

APPRENTICESHIP REPORT
PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL
OPERATION PORT, LOGISTIC DIVISION

WYANDA RAHIMA PUTRI
5504201007



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

APPROVAL SHEET
APPRENTICESHIP REPORT
PT. INDAH KIAT PULP AND PAPER (IKPP)
EKSPORT IMPORT SECTION

Written as one of the conditions for completing Apprenticeship


Wyanda Rahima Putri
5504201007

Perawang, January 04th 2024

PUBLIC AFFAIR




ARMADI S. SE., M.E.
SAP: 1013966

Advisor


Fanalisa Elfa, S.Pd., M.Pd
NIP. 198510082019032015

Approved by,

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



Aswandi, M.Pd
NIP: 198804122015041004

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **WYANDA RAHIMA PUTRI** Reg. Number **5504201007** who has done the apprenticeship at PT. Indah Kiat Pulp & Paper, in Logistic Division, invoice management section started from September 04th- January 04th 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, January 25th 2024

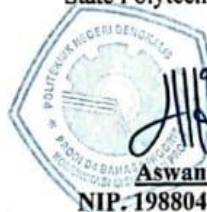
Advisor



Fanalisa Elfa, S.Pd., M.Pd
NIP. 198510082019032015

Approved by,

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



Aswandi, M.Pd
NIP. 198804122015041004

TABLE OF CONTENTS

APPRENTICESHIP REPORT	i
APPROVAL SHEET	ii
ACCEPTANCE SHEET	iii
ACKNOWLEDGMENT	ix
CHAPTER I.....	1
INTRODUCTION.....	1
1.1 Background of the Apprenticeship	1
1.1 Purpose of the Apprenticeship	3
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
CHAPTER II.....	5
GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company Profile.....	5
2.2 Vision and Mission	10
2.3 Kind of Business.....	11
2.4 Organization Structure	11
2.5 The Working Process.....	12
2.6 Document Used for Activity	13
CHAPTER III	15
SCOPE OF THE APPRENTICESHIP.....	15
3.1 Job Description	15
3.2 Place of Apprenticeship.....	15
3.4 Systems and Procedures.....	27
3.5 Obstacle and Solution	35
CHAPTER IV	37
CONCLUSION AND SUGGESTION	37
4.1 Conclusion.....	37
4.2 Suggestion	37
REFERENCES.....	38
APPENDICES.....	39

DAILY ACTIVITIES OF APPRENTICESHIP	48
LIST OF ATTENDANCE	65
APPRENTICESHIP ACCEPTENCE LETTER.....	73
APPRENTICESHIP LETTER.....	74
EVALUATION RESULT	75

LIST OF TABLE

Table 1.1 Office Hours Schedule	4
Table 3.1 Daily Activities of September 04 Th 2023 to September 08 Th 2023.....	16
Table 3.2 Daily Activities of September 11 Th 2023 to September 15 Th 2023.....	16
Table 3.3 Activities of September 18 Th 2023 to September 22 nd 2023.....	17
Table 3.4 Daily Activities of September 25 Th 2023 to September 29 Th 2023.....	17
Table 3.5 Daily Activities of October 02 nd 2023 to October 06 Th 2023	18
Table 3.6 Daily Activities of October 09 Th 2023 to October 13 Rd 2023	19
Table 3.7 Daily Activities of October 16 Th 2023 to October 20 Th 2023.....	19
Table 3.8 Daily Activities of October 23 Rd 2023 to October 27 Th 2023.....	20
Table 3.9 Daily Activities of October 30 Th 2023 to November 03 Rd 2023	20
Table 3.10 Daily Activities of November 06 Th 2023 to November 10 Th 2023	21
Table 3.11 Daily Activities of November 13 Rd 2023 to November 17 Th 2023	22
Table 3.12 Daily Activities of November 20 Th 2023 to November 24 Th 2023	22
Table 3.13 Daily Activities of November 27 Th 2023 to December 01 St 2023.....	23
Table 3.14 Daily Activities of December 04 Th 2023 to December 08 Th 2023	23
Table 3.15 Daily Activities of December 11 St 2023 to December 15 Th 2023	24
Table 3.16 Daily Activities of December 18 Th 2023 to December 22 ^d 2023	25
Table 3.17 Daily Activities of December 25 Th 2023 to December 29 Th 2023	25
Table 3.18 Daily Activities of January 01 St 2024 to January 04 Th 2024	26

LIST OF FIGURES

Figure 2. 1 PT Indah Kiat Pulp & Paper Perawang Tbk.....	5
Figure 2. 2 Organization Structure of PT Indah Kiat Pulp & Paper Tbk.....	12
Figure 2. 3 The working process of Operation Port Division.....	12
Figure 3. 1 Input data at HTS & ICS.....	27
figure 3. 2 Verification invoice documents.....	28
figure 3. 3 Verification TMS.....	29
figure 3. 4 Update Report.....	30
Figure 3. 5 Create shard service center loghsheet.....	30
figure 3. 6 Create URN/ Barcode.....	31
figure 3. 7 Capture payment application.....	32
figure 3. 8 Check PO documents jasatama.....	32
figure 3. 9 Shipment cost.....	33
figure 3. 10 Checking bon chemical.....	34
figure 3. 11 Checking and Calculate Bon Container.....	34
figure 3. 12 Verification of SBP bills.....	35

LIST OF APPENDICES

APPENDIX 1.....	39
APPENDIX 2.....	48
APPENDIX 3.....	64
APPENDIX 4.....	67
APPENDIX 5.....	73
APPENDIX 6.....	74
APPENDIX 7.....	75

