

**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

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## 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 04<sup>th</sup>- January 04<sup>th</sup> 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 25<sup>th</sup> 2024

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## TABLE OF CONTENTS

<b>APPRENTICESHIP REPORT .....</b>	<b>i</b>
<b>APPROVAL SHEET .....</b>	<b>ii</b>
<b>ACCEPTANCE SHEET .....</b>	<b>iii</b>
<b>ACKNOWLEDGMENT .....</b>	<b>ix</b>
<b>CHAPTER I.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 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
<b>CHAPTER II .....</b>	<b>5</b>
<b>GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>5</b>
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
<b>CHAPTER III.....</b>	<b>15</b>
<b>SCOPE OF THE APPRENTICESHIP .....</b>	<b>15</b>
3.1 Job Description .....	15
3.2 Place of Apprenticeship .....	15
3.3 Systems and Procedures .....	27
3.4 Obstacle and Solution .....	35
<b>CHAPTER IV .....</b>	<b>37</b>
<b>CONCLUSION AND SUGGESTION .....</b>	<b>37</b>
4.1 Conclusion .....	37
4.2 Suggestion .....	37
<b>REFERENCES .....</b>	<b>38</b>
<b>APPENDICES.....</b>	<b>39</b>

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

## **LIST OF TABLE**

Table 1.1 Office Hours Schedule .....	4
Table 3.1 Daily Activities of September 04 <sup>Th</sup> 2023 to September 08 <sup>Th</sup> 2023 .....	16
Table 3.2 Daily Activities of September 11 <sup>Th</sup> 2023 to September 15 <sup>Th</sup> 2023 .....	16
Table 3.3 Activities of September 18 <sup>Th</sup> 2023 to September 22 <sup>nd</sup> 2023 .....	17
Table 3.4 Daily Activities of September 25 <sup>Th</sup> 2023 to September 29 <sup>Th</sup> 2023 .....	17
Table 3.5 Daily Activities of October 02 <sup>nd</sup> 2023 to October 06 <sup>Th</sup> 2023 .....	18
Table 3.6 Daily Activities of October 09 <sup>Th</sup> 2023 to October 13 <sup>Rd</sup> 2023.....	19
Table 3.7 Daily Activities of October 16 <sup>Th</sup> 2023 to October 20 <sup>Th</sup> 2023.....	19
Table 3.8 Daily Activities of October 23 <sup>Rd</sup> 2023 to October 27 <sup>Th</sup> 2023.....	20
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 .....	21
Table 3.11 Daily Activities of November 13 <sup>Rd</sup> 2023 to November 17 <sup>Th</sup> 2023.....	22
Table 3.12 Daily Activities of November 20 <sup>Th</sup> 2023 to November 24 <sup>Th</sup> 2023 .....	22
Table 3.13 Daily Activities of November 27 <sup>Th</sup> 2023 to December 01 <sup>St</sup> 2023.....	23
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 .....	24
Table 3.16 Daily Activities of December 18 <sup>Th</sup> 2023 to December 22 <sup>d</sup> 2023.....	25
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 .....	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



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Bengkalis, 06 January<sup>th</sup>, 2024

Best Regards,

Wyanda Rahima Putri  
Reg Number: 5504201007

# CHAPTER I

## INTRODUCTION

### **1.1 Background of the Apprenticeship**

An apprenticeship is structured training program where individuals, often newcomers or those seeking to acquire new skills, work alongside experienced professionals to gain hands-on experience in a specific trade or profession. Unlike intrnships, apprenticeships typically involve a longer- term commitment and include a combination of on the job training and classroom intruaction. The primary goal is to transfer practical skills, knowledge, and competencies, ensuring that apprentices develop a strong foundation in their chosen field. Apprenticeships have a historical significance, dating back centuries, and continue to be a valuable pathway for individuals to enter various industries with a solid skill set.

State Polytechnic of Bengkalis is the only Vocational State Polytechnic in Riau which is under the auspices of the Ministry of Education and Culture. This polytechnic is the only state polytechnic in Riau which was founded in 2001 by the Bengkalis district government under the auspices of the Bangun Insani Foundation (YBI). Asof July 29, 2011, the Bengkalis Polytechnic changed its status to a State Polytechnic (PTN). On December 26, 2011, the Bengkalis Polytechnic was inaugurated asa State Polytechnic of Bengkalis by the Minister of Cultural Education of the Republic of Indonesia, Prof .Dr. Ir. Muhammad Nuh. Currently, State Polytechnic of Bengkalis has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis has 21 study programs consisting of 3 (three) D-II Study Programs including: Computer Network Administration, Machine Manufacturing Engineering, Welding and fabrication techniques. Furthermore 8 (eight) D-III Study Programs including: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Informatics Engineering, English, Nautics, and Commercial Shipping Management. State Polytechnic of Bengkalis also has 10 (ten) D-IV Study Programs including: Production and

Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information Systems Security, Marine Architecture Engineering Technology, and English for Business and Professional Communications. Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 150 of the number of effective study hours of 22 to 32 hours/week.

State Polytechnic of Bengkalis is responsible for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis student complete a minimum of 4 (four) semesters and graduate in full. Practical Work carried out for 4 (four) months. Based on the above, the author as a student D4 English for Business and Profesional Communication Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Indah Kiat Pulp & Paper Tbk- Perawang Mill 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. Then the writer has the opportunity to analyze problems related to the knowledge applied in the work according to the study program.

The implementation of the Job Training the author gets a place in the Operation Port, especially the Invoice management section. The implementations this Job Training starts from September 04<sup>th</sup>, 2023 to January 4<sup>th</sup>, 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 & Paper Tbk are:

- To describe the job descriptions during practical work.
- To know the place and time of practical work.
- To explain practical workplace systems and procedures.
- 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.

### **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 04<sup>th</sup>, 2023 to January 4<sup>th</sup>, 2024. The schedule for practical work at PT. Indah Kiat Pulp & Paper 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- 11.30	11.30- 13.30
3	Saturday and Sunday	OFF	-

*Source: PT.Indah Kiat Pulp & Paper*

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

This practical work activity was carried out at PT. Indah Kiat Pulp and Paper (Mill) Jl. Raya Minas- Perawang, KM.26, Pinang Sebatang, Perawang, Kec. Tualang, Kabupaten Siak, Riau 28685, Tel: (+62) 791 91088, 91030, Fax: (+62) 761 91313. The activities carried out by the author during practical work are in the Operational Port, especially the Logistic Division, invoice management 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 Perawang is a leading company in Indonesia in the Pulp and Paper industry. This company is located on Jl. Raya Minas - Perawang Km.26, in Siak City or Regency, one of the important cities in Riau Province. This company was founded in 1976 by an Indonesian company called CV Berkat Indah Agung and assisted by two companies from Taiwan. The company employs around 6,000 employees and has a total production of 1.9 million MT per year.



*Figure 2. 1 PT Indah Kiat Pulp & Paper Perawang Tbk  
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill*

PT Indah Kiat Pulp & Paper Tbk – Perawang Factory has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known as Perawang with a population of around 102.306 people, is an industrial city on the banks of the Siak River.

Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jananto (Yap Sui Kei). At that time he led the Blessing Group. 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

In 1976, it took care of permits for land acquisition, arrangements for investment permits with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. 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. After that, the construction of a cultural paper factory (Wood free printing & writing paper) phase I was carried out by installing two lines of paper machines, each with a capacity of 50 tons per day. This factory is located on Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane river.

A year later a trial production was carried out at the factory with satisfactory results. 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. The date was chosen, because it coincided with the date of birth of Mr. Soetopo, in addition to making the logo and motto: "Participate in building the country, educating the nation and preserving the environment".

Then the following year a second survey was carried out in Jambi and Riau Provinces ten times, resulting in phase II of the Tangerang Paper Factory by installing a 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data in 1975.



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 sales results:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession to utilize timber (Logs) for sale with sustainable principles and principles.
2. HPH (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value.

A timber utilization permit is a right to use wood from a forest area to be converted into another form within a maximum period of 1 year. Meanwhile, the operation of the line 3 paper machine at the Tangerang paper mill was carried out in addition to preparing the location for the Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

A year later, the physical construction of the phase I factory began in Riau Province. Simultaneously, a loading and unloading facility was built, in the form of a special port where ocean ships with a deadweight of more than 6,000 tons can dock, which is approximately 1.5 km from the factory on the banks of the Siak River.

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24, 1984. At that time, the capacity of the bleached pulp mill (Bleached Kraft Pulp) was 75,000 per year, so that the need for pulp for the paper mill in Tangerang did not need to be imported again, but was fulfilled by a supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year the construction of phase I also began (HTI).

This year, PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, production quality was still unstable, in addition to changes in leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

1. PT. Satria Perkasa Agung: 67%.
2. Chung Hwa Pulp Corp: 23%.
3. Yuen Fong Paper Manufacturing: 10 %

A year later was the transition period from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, the son of Mr. Eka Cipta Wijaya. This year, pulp production of 300 tons per day was achieved after modifying production facilities. The existence of this paper mill makes the Perawang paper mill an integrated Pulp and Paper factory.

In 1989, the construction of a phase II pulp mill in Perawang was carried out with a capacity of 500 tons per day. The commercial production of paper mill I was marked by the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day, which is one of the largest cultural paper machines in Asia. Phase II pulp mill trial production was carried out. The company sells shares to the public and cooperatives by distributing shares:

1. PT. Puri Nusa Eka Persada: 58.23%
2. Cung Hwa Pulp Corp: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Masyarakat: 13,09%

And the preparation process for the implementation of the foster father-adopted child program was carried out, which was a linkage program for large industry with small industry by the Ministry of Industry and the regional government of Dati I Riau. In 1992, preparations for the construction of phase II of the pulp mill began. The inauguration of adopted children is carried out

regarding the leather craft industry, leather shoe industry, batik handicrafts, clothing convection, metal casting, traditional Siak weaving, metal stamps and others.

And a year later, the construction of phase II of the pulp mill began (pulp 8) with a capacity of 1300 tons per day and production trials were carried out at the end of the year. Besides that, PT. Indah Kiat also helped the government by accepting apprentices from Timor as many as 20 people based on the Department of Workforce Program. In 1994, the phase III pulp mill operated commercially, joining together with pulp mills I & II to produce high quality pulp so that its capacity could be increased from 800 tons to 1200 tons per day. Then the construction of the phase IV pulp mill was carried out the following year with a capacity of 1600 tons per day, where trial operations are scheduled for the end of the year. 1997 PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, the company accepted 5 workers from East Timor. In 1998, the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building at a cost of 2 billion was started.

PT. Indah Kiat Pulp & Paper is a national private legal entity that is trusted by the government to operate forests and the forest product industry in the form of HPH Groups:

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.

Broadly speaking, initially PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Attack to be reproduced into packaging paper. After that the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat's main business activities are in

the cultural paper industry, pulp and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photo copying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper.

The products made by this company not only meet the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the USA.

## **2.2 Vision and Mission**

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT. Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT. IndahKiat Pulp and Paper Tbk – Perawang Mill :

### **1. 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.

### **2. Mission**

While the mission of PT. Indah Kiat Pulp & Paper Tbk Perawang Mill is:

#### **a. Increase market share in the world.**

Using the latest technology in new product development as well application of factory efficiency..

#### **b. Improving human resources through training.**

#### **c. Realizing a sustainable business commitment in all operational activities.**

#### **d. Cooperate with integrity and commitment to customers, employees and shareholders at the same time and pay attention to monitoring the performance and excellent quality of PT. Indah Kiat Pulp & Paper.**

### **2.3 Kind of Business**

PT. Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (line board and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

### **2.4 Organization Structure**

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of each company and also on the goals to be achieved. This is because the organizational form of a company with other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

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 arranged regularly so that the company's main objectives 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 Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2 below as follows:

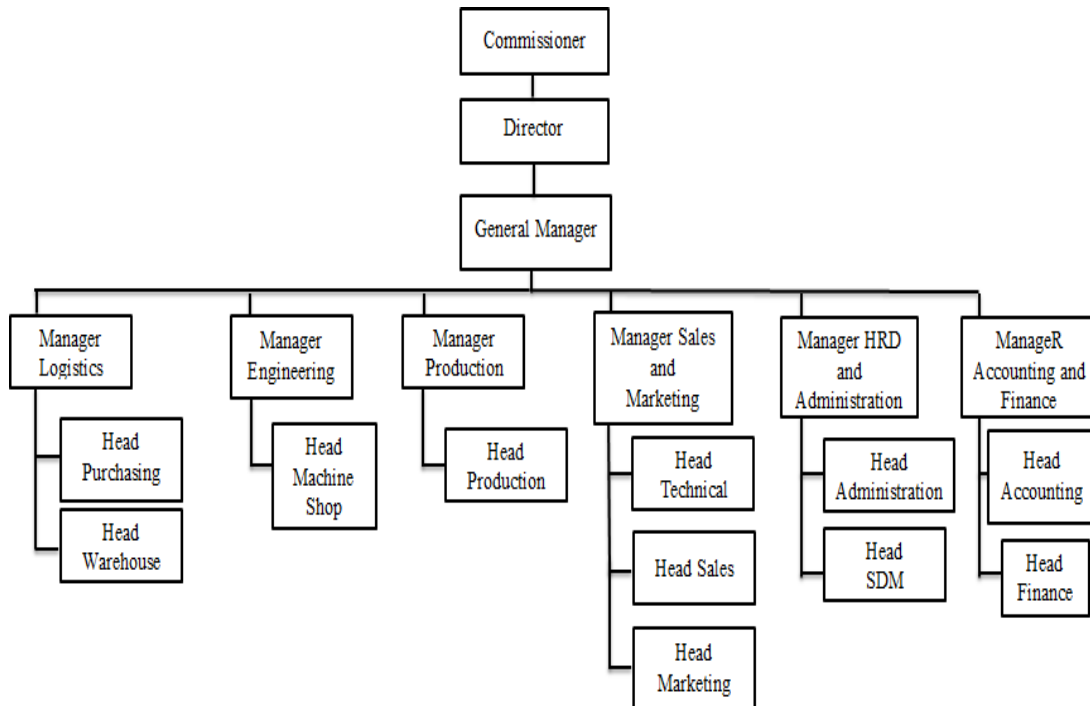


Figure 2. 2 Organization Structure of PT Indah Kiat Pulp & Paper Tbk  
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

## 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:

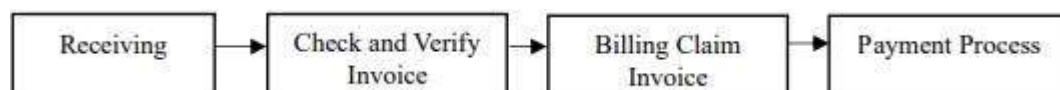


Figure 2. 3 The working process of Operation Port Division  
Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill

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 :

5. Commercial Invoice
6. Tax Invoice
7. Recap Billing Details
8. Scaling Ticket

9. Vehicle Pass
10. Location Permit
11. Delivery Note
12. 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. Invoice document processing
  - a. Input data at Invoice Control System (ICS)
  - b. Input data at & HBD Transportation System (HTS)
  - c. Verification document Invoice
  - d. Verification TMS
  - e. Update Report
  - f. Create shard service center loghsheet
2. Create a new URN/ Barcode
3. Capture payment application
4. Check PO documents jasatama pulp/paper
5. Create shipment cost
6. Checking bon chemical pulp and paper
7. Checking and calculate bon container 40” and 20”
8. Verification of SBP bills for period I and II
  - a. Update and upload import, export and local ship data
  - b. Input ITRS data for period I, II unloading empty and full containers

#### **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.

The following is the display of the work report in week 1 (one), namely, day/date, activity and place of implementation:

*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> 2023	1. Safety Training Induction	Public Relation
2	Tuesday, September 05 <sup>th</sup> 2023	1. Distribution of safety equipment 2. Panning (id card) 3. Intership placement 4. Data verification	Public Relation Supervisor
3	Wednesday, September 06 <sup>th</sup> 2023	1. ICS input (invoice control system) 2. HTS input (HBD transportation system)	Supervisor
4	Thursday, September 07 <sup>th</sup> 2023	1. Inputting and checking FSD data (freight settlement document) 2. Checking and inputting data in SAP (system application and product)	Supervisor
5	Friday, September 08 <sup>th</sup> 2023	1. Inputting material transection data in SAP (system application and product)	Supervisor

*Source: Processed Data 2024*

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>th</sup> 2023	1. Check the PO number and BM plate of the vehicle 2. Stamp incoming invoice documents	Supervisor
2	Tuesday, September 12 <sup>th</sup> 2023	1. Check and print payment data 2. Create barcode 3. Input data via email 4. Scan and stamp incoming invoice documents 5. Open invoice document package	Supervisor
3	Wednesday, September 13 <sup>th</sup> 2023	1. Photocopy of billing sale 2. PA number / barcode input 3. Payment data input 4. Check documents and number of containers	Supervisor

4	Thursday, September 14 <sup>th</sup> 2023	1. Calculating the number of 40" & 20" containers (container cover letter) 2. Calculating container tonnage 3. Check vehicles & heavy equipment job list	Supervisor
5	Friday, September 15 <sup>th</sup> 2023	1. Recap document of jasatama cost	Supervisor

*Source: Processed Data 2024*

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

*Table 3.3 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. Recap document of jasatama cost 2. FSD data input 3. HTS input 4. TMS verification 5. PSA lolo document check	Supervisor
2	Tuesday, September 19 <sup>th</sup> 2023	1. Inputting, summing, and checking internal mill transportation report system 2. Scan document 3. ICS data input 4. TMS verification	Supervisor
3	Wednesday, September 20 <sup>th</sup> 2023	1. ICS data input 2. TMS verification 3. Check freight data 4. Print PSA 5. PA number input	Supervisor
4	Thursday, September 21 <sup>th</sup> 2023	1. Input data into ICS and SAP 2. Check PO number and goods receipt slip 3. stamp incoming documents 4. Verify TMS in SAP system	Supervisor
5	Friday, September 22 <sup>nd</sup> 2023	1 ICS and HTS data input 2. FSD data input	Supervisor

*Source: Processed Data 2024*

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
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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. Creating a logsheet 2. shippment cost training (closure) 3. ICS and HTS data input 4. Create TMS	Supervisor
4	Thursday, September 28 <sup>Th</sup> 2023	DAYY OFF (Maulid Nabi Muhammad SAW)	-
5	Friday, September 29 <sup>Th</sup> 2023	1. TMS Verification 2. Verification of invoice information document with entry sheet for services performed 3. verification of transportation cost recap	Supervisor

Source: Processed Data 2024

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. ICS, HTS input 2. TMS Verification 3. Calculate local and outside ship loading and unloading receipts	Supervisor
2	Tuesday, October 03 <sup>Rd</sup> 2023	1. Calculating bon 2. Create a new logsheet 3. Stamp incoming invoice documents 4. Verify payment number 5. Create new barcode	Supervisor
3	Wednesday, October 04 <sup>Th</sup> 2023	1. Input data ICS (invoice control system) 2. Print payment data 3. Stamp new document 4. Calculate container check	Supervisor
4	Thursday, October 05 <sup>Th</sup> 2023	1. Calculating bon and tonnage 2. Container number verification 3. ICS and HTS input 4. TMS verification 5. PO verification	Supervisor
5	Friday, October 06 <sup>Th</sup> 2023	1. Verification of invoice documents 2. Recapitulation of empty ship unloading 3. Calculate the bill of lading from the port	Supervisor

Source: Processed Data 2024

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. HTS data input 2. TMS verification 3. PO number verification 4. Scan tax invoice data	Supervisor
2	Tuesday, October 10 <sup>Th</sup> 2023	1. Calculate tonnage 2. Check PO suitatama cost pulp/paper 3. Create new logsheet	Supervisor
3	Wednesday, October 11 <sup>St</sup> 2023	1. Check PO jasatama cost pulp/paper 2. PO verification 3. Make shippment cost 4. Scan invoice document	Supervisor
4	Thursday, October 12 <sup>Nd</sup> 2023	1. Check PO jasatama pulp/paper 2. PO verification 3. Make shippment cost 4. Calculate tonnage 5. Verify joblist	Supervisor
5	Friday, October 13 <sup>Rd</sup> 2023	1. Check PO jasatama pulp/paper 2. Make shippment cost 3. Scan and verify future agency documents 4. photocopy of container receipt	Supervisor

*Source: Processed Data 2024*

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. Upload URN/PA 2. Invoice document verification 3. Verify transportation data 4. Generate URN number 5. Update import, export and local ship data	Supervisor
2	Tuesday, October 17 <sup>Th</sup> 2023	1. Update import, export and local ship data 2. Upload vehicles & heavy equipment job list data 3. New document stamp	Supervisor
3	Wednesday, October 18 <sup>Th</sup> 2023	1. PO verification 2. Check PO jasatama pulp/paper 3. Upload import, export and local ship data 4. ICS and HTS data input 5. TMS verification	Supervisor
4	Thursday, October 19 <sup>Th</sup> 2023	1. HTS data input 2. TMS verification 3. Update HTS report	Supervisor

5	Friday, October 20 <sup>th</sup> 2023	PERMISSION	Supervisor
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Source: Processed Data 2024

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. Scan jasatama document</li> <li>2. Verification of summary of transportation slip report document</li> <li>1. Scan of future agency document</li> <li>2. PO number verification</li> </ol>	Supervisor
2	Tuesday, October, 24 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. invoice performance document verification</li> <li>2. Create new logsheet</li> <li>3. Verify entry sheet document for service performed</li> </ol>	Supervisor
3	Wednesday, October, 25 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Verify billing payment</li> <li>2. Verification of B/L</li> <li>3. Scan invoice document</li> </ol>	Supervisor
4	Thursday, October 26 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Verify billing payment</li> <li>2. TMS input</li> <li>3. Create shippment cost</li> <li>4. Check jasatama pulp/paper</li> </ol>	Supervisor
5	Friday, October 27 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Calculate tonnage</li> <li>2. Check PO jasatama pulp/paper</li> <li>3. Make shippment cost</li> <li>4. Calculate container</li> </ol>	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 8 (eight), 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	<ol style="list-style-type: none"> <li>1. Calculating bon konteiner</li> <li>2. Making shippment cost</li> <li>3. Verify shippment trucking report</li> </ol>	Supervisor

2	Tuesday, October 31 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Verify shipment trucking report</li> <li>2. Create shipment cost</li> <li>3. Check PO jasatama pulp/paper</li> <li>4. Create URN/barcode number</li> </ol>	Supervisor
3	Wednesday, November 01 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Update and input URN number to ICS</li> <li>2. ICS and HTS data input</li> <li>3. TMS verification</li> <li>4. Calculate material good recieved</li> </ol>	Supervisor
4.	Thursday, November 02 <sup>Nd</sup> 2023	<ol style="list-style-type: none"> <li>1. Calculating material good recieved</li> <li>2. ICS and HTS data input</li> <li>3. TMS verification</li> </ol>	Supervisor
4.	Friday, November 03 <sup>Rd</sup> 2023	<ol style="list-style-type: none"> <li>1. Calculating bon scalling ticket</li> </ol>	Supervisor

Source: Processed Data 2024

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

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

No	Date and time	Description of activities	Assignor
1	Monday, November 06 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Calculating loading and unloading event receipts</li> </ol>	Supervisor
2	Tuesday, November 07 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. Make URN / barcode</li> <li>3. Creating a new PA number</li> </ol>	Supervisor
3	Wednesday, November 08 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. edit FSD in SAP system</li> <li>3. PA number verification</li> <li>4. Create URN / barcode</li> <li>5. Input URN number to ICS</li> </ol>	Supervisor
4	Thursday, November 09 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. edit FSD in SAP system</li> <li>3. Create URN / barcode</li> <li>4. Verification of invoice document</li> </ol>	Supervisor
5	Friday, November 10 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. ITRS (internal mill transportation system) input</li> <li>2. Create new logsheet</li> <li>3. ICS and HTS input</li> <li>4. TMS verification</li> </ol>	Supervisor

Source: Processed Data 2024

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	<ol style="list-style-type: none"> <li>1. TMS Verification</li> <li>2. Create shipment cost</li> <li>3. Check pulp/paper PO number</li> <li>4. Calculate shipping receipt for empty pulp paper in container</li> </ol>	Supervisor
2	Tuesday, November 14 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Calculate empty pulp bon lansir paper in container</li> <li>2. Verify SBP bill for period II</li> <li>3. Verify empty unloading bill</li> <li>4. Verify export/import loading bill</li> </ol>	Supervisor
3	Wednesday, November 15 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. PA verification</li> <li>2. Verification of empty unloading bill</li> <li>3. ICS &amp; HTS data input</li> <li>4. TMS verification</li> </ol>	Supervisor
4	Thursday, November 16 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. ICS &amp; HTS data input</li> <li>3. Check PO pulp/paper</li> </ol>	Supervisor
5	Friday, November 17 <sup>Th</sup> 2023	PERMISSION	-

Source: Processed Data 2024

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	<ol style="list-style-type: none"> <li>1. Advance payment verification</li> <li>2. TMS verification</li> <li>3. ITRS (internal mill transportation system) data input</li> </ol>	Supervisor
2	Tuesday, November 21 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. ITRS (internal mill transportation system) data input</li> <li>2. October 2023 trailer trucking data input in ITRS</li> <li>3. Input invoice document to ICS</li> </ol>	Supervisor
3	Wednesday, November 22 <sup>Nd</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. Create new logsheet</li> <li>3. Input periodic report in HTS</li> <li>4. ICS data input</li> </ol>	Supervisor
4	Thursday, November 23 <sup>Rd</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. Edit FSD from SAP system</li> <li>3. Update HTS data</li> </ol>	Supervisor



5	Friday, November 24 <sup>th</sup> 2023	1. Edit FSD from SAP system 2. Update HTS data 3. TMS verification 4. Create new logsheet 5. Create a new URN/barcode ICS input	Supervisor
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Source: Processed Data 2024

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. TMS verification 2. Create shippment cost 3. Input HTS and ICS data 4. Create new URN/barcodes	Supervisor
2	Tuesday, November 28 <sup>th</sup> 2023	1. TMS verification 2. Create new logsheet 3. Create shippment cost 4. Create a new URN/barcode 5. ICS data input 6. Update report	Supervisor
3	Wednesday, November 29 <sup>th</sup> 2023	1. TMS verification 2. Create shippment cost 3. Create a new URN/barcode 4. ICS and HTS data input	Supervisor
4	Thursday, November 30 <sup>th</sup> 2023	1. Calculating empty and paper launch receipts for November 1st period 2. Create shippment cost	Supervisor
5	Friday, December 01 <sup>st</sup> 2023	1. Calculating bon lansir empty and paper priode 1 november 2. ICS and HTS data input 3. TMS verification 4. Update report	Supervisor

Source: Processed Data 2024

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. Verification of empty ship unloading for the period of November 1, 2023 2. Verification of documents 3. Create a new URN/barcode 4. Create new logsheet	Supervisor

2	Tuesday, December 05 <sup>Th</sup> 2023	1. TMS verification 2. Create new URN/barcode 3. ICS data input 4. Check PO jasatama pulp/paper	Supervisor
3	Wednesday, December 06 <sup>Th</sup> 2023	1. TMS verification 2. ICS and HTS data input 3. ITRS data update 4. Create new logsheet	Supervisor
4	Thursday, December 07 <sup>Th</sup> 2023	1. TMS verification 2. ICS and HTS data input 3. Update report	Supervisor
5	Friday, December 08 <sup>Th</sup> 2023	1. Edit FSD data from SAP system 2. TMS verification 3. ICS and HTS data input 4. Update report	Supervisor

Source: Processed Data 2024

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. TMS Verification 2. Verification of documents 3. Check PO jasatama pulp/paper 4. Verify invoice document 5. Make shippment cost 6. Calculate weighing receipt	Supervisor
2	Tuesday, December 12 <sup>Nd</sup> 2023	1. Create new URN/barcode 2. Create shippment cost 3. ICS data input 4. Input ITRS data launch hour 5. Check and verify empty pulp/paper bombs for period II November	Supervisor
3	Wednesday, December 13 <sup>Rd</sup> 2023	1. Empty unloading verification 2. ICS and HTS data input 3. Verification of local paper loading 4. Create new logsheet 5. SBP bill data input period II 6. TMS verification 7. Update report	Supervisor
4	Thursday, December 14 <sup>Th</sup> 2023	1. Input ITRS priode II unloading empty and ful container data 2. Input ITRS vehicles & equipment joblist data 3. Create shippment cost	Supervisor
5	Friday, December 15 <sup>Th</sup> 2023	1. Verify shippment cost or loading bill 2. Input ICS and HTS data 3. TMS verification 4. Generate URN/barcode number 5. Create shippment cost	Supervisor

Source: Processed Data 2024

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	<ol style="list-style-type: none"> <li>1. Create PA from fiori/payment system application</li> <li>2. Create a new logsheet</li> <li>3. Input ITRS data loading data for period I and II</li> <li>4. Input ITRS launch data</li> </ol>	Supervisor
2	Tuesday, December 19 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Input ITRS launch data from port to mill</li> <li>2. Create a new URN/barcode</li> <li>3. ICS and HTS input</li> <li>4. Payment / PA verification</li> <li>5. TMS verification</li> <li>6. Update report</li> </ol>	Supervisor
3	Wednesday, December 20 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. ICS and HTS input</li> <li>2. Payment/ PA verification</li> <li>3. TMS verification</li> <li>4. Update report</li> </ol>	Supervisor
4	Thursday, December 21 <sup>st</sup> 2023	<ol style="list-style-type: none"> <li>1. TMS verification</li> <li>2. Internal document verification expense report transportation</li> <li>3. PO verification</li> <li>4. PA verification from fiori system</li> </ol>	Supervisor
5	Friday, December 22 <sup>nd</sup> 2023	PERMISSION	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 17 (fourteen), 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	OFF	Supervisor
2	Tuesday, December 26 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Jasatama document verification</li> <li>2. Create a new URN/barcode</li> <li>3. Distribute invoice documents and jasatam documents</li> <li>4. TMS verification</li> <li>5. ICS and HTS data input</li> <li>6. PO verification</li> </ol>	Supervisor

3	Wednesday, December 27 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. PA verification</li> <li>2. Check PO jasatama</li> <li>3. Make shipment cost</li> <li>4. ICS and HTS data input</li> <li>5. Create new URN/barcode and PA</li> </ol>	Supervisor
4	Thursday, December 28 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. HTS Input</li> <li>2. TMS Verification</li> <li>3. Create shipment cost</li> <li>4. Create new logsheet</li> <li>5. Edit FSD data from SAP system</li> <li>6. Recap invoice and jasatama documents</li> </ol>	Supervisor
5	Friday, December 29 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Create a new PA in the difiori</li> <li>2. Create new logsheet</li> <li>3. Create shipment cost</li> <li>4. Calculate loading and unloading receipts</li> <li>5. PA verification</li> </ol>	Supervisor

Source: Processed Data 2024

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> 2024	<ol style="list-style-type: none"> <li>1. TMS Verification</li> <li>2. Update report</li> <li>3. Create new logsheet</li> </ol>	Supervisor
3	Wednesday, January 03 <sup>rd</sup> 2024	<ol style="list-style-type: none"> <li>1. Update report</li> <li>2. Create new logsheet</li> <li>3. Calculate loading and unloading check</li> <li>4. Create a new URN/barcode</li> </ol>	Supervisor
4	Thursday, November 04 <sup>th</sup> 2024	<ol style="list-style-type: none"> <li>1. Calculating loading and unloading receipts</li> <li>2. Create a new logsheet</li> <li>3. Creating a new URN/rcode</li> <li>4. Farewell to office people</li> </ol>	Supervisor

Source: Processed Data 2024

### 3.3 Systems and Procedures

The company, PT Indah Kiat Pulp & Paper Tbk – Perawang Mill, employs an online system, including SAP, FIORI, and ASPIRO 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:

#### 1. Invoice Document Processing

##### a. Input data at Invoice Control System (ICS)

An invoice control system 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.

##### b. Input data at HBD Control System (HTS)

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.

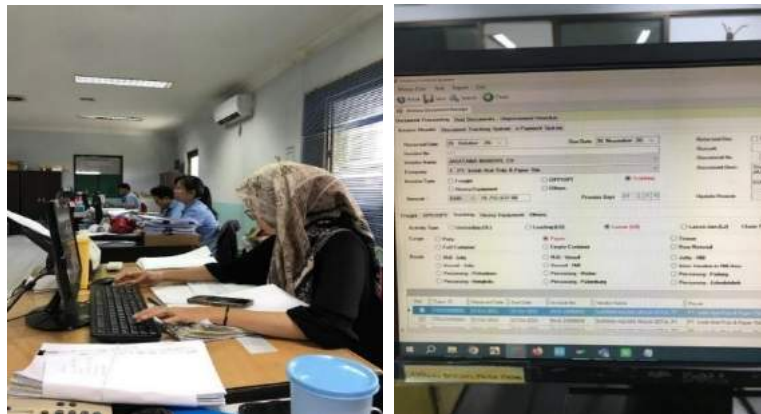


Figure 3. 1 Input data at HTS & ICS  
Source: Processed Data 2023

These are the procedure input data ICS and HTS:

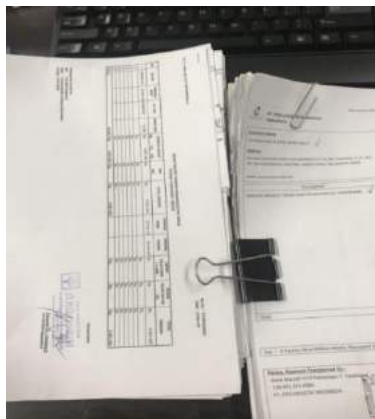
- In ICS the first step is to update the date of receipt, enter the invoice number, vendor name, amount, type of update activity, type of cargo, and finally update the route.
- This activity is to check the carrying cost type, delivery number, departure date, arrival date, and check whether the goods are subject to fines or no.

c. Verification invoice document

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.

These are the procedures:

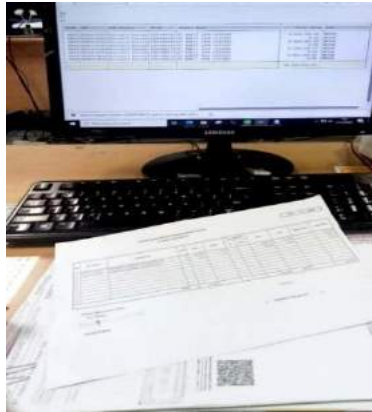
- Check the total that has been received
- Check delivery numbers one by one
- Then adjust the delivery number to that in the recap
- Check weight appropriate delivery number
- Check delivery date
- Check transportation license plate



*figure 3. 2 Verification invoice documents*  
*Source: Processed Data 2023*

d. Verification TMS

TMS verification, TMS stands for transportation management system. This TMS verification is carried out in a company's SAP system, the point is to ensure the correctness and information of the data that has been inputted and managed.



*figure 3. 3 Verification TMS  
Source: Processed Data 2023*

These are the procedures:

- First, using the SAP system. There is a separate application to see whether the data is correct in the system or not
- enter the data to be searched such as the delivery number, and the code that has been determined.
- after all is entered tap execute and the data will appear. after that we can see whether the data is correct or not. if the data is correct we can input the code number.

e. Update report

Update report is used to input all the vendors that we work with from the invoice number, so this update report work uses HTS. After the update report is done, it will make it easier for us to recap the data and logsheet.

These are the procedures:

- Login the HTS system, then select update report

- Enter the date and code we want to search for
- After that all the invoice numbers will appear, we can immediately select according to the invoice number that we have done.
- And finally we can make a recap of the invoice number that we have selected from the system.



*figure 3. 4 Update Report*  
*Source: Processed Data 2023*

f. Create shard service center logsheet

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



*Figure 3. 5 Create shard service center loghsheet*  
*Source: Processed Data 2023*

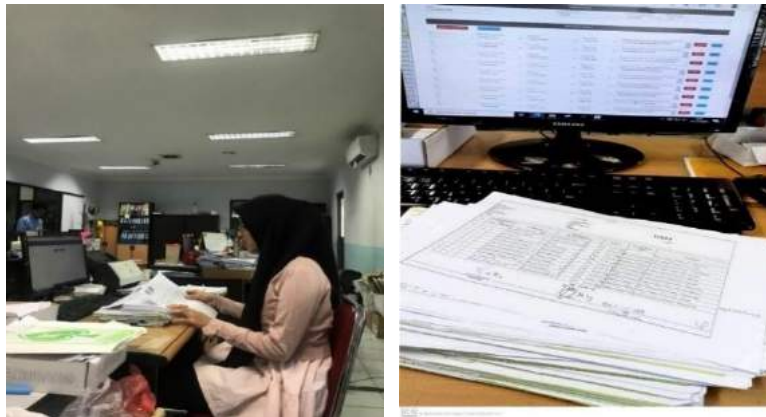
These are the procedures:

- Open app excel
- List of vendor names
- Tax invoice numbers
- Costs
- Print the finished logsheet



## 2. Create URN/Barcode

URN (Uniform Resource Name) and barcodes are often used for product identification and inventory tracking purposes. URNs can be used as a unique way to identify a specific product or resource globally, while barcodes provide a graphical representation of data that can be quickly accessed and processed by barcode reading devices. The combination of the two helps facilitate stock management, sales tracking, and operational efficiency in the retail industry.



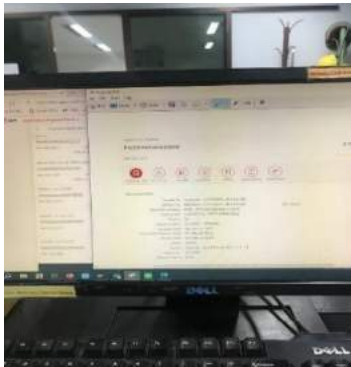
*figure 3. 6 Create URN/ Barcode  
Source: Processed Data 2023*

These are the procedures:

- a. Open aspiro web
- b. Enter the id and password that the data will be posted to.
- c. Select the company code and document code, intended for vendor or payment.
- d. Enter the document data that will be posted
- e. Then after all the data and code is entered press post or execute
- f. After the URN / barcode is finished, print all the URN / barcode

## 3. 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. 7 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, capture document info and detail
- e. Copy the results that have been captured, move the copied results to Excel
- f. and then print

#### **4. Check PO Documents Jasatama Pulp/Paper**

Checking PO jasatama, checking PO jasatama is to confirm whether the transportation data is in accordance with what is input from the system or not.



*figure 3. 8 Check PO documents jasatama*  
*Source: Processed Data 2023*

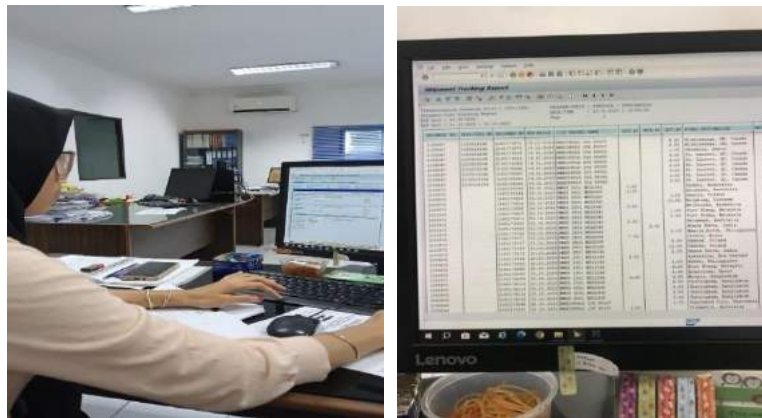
These are the procedures:

- a. open SAP system
- b. enter all PO documents of jasatama, and enter the code that will be used
- c. after that we can check one by one the truck number used and match the PO number.

d. Finally, we can see the pulp/paper table that already exists.

## 5. Create Shipment Cost

The city ledger bill is a transaction bill that occurred on that day, the costs of which are charged to each consumer's company and must be submitted to the mill to be charged..



*figure 3. 9 Shipment cost*  
*Source: Processed Data 2023*

These are the procedures:

- a. Login SAP logon
- b. Look for the shipment number want to create
- c. Enter the shipment number want to create
- d. Click shipment number and make sure rail shipment costs can only vessels and truck
- e. Checking one by one net value delivery on sub items
- f. Note assigned C

## 6. Checking Bon Langsir Chemical Pulp and Paper

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



*figure 3. 10 Checking bon chemical*  
*Source: Processed Data 2023*

These are the procedures:

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

#### **7. Checking and Calculate Bon Container 40" & 20"**

Checking the 40" and 20" container bills is to ensure whether the container being carried is really 40" or 20". 40" means 2 containers while 20" means 1 container so we have to check all the checks one by one. besides the container, we also have to check the stamp of each check whether it is complete or not.



*figure 3. 11 Checking and Calculate Bon Container*  
*Source: Processed Data 2023*

These are the procedures:

- a. Count and check the sum of 40" and 20"
- b. Count all the sheets of paper to see if they match what is written or not
- c. If the number of containers does not match then it will be revised again

## 8. Verification of SBP bills for priode I and II

### a. Update and upload import, export and local ship data

Ship data upload is to upload ship information into the system, including name, registration number, type, origin/destination country, and arrival and departure dates. while ship data update is to update all ship information into the system.

### b. Input ITRS data for priode I and II unloading empty and full container

Inputting ITRS data for period I and II is to record the process of unloading empty and full containers. This is intended to assist logistics tracking and management to improve operational efficiency.



*figure 3. 12 Verification of SBP bills  
Source: Processed Data 2023*

## 3.4 Obstacle and Solution

### 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.

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. ISPS Code Port Security Pass
  - b. Invoice Billing Process
  - c. Compiling Document List of Port OPP/OPT and PBM Cost Report
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 January 11<sup>th</sup> 2023 to June 09<sup>th</sup> 2023.
3. Work system and procedure in the Operation Port Department use online system, application system such as SAP, FIORI and manual system. All of these systems make it easier to do the work of the Operation Port.
4. During the implementation practical work, there were several obstacle, namely the limitation in using office facilities, because office facilities have been authorized from the center and limitations in unstable network. Systemerror often occur during the invoice billing process caused by an unstable network, if there are frequent system errors, invoices can turn into urgent andcan make work more difficult.

#### **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. Internet network access must be provided because every job is based online.

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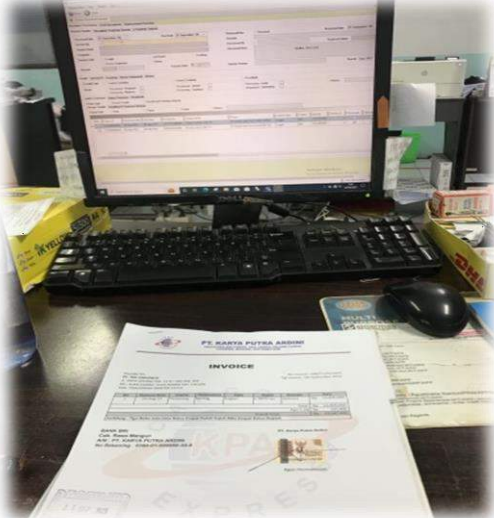
**APPENDICES**  
**APPENDIX 1**

**DAILY ACTIVITIES OF THE JOB TRAINING**

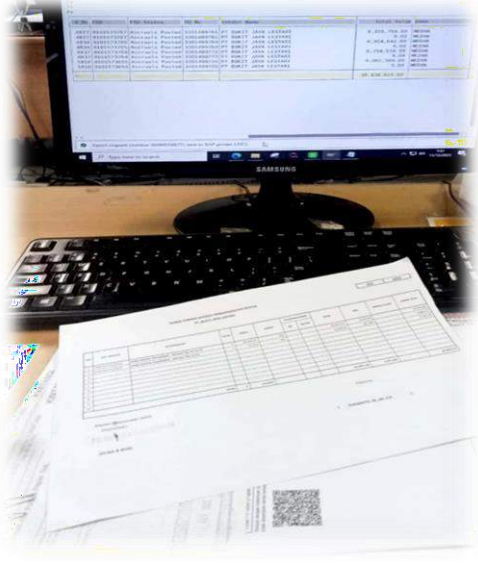
**WEEK 1**

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>

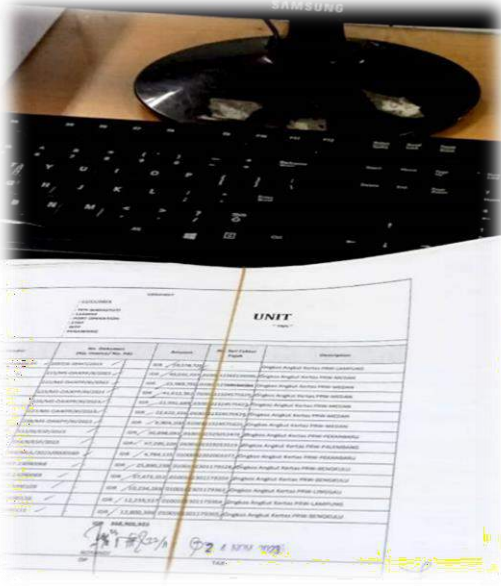
**WEEK 2**

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>

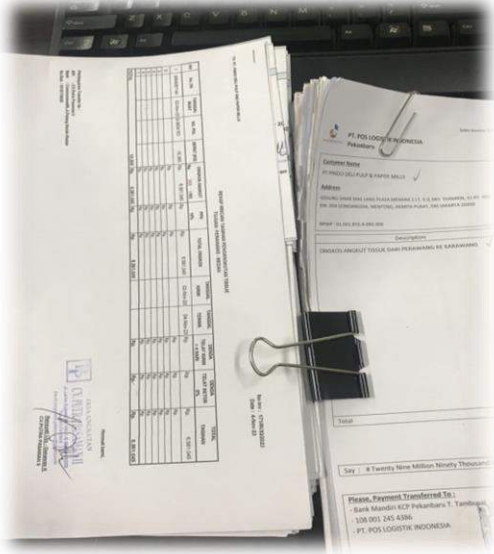
### WEEK 3

NO.	WORKING	EXPLANATION
1.		<p>TMS verification, TMS stands for transportation management system. This TMS verification is carried out in a company's SAP system, the point is to ensure the correctness and information of the data that has been inputted and managed.</p>


### WEEK 4

NO.	WORKING	EXPLANATION
1.		<p>Create a logsheet, a logsheet is a document or sheet of paper used to recap all the data and information contained in the document. Logsheets also help with monitoring, analysis, and documentation. Logsheets make it easier to understand and analyze an activity or system.</p>

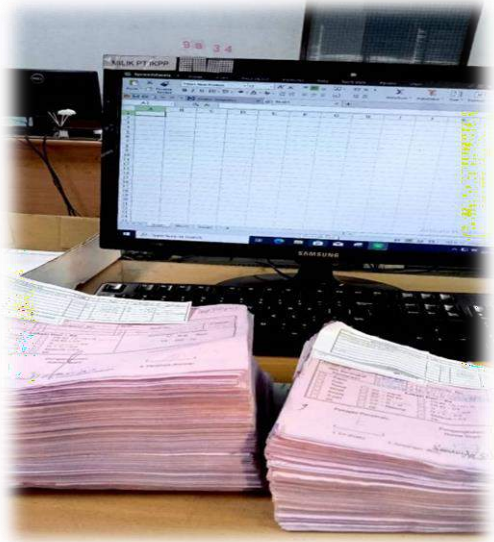
## WEEK 5

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

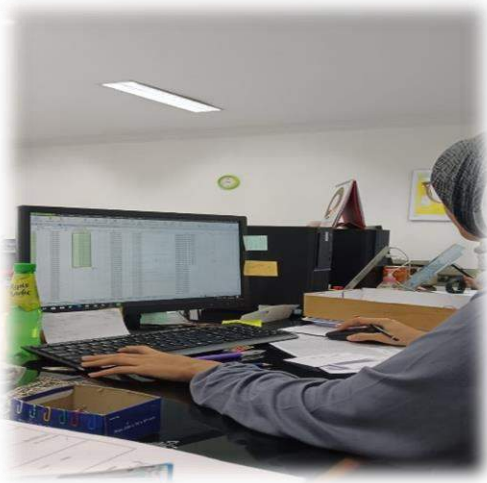
## WEEK 6

NO.	WORKING	EXPLANATION
1.		<p>Shipment cost is posting bills with various cost center codes.</p>

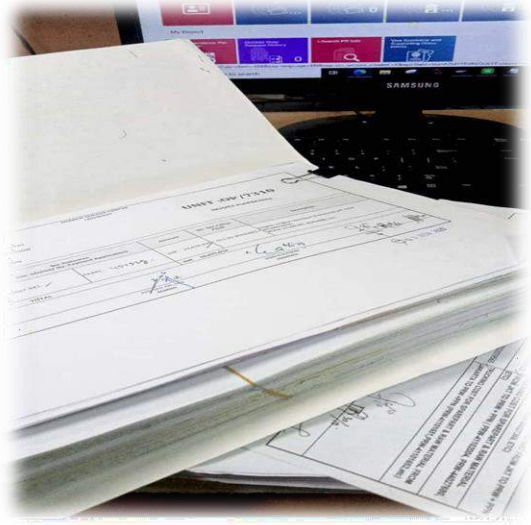
**WEEK 7**

NO.	WORKING	EXPLANATION
1.		<p>Bon SBP is a bon from the vendor that is used to calculate the traller used whether what the vendor calculated is correct or not. so here the invoice section only checks again whether it is correct or not. bon sbp that is calculated is of many types, some are transporting pulp, pepar and empty.</p>

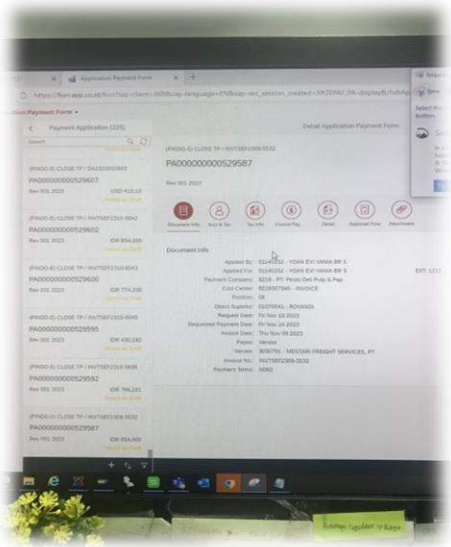
**WEEK 8**

NO.	WORKING	EXPLANATION
1.		<p>Shipment cost is posting bills with various cost center codes.</p>


**WEEK 9**

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>


**WEEK 10**

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>

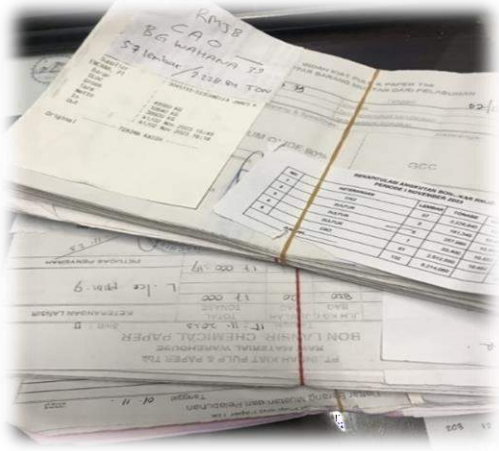
### WEEK 11

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.


### WEEK 12

NO.	WORKING	EXPLANATION
1.		URNs can be used as a unique way to identify a specific product or resource globally, while barcodes provide a graphical representation of data that can be quickly accessed and processed by barcode reading devices. The combination of the two helps facilitate stock management, sales tracking, and operational efficiency in the retail industry.


**WEEK 13**

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

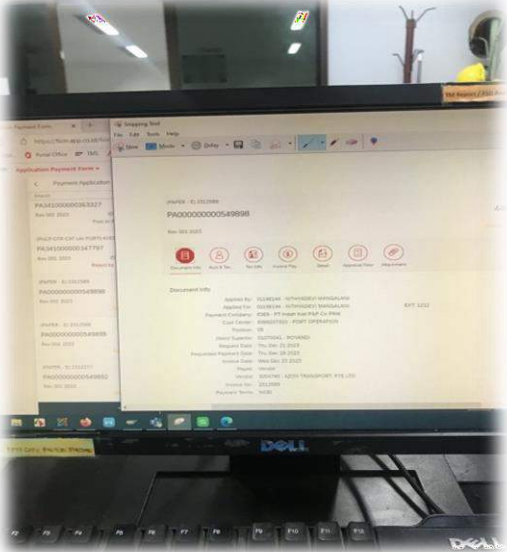
**WEEK 14**

NO.	WORKING	EXPLANATION
1.		<p>TMS verification, TMS stands for transportation management system. This TMS verification is carried out in a company's SAP system, the point is to ensure the correctness and information of the data that has been inputted and managed.</p>

**WEEK 15**

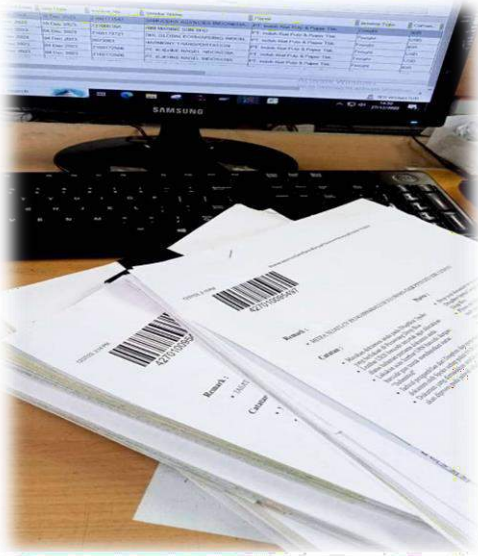
NO.	WORKING	EXPLANATION
1.		<p>Bon SBP is a bon from the vendor that is used to calculate the trailer used whether what the vendor calculated is correct or not. so here the invoice section only checks again whether it is correct or not. bon sbp that is calculated is of many types, some are transporting pulp, pepar and empty.</p>

**WEEK 16**


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>



## WEEK 17

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>

## WEEK 18

NO.	WORKING	EXPLANATION
1.		<p>Create a logsheet, a logsheet is a document or sheet of paper used to recap all the data and information contained in the document. Logsheets also help with monitoring, analysis, and documentation. Logsheets make it easier to understand and analyze an activity or system.</p>

## APPENDIX 2

# DAILY ACTIVITIES OF APPRENTICESHIP

No	Tanggal	Perencanaan	Lokasi	Tgl
1	Januari 1, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	01/01/2024
2	Januari 2, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	02/01/2024
3	Januari 3, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	03/01/2024
4	Januari 4, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	04/01/2024

No	Tanggal	Perencanaan	Lokasi	Tgl
5	Januari 5, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	05/01/2024
6	Januari 6, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	06/01/2024
7	Januari 7, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	07/01/2024
8	Januari 8, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	08/01/2024
9	Januari 9, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	09/01/2024
10	Januari 10, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	10/01/2024

No	Tanggal	Perencanaan	Lokasi	Tgl
11	Januari 11, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	11/01/2024
12	Januari 12, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	12/01/2024
13	Januari 13, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	13/01/2024
14	Januari 14, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	14/01/2024
15	Januari 15, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	15/01/2024
16	Januari 16, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	16/01/2024

No	Tanggal	Perencanaan	Lokasi	Tgl
17	Januari 17, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	17/01/2024
18	Januari 18, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	18/01/2024
19	Januari 19, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	19/01/2024
20	Januari 20, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	20/01/2024
21	Januari 21, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	21/01/2024
22	Januari 22, 2024	08:00-12:00 WIB - Mengunjungi Kantor	Kantor	22/01/2024



No	Tgl	Uraian	Revisi	Uraian	Status
13	13	18010000000004 - PERSERIKATAN 2023	00400000 - Dagk Suwaji		
14	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Classifying Measurements	
15	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	TTD penggantian	
16	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Uraian legalitas	
17	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
18	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
19	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
20	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	

No	Tgl	Uraian	Revisi	Uraian	Status
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19	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
20	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
21	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
22	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
23	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
24	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	

No	Tgl	Uraian	Revisi	Uraian	Status
24	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
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26	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
27	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
28	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
29	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
30	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	

No	Tgl	Uraian	Revisi	Uraian	Status
30	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Uraian legalitas	
31	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	TTD penggantian	
32	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
33	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
34	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
35	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
36	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
37	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	
38	13	00000000000000 - PERSERIKATAN 2023	00400000 - Dagk Suwaji	Invoice	

No	Tgl	Uraian	Revisi	Status
77	Juni 19 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	
78	Juni 19 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80442000 - Jusita Crisne Sugati	TR
79	Juni 19 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Rani Hastuti	1-Peng. transp. shp. document of UCI 130 x 130236
80	Juni 19 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80442000 - Winda Rafiqi Puri	Invoice
81	Juni 14 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Dwi Cahya Ningsih	Invoice
82	Juni 14 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80422000 - Rur Ajiyati	Invoice
83	Juni 14 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	TR
84	Juni 14 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80442000 - Jusita Crisne Sugati	TR pengurusan

No	Tgl	Uraian	Revisi	Status
85	Mei 19 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Dwi Cahya Ningsih	Invoice
86	Mei 19 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80422000 - Rur Ajiyati	Invoice
87	Mei 19 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	TR
88	Mei 19 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Jusita Crisne Sugati	TR pengurusan, pengalokasian dan ptt summary
89	Mei 19 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Rani Hastuti	Inventory PA documents
90	Mei 19 Desember 2023	88702222222004 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Winda Rafiqi Puri	Invoice
91	Mei 19 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Dwi Cahya Ningsih	Invoice
92	Mei 19 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Rur Ajiyati	Invoice

No	Tgl	Uraian	Revisi	Status
93	Juni 8 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	TR shp
94	Juni 8 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Rani Hastuti	Inventory PA documents
95	Juni 7 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Dwi Cahya Ningsih	Invoice
96	Juni 7 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80422000 - Rur Ajiyati	Invoice
97	Juni 7 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	Inventory shp. input and shp
98	Juni 7 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Rani Hastuti	Inventory PA documents that has been checked before
99	Juni 7 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Winda Rafiqi Puri	Invoice
100	Juni 7 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Jusita Crisne Sugati	TR pengurusan shp. shp. shp

No	Tgl	Uraian	Revisi	Status
101	Juni 8 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Rur Ajiyati	Invoice
102	Juni 8 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	Inventory checked
103	Juni 8 Desember 2023	88802222222000 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Rani Hastuti	Inventory PA documents
104	Juni 8 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Jusita Crisne Sugati	TR pengurusan melanda sebelum shp
105	Juni 8 Desember 2023	88702222222004 - FANUSA S.Pd, S.Pd, M.Pd	80422000 - Winda Rafiqi Puri	Invoice
106	Juni 8 Desember 2023	88702222222004 - MAMANAD NORA GEMAWAN S.S, M.Hum	80422000 - Dwi Cahya Ningsih	Invoice
107	Juni 8 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Rur Ajiyati	Invoice
108	Juni 8 Desember 2023	88702222222004 - PAB RABU, S.Pd, M.H	80442000 - Dony Kusari	Inventory input dan shp





No	Tgl	Uraian	Uraian	Uraian
23	Senin, 10 November 2023	81784200200004 - UMMAWAD SIFA, SFA, SALMANA, S.S. MUKLA	88420002 - jurnal Cibisa Dipinang	TTD pengantar
24	Senin, 10 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420001 - jurnal Dipinang	verifikasi account shipment cost, cek harga di bill paket
25	Senin, 10 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420006 - jurnal Dipinang	Learning how to make HR Documents
26	Senin, 10 November 2023	84784200200004 - Padi Ratu SFA, SFA, MUKLA	88420008 - jurnal Dipinang	Invoice
27	Jumat, 10 November 2023	81784200200004 - UMMAWAD SIFA, SALMANA, S.S. MUKLA	88420006 - jurnal Dipinang	shipment plan for container, check volume di TTD, cek TTD, cek agency input data di TTD
28	Jumat, 10 November 2023	81784200200004 - UMMAWAD SIFA, SALMANA, S.S. MUKLA	88420002 - jurnal Dipinang	TTD pengantar
29	Jumat, 10 November 2023	81784200200004 - Padi Ratu SFA, SFA, MUKLA	88420000 - jurnal Dipinang	Invoice
30	Jumat, 10 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420001 - jurnal Dipinang	Final HR, update update input data HR, update input

No	Tgl	Uraian	Uraian	Uraian
31	Kamis, 16 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420004 - jurnal Dipinang	Classifying HR documents
32	Kamis, 16 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420009 - jurnal Dipinang	Invoice
33	Kamis, 16 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420001 - jurnal Dipinang	Monitoring dan input
34	Kamis, 16 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420007 - jurnal Dipinang	verifikasi PK, verifikasi freight bill, input data di TTD, verifikasi TTD
35	Kamis, 16 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420008 - jurnal Dipinang	verifikasi invoice, input data di HR
36	Kamis, 16 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420002 - jurnal Dipinang	TTD pengantar dan update
37	Kamis, 16 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420004 - jurnal Dipinang	Classifying HR documents
38	Kamis, 16 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420009 - jurnal Dipinang	Invoice

No	Tgl	Uraian	Uraian	Uraian
39	Senin, 14 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420008 - jurnal Dipinang	Monitoring input dan output
40	Senin, 14 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420009 - jurnal Dipinang	verifikasi input data, verifikasi input data di TTD, verifikasi input data di TTD
41	Senin, 14 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420009 - jurnal Dipinang	input data di TTD, verifikasi input data shipment plan for container
42	Senin, 14 November 2023	81784200200004 - UMMAWAD SIFA, SFA, MUKLA	88420002 - jurnal Dipinang	TTD
43	Senin, 14 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420006 - jurnal Dipinang	Continuing to learn about HR documents
44	Senin, 14 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420009 - jurnal Dipinang	Invoice
45	Senin, 14 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420001 - jurnal Dipinang	Input output
46	Senin, 16 November 2023	81784200200004 - UMMAWAD SIFA, SFA, MUKLA	88420009 - jurnal Dipinang	verifikasi invoice, input data di HR, update input data di TTD, update input data di TTD

No	Tgl	Uraian	Uraian	Uraian
47	Senin, 20 November 2023	81784200200004 - UMMAWAD SIFA, SFA, SALMANA, S.S. MUKLA	88420009 - jurnal Dipinang	Invoice
48	Senin, 20 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420008 - jurnal Dipinang	Invoice
49	Senin, 20 November 2023	81784200200004 - UMMAWAD SIFA, SFA, SALMANA, S.S. MUKLA	88420002 - jurnal Dipinang	TTD pengantar, pengiriman data, update data
50	Senin, 20 November 2023	81784200200004 - Padi Ratu SFA, SFA, MUKLA	88420002 - jurnal Dipinang	Monitoring dan input
51	Senin, 20 November 2023	88884200000000 - UMMAWAD SIFA, SFA, MUKLA	88420002 - jurnal Dipinang	Analisis HR documents
52	Senin, 20 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420007 - jurnal Dipinang	input data di TTD, verifikasi input data
53	Senin, 20 November 2023	88784200200004 - Padi Ratu SFA, SFA, MUKLA	88420009 - jurnal Dipinang	Invoice
54	Senin, 20 November 2023	81784200200004 - UMMAWAD SIFA, SFA, SALMANA, S.S. MUKLA	88420009 - jurnal Dipinang	input data di TTD, input data di HR, update input data di TTD, update input data di TTD



No	Tgl	Uraian	Detail	Uraian	Uraian
98	Juni 17 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	01780200200008 - Dok Cakup Unggul	dan cetak buku berdasarkan data
99	Juni 17 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400002 - Jenis Unggul	90400002 - Jenis Unggul	TID Penginputan data updated
100	Juni 17 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Checking the loading server
101	Juni 17 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	publik
102	Juni 16 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring dan input
103	Juni 16 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400007 - Dok Cakup Unggul	90400007 - Dok Cakup Unggul	Verifikasi file PDB/CLS dan FC pada server pgsip rps
104	Juni 16 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	verifikasi input file input data di HSD/CS, Pgsip rps publik dan pgsip rps
105	Juni 16 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400002 - Jenis Unggul	90400002 - Jenis Unggul	TID

No	Tgl	Uraian	Detail	Uraian	Uraian
140	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400002 - Jenis Unggul	90400002 - Jenis Unggul	Monitoring saat input rps
141	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400007 - Dok Cakup Unggul	90400007 - Dok Cakup Unggul	verifikasi file create user/ password create server rps
142	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	publik
143	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Checking RIB documents
144	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400002 - Jenis Unggul	90400002 - Jenis Unggul	pub
145	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Verifikasi input file input data di HSD/CS, Pgsip rps publik dan pgsip rps
146	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400002 - Jenis Unggul	90400002 - Jenis Unggul	Monitoring saat input rps
147	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400007 - Dok Cakup Unggul	90400007 - Dok Cakup Unggul	Monitoring saat input rps

No	Tgl	Uraian	Detail	Uraian	Uraian
208	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400007 - Dok Cakup Unggul	90400007 - Dok Cakup Unggul	update server user input K3 dan PPS, dan RPS/MS menghitung material
209	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring input rps
210	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	TID verifikasi input
211	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring RIB documents
212	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring RIB documents
213	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Verifikasi input file input data di HSD/CS, Pgsip rps publik dan pgsip rps
214	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	publik
215	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring input rps
216	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring input rps
217	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring input rps

No	Tgl	Uraian	Detail	Uraian	Uraian
223	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	publik
224	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Checking input RIB documents
225	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	input data di HSD/CS, verifikasi input file
226	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	publik
227	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring saat input rps
228	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring saat input rps
229	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring saat input rps
230	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring saat input rps
231	Agustus 1 November 2023	01780200200004 - MUSAWAD R004 - SUNAWAN S.S. MURNI	90400008 - Dok Cakup Unggul	90400008 - Dok Cakup Unggul	Monitoring saat input rps





No	Tanggal	Referensi	Uraian	Referensi	Uraian
243	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	As Invoice Sales
244	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	verifikasi Invoice Pms, input data di SPACES, upload TMS, Print Ekspedisi Pms
245	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	TTO pengantar
246	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Continuing learning how to make PMS Documents
247	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	verifikasi selling payment, verified UJ, export dokumen history
248	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring, kirim email, input report
249	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	As Invoice Sales
250	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data shipment cost, verification Invoice Pms, input data di SPACES, print PMS

No	Tanggal	Referensi	Uraian	Referensi	Uraian
251	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	TTO Audit/audit laporan, Mengej. laporan
252	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input how to create TD Documents
253	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	verifikasi dokumen (performa, create shipment, verifikasi dokumen pms)
254	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring unit operasi
255	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	As Invoice Sales
256	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data shipment cost, input data di SPACES, PMS shipment pms, Learning future agent
257	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	TTO Audit/audit laporan
258	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Understanding purchase document

No	Tanggal	Referensi	Uraian	Referensi	Uraian
240	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Preparing export documents for Regisrasi client
241	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring Invoice Documents
242	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data di SPACES, verification Invoice Sales
243	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data di SPACES, verification Invoice Sales
244	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data di SPACES, verification Invoice Sales
245	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring unit report
246	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring Invoice Documents
247	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring Invoice Documents
248	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring Invoice Documents
249	09/10/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring Invoice Documents

No	Tanggal	Referensi	Uraian	Referensi	Uraian
246	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Monitoring unit report
247	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data di SPACES, Learning process, print shipment form, verification learning future agent
248	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	verifikasi TD unit operations, upload data report, input data di SPACES, print PMS
249	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	TTO pengantar
250	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	Clicking to learn about other items, input data di SPACES report
251	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	input data di SPACES, verification Invoice Sales, input data di SPACES, print PMS
252	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	upload data shipment data, input dokumen
253	14/11/2022	18190302020004- Prati Raha SFL MMS	181403000- Tik Audit	181403000- Tik Audit	TTO Audit/audit laporan



















*APPENDIX 4*

**PHOTO OF THE AUTHOR WITH EMPLOYEES OF PT. INDAH  
KIAT PULP & PAPER Tbk- PERAWANG MILL**















APPENDIX 5

APPRENTICESHIP ACCEPTENCE LETTER



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



Pinang Sebatang, 02 Juni 2023

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

Dengan hormat,

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

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

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

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

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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

Armada, SE., ME  
Public Affair


Tembusan :  
Disampaikan kepada Yang Terhormat,  
1. ybs

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

**Head Office** : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia  
Telp : (62-21) 53120001 - 03 ( hunting ), Fax : (62-21) 53120360, 53120045, 53120324-25  
**Liaison Office** : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia  
Telp : (62-781) 858888 ( hunting ), Fax : (62-781) 27502, 33662  
**Mill Site** : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia  
Telp : (62-781) 91088, 91030 ( hunting ), Fax : (62-781) 91373, 91376

APPENDIX 6

APPRENTICESHIP LETTER

 **indahkiat**  
Pulp and paper products

**SURAT KETERANGAN**  
007/SKV-PA/KPPI/2024



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

Nama	: Wyanda Rahima Putri
NIM/NIS	: 5504201007
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

  
  
**Armadi, SE.,ME**  
Public Affair Head

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

APPENDIX 7

EVALUATION RESULT

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

Name : Wyanda Rahima Putri  
Student's Identity No. : 5504201007  
Study Program : D-IV English for Business and Professional Communication  
Collage : State Polytechnic of Bengkalis

No.	Assesment 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