

**APPRENTICESHIP REPORT  
PT. IMBANG TATA ALAM  
FIELD PROCUREMENT OFFICE**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS**

**2024**

**APPRENTICESHIP REPORT  
PT. IMBANG TATA ALAM**

Written as one of the requirements to complete the Apprenticeship

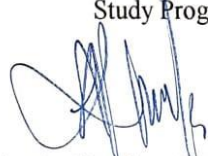
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Competition in the workplace is getting higher in this competitive era. Companies are increasingly selective in recruiting employees and pay attention to all aspects of their prospective workers. Especially knowledge and experience that determine the quality of human resources. And work readiness is the main capital for a person in doing work so that with the readiness that is owned, maximum work results will be obtained (Sari & Nurhifayati, 2022 in Wahyuni *et al.*, 2023). According to Afarina (2022), work readiness is an overall individual provision that includes self-preparation, ways of thinking and experience and has the desire and expertise to do a job. In this case, college graduates must have work readiness in order to compete for job opportunities.

State Polytechnic of Bengkalis as one of the vocational institutions always strives to improve the quality and competence of its students so as to produce a generation that is ready to work equipped with extensive knowledge and more experience in the world of work. Therefore, apprenticeship is a compulsory program that must be followed for students of State Polytechnic of Bengkalis in all departments. This activity is very important because today's modernization era makes every individual required to have a high standard of competence. The goal is to be able to compete when entering the world of work. According to Afarina (2022), the experience of entering the industry during college really helps students be more courageous and confident in solving a problem encountered and being able to make quick and precise decisions.

State Polytechnic of Bengkalis requires students to take part in apprenticeship courses which are carried out in odd semesters. In general, the implementation of Apprenticeship is intended to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices. After carrying out apprenticeship, students are specifically expected to

gain industrial experience which includes planning, processing and implementation in a work unit. Achieving the objectives of the apprenticeship ultimately refers to the formation of professionalism of students who have broad skills and knowledge, one of which is in the field of International Business Administration. Through this apprenticeship activity, State Polytechnic of Bengkalis seeks to improve students' abilities by carrying out training or training in companies engaged in various industrial sectors.

Based on the information above, the Author as an International Business Administration student is required to carry out Apprenticeship and the Author has chosen PT Imbang Tata Alam as a place to carry out apprenticeship for four months. The Author chose PT Imbang Tata Alam as the place to carry out the apprenticeship because in addition to implementing the theory of business administration that has been studied, the Author also wants to get to know the types of companies engaged in the oil and gas sector in Riau province, because the Author has also never made an industrial visit to an oil and gas company. In addition, the Author received positive reviews about the company based on the experience of seniors when carrying out apprenticeship at the company and work system that is not rolled for apprentice students so that students get complete knowledge and complete work practices. And the main reason is for job opportunities in the future, because the company prioritizes people who are in the ring 1 area when there is recruitment, and where the Author live is included in the priority area.

The Author was placed in the Support Division, precisely in the Field Procurement Office. The implementation of the apprenticeship began on February 01 to May 31, 2024. The experience during the apprenticeship has more or less given the Author a fairly broad view of the actual conditions of the world of work. And also make the Author learn a lot while working on tasks in the field of goods and services procurement documents for company operations.

## **1.2 Purpose of the Apprenticeship**

The purpose of the apprenticeship carried out at the related company are as follows:

1. To obtain the data needed during apprenticeship at PT Imbang Tata Alam.
2. To find out the flow and specifications of work at PT. Imbang Tata Filed Procurement Office
3. To understand the documents and files produced during apprenticeship at the Field Procurement Office.
4. To understand the targets expected from the work performed
5. To identify challenges and find suitable solutions during the apprenticeship at PT Imbang Tata Alam.

## **1.3 Significances of the Apprenticeship**

The implementation of apprenticeship has a crucial role for several parties such as students, companies and State Polytechnic of Bengkalis.

### **1.3.1 Significances for Students**

Some of the great benefits that students can get from apprenticeship activities at Field Procurement Office PT. Imbang Tata Alam are:

1. Students get practical experience in the procurement process of goods/services for company operations, which is more or less learned in the Production Management and Company Operations courses. Students get a real picture of the world of work and learn to adapt to the professional environment
2. Students have the opportunity to analyze problems related to Vendors or suppliers with the Users of goods from the company.
3. Students can expand relationships and make it easier to access information on job opportunities at PT. Imbang Tata Alam especially in Field Procurement Offices

### **1.3.2 Significances for the Company**

The benefits obtained by companies that accept students to carry out apprenticeship, including:

1. PT. Imbang Tata Alam has a good and sustainable relationship with the State Polytechnic of Bengkalis and the company will be better known in the world of education.
2. The company has the opportunity to get new labor candidates by assessing the potential of apprenticeship students
3. The company gets labor assistance from apprenticeship students

#### 1.3.3 Significances for State Polytechnic of Bengkalis

Some of the benefits that can be obtained by the Bengkalis State Polytechnic especially for the international business administration study program from the implementation of apprenticeship are as follows

1. The International Business Administration study program has a place for students to apply the theory from the courses that have been taught during internships at the Field Procurement Office such as Production and Operational Management, Business Environment, Computer Practicum and others.
2. Have the opportunity to be prioritized in applying for practical work at PT Imbang Tata Alam for the next batch because students who have done internships have built good relationships with the industry.
3. The International Business Administration study program can produce graduates with practical experience in the oil and gas sector industry.

## **CHAPTER II**

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

#### **2.1 Company History**

##### **2.1.1 PT. Energi Mega Persada SA**

PT Energi Mega Persada Tbk. Is an upstream oil and gas company with operations in Indonesia and Mozambique. EMP was established in 2001 and has been a public company on the Indonesia Stock Exchange since 2004. Previously in 1971 the ownership of the Malacca Strait Block oil and gas concession was held by a foreign company, Pan Ocean Corporation. In the same year, on July 02, 1971, the ownership changed hands to an American company, Atlantic Rich Field Company (Arco). Then on March 01, 1978, the oil and gas concession was acquired by Canadian oil company Hudbay Oil Ltd. While Hudbay Oil Ltd. operated the Melaka Strait Block Oil and Gas Concession, it continued to receive technical assistance from British Petroleum Ltd. On May 13, 1991 the operator of the Melaka Strait Block changed hands to Lasmo Oil Ltd. which is a British oil company.

In mid-1995, Far Eastern Hydrocarbons Ltd. which belongs to the Bakre group of companies located in Hong Kong, took control of Resources Holding Incorporations, the holding company of Kondur Petroleum SA. In the same year, Lasmo Oil Ltd. sold its interest in the Melaka Strait Block, and Kondur Petroleum SA seized this opportunity to acquire all of Lasmo Oil Ltd.'s shares. Kondur Petroleum SA successfully acquired and replaced Lasmo Oil Ltd. as operator on October 12, 1995 (Anjelita, 2023).

PT Energi Mega Persada (EMP) took over Resources Holding Incorporation's ownership of Kondur Petroleum S.A in 2003 which is called EMP Malacca Strait S.A. According to the legal entity, the word S.A on the back of EMP Malacca Strait's name stands for Societ Anonym which in French law means a partnership run with one of its members. S.A also means an association in which the liability of all partners is limited. Based on this explanation, the word S.A can be aligned with PT (*Perseroan Terbatas*) in Indonesia.

Later in 2021, PT Energi Mega Persada (EMP) announced that its subsidiary, PT Imbang Tata Alam (ITA), is the operator and owner of 100% participating interest in the Malacca Strait Block (cooperation contract) in Riau province. The operatorship history of the company is as follows:

**Table 2.1 Operatorship History of the Malacca Strait Block Oil and Gas Concession**

No.	Operator	Since the Year
1	Kondur Petroleum S.A	August 05, 1970
2	Pan Ocean Oil Corporation	March 21, 1971
3	Atlantic Richfield Indonesia	July 02, 1971
4	Hudbay Oil (Malacca Strait) Ltd.	March 01, 1978
5	Lasmo Oil (Malacca Strait) Ltd.	May 13, 1991
6	Kondur Petroleum S.A	October 12, 1995
7	Energi Mega Persada (Malacca Strait)	February 16, 2003
8	PT. Imbang Tata Alam	September 10, 2021

Source: Anjelita (2023)

PT Energi Mega Persada applies its extensive expertise in reservoir management, innovative use of modern technology and drilling techniques to the exploration and production of oil and gas in an area of more than 35,000 km<sup>2</sup>. EMP is a major supplier of natural gas in the rapidly growing regions of East Java and Sumatra. Through its subsidiaries, EMP operates participating interests in 11 oil and gas properties, namely EMP Bentu Limited, EMP Korinci Baru Limited, EMP Malacca Strait S.A, South CPP, 'B' PSC, Bireun Sigil, Tonga and Gebang in Sumatra, Kangean in East Java, Sengkang in South Sulawesi and Buzi in Mozambique (Emp.id, 2023).

#### 2.1.2 PT. Imbang Tata Alam

According to Wikipedia (2024) PT Imbang Tata Alam (ITA) is a subsidiary of PT Energi Mega Persada Tbk. which is the operator and owner of 100% working interest in the Malacca Strait Contract of Cooperation (PSC) Block. PT Imbang Tata Alam has a working area in Riau Province, Meranti Islands Regency, namely Padang Island and Tebing Tinggi. Until 2023, the company has discovered 156 million barrels of new oil from the Block. EMP has a participating interest in the block of 60.49%. The oil production was 10,000 BOPD (Barrels of Oil per Day) in 2005 and until 2022 the production will be around 5142 (BOPD).





**Figure 2.1 Logo of SKK Migas PT. EMP Imbang Tata Alam**  
*Source: PT. Imbang Tata Alam*

The process of production activities carried out by this company is an oil extraction activity from oil wells in the area which is an oil extraction activity area in Riau Province. According to Anjelita (2023) currently PT Imbang Tata Alam has five fields that have produced oil located onshore and offshore:

1. Lalang field (offshore)

The Lalang oil field is located offshore in the middle of the Lalang Strait and has been in operation since April 1984. The field has a central processing facility with a satellite platform located approximately 65 feet above the water surface.

2. Mengkapan field (offshore)

This offshore field was discovered in 1981, commenced operations in 1986 and has two satellite platforms producing oil with relatively high water and gas content.

3. Melibur field (onshore)

This field is located in the eastern part of Padang Island and started production in 1986.

4. Kurau field (onshore)

The Kurau oil field was discovered in 1986 and the facilities in the area were commissioned in 1990.

5. South Field (onshore and offshore)

This area produces a number of oil fields both onshore and in the waters of Padang Island and Tebing Tinggi.

## 2.2 Vision and Mission of PT Imbang Tata Alam

### 2.2.1 Vision of PT Imbang Tata Alam

“PT Imbang Tata Alam intends to be an outstanding, reliable, efficient, highly profitable and self-sustaining company with a special focus on oil and gas exploration and production”.

### 2.2.2 Mission PT. Imbang Tata Alam

“PT Imbang Tata Alam as the host country's partner will conduct all activities required in the exploration, production and development of oil and gas assets in a safe, efficient and reliable manner, and will optimize asset value and maximize profitability in the best interest of all stakeholders”.

## 2.3 Organization Structure

### 2.3.1 Organization Structure of PT. Imbang Tata Alam

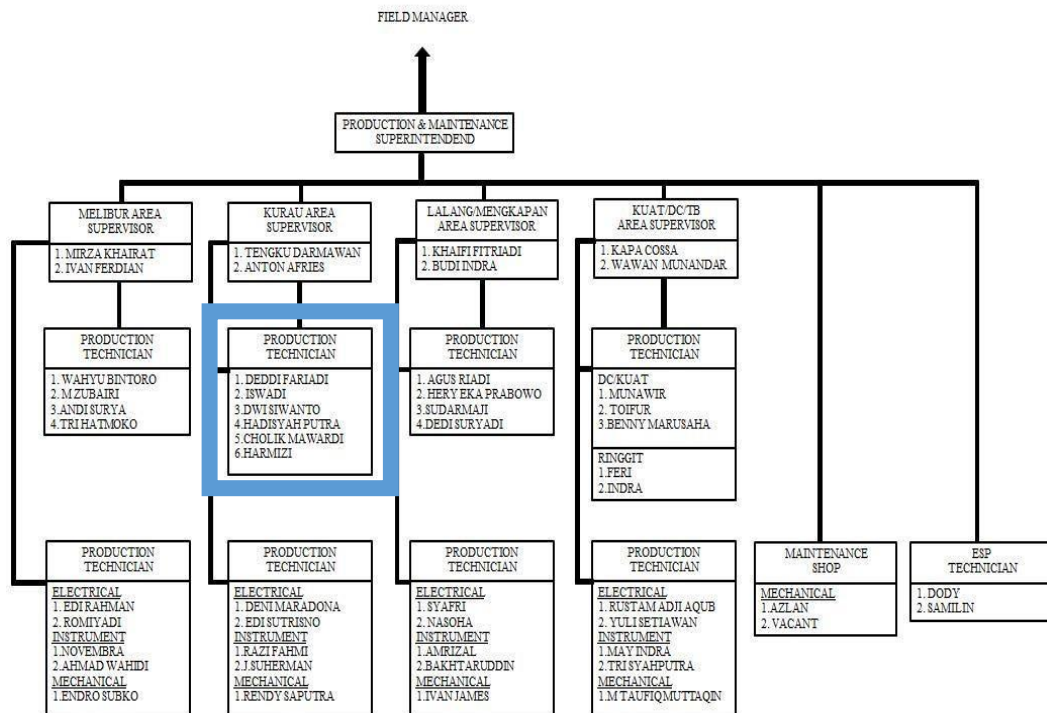


Figure 2.2 Company Organization Structure  
Source: PT. Imbang Tata Alam (2024)

The roles and responsibilities of each division in PT Imbang Tata Alam are:

1. Production Manager (PM)

The Production Manager is responsible for the smooth production of crude oil with his duties supervising and controlling the oil wells and equipment and supervising the Plant Facilities process and activities as well as supervising and controlling the power generation system placed in the Process Plant Facilities.

2. Maintenance Manager

The Maintenance Manager is responsible for the smooth working of crude oil production support equipment and facilities. This division is tasked with carrying out periodic repairs or maintenance of all equipment and machinery supporting crude oil production and carrying out maintenance and repairs to other facilities such as air conditioning, electricity, etc.

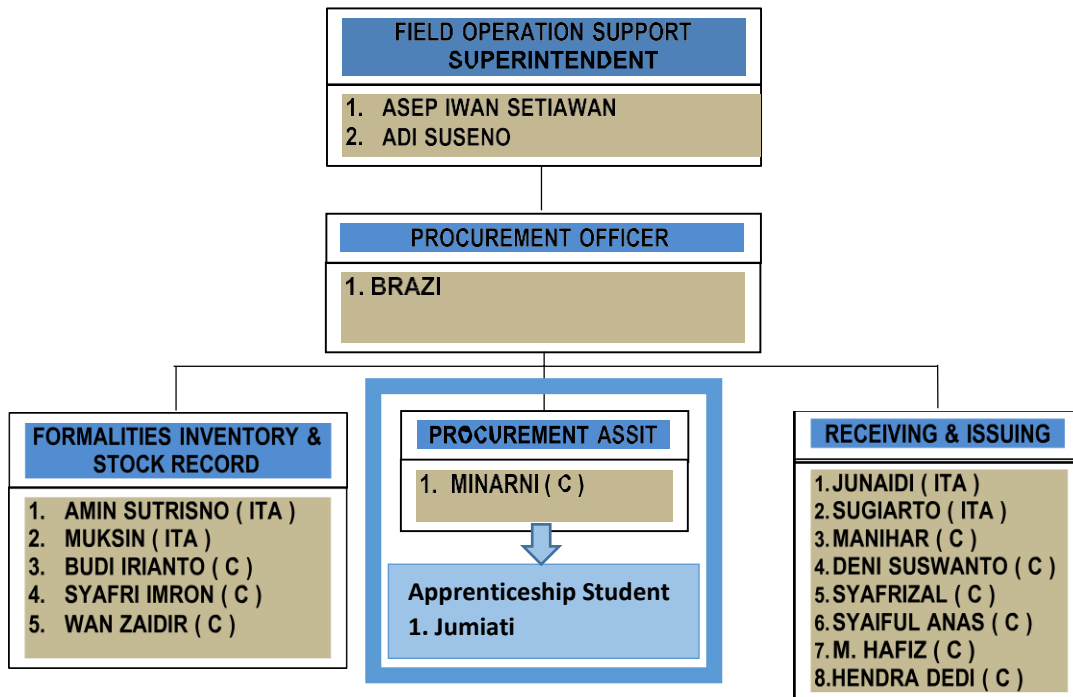
3. General Affair and Health Environment and Lost Control

This division manager is responsible for all security and safety in the Malacca Strait working area, as well as for relations and natural development and environmental conservation. Tasks carried out in the form of preventing or overcoming the occurrence of fire. Winning all kinds of problems between EMP PT Imbang Tata Alam and the local community, supervising the security and regulations that apply in the work area.

4. Operation Support Manager (OSM)

This division is responsible for the processing of accommodation facilities (employee housing), provision of food and beverages. The entire support manager area has four independent material service sections and oversees 4 divisions that have their own duties and responsibilities.

### 2.3.2 Organization Structure Support Division



**Figure 2.3 Organizational Structure of Support Field Procurement Division**

*Source : PT. Imbang Tata Alam (2024)*

All area support managers have 4 Material Service Superintendent sections and oversee 4 divisions that have their respective duties and responsibilities. The functions and responsibilities of each Support Division at EMP Malacca Strait S.A are as follows:

1. Field Procurement Officer

The Field Procurement Officer is responsible for the smooth running of purchases made by PT. Imbang Tata Alam and take care of procurement documents for the company's operational needs. This division is in charge of carrying out tender auctions, finding Vendors or suppliers, issuing PO (Purchase Orders) carrying out all buying and selling matters related to administration.

2. Inventory Control & Stock Record Supervisor

This division is in charge of signing all approval letters, supervising the record of goods and carrying out re-checks both in the warehouse and computerized. The Inventory Control & Stock Record Supervisor has two

sections that assist, namely the Field Inventory and Asset Assistant and the Stock Record Assistant.

The Field Inventory and Asset Assistant is in charge of assisting the supervisor in carrying out the duties and activities, assigning numbers to SPR (Small Purchase Requisition) sheets, assigning vocabulary numbers to new goods and check goods at mid-year and year-end. The Stock Record Assistant is responsible for inventorying goods and supervising materials. This job is to assist the Supervisor in check materials in the field, check the warehouse in the middle of the year, input or posting the inventory list of goods into the stock card system that has been provided and filing SPP, MRR in the column provided.

## **2.4 Scope of the Company**

### **2.4.1 Type of Business**

PT Imbang Tata Alam (ITA) is a company engaged in the exploration and production of oil and gas. PT ITA is a multinational company engaged in drilling under Pertamina. The oil produced by this company is still in the form of crude oil. After being produced, this oil will be processed by Pertamina company so that it becomes ready-to-use oil.

The oil produced by PT Imbang Tata Alam is crude oil taken directly from oil wells. The first process is take oil from the well using a pump. The pool of oil is then flowed to the oil collection or Gathering Station. The flow of oil sent to the Gathering Station has three components, namely oil, water and gas.

The first process performed when the flow enters the Gathering Station is the separation of gas and liquid. The gas that has been produced is then combusted for disposal. Furthermore, the liquid consisting of oil and water is accommodated in a tank to be separated again between water and oil with a different process. So that pure oil will be above the liquid and the oil will be flowed for the next process of collecting oil and calculating the oil that has been successfully produced. Then the oil is flowed to Gandini (Oil Storage) in the middle of the sea to carry out the

process of selling crude oil to Pertamina, then Pertamina will process the oil into ready-to-use oil.

The water produced from the Gathering Station will then flow to the Water Cleaning Plant (WCP), in this section the water will be processed to separate the oil and water sent from the Gathering Station. This separation uses the concept of density so that later water and oil will separate and then the resulting oil will be flowed back to the Gathering Station to be processed again from the beginning. The separated water will then flow through the existing filter to remove the remaining oil in the water. The clean water is then sent to the Water Injection Plant (WIP) to set the specified water pressure to enter the injection well. Which injection wells are used to increase production at existing wells. The process of oil production activities takes place at any time, therefore field officers work in 2 shifts, namely day and night to be able to properly supervise oil production activities (Febriani, 2024).

The company believes that the protection and development of workers and communities, protection of the environment, safety of workers and company assets are important in achieving exploration, drilling and production targets. To achieve excellence in occupational health, safety and security, everyone must behave safely, have a healthy attitude, and be environmentally friendly.



Figure 2.4 Overview of PT Imbang Tata Alam Production Facility Area

Source : Febriani (2024)

#### 2.4.2 Field Overview

PT Imbang Tata Alam has oil producing fields (offshore and onshore) spread across the Meranti archipelago. According Febriani (2024) these fields are

Lalang Field, Mengkapan Field, Melibur Field, Kurau Field and South Field. Oil production in the Block consists of 137 production wells spread across various fields.

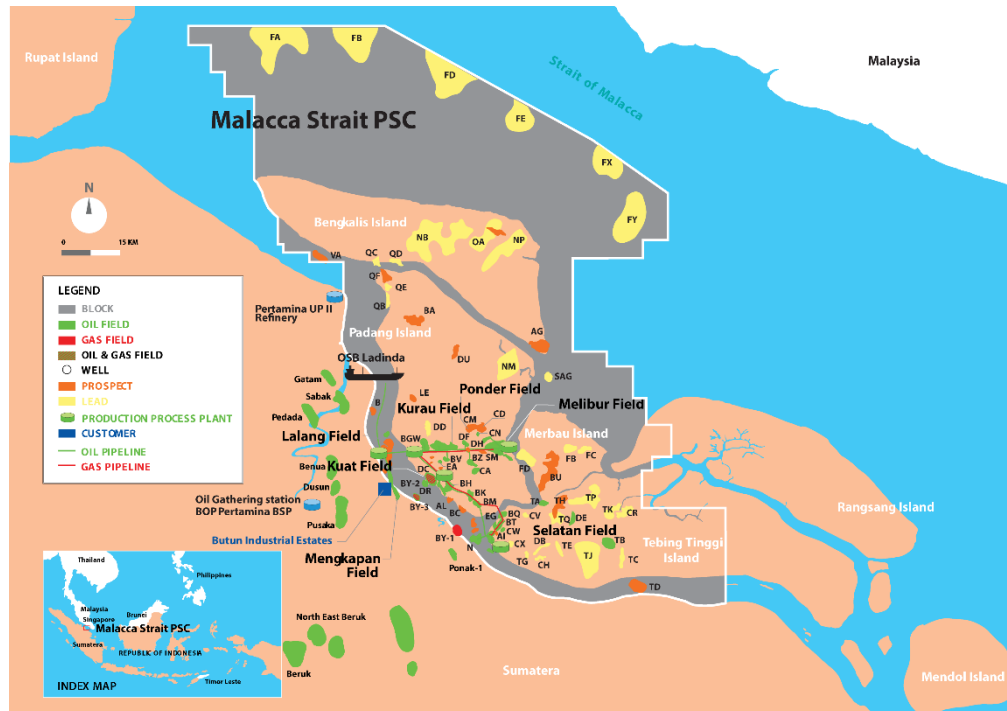


Figure 2.5 Working Area of PT Imbang Tata Alam  
Source : emp.id

1. Lalang Field

The Lalang field was first discovered in August 1980, located in the offshore waters of the Lalang Strait between Padang Island and the mainland of Sumatra. This field was the first offshore field developed by Hubday Oil. There are five platforms in Lalang Field, namely: LA (Lalang Well Platform Alpha)

- a. LB (Lalang Well Platform Bravo)
- b. LC (Lalang Well Platform Charlie)
- c. LP (Lalang Platform), contains process plant equipment such as separators, compressors, turbines, water treatment units, and control rooms..
- d. LQ (Living Quarters), It used to be a lodging place for workers but now it is no longer used.



**Figure 2.6 Lalang Well Platform**

*Source : Febriani (2024)*

## 2. Mengkapan Field

The Mengkapan offshore field was discovered in 1981 and commenced operations in 1986. Oil production from the two platforms of the Mengkapan unit is routed through the Lalang processing facility. As such, the Mengkapan field can be considered an integral part of the Lalang field operations. The building and equipment design of the two wellhead satellite platforms in the Mengkapan field are similar to the Lalang satellite installation. So are the well depths and production techniques used. The decline in production in both fields was naturally accompanied by an increase in the amount of produced water. To address this, a hydrocyclone water separation unit was installed. The disposal of this waste water seen at the foot of the platform in the form of hydrocyclone water vapor reduced the water handling load on the Lalang processing unit and increased the capacity of the Mengkapan pipeline.

The Lalang and Mengkapan offshore fields are produced from wells between 4000-5000 feet deep using electric pumps buried in the wells. The wells are drilled directionally with up to 40 degree inclination to reach all parts of the basin. Well repairs are carried out with a repair rig barge moored to the platform whenever repairs are required. The resulting production is delivered to the Lalang Process Plant via a subsea pipeline. There are two platforms in the Mengkapan Field, namely:

- a. MD (Mengkapan Well Platform Delta)
- b. ME (Mengkapan Well Platform Echo)



### 3. Melibur Field

The field is located on the eastern mainland of Padang Island. The field began production in 1986 and is an accumulation of oil from two separate sources. The produced oil is processed in the Melibur processing unit, by separating the water and gas content of the produced oil. Produced water is treated to meet quality standards and discharged to the sea. The gas produced is drained and used for local power generation.

The crude oil produced is pumped and piped across Padang Island, and stored in the OSB Ladinda storage tank. Oil is produced using electric or screw pumps buried in wells up to 1000 feet deep. The single BZ well was combined with the Melibur field and commenced operations in 1990. There are three oil drilling areas in Melibur, namely Melibur North-West

- a. Main Melibur
- b. Melibur South East

### 4. Kurau Field

The Kurau oil field was discovered in 1986 and the current facilities were commissioned in 1990. Kurau consists of 2 oil accumulations and is produced through a series of 3 clusters (collectors) where wells can be tested and the fluid flow from the wells cooled before being transferred to the main Kurau process facility. At Kurau the crude oil is separated in 3 stages from its water and gas content. All wells at Kurau are pumped by electric pumps from a depth of 5000 feet with the main development being directional drilling broken out of clusters.

At the Kurau Process Plant the fluid separation process is carried out. Water as the largest fraction is removed at the bottom of the column, then flowed to a closed drain and further processed in the water treatment equipment (coalescer and floatation unit) to remove oil before being discharged to the sea. The oil that comes out of the separator flows to the Lalang Process Plant to be processed again with the fluid from the Lalang wells before flowing to the Ladinda storage tanker. Meanwhile, the gas is released through the top of the separator column, then flowed to the booster compressor to increase the pressure before being sent to Lalang and Melibur as turbine fuel to replace diesel (dual fuel system).

Kurau has been selected as the operations support center and is equipped with accommodation, offices, workshops, and warehousing facilities. The Environmental Protection and Loss Control Center (ELC) in Kurau is also an important part of EMP's operations in monitoring operations activities to meet international environmental protection, health and safety standards.

#### 5. South Field

The South Field is located on Tebing Tinggi Island, Meranti Islands Regency. The South Project provides the opportunity to produce from several small-scale oil fields both onshore and offshore Padang Island and Tebing Tinggi Island. Crude oil is collected from the MSN offshore field as well as MSAI, MSBA, MSBT and MSBQ located onshore Tebing Tinggi Island and Padang Island, and piped to Kurau for processing.

A deck on Tebing Tinggi Island is equipped with well testing facilities and a power generation center. From this deck, diesel-driven generators provide power for the wells and infrastructure in the area. The development of the southern field wells on Padang Island is entirely using individual generators installed in remote areas.

#### 6. Gandini (Oil Storage Tank Terminal Unit)

Gandini is the last gathering unit facility in the middle of the ocean, all process units in EMP Malacca Strait SA are channeled through subsea pipelines across Padang Island as for what is stockpiled at the terminal is crude oil that has been processed with a moisture content of 99%, this oil is ready to be sold abroad and domestically.



**Figure 2.7 Terminal Unit Oil Storage Tangker**  
*Source : Febriani (2024)*

## **2.5 Work Process**

Field Procurement Office (FPO) is part of the Support Division that is responsible for procuring goods and services to support the company's operations. Procurement Office or usually referred to as Buyer will process documents requesting goods/services from Users. User is the one who uses the goods or who needs the goods/services for operational activities. All divisions at PT Imbang Tata Alam are Users except FPO or commonly called Buyer, because he is the one who procures goods or services for Users. FPO is in charge of processing goods / services procurement documents such as:

### **1. Search and invite Vendors**

The FPO will look for Vendors who may be able to supply goods/perform services in accordance with the User's request. The Vendors will be invited to participate in the price bidding. The FPO will then determine the winning bidder and process the contract documents for the procurement of the goods/services.

### **2. Negotiating price**

In the estimated procurement of goods / services from the User or Owner Estimate (OE), FPO will negotiate prices if the price requested by the Vendor is above the OE price. If the price from the Vendor is the same as the OE price, FPO also continues to negotiate until the agreed price is below the OE price.

### **3. Confirm to User**

FPO will confirm to the User if there are errors in the procurement documents or problems in the price bidding process for SPR and RFM/RFS. For example, if the Vendor does not agree with the OE price, FPO will confirm to the User, then the User will choose to revise the SPR or RFM or not.

### **4. Update daily report, SPR and RFM request logs.**

Every document received by FPO must be updated to the report to make it easier for all Users to see the status of their procurement documents.

## 2.6 Documents Used for Activities

### 2.6.1 Processed Documents

In carrying out apprenticeship in the Field Procurement Office, there are several documents needed to complete the assigned work. The documents are as follows:

#### 1. SPR (Small Purchase/ Service Requisition)

emp  
empowering progress

Small Purchase may only be made from Rp. 1.500.000 to maximum Rp. 5.000.000

REQUEST No.: 019/ 4451/ 2024

BUDGET REFERENCE: 444120-42285-01  
Unbudgeted Report (OPER, Mandi, Laban)

**SMALL PURCHASE / SERVICE REQUISITION**

Date Issued: 21 MARET 2024  
Delivery Date (AMON):

REASON FOR EXPENDITURE: PERBAIKAN LANDING BOAT SISI BARAT

RECOMMENDED BIDDERS:  
1. CV. PATRA TEKNIK MANDIRI  
2. KORAMA  
3.  
4.

NO.	DESCRIPTION	QTY	UNIT	ESTIMATION	
				PRICE PER UNIT	GRAND TOTAL
1	Kayu perahu Landing boat sisi barat				
	Scrup pekerjaan				
	- Pekerjaan dibakukan oleh 1 orang Wakil dan 2 orang helper				
	Dengan mesin oleh mesin sebagai berikut				
	1. Wakil Rp 355.000,-/ton	5	Mand/Day	355.000	Rp 1.775.000
	2. Helper Rp 280.000,-/ton	10	Mand/Day	280.000	Rp 2.800.000
	- Peningkatan: perbaikan landing TUG L.P.				
	- Peralatan material bekas penambangan.				
	- Peningkatan biaya support sebagai berikut				
	Material dibudikan oleh PT TTA				
	Material pengangkutan dibudikan oleh PT TTA				
	Mano dan di budikan oleh PT TTA				
	- Transportasi dan material semua pekerjaan dibudikan oleh Kontraktor				
	- Peralatan kerja dan safety pekerja dibudikan oleh Kontraktor				
	- Kontraktor bertanggung jawab penuh atas keseluruhan yang terjadi pada pekerjaan termasuk biaya pemenuhannya				
	- Semua pekerja yang terlibat wajib menggunakan PPE sesuai dengan peraturan yang berlaku sesuai undang-undang serta ketentuan yang ditetapkan oleh perusahaan yang berlaku sesuai dengan waktu kerjanya, serta penyesuaian kesehatan dan vitamin sesuai ke				
	- Kontraktor wajib melakukan perbaikan jika tidak sesuai spesifikasi dan kontraktor dapat membuat berita acara penyelesaian pekerjaan jika pekerjaan sudah selesai				
	TOTAL				Rp 4.575.000

TITLE	NAME	DATE & SIGNATURE
USER INITIATOR	AGUSTIAR EKA	21/03/2024
FIELD FINANCE & ACCOUNTING	ALI NURROHMAT	21/03/2024
FIELD OPS SUPPORT SUPT.	ADM SUSENO	21/03/2024
AREA MANAGER	BONAR ARI NINDITO	21/03/2024

**Figure 2.8 Purchase Order Document**

Source: Procurement Officer PT. Imbang Tata Alam

SPR is a letter ordering goods or services with a maximum purchase amount of 5 million, this letter is made by the User and numbered by the warehouse. This document will be processed in the procurement office to get the supplier of the request, from this document Field Procurement (Buyer) will issue an SSO / SPO (Small Purchase Order / Small Service Order) document.

2. RFM/RFS (Request For Material/ Request For Service)

**SURAT PERMINTAAN BARANG**  
Unit Bisnis: IMBANG TATA ALAM (ITA)

INVENTORY  
  VITAL  
  URGENT  
  ROUTINE  
  NORMAL  
 NO PERMINTAAN: 265575  
 2 FEB 2024

11336  
LOKASI: KRU

<b>BUKU PENGADAAN</b> Pembelian Rantai Sarana Bantu Navigasi Pelayaran (SRNF) atau Navigation Bantu  <b>JUTIFIKASI PENGADAAN</b> Rantai lengkap dengan aksesoris shackle dan selvet digunakan untuk pemasangan barang kargo no. 7 dan no. 9 di wilayah Selat Lintang PSO Coastal Road PT. Imbang Tata Alam  <b>REFERENSI ANGGARAN</b> 444124 - 422010 Joty - OPS SUPPORT -BASECAMP, -	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PENGUNA BARANG</td> <td style="width: 50%;">Tanda Tangan</td> </tr> <tr> <td>Nama ADI SUSENO</td> <td></td> </tr> <tr> <td>ODORITAS DEPARTEMEN</td> <td>Tanda Tangan</td> </tr> <tr> <td>Nama BONARAH NINDITO</td> <td></td> </tr> <tr> <td>PEJABAT BERWENANG</td> <td>Tanda Tangan</td> </tr> <tr> <td>Nama KELIK REDI SUHARVA</td> <td></td> </tr> </table>	PENGUNA BARANG	Tanda Tangan	Nama ADI SUSENO		ODORITAS DEPARTEMEN	Tanda Tangan	Nama BONARAH NINDITO		PEJABAT BERWENANG	Tanda Tangan	Nama KELIK REDI SUHARVA	
PENGUNA BARANG	Tanda Tangan												
Nama ADI SUSENO													
ODORITAS DEPARTEMEN	Tanda Tangan												
Nama BONARAH NINDITO													
PEJABAT BERWENANG	Tanda Tangan												
Nama KELIK REDI SUHARVA													

TANGGAL PENERIMAAN BARANG: 31-MAR-2024

PERKIRAAN HARGA SENDIRI  
RUP 170.000.000,00

NO	JUMLAH	UNIT	KODE BARANG	DESKRIPSI
1	2,00	PS	T00138558	Alloy stud link chain : Size : 38 mm Long : 55 mtr ( 1 Fathom : 27,5 mtr )
2	8,00	EA	T00138559	Joining shackle for size 38 mm chain SWL : 25 Tons
3	2,00	EA	T00138560	swivel piece for size 38 mm Stainless stell

Term & Condition :  
 - Barang diterima di kru - ware house dalam keadaan terbungkus dan dalam kondisi baik. Apabila ditemui barang yang cacat akan dikembalikan dan biaya ditanggung oleh vendor.  
 - Waktu Pengiriman : Maksimal 45 hari

KU-8372/24

PERSETUJUAN PROSES PENGADAAN	
SCM Procurement akan memproses permintaan pengadaan barang/jasa yang diajukan sesuai dengan prosedur dan tata aturan yang berlaku.	Disetujui Oleh,   <p style="text-align: center;">VP SCM</p>

print by : halaman : 1

**Figure 2.9 RFM Document**

Source: Procurement Office PT. Imbang Tata Alam


RFM / RFS is a document requesting goods whose value is above 5 million rupiah. For requests with a nominal value of up to 200 million, the approval is sufficient until the Area Manager. However, if the value is more than 200 million, then there must be a memo from the VP SCM. This document is created by the User by describing the procurement of goods / services, then it will be processed by Field Procurement to create a PO / SO (Purchase Order / Service Order) document.

3. DO (Delivery Order)

**CV. PATRA TEKNIK MANDIRI**


<b>KEPADA YTH :</b> WAREHOUSE & FORMALITAS SUPV KURAU BASE CAMP.		<b>DELIVERY ORDER</b> No. 169/DO/PTM/XII/2022 PO/PC/SO. P10000-2212-00 DATE : 10-Des-22
<b>NO</b>	<b>BANYAKNYA</b>	<b>Keterangan</b>
1	8 Set	Mrealing Aparatus MSA T00108359

**HORMAT KAMI**  
CV.Patra Tehnik Mandiri



Ridha Fitri  
Director

**TANDA TERIMA**



SUSI WARD  
RECEIVING SECTION

Alamat : Jl. Jendral Sudirman, Komplek Perkantoran Sudirman Raya Blok. D3 - 3, Kelurahan Tangkerang Tengah, Kecamatan Marpoyan Damai, Pekanbaru - Riau

**Figure 2.10 Delivery Order Document**

Source: Procurement Office PT. Imbang Tata Alam

Delivery order is a document in the form of a letter of delivery of goods carried out by the Vendor based on the buyer's order, either within the city, outside the city, or abroad. This document is made upon agreement between the seller and the buyer, so it contains the details and price of the goods ordered, the DO usually comes to the warehouse with a purchase order (PO), then the SPR also uses a Delivery order, the purpose of the DO is to find out who the sender of the goods is

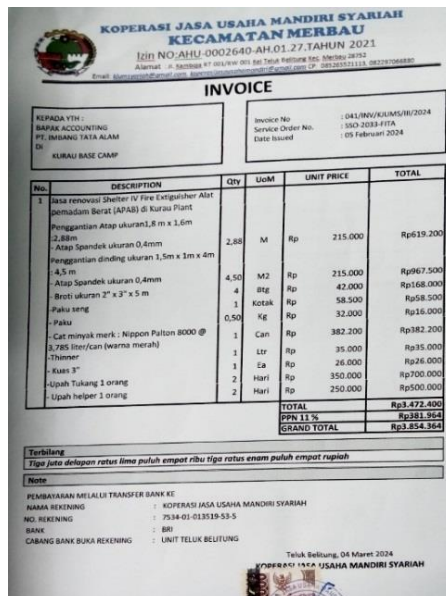
4. Document of practical accomplishment



**Figure 2.11 Document of Practical Accomplishment**  
Source: Procurement Officer PT. Imbang Tata Alam

The document of practical accomplishment is a document created by a Vendor who has completed the work requested by the User based on the submit service request document.

5. Invoice



**Figure 2.12 Invoice Document**  
Source: Procurement Office PT. Imbang Tata Alam

Invoice is a document used as proof of a transaction that contains information such as buyer information, goods or services purchased, quantity of goods, price, and total price to be paid by the buyer and received by the seller. So, a payment invoice is a document that functions as proof of a transaction as well as a means of collecting payment for a transaction. This payment invoice is generally sent by the seller to the buyer so that the buyer can make payment immediately or according to the time agreed by both parties.

## 6. Tax Invoice

Faktur Pajak		
Kode dan Nomor Seri Faktur Pajak : 010.005-24.53850903		
Pengusaha Kena Pajak		
Nama : KOP JASA USAHA MANDIRI SYARIAH Alamat : JL. KEMBOJA RT 001 RW 001 , KAB. KEPULAUAN MERANTI NPWP : 02.499.089.7-219.000		
Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak		
Nama : PERSEROAN TERBATAS IMBANG TATA ALAM Alamat : GEDUNG BAKRIE TOWER LANTAI 32 RASUNA EPICENTRUM, JALAN H.R. RASUNA SAID Blok 000 No 000 RT.000 RW.000 Kel.KARET KUNINGAN Kec.SETIA BUDI Kota/Kab.KOTA ADM.JAKARTA SELATAN DKI JAKARTA 12940 NPWP : 01.909.414.3-081.000		
No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	Jasa renovasi IV Fife Exliguisher Alat pemadam Bert (APAB) di Kurau Plant Penggantian Alap ukuran 1,8 m x 1,6 m : 2,88 m Alap Spandek ukuran 0,4 mm Penggantian dinding ukuran 1,5 m x 1 m x 4 m : 4,5 m Rp 215.000 x 2,88	619.200,00
2	Alap Spandek ukuran 0,4 mm Rp 215.000 x 4,5	967.500,00
3	Broti ukuran 2' x 3' x 5 m Rp 42.000 x 4	168.000,00
4	Paku seng Rp 58.500 x 1	58.500,00
5	Paku Rp 32.000 x 0,5	16.000,00
6	Cat minyak merk : Nippon Palton 8000 @ 3,785 liter/can ( warna merah ) Rp 382.200 x 1	382.200,00
7	Thinner Rp 35.000 x 1	35.000,00
8	Kuas Rp 26.000 x 1	26.000,00
9	Upah Tukang 1 orang Rp 350.000 x 2	700.000,00
10	Upah helper 1 orang Rp 250.000 x 2	500.000,00

**Figure 2.13 Tax Invoice Document**  
Source: Procurement Office PT. Imbang Tata Alam

Tax invoice is a document in the form of proof of collection make by Taxable Entrepreneurs at the time of delivery of Taxable Goods or Taxable Services to the buyer, namely the User. This means that when a taxable person sells a taxable good or service, he must issue a tax invoice as proof that he has collected tax from the person who buys the taxable good or service.

### 2.6.2 Documents Generated

Documents coming from Users or Vendors will be processed at the Field Procurement Office to continue the procurement process. The documents produced are as follows





Purchase Order / Service Order is a document generated after processing RFM / RFS (Request For Material / Request For Service) documents from Users. The PO/SO contains a description of the goods/services that the User wants, the name of the supplier, the price of the goods and is signed by the Area Manager or VP SCM.

### 3. Invitation for Vendors

**emp**  
PT. IMBANG TATA ALAM

TO : CV. FATRA TEKNIK MANDIRI  
ATTN : RIDHA F  
EMAIL : cv.paltema@gmail.com  
TLP / HP. NO. : 0813 9424 0778  
DATE : 22 APRIL 2024

SUBJECT : SPR 0536/FROCI4/2024/ITA  
CLOSING DATE : 27 APRIL 2024

SERVICE PERIOD / DELIVERY TIME : KURAU, 31 MEI 2024  
VALIDITY PRICE : 45 DAYS

Harga konstan penawaran harga terbaik untuk permintaan di bawah.

NO	DESCRIPTION	QTY	UNIT	PRICE	
				Unit PRICE	Est. VALUE
1	Jasa Greasing & Perawatan SPOL S serta Jasa 4 orang Helper dengan jam kerja 10 jam/hari	4	hari	Rp. ....	Rp. ....
<b>Lingkup Pekerjaan :</b>					
- Melakukan grease/pemeliharaan bearing SPOL S					
- Membersihkan area SPOL S, drum, saluran pembuangan					
- Chipping Hidroblast paoting & memperbaiki bagian-bagian yang korosi di SPOL S					
- Apabila ada bagian yang belum di grease, user berhak meminta dilakukan grease					
- Apabila ada bagian yang sudah di grease, akan tetap user mengangap kurang, user berhak meminta dilakukan grease ulang					
- Seluruh area SPOL S yang sudah dibersihkan harus benar-benar bersih dan user berhak untuk meminta melakukan pembersihan ulang jika hasil pemeriksaan tidak sesuai					
- Menanti dengan tay area SPOL S dan pipa-pipa, barang-barang dib					
<b>Syarat-syarat :</b>					
- Penediaan PPE untuk pekerja menjadi tanggung jawab Kontraktor					
- Peralatan dan perlengkapan kerja menjadi tanggung jawab ITA					
- Helper/personel mempunyai keahlian dan kemampuan dalam bekerja					
- Meati akomodasi dan transportasi pekerja disediakan ITA					
- Kontraktor dapat melakukan pengalihan berdasarkan hari kerjanya					
- Pekerja kontak adalah tenaga kerja lokal yang berasal dari sekitar area lokasi kerja. Sebelum mulai bekerja, pekerja harus mengurus administrasi perorangan masuk naik ke FSO Gandini					
- Penjurusan surat keselamatan, RT-Antigen hari-H, naik ke FSO Gandini dilakukan di POS EMP oldi Taromak ITA					
- Kontraktor bertanggung jawab atas resiko kecelakaan pekerjaanya					

**Note :**  
- Keterlambatan Supply Barang / Jasa akan dikenakan denda (Penalty) sebesar 2 persen perhari Maximum Denda (Penalty) sebesar 10% dari Nilai Total SPK  
- Delivery Time & Validity Price harus diisi, apabila kosong maka penawaran dinyatakan Tidak Sah (Dikualifikasi)  
- Surat Penawaran harus menggunakan Kop Surat dan harus ditanda tangani oleh Pejabat berwenang atau yang diberi Kuasa usaha di atas Materai Rp. 10.000,-

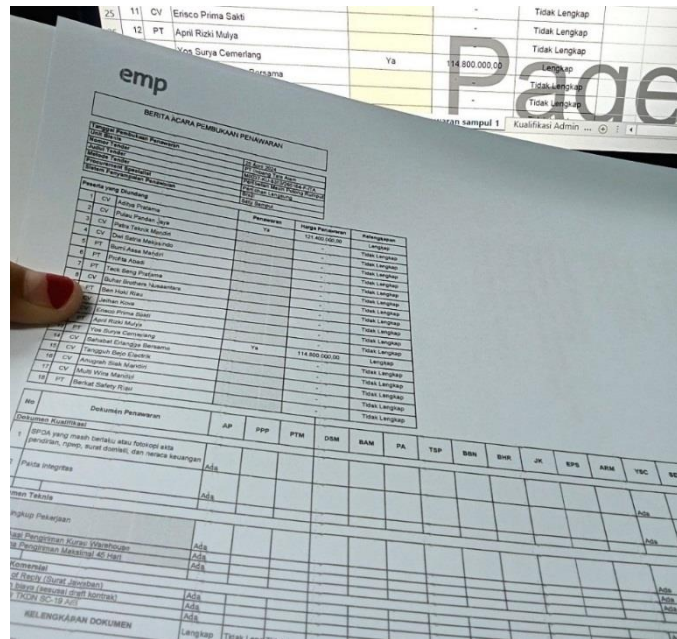
Horse Nam  
Adi Suseno  
Committee Chairman

**Figure 2.16 Invitation**

Source: Procurement Office PT. Imbang Tata Alam

This invitation is used to invite Vendors to participate in the bidding based on the goods / services request document from the User. The invited parties are at least 3 Vendors. The invitation contains the name of the invited Vendor, description of goods/services, quantity of goods and nominal price.

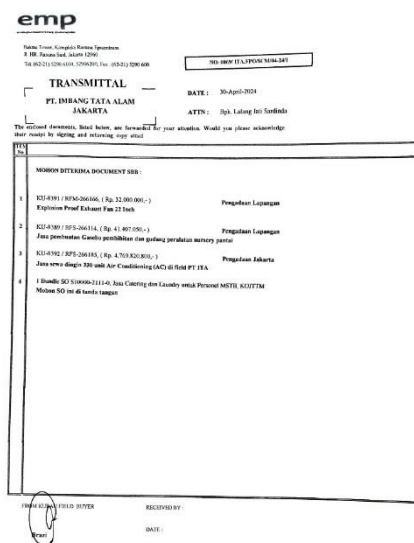
4. Document of bid opening accomplishment



**Figure 2.17 Document of Bid Opening Accomplishment**  
 Source: Procurement Office PT. Imbang Tata Alam

This document is created after the Vendor has sent the bidding documents to the FPO. All documents sent by Vendors will be checked for completeness when creating this document. This document contains a description of the tender, the bid price of the invited Vendor and a description of the completeness of the document.

5. Transmittal



**Figure 2.18 Transmittal**  
 Source: Procurement Office PT. Imbang Tata Alam

Transmittal is a letter that is included when sending documents. This document is created when you want to send procurement documents to PT. ITA Jakarta or to other parties Authorized to receive them.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Apprenticeship was carried out at PT Imbang Tata Alam for four months from February 01, 2024 to May 31, 2024. During the apprenticeship period, Author are placed in the Field Procurement Office (FPO) which consists of Field Procurement Officer and FPO Assistant. The tasks performed during PT. Imbang Tata Alam are as follows:

1. Input SPR documents from Users to the SPR Request Log
2. Make invitations to Vendors
3. Check the completeness of invoice documents from Vendors
4. Input the completed SPO/SSO.
5. Scan and record SPO/SSO documents that have been completed with invoice
6. Input RFM/RFS document from User to RFM/RFS Request Log
7. Create and record transmittal document
8. Input daily report
9. Create document of bid opening accomplishment
10. Input PO/SO to MMIS Application
11. Record PO/SO completed in MRR (Material Receipt Report)

#### **3.2 System and Procedure**

##### **3.2.1 Work System**

To facilitate employees in work coordination and integration, the company uses an internet-based system to facilitate online work and also uses a manual system. The internet-based system is used to input request documents both those that have just entered the FPO and those that are being processed, such as input SPR, RFM / RFS documents into the SPR and RFS / RFM Request Log, create Transmittals, Input SSO / SPO and SO / PO that have been completed and update

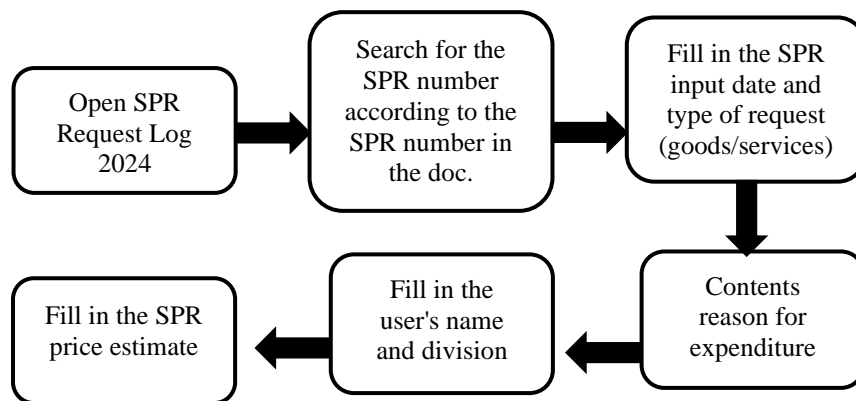
the Daily Report. This system can be accessed (read only) by all Users, make it easier for them to see the status of requests for goods/services submit. The manual system is also used for synchronization such as record SSO/SPO completed, send Transmittal, submit pink copy, blue copy and green copy SO/PO documents to Warehouse and Finance.

### 3.2.2 Working Procedures

The work procedures or series of work carried out during the apprenticeship at the Field Procurement Office at PT Imbang Tata Alam following the internet and manual systems. The activities and work procedures that have been carried out can be explained in the following description:

#### 1. Input SPR (Small Purchase Request) document 2024

This work is carried out when there is a request for goods/services from the User with a maximum value of up to 5 million rupiah. Before reaching FPO, this document must be routed first, namely getting a signature of approval from the User, Field Operation Support Supertandent, Finance and Area Manager. After complete signature, this document will be input in FPO with the following procedure.



**Figure 3.1 SPR Input Process Flow Chart**

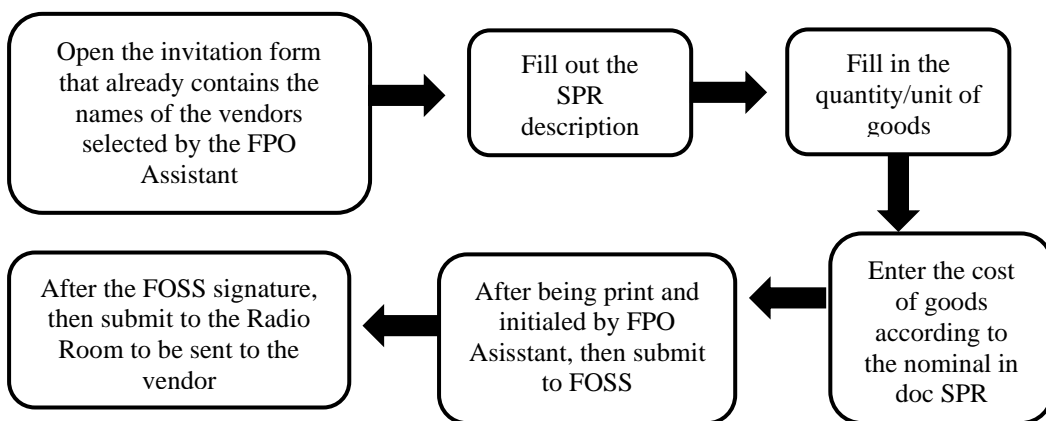
*Source: Data Processed, 2024*

Date	Item ID	Category	Vendor Name	Description
Jan-24	0116	BARANG	PT. IMBANG TATA ALAM	Safety Shoes untuk Hadiah Ketiga BMI Challenges - Health Campaign
Jan-24	0117	BARANG	PT. IMBANG TATA ALAM	Running Shoes untuk Hadiah Pertama dan Kedua BMI Challenges - Health Campaign
Jan-24	0118	BARANG	PT. IMBANG TATA ALAM	Running Shoes untuk Hadiah Ketiga BMI Challenges - Health Campaign
Feb-24	0119	JASA	PT. IMBANG TATA ALAM	Jasa Greasing Main Bearing & Perawatan Spools
Feb-24	0120	BARANG	PT. IMBANG TATA ALAM	Material for Barging Line MSTA
Feb-24	0121	BARANG	PT. IMBANG TATA ALAM	Pembelian Material Untuk Pembuatan Weir04 di MS1B
Feb-24	0122	BARANG	PT. IMBANG TATA ALAM	Pembelian Material Untuk Pembuatan Weir04 di MS1B
Feb-24	0123	BARANG	PT. IMBANG TATA ALAM	Pembelian Material Untuk Pembuatan Weir04 di MS1B
Feb-24	0124	JASA	PT. IMBANG TATA ALAM	Pembelian Material Untuk Pembuatan Weir04 di MS1B
Feb-24	0125	BARANG	PT. IMBANG TATA ALAM	Untuk keperluan pengisian ulang Alat Pemadam Api Ringan (APAR) di F
Feb-24	0126	BARANG	PT. IMBANG TATA ALAM	untuk keperluan pengisian ulang Alat Pemadam Api Berat (APAB) di Ku
Feb-24	0127	BARANG	PT. IMBANG TATA ALAM	Pengantian Pesawat Telepon Ruang Kantor Finance
Feb-24	0128	BARANG	PT. IMBANG TATA ALAM	untuk keperluan pengisian ulang Alat Pemadam Api Berat (APAB) di Ku
Feb-24	0129	BARANG	PT. IMBANG TATA ALAM	Untuk Pekerjaan Emergency Pada Saat Hari Hujan
Feb-24	0130	BARANG	PT. IMBANG TATA ALAM	Untuk Penggantian Traffic Sign Yang Rusak dan Ruram di Area Laka
Feb-24	0131	BARANG	PT. IMBANG TATA ALAM	Jumbo Bag untuk pengemasan limbah B3 & pengemasan Chemical Dri
Feb-24	0132	BARANG	PT. IMBANG TATA ALAM	Pallet untuk penyusunan Limbah B3 didalam kemasan drum sesuai di
Feb-24	0133	BARANG	PT. IMBANG TATA ALAM	Lifting Equipment
Feb-24	0134	BARANG	PT. IMBANG TATA ALAM	Pembelian Spare Part Wilden Pump Untuk Operasional Produksi Kurau
Feb-24	0135	JASA	PT. IMBANG TATA ALAM	Jasa Pembersihan Semak Jalar Pipa dari MSI-35 ke MSI-05
Feb-24	0136	BARANG	PT. IMBANG TATA ALAM	Consumable Material Untuk Kegiatan Fabrication
Feb-24	0137	BARANG	PT. IMBANG TATA ALAM	Material Untuk Pembuatan Ring Patching F/L TI Mayong
Feb-24	0138	BARANG	PT. IMBANG TATA ALAM	Material Untuk Pembuatan Patching F/L TI Mayong
Feb-24	0139	BARANG	PT. IMBANG TATA ALAM	Repair / Regrease Wrie Rope Of Pedestal Crane K-721 LP Platform D
Feb-24	0140	BARANG	PT. IMBANG TATA ALAM	Spare Part For PM 1750 Hours Caterpillar G-3512 C201A MSCD
Feb-24	0141	BARANG	PT. IMBANG TATA ALAM	Penggantian Kerusakan Lip Seal Moyno Drive Head B01 MSI-40 Mellbu

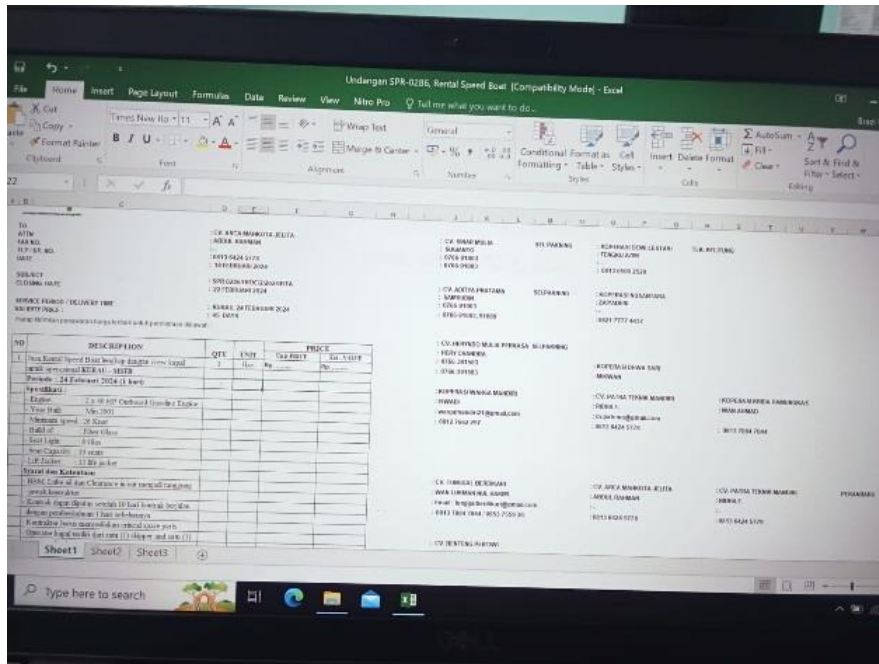
**Figure 3.2 SPR Request Log 2024**  
 Source: Field Procurement Office, 2024

## 2. Make Vendor Invitations

This work is done after the SPR document from the User is input in the Request Log and the FPO Assistant has check the SPR doc and found Vendors who may be able to supply goods/services. Furthermore, these Vendors are invited to participate in the bidding. The procedure for make invitations is as follows.



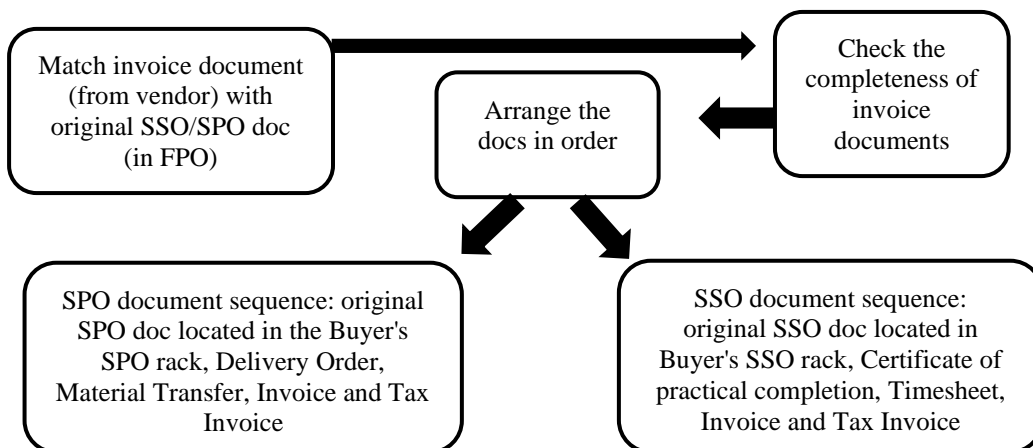
**Figure 3.3 Flow Chart of Vendor Invitation**  
 Source: Data Processed, 2024



**Figure 3.4 Vendor Invitation Form**  
*Source: Field Procurement Office, 2024*

### 3. Check Invoice Documents

After the Vendor completes the service work / delivery of goods in accordance with the User's request, the Vendor will then send an invoice document to the warehouse and FPO for the payment process. The documents sent consist of delivery order (for delivery of goods), certificate of practical completion (for service work), invoice and tax invoice. The documents will be check and sort according to the following procedure



**Figure 3.5 Flow Chart of Check Invoice Document**  
*Source: Data Processed, 2024*

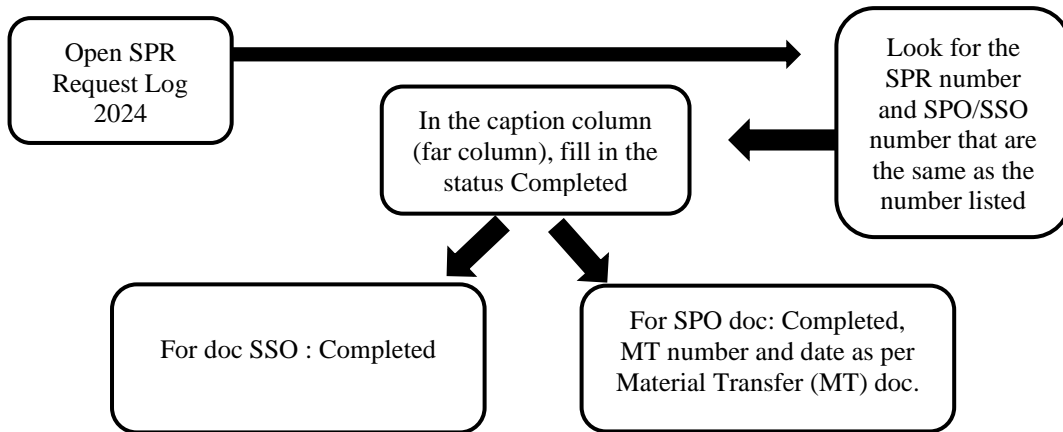




**Figure 3.6 Check Invoice Documents**  
*Source: Field Procurement Office, 2024*

4. Input the Completed SPO/SSO.

This activity is carried out after the Vendor completes the invoice document sent. SPO/SSO documents that have been completed with invoice documents are input into the system with the following procedure



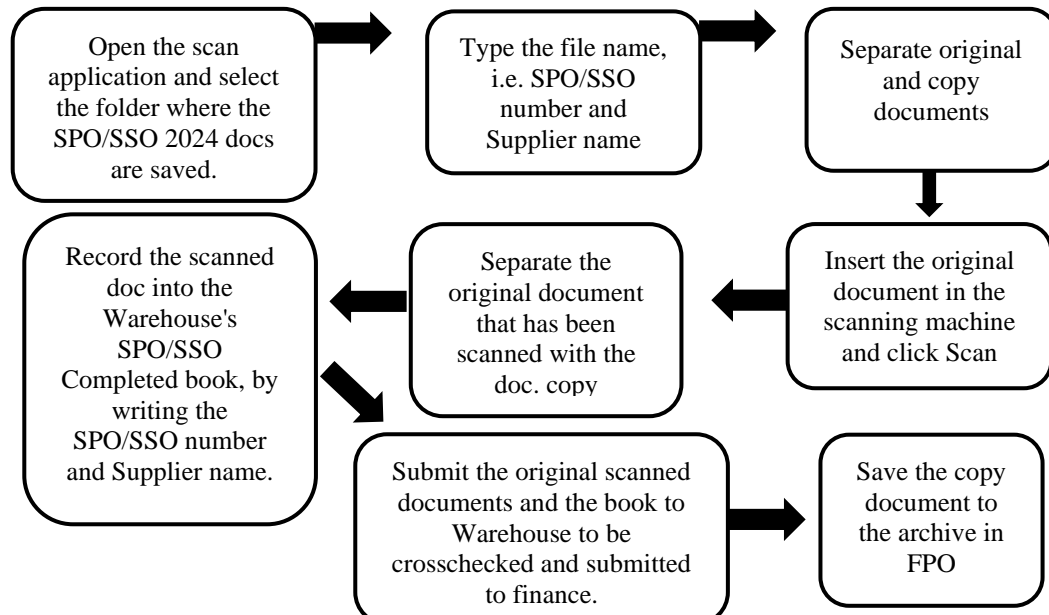
**Figure 3.7 Flow Chart of Input SPO/SSO Completed**  
*Source: Data Processed, 2024*

	M	N	O	P	Q	R	S
1481	FPO - KURAU	IDR	4.120.000	301,08	06-Nov-23	Completed	SSO 1388-ITA
1484	FPO - KURAU	IDR	3.020.000	354,41	25-Oct-23	Completed	SPO 3380-ITA
1485	FPO - KURAU	IDR	4.300.000	302,25	02-Nov-23	Completed	SSO 760-ITA
1486	FPO - KURAU	IDR	6.000.000	340,43	31-Oct-23	Completed	SSO 1101-ITA
1488	FPO - KURAU	IDR	4.520.000	373,05	08-Nov-23	Completed	SSO 1288-ITA
1489	FPO - KURAU	IDR	5.000.000	348,43	13-Nov-23	In Progress/Cancelled	
1489	FPO - KURAU	IDR	4.370.000	301,08	06-Nov-23	Completed	SPO 2720-ITA
1489	FPO - KURAU	IDR	4.518.000	314,84	12-Oct-23	Completed	SPO 3044-ITA
1491	FPO - KURAU	IDR	4.028.000	359,81	31-Oct-23	In Progress/Completed	
1501	FPO - KURAU	IDR	4.800.000	339,22	30-Oct-23	Completed	SPO 3345-ITA
1504	FPO - KURAU	IDR	4.800.000	334,93	30-Oct-23	Completed	SSO 2284-ITA
1505	FPO - KURAU	IDR	4.800.000	334,40	30-Oct-23	Completed	SSO 1204-ITA
1506	FPO - KURAU	IDR	4.950.000	345,17	02-Nov-23	Completed	SSO 1105-ITA
1507	FPO - KURAU	IDR	4.950.000	348,43	02-Nov-23	Completed	SPO 3380-ITA
1508	FPO - KURAU	IDR	4.950.000	348,43	02-Nov-23	Completed	SPO 1105-ITA
1509	FPO - KURAU	IDR	4.942.000	344,38	03-Nov-23	Completed	SPO 3075-ITA
1510	FPO - KURAU	IDR	3.250.000	226,20	05-Nov-23	Completed	SSO 1106-ITA
1511	FPO - KURAU	IDR	3.450.000	241,54	01-Nov-23	Completed	SPO 1047-ITA
1512	FPO - KURAU	IDR	4.950.000	345,17	01-Nov-23	Completed	SPO 1750-ITA
1513	FPO - KURAU	IDR	4.950.000	345,17	02-Nov-23	Completed	SSO 1752-ITA
1514	FPO - KURAU	IDR	4.875.000	339,72	06-Nov-23	Completed	SPO 3044-ITA
1515	FPO - KURAU	IDR	4.875.000	339,72	06-Nov-23	Completed	SPO 3044-ITA
1516	FPO - KURAU	IDR	4.875.000	339,72	06-Nov-23	Completed	SPO 3044-ITA
1517	FPO - KURAU	IDR	4.875.000	339,72	06-Nov-23	Completed	SPO 3044-ITA
1518	FPO - KURAU	IDR	4.875.000	339,72	06-Nov-23	Completed	SPO 3044-ITA

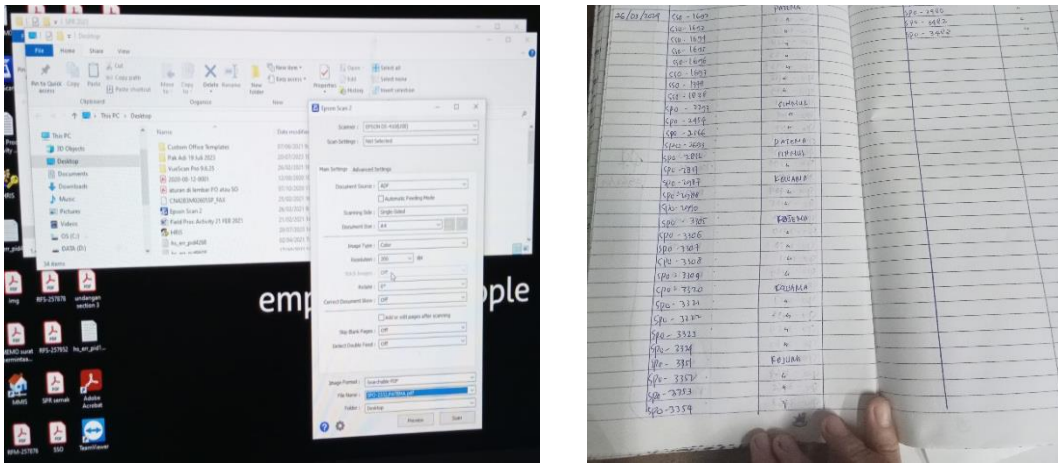
**Figure 3.8 Input SPO/SSO Completed**  
 Source: Field Procurement Office, 2024

5. Scan and Record SPO/SSO Documents that have been completed.

This work is carried out after the SPO/SO document has been input to the Request Log, then the document is scan and record in the warehouse's SPO/SO Completed book. The work procedure is as follows.



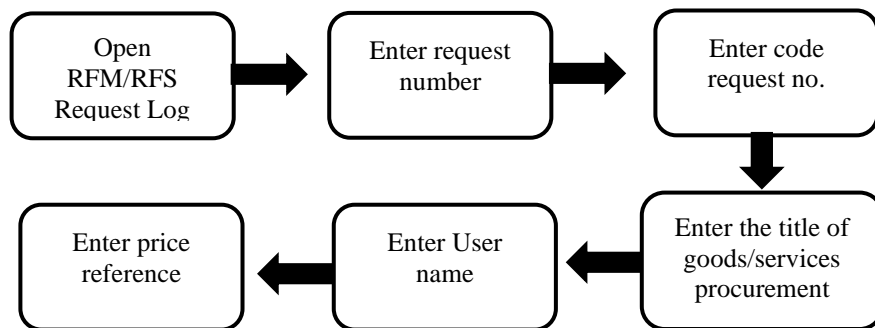
**Figure 3.9 Flow Chart of Scan & Record SPO/SSO Completed**  
 Source: Data Processed, 2024



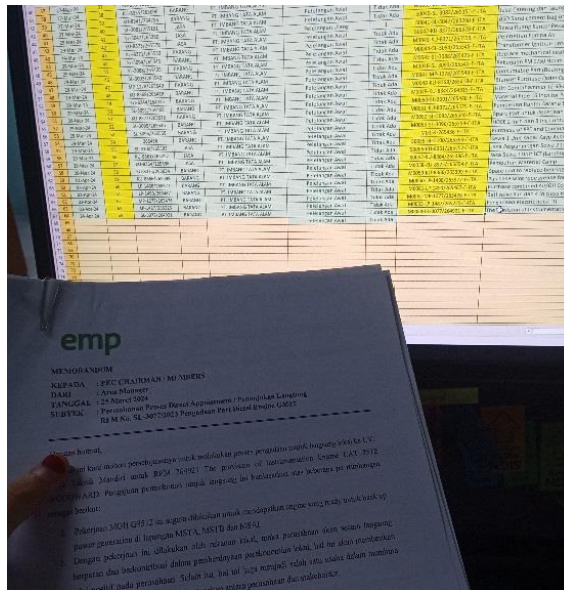
**Figure 3.10 Scan and Record SPO/SSO Completed**  
*Source: Field Procurement Office, 2024*

6. Input RFM/RFS Documents

This work is carried out when the User submit a request for goods / services with a nominal value above 5 million rupiah before reaching FPO, this document is routed for signature by the User, Department Authority, Authorized official and VP SCM. After receipt of FPO, this document input into the RFM / RFS 2024 Request Log. The process is as follows.



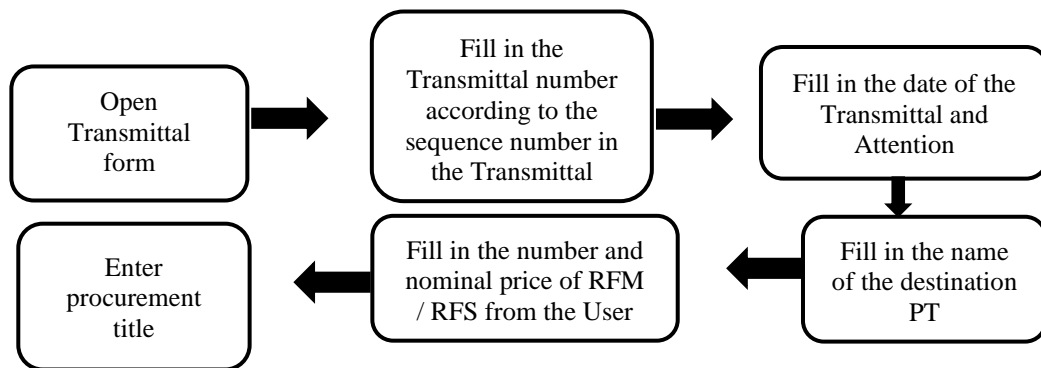
**Figure 3.11 Flow Chart of Input RFM/RFS**  
*Source: Data Processed, 2024*



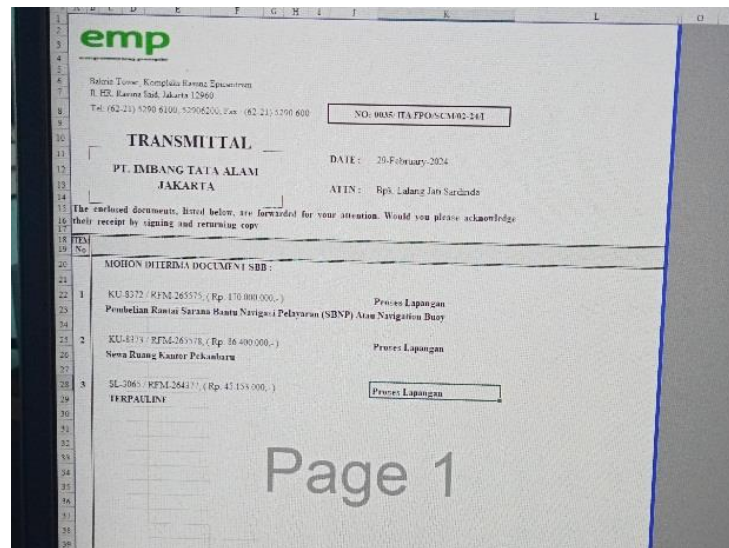
**Figure 3.12 RFM/RFS Request Log**  
*Source: Field Procurement Office, 2024*

7. Create and Record Transmittal

Transmittal is made as an introductory document when sending documents to PT ITA Jakarta. This document is made in the Transmittal form and recorded in the Transmittal In and Transmittal Out folders. The work procedure is as follows



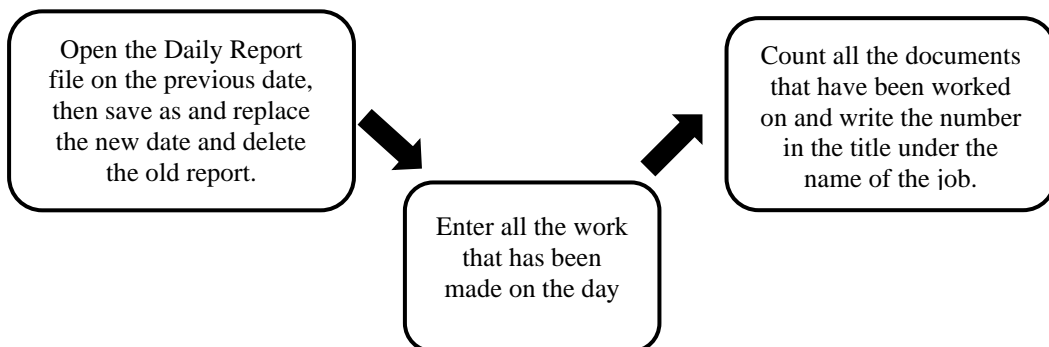
**Figure 3.13 Flow Chart of Make Transmittal**  
*Source: Data Processed, 2024*



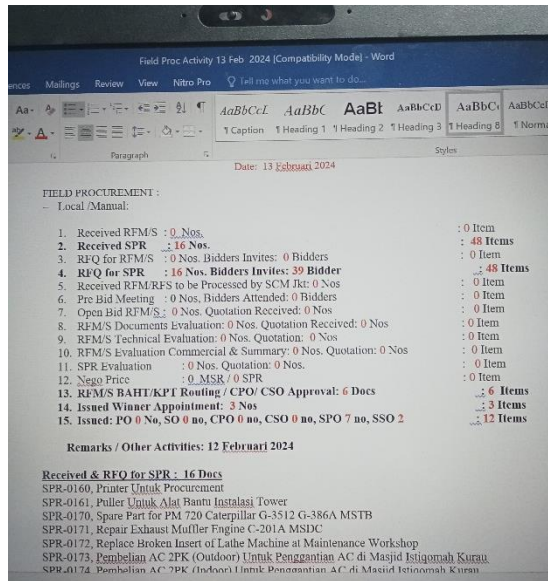
**Figure 3.14 Form Transmittal**  
 Source: Field Procurement Office, 2024

8. Input Daily Report

The Daily Report is updated every day to record the work done on one day such as SPR documents received, SPO / SSO make and completed, RFM / RFS received, PO / SO make and others. The procedure for make the Daily Report is as follows



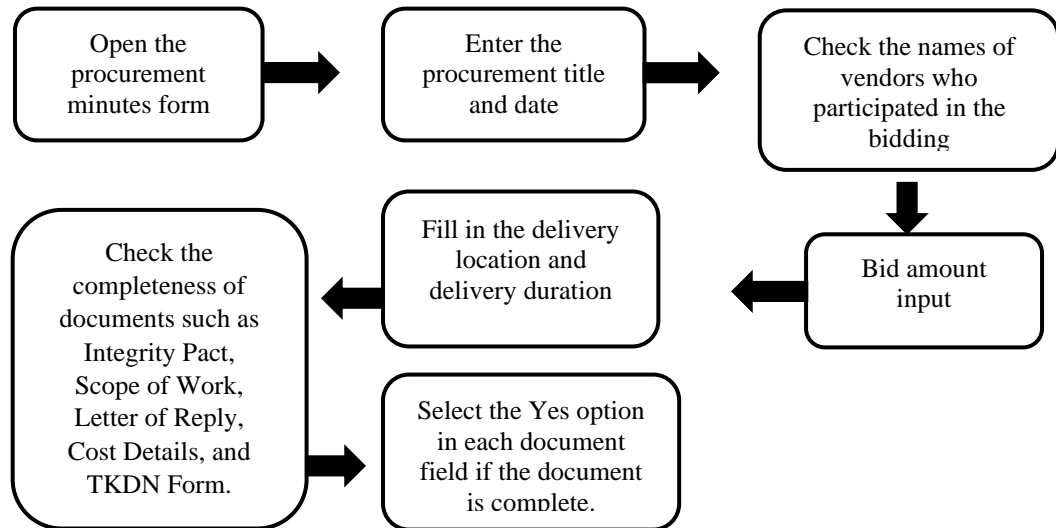
**Figure 3.15 Flow Chart of Input Daily Report**  
 Source: Data Processed, 2024



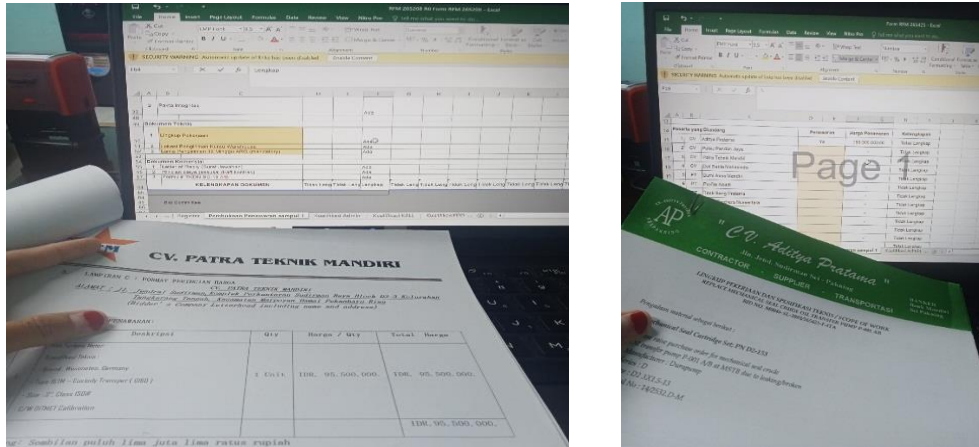
**Figure 3.16 Daily Report**  
*Source: Field Procurement Office, 2024*

9. Document of bid opening accomplishment

This work is done when the Vendor has submit its bidding documents to participate in the RFM/RFS tender. The documents sent will first be check for completeness to be included in the document for RFM/RFS bid opening accomplishment. The procedure for this work is as follows



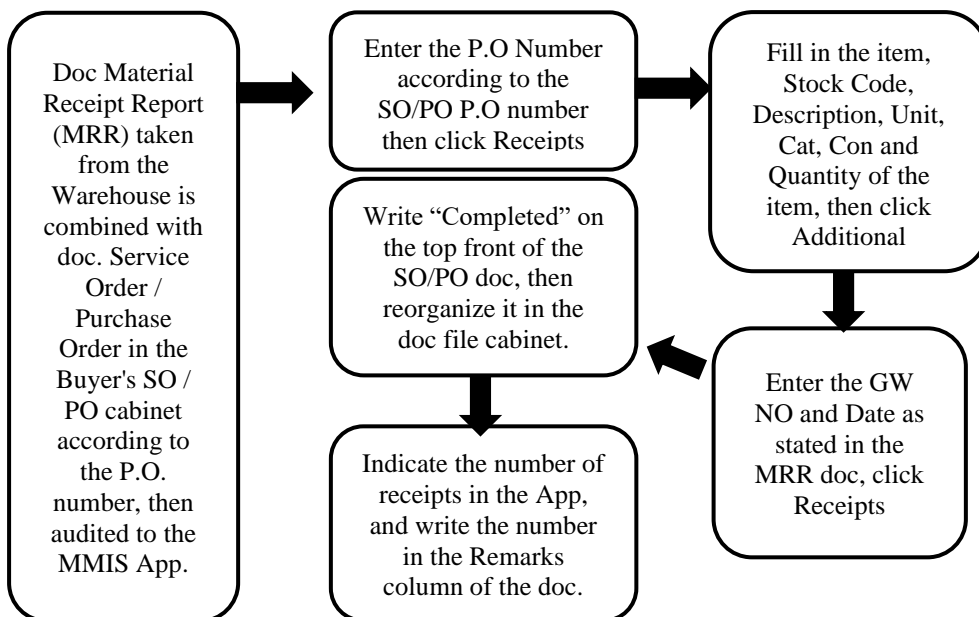
**Figure 3.17 Flow Chart of Minutes for RFM/RFS**  
*Source: Data Processed, 2024*



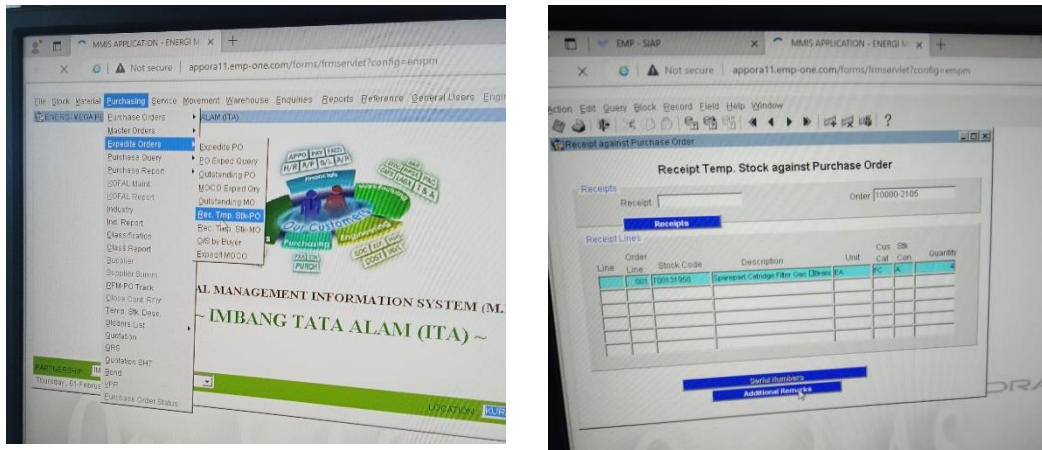
**Figure 3.18 Document of Bid Opening Completion**  
*Source: Field Procurement Office, 2024*

10. Input PO/SO to MMIS Application

This work is done when the FPO Asisstant or FPO Officer has created a PO/SO from the RFM/RFS document. The work is done with the following procedure



**Figure 3.19 Flow Chart of Input PO/SO**  
*Source: Data Processed, 2024*



**Figure 3.20 MMIS Application**  
*Source: Field Procurement Office, 2024*

### 3.3 Place of Apprenticeship

This apprenticeship was carried out at PT. Imbang Tata Alam which is located in Kurau, Merbau District, Meranti Island Regency, Riau Province. During the Field Work Practice activities the Author was placed in the Field Procurement Office. Apprenticeship activities began on February 01, 2024 to May 31, 2024.

**Tabel 3.1 Apprenticeship Schedule**

No	Day	Working Time	Rest
1	Monday-Friday	08:00 to 15:00	12.00-13.00
2	Saturday-Sunday	Days Off	Days Off

*Source: Processed Data*

### 3.4 Apprenticeship Agenda Report

The description of activities during the apprenticeship at the Field Procurement Office of PT Imbang Tata Alam from the first week to the last week can be seen in the following table

**Table 3.2 Daily Activities February 01, 2024 to February 02, 2024**

No	Date and Time	Activity	Workplace
1.	Thursday, February 01, 2024	<ol style="list-style-type: none"> <li>1. Introductions, Safety Breafing and Work Division Placement by PR Field</li> <li>2. Introduction and Job Description in Buyer Field Office</li> <li>3. Introduction to MMIS Application, doc Transmittal and how it works in excel, books, and incoming and outgoing transmittal folders.</li> </ol>	Public Relation Office, Safety Health Environment Office and Field Procurement Office
2.	Friday, February 02, 2024	<ol style="list-style-type: none"> <li>1. Input SO/PO and MRR docs in MMIS Application</li> </ol>	Field Procurement Office



		2. Input ITA 2023/2024 SPR Request Logs	
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Source : Processed Data (2024)

Table 3.2 shows the apprenticeship activities during the first week, some of the tasks done are attend safety breafing, introduction job description, Input SPO/SSO and Input doc SPR.

**Table 3.3 Daily Activities February 05, 2024 to February 09, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, February 05, 2024	1. Sort out doc. SPO & SSO and Input in request logs 2. Create Transmittal in Excel	Field Procurement Office
2.	Tuesday, February 06, 2024	1. Take SPO/SSO at Secretary (Main Office) 2. Filled out the Daily Report on February 06	Field Procurement Office
3.	Wednesday, February 07, 2024	1. Assist in prepare documents to be sent to Field Transport	Field Procurement Office
4.	Thrusday, March 08, 2024	Isra Mikraj leave	-
5.	Friday, March 09, 2024	Chinese New Year collective leave	-

Source : Processed Data (2024)

Table 3.3 is the second week of apprenticeship activities, some of the tasks done are sort SPO/SSO docs, make daily reports, and prepare documents to be sent to the transport field. In this week the apprenticeship only did three days because there were days off on Thursday and Friday. And in this second week Author learned different tasks from the previous week such as inputting SPO / SSO, making a Transmittal and making a Daily Report.

**Table 3.4 Daily Activities February 12, 2024 to February 16, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, February 12, 2024	1. Input MRR and organize in the Field Buyer's archive shelf. 2. Match the SPO/SSO copy with the original one	Field Procurement Office
2.	Tuesday, February 13, 2024	1. Input SPO in SPR Request Logs 2. Create Daily Report 3. Create Invitations for Vendors	Field Procurement Office
3.	Wednesday, February 14, 2024	Election day leave	-
4.	Thrusday, February 15, 2024	1. Scan SPO/SSO and record in Daily Report 2. Record Outgoing Transmittals in the Transmittal logbook	Field Procurement Office
5.	Friday, February 16, 2024	1. Sort and compile doc. SPO/SSO, Delivery Order, Invoice and Tax Invoice.	Field Procurement Office

		2. Scan the documents and record them in the SPO/SSO Book	
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Source : Processed Data (2024)

Table 3.4 shows the apprenticeship activities in the third week, some of the tasks done are input MRR, check SPO/SSO docs, make invitations and daily reports, scan SPO/SSO docs and make transmittals. This week there was a day off on Wednesday. There were some different jobs from the previous week such as scanning SPO.SSO and making invitations for vendors.

**Table 3.5 Daily Activities February 19, 2024 to February 23, 2024**

No	Date and Time		Activity	Workplace
1.	Monday, February 19, 2024	1.	2. Record SPR in Daily Report 3. Create SPR invitations for Vendors 4. Deliver doc. to Transport and pick up doc. MSR at Secretary	Field Procurement Office
2.	Tuesday, February 20, 2024	1.	2. Input SPR in the SPR Request Log 3. Make Daily Report 4. Scan SPO/SSO doc and record it in SPO/SSO book Completed	Field Procurement Office
3.	Wednesday, February 21, 2024	1.	2. Retrieve SPO/SSO docs at Warehouse 3. Create Transmittal in Excel 4. Organize Transmittal in Map Transmittal Out	Field Procurement Office
4.	Thursday, February 22, 2024	1.	2. Retrieve SPR documents from Field OPS Support Supt. and deliver to Secretary 3. Make invitations to Vendors	Field Procurement Office
5.	Friday, February 23, 2024	1.	2. Input SPO/SSO in the 2024 Requisition Log 3. Make Daily Report	Field Procurement Office

Source : Processed Data (2024)

Table 3.5 shows the apprenticeship activities in the fourth week, some of the tasks done are input SPR, make daily reports and Vendor invitations, make transmittals, scan documents and submit documents to the field transport and main office secretary. In this week, complete apprenticeship activities were carried out

for a week, namely 5 days. This week Author went to Secretary Room and Warehouse to pick up and submit documents.

**Table 3.6 Daily Activities February 26, 2024 to March 01, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, February 26, 2024	1. Record PO copy receipt 2. Record RFM in Daily Report 3. Make Transmittal	Field Procurement Office
2.	Tuesday, February 27, 2024	1. Deliver invitation doc. to Radio Room and doc. SPR to Secretary 2. Input SPR in Daily Report 3. Sort and compile SPO/SSO docs	Field Procurement Office
3.	Wednesday, February 28, 2024	1. Make Daily Report and record SPO/SSO in SPO/SSO Completed book 2. Input SPR in ITA Request Log	Field Procurement Office
4.	Thursday, February 29, 2024	1. Make Transmittal 2. Create invitations for Vendors	Field Procurement Office
5.	Friday, March 01, 2024	1. Input SPR in ITA Request Log 2. Make Daily Report	Field Procurement Office

Source : Processed Data (2024)

Table 3.6 is an apprenticeship activity carried out in week five, some of the tasks done are input PO, RFM / RFS, doc SPR, doc SPO / SSO, makes transmittals, daily reports and invitations for Vendors. This week there are no days off other than Saturday, and there is a new task learned, namely how to record the receipt of doc. PO and input it in the Daily Report.

**Table 3.7 Daily Activities March 04, 2024 to March 08, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, March 04, 2024	1. Compile and sort doc. SPO/SSO 2. Record Transmittal doc. Service Order	Field Procurement Office
2.	Tuesday, March 05, 2024	1. Sort original and copy doc. SO/PO 2. Record doc. SSO/SPO that has been completed	Field Procurement Office
3.	Wednesday, March 06, 2024	1. Input SPR doc into Daily Report 2. Make Transmittal to be sent to PT. ITA Jakarta	Field Procurement Office
4.	Thursday, March 07, 2024	1. Input SSO/SPO to ITA 2024 SPR Request Log 2. Record Completed SPO/SSO docs	Field Procurement Office
5.	Friday, March 08, 2024	1. Compile and sort doc. SPO/SSO 2. Record SPO/SSO docs that have been Completed	Field Procurement Office

Source : Processed Data (2024)

Table 3.7 is an apprenticeship activity in week six, some of the tasks done are sort SPO / SSO docs, make transmittals, Input SPR, SPO / SSO and make daily

reports. In this week, the Author carried out a complete apprenticeship for 5 days and the work that was different from week five was recording the complete SPO / SSO documents into the Warehouse's book.

**Table 3.8 Daily Activities March 13, 2024 to March 15, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, March 11, 2024	Nyepi Day	-
2.	Tuesday, March 12, 2024	Nyepi Day collective leave	-
3.	Wednesday, March 13, 2024	1. Input doc. SPR 2. Make invitations for Vendors	Field Procurement Office
4.	Thursday, March 14, 2024	1. Sort original and copy doc. SO/PO 2. Record doc. SSO/SPO that has been completed	Field Procurement Office
5.	Friday, March 15, 2024	1. Input SPR doc into Daily Report 2. Make Transmittal to be sent to PT. ITA Jakarta	Field Procurement Office

Source : Processed Data (2024)

Table 3.8 shows the apprenticeship activities in week seven, some of the tasks done are input SPR and doc SPO / SO, sort doc SO / PO, make transmittals and invitations for Vendors. This week there were two days off, Monday and Tuesday. The work performed was more or less the same as the previous weeks' tasks, only different in the number of documents and different Vendors.

**Table 3.9 Daily Activities March 18, 2024 to March 22, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, March 18, 2024	Sick	-
2.	Tuesday, March 19, 2024	1. Scan doc. SSO/SPO 2. Search and compile doc. SSO/SPO original	Field Procurement Office
3.	Wednesday, March 20, 2024	Permission	-
4.	Thursday, March 21, 2024	1. Input SSO/SPO in Daily Report 2. Scan doc. SSO/SPO	Field Procurement Office
5.	Friday, March 22, 2024	1. Input the SPR in the ITA 2024 SPR Request Log 2. Input SPR in Daily Report	Field Procurement Office

Source : Processed Data (2024)

Table 3.9 is an apprenticeship activity in week eight, some of the tasks done are input SPR, sort SPO/SSO docs and scan documents. This week, the Author did the apprenticeship for 2 days due to illness on Monday and permission on Wednesday.

**Table 3.10 Daily Activities March 25, 2024 to March 29, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, March 25, 2024	1. Sort and compile doc. SSO/SPO 2. Input SSO/SPO docs in ITA SPR Request Log 2024	Field Procurement Office
2.	Tuesday, March 26, 2024	1. Record SSO/SPO Completed 2. Make Transmittal to PT ITA Jakarta	Field Procurement Office
3.	Wednesday, March 27, 2024	1. Input SPR in the Demand Log 2. Record Transmittal dated March 27	Field Procurement Office
4.	Thursday, March 28, 2024	1. Record Transmittal on March 28 2. Input SPR in Daily Report	Field Procurement Office
5.	Friday, March 29, 2024	The death of Jesus Christ	-

Source : Processed Data (2024)

Table 3.10 is an apprenticeship activity in week nine, some of the tasks done are check SPO / SSO documents, Inputs SPR and SPO / SSO, makes transmittals and daily reports. This week there was one day off on Friday, and the Author inputted many SPRs and made Transmittals for 3 days.

**Table 3.11 Daily Activities April 01, 2024 to April 05, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, April 01, 2024	1. Sort SSO & SPO docs and match copy docs with original docs 2. Input SSO/SPO in Request Log, scan doc and record in SSO/SPO book Completed	Field Procurement Office
2.	Tuesday, April 02, 2024	1. Record SSO/SPO docs and submit to Warehouse 2. Make Transmittal doc Service Order	Field Procurement Office
3.	Wednesday, April 03, 2024	1. Make Transmittal for RFS doc and record in Transmittal book 2. Prepare RFS doc and Transmittal delivery	Field Procurement Office
4.	Thursday, April 04, 2024	1. Prepare Transmittal document for doc. pink copy PO to be sent to PT. ITA Jakarta 2. Input Daily Report dated April 04	Field Procurement Office
5.	Friday, April 05, 2024	1. Input SSO/SPO docs in SPR Request Log 2024 2. Make Transmittal for original and pink copy PO docs	Field Procurement Office

Source : Processed Data (2024)

Table 3.11 shows the apprenticeship activities carried out in week ten, some of the tasks done are input SPR, SPO / SO, make transmittals and daily reports and check SPO / SO invoice documents. This week there were no days off and many tasks given due to the long Eid holiday, and the author prepared the doc. Transmission for 4 consecutive days.

**Table 3.12 Daily Activities April 08, 2024 to April 12, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, April 08, 2024	Eid al-Fitr collective leave	-
2.	Tuesday, April 09, 2024	Eid al-Fitr collective leave	-
3.	Wednesday, April 10, 2024	Eid al-Fitr	-
4.	Thursday, April 11, 2024	Eid al-Fitr	-
5.	Friday, April 12, 2024	Eid al-Fitr collective leave	-

Source : Processed Data (2024)

Table 3.12 is an apprenticeship schedule for week eleven which coincides with the Eid al-Fitr holiday, therefore the apprentice activities were canceled.

**Table 3.13 Daily Activities April 15, 2024 to April 19, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, April 15, 2024	Eid al-Fitr collective leave	-
2.	Tuesday, April 16, 2024	1. Input SSO/SPO in SPR Request Log 2024 2. Create Daily Report on April 16	Field Procurement Office
3.	Wednesday, April 17, 2024	1. Make Daily Report on April 17th 2. Scan SSO/SPO doc	Field Procurement Office
4.	Thursday, April 18, 2024	1. Input SPR in the SPR Request Log 2. Make Daily Report on April 18th	Field Procurement Office
5.	Friday, April 19, 2024	1. Match bid documents from Vendors 2. Input SPR to ITA 2024 SPR Request Log	Field Procurement Office

Source : Processed Data (2024)

Table 3.13 shows the apprenticeship activities in the twelfth week, some of the tasks done are Input SPO/SSO and SPR, make daily reports and scan documents. This week there was one day off on Monday, and there was a new task that was done, namely matching the bidding documents from the Vendor with the price list of goods.

**Table 3.14 Daily Activities April 22, 2024 to April 26, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, April 22, 2024	1. Match copy and original SSO/SPO docs and organize the documents according to their order. 2. Scan doc. SSO/SPO that has been completed	Field Procurement Office
2.	Tuesday, April 23, 2024	1. Record Transmittals that are sent to PT. ITA Jakarta 2. Create Invitations for Vendors	Field Procurement Office
3.	Wednesday, April 24, 2024	1. Organize Service Order/Purchase Order docs in archive shelves	Field Procurement Office

		2. Make invitations to Vendors	
4.	Thrusday, April 25, 2024	1. Input SPR in the ITA 2024 SPR Request Log 2. Retrieve Bid Number for Request For Material bid doc.	Field Procurement Office
5.	Friday, April 26, 2024	1. Sort doc. copy and original Service Order 2. Make Transmittal for RFM doc	Field Procurement Office

Source : Processed Data (2024)

Table 3.14 is an apprenticeship activity carried out in week thirteen, some of the tasks done are scan documents, make Vendor invitations, transmittals, take bid numbers, and prepare SO/PO docs. This week the apprenticeship was carried out for 5 days and there was a new task carried out, namely retrieve Bid Number for Request For Material bid doc.

**Table 3.15 Daily Activities April 29, 2024 to May 03, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, April 29, 2024	1. Input SPR in ITA 2024 SPR Request Log and Daily Report 2. Create Invitations for Vendors	Field Procurement Office
2.	Tuesday, April 30, 2024	1. Prepare document of bid opening accomplishment 2. Input RFM in RFM Request Log 2024	Field Procurement Office
3.	Wednesday, May 01, 2024	Labor Day	-
4.	Thrusday, May 02, 2024	1. Input SSO/SPO in SPR Request Logs 2. Create Transmittal	Field Procurement Office
5.	Friday, May 03, 2024	1. Make Transmittal and prepare documents to be sent to PT. ITA Jakarta 2. Check RFM number in doc. RFM Memorandum	Field Procurement Office

Source : Processed Data (2024)

Table 3.15 is an apprenticeship activity in week fourteen, some of the tasks done are input SPR, SPO / SO, makes document of bid opening accomplishment, makes transmittals and Vendor invitations. This week there was 1 day off on Wednesday, and the assignment was different from the previous week which was to make a document of bid opening accomplishment.

**Table 3.16 Daily Activities May 06, 2024 to May 10, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, May 06, 2024	1. Match doc. pink copy PO and doc. green copy Winner Appointment Letter 2. Sort and compile doc. SSO/SPO	Field Procurement Office

2.	Tuesday, May 07, 2024	1. Make Daily Report dated May 07 2. Complete the doc. pink copy of PO in WA doc bundle and organize it in PO archive rack	Field Procurement Office
3.	Wednesday, May 08, 2024	1. Make Transmittal Out dated May 08 2. Prepare doc to be delivered to PT. ITA Jakarta	Field Procurement Office
4.	Thursday, May 09, 2024	The ascension of Jesus	-
5.	Friday, May 10, 2024	Collective leave for the ascension of Jesus	-

Source : Processed Data (2024)

Table 3.16 is an apprenticeship activity in week fifteen, some of the tasks done are sort SPO/SSO docs, make transmittals and daily reports and match copy PO documents. This week there are 2 days off, Thursday and Friday. Different work from the previous week is match doc. pink copy PO and green copy in Winner Appointment Letter

**Table 3.17 Daily Activities May 13, 2024 to May 17, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, May 13, 2024	1. Input SPR to SPR Request Log and Daily Report 2. Record Transmittal	Field Procurement Office
2.	Tuesday, May 14, 2024	1. Sort and compile doc. SSO/SPO 2. Make Daily Report	Field Procurement Office
3.	Wednesday, May 15, 2024	1. Match pink copy PO and green copy Winner Appointment Letter docs, and arranging them on the shelf. 2. Make invitations for Vendors	Field Procurement Office
4.	Thursday, May 16, 2024	1. Match original and copy SSO docs 2. Input SPR to SPR Request Log	Field Procurement Office
5.	Friday, May 17, 2024	1. Scan SSO/SPO docs and input in Daily Report. 2. Sort and organize doc. SSO/SPO	Field Procurement Office

Source : Processed Data (2024)

Table 3.17 shows the apprenticeship activities in week sixteen, some of the tasks done are nput SPR, make transmittals and daily reports, scan documents, sort and match SPO/SSO docs. This week there were no days off and the work performed was more or less the same as the previous weeks' tasks only difference in the number of documents and different Vendors.



**Table 3.18 Daily Activities May 20, 2024 to May 24, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, May 20, 2024	1. Create Daily Report on May 20 <sup>th</sup> 2. Input the completed SPO into the SPR Request Log	Field Procurement Office
2.	Tuesday, May 21, 2024	1. Make Transmittal dated May 21 2. Record SSO/SPO in SSO/SPO Completed book	Field Procurement Office
3.	Wednesday, May 22, 2024	1. Record Transmittal 2. Input SPR in the ITA 2024 SPR Request Log	Field Procurement Office
4.	Thursday, May 23, 2024	Vesak Day	-
5.	Friday, May 24, 2024	Vesak Day collective leave	-

Source : Processed Data (2024)

Table 3.18 is an apprenticeship activity in week seventeen, some of the tasks done are makes daily reports and transmittals, inputs SPR and SPO /SO. This week there are 2 days off, namely Thursday and Friday. The work performed is more or less the same as the previous weeks' tasks, only different in the number of documents and different Vendors.

**Table 3.19 Daily Activities May 27, 2024 to May 31, 2024**

No	Date and Time	Activity	Workplace
1.	Monday, May 27, 2024	1. Create invitations for Vendors 2. Input SSO/SPO docs in SPR Request Log 2024 & 2023	Field Procurement Office
2.	Tuesday, May 28, 2024	1. Make Daily Report on May 28 <sup>th</sup> 2. Record SSO/SPO that has been completed	Field Procurement Office
3.	Wednesday, May 29, 2024	1. Input the SPR doc in the ITA 2024 SPR Request Log 2. Make Transmittal to be sent to PT ITA Jakarta	Field Procurement Office
4.	Thursday, May 30, 2024	1. Check receipt of Transmittal and compile in archive docs 2. Scan SSO/SPO doc	Field Procurement Office
5.	Friday, May 31, 2024	1. Match and compile doc. SSO/SPO original and copy 2. Prepared Daily Report on May 31st	Field Procurement Office

Source : Processed Data (2024)

Table 3.19 shows the apprenticeship activities in week eighteen, some of the tasks done are make invitations to Vendors and daily reports, collecting SPR and SPO/SSOs, scan documents and make transmittals. This week was the last week of the apprenticeship, and Author said goodbye to recognized employees and supervisors.

Based on the description above, it can be seen that the apprenticeship process lasted for 18 weeks (121 days) starting from the first day of the apprenticeship. During these 18 weeks, there were 70 working days and 51 off days (including days off Saturday-Sunday and red date off). The Author's workplace for 4 months was only in the Field Procurement Office with almost the same tasks every day such as input the request documents from Users, check the documents sent by Vendors, retrieve documents to be processed at FPO (from Warehouse, Secretary Room in the Main Office and Radio Room), hand over documents that have just been made by FPO to Warehouse, Finance, Field Operation Support Superintendent and Field Transport, make invitations to Vendors, scan and record procurement documents, make transmittals and daily reports.

### **3.5 Obstacles and Solutions**

#### **3.5.1 Obstacles**

The obstacles encountered during work practice at PT Imbang Tata Alam, especially in the Field Procurement Office, are as follows:

1. Time-consuming document checks from Vendors who did not submit complete invoice documents, which slowed down input in the Requisition Log and caused documents to pile up on the shelf.
2. Constrained in finalizing the requisition document when the Vendor was unwilling to reduce the bid price, resulting in no price agreement.
3. Confusion when there is a sudden determination of direct appointment of suppliers from Users when the Author has made bid invitations for Vendors who have been determined by FPO, this complicates the procurement process of goods from Users

#### **3.5.2 Solutions**

The solutions to dealing with problems in the work during the implementation of Field Work Practices at FPO PT.Imbang Tata Alam are as follows:

1. FPO should routinely contact Vendors to complete invoice documents as soon as possible, and writers should be quick to check newly arrived invoice

documents so that they do not accumulate when Vendors complete invoices on a later day.

2. In this case, FPO must confirm to the User to immediately revise the SPR price or cancel it and find another Vendor.
3. In this case the FPO must contact the Radio Room to find out whether the invitation has been sent to the Vendor or not. If not, the invitation can be revised and invite the Vendor requested by the User only. But if it has been sent, the User cannot cancel the invitation.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion`**

Based on the explanation in the previous chapter regarding the description of activities during the apprenticeship at PT Imbang Tata Alam, the Author will provide conclusions based on the results of the discussion from that chapter.

1. The apprenticeship was carried out by PT Imbang Tata Alam located in Kurau, Merbau District, Meranti Island Regency, Riau Province. This apprenticeship was carried out for 4 months starting from February 01, 2024 to May 31, 2024. The Author was placed in the Support Division, precisely in the Field Procurement Office
2. To facilitate employees in work coordination and integration, the company uses an internet-based system to facilitate online work and also uses a manual system. The internet-based system is used to input request documents both those that have just entered the FPO and those that are being processed, such as input SPR, RFM / RFS documents into the SPR and RFS/RFM Request Log, make Transmittals, Input SSO / SPO and SO / PO that have been completed and update the Daily Report. This system can be accessed (read only) by all Users, make it easier for them to see the status of requests for goods/services submit. The manual system is also used for synchronization such as record SSO/SPO Completed, send Transmittal, submit pink copy, blue copy and green copy SO/PO documents to warehouse and finance.
3. The types of work carried out are Input SPR documents from Users to SPR Request Log, make invitations to Vendors, evaluate the completeness of invoice documents from Vendors, Input SPO / SO that have been made, scan and record SPO / SO documents that have been made invoices, Input RFM/RFS documents from Users to RFM / RFS Request Log, make and record Transmittals, Input daily reports, make RFM / RFS Bid Opening

Minutes, Input PO / SO into the MMIS Application and record completed PO / SO in the MRR (Material Receipt Report) document.

4. During the implementation of the apprenticeship, there were several obstacles faced by the Author such as a long time in evaluating invoice documents from Vendors, confusion when there was a change in Vendor names when making invitations. And the solution is that the FPO confirms to the Vendor to complete the document, and confirms to the User to revise the bid price and be more careful in inputting the SPR nominal.

## **4.2 Suggestion**

### **4.2.1 Suggestion for PT. Imbang Tata Alam**

After doing apprenticeship at PT Imbang Tata Alam, there are several suggestions, namely:

1. To the industry provide more work in several parts of the company so that students gain more experience and participate in various activities.
2. The company should limit the number of apprenticeship students in one division, so that the work done can be maximized and diverse.
3. Provide criticism and suggestions to students to be better at carrying out the assigned tasks and be more assertive in reprimanding students who involve emotional relationships with the opposite gender, are undisciplined and unprofessional to employees or superiors.
4. Students should be given assignments in accordance with their skill programs and related to their majors.

### **4.2.2 Suggestions for State Polytechnic of Bengkalis**

Several suggestions for State Polytechnic of Bengkalis regarding the implementation of apprenticeship are as follow

1. The campus is expected to monitor the activities of students who are carrying out apprenticeship intensively so that any difficulties that arise can be resolved together.
2. Practical work should be made one of the courses before students carry out practice to the company so that students have maximum provision so that

when carrying out apprenticeships they can bring the good name of the State Polytechnic of Bengkalis.

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# APPENDICES

## Appendix 1: Apprenticeship Application Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 4250/PL31/TU/2023  
Hal : **Permohonan Kerja Praktek (KP)**

09 November 2023

**Yth. Pimpinan PT. Energi Mega Persada (EMP) Imbang Tata Alam  
Kurau, Kecamatan Merbau, Kabupaten Kepulauan Meranti, Riau  
di Lukit**

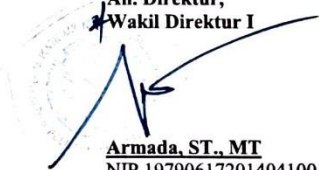
Dengan hormat,

Schubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Energi Mega Persada (EMP) Imbang Tata Alam yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 31 Mei 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Jumiati	5404201262	D4 Administrasi Bisnis Internasional
2	Juli Filzawati	5404201279	D4 Administrasi Bisnis Internasional
3	Assofaini	5404201329	D4 Administrasi Bisnis Internasional
4	Zulfikar	5404201333	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,  
Wakil Direktur I  
  
**Armada, ST., MT**  
NIP 197906172014041001

Contact Person:  
M. Alkadri Perdana, B.IT., M.Sc (081276484321)



## Appendix 2: Application Reply Letter



No. 0218/HCS.MGR/410/12-23/E  
Jakarta, 28 Desember 2023

Kepada Yth.  
Wakil Direktur I  
Politeknik Negeri Bengkalis  
Jl. Bathin Alam, Sungai Alam, Bengkalis  
Riau 28711

Hal : Permohonan Izin Melaksanakan Kerja Praktik untuk Mahasiswa

Menjawab surat no 4250/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Izin Melaksanakan Kerja Praktik untuk Mahasiswa D-IV Prodi Administrasi Bisnis Internasional Politeknik Negeri Bengkalis, dengan ini kami sampaikan bahwa mahasiswa tersebut dibawah ini dapat melaksanakan Kerja Praktik di Dept. Ops. ITA – EMP mulai 01 Februari 2024 – 30 April 2024.

No	Nama	NIM	Jurusan/ Fakultas	Penempatan
1	Jumiati	5404201262	Prodi Administrasi Bisnis Internasional	Operation PT. Imbang Tata Alam
2	Juli Filzawati	5404201276		
3	Assofaini	5404201329		
4	Zulfikar	5404201333		

Selama menjalankan kegiatan di perusahaan peserta wajib melakukan Protokol Kesehatan yang berlaku di lingkungan perusahaan, dan apabila tidak dimungkinkan kehadiran di lokasi maka kegiatan dapat dilakukan dapat dilakukan melalui media online.

Demikian pemberitahuan dari kami dan terima kasih atas perhatiannya.

EMP

  
**Teguh Yulianto**  
Compensation & Benefit Div. Manager

Tembusan :

- Field Government & External Relation
- Field CSR & Land Matters

PT. Imbang Tata Alam

Bakrie Tower 27<sup>th</sup> - 32<sup>nd</sup> Floor  
Rasuna Epicentrum

Jl. HR. Rasuna Said  
Jakarta 12940  
Indonesia

p +62 21 2994 1500  
+62 21 2557 7000  
f +62 21 2994 1110

### Appendix 3: Company Appraisal Sheet

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
PT. IMBANG TATA ALAM

Nama : Jumiati  
NIM : 5404201262  
Program Studi : D-IV Administrasi Bisnis Internasional  
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung-jawab	25%	98
3.	Penyesuaian diri	10%	98
4.	Hasil kerja	30%	98
5.	Perilaku Secara Umum	15%	98
	Total Jumlah (1+2+3+4+5)	100%	98

Keterangan :

**Nilai : Kriteria**  
81 – 100 : Istimewa  
71 – 80 : Baik Sekali  
66 – 70 : Baik  
61 – 65 : Cukup Baik  
56 – 60 : Cukup

Catatan :

Mahasiswa atas nama jumiati selama menjalani kerja praktek (KP) di perusahaan PT. ITA bertanggung jawab dengan pekerjaan, cepat menyesuaikan diri dengan lingkungan kerja, memuaskan setiap hasil kerja yang dikerjakan, disiplin dalam waktu dan berprilaku serta etika yang baik.....

Kurau, 03 Juni 2024



PT. IMBANG TATA ALAM  
Minarni

Field Procurement Assistant

## Appendix 4: List of Apprenticeship Attendance Sheets

**DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI  
BENGKALIS DI  
PT. IMBANG TATA ALAM**

**FEBRUARI**

NAMA	HARI & TANGGAL						
	Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
<b>JUMIATI 5404201262</b>					1 M	2 M	3
	4	5 M	6 M	7 M	8 Isra Mikraj	9 Cuti Tahun Baru Imlek	10 Tahun Baru Imlek
	11	12 M	13 M	14 Hari Pemilu	15 M	16 M	17
	18	19 M	20 M	21 M	22 M	23 M	24
	25	26 M	27 M	28 M	29 M		

Kurau, 29 Februari 2024  
**Field Procurement Assistant**

  
**Minarni**

**DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI  
BENGKALIS DI  
PT. IMBANG TATA ALAM**

<b>MARET</b>		<b>HARI &amp; TANGGAL</b>						
NAMA	Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu	
<b>JUMIATI 5404201262</b>						1 <i>ll</i>	2	
	3	4 <i>ll</i>	5 <i>ll</i>	6 <i>ll</i>	7 <i>ll</i>	8 <i>ll</i>	9	
	10	11 Hari Suci Nyepi	12 Cuti Bersama Hri Nyepi	13 <i>ll</i>	14 <i>ll</i>	15 <i>ll</i>	16	
	17	18 Sakit	19 <i>ll</i>	20 Izin	21 <i>ll</i>	22 <i>ll</i>	23	
	24	25 <i>ll</i>	26 <i>ll</i>	27 <i>ll</i>	28 <i>ll</i>	29 Wafat Isa Almasih	30	
	31 Hari Paskah							

Kurau, 28 Maret 2024

**Field Procurement Assistant**



**Minarni**

**DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI  
BENGKALIS DI  
PT. IMBANG TATA ALAM**

**APRIL**

NAMA	HARI & TANGGAL						
	Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
<b>JUMIATI 5404201262</b>		1 <i>A</i>	2 <i>A</i>	3 <i>ba</i>	4 <i>bu</i>	5 <i>bu</i>	6 <i>bu</i>
	7	8 Cutu Bersama	9 Cutu Bersama	10 Idul Fitri	11 Idul Fitri	12 Cutu Bersama	13
	14	15 Cutu Bersama	16 <i>A</i>	17 <i>ba</i>	18 <i>ba</i>	19 <i>bu</i>	20
	21	22 <i>A</i>	23 <i>A</i>	24 <i>bu</i>	25 <i>bu</i>	26 <i>i</i>	27
	28	29 <i>bu</i>	30 <i>A</i>				

Kurau, 30 April 2024

**Field Procurement Officer**

  
 PT. IMBANG TATA ALAM  
**Brazi**

**DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI  
BENGKALIS DI  
PT. IMBANG TATA ALAM**

**MEI**

NAMA	HARI & TANGGAL						
	Minggu	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu
<b>JUMIATI 5404201262</b>				1 Hari Buruh	2 M	3 M	4
	5	6 M	7 M	8 M	9 Kenaikan Isa Al Masih	10 Cuti Bersama	11
	12	13 M	14 M	15 M	16 M	17 M	18
	19	20 M	21 M	22 M	23 Hari Raya Waisak	24 Cuti Bersama	25
	26	27 M	28 M	29 M	30 M	31 M	

Kurau, 31 Mei 2024

**Field Procurement Assistant**

  
 PT. IMBANG TATA ALAM  
**Minarni**

## Appendix 5: Apprenticeship Statement Letter



### SURAT KETERANGAN No. 002/F.GPA/5/2024

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Jumiati  
Tempat/ Tgl. Lahir : Teluk Belitung, 28 Juni 2002  
Alamat : Jl. S. Parman Teluk Belitung Kec. Merbau

Telah melakukan Kerja Praktek di PT. Imbang Tata Alam sejak tanggal 01 Februari 2024 sampai dengan 31 Mei 2024 sebagai tenaga Kerja Praktek (KP). Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikianlah surat pemberitahuan ini kami sampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Kurau, 31 Mei 2024

Hormat kami,


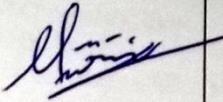
PT. IMBANG TATA ALAM  
**BRAZI**



Field Procurement Officer

**Appendix 6: Daily Activities**

**APPRENTICESHIP  
DAILY ACTIVITIES**

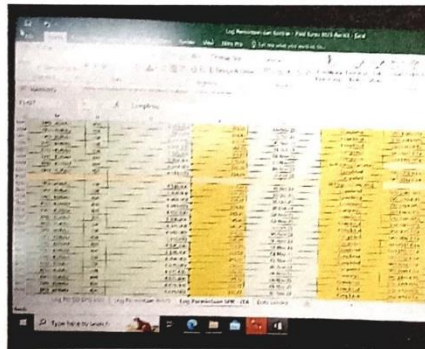
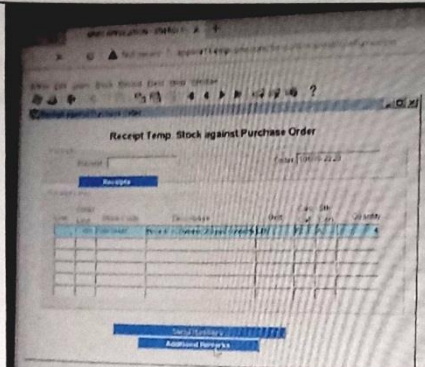
**Day : Thursday – Friday**  
**Date : 1 – 2 February 2024**

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Introductions, Safety Breafing and Work Division Placement by PR Field	Siska Sri Wahyuni	
	- Introduction and Job Description in Buyer Field Office - Introduction to MMIS Application, doc Transmittal and how it works in excel, books, and incoming and outgoing transmittal folders.	Minarni	
2	- <del>Inputting</del> SO/PO and MRR docs in MMIS Aplication - <del>Inputting</del> ITA 2023/2024 SPR Request Logs		

NO	DOCUMENTATION	DESCRIPTION
1		First of all, the PR (Public Relations) department introduces the work system for internship students at the company which is carried out every Monday to Friday, every Saturday and Sunday off work and off on national holidays. As well as other explanations regarding practical work Then continued with the introduction of the company's divisions and safety breafing by the Safety Health Environment (SHE) Division. And continued with the placement of the work section where I was placed in the Field Procurement Office / Field Buyer
		Self-introduction, job description explanation by Field Buyer Assist and introduction to MMIS Application, SPR/SSR Request Log, RFM/RFS, PO/SO, Doc Transmittal and how it works in Excel, book, folder of In and Out Transmittal.



2





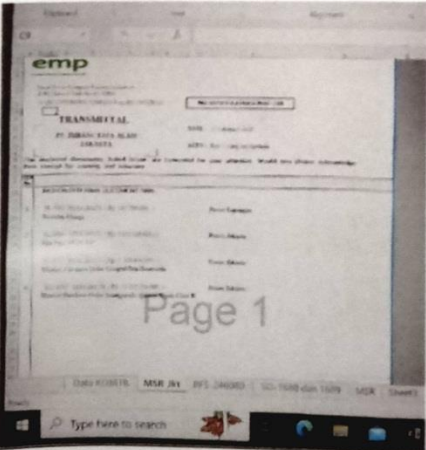
Doc Material Receipt Report (MRR) taken from the Warehouse is combined with doc. Service Order / Purchase Order contained in the Buyer's SO / PO archive according to the P.O number, then audited to the MMIS App by :

- a. Enter the P.O Number according to the SO/PO P.O number then click Receipts Lines
- b. Fill in the item, Stock Code, Description, Unit, Cat, Con and Quantity of goods, then click Additional Remarks
- c. Enter the G.O. Number and Date as stated in the MRR doc, click Receipts
- d. After the receipts number appears in the App, and write the number in the Remarks column on the doc. MRR DOC
- e. Write "Completed" on the top front of the SO/PO doc, then reorganize it in the doc filing cabinet. SO/PO

**Inputting** SPO docs that have been completed in the SPR Request Log by filling in the completed information for SSO docs and for SPO docs filled in with completed, MT number and date according to the Material Transfer (MT) doc.)

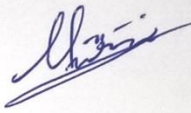
Day : Monday – Wednesday  
 Date : 5 – 7 February 2024

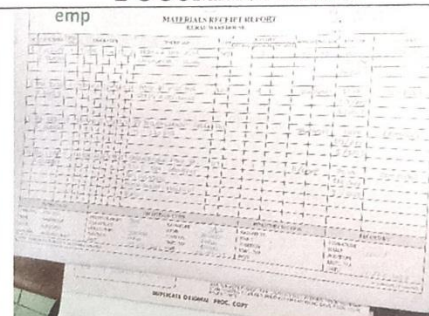

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Sorting out doc. SPO & SSO and <del>Inputting</del> in request logs - Create Transmittal in Excel	Minarni	
2	- Taking SPO/SSO at Secretary (Main Office) - Filled out the Daily Report on February 06		
3	- Assist in preparing documents to be sent to Field Transport		

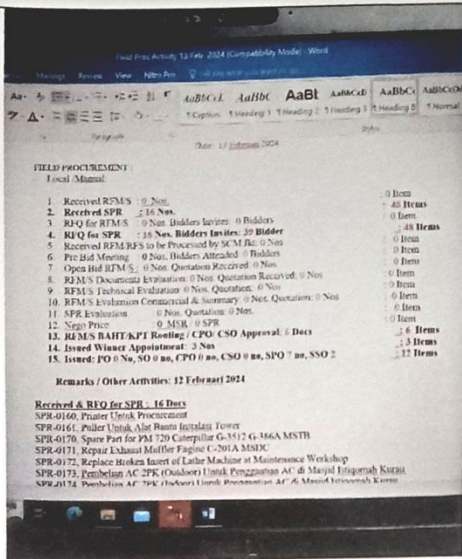
NO	DOCUMENTATION	DESCRIPTION
1	 	<p>The copy SPO/SSO document obtained from the Warehouse is paired with the original SPO/SSO document in the Buyer Field according to its number. Furthermore, the copy and original documents are compiled into one document with the following arrangement:</p> <ol style="list-style-type: none"> <li>SPO documents: At the front are all the original SPO documents found in the Buyer SPO archive shelf., Delivery Order, Material Transfer, Invoice and Tax Invoice.</li> <li>SSO Documents: On the front are all original SSO docs found on the Buyer's SSO shelf, Berita Acara, Timesheet, Invoice and Tax Invoice.</li> </ol> <p>Transmittal is created in Excel by filling in the Transmittal Number according to the sequence number in the Transmittal notebook, filling in the date of the Transmittal, attention, the name of the PT to which the Transmittal is sent, and the contents of the RFM / RFS from the User.</p>



Day : Monday – Friday  
 Date : 12 – 16 February 2024

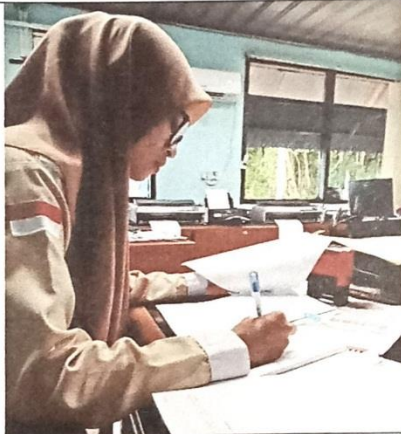
NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Inputting MRR and organizing in the Field Buyer's archive shelf. - Matching the SPO/SSO copy with the original one	Minarni	
2	- <del>Inputting</del> SPO in SPR Request Logs - Creating Daily Report - Creating Invitations for Vendors		
3	- Scan SPO/SSO and record in Daily Report - Record Outgoing Transmittals in the Transmittal logbook		
4	- Sorting and compiling doc. SPO/SSO, Delivery Order, Invoice and Tax Invoice. - Scan the documents and record them in the SPO/SSO Book		

NO	DOCUMENTATION	DESCRIPTION
1	emp 	<del>Inputting</del> MRR in MMIS Application, the purpose is so that PT.ITA Jakarta can monitor and know that the MRR has been processed / completed.
2		<del>Inputting</del> 16 SPR Documents to the 2023/2024 ITA SPR Request Log, with the following steps: a. Search for SPR No. b. Fill in the SPR audit date and type of request (goods/services) c. Entering Reason for Expenditure d. Fill in the name and division of the user, as well as the estimated price of the SPR as stated in the SPR doc



Create Daily Report for 16 doc SPR dated February 13, 2024, by entering SPR number and Reason for Expenditure.

3



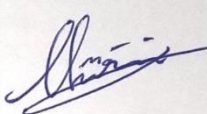
Record the RFM / RFS in the Transmittal book, as proof that the RFM / RFS document has been processed by the Buyer. What is recorded is the Date, Code and RFM / RFS number, and the destination of the Transmittal delivery.

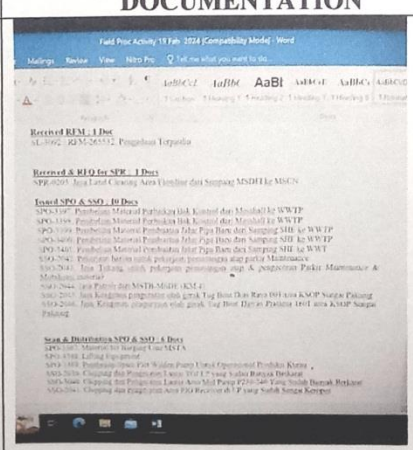
4

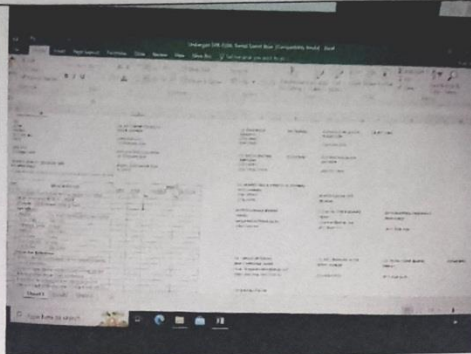


Arrange the SPO/SSO docs in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice.

Day : Monday – Friday  
 Date : 19 – 23 February 2024

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	<ul style="list-style-type: none"> <li>- Record SPR in Daily Report</li> <li>- Create SPR invitations for vendors</li> <li>- Deliver doc. to Transport and pick up doc. MSR at Secretary</li> </ul>	Minarni	
2	<ul style="list-style-type: none"> <li>- Picked up doc. SPR from Secretary and deliver vendor invitations to Radio Room</li> <li>- <del>Inputing</del> SPR in the SPR Request Log</li> <li>- Make Daily Report</li> <li>- Scan SPO/SSO doc and record it in SPO/SSO book Completed</li> </ul>		
3	<ul style="list-style-type: none"> <li>- Retrieve SPO/SSO docs at Warehouse</li> <li>- Create Transmittal in Excel</li> <li>- Organizing Transmittal in Map Transmittal Out</li> </ul>		
4	<ul style="list-style-type: none"> <li>- Retrieve SPR documents from Field OPS Support Supt. and deliver to Secretary</li> <li>- Make invitations to vendorsr</li> </ul>		
5	<ul style="list-style-type: none"> <li>- <del>Inputing</del> SPO/SSO in the 2024 Requisition Log</li> <li>- Make Daily Report</li> <li>- Scan SPO/SSO doc and record in SPO/SSO book Completed</li> </ul>		

NO	DOCUMENTATION	DESCRIPTION
1		<p><del>Inputing</del> the SPO dated February 19 in the Daily Report for 10 documents, by entering the SPO/SSO number and Reason for Expenditure.</p>



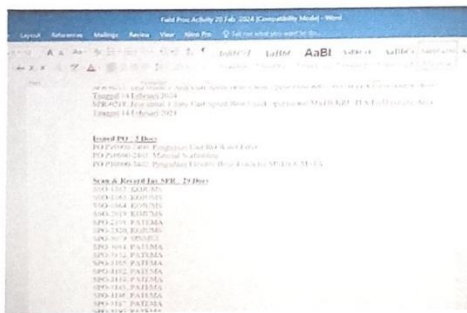
Make several invitations addressed to prospective suppliers who take part in the tender for SPR work from the User. The steps for making invitations for vendors are

- Fill in the SPR description
- Fill in the quantity / unit of goods
- Include the cost of the SPR

2




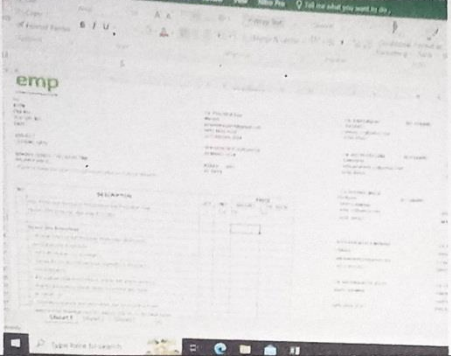
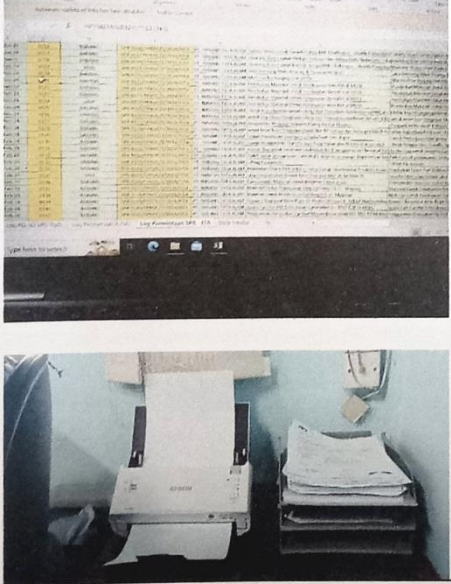
**Inputting** SPO docs entered on February 20 to the SPR 2024 Request Log, by filling in the Completed caption, MT number and Date in MT for SPO, and Completed caption in SSO.



Create Daily Report SPO/SSO as many as 29 documents on February 20, by entering the SPO/SSO number and the name of the PT that is the Supplier.

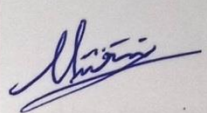
SP - 3386	
20/02/2024	
SP - 1862	EQJUSIS
SP - 1865	
SP - 1869	
SP - 2009	
SP - 2101	PATINA
SP - 2550	EQJUSIS
SP - 3079	STINDO
SP - 3084	PATINA
SP - 3112	
SP - 3145	
SP - 3182	
SP - 3194	
SP - 3197	
SP - 3198	
SP - 3197	

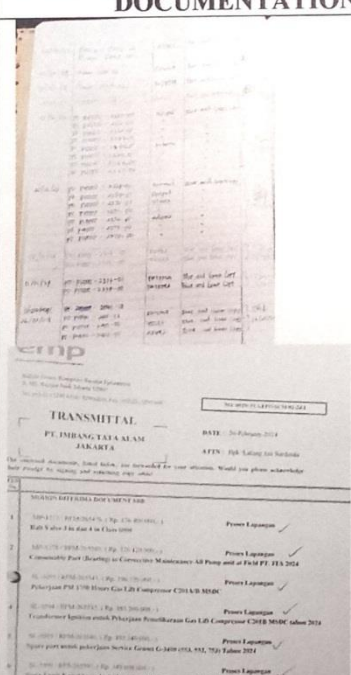
Record the Completed SPO/SSO doc into the Book by recording the recording date, SPO/SSO number and Supplier name. This SPO Completed record book will later be cross checked by Field Warehouse.

3		<p>Transmittal documents that have been made in 2 copies, put into the Transmittal Out archive folder 1 copy and sent to PT. ITA Jakarta 1 copy. The arrangement of Transmittal Out documents is sorted from the smallest number to the largest.</p>
4		<p>Making invitations to several vendors who are potential suppliers for SPR work that entered on February 22<sup>nd</sup></p>
5		<p><b>Inputting</b> doc. SPO/SSO received on February 23 to SPR Request Log 2024, by filling in Completed, MT number and Date in MT for SPO, and Completed in SSO.</p> <p>Scan doc. SPO / SSO that has been audited 'in the Request Log, then separated doc. original and copy. The original doc. is handed back to the Warehouse and the copy is arranged on the Buyer's archive shelf.</p>

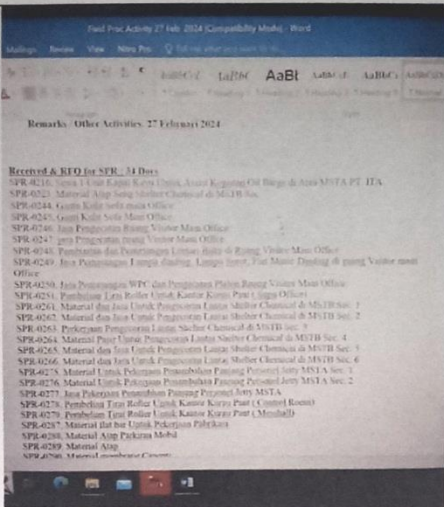


Day : Monday – Friday  
 Date : 26 February – 01 March 2024

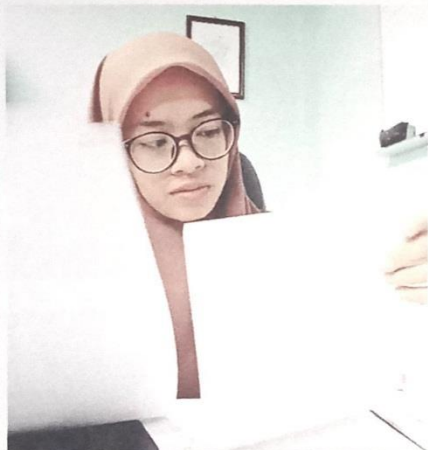
NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Recording PO copy receipt - Recording RFM in Daily Report - Making Transmittal	Minarni	
2	- Deliver invitation doc. to Radio Room and doc. SPR to Secretary - <del>Inputing</del> SPR in Daily Report - Sorting and compiling SPO/SSO docs		
3	- Make Daily Report and record SPO/SSO in SPO/SSO Completed book - Audit SPR in ITA Request Log		
4	- Making Transmittal - Create invitations for vendors		
5	- <del>Inputing</del> SPR in ITA Request Log - Make Daily Report		

NO	DOCUMENTATION	DESCRIPTION
1		Record the receipt of blue and green copy POs in the warehouse book, by recording the PO number, name and address of the supplier.  Made 2 copies of Transmittal for 6 RFM/RFS received on February 26. One copy was sent to PT ITA Jakarta and the other copy was kept for archive in Transmittal Out.

2

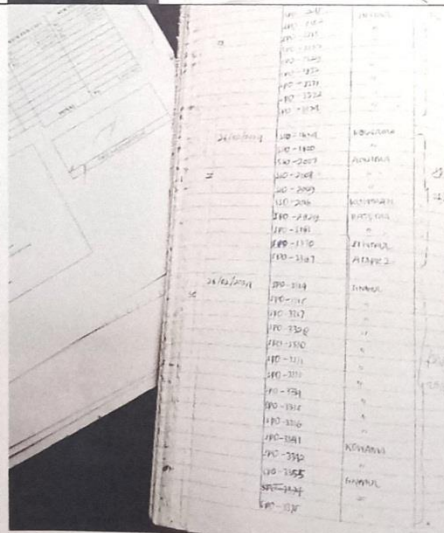


Inputting 34 doc. SPRs received on February 27 in the Daily Report, by recording the SPR number and Reason for Expenditure.



Arrange the SPO/SSO docs received from the Warehouse on February 26 in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice.

3

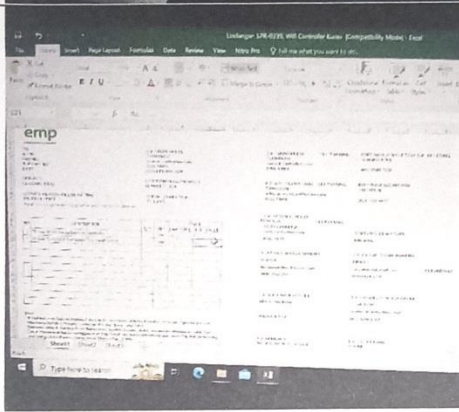


Recording 16 SPO/SSOs that have been completed in the book, by recording the date, SPO/SSO number and supplier.

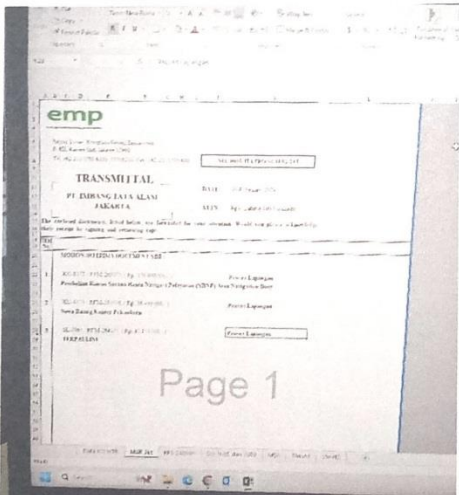


**Inputting** 6 SPO docs entered on February 28 to the 2024 SPR Request Log, by filling in the Completed caption, MT number and Date in MT for SPO, and Completed caption in SSO.

4

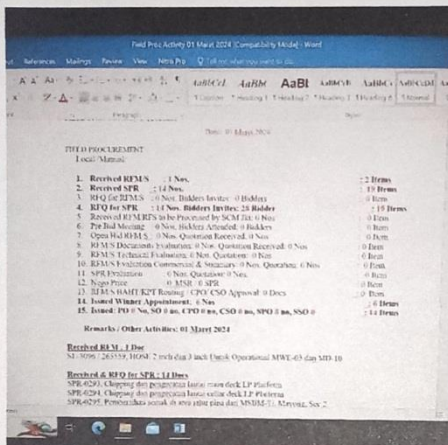


Made invitations to vendors for SPR work received on February 29<sup>th</sup>




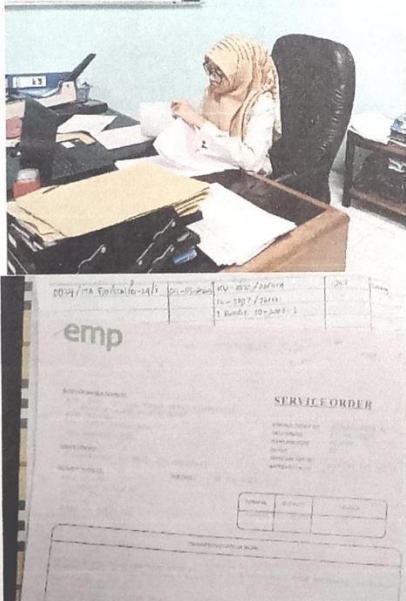
Made 2 copies of Transmittal for 3 RFM/RFS received on February 26. One copy is sent to PT ITA Jakarta and the other copy is kept for archive in Transmittal Out. Transmittal is made by stating the transmittal number, date, attention, name and address of the PT, and the contents of the doc sent.

5



Day : Monday – Friday  
 Date : 04 – 8 March 2024

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Compile and sort doc. SPO/SSO - Record Transmittal doc. Service Order	Minarni	
2	- Sorting original and copy doc. SO/PO - Recording doc. SSO/SPO that has been completed		
3	- <del>Inputting</del> SPR doc into Daily Report - Make Transmittal to be sent to PT. ITA Jakarta		
4	- <del>Inputting</del> SSO/SPO to ITA 2024 SPR Request Log - Record Completed SPO/SSO docs		
5	- Compile and sort doc. SPO/SSO - Record SPO/SSO docs that have been Completed		
Industry Advisor Notes			

NO	DOCUMENTATION	DESCRIPTION
1		<p>11 doc. The SPO/SSO copy received on March 4 was paired with the original SPO/SSO document on the doc. shelf according to its number. The copy and original documents are then organized into one document with the following arrangement:</p> <p>a. SPO documents: At the front are all the original SPO documents found in the Buyer's SPO rack, Delivery Order, Material Transfer, Invoice and Tax Invoice.</p> <p>b. SSO Documents: On the front are all original SSO docs found on the Buyer's SSO shelf, Berita Acara, Timesheet, Invoice and Tax Invoice.</p> <p>Record the doc. SO in the Transmittal book, as proof that the doc has been sent.</p>

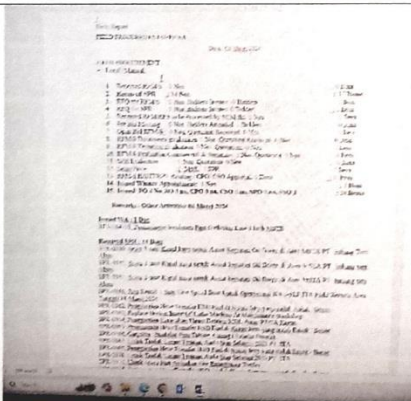
2



Separate the original SO, pink copy, green copy and blue copy from the bundle doc. Service Order. Pink copy as Field Buyer's handle, green and blue copies are recorded in the Warehouse PO/SO book and returned to the Warehouse.

Record 16 SSO/SPO docs dated March 5 that have been completed (audited in the log, scanned, and audited in the Daily Report). By recording the SSO/SPO number and Supplier name.

3



Inputting 4 doc. SPR received on March 6 into the Daily Report, by entering the SPR number and Reason for Expenditure.

Record Transmittal and prepare doc. RFM/RFS to be delivered to Field Transport and sent to PT ITA Jakarta.

4

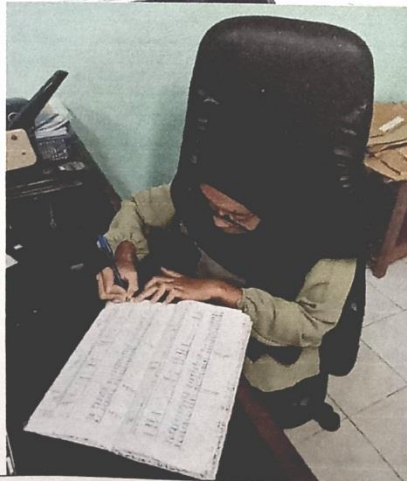


190- 1907		
190- 2305		
07/03/2024	190-1817	KOJUMMA
	190-1818	"
	190-1821	"
	190-1822	"
	190-1871	KOJUMMA
	190-1872	"
	190-1877	KOJUMMA
	190-1878	"
	190-2022	"
	190-2023	"
	190-2024	"
	190-2027	"
	190-2030	KOJUTE
	190-2306	KOJUMMA

**Inputting** 13 doc. SSO/SPO received on March 07 into the ITA 2024 SPR Request Log, by filling in the Completed caption, MT number and Date in MT for SPO, and Completed caption in SSO.

Record the 13 completed SSO/SPO docs into the SPO Completed logbook, by recording the doc no. and Supplier name.


5

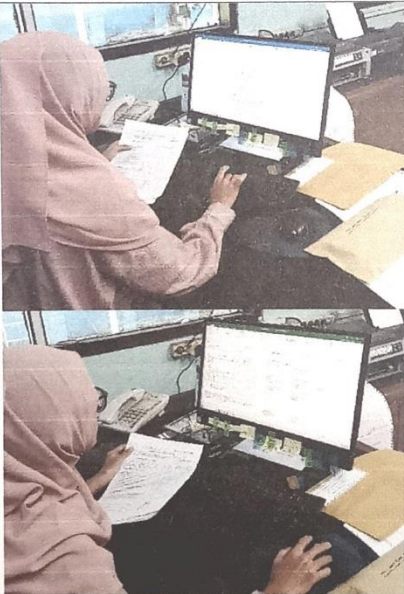



Arrange the 20 SPO/SSO docs received from Warehouse on March 04 in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice.

Record the 20 completed SSO/SPO docs into the SPO Completed notebook, noting the doc no. and Supplier name.

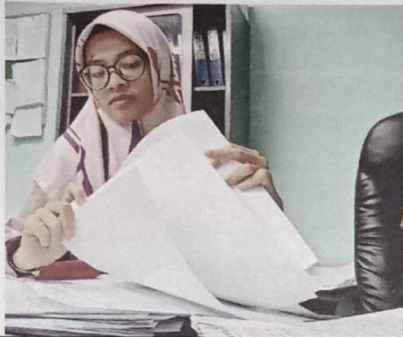
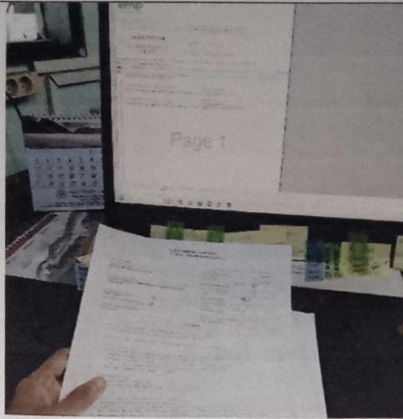
**Day : Wednesday – Friday**  
**Date : 13 – 15 March 2024**

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Inputting doc. SPR - Make invitations for vendors	Minarni	
2	- Sorting original and copy doc. SO/PO - Recording doc. SSO/SPO that has been completed		
3	- <del>Inputting</del> SPR doc into Daily Report - Make Transmittal to be sent to PT. ITA Jakarta		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		<p>Input 41 SPRs into the ITA 2024 SPR Request Log received on March 13.</p> <p>Made invitations to invite Vendors who are potential suppliers for SPR requests</p>
2		<p>Create and record Transmittal doc Service Order to be sent to PT. ITA Jakarta</p>



3

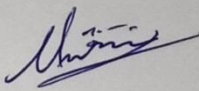


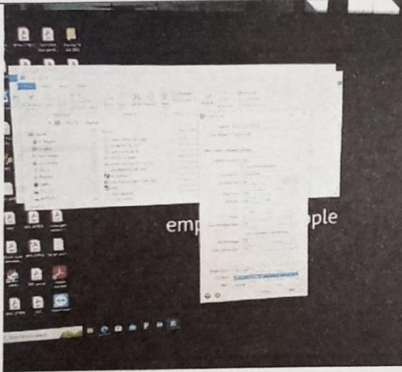

Make Transmittal 2 doc RFS to be sent to Jakarta.

Transmittal is made in Excel by filling in the Transmittal No according to the sequence number in the Transmittal notebook, filling in the date the Transmittal was made, attention, the name of the PT to which the Transmittal was sent, and the contents of the RFS from the User.

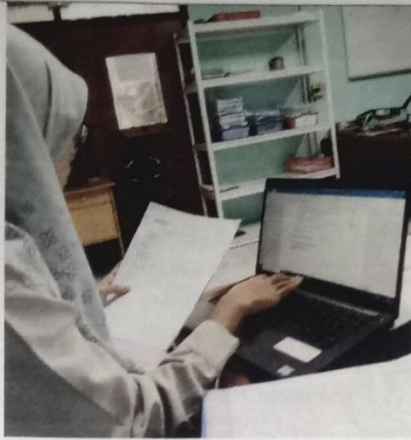
Arrange the 23 SPO/SSO docs received from the Warehouse on March 15 in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice.

Day : Tuesday, Thursday & Friday  
 Date : 19, 21 & 22 March 2024

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Scan doc. SSO/SPO - Search and compile doc. SSO/SPO original	Minarni	
2	- <del>Inputting</del> SSO/SPO in Daily Report - Scan doc. SSO/SPO		
3	- <del>Inputting</del> the SPR in the ITA 2024 SPR Request Log - <del>Inputting</del> SPR in Daily Report		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1	 	<p>Scan 30 doc. SPO/SSO received on March 19, then separated the original and fake documents. The original SPO / SSO document is handed back to the Warehouse and the SPO / SSO notebook to cross check. While the copy document is stored on the Field Buyer's archive shelf.</p> <p>Matching doc. SPO / SSO copy with doc. SPO/SSO original to be audited in the SPR Request Log and Daily Report.</p>

2

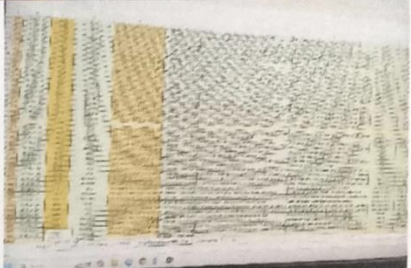


**Inputting:** 34 SSO / SPO docs received on March 21 to the Daily Report, by recording the SSO / SPO number and Supplier name.

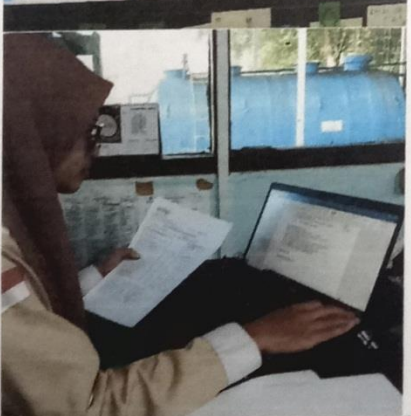


Scan 34 SSO / SPO docs and separate the original and copy SSO / SPO docs that have been scanned, while the original docs are returned to the Warehouse and the copy docs are stored on the archive shelf.

3

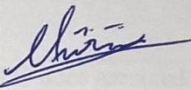


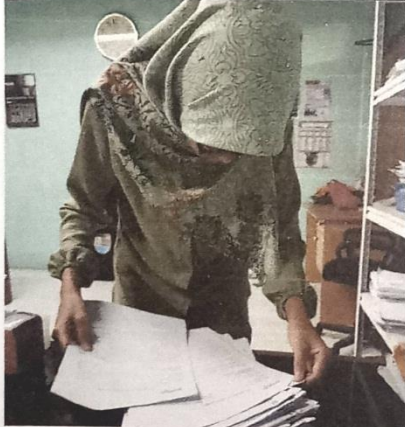
**Inputting:** SPR docs received on March 22 into the ITA 2024 SPR Request Log, by inputting the date, SPR number, Reason for Expenditure, user name and SPR amount.

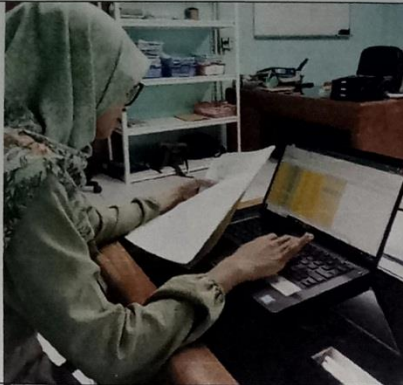


**Inputting:** SPR docs into Daily Report, by inputting SPR no and Reason for Expenditure.

Day : Monday - Thursday  
 Date : 25 - 28 March 2024

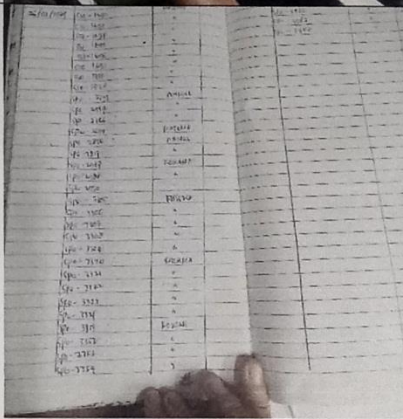
NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Sorting and compiling doc. SSO/SPO - <del>Inputting</del> SSO/SPO docs in ITA SPR Request Log 2024	Minarni	
2	- Record SSO/SPO Completed - Make Transmittal to PT ITA Jakarta		
3	- <del>Inputting</del> SPR in the Demand Log - Recorded Transmittal dated March 27		
4	- Recording Transmittal on March 28 - <del>Inputting</del> SPR in Daily Report		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		Arrange the 37 SSO/SPO docs received on March 25 in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice. And sorted the original and copy SSO/SPO documents.

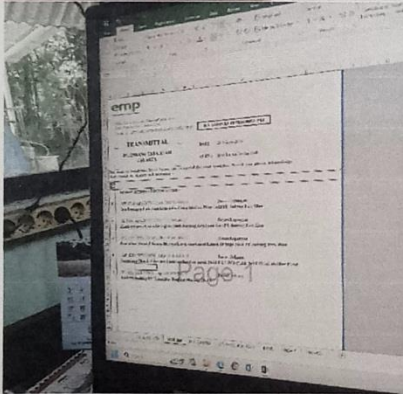


**Inputting** 37 SSO/SPO docs that have been completed to the SPR Request Log by looking for the same SPR/SSO number and Completed description, MT number and Date on MT for SPO, and Completed description for SSO.

2

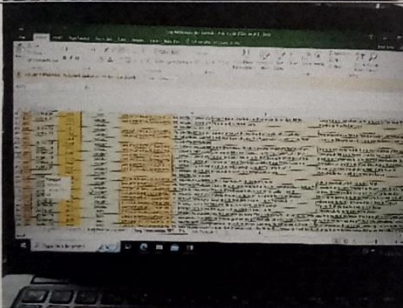


Recorded 43 SSO/SPO docs received on March 26 into the SSO/SPO Completed book, by writing the SSO number and Suppliers' names. Then submit the book to Warehouse for cross check.


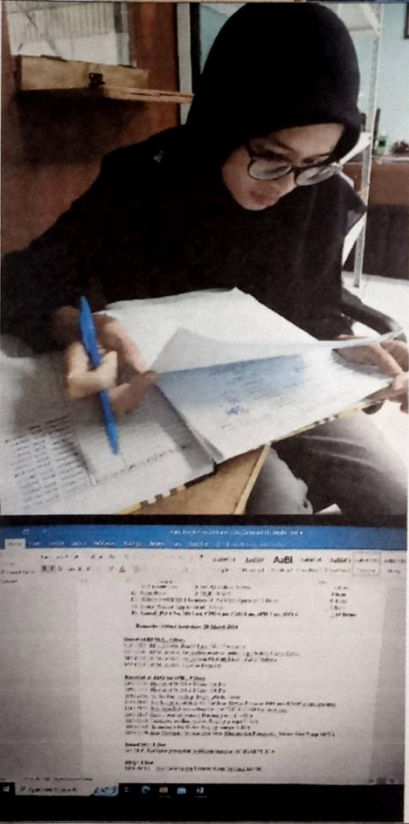


Made Transmittal of 5 docs of RFS/RFM to be sent to PT ITA Jakarta.

3

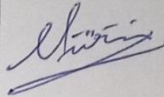



**Inputting** 11 SPR docs received on March 27 in the ITA 2024 SPR Request Log, by searching for the matching SPR number then inputting the date, Reason for Expenditure, user name, and SPR amount.

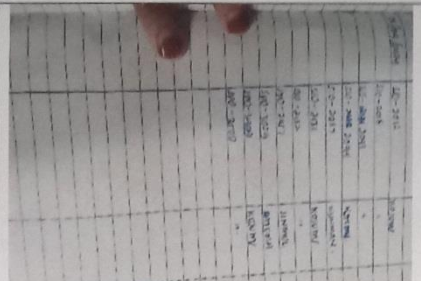
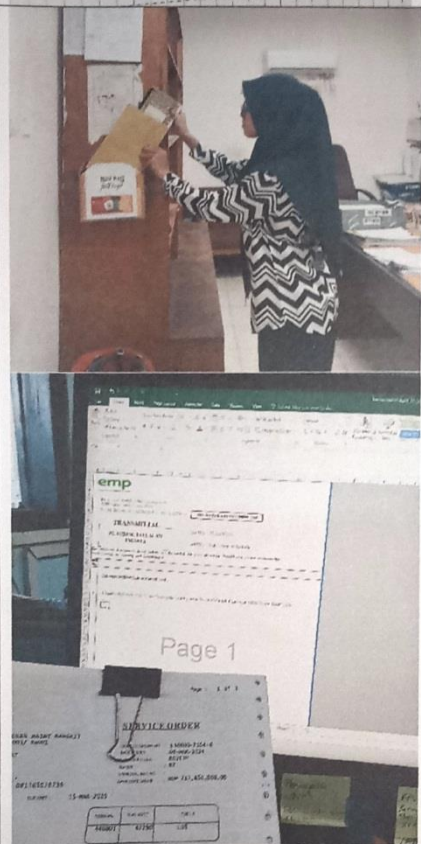
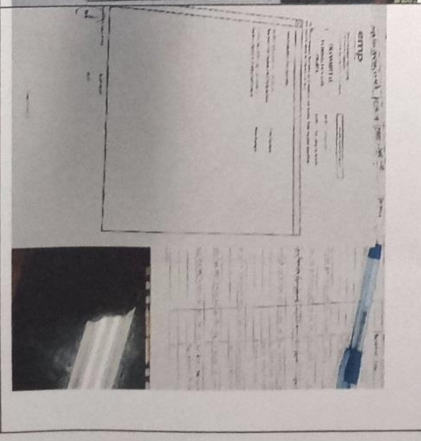
		<p>Recorded 7 bundles of RFS/RFM Memorandum into the Transmittal book.</p>
<p>4</p>		<p>Recorded 12 RFS/RFM docs that will be sent to PT ITA Jakarta on March 28 into the Transmittal book</p> <p>Inputting 9 SSO/SPO docs to Daily Report by recording SSO/SPO number and Reason for Expenditures.</p>

**Day : Monday – Friday**

**Date : 01 – 05 April 2024**

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	<ul style="list-style-type: none"> <li>- Sorting SSO &amp; SPO docs and matching copy docs with original docs</li> <li>- Input SSO/SPO in Request Log, scan doc and record in SSO/SPO book</li> </ul> Completed	Minarni	
2	<ul style="list-style-type: none"> <li>- Record SSO/SPO docs and submit to Warehouse</li> <li>- Make Transmittal doc Service Order</li> </ul>		
3	<ul style="list-style-type: none"> <li>- Made Transmittal for RFS doc and record in Transmittal book</li> <li>- Prepare RFS doc and Transmittal delivery</li> </ul>		
4	<ul style="list-style-type: none"> <li>- Prepare Transmittal document for doc. pink copy PO to be sent to PT. ITA Jakarta</li> <li>- <del>Inputting</del> Daily Report dated April 04</li> </ul>		
5	<ul style="list-style-type: none"> <li>- <del>Inputting</del> SSO/SPO docs in SPR Request Log 2024</li> <li>- Made Transmittal for original and pink copy PO docs</li> </ul>		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		Match the doc. SSO/SPO copy received from Warehouse on April 1 with the original doc. on the field buyer's archive shelf. Then arrange them in order to be scanned later. The order for the SSO doc: 1) original SSO doc, 2) doc. minutes, 3) timesheet, 4) invoice, 5) tax invoice. while for the SPO doc the sequence is: 1) original SPO doc, 2) doc. Delivery Order, 3) doc. Material Transfer, 4) Invoice, 5) Tax Invoice

		<p>Scan 12 SSO / SPO docs and record them in the SSO / SPO Completed book, then the book and the original doc. are handed back to the Warehouse for cross check.</p>
2		<p>Recorded 20 SSO/SPO docs that have been completed and handed back to the Warehouse</p> <p>Made Transmittal for 1 bundle doc Service Order S10000-2104-0, to be sent to PT Imbang Tata Alam Jakarta.</p>
3		<p>Make Transmittal for one doc Request For Service dated April 03, 2019</p> <p>Prepare to send Transmittal and original</p>



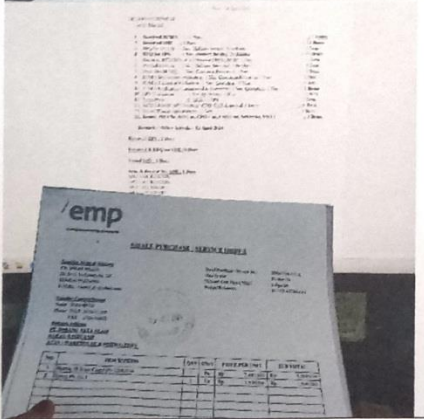


RFS doc to Transport Field to be sent to PT ITA Jakarta.

4

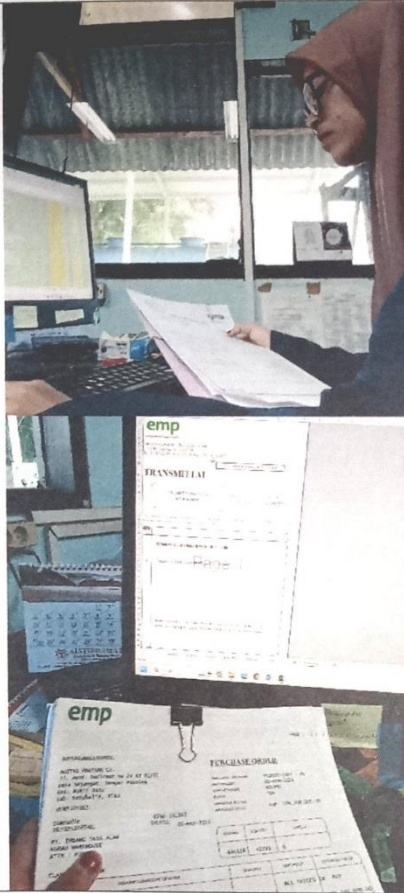


Prepare doc. Transmittal and pink copy PO to be sent to PT ITA Jakarta.



Input the scanned and completed SSO / SPO into the Daily Report, by entering the SSO / SPO number and supplier name

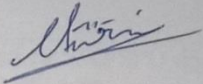
5




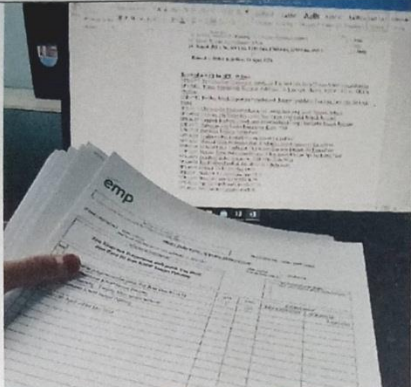
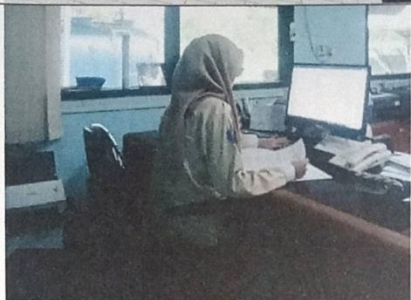

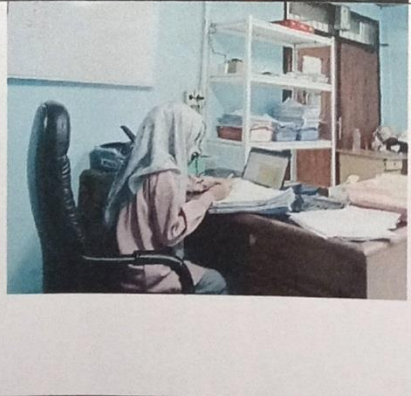
Inputting 4 SSO/SPO docs received on April 5 and completed into the ITA 2024 SPR Request Log.

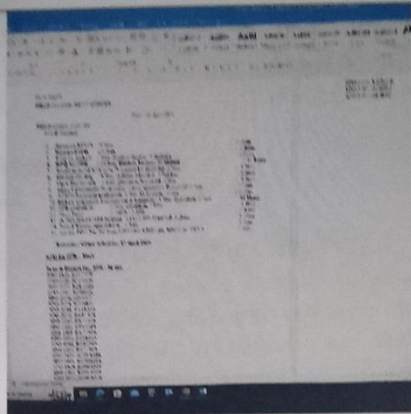
Make 2 copies of Transmittal for one doc.pink copy PO to be submitted to Field Transport and send it to PT. ITA Jakarta and the other copy is kept in the Transmittal Out archive folder

**Day : Tuesday – Friday**  
**Date : 16 – 19 April 2024**

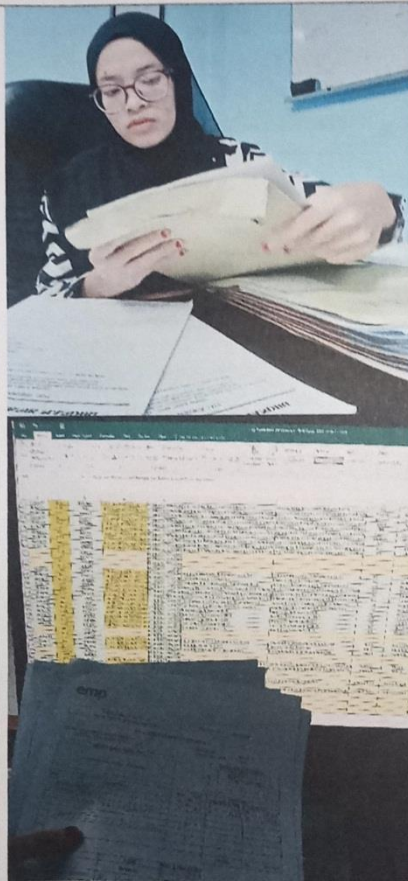
NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- <del>Inputting</del> SSO/SPO in SPR Request Log 2024 - Create Daily Report on April 16	Minarni	
2	- Make Daily Report on April 17th - Scan SSO/SPO doc		
3	- <del>Inputting</del> SPR in the SPR Request Log - Made Daily Report on April 18th		
4	- Matching bid documents from vendors - <del>Inputting</del> SPR to ITA 2024 SPR Request Log		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		<p><del>Inputting</del> 18 SSO/SPO docs received on April 16 and completed into the ITA 2024 SPR Request Log.</p> <p>Input 19 SPR docs received on April 16 into the Daily Report, by inputting the SPR number and Reason for Expenditure.</p>

		
2	 	<p>Input 7 SPR docs and 10 SSO/SPO docs to Daily Report on April 17th.</p> <p>Scan 10 SSO/SPO docs received on April 17 and re-separate the SSO/SPO copy docs with the original docs.</p>
3		<p>Inputting 34 SPR docs received on April 18 into the ITA 2024 SPR Request Log, by inputting the date, type of SPR, Reason for Expenditure, User name and division and SPR amount.</p> <p>Inputting 38 SSO/SPO docs that have been scanned into the Daily Report, by inputting the SSO/SPO number and Supplier name.</p>



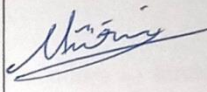
4







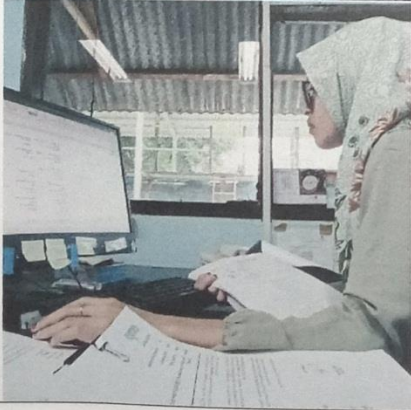
Matching the bids received from vendors with the list of bids for goods/services.

Inputting 11 SPR docs into the SPR Request Log, by inputting the date, type of SPR, Reason for Expenditure, User's name and division and SPR amount.

**Day : Monday - Friday**  
**Date : 22 – 26 April 2024**

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	<ul style="list-style-type: none"> <li>- Match copy and original SSO/SPO docs and organize the documents according to their order.</li> <li>- Scan doc. SSO/SPO that has been completed</li> </ul>	Minarni	
2	<ul style="list-style-type: none"> <li>- Record Transmittals that are sent to PT. ITA Jakarta</li> <li>- Create Invitations for vendors</li> </ul>		
3	<ul style="list-style-type: none"> <li>- Organize Service Order/Purchase Order docs in archive shelves</li> <li>- Make invitations to vendors</li> </ul>		
4	<ul style="list-style-type: none"> <li>- <del>Inputting</del> SPR in the ITA 2024 SPR Request Log</li> <li>- Retrieve Bid Number for Request For Material bid doc.</li> </ul>		
5	<ul style="list-style-type: none"> <li>- Sorting doc. copy and original Service Order</li> <li>- Made Transmittal for RFM doc</li> </ul>		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		<p>Match the copy and original SSO/SPO docs and arrange the documents in order. The order for SSO docs: 1) original SSO doc, 2) doc. minutes, 3) timesheet, 4) invoice, 5) tax invoice. while for the SPO doc the sequence is: 1) original SPO doc, 2) doc. Delivery Order, 3) doc. Material Transfer, 4) Invoice, 5) Tax Invoice</p> <p>Scan the 20 SSO/SPO documents received on April 22, and separate the copy and original SSO/SPO documents.</p>

		
2	 	<p>Recorded Transmittal for doc RFM sent to Jakarta on April 23.</p> <p>Create Invitation for vendors to tender for SPR procurement requested by the user.</p>
3	 	<p>Arrange the completed Services Order and Purchase Order docs into the SO &amp; PO Archive Rack in order of number</p> <p>Create Invitations for vendors to participate in tenders for SPR procurement requested by users</p>

4



Inputting 6 SPR docs into the SPR Request Log, by inputting the date, type of SPR, Reason for Expenditure, User's name and division and SPR amount.

Retrieve Bid Number for doc. RFM by inputting the date, RFM number, RFM Subject, User name and division and RFM amount.

5



Sorting and organizing doc. Service Orders that come from PT ITA Jakarta, according to the page number of each doc. pink copy, blue copy, green copy and original doc. Then make a bundle of documents with the original doc. which is at the forefront.

Make 2 copies of Transmittal for one RFM to be submitted to Field Transport and send it to PT ITA Jakarta and the other copy is kept in the Transmittal Out archive folder.

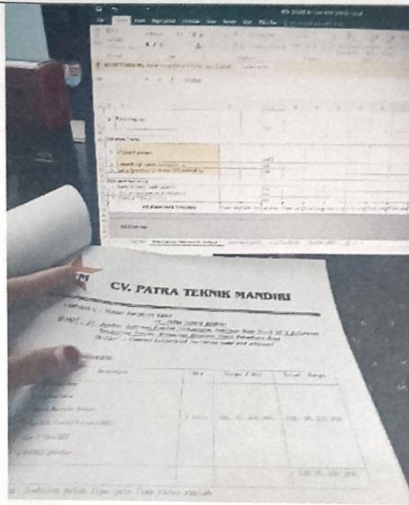




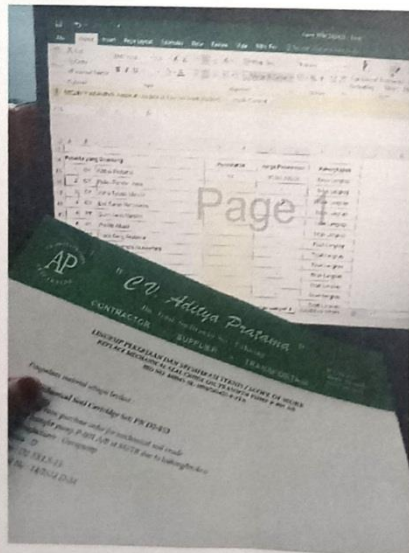





for SPR procurement requested by users.

2

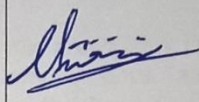


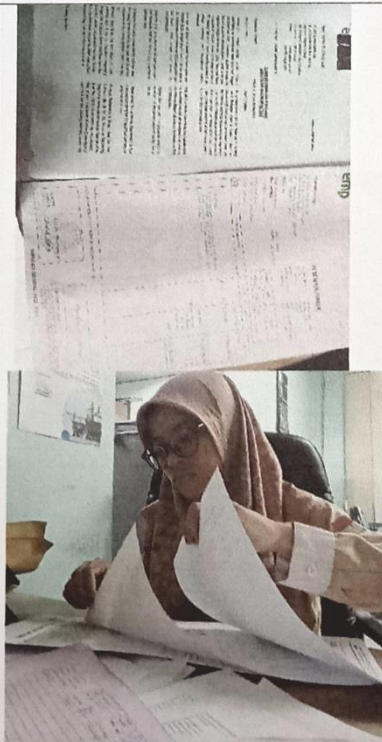
Prepare Minutes for Bid Opening in the Procurement Minutes Form by inputting bid documents sent by vendors, inputting bid amounts and checking other completeness documents such as Integrity Pact doc, Scope of Work, Location and duration of goods delivery, Letter of Reply, Cost Details, and TKDN Forms.



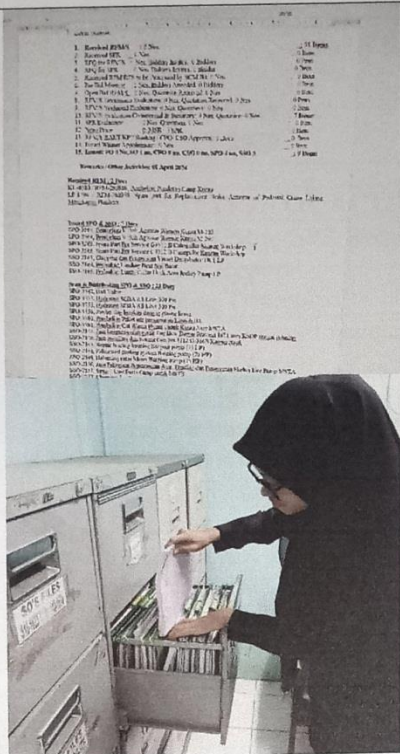
		<p>Inputting RFM in the RFM Request Log and RFM Daily Report.</p>
<p>3</p>	 	<p>Inputting 8 SSO/SPO docs received on May 2 and have been completed into the ITA 2024 SPR Requisition Log</p> <p>Made 2 copies of Transmittal for Change Purchase Order to be submitted to Field Transport and send it to PT ITA Jakarta and the other copy is kept in the Transmittal Out file folder.</p>

Day : Monday – Wednesday  
 Date : 06 – 08 May 2024

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Matching doc. pink copy PO and doc. green copy Winner Appointment Letter - Sorting and compiling doc. SSO/SPO	Minarni	
2	- Made Daily Report dated May 07 - Complete the doc. pink copy of PO in WA doc bundle and organize it in PO archive rack		
3	- Make Transmittal Out dated May 08 - Prepare doc to be delivered to PT. ITA Jakarta		
Industry Advisor Notes			

NO	DOCUMENTATION	DESCRIPTION
1		<p>Match the pink copy of Purchase Order with the green copy of Winner Appointment Letter. This doc is a letter to determine the winner of the tender. The pink copy PO doc was received from the supplier, PT Yos Suryo Cemerlang and the WA doc was made by the Field Buyer Officer.</p> <p>Matching 23 docs. SPO/SSO copies received on May 06, with the original SPO/SSO documents on the shelf according to the number.</p> <p>a. SPO documents: On the front are all the original SPO documents found on the Buyer's SPO shelf, Delivery Order, Material Transfer, Invoice and Tax Invoice.</p> <p>b. SSO Documents: On the front are all original SSO docs found on the Buyer's SSO shelf, report letter, Timesheet, Invoice and Tax Invoice.</p>

2



Inputting 23 SSO/SPO docs and 2 RFM docs in Daily Report (Word).

Matching pink copy and green copy PO docs with WA bundle docs and organizing them into Purchase Order Files archive shelf.

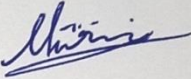
3




Create Transmittal in Excel for 1 bundle of SO docs, to be sent to PT ITA Jakarta

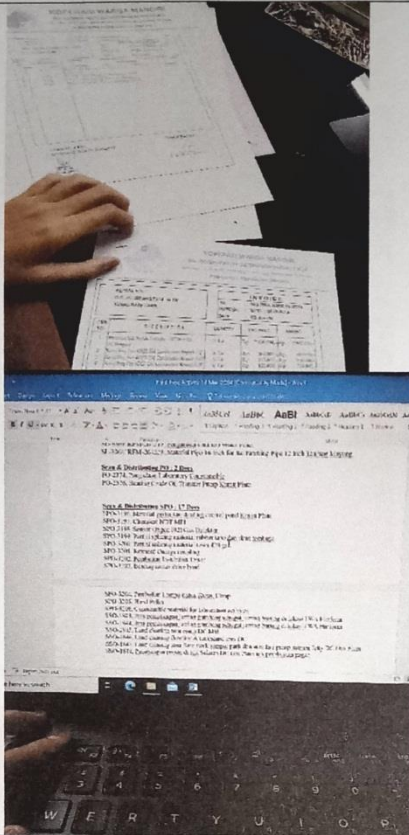
Prepare original Purchase Order doc to be sent to PT ITA Jakarta

Day : Monday – Friday  
 Date : 13 – 17 May 2024

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- <del>Inputting</del> SPR to SPR Request Log and Daily Report - Recording Transmittal	Minarni	
2	- Sorting and compiling doc. SSO/SPO - Make Daily Report		
3	- Matching pink copy PO and green copy Winner Appointment Letter docs, and arranging them on the shelf. - Made invitations for vendors		
4	- Matching original and copy SSO docs - Auditing SPR to SPR Request Log		
5	- Scan SSO/SPO docs and input in Daily Report. - Sort and organize doc. SSO/SPO		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		<p><del>Inputting</del> 32 SPR docs received on May 13 into the ITA 2024 SPR Request Log, by inputting the date, SPR number, Reason for Expenditure, user name and SPR nominal.</p> <p>Recording SSO / SPR docs that have been completed by recording the SSO / SPR number and Supplier name, then the book and the original SSO / SPR doc will be submitted back to the Warehouse to be cross checked</p>

2



Arrange the 15 SPO docs received from the Warehouse on May 14 in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice.

Input the receipt of 17 SSO/SPO docs on May 14 into the Daily Report.

3



Matching pink copy PO and green copy WA docs and arranging them on the archive shelf.

Make invitations for vendors to participate in tenders for the procurement of SPR requested by the User

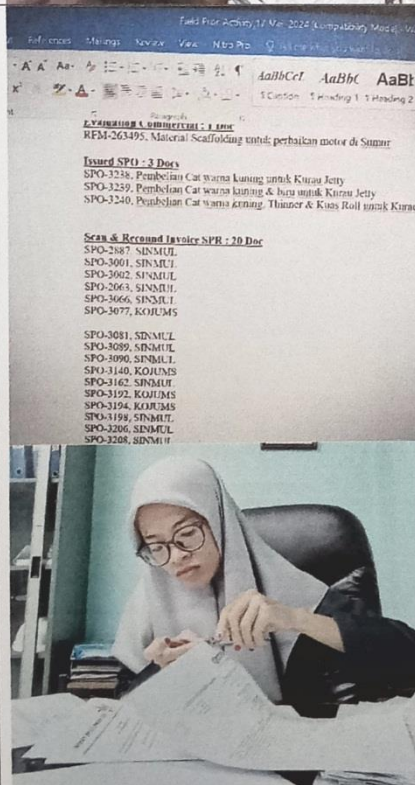
4



Arrange the 37 SSO/SPO docs received from Warehouse on May 16 in the following order: Original SPO / SSO doc, Delivery Order / Minutes doc, MT (for SPO), Invoice and Tax Invoice.

**Inputting** 14 SPR docs received from users into the ITA 2024 SPR Request Log, by inputting the date, SPR number, Reason for Expenditure, user name and SPR amount.

5




Input 20 SSO/SPO documents that have been scanned into the Daily Report, by inputting the SSO/SPO number and Supplier name.

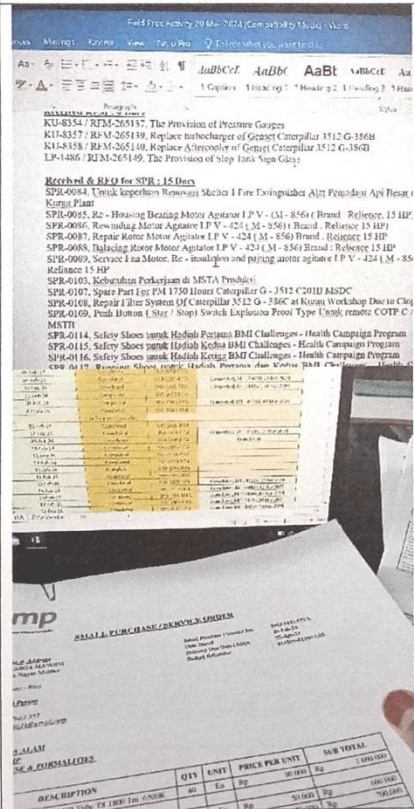
Sorted and organized the 19 SSO/SPO documents received from the Warehouse on May 17 in the following order: Original SPO/SSO doc, Delivery Order/Report Letter doc, MT (for SPO), Invoice and Tax Invoice.



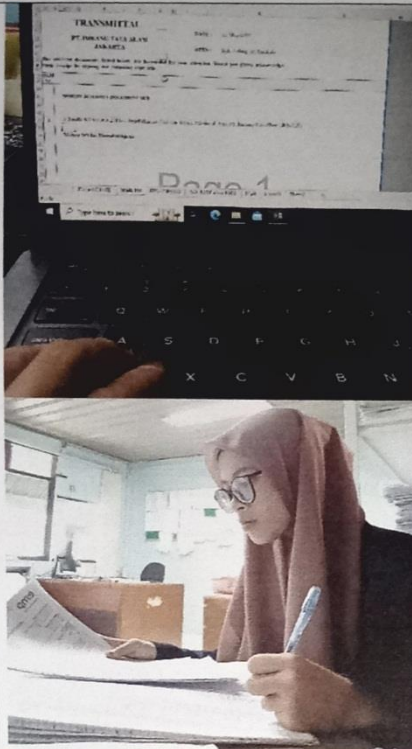
Day : Monday - Wednesday

Date : 20 – 22 May 2024

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Create Daily Report on May 20th - Input the completed SPO into the SPR Request Log	Minarni	
2	- Made Transmittal dated May 21 - Record SSO/SPO in SSO/SPO Completed book		
3	- Record Transmittal - <del>Inputting</del> SPR in the ITA 2024 SPR Request Log		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1		<p>Inputting 15 SPR docs into the Daily Report on May 20, by inputting the SPR number and reason for expenditure.</p> <p>Inputting 17 doc. SSO/SPO received on May 20 into the ITA 2024 SPR Request Log, by filling in the Completed information, MT number and Date in MT for SPO, and Completed information in SSO.</p>

2



Create and record Transmittal doc Service Order to be sent to PT. ITA Jakarta

Recording SSO / SPO docs that have been completed by recording the SSO / SPO number and Supplier name, then the book and the original SSO / SPO doc will be submitted back to the Warehouse for cross check.


3





Recorded 4 RFM docs received on May 22 into the Transmittal book.

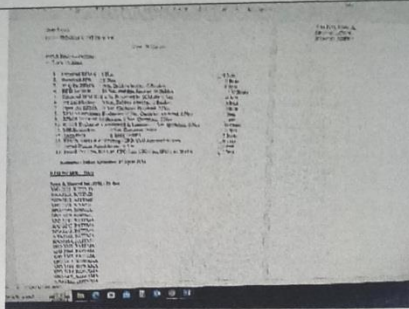
**Inputting** 15 SPR docs received from users into the ITA 2024 SPR Request Log, by inputting the date, SPR number, Reason for Expenditure, user name and SPR amount.

**Day : Monday - Friday**  
**Date : 27 – 31 May 2024**

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	PARAF
1	- Create invitations for vendors - <del>Inputing</del> SSO/SPO docs in SPR Request Log 2024 & 2023	Minarni	
2	- Make Daily Report on May 28th - Record SSO/SPO that has been completed		
3	- <del>Inputing</del> the SPR doc in the ITA 2024 SPR Request Log - Make Transmittal to be sent to PT ITA Jakarta		
4	- Check receipt of Transmittal and compile in archive docs - Scan SSO/SPO doc		
5	- Matching and compiling doc. SSO/SPO original and copy - Prepared Daily Report on May 31st		
	Industry Advisor Notes		

NO	DOCUMENTATION	DESCRIPTION
1	 	<p>Made invitations to vendors appointed to tender for the procurement of SPR requested by the user.</p> <p><del>Inputing</del> 20 doc. SSO/SPO received on May 20 into the ITA 2024 SPR Request Log, by filling in the Completed information, MT number and Date in MT for SPO, and Completed information in SSO.</p>

2



Inputting 38 SSO / SPO docs that have been completed into the Daily Report by inputting the SSO / SPO number and supplier name.

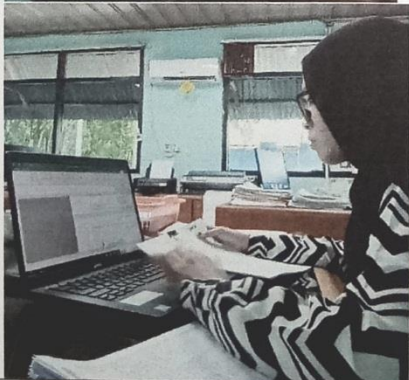


Recording SSO / SPO docs that have been completed by recording the SSO / SPO number and Supplier's name, then the book and the original SSO / SPO doc will be handed back to the Warehouse for cross check.

3

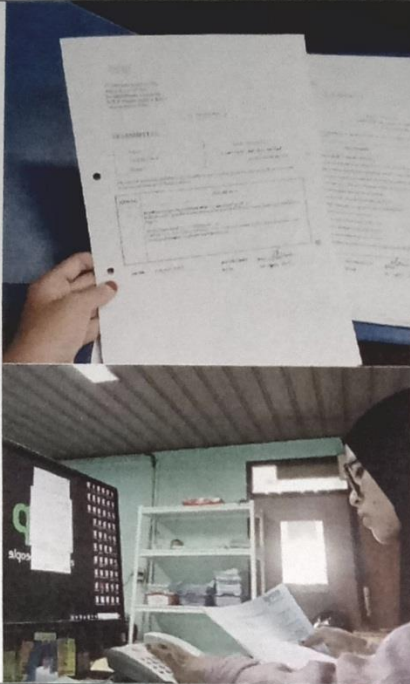


Inputting 12 SPR docs received from users into the ITA 2024 SPR Request Log, by inputting the date, SPR number, Reason for Expenditure, user name and SPR amount.



Make Transmittal for sending 3 docs of RFM to PT ITA Jakarta

4



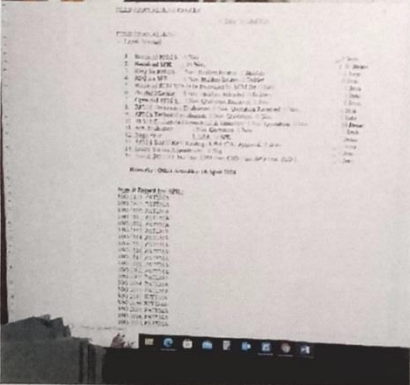
Checked receipt of Transmittals from Jakarta and organized them in the Transmittal In archive docs.

Scan 19 SSO/SPO docs received on May 30th

5



Matching 13 original and copy SSO/SPO docs and arranging them in the following order: Original SPO/SSO doc, Delivery Order/Statement doc, MT (for SPO), Invoice and Tax Invoice.



Input 51 completed SSO docs into the Daily Report by inputting the SSO/SPO number and supplier name.