

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

By:

ANNISA ZHAHARA HUSNI
5404201338



INTERNATIONAL BUSINESS ADMINISTRATION BUSINESS
ADMINISTRATION DEPARTMENT STATE POLYTECHNIC
OF BENGKALIS

2024

VALIDITY SHEET

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL OPERATION PORT DIVISION

Written as one of the conditions for completing Apprenticeship

ANNISA ZHAHARA HUSNI
5404201338


Perawang-Riau, June 28th, 2024

Head of Public Relation
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill



Armadi SE., M, E
SAP: 1013966

Advisor



Hutomo Atman Maulana, S.Pd., M.Si
NIP. 198908312018031001

Approved by:

Head of International Business Administration
Study Program
State Polytechnic of Bengkalis



Yan Junita Raflah, B.Sc., M.Ec. Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise for the blessings and grace of Almighty Good, who has provided health and opportunities to the author so that can complete practical work activities and have completed practical work reports that the authors do at PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill on time, namely from January 09th 2023 until June 09th 2023.

The authors also express their gratitude to all employees of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.

In compiling this job training report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Jhony Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of this apprenticeship.
6. Hutomo Atman Maulana, S.Pd., M.Si as the advisor of this apprenticeship Report.
7. Mr. Armadi, SE., ME as the Head of Public Relation of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.
8. Mr. Jasin Kurniawan as the Head of Operation Port Division of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
9. Mr. Royandi, SE., ME as the Manager of Operation Port Division of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.

10. Mrs. Nur Afni at the Supervisor our apprenticeship.
11. All employee of Operation Port Division and Public relation of PT. Indah Kiat Pulp and Paper Tbk that already give the writer guidance and a lot of experience while did the job training.
12. especially to my parents, Mr. Husni Chalid and Mrs. Eria Wilda, thank you for allowing me to do an internship at my dream company, for believing in me and for providing material and financial support.
13. especially myself, thank you for trying to give the best for the campus and family, for completing the internship well and on time.
14. To my fellow interns, thank you for being friends and providing lessons for me during my internship.
15. Friends in arms of State Polytechnic of bengkalis, especially the international business administration study program, thank you for your support and cooperation in completing this job training report.

Bengkalis, 13 July 2024

Author

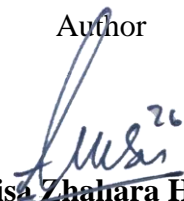

Annisa Zahara Husni
NIM.5404201338

TABLE OF CONTENT

COVER.....	i
VALIDITY SHEET	ii
ACKNOWLEDGEMENT.....	iii
TABLE OF CONTENT.....	v
LIST OF FIGURES	vii
LIST OF TABLES	ix
LIST OF APPENDICES.....	x
CHAPTER I.....	1
INTRODUCTION.....	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
CHAPTER II	5
GENERAL DESCRIPTION OF PT. INDAH KIAT PULP AND PAPER TBK	5
2.1. Company Profile.....	5
2.1.1 Sinarmas Group	5
2.1.2 PT. Indah Kiat Pulp & Paper Tbk. (PT. IKPP).....	6
2.2 Vision dan Mission	8
2.3. Kind of Business	9
2.4 Organization Structure	9
2.5 The Working Process	10
2.6 Document Used For Activity	12
CHAPTER III.....	18

SCOPE OF THE APPRENTICESHIP	18
3.1 Job Description	18
3.2 System and Procedure.....	18
3.2.1 Specification of special tasks carried out during practical work	
25	
3.4.2 The process of recording documents for internal mill Trucking	
loading activities using a trailer every month to the Internal Mill	
Transportation Repost System (ITRS) system.....	30
3.2.2 Software and Hardware Used.....	37
3.3 Place and Time of Apprenticeship	42
3.4 Kind and Description of the Activity	42
3.5 Obstacle and Solution.....	59
3.5.1 Obstacle.....	59
3.5.2 Solution.....	60
BAB IV	61
CONCLUSION AND SUGGESTION	61
4.1 Conclusion	61
4.2 Suggestion.....	61
REFERENCES.....	63
APPENDICES	64
WRITER BIOGRAPHY	102

LIST OF FIGURES

Figure 2.1	Sinarmas Group Logo.....	5
Figure 2.2	PT. Indah Kiat pulp&paper Perawang Mill.....	6
Figure 2.3	PT IKPP Tbk Logo.....	6
Figure 2.4	Organizational Structure of PT. Indah Kiat pulp&paper Tbk.....	10
Figure 2.5	The working process of operation port Division.....	11
Figure 2.6	Comersial Invoice.....	12
Figure 2.7	Tax Invoice.....	13
Figure 2.8	Recap Billing.....	13
Figure 2.9	Scalling Ticket.....	14
Figure 2.10	Vehicle pass.....	15
Figure 2.11	Delivery Note.....	16
Figure 2.12	Payment Application.....	17
Figure 3.1	PT. SBP trucking loading bill input process in ITRS.....	18
Figure 3.2	Invoice control system.....	19
Figure 3.3	Create Shipment cost.....	19
Figure 3.4	capture payment application.....	20
Figure 3.5	create a new URN.....	20
Figure 3.6	Flowchart PT. SBP Trucking Loading bill input process in ITRS...	21
Figure 3.7	Invoice billing process.....	22
Figure 3.8	Flowchart shipment cost.....	24
Figure 3.9	Flowchart jasatama mandiri invoice process.....	24
Figure 3.10	Flowchart payment application.....	25
Figure 3.11	Flowchart a new URN.....	25
Figure 3.12	Verification States to submission of payment invoice.....	43
Figure 3.13	verify documents from vendors.....	44
Figure 3.14	Datainput process in ITRS.....	45
Figure 3.15	Make a billing claim.....	45
Figure 3.16	Attach SES and follow up SES.....	46

Figure 3.17	ITRS application.....	48
Figure 3.18	Summarr of transportation ship report.....	48
Figure 3.19	create an activity type.....	49
Figure 3.20	create a transportation Type.....	50
Figure 3.21	create caro type.....	50
Figure 3.22	create transportation charge.....	51
Figure 3.23	create a new ground carrier.....	52
Figure 3.24	input invce to ITRS.....	53
Figure 3.25	Create an internal transportation expense report.....	53
Figure 3.26	SAP logon.....	54
Figure 3.27	Invoice Control System (ICS).....	55
Figure 3.28	HBD Transportation System.....	56
Figure 3.29	Personal Computer (PC).....	56
Figure 3.30	Printer and Scaanner.....	57
Figure 3.31	Stapler.....	58
Figure 3.32	Binder Clip.....	58
Figure 3.33	Paper Clip.....	59

LIST OF TABLES

3.1	The working schedule of PT.....	25
3.2	Daily Activities of January 22 th 2024 to January 26 th 2024.....	26
3.3	Daily Activities of January 29 th 2024 to February 02 th 2024.....	26
3.4	Daily Activities of February 05 th 2024 to February 09 th 2024.....	27
3.5	Daily Activities of February 12 th 2024 to February 16 th 2024.....	27
3.6	Daily Activities of February 19 th 2024 to February 23 th 2024.....	28
3.7	Daily Activities of February 26 th 2024 to March 01 th 2024.....	29
3.8	Daily Activities of March 04 th 2024 to March 08 th 2024.....	30
3.9	Daily Activities of March 11 th 2024 to March 15 th 2024.....	30
3.10	Daily Activities of March 18 th 2024 to March 22 th 2024.....	31
3.11	Daily Activities of March 25 th 2024 to March 29 th 2024.....	32
3.12	Daily Activities of April 01 th 2024 to April 05 th 2024.....	33
3.13	Daily Activities of April 08 th 2024 to April 12 th 2024.....	34
3.14	Daily Activities of April 15 th 2024 to April 19 th 2024.....	34
3.15	Daily Activities of April 22 th 2024 to April 26 th 2024.....	35
3.16	Daily Activities of April 29 th 2024 to Mei 03 th 2024.....	36
3.17	Daily Activities of Mei 06 th 2024 to Mei 10 th 2024.....	37
3.18	Daily Activities of Mei 13 th 2024 to Mei 17 th 2024.....	37
3.19	Daily Activities of Mei 20 th 2024 to Mei 24 th 2024.....	38
3.20	Daily Activities of Mei 27 th 2024 to Mei 31 th 2024.....	39
3.21	Daily Activities of June 03 th 2024 to June 07 th 2024.....	40
3.22	Daily Activities of June 10 th 2024 to June 14 th 2024.....	40
3.23	Daily Activities of June 17 th 2024 to June 21 th 2024.....	41
3.24	Daily Activities of June 24 th 2024 to June 28 th 2024.....	42

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter.....	58
Appendix 2 : Apprenticeship Statement Letter.....	59
Appendix 3 : Sertificate.....	60
Appendix 4 : Company Appraisal sheet.....	61
Appendix 5 : Daily Activity.....	62
Appendix 6 : Photo of the author with employees of PT. Indah Kiat Pulp&Paper Tbk-Perawang Mill.....	84
Figure 1 Group photo at the public relations building.....	84
Figure 2 photo with mentor.....	84
Figure 3 photo of birthday celebration with the invoice team.....	84
Figure 4 farewell party with port operations employess.....	85
Figure 5 photo with safety induction operation port trainer Mr. Novri.....	85
Figure 6 visit to jetty 1-10 & rasau kuning.....	85
Figure 7 breaking the fast wit operation port anf SCD department.....	87
Figure 8 breaking the fast wit PT. IKPP and siak regency government.....	87
Figure 9 breaking the fast and graduating Mr. Jasmardi with the port operations division.....	88
Figure 10 photo with Chinese new year eid.....	89
Figure 11 K3 event photo.....	90
Figure 12 join customs and excise meeting.....	91
Figure 13 input invoice into the system.....	91
Figure 14 verify trailer Bill.....	91
Figure 15 billing documentr loading paper batam.....	92
Figure 16 pulp break bulk receipt document between warehouse within the factpry.....	92

Figure 17	input loading data into e internal mill transportation report system.....	92
Figure 18	logsheet.....	92
Figure 19	verify paper invoices.....	93
Figure 20	verify spare part invoice.....	93
Figure 21	verify the completeness of the travel letter in the invoice attachment.....	93
Figure 22	input shipment cost.....	94
Figure 23	reporting process in HTS for paper Invoice.....	94
Figure 24	job presentation.....	94
Figure 25	handing over souvenirs.....	95
Figure 26	photo of the names of the por unit.....	95