

**APPRENTICESHIP REPORT**  
**PT INDAH KIAT PULP & PAPER Tbk-PERAWANG MILL**  
**OPERATION PORT, LOGISTIC DIVISION**

**ERA DAHNIA**  
**5404201287**



**INTERNATIONAL BUSINESS ADMINISTRATION**  
**STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS**  
**2024**

**VALIDITY SHEET**

**APPRENTICESHIP REPORT**

**PT. INDAH KIAT PULP & PAPER TBK - PERAWANG MILL**

**OPERATION PORT DIVISION**

Written as one of the conditions for completing Apprenticeship

**ERA DAHNIA**

**5404201287**

Perawang - Riau, June 28<sup>th</sup>, 2024

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



**Armadi SE., M. E**  
**SAP: 1013966**

**Advisor**



**Hutomo Atman Maulana, S.Pd., M.Si**

**NIP. 198908312018031001**

**Approved by:**

**Head of International Business Administration  
Study Program  
State Polytechnic of Bengkalis**



**Wan Juaita Raflah, B.Sc., M.Ec. Dev**

**NIP. 198406142018032001**

## ACKNOWLEDGEMENT

Praise and Gratitude for the presence of ALLAH SWT for all his gift and graces, so that the author can complete the apprenticeship activities and have completed apprenticeship reports that the author do at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill on time, namely from February 05<sup>th</sup> 2024 until June 30<sup>th</sup> 2024.

The author very grateful to certain parties who have helped and provide guidance during the job training. who are very kind, friendly and accept the author to join and opportunity to become one of the family members of PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill.

The author realizes that the writing of this apprenticeship activities cannot be separated from the assistance, guidance, motivation, suggestion, and criticism that have been given by all parties. For the reason, on this occasion the author would like to fully thank :

1. Mr. Jonny Custer, ST., MT as Director of State Polytechnic of Bengkalis.
2. Mr. Armada ST., MT as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of the Department of Business Administration of The State Polytechnic of Bengkalis and all of her staff.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Apprenticeship Coordinator.
6. Mr. Hutomo Atman Maulana, S.Pd.,M.Si as the supervisor who always provides direction and guidance to the author in completing this Apprenticeship report.
7. Mr. Adrian Irnanda Pratama, S. Sos., M.BA as guardian lecturer of International Business Administration VIII (eight) B.
8. Mr. Armadi., SE., M.E as the Ship Guidance Service Business Manager of PT Indah Kiat Pulp & Paper Perawang Mill.
9. Mrs. Nur Afni as Field Coordinator at Port Operations Unit PT. IKPP Tbk.

10. Mr. Benjamin Mangatur Simanullang and Mr. Enggar Prima Jati as Apprenticeship mentor and All Port Operation Staff of PT. IKPP Tbk Perawang Mill.
11. Both parents and beloved extended family who provide all the love, prayers, sacrifices, patience and material and moral support that have been given so far.
12. All the author's friends at State Polytechnic of Bengkalis, especially internship friends at IKPP who fought together and always provided support when completing this Apprenticeship report.

PT. Indah Kiat Pulp and Paper Perawang offers valuable internship and training programs that provide hands-on experience in the pulp and paper industry, exposure to a global company culture, and the opportunity to contribute to sustainability initiatives. Interns and trainees gain valuable skills and knowledge while working in a supportive environment.

The author realizes that in the preparation of this apprenticeship report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this apprenticeship report is useful for the writer and the reader.

Bengkalis, 30 June 2024



ERA DAHNIA

5404201287

## TABLE OF CONTENT

<b>COVER</b> .....	i
<b>VALIDITY SHEET</b> .....	ii
<b>ACKNOWLEDGEMENT</b> .....	iii
<b>TABLE OF CONTENT</b> .....	iv
<b>LIST OF TABLES</b> .....	v
<b>LIST OF FIGURES</b> .....	vi
<b>CHAPTER I INTRODUCTION</b> .....	1
1.1. Background of the Apprenticeship.....	1
1.2. Purpose of the Apprenticeship .....	3
1.3. Significances of the Apprenticeship.....	3
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY</b> .....	5
2.1. Company Profile .....	5
2.2. Vision and Mission .....	7
2.3. Kind of Business .....	8
2.4. Organization Structure .....	8
2.5. The Working Process .....	10
2.6. Document Used for Activity .....	10
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP</b> .....	11
3.1. Job Description.....	11
3.2. Systems and Procedures .....	11
3.2.1 Process tissue and paper invoices.....	11
3.2.2. Shipment Cost .....	18
3.2.3. Capture payment application.....	18

3.3. Place and Time of Apprenticeship .....	19
3.3.1. Place of Implementations of Practical Work.....	19
3.3.2. Time and Length of Practical Work .....	20
3.4. Kind and Description of the Activity .....	20
3.5. Obstacle and Solution .....	30
3.5.1. Obstacle .....	31
3.5.2. Solution .....	31
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>32</b>
4.1 Conclusion.....	32
4.2 Suggestion.....	34
<b>REFERENCES.....</b>	<b>35</b>
<b>APPENDICES .....</b>	<b>36</b>
Appendix 1 : Apprenticeship Application Letter .....	36
Appendix 2 : Apprenticeship Acceptance Letter .....	37
Appendix 3 : Apprenticeship Statement Letter .....	38
Appendix 4: Apprenticeship Evaluation Sheet .....	39
Appendix 5: Apprenticeship Certificate.....	40
Appendix 6: List of Attendance .....	41
Appendix 7: Activities in Company.....	60

## LIST OF TABLE

Table 3.1 Office Hours Schedule.....	20
Table 3.2 Daily Activities of February 05 <sup>Th</sup> 2024 to February 9 <sup>Th</sup> 2024.....	20
Table 3.3 Daily Activities of February 12 <sup>Th</sup> 2024 to February 16 <sup>Th</sup> 2024.....	21
Table 3.4 Daily Activities of February 19 <sup>Th</sup> 2024 to February 23 <sup>Th</sup> 2024.....	21
Table 3.5 Daily Activities of February 26 <sup>Th</sup> 2024 to March 01 <sup>st</sup> 2024.....	22
Table 3.6 Daily Activities of March 04 <sup>th</sup> 2024 to March 8 <sup>th</sup> 2024.....	22
Table 3.7 Daily Activities of March 11 <sup>th</sup> 2024 to March 15 <sup>th</sup> 2024.....	23
Table 3.8 Daily Activities of March 18 <sup>th</sup> 2024 to March 22 <sup>th</sup> 2024.....	23
Table 3.9 Daily Activities of March 25 <sup>th</sup> 2024 to March 29 <sup>th</sup> 2024.....	24
Table 3.10 Daily Activities of April 1 <sup>st</sup> 2024 to April 5 <sup>th</sup> 2024.....	24
Table 3.11 Daily Activities of April 15 <sup>th</sup> 2024 to April 19 <sup>th</sup> 2024.....	25
Table 3.12 Daily Activities of April 22 <sup>th</sup> 2024 to April 26 <sup>th</sup> 2024.....	25
Table 3.13 Daily Activities of April 29 <sup>th</sup> 2024 to May 03 <sup>rd</sup> 2024.....	26
Table 3.14 Daily Activities of May 06 <sup>th</sup> 2024 to May 10 <sup>th</sup> 2024.....	27
Table 3.15 Daily Activities of May 13 <sup>th</sup> 2024 to May 17 <sup>th</sup> 2024.....	27
Table 3.16 Daily Activities of May 20 <sup>th</sup> 2024 to May 24 <sup>th</sup> 2024.....	28
Table 3.17 Daily Activities of May 27 <sup>th</sup> 2024 to May 31 <sup>th</sup> 2024.....	28
Table 3.18 Daily Activities of June 03 <sup>rd</sup> 2024 to June 07 <sup>th</sup> 2024.....	29
Table 3.19 Daily Activities of June 10 <sup>th</sup> 2024 to June 14 <sup>th</sup> 2024.....	29
Table 3.20 Daily Activities of June 17 <sup>th</sup> 2024 to June 21 <sup>th</sup> 2024.....	30

## LIST OF FIGURES

Figure 2.1 Logo and PT Indah Kiat Pulp & Paper Perawang Tbk.....	6
Figure 2.2 Product Type PT. Indah Kiat Pulp&Paper Tbk .....	8
Figure 2.3 The Organization Structure of PT Indah Kiat Pulp & Paper Tbk.....	9
Figure 2.4 The working process of Port Operation Division .....	10
Figure 3.1 The working process of Invoice System.....	11
Figure 3.2 Unstamped and Stamped Invoices.....	13
Figure 3.3 Input Invoice data to ICS and HTS system .....	14
Figure 3.4 Input converting data to HTS .....	14
Figure 3.5 Verification invoice document .....	15
Figure 3.6 Create shard service center log sheet.....	16
Figure 3.7 Create Payment Application, checking payment status, and distribution file to tax and SPOKE .....	17
Figure 3.8 Shipment Cost .....	18
Figure 3.9 Capture payment application .....	19
Figure 3.10 Location of PT. Indah Kiat Pulp and Paper Tbk .....	20



# CHAPTER I

## INTRODUCTION

### 1.1. Background of the Apprenticeship

According to Melati, D (2024) There are several terms used by universities and industries that refer to internships, including Field Work Practice (PKL), Practical Work (KP), Industrial Work Practice (Prakerin), On-the-Job Training (OJT), or Internship. An internship is a type of instruction and training that helps students develop their competence. An educational program in the field, the Practical Work Program (internship) aims to expose and develop students' skills in the real world of work. Understanding the principles and concepts of science as they relate to the profession of study is one of the activities included in Practical Work (KP). Another phrase that's frequently used in the hospitality sector is "on-the-job training," which refers to teaching someone how to do a job by doing it. From the above understandings, it can be concluded that internship is a form of direct learning in the world of work that can shape the competence of apprentices by actually doing the job.

State Polytechnic of Bengkalis is a state university that has produced many experts with educational levels ranging from Diploma II, Diploma III which is equivalent to an Associate Expert degree, to Diploma IV with an Applied Bachelor degree. Currently, State Polytechnic of Bengkalis has 8 departments with 21 study programs, including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics Engineering, and Maritime Engineering.

As a Vocational campus, State Polytechnic of Bengkalis educates its students to become a competent workforce in various fields and is able to practice their skills directly. One of the implementations of this vocational education is the implementation of a practical work program that must be followed by all final semester students. This Practical Work Program aims to help students develop themselves before entering the world of work, make a significant contribution to the development of students, and prepare them as well

as possible for the world of work and competency development at State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis holds the responsibility of producing superior, character-driven, and competent human resources, particularly in enhancing the quality of its students. In this era of globalization, it is essential for individuals to master science and technology, including the work systems of goods ports. Those without education and skills in mastering their job are more likely to be left behind in today's global competition. The intense competition in the job market today has prompted many universities to anticipate these changes. Consequently, the college has introduced a breakthrough by implementing an Apprenticeship program.

An "internship" or "apprenticeship" is an educational and training program that offers students or participants the opportunity to gain practical experience in a work environment relevant to their major. These programs typically last for a set period, ranging from a few weeks to several months, and are designed to equip participants with practical knowledge and skills pertinent to their chosen field of work.

This work practice is carried out after State Polytechnic of Bengkalis students have completed a minimum of seven semesters and completed all their assignments. This work practice lasts for four to six months. Based on these provisions, the author chose PT Indah Kiat Pulp and Paper Tbk-Perawang Mill because in addition to this company being one of the largest in Asia, choosing PT Indah Kiat Pulp and Paper as an internship site provides students with hands-on industrial experience, technical skill development, career opportunities, and an understanding of sustainable business practices. and as a place to carry out Work Practices activities. The authors want to get the opportunity to apply the knowledge and theoretical concepts gained during college to the real world of work and gain hands-on experience in applying knowledge and theoretical concepts in accordance with their field of expertise.

The author's Practical Work was placed in one of the important departments in the company, namely in the Logistics department or Port

Operations, specifically the Invoice management section. The implementation of this Practical Work started from February 05 to June 30, 2024. It is expected that this Practical Work will broaden the author's knowledge about various good and correct task implementation and be able to face the real world of work with the experience gained and contribute to the overall operation and success of the company.

### **1.2. Purpose of the Apprenticeship**

The purpose of the Job Training program conducted at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill are:

1. To find out job descriptions and activities in PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
2. To find out the systems and procedures at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
3. To find out the place and time of the internship at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
4. To find out the documents and files produced during the internship at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
5. To find out the obstacle and solutions during the internship at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill

### **1.3. Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

There are several benefits from the implementation of the job training programs obtained by the writer, namely as follows:

- a) Learn how to speak and how to interact with others, to put the knowledge and abilities learned in lectures to use while working in internships.
- b) Applying accountability and self-control in handling given responsibilities, including time and information management
- c) Being aware of the realities of the workplace so that they may communicate and mingle with staff members who have real-world work

experience.

2. For Companies

- a) Building positive relationships that can benefit both agencies and institutions as well as potential sources of employees, companies have the chance to identify and evaluate possible new hires through employment training programs.
- b) Job training students who do well can actually contribute to the company's increased productivity as a way of education and productivity, particularly in the student apprenticeship area.
- c) Innovation Opportunities Job training students often come with new knowledge and skills that they got from college. This can open opportunities for companies to adopt innovative ideas and the latest practices they bring.

3. For Academic

Implementing internship programs brings several benefits to the academic field, including:

- a) Enhancing Relationships Between Companies and Academics: Internship programs serve as a means to foster strong relationships between companies and academic institutions. Through this collaboration, companies can provide valuable insights and information about the job market to graduates, especially those in International Business Administration. This not only helps in preparing work-ready graduates but also opens opportunities for future collaborations.
- b) Improving Student Abilities: Internships allow students to develop practical skills relevant to their field of study. By engaging directly in a work environment, students can enhance both their technical and non-technical skills, leading to the creation of high-quality graduates who are ready to compete in the global job market.
- c) Measuring Teaching Effectiveness: Internship programs can also be used as a tool to assess the effectiveness of educators in delivering lecture material that aligns with current developments in the industrial world.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company engaged in the integrated pulp and paper industry with Foreign Investment (PMA) status.

PT Indah Kiat Pulp and Paper, established in 1976, is one of Indonesia's largest companies in the pulp and paper industry, with headquarters in Tangerang and main mills in Perawang, Serang, and Tangerang. The company produces various products such as pulp, writing and printing paper, packaging paper, and tissue paper, using advanced technology to ensure quality and efficiency. The company's commitment to sustainability is evident in its responsible forest management and use of environmentally friendly raw materials. Indah Kiat Pulp and Paper holds various international certifications and has received numerous awards for its contributions to the industry and its sustainability efforts. In addition, the company is active in social responsibility programs, covering education, health, and the welfare of surrounding communities. As part of the Asia Pulp & Paper (APP) group, PT Indah Kiat Pulp and Paper is committed to becoming a global leader in sustainable industries, producing high quality products and contributing positively to society.

PT. Indah Kiat Pulp & Paper Tbk. (The “Company”) was established in the Republic of Indonesia under the framework of Foreign Capital Investment Law No. 1 of 1967, based on Notarial Deed No. 68 of Ridwan Suselo dated December 7<sup>th</sup> , 1976. PT Indah Kiat Pulp & Paper Tbk Perawang was first pioneered by Soetopo Jananto (Yap Sui Kei) who at that time he led the Berkat Group.





**Figure 2.1. Logo and PT. Indah Kiat Pulp & Paper Tbk**  
*Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill*

In 1975, the Blessing Group, which has many subsidiary companies, invited: Chung Hwa Pulp Corporation, Taiwan and Yuen Foong Yu Paper Manufacturing and Taiwan. Then they conducted the first survey for a feasibility study with locations for establishment: paper mills in Serpong, Tangerang, West Java and pulp mills in Central Java, Jambi, Riau and seven other areas.

The Company is engaged in manufacturing, trading, mining and forestry. Currently, the Company is engaged in the manufacture of cultural paper, pulp, tissue and industrial paper. The Company has been listed on the Jakarta and Surabaya Stock Exchanges since 1990 (currently, they merger become Indonesia Stock Exchange).

The Company's main business activities are the production of pulp, tissue, various types of culture papers consisting of printing and writing paper (coated and uncoated freesheet) and photocopy paper. The Company also produces industrial paper, Le packaging paper which comprises: containerboard (linerboard and corrugated medium), corrugated shipping containers (converted from containerboard), boxboard, food packaging and specialty colored papers.

On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established by notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia. Factory planning and feasibility studies continued in 1977 to determine

process, technology and production capacity. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang.

As an established company in the Indonesian pulp and paper industry, PT. Indah Kiat Pulp and Paper Perawang is a part of the multinational Asia Pulp & Paper (APP) Sinar Mas. This business is situated in Siak City or Regency, one of the major cities in the province of Riau, at Jl. Raya Minas - Perawang Km. 26. The company was founded in 1976 by an Indonesian company named CV Berkat Indah Agung and assisted by two companies from Taiwan. With 6,000 workers and 1.9 million MT of annual production, the company is quite efficient.

PT Indah Kiat Pulp & Paper Corporation is a national private legal entity that is trusted to manage forests and forest product industries in the form of the Hak Pengusahaan Hutan ( HPH) Group:

1. PT Arara Abadi concession area of  $\pm 265,000$  Ha.
2. PT Wira Karya Sakti concession area of  $\pm 220,000$  Ha.
3. Mapala Rabda concession area of  $\pm 155,000$  Ha.
4. PT Dexter Timber Perkasa Indonesia concession area of  $\pm 166,000$  Ha.
5. PT. Murini Timber concession area of  $\pm 116,000$  Ha.

## **2.2 Vision and Mission**

### **1. Vision**

Vision from PT. Indah Kiat Pulp & Paper Tbk (IKPP) Perawang is a pulp and paper company with international standards with excellent paper quality and can compete with other paper companies both domestically and internationally.

### **2. Mission**

The company's mission in realizing the expected goals is as follows:

1. Use cutting edge technology in the development of new products and achievement of mill efficiency.
2. Improve the quality of human resources through training.
3. Realize sustainability commitment in all operations.

### 2.3 Kind of Business

PT. Indah Kiat Pulp & Paper Tbk is an Indonesian company in the Pulp and Paper industry. Its main business activities at the Perawang Mill are divided into two segments: paper and pulp products, and packaging/industrial paper products. The paper and pulp segment includes writing and photocopying paper, as well as general pulp. The packaging/industrial paper segment involves Containerboard, corrugated shipping, containers, Boxboards, food packaging, colored paper, and related chemical by-products. The company operates in three locations: Perawang, Tangerang, and Serang, producing a diverse range of paper and packaging products.



**Figure 2.2. Product Type PT. Indah Kiat Pulp&Paper Tbk**  
*Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill*

### 2.4 Organization Structure

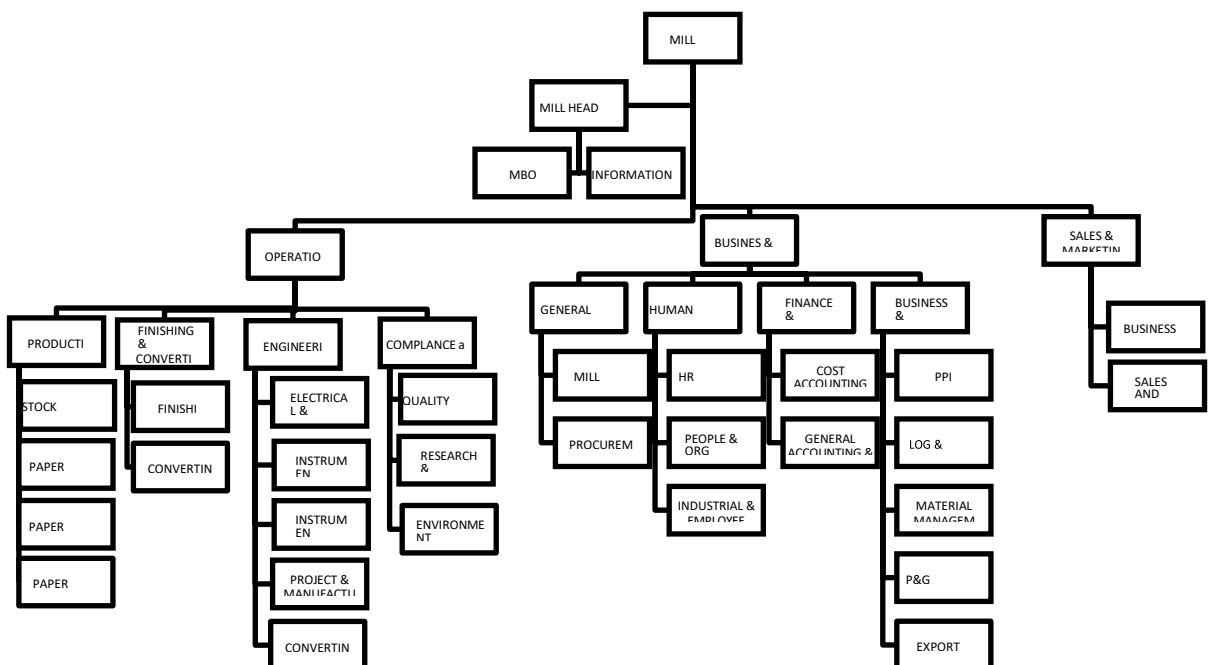
The company's organizational structure is a hierarchical system that establishes levels and roles within the organization. It is essential for the efficient functioning of the company. This structure distributes responsibilities based on individual positions, depicted in a chart or hierarchical line. The chart highlights higher ranks at the top, providing a visual representation of the organization and its components.



A flexible organizational structure is essential for adapting to changes without disrupting ongoing activities. The effectiveness of an organizational form depends on the unique situation, conditions, and goals of each company. The chosen structure should align with the company's specific objectives, as organizational forms vary among companies and play a crucial role in supporting the achievement of goals.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be carried out in an orderly manner so that the main objectives of the company that have been previously set can be achieved properly.

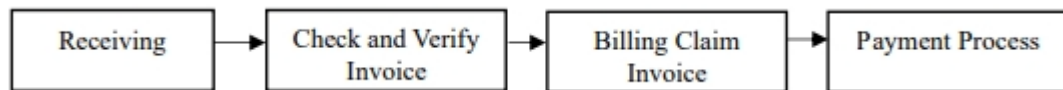
The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT 8 Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.3 below as follows:



**Figure 2.3. The Organization structure of PT Indah Kiat Pulp & Paper**  
 Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill

## 2.5 The Working Process

Port operations are a very crucial aspect of a company's import-export activities. Without the port, the loading and unloading of goods, both for export and import, cannot take place, which in turn will have a major impact on the growth of the company. The most important part of port operations is the invoice. Invoices have an important function as a tool to collect payment from the buyer for the transaction, detailing the transaction, maintaining accounting control, and as an internal control for the company.



**Figure 2.4. The working process of Port Operations**  
*Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill*

## 2.6 Document Used for Activity

PT Indah Kiat Pulp & Paper Tbk-Perawang Mill, particularly the Operation Port Division, utilizes various documents in its operational activities. Divison as follows:

1. Commercial Invoice or receipts
2. Tax Invoice
3. Recap Billing Details
4. Scaling Ticket
5. Vehicle Pass
6. Location Permit
7. Delivery Memo
8. Delivery Note
9. Delivery List
10. Payment Application

## CHAPTER III

### SCOPE OF THE APPRENTICESHIP

#### 3.1. Job Description

This practical work program was carried out at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill for 5 (five) months, starting from February 05<sup>th</sup>, 2024 to June 30<sup>th</sup>, 2024. During the practical work period, the practical work participants were placed in the Port Operations Division. There are several tasks during the internship in the Invoice section at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill are as follows:

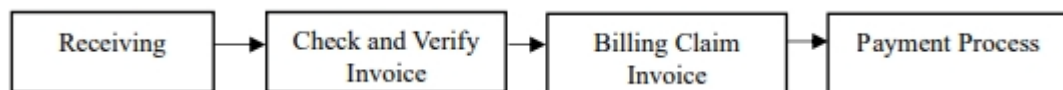
1. Process tissue and paper invoices
2. Working on the cost of shipping goods in SAP
3. Capture the payment application and print the payment application on the invoice freight tissue.

#### 3.2 Systems and Procedures

The company, PT Indah Kiat Pulp & Paper Tbk – Perawang Mill, employs an online system, including SAP and FIORI, to facilitate and enhance the efficiency of its operational activities. This system is implemented to support the various tasks and functions performed by employees, making it more convenient for them to carry out their job responsibilities.

##### 3.2.1 Process tissue and paper invoices

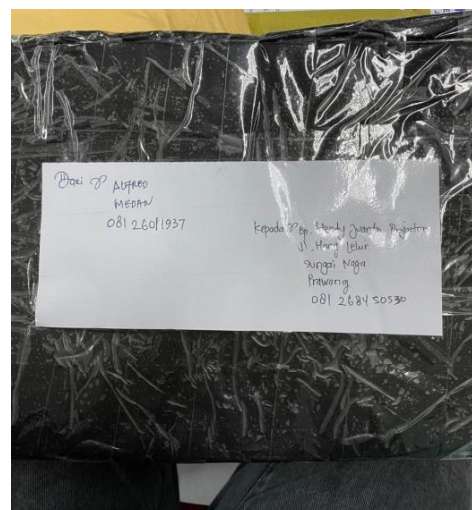
The processing of paper and tissue invoices is the same, the difference lies in the product description and the way it is entered into the system, process can be seen in Figure 3.2 below as follows:

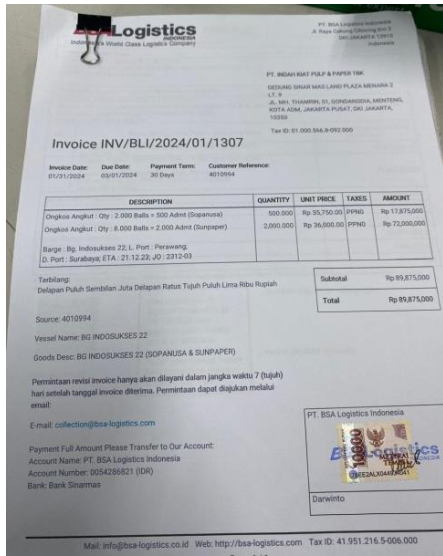


**Figure 3.1 The working process of Invoice system**  
*Source: PT. Indah Kiat Pulp&Paper Tbk – Perawang Mill*

## 1. Receiving

The process includes receiving temporary invoices with attachments such as receipts, tax invoices, recap of receipts from vendors, and other important files such as scalling tickets, delivery memos, delivery notes and their photocopies. The procedure is that the invoice is delivered directly by the vendor to the invoice entry place or using a delivery service or sent via email, then the invoice is stamped with the entry date and recorded according to the vendor's bookkeeping.





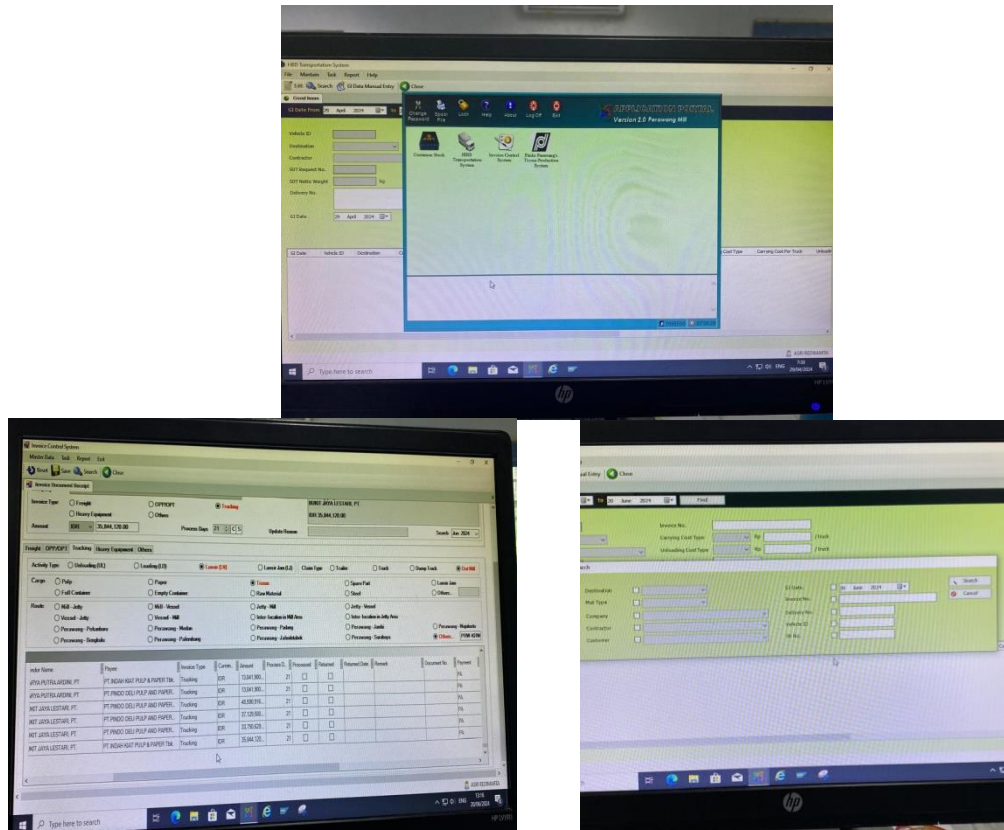
**Figure 3.2 Unstamped and Stamped Invoices**  
*Source: Processing Data 2024*

## 2. Input Invoice Data to system and Verification Process

The invoice collection process requires officers to perform thorough and careful checks and verifications. After the invoice is stamped and matched with the entry date in the book, the invoice data is then entered into the system i.e. ICS (Invoice Control System), detailed checks determine whether the invoice is accepted or rejected. Furthermore, after verification input in ICS, the data is input into HTS (HBD Transportation system).

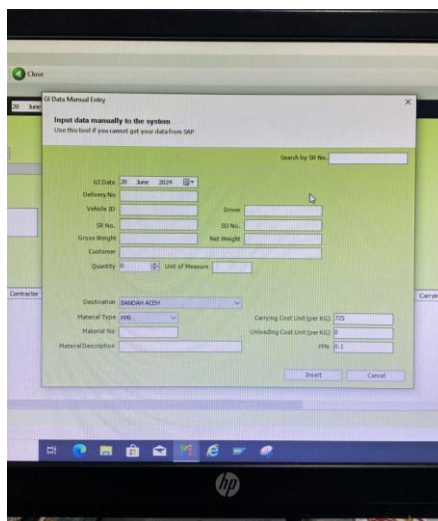
These are the procedure:

- a. In ICS the first step is to update the date of receipt, enter the invoice number, vendor name, amount, type of update activity, type of cargo, and the route.
- b. This activity is to check the carrying cost type, delivery number, departure date, arrival date, and check whether the goods are subject to fines or not.



**Figure 3.3 Input Invoice data to ICS and HTS System**  
*Source: Processing Data 2024*

For the delivery of tissue converting products, which are products that count cubicity and are classified as light goods, in the data input step to HTS, the data is input manually in manual data entry.



**Figure 3.4 Input converting data to HTS**  
*Source: Processing Data 2024*

Verifications in the invoice collection process must be carried out in detail and carefully. Do verifications must be carried out continuously to see whether there is an over budget or not.

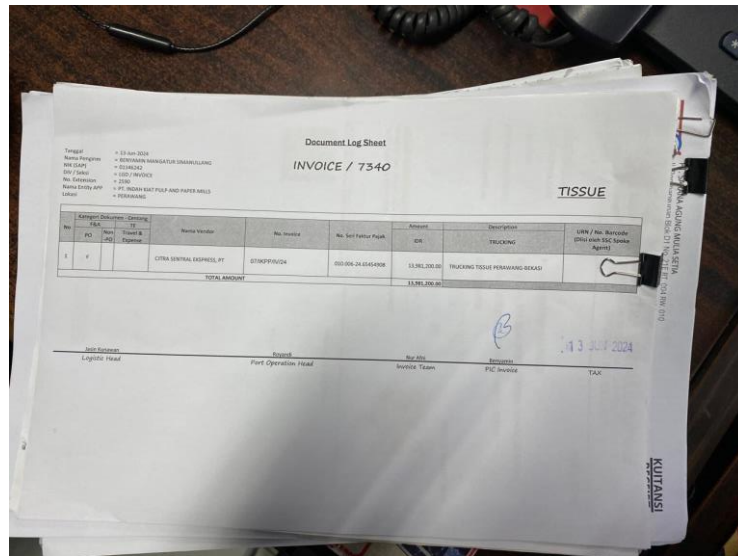
DN	TANGGAL MUAT	NO. POL	BERAT (KG)	ONGKOS ANGKUT	PPN	TOTAL ONGKUT
				Rp. 311 /KG	11%	
0277231	20/03/2024	BK 8231 BM	3.065,21	Rp. 953.280	Rp. 104.861	Rp.
0277229			2.528,26	Rp. 786.289	Rp. 86.492	Rp.
0277234			3.009,30	Rp. 935.892	Rp. 102.948	Rp.
0277228			6.283,02	Rp. 1.954.019	Rp. 214.942	Rp.
0277228			2.325,74	Rp. 723.305	Rp. 79.564	Rp.
0277227			5.686,84	Rp. 1.768.607	Rp. 194.547	Rp.
				Rp. 7.121.393	Rp. 783.353	Rp.
ongkar				Rp. 300.000	Rp. 33.000	Rp.
tal				Rp. 7.421.393	Rp. 816.353	Rp.
			22.898,37	Rp. 7.421.393	Rp. 816.353	Rp.

**Figure 3.5 Verifications invoice document**  
*Source: Processing Data 2024*

These are the procedures:

- a. Check the total that has been received
  - b. Check delivery numbers one by one
  - c. Then adjust the delivery number to that in the recap
  - d. Check weight appropriate delivery number
  - e. Check delivery date
  - f. Check transportation license plate
3. Billing Claim Invoice

The completion of the claim billing process involves various documents, after a long process of data entry and verification process, further approval and verification from supervisors and managers are required. After approval, an invoice issuance notification letter is issued, and a comprehensive check and verification is performed on the log sheet, and the file is sent to the tax department for further processing. Log sheets report is a report that will be submitted to the supervisor.



**Figure 3.6 Create shard service center log sheet**  
*Source: Processed Data 2024*

These are the procedures:

- a. Open app excel
  - b. List of vendor names
  - c. Tax invoice numbers
  - d. Costs
  - e. Print the finished log sheet
4. Payment Process.

The payment process can be disbursed if the log sheet along with the invoice is complete with attachments then checked and verified again. after the file returns from the tax, the officer verifies again and then If everything is complete, the payment process will be carried out by sending the file to the SPOKE / ASPIRO (the party or division responsible for the invoice payment process).



**PAYMENT APPLICATION**

Document No: PAK1100000010101  
 Invoice No: PIND041 (CLOSE TP) INV7SEP2024-2349  
 Requested By: YUAN DU VIANA DE, S.S.Pd  
 Approved By: YUAN DU VIANA DE, S.S.Pd (1146102) Ext. 1273  
 Payment Company: PT. Padi Dori Pulp & Paper  
 Invoice Date: 09.09.2024  
 Request Date: 09.09.2024  
 Requested Payment Date: 21.09.2024  
 Invoice Type: Vendor  
 Paper Type: MESTAR FRESH SERVICES, PT (D) 3030791  
 Doc. Received Date: 12.09.2024  
 SAP Doc. No: No  
 PPN Classification: No  
 Invoice No: INV7SEP2024-2349

No.	Cur	Inv Amt	Inv Amt	Other Deduction	With Tax Amt	With-Off Amt	Variance	Paid Amount
001	EUR	868.000	12.000	12.000	884.000	0	0	0

**Detail Payment Before With Tax Amount**

No.	Description	Cur	Amount	Refund Amt	Reference Amt
001	CLOSE ADVANCE -> ADVANCE	EUR	868.000	0	0
002	CLOSE ADVANCE -> ADVANCE	EUR	12.000	0	0

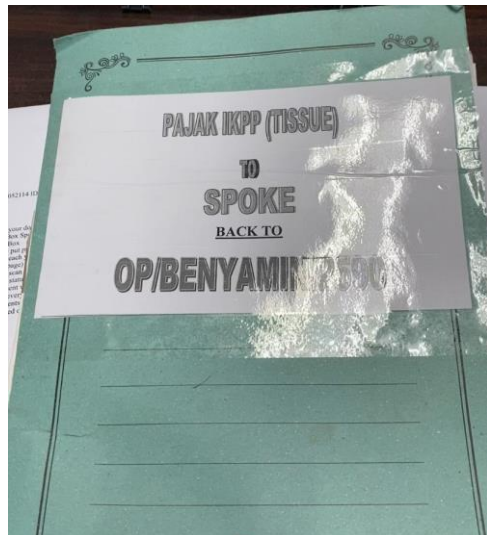
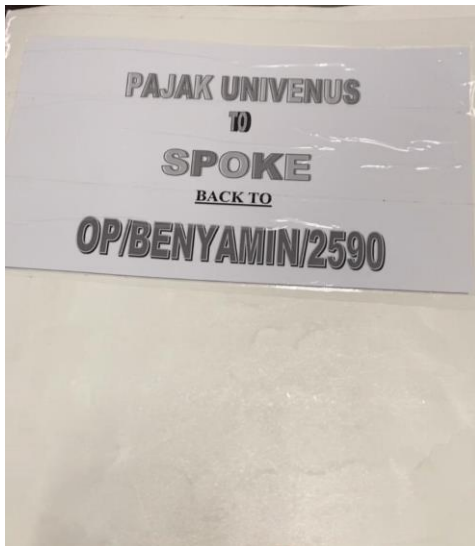
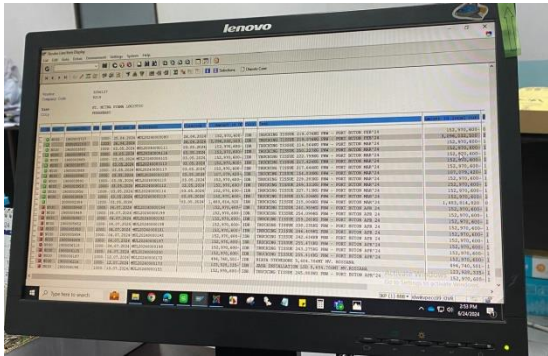
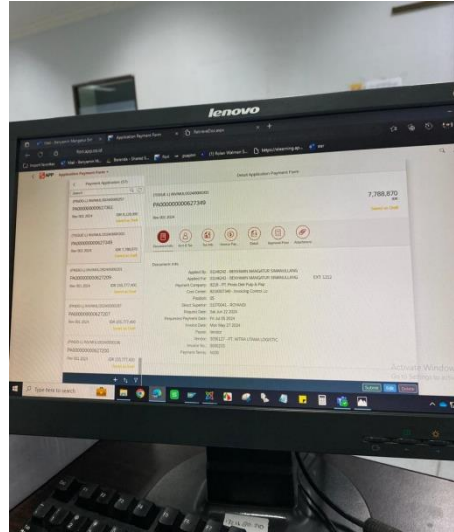
**Detail Tax Info**

Code	With Base Annual	Rate(%)	With Base Amt	With Tax Amt	PPN & N Base	With Assignment
001	12.000	0	12.000	12.000	0	12.000

Payment Case : Standard

**Approver Info**  
 Requested By: ROYANZI Approve on: 12.06.2024 11:12:25  
 Approved By: JASON KUNAWAN Approve on: 13.06.2024 11:53:21

**Tax & Accounting Info**  
 Tax Verifier: JERRYSEN Approve on: 12.06.2024 10:16:09  
 Accounting Voucher Creator: JERRYSEN  
 Checkers: JERRYSEN



**Figure 3.7 Creating Payment Application, Checking payment status, and distribution file to tax and SPOKE**  
 Source: Processed Data 2024

### 3.2.2 Working on the cost of shipping goods in SAP

Shipment cost is posting bills with various cost center codes.

The screenshot displays the SAP 'Shipment Tracking Report' interface. The report shows a list of shipments with columns for 'SHIPMENT NO.', 'DATE', 'MATERIAL', 'PLANT', and 'NET VALUE'. The data is organized into a table with multiple rows and columns, showing various shipment details and their corresponding net values.

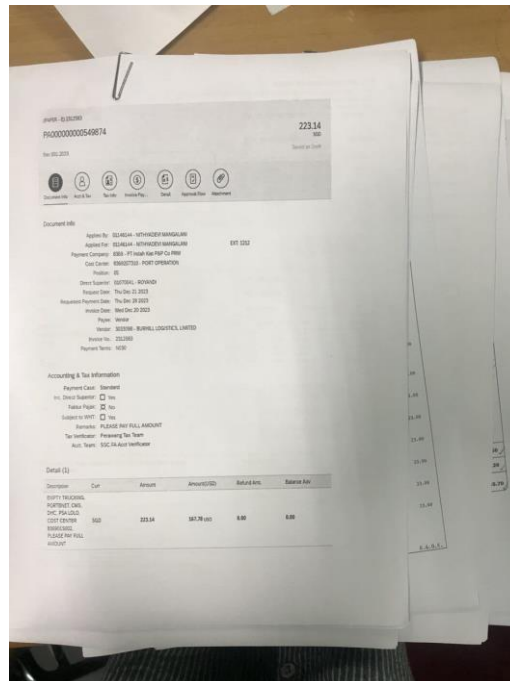
**Figure 3.8 Shipment cost**  
*Source: Processed Data 2023*

These are the procedures:

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

### 3.2.3 Capture payment application

The payment application contains information about payment details before being taxed and payment details after being taxed. This payment application can be issued if it has been approved by the parties concerned. after completing the payment application along with the invoice and attachments, it will be submitted to the spokes division for accounting matters.



**Figure 3.9 Capture payment application**  
*Source: Processed Data 2024*

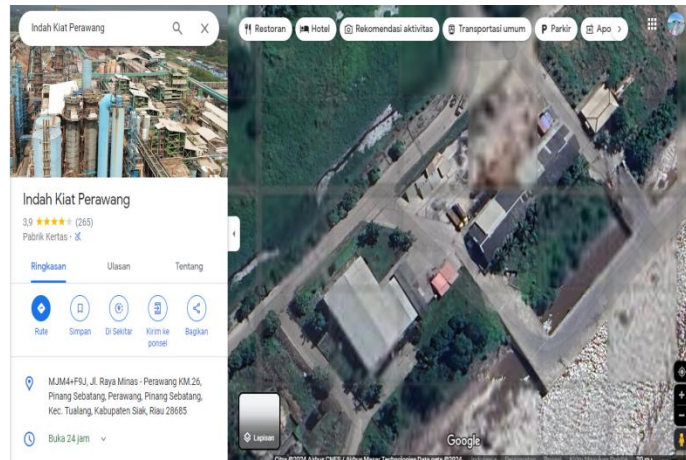
These are the procedures:

- a. Open fiory web
- b. Find payment application
- c. Find number PA close TP
- d. Capture use snipping tool
- e. Capture document info and detail
- f. Copy the results that have been captured
- g. Move the copied results to Excel
- h. and then print

### **3.3 Place and Time of Apprenticeship**

#### **3.3.1 Place of Implementation of Practical Work**

This Practical Work (KP) was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During Practical work author is placed in the Operation Port Section.



**Figure 3.10. Location of PT. Indah Kiat Pulp & Paper Tbk**  
*Source: Google Maps*

### 3.3.2 Time and Length of Practical Work

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 5 (five) months, starting from February 05 to June 30, 2024. The schedule for practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill are as follows:

**Table 3.1. Office Hours Schedule**

No	Day	Office hours	Break
1	Monday to Thursday	07.00-17.00	11.00-13.00
2	Friday	07.00-17.00	11.00-13.30
3	Saturday to Sunday	OFF	-

*Source: PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill*

### 3.4 Kind and Description of the Activity

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

**Table 3.2. Daily Activities of February 05<sup>Th</sup> 2024 to February 9<sup>Th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, February 05 <sup>Th</sup> 2024	1. Safety Training Induction	Public Relation
2	Tuesday, February 06 <sup>Th</sup> 2024	1. Distribution of safety tools 2. Division Placement 3. Basic SAP application	Public Relation Supervisor

3	Wednesday, February 07 <sup>Th</sup> 2024	1. Update ICS 2. Update HTS 3. Verification invoice	Supervisor
4	Thursday, February 08 <sup>Th</sup> 2024	Public Holiday	-
5	Friday, February 09 <sup>Th</sup> 2024	1. Calculate and check the completeness of the receipt contents 2. Verification invoice 3. Print Advance Application on Fiori	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 2 (two), namely, day/date, activity and place of implementation:

**Table 3.3. Daily Activities of February 12<sup>Th</sup> 2024 to February 16<sup>Th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, February 12 <sup>Th</sup> 2024	1. Search and print Shipment Number Plan Container (SPC) In SAP 2. Search and print Delivery Memo in SAP	Supervisor
2	Tuesday, February 13 <sup>Th</sup> 2024	1. Verification container yard operational unit 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
3	Wednesday, February 14 <sup>Th</sup> 2024	Public Holiday	
4	Thursday, February 15 <sup>Th</sup> 2024	1. Compile and fill out invoice logsheet documents and payment application numbers	Supervisor
5	Friday, February 16 <sup>Th</sup> 2024	1. Input tissue transportation invoice to ICS and HTS 2. Input delivery number for tissue transportation to SAP	Supervisor

Source: Processed Data 2024

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

**Table 3.4. Daily Activities of February 19<sup>Th</sup> 2024 to February 23<sup>Th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, February 19 <sup>Th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices 3. Input delivery number of trucking tissue to SAP and print TMS	Supervisor

2	Tuesday, February 20 <sup>th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices 3. Print tissue trucking TMS report	Supervisor
3	Wednesday, February 21 <sup>th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices 3. Print tissue trucking TMS report 4. Verification of Freight paper Invoice	Supervisor
4	Thursday, February 22 <sup>th</sup> 2024	1. Print shipment plan for container 2. Verify match of DN number, container size on freight invoice 3. Input invoice data in fiori	Supervisor
5	Friday, February 23 <sup>th</sup> 2024	1. Trucking tissue Invoice Verification 2. Print Report TMS trucking tissue	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 4 (four), namely, day/date, activity and place of implementation:

**Table 3.5. Daily Activities of February 26<sup>th</sup> 2024 to March 01<sup>st</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, February 26 <sup>th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices	Supervisor
2	Tuesday, February 27 <sup>th</sup> 2024	Permission	-
3	Wednesday, February 28 <sup>th</sup> 2024	1. Print Application Payment 2. Submit document in Aspiro Dropbox 3. Print Report TMS trucking tissue	Supervisor
4	Thursday, February 29 <sup>th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices	Supervisor
5	Friday, March 01 <sup>st</sup> 2024	1. Learn how to create shipment cost 2. Print TMS invoice trucking tissue	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 5 (five), namely, day/date, activity and place of implementation:

**Table 3.6. Daily Activities of March 04<sup>th</sup> 2024 to March 8<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, March 04 <sup>th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices	Supervisor

2	Tuesday, March 05 <sup>Th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices	Supervisor
3	Wednesday, March 06 <sup>Th</sup> 2024	1. Verification of tissue trucking invoices 2. Print shipment plan for container shipping tissue	Supervisor
4	Thursday, March 07 <sup>Th</sup> 2024	1. Input tissue trucking invoices to ICS and HTS 2. Verification of tissue trucking invoices	Supervisor
5	Friday, March 08 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Print TMS invoice trucking tissue	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 6 (six), namely, day/date, activity and place of implementation:

**Table 3.7. Daily Activities of March 11<sup>th</sup> 2024 to March 15<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, March 11 <sup>Th</sup> 2024	Public Holiday	-
2	Tuesday, March 12 <sup>Th</sup> 2024	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
3	Wednesday, March 13 <sup>Th</sup> 2024	1. Verification of tissue trucking invoices 2. Print TMS invoice trucking tissue	Supervisor
4	Thursday, March 14 <sup>Th</sup> 2024	Permission	Supervisor
5	Friday, March 15 <sup>th</sup> 2024	1. Verify that the license plate and container number match the invoice recap and paper receipt. 2. Input FSD invoice number paper in SAP 3. Print TMS invoice paper	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 7 (seven), namely, day/date, activity and place of implementation:

**Table 3.8. Daily Activities of March 18<sup>th</sup> 2024 to March 22<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, March 18 <sup>Th</sup> 2024	1. Verification of tissue trucking invoices 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
2	Tuesday, March 19 <sup>Th</sup> 2024	1. Verification of tissue trucking invoices 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor

3	Wednesday, March 20 <sup>th</sup> 2024	1. Input FSD invoice number paper in SAP 2. Print TMS invoice paper	Supervisor
4	Thursday, March 21 <sup>th</sup> 2024	1. Print TMS invoice tissue 2. Verify that the license plate and container number match the invoice recap and paper receipt.	Supervisor
5	Friday, March 22 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 8 (eight), namely, day/date, activity and place of implementation:

**Table 3.9. Daily Activities of March 25<sup>th</sup> 2024 to March 29<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, March 25 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Input invoice number trucking paper to SAP 3. Print TMS trucking paper	Supervisor
2	Tuesday, March 26 <sup>th</sup> 2024	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor
3	Wednesday, March 27 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Input invoice number trucking paper to SAP 3. Print TMS trucking paper	Supervisor
4	Thursday, March 28 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
5	Friday, March 29 <sup>th</sup> 2024	Public Holiday	-

Source: Processed Data 2024

The following is the display of the work report in week 9 (nine), namely, day/date, activity and place of implementation:

**Table 3.10. Daily Activities of April 1<sup>st</sup> 2024 to April 5<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, April 1 <sup>st</sup> 2024	1. Verification of tissue trucking invoices 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor



2	Tuesday, April 2 <sup>nd</sup> 2024	Permission	Supervisor
3	Wednesday, April 3 <sup>rd</sup> 2024	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
4	Thursday, April 4 <sup>th</sup> 2024	1. Input invoice number trucking tissue to SAP 2. Print TMS trucking tissue	Supervisor
5	Friday, April 5 <sup>th</sup> 2024	1. Input invoice number trucking tissue to SAP 2. Print TMS trucking tissue	Supervisor

Source: Processed Data 2024

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

**Table 3.11. Daily Activities of April 15<sup>th</sup> 2024 to April 19<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, April 15 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Compile trucking tissue invoice files	Supervisor
2	Tuesday, April 16 <sup>th</sup> 2024	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
3	Wednesday, April 17 <sup>th</sup> 2024	1. Input invoice number trucking tissue to SAP 2. Print TMS trucking tissue	Supervisor
4	Thursday, April 18 <sup>th</sup> 2024	1. Verification of container letter of introduction 2. Verification of trucking tissue invoice	Supervisor
5	Friday, April 19 <sup>th</sup> 2024	1. Verification of tissue trucking invoices 2. Input invoice number trucking tissue to SAP 3. Print TMS trucking tissue	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 11 (eleven), namely, day/date, activity and place of implementation:

**Table 3.12. Daily Activities of April 22<sup>th</sup> 2024 to April 26<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
----	---------------	---------------------------	----------

1	Monday, April 22 <sup>th</sup> 2024	1. Look up shipment number in SAP 2. Print shipment plan for container	Supervisor
2	Tuesday, April 23 <sup>th</sup> 2024	1. Verify the match of car plate and container number on the recap of invoice and freight bill. 2. Working on shipment cost trucking report	Supervisor
3	Wednesday, April 24 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice Freight 2. Print TMS Freight Invoice 3. Work on shipment cost trucking report	Supervisor
4	Thursday, April 25 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 3. Work on shipment cost trucking report	Supervisor
5	Friday, April 26 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking tissue 3. Verification of trucking tissue invoice	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 12 (twelve), namely, day/date, activity and place of implementation:

**Table 3.13. Daily Activities of April 29<sup>th</sup> 2024 to May 03<sup>rd</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, April 29 <sup>th</sup> 2024	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Input FSD Invoice number in SAP Invoice trucking tissue 3. Print TMS trucking tissue	Supervisor
2	Tuesday, April 30 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
3	Wednesday, May 1 <sup>st</sup> 2024	Public Holiday	Supervisor
4	Thursday, May 2 <sup>nd</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 3. Input FSD Invoice number in SAP Invoice trucking tissue 4. Print TMS trucking tissue	Supervisor
5	Friday, May 3 <sup>rd</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor

		4. Input FSD Invoice number in SAP Invoice trucking tissue 5. Print TMS trucking tissue	
--	--	-----------------------------------------------------------------------------------------------	--

Source: Processed Data 2024

The following is the display of the work report in week 13 (thirteen), namely, day/date, activity and place of implementation:

**Table 3.14. Daily Activities of May 06<sup>th</sup> 2024 to May 10<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, May 06 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Print Advance Application for Pindo tissue freight invoice	Supervisor
2	Tuesday, May 07 <sup>th</sup> 2024	1. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 2. Work on shipment cost trucking report	Supervisor
3	Wednesday, May 08 <sup>th</sup> 2024	Permission	Supervisor
4	Thursday, May 09 <sup>th</sup> 2024	Public Holiday	Supervisor
5	Friday, May 10 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input FSD Invoice number in SAP Invoice trucking tissue 3. Print TMS trucking tissue	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 14 (fourteen), namely, day/date, activity and place of implementation:

**Table 3.15. Daily Activities of May 13<sup>th</sup> 2024 to May 17<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, May 13 <sup>th</sup> 2024	1. Working for Pindo tissue summary payment application	Supervisor
2	Tuesday, May 14 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
3	Wednesday, May 15 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking tissue	Supervisor
4	Thursday, May 16 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor

5	Friday, May 17 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input FSD Invoice number in SAP Invoice trucking tissue 3. Print TMS trucking tissue	Supervisor
---	-----------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------	------------

Source: Processed Data 2024

The following is the display of the work report in week 15 (fiveteen), namely, day/date, activity and place of implementation:

**Table 3.16. Daily Activities of May 20<sup>th</sup> 2024 to May 24<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, May 20 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
2	Tuesday, May 21 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking tissue	Supervisor
3	Wednesday, May 22 <sup>th</sup> 2024	1. Print payment application for Pindo tissue freight invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor
4	Thursday, May 23 <sup>th</sup> 2024	Public Holiday	Supervisor
5	Friday, May 24 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input FSD Invoice number in SAP Invoice trucking tissue 3. Print TMS trucking tissue	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 16 (sixteen), namely, day/date, activity and place of implementation:

**Table 3.17. Daily Activities of May 27<sup>th</sup> 2024 to May 31<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, May 27 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Work on shipment cost trucking report	Supervisor
2	Tuesday, May 28 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor
3	Wednesday, May 29 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking tissue	Supervisor
4	Thursday, May 30 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input FSD Invoice number in SAP Invoice trucking tissue 3. Print TMS trucking tissue	Supervisor

5	Friday, May 31 <sup>th</sup> 2024	1. Verification of trucking paper invoice	Supervisor
---	-----------------------------------------	-------------------------------------------	------------

Source: Processed Data 2024

The following is the display of the work report in week 17 (seventeen), namely, day/date, activity and place of implementation:

**Table 3.18. Daily Activities of June 03<sup>rd</sup> 2024 to June 07<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, June 03 <sup>rd</sup> 2024	1. Verification of trucking paper invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor
2	Tuesday, June 04 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking paper 2. Print TMS trucking paper	Supervisor
3	Wednesday, June 05 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor
4	Thursday, June 06 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking paper	Supervisor
5	Friday, June 07 <sup>th</sup> 2024	1. Recap paper trucking invoices in HTS 2. Create paper trucking invoice logsheet	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 18 (eighteen), namely, day/date, activity and place of implementation:

**Table 3.19. Daily Activities of June 10<sup>th</sup> 2024 to June 14<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, June 10 <sup>th</sup> 2024	1. Capture and organize payment application from fiori website to excel 2. Verification of trucking tissue invoice 3. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system).	Supervisor
2	Tuesday, June 11 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking tissue 3. Verify the invoice number in the freight recap per period	Supervisor
3	Wednesday, June 12 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system) 3. Input FSD Invoice number in SAP Invoice trucking tissue	Supervisor

		4. Print TMS trucking tissue	
4	Thursday, June 13 <sup>th</sup> 2024	1. Print payment application invoice freight tissue 2. Verify the match of payment application and tax invoice on the goods delivery invoice	Supervisor
5	Friday, June 14 <sup>th</sup> 2024	Permission	Supervisor

Source: Processed Data 2024

The following is the display of the work report in week 19 (nineteen), namely, day/date, activity and place of implementation:

**Table 3.20. Daily Activities of June 17<sup>th</sup> 2024 to June 21<sup>th</sup> 2024**

No	Date and time	Description of activities	Assignor
1	Monday, June 17 <sup>th</sup> 2024	Public Holiday	Supervisor
2	Tuesday, June 18 <sup>th</sup> 2024	Permission	Supervisor
3	Wednesday, June 19 <sup>th</sup> 2024	1. Processing invoice reports to HTS 2. Creation of trucking paper invoice logsheet	Supervisor
4	Thursday, June 20 <sup>th</sup> 2024	1. Verification of trucking tissue invoice 2. Input data at HTS (HBD Transportation System) & ICS ( Invoice control system)	Supervisor
5	Friday, June 21 <sup>th</sup> 2024	1. Input FSD Invoice number in SAP Invoice trucking tissue 2. Print TMS trucking tissue 3. Verification of trucking tissue invoice	Supervisor

Source: Processed Data 2024

### **3.5 Obstacle and Solution**

#### 3.5.1. Obstacle

The Obstacle that the author get while did the job training at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are :

1. At the beginning of the work, the author experienced problems in communication. Often, the author did not feel confident to express her opinion in team meetings, which limited her contribution to the discussion. In addition, the author was also unfamiliar with the technical terminology used in the company, which caused some misunderstandings and delays in completing tasks.
2. Due to the limitations and lack of practice using applications in courses related to export and import, the author has difficulty in adapting to companies that already use technology and applications in their work cycle.

#### 3.5.2. Solution

Solutions that can be done to face obstacles during the practical work process include:

1. The author realizes that this poor communication hindered her from clearly understanding instructions and establishing effective working relationships with other team members, but over time her communication has improved and developed. Individuals are advised to be mindful of their surroundings and to understand the working atmosphere in their vicinity. This mindfulness helps in adapting to the work environment effectively and ensures better interaction with colleagues and supervisors.
2. The company provides each intern with a mentor or one of their employees to provide lessons and explanations so that over time the writer begins to understand how things work and can get work done quickly and responsively, Providing interns with access to these resources will enhance their ability to perform tasks efficiently and integrate them more seamlessly into the company's daily operations.

## **CHAPTER IV CONCLUSION AND SUGGESTION**

### **4.1 Conclusion**

After completing the practical work program at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, several things can be concluded as follows:

1. The practical work program at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill which took place from February 5, 2024 to June 30, 2024, placed the author in the Port Operation Division. During this five-month internship, the main tasks in the Invoice section included processing tissue and paper invoices, calculating shipping costs in SAP, and managing the payment application for tissue shipping invoices. These responsibilities provided hands-on experience in invoice management and operational support within the company's Port Operations Division.
2. Duties and responsibilities during practical work at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill involve a series of structured processes ranging from invoice receipt, verification, claim billing, to payment. The use of online systems such as SAP and FIORI is very helpful in improving efficiency and accuracy in carrying out these tasks.
3. The Practical Work Program (KP) was carried out at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located on Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During the practical work period, the author was placed in the Port Operations Section. Working hours at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill are organized. This schedule ensures that KP author have structured working time with sufficient breaks, allowing them to learn and contribute effectively during the practice period.
4. An invoice document at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is declared complete and can be processed if accompanied by the necessary supporting documents. These supporting documents include:



1. Commercial Invoice or Receipt: This document indicates a commercial transaction between the seller and the buyer.
2. Tax Invoice: A document that shows the tax to be paid related to the transaction.
3. Recap Billing Details: A summarized breakdown of all related bills.
4. Scaling Ticket: A document that records the weight of the delivered goods.
5. Vehicle Pass: License document for the vehicle used in the delivery of goods.
6. Location Permit: A permit document for a specific location in the delivery process.
7. Delivery Memo: A record document that includes delivery information.
8. Delivery Note: A document that records the details of the delivery of goods.
9. Delivery List: A list that lists all the items delivered.
10. Payment Application: An application document for payment processing related to an invoice.

These supporting documents ensure that all information required to verify and process invoices is complete and accurate, allowing for a smooth billing and payment process.

5. During practical work at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill, the author faced several major obstacles that affected his performance and adaptation in the work environment. These obstacles include:

1. Communication Issues

At first, the author experienced difficulties in communication, especially in expressing opinions in team meetings and understanding technical terminology used in the company. This resulted in limited contributions to discussions and some misunderstandings that caused delays in completing tasks.

2. Technology Adaptation

The author also faced difficulties in adapting to the use of technology and

applications used in the company's work cycle, mainly due to limitations and lack of practice using applications related to export and import during lectures.

To overcome these obstacles, some of the solutions are:

1. **Improved Communication**

The author realizes that poor communication hinders understanding of instructions and working relationships with other team members. By paying attention to the surroundings and understanding the working atmosphere, the author managed to improve his communication and adaptation skills, which in turn improved interactions with colleagues and supervisors.

2. **Guidance from Mentor**

The company provides each intern with a mentor to provide lessons and explanations. With the help of the mentor, the author began to understand how things work in the company and was able to complete tasks quickly and responsively. Access to this resource was very helpful in improving the author's ability to perform tasks efficiently and integrate better into the company's daily operations.

## **4.2 Suggestion**

After completing practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill, several suggestions have been identified:

1. To overcome the difficulties in adapting to the use of technology and applications used in the company's work cycle, it is strongly recommended that students be given more practical training related to applications and technology commonly used in the industry, especially those related to export and import. In addition, the practical work program can be optimized by providing intensive training sessions on the use of these applications before starting the assignment. This will help students to be better prepared and able to adapt quickly to the actual working environment, thus improving their work efficiency and effectiveness during the internship period.

## REFERENCES

- Melati, D. (2024). Evaluasi Pelaksanaan Magang Mahasiswa Vokasi untuk Peningkatan Kualitas Program Magang di Kampus Politeknik Jakarta Internasional. *eCo-Fin*, 6(2), 290-302.
- PT. Indah Kiat Pulp and Paper Tbk Perawang Mill Profile, <https://indahkiat.co.id/in/indah-kiat-perawang>. Accessed on June 20, 2024
- State Polytechnic of Bengkalis Profile., <http://polbeng.ac.id/>. Accessed on June 20, 2024

## APPENDICES

### Appendix 1: Apprenticeship Application Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 4260/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Indah Kiat Pulp and Paper  
Jl. Raya Minas, Perawang, Pinang Sebatang, Kab. Siak, Riau 28685  
di Siak

Dengan hormat,

Schubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & 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. Indah Kiat Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 30 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Annisa Zhahara Husni	5404201338	D4 Administrasi Bisnis Internasional
2	Arief Fadilah	5404201314	D4 Administrasi Bisnis Internasional
3	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional
4	Era Dahnia	5404201287	D4 Administrasi Bisnis Internasional
5	Faszrul	5404201335	D4 Administrasi Bisnis Internasional
6	Putri Ratna Sari	5404201308	D4 Administrasi Bisnis Internasional
7	Syirwan Hadi	5404201325	D4 Administrasi Bisnis Internasional
8	Rizki Rahmad	5404201283	D4 Administrasi Bisnis Internasional
9	Siti Aisyah	5404201286	D4 Administrasi Bisnis Internasional
10	Rahmat Sabani	5404201316	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 (0812 7648 4321)

## Appendix 2: Apprenticeship Acceptance Letter



No : 003/PA-IKPP/I/2024  
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 03 Januari 2024

Kepada Yth,  
**Armada, ST.,MT**  
Wakil Direktur I, Politeknik Negeri Bengkalis  
di  
Bengkalis

Dengan hormat.

Menanggapi surat no.4260/PL31/TU/2023, Perihal Permohonan Kerja Praktek (KP) Mahasiswa/i Jurusan D-IV Administrasi Bisnis International bersama ini kami ucapkan terimakasih.

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

1. Annisa Zhahara Husni	5404201338
2. Era Dahnia	5404201287
3. Fazrul	5404201335
4. Putri Ratna Sari	5404201308
5. Syirwan Hadi	5404201325
6. Siti Aisyah	5404201286

Jurusan D-IV Administrasi Bisnis International, dan dapat dilaksanakan pada tanggal 22 Januari sampai dengan 30 Juni 2024

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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



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

Tembusan :  
Disampaikan kepada Yang Terhormat,  
1. ybs

### Appendix 3: Apprenticeship Statement Letter



#### SURAT KETERANGAN 050/SKV-PAIKPP/VI/2024

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

Nama : Era Dahnia  
NIM/NIS : 5404201287  
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
Asal Sekolah : Politeknik Negeri Bengkalis  
Waktu : 05 Februari s/d 28 Juni 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 05 Februari s/d 28 Juni 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 28 Juni 2024  
Hormat Kami,  
PT. Indah Kiat Pulp & Paper Tbk. Perawang



Armadi, SE.,ME  
Public Affair Head

## Appendix 4: Apprenticeship Evaluation Sheet

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

Name : Era Dahnia  
 NIM : 5404201287  
 Study Program : International Business Administration  
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Percentage	Score
1.	Discipline	20%	18%
2.	Responsibility	25%	24%
3.	Adjustment/Adaptation	10%	10%
4.	Work result	30%	27%
5.	Behavior in General	15%	14%
	Number of Ratings (1+2+3+4+5)	100%	93%

Information :

Score : Criteria

81 - 100 : Special

71 - 80 : Very well

66 - 70 : Good

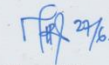
61 - 65 : Pretty good

56 - 60 : Enough

Notes :

\* Apa yang diinstruksikan dikerjakan /dilaksanakan sesuai dengan yang diinstruksikan.  
 \* Bisa bekerja sama dengan team, overall good.

Perawang, 27 June 2024

  
**Nur Afni**  
 Advisor

## Appendix 5: Apprenticeship Certificate

 **indahkiat**  
pulp and paper products

Nomor : 011/SRE/PA-IKPP/VII/2024

# SERTIFIKAT

Diberikan kepada :

**Era Dahnia**

POLITEKNIK NEGERI BENGKALIS | ADMINISTRASI BISNIS INTERNASIONAL

Telah menyelesaikan program Kerja Praktik dengan Baik  
di PT. Indah Kiat Pulp & Paper Tbk, Perawang Mill  
sejak tanggal 5 Februari - 28 Juni 2024

Perawang, 25 Juli 2024  
di PT. Indah Kiat Pulp and Paper Tbk, Perawang Mill

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



PT. Indah Kiat Pulp & Paper Tbk.  
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tulang  
Kab. Siak 28772, Riau - Indonesia  
Telp : (0761) 91088.91030 (Hunting), Fax : (0761) 91373












## Appendix 6: List of Attendance

VK	B

### MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK










Nama : ERA DAHNIA  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
 Tanggal Praktek : 5 Februari s/d 9 Februari 2024  
 Penempatan Unit : Operational Port COP)  
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	05 Jan 2024	Safety Induction	kantor Humas		
2.	06 Jan 2024	- Pembagian divisi - cara menggunakan mesin FOTOCOPY & scan - Dasar SAP Application	Humas & Kantor OP		
3.	07 Jan 2024	- update LCS - update HTS - Verifikasi Invoice - Menghitung dan cek kelengkapan isi kwitansi	kantor OP		
4.	08 Jan 2024	Cuti Isra' Mi'raj			
5.	09 Jan 2024	- Menghitung dan cek kelengkapan isi kwitansi - Verifikasi Invoice - mencetak advance application di website	kantor OP		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : Administrasi Niaga / Administrasi bisnis Internasional  
 Tanggal Praktek : 12 Februari 2024 s/d 16 Februari 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	12 Feb 2024	- Mencari dan mencetak shipment number pln (SPC) - mencari dan mencetak delivery memo (E-DN)			
2.	13 Feb 2024	- Close TP pada aspiro dropbox - Fotokopi dan menyusun berita acara bongkar muat dan daftar realisasi pengeluaran - verifikasi rekapitulasi NOPOL pada data bongkar PULP			
3.	14 Feb 2024	Libur :  Pemilu			
4.	15 Feb 2024	- menyusun dan mengisi invoice dokumen logsheet serta nomor payment application			
5.	16 Feb 2024	- Input invoice angkut tissue ke ICS dan HTS - Input delivery number angkut tissue ke SAP			

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
 Tanggal Praktek : 19 Februari 2024 / 23 Februari 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	19 Feb 2024	- Input Invoice Trucking tissue ke ICS dan HTS - Verifikasi Invoice Trucking tissue - input delivery number trucking tissue ke SAP dan Print report TMS	Kantor OP		
2.	20 Feb 2024	- Verifikasi Invoice trucking tissue - Input Invoice trucking tissue ke ICS dan HTS - Print report TMS trucking tissue	Kantor OP		
3.	21 Feb 2024	- Verifikasi Invoice trucking tissue - Input Invoice trucking tissue ke ICS dan HTS, Print TMS - Verifikasi Invoice freight	Kantor OP		
4.	22 Feb 2024	- Print Shipment Plan for container - Verifikasi kecocokan no DN, Ukuran container di Invoice Freight - Input data invoice di Fiori	Kantor OP		
5.	23 Feb 2024	- Verifikasi invoice Trucking tissue - Print report TMS trucking tissue	OP		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
 Tanggal Praktek : 26 Februari 2024 s/d 01 Maret 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	26 Feb 2024	- Verifikasi invoice trucking tissue - Input ke LCS - Input ke HTS	Kantor OP		
2.	27 Feb 2024	Sakit			
3.	28 Feb 2024	- Print Application Payment - Submit document di Aspiro dropbox - Print TMS trucking tissue	Kantor OP		
4.	29 Feb 2024	- Verifikasi invoice trucking tissue - Input ke LCS - Input ke HTS	Kantor OP		
5.	01 Mar 2024	- Mempelajari cara create shipment cost - Print TMS invoice trucking tissue	Kantor OP		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALU  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNATIONAL  
 Tanggal Praktek : 01 MARET 2024 s/d 08 MARET 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin 4/3/24	- Verifikasi invoice trucking tissue - input ICS - Input HTS	OP OFFICE		
2.	Selasa 5/3/24	- Input ICS - Input HTS - Print TMS trucking tissue	OP OFFICE		
3.	Rabu 6/3/24	- Print TMS trucking tissue - Print shipment plan for container shipping tissue	OP OFFICE		
4.	Kamis 7/3/24	- Verifikasi invoice trucking paper - Input ICS - Input HTS	OP OFFICE		
5.	Jum'at 8/3/24	- Verifikasi invoice trucking tissue - Print TMS trucking paper	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BONGKAUS  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 11 Maret 2024 'td 15 Maret 2024  
 Penempatan Unit : OPERASIONAL PORT  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	11 Mar 2024	Mari Raya Ntepi	OP		
2.	12 Mar 2024	- Input invoice trucking tissue ke ICS - Input invoice trucking tissue ke HTS	OP OFFICE		
3.	13 Mar 2024	- Input FSD invoice dan print TMS trucking tissue	OP OFFICE		
4.	14 Mar 2024	Sakit			
5.	15 Mar 2024	- Verifikasi kecocokan plat dan no. Container pada rekap tagihan invoice dan kwitansi paper - Input FSD invoice number paper pada SAPem - Print TMS Invoice paper	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
 Tanggal Praktek : 18 Maret 2024 s/d 22 Maret 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	18 Mar 2024	- Verifikasi Invoice trucking tissue - Input Invoice ke ICS - Input Invoice ke HTS	OP OFFICE		
2.	19 Mar 2024	- Verifikasi Invoice trucking tissue - Input Invoice ke ICS - Input Invoice ke HTS	OP OFFICE		
3.	20 Mar 2024	- Input FSD Invoice number Paper Pada SAPem - Print TMS Invoice Paper	OP OFFICE		
4.	21 Mar 2024	- Print TMS trucking tissue - Verifikasi kecocokan Plat mobil dan no. container pada rekap tagihan invoice dan kwitansi Paper	OP OFFICE		
5.	22 Mar 2024	- Verifikasi Invoice trucking tissue - Input Invoice ke ICS - Input Invoice ke HTS	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
 Tanggal Praktek : 25 Maret 2024 s/d 29 Maret 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : Nur Apri











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	25 Mar 2024	- verifikasi invoice trucking tissue - Input no. invoice trucking paper ke SAP - Print TMS trucking paper	OP OFFICE		
2.	26 Mar 2024	- Input invoice trucking tissue ke ICS - Input invoice trucking tissue ke HTS	OP OFFICE		
3.	27 Mar 2024	- Print TMS trucking tissue - Input no. invoice ke SAP - Verifikasi invoice trucking tissue	OP OFFICE		
4.	28 Mar 2024	- Verifikasi invoice trucking paper - Input ke ICS - Input ke HTS	OP OFFICE		
5.	29 Mar 2024	- Input jurnal trucking paper ke SAP - Print TMS trucking paper	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAMNIA  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis International  
 Tanggal Praktek : 1 April 2024 s/d 5 April 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	1 April 2024	- Verifikasi Invoice trucking tissue - Input ke LCS - Input ke HTS	OP OFFICE		
2.	2 April 2024	Sakit			
3.	3 April 2024	- Input ke LCS - Input ke HTS	OP OFFICE		
4.	4 April 2024	- Input no. Invoice trucking tissue ke SAP - Print TMS trucking tissue	OP OFFICE		
5.	5 April 2024	- Input no. Invoice trucking tissue ke SAP - Print TMS trucking tissue	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNI  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNATIONAL  
 Tanggal Praktek : 15 APRIL 2024 s/d 19 APRIL 2024  
 Penempatan Unit : OPERATIONAL PFT  
 Koord. Lapangan : NUR AENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	15 APRIL 2024	- Memeriksa berkas Invoice trucking tissue - Verifikasi Invoice trucking tissue	Kantor OP		
2.	16 APRIL 2024	- Input ke LCS - Input Invoice trucking tissue ke HTS	Kantor OP		
3.	17 APRIL 2024	- Input no. Invoice trucking tissue ke SAP - Print TMS Invoice trucking tissue	Kantor OP		
4.	18 APRIL 2024	- Verifikasi Surat pengantar container - Verifikasi Invoice trucking tissue	Kantor OP		
5.	19 APRIL 2024	- Verifikasi Invoice trucking tissue - Input no Invoice trucking tissue ke SAP - Print TMS trucking tissue	Kantor OP		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 22 APRIL s.d 26 APRIL 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22 April 2024	- Mencari Shipment number di SAP - Print shipment plan for container	OP		
2.	23 April 2024	- Verifikasi kecolokan plat mobil dan no-container pada rekap tagihan Invoice dan surat jalan freight - mengerjakan shipment cost tracking report	OP		
3.	24 April 2024	- Input FSD Invoice number di SAP - Print TMS Invoice freight - mengerjakan shipment cost tracking report	OP		
4.	25 April 2024	- Verifikasi invoice trucking tissue - Input ke ICS - Input ke HRS - mengerjakan shipment cost tracking report	OP		
5.	26 April 2024	- Input FSD Invoice number di SAP - Print TMS Invoice trucking tissue - verifikasi kelengkapan dokumen dan isi data invoice trucking tissue	OP		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHMIA  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Administrasi Negara / Administrasi Bisnis Internasional  
 Tanggal Praktek : 29 April 2024 s/d 03 Mei 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : Nur Aeni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	29 April 2024	- Input data Invoice trucking tissue ke LCS - Input data Invoice trucking tissue ke HTS - Input FSD Invoice number di SAPISM - Print TMS Invoice trucking tissue	OP OFFICE		
2.	30 April 2024	- Verifikasi kelengkapan dokumen dan isi data Invoice trucking tissue - Input data Invoice trucking tissue ke LCS - Input data Invoice trucking tissue ke HTS	OP OFFICE		
3.	01 Mei 2024	- libur hari buruh			
4.	02 Mei 2024	- Verifikasi kelengkapan dokumen dan isi data Invoice trucking tissue - Input data ke LCS dan HTS - Input FSD Invoice Number di SAPISM - Print TMS Invoice trucking tissue	OP OFFICE		
5.	03 Mei 2024	- Verifikasi kelengkapan dokumen dan isi data Invoice trucking tissue - Input data ke LCS dan HTS - Input FSD Invoice number di SAPISM - Print TMS Invoice trucking tissue	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIYA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 06 Mei 2024 s/d 10 Mei 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	06/05-2024	1. Verifikasi kelengkapan dokumen dan isi data invoice trucking tissue 2. Print Advance application untuk invoice freight Pindo tissue	OP OFFICE		
2.	07/05-2024	1. Input data invoice ke ICS 2. Input data Invoice ke HTS 3. Menyerahkan shipment cost trucking report	OP OFFICE		
3.	08/05-2024	izin sakit			
4.	09/05-2024	libur			
5.	10/05-2024	1. INPUT FID Invoice number di SAPISM invoice trucking tissue 2. Print TMS Invoice trucking tissue 3. Verifikasi invoice trucking tissue	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 13<sup>th</sup> MAY 2024 s/d 17<sup>th</sup> MAY 2024  
 Penempatan Unit : OPERATIONAL PORT  
 Koord. Lapangan : NUR AINI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	13/05-2024	1. membuat summary payment application pindo tissue	OP OFFICE		
2.	14/05-2024	1. Verifikasi Kelengkapan dokumen dan isi data invoice trucking tissue 2. Input data invoice ke ICS 3. Input data invoice ke HTS	OP OFFICE		
3.	15/05-2024	1. Input FSD invoice number di SAPsim Invoice trucking tissue 2. Print RMS Invoice trucking tissue	OP OFFICE		
4.	16/05-2024	1. Verifikasi Kelengkapan dokumen dan isi data invoice trucking tissue 2. Input data invoice ke ICS 3. Input data invoice ke HTS	OP OFFICE		
5.	17/05-2024	1. Verifikasi invoice trucking tissue 2. Input FSD invoice number di SAPsim Invoice trucking tissue 3. Print RMS Invoice trucking tissue	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALU  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 20 MEI 2024 s/d 24 MEI 2024  
 Penempatan Unit : OPERATIONAL PORT  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	20/05-2024	1. Verifikasi kelengkapan dokumen dan isi data invoice trucking tissue 2. Input data invoice ke ICS 3. Input data invoice ke HTS	OP OFFICE		
2.	21/05-2024	1. Input FSD Invoice number di SAPtsm invoice trucking tissue 2. Print TMS invoice trucking tissue.	OP OFFICE		
3.	22/05-2024	1. Print Payment Application Freight Pindo tissue 2. Input data invoice trucking tissue ke ICS 3. Input data invoice ke HTS	OP OFFICE		
4.	23/05-2024	libur memperingati Hari Waisak			
5.	24/05-2024	1. Input FSD Invoice number di SAPtsm 2. Print TMS invoice trucking tissue 3. Verifikasi Invoice trucking tissue	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : ERA DAHNI  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS  
 Jurusan/Prodi : ADMINISTRASI NEGARA / ADMINISTRASI BISNIS INTERNATIONAL  
 Tanggal Praktek : 27 Mei 2024 s/d 31 Mei 2024  
 Penempatan Unit : OPERATIONAL PORT  
 Koord. Lapangan : NUR ANI











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	27 Mei 2024	1. Verifikasi Invoice trucking tissue 2. Mengersakan shipment cost trucking report	OP OFFICE		
2.	28 Mei 2024	1. Verifikasi Invoice trucking tissue 2. Input data ke ICS 3. Input data ke HTS	OP OFFICE		
3.	29 Mei 2024	1. Input FSD Invoice number di SAP Invoice trucking tissue 2. Print TMS Invoice trucking tissue	DP OFFICE		
4.	30 Mei 2024	1. Verifikasi Kelengkapan dokumen dan isi data Invoice trucking tissue 2. Input FSD number di SAP 3. Print TMS Invoice trucking tissue	DP OFFICE		
5.	31 Mei 2024	1. Verifikasi Kelengkapan dokumen dan isi data Invoice trucking paper	DP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**









Nama : ERA DAHNIA  
 Lembaga Pendidikan : Politeknik Negeci Bengkalis  
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
 Tanggal Praktek : 03 Juni 2024 s/d 07 Juni 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	03 Juni 2024	1. Verifikasi invoice trucking Paper 2. Input data ke LCS 3. Input data ke HTS	OP OFFICE		
2.	04 Juni 2024	1. Input FSD Invoice Number di SAP Invoice Paper 2. Print Invoice trucking Paper	OP OFFICE		
3.	05 Juni 2024	1. Verifikasi Invoice trucking tissue 2. Input ke LCS 3. Input data ke HTS	OP OFFICE		
4.	06 Juni 2024	1. Input FSD Invoice Number di SAP Invoice trucking tissue 2. Print TMS Invoice trucking Paper	OP OFFICE		
5.	07 Juni 2024	1. Membuat rekapan Invoice trucking paper di HTS 3. Membuat logsheet Invoice trucking Paper	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**











Nama : ERA DAHNIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALU  
 Jurusan/Prodi : ADMINISTRASI BISNIS / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 10 Juni 2024 s/d 14 Juni 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUR ANI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	10/06-2024	- Capture dan susun parment Application dari Website Fiori ke excel - Verifikasi Invoice trucking tissue - Input invoice ke ICS dan HTS	OP OFFICE		
2.	11/06-2024	- Input FSD invoice number di SAPsim Invoice trucking tissue - Print TMS trucking tissue - Verifikasi no-invoice di rekap ongkos angkut per periode	OP OFFICE		
3.	12/06-2024	- Verifikasi Invoice trucking tissue - Input invoice ke ICS dan HTS - Input FSD invoice number di SAPsim - Print TMS trucking tissue	OP OFFICE		
4.	13/06-2024	- Print parment Application Invoice freight tissue - Verifikasi kecocokan PA dan faktor pajak pada Invoice freight tissue	OP OFFICE		
5.	14/06-2024	izin			

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : EKA DAHMIA  
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALU  
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL  
 Tanggal Praktek : 17 Juni 2024 s/d 21 Juni 2024  
 Penempatan Unit : Operational Port  
 Koord. Lapangan : NUK Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	17/06-2024	libur hari raya Idul fitra			
2.	18/06-2024	izin			
3.	19/06-2024	- proses report invoice ke HTS - Pembuatan logsheet invoice trucking paper	OP OFFICE		
4.	20/06-2024	- Input ke ICS Invoice trucking tissue - input ke HTS - verifikasi invoice trucking tissue	OP OFFICE		
5.	21/06-2024	- Cek fsp di TMS trucking tissue - print TMS trucking tissue - verifikasi invoice trucking tissue	OP OFFICE		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

**Appendix 7: Activities in Company**



**Safety Induction in Public Relations and Port Operations Office**  
*Source: Author Personal Data 2024*



**Work process in port operation division**  
*Source: Author Personal Data 2024*



**Visit to the Jetty / Port of PT Indah Kiat Pulp and Paper Tbk and PT Pindo Deli Tissue**  
*Source: Author Personal Data 2024*



**Company's Event**

*Source: Author Personal Data 2024*



**Farewell Party in Port Operation Division**

*Source: Author Personal Data 2024*



**Job Training Presentation in Public Relation Office**

*Source: Author Personal Data 2024*