Prodi : 11 Des 2023 Tanggal Praktek : 09 Penempatan Unit Koord. Lapangan Nurafai bimbing Public Relation Paraf per Koord No Materi Praktek Lokasi Tanggal Koord Lapangan Ingut Invoice OPP/OPT and Perum ICS.
 Verlat ICS.
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 Checking B/L & SPC
 Object to Ba in ICS
 Priving Ba Lattack URU
 Checking taxel later invoice
 Priving & Intuk FPD
 Spaceh and Enging news event.
 Checking taxel later invoice
 Ubject Ba m ICS
 Checking taxel later invoice.
 Schang ten ICS
 Schang ten Uct of OPP/OPT and PBM Cost feasing Bot.
 Recordant Version Bot. 13 Des 2023 (Rabu) 3. TR June OP 4 ly Des 2023 (Kamis) Auch TR OP 5. Us Des 2023 (Jumlat) rffl freed OP

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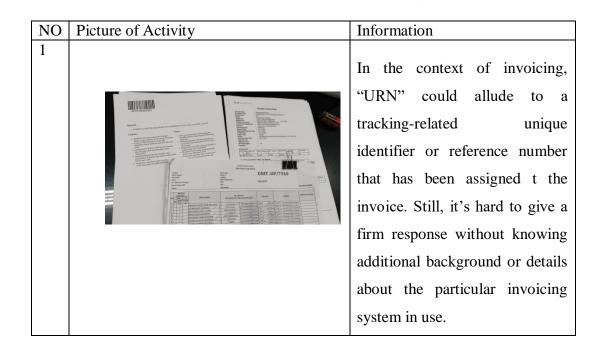
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NO	Picture of Activity	Information
1		In company, attaching a proposal is sending an email or other correspondence with a document that contains the proposal's details. Depending on the recipient's preferences and the company's policies, this document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

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T5k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

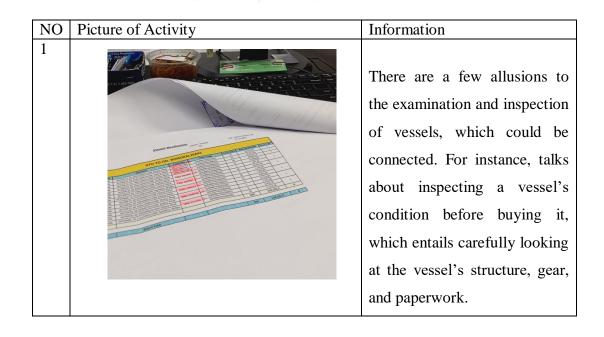
Juru Tan	nbaga Pendidi usan/Prodi	kan : POLITECNIK NEGELI BENGH			
Tan		BAHASA /BISPRO			
		(1 - 22 OES 2023			
Pen	ggal Praktek				
	empatan Unit				
Koo	rd. Lapangan	. NULAFNI			
				Devices	- the transfer of the second
No	Tanggal	Materi Praktek	Lokasi	Paraf per Koord	Public
			1011010	Lapangan	Relation
1.	18 Des 2023	· Sorting the list of ore lort			
	(lonn)	and PBM Costs reports at Permuorg/Percombanu Port.	ÖP	-60	chul
		· Copying pa tax & invoice to send it	04	THE	pus
		· the tax unit. · checking, input FJO		11	
2.	19 Des 2023	· Printing Po & SPC For B/L · Update PA in ICS			
	(selosa)	· Protong PA and attack the			
		UEN	OP	-Bo	And
		· Create shipment costs		107	Jan 1
				. 6	
3.	20 Des 2023	· Create shigment 1075			
	(Rabu)	· lenting sec and attack it in invoice			0.
		· Checking document from azon	Cr.	TR	flud
		· Copying proposal For Stock logistic.		30.	`
. 4.		· M Copying news event			
4.	21 Des 2023 (Komis)	· Update PA in ICS · Printing PA and attach usin			
	(Fomis)	document of tructor.	CP	-fol	A
		· Checking travel lotter · Input ics at app Pontal	0	July	Junt
5.	22 Des 2022	· Becap invoice and printing FID			
	(Jumiat)	· Checking involve and input FCD		TR.	1 .
	1	· Copying Files · Input Ics in voice opp/opt on	0e	114	And
		December 2023	~	100	11 1

Catatan Lembar monitoring ini harap diserahkan ke Public Relation sellap hari senin untuk pengesahar



		MAGANG IND	USTRI		
		INDAH KIAT PULP AND PA IONITORING PELAKSANAA			а 3
Nar	na .	MUR AISYAH	3		0
		Kan : POLITERMIR NEGERI BENGE BAHARA/BISPRO			× 4
	usan/Prodi Iggal Proktek	- 24 - 29 DES 2023			
	empalari Unil				
	rd. Lapangan				
No	Tanggal	Materi Praktek	Lokasi	Paraf per Koord Lapangan	Public Relation
					1.003
		HARI BOYA NATAL			*
,	0.0 0 - 2077	· Pinning and alloch tP, B/L &			
	(see (20)	se in handle II. BICA se in handle files. • Creaking invoices. • Cookine PA & Cherking all of invoice	œ	The	And
5.	27 Der 2023			5	
	(Раби)	• Update ICS • Checking doc. logshoet and send it to SCO proving 2 orlinect b/L JP in doc.close TP.	90	TRA	Anna
4.	28 Des 2023 (Kamis)	• Create and recap shipmont cost. • Copying works • Checking & verifying toover letter munice. • Checking to 2 FSO	OP.	The	Aunt
5.	2g Des 2002 (Juniat)	• Input FSD in Psatra web • Proylog FSO & checking the document. • Update Ice in App Portal.	ÖR	TES.	fleref

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



		MAGANG IND INDAH KIAT PULP AND PA IONITORING PELAKSANAA	PER Tbk PERA		• •	
Nar	na	NUR AISYAH				
en	nbaga Pendid					
	usan/Prodi	Bahasa /BUPPO				
	ggal Praktek	: 2 Jan - 4 Jan 20231				
	empatan Unli					
Koo	rd. Lapangan	. 100 AHL			•	
-		· · · · · · · · · · · · · · · · · · ·		Paraf per		
No	Tanggal	Materi-Praktek	Lokasi	··· Koord Lapangan	Public Relation	
1.						
		CUTI TAHUN BARY				
		(aut: Bersama)				
		1.	· · · · ·	12		,
2	02 JAN 2024	+. update pa in opp portal			1	· ·
	(selosa)	· Input Ics in App Portal	00	A.	.00	1.0
		· Checking shipment costs · Search news event	100		- sport	
	10.0		1 - 1 - 1 - 1			
3.	3 Jon 2024	· Printing Pa and checking it.				1 1
	(Rabu)	· Checking invoice of kuchnenage		THE	1.	
	·	including rate & total . Check container rain Portal	90		144	
		· Check invoice & tax		1		<u> </u>
4.	4 Jan 2024	·Albach PA, Invoice and two			-	* <u>1</u>
	(kamis)	into towor letter invoice and and it to tax	. CP	TER	41	
		· Protog spc. & check the musice · capture PA	, ur	100	And	1. 1
	-	· Capture Pa · Urduic par in ICS · Greate Shirment Carty.				j.
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NO	Picture of Activity	Information
1		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.

Appendix of Logbook

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	Carl Kegiatan			٩			C Kamboli ke Duttor 🔶 Tom	ten I
	Data Kegiatan Peserto Pembinbing Rincian Kegiatan	Akc Jor	lode adomik ils Keglatan ma Keglatan	2022 Ganjil Kerja Praktek/PKI, Kerja Praktek		Unit Instansi Kelompok	D4 Bahasa Inggris Untuk Komunikasi Bishis dan Profesisinal PT. Indah Kiat Pulp and Paper (KPP)	
		No.	Tgl. Kegiatan	Pentlimbing	Penulis		Topik Aksi	
		1	Komis, 4 Jonuari 2024	1975823202128004 - MUHAMMAD INDRA OUNAWAN, S.S., MHum	8504201008 - Dea Cohya Ningsh	Involce		a
		2	Kamia, 4 Jonuori 2024	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5/504201003 - Desy Susanti			0
		3	Kamis, 4 Jonuori 2024	158530083019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201005 - Horis Hokimulloh	Port		
		4	Komis, 4 Jonuori 2034	1975/823202920004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siogian	TTD, membuat laparan	Activat 🖙 💼 Ge te Settegs te	

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		2043	MPU	HUDITIO FUO				
	197	Jumat, 17 November 2023	1076103300138004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5504201008 - Dea Cahya Ningsih	lain antar berkas beasiswa ke siak			
	198	Jumat, 17 November 2023	197511232021211004 - MJHAMMAD INDRA GUNAWAN, S.S., M.Humi	5504201002 - Jessica Cristine Slagion	TTD: Penginputan data, upload			
	1915	Jumat, 17 November 2023	HIRSIOGE2019032015 - FANALISA ELFA, S.P.d., M.P.d.	5504201006 - Haris Hakimullah	Checking the loading vessel			
	200	Jumot, 17 November 2023	108710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201000 - Nur Alsyah	Invoice	-		
	201	Kornis, 16 November 2023	HIE710132022032004 - PvetS Ristro, S.Pd., M.Ed.	5504208003 - Desy Susondi	Monitoring dan Input			
	202	Komis, 16 November 2023	188510082018032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, cek PO pulp/ paper, input HTS			
	203	Komis, 16 November 2023	1975103202030004 - MUHAMMAD INDEA GUNAWAN, S.S., MHum	5504201008 - Deo Cohyo Ningsih	Verification invoice files, input data at Hts/sics, shipment plan for container	te Windows		
	204	Komis, 16 November 2023	1975/123202128004 - MJHAMMAD INDEA GUNAWAN S.S. MHum	5504201002 - Jessico Cristine	TTD Gin to 5			

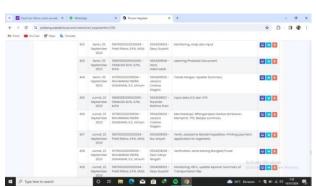
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125	Selasa, 5 Desember 2023	198510082019032015 - FANAUSA ELFA, S.P.S., M.P.S	550420006 - Haris Hakimullah	Clossifying PEB documents	
126	Selasa, 5 Desember 2023	1975R23202121004 - MUHAAMAD INDRA OUNAWAN, S.S., M.Hum	5504208002 - Jessico Cristine Slogion	TTD, penginputan data	800
127	Selioso, 6 Desember 2023	IBBSID082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rohima Putri	imoloe	
129	Selasa, 8 Desember 2023	1975822200228004 - MUHAMMAD INDRA OUNAWAN, S.S., M.Hum	5504201008 - Deo Cohyo Ningsih	Involce	
129	Senin, 4 Desember 2023	1967/0132622032004 - Pretti Ristro, S.P.d., M.Ed.	550420909 - Nur Alsyoh	Involce	
130	Senin, 4 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd., M.Ed.	550420003 - Desy Susorti	Monitoring, input dan ansip	
131	Senin, 4 Desember 2023	H8550082019032018 - FANALISA ELFA, S.Pd., M.Pd	550420008 - Haris Hakimullah	E-filing transport ship documents of MMSS 278 OVDSKE	
192	Senin, 4 Desember 3023	19758232001211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Humi	5504201002 - Jessico Cristine Sincine	110, pengarsipan Activ Do to 1	600

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	434	Selasa, 26 September 2023	198710122022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Printing and Checking Invoice files			
	415	Selasa, 36 September 2023	1987/0122022022004 - Pretti Ristro, 1.Pd., M.Ed.	5004309003 - Desy Susonti	Monitoring, input HECL konfirmasi, input Trucking			
	416	Selasa, 26 September 2023	1979/03202020004 - MUHAMMAD INDRA OUNAWAYE S.S., M.Hum	1004201002 - Jessica Cristine Siaglan	Pengarsipan berkas,110J/C&Scan			
	417	Selasa, 26 September 2023	HIBSHO0820HB0320HS - FANALISA BJFA, S.Pd., M.Pd	6604201006 - Haris Hakimullah	Preparing eksport document for Napoli, taly			
	418	Selcisia, 26 September 2023	1985R0082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyondia Rahima Putri	input data payment, scan data, input data HTS dan TMS			
	410	Senin, 25 September 2023	1975823202828004 - MAHAMMAD INDRA GUNAWAN, S.S., MHumi	5504201008 - Dea Cahya Ningsih	Imput data at HTS&ICS. Verfication jenis barang bengkar/muot			
	420	Senin, 25 September 2023	Hill Piolo 2022032004 - Preci Ristro, S.P.d., M.E.d.	5504201009 - Nur Aleyoh	Checking and verify invoice files			
	423	Senin, 25 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	6504201007 - Wyondia Rahima Putri	Input data TMS, HTS, cek data OPP/OPT dan PBM, dbp ¹ /V dokumen masuk Go to 1			
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 ✓ If the Carl Write units we with X ← → Ø (E polyagiasakadoud 	d.com/siakad/is miate 141 142	er, kegistankkry Auca Kornis, 30 November 2023 Kornis, 30 November 2023	X Annuar tagata 368 Wethots2022020004 - Pvetti Ratro, S.Pat, McGi Ur7802302120044 - Manianaka P. Kohum Ur7802202120044 - Manianaka P. Kohum	SB04203009 - Nur Alsyon SB04203008 - Dee Cohyo Ningsh SB04203002 - Jessico Cristrie	+ Protect	* 1	-	
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	237	Rotou, B Novernber 2023	NUPERI232020300004 - MUHAMMAD INDEA OUNAWAN, S.S. MIHUMI	5504201008 - Deo Cohyo Ningsih	Input shipment cost, verification invoice files, input at htskics, advance payment optication	(diama)			
	238	Robu, B November 2023	1979/022202020004 - MUHAMMAD INDRA GUNAWAN, S.S., MIHUM	6504201002 - Jessica Cristine Slogion	TTD, Mernilah dan Pengarsipan				
	239	Robu, 8 November 2023	1987/0832022032054 - Pretti Watro, S.P.d., M.Ed.	5504201003 - Dety Sucordi	Monitoring dan input				
	240	Robu, 8 November 2023	198540082019032015 - FANALISA ELFA, S.P.B., M.P.B	5504201007 - Wyonda Rishima Putri	verifikosi TMS, edit PSD disistem SAP, verifikosi nom create nomor UBN/ barcode, input UBN	or PA			
	248	Robu, B November 2023	IDE7I0132022032004 - Pretti Ristro, S.P.E, M.Ed.	5504201009 - Nur Aleych	Invoice		•		
	242	Robu B November 2023	1985H0082010032015 - FANALISA ELFA, E.Pd., M.Pd	5504201005 - Horis Holimulton	Continuing to closely PEB documents				
	243	Setoso, 7 November 2023	HUTSH2520212H004 - MUHAAMAD INDRA OUNAWAN, S.S., M.Hum	5504201008 - Deo Cohya Ningsih	Verification invoice files, input shipment cost, ship plan for container	Netivate Wind			
	244	Seloso, 7 November 2023	IS70H22202Q1004 - MUHAAMAD INDRA GUINAWAN S.S. MINUT	5504201002 - Jessico Cristine					



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	340	Robu, 29 November 2023	INESIGOBZONOJZOPS - FANALISA ELFA, S.P.S., M.P.S	5504208006 - Horis Hokimuliah	Archiving PEB documents	
	160	Robu, 20 November 2023	ISE7I0X22022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	input dan orsip	
	101	Robs, 29 November 2023	198540082019032095 - FANALISA ELFA, S.P.G., M.P.d	5504201007 - Wyanda Rahimo Putri	invitoe	
	162	Robu, 20 November 2023	1987/0822022032004 - Pretti Ristro, S.P.d., M.Ed.	5504208009 - Nur Alsysh	mulce	
	16.3	Selosa, 28 November 2023	1075/02020203004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5504201008 - Dea Cahya Ningsih	Prvsice	
	154	Selons, 28 November 2023	W 75823202138054 - MUHAMMAD HIDRA GUNAWAN, S.S. MIHUM	5504208002 - Jessico Cristine Skoglan	ΠD	
	10.5	Selona, 28 November 2023	198540082019022015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Harls Hakimullah	Classifying HB documents that has been checked before	
	156	Setosa, 28 November 2023	1987/0132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Deey Susanti	Monitoring Actions for the	

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	298	Serin, 2 Oktober 2023	R758023202129034 - MUHAMMAD RIORA OUNAWAN, S.S., M.Hum	5554201002 - Jessico Cristine Slogion	110.Briefing Scan, pengarsipan berkas lembaran Menyusun Silo/Sia	
	399	Jumot, 29 September 2023	1967/0132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alayah	Invoice	
	400	Jumat, 29 September 2023	9976102200128004 - MUHAMMAD INDRA GUNAWAN, S.S., MUHAM	5504201008 - Deo Cahyo Ningsih	Varifikasi janis banang bangkan/musit, input olata at HTS44CS	
	401	Jumot, 29 September 2023	1085k0082080032085 - FANALISA ELFA, S.P.G, M.P.J	5504301007 - Wyonda Rohima Putri	verifikasi 1MI, input ICS, verifikasi dakumen performa	
	402	Jumot, 29 September 2023	198540082019032015 - FANAUSA ELFA, S.P.d., M.P.d	5504201007 - Wyanda Rahima Putri	verfiliasi TMS, input ICS, menyampikan dokumen/verfiliasi dokumen	
	403	Jumot, 29 September 2023	198530082019032015 - FANALISA ELFA, S.Pol, M.Pol	5504308308 - Horis Holimuliah	Continuing to learn step to make Pro-Shippment document	800
	404	Jumot, 29 September 2023	1076103303128004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessico Cristine Siogion		atte Windows
	405	Jurnot, 29	198510082019032015 -	5504201007 -		

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	157	Seloso, 28 November 2023	108540082014022015 - FANAUSA ELFA, S.Pd, M.Pd	5504208007 - Wyanda Rahima Publi	invoice	
	150	Seloso, 28 November 2023	198710122022032004 - Pretti Ristro, S.P.d., M.Ed.	5504201003 - Nur Alayah	Involce	
	150	Senin, 27 November 2023	1075823393321004 - MUHAMMAD INDRA DUNAWAN S.S. MHum	5504201008 - Deo Cohyo Ningsih	Invoice	
	HO	Senin, 27 November 2023	TEPSH232021210064 - MUHAMMAD INDBA GUNAWAN, S.S., MHurri	9504201002 - Jessico Cristine Siogion	TTD: belgjør den mernosang	
	161	Senin, 27 November 2023	HIRSHOUZGHIOZZGHS - FANALISA ELFA, S.P.U, M.P.G	5504201008 - Haris Hakimullah	Classifying PEB documents	
	162	Senin, 27 November 2023	198710132022032004 - Pretti Ristro, S.P.d., M.Ed.	5504208003 - Desy Susanti	Monitoring, dan input	
	163	Senin, 27 November 2023	10854008201H022045 - FANALISA ELFA, S.P.I., M.P.I.	5504301007 - Wyanda Rahima Putri	verifieds 1545, ICS, HTS, shipprivent cost, benoods	
	164	Senin, 27 November 2023	16870132022032004 - Pvetti Ristro, S.P.d., M.Ed.	5504208009 - Nur Alsyste	Invoice Activ Genet	

	277	Seloso, 31 Oktober 2023	1975H23202U38004 - MUHAAMAAD NORA GUNAWAALSS, MUHAM	1554201003 - Jessica Cristine Slegion	The	
	278	Seloso, 31 Oktober 2023	1985ADDR2019032085 - PANALISA EJFA, LPG, M/Pd	5504208006 - Haris Hakimultah	Archiving PEB documents	
	279	Senin, 30 Oktober 2023	1975H23202029004 - MUHUMAAD INDRA GUNAWAN S.S. MIHum	5504201008 - Deo Cohyo Ningsih	Verification container yord operational, input data at INTSUCS, verification involce file mys	
	290	Senin, 30 Oktober 2023	15871012022032004 - Pratti Batro, S.P.I., M.B.I.	550430009 - Nat Alayah	Invoice	
	201	Senin, 30 Oktober 2023	IDESIGORIZONIO IZOES - FANALISA ELFA, S.P.S., M.P.J	8504201007 - Wyondo Rahima Putri	menghitung bon container, shippment cost, shippment trucking	
	282	Servin. 30 Oktober 2023	Hierrotzozzoszoca - Pretti Retro, S.P.d., M&d.	5604308003 - Deny Susanti	Monitoring dan ansip	
	283	Senin, 30 Oktober 2023	197582200209004 - MURAMAD HORA OUNAWAN, S.S., M.Hum	550-4201002 - Jessico Cristine Biogion	110, Belajar, mengunjungi lokasi pelabuhan	
	294	Servin, 30 Oktober 2023	HIBNOOR2019032075 - FANALISA ELFA, E.P.I., M.P.I.	8504208006 - Haria Hakimultah		888
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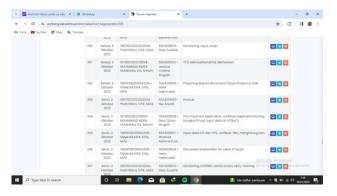
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	38 32 33 34 36	Robu, 27 Desember 2023 Robu, 27 Desember 2023 Robu, 27 Desember 2023 Seloso, 26 Desember 2023	Herstocezonecizone Frankuisa EURA SPG, MPG 1075022202138004 - Auhaamado Isobia Ourawwark, SS, Mohum Herstocezones - Frankuisa EURA, EUR, EUR,	5504201007 - Wyanda Rahimo Putri 5504201002 - Jessico Cristine Slogion	invoice		
	33 34	Desember 2023 Robu, 27 Desember 2023 Seloso, 26 Desember 2023 Seloso, 26	FANALISA ELFA, SPG, MPd 107502320200004 - MUHAMMAQ INDRA OUNAWAR(S.S. MJHum 19650002016032016 - FANALISA ELFA, SPG,	Wyonda Rahima Putri 5504201002 - Jessica Cristine Slogian			
	34	Desember 2023 Seloso, 26 Desember 2023 Seloso, 26	MUHAMMAD INDRA OUNAWAR(S.S. M.Hum 1985/0082019032016 - FANALISA EJFA, S.P.G.	Jessico Cristine Slogion			
		Desember 2023 Selasa, 26	FANALISA ELFA, S.P.O.	5504208005 -			
	25		MPd	Horis HokimuRoh	E-filing transport ship document of MP 258 ps044		
		Desember 2023		500420008 - Deo Cahyo Ningsih	moles		
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	109	Senin, 20 November 2023	1975823202128004 - MUHAMMAD INDRA OURAWAN, S.S. MHUM	5504201002 - Jessico Cristine Siogian	TTD, penginputan data, pendataan nomo		
	190	Senin, 20 November 2023	Helificit2022032004 - Pretti Ristro, S.Pd., M.Ed.	5504209003 - Desy Susanti	Monitoring, Input, dan ansip		
	101	Senin, 20 November 2023	198540082018032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Horis Hokimullah	Archiving PEB documents		
	192	Senin, 20 November 2023	NIESKOBZONIKOJJONS - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi advance, fMS, input data (fBS		
	193	Senin, 20 November 2023	1075N2320212N004 - MUHAMMAD INDRA OURAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&CS, input shipment cost, shipmen plan for container, verification invoice files		
	194	Senin, 20 November 2023	198710832022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Invoice		
	195	Jumot, 17 November 2023	198710132022032004 - Pretti Ristro, S.P.d., M.B.d.	5504209003 - Desy Susanti			
	196	Jumat, 17 November	HIRSHOOB2010032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyondia		tivate Windows	

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	29	Robu, 27 Desember 2023	158550082099032015 - FANALISA ELFA, S.Po, M.Po	5504201005 - Horis Hokimulion	E-filing transport ship document of LKC 48, 1482306				
	30	Robu, 27 Desember 2023	1975822002128004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550420008 - Deo Cohyo Ningsh	Invoice				
	31	Robu, 27 Desember 2023	1667/032022032004 - Pretti Ristro, S.Pd., M.Ed.	550420009 - Nur Aleyoh	Indice				
	32	Robu, 27 Desember 2023	199540082019033015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyonda Rahima Putri	Indoe				
	33	Rabu, 27 Desember 2023	1975823202129004 - MUHAMMAD INDRA OUNAWAR(S.S. MJHum	5504201002 - Jessico Cristine Slogion					
	34	Seloso, 26 Desember 2023	1985/0082019032015 - FANALISA ELFA, S.P.G, M.P.d	5504201006 - Horis Hokimuliah	E-filing transport ship document of MP 258 ps044				
	25	Seloso, 26 Desember 2023	1675822202128004 - MUHAMMAD INDRA GUNAWAN, S.S., MJHum	550420008 - Deo Cohyo Ningsih	maice	800			

228	Senin, 13 November 2023	1975/0222020/004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slogian	TTO, pengorsipon	
222	Senin, 13 November 2023	198510082019032015 - FANALISA ELFA, S.P.H., M.P.H.	5504201007 - Wyanda Rahima Putri	verifikasi payment, shippment cost, cek no po pulp/ paper	
223	Senin, 13 November 2023	198510082019032015 - FANALISA ELFA, S.P.S., M.P.S.	5504201005 - Horis Hokimullah	Learning how to make PEB Documents	
224	Senin, 13 November 2023	19871012022032004 - Pretti Ristria, S.P.d., M.Ed.	5504201009 - Nur Alsyph	Invoice	
225	Jumat, 10 November 2023	1975123202131004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Catiya Ningsih	Shipment plan for container, upload invoice ni fed, scanning luture agency, input data at Ma&ics	
226	Jurnat, 10 November 2023	9075H2320212H004 - MUHAMMAD INDRA OUMAWAN, S.S., M.Hurm	5504201002 - Jessico Cristine Slogion	TTD, pengorsipon	
227	Jumat, 10 November 2023	1987/012022032004 - Pretti Bistro, S.P.d., M.Ed.	5604201003 - Desy Susanti	Input	ate Windows
228	Jumat, 10 November 2023	198510082019032015 - FANAUSA ELFA, S.Pd., M.Pd.	5504201007 - Wyondo Rahima Publ	input ITES, create logsheet, input ICS dan HTS, veriligias, TMS	Ser 🔁 🖬 🖬 was wind

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	466	Kamis 14 September 2023	IDBS10082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menghitung jumlati kortoiner, menjumlatikan tonose, mengeceik data				
	467	Robu, 13 September 2023	IBE70132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alayoh	Rename invoice data files, scanning, printing, and photocopying files, including BPC				
	460	Robu 13 September 2023	19751123202128004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5604201008 - Dea Caliya Ningsih	Verification bon trailer				
	469	Robu, 13 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyonda Rahima Putri	to billing sale, input data payment, cell surat dan $\Lambda ct)_{\rm V}$ juman kontainer $\rm Gem$				
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	269	Robu, 1 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Kahima Putri	update nomer URN, input ICS dan HTS, verifikasi TMS, menghitung material				
	270	Robu, 1 November 2023	1987/0132022032004 - Pretti Illistro, S.Pd., M.8d.	5504208003 - Desy Susanti	Monitoring, input, konfirmasi				
	271	Robu, 1 November 2023	1975823202121004 - MUHAMMAD INDRA OUNAWAN, S.S., MUHUMI	5504201002 - Jessico Cristine Slogion	110. Pendataan nama,				
	272	Robu, 1 November 2023	1985NO082019032015 - YANAUSA EUFA, S.P.O., M.P.d	5504201005 - Horis Hakimullah	Preparing PEB documents				
	273	Selasa, 31 Oktober 2023	19758232021211004 - MUHAMMAD INDRA OUNAWAN, 5.5, M.Humi	5504201008 - Deo Cohyo Ningsih	Verification invoice file,input data at HTS&ICS, Poyment oplication, Scanning future agency				
			198710132022032004 -	5504201009 -	Invoice				
	274	Seloso, 31 Oktober 2023	Pretti Ristro, ≦Pd, MEd.	Nur Aisyoh					
	274	Oktober			shippment trucking, shippment cost, cek PO jasotama, create URN				

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	462	Karnis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Input and sending document for client Mexico and Guetamiala		
	463	Komis, 14 September 2023	1987/032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susonti	Monitoring, PC, input data, mengantar berkas		
	454	Ramia, 14 September 2023	1975H2320212H004 - MUHAMMAD INDRA OUNAWAN, S.S., M.Hum	5504201002 - Jessico Cristine Skogkan	Minto cop & PC, 15d daftar hadir, mengial format, memfoto lembaran, menyesuaikan rekapitulasi		
	465	Komis, 14 September 2023	1075822222128004 - MUHAMMAD INDRA GUNAWAN, S.S., MUHam	5504201008 - Deo Cohya Ningsih	Scanning invoice Ries, PPE delivery change, Print payment, Input Data HTS&ICS		
	466	Komis 14 September 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menghitung jumlati kontoiner, menjumlatikan tonose mengeosik data		
	467	Robu 13 September 2023	198710120022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201000 - Nur Alayah	Rename Invoice data files, scanning, printing, and photocopying files, including SPC		
	460	Robu 13 September 2023	19751123202128004 - MUHAMMAD HIDRA OUNAWAN, S.S., M.Hum	5504201008 - Dea Caliya Ningsih	Verification bon trailer		
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	201	Robs, 25 Oktober 2023	NOTSREEZOZEANOA - MUHAMMAD NDRA GUNAWAN, S.S., MHum	5504208002 - Jessico Criative Slogion	110). Membuat laparan, Mengai laparan	800			
	302	Robu 25 Oktober 2023	10850082019022019 - FANALISA ELFA, S.P.I., M.P.I.	5504201006 - Haris Hakimulah	Learn how to create PEB Documents				
	303	Belows 24 Oktober 2023	INNERIORIZOINOZZON - FAMALISA ELFA, E.P.S., MIPO	550-4201007 - Wyonda Rahima Publi	verifikasi dakumen performa, create shippment, verifikasi dakumen entry				
	304	Seloss, 24 Oktober 2023	1987/0122022032004 - Pretti Ristro, S.P.d., M.Ed.	5504201003 - Deny Susanti	Monitoring and uptood				
	205	Saloss, 34 Oktober 2023	1097/0122022032054 - Protti Batro, S.P.d., M.Ed.	5504201009 - Nax Alityoh	do involce task				
	305	Seices, 24 Oktober 2023	NOPERZEZOZIZINOS4 - MAJHAMMAD INDIKA OLIVLEWAN, S.S. MJHUM	5504201008 - Deo Cohys Ningsh	input data shipment cost, input data HTS&CS, Print shipment plan, Sosnning Tuture agency				
	307	Setong, 24 Oktober 2023	NITSKI22002128004 - MUHARMAD RIDEA OUNARRAN, S.S., MIRUTS	5504208002 - Jessica Cristine Siagian	110, Membuot loporan	wate Windows			
	205	Saloso, 24 Oktober	INESIODE2019022015 - FANALISA SUFA, S-PUL	5504301006 -	Understanding pabeon document				

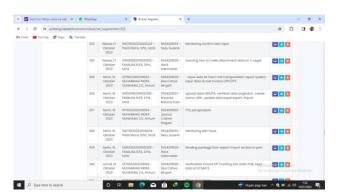
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	53	Komve, 21 Desember 2023	Renota Series Sed, MEd.	550420003 - Desy Susorti		
	54	Komis. 21 Desember 2023	IDIBERODAL2019/032016 - FANALISA ELFA, S.P.d., M.P.d.	5504201006 - Haris Hakimullah	Classifying PEB documents	
	55	Kornis, 21 Desember 3023	1975823203128004 - MUHAMMAD INDRA OURAWAN, S.S. MIHUM	5504291012 - Jessica Cristine Bioglan	TTD, pengarsipon	800
	54	Komis, 21 Desember 2023	1985k008209032095 - FANALISA ELFA, 1.Pd, M.Pd	5504201007 - Wyanda Rahima Pubri	divisi logistic	
	57	Robu, 30 Desember 2023	10758233223728004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5504201008 - Deo Cohyo Ningsih	mote	
	54	Robu, 20 Desember 2023	1987/0132022032004 - Pretti Ristria, S.P.d., M.Ed.	8504201009 - Nur Alsych	Invoice	
	29	Robu, 20 Desember 2023	198710132022032004 - Pretti Ristro, S.P.d., M.Ed.	5504201000 - Desy Susonti		888
	60	Robu, 20 Desember 3023	IDBUIDOB20190322015 - FANALISA ELFA, S.Pd, M.Pd	5504201005 - Horis Hokimulloh	E-filing transport ship document of MP 353 PSG46 Active Solid Science	ettings to activate Windows
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	113	Kamis, 7 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, ansip, input and tour			
	164	Karnis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying MB documents that has been checked before			
	15	Kornis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.P.S., M.P.S	5504201007 - Wyanda Rohima Putri	invoice			
	10	Karnis, 7 Desember 2023	1975R03202R0804 - MUHAMMAD RIDRA GUNAWAN, S.S., M.Hum	5504208002 - Jestico Cristine Slogion				
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	205	Karnis, K November 2023	I985I00820I90320I5 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents			
	206	Karnis, 16 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Invoice			
	206 207	November		5504208009 -	involce Monitoring, dan input			
		November 2023 Robu, 15 November	Pretti Ristro, S.Pd., M.Ed. 1987/0132022032004 -	5504201009 - Nur Alayoh 5504201003 -				
	207	November 2023 Rabu, 15 November 2023 Rabu, 15 November	Pretti Ristro, S.Pd., M.Ed. 1987/0132022032004 - Pretti Ristro, S.Pd., M.Ed. 1985/508209032019 - FANALISA ELFA, S.Pd.,	5504201009 - Nur Alsyah 5504201003 - Desy Susanti 5504201007 - Wyanda	Monitoring, dan input verifikasi PA, verifikasi tagihan bongkar, input ICS dar			
	207 208	November 2023 Robu, 15 November 2023 Robu, 15 November November	Pretti Ristro, S.P.d., M.Ed. 1987/032022033004 - Pretti Ristro, S.P.d., M.Ed. 1989/2082019032019 - FANALISA ELFA, S.P.d., M.P.d 1972/3222021210004 - M.HukaMAAD BKDRA	SS04200000 - Nur Alsyoft SS04200003 - Desy Susanti SS0420007 - Wyanda Rahma Putri SS0420008 - Dea Cahya	Monitoring, don input verifical PA, verifical toghon bongtor, input ICS don HS, verifical TMS			
	207 208 208	November 2023 Robu, 15 November 2023 Robu, 15 November 2023 Robu, 15 November 2023	Pretti Bistro, S.P.d., M.Ed. 1987/10132022032004 - Pretti Bistro, S.P.d., M.Ed. 1855/201820180201802019 744AU,ISA ELFA, S.P.d., M.P.d 0197310230201218004 - MIRHAMMAR, S.S., M.Hum 10751022021218004 - NULHAMMAR, S.S., M.Hum	SS0420000 - Nar Alayoh SS04200003 - Deay Susanti SS04200007 - Wyonda Rahima Putri SS04200008 - Jessico Cristine	Monitoring dan input wertitaal PA, wertitaal tagihan bangkar, input CS dar MS, wertitaal TAS Wertication invoice files, input data at HSACS			

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	109	Jumot, B Desember 2023	1987/0122022032004 - Pretti Ristria, S.Pd., M.Ed.	5504201003 - Desy Susanti	input; onip	
	н0	Jurnot, 8 Desember 2023	ISBS10082019532015 - FANALISA ELFA, S.Pd., M.Pd	5504201005 - Haris Hakimullah	Archeving PEB documents	
	101	Kamis, 7 Deservition 2023	1975823202128034 - MUHAMMAD INDRA GUNAWAN, S.S., MUHAM	5504201008 - Deo Cohya Ningsih	Invoice	
	112	Kamis, 7 Desember 2023	1987/012022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsysh	Truoice	
	113	Komis, 7 Desember 3023	198710122022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, ansip, input and tour	
	164	Komis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.P.S., M.P.S.	5504201006 - Haris Hakimullah	Classifying PEB documents that has been checked before	
	15	Kornis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, E.P.S. M.P.S.	5504201007 - Wyanda Kohima Putri	invoice	
	10	Karnis, 7 Desember 2023	1975R03202128004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessico Cristine Siogian	TTD, penginputon doto, Tour Jetty Active Go to	ar Calling Calling Street Produces.

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	4.0	Desember 2023	Pretti Ristro, S.Pd., M.Ed.	Desy Suepris		
	102	Seren, II Desember 2023	198510082019032015 - FANALISA ELFA, S.P.S., M.P.S.	5504201006 - Horis Hakimullah	E-filing transport ship document of MP 128 PS375	
	102	Senin, II Desember 2023	1075823202528004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	9904201002 - Jestico Cristine Slogion	1751, penginputan data, Pengupikaal -an dan print summory	
	104	Senin, II Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rohima Putri	Invoice	
	105	Jumot, 8 Desembler 2023	1075823200128004 - MUHAMMAD INDRA OUNAWAN, S.S., MUHUM	5504251008 - Dea Cohya Ningsih	Involce	
	106	Jumat, 8 Desember 2023	1987/032022032004 - Pretti Ristro, S.P.d., M.Ed.	5504251009 - Nur Aleyoh	Invoice	
	107	Jumot, B Desember 2023	198510082018032015 - FANALISA ELFA, E.P.E, M.P.B	5504251007 - Wyanda Rahima Putri	Involce	
	108	Jumat, 8 Desember 2023	19758232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5504201002 - Jessico Cristine Stocion	TTD; penginputan data; upload data Active Sector	an Carlos de Carlos de Mindrees



	219	Senin, 13 November 2023	1987/0132022032004 - Pretti Riatro, S.Pd., M.Ed.	5504201003 - Deey Susanti	Input, onlip	
	220	Senin, 13 November 2023	1075823202128004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		old val 🔁 💽 📴 ris a to Settings to activate Windows
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	406	Jumat, 29 September 2023	1987/0132022032004 - Pretti Ristro, S.P.d., M.Ed.	5554208003 - Desy Susanti	Input HECL dan amip	
	407	Robu, 27 September 2023	198710132022033054 - Pretti Illabra, S.P.d., M.B.d.	19504201000 - Nur Alsysh	Involce	
	400	Robu, 27 September 2023	1975823202128004 - MUHAMMAD INDIA OUNAWAN, 5.5, Minum	5504201008 - Dea Cahya Ningsih	Input data at HTSLICS. Verfikasi rekop tagihan pengangkutan tissue	
	409	Robu, 27 September 2023	198540082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Ratima Publi	bilin logsheet, training sheetment cost, ICS dan HTS	
	410	Robu, 27 September 2023	1987/0132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504208003 - Deny Susanti	Monitoring, merapikan dan arsip, fc	
	41	Robu, 27 September 2025	198540082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504301006 - Haris Hokimuliah	Learning step to make Pra-Shippment document and making weekly report	
	412	Robu, 27 September 2022	1975823202129004 - MUHAMMAD INDRA GURAWAN, S.S., M.Hum	5504301002 - Jessico Cristine Slogion	TTD; pengarsipan, Pa	
	412	Selana, 28 September	1975/123202828004 - MUHAMMAD INDIGA	5504201008 - Deo Cohvo	Input data at HTSERCS Activ	

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	213	Selasa, 14 November 2023	1987/0132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Deey Susonti	Monitoring, input dan anip			
	214	Selasa, 14 November 2023	198540082019032015 - FANALISA ELFA, S.P.d., M.P.d.	5504201007 - Wyando Rahima Putri	menghitung bon lansir, verifikasi tagihan 58P, verifikasi tagihan bongkar empty dan tagihan loading			
	215	Selasa, 14 Noverriber 2023	1075823302128004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Humi	5604201008 - Deo Cohyo Ningsih	Input data at HTS&CS. Verification invoice files. Shipment plan for container			
	216	Selasa, 14 November 2023	1975/03302121004 - MUHAMMAD INDRA GUNAWAN, 5.3, MiHum	5504203002 - Jessico Cristine Siogion	TTP .			

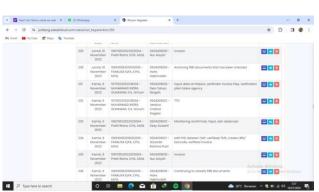
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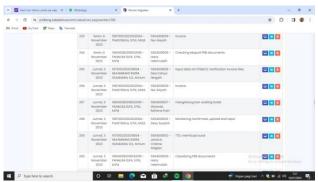
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	431	Kornis, 21 September 2023	1987/0132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Input Summary of TSR	
	432	Kamis, 21 September 2023	1975/03202020004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Deo Cohyo Ningsih	Verification Export Invoice	
	433	Karnis, 21 September 2023	1987/0132022532054 - Pretti Ristro, S.P.d., M.Ed.	5504201003 - Desy Susanti	Monitoring, 5015, report availability, training	
	434	Kornis, 21 September 2023	W75H23202I2H004 - MUHAMMAD INDRA OUNAWAN, S.S., M.Hum	5604201002 - Jessica Cristine Siogian	Memisahkan tembaran surat,memeriksa kelengkapandata,menginputdata,TTD,pengarsipan	
	435	Korris, 21 September 2023	1985I0082019032015 - FANALISA EUFA, S.P.S., M.P.G	5504201007 - Wyanda Rohima Putri	input data, cap dokumen masuk	
	436	Komis, 21 September 2023	108510082019032015 - FANALISA ELFA, S.P.d., M.P.d.	5504201006 - Haris Hakimullah	Preparing documents for Japan and Spain client's	vate Windows
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	20	Selasa, 25 Desember 2023	19751123202129004 - MUHAMMAD INDRA GUNAWAN, 5.5, M.Humi	5504251002 - Jessica Cristine Siggion	110	880
	29	Selosa, 28 Desember 2023	INE7ID/22022033004 - Pretti Retro, E.P.d, M.Ed.	5504259003 - Desy Susanti		
	40	Senin, 25 Desember 2023	HHHHOOB2019032015 - TANALISA ELFA, S.Pd., M.Pd	5504201006 - Horis Hokimullah	E-filing transport ship document of UIC 28 v-282358	
	4	Senin, 25 Desember 2023	1975H2320212H004 - MUHAMMAD INDRA OUNAWAN, S.S. MIHUMI	550420008 - Deo Cohyo Ningsh	Tanggal merah	
	42	Senin, 25 Desember 2023	198540082019032015 - FANALISA ELFA, S.P.S., M.P.S.	5504201007 - Wyanda Rohima Pubri	divisi logatic	
	43	Senin, 25 Desember 2023	1975H23202128004 - MJHAAMAD BIDRA GURAWAN, S.S., M.Humi	5504258032 - Jessica Cristine Slagion		vate Windows
	44	Senin 25	1987032022032004 -	5504228003 -		



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91	Robu I3 Desember 2023	187582320203004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5504201002 - Jessico Cristine Slogion	TTD, membuat laporan, Mengisi celilis	E Mindows
92	Robu, 13 Desember	198510082019032015 - FANALISA ELFA, S.P.d.,	5504201007 - Wyanda		C C C C C C C C C C C C C C C C C C C
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135	Jurnot, 1 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504208009 - Nur Alsyoh	Involce	
136	Jumat, 1 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	involce	
137	Jurnat, 1 Desember 2023	1975823202128004 - MUHAMMAD INDRA GUNAWAN, S.S. M.Hum	5504201008 - Des Cahya Ningsih	Invoice	
138	Jurnot, 1 Desember 2023	1975823202128004 - MUHAMMAD INDRA GUNAWAN, S.S., MIHUM	5504201002 - Jessica Cristine Siogian	TTD, Mengisi cekis	
139	Jurnat, 1 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MMSS 2506 35800E	
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	86	Komis, 14 Desember 2023	198510082019032015 - FANALISA ELFA, S.P.I., M.P.I	5504201007 - Wyanda Rahima Putri	Invoice	
	87	Robu 13 Desember 2023	1975823202128004 - MUHAMMAD INDRA OUNAWAN, S.S., M.Humi	5504201008 - Dea Cahyo Ningsih	Invoice	
	88	Robu, 13 Desember 2023	1987/0132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alayah	Invoice	
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	7	Robu; 3 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201005 - Haris Hakimullah	Archiving FEB documents	800
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	9	Selaso, 2 Januari 2024	1975/022202128004 - MUHAAMAAD INDRA OUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
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	12	Sekoso, 2 Jonuari 2024	1975823202128004 - MUHAMMAD INDRA OUNAWAN, S.S. M.Humi	5504201002 - Jessico Cristine	TTD, membuat jadwal	Activate Westers Go to Sr C C C C westers

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	350	Komis. 12 Oktober 2023	1987/0132022032004 - Pretti Ristro, S.Pd, MEd.	5504201009 - Nur Alsyoh	Working on invoice Documents	
	351	Robu, 11 Oktober 2923	1075822202128304 - MUHAMMAD INDRA OUNAWAN, S.S., MUHam	5504201008 - Deo Cohyo Ningsih	Input data at HTS&ICI, Verification involce files	
	352	Robu, II Oktober 2023	ISB510082019022015 - FANAUSA ELFA, S.Pd., M.Pd	5504201007 - Wyondo Rohima Putri	cek PO jasatama, verifikasi PO, create shippment cost, scan dokumen	
	353	Robu, II Oktober 2023	1987/0132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504208003 - Deny Suscriti	Monitoring, revisi, input	
	354	Robu, II Oktober 2023	1987/0132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201008 - Nur Alsyah	Working on Invoice Documents.	
	355	Robu, II Oktober 2023	198510082019032015 - FANALISA ELFA, S.P.G., M.P.G	5504201006 - Haris Hakimullah	Making returns about import eksport section and send it to public relations	
	396	Robu, II Oktober 2023	1975823202128004 - MUHAMMAD INDRA OUNAWAN, S.S., M.Hurn	5504201002 - Jessico Cristine Siogion	TTD dekumen Activ Go to 1	at 🔜 💽 📴 vs Gettings to activate Windows

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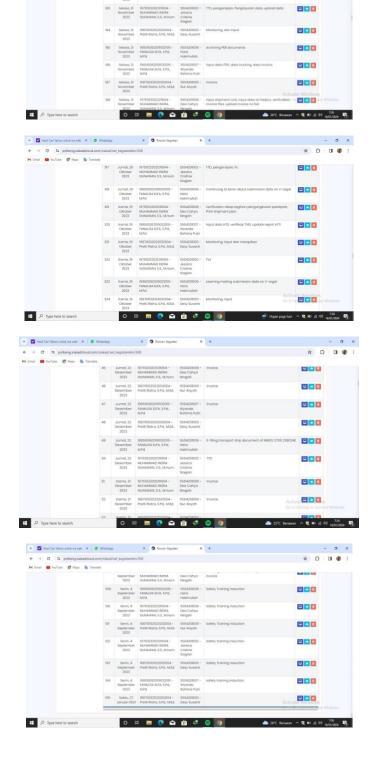
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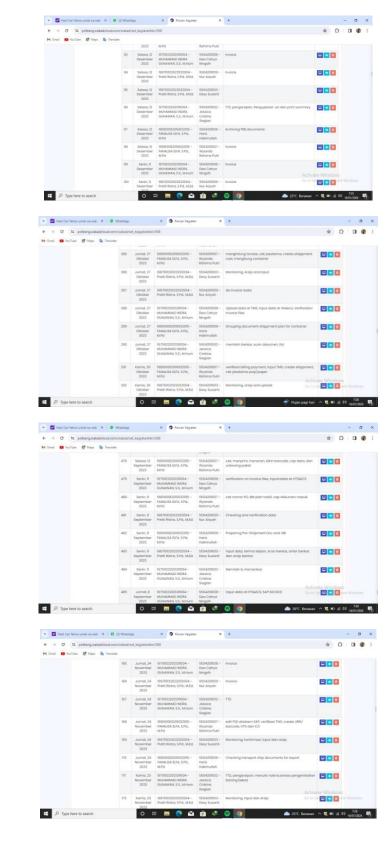
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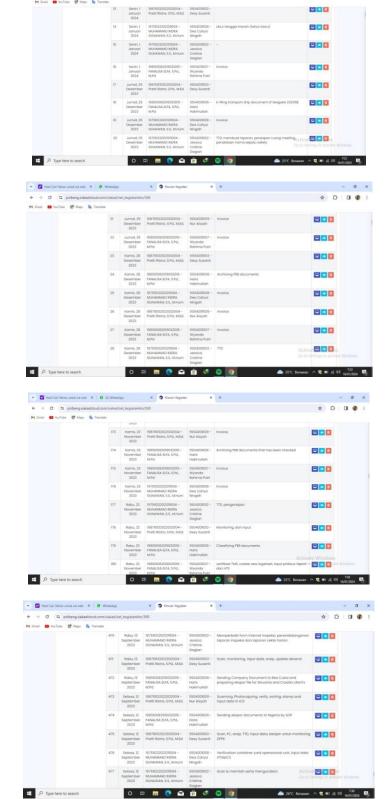
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	262	Kornis, 2 November 2023	198710132922032904 - Pretti Ristro, S.P.d., M.Ed.	15504201000 - Nur Alayoh	Invoice		1			
	263	Kamis, 2 November 2023	198580082019032015 - FANALISA ELFA, 3.Ptt, M.Ptt	5504201007 - Wyanda Rohima Putri	mengitung material, input ICS dan HTS, ventikasi TMS		1			
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	294	Kornis, 26 Oktober 2023	1975N23302128004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS,&/CS, Upload TMS, Print Shipment Pian	
	295	Kornis, 26 Oktober 2023	1975823202129004 - MJHAMMAD INDRA GUNAIWAN, S.S., M.Hum	5504201002 - Jessico Cristine Slogion	110, pengantipan	
	296	Kornis, 28 Oktober 2023	1985/0082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimuliah	Continuing learning how to make PEB Documents	
	297	Robu, 25 Oktober 2023	ISESICOR2019032015 - FANALISA ELFA, S.P.d., M.P.d	5504201007 - Wyanda Rahima Putri	verifikasi biling payment, verivikasi 8/L, scan dakumen Involce	800
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	300	Robul 25 Oktober 2023	1075822202128054 - MUHAMMAD INDRA GUNAWAN S.S. MUHUM	5504201008 - Deo Cohyo Ningshi	Active Input data shipment cast, Verification Invoice Reg, paul, data at ICS, Print PA	re Windows

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	375	Jurnat, 6 Oktober 2023	INESICOE2019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyonda Rahimo Pubri	verifikasi diskumen invoice atau pojak, menjumiahkan rekopitulasi bongkar kopal empty, menghitung bon	
	376	Komis, 5 Oktober 2023	196710/32022032004 - Pretti Ristro, S.P.d., M.Ed.	5504201009 - Nur Aliryofi	Invoice	
	377	Komis, 5 Oktober 2023	196/10/32022032004 - Pretti Ristro, S.Pd., M.Ed.	5504208003 - Desy Susanti	Monitoring, konfirmasi, input dan training	
	378	Karrvis, 5 Oktober 2023	1975823202128004 - MUHAMMAD PIDRA OUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	input data at ICS, Verifikasi Jenis barang bangkar/muat, Print Shipment plan	
	379	Kornis, 5 Oktober 2023	198510082019032015 - FANALISA ELFA, S.P.S. M.P.S	5504201007 - Wyonda Rahimo Putri	menghitung bon dan tonase, verifikasi nomor container, input ICS dan HTS, verifikasi TMS dan no PO	
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	405	Karnis, 7 September 2023	1975823202128004 - MUHAMMAD INDRA OUNAWAN, S.S., M.Hum	5504201002 - Jessico Cristine Slogian	Pengarsipan data tembaran berdasarkan nomia, tanggal & hari	800	
	495	Kornis, 7 September 2023	108540082019032015 - FANALISA ELFA, S.P.C. M.P.C	8504201006 - Haris Hokimullah	Learning VBI (Vessel Booking Instructions) and Pre- Shipment Documents		
	497	Robu, 6 September 2023	198540082019032015 - FANALISA ELFA, S.P.d., M.P.d	6504201007 - Wyanda Rahima Publi	menginput data ics dan hts		
	498	Robu, 6 September 2023	1987/032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504208009 - Nur Alsyah	Laminating ID Card for Vehicle ID		
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Appendix 6 : Documentation during Apprenticeship

1. Jetty Tour



2. Farewell Event for Interns





3. Documentation with Public Relation's Employee

