# APPRENTICESHIP REPORT PT INDAH KIAT PULP & PAPER Tbk-PERAWANG MILL OPERATION PORT DIVISION



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

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

Written as one of the conditions for completing Apprenticeship

Dea Cahya Ningsih 5504201008

Perawang, January 04th 2024



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#### ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Dea Cahya Ningsih, Reg Number 5504201008** who did the apprenticeship at PT. Indah Kiat Pulp and Paper Tbk-Perawang, started from September  $04^{Th}$  2023 to January  $04^{Th}$  2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

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

Acceptance by:

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The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Bengkalis, 09 January 2024

DEA CAHYA NINGSIH 5504201008

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#### **CHAPTER I**

#### **INTRODUCTION**

#### 1.1. Background of the Apprenticeship

State Polytechnic of Bengkalis is a state university that has produced many experts with education ranging from Diploma II, Diploma III which is equivalent to an Associate Expert degree, and Diploma IV with a Bachelor of Applied Science Degree. Politeknik Negeri Bengkalis currently has 8 departments with 21 study programs including the Departments of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields and be able to practice them directly. One way to implement the meaning of a vocational campus is to carry out a practical work program which is mandatory for all final semester students. Practical Work is a means for students to develop themselves when they will enter the world of work. This Work Practice activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work as well as to the development of competencies at the State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis has the responsibility of producing superior, character and competent human resources, especially in achieving quality in its students, because in this era of globalization humans are required to master science and technology, one of which is the work system of the port of goods, humans who do not have education and skills in mastering a job will be more easily left out of today's global competition. The tight competition in the world of work today makes many universities anticipate these developments. Therefore, the college issued a breakthrough, namely by conducting a Apprenticeship program.

"Internship" or "apprenticeship" is an education and training program that provides opportunities for students or participants to gain practical experience in a work environment that is appropriate to their major. These internship programs usually last for a certain period, such as a few weeks to a few months, and aim to equip participants with practical knowledge and skills relevant to the field of work they are interested in.

This practical work is carried out after State Polytechnic of Bengkalis students have completed a minimum of 6 (sixth) semesters and fully all of the task. Practical Work is carried out for 4 (four) months. Based on the above, the author as a student of the English For Business and Professional Communication Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill because this company is one of the largest companies in Asia, and as a place to carry out Job Training activities because the author wants to get the opportunity to apply theoretical knowledge/concepts obtained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge/concepts according to their area of expertise.

The implementation of the Job Training the author gets a place in the Operation Port, especially the Invoice management section. The implementation of this Job Training starts from September 04th, 2023 to January 04th, 2024. It is hoped that this Job Training will add to the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

## **1.2.** Purpose of the Apprentichesip

The purpose of the Job Training program conducted at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill are:

- 1. To describe the job descriptions during practical work.
- 2. To know the place and time of practical work.
- 3. To explain practical workplace systems and procedures.
- 4. To find out the obstacles and solutions during practical work

#### **1.3. Significances of the Apprenticeship**

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

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work and Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part inPractical Work which can improve the quality of their graduates through practical work experience.

#### **1.4. Time and Length of Practical Work**

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from September 4<sup>th</sup> 2023 to January 04<sup>th</sup> 2024. The schedule for practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill are as follows:

<b>Table 1.1.</b>	Office	Hours	Schedule
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No	Day	Office hours	Break
1	Monday to Thursday	07.00-17.00	11.00-13.00
2	Friday	07.00-17.00	11.00-13.30
3	Saturday to Sunday	OFF	-

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

# **1.5. Place of Implementation of Practical Work**

This Practical Work (KP) was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During Practical work author is placed in the Operation Port Section.

#### **CHAPTER II**

#### **GENERAL DESCRIPTION OF THE COMPANY**

#### 2.1. Company Profile

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company engaged in the integrated pulp and paper industry with Foreign Investment (PMA) status.

PT. Indah Kiat Pulp & Paper Tbk. (The "Company") was established in the Republic of Indonesia under the framework of Foreign Capital Investment Law No. 1 of 1967, based on Notarial Deed No. 68 of Ridwan Suselo dated December 7Th , 1976. PT Indah Kiat Pulp & Paper Tbk Perawang was first pioneered by Soetopo Jananto (Yap Sui Kei) who at that time he led the Berkat Group.



**Figure 2.1. PT. Indah Kiat Pulp & Paper Tbk** Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill

In 1975, the Blessing Group, which has many subsidiary companies, invited: Chung Hwa Pulp Corporation, Taiwan and Yuen Foong Yu Paper Manufacturing and Taiwan. Then they conducted the first survey for a feasibility study with locations for establishment: paper mills in Serpong, Tanggerang, West Java and pulp mills in Central Java, Jambi, Riau and seven other areas.

The Company is engaged in manufacturing, trading, mining and forestry. Currently, the Company is engaged in the manufacture of cultural paper, pulp, tissue and industrial paper. The Company has been listed on the Jakarta and Surabaya Stock Exchanges since 1990 (currently, they merger become Indonesia Stock Exchange). The Company's main business activities are the production of pulp, tissue, various types of culture papers consisting of printing and writing paper (coated and uncoated freesheet) and photocopy paper. The Company also produces industrial paper, Le packaging paper which comprises: containerboard (linerboard and corrugated medium), corrugated shipping containers (converted from containerboard), boxboard, food packaging and specialty colored papers.

On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established by notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia. Factory planning and feasibility studies continued in 1977 to determine process, technology and production capacity. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang.

Particularly for the location of the factory according to the source of raw materials, transportation and so on, a follow-up study was carried out in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, land acquisition and permits were carried out. In 1982 land clearing and forest leveling were carried out. Forest Concession Rights owned by PT. Indah Kiat Pulp & Paper Tbk Perawang includes harvesting and logging, maintenance and protection as well.

PT Indah Kiat Pulp & Paper Corporation is a national private legal entity that is trusted to manage forests and forest product industries in the form of the Hak Pengusahaan Hutan (HPH) Group:

- 1. PT Arara Abadi concession area of  $\pm$  265,000 Ha.
- 2. PT Wira Karya Sakti concession area of  $\pm 220,000$  Ha.
- 3. Mapala Rabda concession area of  $\pm$  155,000 Ha.
- 4. PT Dexter Timber Perkasa Indonesia concession area of  $\pm$  166,000 Ha.
- 5. PT. Murini Timber concession area of  $\pm 116,000$  Ha.

### 2.2. Vision and Mission

a. Vision

Vision from PT. Indah Kiat Pulp & Paper Tbk (IKPP) Perawang is a pulp and paper company with international standards with excellent paper quality and can compete with other paper companies both domestically and internationally.

b. Mission

The company's mission in realizing the expected goals is as follows:

- 1. Use cutting edge technology in the development of new products and achievement of mill efficiency.
- 2. Improve the quality of human resources through training.
- 3. Realize sustainability commitment in all operations.

#### 2.3. Kind of Business

PT. Indah Kiat Pulp & Paper Tbk is an Indonesian company in the Pulp and Paper industry. Its main business activities at the Perawang Mill are divided into two segments: paper and pulp products, and packaging/industrial paper products. The paper and pulp segment includes writing and photocopying paper, as well as general pulp. The packaging/industrial paper segment involves Containerboard, corrugated shipping, containers, Boxboards, food packaging, colored paper, and related chemical by-products. The company operates in three locations: Perawang, Tangerang, and Serang, producing a diverse range of paper and packaging products.



Figure 2.2. Product Type PT. Indah Kiat Pulp&Paper Tbk Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill

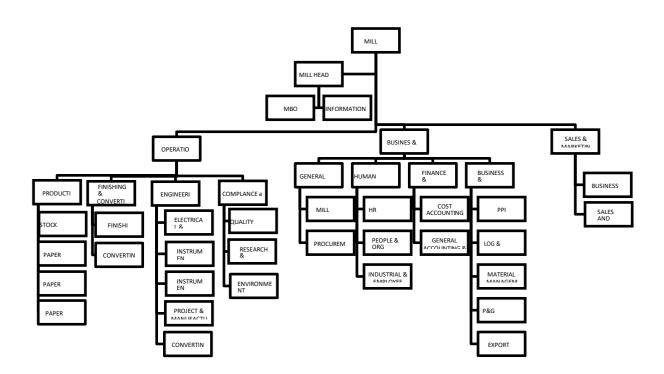
#### **2.4. Organization Structure**

The company's organizational structure is a hierarchical system that establishes levels and roles within the organization. It is essential for the efficient functioning of the company. This structure distributes responsibilities based on individual positions, depicted in a chart or hierarchical line. The chart highlights higher ranks at the top, providing a visual representation of the organization and its components.

A flexible organizational structure is essential for adapting to changes without disrupting ongoing activities. The effectiveness of an organizational form depends on the unique situation, conditions, and goals of each company. The chosen structure should align with the company's specific objectives, as organizational forms vary among companies and play a crucial role in supporting the achievement of goals.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be carried out in an orderly manner so that the main objectives of the company that have been previously set can be achieved properly.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT 8 Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.3 below 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

Operation Port is the most important part in a company in export-import activities. Without a port, loading and unloading activities, both exports and imports, cannot move and can have a major impact on company growth. The most important part in a operation port is invoices, invoices have an important function, namely as collecting payments to buyers for transactions that occur and also for detailing transactions, accounting controls, and as internal controls for companies. The invoice team work process can be seen in Figure 2.3 below as follows:

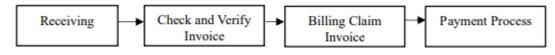


Figure 2.4. The working process of Operation Port Division

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

1. Receiving

The process involves receiving temporary invoices with attachments such

as proof of transfer, bast, recap of receipts from vendors, then invoices are recorded in the book by the vendor. After the invoice and attachments are received, they must be inputted in the ICS (Invoice Control System).

2. Check & Verify Invoice.

The invoice collection process involves thorough and careful checks and verifications. After inputting the invoice into the ICS (Invoice Control System), a detailed examination determines whether the invoice is accepted or rejected. Subsequently, after verification input at ITRS, data is submitted to TR-TIM to generate an SES, create a Billing Claim, and attach the SF. During the creation of documents like SES, ongoing checks and verifications are essential to identify potential budget overruns.

3. Billing Claim Invoice

The completion of the billing claim process involves various documents, including invoices, SES, and follow-up releases. Additionally, insurance claims are processed. Following the completion of these processes, approval from PUD, SCD, MHO, MILL HEAD, and CEO is required. Upon approval, an invoice issuance notification letter is issued, and a comprehensive check and verification are conducted on the log sheet.

4. Payment Process.

The payment process can be disbursed if the logsheet along with the invoice complete with attachments is then checked and verified again. If everything is complete, the payment process will be carried out.

### 2.6. Document Used for Activity

PT Indah Kiat Pulp & Paper Tbk-Perawang Mill, particularly the Operation Port Division, utilizes various documents in its operational activities. Divison as follows:

- 1. Commercial Invoice
- 2. Tax Invoice
- 3. Recap Billing Details
- 4. Scaling Ticket

- 5. Vehicle Pass
- 6. Location Permit
- 7. Delivery Note
- 8. Payment Application

# CHAPTER III SCOPE OF THE APPRENTICESHIP

#### 3.1. Job Description

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill four 4 months, starting from September 04 2023 to January 04 2024. During the internship period, Job training participants are placed in the Operation Port Division. There are several tasks during the job training in the Invoice section at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are as Follows:

- Input data at Invoice Control System (ICS) & HBD Transportation System (HTS)
- 2. Checking bon langsir chemical paper
- 3. Shipment cost
- 4. Verification invoice document
- 5. Create shard service center loghsheet
- 6. Capture payment application

## **3.2. Place of Apprenticeship**

This Practical Work (KP) was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During Practical work author is placed in the Operation Port Section.

Table 3.1. Daily Activities of September 04<sup>Th</sup> 2023 to September 8<sup>Th</sup> 2023

No	Date and time	Description of activities	Assignor
1	Monday, September 04 <sup>Th</sup> 2024	1. Safety Training Induction	Public Relation
2	Tuesday, September 05 <sup>Th</sup> 2023	<ol> <li>Distribution of safety tools</li> <li>SAP Invoice</li> </ol>	Public Relation Supervisor

3	Wednesday, September 06 <sup>Th</sup> 2023	<ol> <li>SAP invoice</li> <li>Shipment plan for containers</li> <li>Verification invoice files</li> <li>Scanning invoice files</li> </ol>	Supervisor
4	Thursday, September 07 <sup>Th</sup> 2023	<ol> <li>Print Payment Application</li> <li>Verification on invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor
5	Friday, September 08 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>SAP invoice</li> </ol>	Supervisor

The following is the display of the work report in week 2 (two), namely, day/date, activity and place of implementation:

No	Date and time	Description of activities	Assignor
1	Monday, September 11 <sup>h</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor
2	Tuesday, September 12 <sup>Th</sup> 2023	<ol> <li>Verification container yard operational unit</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor
3	Wednesday, September 13 <sup>Th</sup> 2023	1. Chccking bon trailer	Supervisor
4	Thursday, September 14 <sup>Th</sup> 2023	<ol> <li>Scanning invoice files</li> <li>PPE delivery change</li> <li>Payment application</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor
5	Friday, September 15 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Payment application</li> </ol>	Supervisor

Table 3.2. Daily Activities of September 11<sup>Th</sup> 2023 to September 15<sup>Th</sup> 2023

Source: Processed Data 2023

The following is the display of the work report in week 3 (three), namely, day/date, activity and place of implementation:

Table 3.3. Daily Activities of September  $18^{Th}$  2023 to September  $22^{Nd}$  2023

No	Date and time	Description of activities	Assignor
1	Monday, September 18 <sup>Th</sup> 2023	<ol> <li>Prangko invoice</li> <li>Verify the OPP/OPT fee report list</li> </ol>	Supervisor
2	Tuesday, September 19 <sup>8</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Print shipment plan for container</li> <li>Verification close TP</li> <li>Prangko invoice</li> </ol>	Supervisor
3	Wednesday, September 20 <sup>Th</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Print shipment plan for containers</li> </ol>	Supervisor
4	Thursday, September 21 <sup>Th</sup> 2023	<ol> <li>Verification export invoice</li> <li>Print shipping schedule</li> </ol>	Supervisor
5	Friday, September 22 <sup>Nd</sup> 2023	<ol> <li>Verification invoice files</li> <li>Verify the type of loading/unloading item</li> </ol>	Supervisor

The following is the display of the work report in week 4 (four), namely, day/date, activity and place of implementation:

No	Date and time	Description of activities	Assignor
1	Monday, September 25 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verify the report list of types of loading/unloading items</li> </ol>	Supervisor
2	Tuesday, September 26 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice files</li> </ol>	Supervisor
3	Wednesday, September 27 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Training shipment cost</li> </ol>	Supervisor
4	Thursday, September 28 <sup>Th</sup> 2023	DAYY OFF (Maulid Nabi Muhammad SAW)	_
5	Friday, September 29 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Input loading/unloading data at ICS (Invoice control system)</li> </ol>	Supervisor

Table 3.4. Daily Activities of September 25<sup>Th</sup> 2023 to September 29<sup>Th</sup> 2023

Source: Processed Data 2023

The following is the display of the work report in week 5 (five), namely,

day/date, activity and place of implementation:

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Table 3.5. Daily Activities of October  $02^{Nd}$  2023 to October  $06^{Th}$  2023

No	Date and time	Description of activities	Assignor
1	Monday, October 02 <sup>Nd</sup> 2023	<ol> <li>Print payment application</li> <li>Verification Adpel type of items loading/unloading</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor
2	Tuesday, October 03 <sup>Rd</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Prangko invoice document</li> </ol>	Supervisor
3	Wednesday, October 04 <sup>Th</sup> 2023	<ol> <li>Input data at TMS</li> <li>Input data at HTS &amp; ICS</li> </ol>	Supervisor
4	Thursday, October 05 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice OPP/OPT</li> <li>Input data spare part at ICS (Invoice control system)</li> </ol>	Supervisor
5	Friday, October 06 <sup>Th</sup> 2023	<ol> <li>Print shipment plan for containers</li> <li>Verification spare part</li> </ol>	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 6 (six), namely, day/date, activity and place of implementation:

Table 3.6. Daily Activities of October 09<sup>Th</sup> 2023 to October 13<sup>Rd</sup> 2023

No	Date and time	Description of activities	Assignor
1	Monday, October 09 <sup>Th</sup> 2023	<ol> <li>Input shipment cost</li> <li>Verification invoice files</li> </ol>	Supervisor
2	Tuesday, October 10 <sup>Th</sup> 2023	<ol> <li>Input data at at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Input shipment cost</li> <li>Verification invoice files</li> </ol>	Supervisor
3	Wednesday, October 11 <sup>St</sup> 2023	<ol> <li>Input data at at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice files</li> </ol>	Supervisor

4	Thursday, October 12 <sup>Nd</sup> 2023	<ol> <li>Print shipment plan for containers</li> <li>Input data at at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor
5	Friday, October 13 <sup>Rd</sup> 2023	<ol> <li>Verification MT Trucking into order FOB</li> <li>Verification invoice files</li> </ol>	Supervisor

The following is the display of the work report in week 7 (seven), namely, day/date, activity and place of implementation:

No	Date and time	Description of activities	Assignor
1	Monday, October 16 <sup>Th</sup> 2023	<ol> <li>Input data at intern mill transportation report system</li> <li>Input data at exel invoice OPP/OPT</li> </ol>	Supervisor
2	Tuesday, October 17 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification DO FEE in SPORE</li> </ol>	Supervisor
3	Wednesday, October 18 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Scanning invoice files</li> <li>Print shipment plan for containers</li> <li>Verification recap of paper transportation bills</li> </ol>	Supervisor
4	Thursday, October 19 <sup>Th</sup> 2023	<ol> <li>Verification recap of sparepart transportation bills</li> <li>Print shipment plan for containers</li> </ol>	Supervisor
5	Friday, October 20 <sup>Th</sup> 2023	PERMISSION	-

Table 3.7. Daily Activities of Ocober  $16^{\rm Th}\,2023$  to October  $20^{\rm Th}\,2023$ 

Source: Processed Data 2023

The following is the display of the work report in week 8 (eight), namely, day/date, activity and place of implementation

Table 3.8. Daily Activities of October 23<sup>Rd</sup> 2023 to October 27<sup>Th</sup> 2023

No	Date and time	Description of activities	Assignor
1	Monday, October, 23 <sup>Rd</sup> 2023	<ol> <li>Input data at ICS (Invoice control system)</li> <li>Input shipment cost</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice files</li> <li>Print PA close TP</li> </ol>	Supervisor
2	Tuesday, October, 24 <sup>Th</sup> 2023	<ol> <li>Input shipment cost</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Print shipment plan for containers</li> <li>Scanning future agency</li> </ol>	Supervisor
3	Wednesday, October, 25 <sup>Th</sup> 2023	<ol> <li>Input shipment cost</li> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Print payment application</li> </ol>	Supervisor
4	Thursday, October 26 <sup>Th</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Upload invoice no FSD</li> <li>Print shipment plan</li> </ol>	Supervisor
5	Friday, October 27 <sup>Th</sup> 2023	<ol> <li>Upload invoice no FSD</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice files</li> </ol>	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 9 (nine), namely, day/date, activity and place of implementation:

No	Date and time	Description of activities	Assignor
1	Monday, October 30 <sup>Th</sup> 2023	<ol> <li>Verification container yard operational</li> <li>Input data at HTS&amp;ICS</li> <li>Print shipment plan</li> <li>Verification invoice files</li> </ol>	Supervisor
2	Tuesday, October 31 <sup>St</sup> 2023	<ol> <li>Verification invoice files</li> <li>Print shipment plan for containers</li> <li>Input data at HTS &amp; ICS</li> <li>Print payment application</li> <li>Scanning future agency</li> </ol>	Supervisor
3	Wednesday, November 01 <sup>st</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input data HTS&amp;ICS</li> <li>Print shipment plan for containers</li> </ol>	Supervisor
4.	Thursday, November 02 <sup>Nd</sup> 2023	<ol> <li>Print shipment plan for containers</li> <li>Verification shipment plan</li> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice files</li> </ol>	Supervisor
5.	Friday, November 03 <sup>Rd</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice files</li> </ol>	Supervisor

Table 3.9. Daily Activities of October 30<sup>Th</sup> 2023 to November 03<sup>Rd</sup> 2023

The following is the display of the work report in week 10 (ten), namely, day/date, activity and place of implementation:

Table 3.10. Daily Activities of November 06<sup>Th</sup> 2023 to November 10<sup>Th</sup> 2023

No	Date and time	Description of activities	Assignor
1	Monday, November 06 <sup>Th</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor

		3. Shipment cost	
2	Tuesday, November 07 <sup>Th</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input shipment cost</li> <li>Print shipment plan for containers</li> </ol>	Supervisor
3	Wednesday, November 08 <sup>Th</sup> 2023	<ol> <li>Input shipment cost</li> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Capture advance payment application</li> </ol>	Supervisor
4	Thursday, November 09 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice files</li> <li>Input shipment cost</li> <li>Upload invoice no FSD</li> <li>Shipment plan future agency</li> </ol>	Supervisor
5	Friday, November 10 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Verification invoice files</li> <li>Print shipment plan for containers</li> <li>Upload invoice no FSD</li> <li>Scanning future agency</li> </ol>	Supervisor

The following is the display of the work report in week 11 (eleven), namely, day/date, activity and place of implementation:

Table	3.11. Daily Activiti	ies of November 13 <sup>Rd</sup>	2023 to November 17 <sup>Th</sup>	2023

	Tuble 5.11. Dury freuvrites of rovember 15 2025 to rovember 17 2025			
No	Date and time	Description of activities	Assignor	
1	Monday, November 13 <sup>Rd</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> <li>Upload invoice no FSD</li> <li>Shipment plan for containers</li> </ol>	Supervisor	
2	Tuesday, November 14 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>	Supervisor	
		<ol> <li>Verification invoice files</li> <li>Shipment plan for containers</li> </ol>		
3	Wednesday, November 15 <sup>Th</sup> 2023	<ol> <li>Verification invoice files</li> <li>Input fata at HTS&amp;ICS</li> </ol>	Supervisor	
4	Thursday, November 16 <sup>Th</sup> 2023	<ol> <li>Input data at HTS (HBD Transportation System) &amp; ICS (Invoice control system)</li> </ol>		

		<ol> <li>Verification invoice files</li> <li>Shipment plan for containers</li> </ol>	
5	Friday, November 17 <sup>Th</sup> 2023	PERMISSION	-

The following is the display of the work report in week 12 (twelve), namely, day/date, activity and place of implementation:

No	Date and time	Description of activities	Assignor
1	Monday, November 20 <sup>Th</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Input shipment cost</li> <li>Verification invoice files</li> <li>Shipment plan for containers</li> </ol>	Supervisor
2	Tuesday, November 21 <sup>St</sup> 2023	<ol> <li>Input shipment cost</li> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document</li> <li>Upload invoice no FSD</li> </ol>	Supervisor
3	Wednesday, November 22 <sup>Nd</sup> 2023	<ol> <li>Input shipment cost</li> <li>Checking TP October/November</li> <li>Checking bill of lading number</li> </ol>	Supervisor
4	Thursday, November 23 <sup>Rd</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document</li> <li>Input shipment cost</li> </ol>	Supervisor
5	Friday, November 24 <sup>Th</sup> 2023	<ol> <li>Prepare supporting attachments for the October 2023 SBP invoice</li> <li>Checking close TP</li> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document</li> </ol>	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 13 (thirteen), namely, day/date, activity and place of implementation:

Table 3.13. Daily Activities of November 27 <sup>Th</sup> 2023 to Decen	nber 01 <sup>St</sup> 2023
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No	Date and time	Description of activities	Assignor
1	Monday, November 27 <sup>Th</sup> 2023	<ol> <li>Input data at HTS</li> <li>Checking bon langsir chemical pulp/paper</li> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document PT Sumberbarumas Transindo</li> </ol>	Supervisor
2	Tuesday, November 28 <sup>Th</sup> 2023	<ol> <li>Verification invoice document</li> <li>Shipment plan for containers</li> <li>Verification invoice document PT</li> </ol>	Supervisor

		Jasatama Mandiri	
3	Wednesday, November 2 <sup>3th</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Shipment plan for containers</li> <li>Verification invoice document</li> </ol>	Supervisor
4	Thursday, November 30 <sup>Th</sup> 2023	<ol> <li>Input data HTS&amp;ICS</li> <li>Shipment plan for containers</li> <li>Verification invoice document</li> </ol>	Supervisor
5	Friday, December 01 <sup>St</sup> 2023	<ol> <li>Checking bon paper</li> <li>Input data HTS&amp;ICS</li> <li>Verification invoice files</li> </ol>	Supervisor

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The following is the display of the work report in week 14 (fourteen), namely, day/date, activity and place of implementation:

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No	Date and time	Description of activities	Assignor
1	Monday, December 04 <sup>Th</sup> 2023	<ol> <li>Count bon langsir pulp ball/long &amp; short distance</li> </ol>	Supervisor
2	Tuesday, December 05 <sup>Th</sup> 2023	<ol> <li>Upload invoice no FSD</li> <li>Shipment plan for containers</li> <li>Verification invoice document purchase order</li> <li>Input data at HTS&amp;ICS</li> </ol>	Supervisor
3	Wednesday, December 06 <sup>Th</sup> 2023	<ol> <li>Verification invoice document PT Karya Putra Ardini</li> <li>Input data at HTS&amp;ICS</li> <li>Shipment plan for containers</li> </ol>	Supervisor
4	Thursday, December 0 <sup>7</sup> <sup>Th</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document Jasatama Mandiri</li> <li>Count bon langsir paper</li> </ol>	Supervisor
5	Friday, December 08 <sup>Th</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document</li> <li>Count bon langsir chemical pulp</li> </ol>	Supervisor

Table 3.14. Daily Activities of December  $04^{Th} 2023$  to December  $08^{Th} 2023$ 

Source: Processed Data 2023

The following is the display of the work report in week 15 (fifteen), namely, day/date, activity and place of implementation:

No	Date and time	Description of activities	Assignor
1	Monday, December 11 <sup>St</sup> 2023	<ol> <li>Input data export intern mill transportation export system</li> <li>Input data local intern mill</li> <li>Count langsir chemical paper local</li> </ol>	Supervisor
2	Tuesday, December 12 <sup>Nd</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document PT Karya Putra Ardini</li> <li>Count langsir chemical paper export</li> </ol>	Supervisor
3	Wednesday, December 13 <sup>Rd</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document PT Semangat sukses jaya</li> <li>Verification invoice document PT Pos Logistics Indonesia</li> </ol>	Supervisor
4	Thursday, December 14 <sup>Th</sup> 2023	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice document PT Bukit Jaya Lestari</li> <li>Count langsir sparepart,mechinery</li> </ol>	Supervisor
5	Friday, December 15 <sup>Th</sup> 2023	<ol> <li>Input data at HTS &amp; ICS</li> <li>Verification invoice document jasatama mandiri</li> <li>Upload invoice no FSD</li> </ol>	Supervisor

Table 3.15. Daily Activities of December 11 <sup>s</sup>	<sup>t</sup> 2023 to December 15 <sup>Th</sup> 2023
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Source: Processed Data 2023

The following is the display of the work report in week 16 (sixteen), namely, day/date, activity and place of implementation:

No	Date and time		Description of activities	Assignor
1	Monday,		ecap material transportation costs	
	Decembe		nipment pln for containers	Supervisor
	r 18 <sup>Th</sup>	3. In	put data at HTS&ICS	-
	2023	4. Ve	erification invoice documents	
2	Tuesday,		put data at HTS&ICS	
	Decembe	2. V	erification invoice document PT	Supervisor
	r19 <sup>Th</sup>	Р	utera Sarana Usaha	-
	2023	V	erification invoice documents PT	
		D	ejavu Express	
3	Wednesda	1. In	put data at HTS&ICS	
	у,	2. Ve	erification invoice documents PT	Supervisor
	December	Ja	satama Mandiri	-
	20 <sup>Th</sup> 2023	3. Ve	erification invoice document PT	
		Sa	rana Agung Mulia Setia	
4	Thursday,	1. Ir	nput data HTS&ICS	

	Decembe r 21 <sup>St</sup> 2023	2. 3. 4.	Verification invoice documents Shipment plan for containers Input shipment cost	Supervisor
5	Friday, Decembe r 22 <sup>Nd</sup> 2023	1. 2. 3. 4.	Capture payment application Create shard service center loghsheet Input shipment cost Intern transportation wxpense report	Supervisor

The following is the display of the work report in week 17 (seventeen), namely, day/date, activity and place of implementation:

Table 3.17. Daily Activities of December 25<sup>Th</sup> 2023 to December 29<sup>Th</sup> 2023

No	Date and time	Description of activities	Assignor
1	Monday, December 25 <sup>Th</sup> 2023	CHRISTMAS DAY	-
2	Tuesday, December 26 <sup>Th</sup> 2023	<ol> <li>Recap material transportation costs</li> <li>Input data at HTS&amp;ICS</li> <li>Verification ivoice documents</li> </ol>	Supervisor
3	Wednesday, December 27 <sup>Th</sup> 2023	<ol> <li>Count bon langsir chemical paper</li> <li>Shipments plan for containers</li> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice documents</li> </ol>	Supervisor
4	Thursday, December 28 <sup>Th</sup> 2023	<ol> <li>Count bong container yard operasional unit</li> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice documents PT Bukit jaya lestari</li> </ol>	Supervisor
5	Friday, December 29 <sup>Th</sup> 2023	<ol> <li>Capture payment application form</li> <li>Input data at HTS&amp;ICS</li> <li>Upload invoice no FSD</li> </ol>	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 18 (eighteen), namely, day/date, activity and place of implementation:

# Table 3.18. Daily Activities of January 01<sup>St</sup> 204to January 04<sup>Th</sup> 2024

No	Date and time	Description of activities	Assignor
1	Monday, January 01 <sup>st</sup> 2004	NEW YEAR	-

2	Tuesday, January 02 <sup>Nd</sup> 2004	<ol> <li>Input data HTS&amp;ICS</li> <li>Verification invoice documents</li> <li>Count bon container yard operasionl unit</li> </ol>	Supervisor
3	Wednesday, January 03 <sup>Rd</sup> 2024	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice documents</li> <li>Count bon container yard operasional unit</li> <li>Shipment plan for containers</li> </ol>	Supervisor
4	Thursday, November 04 <sup>Th</sup> 2024	<ol> <li>Input data at HTS&amp;ICS</li> <li>Verification invoice documents</li> </ol>	Supervisor

#### **3.3. Systems and Procedures**

The company, PT Indah Kiat Pulp & Paper Tbk – Perawang Mill, employs an online system, including SAP and FIORI, to facilitate and enhance the efficiency of its operational activities. This system is implemented to support the various tasks and functions performed by employees, making it more convenient for them to carry out their job responsibilities.

The description of the procedures carried out while carrying out practical work activities (KP) in the Division Operation Port at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

# **3.3.1.** Input data at ICS (Invoice control system) & HTS (HBD transportation system)

An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. The primary goal of an invoice control system is to ensure accuracy, efficiency, and accountability in the financial transactions related to invoicing.

Periodic report is the accumulation of data input on HBD Transportation System (HTS). this report must be adjusted to the invoice document, if the cost report does not balance with document then we have to check the data in HBD Transportation System (HTS) again.

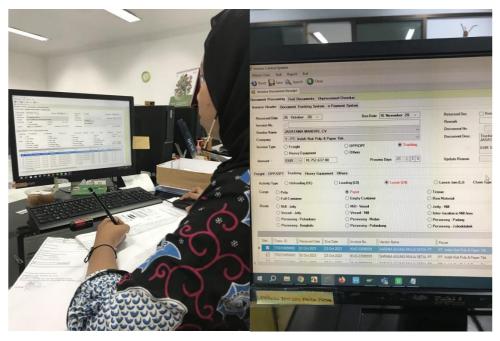


Figure 3.1. Input data at HTS & ICS Source: Processed Data 2023

These are the procedure:

- a. In ICS the first step is to update the date of receipt, enter the invoice number, vendor name, amount, type of update activity, type of cargo, and finally update the route.
- b. This activity is to check the carrying cost type, delivery number, departure date, arrival date, and check whether the goods are subject to fines or not.

## 3.3.2. Checking Bon Langsir Chemical Pulp

Checking the chemical paper bill is the cost of transporting the container. The company is only a vendor providing trailer services, operators and weight or items.

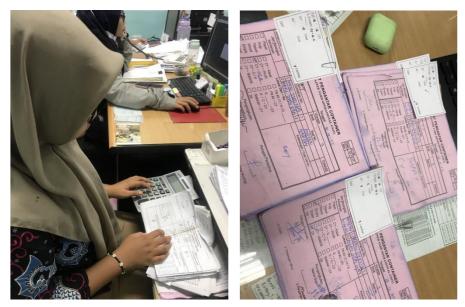


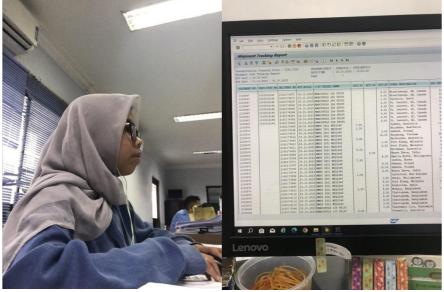
Figure 3.2. Checking bon langsir chemical pulp Source: Processed Data 2023

These are the procedures:

- a. Calculate all ADT amounts
- b. Count all the sheets of paper to see whether they match what is written or not
- c. If the total ADT does not match it will be revised again

## 3.3.3. Shipmnent Cost

Shipment cost is posting bills with various cost center codes.



**Figure 3.3. Shipment cost** *Source: Processed Data 2023* 

These are the procedures:

- a. Login SAP logon
- b. Look for the shipment number want to create
- c. Enter the shipment number want to create
- d. Click shipment number
- e. Make sure rail shipment costs can only be vessels and trucks
- f. Checking one by one net value delivery on sub items
- g. note assgined C

#### **3.3.4.** Verification invoice documents

Verifications in the invoice collection process must be carried out in detail and carefully. Do verifications must be carried out continuously to see whether there is an over budget or not.

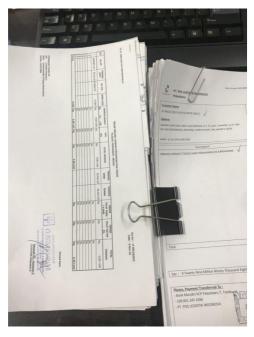


Figure 3.4. Verification invoice documents

Source: Processed Data 2023

These are the procedures:

- a. Check the total that has been received
- b. Check delivery numbers one by one
- c. Then adjust the delivery number to that in the recap
- d. Check weight appropriate delivery number

- e. Check delivery date
- f. Check transportation license plate

#### **3.3.5.** Create shard service center logsheet

Logsheets report is a report that will be submitted to the supervisor.

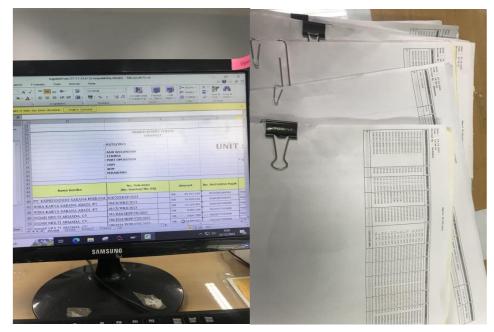


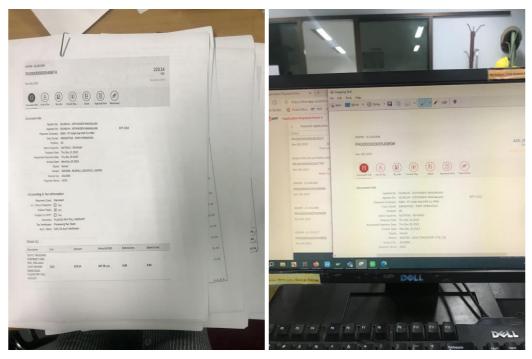
Figure 3.5. Create shard service center log sheet Source: Processed Data 2023

These are the procedures:

- a. Open app excel
- b. List of vendor names
- c. Tax invoice numbers
- d. Costs
- e. Print the finished log sheet

#### **3.3.6.** Capture payment application

The payment application contains information about payment details before being taxed and payment details after being taxed. This payment application can be issued if it has been approved by the parties concerned. after completing the payment application along with the invoice and attachments, it will be submitted to the spokes division for accounting matters.



#### Figure 3.6. Capture payment application

Source: Processed Data 2023

These are the procedures:

- a. Open fiory web
- b. Find payment application
- c. Find number PA close TP
- d. Capture use snipping tool
- e. Capture document info and detail
- f. Copy the results that have been captured
- g. Move the copied results to Excel
- h. and then print

#### 3.4. Obstacle and Solution

3.4.1. Obstacle

The Obstacle that the author get while did the job training at PT.

Indah Kiat Pulp and Paper Tbk - Perawang Mill are :

1. On the first day I'm started at work, I feel nervousness . The apprehension stemmed from concerns about making mistakes and potential difficulties in

grasping the work procedures explained by the supervisor.

- 2. Limitations in using office facilities, because office facilities have been authorized from the center.
- 3.4.2. Solution

Solutions that can be done to face obstacles during the practical work process include:

- 1. You must of maintaining composure and self-control, cautioning against prolonged excessive fear. It advises individuals to be mindful of their surroundings and grasp the working atmosphere in their vicinity.
- 2. Discussed again with the Operation Port team so that in the future, interns can also use office facilities.

#### CHAPTER IV CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

After doing practical work at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill, the following conclusions can be drawn:

- 1. There are several types of work during the practical work program, namely:
  - a. Invoice control system
  - b. Compiling Document List of Port OPP/OPT Cost Report
  - c. Payment application
- The practical work program was carried out at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill in Operation Port. The program is carried out for 6 (months) Starting from September 04th 2023 to January 04th 2024.
- 3. The Operation Port Department employs a combination of online systems, including SAP and FIORI, as well as a manual system for its work processes and procedures. The integration of these systems is designed to enhance the efficiency and ease of operations within the department.
- 4. During the practical implementation of the work, obstacles were encountered, including limitations in utilizing office facilities due to central authorization and instability in the network. The invoice billing process often faced system errors stemming from an unstable network. Frequent system errors could escalate invoices into urgent matters, posing challenges to the overall workflow.

#### 4.2 Suggestion

After doing practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill, there are several suggestion, namely:

- 1. To support the work run smoothly and quickly, it is better to provide computer facilities for students who do practical work.
- 2. The necessity for providing internet network access is highlighted, as every task relies on online operations.

#### REFERENCES

- PT. Indah Kiat Pulp and Paper Tbk Perawang Mill Profile,https://indahkiat.co.id/i n/indah-kiat-perawang Accessed on January 09 th , 2024.
- State Polytechnic of Bengkalis Profile., <u>http://polbeng.ac.id/</u>, Accessed on January 09, 2024

# OF THE JOB TRAINING

		MAGANG INDU INDAH KIAT PULP AND PAI IONITORING PELAKSANAAI	PER Tbk PER		
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0	Tanggal	Materi Praktek	Lokasi	Paraf per Koord Lapangan	Public Relation
	f laffillafil 29.23	Safrey Training Industra	OP	咿	the the
	5/9/2022	- pundhaniam Jaffery foots - punning (já cará) - Jap Involiu	op	肿	-\$44
	6/9/2023	- sap involce - norganit Luipmat frans - venification on consist fiel - Scanning involse fiels	Op	咿	# X*
	1/9/2023	- print pourment appelication - verification on involue fines - impute gabo at firs & ics	ØP	rff	APP X"
3	8 /9 hozz	- 101960: Auto at fits Elics - SAP invoice	op	rff.	tay

NO.	WORKING	EXPLANATION
1.		Safety Induction is an explanation and guidance on Occupational Health and Safety (K3) related to potential hazards, hazard control, mandatory Personal Protective Equipment (PPE), emergency response, and rescue procedures in a meeting.

### OF THE JOB TRAINING

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

Nama	- Den Calvas Ninguis
Lembaga Pendidikan	Southernin Menn Banghaut
Jutusan/Prodi	Bahasa / De Bistero
Tanggal Praktek	
Penempatan Unit	Drivi Weisle
Koord, Lapangan	: Net No

				Paral per	
No	Tanggal	Materi Proktek	Lokasi	Koord Lapangan	Public Relation
1.	plainn	-Verification on neverile fine - mayor anne ar 473 I 444	op	rtet	柳
2	12/0/2021	- varification container yest operational units - varies have of less 1 ics	OP	199	刷
3	10/1012	Vergicaeium ban Toolutt	oy	The	App No
4	tal shart	- Scanning myolic firs - Pipe Wellieth change - point payment - Impor Adea at UTS Incs	op	ring	A Xu
5.	15/9/2022	- print when use parameters apprication - servers provide files - moget data HTS (2015)	97	TPA	AN 96"

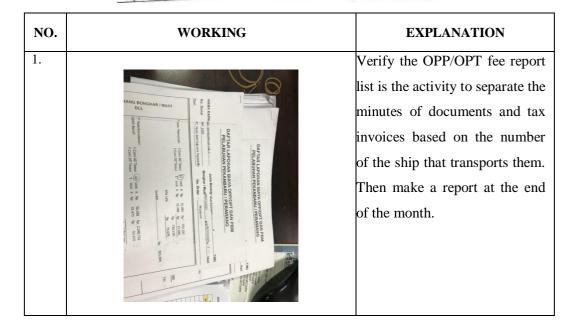
NO.	WORKING	EXPLANATION
1.		Verifications in the invoice collection process must be carried out in detail and carefully. Do verifications must be carried out continuously to see whether there is an over budget or not.

#### OF THE JOB TRAINING

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

Nama	. Des Cahar dingeis
Lembaga Pendidikan	Wittenie Meser, Bengewit
Jurusan/Prodi	Bahasa /Bahasa mooris unsue mounicasi bisnis 1 profesings
Tanggal Praktek	1
Penempatan Unit	Daily Hailine
Koord, Lapengan	Nur Afni

No		S	10.52.00	Peral pon	
	Tanggol	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
I.	18/09/23 Senin	- Stemper Invarice - Verrification Badiar Laporan Bracia 1819/087 -	Op	rfife	-tag
2	19/09/13 SEIA50	- Ingres Jako HTS Lice - prins Iligmunt fram - Urification Close II - Shinafal Involice	0p	rft	柳
3.	20/09/23 \$200640	- Venification Involtor fills - Lapool Jana at ors I les - Iprint Invignant Plan	Op	TRA	You
4.	21/09/23 Kamis	- Verüfliceilen 24904 musice - Primi Unigging Ulbedure -	96	槲	flug
5.	22/89/23 JUDULA	- Verigionian myain files - Verivienti jonis Varang Bongear/ Mugas	alb	嚼.	fare



#### OF THE JOB TRAINING

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

Nama	Dea Canya Nungsin
Lembaga Pendidikan	Philippin Visin Bergunis
Jurusan/Prodi	· Bohana / Brieged
Tanggal Praktek	1
Penempatan Unit	Davisi Ispirir
Koord. Lapangan	. Nur Aini

No		a particular second	1000.000	Paraf pemb	
	Tanggal	Matori Pruktek	Lokasi	Keord Lapangan	Public Relation
1.	26/09/23 64.min	-"Impul vala në hts 115 - Verification Daytar layoran Jenis barian bongkar/hrude	0p	TA	tang
2.	2.6/03/23 Secreta	•-tomphet dats at http://cs + Verification lowofic files	٩P	189	they "
3.	22/09/23 18464	- Inque date at HTS LICS - Training ChipMand Cost	٥p	rføg.	pay 2
4.	24/00/23 Kamis	cuti burumu Mautid Nabi Muhammud Saw		(M)	Aug the
8.	20100/23 Jumai	- myout during at hirs lics - myout during at hirs lics ait lics	99	먜.	Harp 2

NO.	WORKING	EXPLANATION
NO. 1.		An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report does not balance with
		document then we have to check the data in HBD Transportation System (HTS) again.

# OF THE JOB TRAINING

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

Tar Per	usar/Prodi 1993  Praktek 1empalan Uni 1rd. Lepengar	DIVINI ROBEINE			
No	Tangoul	Materi Protowe	Lokasi	Peraf per	Public
1.	2 /Detalver /		Lotani	Lapangan	Relation
	2423 Ginn	-Veriae Vaumun Aappi cultan - Veridicultan Adart stadi Vanting Vanghat avuda - Indyde aabe af Htt Ates	ØÝ	咿	top
2	2/10/23 601454	- mpue aben ae tals - Gemaet Invailie filles -	oip	雨	feel x
3.	1/10/23 Rabu	- buyus ilota of this - buyus ades as bis Lica - buyus ades as bis Lica	oř	riq	And X
4	5/10/23 Kanis	- Mayua Acala at les - Vanguetan Tervate My/Apr - Wayut Acala Ipen Vari at 104	0'p	嚼	Amp
5.	6/11/23 Jumat	- brince Environment from - managent new Verlycenian Spane part	op	雨	And

NO.	WORKING	EXPLANATION
1.	<section-header></section-header>	Verify the OPP/OPT fee report list is the activity to separate the minutes of documents and tax invoices based on the number of the ship that transports them. Then make a report at the end of the month.

# OF THE JOB TRAINING

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

Name	.Oca cahaya Ningsila
Lembaga Pendidikan	PRILEPHIN Neeri Amyralis
Jurusan/Prodi	Bahana / Bispid
Tanggal Praktek	
Penempatan Unit	oidan naginain
Koord, Lapangan	. Vur Arni

No				Peref per	
1	Targgal	Matert Praktek	Lokasi	Koord	Public Relation
1	69/10/23 Strin	- bogna daka Glugandai Cade - Vonificaeida mudiux filiza	49	瞅	yest Auf
2.	11/10/23 Salusia	- Impuz. daza az HIS dzcs - Impuz. daza az HIS dzcs - Uzripizajina Invenia fizzz	Op	啾	制
3.	11/ 10/23 8444	- Emilyer Jahn ar hts 2125 - Venigiarian invola dire	Øp	r#P	they
4.	ey nila vamis	- prins Bripmens plan - mpaz. water at sty fics	¢p	瞬	#1 <sup>279</sup>
5.	13/11/23 Jumai	- venification mt trucking into order foo - verification wiveld filz	0p	限	they the

NO.	WORKING	EXPLANATION
1.		Verifications in the invoice collection process must be carried out in detail and carefully. Do verifications must be carried out continuously to see whether there is an over budget or not.

# OF THE JOB TRAINING

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

Nama	. Oto cahuya Ningdik
Lembaga Pendidikan	Plutenie Megeri Bingealit
Jurusan/Prodi	- Bahasa / DIV BISPRO
Tanggal Praktek	1
Penempatan Unit	pivisi logiszik-
Koord, Lapangan	. Nur Arni

No	Tanggal			Paral pemberbing	
_		Materi Proktek	Lokasi	Koord Lapangan	Public Relation
1	14/14/23 Senin	- twojut data Ab maten wain transportation report byteam byte data at date invalid O'PP/Opt	oy	嘝	forf
2.	17/10/23 Stace	- Impui dalla ai fiti fics - Venficali in Do Fee in spore	0P	r <del>fr</del> }	they and
3	18 /19/23 Babu	- buyuz dulu at kiti dici - scanning inveia jin - print Shipnont pian - verijicaklar kong tanjian ptatangkutan katal	đy	喇	劉
4	19   18   23 264mi 5	- Ulii firani yekap tanjinan. Hituningi wilan shareborf - Viille kiwi younet vilan	0 þ	咿	the
5.	28/10/23 Jumat	lizin ngurus Brasisus	晤	脯.	fay the

NO.	WORKING	EXPLANATION
1.		An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report does not balance with document then we have to check the data in HBD Transportation System (HTS) again.

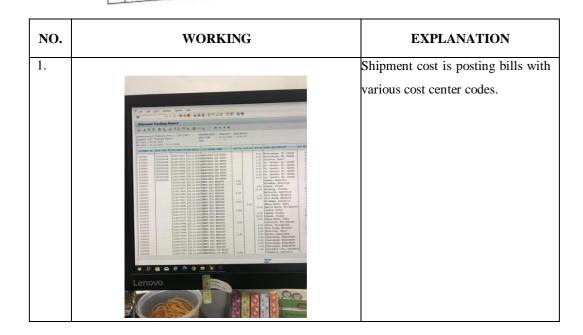
### OF THE JOB TRAINING

1.

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

Nama	Din Chinga Ningsil
Lombage Pendidikan	. Parizentije Nogeri Benguanis
Jurusan/Prodi	· Bahana / Or Bripps
Tanggal Praktek	1
Penempatan Unit	, price constan
Koord, Lapangan	. Ner Ayni

12.3	12742544	0.0000000000000000000000000000000000000	2006333	Paral per	
Nn	Tanggal	Materi Praktek	Lokasi.	Koord Lapangan	Public Relation
1.	u butter urun servin	- buyun HTS swimmen color - marine Alash swimmen color - verification involte fires - verification involte fires - prime VA Lloka th	Operational Port	ŵ	种
2	N(624 N(624	- Ingus ratio Shipment cast - ingus rath at His firs - Prine Rhipment Piem - Scaming Euron Agency	Operleti mal Vore	中	奎
3.	25 111 123 Kalulu	- ίκορτα πομο αμετολήπου τομι - Ο ανήξιαμέλη ποράτα είτες - ταφαί ποιδη αλι τος - φτίθε γη	Operazlena) Pare	南	¥
4,	colle 123 convis	14 = Venification Invoice files - Imput Anta al HTS files - upitad tons - upitad tons - prime Endomaine Pren Part		喇	\$1
5.	27  10 25 Jumilie	- Uplaad nate at this - imput date at history - Utilitication involue flue	Operational Vort	喇	bl



## OF THE JOB TRAINING

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

Nama	DAG CARYA MAGRICH
Lembaga Pendidikan	Production Notion Bongeauit
Jurusan/Prodi	Banasa / D4 Bisper
Tanggal Praktek	1
Penempatan Unit	DIVISI LMISHIM
Koord, Lapangan	.Vur Ani

-				Paraf per	
No	Tanggal	Materi Praktek	Lokasi	Koord Lepangan	Public Relation
1.	30/10/27 Genin	- Verification contained York Operational - lague data de HTC ILLS - Varification incluise filt	94	喇	奎
2.	31/10/23	<ul> <li>Usvidication Invites they prive Independent Pain for container, han i weat Aria at HI dics</li> <li>print, fA</li> <li>Scaning guare Barney</li> </ul>	op	閛	Aud
3,	1/11/23 12464	- Verification mote fins - Impue Uts Lics - print subiment fron for container	op	- the	And
4.	2/11/29 KAMIS	- stine chipment plan for antaniner - urification wifonurs from - moras data at fors bics - utification wurdice flag	ay	閛	yby
5.	3/11/23 JUM44	- Unique Alaza 42 Mis dics - Udinija caldan Univaliac film	٩٥	中	forf

NO.	WORKING	EXPLANATION
1.		An invoice control system (ICS)
	2	refers to a set of processes, tools,
		and procedures designed to
	e anacasa da en en en Ora (a la constance de la constance) de la constance de la constance de la constance de la constance de la constance de la constance de la constance de la constance	manage and regulate the issuance,
	tau taka juga bala dar. Anno taka juga bala da	receipt, and processing of invoices
	Land Land Land Land Land Land Land Land	within a business or organization
		this report must be adjusted to the
	1         2	invoice document, if the cost
		report does not balance with
	Carlored States	document then we have to check
	A Card	the data in HBD Transportation
		System (HTS) again.

### OF THE JOB TRAINING

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

Nama	Oco calvoys N'mosisk
Lombaga Pendidikan	
Jurusar/Prodi	BUNASE (BISPED
Tanggal Praktek	-
Penempatan Unit	Divisi Ugisais
Koord, Lapangan	Nur Ajni

No	Tangasi Materi Protest		800800	Paral pemberbing	
		Materi Proktek	Lokasi.	Koord Lapangan	Public Relation
3.	6111123 Serin	- verification involte files - Impat nate at His files - stoipingent case	ØY	睽	fail.
2	71 11/23 641454	- Utrigication musica files - Utrigication musica - Utrigication (USA) - Utrigication (USA) -	ab	卿	\$et
3	0/11/23 8034	- Impur Acea cuippener cure - Urinjiation urigin plut - Impur Acea ar MILAIRS - Advance pagnetes, Application	op	맨	柳
1	yannil Kannil	- longus mate ne bri fice - verification longine fice - ungus mate performat catt - verification branch openo - stagoticat from parant Agroup	op	.nft	\$ep
1	10127 JUMAF	- Ingris Ander An Arts Alei - Veriginausse musice Ale - Infini Chapterse Pran - Upsias stand musice na Fis. - Scalaring future Angency	op	R.	kul

NO.	WORKING	EXPLANATION
1.		The payment application contains
	The second s	information about payment details
	1810 x g latantysette x 9	before being taxed and payment
	Conceptual de la c	details after being taxed. This
	Ammin         Ammon (-), call of 3 = min(3) (2018) (2018)         Nu R Ammon (2018)           -min(2) call (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	payment application can be issued if
		it has been approved by the parties
		concerned. after completing the
	Memory Register         Biological Accession         Biological Accession	payment application along with the
	AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE OWNER AND THE	invoice and attachments, it will be
	urango, ej coner tri verrango, es es <b>Practicosocio:Socialista</b> Anno na Talia de Sacial	submitted to the spokes division for
		accounting matters.
	Annual and a second sec	

#### ION

## OF THE JOB TRAINING

#### MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIM PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK Nama <u>Q4A Cobgé Mingét</u> Lantaga Pendidian <u>Perité Mingét</u> Bragestil Jarusan Prod Tanggal Pratosi Penempatan Usé <u>Prité Venet</u> Koord, Lapangan <u>Mar Ayné</u>

No	Tanggal	a construction of the	Lokasi	Paral permiting	
17	rangges	Metod Praktuk		Koord Labardan	Public Relation
1.	13/11763 Senin	- uterinication neugola pie • menute darke at erts firs - utgand interview vie frå - Shuppant filom tal confidere	op	TAP	Al
2	14/11/23 581.454	- Indone Alaxa na praduce - Vintigicanian menina face - Shipincan promo fin catalanar	ąþ	咿	RI
3.	us/#121 Wabu	- Verification mutice files - myres davo ne nets blos -	op	咿	Ħ
	16/11/25 Kanis	- Veditizziten UNATU Flus - Induk daža ar fitsålis - Sårposiet plua fer Labors	٩٢ .	咿	pl
1	y lui 23	lzan dhear Bernas Beacisus	筟	咃	ft

NO.	WO	RKING	EXPLANATION
1.			Input No Invoice from FSD. This
	R	And Personnel Statements	activity is to ensure whether the
			invoice no that has been input from
		ans klinktr/lap-sland (BORLap-Imgrager Bidgap-notic rede-mobilizap-n	the ICS is correct or not.
	Joint Manual Manua	oge Oder Panning Forskring Fraget Macron Applied Appli	
	• The Chargert + 1	SAP Bashesis Wangkace Tak Charges	
	Agreement Urgary Notification     Entry Truck Number	Cours Zone Ageverant Exply Helification (any Truck Number	
	Ligetain FO Data     Presignt Onter Update OI Statum     Presignt Outbanding WentStar	Update FO Data Faught Chear Lipdate (II: Blattes Report Outstanding Workdaw Agent FIX	
	Lipica IV     Lipica IV     Page IV	Upload Invition No FSD Report FO Detail Split FU stops	
	Automatic Completed Preight     Conter	Automatic Completed Freight Coder     Table Claim System     Table Claim System     UPDATE FU BLOCK OVERRILLED	
	OVERSILLD	Lipetin DN     FSD Approval History     Source Report	
	FSD Approval History     wander Report	ventor resourt     Lez Apresenent Report	
	Last Agreement Record  regulationary age coldstructur/tage-claret-800dbase-langua	alger 15 Sung- weiter vormanistic ACC 2007/2007/2007/2007/2007/2007/2007/2007	

# OF THE JOB TRAINING

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

Nama	OCA CANYA Ninguis
Lembaga Pendidikan	Philippedie Noori Broger in
Jurusan/Prodi	Exhant / 04 Brips
Tanggal Praktek	1
Penempatan Unit	Divisi USISIN
Koord, Lapangan	Ner Apaŭ

	100000	101202000	102525	Paral peritoriting	
No	Tanggal	Materi Praktek	Lokani	Koord Lapangan	Public Relation
1	24/12/27 6616/10	- Imput date at UTS dies - Imput date Stephann chse - Verification project fürs - Staipmant Plan for cattaner	бр	rfiq.	for a
2	21/0/21	- Chipment Cose - Ungul Anto ne fim fics - Verification onvoice Anoumopt - uncour onvoice no fisa	op	. rfig	shul
3.	22/11/27 Kabu	- lugue shipmene case - charching TP defear/neem lear - charching Bin quuling . Number		咿	-forf
	23/11/23 Wernis	- tuqui adia ai Hirs.1 155 - Vengicali in Melia Accument * ungui shapmete ursa	qo	rft	fort
	24/11/23 Jumab	- Menyimpean umpian yenducuby untern antopia lap datar an chartering clare tp what data at his dics - Unification yeldir drummati	alb	閘	ford

NO.	WORKING	EXPLANATION
1.		An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report does not balance with document then we have to check the data in HBD Transportation System (HTS) again.

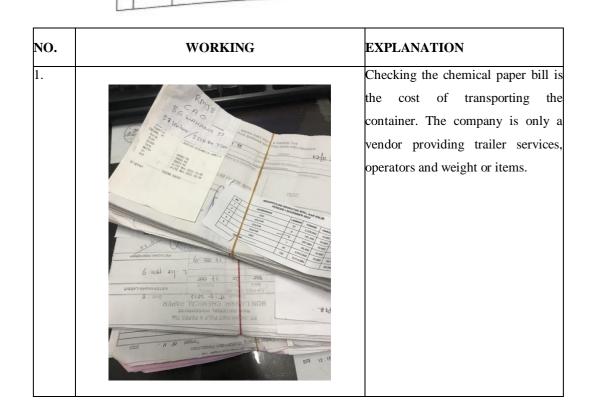
## OF THE JOB TRAINING

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

Nama	Dea Cakyo Ningsik
Lenibaga Pendidikan	patitatemin Wenen Bang batis
Jurusan/Prodi	Bellano /Bingri
Tanggal Praktek	1
Penempetan Unit	. givisi lagistise
Koord, Lapangan	. Nur Anni

	1	1		Panel perstambing	
No	Targgal	Materi Praktek	Lokasi	Koord Lapangia	Public Relation
1	37/11/23 Senir	<ul> <li>Vepus diska Ak Brs</li> <li>Chickelang dan yankir Ghemidal Purj pageter</li> <li>Unitik daka në tos A Hrs</li> <li>Vertikazitin teshika dashkana pa tamberbarmang tashimda</li> </ul>	9	19	flood
2	28/11/23 381454	<ul> <li>unifaction availat decanation</li> <li>Segment part of contents</li> <li>decanation availat decanation</li> <li>decanation decanation</li> </ul>	ay	嘲	yeary
3.	29/11/23 Pabu	• Joyus date as any List • Empowers from the descriter • Verification million document por logistice moderate Pt	ap	TRA	sheet
4.	30/11/23 Kamil	. brighnets filen för antalfind 3 Jartgimellar module florament	oy	御	sflow/
2	01/12/23 Jumiaz	· Church ag fan Tafar · Dagna daba de ferskier · Vergjonien bergin diner	90	rft.	.flord



# OF THE JOB TRAINING

1

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

Nama	Ora alleys Ningsih
Lembaga Pendidikan	Pailstenie Nien Bruyeaus
Jurusan/Prodi	Balhate / D.g. Buspre
Tanggal Praktek	4 stelen bor 44 4 jentari
Penempatan Unit	. ถึงนี้ กั ให้กุ่มที่ส
Koord. Lepangen	Nur Ani

No	-	10000000	0.2263	Putal pendenbing	
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1	9/11/23 5111/23	- TO claume been campion purp Ban / comp & chart Alexance	QP	149	4
2.	5   n] 25 561040	<ul> <li>uppond environ no fod .</li> <li>simpont yhen on unternet .</li> <li>upplication revealed decomments .</li> <li>ponte detr.</li> <li>ingut ades as yet decomments.</li> </ul>	lp	喇	fuel
3.	611125 Pabu	- Venilicellen zwinc adurant Pt burge vere geden - zwiget aate with 4 les - shuipealle gen yer unspirod	qu	鄏	\$1
-	7/ 11/23 Kamil	- taqui dala es bri à los Vergiandor tropia deconent Jalakeme fostidori - 20 seune den Lamyar Peqer	49	喇	forf
	8/11/23 Jumae	<ul> <li>Trapas dasa az Hiti Azer</li> <li>Verigisátian heválice dasament</li> <li>ta egene banyer damient pulp</li> </ul>	QP	喇	Part

NO.	WORKING	EXPLANATION
1.		Checking the chemical paper bill is the cost of transporting the container. The company is only a vendor providing trailer services operators and weight or items.

# OF THE JOB TRAINING

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

Nama	Dan Labor Normanh
Lembage Pendidikan	Wittenin Negeri Benezewis
Jurusan/Prodi	Bahase 104 Biszes
Tanggal Praktok	- 4 Milliamber / 4 Januari
Penempatan Unit	NORICE MARINE
Koord, Lepangen	- New Area

				Paral per	United to
No	Tanggal	Matari Ptaklok	Lokasi	Koord	Public Relation
1	10]12 23 Genin	* befül allis Guppel metern mint erdikgerstehen Bugen curren erdika fühlt meter metern mint erdikagteredeten softere algente biger bekan	dþ	r#	And
2.	18/12/21 402046	<ul> <li>Impas dasa da siti dica</li> <li>Veringi ani navina Atuanasa</li> <li>Pit isanyo puns antimi</li> <li>At ange banapir asimilas</li> <li>Pater sapera</li> </ul>	łę	r BP	\$1
3.	15] 13/23 5050	<ul> <li>Input data al Hers d ici</li> <li>Verigentian induite Allenough</li> <li>Statustation induite Allenough</li> <li>Allenough allenough</li> <li>Allenough allenough</li> <li>Allenough allenough</li> <li>Allenough allenough</li> <li>Allenough</li> <li>Allen</li></ul>	ðþ	咿	And
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	5/13/24 Jumat	<ul> <li>Martin Area an Arts Arcy</li> <li>Marting Californ Universe anterformation</li> <li>Marting Control of Control</li></ul>	Qp	衛	制

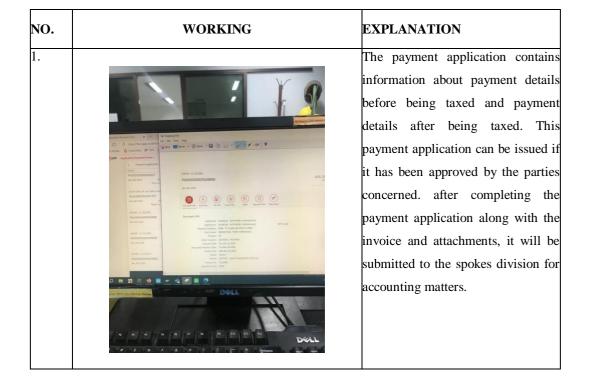
NO.	WORKING	EXPLANATION
	<image/>	Input No Invoice from FSD. Thi activity is to ensure whether the invoice no that has been input from the ICS is correct or not.

#### **OF THE JOB TRAINING**

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

Nama	Ora Cahura Ningcik
Lembaga Pendidikan	Philetenine Neger Bengeatil
Jurusan/Prodi	Bahala / 109 Bilipri
Tanggal Praktek	- 7 September - 1 Januari
Penempatan Unit	WINIL COMMINE
Koord. Lapangan	Nur Afri

	Carolana -	Advertise Address	100-2011 V	Paral per	
No	Tanggal	Matori Praktek	Lokasi	Koord Lapangan	Public Relation
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4.	21/12/23 Kamii	pt for indistry indonetick - swignetic than for container - Swignetic coste	Φþ	哪	April
5.	22/12/23 Junual	- Capitore Payment Agrication - Water Claund Atence He - Glanger Conference - California Cantor - California Cantor - California - Calif	qþ	中	faul



# OF THE JOB TRAINING

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

Nama	Cha Caliga Ningsik
Lembaga Pendidikan	Blacknine Nogeri Bengedis
Jurusan/Prodi	Beliase J DA Bispra
Tanggal Praktek	A Litramber - ( TANATA
Penempatan Unit	DWIN LADIERIC
Koord, Lapangan	Nur Ani

-				Paraf pert	bimbing
No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
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2	26/12/23 SALASA	- RESKUP, LIEUJE YRANJUNGEREAN Marthall - Ingle Are ai his firs - Varialiam Invalia Jauman Pt Hoeve Estern	٩p	rif.	Ang
3.	27 112/23 Kabu	- Hughens Fren for contenter - toput has a as hits 4155 - unssignifien towards document	OP	-fil-	Aud
4.	28   12/24 Vecanis	- in law it has dentation which open cinnat unit - unput his tics - unput his multic december Pt main Jayo Lenion	14	御	pe
5	101 12-12-3 Jumat		ak	rfe}	Auf

NO.	WORKING	EXPLANATION
1.		Checking the chemical paper bill is the cost of transporting the container. The company is only a vendor providing trailer services, operators and weight or items.

# OF THE JOB TRAINING

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

Nama	Ora catya Ningirla
Lembega Pendidikan	
Jurusan/Prodi	Baluera 109 Bistore
Tanggal Praktek	4 September - 4 Januari
Penempatan Unit	สมหรับ เป็นการที่ห
Koord. Lapangan	Nur Ani

_				Paraf per	Contractory.
No	Tanggal	Materi Proktok	Lokasi	Koord Lepangan	Public Relation
۹.	1700min 2424	Tanggal Menun (zanun Banu)			
2	2 Jane	<ul> <li>Implif data at 4415 ktcs</li> <li>Venijovićn vezvica dataveti</li> <li>Ljevelnoga kozeks juja</li> <li>Lis cadva keh antelinur deal</li> <li>Venijova velik</li> </ul>	90	T.	\$A
3.	3 Januari 2029	- Unput Atto as yet allos - Unification politu Accordent yet ware four Accordent - 10 ware four accordent yet, - 10 ware for accordent yet, - 10 ware f	op	ng-	fl
4	A Suman	- Stanford Gara da gen Teri - Unitivetter major dewenne parte daveno visita fr	910	nß	Ħ
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NO.	WORKING	EXPLANATION
1.		An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report does not balance with document then we have to check the data in HBD Transportation System (HTS) again.

# **APPENDICES**

# Appendix 1 : Daily Activity of Apprentichesip

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509	Senin, 4 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Safety Training induction	<b>-</b>
510	Senin, 4 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Safety Training Induction	<b>-</b>
511	Senin, 4 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Safety Training Induction	<b>- 3</b>
512	Senin, 4 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Safety training induction	P 💿 🗐
513	Senin, 4 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Safety Training Induction	<b>-</b> 3
514	Senin, 4 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	safety training induction	<b>-</b>
515	Sabtu, 27 Januari 1923	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desv Susanti		Activate Windows
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	495	Kamis, 7 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	Pengarsipan data lembaran berdasarkan nama, tanggal & hari	-	
	496	Kamis, 7 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning VBI (Vessel Booking Instructions) and Pre- Shipment Documents	- 2	
	497	Rabu, 6 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menginput data ics dan hts		
	498	Rabu, 6 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Laminating ID Card for Vehicle ID	1	
	499	Rabu, 6 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	1. Memilah lembaran kertas Daftar laparan biaya OP/OPT dan PBM pelabuhan Pekanbaru/Perawang	- 2	
	500	Rabu, 6 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Te Windows	
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	478	Selasa, 12 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	cek, menprint, menscan, bikin barcode, cap data, dan unboxing paket	P 💿 🗎	
	479	Senin, 11 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	verification on involce files, inputndata at HTS&ICS		
	480	Senin, 11 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	cek nomor PO, BM plat mobil, cap dokumen masuk		
	481	Senin, 11 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Checking and Verification data		
	482	Senin, 11 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing Pre-Shiipment Doc and VBI		
	483	Senin, 11 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input data, terima telpon, scan berkas, antar berkas dan arsip berkas		
	484	Senin, 11 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memilah & memeriksa	- 3	
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	462	Kamis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Input and sending document for client Mexico and Guetamala	9 💿 💼		
	463	Kamis, 14 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, FC, input data, mengantar berkas			
	464	Kamis, 14 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Minta cap & FC, Ttd daftar hadir, mengisi format, memfoto lembaran, menyesuaikan rekapitulasi			
	465	Kamis, 14 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Scanning invoice files, PPE delivery change, Print payment, Input Data HTS&ICS	<b>-</b>		
	466	Kamis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung jumlah kontainer, menjumlahkan tonase, mengecek data	<b>-</b>		
	467	Rabu, 13 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Rename Invoice data files, scanning, printing, and photocopying files, including SPC			
	468	Rabu, 13 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification bon trailer	- 0		
	469	Rabu, 13 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	fc billing sale, input data payment, cek surat dan Active jumlah kontainer Go to S	at 📫 💿 💼 vs settings to activa		
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		2023	M.Pd	Hakimullah			
	447	Selasa, 19	198510082019032015 -	5504201007 -	input dan cek data intern mill, scan data		
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		2023	M.Pd	Rahima Putri			
	448	Selasa, 19	197511232021211004 -	5504201002 -	Memfotocopy, Memasukkan & Mengganti nama map,		
	448	September	MUHAMMAD INDRA	Jessica	Me-scan, Belajar mengisi update absensi	🖵 💿 💼	
		2023	GUNAWAN, S.S., M.Hum	Cristine			
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	449	Senin, 18	197511232021211004 -	5504201008 -	Stempel Invoice , Verification Daftar Laporan Biaya		
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	451	Senin, 18 September	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	rekap jasa tama, input data, cek PSA	🖵 💿 📵	
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	452	Senin, 18	198710132022032004 -	5504201003 -	HECL, Arsip, SOT, Input PBK, update absensi	🖵 💌 🔳	
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	430	Jumat, 22 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Bulgaria n Italy client	<b>P</b> <	
	431	Kamis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Input Summary of TSR		
	432	Kamis, 21 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification Export Invoice	<b>P</b> 💿 🗃	
	433	Kamis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, SOTS, report availability, training		
	434	Kamis, 21 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memisahkan lembaran surat,memeriksa kelengkapandata,menginputdata,TTD,pengarsipan	<b>-</b> 2	
	435	Kamis, 21 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data, cap dokumen masuk		
	436	Kamis, 21 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing documents for Japan and Spain client's	vate Windows	
	437	Rabu, 20 September	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Input Summary of TSR on IMTS, Input HTS and ICS Go to		e Window:
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	414	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Printing and Checking Invoice files	- 2		
	415	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input HECL, konfirmasi, Input Trucking	- 1		
	416	Selasa, 26 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan berkas,TTD,FC&Scan			
	417	Selasa, 26 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Napoli,Italy			
	418	Selasa, 26 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data payment, scan data, input data HTS dan TMS	<b>-</b> 2		
	419	Senin, 25 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verfication jenis barang bongkar/muat			
	420	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and verify Invoice files	<b>P 2</b>		
	421	Senin, 25 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data TMS, HTS, cek data OPP/OPT dan PBM, câptiv dokumen masuk Go to S		e Window:	
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	400	Jumat. 29	197511232021211004 -	5504201008 -	Verifikasi jenis barang bongkar/muat, input data at	- 0 8	
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382		197511232021211004 -	5504201008 -	Input data at TMS, Upload Invoice number, Input data	🖵 💿 💼	
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383	3 Rabu, 4 Oktober	198510082019032015 -	5504201007 -	input ICS, print data payment, menghitung bon	🖵 💽 💼	
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384	4 Rabu, 4 Oktober	197511232021211004 - MUHAMMAD INDRA	5504201002 - Jessica	TTD	🖵 💿 💼	
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385	5 Rabu, 4	198710132022032004 -	5504201003 -	Monitoring, Excel, input data dan audit		
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	2023					
386		198510082019032015 -	5504201006 -	Pick up and deliver paper stock from PT to branch	🖵 💿 💼	
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387		198710132022032004 -	5504201009 -	Invoice	🖵 💿 💼	
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388	B Selasa, 3 Oktober	197511232021211004 - MUHAMMAD INDRA	5504201008 - Dea Cahya	Input data at TMS, Input data at HTS&ICS, Stempel invoice	🖵 💌 💼	
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389	Selasa, 3 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	menghitung bon, buat logsheet, cap dokumen baru, to S verifikasi nomor payment dan bikin barcode	Set 📼 💿 👩 Va	
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	334	Selasa, 17 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning how to make attachment data on V-Legal	-
	335	Senin, 16 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	- Input data at intern mill transportation report system, Input data at exel Invoice OPP/OPT,	
	336	Senin, 16 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	upload data URN/PA, verifikasi data angkutan , create nomor URN , update data kapal export, import	
	337	Senin, 16 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hurn	5504201002 - Jessica Cristine Slagian	TTD, pengarsipan	
	338	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input	<b>-</b>
	339	Senin, 16 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Sending package from export import section to port	
	340	Jumat, 13 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification Invoice MT Trucking into order FOB, Input- data at HTS&ICS Go to	vat 🔜 💽 🤷 vs Settings to activate Window
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	318	Jumat, 20 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about submission data on V-Legal	- 2		
	319	Kamis, 19 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification rekap tagihan pengangkutan sparepart, Print shipment plan	₽ ● 🗐		
	320	Kamis, 19 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data HTS, verifikasi TMS, update report HTS	<b>-</b>		
	321	Kamis, 19 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan merapikan	<b>-</b>		
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	323	Kamis, 19 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning making submission data on V-Legal			
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	289	Jumat, 27 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Grouping document shippment plan for container		
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	291	Kamis, 26 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi billing payment, input TMS, create shippment cek jasatama pulp/paper		
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	Pembimbing		is Kegiatan na Kegiatan	Kerja Praktek/PKL Kerja Praktek		Instansi Kelompok	PT. Indah Kiat Pulp and Paper	(IKPP)
	Rincian Kegiatan							
		No.	Tgl. Kegiatan	Pembimbing	Penulis		Topik	Aksi
		1	Kamis, 4 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice		
		2	Kamis, <mark>4</mark> Januari 2024	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti			
		3	Kamis, 4 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Port		
		4	Kamis, 4 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, membuat laporan		at 🔜 🙍 📴 vs lettings to activate Window

#### **Appendix 2 : Apprenticeship Acceptance Letter**



#### 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	5504201003
Nur Aisyah	5504201009
Haris Hakimullah	5504201006
Wyanda Rahimah Putri	5504201007
Dea Cahya Ningsih	5504201008
Jessica Cristine Sizgian	5504201002

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 Mil

And

A r m a d l, SE., ME Public Allair

Tembusan : Disampaikan kepada Yang Terhormat, 1. ybs

PT. Indiah Kiat Pulp & Paper Thit Head Office : Warms INDAH HIAT, JI. Raya Septong Kru 8, Tangerang, Barton 15310, Jokarta - Indonesia Tale : (52-31) 5315001 - 50 ( hunting ), Fei : (62-31) 53150506, 5312004-55 Liaison Office : J. Foulu Uner Not, R. Olio, 1135, Pankahora 28414, Rau - Indonesia Tale : (62-31) 531604 ( hunting ), Fei : (62-31) 27502, 35622 Mill Sine : A. Raya Kinar - Revening R. 70, Kar. Taler, R. Ab. Sata 28772, Rau - Indonesia Tale : (62-31) 91666, 81030 ( hunting ), Fei : (62-31) 9172, 81376

### **Appendix 3 : Apprenticeship Statement Letter**

indah kiat 🚸 SURAT KETERANGAN 002/SKV-PA/IKPP///2024 Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa: Nama : Dea Cahya Ningsih NIMINIS : 5504201008 Jurusan/Prodi : D-IV Bahasa Inggris Asal Sekolah : Politeknik Negeri Bengkalis Waktu : 04 September 2023 - 04 Januari 2024 Bahwa nama tersebut benar telah mengikuti Praklek 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, dah Kiat Pulp & Paper Tok. Perawang SE.ME Affair Head

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## **Appendix 4: Evaluation Report**

#### EVALUATION RESULTS FROM JOB TRAINING COMPANY APRAISAL PT. INDAH KIAT PULP & PAPER T6k PERAWANG MILL

Name	: Dea Cahya Ningsih
Student's Identity No.	: 5504201008
Study Program	: D-IV English for Business and Professional Communication
Collage	: State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
L.	Discipline	20%	20
2,	Responsibility	25%	25
3.	Adjustment/Adaptation	10%	10
4.	Work Result	30%	29 .
5.	Behaviour in General	15%	16
	Total (1+2+3+4+5)	100%	99
Scor 81 - 71 - 66 -	100 : Excellence 80 : Very Good		
61 - 56 - Not			

Perawang, January 046, 2024

日野 3%. Nur afti Advisor

# Appendix 5: Photo of The Author with Employees of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill



Figure 1 Photo with Logistic Manager Source: The Author Personal Photo (2024)



Figure 2 Photo with OP supervisor Source: The Author Personal Photo (2024)



**Figure 3 Farewel Party with Opertion Port Employees** Source: The Author Personal Photo (2024)



**Figure 4 Visit to Jetty 1-4 (Dermaga 1-4)** Source: The Author Personal Photo (2023)



Figure 5 Visit to Jetty 10 Rasau Kuning Source: The Author Personal Photo (2023)



**Figure 6 Visit to Jetty 550** Source: The Author Personal Photo (2023)



Figure 7 Photo with Public Relation Employee Source: The Author Personal Photo (2023)