

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



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**ENGLISH FOR BUSINESS AND PROFESSIONAL  
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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

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Perawang, January 04<sup>th</sup> 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<sup>th</sup> 2023 to January 04<sup>th</sup> 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

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

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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

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## TABLE OF CONTENT

<b>COVER</b> .....	i
<b>APPROVAL SHEET</b> .....	ii
<b>ACCEPTANCE SHEET</b> .....	iii
<b>ACKNOWLEDGEMENT</b> .....	iv
<b>TABLE OF CONTENT</b> .....	vii
<b>LIST OF TABLES</b> .....	viii
<b>LIST OF FIGURES</b> .....	ix
<b>CHAPTER I INTRODUCTION</b> .....	1
1.1. Background of the Apprenticeship.....	1
1.2. Purpose of the Apprenticeship .....	2
1.3. Significances of the Apprenticeship.....	3
1.4. Time and Length of Practical Work.....	3
1.5. Place of Implementation of Practical Work.....	4
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY</b> .....	5
2.1. Company Profile Figure 2.1. PT. Indah Kiat Pulp & Paper Tbk .....	5
2.2. Vision and Mission .....	7
2.3. Kind of Business .....	7
2.4. Organization Structure .....	8
2.5. The Working Process .....	9
2.6. Document Used for Activity.....	10
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP</b> .....	12
3.1. Job Description .....	12
3.2. Place of Apprenticeship.....	12
3.3. Systems and Procedures .....	24

3.3.1. Input data at ICS (Invoice control system) & HTS (HBD transportation system).....	24
3.3.2. Checking Bon Langsir Chemical Pulp.....	25
3.3.3. Shipmment Cost .....	26
3.3.4. Verification invoice documents.....	27
3.3.5. Create shard service center logsheet.....	28
3.3.6. Capture payment application.....	28
3.4. Obstacle and Solution.....	29
3.4.1. Obstacle.....	29
3.4.2. Solution .....	30
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>31</b>
4.1 Conclusion .....	31
4.2 Suggestion .....	31
<b>REFERENCES .....</b>	<b>32</b>
<b>APPENDICES.....</b>	<b>51</b>
Appendix 1 : Daily Activity of Apprentichesip .....	51
Appendix 2 : Apprenticeship Acceptance Letter.....	84
Appendix 3 : Apprenticeship Statement Letter .....	85
Appendix 4: Evaluation Report .....	86
Appendix 5: Photo of The Author with Employees of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill.....	87

## LIST OF TABLE

Table 1.1 Office Hours Schedule.....	<b>Error! Bookmark not defined.</b>
Table 3.1 Daily Activities of September 04 <sup>Th</sup> 2023 to September 08 <sup>Th</sup> 2023 .....	14
Table 3.2 Daily Activities of September 11 <sup>Th</sup> 2023 to September 15 <sup>Th</sup> 2023 .....	15
Table 3.3 Activities of September 18 <sup>Th</sup> 2023 to September 22 <sup>nd</sup> 2023.....	16
Table 3.4 Daily Activities of September 25 <sup>Th</sup> 2023 to September 29 <sup>Th</sup> 2023 .....	16
Table 3.5 Daily Activities of October 02 <sup>nd</sup> 2023 to October 06 <sup>Th</sup> 2023.....	17
Table 3.6 Daily Activities of October 09 <sup>Th</sup> 2023 to October 13 <sup>Rd</sup> 2023.....	17
Table 3.7 Daily Activities of October 16 <sup>Th</sup> 2023 to October 20 <sup>Th</sup> 2023 .....	18
Table 3.8 Daily Activities of October 23 <sup>Rd</sup> 2023 to October 27 <sup>Th</sup> 2023 .....	19
Table 3.9 Daily Activities of October 30 <sup>Th</sup> 2023 to November 03 <sup>Rd</sup> 2023.....	20
Table 3.10 Daily Activities of November 06 <sup>Th</sup> 2023 to November 10 <sup>Th</sup> 2023 .....	20
Table 3.11 Daily Activities of November 13 <sup>Rd</sup> 2023 to November 17 <sup>Th</sup> 2023.....	21
Table 3.12 Daily Activities of November 20 <sup>Th</sup> 2023 to November 24 <sup>Th</sup> 2023.....	21
Table 3.13 Daily Activities of November 27 <sup>Th</sup> 2023 to December 01 <sup>St</sup> 2023.....	22
Table 3.14 Daily Activities of December 04 <sup>Th</sup> 2023 to December 08 <sup>Th</sup> 2023.....	23
Table 3.15 Daily Activities of December 11 <sup>St</sup> 2023 to December 15 <sup>Th</sup> 2023 .....	23
Table 3.16 Daily Activities of December 18 <sup>Th</sup> 2023 to December 22 <sup>d</sup> 2023.....	24
Table 3.17 Daily Activities of December 25 <sup>Th</sup> 2023 to December 29 <sup>Th</sup> 2023.....	25
Table 3.18 Daily Activities of January 01 <sup>St</sup> 2024 to January 04 <sup>Th</sup> 2024 .....	26

## LIST OF FIGURES

Figure 2.1 PT Indah Kiat Pulp & Paper Perawang Tbk.....	7
Figure 2.2 The Organization Structure of PT Indah Kiat Pulp & Paper Tbk.....	9
Figure 2.3 Product Type PT. Indah Kiat Pulp&Paper Tbk.....	11
Figure 2.4 The working process of Operation Port Division.....	11
Figure 3.1 Input Data at HTS & ICS.....	27
Figure 3.2 Checking Bon Langsir Chemical pulp .....	28
Figure 3.3 Shipment cost.....	28
Figure 3.4 Verification invoice document .....	29
Figure 3.5 Create shard service center logsheet.....	30
Figure 3.6 Capture payment application .....	<b>Error! Bookmark not defined.</b>



# 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 Apprenticeship**

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 in Practical 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:

**Table 1.1. Office Hours Schedule**

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, Tangerang, 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*

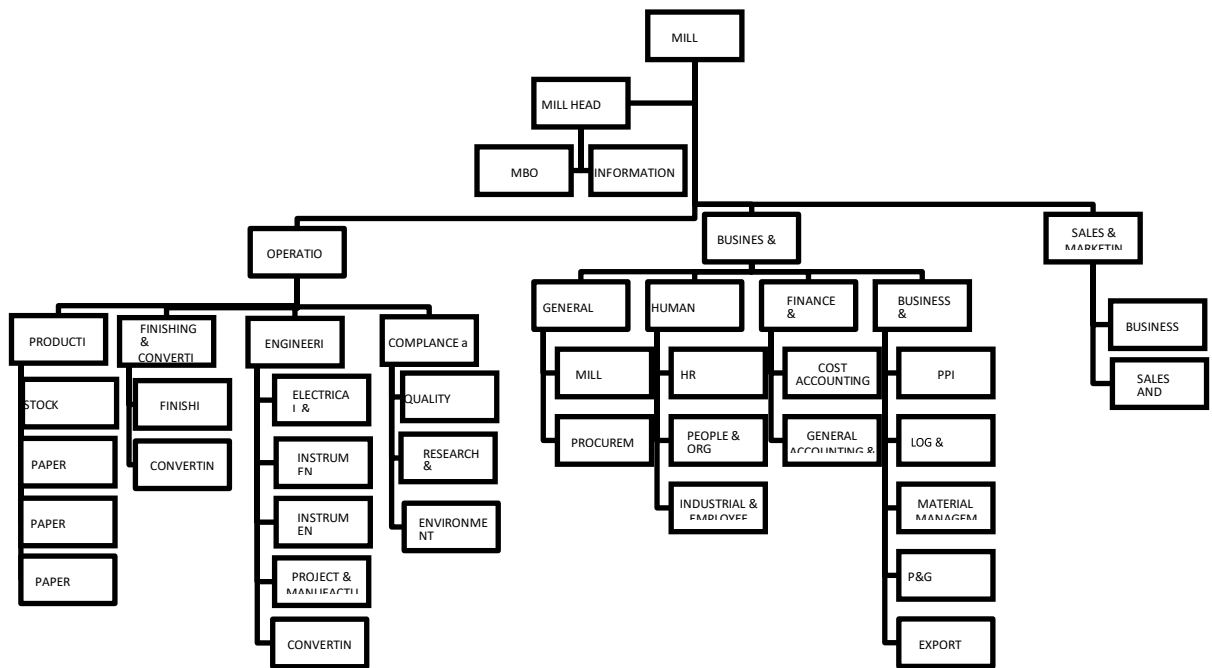
## **2.4. Organization Structure**

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.

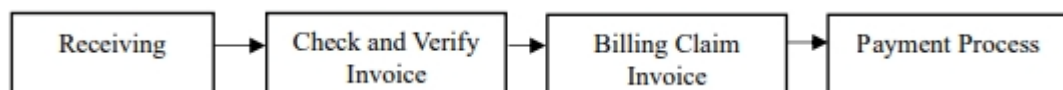
The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT 8 Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.3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

1. 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	1. Distribution of safety tools 2. SAP Invoice	Public Relation Supervisor

3	Wednesday, September 06 <sup>th</sup> 2023	1. SAP invoice 2. Shipment plan for containers 3. Verification invoice files 4. Scanning invoice files	Supervisor
4	Thursday, September 07 <sup>th</sup> 2023	1. Print Payment Application 2. Verification on invoice files 3. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
5	Friday, September 08 <sup>th</sup> 2023	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. SAP invoice	Supervisor

Source: Processed Data 2023

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

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

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

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<sup>th</sup> 2023 to September 22<sup>nd</sup> 2023**

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

*Source: Processed Data 2023*

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

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

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

*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:

**Table 3.5. Daily Activities of October 02<sup>Nd</sup> 2023 to October 06<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, October 02 <sup>Nd</sup> 2023	1. Print payment application 2. Verification Adpel type of items loading/unloading 3. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
2	Tuesday, October 03 <sup>Rd</sup> 2023	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Prangko invoice document	Supervisor
3	Wednesday, October 04 <sup>Th</sup> 2023	1. Input data at TMS 2. Input data at HTS & ICS	Supervisor
4	Thursday, October 05 <sup>Th</sup> 2023	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Verification invoice OPP/OPT 3. Input data spare part at ICS ( Invoice control system)	Supervisor
5	Friday, October 06 <sup>Th</sup> 2023	1. Print shipment plan for containers 2. Verification spare part	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	1. Input shipment cost 2. Verification invoice files	Supervisor
2	Tuesday, October 10 <sup>Th</sup> 2023	1. Input data at at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Input shipment cost 3. Verification invoice files	Supervisor
3	Wednesday, October 11 <sup>St</sup> 2023	1. Input data at at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Verification invoice files	Supervisor

4	Thursday, October 12 <sup>Nd</sup> 2023	1. Print shipment plan for containers 2. Input data at at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
5	Friday, October 13 <sup>Rd</sup> 2023	1. Verification MT Trucking into order FOB 2. Verification invoice files	Supervisor

Source: Processed Data 2023

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

**Table 3.7. Daily Activities of October 16<sup>Th</sup> 2023 to October 20<sup>Th</sup> 2023**

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

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 style="list-style-type: none"> <li>1. Input data at ICS ( Invoice control system)</li> <li>2. Input shipment cost</li> <li>3. Input data at HTS (HBD Transportation System) &amp; ICS ( Invoice control system)</li> <li>4. Verification invoice files</li> <li>5. Print PA close TP</li> </ol>	Supervisor
2	Tuesday, October, 24 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Input shipment cost</li> <li>2. Input data at HTS (HBD Transportation System) &amp; ICS ( Invoice control system)</li> <li>3. Print shipment plan for containers</li> <li>4. Scanning future agency</li> </ol>	Supervisor
3	Wednesday, October, 25 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Input shipment cost</li> <li>2. Verification invoice files</li> <li>3. Input data at HTS (HBD Transportation System) &amp; ICS ( Invoice control system)</li> <li>4. Print payment application</li> </ol>	Supervisor
4	Thursday, October 26 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Verification invoice files</li> <li>2. Input data at HTS (HBD Transportation System) &amp; ICS ( Invoice control system)</li> <li>3. Upload invoice no FSD</li> <li>4. Print shipment plan</li> </ol>	Supervisor
5	Friday, October 27 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Upload invoice no FSD</li> <li>2. Input data at HTS (HBD Transportation System) &amp; ICS ( Invoice control system)</li> <li>3. 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:

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

No	Date and time	Description of activities	Assignor
1	Monday, October 30 <sup>Th</sup> 2023	<ul style="list-style-type: none"> <li>5. Verification container yard operational</li> <li>6. Input data at HTS&amp;ICS</li> <li>7. Print shipment plan</li> <li>8. Verification invoice files</li> </ul>	Supervisor
2	Tuesday, October 31 <sup>St</sup> 2023	<ul style="list-style-type: none"> <li>1. Verification invoice files</li> <li>2. Print shipment plan for containers</li> <li>3. Input data at HTS &amp; ICS</li> <li>4. Print payment application</li> <li>5. Scanning future agency</li> </ul>	Supervisor
3	Wednesday, November 01 <sup>St</sup> 2023	<ul style="list-style-type: none"> <li>1. Verification invoice files</li> <li>2. Input data HTS&amp;ICS</li> <li>3. Print shipment plan for containers</li> </ul>	Supervisor
4.	Thursday, November 02 <sup>Nd</sup> 2023	<ul style="list-style-type: none"> <li>1. Print shipment plan for containers</li> <li>2. Verification shipment plan</li> <li>3. Input data at HTS&amp;ICS</li> <li>4. Verification invoice files</li> </ul>	Supervisor
5.	Friday, November 03 <sup>Rd</sup> 2023	<ul style="list-style-type: none"> <li>1. Input data at HTS&amp;ICS</li> <li>2. Verification invoice files</li> </ul>	Supervisor

Source: Processed Data 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	<ul style="list-style-type: none"> <li>1. Verification invoice files</li> <li>2. Input data at HTS (HBD Transportation System) &amp; ICS ( Invoice control system)</li> </ul>	Supervisor



		3. Shipment cost	
2	Tuesday, November 07 <sup>th</sup> 2023	1. Verification invoice files 2. Input shipment cost 3. Print shipment plan for containers	Supervisor
3	Wednesday, November 08 <sup>th</sup> 2023	1. Input shipment cost 2. Verification invoice files 3. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 4. Capture advance payment application	Supervisor
4	Thursday, November 09 <sup>th</sup> 2023	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Verification invoice files 3. Input shipment cost 4. Upload invoice no FSD 5. Shipment plan future agency	Supervisor
5	Friday, November 10 <sup>th</sup> 2023	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Verification invoice files 3. Print shipment plan for containers 4. Upload invoice no FSD 5. Scanning future agency	Supervisor

Source: Processed Data 2023

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 Activities of November 13<sup>Rd</sup> 2023 to November 17<sup>Th</sup> 2023**

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

		2. Verification invoice files 3. Shipment plan for containers	
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:

**Table 3.12. Daily Activities of November 20<sup>th</sup> 2023 to November 24<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, November 20 <sup>th</sup> 2023	1. Input data at HTS&ICS 2. Input shipment cost 3. Verification invoice files 4. Shipment plan for containers	Supervisor
2	Tuesday, November 21 <sup>st</sup> 2023	1. Input shipment cost 2. Input data at HTS&ICS 3. Verification invoice document 4. Upload invoice no FSD	Supervisor
3	Wednesday, November 22 <sup>nd</sup> 2023	1. Input shipment cost 2. Checking TP October/November 3. Checking bill of lading number	Supervisor
4	Thursday, November 23 <sup>rd</sup> 2023	1. Input data at HTS&ICS 2. Verification invoice document 3. Input shipment cost	Supervisor
5	Friday, November 24 <sup>th</sup> 2023	1. Prepare supporting attachments for the October 2023 SBP invoice 2. Checking close TP 3. Input data at HTS&ICS 4. Verification invoice document	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 December 01<sup>st</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, November 27 <sup>th</sup> 2023	1. Input data at HTS 2. Checking bon langsir chemical pulp/paper 3. Input data at HTS&ICS 4. Verification invoice document PT Sumberbarumas Transindo	Supervisor
2	Tuesday, November 28 <sup>th</sup> 2023	1. Verification invoice document 2. Shipment plan for containers 3. Verification invoice document PT	Supervisor

		Jasatama Mandiri	
3	Wednesday, November 29 <sup>th</sup> 2023	1. Input data at HTS&ICS 2. Shipment plan for containers 3. Verification invoice document	Supervisor
4	Thursday, November 30 <sup>th</sup> 2023	1. Input data HTS&ICS 2. Shipment plan for containers 3. Verification invoice document	Supervisor
5	Friday, December 01 <sup>st</sup> 2023	1. Checking bon paper 2. Input data HTS&ICS 3. Verification invoice files	Supervisor

Source: Processed Data 2023

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

**Table 3.14. Daily Activities of December 04<sup>th</sup> 2023 to December 08<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, December 04 <sup>th</sup> 2023	1. Count bon langsir pulp ball/long & short distance	Supervisor
2	Tuesday, December 05 <sup>th</sup> 2023	1. Upload invoice no FSD 2. Shipment plan for containers 3. Verification invoice document purchase order 4. Input data at HTS&ICS	Supervisor
3	Wednesday, December 06 <sup>th</sup> 2023	1. Verification invoice document PT Karya Putra Ardini 2. Input data at HTS&ICS 3. Shipment plan for containers	Supervisor
4	Thursday, December 07 <sup>th</sup> 2023	1. Input data at HTS&ICS 2. Verification invoice document Jasatama Mandiri 3. Count bon langsir paper	Supervisor
5	Friday, December 08 <sup>th</sup> 2023	1. Input data at HTS&ICS 2. Verification invoice document 3. Count bon langsir chemical pulp	Supervisor

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:

**Table 3.15. Daily Activities of December 11<sup>St</sup> 2023 to December 15<sup>Th</sup> 2023**

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

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:

**Table 3.16. Daily Activities of December 18<sup>Th</sup> 2023 to December 22<sup>d</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, December 18 <sup>Th</sup> 2023	1. Recap material transportation costs 2. Shipment pln for containers 3. Input data at HTS&ICS 4. Verification invoice documents	Supervisor
2	Tuesday, December 19 <sup>Th</sup> 2023	1. Input data at HTS&ICS 2. Verification invoice document PT Putera Sarana Usaha Verification invoice documents PT Dejavu Express	Supervisor
3	Wednesday, December 20 <sup>Th</sup> 2023	1. Input data at HTS&ICS 2. Verification invoice documents PT Jasatama Mandiri 3. Verification invoice document PT Sarana Agung Mulia Setia	Supervisor
4	Thursday,	1. Input data HTS&ICS	

	December 21 <sup>st</sup> 2023	<ol style="list-style-type: none"> <li>2. Verification invoice documents</li> <li>3. Shipment plan for containers</li> <li>4. Input shipment cost</li> </ol>	Supervisor
5	Friday, December 22 <sup>nd</sup> 2023	<ol style="list-style-type: none"> <li>1. Capture payment application</li> <li>2. Create shard service center loghsheet</li> <li>3. Input shipment cost</li> <li>4. Intern transportation wxpense report</li> </ol>	Supervisor

Source: Processed Data 2023

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 style="list-style-type: none"> <li>1. Recap material transportation costs</li> <li>2. Input data at HTS&amp;ICS</li> <li>3. Verification invoice documents</li> </ol>	Supervisor
3	Wednesday, December 27 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Count bon langsir chemical paper</li> <li>2. Shipments plan for containers</li> <li>3. Input data at HTS&amp;ICS</li> <li>4. Verification invoice documents</li> </ol>	Supervisor
4	Thursday, December 28 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Count bong container yard operational unit</li> <li>2. Input data at HTS&amp;ICS</li> <li>3. Verification invoice documents PT Bukit jaya lestari</li> </ol>	Supervisor
5	Friday, December 29 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Capture payment application form</li> <li>2. Input data at HTS&amp;ICS</li> <li>3. 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> 2024 to January 04<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, January 01 <sup>st</sup> 2024	NEW YEAR	-

2	Tuesday, January 02 <sup>Nd</sup> 2004	1. Input data HTS&ICS 2. Verification invoice documents 3. Count bon container yard operasionl unit	Supervisor
3	Wednesday, January 03 <sup>Rd</sup> 2024	1. Input data at HTS&ICS 2. Verification invoice documents 3. Count bon container yard operasional unit 4. Shipment plan for containers	Supervisor
4	Thursday, November 04 <sup>Th</sup> 2024	1. Input data at HTS&ICS 2. Verification invoice documents	Supervisor

Source: Processed Data 2023

### 3.3. Systems and Procedures

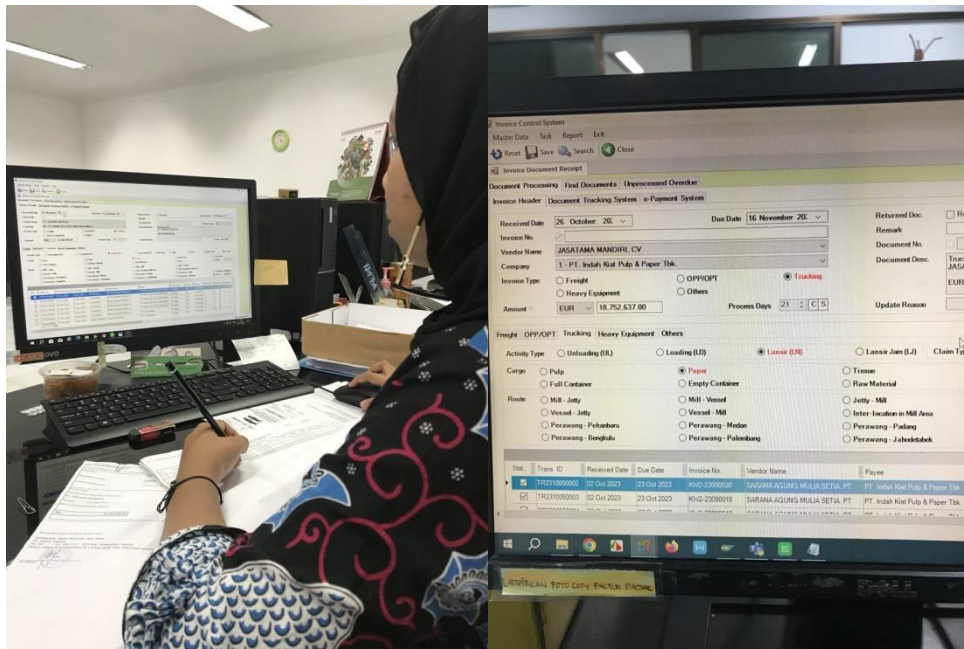
The company, PT Indah Kiat Pulp & Paper Tbk – Perawang Mill, employs an online system, including SAP and FIORI, to facilitate and enhance the efficiency of its operational activities. This system is implemented to support the various tasks and functions performed by employees, making it more convenient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



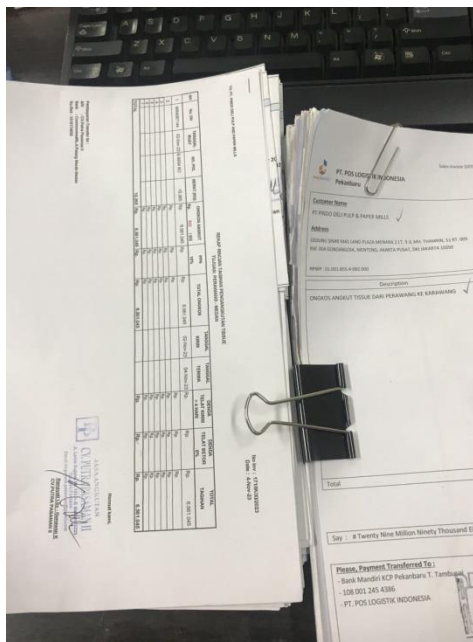


These are the procedures:

- 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 assigned 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*

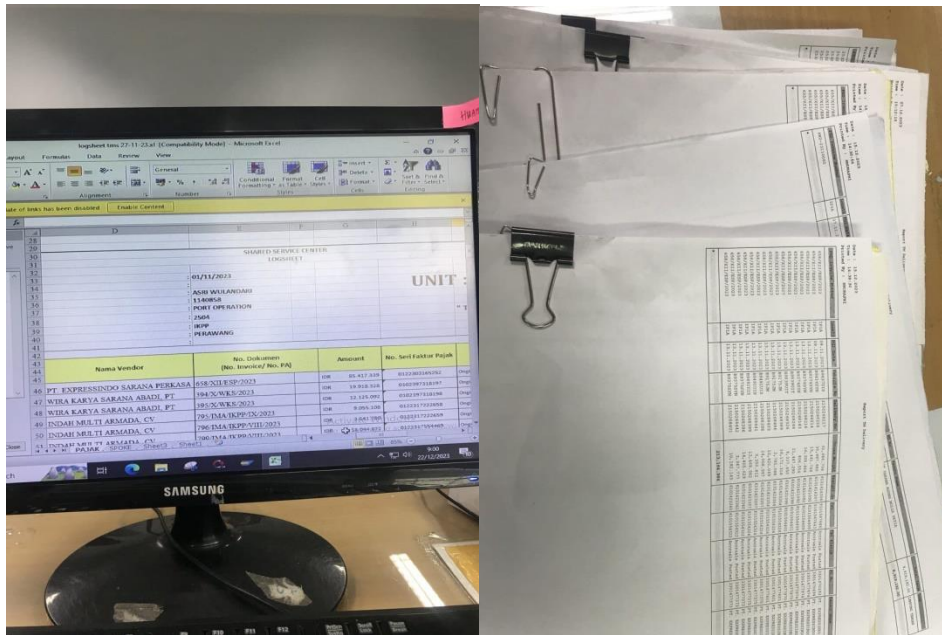
These are the procedures:

- 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**

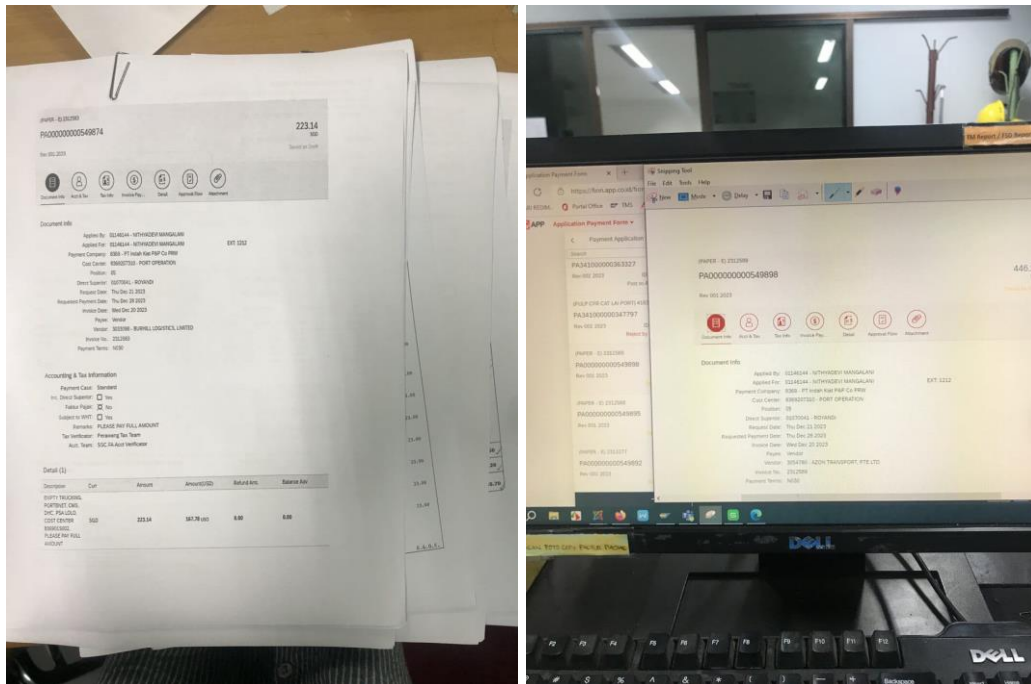
*Source: Processed Data 2023*

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
2. 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/in/indah-kiat-perawang> Accessed on January 09 th , 2024.


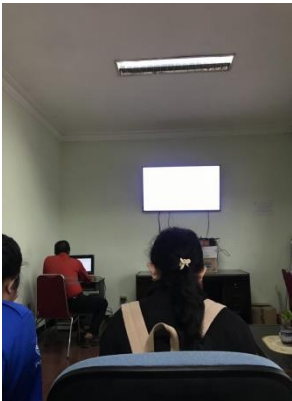
State Polytechnic of Bengkalis Profile., <http://polbeng.ac.id/> ., Accessed on January 09, 2024

## DAILY ACTIVITIES OF THE JOB TRAINING

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK				
Nama		Dea Cahya Ningsih		
Institusi Pendidikan		Universitas Negeri Semarang		
Jurusan/Prodi		Bahasa / Sastra Indonesia Untuk Komunikasi Bisnis & Profesional		
Tanggal Praktek				
Tempat Praktek		Divisi Logistik		
Koordinator Lapangan		Ningsih		

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
	4 September 2023	Safety Training Induction	OP		
	5/9/2023	- Penjelasan Safety Tools - Penjelasan (14 cara) - SAP Invoice	OP		
	6/9/2023	- SAP Invoice - Approval shipment plans - Verification on invoice files - Scanning invoice files	OP		
	7/9/2023	- Print payment application - Verification on invoice files - Input data at HSE & ICS	OP		
	8/9/2023	- Input data at HSE & ICS - SAP Invoice	OP		


NO.	WORKING	EXPLANATION
1.	 	<p>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.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Niswita  
 Lembaga Pendidikan : STIKIP Veteran Semarang  
 Jurusan/Prodi : Bahasa / Di. Bahasa  
 Tanggal Praktek : .....  
 Penempatan Unit : Divisi Marketing  
 Koord. Lapangan : Nur Rizki

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	11/9/2023	- Verification on receive file - input data at HTS & ICS	OP	<i>[Signature]</i>	<i>[Signature]</i> %10
2.	12/9/2023	- Verification customer yard operasional unit - input data at HTS & ICS	OP	<i>[Signature]</i>	<i>[Signature]</i> %10
3.	13/9/2023	Verification Box Trailer	OP	<i>[Signature]</i>	<i>[Signature]</i> %10
4.	14/9/2023	- Scanning invoice files - Ppc manually change - print payment - input data at HTS & ICS	OP	<i>[Signature]</i>	<i>[Signature]</i> %10
5.	15/9/2023	- Print invoice payments Application - Scanning invoice files - input data HTS & ICS	OP	<i>[Signature]</i>	<i>[Signature]</i> %10

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.

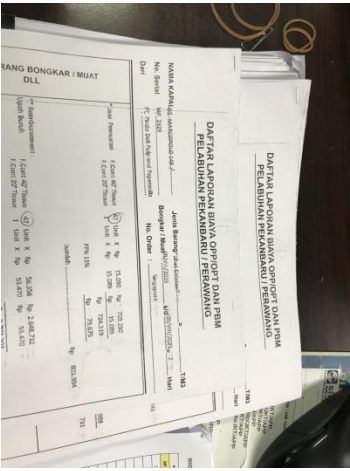


# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Nisa Cahya Mulyati  
 Lembaga Pendidikan : Politeknik Negeri Bontol  
 Jurusan/Prodi : Bahasa / Bahasa Inggris Untuk Komunikasi Bisnis & Profesi  
 Tanggal Praktek : .....  
 Persepsi Urut : Devi Hujik  
 Koord. Lapangan : Nur Anis

No	Tanggal	Materi Praktek	Lokasi	Peral Pembimbing	
				Koord Lapangan	Public Relation
1.	18/09/23 Senin	- Stempel invoice - Verification daftar laporan Bunga OPP/OPT	OP	<i>RA</i>	<i>RA</i>
2.	19/09/23 Selasa	- input data HTS & ICS - print shipment plan - verification cargo TE - Stempel Invoice	OP	<i>RA</i>	<i>RA</i>
3.	20/09/23 Rabu	- verification invoice fees - input data HTS & ICS - print shipment plan	OP	<i>RA</i>	<i>RA</i>
4.	21/09/23 Kamis	- verification export invoice - print shipping schedule	OP	<i>RA</i>	<i>RA</i>
5.	22/09/23 Jumat	- verification invoice fees - verifikasi jenis barang Bongkar / Muat	OP	<i>RA</i>	<i>RA</i>

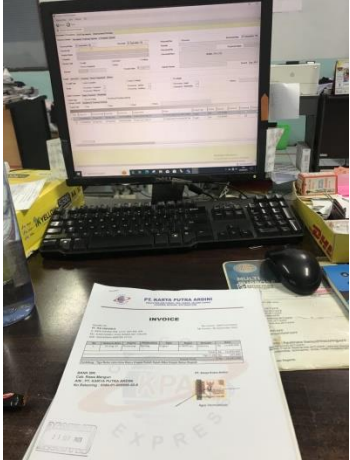
NO.	WORKING	EXPLANATION
1.		Verify the OPP/OPT fee report list is the activity to separate the minutes of documents and tax invoices based on the number of the ship that transports them. Then make a report at the end of the month.

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Nugroho  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bahasa / WISATA  
 Tanggal Praktek : .....  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Nur Agni

No	Tanggal	Materi Praktek	Lokasi	Penaf Pembimbing	
				Koord Lapangan	Public Relation
1.	24/09/23 Senin	- Input data di HTS & ICS - Verification Daftar Laporan Jenis barang longgar/walid	OP		
2.	24/09/23 Selasa	- Input data di HTS & ICS - Verification Invoice files	OP		
3.	27/09/23 Rabu	- Input data di HTS & ICS - Training shipment cost	OP		
4.	28/09/23 Kamis	Cuti Bersama Maulid Nabi Muhammad SAW			
5.	29/09/23 Jumat	- Input data di HTS & ICS - Input data barang/muat di ICS	OP		

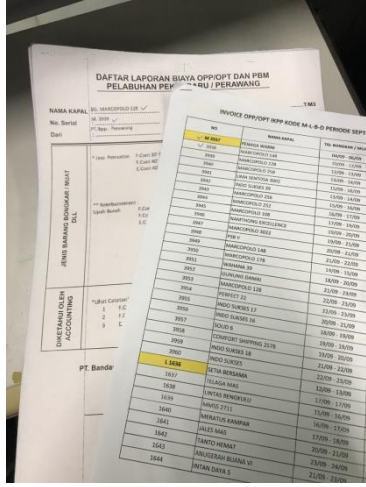
NO.	WORKING	EXPLANATION
1.		<p>An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report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

# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bisnis / Buspr  
 Tanggal Praktek :  
 Penempatan Unit : DKW Ningsih  
 Koord. Lapangan : Nur Anji

No	Tanggal	Materi Praktek	Lokasi	Formal pembimbing	
				Koord Lapangan	Public Relation
1.	2/10/23 Senin	- Print dokumen laporan - Verification label status - Input data at HTS ICS	OP	<i>[Signature]</i>	<i>[Signature]</i>
2.	3/10/23 Selasa	- Input data at TMS - Cek data invoice files	OP	<i>[Signature]</i>	<i>[Signature]</i>
3.	4/10/23 Rabu	- Input data di TMS - Input data di HTS ICS	OP	<i>[Signature]</i>	<i>[Signature]</i>
4.	5/10/23 Kamis	- Input data di ICS - Verification invoice HTS/HT - Input data invoice HTS di ICS	OP	<i>[Signature]</i>	<i>[Signature]</i>
5.	6/10/23 Jumat	- Print laporan print - Input data verification - Input data HTS	OP	<i>[Signature]</i>	<i>[Signature]</i>

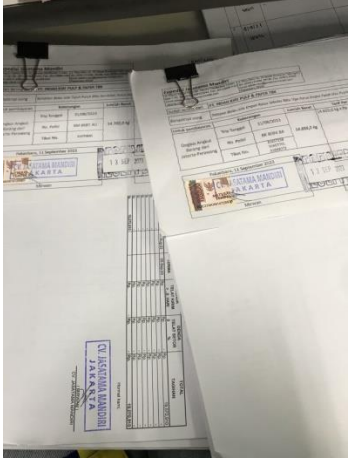
NO.	WORKING	EXPLANATION
1.		Verify the OPP/OPT fee report list is the activity to separate the minutes of documents and tax invoices based on the number of the ship that transports them. Then make a report at the end of the month.

# DAILY ACTIVITIES OF THE JOB TRAINING

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

Name : Dia Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bahasa / Bispid  
 Tanggal Praktek : \_\_\_\_\_  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Vur Atri











No	Tanggal	Materi Praktek	Lokasi	Pihak pembimbing	
				Koord Lapangan	Publik Relation
1.	09/10/23 Senin	- Input data keupaman surat - Verification invoice file	Op		
2.	10/10/23 Selasa	- Input data ke HES & ICS - Input data ke Shipman ICS - Verification invoice file	Op		
3.	11/10/23 Rabu	- Input data ke HES & ICS - Verification invoice file	Op		
4.	12/10/23 Kamis	- Print shipment plan - Input data ke HES & ICS	Op		
5.	13/10/23 Jumat	- Verification MT Trucking Intr Order FCB - Verification invoice file	Op		


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.

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bahasa / DIII Bispko  
 Tanggal Praktek : \_\_\_\_\_  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Nur Anis

No	Tanggal	Materi Praktek	Lokasi	Peral pembimbing	
				Koord Lapangan	Public Relation
1.	14/10/23 Senin	- input data ke sistem sisa transportasi report sistem - input data ke excel invoice OPP/OPR	OP		
2.	17/10/23 Kamis	- input data ke HTS - Verification DO Fee in space	OP		
3.	18/10/23 Jumat	- input data ke HTS - scanning invoice file - print shipment plan - verification barang tarikan pemeriksaan kargo	OP		
4.	19/10/23 Sabtu	- Verification barang tarikan pemeriksaan shipment - Print shipment plan	OP		
5.	20/10/23 Sabtu	izin mengurus Basisweb			

NO.	WORKING	EXPLANATION
1.		<p>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.</p>



# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : DEN Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Bahasa / PA BPPPT  
 Tanggal Praktek :  
 Penempatan Unit : DIVISI Logistik  
 Koord. Lapangan : Nur Agus

No	Tanggal	Materi Praktek	Lokasi	Paralel pembelajaran	
				Koordinat Lapangan	Publikasi
1.	24/08/23 Senin	- Input HTS - Input data Shipment cost - Input data di HTS files - Verification invoice files - Print VA Loka TP	Operational Port		
2.	24/08/23 Selasa	- Input data Shipment cost - Input data di HTS files - Print Shipment plan - Scanning Future Agency	Operational Port		
3.	25/08/23 Rabu	- Input data Shipment cost - Verification invoice files - Input data di HTS files - Print PM	Operational Port		
4.	26/08/23 Kamis	- Verification invoice files - Input data di HTS files - Upload TMS - Print Shipment plan	Operational Port		
5.	29/08/23 Sabtu	- Upload data di TMS - Input data di HTS files - Verification invoice file	Operational Port		

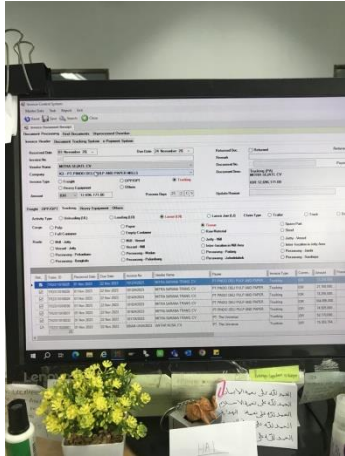
NO.	WORKING	EXPLANATION
1.		Shipment cost is posting bills with various cost center codes.

# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dina Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Bahasa / PA BIPPA  
 Tanggal Praktek :  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Mur Amri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	30/10/23 Senin	- Verification container yard operational - input data at HTS ICS - Verification invoice file	Op	<i>[Signature]</i>	<i>[Signature]</i>
2.	31/10/23 Selasa	- Verification invoice files - print shipment plan for container - input data at HTS ICS - Print for scanning future invoice	Op	<i>[Signature]</i>	<i>[Signature]</i>
3.	1/11/23 Rabu	- Verification invoice files - input HTS ICS - print shipment plan for container	Op	<i>[Signature]</i>	<i>[Signature]</i>
4.	2/11/23 Kamis	- Print shipment plan for container - Verification shipment plan - input data at HTS ICS - Verification invoice files	Op	<i>[Signature]</i>	<i>[Signature]</i>
5.	3/11/23 Jumat	- input data at HTS ICS - Verification invoice file	Op	<i>[Signature]</i>	<i>[Signature]</i>

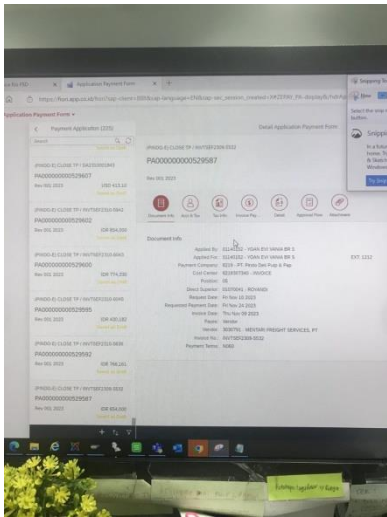
NO.	WORKING	EXPLANATION
1.		<p>An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report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

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Olga Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bisnis /BIPR  
 Tanggal Praktek :  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Mur Rini

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	6/11/23 Senin	- verification invoice files - input data ke HTS files - shipment case	OP	RFZ	RFZ
2.	7/11/23 Selasa	- verification invoice files - shipment case - print shipment form	OP	RFZ	RFZ
3.	8/11/23 Rabu	- input data shipment case - verification invoice files - input data ke HTS files - advance payment application	OP	RFZ	RFZ
4.	9/11/23 Kamis	- input data ke HTS files - verification invoice files - input data shipment case - verification invoice files - shipment form paper Agency	OP	RFZ	RFZ
5.	10/11/23 Jumat	- input data ke HTS files - verification invoice files - print shipment form - upload data invoice ke EIU - scanning faktur Agency	OP	RFZ	RFZ

NO.	WORKING	EXPLANATION
1.		<p>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.</p>

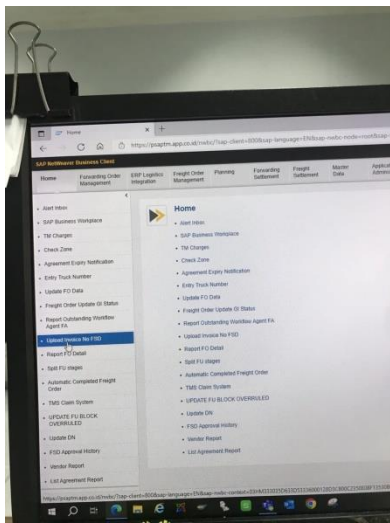


# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bahasa / D4 BOPRO  
 Tanggal Prakték : \_\_\_\_\_  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Nur Anji

No	Tanggal	Materi Prakték	Lokasi	Pencat Pembimbing	
				Koord Lapangan	Publik Respon
1.	15/11/23 Senin	- Verification invoice file - input data of HS-DCS - Upload invoice via FSD - shipment plan for container	OP	<i>[Signature]</i>	<i>[Signature]</i>
2.	16/11/23 Selasa	- input data of HS-DCS - verification invoice files - shipment plan for container	OP	<i>[Signature]</i>	<i>[Signature]</i>
3.	15/11/23 Selasa	- Verification invoice files - input data of HS-DCS	OP	<i>[Signature]</i>	<i>[Signature]</i>
4.	16/11/23 Rabu	- Verification invoice files - input data of HS-DCS - shipment plan for container	OP	<i>[Signature]</i>	<i>[Signature]</i>
5.	17/11/23 Kamis	Penyusunan Berkas Bekas	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

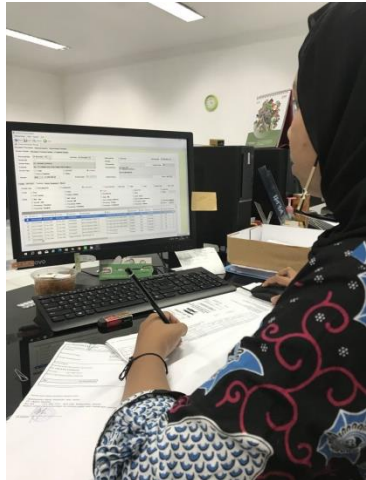
NO.	WORKING	EXPLANATION
1.		Input No Invoice from FSD. This activity is to ensure whether the invoice no that has been input from the ICS is correct or not.

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Singaperbangsa  
 Jurusan/Prodi : Keperawatan / DM Bilpa  
 Tanggal Praktek :  
 Penempatan Unit : Divisi 1071410  
 Koord. Lapangan : Nur Anas

No	Tanggal	Materi Praktek	Lokasi	Paral pembimbing	
				Koord Lapangan	Public Relation
1.	21/11/23 KAWA	- Input data di HTS dic - Input data shipment list - Verification invoice fact - Shipment plan for container	OP	<i>[Signature]</i>	<i>[Signature]</i>
2.	21/11/23 KAWA	- Shipment cost - Input data di HTS dic - Verification invoice document - Upload invoice no fcd	OP	<i>[Signature]</i>	<i>[Signature]</i>
3.	22/11/23 KAWA	- Input shipment cost - Checking TP container/number bar - Checking Bill of lading number	OP	<i>[Signature]</i>	<i>[Signature]</i>
4.	23/11/23 KAWA	- Input data di HTS dic - Verification invoice document - Input shipment cost	OP	<i>[Signature]</i>	<i>[Signature]</i>
5.	24/11/23 Jumbab	- menginputkan complete vendorship - Upload invoice JSP and bar code - Checking cost TP - Input data di HTS dic - Verification invoice document	OP	<i>[Signature]</i>	<i>[Signature]</i>

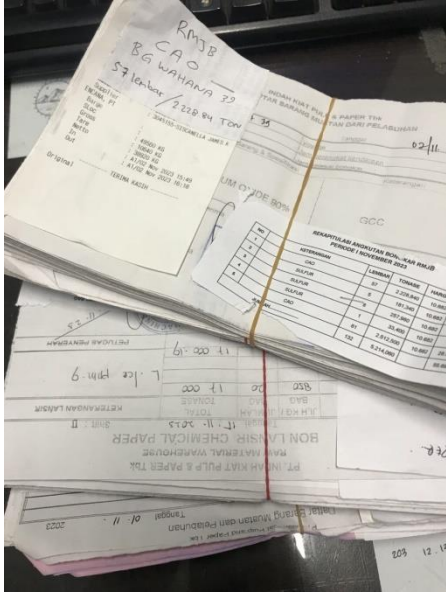
NO.	WORKING	EXPLANATION
1.		<p>An invoice control system (ICS) refers to a set of processes, tools, and procedures designed to manage and regulate the issuance, receipt, and processing of invoices within a business or organization. this report must be adjusted to the invoice document, if the cost report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

# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Ningsih  
 Lembaga Pendidikan : Pelita Purnama Medan Bangkalis  
 Jurusan/Prodi : Pelaksanaan / B. Informatika  
 Tanggal Praktek : .....  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Mur Rani











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	27/11/23 Senin	• tugas daily di HRS • checking bill untuk chemical paper/paper • tugas daily di HRS & HRS • verifikasi invoice document • verifikasi invoice document	Op	<i>[Signature]</i>	<i>[Signature]</i>
2.	28/11/23 Selasa	• verifikasi invoice document • tugas daily di HRS & HRS • verifikasi invoice document • verifikasi invoice document	Op	<i>[Signature]</i>	<i>[Signature]</i>
3.	29/11/23 Rabu	• tugas daily di HRS & HRS • tugas daily di HRS & HRS • verifikasi invoice document • verifikasi invoice document	Op	<i>[Signature]</i>	<i>[Signature]</i>
4.	30/11/23 Kamis	• tugas daily di HRS & HRS • tugas daily di HRS & HRS • verifikasi invoice document • verifikasi invoice document	Op	<i>[Signature]</i>	<i>[Signature]</i>
5.	01/12/23 Jumat	• checking bill paper • tugas daily di HRS & HRS • verifikasi invoice document	Op	<i>[Signature]</i>	<i>[Signature]</i>

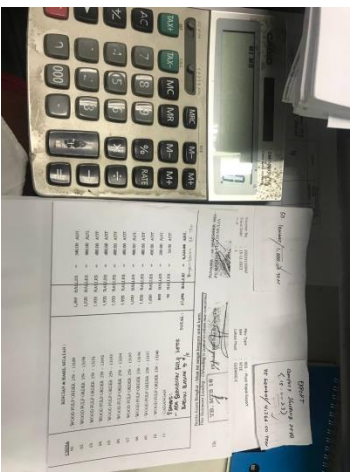
NO.	WORKING	EXPLANATION
1.		<p>Checking the chemical paper bill is the cost of transporting the container. The company is only a vendor providing trailer services, operators and weight or items.</p>

# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Nugrah  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prod : Bekasir / Dg Bekasir  
 Tanggal Praktek : 4 September 2023  
 Penempatan Unit : Divisi Bekasir  
 Koord. Lapangan : Nur Ayu

No	Tanggal	Materi Praktek	Lokasi	Pilot pendamping	
				Koord Lapangan	Public Relation
1	4/11/23 Sewu	- TO count dan loading pulp Bill / weight & short distance	Op		
2	5/11/23 Seloan	- upload invoice ke ffd - shipment plan for container - verification invoice document Pulpa & pulp - input data ke HMI & ICS	Op		
3	6/11/23 Paku	- Verification invoice document PT Karya Pura Andri - input data ke HMI & ICS - shipment plan for container	Op		
4	7/11/23 Kawili	- input data ke HMI & ICS - Verification invoice document Jasasema Mandiri - TO count dan loading pulp	Op		
5	8/11/23 Jumate	- input data ke HMI & ICS - Verification invoice document - TO count dan loading chemical pulp	Op		

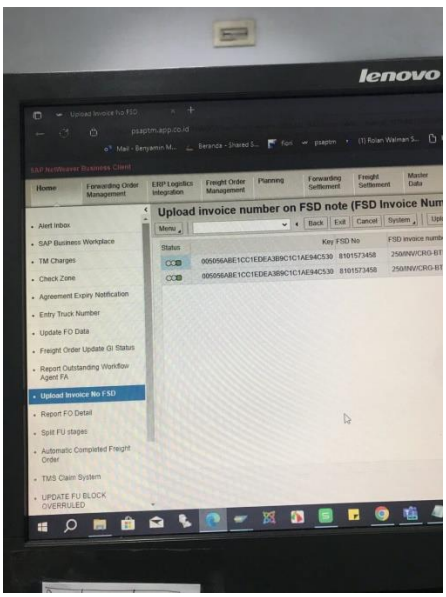
NO.	WORKING	EXPLANATION
1.		<p>Checking the chemical paper bill is the cost of transporting the container. The company is only a vendor providing trailer services, operators and weight or items.</p>

# DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Laksa Ningih  
 Lembaga Pendidikan : Widyaiswasta Negeri Denpasar  
 Jurusan/Prodi : Bahasa / D.3. Bahasa  
 Tanggal Praktek : 9 September / 9 Januari  
 Penempatan Unit : Niaga Logistik  
 Koord. Lapangan : Nur Anis

No	Tanggal	Materi Praktek	Lokasi	Part of pembelajaran	
				Koordinat Lapangan	Public Relation
1	10/10/23 Senin	• input data export bahan dari transportasi ekspor custom • input data barang within main transportation export system • to ensure logistic operational Paper Plant	Op	[Signature]	[Signature]
2	10/10/23 Selasa	• input data di HRS & ICS • Verification invoice document di HRS & ICS • to ensure logistic operational Paper Plant	Op	[Signature]	[Signature]
3	11/10/23 Rabu	• input data di HRS & ICS • Verification invoice document di HRS & ICS • Verification invoice document di HRS & ICS	Op	[Signature]	[Signature]
4	14/10/23 Sabtu	• input data di HRS & ICS • Verification invoice document di HRS & ICS • to ensure logistic operational, machinery, less & trans	Op	[Signature]	[Signature]
5	15/10/23 Jumat	• input data di HRS & ICS • Verification invoice document di HRS & ICS • upload invoice no 314	Op	[Signature]	[Signature]

NO.	WORKING	EXPLANATION
1.		Input No Invoice from FSD. This activity is to ensure whether the invoice no that has been input from the ICS is correct or not.

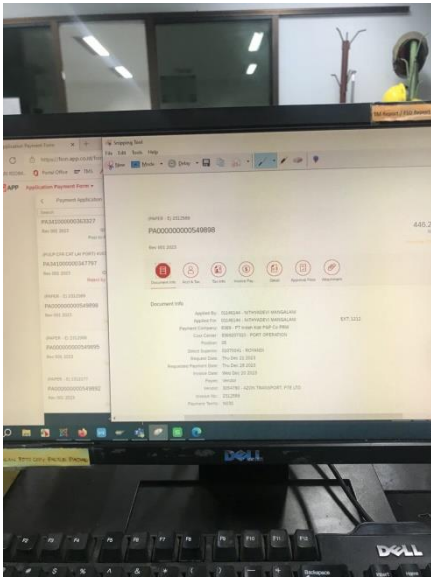


## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Dea Cahya Mingsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Babak / 09 BIPPT  
 Tanggal Praktek : 3 Desember - 9 Januari  
 Penempatan Unit : Unit Logistik  
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	18/12/23 Lerin	- Verifikasi klaim pengembalian material - Shipment plan for containers input data at HTS files - Verification invoice document	OP	<i>[Signature]</i>	<i>[Signature]</i>
2.	19/12/23 Setiwo	- Input data at HTS files - Verification invoice document - Pt. Pabean samudra uakab - Verification invoice document - PT Garuda Express	OP	<i>[Signature]</i>	<i>[Signature]</i>
3.	20/12/23 Babu	- Input data at HTS files - Verification invoice document - Jember mandiri - Verification invoice document - PT Garuda Express	OP	<i>[Signature]</i>	<i>[Signature]</i>
4.	21/12/23 Kamili	- Input data at HTS files - Verification invoice document - PT Van Logistics Indonesia - Shipment plan per container - Shipment cost	OP	<i>[Signature]</i>	<i>[Signature]</i>
5.	22/12/23 Jurnal	- Capture Payment Application - Update Payment Invoice - Update Logbook - Update Accounting Expense Report	OP	<i>[Signature]</i>	<i>[Signature]</i>


NO.	WORKING	EXPLANATION
1.		<p>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.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : DR. Cahya Nugrah  
 Lembaga Pendidikan : Universitas Negeri Semarang  
 Jurusan/Prodi : Bahasa dan Sastra  
 Tanggal Praktek : 1 September - 5 Januari  
 Penempatan Unit : Divisi Logistik  
 Koord. Lapangan : Mu. Anji

No	Tanggal	Materi Praktek	Lokasi	Panel pembimbing	
				Koord Lapangan	Public Relation
1.	25/12/23 Senin	Panggang Merah Kaki / Kaki	#		
2.	26/12/23 Selasa	- Mengkaji ulang pengangkutan material - Input data ke sistem - verifikasi invoice dokumen PT. Indah Kiat Pulp	OP		
3.	27/12/23 Rabu	- 20 contoh term dokumen paper - Mengetik data ke sistem - Input data ke sistem - verifikasi invoice dokumen	OP		
4.	28/12/23 Kamis	- 20 contoh term dokumen paper - Input data ke sistem - verifikasi invoice dokumen PT. Indah Kiat Pulp	OP		
5.	29/12/23 Jumat	- Memeriksa aplikasi form input data ke sistem - upload invoice ke sistem	OP		


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.

## DAILY ACTIVITIES OF THE JOB TRAINING

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

Nama : Des Cahya Ningsih  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Bachelor / D4 Sistem  
 Tanggal Praktek : 1 September - 9 Januari  
 Penempatan Unit : Unit Logistik  
 Koord. Lapangan : Mur Ani

No	Tanggal	Materi Praktek	Lokasi	Penilaian	
				Koord Lapangan	Public Relation
1.	1 Januari 2024	Tanggal Masuk (sambutan baru)			
2.	2 Januari 2024	- input data di HTS ICS - verifikasi nomor dokumen - simpul ke HTS ICS - ke unit lain untuk cek - koordinasi unit	OP	FB	FI
3.	3 Januari 2024	- input data di HTS ICS - verifikasi nomor dokumen - ke unit lain untuk cek - koordinasi unit - ke unit lain untuk cek - koordinasi unit	OP	FB	FI
4.	9 Januari 2024	- input data ke HTS ICS - verifikasi nomor dokumen - ke unit lain untuk cek - koordinasi unit	OP	FB	FI
5.					

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 Apprenticeship

No	Date	Name	ID	Supervisor	Activity
	September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum		Dea Cahya Ningsih	invoice
509	Senin, 4 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah		Safety Training induction
510	Senin, 4 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Safety Training Induction
511	Senin, 4 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah		Safety Training Induction
512	Senin, 4 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		Safety training induction
513	Senin, 4 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		Safety Training Induction
514	Senin, 4 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri		safety training induction
515	Sabtu, 27 Januari 1923	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		

502	Rabu, 6 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah		Meeting preparation and Transfer of work units
503	Selasa, 5 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		Pembagian helm, id card & tugas kerja
504	Selasa, 5 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah		Pembagian Safety tools, ID Card dan pembagian tempat kerja
505	Selasa, 5 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah		Division determination, company data input, and archiving
506	Selasa, 5 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri		pembagian alat safety, panning (id card), dan penempatan tempat plk
507	Selasa, 5 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		1. Pembagian helm & ID card , 2. Pembagian penempatan devisi kerja
508	Selasa, 5 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Pembagian id card & helm, Stempel invoice & SAP invoice
509	Senin, 4 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah		Safety Training induction

No	Tanggal	Nama	Instansi	Detail Kegiatan	Penanggung Jawab	Status
494	Kamis, 7 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	mengecek dan menginput data FSD dan SAP		
495	Kamis, 7 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan data lembaran berdasarkan nama, tanggal & hari		
496	Kamis, 7 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Learning VBI (Vessel Booking Instructions) and Pre-Shipment Documents		
497	Rabu, 6 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menginput data ics dan hts		
498	Rabu, 6 September 2023	Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Laminating ID Card for Vehicle ID		
499	Rabu, 6 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	1. Memilah lembaran kertas Daftar laporan biaya OP/OPT dan FBM perubahan Pekanbaru/Perawang		
500	Rabu, 6 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	SAP invoice, ngeprint shipment plans, ngescan invoice, verifikasi document		
501	Rabu, 6 September 2023	Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input data & pengarsipan		

No	Tanggal	Nama	Instansi	Detail Kegiatan	Penanggung Jawab	Status
486	Jumat, 8 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memilah form data hadir PIC kerja untuk mitra kerja unit OP		
487	Jumat, 8 September 2023	Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Summary of Transportation Slip		
488	Jumat, 8 September 2023	Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Photocopying files, scanning files, Inputting data in ICS, and updating data in Application Portal		
489	Jumat, 8 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menginput data transaction SAP dan mengecek data container tracking		
490	Jumat, 8 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing learning about Pre Shipment Document.		
491	Kamis, 7 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	print payment application, verification on invoice file, input data HTS & ICS		
492	Kamis, 7 September 2023	Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Verification of Invoice files, Photocopying files, Scanning Invoice Files and Input Data at HTS ICS.		
493	Kamis, 7 September 2023	Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input data Heavy Equipment Controlling List, report to SAP, utilization dan report availability		

























No	Tanggal	Nama	Instansi	Detail Kegiatan	Aksi
478	Selasa, 12 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	cek, menprint, menscan, bikin barcode, cap data, dan unboxing paket	
479	Senin, 11 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	verification on invoice files, inputdata at HTS&CS	
480	Senin, 11 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	cek nomor PO, BM plot mobil, cap dokumen masuk	
481	Senin, 11 September 2023	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Checking and Verification data	
482	Senin, 11 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Preparing Pre-Shipment Doc and VBI	
483	Senin, 11 September 2023	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input data, terima telpon, scan berkas, antar berkas dan arsip berkas	
484	Senin, 11 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memilah & memeriksa	
485	Jumat, 8 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	input data at HTS&CS, SAP INVOICE	

470	Rabu, 13 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memperbaiki form internal inspeksi, penandatanganan laporan inspeksi dan laporan ceklis harian	
471	Rabu, 13 September 2023	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Scan, monitoring, input data, arsip, update absensi	
472	Rabu, 13 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Sending Company Document to Bea Cukai and preparing ekspor file for Slovenia and Croatia client's	
473	Selasa, 12 September 2023	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Scanning, Photocopying, verify, sorting, stamp and input data in ICS	
474	Selasa, 12 September 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Sending ekspor documents to Nigeria by SOP	
475	Selasa, 12 September 2023	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Scan, FC, arsip, TTD, input data, belajar untuk monitoring DPPK	
476	Selasa, 12 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification container yard operasional unit, input data HTS&CS	
477	Selasa, 12 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Scan & memilah serta mengurutkan	

No	Tgl	NIK	Nama	NIK	Nama	Detail	Aksi
462	Kamis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	Haris Hakimullah	5504201006 - Haris Hakimullah	Haris Hakimullah	Input and sending document for client Mexico and Guetamala	
463	Kamis, 14 September 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Desy Susanti	Monitoring, FC, input data, mengantar berkas	
464	Kamis, 14 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	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	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Dea Cahya Ningsih	Scanning invoice files, PPF delivery change, Print payment, Input Data HTS&ICS	
466	Kamis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Wyanda Rahima Putri	menghitung jumlah kontainer, menjumlahkan tonase, mengecek data	
467	Rabu, 13 September 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	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	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Dea Cahya Ningsih	Verification bon trailer	
469	Rabu, 13 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Wyanda Rahima Putri	fc billing sale, input data payment, cek surat dan jumlah kontainer	

























No	Tgl	NIK	Nama	NIK	Nama	Detail	Aksi
454	Senin, 18 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Jessica Cristine Siagian	Minta Tanda tangan, Cap, FC, Penandatanganan Daftar hadir, memasukkan lembaga ke map, Membedakan	
455	Jumat, 15 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Dea Cahya Ningsih	input data at HTS&ICS, Print Payment Application	
456	Jumat, 15 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Wyanda Rahima Putri	Rekap jasa tama	
457	Jumat, 15 September 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Nur Aisyah	Verify details of the cargo, checking the vehicle plate and number of PO	
458	Jumat, 15 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Haris Hakimullah	Learning PindoDeli Document	
459	Jumat, 15 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Jessica Cristine Siagian	Penandatanganan, Mengganti nama Map, Menghitung Surat	
460	Jumat, 15 September 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Desy Susanti	Monitoring, summary, informasi, telpon, orsip	
461	Kamis, 14 September 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Nur Aisyah	Checking and verify container yard operational unit	

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No	Tgl	Nama	Instansi	Detail Kegiatan	Aksi
446	Selasa, 19 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing summarize the Pindo Deli material Document	  
447	Selasa, 19 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	input dan cek data intern mill, scan data	  
448	Selasa, 19 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memfotocopy, Memasukkan & Mengganti nama map, Me-scan, Belajar mengisi update absensi	  
449	Senin, 18 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Stempel Invoice, Verification Daftar Laporan Biaya OPP/OPT	  
450	Senin, 18 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Summarize Jasatama costs in spreadsheet, verify trucking fare data and input invoice in ICS	  
451	Senin, 18 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	rekap jasa tarna, input data, cek PSA	  
452	Senin, 18 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	HECL Arsip, SOT, Input PBK, update absensi	  
453	Senin, 18 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Summarising material and Pick up the printer	  

























26°C Berawan 7:30 16/01/2024

























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No	Tgl	Nama	Instansi	Detail Kegiatan	Aksi
438	Rabu, 20 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification Invoice files, SAP Invoice, Print Shipping Schedule	  
439	Rabu, 20 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, HECL, PPT, SCAN	  
440	Rabu, 20 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	input data, scan dan print dokumen, cek dokumen	  
441	Rabu, 20 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Making ekspor documents for Spain client's	  
442	Rabu, 20 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Mengisi Note, Penandatanganan, Memasukkan ke map, Tanda tangan Form, Me-scan	  
443	Selasa, 19 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input Data at HTS&ICS, Print Shimpent Plan, Verification Close TP, Stempel Invoice	  
444	Selasa, 19 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, HECL, update absensi, TTD PHB, telepon, scan	  
445	Selasa, 19 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Verify trucking fare data and check every invoice for travel document	  

























26°C Berawan 7:30 16/01/2024



No	Tanggal	Nama	NIK	Instansi	Tugas	Aksi
430	Jumat, 22 September 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015	5504201006 - Haris Hakimullah	Preparing eksport document for Bulgaria n Italy client	  
431	Kamis, 21 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Input Summary of TSR	  
432	Kamis, 21 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004	5504201008 - Dea Cahya Ningsih	Verification Export Invoice	  
433	Kamis, 21 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, SOTS, report availability, training	  
434	Kamis, 21 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004	5504201002 - Jessica Cristine Slagian	Memisahkan lembar surat, memeriksa kelengkapan data, menginput data, TTD, pengarsipan	  
435	Kamis, 21 September 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015	5504201007 - Wyanda Rahima Putri	input data, cap dokumen masuk	  
436	Kamis, 21 September 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015	5504201006 - Haris Hakimullah	Preparing documents for Japan and Spain client's	  
437	Rabu, 20 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Input Summary of TSR on IMTS, Input HTS and ICS	  

422	Senin, 25 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, arsip dan input	  
423	Senin, 25 September 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015	5504201006 - Haris Hakimullah	Learning PindoDeli Document	  
424	Senin, 25 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004	5504201002 - Jessica Cristine Slagian	Tanda tangan, Update Summary	  
425	Jumat, 22 September 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015	5504201007 - Wyanda Rahima Putri	input data ICS dan HTS	  
426	Jumat, 22 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004	5504201002 - Jessica Cristine Slagian	Memfotokopi, MPengarsipan berkas lembar, Memprint, TTD, Belajar summary	  
427	Jumat, 22 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Verify Jasatama Mandiri Expedition, Printing payment application for logsheets	  
428	Jumat, 22 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004	5504201008 - Dea Cahya Ningsih	Verification Jenis barang Bongkar/muat	  
429	Jumat, 22 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, HECL, update laporan Summary of Transportation Slip	  

No	Tanggal	Nama	Instansi	Detail Kegiatan	Aksi
414	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Printing and Checking Invoice files	  
415	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input HECL, konfirmasi, Input Trucking	  
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	  
419	Senin, 25 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification jenis barang bongkar/muat	  
420	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and verify Invoice files	  
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, cek dokumen masuk	  

406	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input HECL dan arsip	  
407	Rabu, 27 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	  
408	Rabu, 27 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verifikasi rekap tagihan pengangkutan tissue	  
409	Rabu, 27 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	bikin logsheet, training sheetment cost, ICS dan HTS	  
410	Rabu, 27 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, merapikan dan arsip, fc	  
411	Rabu, 27 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning step to make Pra-Shippment document and making weekly report	  
412	Rabu, 27 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Fc	  
413	Selasa, 26 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS	  

	2023					
398	Senin, 2 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Briefing, Scan, pengarsipan berkas lembaran, Menyusun Silo/Sio		
399	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
400	Jumat, 29 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verifikasi jenis barang bongkar/muat, input data at HTS&ICS		
401	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, verifikasi dokumen performa		
402	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, menyamakan dokumen/verifikasi dokumen		
403	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn step to make Pra-Shipment document		
404	Jumat, 29 September 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Belajar & Mengisi		
405	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda	buat TMS, input data ICS, menyamakan dokumen		

	2023	M.Pd	Rahima Putri			
390	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, arsip		
391	Selasa, 3 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Memisahkan&Ttd, Memeriksa		
392	Selasa, 3 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing Eksport document Tissue Product to USA		
393	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
394	Senin, 2 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Print Payment Application, verifikasi adpel jenis barang bongkar/muat, input data at HTS&ICS		
395	Senin, 2 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data ICS dan HTS, verifikasi TMS, menghitung bon		
396	Senin, 2 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Document preparation for client of Spain		
397	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, DOPDRG, berita acara, HECL, Training		



















































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No	Tgl	Nama	Instansi	Uraian	Aksi
382	Rabu, 4 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at TMS, Upload Invoice number, Input data Hts&Ics	
383	Rabu, 4 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input ICS, print data payment, menghitung bon container	
384	Rabu, 4 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
385	Rabu, 4 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Excel, input data dan audit	
386	Rabu, 4 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Horis Hakimullah	Pick up and deliver paper stock from PT to branch offices	
387	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
388	Selasa, 3 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at TMS, Input data at HTS&ICS, Stempel invoice	
389	Selasa, 3 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon, buat logsheet, cap dokumen baru, to Se verifikasi nomor payment dan bikin barcode	

























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











373	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, and input	
374	Jumat, 6 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verifikasi Invoice files	
375	Jumat, 6 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi dokumen invoice atau pajak, menjumlahkan rekapitulasi bongkar kapal empty, menghitung bon	
376	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
377	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input dan training	
378	Kamis, 5 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at ICS, Verifikasi Jenis barang bongkar/muat, Print Shipment plan	
379	Kamis, 5 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon dan tonase, verifikasi nomor container, input ICS dan HTS, verifikasi TMS dan no PO	
380	Kamis, 5 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Horis Hakimullah	Checking and learning HS CODE SEA	
381	Kamis, 5 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Ngeprint	

























No	Tanggal	Nama	Instansi	Detail Kegiatan	Aksi
365	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, konfirmasi, dan belajar	  
366	Senin, 9 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data shipment cost, verification invoice file	  
367	Senin, 9 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Sri Lanka client's	  
368	Senin, 9 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Pengarsipan data	  
369	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	  
370	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and Scanning Invoice files	  
371	Jumat, 6 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Making weekly report document	  
372	Jumat, 6 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan dokumen, Pemeriksaan data	  

357	Selasa, 10 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung tonase, cek jasatama, membuat logsheet	  
358	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents	  
359	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Input	  
360	Selasa, 10 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, input data shipment cost, Verification invoice Files	  
361	Selasa, 10 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Scan & FC, TTD	  
362	Selasa, 10 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Understanding type of eksport document (monitoring by mentor)	  
363	Senin, 9 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input HTS, verifikasi TMS, verifikasi no PO, scan data faktur pajak	  
364	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents	  

No	Tanggal	Nama	Instansi	Tugas	Status
349	Kamis, 12 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Nigeria's client	  
350	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Alsyah	Working on Invoice Documents	  
351	Rabu, 11 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification invoice files	  
352	Rabu, 11 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	cek PO jasatama, verifikasi PO, create shippment cost, scan dokumen	  
353	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, revisi, input	  
354	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Alsyah	Working on Invoice Documents	  
355	Rabu, 11 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Making resume about import eksport section and send it to public relations	  
356	Rabu, 11 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD dokumen	  

No	Tanggal	Nama	Instansi	Tugas	Status
341	Jumat, 13 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	  
342	Jumat, 13 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	cek PO jasatama, verifikasi PO, create shippment cost, scan dan verifikasi dokumen, fc bon kontainer	  
343	Jumat, 13 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input, arsip	  
344	Jumat, 13 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Preparing document for Australia's client and pickup new uniform for PindoDell's employee	  
345	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Izin	  
346	Kamis, 12 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Print Shipment plan, input data at HTS&ICS, Verification Future Agency	  
347	Kamis, 12 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	cek PO jasatama, verifikasi PO, create shippment cost, menghitung tonase, verifikasi joblist	  
348	Kamis, 12 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Izin	  

No	Tanggal	Nama	Instansi	Detail Kegiatan	Aksi
333	Selasa, 17 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi dan input	  
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.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	  
338	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input	  
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	  

325	Rabu, 18 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input	  
326	Rabu, 18 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Scanning Invoice Files, Print Shipment Plan, Verification Rekap tagihan pape	  
327	Rabu, 18 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi PO, cek jasatama pulp/paper, upload data kapal, input ICS dan HTS, veri TMS	  
328	Rabu, 18 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	  
329	Rabu, 18 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about attachment document on v legal	  
330	Selasa, 17 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification DO FEE IN SPORE	  
331	Selasa, 17 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	update dan upload data, cap dokumen	  
332	Selasa, 17 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, kegiatan Audit	  

No	Tanggal	Nama	Instansi	Detail Kegiatan	Status
317	Jumat, 20 Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Fc	
318	Jumat, 20 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about submission data on V-Legal	
319	Kamis, 19 Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification rekap tagihan pengangkutan sparepart, Print shipment plan	
320	Kamis, 19 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data HTS, verifikasi TMS, update report HTS	
321	Kamis, 19 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan merapikan	
322	Kamis, 19 Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Ttd	
323	Kamis, 19 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning making submission data on V-Legal	
324	Kamis, 19 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input	

No	Tanggal	Nama	Instansi	Detail Kegiatan	Status
309	Senin, 23 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	scan dokumen jasatama , verifikasi dokumen summary of transportation slip report	
310	Senin, 23 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, and input	
311	Senin, 23 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	
312	Senin, 23 Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input HTS, input data Shipment cost, Input HTS&ICS, Verification invoice files, Print PA Close TP	
313	Senin, 23 Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, memilah berkas, scan & fc	
314	Senin, 23 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Making eksport document for client of Iraq and Costa Rica	
315	Jumat, 20 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	IZIN	
316	Jumat, 20 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, membuat tabel, input	



















































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301	Rabu, 25 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD. Membuat laporan, Mengisi laporan	
302	Rabu, 25 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Learn how to create PEB Documents	
303	Selasa, 24 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi dokumen performa, create shipment, verifikasi dokumen entry	
304	Selasa, 24 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring and upload	
305	Selasa, 24 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	do invoice task	
306	Selasa, 24 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data shipment cost, input data HTS&ICS, Print shipment plan, Scanning future agency	
307	Selasa, 24 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD. Membuat laporan	
308	Selasa, 24 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd,	5504201006 - Haris	Understanding pabean document	

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293	Kamis, 26 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	
294	Kamis, 26 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, Input data at HTS&ICS, Upload TMS, Print Shipment Plan	
295	Kamis, 26 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
296	Kamis, 26 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing learning how to make PEB Documents	
297	Rabu, 25 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi billing payment, verivikasi B/L, scan dokumen invoice	
298	Rabu, 25 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, arsip, and input	
299	Rabu, 25 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	
300	Rabu, 25 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data shipment cost, Verification invoice files, input data at ICS, Print PA	

























No	Tgl	Nama	Instansi	Uraian	Aksi
285	Jumat, 27 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menghitung tonase, cek jasatama, create ahippment cost, mengitung container	  
286	Jumat, 27 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, Arsip and input	  
287	Jumat, 27 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	  
288	Jumat, 27 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Upload data at TMS, input data at Hts&Ics, Verification invoice files	  
289	Jumat, 27 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Grouping document shipment plan for container	  
290	Jumat, 27 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siaglon	memilah berkas, scan dokumen, ttd	  
291	Kamis, 26 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi billing payment, input TMS, create shipment, cek jasatama pulp/paper	  
292	Kamis, 26 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, arsip and upload	  

























No	Tgl	Nama	Instansi	Uraian	Aksi
277	Selasa, 31 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siaglon	Ttd	  
278	Selasa, 31 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	  
279	Senin, 30 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification container yard operasional, input data at HTS&ICS, Verification invoice file nya	  
280	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	  
281	Senin, 30 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon container, shippment cost, shippment trucking	  
282	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring dan arsip	  
283	Senin, 30 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siaglon	TTD, Belajar, mengunjungi lokasi pelabuhan	  
284	Senin, 30 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	  

No	Tanggal	Nama	Instansi	Tugas	Status
269	Rabu, 1 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	update nomor URN, input ICS dan HTS, verifikasi TMS, menghitung material	
270	Rabu, 1 November 2023	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input, konfirmasi	
271	Rabu, 1 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Pendaftaran nama,	
272	Rabu, 1 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Preparing PEB documents	
273	Selasa, 31 Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice file,input data at HTS&ICS, Payment application, Scanning future agency	
274	Selasa, 31 Oktober 2023	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
275	Selasa, 31 Oktober 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	shippment trucking, shippment cost, cek PO jasatama, create URN	
276	Selasa, 31 Oktober 2023	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan arsip	

261	Kamis, 2 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201009 - Dea Cahya Ningsih	Shipment plan for container, verification shipment plan, input data at HTS&ICS, Verification invoice	
262	Kamis, 2 November 2023	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
263	Kamis, 2 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	mengitung material, input ICS dan HTS, verifikasi TMS	
264	Kamis, 2 November 2023	Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input	
265	Kamis, 2 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, memilah berkas	
266	Kamis, 2 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
267	Rabu, 1 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files,input data at HTS&ICS, Shipment plan for container	
268	Rabu, 1 November 2023	Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	



No	Tanggal	Nama	Instansi	Tugas	Aksi
253	Senin, 6 November 2023	Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	  
254	Senin, 6 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Checking ekspor FEB documents	  
255	Jumat, 3 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification invoice files	  
256	Jumat, 3 November 2023	Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	  
257	Jumat, 3 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon scalling ticket	  
258	Jumat, 3 November 2023	Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, upload and input	  
259	Jumat, 3 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat surat	  
260	Jumat, 3 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents	  

245	Selasa, 7 November 2023	Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input	  
246	Selasa, 7 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, create URN/ barcode, create nomor PA	  
247	Selasa, 7 November 2023	Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	  
248	Selasa, 7 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents	  
249	Senin, 6 November 2023	Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	izin	  
250	Senin, 6 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at hts & ics, shipment cost	  
251	Senin, 6 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan	  
252	Senin, 6 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon berita acara bongkar- muat	  

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No	Tgl	Uraian	Waktu	Uraian	Uraian	Uraian
237	Rabu, 8 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input shipment cost, verification invoice files, input data at hts&ics, advance payment application		
238	Rabu, 9 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Memilah dan Pengarsipan		
239	Rabu, 8 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input		
240	Rabu, 9 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, edit FSD disistem SAP, verifikasi nomor PA, create nomor URN/ barcode, input URN		
241	Rabu, 8 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
242	Rabu, 9 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to classify FEB documents		
243	Selasa, 7 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input shipment cost, shipment plan for container		
244	Selasa, 7 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, memilah dan pengarsipan		

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229	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
230	Jumat, 10 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving FEB documents that has been checked		
231	Kamis, 9 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at hts&ics, verificatin invoice files, verification plan futere agency		
232	Kamis, 9 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD		
233	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input, dan observasi		
234	Kamis, 9 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	edit FSD disistem SAP, verifikasi TMS, create URN/ barcode, verifikasi invoice		
235	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
236	Kamis, 9 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to classify FEB documents		

No	Tanggal	Nama	Instansi	Tugas	Status
221	Senin, 13 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
222	Senin, 13 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi payment, shippment cost, cek no po pulp/paper	
223	Senin, 13 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Learning how to make PEB Documents	
224	Senin, 13 November 2023	Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
225	Jumat, 10 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Shipment plan for container, upload invoice ni fsd, scanning future agency, input data at hts&ics	
226	Jumat, 10 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
227	Jumat, 10 November 2023	Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input	
228	Jumat, 10 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	input ITRS, create logsheet, input ICS dan HTS, verifikasi S&TMS	

213	Selasa, 14 November 2023	Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan arsip	
214	Selasa, 14 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon lansir, verifikasi tagihan SBP, verifikasi tagihan bongkar empty dan tagihan loading	
215	Selasa, 14 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification invoice files, Shipment plan for container	
216	Selasa, 14 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
217	Selasa, 14 November 2023	FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about PEB documents	
218	Selasa, 14 November 2023	Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
219	Senin, 13 November 2023	Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input, arsip	
220	Senin, 13 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&ICS, Upload invoice no fsd, shipment plan for container	

No	Tanggal	Nama	Instansi	Uraian Kegiatan	Status
205	Kamis, 16 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
206	Kamis, 16 November 2023	Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
207	Rabu, 15 November 2023	Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
208	Rabu, 15 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi PA, verifikasi tagihan bongkar, input ICS dan HTS, verifikasi TMS	
209	Rabu, 15 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&ICS	
210	Rabu, 15 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, upload	
211	Rabu, 15 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
212	Rabu, 15 November 2023	Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	

No	Tanggal	Nama	Instansi	Uraian Kegiatan	Status
197	Jumat, 17 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	izin antar berkas beasiswa ke siak	
198	Jumat, 17 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Penginputan data, upload	
199	Jumat, 17 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Checking the loading vessel	
200	Jumat, 17 November 2023	Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
201	Kamis, 16 November 2023	Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
202	Kamis, 16 November 2023	FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, cek PO pulp/ paper, input HTS	
203	Kamis, 16 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at Hts&ics, shipment plan for container	
204	Kamis, 16 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD	

	2023	GUNAWAN, S.S., M.Hum	ringsari		
189	Senin, 20 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, pendataan nama	
190	Senin, 20 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, dan arsip	
191	Senin, 20 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
192	Senin, 20 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi advance, TMS, input data ITRS	
193	Senin, 20 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, input shipment cost, shipment plan for container, verification invoice files	
194	Senin, 20 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
195	Jumat, 17 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
196	Jumat, 17 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	izin	

	2023	M.Pd	Rahima Putri		
181	Rabu, 22 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
182	Rabu, 22 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
183	Selasa, 21 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Penginputan data, upload data	
184	Selasa, 21 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
185	Selasa, 21 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
186	Selasa, 21 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data ITRS, data trucking, data invoice	
187	Selasa, 21 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
188	Selasa, 21 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input shipment cost, input data at hts&ics, verification invoice files, upload invoice no fsd	

























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























No	Tgl	Waktu	Nama	Instansi	Uraian	Aksi
173	Kamis, 23 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
174	Kamis, 23 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving FEB documents that has been checked		
175	Kamis, 23 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice		
176	Kamis, 23 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice		
177	Rabu, 22 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan		
178	Rabu, 22 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input		
179	Rabu, 22 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents		
180	Rabu, 22 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, create new logsheet, input pridouc report dan HTS		

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165	Jumat, 24 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice		
166	Jumat, 24 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
167	Jumat, 24 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD		
168	Jumat, 24 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	edit FSD disistem SAP, verifikasi TMS, create URN/ barcode, HTS dan ICS		
169	Jumat, 24 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input dan arsip		
170	Jumat, 24 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Checking transport ship documents for export		
171	Kamis, 23 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, menulis note business pengembalian barang bekas		
172	Kamis, 23 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Input dan Arsip		



No	Tanggal	Nama	Instansi	Detail	Tipe	Aksi
157	Selasa, 28 November 2023	FANALISA ELFA, S.Pd., M.Pd.	198510082019032015 -	5504201007 - Wyanda Rahima Putri	invoice	  
158	Selasa, 28 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 -	5504201009 - Nur Aisyah	Invoice	  
159	Senin, 27 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 -	5504201008 - Dea Cahya Ningsih	Invoice	  
160	Senin, 27 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 -	5504201002 - Jessica Cristine Siagian	TTD, belajar dan memasang	  
161	Senin, 27 November 2023	FANALISA ELFA, S.Pd., M.Pd.	198510082019032015 -	5504201006 - Haris Hakimullah	Classifying FEB documents	  
162	Senin, 27 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 -	5504201003 - Desy Susanti	Monitoring, dan input	  
163	Senin, 27 November 2023	FANALISA ELFA, S.Pd., M.Pd.	198510082019032015 -	5504201007 - Wyanda Rahima Putri	verifikasi TMS, ICS, HTS, shipment cost, barcode	  
164	Senin, 27 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 -	5504201009 - Nur Aisyah	Invoice	  

149	Rabu, 29 November 2023	FANALISA ELFA, S.Pd., M.Pd.	198510082019032015 -	5504201006 - Haris Hakimullah	Archiving FEB documents	  
150	Rabu, 29 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 -	5504201003 - Desy Susanti	Input dan orsip	  
151	Rabu, 29 November 2023	FANALISA ELFA, S.Pd., M.Pd.	198510082019032015 -	5504201007 - Wyanda Rahima Putri	invoice	  
152	Rabu, 29 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 -	5504201009 - Nur Aisyah	Invoice	  
153	Selasa, 28 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 -	5504201008 - Dea Cahya Ningsih	Invoice	  
154	Selasa, 28 November 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 -	5504201002 - Jessica Cristine Siagian	TTD	  
155	Selasa, 28 November 2023	FANALISA ELFA, S.Pd., M.Pd.	198510082019032015 -	5504201006 - Haris Hakimullah	Classifying FEB documents that has been checked before	  
156	Selasa, 28 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 -	5504201003 - Desy Susanti	Monitoring	  

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2023					
141	Kamis, 30 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
142	Kamis, 30 November 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
143	Kamis, 30 November 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
144	Kamis, 30 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of Lima Sentosa 3002 LM 2330	
145	Kamis, 30 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input dan Arsip	
146	Kamis, 30 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
147	Rabu, 29 November 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
148	Rabu, 29 November 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Menulis surat, Memilah & menggabungkan	

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133	Senin, 4 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
134	Senin, 4 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
135	Jumat, 1 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
136	Jumat, 1 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
137	Jumat, 1 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
138	Jumat, 1 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Mengisi ceklis	
139	Jumat, 1 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MMSS 2506 36100E	
140	Jumat, 1 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input dan training	
141	Kamis, 30	198710132022032004 -	5504201009 -	Invoice	



No	Tanggal	Nama	Instansi	Jenis Kegiatan	Status
125	Selasa, 5 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
126	Selasa, 5 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data	
127	Selasa, 5 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
128	Selasa, 5 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
129	Senin, 4 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
130	Senin, 4 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan arsip	
131	Senin, 4 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship documents of MMSS 2711 OYG5KE	
132	Senin, 4 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	

117	Rabu, 6 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
118	Rabu, 6 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input.	
119	Rabu, 6 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
120	Rabu, 6 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, menandai jadwal shift	
121	Rabu, 6 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
122	Rabu, 6 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
123	Selasa, 5 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
124	Selasa, 5 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan LOP	

No	Tanggal	Nama	Instansi	Jenis Dokumen	Status
109	Jumat, 8 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input, arsip	
110	Jumat, 8 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
111	Kamis, 7 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
112	Kamis, 7 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
113	Kamis, 7 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, arsip, input and tour	
114	Kamis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents that has been checked before	
115	Kamis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
116	Kamis, 7 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, Tour Jetty	

No	Tanggal	Nama	Instansi	Jenis Dokumen	Status
101	Senin, 11 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti		
102	Senin, 11 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 128 PS375	
103	Senin, 11 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, Pengupload -an dan print summary	
104	Senin, 11 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
105	Jumat, 8 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
106	Jumat, 8 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
107	Jumat, 8 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
108	Jumat, 8 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, upload data	

		2023	M.Pd	Rahima Putri		
93	Selasa, 12 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice		
94	Selasa, 12 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
95	Selasa, 12 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti			
96	Selasa, 12 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Pengupload -an dan print summary		
97	Selasa, 12 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents		
98	Selasa, 12 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice		
99	Senin, 11 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice		
100	Senin, 11 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		

				Siagian		
85	Kamis, 14 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents that has been checked		
86	Kamis, 14 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice		
87	Rabu, 13 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice		
88	Rabu, 13 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice		
89	Rabu, 13 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti			
90	Rabu, 13 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents		
91	Rabu, 13 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat laporan, Mengisi ceklis		
92	Rabu, 13 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice		

No	Tanggal	Nama	Identitas	Detail	Aksi
77	Jumat, 15 Desember 2023	Pretti Ristro, S.Pd, M.Ed.	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	
78	Jumat, 15 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	
79	Jumat, 15 Desember 2023	FANALISA ELFA, S.Pd, M.Pd	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	
80	Jumat, 15 Desember 2023	FANALISA ELFA, S.Pd, M.Pd	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	
81	Kamis, 14 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	
82	Kamis, 14 Desember 2023	Pretti Ristro, S.Pd, M.Ed.	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	
83	Kamis, 14 Desember 2023	Pretti Ristro, S.Pd, M.Ed.	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	
84	Kamis, 14 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	

69	Senin, 18 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	
70	Senin, 18 Desember 2023	Pretti Ristro, S.Pd, M.Ed.	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	
71	Senin, 18 Desember 2023	Pretti Ristro, S.Pd, M.Ed.	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	
72	Senin, 18 Desember 2023	FANALISA ELFA, S.Pd, M.Pd	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	
73	Senin, 18 Desember 2023	FANALISA ELFA, S.Pd, M.Pd	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	
74	Senin, 18 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	
75	Jumat, 15 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	
76	Jumat, 15 Desember 2023	Pretti Ristro, S.Pd, M.Ed.	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	

No	Tanggal	Nama	Divisi	Tipe Kegiatan
61	Rabu, 20 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
62	Rabu, 20 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan
63	Selasa, 19 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
64	Selasa, 19 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice
65	Selasa, 19 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	
66	Selasa, 19 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP I18 PS 479
67	Selasa, 19 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
68	Selasa, 19 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan

53	Kamis, 21 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	
54	Kamis, 21 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents
55	Kamis, 21 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan
56	Kamis, 21 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
57	Rabu, 20 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
58	Rabu, 20 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice
59	Rabu, 20 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	
60	Rabu, 20 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 252 P5046
61	Rabu, 20 Desember 2023	199510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic

No	Tanggal	Nama	Identitas	Jenis Dokumen	Aksi
45	Jumat, 22 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Invoice	[Icons]
46	Jumat, 22 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Invoice	[Icons]
47	Jumat, 22 Desember 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	invoice	[Icons]
48	Jumat, 22 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Desy Susanti	[Icons]
49	Jumat, 22 Desember 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	E-filing transport ship document of MMSS 2708 238024E	[Icons]
50	Jumat, 22 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	TTD	[Icons]
51	Kamis, 21 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Invoice	[Icons]
52	Kamis, 21 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Invoice	[Icons]
53	Kamis, 21 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Invoice	[Icons]

37	Selasa, 26 Desember 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	invoice	[Icons]
38	Selasa, 26 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	TTD	[Icons]
39	Selasa, 26 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Desy Susanti	[Icons]
40	Senin, 25 Desember 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	E-filing transport ship document of LKC 28 v-282358	[Icons]
41	Senin, 25 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Tanggal merah	[Icons]
42	Senin, 25 Desember 2023	FANALISA ELFA, S.Pd., M.Pd	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	divisi logistic	[Icons]
43	Senin, 25 Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	-	[Icons]
44	Senin, 25 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Desy Susanti	[Icons]



















































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29	Rabu, 27 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of LKC 48. L482306	
30	Rabu, 27 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
31	Rabu, 27 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
32	Rabu, 27 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
33	Rabu, 27 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	-	
34	Selasa, 26 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 258 ps044	
35	Selasa, 26 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
36	Selasa, 26 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	

polbeng.siakadcloud.com/siakad/set\_kegiatankn/368

21	Jumat, 29 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
22	Jumat, 29 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
23	Kamis, 28 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
24	Kamis, 28 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
25	Kamis, 28 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
26	Kamis, 28 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
27	Kamis, 28 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
28	Kamis, 28 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	

No	Tanggal	Nama	Identitas	Detail	Aksi
13	Senin, 1 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti		  
14	Senin, 1 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Libur tanggal merah (tahun baru)	  
15	Senin, 1 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	-	  
16	Senin, 1 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	invoice	  
17	Jumat, 29 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti		  
18	Jumat, 29 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of Seagate 23S216E	  
19	Jumat, 29 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	  
20	Jumat, 29 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat laporan, persiapan ruang meeting, pendataan nama sepatu safety	  

5	Rabu, 3 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	  
6	Rabu, 3 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti		  
7	Rabu, 3 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	  
8	Rabu, 3 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penyerahan sepatu	  
9	Selasa, 2 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	  
10	Selasa, 2 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201003 - Desy Susanti		  
11	Selasa, 2 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	  
12	Selasa, 2 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, membuat jadwal	  



Browser tabs: Hasil Cari Yahoo untuk wa web, WhatsApp, Rincian Kegiatan













Address bar: polbeng.siakadcloud.com/siakad/set\_kegiatankn/368

Navigation: Gmail, YouTube, Maps, Translate

Search: Cari Kegiatan

Buttons: Kembali ke Daftar, Tambah

Data Kegiatan	Periode Akademik	2023 Ganjil	Unit	D4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Peserta	Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. Indah Kiat Pulp and Paper (IKPP)
Pembimbing	Nama Kegiatan	Kerja Praktek	Kelompok	

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Kamis, 4 Januari 2024	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	  
2	Kamis, 4 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	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat laporan	  

Windows watermark: Active Windows. Go to Settings to activate Windows.

Taskbar: Type here to search, 25°C Berawan, 7:21 16/01/2024

## Appendix 2 : Apprenticeship Acceptance Letter



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



Pinang Sebatang, 02 Juni 2023

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

Dengan hormat,

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

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

Desy Susanti	5504201003
Nur Aleyah	5504201009
Haris Hakimulah	5504201006
Wyanda Rahimah Putri	5504201007
Dea Cahya Ningsih	5504201008
Jessica Cristine Siagian	5504201002

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

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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

Armada, S.T., M.E.  
Public Affair

Tambahan :  
Disampaikan kepada Yang Terhormat,  
1. ybs

### PT. Indah Kiat Pulp & Paper Tbk

**Head Office** : Utama INDAH KIAT, Jl. Raya Sepung Km.8, Tangerang, Banten 15310, Jakarta - Indonesia  
Telp : (02-21) 5312001 - 02 (hunting), Fax : (02-21) 5312006, 53120095, 5312024-25  
**Liaison Office** : J. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia  
Telp : (02-781) 858888 (hunting), Fax : (02-781) 27502, 33652  
**Mill Site** : J. Raya Minak - Perawang Km 20, Kec. Tutang, Kab. Siak, Siak 28172, Riau - Indonesia  
Telp : (02-781) 91998, 91000 (hunting), Fax : (02-781) 91373, 91376

### Appendix 3 : Apprenticeship Statement Letter



#### 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
NIMNIS	: 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 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



## Appendix 4: Evaluation Report

### EVALUATION RESULTS FROM JOB TRAINING COMPANY APRAISAL PT. INDAH KIAT PULP & PAPER Tbk 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
1.	Discipline	20%	20
2.	Responsibility	25%	25
3.	Adjustment/Adaptation	10%	10
4.	Work Result	30%	29
5.	Behaviour in General	15%	15
Total (1+2+3+4+5)		100%	99

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

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

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

  
 Nur afni  
 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)*