

APPRENTICESHIP REPORT
PT. SARI DUMAI SEJATI
SUPPLY CHAIN MANAGEMENT DEPARTMENT

DEVI SINAGA
5404201277



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

2024

APPROVAL SHEET

APPRENTICESHIP REPORT

PT. SARI DUMAI SEJATI

(Supply Chain Management Department)

Written as one of the requirements for completing Apprenticeship

DEVI SINAGA

5404201277

Bengkalis, May 31th, 2024

Supply Chain Management Manager
PT. Sari Dumai Sejati

PT SARI DUMAI SEJATI

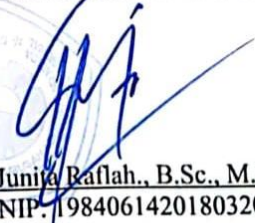
Rizki Ardhi
SAP ID. 10049533

Supervisor
International Business Administration



Armita Novriana Rambe, S.Pd., M. Hum
NIP.198911302022032008

Approved by,
head of the study program
International Business Administration



Wan Junida Raflah., B.Sc., M.Ec., Dev
NIP.198406142018032001

ACKNOWLEDGEMENT

Praise and gratitude for the blessings and grace of God Almighty, who has given health and opportunities to the author so that he can complete Apprenticeship activities and has completed the Apprenticeship report that the author did at PT. Sari Dumai Sejati on time, namely from 06 February 2024 to 31 May 2024.

The author would also like to thank all employees of PT. Sari Dumai Sejati who were very kind, friendly and welcomed the author to join and have the opportunity to become part of the big PT. Sari Dumai Sejati family. In preparing this Apprenticeship report, the author realized that without guidance from various parties, this Apprenticeship report could not be completed within the specified time, therefore the author would like to thank all parties who have been involved and helped the author, as for those related ones include:

1. Mr. Johny Custer, ST, MT as Director State Polytechnic of Bengkalis.
2. Mr. Armada, ST, MT as Deputy Director State Polytechnic of Bengkalis.
3. Ms. Supriati, M.Si as Head of the Department of Commercial Administration State Polytechnic of Bengkalis.
4. Ms. Wan Junita Raflah B.Sc., M. Ec. Dev as Head of the International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as homeroom teacher of class VII A International Business Administration Study Program and Apprenticeship Coordinator.
6. Ms. Armita Novriana Rambe, S.Pd., M.Hum as the Advisor of this Apprenticeship Report
7. All lecturers and laboratories of the Business Administration Department, especially the State Polytechnic of Bengkalis International Business Administration Study Program.
8. Mr. Rizki Ardhi as Manager in the Supply Chain Management Department
9. Ms. Devi Yuliana as supervisor in the Supply Chain Management Department.

10. All staff of the Supply Chain Management Department of Sari Dumai Sejati Company.
11. My beloved parents and extended family who have provided all the love, prayers, sacrifices, patience and support both material and non material that have been given so far.
12. Colleagues at the Bengkalis State Polytechnic, especially the International Business Administration Study Program, Semester VIII (8) A, who always provided support when completing this apprenticeship report.

Hopefully the good intentions and sincerity given will receive a commensurate response from God Almighty. We apologize to the management, employees and all related parties for the mistakes made while carrying out Apprenticeship at PT. Sari Dumai Sejati. Hopefully this report can be useful for all parties who need it in the future.

Bengkalis, 15 May 2024

DEVI SINAGA
NIM: 5404201277

TABLE OF CONTENTS

APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS.....	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST APPENDIX.....	ix
CHAPTER I.....	1
INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purposes of Apprenticeship.....	2
1.3 Significances of the Apprenticeship.....	3
1.3.1 For Students.....	3
1.3.2 For Companies.....	3
1.3.3 For the State Polytechnic of Bengkalis.....	3
CHAPTER II.....	4
A GENERAL DESCRIPTION OF COMPANY.....	4
2.1 History Company	4
2.1.1 Apical Group	4
2.1.2 General Description of PT. Sari Dumai Sejati	5
2.3 Vision and Mission of The Company	8
2.2.1 Vision, Mission and core values of RGE Group	8
2.2.2 Apical Group Logo	9
2.3 Kind of Business	9
2.4 Organizational Structure Of The Company	10
2.5 The Work Process	18
2.6 Document For Use Activity	19
CHAPTER III	20
SCOPE OF THE APPRENTICESHIP	20
3.1 Job Description.....	20

3.2 Systems and Procedures	21
3.2.1 Systems	21
3.2.2 Procedure	22
3.3 Place of Apprenticeship	26
3.4 Obstacles and Solutions	36
CHAPTER IV	37
CONCLUSIONS AND SUGGESTIONS	37
4.1 Conclusions	37
4.2 Suggestions.....	38
REFERENCES	40