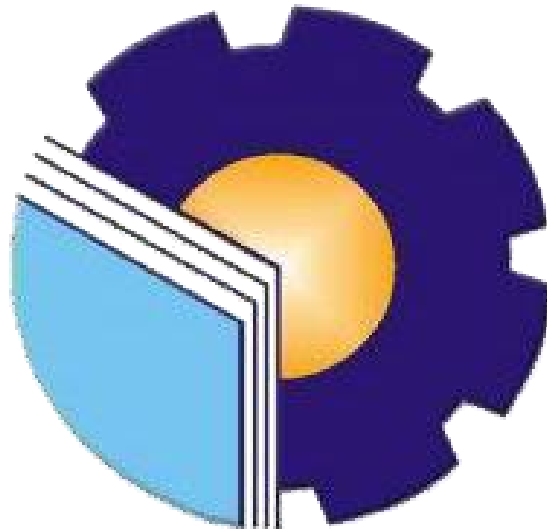


**APPRENTICESHIP REPORT  
PT. IMBANG TATA ALAM**

**ZULFIKAR**  
**5404201333**



**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
BENGKALIS – RIAU  
2024**

## APPROVAL SHEET

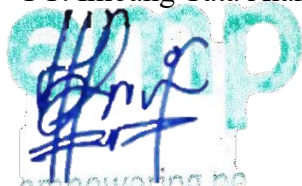
### APPRENTICESHIP REPORT PT IMBANG TATA ALAM

Written as one of the requirement to complete the Apprenticeship

**ZULFIKAR**  
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Kurau, June 01, 2024

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In the implementation of this apprenticeship the Author seeks to gain knowledge,insight and skills regarding administration that has been obtained in collage and systemsin the world of work as much as possible by utilizing the facilities provided by the company.

The Authors also express their gratitude to all employees of PT. Imbang Tata Alam who are very kind, friendly and accept the authors to join and have an opportunity to become one of the family members of PT. Imbang Tata Alam.

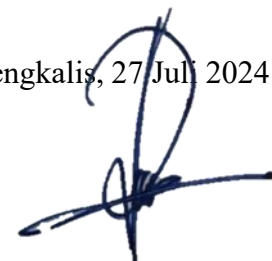
In compiling this apprenticeship report, the author realize that without the guidance from various parties this apprenticeship report cannot be completed in a specific time, so the authors want to thank all the those who have been involved and assisted the author. Related parties include:

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With the limited time and ability, the Authors realize that in writing this report there are still many shortcomings. Therefore, the authors highly expect all suggestions and constructive critics as lessons for the future, hopefully this report can be useful for readers.

Bengkalis, 27 Juli 2024



**Zulfikar**  
5404021333

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is one of the State Polytechnic located in Bengkalis, Riau, Indonesia. State Polytechnic of Bengkalis is the first Polytechnic in Riau which was founded in 2000. Through the Gema Bahari foundation, its name for the first time was "Shipping Polytechnic of Bengkalis". On July 29, 2011, the Bengkalis Polytechnic officially became a Public universities (PTN) with the name State Polytechnic of Bengkalis through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Organizational Establishment and work procedures of the State Polytechnic of Bengkalis. On December 26, 2011, the State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Shipping Commerce Management, Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Finance Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English For Business and Professional Communication and Software Engineering.

Apprenticeship is one of the requirements that must be met by every student. At this time the smooth flow of information between the world of industry and education is very important in order to create harmony between the two. Therefore, Apprenticeship is a good place for students to interact directly with the industrial world.

The development of science allows everything to become increasingly sophisticated. This encourages the world of work to get human resources who have superior abilities to meet all the needs that exist in the world of work. The need to obtain reliable human resources also makes the company more effective in recruiting workers. This is a natural thing considering that companies must get workers who have the ability to build their companies. This triggers students to prepare themselves as well as possible by increasing hard skills and soft skills while in college in order to face competition in the world of work.

Therefore, to empower human resources in Indonesia, State Polytechnic of Bengkalis as one of the State Universities in Riau Province is expected to be able to produce quality graduates so they can compete in the world of work. To meet these expectations, the State Polytechnic of Bengkalis created a program that can help graduates become quality graduates, namely the Apprenticeship (KP) program. By participating in Apprenticeship, students will get direct assignment experience into the real world of work by practicing the theories they have learned.

Apprenticeship is a learning process by knowing directly the scope of the real world of work. Every student is required to go directly into the world of work which is their respective field so that every student is expected to be able to directly apply the knowledge that has been studied before into the world of work. Apart from that, with apprenticeship students can add to their knowledge, skills and experience at work which can later be applied in the real world of work. To do apprenticeship, students must complete up to eight semesters of their studies and graduate in that semester.

The International Business Administration Study Program hopes that with apprenticeship students can find out directly how the business world really is, and can broaden each student's horizons so that they are more skilled, responsive, and able to compete and be efficient in the future. Consequently, after completing apprenticeship, each student is required to make a work report when carrying out apprenticeship so that students can be accountable for the results obtained from the apprenticeship.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out apprenticeship for a maximum of

six months and a minimum of four months. The author has chosen PT. Imbang Tata Alam as one of the places to carry out apprenticeship activities for four months. During the implementation of apprenticeship (KP) the author gets a place in the Warehouse section.

The implementation of this apprenticeship starts from 01 February 2024 to 31 May 2024. The implementation of this apprenticeship is expected to broaden the Author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

## **1.2 Purposes of the Apprenticeship**

The partial work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives as follow:

1. Provide opportunities for students to apply scientific theories/concepts according to their existing study program studied in college at an organization/company.
2. Provide opportunities for students to gain practical experience according to knowledge and skills his study program.
3. Provide opportunities for students to analyze, study theory/concept with the application of scientific knowledge and skills in an organization/company.
4. Test the abilities of Bengkalis Polytechnic students (according to the related study program) in knowledge, skills and abilities application of student knowledge and attitude/behavior in work.
5. Receive feedback from the business world regarding student abilities and the needs of the business world in order to develop curriculum and learning processes for Bengkalis Polytechnic (in accordance with related study programs).

## **1.3 Significances of the Apprenticeship**

The benefits of implementing apprenticeship are:

### **1.3.1 Significances for Student**

1. Students have the opportunity to apply theoretical knowledge or concepts in the real world of work.

2. Students gain practical experience in applying theoretical knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work according to their study program.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

#### 1.3.2 Significances for State Polytechnic of Bengkalis

The benefits of apprenticeship for State Polytechnic of Bengkalis are as follows:

1. Apprenticeship can strengthen cooperation and socialization between State Polytechnic of Bengkalis and PT. Imbang Tata Alam.
2. Apprenticeship can improve the competence State Polytechnic of Bengkalis graduates.

#### 1.3.3 Significances for the Company

1. Apprenticeship is one of the liaisons between the company and the campus.
2. The company received assistance from students who did apprenticeship.

## **CHAPTER II**

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

#### **2.1 Company Profile**

PT. Imbang Tata Alam, has a working area in the Riau Archipelago, namely Pulau Padang and Tebing Tinggi. The area is included in the Riau Province and is located in the Malacca Strait. The Malacca Strait Block oil and gas concession (Malacca Strait) was originally (in 1971) owned by a foreign oil company Pan Ocean Corporation, but in the same year (July 2, 1971) its ownership changed hands to the Atlantic Rich Field Company (Arco) before then Hudbay Oil (Malacca Straits) Ltd. (a Canadian oil company) acquired this concession on March 1, 1978.

Operation of the Malacca Strait Block by hudbay oil (MS) Ltd. Continuing technical assistance from British Petroleum (BP) until then on May 13, 1991 the operator of the Malacca Strait Block changed hands to a foreign oil company from England named Lasmo Oil (Malacca Strait) Ltd.

In mid-1995, Far Eastern Hydrocarbons Ltd, Domiciled in Hong Kong, owned by the Bakre business group, controlled Resources Holding Incorporations, the holding company of Kondur Petroleum S.A and in the same year, when Lasmo Oil sold their shares in the Malacca Straits block, Kondur Petroleum S.A used this opportunity to take over all of Lasmo Oil's shares. The process of acquisition and change of operator from Lasmo Oil to Kondur Petroleum S.A was signed on October 12, 1995. Furthermore, in 2003 PT. Energi Mega Persada (EMP) took over the ownership of Resources Holding Incorporation of Kondur Petroleum S.A, also called EMP Malacca Strait S.A then in 2021 PT. Energi Mega Persada (EMP) announced that its subsidiary, called PT. Imbang Tata Alam (ITA), which is the operator and owner of 100% working interest in the Malacca Strait PSC (cooperation contract) block in Riau province.

Based on the legal entity, the word S.A in EMP Malacca Strait S.A stands for Societ Anonyme, which in French law means a partnership carried out with one of its members. S.A also means an association where the liability of all partners is limited. The term S.A is also used in England for a Chartered Company which means a company.

With joint stock in which the shareholder, with the permission of a special law from parliament, is limited from an obligation for company debts that exceeds the value of its shares or its responsibility for company debts is limited to the number of shares in the company.

Based on the explanation above, the word S.A can be equated with PT (Limited Liability Company) in Indonesia. The Company's History of Operations is as follows:

- |    |                                  |                   |
|----|----------------------------------|-------------------|
| 1. | Kondur Petroleum S.A.            | 05 August 1970    |
| 2. | Pan Ocean Oil Corporation        | 21 March 1971     |
| 3. | Atlantic Richfield Indonesia     | 02 July 1971      |
| 4. | Hudbay Oil (Malacca Strait) Ltd. | 01 March 1978     |
| 5. | LASMO Oil (Malacca Strait)Ltd.   | 13 May 1991       |
| 6. | Kondur Petroleum S.A.            | 12 October 1995   |
| 7. | EMP Malacca Straits S.A.         | 16 February 2003  |
| 8. | PT. Imbang Tata Alam             | 10 September 2021 |



**Figure 2.1 PT. Imbang Tata Alam**  
*Source: Processed Data (2024)*

As the holding company of a number of business units in the upstream oil and gas industry, Energi Mega Persada applies comprehensive expertise in oil and gas reserve management and uses innovative, modern, safe and environmentally friendly drilling techniques and production technologies in exploring and producing oil and natural gas in a working area of square kilometers.

Energi Mega Persada has developed itself into a gas supplier for a number of large industries in East Java, Sumatra and Kalimantan. As one of the leading oil and gas exploration and production companies in Indonesia, Energi Mega Persada and all of its business units, have direct or indirect control over its business units, which consist of:

1. Operator Highlights Operator
  - a. Malacca Strait PSC (60.48%)
  - b. Bentu PSC (100%)
  - c. Korinci Baru PSC (100 %)
  - d. Gelam TAC (100 % with Pertamina)
  - e. Sangatta II CMB PSC (42 %)
  - f. Tabulako CMB PSC ( 70 %)
2. Non-Operator
  - a. Gebang JOBS PSC ( 50 %)



- b. Kagean PSC (50 %)
- c. Offshore North West Java (ONWJ) PSC (18,73 %)

PT. Imbang Tata Alam is the operator of the Malacca Straits Block (PT. Imbang Tata Alam), EMP has a 60.49% participating interest in the block. The resulting production was petroleum of 10,000 BOPD (Barrel Oil per Day) in 2005. but now the production is around 3,500 BOPD.

Currently PT. Imbang Tata Alam has five fields that have produced oil with the production capacities of each field as follows:

1. Lalang Field (offshore).
2. Mengkapan Field (offshore).
3. Melibur Field (onshore).
4. Kurau Field (onshore).
5. South Field (offshore and onshore).

## **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 distinguished remarkable, reliable, efficient, highly profitable, and an independent company with a particular focus in oil and gas exploration and production”.

### **2.2.2 Mission of PT. Imbang Tata Alam**

“PT. Imbang Tata Alam as associate of the host countries will perform all the required activities in exploration, production, and development in oil and gas assets in a safe, efficient, and reliable manner, and will optimize the assets values and maximize profitability in the best interest of all stakeholders”.

## **2.3 Kind of Business**

PT. Imbang Tata Alam is a subsidiary of PT. Energi Mega Persada Tbk (EMP) engaged in the Oil and Gas Exploration and Production sector which believes that protection and development of workers and communities, environmental protection,

security of workers and company assets, are very important in achieving the targets of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health, Environment and Security, everyone must behave safely, have a healthy attitude, be environmentally friendly and safe.

PT. Imbang Tata Alam is a multinational company engaged in drilling which is under the auspices of Pertamina. The oil produced by this company is still crude oil, after this crude oil is produced it will be processed by the Pertamina company so that it becomes ready to use oil (Finish Good). The oil field owned by EMP PT. Imbang Tata Alam namely Kurau Oil Field, Lalang Field, Mengkapan Field, Melibur Field, and South Field.

The process of production activities carried out by this company is an activity of taking oil from oil wells in areas that are areas of oil extraction activities in the Riau Province. The area of EMP PT. Imbang Tata Alam has several areas that produce oil including:

1. Kurau Oil Field, Kurau oil field was discovered in 1986, where the existing facilities in the area were operated starting in 1990.
2. The Lalang Field, Ladang Lalang Field is located offshore in the middle of the Lalang Strait and has been operational since April 1984. The Lalang Field has a central processing facility with two satellite platforms which are about 65 feet above the water.
3. The Mengkapan field is also located offshore and was discovered in 1981, the field was operational in 1986 and has two satellite platforms which produce oil with relatively high water and gas content.
4. Melibur Field, Melibur Field is located on the eastern part of Padang Island, and started production in 1986.
5. South Field, South Field produces a number of oil fields both on land and in the waters of Island Padang and Tebing Tinggi.

Oil produced by PT. Imbang Tata Alam is crude oil taken directly from oilwells. The process that is carried out first is taking oil from the well using a pump. The oil collection is then channeled to the oil collection point or Gathering Station. The flow of oil sent to the Gathering Station has three parts namely oil, water and gas. When this

stream enters the Gathering Station, the first process that is carried out is the separation of gas and liquid.

The gas produced is then carried out the combustion process to be disposed of. Furthermore, the liquid consisting of oil and water is accommodated in a tank to be separated between water and oil with a different process. So that the pure oil will be at the top of the liquid and the oil will flow for the next process, namely collecting oil and calculating the oil that has been successfully produced. After that, the oil is channeled to Gandini (Oil Storage) which is in the middle of the sea to carry out the process of selling crude oil to Pertamina, then Pertamina will process and produce ready to use oil.

The water produced at the Gathering Station will then flow to the Water Cleaning Plant (WCP) in this section, the water will be processed to separate oil and water sent from the Gathering Station. This separation also uses the concept of difference in density so that later the water and oil will separate and then the oil produced will flow back to the Gathering Station to be processed from scratch again. The water that has been treated for separation is then flowed through the existing filter to remove the remaining oil in the water. Clean water is collected and then sent to a Water Injection Plant (WIP). Injection wells are used to increase oil production in existing wells.

Before the water produced by WCP enters the injection well, the water first enters the WIP to be able to adjust the specified water pressure so that it enters the injection well. The process of oil production activities takes place at any time, so that in carrying out their work field officers work in 2 shifts, namely day and night to be able to supervise the oil production activities being carried out.

## 2.4 Organizational Structure

### 2.4.1 Structure PT. Imbang Tata Alam

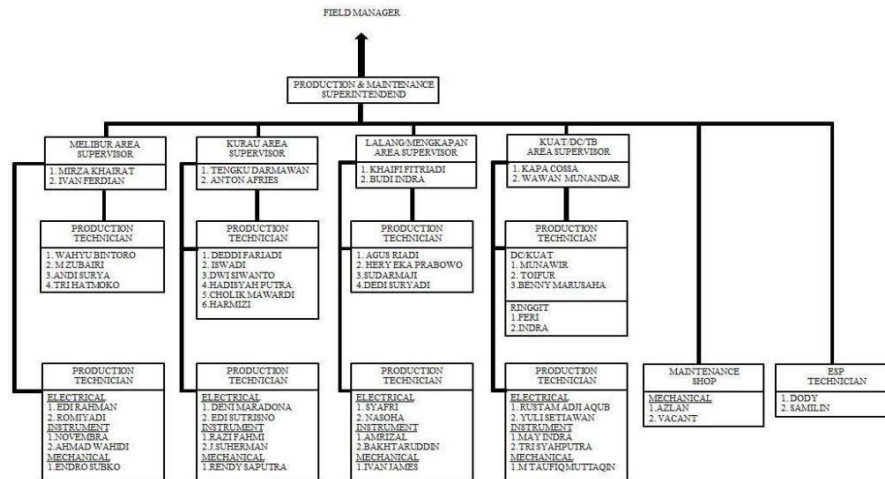


Figure 2.2 Company Organization Structure

Source: PT. Imbang Tata Alam (2024)

The functions and responsibilities of each division in PT. Imbang Tata Alam are as follows:

#### 1. Production Manager (PM)

The Production Manager (PM) is responsible for the smooth production of crude oil with his duties of supervising and controlling oil wells and their equipment, and supervising the process of Plant Facilities (facilities for processing crude oil) and their activities as well as supervising and controlling the power generation systems placed in Process Plant Facilities.

#### 2. Maintenance Manager (MM)

Maintenance Manager (MM) is responsible for the smooth operation of supporting equipment for crude oil production and its facilities. The Maintenance Manager (MM) has the duty to carry out periodic repairs or maintenance of all equipment and machines supporting crude oil production. Carry out repairs to equipment and machinery supporting crude oil production and carry out maintenance and repairs to other important facilities such as air conditioners, freezers.

## 2.4.2 Organizational Structure of Support Division

### FIELD SCM – SUPPORT DIVISION PT. IMBANG TATA ALAM

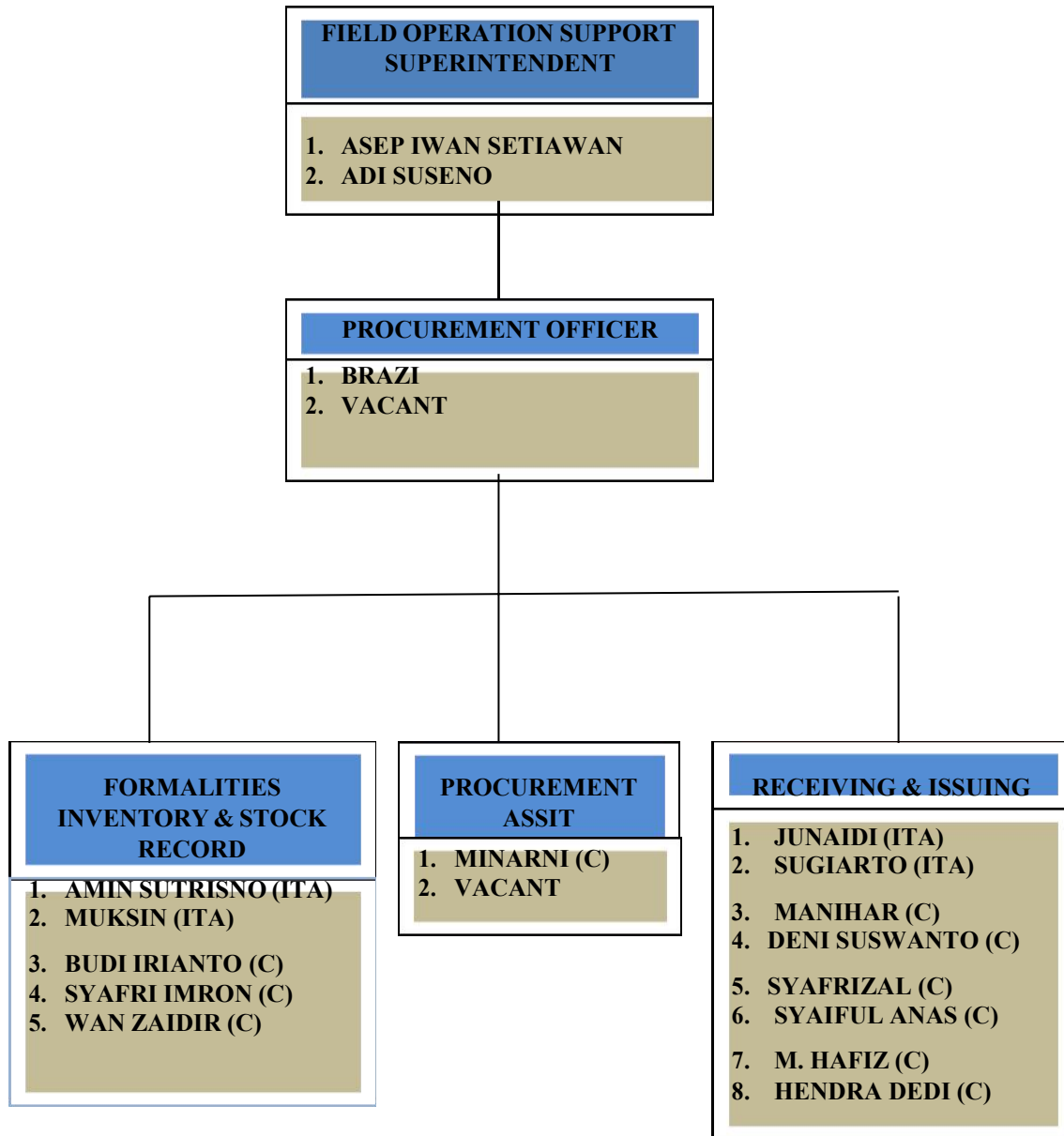


Figure 2.3 Support Division Organization Structure  
Source: PT.Imbang Tata Alam (2024)

In all support manager areas, there are 4 sections of Material Services Support and in charge of 4 divisions which have their own duties and responsibilities. The functions and responsibilities of each Support Division at PT. Imbang Tata Alam, 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, its job is to carry out auctions for tenders, find vendors or suppliers, issue PO (Purchase Order) carry out all buying and selling matters related to administration.

2. Inventory Control & Stock Record Supervisor

Inventory Control & Stock Record Supervisor, as for the duties of this division, namely signing all approval correspondence, and supervising the recording of goods, and carrying out re-checks, both in Warehouses and computerized. Inventory Control & Stock Record Supervisor there are 2 parts that help him namely Field Inventory and Asset Assistant and Stock Record Assistant.

The duties of the Field Inventory and Asset Assistant division are assisting supervisors in carrying out their duties and activities, giving numbers on SPR (Small Purchase Requisition) sheets, giving vocabulary numbers on new items, checking goods in the middle of the year, checking goods per year.

The Stock Record Assistant is responsible for the inventory of goods and supervises the Material. His job is to help supervisors check materials in the field, carry out Warehouse checks in the middle of the year, enter or post inventory lists of goods into the provided stock card system, and archive SRR, MRR into the provided fields.

## **2.5 The Working Process**

When placed in the Warehouse section of PT. Imbang Tata Alam, Warehouse is a warehousing or logistics system used by companies to store and provide goods. The difference with an ordinary Warehouse is that Warehouse is a system that provides information regarding the availability or stock of goods, the condition of the goods, to the status of goods delivery. Warehouse duties and functions of PT. Imbang Tata Alam is as follows:

1. The main task of the Warehouse

a. Doing Coordination

Coordinate with related teams regarding goods entering and leaving the

Warehouse to comply with established standards.

1 List of Item for Reports

a. Responsible for making reports regarding the goods in the Warehouse. This report includes the number of stock items, the condition of the goods.

b. Storing and Organizing Goods.

The officer in this position is responsible for storing and organizing goods in the Warehouse so that they are easy to find and maintain their quality. Usually each item has its own place according to a predetermined code.

c. Ensure Goods to be Shipped

Check that the goods to be sent are in accordance with the orders from the user.

d. Moving goods according to their parts

Move goods according to their parts so that they are easy to find and maintain their quality.

e. Perform Preventive Maintenance

Perform preventive maintenance on auxiliary equipment such as Forklifts, Pallet Jacks to keep them in good condition.

2. Warehouse Main Function

a. Fulfill user requests faster

The Warehouse management system ensures sufficient stock keeping in the Warehouse.

b. Determine the location of goods and stock availability automatically  
Availability of adequate stock, delivery of goods, the right goods, timely delivery, as well as optimizing and balancing the distribution of inventory according to logistical needs. Warehouse layout determines how quickly and accurately goods are picked up and shipped, Warehouse Management System can ensure stock of goods in proper condition and storage space for better management.

Determine inventory levels and place reorders in a timely manner the Warehouse management system can continuously monitor the amount of stock inventory so that the Warehouse manager can directly contact the vendor if the inventory is low.

## 2.6 Document Used for Activity

In the implementation of apprenticeship, there are several documents needed to complete the work given. The documents are as follows:

1. PO (Purchase Order)

**emp** PAGE : 1 / 3

**PURCHASER NAME & ADDRESS:**  
 PT. TEKNIK MANDIRI CV.  
 Kantoran Terminal Bandara 55Q II  
 Bangunan 47 - 48  
 Kelurahan Sidomulyo Timur  
 Kecamatan Marpoyan Dalam Pekanbaru

**PURCHASE ORDER**  
 PURCHASE ORDER NO: P10000-2212-00  
 DATE ISSUED: 29-NOV-2022  
 SUPPLIER CODE: PATEMA  
 BUYER: N/A  
 APPROVAL REF NO: RUP  
 APPROVED VALUE: 196,000,000.00  
 N/A

**ORDER CONTACT:**  
 DINA FITRI 0761-679347  
 ORDER ADDRESS: DULDATE: 24-DEC-2022

**IMBANG TATA ALAM**

NORMAL	SUBACCT	LEVEL-3
446804	42270	L03

**RAU WAREHOUSE**  
 TN : MISE & FORMALITIES  
 LSS : B00 / L / UK

DESCRIPTION/SCOPE OF WORK	QUANTITY	UNIT PRICE		EXTENDED VALUE
		ALL PRICES	IN RUP	
T00134459 Breathing apparatus MSA T00108359 Specification: 1. 300 bar/6.9 liters of carbon fiber gas cylinder with pressure gauge, gas and more than 60 minutes. 2. Complies with European EN 136, EN 137 standards U.S. MSA strong economic strength and leading age 3. Choose from Variety of additional features, the product can be upgraded. 4. Flame-retardant Fiber brace, fire polyester strap, suitable for various hars environment operations. 5. Choose a variety of mask and breathing valve can be used under positive pressure or pressure breathing. 62000/802100 mini type air respirator 36/30 Mpa with a pressure gauge of the carbon fiber bottles, small size, light weight, buck wearing a variety of ways, especially for confined space operations. 6. You can connect a variety of external gas source, operating self-help tilapia.	8.00 SET	24,000,000.00		196,000,000.00
		Sub Total		196,000,000.00

STANDARD CONDITIONS OF ORDER ARE PRINTED ON REVERSE SIDE

*Signed on the last pages*

ACKNOWLEDGEMENT:  
 THIS PURCHASE ORDER IS LIABLE TO CANCELLATION UNLESS YOUR WRITTEN ACCEPTANCE (PINK COPY) AFFIXED WITH RP 10,000 REVENUE STAMP/MATERIAL TO BE RETURNED WITHIN 5 WORKING DAYS FROM YOUR RECEIPT DATE

VED / INSPECTED: 10-12-2022  
 MT: 42325

**Figure 2.4 Purchase Order**

Source: Warehouse PT. Imbang Tata Alam

Purchase order are documents made by the buyer division of PT. Imbang Tata Alam PO aims to show the goods they want to buy from the vendor, so a user from the company PT. Imbang Tata Alam confirms to the buyer about the goods they want to order, then the buyer makes a PO and orders the goods needed by the user, the PO is also used as a contract that forms an agreement between the buyer and the seller regarding the goods to be purchased by the buyer.





3. DO (Delivery Order)

**CV. PATRA TEKNIK MANDIRI**

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

HORMAT KAMI  
CV.Patra Tehnik Mandiri

TANDA TERIMA  
*[Signature]*  
RECEIVING SECTION

Ridha Fitri  
Director

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

**Figure 2.6 Delivery Order**  
*Source: Warehouse PT. Imbang Tata Alam*

Delivery order is a document in the form of a letter of delivery of goods made by a vendor based on a buyer order, whether in the city, outside the city, or abroad. This document is made by agreement between the seller and the buyer, so it contains the details and prices of the goods ordered, DO usually comes to the Warehouse with a Purchase order (PO), then SPR also uses a Delivery order, the purpose of the DO is to find out who sent the goods.

#### 4. Tax invoice

**Faktur Pajak**

Nomor dan Nomor Seri Faktur Pajak : 030.007.23.18268971

**Penyusaha Kena Pajak**  
 Nama : CV PATRA TEKNIK MANDIRI  
 Alamat : JL. JEND. SUDIRMAN KOMP. SUDIRMAN RAYA BLOK D3-3, TANGKERANG TENGAH, KOTA PEKANBARU  
 NPWP : 02.826.796.1-218.000

**Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak**  
 Nama : Perseroan Terbatas Imbang Tata Alam  
 Alamat : Gedung Bakrie Tower Lantai 32 Rasuna Epicentrum, Jl H.R. Rasuna Said Blok - No.- RT.000 RW.000  
 Kel. Karet Kuningan Kec. Setiabudi Kota/Kab. Jakarta 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	Breathing Aparatus MSA T00108359 Rp. 196.000.000 x 1	196.000.000,00
Harga Jual / Penggantian		0,00
Dikurangi Potongan Harga		0,00
Dikurangi Uang Muka		196.000.000,00
Dasar Pengenaan Pajak		21.560.000,00
Total PPN		0,00

Total PPnBM (Pajak Penjualan Barang Mewah)

Sesuai dengan ketentuan yang berlaku, Direktorat Jenderal Pajak mengatur bahwa Faktur Pajak ini telah ditandatangani secara elektronik sehingga tidak diperlukan tanda tangan basah pada Faktur Pajak ini.

KOTA PEKANBARU, 07 Februari 2023

RIDHA FITRI

083INVPTMII/2023


**Figure 2.7 Tax Invoice**

*Source: Warehouse PT. Imbang Tata Alam*

A tax invoice is a document in the form of proof of collection made by a taxable entrepreneur (PKP) when delivering taxable goods (BKP) or taxable services (JKP) to the buyer, namely the user. That is, when a pkp sells a taxable good or service, they must issue a tax invoice as proof that they have collected tax from the person who has purchased the taxable good or service.

5. Invoice

**CV. PATRA TEKNIK MANDIRI**

KEPADA YTH : BUT.PT.IMBANG TATA ALAM' KURAU BASE CAMP.		<b>INVOICE</b> No. : 083 / INV/ PTM /II /2023 PO/PC/SO. : P10000-2212-00 DATE : 08 Februari 2023		
ITEM NO.	DISCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Mreating Aparatus MSA T00108359	8 Set	Rp 24.500.000,-	Rp 196.000.000,-
Untuk Pembayaran tagihan/ Invoice Di kirim ke Rekening A/N.PATRA TEHNIK MANDIRI BNI CAB.ARIFIN AHMAD PEKANBARU NO. REK. 0590172431			Total PPN 11 %	Rp 196.000.000,- Rp 21.560.000,- Rp 217.560.000,-
Terbilang : Dua ratus tujuh belas juta lima ratus enam puluh ribu rupiah				
HORMAT KAMI CV. PATRA TEHNIK MANDIRI  RIDHA F I TRI				
Alamat : Jl. Jendral Sudirman, Komplek Perkantoran Sudirman Raya Blok. D3 - 3, Kelurahan Tangkerang Tengah, Kecamatan Marpoan Damai, Pekanbaru - Riau				

**Figure 2.8 Invoice**

Source: Warehouse PT. Imbang Tata Alam

Invoice is a document that is 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 to be received by the seller. So, a payment invoice is a document that serves as proof of a transaction as well as a means of billing payment for a transaction. This payment invoice is generally sent by the seller to the buyer so that the buyer can make payments immediately or according to the time agreed by both parties.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This apprenticeship program is implemented at PT. Imbang Tata Alam for 4 (Four Months), starting from 01 February to 31 May 2024. During the apprenticeship period, apprentices are placed in the Warehouse which consists of Material Receiving Assistants, Material Issuing Assistants and Formalities Inventory and Stock Record. There are several tasks during apprenticeship in the Warehouse department at PT. Imbang Tata Alam are as follows:

1. Material Transfer.
2. MRR (Materials Receipt Report).
3. Archive MT (Material Transfer).
4. Fill in the Purchase Order (PO) registration book.
5. Fill in the SPR registration book (Small Purchase / Service Requisition).
6. MRR Field P10 & S10 Registration To Field Buyer.
7. Input daily movement out of materials.
8. SSR Registration (Stores Stock Requisition).
9. Write number vocabulary.

#### **3.2 System and Procedures**

##### **3.2.1 The Working System**

To facilitate employees in carrying out their duties, the company uses an internet based system to facilitate work online and also use a manual system such as posting a list of inventory items to the stock card system provided and manual systems such as making material transfer, materials receipt report, filling in SPR registration books, filling in SSR registration books, entering MRR and SSR into stock card forms, writing vocabulary numbers when new goods arrive for stock at the Warehouse.

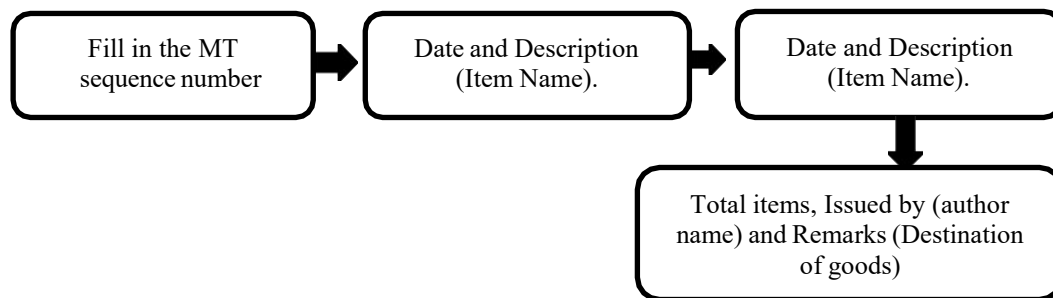
### 3.2.2 Working Procedures

Work procedures or activities carried out when doing apprenticeship at the Warehouse department at PT. Imbang Tata Alam, activities that have been carried out while carrying out Apprenticeship (KP) in the Warehouse from 01 February 2024 to 31 May 2024 for full details can be seen in the following description:

#### 1. Material Transfer

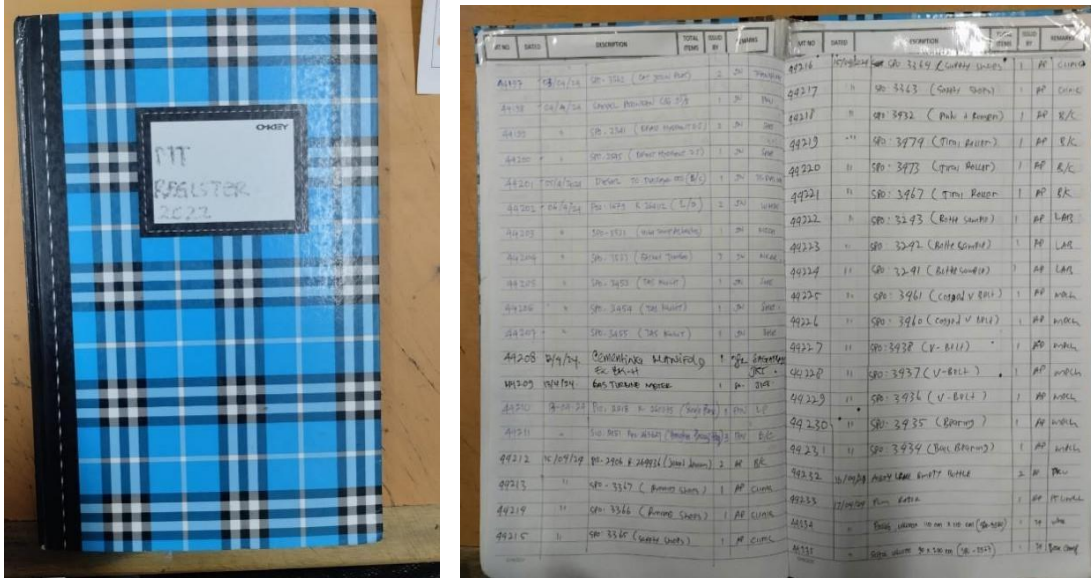
This work is done when the Warehouse section receives goods from user orders or other departments and to be sent to the user who ordered the goods, the workings of making Material Transfer from the form provided by PT. Imbang Tata Alam are as follows:

##### a. Fill out the 2022 MT registration book



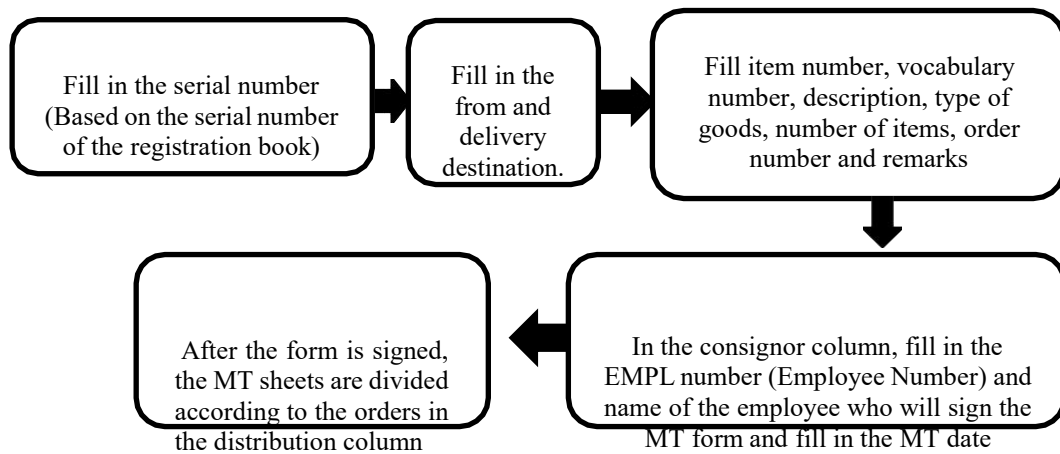
**Figure 3.1 Material Transfer Flowchart**

*Source: Processed Data, 2024*



**Figure 3.2 MT Register Book**  
 Source: Warehouse PT. Imbang Tata Alam

- b. After filling out the registration book, proceed with filling out the Material Transfer form



**Figure 3.3 Material Transfer Flowchart**  
 Source: Processed Data, 2024



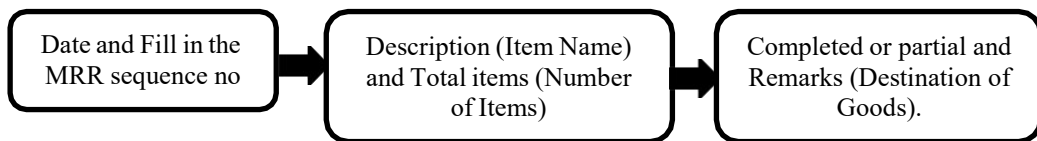
ITEM NO.	VOCABULARY NUMBER	DESCRIPTION	UOM	QTY	ORDER NO.	REMARKS
1	T101114413	Mechanical part	SET	1	PAJ-0236	Completed
2	T101114413	Toilet stove	EA	1	EM-26561	
3	T101114413	Bearing Lintang (Ru - 225 8191 C x 1-143 / 17)	EA	1		

**Figure 3.4 MT (Material Transfer)**  
*Source: Warehouse PT. Imbang tata alam*

2. MRR (Materials Receipt Report)

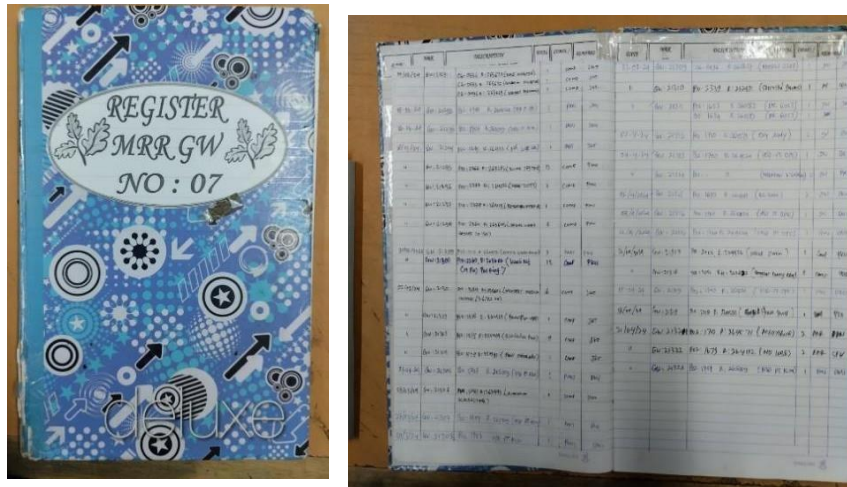
This report is carried out when goods come to the Warehouse that have been ordered via a purchase order to the seller, the workings of making a Materials Receipt Report from the form provided by PT. Imbang Tata Alam are as follows:

- a. Fill in the MRR registration book



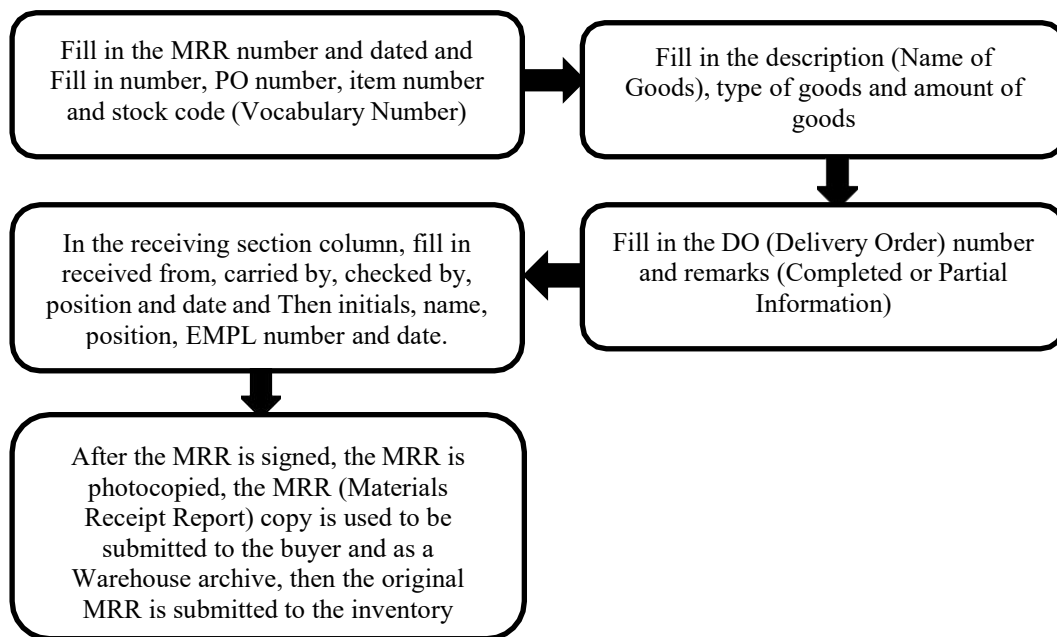
**Figure 3.5 MRR (Materials Receipt Report) Flowchart**  
*Source: Processed Data, 2024*





**Figure 3.6 MRR Register Book**  
*Source: Warehouse PT. Imbang Tata Alam*

- b. After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) form



**Figure 3.7 MRR (Materials Receipt Report) Flowchart**  
*Source: Processed Data, 2024*

**Figure 3.8 MRR (Materials Receipt Report)**  
*Source: Warehouse PT. Imbang Tata Alam*

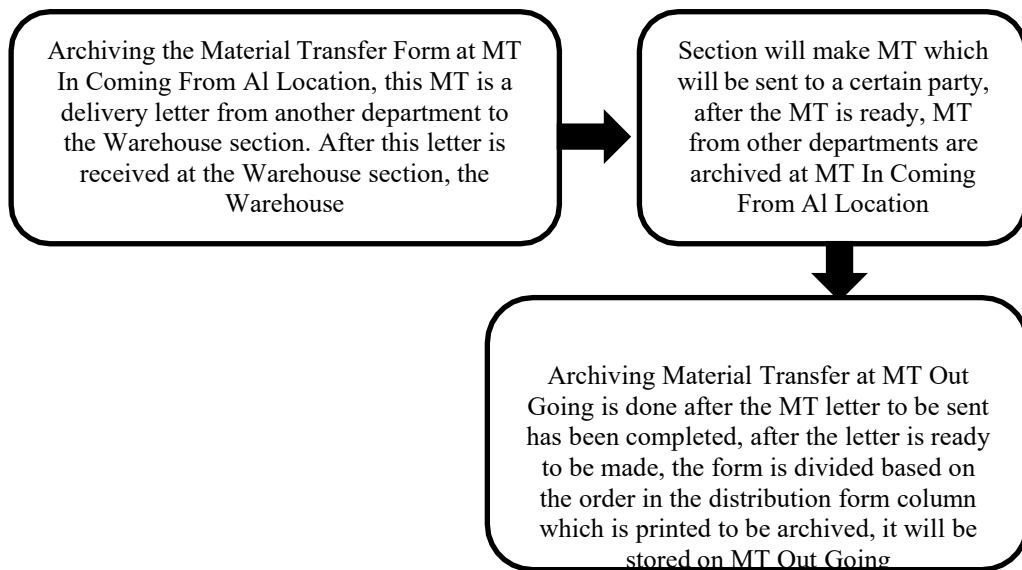
### 3. Archiving MT (Material Transfer)

Archiving MT is work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their proper place and make it easier to search when needed. The way of working in archiving Material Transfer is as follows:



**Figure 3.9 Map Ordner MT**

*Source: Warehouse PT. Imbang Tata Alam*



**Figure 3.10 Archiving MT (Material Transfer) Flowchart**

*Source: Processed Data, 2024*

4. Filling in the Purchase Order (PO) Registration Book

This work is done when the goods have arrived at the Warehouse and complete the Delivery order (DO or cover letter), invoice, and Material Transfer (MT) and Materials Receipt Report (MRR) have been made, so the registration book is directly submitted to the finance department, work in filling the PO registration book is as follows:

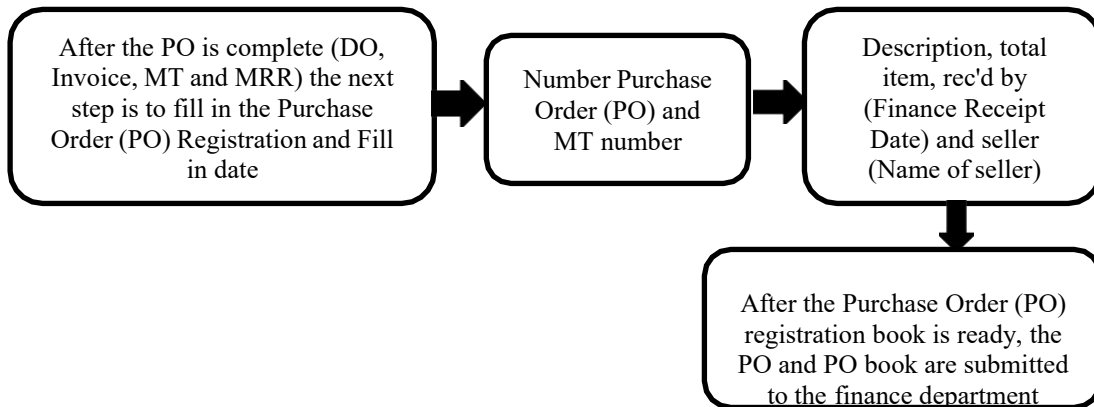


Figure 3.11 (PO) Purchase Order Registration Book Flowchart  
 Source: Processed Data, 2024

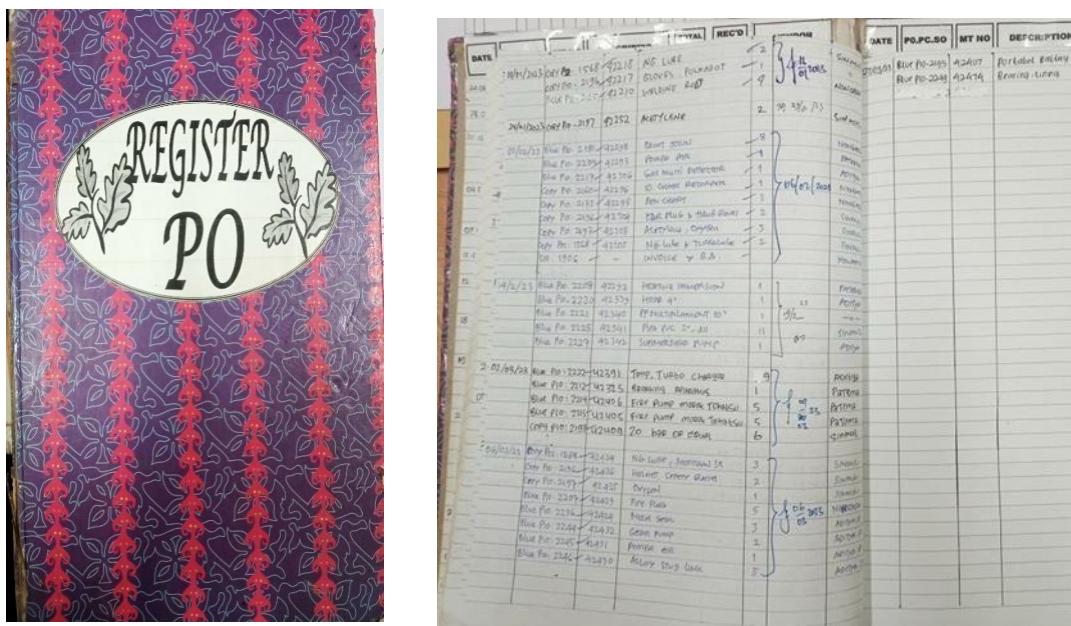
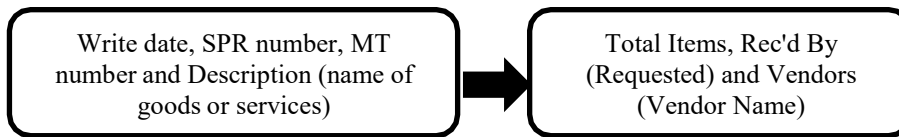


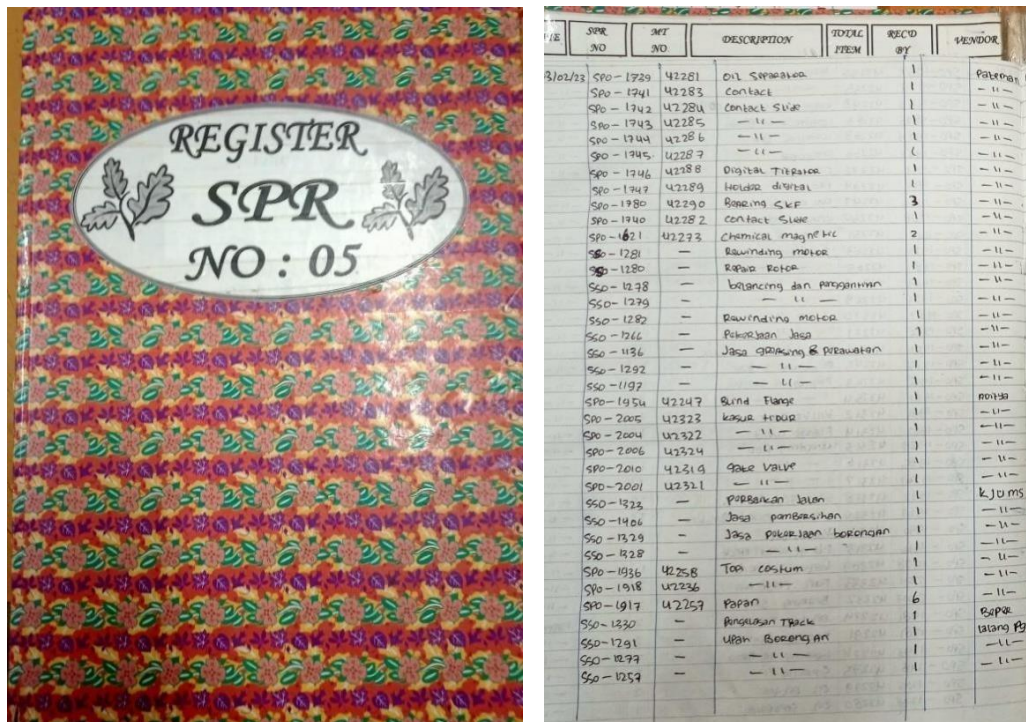
Figure 3.12 PO (Purchase Order) Register Book  
 Source: Warehouse PT. Imbang Tata Alam

5. Filling in the SPR registration book (Small Purchase/ Service Requisition)

This work is done when getting an order for goods or services whose total purchases are in the range of under 5 million the working procedure for filling in the SPR registration book is as follows:



**Figure 3.13 SPR Registration Book Flowchart**  
 Source: Processed Data, 2024



**Figure 3.14 SPR Register Book**  
 Source: Warehouse PT. Imbang Tata Alam



6. MRR Field P10&S10 Registration to Field Buyer

This work is done when providing proof of MRR submission from the Warehouse to the buyer, the working procedure for registering MRR Field P10&S10 to Field Buyer is as follows:

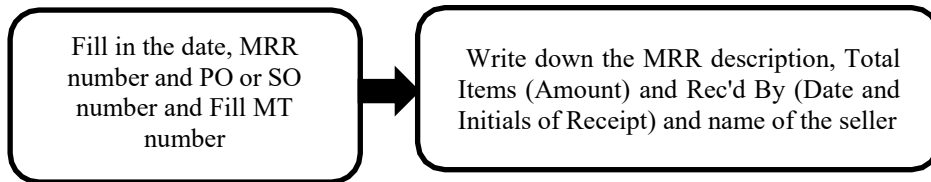


Figure 3.15 MRR Field P10&S10 Registration to Field Buyer Flowchart  
Source: Processed Data, 2024

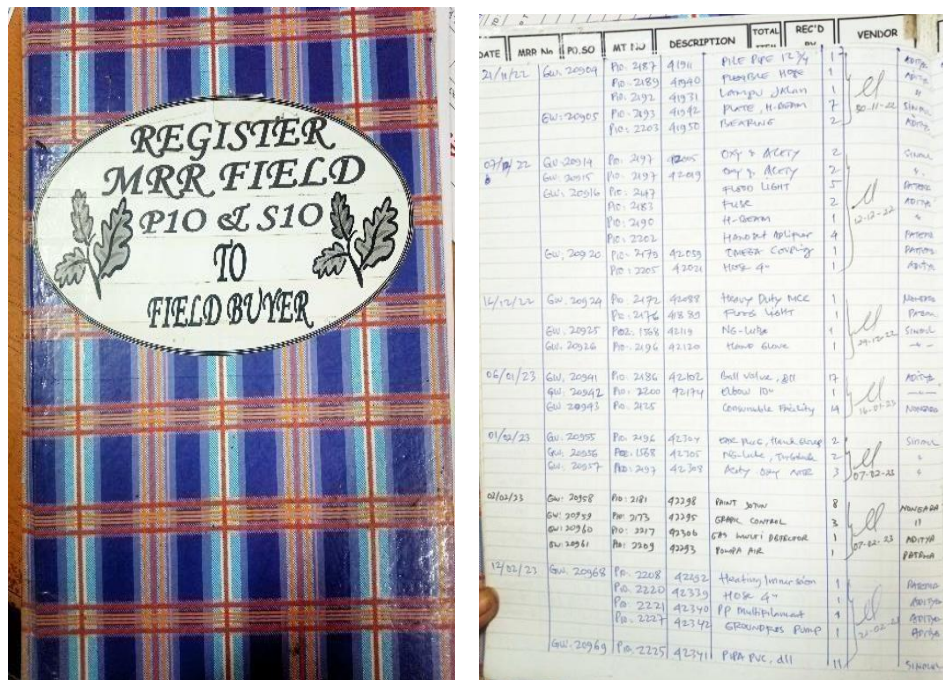
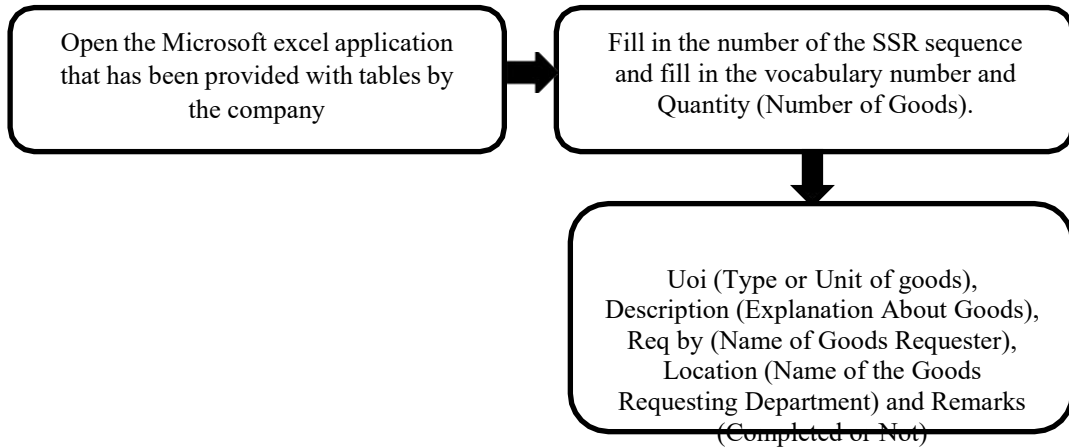


Figure 3.16 Register Book of MRR Field P10 & S10 to Field Buyer  
Source: Warehouse PT. Imbang Tata Alam

7. Input daily movement out of materials

This work is done every day when the user requests goods from the Warehouse the working method for inputting the daily movement out of materials is as follows:



**Figure 3.17 Input daily movement out of materials Flowchart**  
*Source: Processed Data, 2024*

NO	SSR	Vocab No	Qty	Uoi	Description	Req By	Loc	Remarks
1	251172	17500025	24	Pcs	Hand Glove	M. Nazam	SHE	Completed
		SPN	40	Lb	Pretable			
2	251710	53005300	01	Ea	Net Filter	Ham. M	Mechanics	Completed
		53009000	01	Ea	Cap. Protection			
		56000030	01	Sel	Shocking Fan			
		68070250	01	Can	Oil Kuncas			
		70702000	10	Ea	Net. Filter			
		03000000	12	Pcs	Hand Glove			Completed
3	251774	13700001	4000	Lb	Desal. Fast	Dark Sinarata	All Plant	Completed
4	251115	13700002	8000	Lb	Desal. Fast	Dark Sinarata	General Material	Completed

**Figure 3.18 Table of Daily Movement Out Of Materials**  
*Source: Warehouse PT. Imbang Tata Alam*

8. SSR Registration (Stores Stock Requisition)

This work is done when the user requests goods to the Warehouse by bringing the SSR for registration so that every item that comes out of the Warehouse every day can be known, the way of working in registering SSR is as follows:



Figure 3.19 SSR Registration (Stores Stock Requisition) Flowchart  
Source: Processed Data, 2024

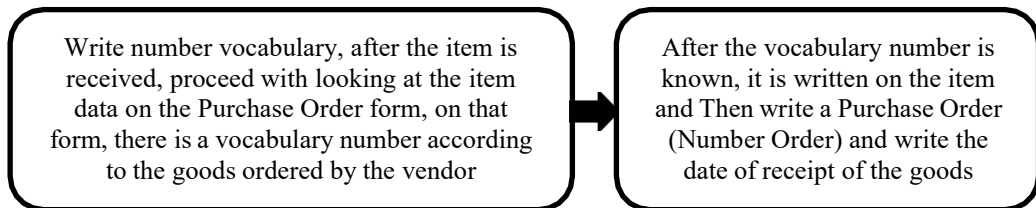
NO	DATE	DESCRIPTION	QTY	UNIT	NO	DATE	DESCRIPTION	QTY	UNIT	REMARKS
248063	28/07/23	Drum Fuel	1	AG	248063	28/07/23	Wood glue	1	l	WBC
248064	"	Drum Fuel	1	AG	248064	"	Diesel fuel	1	DR	WBC
248065	2/08/23	gasolin	1	AG	248065	"	Wood Glue	2	C	WBC
248066	"	DM-9228	1	AG	248066	20/07/23	Diesel fuel	1	DR	WBC
248067	"	Callor hand	2	AG	248067	"	Diesel fuel	1	DR	WBC
248068	"	Pollabdi	1	AG	248068	"	PERALITE	2	DR	WBC
248069	"	Tubing 5 inch	4	AG	248069	"	Blower Pump	1	C	WBC
248070	25/07/23	base on number 54 15 1/2	2	C	248070	"	Blower Pump	1	C	WBC
248071	"	ESW 138 178	1	C	248071	"	ESW 138 2140	1	C	WBC
248072	"	Pen. Pisco	5	C	248072	"	Diesel fuel	1	C	WBC
248073	24/07/23	Basas Rumpit	1	DR	248073	"	Diesel fuel	1	C	WBC
248074	"	Ignia clove	1	DR	248074	"	Diesel fuel	1	C	WBC
248075	"	nic. Lona	1	DR	248075	"	Diesel fuel	1	C	WBC
248076	"	Diesel fuel	1	DR	248076	"				
248077	"	Diesel fuel	1	SY	248077	"				
248078	"	Diesel fuel	1	SY	248078	"				
248079	"	Diesel fuel	1	SY	248079	"				
248080	"	Diesel fuel	1	SY	248080	"				
248081	"	DM 916	1	C	248081	"				

Figure 3.20 SSR Register Book  
Source: Warehouse PT. Inbang Tata Alam



9. Writing number vocabulary

Each item received must be accompanied by a vocab (Number Vocabulary) to make it easier for employees to recognize and search for the type of item, number vocabulary is a no that has been determined and determined by the Warehouse which is used as the standard for identifying an item, the workings of writing Number vocabulary are as follows:



**Figure 3.21 Writing Number Vocabulary Flowchart**

*Source: Processed Data, 2024*



**Figure 3.22 Vocabulary**

*Source: Warehouse PT. Imbang Tata Alam*

### 3.3 Place of Apprenticeship

This Apprenticeship activity was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, during the Apprenticeship activities the Author is placed in the Warehouse. Apprenticeship Activities starting from February 01, 2024 to May 31, 2024.

**Table 3.1 Practice Work Schedule**

No	Day	Working Hours	Agency
1	Monday to Friday	08:00 to 15:00	PT. Imbang Tata Alam
2	Saturday and Sunday	Holiday	Holiday

Source: Processed Data (2024)

### 3.4 Kind and Description of the Activity

The following are the activities carried out during the Apprenticeship Process at PT. Imbang Tata Alam:

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

No	Date and Time	Activity	Workplace
1	Thursday 01 February 2024	1. Morning briefing and introduction 2. Location Survey 3. Introduction to the warehouse division	1. PR (Public Relations) 2. PT. EMP Imbang Tata Alam 3. Warehouse
2	Friday 02 February 2024	1. Study documents in the warehouse	Warehouse

Source : Processed Data (2024)

Table 3.2 represents the first week of apprenticeship activities. At the orientation stage, the Author introduces himself and introduces safety guided by the public relations team and introduces the Warehouse section because the author will be placed in the Warehouse administration section, the Author is guided and explained about the documents in the warehouse.

**Table 3.3 Daily Activities 05 February 2024 to 07 February 2024**

No	Date and Time	Activity	Workplace
1	Monday 05 February 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
2	Tuesday 06 February 2024	1. MT (Material Transfer) 2. Archive the MT (Material Transfer)	Warehouse
3	Wednesday 07 February 2024	1. MRR (Materials Receipt Report)	Warehouse
4	Thursday 08 February 2024	Holiday (Isra Mi'raj)	

	Friday 09 February 2024	Mass leave	
--	----------------------------	------------	--

Source : Processed Data (2024)

Table 3.3 is the second week of apprenticeship activities, the author makes MRR (Material Receipt Report), MT (Material Transfer) and archives documents guided by the Warehouse leader.

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

No	Date and Time	Activity	Workplace
1	Monday 12 February 2024	1. Material Transfer 2. Registration MT 3. Material Receipt Report 4. SSR Registration	Warehouse
2	Tuesday 13 February 2024	1. Material Transfer 2. Input Daily Movement	Warehouse
3	Wednesday 14 February 2024	1. Material Receipt Report	Warehouse
4	Thursday 15 February 2024	1. Material Transfer	Warehouse
5	Friday 16 February 2024	1. Input Daily Movement	Warehouse

Source : Processed Data (2024)

Table 3.4 is the third week of apprenticeship activities, namely MT Material Transfer, Registration MT, SSR Registration and Input Daily Movement Out of Materials.

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

No	Date and time	Activity	Workplace
1	Monday 19 February 2024	1. MT (Materials Transfer) 2. Archive MT Form	Warehouse
2	Tuesday 20 February 2024	1. MT (Material Transfer)	Warehouse
3	Wednesday 21 February 2024	1. MT (Material Transfer) 2. MRR (Material Receipt Report) 3. Archive MT Form	Warehouse
4	Thursday 22 February 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
5	Friday 23 February 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Input Daily Movement	Warehouse

Source : Processed Data (2024)

Table 3.5 is the fourth week of apprenticeship activities, namely MT Material Transfer, Archive MT Form and Input Daily Movement Out of Materials.

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

No	Date and Time	Activity	Workplace
1	Monday 26 February 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Input Daily Movement	Warehouse
2	Tuesday 27 February 2024	1. MT (Material Transfer) 2. Filling in the SPR registration book 3. Filling in the Purchase Order	Warehouse
3	Wednesday 28 February 2024	1. MT (Material Transfer) 2. MRR (Material Receipt Report) 3. Archive	Warehouse
4	Thursday 29 February 2024	1. Input Daily Movement 2. MRR (Material Receipt Report) 3. Archive	Warehouse
5	Friday 01 March 2024	1. Making MT (Material Transfer) 2. Archiving MT (Material Transfer)	Warehouse

Source : Processed Data (2024)

Table 3.6 is the fifth week of the apprenticeship activity, the Author makes MRR (Material Receipt Report), MT (Material Transfer) Filling into the SPR and PO Registration Book, and archives documents guided by the Warehouse leader.

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

No	Date and Time	Activity	Workplace
1	Monday 04 March 2024	1. PO (Purchase Order) Registration 2. MT (Material Transfer)	Warehouse
2	Tuesday 05 March 2024	1. Archive MT 2. Input daily movement out of materials 3. MT (Material Transfer)	Warehouse
3	Wednesday 06 March 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. SPR (Small Purchase Register)	Warehouse
4	Thursday 07 March 2024	1. MT (Material Transfer) 2. SPR (Small Purchase Register) 3. Input daily movement out of materials	Warehouse
5	Friday 08 March 2024	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. Archive Document	Warehouse

Source : Processed Data (2024)

Table 3.7 is the sixth week of apprenticeship activities, making an MRR (Materials Receipt Report) because the goods have been received to the Warehouse then the filled MRR will be sent to inventory, Material Transfer, Small Purchase Register, archive document and input daily movement out of material.

**Table 3.8 Daily Activities 11 March 2024 to 15 March 2024**

No	Date and Time	Activity	Workplace
1	Monday 11 March 2024	Holiday (Seclusion Day)	
2	Tuesday 12 March 2024	Holiday (Mass leave)	
3	Wednesday 13 March 2024	1. MRR (Materials Receipt Report) 2. Writing Vocabulary Number 3. SSR Registration 4. SPR (Small Purchase Register) 5. PO (Purchase Order) Registration	Warehouse
4	Thursday 14 March 2024	1. MT (Material Transfer)	Warehouse
5	Friday 15 March 2024	1. SSR Registration 2. Archive Material Transfer	Warehouse

Source : Processed Data (2024)

Table 3.8 represents the seventh week of apprenticeship activities, making an MRR (Materials Receipt Report) because the goods have been received to the Warehouse then the filled MRR will be sent to inventory, Material Transfer, Small Purchase Register, archive document and SSR Registration.

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

No	Date and Time	Activity	Workplace
1	Monday 18 March 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Purchase Order Registration	Warehouse
2	Tuesday 19 March 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Archive Document	Warehouse
3	Wednesday 20 March 2024	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Purchase Order Registration 4. SSR Registration	Warehouse
4	Thursday 21 March 2024	1. MT (Material Transfer) 2. PO (Purchase Order) Registration	Warehouse
5	Friday 22 March 2024	1. MT (Material Transfer) 2. Write the vocabulary 3. Input daily movement out of materials	Warehouse

Source : Processed Data (2024)

Table 3.9 is the eighth week of apprenticeship activities, namely Write the vocabulary number on goods that have just arrived from Jakarta to the Warehouse for stock in the Warehouse, making Material Transfer registration Purchase Order and Input Daily Movement out of Material.

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

No	Date and Time	Activity	Workplace
1	Monday 25 March 2024	1. Purchase Order Registration 2. Input daily movement out of materials	Warehouse
2	Tuesday 26 March 2024	1. MT (Material Transfer) 2. SPR (Small Purchase Register)	Warehouse
3	Wednesday 27 March 2024	1. MT (Material Transfer) 2. Archive Material Transfer 3. SSR Registration (Stores Stock Requisition)	Warehouse
4	Thursday 28 March 2024	1. MT (Material Transfer)	Warehouse
5	Friday 29 March 2024	Holiday (Good Friday)	

Source : Processed Data (2024)

Table 3.10 is the ninth week of apprenticeship activities, the author makes a Purchase Order Registration, Archive document make Material Transfer and SSR Registration.

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

No	Date and Time	Activity	Workplace
1	Monday 01 April 2024	1. MT (Material Transfer) 2. Purchase Order Registration 3. SPR (Small Purchase Register)	Warehouse
2	Tuesday 02 April 2024	1. MT (Material Transfer) 2. Check Goods	Warehouse
3	Wednesday 03 April 2024	1. MT (Material Transfer) 2. Input daily movement out of materials 3. Archive Document	Warehouse
4	Thursday 04 April 2024	1. Purchase Order Registration 2. SPR (Small Purchase Register)	Warehouse
5	Friday 05 April 2024	1. MT (Material Transfer) 2. Vocabulary 3. Filling the Purchase Order (PO) registration book 4. SPR (Small Purchase Register)	Warehouse

Source : Processed Data (2024)

Table 3.11 is the tenth week of apprenticeship activities, namely making MT (Material Transfer) to hand over goods to users.

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

No	Date and Time	Activity	Workplace
1	Monday 08 April 2024	Holiday (Eid vacation)	
2	Tuesday 09 April 2024	Holiday (Eid vacation)	
3	Wednesday 10 April 2024	Holiday (Eid vacation)	
4	Thursday 11 April 2024	Holiday (Eid vacation)	
5	Friday 12 April 2024	Holiday (Eid vacation)	

Source : Processed Data (2024)

Table 3.12 There were no apprenticeship activities in the eleventh week because the Author was given Eid holiday.

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

No	Date and Time	Activity	Workplace
1	Monday 15 April 2024	Holiday (Eid vacation)	Warehouse
2	Tuesday 16 April 2024	1. MT (Material Transfer)	Warehouse
3	Wednesday 17 April 2024	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. Archive Document	Warehouse
4	Thursday 18 April 2024	1. MT (Material Transfer) 2. Archive Document	Warehouse
5	Friday 19 April 2024	1. MT (Material Transfer)	Warehouse

Source : Processed Data (2024)

Table 3.13 is the twelfth week of apprenticeship activities, namely making an MRR (Materials Receipt Report and MT (Material Transfer).

**Table 3.14 Daily Activities 22 April 2024 to 24 April 2024**

No	Date and time	Activity	Workplace
1	Monday 22 April 2024	1. Input Daily Movement Out of Materials 2. Archive Document	Warehouse
2	Tuesday 23 April 2024	1. MT (Material Transfer) 2. SPR (Small Purchase Register) 3. Filling the Purchase Order (PO) registration book 4. Archive Document	Warehouse
3	Wednesday 24 April 2024	1. SPR (Small Purchase Register) 2. MT (Material Transfer)	Warehouse

Source : Processed Data (2024)

Table 3.14 is the thirteenth week of apprenticeship activities, the author make MT, SPR and filling the Purchase Order registration in book.

**Table 3.15 Daily Activities 29 April 2024 to 02 May 2024**

No	Date and time	Activity	Workplace
1	Monday 29 April 2024	1. MT (Material Transfer)	Warehouse
2	Tuesday 30 April 2024	1. MT (Material Transfer)	Warehouse
3	Wednesday 01 May 2024	Holiday (Labor Day)	Warehouse
4	Thursday 02 May 2024	1. MT (Material Transfer) 2. Filling the Purchase Order (PO) registration book 3. SPR (Small Purchase Register)	Warehouse

Source : Processed Data (2024)

Table 3.15 is the fourteenth week of apprenticeship activity, the author fills in the Purchase Order (PO) registration book and makes MT (Material Transfer).



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

No	Date and time	Activity	Workplace
1	Monday 06 May 2024	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Archive Document	Warehouse
2	Tuesday 07 May 2024	1. MT (Material Transfer) 2. Filling the Purchase Order (PO)registration book	Warehouse
3	Wednesday 08 May 2024	1. MT (Material Transfer) 2. Vocabulary 3. SPR (Small Purchase Register)	Warehouse
4	Thursday 09 May 2024	Holiday (Ascension Day of Jesus Christ)	
5	Friday 10 May 2024	Mass leave	

Source : Processed Data (2024)

Table 3.16 is the fifteenth week of apprenticeship activities, the Author fills in the SSR Registration (Stores Stock Requisition), Making MT (Material Transfer).

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

No	Date and Time	Activity	Workplace
1	Monday 13 May 2024	1. Filling the Purchase Order (PO)registration book 2. SPR (Small Purchase Register)	Warehouse
2	Tuesday 14 May 2024	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Filling the Purchase Order (PO)registration book 4. MRR (Materials Receipt Report)	Warehouse
3	Wednesday 15 May 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. Archive Document	Warehouse
4	Thursday 16 May 2024	1. SSR Registration (Stores Stock Requisition) 2. Archive Document	Warehouse
5	Friday 17 May 2024	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. Archive Document	Warehouse

Source : Processed Data (2024)

Table 3.17 represents the sixteenth week of the apprenticeship, the author makes MT (Material Transfer), fills in the SSR Registration (Store Stock Requisition) and inputs the Archive Document.

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

No	Date and Time	Activity	Workplace
1	Monday 20 May 2024	1. Filling the Purchase Order (PO) registration book 2. MT (Material Transfer)	Warehouse
2	Tuesday 21 May 2024	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. SPR (Small Purchase Register)	Warehouse
3	Wednesday 22 May 2024	1. SSR Registration (Stores Stock Requisition) 2. MRR (Materials Receipt Report) 3. SPR (Small Purchase Register) 4. Vocabulary	Warehouse
4	Thursday 23 May 2024	Holiday (Waisak Day)	
5	Friday 24 May 2024	Mass leave	

Source : Processed Data (2024)

Table 3.18 represents the seventeenth week of apprenticeship activities, the Author fills in the SSR Registration (Stores Stock Requisition), make MT (Material Transfer) SSR Registration and MRR (Materials Receipt Report).

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

No	Date and Time	Activity	Workplace
1	Monday 27 May 2024	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. Archive Document	Warehouse
2	Tuesday 28 May 2024	1. MT (Material Transfer) 2. Daily Movement Out of Material 3. ArchiveDocument	Warehouse
3	Wednesday 29 May 2024	1. MT (Material Transfer) 2. Daily Movement Out of Material 3. SPR (Small Purchase Register)	Warehouse
4	Thursday 30 May 2024	1. Filling the Purchase Order (PO) registration book 2. MT (Material Transfer)	Warehouse
5	Friday 31 May 2024	1. MT (Material Transfer) 2. Archive Document	Warehouse

Source : Processed Data (2024)

Table 3.19 is an eighteenth Sunday apprenticeship activity, the author made MT (Material Transfer) and Archive Document.

**a. Obstacles and Solution**

**i. Obstacles**

Constraints encountered during apprenticeship at PT. Imbang Tata Alam, especially in the Warehouse section, are as follows:

1. Constraints that occur when goods come to the Warehouse but the goods are incomplete or partial, each item that comes to the Warehouse must be checked for the type of goods, the number of goods according to the description in the delivery order, the purpose of checking goods is so that the goods are received by the user completely and in good condition.
2. Difficulty in determining the location of the user department that ordered the goods, the user is the name of the goods ordered from a different department, knowing the location of the user of the goods is to make it easier for the Warehouse to confirm to the user that the goods ordered can be taken, then the Warehouse makes material transfers from the form that has been provided to be given to the user after that ask for the user signature as proof that the goods have been received by the user.
3. Difficulty to find out the owner of the goods when suddenly the goods come to the Warehouse and the delivery order letter from the vendor has not yet arrived, the delivery order is a document in the form of an order for the delivery of goods made by the seller based on the buyer order. So that it contains details and prices of goods ordered.

**ii. Solution**

The solution to facing problems at work during the implementation of Apprenticeship at the PT.Imbang Tata Alam Warehouse is as follows:

1. The Warehouse confirms to the vendor to resend the goods that have not been completed or partial so that they can be received immediately by the user who ordered the goods.
2. Make a table in Microsoft Word that contains all user names and department locations to make it easier to find the location of the goods so that there are no recipient errors.
3. Checking the type of goods and the number of goods then the Warehouse contact the vendor to ask for confirmation and ask for a delivery order letter sent immediately so that it can be handled and received by the user of the goods as soon as possible.

## CHAPTER IV

### CONCLUSIONS AND SUGGESTION

#### 4.1 Conclusions

From the explanation in the previous chapter, the description of activities during apprenticeship at PT. Imbang Tata Alam , the author will provide conclusions based on the results of the discussion of the chapter including:

1. When doing Apprenticeship (KP) at PT. Imbang Tata Alam, the types of work carried out are Make Material Transfer, Make MRR (Materials Receipt Report), Archiving Material Transfer, Archive Cargo Manifes, Fill in the Purchase Order (PO) registration book, Fill in the SPR registration book (Small Purchase/ Service Requisition), MRR Field P10&S10 Registration To Field Buyer, Input daily movement out of materials, SSR Registration (Stores Stock Requisition), Write number vocabulary.
2. To facilitate employees in carrying out their duties, the company uses an internet based system to facilitate work online and also use a manual system such as posting a list of inventory items to the stock card system provided and manual systems such as making material transfer, materials receipt report, filling in SPR registration books, filling in SSR registration books, writing vocabulary numbers when new goods arrive for stock at the Warehouse.
3. This apprenticeship (KP) was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, the implementation of the apprenticeship (KP) is carried out for 4 months starting from February 02 , 2024 to May 31, 2024.
4. Kind and description of the activity that the author does in the Warehouse division PT. Imbang Tata Alam from 6 February to 9 June 2023, the first week of apprenticeship activities. At the orientation stage, the author introduces himself and introduces safety guided by the public relations team and introduces the Warehouse section because the writer will be placed in the Warehouse administration section, the writer is guided and assigned to post the SSR to stock card, the writer participates check the goods that come to the Warehouse from

Jakarta for stock in the Warehouse and the second week of apprenticeship activities, the author renews expired health check letters at the Teluk Belitung Health Center, makes MRR (Materials Receipt Report), MT (Material Transfer) which is guided by the Warehouse leader.

5. During the implementation of the Apprenticeship there were several obstacles and their solutions namely: Constraints that occur when goods come to the Warehouse but the goods are incomplete or partial, Difficulty in determining the location of the user department that ordered the goods, and solutions: The Warehouse confirms to the vendor to resend the goods that have not been completed or partial, Make a table in Microsoft Word that contains all user names and department locations to make it easier to find the location.

#### **4.2 Suggestion**

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

1. In order for work to run smoothly and quickly, complete the tools and equipment needed.
2. Provide criticism and suggestions to students to be better in carrying out the assigned tasks.

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

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

1. To industry provide more work in several parts of the company so that students gain more experience and participate in various activities.
2. Industry is expected to treat apprentices fairly.
3. The industry is expected to really be able to carry out the rules that already exist and are made.

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

The suggestion of Apprenticeship for State Polytechnic of Bengkalis:

1. The campus is expected to be able to monitor the activities of students who are carrying out intensive apprenticeships so that any difficulties that arise can be resolved together.
2. Not too burdensome for students under the guidance of supervisors for

apprenticeship reports on campus.

3. The campus needs to be serious about coordinating students who will be expelled from apprenticeship.
4. Given that adaptation is very important in the world of work, it is advisable that in carrying out apprenticeship you actively ask questions of employees and learn to read and understand their respective characters so that they can adapt and join in being part of them.
5. Given that PT. Imbang Tata Alam is a company that uses computers as a tool for work. It is hoped that younger siblings who will do apprenticeship (KP) will always deepen their knowledge of computers.

## REFERENCES

Sejarah PT. Imbang Tata Alam. 2022. Access at <http://eprints.polbeng.ac.id/8715/2/2.%20KP-3204191245-Bab%20I%20Pendahuluan.pdf>

Sejarah Politeknik Negeri Bengkalis. 2024. Acces at <https://www.polbeng.ac.id/official/sejarah-politeknik-negeri-bengkalis>



# APPENDICES

## Appendix 1: Application Letter for Apprenticeship



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

09 November 2023

Hal : **Permohonan Kerja Praktek (KP)**

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

Dengan hormat,

Sehubungan 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**

**EVALUATION RESULT FROM APPRENTICESHIP COMPANY  
APPRAISAL PT. (EMP) IMBANG TATA ALAM**

Name : Zulfikar  
 NIM : 5404201333  
 Study Program : D-IV International Business Administration State Polytechnic  
 of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	19%
2	Responsibility	25%	23%
3	Adjustment	10%	10%
4	Work Result	30%	28%
5	General Behavior	15%	15%
	Total ( 1+2+3+4+5)	100%	95%

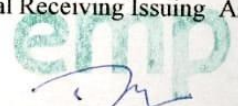
Explanation :

Score : Criteria  
 81 – 100 : Excellence  
 71 – 80 : Very Good  
 66 – 70 : Good  
 61 – 65 : Good Enough  
 56 – 60 : Fair

Note :

.....  
 .....  
 .....  
 .....




















Kurau, June 01, 2024  
 Material Receiving Issuing Assistant

  
 emp Junaidi people

**Appendix 4: List of Apprenticeship Attendance Sheet**

**BENGKALIS STATE POLYTECHNIC STUDENT INTERNSHIP  
ATTENDANCE LIST PT. IMBANG TATA ALAM  
MONTH : FEBRUARY 2024**

Name : Zulfikar  
Nim : 5404201333  
Dept : Warehouse



















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04	-	20	
05		21	
06		22	
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08	-	24	-
09	-	25	-
10	-	26	
11	-	27	
12		28	
13		29	
14		30	-
15		31	-
16			

Kurau, Februari 29, 2024  
Material Receiving Issuing Assistent

  
emp **JUNAIDI** people

**BENGKALIS STATE POLYTECHNIC STUDENT INTERNSHIP  
ATTENDANCE LIST PT. IMBANG TATA ALAM  
MONTH : MARCH 2024**

Name : Zulfikar  
Nim : 5404201333  
Dept : Warehouse

DATE	SIGNATURE	DATE	SIGNATURE
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04		20	
05		21	
06		22	
07		23	
08		24	
09	-	25	
10	-	26	
11	-	27	-
12	-	28	-
13		29	-
14		30	-
15		31	-
16	-		

Kurau, March 31, 2024  
Material Receiving Issuing Assistant

  
**JUNAIDI**  
empowering people



















**BENGKALIS STATE POLYTECHNIC STUDENT INTERNSHIP**

**ATTENDANCE LIST PT. IMBANG TATA ALAM**

**MONTH : APRIL 2024**

Name : Zulfikar  
Nim : 5404201333  
Dept : Warehouse



















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10	-	26	
11	-	27	-
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16			

Kurau, April 30, 2024  
Material Receiving Issuing Assistent

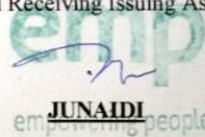
  
**JUNAIDI**  
empowering people

**BENGKALIS STATE POLYTECHNIC STUDENT INTERNSHIP**  
**ATTENDANCE LIST PT. IMBANG TATA ALAM**  
**MONTH : MAY 2024**

Name : Zulfikar  
Nim : 5404201333  
Dept : Warehouse

DATE	SIGNATURE	DATE	SIGNATURE
01	-	17	
02		18	-
03		19	-
04	-	20	
05	-	21	
06		22	
07		23	-
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09	-	25	-
10	-	26	-
11	-	27	
12	-	28	
13		29	
14		30	
15		31	
16			

Kurau, May 31, 2024  
Material Receiving Issuing Assistent



## Appendix 5: Apprenticeship Statement Letter



### SURAT KETERANGAN

037/V/MRIA/2024

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Zulfikar  
Tempat/Tgl. Lahir : Sungai Alam/ 29 September 2003  
Alamat : Gg. Nelayan RT/RW 010/005 Desa Kuala Alam, Kec.  
Bengkalis, Kab. Bengkalis Prov. Riau

Telah melakukan Kerja Praktek pada perusahaan kami, PT. Imbang Tata Alum 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.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Kurau, 03 Juni 2024

Junaidi  
Material Receiving Issuing Assistant



## Appendix 6: Revision Sheet

**REVISION SHEET**  
**STUDENT PRACTICE GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION**  
**D-IV STUDY PROGRAM**  
**STATE POLYTECHNIC OF BENGKALIS**

Name : ZULFIKAR  
Student Identity No : 5404201333  
Apprenticeship Place : PT. Imbang Tata Alam  
Advisor : Yanisha Dwi Astari, M.Hum

No.	Date and Time	Revision	Advisor Initials
1.	31 Juli 2024	1. Perbaiki tata tulis 2. Tambahkan nomor halaman	YI
2.	01 Juli 2024	1. Penambahan pada significances of Apprenticeship	YI
3.	05 Juli 2024	ACC	YI

Bengkalis, 05 ~~2024~~ 2024  
Advisor




  
**Yanisha Dwi Astari, M.Hum**  
NIP. 199301142022032010

## Appendix 7: Daily Activities

### DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday  
Date : 01 February 2024


NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	SIGNATURE
1	Location survey to PT. EMP Imbang Tata Alam in Kurau and Orientation stage.	Siska Sri Wahyuni	
2	Briefing and introduction to the Warehouse Division.	Syafrizal	
3	Warehouse		

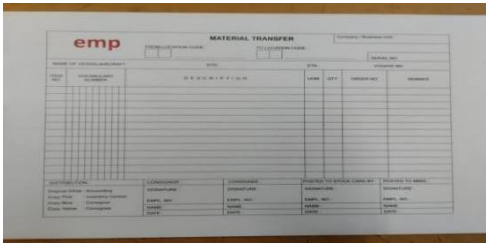

NO	SHOP DRAWING	DESCRIPTION
1		Location survey to PT. EMP Imbang Tata Alam in Kurau and Orientation stage.
2		Briefing and introduction to the Transport Division
3		Warehouse

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Friday

Date : 02 February 2024


No	Description Of Activities	Given Duty	Signature
1	Material Transfer	Junaidi	
2	SSR Registration		
3	Archive		

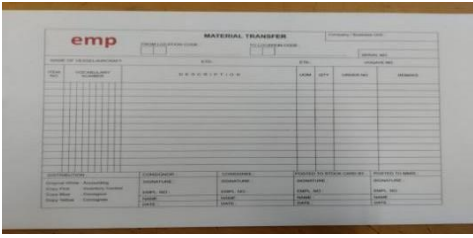
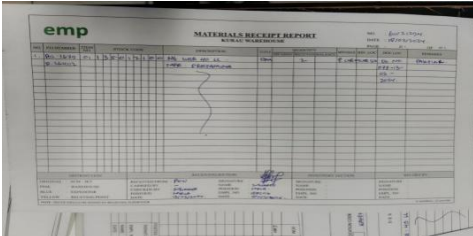
No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	SSR Registration (Stores Stock Requisition) the step are: 1) Fill in the SSR No (According to the Order) 2) Fill in the SSR Date and Description 3) Fill in Total Items 4) fill in Issued By (Author Name) and Remarks (Department Name)	Making SSR Registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that department takes goods to the warehouse, with this SSR the warehouse, with this SSR the warehouse can find out the amount of stock left.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 05 February 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer.	Junaidi	
2	Material Receipt Report		

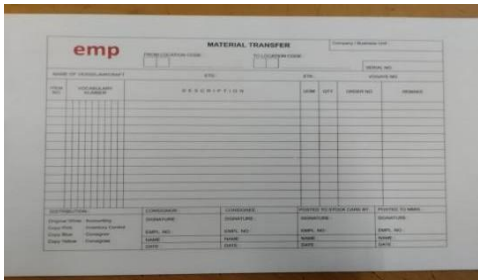

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 06 February 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Archive MT Form		

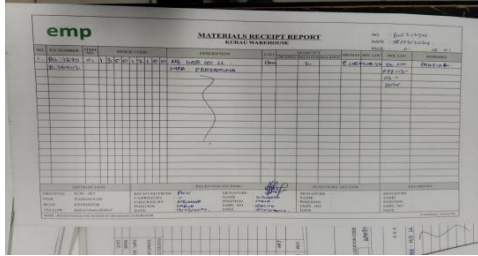
No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 07 February 2024


No	Description Of Activities	Given Duty	Signature
1	Material Receipt Report	Junaidi	

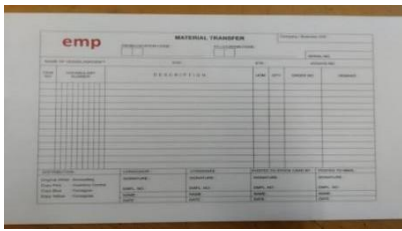
No	Shop Drawing	Description
1		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.


## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 12 February 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Registration MT		
3	MRR		
4	SSR Registration		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Material Transfer step are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book,               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Dated</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (Author's Name)</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item No, Vocabulary No, Description, Type of Item, Number of Items, Order No and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT Date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ol> </li> </ol>	MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.


3		<p>MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>
4	<p>SSR Registration (Stores Stock Requisition) the step are:</p> <ol style="list-style-type: none"> <li>5) Fill in the SSR No (According to the Order)</li> <li>6) Fill in the SSR Date and Description</li> <li>7) Fill in Total Items</li> <li>8) Fill in Issued By (Author Name) and Remarks (Department Name)</li> </ol>	<p>Making SSR Registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that department takes goods to the warehouse, with this SSR the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>

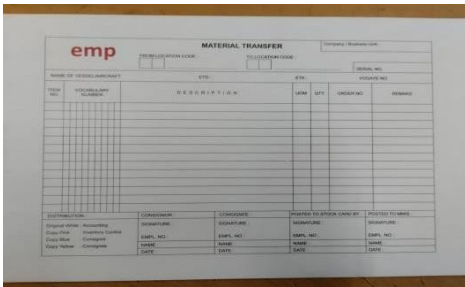
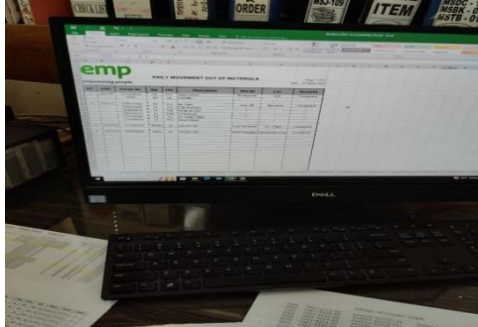


## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 13 February 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer.	Junaidi	
2	Daily Movement Material		

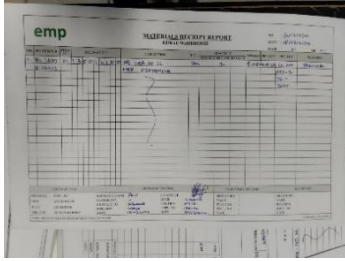
No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Wednesday

Date : 14 February 2024


No	Description Of Activities	Given Duty	Signature
1	MRR	Sugiarto	

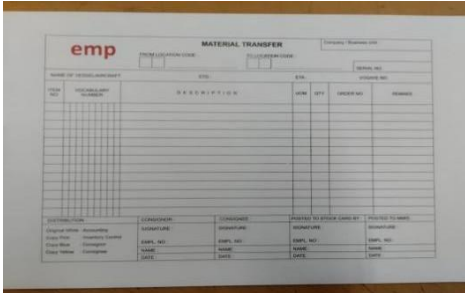
No	Shop Drawing	Description
1		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday


Date : 15 February 2024

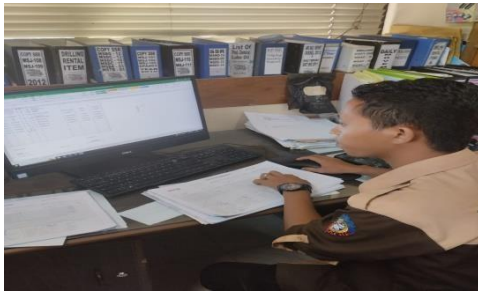

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Friday  
Date : 16 February 2024


No	Description Of Activities	Given Duty	Signature
1 2	Daily Movement Material Archive	Sugiarto	

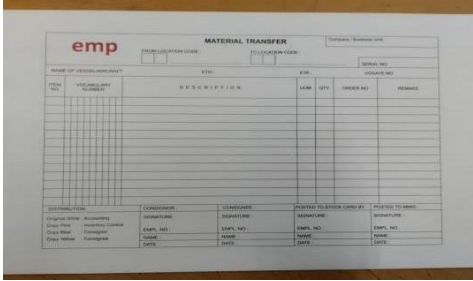

No	Shop Drawing	Description
1		Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.
2		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday


Date : 19 February 2024

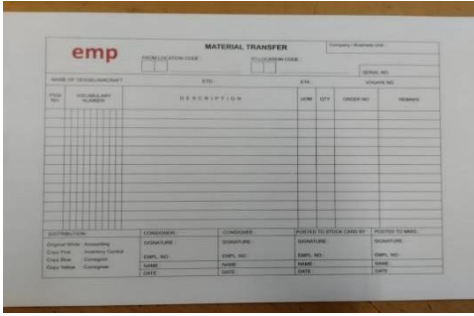
No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Archive		

No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>
2		<p>Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday  
Date : 20 February 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	

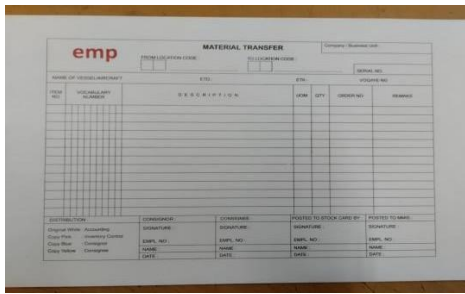


No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 21 February 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	MRR		
3	Archive		

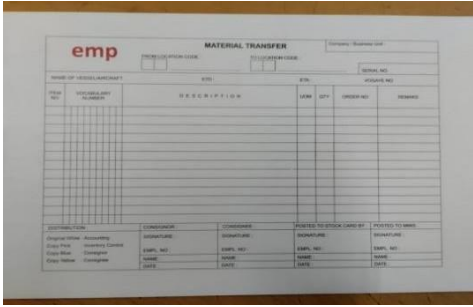


No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday

Date : 22 February 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	MRR		
3	Daily Movement		


No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>
2		<p>MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>
3		<p>Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.</p>



**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Friday

Date : 23 February 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Daily Movement Material		
3	Material Transfer		


No	Shop Drawing	Description
1	SSR registration (Stores Stock Requisition) step are: 1) Fill in the SSR No (according to the order), 2) Fill in the SSR Date and Description, 3) Fill in Total item, 4) Fill in Issued by (Author Name) and Remarks (Department Name).	SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.
2	To input the Daily Movement Out of Materials the steps are: 1) Open the Microsoft Excel application that has been provided with tables by the company, 2) Fill in the No and No of the SSR sequence and fill in the Vocab No 3) Quantity (Number of Goods) 4) UoI (Type or Unit of Goods) 5) Description (Explanation about goods) 6) Req By (Name of Goods Requester) 7) Location (Name of Goods Requesting Department) 8) Remarks (Completed or Not)	Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.
3	Material Transfer step are: 9) Fill out the 2022 MT Registration Book, g. Fill in the MT Sequence Number h. Dated i. Description (Item Name) j. Total items k. Issued by (Author's Name) l. Remarks (Destination of Goods) 10) After filling out the registration book, proceed with filling out the Material Transfer Form. f. Fill in the Serial Number (based on the order number of the registration book) g. Fill in the From and To or delivery destination h. Fill in Item No, Vocabulary No, Description, Type of Item,	MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.

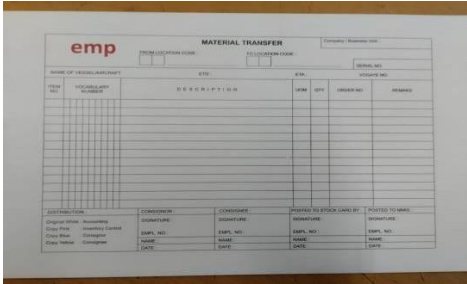

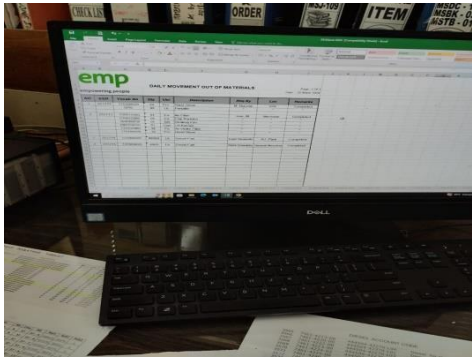
	<p>Number of Items, Order No and Remarks (Description)</p> <ul style="list-style-type: none"><li>i. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT Date</li><li>j. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li></ul>	
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## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 26 February 2024


No	Description Of Activities	Given Duty	Signature
1 2 3	Materials Transfer MRR Daily Movement Material	Sugiarto	

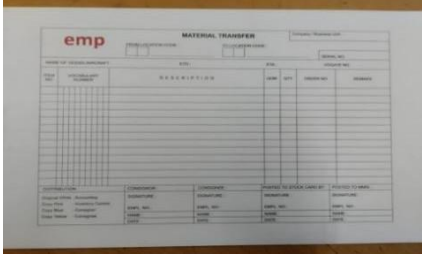
No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Tuesday


Date : 27 February 2024




No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	SPR		
3	Registration PO (Purchase Order)		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.
3	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday  
Date : 28 February 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	MRR		
3	Archiving		


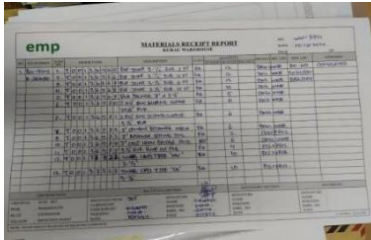

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archiving the Material Transfer Form, work that is done almost every day at the material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday


Date : 29 February 2024

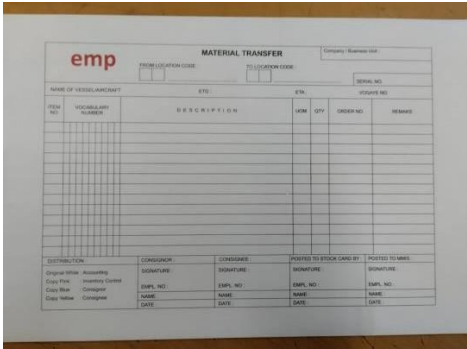
No	Description Of Activities	Given Duty	Signature
1 2 3	Daily Movement Material MRR Archiving	Junaidi	

No	Shop Drawing	Description
1		Inputing the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archiving the MRR Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MRR letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Friday  
Date : 01 March 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Archiving MT		

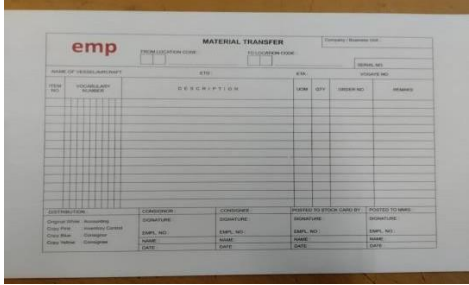
No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Archiving MT (Material Transfer) the steps are:</p> <ol style="list-style-type: none"> <li>1) Archiving the Material Transfer Form at MT in Coming Form AI Location, this MT is a delivery letter from another department to the warehouse section after this letter is received at the warehouse section after this letter is received at the warehouse section, the warehouse section will make MT which will be sent to a certain party, after the MT is ready then MT Form other department is archived at MT In Coming From AI Location.</li> <li>2) Archiving the Material Transfer at Out Going MT is done after the MT letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Out Going MT.</li> </ol>	Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 04 March 2024


No	Description Of Activities	Given Duty	Signature
1	Registration PO	Junaidi	
2	MT (Material Transfer)		


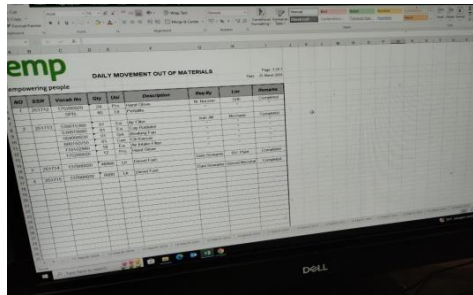

No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
2		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>



## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Tuesday  
Date : 05 March 2024

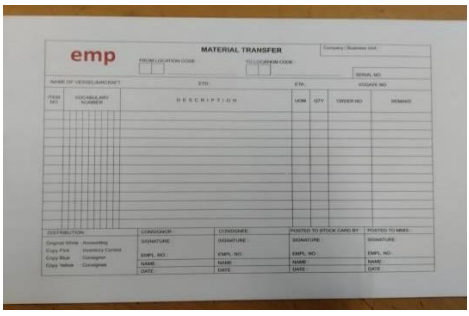
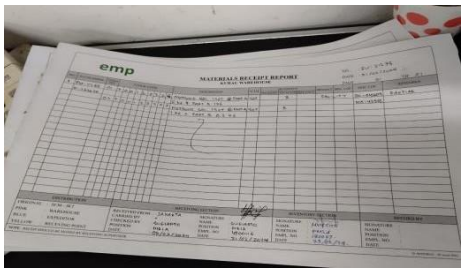
No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Daily Movement Material		
3	Archive MT		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Wednesday  
Date : 06 March 2024



No	Description Of Activities	Given Duty	Signature
1 2 3	Materials Transfer SPR MRR	Junaidi	

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Reuision) is an order for goods or services with a Small Purchase total of less than 5 million.
3		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Thursday  
Date : 07 March 2024

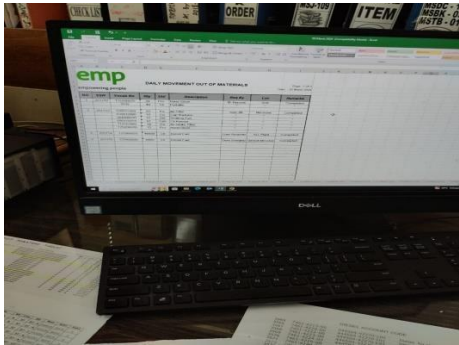
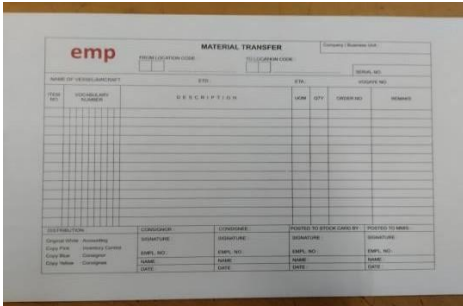

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Daily Movement Material		
3	SPR		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
3	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Friday  
Date : 08 March 2024

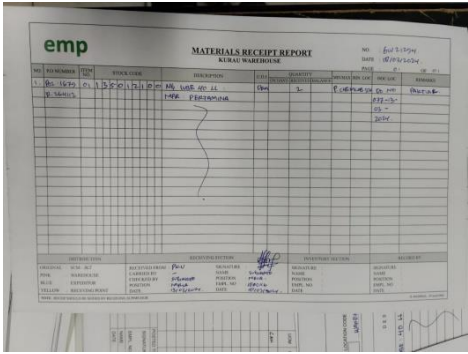

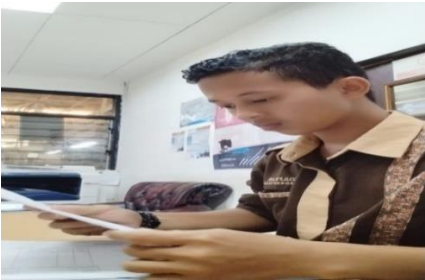
No	Description Of Activities	Given Duty	Signature
1	Materials receipt report	Junaidi	
2	MT		
3	Archive		

No	Shop Drawing	Description
1		Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
2		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday  
Date : 13 March 2024

No	Description Of Activities	Given Duty	Signature
1	MRR	Sugiarto	
2	Vocab		
3	SSR		
4	SPR		
5	Registration PO		


No	Shop Drawing	Description
1		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
2		Fach item received must be accompanied by a vocab (No Vocabulary) to make it easier for employee to recognize and search for the type of item, no vocabulary is a no that has been determined and determined by the warehouse which is used as the standard for identifying on item.
3		Making SSR Registration (Stores Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.

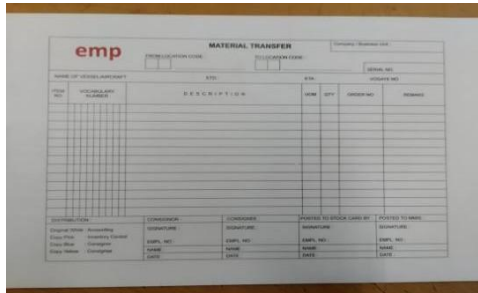
4	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>
5	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday


Date : 14 March 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Friday  
Date : 15 March 2024


No	Description Of Activities	Given Duty	Signature
1	SSR Registration	Sugiarto	
2	Archiving MT		

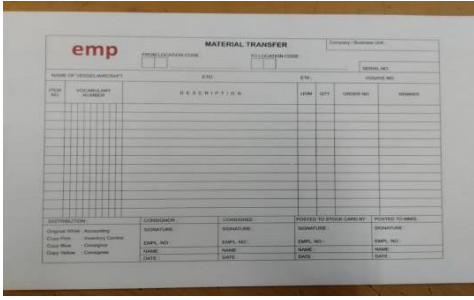

No	Shop Drawing	Description
1	SSR Registration (Store Stock Requisition) the step are: 1) Fill in the SSR No (According to the order) 2) Fill in the SSR Date and Description 3) Fill in Total Items 4) Fill in Issued By (Author Name) and Remarks (Department Name).	Making SSR Registration (Store Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.
2	Archiving MT (Material Transfer) the steps are: 1) Archiving the Material Transfer Form at MT in Coming Form AI Location, this MT is a delivery letter from another department to the warehouse section after this letter is received at the warehouse section after this letter is received at the warehouse section, the warehouse section will make MT which will be sent to a certain party, after the MT is ready then MT Form other department is archived at MT In Coming From AI Location. 2) Archiving the Material Transfer at Out Going MT is done after the MT letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Out Going MT.	Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.



## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Monday  
Date : 18 March 2024




No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Registration PO		
3	MRR		

No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>
2	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
3		<p>MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Tuesday  
Date : 19 March 2024

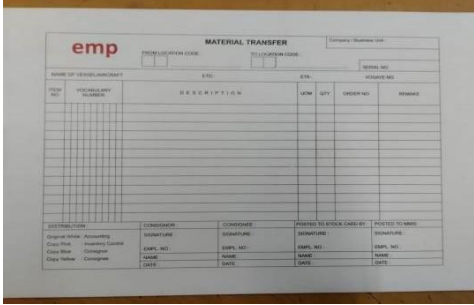

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Materials Receipt Report		
3	Archive		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archiving the MRR Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MRR letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday  
Date : 20 March 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Materials Receipt Report		
3	PO		
4	SSR		


No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.

	department.	
4	<p>SSR Registration (Store Stock Requisition) the step are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (According to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total Items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>Making SSR Registration (Store Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**


Day : Thursday  
Date : 21 March 2024


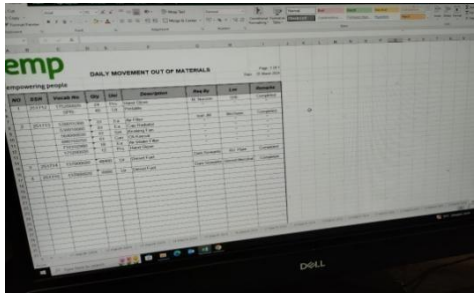

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Registration PO		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Friday  
Date : 22 March 2024

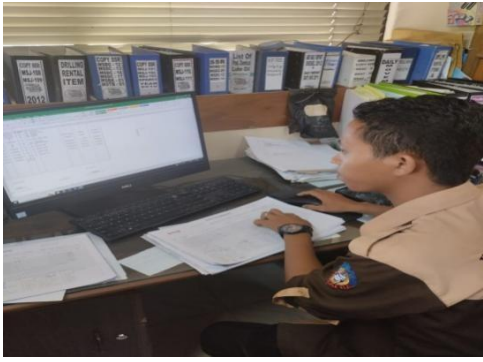
No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Daily Movement Material		
3	Vocab		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
3		Each item received must be accompanied by a vocab (No Vocabulary) to make it easier for employee to recognize and search for the type of item, no vocabulary is a no that has been determined and determined by the warehouse which is used as the standard for identifying on item.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**


Day : Monday  
Date : 25 March 2024

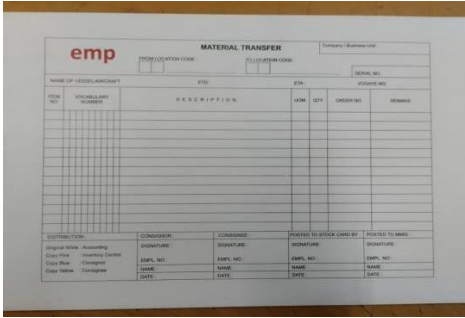
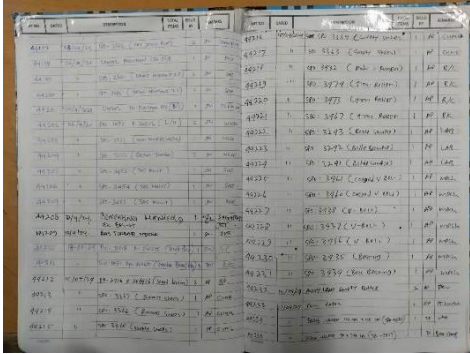
No	Description Of Activities	Given Duty	Signature
1	Registration PO	Sugiarto	
2	Daily Movement Material		

No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
2		<p>Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday  
Date : 26 March 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	SPR		


No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>
2		<p>Filling out the registration book (SPR) is done when getting an order for goods or services with an amount of less than 5 million purchase. The purpose of registering is to be delivered to the finance department, payment is made by the finance department to the seller.</p>





## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday


Date : 27 March 2024

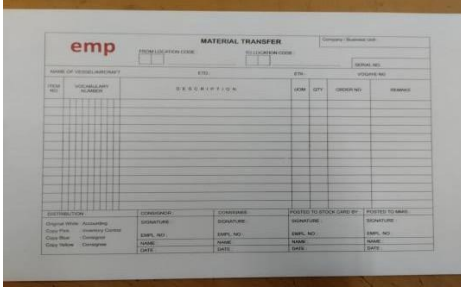
No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	SSR		
3	Archiving MT		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	SSR Registration (Store Stock Requisition) the step are: <ol style="list-style-type: none"> <li>1) Fill in the SSR No (According to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total Items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	Making SSR Registration (Store Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday  
Date : 28 March 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	

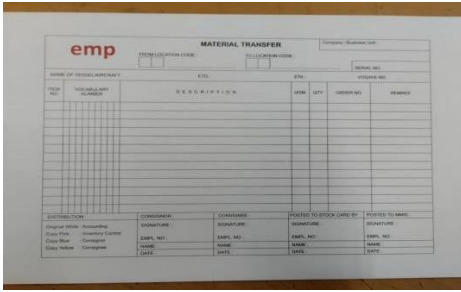
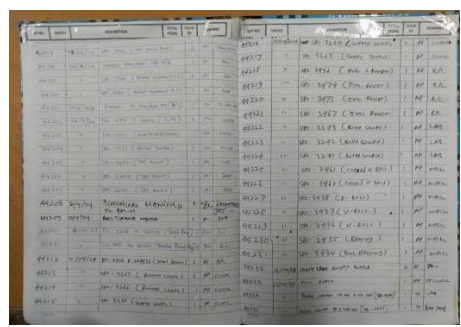
No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 01 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	PO		
3	SPR		



No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.
3	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Reuision) is an order for goods or services with a Small Purchase total of less than 5 million.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 02 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Check Goods		




No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Checking goods customers from ICT (Information Communication Technology) that come to the warehouse, whether the destination is still partial or has been completed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 03 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Daily Movement Material		
3	Archive MT		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Thursday

Date : 04 April 2024


No	Description Of Activities	Given Duty	Signature
1	PO	Sugiarto	
2	SPR		

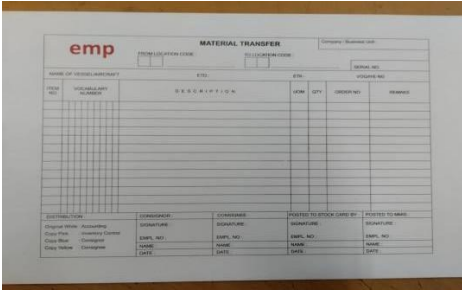

No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
2	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 05 April 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Vocab		
3	PO		
4	SPR		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Fach item received must be accompanied by a vocab (No Vocabulary) to make it easier for employee to recognize and search for the type of item, no vocabulary is a no that has been determined and determined by the warehouse which is used as the standard for identifying on item.
3	Registration Purchase Order (PO) steps are: <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.


	PO book are submitted to the finance department.	
4	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.

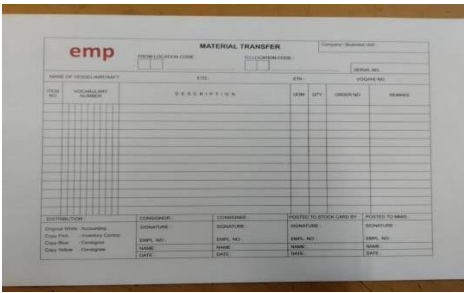


## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 16 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	




No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 17 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	MRR		
3	Archive		

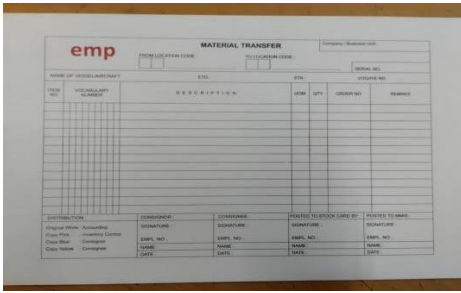

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday

Date : 18 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Archive		

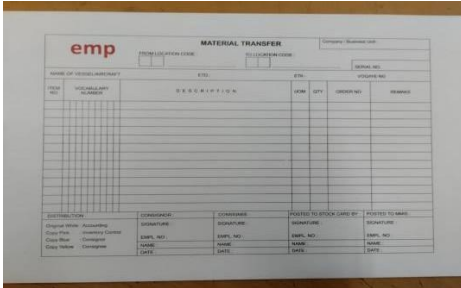
No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Friday

Date : 19 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	

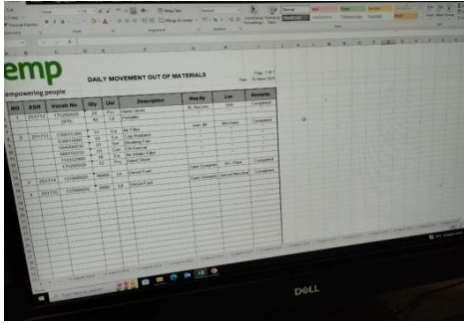

No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 22 April 2024


No	Description Of Activities	Given Duty	Signature
1	Daily Movement Material	Junaidi	
2	Archive MT Form		


No	Shop Drawing	Description
1		Inputing the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
2		Archive the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.


## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 23 April 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	SPR		
3	PO		
4	Archive		


No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Reuision) is an order for goods or services with a Small Purchase total of less than 5 million.
3	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.

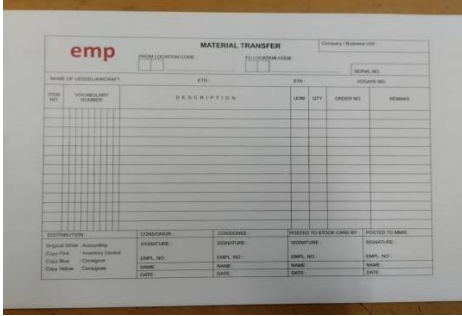
	<p>PO book are submitted to the finance department.</p>	
<p>4</p>		<p>Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 24 April 2024

No	Description Of Activities	Given Duty	Signature
1	SPR	Junaidi	
2	Materials Transfer		


No	Shop Drawing	Description
1	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Reuision) is an order for goods or services with a Small Purchase total of less than 5 million.
2		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.



**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Monday

Date : 29 April 2024


No	Description Of Activities	Given Duty	Signature
1 2	Materials Transfer	Junaidi	


No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday

Date : 30 April 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	

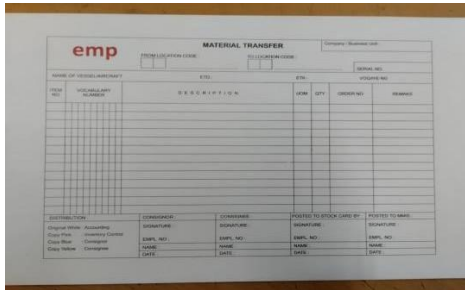

No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday

Date : 02 May 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	PO		
3	SPR		

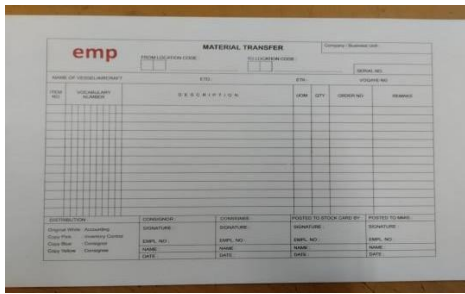

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.
3	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Reuision) is an order for goods or services with a Small Purchase total of less than 5 million.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Monday


Date : 06 May 2024

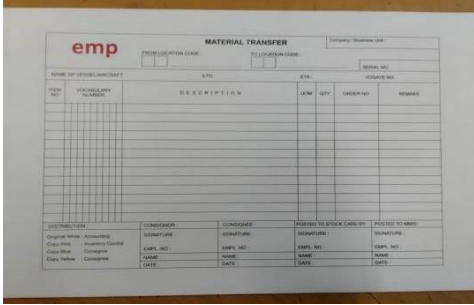
No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	SSR		
3	Archiving MT		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	SSR Registration (Store Stock Requisition) the step are: 1) Fill in the SSR No (According to the order) 2) Fill in the SSR Date and Description 3) Fill in Total Items 4) Fill in Issued By (Author Name) and Remarks (Department Name).	Making SSR Registration (Store Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday  
Date : 07 May 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Registration PO		

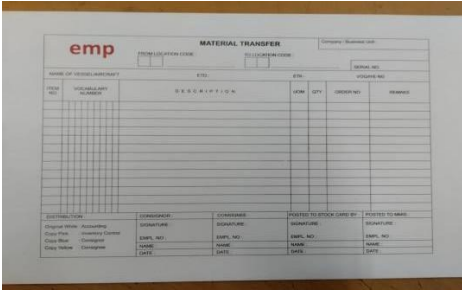

No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>
2	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 08 May 2024

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Vocab		
3	PO		
4	SPR		


No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Fach item received must be accompanied by a vocab (No Vocabulary) to make it easier for employee to recognize and search for the type of item, no vocabulary is a no that has been determined and determined by the warehouse which is used as the standard for identifying on item.
3	Registration Purchase Order (PO) steps are: <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.

	PO book are submitted to the finance department.	
4	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Monday

Date : 13 May 2024


No	Description Of Activities	Given Duty	Signature
1	PO	Sugiarto	
2	SPR		

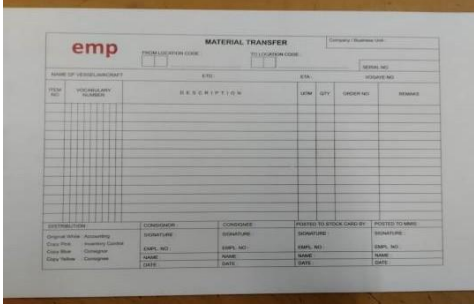

No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
2	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>



## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday  
Date : 14 May 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Materials Receipt Report		
3	PO		
4	SSR		

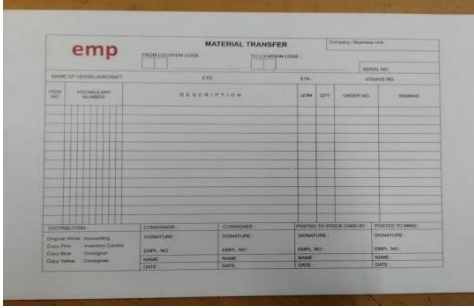
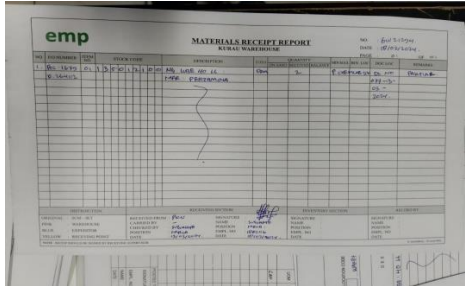

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance</li> </ol>	Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.

	department.	
4	<p>SSR Registration (Store Stock Requisition) the step are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (According to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total Items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>Making SSR Registration (Store Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday  
Date : 15 May 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Materials Receipt Report		
3	Archive		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archive the MRR Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MRR letters can be stored in their place and make it easier to search when needed.

**DAILY ACTIVITIES  
APPRENTICESHIP (KP)**

Day : Thursday


Date : 16 May 2024

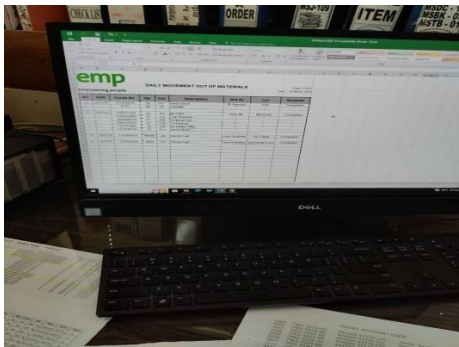
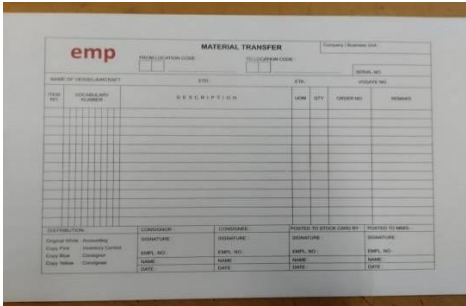

No	Description Of Activities	Given Duty	Signature
1	SSR Registration	Junaidi	
2	Archive MT		

No	Shop Drawing	Description
1	<p>SSR Registration (Store Stock Requisition) the step are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (According to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total Items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>Making SSR Registration (Store Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
2	<p>Archiving MT (Material Transfer) the steps are:</p> <ol style="list-style-type: none"> <li>1) Archiving the Material Transfer Form at MT in Coming Form AI Location, this MT is a delivery letter from another department to the warehouse section after this letter is received at the warehouse section, the warehouse section will make MT which will be sent to a certain party, after the MT is ready then MT Form other department is archived at MT In Coming From AI Location.</li> <li>2) Archiving the Material Transfer at Out Going MT is done after the MT letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Out Going MT.</li> </ol>	<p>Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Friday  
Date : 17 May 2024


No	Description Of Activities	Given Duty	Signature
1 2 3	Materials receipt report MT Archive	Junaidi	

No	Shop Drawing	Description
1		Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse
2		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Monday  
Date : 20 May 2024

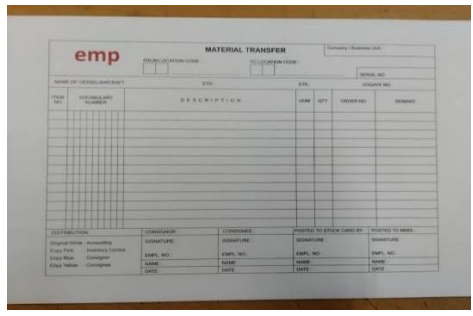
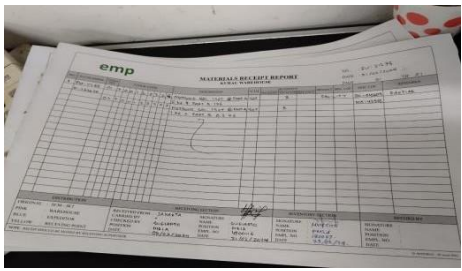
No	Description Of Activities	Given Duty	Signature
1	Registration PO	Junaidi	
2	MT (Material Transfer)		

No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
2		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Tuesday  
Date : 21 May 2024

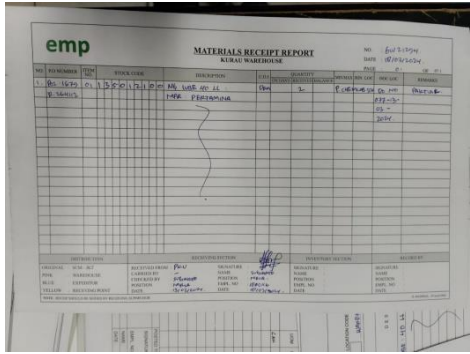


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	SPR		
3	MRR		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	Writing an SPR Registration book the steps are: <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Reuision) is an order for goods or services with a Small Purchase total of less than 5 million.
3		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday  
Date : 22 May 2024

No	Description Of Activities	Given Duty	Signature
1	MRR	Junaidi	
2	Vocab		
3	SSR		
4	SPR		
5	Registration PO		


No	Shop Drawing	Description
1		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
2		Fach item received must be accompanied by a vocab (No Vocabulary) to make it easier for employee to recognize and search for the type of item, no vocabulary is a no that has been determined and determined by the warehouse which is used as the standard for identifying on item.
3		Making SSR Registration (Stores Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.

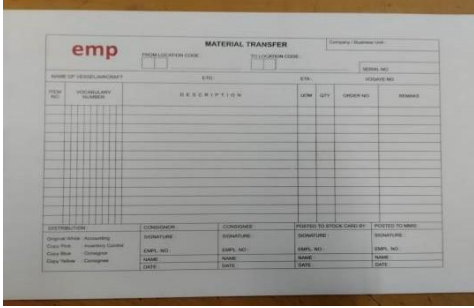
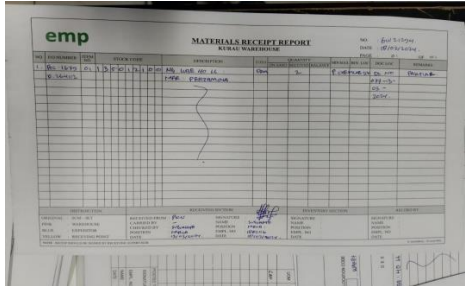



4	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>
5	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)


Day : Monday  
Date : 27 May 2024

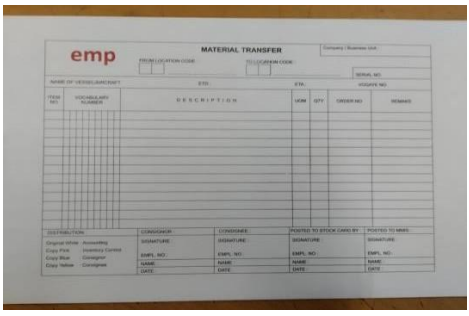
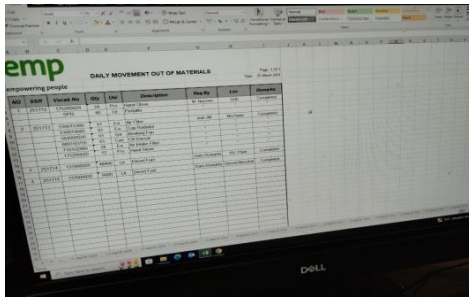

No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Materials Receipt Report		
3	Archive		

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		MRR (Material Receipt Report) this report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
3		Archiving the MRR Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MRR letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Tuesday  
Date : 28 May 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Junaidi	
2	Daily Movement Material		
3	Archive MT		

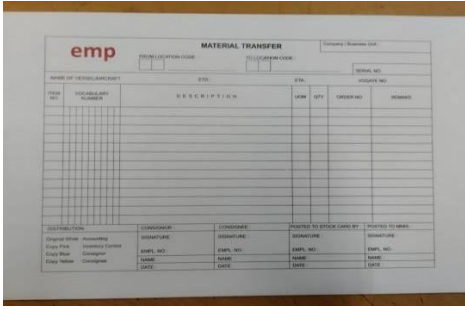

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2		Input the Daily Movement Out of Materials info Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.
3		Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Wednesday

Date : 29 May 2024


No	Description Of Activities	Given Duty	Signature
1	Materials Transfer	Sugiarto	
2	Daily Movement Material		
3	SPR		

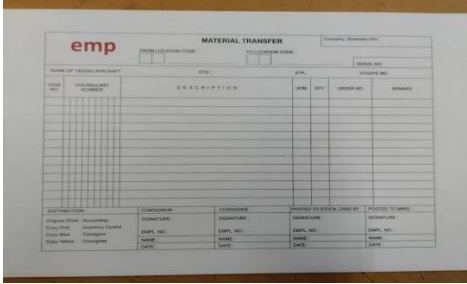
No	Shop Drawing	Description
1		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>
2		<p>Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse</p>
3	<p>Writing an SPR Registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (Name of goods or services)</li> <li>5) Total Item</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase/Service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Thursday


Date : 30 May 2024

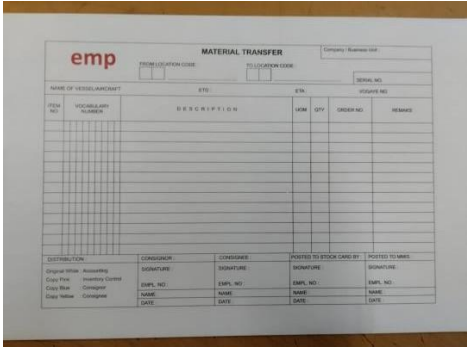
No	Description Of Activities	Given Duty	Signature
1	Registration PO	Sugiarto	
2	MT (Material Transfer)		

No	Shop Drawing	Description
1	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is completed (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration.</li> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of Seller)</li> <li>5) After the Purchase Order (PO) Registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived at the warehouse and completed the Delivery Order (DO or Cover Letter), invoice, and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
2		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.</p>

## DAILY ACTIVITIES APPRENTICESHIP (KP)

Day : Friday  
Date : 31 May 2024

No	Description Of Activities	Given Duty	Signature
1 2	Materials Transfer Archiving MT	Sugiarto	

No	Shop Drawing	Description
1		MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery process and clear information about who the recipient of the goods is.
2	<p>Archiving MT (Material Transfer) the steps are:</p> <ol style="list-style-type: none"> <li>1) Archiving the Material Transfer Form at MT in Coming Form AI Location, this MT is a delivery letter from another department to the warehouse section after this letter is received at the warehouse section after this letter is received at the warehouse section, the warehouse section will make MT which will be sent to a certain party, after the MT is ready then MT Form other department is archived at MT In Coming From AI Location.</li> <li>2) Archiving the Material Transfer at Out Going MT is done after the MT letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Out Going MT.</li> </ol>	Archiving the MT Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.