APPRENTICESHIP REPORT

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

SITI AISYAH

5404201286

INTERNATIONAL BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION DEPARTMENT

STATE POLYTECHNIC OF BENGKALIS

2024

VALIDITY SHEET

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP & PAPER TBK - PERAWANG MILL

OPERATION PORT DIVISION

Written as one of the conditions for completing Apprenticeship

SITI AISYAH
5404201286

Perawang - Riau, June 28th, 2024

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

Praise for the blessings and grace of Almighty Good, who has provided health and opportunities to the author so that can complete practical work activities and have completed practical work reports that the authors do at PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill on time, namely from January 22th 2024 until June 30th 2024.

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

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

1. Mr. Jhony Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of this apprenticeship.
6. Mr. M. Fuad Asrofillah, S.E., M.M as the best supervisor who provides direction and guidance author to completing this Apprenticeship Report.
7. Mr. Armadi, SE., ME as the Head of Public Relation of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.
8. Mr. Jasin Kuniawan as the Head of Logistic Divison of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
9. Mr. Royandi, SE., ME as the Head of Operation Port Divison of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.

10. All lecturers, especially the Applied International Business Administration Study Program, who have taught during their time as lecturers at the Bengkalis State Polytechnic.
11. To the gate of my heaven my mother, Umi kalsum. S.sos, A great and a beautiful woman who always provided support, prayers, time, energy that brought me to where I am today. She never stops giving love and affection with full of love and always provides motivation. Thank you for striving for my life, thank you for all the prayers and support, so that I can survive until now. Mom please stay healthy and live longer. Please always be there in every journey and achievement of my life. I love you more than any word can say.
12. To my first love my father alm. Nursyah Thank you for being a great father in my life. Life without the presence of a father is really tough, without a father figure teaching me how to survive and protect myself, without relying on his role anymore. Dad, there's still a sense of envy when I see others still experiencing love from their fathers. But I know you must be proud to see me here, I know you're proud to see your daughter being independent, proud to see your daughter reaching this point. Thank you, Dad, I will always pray for you from here.
13. To my young brother and sister, M. azizul Hakim, M. Habbibullah, M. Kholilurahman and Jannatin Aliya thank you for being the reason for my success. You are the source of my strength and motivation when I am at my lowest point. Thanks for always making me laugh with your funny and sometimes annoying behavior. Without you, my life would be flat. Thank you for being the best younger siblings to an older sibling who still has many flaws.
14. To Salsabila Fajria, Rahma Sri Junjungan, Hani Wardana, Siti Rahmadhani, Khairani, and Putri Novalia, thank you for being a sanctuary and my second home. Who would have thought that you, whom I met six years ago, would become a part of my life. Thank you for being a place for me to vent and thank

you for giving me encouragement even though I rarely hear you directly cheering me on, I know you always pray for me.

15. To someone I never expected to become my companion, Putri Fajrin Rahmadhani. Thank you for being a part of the journey towards the same goal, which is graduation. Everyone has their time, and I don't know if we will be together forever, I don't know how long we will be friends, but thank you for being present in my life, thank you for being the best companion for me all this time. I hope we continue to be together, always share stories, and become friends forever.
16. To all the employees of IKPP, especially to sister Rika Fauzia and sister Puputyas. Thank you for the opportunity given to me in this Port Operation. The guidance and support from the entire port operations team have provided me with many meaningful lessons. Every experience I gained during this internship not only enhanced my knowledge and skills but also enriched my perspective on the working world."

Bengkalis, Juny 28, 2024
Author

Siti Aisyah
5404201286

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CHAPTER I
INTRODUCTION

1.1 Background of the Apprenticeship

The State Polytechnic of Bengkalis initially began as a higher education institution founded by the Bengkalis Regency government through the Gema Bahari Foundation, initially known as the Bengkalis Shipping Polytechnic. The college originally offered three study programs, namely Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over time, the institution's name changed to Bengkalis Polytechnic and came under the Bengkalis Bangun Insani Foundation. It expanded its curriculum to include five study programs, namely Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. The first batch of students was admitted in 2001, and in 2006, Bengkalis State Polytechnic added two more study programs, English and Informatics Engineering.

As of December 26, 2011, the Bengkalis Polytechnic officially transformed into a State University, named State Polytechnic of Bengkalis, through the Minister of National Education's Regulation No. 28 of 2011. This change was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis consists of eight departments, which include Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics, and Maritime Engineering.

The State Polytechnic of Bengkalis offers 18 study programs, with nine of them being D-III programs, such as Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nauticals, and Management of Commercial Shipping. Additionally, there are nine D-IV programs, which include Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge

Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Shipbuilding Architectural Engineering Technology, English for Business and Professional Communications, and Information Systems Security.

The Department of Business Administration specifically offers three study programs: D-IV Digital Business, D-IV International Business Administration, and D-IV Public Financial Accounting. The Business Administration Study Program focuses on Secretariat and Office Administration. State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields and be able to practice them directly. One way to implement the meaning of a vocational campus is to carry out a practical work program which is mandatory for all final semester students. Practical Work is a means for students to develop themselves when they will enter the world of work. This Work Practice activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work as well as to the development of competencies at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis students complete a minimum of 7 (seven) semesters and graduate in full. Practical Work carried out for 5 (five) months. Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work for 5 (five) months. The author decided to carry out job training activities at PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill in order to apply the theoretical knowledge and concepts gained during lectures in a real-world work environment. The author chose PT. Indah Kiat because it is one of the largest companies that aligns well with my field of study. This choice allows the author to directly experience applying theoretical knowledge and concepts within area of expertise. Furthermore, the author gains the opportunity to analyze problems related to the knowledge applied in the work according to study program.

The implementation of the Job Training the author gets a place in the Operation

Port, especially the Invoice management section. The implementation of this Job Training starts from January 22th, 2024 to June 30th, 2024. It is hoped that this Job Training will add to the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis Students, International Business Administration Study Program have the Following objectives:

1. Find out job descriptions during practical work in port operations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
2. Find out practical workplace systems and procedures in port operations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
3. To find out the document and files used in port operations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.

1.3 Significances of Apprenticeship

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

1. For Students.

   Students are given the opportunity to apply the theoretical knowledge and concepts learned during lectures in a real-world work environment.
2. For Companies.

   There is a collaboration between the educational and industrial sectors, allowing academics and companies to identify potential employees with quality, dedication, and credibility.
3. For State Polytechnic of Bengkalis.

   The institution receives feedback from companies regarding curriculum development and learning processes for students participating in practical work.

CHAPTER II
GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Indah Kiat Pulp & Paper Tbk., commonly known as the Company, was founded in Indonesia under the Foreign Capital Investment Law No. 1 of 1967, based on a Notarial Deed dated December 7, 1976. The Company specializes in the integrated pulp and paper sector with PMA (PMA) status. PT Indah Kiat Pulp & Paper Corporation was initially spearheaded by Soetopo Jananto (Yap Sui Kei), who was part of the Berkat Group at the time. In 1975, Berkat Group, which had numerous subsidiaries, invited Chung Hwa Pulp Corporation and Yuen Foong Yu Paper Manufacturing from Taiwan to conduct a feasibility study. The proposed location for the paper factory was in Serpong, Tangerang, West Java, while the pulp factory was considered in Central Java, Jambi, Riau, and seven other regions.

Figure 2.1 PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Pulp & Paper Tbk- Perawang Mill

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 currently operates production facilities in three locations:

Perawang-Riau, Tangerang, and Serang Banten. The scope of activities of PT Indah Kiat is in the fields of industry, trade, mining and forestry. Indah Kiat's main business activities are in the cultural paper industry, pulp and paper industry. Currently, Indah Kiat produces pulp, various types of paper products consisting of paper for writing and printing purposes, photocopying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping container (conversion from corrugated medium). containerboard), food packaging, boxboard and coloured paper.

PT Indah Kiat Pulp & Paper Tbk has several production facilities in Perawang-Riau, Tangerang, and Serang Banten. The facilities in Tangerang include a paper mill and a packaging paper mill. At the same time, PT IKPP is preparing the pulp mill location in Perawang and Pinang Sebatang, Tualang District, Siak Sri Indrapura Regency, Riau Province. A year later, the physical construction of Pulp Phase I began in Riau Province.Additionally, PT IKPP is building loading and unloading facilities in the form of a special port that can be docked by ocean ships with a dead weight of more than 6,000 tons. This facility is located approximately 1.5 kilometers from the pulp mill location on the banks of the Siak River.

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 HPH Group:

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

In general, PT Indah Kiat Pulp & Paper, based in Perawang, initially produced pulp, which was then sent to another factory in Perawang to be converted into packaging paper. Following this, the production was sent to the factory in Tangerang, West Java, to be processed into writing and printing paper for direct marketing to consumers. Indah Kiat's core business activities focus on the cultural paper industry

and the pulp and paper industry. Presently, Indah Kiat manufactures pulp and various paper products, including writing and printing paper, photocopy paper, industrial paper such as packaging paper (including containerboard like linerboard and corrugated medium), corrugated shipping containers (converted from containerboard), food packaging, boxboard, and colored paper.

The products manufactured by this company not only cater to the domestic market but have also reached the international market. The company exports to various countries across Asia, North and South America, Australia, Africa, and Europe. Their export destinations include China, Hong Kong, Taiwan, Southeast Asia, the Middle East, Africa, Europe, and the USA.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk – Perawang Mill:

1. Vision

   Become a leading and respected global pulp and paper company that provides superior values to customer, community, employees and shareholders-responsibly and sustainably.

2. Mission

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

   a. Increase global market share.
   b. Use cutting edge technology in the development of new products and achievement of mill efficiency.
   c. Improve the quality of human resources through training.
   d. Realize sustainability commitment in all operations.

2.3 Kind of Business

PT Indah Kiat Pulp & Paper Tbk is an Indonesian company operating in the pulp and paper industry. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments: paper and pulp products, and packaging/industrial paper products.

For the paper and pulp segment, the company produces general pulp, writing paper, and photocopy paper. In contrast, the packaging/industrial paper segment includes containerboard (linerboard and corrugating medium), corrugated shipping containers (converted from containerboard), boxboard, food packaging, and colored paper.

The company operates production facilities in three locations: Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province. PT Indah Kiat Pulp & Paper Tbk utilizes cutting-edge wastewater treatment technology to reduce pollutants and energy usage. In addition to its environmentally friendly operations, Indah Kiat has a large tree planting program and a 300,000-hectare Community Plantation Forest (HTI) featuring species such as Acacia mangium, Acacia crassicarpa, and Eucalyptus urophylla. These efforts help preserve the environment and combat global warming.

2.4 Organization Structure

The organizational structure is a crucial tool for a company to reach its goals. Whether a company is commercial or non-commercial, it requires a clear line of cooperation and coordination among its members to achieve its pre-defined objectives. An effective organizational structure should be flexible enough to adapt to changes without disrupting ongoing activities. The best organizational form depends significantly on each company's unique situation, conditions, and objectives, as these vary from one company to another. The chosen organizational structure should support the company's goals. In a well-designed organizational structure, it is important to clarify the relationships, authority limits, and responsibilities of each employee.

Therefore, company activities must be systematically organized to ensure that the main objectives are met efficiently.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is designed according to regulations, detailing the functions, duties, and responsibilities of each department in their respective areas. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2 below as follows:

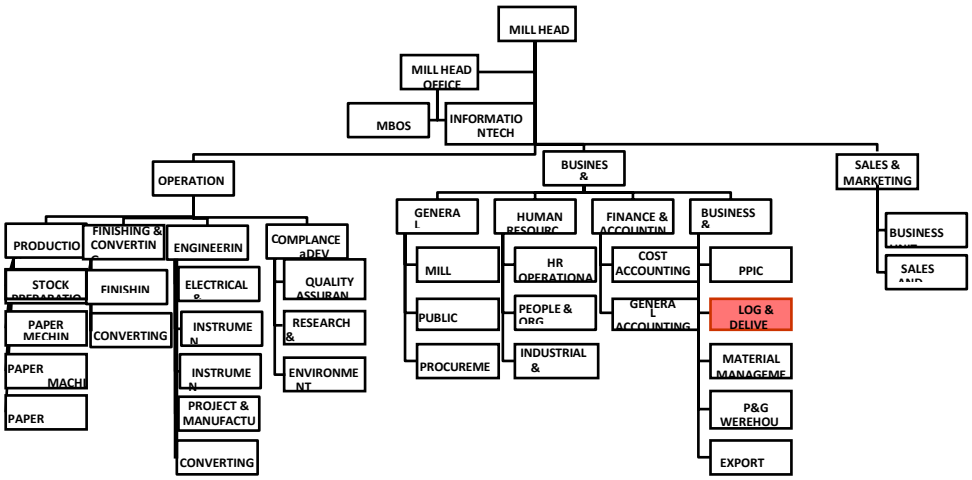


Figure 2.2 The Organization Structure of PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

2.5 The Working Process

Operation Port is the most important part in a company in export-import activities. Without a port, loading and unloading activities, both exports and imports, cannot move and can have a major impact on company growth. Therefore, activities in operation port must be carried out properly and in detail both externally and internally. The most important part in a operation port is invoices, invoices have an important function, namely as collecting payments to buyers for transactions that occur and also for detailing transactions, accounting controls, and as internal controls for companies. In order for the invoice billing process to be carried out properly PT. Indah Kiat Pulp and Paper Tbk formed a special team to work on the invoice. The invoice team work process can be seen in Figure 2.3 below as follows:

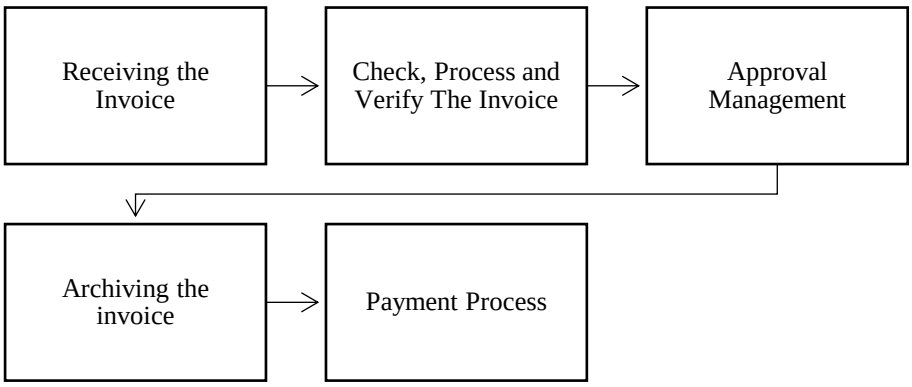


Figure 2.3 The Working Process of Port Operation Division
Source: PT. Indah Kiat Pulp & paper Tbk-Perawang Mill

1. Receiving the Invoice

   The invoice acceptance process can be done in two ways, namely through email and directly from the vendor. When invoices are received via email, the responsible PIC will check and print them. Whereas, for invoices received directly from the vendor, the invoice will be verified and accepted by the receiving PIC. After the invoice is received, the next step is to record all invoices in a control list known as the controllist. This controllist functions to record and track all incoming invoices to ensure that none are missed and to avoid duplicate payments. Furthermore, the invoices that have been recorded in the controllist will be inputted into the Invoice Control System (ICS). ICS is an integrated system that helps to organize, monitor, and process invoices efficiently.

2. Check, process & Verify the Invoice

   Checks, process, and verification in the invoice collection process are crucial to ensure that this process is carried out accurately and efficiently. Starting from inputting the invoice into the Invoice Control System (ICS). This step ensures that the invoice is properly recorded and tracked. After the invoice is input, it must be checked to ensure that the invoice is accurate and complete. This includes checking for any errors or discrepancies. During the process, continuous checks and verification must be performed to ensure that there is

no overbudget. This includes monitoring expenses incurred and comparing them with the budgeted amounts.

3. Approval Management

   The approval management process involves several steps, including inputting invoices, verifying invoice details, sending data, attaching documents, and undergoing approval from various parties. These parties include tax accounting, invoice head, port operation head, logistics head, and mill head. After approval, a notification letter for sending invoices is issued, and a log sheet is left open for comprehensive inspection and verification to ensure that all required inspections have been performed and that the documents are accurate and complete.

4. Payment Process

   The payment process can be disbursed if the Log sheet along with the invoice complete with attachments is then checked and verified again. If everything is complete, the payment process will be carried out.

5. Archiving the Invoice

   After the payment process is completed, the invoice is archived for future reference. This step ensures that all invoices are properly stored and easily accessible for auditing and compliance purposes. The archived invoices are typically stored in Invoice Control System (ICS).

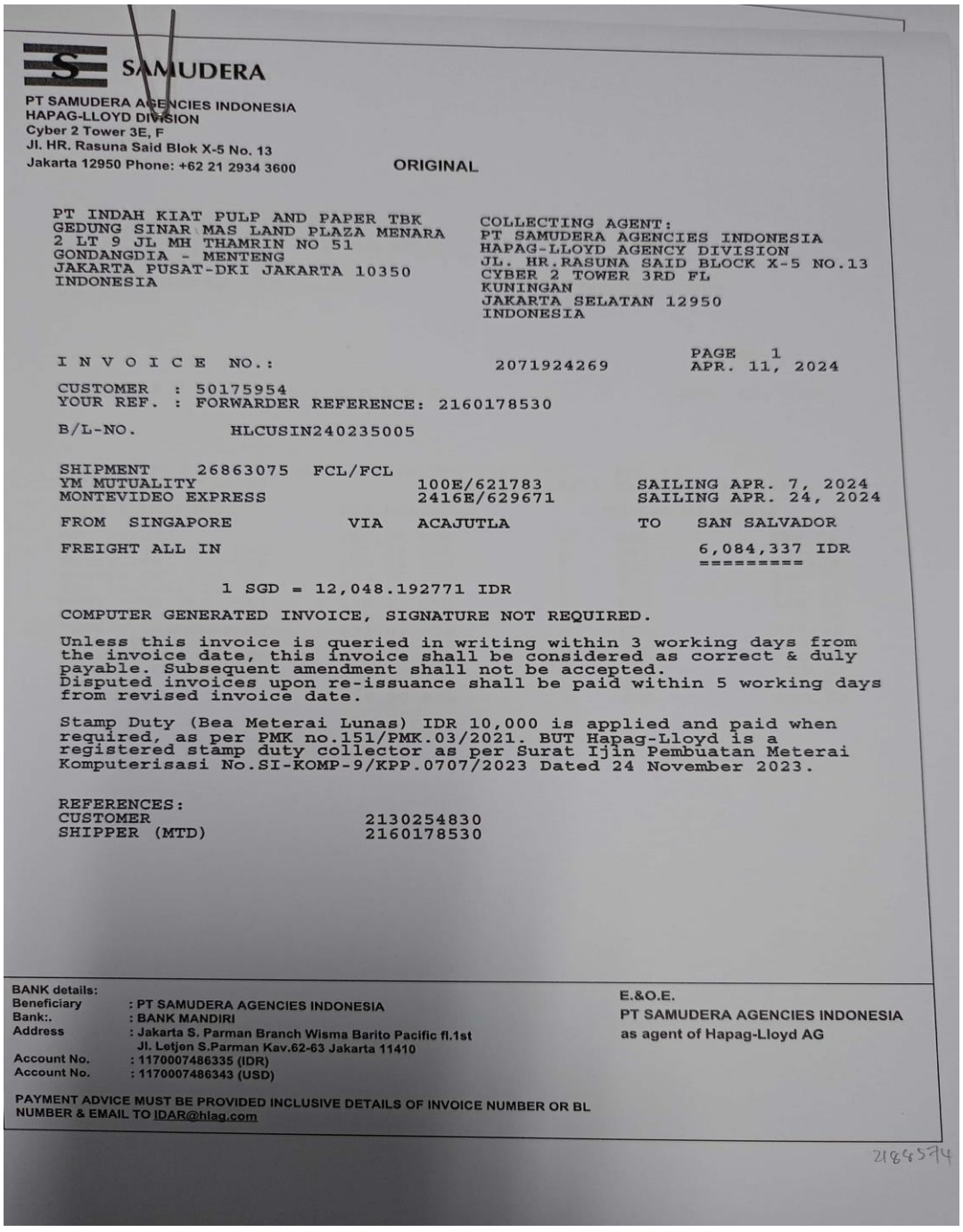
2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk-Perawang Mill, especially the Operation Port Divison as follows:

1. Invoice by Email

   An invoice sent via email is used to quickly and efficiently send billing details to clients or customers. This invoice includes complete information about the transaction and is usually received in a digital format, simplifying

administrative and payment processes.



SAMUDERA

PT SAMUDERA AGENCIES INDONESIA
HAPAG-LLOYD DIVISION
Cyber 2 Tower 3E, F
Jl. HR. Rasuna Said Blok X-5 No. 13
Jakarta 12950 Phone: +62 21 2934 3600

ORIGINAL

PT INDAH KIAT PULP AND PAPER TBK
GEDUNG SINAR MAS LAND PLAZA MENARA
2 LT 9 JL MH THAMRIN NO 51
GONDANGDIA - MENTENG
JAKARTA PUSAT-DKI JAKARTA 10350
INDONESIA

COLLECTING AGENT:
PT SAMUDERA AGENCIES INDONESIA
HAPAG-LLOYD AGENCY DIVISION
JL. HR.RASUNA SAID BLOCK X-5 NO.13
CYBER 2 TOWER 3RD FL
KUNINGAN
JAKARTA SELATAN 12950
INDONESIA

PAGE 1

I N V O I C E NO.: 2071924269 APR. 11, 2024

CUSTOMER : 50175954
YOUR REF. : FORWARDER REFERENCE: 2160178530

B/L-NO. HLCUSIN240235005

SHIPMENT 26863075 FCL/FCL
YM MUTUALITY 100E/621783 SAILING APR. 7, 2024
MONTEVIDEO EXPRESS 2416E/629671 SAILING APR. 24, 2024

FROM SINGAPORE VIA ACAJUTLA TO SAN SALVADOR

FREIGHT ALL IN 6,084,337 IDR

1 SGD = 12,048.192771 IDR

COMPUTER GENERATED INVOICE, SIGNATURE NOT REQUIRED.

Unless this invoice is queried in writing within 3 working days from the invoice date, this invoice shall be considered as correct & duly payable. Subsequent amendment shall not be accepted.
Disputed invoices upon re-issuance shall be paid within 5 working days from revised invoice date.

Stamp Duty (Bea Meterai Lunas) IDR 10,000 is applied and paid when required, as per PMK no.151/PMK.03/2021. BUT Hapag-Lloyd is a registered stamp duty collector as per Surat Ijin Pembuatan Meterai Komputerisasi No.SI-KOMP-9/KPP.0707/2023 Dated 24 November 2023.

REFERENCES:
CUSTOMER 2130254830
SHIPPER (MTD) 2160178530

BANK details:
Beneficiary : PT SAMUDERA AGENCIES INDONESIA
Bank:. : BANK MANDIRI
Address : Jakarta S. Parman Branch Wisma Barito Pacific fl.1st Jl. Letjen S.Parman Kav.62-63 Jakarta 11410
Account No. : 1170007486335 (IDR)
Account No. : 1170007486343 (USD)

PAYMENT ADVICE MUST BE PROVIDED INCLUSIVE DETAILS OF INVOICE NUMBER OR BL NUMBER & EMAIL TO IDAR@hlag.com

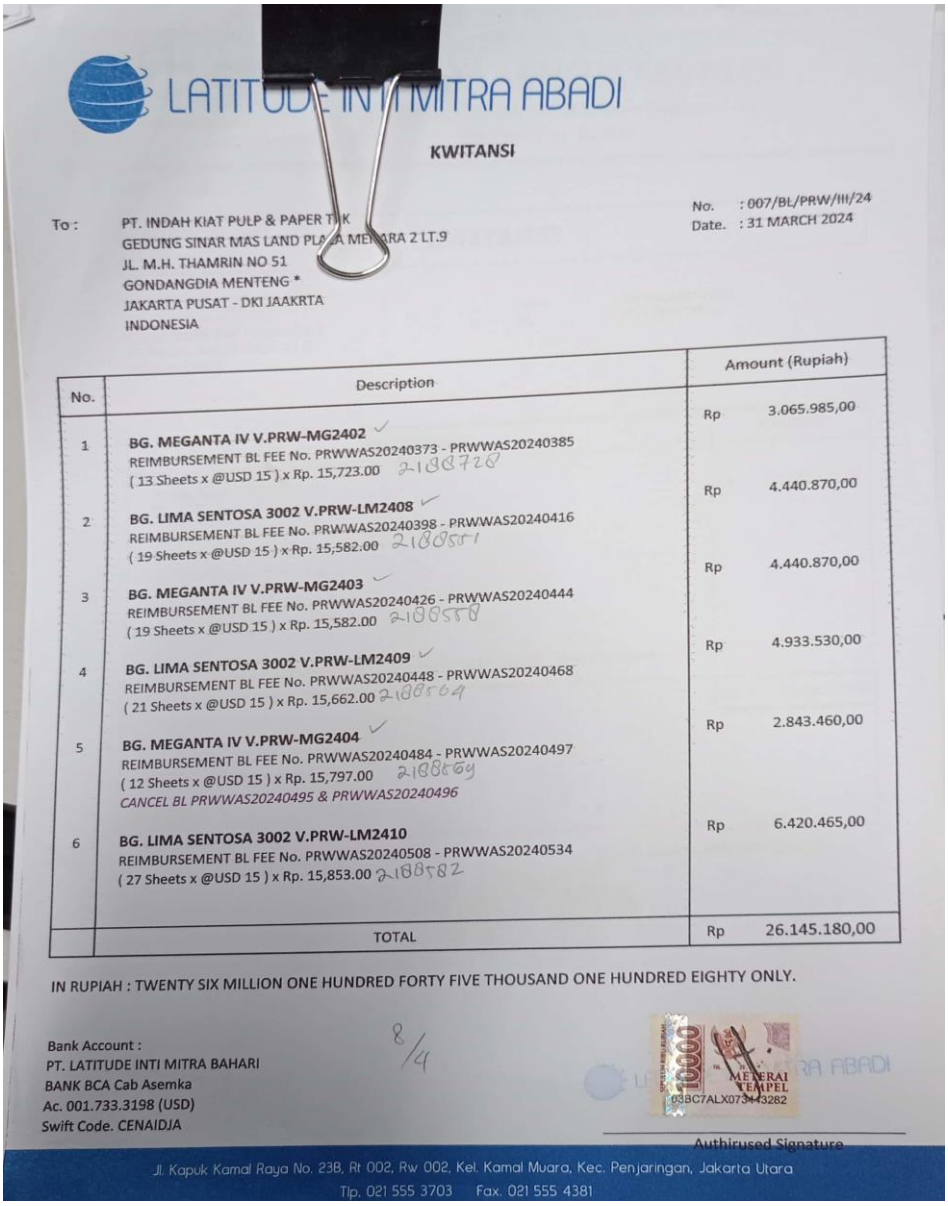
E.&O.E.
PT SAMUDERA AGENCIES INDONESIA
as agent of Hapag-Lloyd AG

21865794

Figure 2.4 Invoice by Email
Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill

2. Invoice from Vendor

An invoice received from a vendor is a billing document that records services or goods provided. This invoice includes detailed costs and is used by the recipient to process payments to the vendor according to the prevailing agreement.



LATITUDE INTI MITRA ABADI

KWITANSI

To : PT. INDAH KIAT PULP & PAPER TBK
GEDUNG SINAR MAS LAND PLAZA MENARA 2 LT.9
JL. M.H. THAMRIN NO 51
GONDANGDIA MENTENG *
JAKARTA PUSAT - DKI JAAKRTA
INDONESIA

No. : 007/BL/PRW/III/24
Date. : 31 MARCH 2024

No.	Description	Amount (Rupiah)
1	**BG. MEGANTA IV V.PRW-MG2402** REIMBURSEMENT BL FEE No. PRWWAS20240373 - PRWWAS20240385 (13 Sheets x @USD 15) x Rp. 15,723.00 2188728	Rp 3.065.985,00
2	**BG. LIMA SENTOSA 3002 V.PRW-LM2408** REIMBURSEMENT BL FEE No. PRWWAS20240398 - PRWWAS20240416 (19 Sheets x @USD 15) x Rp. 15,582.00 2188551	Rp 4.440.870,00
3	**BG. MEGANTA IV V.PRW-MG2403** REIMBURSEMENT BL FEE No. PRWWAS20240426 - PRWWAS20240444 (19 Sheets x @USD 15) x Rp. 15,582.00 2188558	Rp 4.440.870,00
4	**BG. LIMA SENTOSA 3002 V.PRW-LM2409** REIMBURSEMENT BL FEE No. PRWWAS20240448 - PRWWAS20240468 (21 Sheets x @USD 15) x Rp. 15,662.00 2188509	Rp 4.933.530,00
5	**BG. MEGANTA IV V.PRW-MG2404** REIMBURSEMENT BL FEE No. PRWWAS20240484 - PRWWAS20240497 (12 Sheets x @USD 15) x Rp. 15,797.00 2188569 *CANCEL BL PRWWAS20240495 & PRWWAS20240496*	Rp 2.843.460,00
6	**BG. LIMA SENTOSA 3002 V.PRW-LM2410** REIMBURSEMENT BL FEE No. PRWWAS20240508 - PRWWAS20240534 (27 Sheets x @USD 15) x Rp. 15,853.00 2188582	Rp 6.420.465,00
	TOTAL	Rp 26.145.180,00

IN RUPIAH : TWENTY SIX MILLION ONE HUNDRED FORTY FIVE THOUSAND ONE HUNDRED EIGHTY ONLY.

Bank Account :
PT. LATITUDE INTI MITRA BAHARI
BANK BCA Cab Asemka
Ac. 001.733.3198 (USD)
Swift Code. CENAIDJA

8/4

METERAI TEMPEL 10000 03BC7ALX073443282

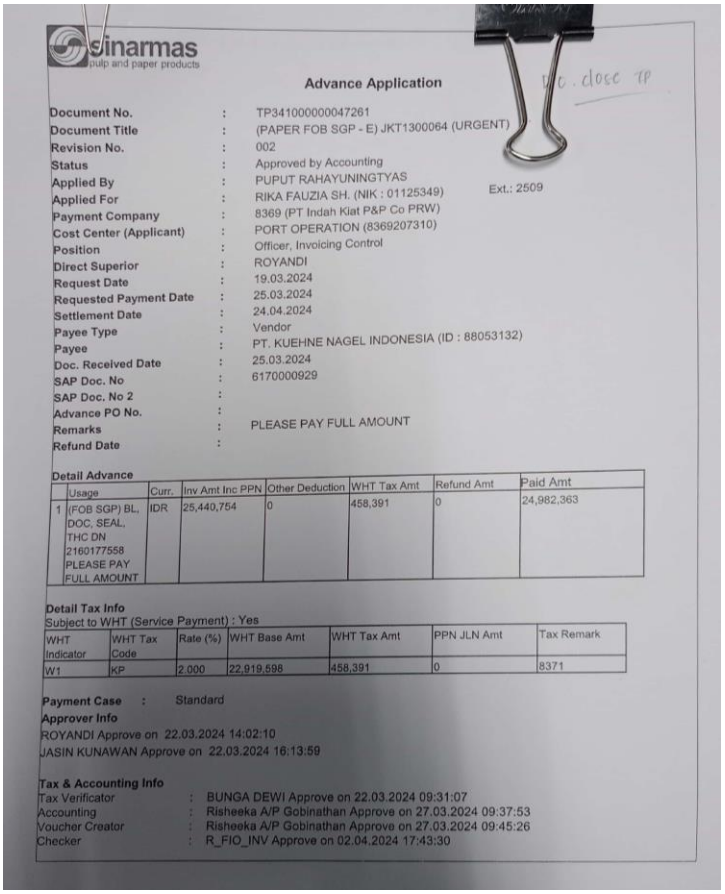
Authirused Signature

Jl. Kapuk Kamal Raya No. 23B, Rt 002, Rw 002, Kel. Kamal Muara, Kec. Penjaringan, Jakarta Utara
Tlp. 021 555 3703 Fax. 021 555 4381

Figure 2.5 Invoice from Vendor
Source : PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

3. TP (Advance Application)

Advance Application" refers to a request or application for an advance payment made by an employee or a specific department to a company. This is a process where someone or a work unit requests an advance payment that will be used for a specific purpose, such as operational expenses, official travel, or other needs before the activity is carried out. This document also includes detailed advance information, related tax information, and a list of individuals who have given approval on various dates. Generally, this advance application aims to ensure that the necessary funds are available before a specific activity or transaction is perform.



sinarmas
pulp and paper products

Advance Application

Document No.	:	TP341000000047261
Document Title	:	(PAPER FOB SGP - E) JKT1300064 (URGENT)
Revision No.	:	002
Status	:	Approved by Accounting
Applied By	:	PUPUT RAHAYUNINGTYAS
Applied For	:	RIKA FAUZIA SH. (NIK : 01125349)
Payment Company	:	8369 (PT Indah Kiat P&P Co PRW)
Cost Center (Applicant)	:	PORT OPERATION (8369207310)
Position	:	Officer, Invoicing Control
Direct Superior	:	ROYANDI
Request Date	:	19.03.2024
Requested Payment Date	:	25.03.2024
Settlement Date	:	24.04.2024
Payee Type	:	Vendor
Payee	:	PT. KUEHNE NAGEL INDONESIA (ID : 88053132)
Doc. Received Date	:	25.03.2024
SAP Doc. No	:	6170000929
SAP Doc. No 2	:	
Advance PO No.	:	
Remarks	:	PLEASE PAY FULL AMOUNT
Refund Date	:	

Ext.: 2509

Detail Advance

	Usage	Curr.	Inv Amt Inc PPN	Other Deduction	WHT Tax Amt	Refund Amt	Paid Amt
1	(FOB SGP) BL, DOC, SEAL, THC DN 2160177558 PLEASE PAY FULL AMOUNT	IDR	25,440,754	0	458,391	0	24,982,363

Detail Tax Info

Subject to WHT (Service Payment) : Yes

WHT Indicator	WHT Tax Code	Rate (%)	WHT Base Amt	WHT Tax Amt	PPN JLN Amt	Tax Remark
W1	KP	2.000	22,919,598	458,391	0	8371

Payment Case : Standard

Approver Info

ROYANDI Approve on 22.03.2024 14:02:10

JASIN KUNAWAN Approve on 22.03.2024 16:13:59

Tax & Accounting Info

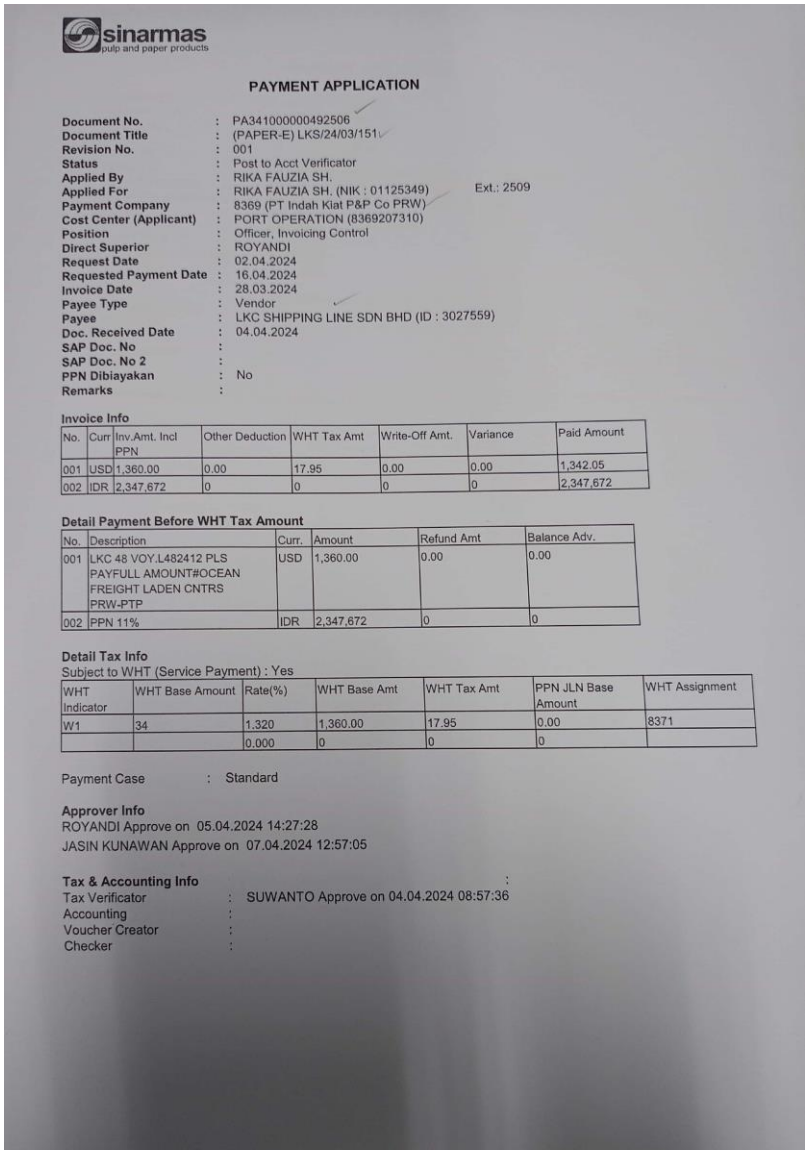
Tax Verificator	:	BUNGA DEWI Approve on 22.03.2024 09:31:07
Accounting	:	Risheeka A/P Gobinathan Approve on 27.03.2024 09:37:53
Voucher Creator	:	Risheeka A/P Gobinathan Approve on 27.03.2024 09:45:26
Checker	:	R_FIO_INV Approve on 02.04.2024 17:43:30

Figure 2.6 Advance Application

Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

4. Payment Application

A payment application at a company refers to the process of specifying the conditions under which customers must pay for goods or services provided by the company. Payment terms are important for businesses as they help regulate the payment process and ensure a smooth transaction between the company and its customers.



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PAYMENT APPLICATION

Document No.	:	PA341000000492506
Document Title	:	(PAPER-E) LKS/24/03/151
Revision No.	:	001
Status	:	Post to Acct Verificator
Applied By	:	RIKA FAUZIA SH.
Applied For	:	RIKA FAUZIA SH. (NIK : 01125349) Ext.: 2509
Payment Company	:	8369 (PT Indah Kiat P&P Co PRW)
Cost Center (Applicant)	:	PORT OPERATION (8369207310)
Position	:	Officer, Invoicing Control
Direct Superior	:	ROYANDI
Request Date	:	02.04.2024
Requested Payment Date	:	16.04.2024
Invoice Date	:	28.03.2024
Payee Type	:	Vendor
Payee	:	LKC SHIPPING LINE SDN BHD (ID : 3027559)
Doc. Received Date	:	04.04.2024
SAP Doc. No	:	
SAP Doc. No 2	:	
PPN Dibiayakan	:	No
Remarks	:	

Invoice Info

No.	Curr	Inv.Amt. Incl PPN	Other Deduction	WHT Tax Amt	Write-Off Amt.	Variance	Paid Amount
001	USD	1,360.00	0.00	17.95	0.00	0.00	1,342.05
002	IDR	2,347,672	0	0	0	0	2,347,672

Detail Payment Before WHT Tax Amount

No.	Description	Curr.	Amount	Refund Amt	Balance Adv.
001	LKC 48 VOY.L482412 PLS PAYFULL AMOUNT#OCEAN FREIGHT LADEN CNTRS PRW-PTP	USD	1,360.00	0.00	0.00
002	PPN 11%	IDR	2,347,672	0	0

Detail Tax Info

Subject to WHT (Service Payment) : Yes

WHT Indicator	WHT Base Amount	Rate(%)	WHT Base Amt	WHT Tax Amt	PPN JLN Base Amount	WHT Assignment
W1	34	1.320	1,360.00	17.95	0.00	8371
		0.000	0	0	0	

Payment Case : Standard

Approver Info

ROYANDI Approve on 05.04.2024 14:27:28

JASIN KUNAWAN Approve on 07.04.2024 12:57:05

Tax & Accounting Info

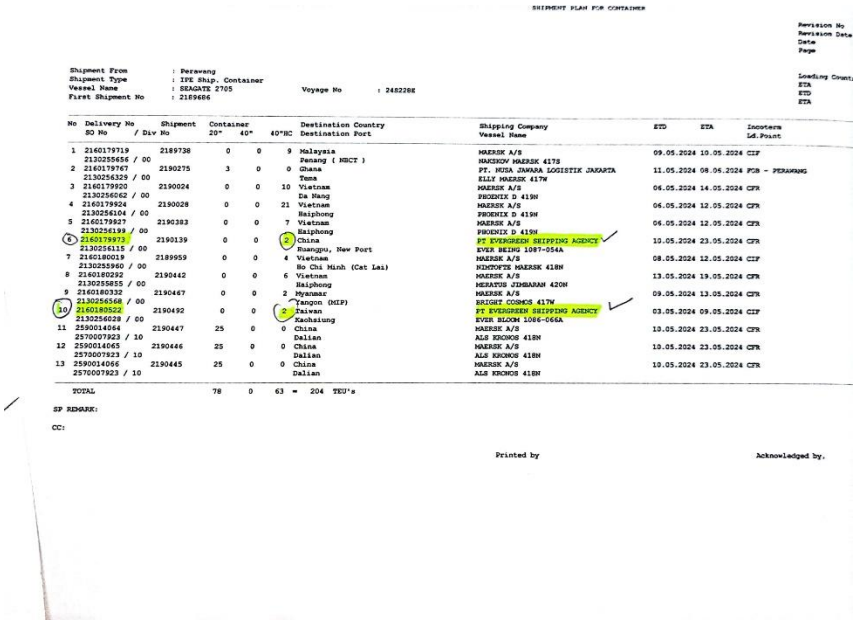
Tax Verificator	:	SUWANTO Approve on 04.04.2024 08:57:36
Accounting	:	
Voucher Creator	:	
Checker	:	

Figure 2.7 Payment Application

Source : PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

5. Shipment Plan for Container

A Shipment plan for a container at a company typically refers to a detailed document or digital representation that provides a comprehensive layout of how cargo is arranged, secured and transported. It includes information such as the type, quantity, and placement of goods, as well as any necessary securing measures to prevent damage during transit. The shipping company formulates a reasonable shipping plan based on the weight of the cargo, the capacity of the cargo hold, the date of departure, and other characteristics. This plan ensures efficient space utilization, optimal weight distribution, and compliance with safety regulation.



SHIPMENT PLAN FOR CONTAINER

Revision No
Revision Date
Date
Page

Shipment From : Perawang
Shipment Type : IPE Ship. Container
Vessel Name : SEAGATE 2705 Voyage No : 248226E
First Shipment No : 2189686

Loading Count
ETA
ETD
ETA

No	Delivery No / Div	SO No	Shipment No	Container 20"	40"	40"HC	Destination Country / Destination Port	Shipping Company / Vessel Name	ETD	ETA	Incoterm / Ld.Point
1	2160179719	2130255656 / 00	2189738	0	0	9	Malaysia Penang (NBCT)	MAERSK A/S HANSHOW MAERSK 417S	09.05.2024	10.05.2024	CIF
2	2160179767	2130256329 / 00	2190275	3	0	0	Ghana Tema	PT. NUSA JAWARA LOGISTIK JAKARTA ELLY MAERSK 417W	11.05.2024	08.06.2024	FOB - PERAWANG
3	2160179920	2130256062 / 00	2190024	0	0	10	Vietnam Da Nang	MAERSK A/S PHOENIX D 419N	06.05.2024	14.05.2024	CFR
4	2160179924	2130256104 / 00	2190028	0	0	21	Vietnam Haiphong	MAERSK A/S PHOENIX D 419N	06.05.2024	12.05.2024	CFR
5	2160179927	2130256199 / 00	2190383	0	0	7	Vietnam Haiphong	MAERSK A/S PHOENIX D 419N	06.05.2024	12.05.2024	CFR
6	2160179973	2130256115 / 00	2190139	0	0	2	China Huangpu, New Port	PT EVERGREEN SHIPPING AGENCY EVER BEING 1087-054A	10.05.2024	23.05.2024	CFR
7	2160180019	2130255940 / 00	2189959	0	0	4	Vietnam Ho Chi Minh (Cat Lai)	MAERSK A/S MINTOFTE MAERSK 418N	08.05.2024	12.05.2024	CIF
8	2160180292	2130255855 / 00	2190442	0	0	6	Vietnam Haiphong	MAERSK A/S MERATUS JIMBARAN 420N	13.05.2024	19.05.2024	CFR
9	2160180332	2130256568 / 00	2190467	0	0	2	Myanmar Yangon (MIP)	MAERSK A/S BRIGHT COSMOS 417W	09.05.2024	13.05.2024	CFR
10	2160180522	2130256028 / 00	2190492	0	0	2	Taiwan Kaohsiung	PT EVERGREEN SHIPPING AGENCY EVER BLOOM 1086-066A	03.05.2024	09.05.2024	CIF
11	2590014064	2570007923 / 10	2190447	25	0	0	China Dalian	MAERSK A/S ALS KRONOS 418N	10.05.2024	23.05.2024	CFR
12	2590014065	2570007923 / 10	2190446	25	0	0	China Dalian	MAERSK A/S ALS KRONOS 418N	10.05.2024	23.05.2024	CFR
13	2590014066	2570007923 / 10	2190445	25	0	0	China Dalian	MAERSK A/S ALS KRONOS 418N	10.05.2024	23.05.2024	CFR
	TOTAL			78	0	63 = 204 TEU's					

SP REMARK:

CC:

Printed by

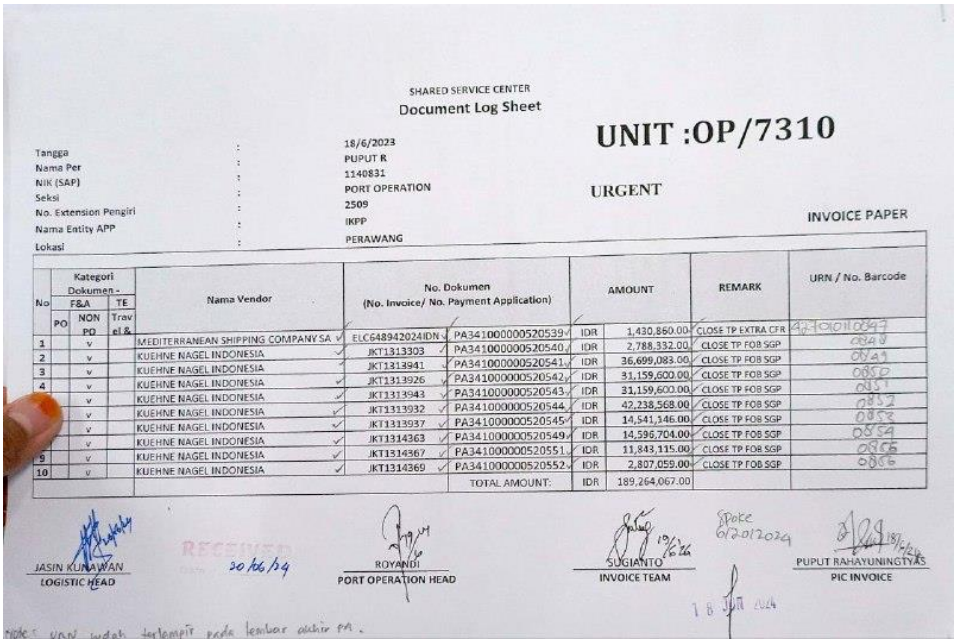
Acknowledged by.

Figure 2.8 Payment Application
Source : PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

6. Log sheet

Log sheet is a work sheet used to record important information related to transactions and payments to vendors. Based on the documents provided, this Log sheet includes several key elements such as the vendor's name, invoice number or payment application number, document number, transaction

description, amount of cost to be paid, and URN or barcode number related to it. Additionally, there are several names that sign the Log sheet as responsible parties, including the CEO of PRW, Logistic Head, Port Operation Head, Invoice Team, PIC Invoice, and TAX. The entire Log sheet serves as an important document to ensure that all transactions are recorded accurately and have been approved by responsible parties through their signatures.



SHARED SERVICE CENTER
Document Log Sheet

UNIT :OP/7310

URGENT

INVOICE PAPER

Tangga : 18/6/2023
Nama Per : PUPUT R
NIK (SAP) : 1140831
Seksi : PORT OPERATION
No. Extension Pengiri : 2509
Nama Entity APP : IKPP
Lokasi : PERAWANG

No	Kategori Dokumen - F&A PO	Kategori Dokumen - F&A NON PO	Kategori Dokumen - TE Travel &	Nama Vendor	No. Dokumen (No. Invoice/ No. Payment Application)		AMOUNT		REMARK	URN / No. Barcode
1		v		MEDITERRANEAN SHIPPING COMPANY SA	ELC648942024IDN	PA341000000520539	IDR	1,430,860.00	CLOSE TP EXTRA CFR	0849
2		v		KUEHNE NAGEL INDONESIA	JKT1313303	PA341000000520540	IDR	2,788,332.00	CLOSE TP FOB SGP	0849
3		v		KUEHNE NAGEL INDONESIA	JKT1313941	PA341000000520541	IDR	36,699,083.00	CLOSE TP FOB SGP	0849
4		v		KUEHNE NAGEL INDONESIA	JKT1313926	PA341000000520542	IDR	31,159,600.00	CLOSE TP FOB SGP	0850
5		v		KUEHNE NAGEL INDONESIA	JKT1313943	PA341000000520543	IDR	31,159,600.00	CLOSE TP FOB SGP	0851
6		v		KUEHNE NAGEL INDONESIA	JKT1313932	PA341000000520544	IDR	42,238,568.00	CLOSE TP FOB SGP	0852
7		v		KUEHNE NAGEL INDONESIA	JKT1313937	PA341000000520545	IDR	14,541,146.00	CLOSE TP FOB SGP	0853
8		v		KUEHNE NAGEL INDONESIA	JKT1314363	PA341000000520549	IDR	14,596,704.00	CLOSE TP FOB SGP	0854
9		v		KUEHNE NAGEL INDONESIA	JKT1314367	PA341000000520551	IDR	11,843,115.00	CLOSE TP FOB SGP	0865
10		v		KUEHNE NAGEL INDONESIA	JKT1314369	PA341000000520552	IDR	2,807,059.00	CLOSE TP FOB SGP	0866
						TOTAL AMOUNT:	IDR	189,264,067.00		

JASIN KUNAWAN
LOGISTIC HEAD

ROYANDI
PORT OPERATION HEAD

SUGIANTO
INVOICE TEAM

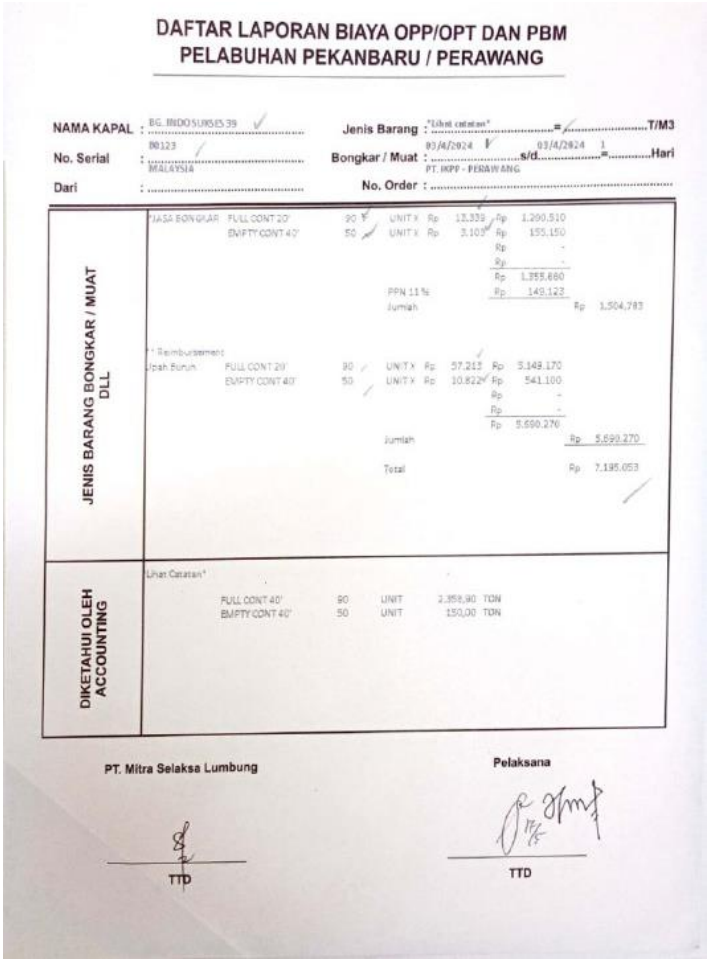
PUPUT RAHAYUNINGTYAS
PIC INVOICE

Figure 2.9 Log sheet
Source : PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

7. Document List of Report of OPP/OPT and PBM

Invoice of OPP/OPT and PBM are records pertaining to transactions involving purchases, sales, and trade. This document can be used to load and unload products as a means of billing or as documentation of transactions. OPP stands for Out Port Purchase**,** which refers to costs or purchases made at the destination port. This includes expenses incurred after the ship or cargo arrives at the destination port, such as loading and unloading fees, cargo handling, and other costs associated with the shipment at the destination port.

OPT stands for Other Port Tariffs, which includes additional tariffs or charges that may be imposed at ports other than the main origin or destination port. These costs can include various tariffs and charges not covered by the main shipping tariff, such as temporary storage fees, security inspection fees, additional documentation costs, and others.



DAFTAR LAPORAN BIAYA OPP/OPT DAN PBM
PELABUHAN PEKANBARU / PERAWANG

NAMA KAPAL : BG. INDO SUKSES 39
No. Serial : 00123 MALAYSIA
Dari :
Jenis Barang : "Lihat catatan" = T/M3
Bongkar / Muat : 03/4/2024 s/d 03/4/2024 = 1 Hari
PT. IKPP - PERAWANG
No. Order :

JENIS BARANG BONGKAR / MUAT DLL

JASA BONGKAR	FULL CONT 20'	90	UNIT X	Rp	13.339	Rp	1.200.510	
	EMPTY CONT 40'	50	UNIT X	Rp	3.103	Rp	155.150	
						Rp	-	
						Rp	-	
						Rp	1.355.660	
			PPN 11 %			Rp	149.123	
			Jumlah					Rp 1.504.783
* Reimbursement								
Upah Buruh	FULL CONT 20'	90	UNIT X	Rp	57.213	Rp	5.149.170	
	EMPTY CONT 40'	50	UNIT X	Rp	10.822	Rp	541.100	
						Rp	-	
						Rp	-	
						Rp	5.690.270	
			Jumlah					Rp 5.690.270
			Total					Rp 7.195.053

DIKETAHUI OLEH ACCOUNTING

Lihat Catatan*					
FULL CONT 40'	90	UNIT	2.358,90	TON	
EMPTY CONT 40'	50	UNIT	150,00	TON	

PT. Mitra Selaksa Lumbung
TTD

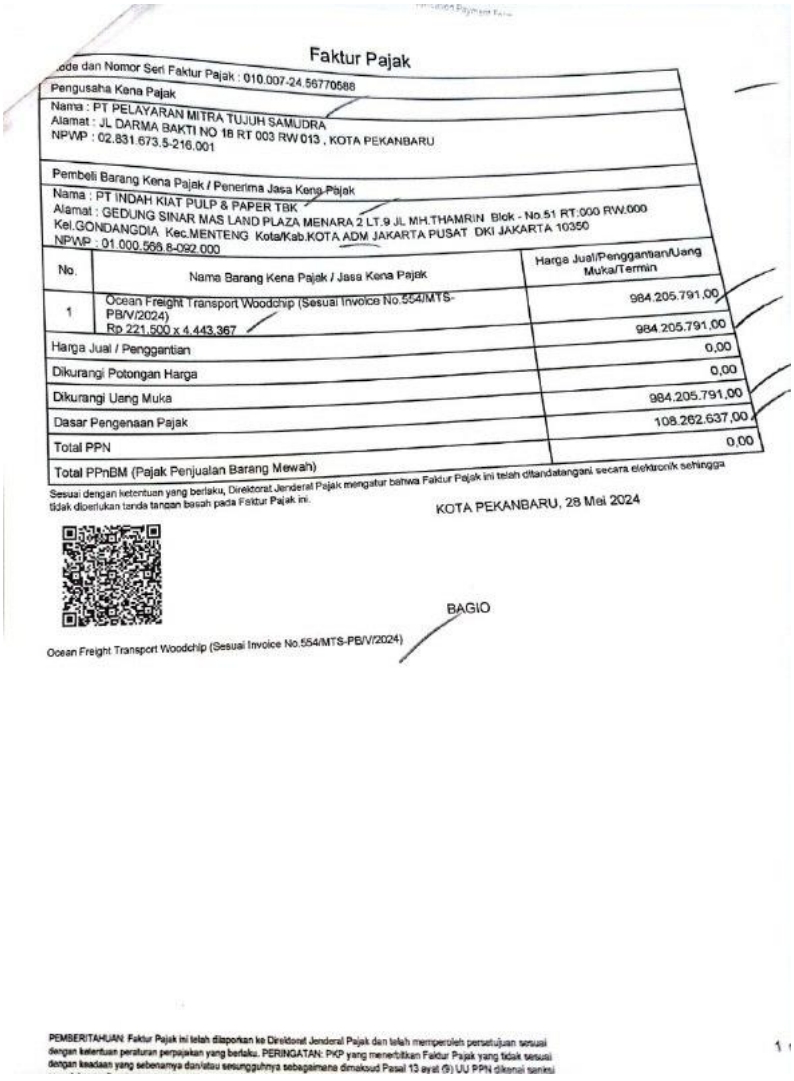
Pelaksana
TTD

Figure 2.10 Document list of Report OPP/OPT
Source : PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

8. Tax Invoice

Tax invoice is an official document used by taxpayers to record sales of goods or services subject to tax to buyers or service recipients. This document includes information about the seller, buyer, goods or services sold, transaction value, and the amount of tax imposed. Tax invoices must also include the serial

number, NPWP, address, and electronic signature of the seller, as well as details on the basis of tax imposition and the total Value-Added Tax (VAT) that must be paid.



Faktur Pajak

ode dan Nomor Seri Faktur Pajak : 010.007-24.56770586

Pengusaha Kena Pajak

Nama : PT PELAYARAN MITRA TUJUH SAMUDRA
Alamat : JL DARMA BAKTI NO 18 RT 003 RW 013 , KOTA PEKANBARU
NPWP : 02.831.673.5-216.001

Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak

Nama : PT INDAH KIAT PULP & PAPER TBK
Alamat : GEDUNG SINAR MAS LAND PLAZA MENARA 2 LT.9 JL MH.THAMRIN Blok - No.51 RT.000 RW.000
Kel.GONDANGDIA Kec.MENTENG Kota/Kab.KOTA ADM JAKARTA PUSAT DKI JAKARTA 10350
NPWP : 01.000.568.8-092.000

No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	Ocean Freight Transport Woodchip (Sesuai Invoice No.554/MTS-PB/V/2024) Rp 221,500 x 4,443.367	984,205,791.00
	Harga Jual / Penggantian	984,205,791.00
	Dikurangi Potongan Harga	0,00
	Dikurangi Uang Muka	0,00
	Dasar Pengenaan Pajak	984,205,791.00
	Total PPN	108,262,637.00
	Total PPnBM (Pajak Penjualan Barang Mewah)	0,00

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

KOTA PEKANBARU, 28 Mei 2024

BAGIO

Ocean Freight Transport Woodchip (Sesuai Invoice No.554/MTS-PB/V/2024)

PEMBERITAHUAN: Faktur Pajak ini telah dilaporkan ke Direktorat Jenderal Pajak dan telah memperoleh persetujuan sesuai dengan ketentuan peraturan perpajakan yang berlaku. PERINGATAN: PKP yang menerbitkan Faktur Pajak yang tidak sesuai dengan keadaan yang sebenarnya dan/atau sesungguhnya sebagaimana dimaksud Pasal 13 ayat (9) UU PPN dikenai sanksi

Figure 2.11 Tax Invoice
Source : PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

9. URN

URN (Unique Reference Number) is a unique code that will be used in the processing and tracking of documents. The URN must be printed and placed on the first page of every document submitted. The URN is used by the Aspiro

team to process payments, and it can be concluded that this URN also serves as an identifier that links documents to relevant payment transactions, ensuring that every transaction is accurately recorded and processed.

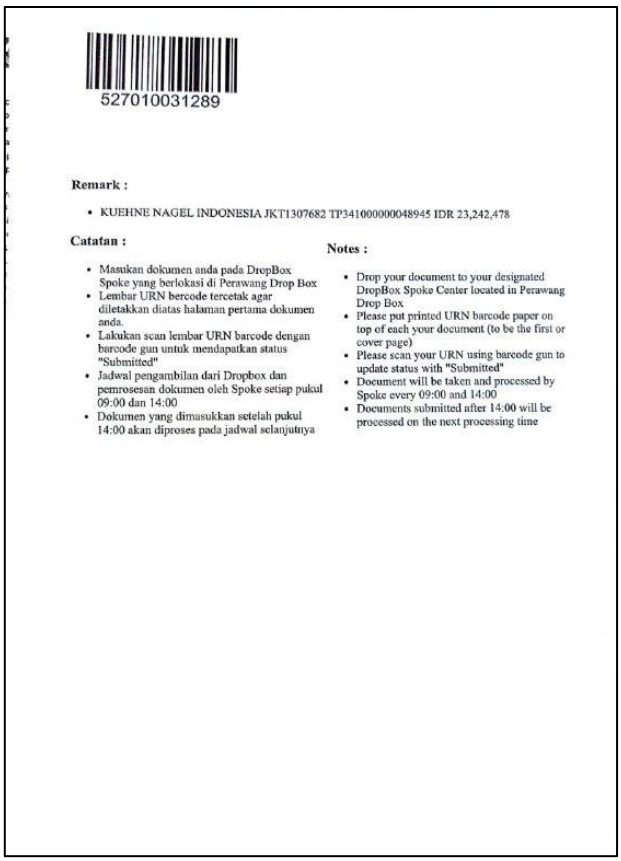
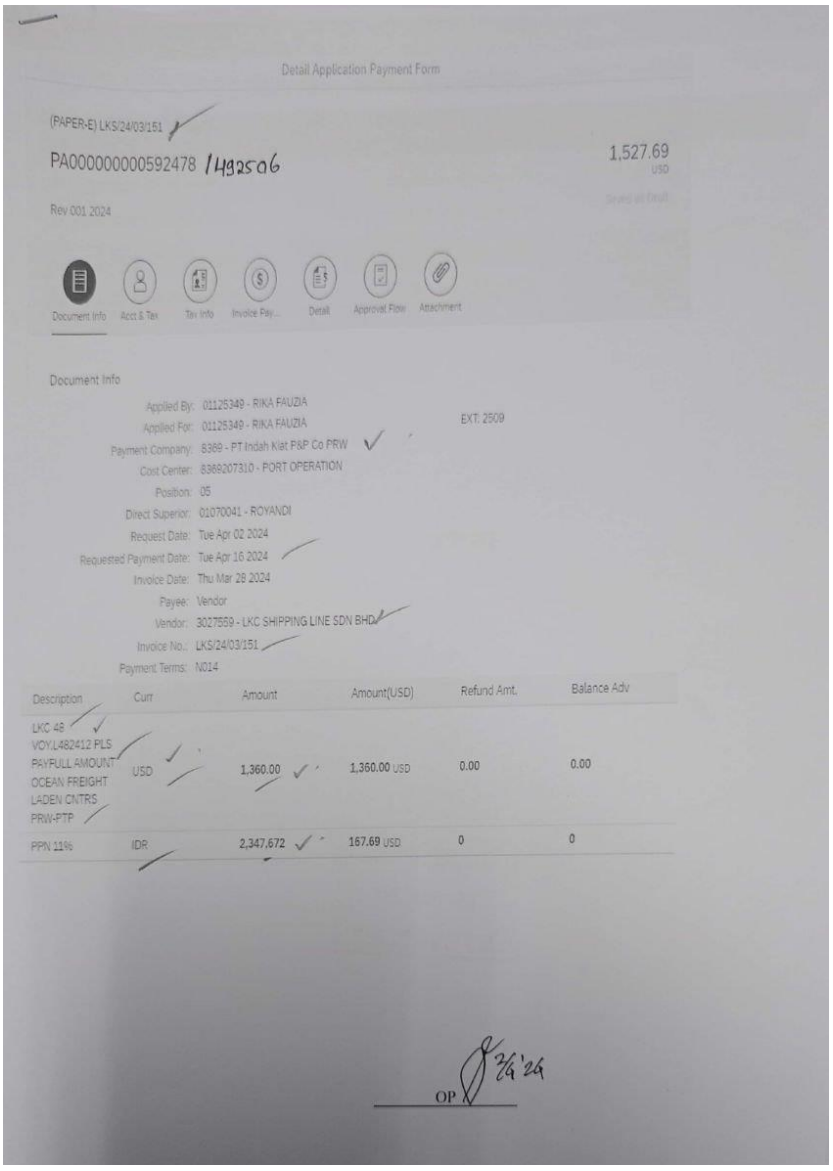


Figure 2.12 URN
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

10. Capture of invoice

Capture of Payment Application (Save as Draft) is a temporary document used before an official payment application is submitted. This document is saved in draft status and serves as an attachment containing detailed information about the payment request. This document is submitted to the head of the billing team for verification before the official payment request is made. After verification and approval, this document will have its status changed from draft to submitted for further processing.



Detail Application Payment Form

(PAPER-E) LKS/24/03/151

PA0000000000592478 1482506

1,527.69 USD

Rev 001 2024

Document Info | Acct & Tax | Tax Info | Invoice Pay... | Detail | Approval Flow | Attachment

Document Info

Applied By: 01125349 - RIKA FAUZIA
Applied For: 01125349 - RIKA FAUZIA EXT. 2509
Payment Company: 8389 - PT Indah Kiat P&P Co PRW
Cost Center: 8389207310 - PORT OPERATION
Position: 05
Direct Superior: 01070041 - ROYANDI
Request Date: Tue Apr 02 2024
Requested Payment Date: Tue Apr 16 2024
Invoice Date: Thu Mar 28 2024
Payee: Vendor
Vendor: 3027559 - LKC SHIPPING LINE SDN BHD
Invoice No.: LKS/24/03/151
Payment Terms: N014

Description	Curr	Amount	Amount(USD)	Refund Amt.	Balance Adv
LKC 48 VOY.L482412 FLS PAYFULL AMOUNT OCEAN FREIGHT LADEN CNTRS PRW-PTP	USD	1,360.00	1,360.00 USD	0.00	0.00
PPN 11%	IDR	2,347,672	167.69 USD	0	0

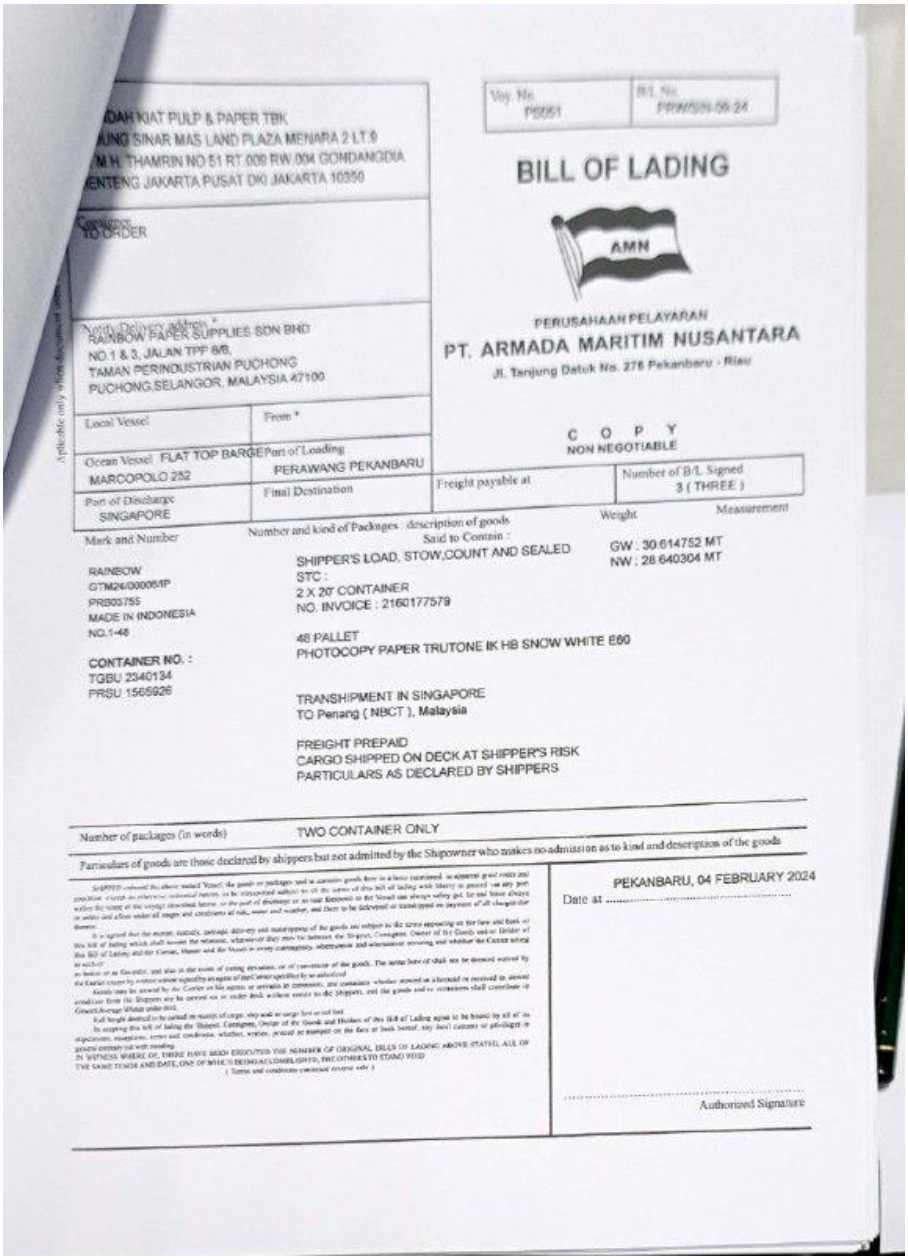
OP 26'24

Figure 2.13 Capture Invoice (Save as Draft)
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

11. Bill of lading

A bill of lading is a legal document that serves as a receipt for the shipped products, a document of title to the goods described in the bill of lading, and a contract between a carrier and a shipper. It is issued by a transport company to a shipper and details the type, quantity, and destination of the goods being

shipped. The bill of lading is crucial in sea transport when the supplier (shipper) decides to release ownership of the cargo to the buyer (consignee). It guarantees the holder an exclusive right to claim delivery of the cargo and is essential for claiming the delivered good.



DAH KIAT PULP & PAPER TBK
UNG SINAR MAS LAND PLAZA MENARA 2 LT 6
M.H. THAMRIN NO 51 RT 009 RW 004 GONDANGDIA
ENTENG JAKARTA PUSAT DKI JAKARTA 10350

Voy. No. P5051

BILL OF LADING

AMN

PERUSAHAAN PELAYARAN
PT. ARMADA MARITIM NUSANTARA
Jl. Tanjung Datuk No. 276 Pekanbaru - Riau

Consignee
TO ORDER

Notify Party address
RAINBOW PAPER SUPPLIES SDN BHD
NO.1 & 3, JALAN TPP 6/8,
TAMAN PERINDUSTRIAN PUCHONG
PUCHONG,SELANGOR, MALAYSIA 47100

C O P Y
NON NEGOTIABLE

Local Vessel	From *
Ocean Vessel: FLAT TOP BARGE MARCOPOLO 252	Port of Loading: PERAWANG PEKANBARU
Port of Discharge: SINGAPORE	Final Destination
Freight payable at	Number of B/L Signed: 3 (THREE)

Mark and Number	Number and kind of Packages : description of goods Said to Contain :	Weight	Measurement
RAINBOW GTM24/000051P PRB03755 MADE IN INDONESIA NO.1-48 CONTAINER NO. : TGBU 2340134 PRSU 1565926	SHIPPER'S LOAD, STOW,COUNT AND SEALED STC : 2 X 20' CONTAINER NO. INVOICE : 2160177579 48 PALLET PHOTOCOPY PAPER TRUTONE IK HB SNOW WHITE E60 TRANSHIPMENT IN SINGAPORE TO Penang (NBCT), Malaysia FREIGHT PREPAID CARGO SHIPPED ON DECK AT SHIPPER'S RISK PARTICULARS AS DECLARED BY SHIPPERS	GW : 30.614752 MT NW : 28.640304 MT	

Number of packages (in words) TWO CONTAINER ONLY

Particulars of goods are those declared by shippers but not admitted by the Shipowner who makes no admission as to kind and description of the goods

PEKANBARU, 04 FEBRUARY 2024
Date at .....

Authorised Signature

Figure 2.14 Bill of Lading
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

12. Shipment Cost Tracking Report

Shipment Cost Tracking Report is a document that provides information about the cost of shipping goods from one location to another. The report may include details such as the shipment reference, arrival date, cost elements attached to each purchase order line, and shipment totals. It may also list the expected and actual costs of shipping, as well as any discrepancies between the two. The purpose of the report is to help businesses track their shipping costs and identify areas where they can reduce expenses. There are various software and platforms available that can help businesses track and manage their shipments, such as the shipment tracking report in Indah Kiat.

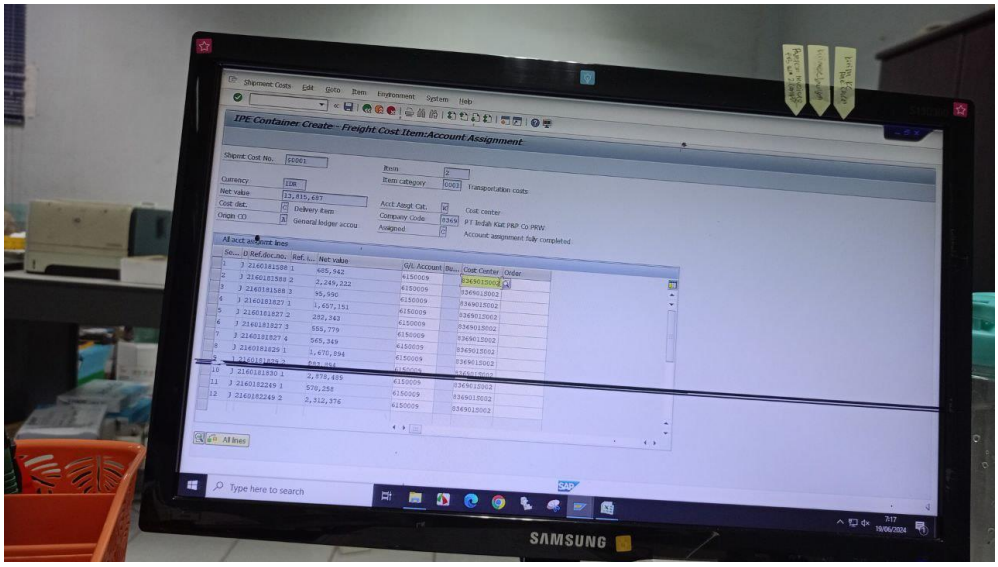


Figure 2.15 Shipment Cost Tracking
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

CHAPTER III
SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill four five months, starting from January 22nd 2024 to June 30th 2024. During the internship period, Job training participants are placed in the Operation Port Division. There are several tasks during the job training in the Invoice section at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are as Follows:

1. Invoice Billing Process.
2. Create Shipment Costs.
3. Printing Bill of Lading
4. Printing Shipment Plan for Container.
5. Checking Travel Letter Invoice/ Way Note Invoice.
6. Compiling Document list of port OPP/OPT and PBM Cost Report.

Through this practical work program, participants are expected to enhance their skills and knowledge in various aspects of administrative and operational aspects in the Port Operation Division, particularly in the process of invoicing, creating shipping costs, creating Bill of Lading and shipping plans for containers, updating PA in the ICS application portal, inspecting waybill invoices, and compiling a list of port OPP/OPT and PBM cost reports. This experience aims to prepare participants with strong professional competencies and contribute positively to PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill in improving operational efficiency and effectiveness.

3.2 System and Procedure

To facilitate employees in performing their tasks, the company implements a system. This system is necessary to support various company activities. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill utilizes online systems such as SAP, FIORI, and

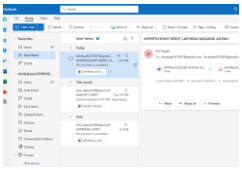
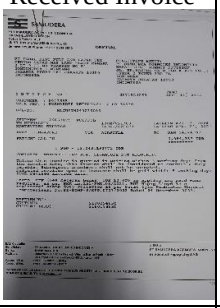
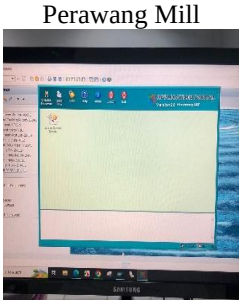
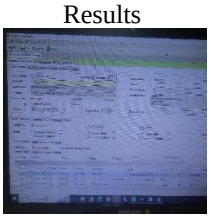
Aspiro in its operational activities. Also PT Indah Kiat Pulp & Paper Tbk – Perawang Mill utilizes offline systems such us spreadsheet, excel and etc.

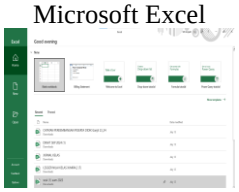
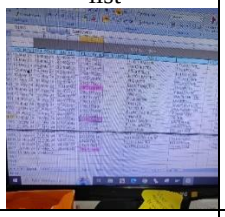
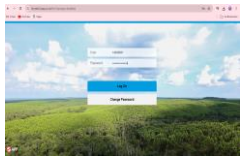
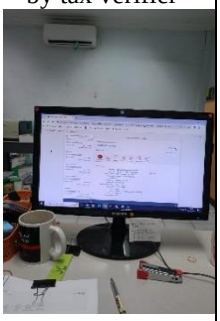
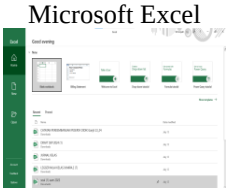
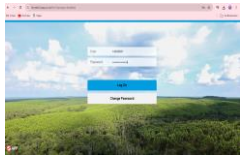
A company in carrying out its activities requires procedures to ensure that everything done is uniform or in accordance with the standards set by the company. Procedures are a series of work steps involving several people in one or more sections, designed to ensure the same treatment for frequent transactions. The procedure description carried out during the work practice (KP) in the Port Operation Division at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is as follows:

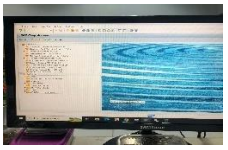
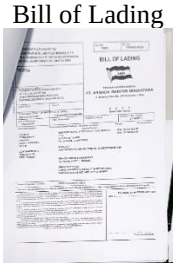
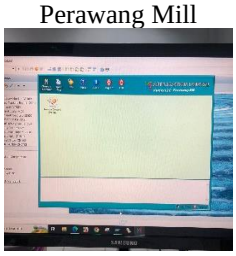
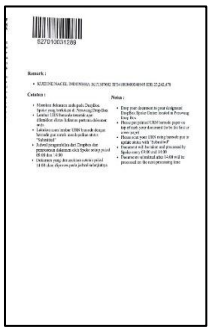
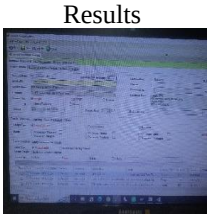
1. Invoice Billing Process

The company require invoices in the process of exporting and importing their goods. The invoice billing process is a number of stages in billing sent from the seller to the buyer so that it can be verified and disbursed. The several steps in Invoice Billing Process can be seen in table 3.1 as follows:

Table 3.1 The Invoice Billing Process

No	Invoice Billing Process	Device	Output	Place
1.	Receive invoice (by email or vendor)	Microsoft Outlook 	Received Invoice 	Port Operation
	⬇			
	Input invoice in ICS Portal	Portal V.2.0 Perawang Mill 	Invoice Input Results 	Port Operation
	⬇			

	Creating a control list	Microsoft Excel 	Invoice Control list 	Port Operation
	Open and capture draft Advance application or Payment Application	Fiori 	PA or TP as Draft	Port Operation
	Submit an PA or TP to the post-tax verifier.	Fiori	Invoice Approved by tax verifier 	Port Operation
	Make logsheet and submitted to approval management	Microsoft Excel 	Log Sheet	Port Operation
	Print Advance Application or Payment Application.	Fiori 	PA or TP	Port Operation

	Attaching additional documents ⬇ Create URN and Update no URN di ICS Portal.	SAP 	Bill of Lading  Shipment Plan for Container 	Port Operation
		Aspiro Portal V.2.0 Perawang Mill 	URN  Invoice Input Results 	Port Operation

Source: Processed Data 2024

Based on the flowchart above, the several steps in invoice billing process are as follows:

a. Receipt of Invoice: The process begins with the receipt of an invoice from a vendor or supplier via email or other means.

b. Input Invoice in ICS Portal, the invoice is then input into the Invoice

Control System (ICS) Portal for tracking and management.

c. Control List Verification, A control list is created to ensure that the invoice has not been previously paid. This step helps prevent duplicate payments.

d. The next step involves opening an advance application or payment application on Fiori to facilitate the payment process. And the draft advance or payment application is captured and verified for accuracy and completeness.

e. Submission to Post-Tax Verifier, the advance application or payment application is submitted to the post-tax verifier for further review.

f. Log sheet Creation and Attachment, A log sheet is created and attached to the invoice, which includes relevant details and documentation. The log sheet is then submitted to the head of the invoice team, port operation head, logistics head, and CEO for approval. This step ensures that all necessary parties have reviewed and approved the invoice.

g. Print Advance Application or Payment Application, Once approved, the advance application or payment application is printed for further processing.

h. Attaching additional Document Attachment, Additional documents such as bills of lading (B/L), proposals, email confirmations, shipment plans for containers, and other relevant documents are attached to the invoice.

i. URN Creation and Update in ICS Portal: A unique reference number (URN) is created and updated in the ICS Portal to track the invoice's status.

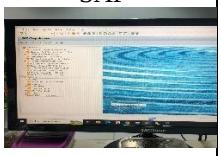
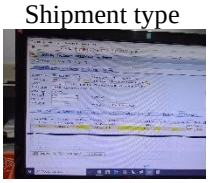
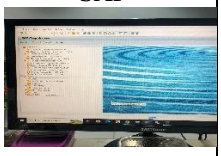
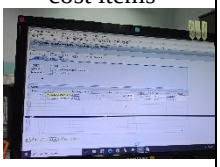
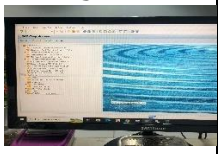
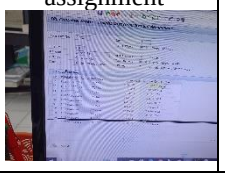
By following these steps, the invoice billing process ensures that all necessary checks and approvals are completed before payment is made, ensuring accurate and timely payment to vendors and suppliers.

2. Create Shipment Costs

A company's shipment costs typically include various expenses such as

fulfillment, packaging, and transportation. These costs can vary based on factors like shipment weight, shipping service, and destination. When estimating costs for an e-commerce business, one should consider additional elements such as operational costs, inventory onboarding, warehousing, support, pick and pack, kitting, packing, and shipping to get an accurate estimate.Additionally, it is essential to precisely record and categorize freight expenses in the company's accounting system, distinguishing between freight-in costs related to acquiring inventory, supplies, or raw materials, and freight-out costs related to shipping the product to the customer. The steps are illustrated in the following table:

Table 3.2 Create Shipment Cost

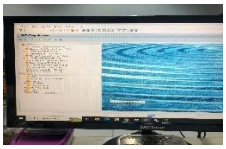
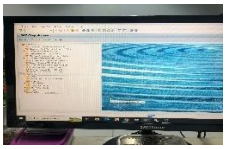
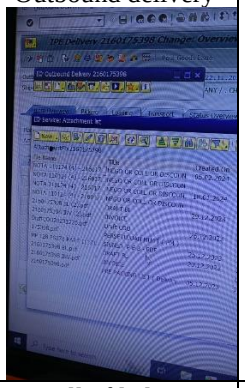
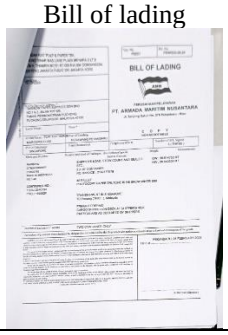
No	Shipment Cost	Device	Output	Place
1.	Defining Shipping Type Procedure	SAP 	Shipment type 	Port Operation
	Calculating and displaying shipment cost	SAP 	Overview: Freight cost items 	Port Operation
	Creating a shipment cost	SAP 	Cost center and account assignment 	Port Operation

Source: Processed Data 2024

3. Printing Bill of Lading

A Bill of Lading (B/L) is a legal document that serves as evidence of a transportation contract, a receipt for shipped goods, and a title document that conveys ownership. It details the type, quantity, and destination of the items being transported and is issued by a carrier to a shipper. The Bill of Lading contains information about the products, including their classification, number of cartons, total volume, weight, loading and destination ports, carrier name, and journey number. This document is vital in freight shipping as it can be used for claims if any issues arise during shipment and acts as proof of ownership, allowing the consignee to ensure the cargo is released upon arrival at its destination. The steps are illustrated in the following table:

Table 3.3 Bill of lading

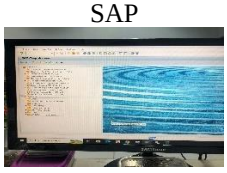
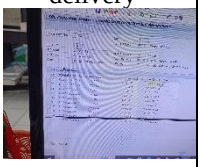
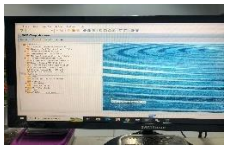
No	Bill of lading	Device	Output	Place
1.	Enter code /OVI02n on SAP and enter delivery number ↓ In the attachment list, select bill of lading	SAP  SAP 	Outbound delivery  Bill of lading 	Port Operation Port Operation

Source: Processed Data 2024

4. Printing Shipment Plan for Container

In order to guarantee the safe and effective transportation of the goods, a shipment plan for containers must adhere to a number of procedures. Confirming the cargo information and evaluating its specifics, including its type, volume, and mode of transportation (air or sea), are the first steps in the container reservation process. The steps are illustrated in the following table:

Table 3.4 Shipment for container

No	Shipment for container	Device	Output	Place
1.	in /zs30, enter the delivery number and look for the shipment number	SAP 	Outbound delivery 	Port Operation
	Enter shipment number and printing the shipment plan for container	SAP 	Shipment plan for container	Port Operation

Source: Processed Data 2024

5. Checking Travel Letter Invoice/ Way Note Invoice

Way note invoice" refers to the relationship between two critical documents in logistics distribution: the waybill and the sales invoice. A sales invoice provides documentation of a bill or transaction to the customer, while a delivery note records the products sent. A waybill is generated after it has been authorized, illustrating how these two documents are interconnected in the logistics distribution process. The way note invoice encompasses the invoice matching procedure, which involves comparing invoices with other relevant documents

such as purchase orders, goods received notes, and inspection slips. This process ensures that payments are made only for valid and approved transactions, with amounts and prices accurately reflecting the payments. The invoicing process typically includes documents such as initial bids, pro forma invoices, final bills, delivery notes, and payment receipts. The steps are illustrated in the following table:

Table 3.5 Checking Travel Letter Invoice/ Way Note Invoice

No	Checking Travel Letter invoice	Device	Output	Place
1.	Checking Travel Letter Invoice/ Way Note Invoice ⬇ summarize the verified waybills	Manual	Verified waybill	Port Operation
		Microsoft Excel	delivery note summary	Port Operation

Source: Source: Processed Data 2024

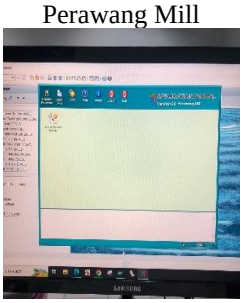
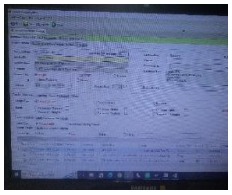
6. Compiling Document list of Port OPP/OPT and PBM Cost Report.

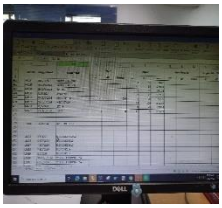
Compiling the document list of Port OPP/OPT and PBM cost report involves receiving, inputting, and sorting documents based on codes, as well as summarizing costs. The purpose of this task is to organize important documents related to port operations and ensure that cost reports are accurately prepared. The benefits of this process include facilitating the tracking and management of documents, improving the accuracy of financial reports, and ensuring compliance with reporting regulations. The expected outcome is a well-organized and

accurate list of Port OPP/OPT documents and PBM cost reports.

The several steps in compiling a document list of port OPP/OPT and PBM cost report can be seen 3.5 as follows:

Table 3.6 Compiling Document list of Port OPP/OPT and PBM Cost Report

No	List of OPP/OPT	Device	Output	Place
1	Receive document list of port OPP/OPT and PBM Cost Report ⬇ Input Document list of Port OPP/OPT and PBM in Portal ⬇ Sorting the list of OPP/OPT and PBM costs reports Based on code ⬇	Manual	Document list of port OPP/OPT and PBM Cost Report 	Port Operation
		Portal V.2.0 Perawang Mill 	Input Results 	Port Operation
		Manual	Sorting document 	Port Operation

	Make summary based on cost center number into excel	Microsoft Excel	Summary the document 	Port Operation

Source: Processed Data 2024

Based on flowchart above, the first steps to compiling document is receive documents list of port OPP/OPT and PBM cost report from vendor Receive document list of port OPP/OPT and PBM Cost Report after that Input Document list of Port OPP/OPT and PBM in Portal ICS, and then sorting the list of OPP/OPT and PBM costs based on code, the last is make summary based on cost center number into excel.

3.3 Place of Apprenticeship

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. The company's provisions regarding the schedule or time for the implementation of practical work are as follows:

Table 3.7 The Working schedule of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

No	Day	Working Hours	Breaks
1.	Monday to Thursday	07.00- 17.00 WIB	11.00-13.00 WIB
2.	Friday	07.00 -17.30 WIB	11.30- 13.30 WIB
3.	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port from January 22nd – June 28th 2024 can be seen in appendices.

3.4 Kind and Description of the Activity

During the internship at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill, particularly in the Port Operation Division, several key activities and tasks were assigned to the job training participants. These activities were designed to provide practical experience and enhance the skills and knowledge of the participants in various administrative and operational functions. For further details, please refer to the attached document.

In addition to the tasks mentioned above, the author also engaged in several additional activities designed to provide a broader understanding of the industry and enhance the overall internship experience. These activities included:

1. Visiting Pindo Deli (Tissue Manufacturing Company)

   To gain insights into the production processes and operations of a tissue manufacturing company. This visit provided an opportunity to understand the intricacies of tissue production, including raw material sourcing, manufacturing processes, and quality control measures. It also offered a chance to learn about the environmental and sustainability practices implemented by Pindo Deli. Enhanced knowledge of tissue manufacturing processes and best practices in sustainability, leading to a better understanding of the paper industry's diverse sectors.

2. Jetty Tour

   To observe and understand the operations and logistics at the port, including loading and unloading processes, storage, and transportation of goods. The jetty tour allowed participants to see firsthand the port operations, providing a practical understanding of maritime logistics and the handling of bulk goods. It also highlighted the importance of safety and efficiency in port operations. Improved comprehension of port logistics and operations, contributing to a more comprehensive knowledge of the supply chain and its critical components.

3. Attending Competitions Commemorating K3 Day (Occupational Safety and

Health Day)

To participate in events aimed at promoting workplace safety and health awareness.Engaging in K3 Day competitions helped to foster a culture of safety and health awareness among participants. It also provided an opportunity to learn about various safety protocols and measures implemented within the industry. Increased awareness and understanding of occupational safety and health practices, contributing to a safer work environment and promoting a proactive approach to workplace safety.

Through participation in these additional activities, the author gained a more well-rounded experience during the internship, encompassing both the operational and safety aspects of the industry. These experiences contributed to the development of a broader skill set and deeper industry knowledge, ultimately enhancing the effectiveness and efficiency of the author's contributions to PT Indah Kiat Pulp & Paper Tbk - Perawang Mill. For more detailed information on these activities and their descriptions, please refer to the attached documents.

CHAPTER IV
CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill, the following conclusions can be drawn:

1. There are several types of work during the practical work program, namely:
   a. Invoice Billing Process.
   b. Create Shipment Costs.
   c. Printing Bill of Lading, and
   d. Printing Shipment Plan for Container.
   e. Checking Travel Letter Invoice/ Way Note Invoice.
   f. Compiling Document list of port OPP/OPT and PBM Cost Report.
2. The Operation Port Department employs a combination of online and manual systems, including SAP, Microsoft Outlook, FIORI, and Aspiro systems. And manual systems such us spreadsheet and excel to streamline their work processes, making it more efficient to perform their duties.
3. In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk-Perawang Mill, especially the Operation Port Divison as follows:
   a. Invoice by Email
   b. Invoice from Vendor
   c. TP (Advance Application)
   d. Payment Application
   e. Shipment Plan for Container
   f. Log sheet
   g. Document List of Report of OPP/OPT and PBM
   h. Tax Invoice

i. URN
j. Capture of invoice
k. Bill of lading
l. Shipment Cost Tracking Report

4.2 Suggestion

After doing practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill, there are several suggestions, namely:

1. To further support interns, the company could enhance training programs that focus on specific job roles and systems used in the Port Operation Division. This will help new interns quickly adapt and become productive.
2. Providing comprehensive training on systems like SAP, FIORI, and Aspiro at the beginning of the internship would enable interns to perform their tasks more efficiently.

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APPENDICES

Appendix 1: Apprenticeship Acceptance Letter

indah kiat
pulp and paper products

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.

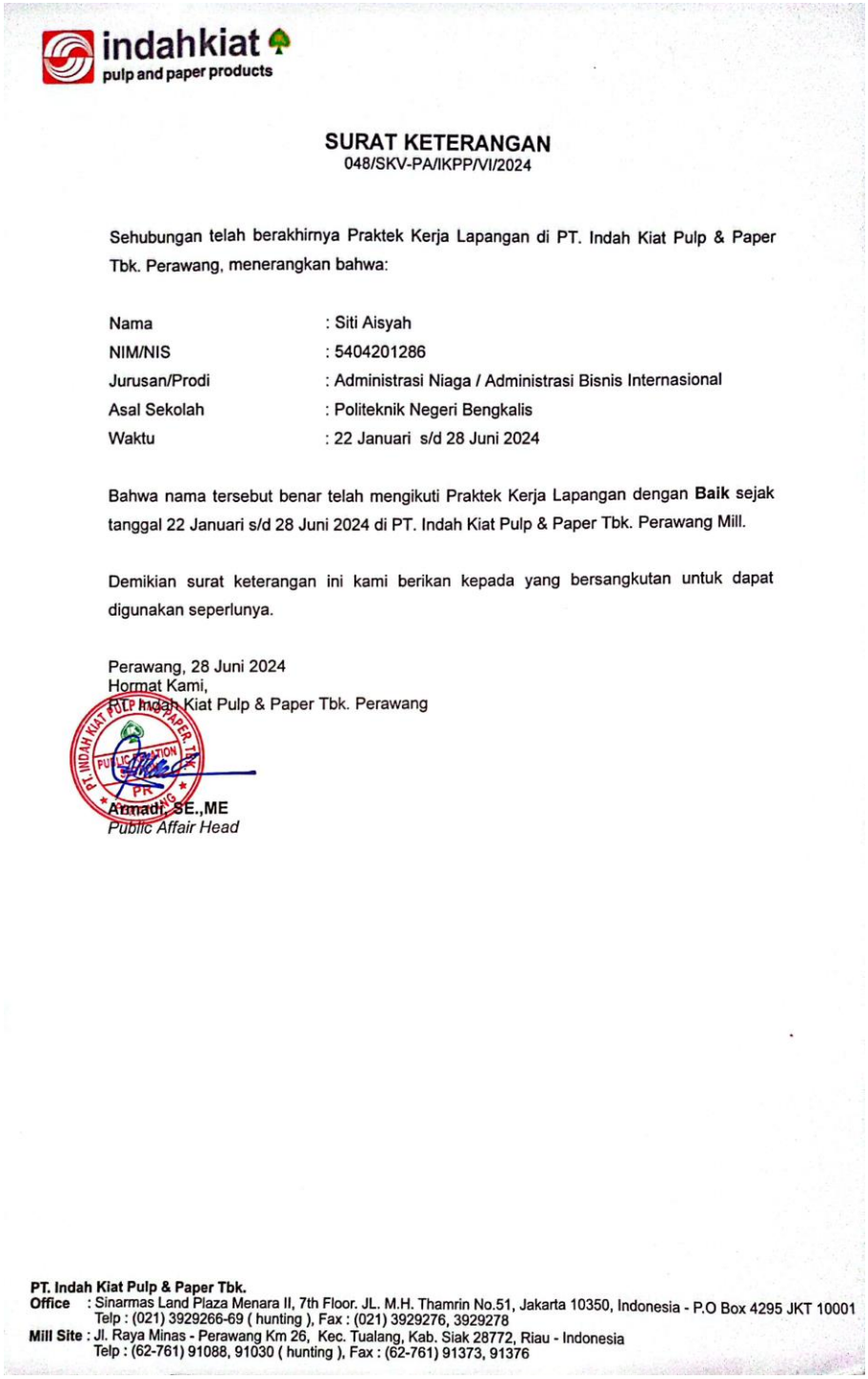
Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill

PT. INDAH KIAT PULP AND PAPER, TBK PUBLIC RELATION SECTION PERAWANG

A r m a d i, SE., ME
Public Affair Head

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

Appendix 2: Apprenticeship Statement Letter



indahkiat
pulp and paper products

SURAT KETERANGAN
048/SKV-PA/IKPP/VI/2024

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

Nama	: Siti Aisyah
NIM/NIS	: 5404201286
Jurusan/Prodi	: Administrasi Niaga / Administrasi Bisnis Internasional
Asal Sekolah	: Politeknik Negeri Bengkalis
Waktu	: 22 Januari s/d 28 Juni 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 22 Januari 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

PT. INDAH KIAT PULP & PAPER TBK. PUBLIC AFFAIRS PR

Ahmadi, SE.,ME
Public Affair Head

PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor. JL. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp : (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

Appendix 3: Company Appraisal Sheet

EVALUATION RESULTS FROM A JOB TRAINING

COMPANY APRAISAL

PT.INDAH KIAT PULP & PAPER Tbk PERAWANG MILL

Name : Siti Aisyah

NIM : 5404201286

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 :

* dapat bekerja sama dengan team
* dapat menyelesaikan pekerjaan dengan baik
* overall good.

Perawang, 27 June 2024

Nur Afni
Advisor

Appendix 4: List of Attendance

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

Nama : Siti Aisyah
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM Niaga / ADM Bisnis Internasional
Tanggal Praktek : 22 Januari 2024 - 26 Januari 2024
Penempatan Unit : Operation Brt (OP) Department
Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22 Jan 2024	Safety Induction	Rumah Pintar Abdul Wahid		29/1
2.	23 Jan 2024	- Pembagian Helm - Pembagian divisi - Dasar SAP Application - Cara menggunakan mesin Fotocopy & Scan	Humas & kantor OP		29/1
3.	24 Jan 2024	- Dasar Application portal V.2.0 Perawang Mill - Create URN di website aspiro - Penyerahan dokumen masuk dan dokumen keluar - Input New Invoice ke SPA	kantor op		29/1
4.	25 Jan 2024	- Mencetak allowance application di fiori (website) - Update URN invoice di portal ICS * Kirim dokumen invoice ke departemen sport * Pengecekan antara isi ya dan difiori	kantor op		29/1
5.	26 Jan 2024	* Pengecekan invoice * Pengantaran invoice ke SCB * membuat Payment application & URN	kantor op		29/1

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 : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 29 Januari 2024 – 2 Februari 2024
Penempatan Unit : OPERATION PORT
Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin 29/Jan/2024	# Create URN on ASPIRO # Revisi Doument logsheet # Scan Lampiran invoice & faktur pajak # Rekap container & Amount	OP Office		5/2
2.	Selasa 30/Jan/2024	# Check Status PA di fiori # Print advance application # Lampirkan advance app & URN # Print SPC di SAP	OP office		5/2
3.	Rabu 31/Jan/2024	# Check Status PA&TP di fiori # Print PA & advance application # melampirkan URN # Update URN # create New invoice on ICS	OP Office		5/2
4.	Kamis 1/Feb/2024	# Create URN di ASPIRO # Print URN & Payment application # Update URN di Portal # Print SPC PIMSO deli	OP Office		5/2
5.	Jumat 2/Feb/2024	# create URN di aspiro # check Status invoice di fiori & Print invoice yg sudah final # Capture fioriCPA)	OP Office		5/2

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Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 05 februari 2024 - 09 februari 2024
Penempatan Unit : OPERATION PORT
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	05/02/2024	- Memverifikasi status PARTP di fiori - Print advance application - Melampirkan URN kirim ke spoke - menghitung dan mengecheck exchange rate di invoice	OP OFFICE		
2.	06/02/2024	- Memverifikasi invoice - Print SPC di SPA - meihat proses scan barcode URM di Ruang spoke	OP OFFICE		
3.	07/02/2024	- closing TP - Update ICS di portal - Input Vendor, company amount 2 etc di portal	OP OFFICE		
4.	08/02/2024	CUTI ISRA MIKRAJ	-		
5.	09/02/2024	- Update URN (ICS) di portal - memverifikasi SPC dan B/L	OP OFFICE		

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MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIIS INTERNASIONAL
Tanggal Praktek : 12 FEBRUARI 2024 - 16 FEBRUARI 2024
Penempatan Unit : OP
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	12 februari 2024	# Memverifikasi SPC # Uploud or Post PA & memverifikasi sodium Post # memVerifikasi PA & URN	OP OFFICE		
2.	13/02/2024	# Update Invoice KC ICS di portal # print Report Tm delivery # Memverifikasi antara Repot Tm delivery dgn DN # memverifikasi surat Jalan	OP OFFICE		
3.	14/02/2024	CUTI HARI PEMILIHAN	-		
4.	15/02/2024	# print PA # memverifikasi daftar laporan biaya OPP/OPT # merekap biaya bongkar muat # memfilter daftar laporan biaya OPP/OPT (PULP or Paper)	OP OFFICE		
5.	16/02/2024	# print PA # create URN di aspiro # Update URN di ICS portal # Closing TP (print B/L & SPC)	OP OFFICE		

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MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA /ADM BISNIS INTERNASIONAL
Tanggal Praktek : 19-02-2024 s/d 23-02-2024
Penempatan Unit : Port operation office
Koord. Lapangan : Nurafni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	19/02/24	- Print PA - create URN - merekap doc NO invoice NO di SAP - Print SPC & memverifikasi SPC	OP office		
2.	20/02/2024	- Print advance application - create URN - update URN di portal - melampirkan TP - melampirkan B/L & SPC - Stempel received, Scan, FC	OP office		
3.	21/02/2024	- Melampirkan SPC & memverifikasi - memverifikasi container stock - memverifikasi antara list container vendor sama list container invoice team - merekap container - merekap invoice reject IKPP & Pindo	OP office		
4.	22/02/2024	- merekap container - merekap invoice reject IKPP & Pindo - memverifikasi SPC - Serah terima invoice ke ruangan container yard	OP office		
5.	23/02/2024	- merekap list container, Document number & NO invoice dari SAP - Print SPC - Create URN - update URN	OP office		

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MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNATIONAL
Tanggal Praktek : 26 FEBRUARY 2024 - 01 MARET 2024
Penempatan Unit : Operation Port
Koord. Lapangan : NURAENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	26/02/2024	- Print EP Cadvance application) for urgent invoice - Submit invoice PA Cas draft) to Post tax verifikator - Create URN	OP office		
2.	27/02/2024	- Print PA - Menghadiri perlombaan dalam acara memperingati hari K3 - Verifikasi No container.	OP office		
3.	28/02/2024	- Print SPC, create URN, Print PA, verifikasi PA - rekap rincian percargo - Verifikasi invoice surat Jalan	OP office		
4.	29/02/2024	- Print PA - Uptake invoice di RSAM - Verifikasi No DN dengan No DN yang ada di FSO.	OP office		
5.	01/03/2024	- Print FSO - Training Shipment Cost	OP office		

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Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 04 MARET 2024 – 08 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	04/03/24	- Input NO. invoice - Print TMS(Report TM Perivar)	OP office		
2.	05/03/24	- Input NO. invoice di Freight Settlement (PSAtm) - Create URN - Verifikasi NO container - revisi log sheet	OP office		
3.	06/03/24	- visited pindo deli - merekap Daftar laporan biaya OPP/OPT berdasarkan no serial - Print PA & create URN	OP office & Pindo Deli		
4.	07/04/24	- Training tentang isilan isilah yg ada di invoice bersama Pak Jasmadi - merekap invoice dan menyerahkan salinan invoice ke container yard department - Lanjutkan merekap daftar OPP/OPT	OP office		
5.	08/04/24	- Print PA & TP - create URN	OP office		

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Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 11 MARET 2024 – 15 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	11/03/24	CUTI HARI JUM'AT NYEPI	-		
2.	12/03/24	CUTI PULANG KAMPUNG	-		
3.	13/03/24	- Shipment cost - Print PA & verifikasi - Create URN - controllist FOB singapore	OP office		
4.	14/03/24	CUTI SAKIT	-		
5.	15/03/24	-Shipment cost - Print PA verifikasi invoke -Create URN -Print PA & verifikasi -Update URN	OP office		

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Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 18 MARET 2024 - 23 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	18/03/24	- Verifikasi NO DN di invoice dgn SPC - Shipment cost - Melampirkan email, proposal ke invoice - Post or submit invoice di Fiori	OP office		
2.	19/03/24	- Melampirkan TP, BL, SPC - Update URN di portal - Print PA - Update URN & create URN	OP office		
3.	20/03/24	- Merekap or make controlist invoice FOB Singapore - Input invoice to Portal - Print SPC & verifikasi NO DN	OP office		
4.	21/03/24	- Print PA & create URN - Update URN - Print SPC - Stempel Received scan fotocopy	OP office		
5.	22/03/24	- Verifikasi NO container di invoice dgn NO container yg ada di lampiran - Input invoice di Portal	OP office		

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Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 25 MARET 2024 - 29 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	25/03/24	-Capture draft invoice - melampirkan proposal & capture di invoice - melampirkan Berita Acara - input invoice (laporan Biaya OPP/OPE) - Shipment cost	OP Office		
2.	26/03/24	- input laporan Biaya OPP/OPE ke Portal - Shipment cost - Update URN - Merekap daftar OPP/OPE	OP Office		
3.	27/03/24	- Print PA - Create URN & Update URN - input Document Receipt Report to Portal - input URN & invoice (February - January)	OP Office		
4.	28/03/24	- Shipment cost - Print PA, Update URN & create URN	OP Office		
5.	29/03/24	CUTI WAFAT ISA ALMASIH	-		

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

Nama : SITI AISYAH

Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS

Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL

Tanggal Praktek : 01 APRIL 2024 - 05 - APRIL 2024

Penempatan Unit : PORT OPERATION

Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	01/04/24	- Print BI & melampirkan B/L - Print SPC & memverifikasi - Create Shipment cost - Capture PA & verifikasi - Melampirkan email ke invoice - Print PA & create URN - Stempel Received	OP office		
2.	02/04/24	- Check Lampiran Surat Jakin - Print PA, Create URN & Update URN - Verifikasi invoice & SPC - Post or submit invoice - Verifikasi NO DN dgn TMS	OP office		
3.	03/04/24	- Print PA, create URN & Update URN - Input Document receipt report invoice	OP office		
4.	04/04/24	- Print PA, create URN, Update URN - Verifikasi invoice dengan PSA dan melampirkan empty & laden shipping Sheceduie	OP office		
5.	05/04/24	- capture PA - Lampirkan Proposal invoice - Print PA, create URN & update URN - Print SPC & memverifikasi	OP office		

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

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 15 APRIL 2024 – 19 APRIL 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	15/04/2024	- Print PA, create URN & update URN - Print SPC & memverifikasi - capture Draft invoice - mencari no invoice di SAP	OP office		
2.	16/04/2024	- Print BL, advance application - Print SPC - create shipment cost	OP office		
3.	17/04/2024	- Print PA, create URN, Update URN - Print SPC & verifikasi NO dN dan jumlah container di BL - Print advance application	OP office		
4.	18/04/2024	- Print PA, create URN & Update URN - capture PA - Print SPC & verifikasi	OP office		
5.	19/04/2024	- Print PA, create URN, Update URN - Print advance application	OP office		

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

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 22 APRIL 2024 - 26 APRIL 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22/04/2024	- Print SPC & Verifikasi SPC	OP OFFICE		
2.	23/04/2024	- Print SPC & verifasi SPC dgn invoice - Print PA, create URN, 2 URNote	OP OFFICE		
3.	24/04/2024	- Print PA, Create URN, Update URN - Print TP urgent - Make controlist invoice - Check NO container dengan Lampiran	OP OFFICE		
4.	25/04/2024	- Upload attachment di fiori - menghitung biaya biaya invoice termasuk COST amount) dan memverifikasi - Make logsheet	OP OFFICE		
5.	26/04/2024	- Update invoice di Portal - Print PA, Create URN & Update URN - Update invoice di Portal - Print SPC, BI & memverifikasi	OP OFFICE		

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

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA - ADM BISNIS INTERNATIONAL
Tanggal Praktek : 29 APRIL 2024 - 03 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	29/04/24	- Shipment cost - make logsheet invoice - Verifikasi SPC - Input invoice di fiori - capture & verifikasi - Print PA, create URN, & Update URN	OP OFFICE		
2.	30/04/24	- Memprint PA, create URN & Update invoice - Melampirkan proposal - Shipment cost	OP OFFICE		
3.	01/05/24	HARI BURUH			
4.	02/05/24	- Make logsheet - Print PA, Create URN & Update URN - Update invoice di portal	OP OFFICE		
5.	03/05/24	- Print PA, Create URN & Update URN - Print TP, create URN & Update - make logsheet	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 : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 06 MEI 2024 - 10 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	06/05/24	- Make logsheet - Print TP, Create URN TP - Print PA, Create URN TP - Rekap biaya Pengurusan Paper Periode maret 2024 - Rekap biaya Pengurusan Pulp Periode maret 2024	OP OFFICE		
2.	07/05/24	- Monitoring email masuk - Print PA, Create URN - Print TP Create URN - Memproses dan Open invoice TP - Open TP, make logsheet, capture verifikasi, Print SPC, Print email	OP OFFICE		
3.	08/05/24	- Print memo invoice - Print TP, make logsheet - Print SPC, verifikasi SPC	OP OFFICE		
4.	09/05/24	- CUTI KENAIKAN ISA ALMASIH	-		
5.	10/05/24	CUTI	-		

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 : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA - ADM BISNIS INTERNASIONAL
Tanggal Praktek : 13 MEI 2024 - 17 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	13/05/24	- Print SPC - Print PA, create URN, Update - Print PA for close TP - Input invoice di ICS	OP OFFICE		
2.	14/05/24	- Shipment cost - filter invoice Prw - SGP, SGP - Prw - Print PA, create URN, Update - make logsheet - capture TP urgent - Print TP, create URN TP	OP OFFICE		
3.	15/05/24	- Print PA, create URN, Update - Print TP, create URN TP - mengantar Dokumen urgen ke SPoke - Print SPC - Shipment cost	OP OFFICE		
4.	16/05/24	CUTI	-		
5.	17/05/24	- Make logsheet pulp - Print PA, create URN, Update - Post invoice - melampirkan capture invoice - Shipment cost - melampirkan B/L - Print TP - Check kelengkapan dokumen close TP.	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 : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 20 MEI 2024 - 24 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	20/05/24	- Print B/L, SR, TP - Print PA, create URN & Update - print PA for close TP - Make logsheet	OP OFFICE		
2.	21/05/24	- Print B/L, SPC, PA - Print PA, create URN & Update - make controlist - make logsheet - melampirkan proposal, & quotation from vendor (direct deliver & non direct deliver)	OP OFFICE		
3.	22/05/24	- Melampirkan additional charge - menghitung & memverifikasi charger - merekap daftar biaya OPI/OPP - Print TMS & mencari NO FSD & FO	OP OFFICE		
4.	23/05/24	CUTI HARI RAYA WAISAK	-		
5.	24/05/24	- Print PA, Create URN, Update - merekap daftar biaya opp/opt - input daftar opp/opt ke ICS - Print TP, Create URN - input invoice di ICS - Print SPC & memverifikasi - merekap invoice detention & menganterkan ke CY	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 : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNATIONAL
Tanggal Praktek : 27 MEI 2024 - 31 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	27/05/24	- Shipment cost - Print PA, create URN, Update - Print TP, Create URN - Capture & verifikasi - make logsheet - Post PA	PORT OPERATION		
2.	28/05/24	- Shipment cost - capture verifikasi - make logsheet - Print TP, create URN - Print PA, create URN, Update - input invoice di ICS	PORT OPERATION		
3.	29/05/24	- Shipment cost - input invoice di ICS - Print PA, create URN - capture PA - make logsheet - create URN TP	PORT OPERATION		
4.	30/05/24	- Shipment cost - Print PA, create URN - make logsheet - Deliver document to tax & spore	PORT OPERATION		
5.	31/05/24	- Shipment cost - print PA, create URN Update -	PORT OPERATION		

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

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM BISNIS /ADM BISNIS INTERNASIONAL
Tanggal Praktek : 03 JUNE 2024 - 07 JUNE 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	03/06/2024	- Input NO. invoice di RSATM - Print TMS - Input daftar OPP/OPI - Print PA, create URN & update - make logsheet	PORT OPERATION		
2.	04/06/2024	- Print SPC - Update URN (336 invoice) - Print PA, update URN & create - Print close TP (lampiran) - make logsheet	PORT OPERATION		
3.	05/06/2024	- Input invoice - Update PA bulan MEI - Print B/L & SPC - Print TP, create URNTP - verifikasi surat jalan	PORT OPERATION		
4.	06/06/2024	- Print TMS, input NO invoice di RSATM - make logsheet (invoice TMS) - verifikasi TMS - Print PA, create URN, update - melampirkan Doc close TP	PORT OPERATION		
5.	07/06/2024	CUTI SAKIT	PORT OPERATION		

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

Nama : SITI AISYAH
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 10 JUNE 2024 – 14 JUNE 2024
Penempatan Unit : Port operation
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	10/06/2024	- capture - make logsheet TMS - verifikasi TMS - make controlist - make logsheet	Port Operation Office		
2.	11/06/2024	- Print B/L - Print TP, create URN - Print PA, create URN & update - Check Status & merekap Based on TP - Stempel Received	Port Operation Office		
3.	12/06/2024	- Visited port - Input invoice - Print PA, create URN - Shipment cost - Print SPC - make logsheet for TMS.	Port Operation Office		
4.	13/06/2024	- Shipment cost - make logsheet - Print PA, create URN, URNate - capture & verifikasi - Print SPC	Port operation office		
5.	14/06/2024	capture - input OPP/OPT - Shipment cost - print PA, create URN, UPdate - make logsheet	Port operation office.		

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

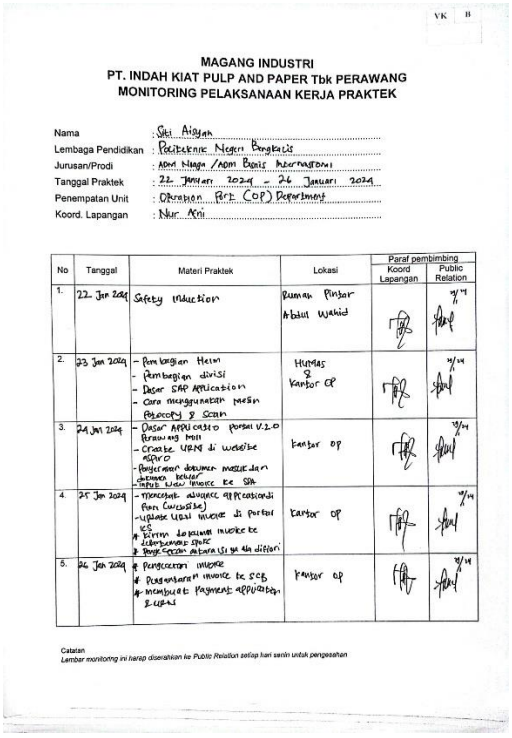
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Siti Aisyah
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 17 JUNE 2024 - 21 JUNE 2024
Penempatan Unit : Port Operation
Koord. Lapangan : Nurafni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	17/06/24	CUTI IDUL ADHA	Port Operation		
2.	18/06/24	- capture & verifikasi - make logsheet - Print PA, create URN, UPdate - Print BL	Port operation		
3.	19/06/24	- input No Invoice - print PA, create URN. Update - memeriksa surat jalan - menginput No Invoice TMS - Print TP - Print SPC & memverifikasi	Port Operation		
4.	20/06/24	- melampirkan PA, URN - UPdate URN di Portal - Print B/L - melakukan approval - make logsheet - create URN	Port Operation		
5.	21/06/24	- menyusun OPP/OPE - make logsheet for closeTP - Print PA, create URN - create URN for closeTP	Port operation		

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

Appendix 5: Daily Activity



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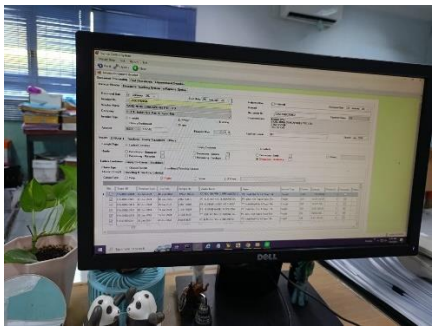
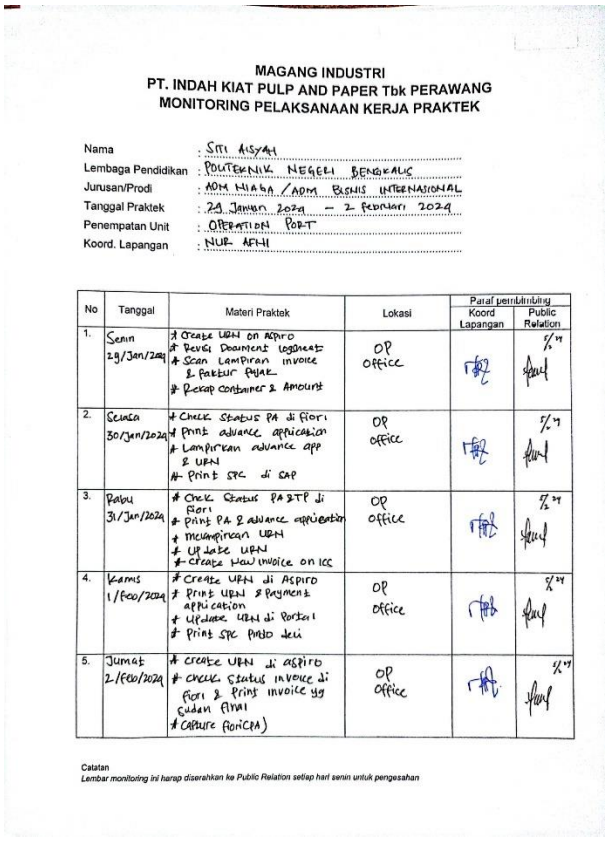
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Siti Aisyah
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM Niaga / ADM Bisnis Internasional
Tanggal Praktek : 22 Januari 2024 - 26 Januari 2024
Penempatan Unit : Operation Port (OP) Department
Koord. Lapangan : Nur Ani

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	22 Jan 2024	Safety induction	Rumah Pintar Abdul Wahid		22/1
2.	23 Jan 2024	- Pembagian Helm - Pembagian divisi - Dasar SAP Application - Cara menggunakan mesin Photocopy & Scan	Humas & Kantor OP		23/1
3.	24 Jan 2024	- Dasar Application portal V.2.0 Perawang Mill - Create URM di website aspiro - Penyerahan dokumen masuk dan dokumen keluar - Input New Invoice ke SAP	Kantor OP		24/1
4.	25 Jan 2024	- Mencetak advance application di Fiori (website) - Update URM invoice di portal ICS * Kirim dokumen invoice ke departemen spare * Penyerahan antara ISI ya dan diferi	Kantor OP		25/1
5.	26 Jan 2024	* Pengecekan invoice * Pengantaran invoice ke SCB * membuat Payment application & URM	Kantor OP		26/1

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

No	Picture of Activity	Information
1.		Input Invoice using Work system and procedure in the Operation Port Department use online system, application system. On of system is the Invoice Control System (ICS). ICS is an integrated system that helps to organize, monitor, and process invoices efficiently.

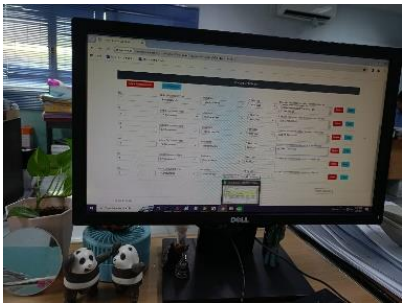


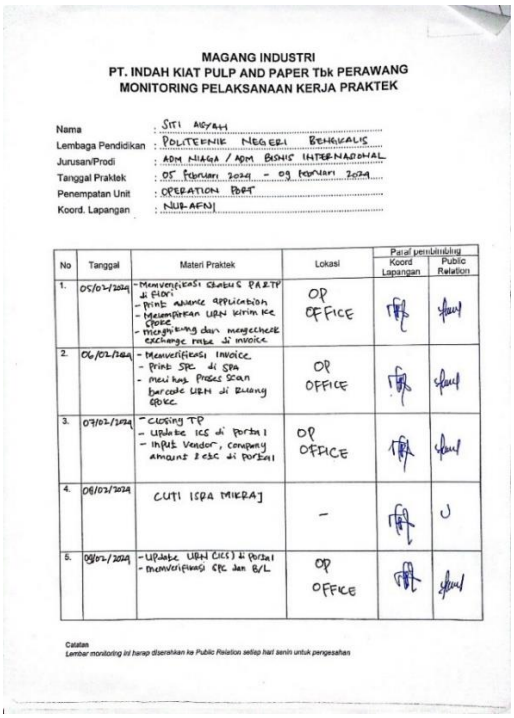
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 29 Januari 2024 – 2 Februari 2024
Penempatan Unit : OPERATION PORT
Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin 29/Jan/2024	* Create URN on Aspiro * Revisi Document logsheet * Scan Lampiran invoice & faktur pajak * Rekap container & Amount	OP office		5/2 24
2.	Selasa 30/Jan/2024	* Check Status PA di fiori * Print advance application * Lampirkan advance app & URN * Print SPC di SAP	OP office		5/2 24
3.	Rabu 31/Jan/2024	* Check Status PA & TP di fiori * Print PA & advance application * melampirkan URN * Update URN * create new invoice on ICS	OP office		5/2 24
4.	Kamis 1/Feb/2024	* Create URN di Aspiro * Print URN & Payment application * Update URN di Portal * Print SPC Pindo deli	OP office		5/2 24
5.	Jumat 2/Feb/2024	* create URN di aspiro * check status invoice di fiori & print invoice yg sudah final * Capture fioriCPA)	OP office		5/2 24

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

No	Picture of Activity	Information
1.		The URN is used by the Aspiro team to process payments, and it can be concluded that this URN also serves as an identifier that links documents to relevant payment transactions, ensuring that every transaction is accurately recorded and processed.

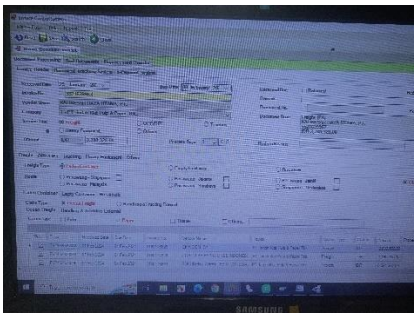


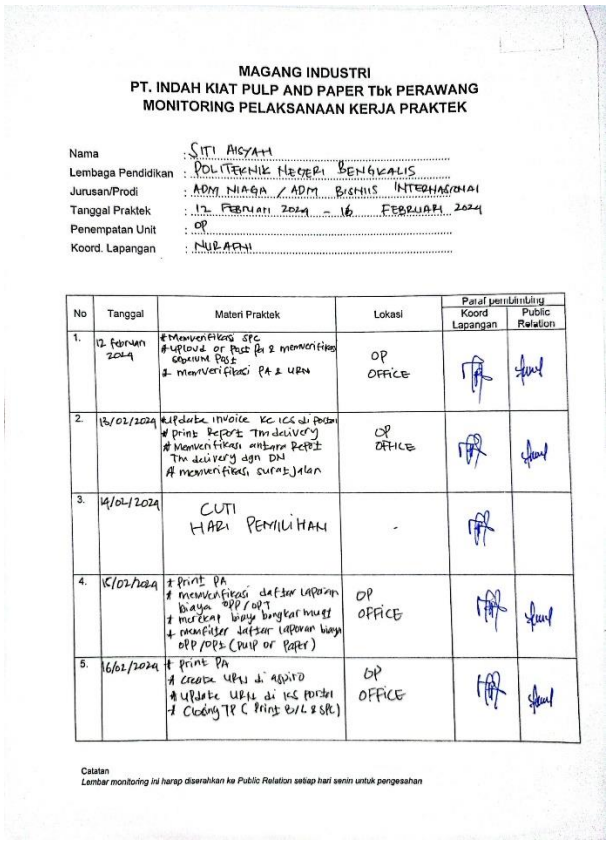
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 05 Februari 2024 - 09 Februari 2024
Penempatan Unit : OPERATION PORT
Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	05/02/2024	- Memverifikasi status PA & TP di flori - Print advice application - Melampirkan URN kirim ke spoke - Menghitung dan mengecheck exchange rate di invoice	OP OFFICE		
2.	06/02/2024	- Memverifikasi invoice - Print SPC di SPA - melihat proses scan barcode URN di Ruang spoke	OP OFFICE		
3.	07/02/2024	- closing TP - Update ICS di portal - Input vendor, company amount & etc di portal	OP OFFICE		
4.	08/02/2024	CUTI ISRA MIKRAJ	-		
5.	09/02/2024	- Update URN (ICS) di portal - memverifikasi SPC dan B/L	OP OFFICE		

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

No	Picture of Activity	Information
1.		Entering received invoices involves several important steps, including recording the invoice number, vendor name, invoice receipt date, container type, amount, freight type, claim type, and cargo types. This process is carried out to monitor invoices that are to be processed and those that have been completed. By recording this information in detail, the company can ensure that all transactions are accurately and efficiently documented, facilitating financial administration management and avoiding errors or data loss.



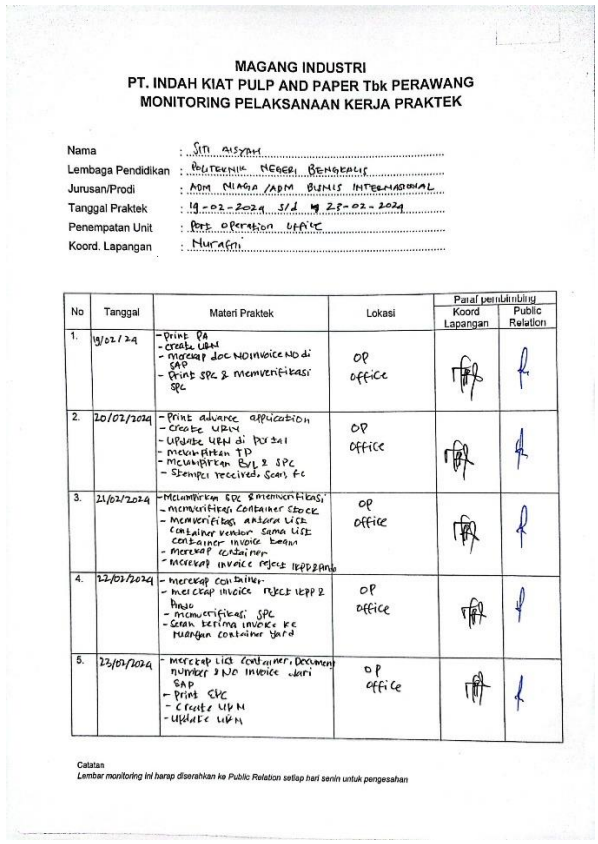
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 12 FEBRUARI 2024 - 16 FEBRUARI 2024
Penempatan Unit : OP
Koord. Lapangan : NURAINI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	12 februari 2024	# Memverifikasi SPC # Upload or Post PA & memverifikasi Optimal Post # memverifikasi PA & URN	OP OFFICE		
2.	13/02/2024	# Update invoice KC ICC di portal # Print Report Tm delivery # Memverifikasi antara Report Tm delivery dgn DN # memverifikasi surat jalan	OP OFFICE		
3.	14/02/2024	CUTI HARI PEMILIHAN	-		
4.	15/02/2024	# Print PA # memverifikasi daftar laporan biaya OPP/OPT # merekap biaya bongkar muat # memfilter daftar laporan biaya OPP/OPT (PULP or PAPER)	OP OFFICE		
5.	16/02/2024	# Print PA # Create URN di AGWID # Update URN di ICS portal # Closing TR (Print B/L & SPC)	OP OFFICE		

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

No	Picture of Activity	Information
1.		The process of matching invoices entails confirming and balancing data from various documents to guarantee that payments are only made for valid and approved transactions and that the amounts and prices correctly match the payments.

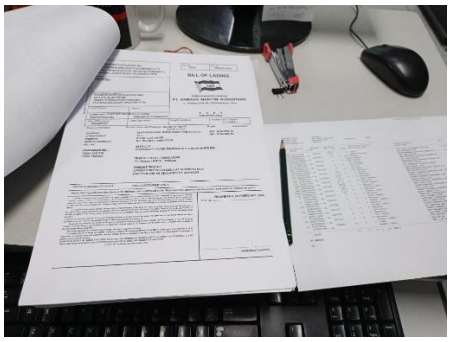


MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Siti Aisyah
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM NIAGA /ADM BUNIS INTERNASIONAL
Tanggal Praktek : 19-02-2024 s/d 23-02-2024
Penempatan Unit : Port operation office
Koord. Lapangan : Nurafni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	19/02/24	- Print PA - create UBN - merekap doc NO invoice NO di SAP - Print SPC & memverifikasi SPC	OP office		
2.	20/02/2024	- Print advance application - create UBN - Update UBN di portal - melampirkan TP - Melampirkan BVL & SPC - Stempel received, Scan, fc	OP office		
3.	21/02/2024	- Melampirkan SPC & memverifikasi - memverifikasi container stock - memverifikasi antara list container vendor sama list container invoice team - merekap container - merekap invoice reject IKPP & Pmb	OP office		
4.	22/02/2024	- merekap container - merekap invoice reject IKPP & Pmb - memverifikasi SPC - Scan terima invoice ke ruangan container yard	OP office		
5.	23/02/2024	- merekap list container, Document number & NO invoice dari SAP - Print SPC - Create UBN - Update UBN	OP office		

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

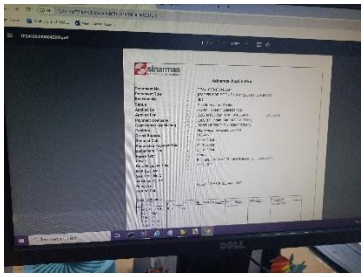
No	Picture of Activity	Information
1.		A Shipment plan for a container at a company typically refers to a detailed document or digital representation that provides a comprehensive layout of how cargo is arranged, secured and transported.

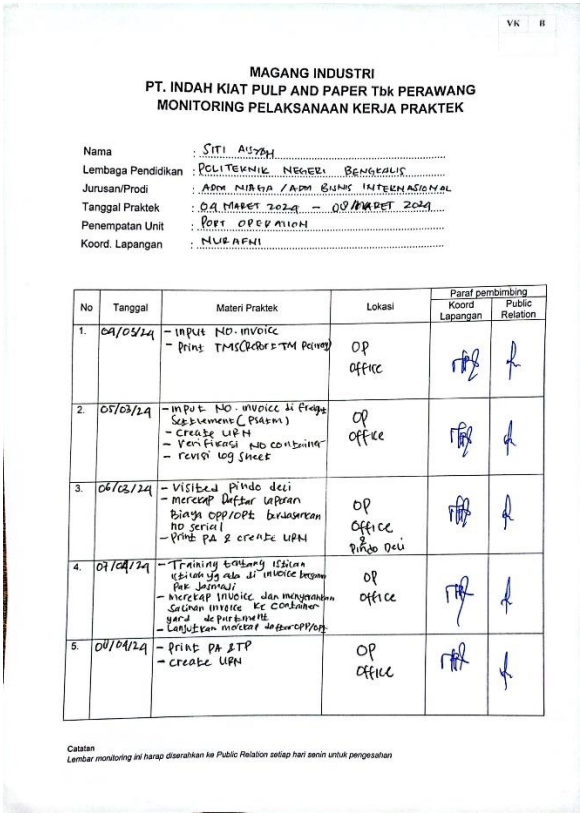
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNATIONAL
Tanggal Praktek : 26 FEBRUARY 2024 - 01 MARET 2024
Penempatan Unit : Operation Port
Koord. Lapangan : NURAINI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	26/02/2024	- Print EP Cadvance application) for urgent invoice - Submit invoice PA (as draft) to Post Tax verificator - create URN	OP Office		
2.	27/02/2024	- Print PA - Menghadiri perlombaan dalam acara memperingati hari K3 - Verifikasi NO container.	OP Office		
3.	28/02/2024	- Print SPC, create URN, Print PA, verifikasi PA - rekap rincian percargo - verifikasi invoice surat Jalan	OP Office		
4.	29/02/2024	- Print PA - Update invoice di Ptatm - Verifikasi NO DN dengan NO DN yang ada di FSO.	OP Office		
5.	01/03/2024	- Print FSO - Training Shipment Cost	OP Office		

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

No	Picture of Activity	Information
1.		Advance application aims to ensure that the necessary funds are available before a specific activity or transaction is perform.



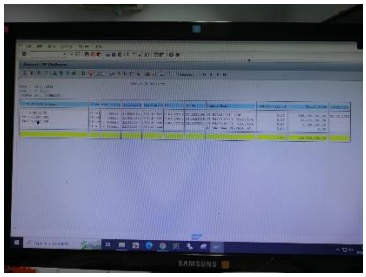
VK B

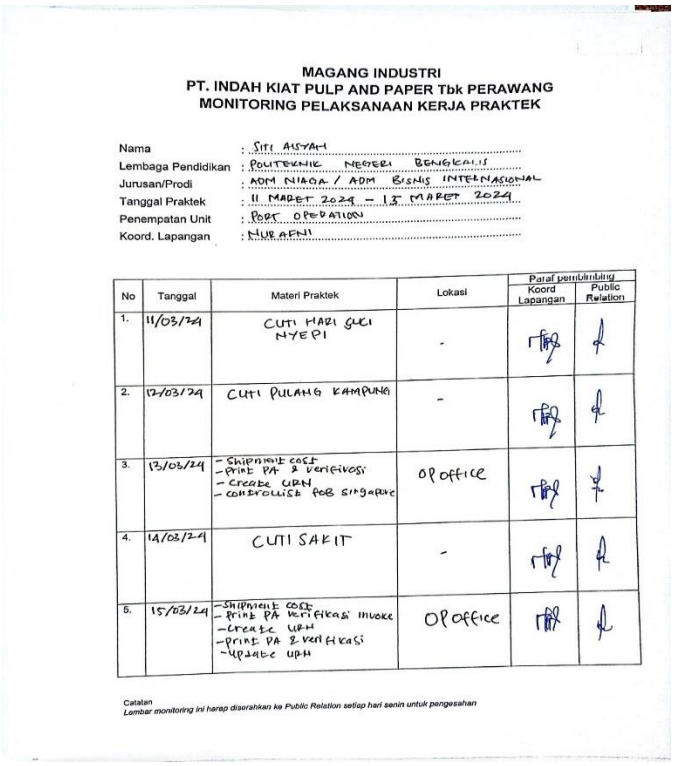
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BUNIS INTERNASIONAL
Tanggal Praktek : 04 MARET 2024 – 09 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	04/03/24	- input NO. invoice - Print TMS(Report TM Delivery)	OP office	[signature]	[signature]
2.	05/03/24	- input NO. invoice di freight Settlement (PSAEM) - create UPN - Verifikasi NO container - revisi log sheet	OP office	[signature]	[signature]
3.	06/03/24	- visited pindo deli - merekap Daftar laporan Biaya OPP/OPT berdasarkan no serial - Print PA & create UPN	OP office & Pindo Deli	[signature]	[signature]
4.	07/04/24	- Training tentang istilah istilah yg ada di invoice bersama Pak Jasmadi - merekap invoice dan menyerahkan salinan invoice ke container yard depurtement - Lanjutkan merekap daftar OPP/OPT	OP office	[signature]	[signature]
5.	08/04/24	- Print PA & TP - create UPN	OP office	[signature]	[signature]

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

No	Picture of Activity	Information
1.		Report TM Delivery is a report generated by the TMS that includes information about deliveries. This report can include details such as delivery status, delivery times, vehicles used, and any issues encountered during the delivery process.

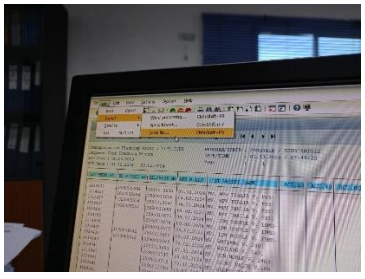


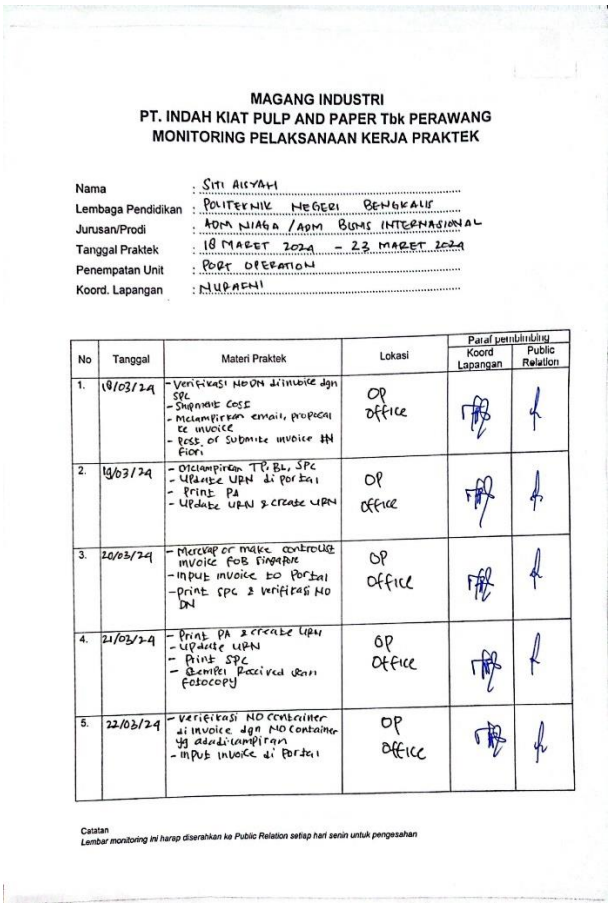
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 11 MARET 2024 – 13 MARET 2024
Penempatan Unit : POST OPERATION
Koord. Lapangan : RIVE APRI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	11/03/24	CUTI HARI RAYA NYEPI	-		
2.	12/03/24	CUTI PULANG KAMPUNG	-		
3.	13/03/24	- Shipment cost - Print PA & Verifikasi - Create UPN - Controlling FOB Singapore	OP office		
4.	14/03/24	CUTI SAKIT	-		
5.	15/03/24	-Shipment cost - Print PA Verifikasi invoice -Create UPN -Print PA & verifikasi -Update UPN	OP office		

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

No	Picture of Activity	Information
1.		Shipment Cost Tracking Report is a document that provides information about the cost of shipping goods from one location to another. The report may include details such as the shipment reference, arrival date, cost elements attached to each purchase order line, and shipment totals. The benefits of this process include enhancing the efficiency of operational cost management, ensuring the accuracy of financial reports, and assisting in budget planning. The expected outcome is an accurate and detailed shipping cost report and improved operational efficiency through better cost management.

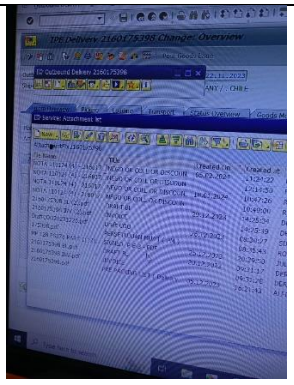


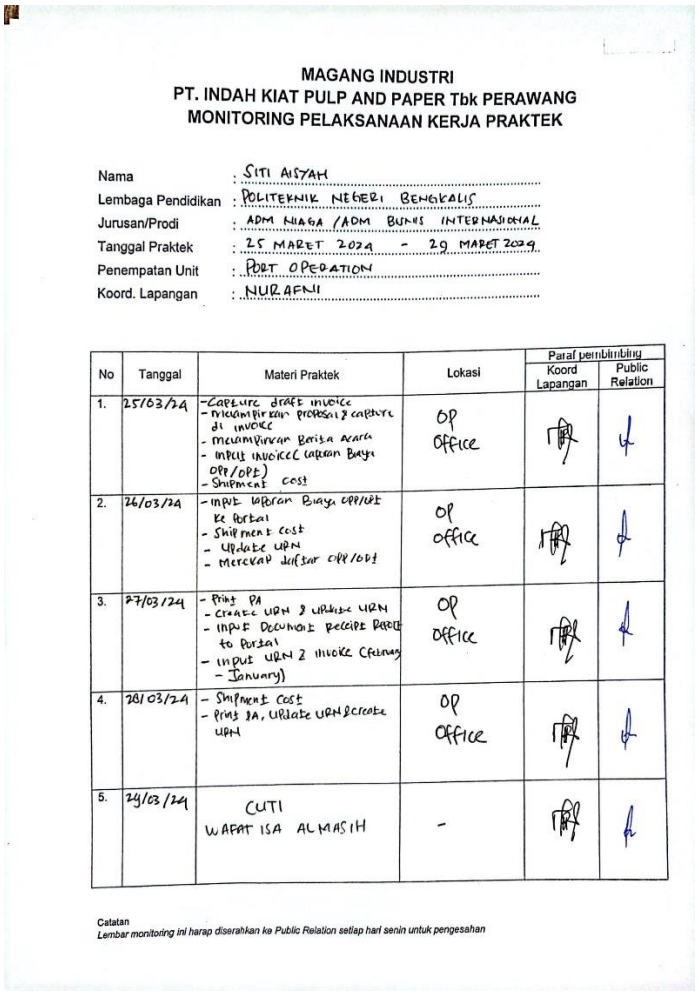
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 18 MARET 2024 - 22 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	18/03/24	- Verifikasi NO DN di invoice dgn SPC - Shipment cost - Melampirkan email, proposal ke invoice - Post or Submite invoice di Fiori	OP office		
2.	19/03/24	- Dilampirkan TP, BL, SPC - Update URN di Portal - Print PA - Update URN & create URN	OP office		
3.	20/03/24	- Mencap or make controle invoice FOB Finance - Input invoice to Portal - Print SPC & verifikasi NO DN	OP office		
4.	21/03/24	- Print PA & create URN - Update URN - Print SPC - Kembali Received dgn fotocopy	OP office		
5.	22/03/24	- Verifikasi NO container di invoice dgn NO container yg ada di lampiran - Input invoice di Portal	OP office		

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

No	Picture of Activity	Information
1.		A bill of lading is a legal document that serves as a receipt for the shipped products, a document of title to the goods described in the bill of lading, and a contract between a carrier and a shipper

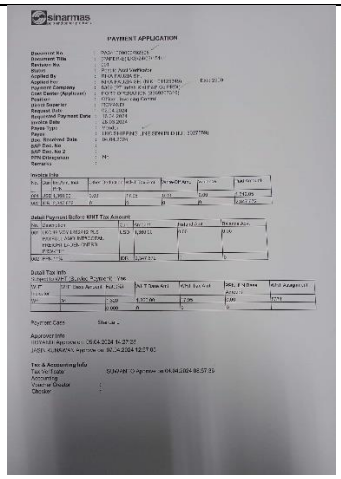


MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA /ADM BUNIS INTERNASIONAL
Tanggal Praktek : 25 MARET 2024 - 29 MARET 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	25/03/24	- Capture draft invoice - Melampirkan proposal & capture di invoice - Melampirkan Berita Acara - Input invoice (laporan Biaya OPP/OPT) - Shipment cost	OP Office		
2.	26/03/24	- Input laporan Biaya OPP/OPT ke Portal - Shipment cost - Update URN - Merekap daftar OPP/OPT	OP Office		
3.	27/03/24	- Print PA - Create URN & Update URN - Input Document Receipt Report to Portal - Input URN & invoice (February - January)	OP Office		
4.	28/03/24	- Shipment cost - Print PA, Update URN & create URN	OP Office		
5.	29/03/24	CUTI WAFAT ISA ALMASIH	-		

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

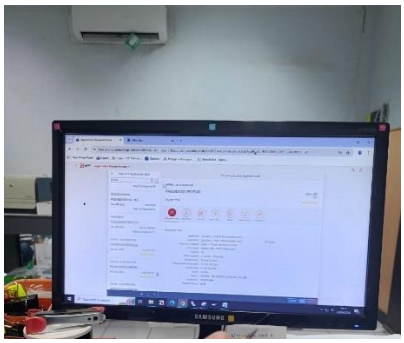
No	Picture of Activity	Information
1.	 sinarmas PAYMENT APPLICATION	A payment application at a company refers to the process of specifying the conditions under which customers must pay for goods or services provided by the company.

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

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 01 APRIL 2024 - 05 - APRIL 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NUR AFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	01/04/24	- Print BI & melampirkan B/L - Print SPC & memverifikasi - Create Shipment case - Capture PA & verifikasi - Melampirkan email ke invoice - Print PA & create URN - Stempel Received	OP office		
2.	02/04/24	- check Lampiran surat jalan - Print PA, create URN & Update URN - Verifikasi invoice & SPC - Post or submit invoice - Verifikasi No DN dan TMS	OP office		
3.	03/04/24	- Print PA, create URN & Update URN - Input Document receipt report invoice	OP office		
4.	04/04/24	- Print PA, create URN, Update URN - Verifikasi invoice dengan PCA dan melampirkan empty & Loda shipping Sheedule	OP office		
5.	05/04/24	- Capture PA - Lampirkan proposal invoice - Print PA, create URN & Update URN - Print SPC & memverifikasi	OP office		

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

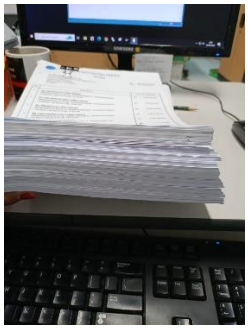
No	Picture of Activity	Information
1.		Capture of Payment Application (Save as Draft) is a temporary document used before an official payment application is submitted. This document is saved in draft status and serves as an attachment containing detailed information about the payment request.

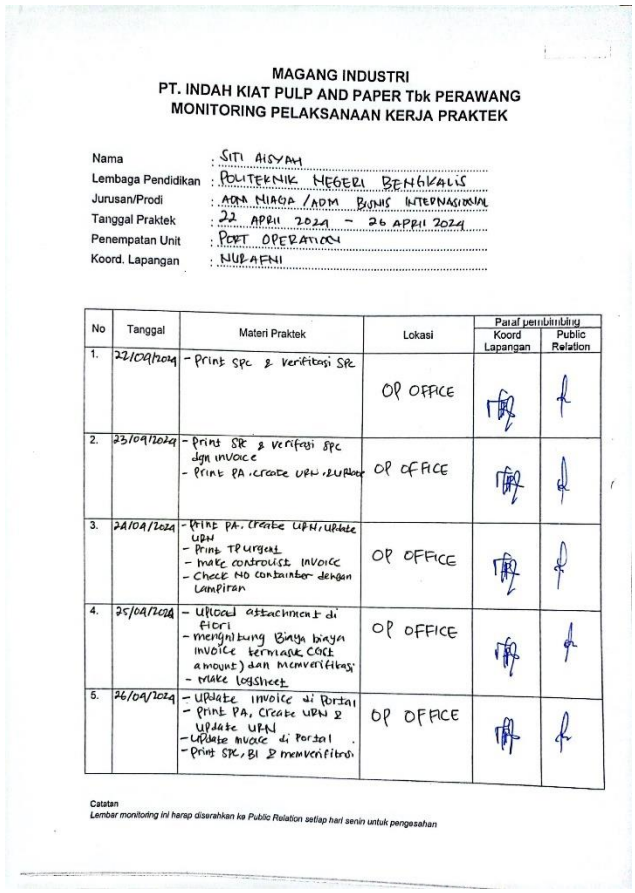
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 15 APRIL 2024 – 19 APRIL 2024
Penempatan Unit : POBF OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	15/04/2024	- Print PA, create URN & Update URN - Print SPC & memverifikasi - Capture Draft invoice - mencari no invoice di SAP	OP Office		
2.	16/04/2024	- Print BL, advance application - Print SPC - Create shipment cost	OP Office		
3.	17/04/2024	- Print PA, Create URN, Update URN - Print SPC & verifikasi HO dan jumlah container di BL - Print advance application	OP Office		
4.	18/04/2024	- Print PA, Create URN & Update URN - Capture PO - Print SPC & verifikasi	OP Office		
5.	19/04/2024	- Print PA, create URN, Update URN - Print advance application	OP Office		

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

No	Picture of Activity	Information
1.		Verifying the received invoice against the SPC (Shipment Plan Container) is a crucial step in the company's logistics process. This procedure involves a thorough inspection to ensure that all items listed on the invoice match those detailed in the SPC.

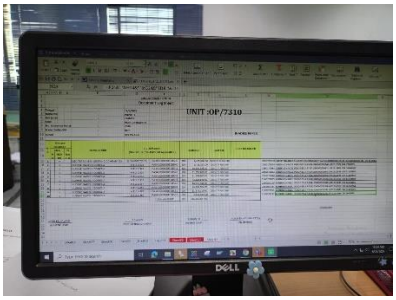


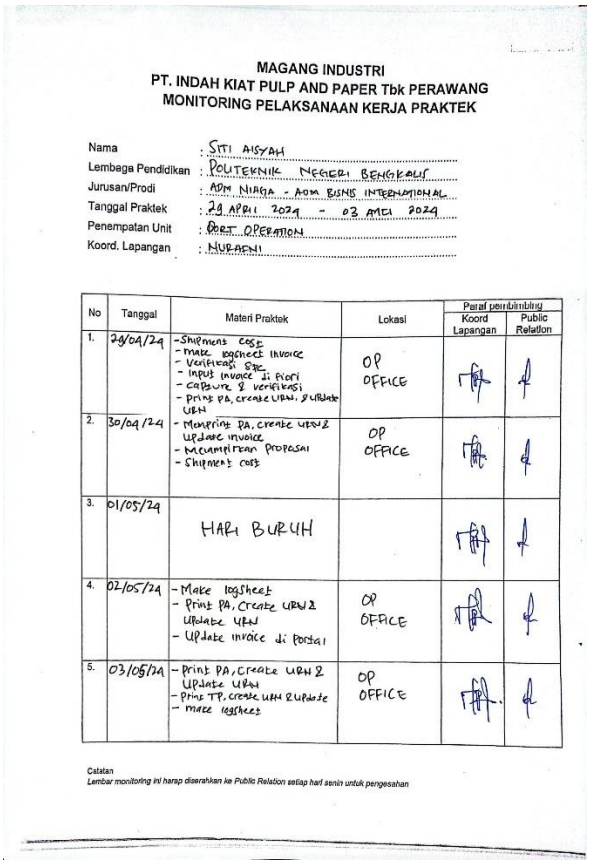
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 22 APRIL 2024 – 26 APRIL 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22/09/2024	- Print SPC & verifikasi SPC	OP OFFICE		
2.	23/09/2024	- Print SPC & verifasi SPC dgn invoice - Print PA, create URN, & update	OP OFFICE		
3.	24/09/2024	- Print PA, create URN, update URN - Print TP urgent - make controlist invoice - Check NO container dengan Lampiran	OP OFFICE		
4.	25/09/2024	- Upload attachment di fiori - menghitung Biaya biaya invoice termasuk CGST amount) dan memverifikasi - make logsheet	OP OFFICE		
5.	26/09/2024	- Update invoice di Portal - Print PA, Create URN & update URN - Update invoice di Portal - Print SPC, BI & memverifikasi	OP OFFICE		

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

No	Picture of Activity	Information
1.		Logsheet Creation and Attachment, A logsheet is created and attached to the invoice, which includes relevant details and documentation.

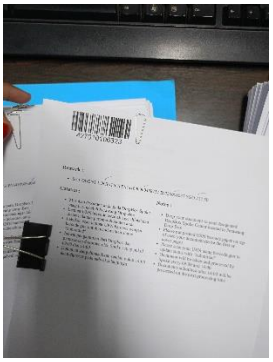


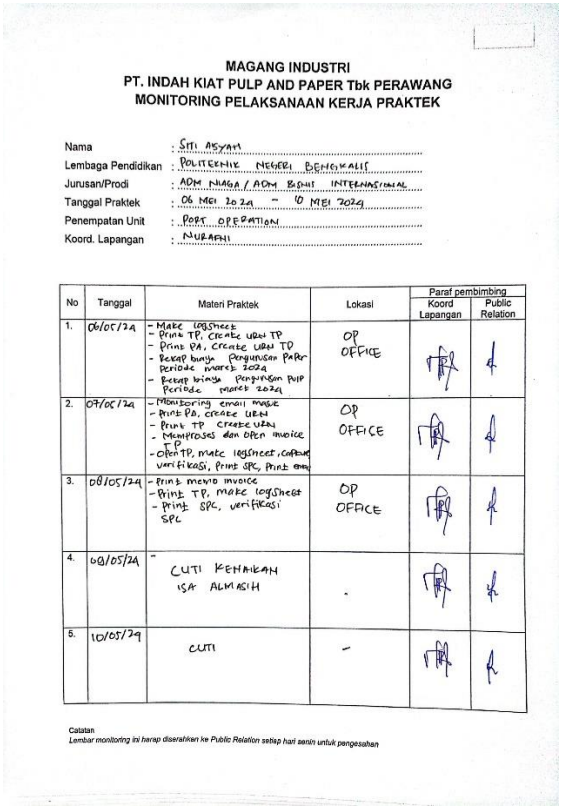
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA - ADM BISNIS INTERNASIONAL
Tanggal Praktek : 29 APRIL 2024 - 03 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAENI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	29/04/24	- Shipments cost - Make logsheet invoice - Verifikasi SBE - Input invoice di Fiori - Capture & verifikasi - Print PA, create URN, & Update URN	OP OFFICE		
2.	30/04/24	- Memprint PA, create URN & Update invoice - Melampirkan Proposal - Shipment cost	OP OFFICE		
3.	01/05/24	HARI BURUH			
4.	02/05/24	- Make logsheet - Print PA, Create URN & Update URN - Update invoice di Portal	OP OFFICE		
5.	03/05/24	- Print PA, Create URN & Update URN - Print TP, create URN & Update - Make logsheet	OP OFFICE		

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

No	Picture of Activity	Information
1.		URN (Unique Reference Number) is a unique code that will be used in the processing and tracking of documents. The URN must be printed and placed on the first page of every document submitted.

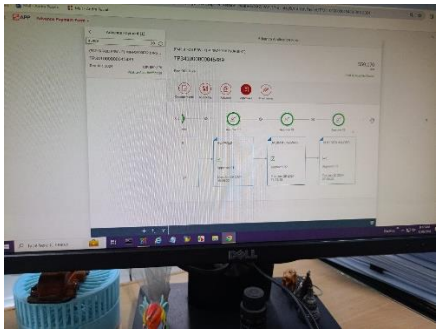


MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI ASYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 06 MEI 2024 - 10 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	06/05/24	- Make logsheet - Print TP, create URN TP - Print PA, create URN TP - Rekap biaya pengurusan paper periode maret 2024 - Rekap biaya pengurusan pulp periode maret 2024	OP OFFICE		
2.	07/05/24	- Monitoring email masuk - Print PA, create URN - Print TP create URN - Memproses dan open invoice TP - Open TP, make logsheet, capture verifikasi, print SPC, print email	OP OFFICE		
3.	08/05/24	- Print memo invoice - Print TP, make logsheet - Print SPC, verifikasi SPC	OP OFFICE		
4.	09/05/24	- CUTI KENAIKAN ISA ALMASIH	-		
5.	10/05/24	CUTI	-		

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

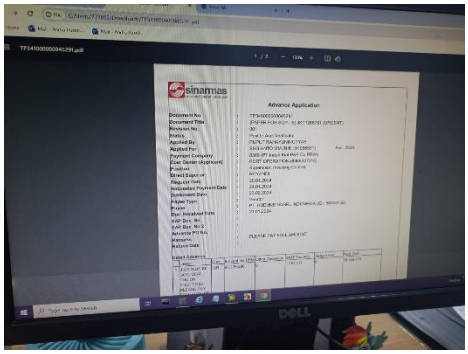
No	Picture of Activity	Information
1.		The approval management process involves several steps, including inputting invoices, verifying invoice details, sending data, attaching documents, and undergoing approval from various parties.

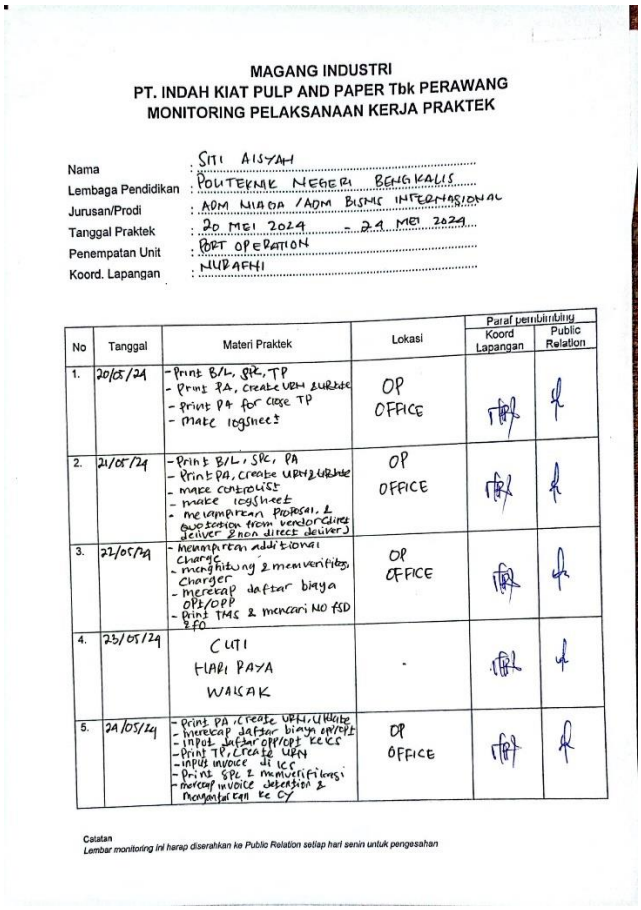
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Siti Aisyah
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : Adm Niaga - Adm Bisnis Internasional
Tanggal Praktek : 13 Mei 2024 - 17 Mei 2024
Penempatan Unit : Port Operation
Koord. Lapangan : Nuraini

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	13/05/24	- Print SPC - Print PA, create UPA, Update - Print PA for close TP - Input invoice di ICS	OP OFFICE		
2.	14/05/24	- Shipment cost - Filter invoice Prw - SGP, SGP - Prw - Print PA, create BBM, Update - Make logsheet - Capture TP urgent - Print TP, create UPA TP	OP OFFICE		
3.	15/05/24	- Print PA, create UPA, Update - Print TP, create UPA TP - Mengantar Dokumen urgn ke Spoke - Print SPC - Shipment cost	OP OFFICE		
4.	16/05/24	CUTI	-		
5.	17/05/24	- Make logsheet PUP - Print PA, create UPA, Update - Post invoice - Mengantar capture urgnt - Shipment cost - Mengantar B/L - Print TP - Check kelengkapan dokumen close TP.	OP OFFICE		

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

No	Picture of Activity	Information
1.		Print Advance Application, Once approved, the advance application or payment application is printed for further processing.

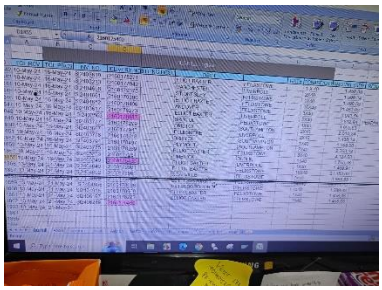


MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 20 MEI 2024 - 29 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Public Relation
1.	20/05/24	- Print B/L, SPK, TP - Print PA, create URN & URNde - Print PA for close TP - Make logsheet	OP OFFICE		
2.	21/05/24	- Print B/L, SPK, PA - Print PA, create URN & URNde - Make controlist - Make logsheet - Menampilkan Proposal & quotation from vendor (direct deliver & non direct deliver)	OP OFFICE		
3.	22/05/24	- Menampilkan additional charge - menghitung & memverifikasi charger - merekap daftar biaya OPB/OPP - Print TMS & mencari NO FSD & FO	OP OFFICE		
4.	23/05/24	CUTI HARI RAYA WAISAK	-		
5.	24/05/24	- Print PA, Create URN, URNde - merekap daftar biaya opp/opt - input daftar opp/opt kecil - Print TP, Create URN - input invoice di ICC - Print SPK & memverifikasi - merekap invoice deskripsi & mengantar FAM ke GY	OP OFFICE		

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

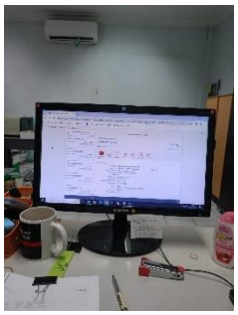
No	Picture of Activity	Information
1.		Make Control List Verification, A control list is created to ensure that the invoice has not been previously paid. This step helps prevent duplicate payments.

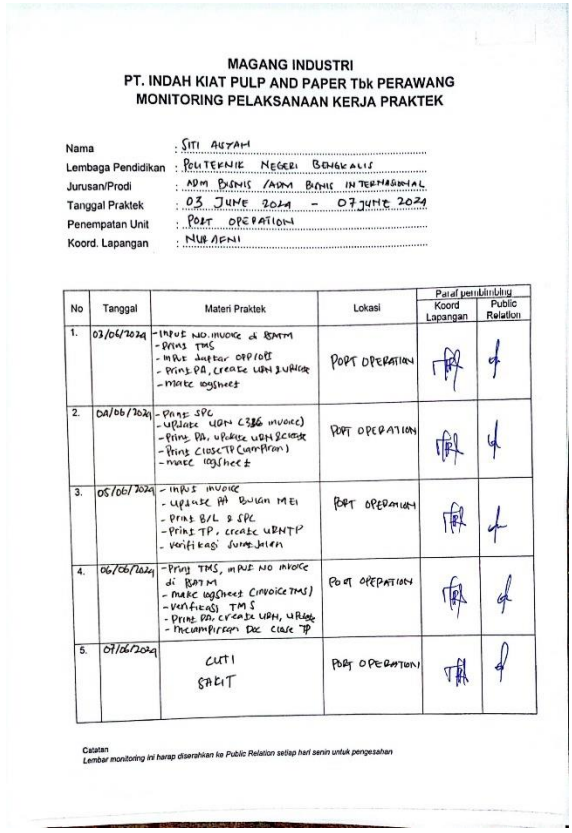
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM NIAGA /ADM BISNIS INTERNASIONAL
Tanggal Praktek : 27 MEI 2024 - 31 MEI 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAINI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	27/05/24	- Shipment cost - Print PA, create UPH, release - Print TP, create UPH - Capture & verifikasi - make logsheet - Post PA	PORT OPERATION		
2.	28/05/24	- Shipment cost - capture verifikasi - make logsheet - Print TP, create UPH - Print PA, create UPH, release - input invoice di KS	PORT OPERATION		
3.	29/05/24	- Shipment cost - input invoice di KS - Print PA, create UPH - capture PA - make logsheet - create UPH TP	PORT OPERATION		
4.	30/05/24	- Shipment cost - Print PA, create UPH - make logsheet - Deliver dokumen DO tax & SPORE	PORT OPERATION		
5.	31/05/24	- Shipment cost - Print PA, create UPH UPRK -	PORT OPERATION		

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

No	Picture of Activity	Information
1.		Submission to Post-Tax Verifier, the advance application or payment application is submitted to the post-tax verifier for further review.

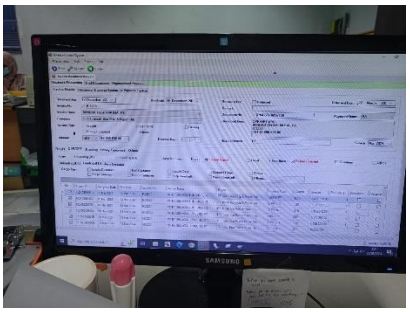


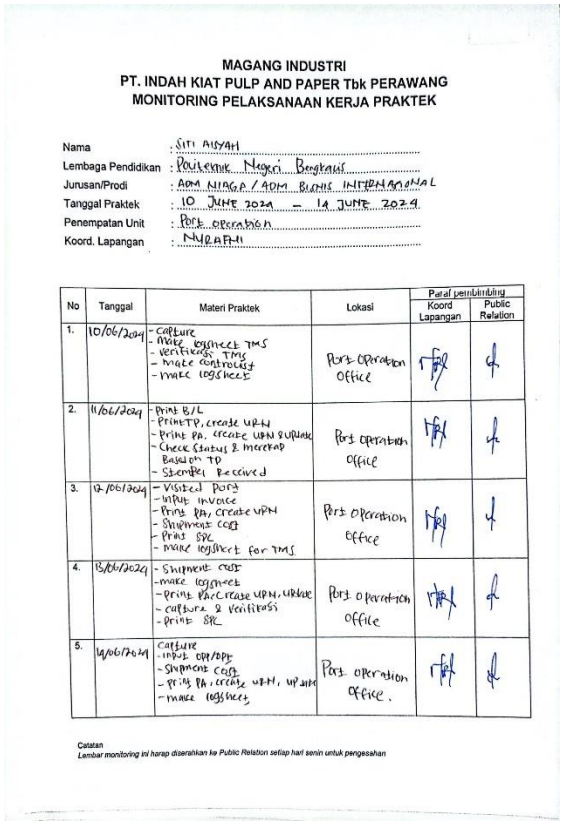
MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AUYAH
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADM BISNIS /ADM BISNIS INTERNASIONAL
Tanggal Praktek : 03 JUNE 2024 - 07 JUNE 2024
Penempatan Unit : PORT OPERATION
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	03/06/2024	- INPUT NO. invoice di BATM - Print TMS - Input daftar OPP/OPT - Print PA, create URN & update - make logsheet	PORT OPERATION		
2.	04/06/2024	- Print SPC - Update URN (386 invoice) - Print PA, update URN & create - Print close TP (lampiran) - make logsheet	PORT OPERATION		
3.	05/06/2024	- input invoice - update PA bulan MEI - Print B/L & SPC - Print TP, create URNTP - verifikasi surat jalan	PORT OPERATION		
4.	06/06/2024	- Print TMS, input NO invoice di BATM - make logsheet (invoice TMS) - verifikasi TMS - Print PA, create URN, update - melampirkan Doc close TP	PORT OPERATION		
5.	07/06/2024	CUTI SAKIT	PORT OPERATION		

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

No	Picture of Activity	Information
1.		After the payment process is completed, the invoice is archived for future reference. This step ensures that all invoices are properly stored and easily accessible for auditing and compliance purposes. The archived invoices are typically stored in Invoice Control System (ICS).

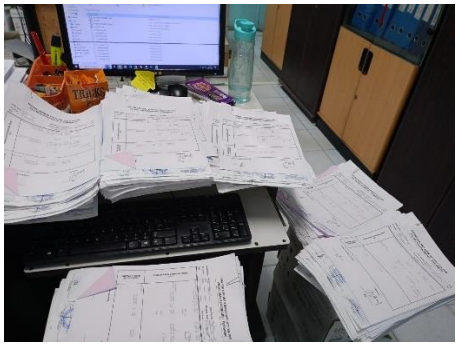


MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : SITI AISYAH
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 10 JUNE 2024 – 14 JUNE 2024
Penempatan Unit : Port operation
Koord. Lapangan : NURAFNI

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing: Koord Lapangan	Paraf pembimbing: Public Relation
1.	10/06/2024	- Capture - Make logsheet TMS - Verifikasi TMS - Make controlist - Make logsheet	Port Operation Office	[signature]	[signature]
2.	11/06/2024	- Print B/L - Print TP, create URN - Print PA, create URN & update - Check status & merekap Based on TP - Stempel Received	Port operation Office	[signature]	[signature]
3.	12/06/2024	- Visited Port - Input invoice - Print PA, create URN - Shipment cost - Print SPC - Make logsheet for TMS	Port Operation Office	[signature]	[signature]
4.	13/06/2024	- Shipment cost - Make logsheet - Print PA, create URN, update - Capture & Verifikasi - Print SPC	Port Operation Office	[signature]	[signature]
5.	14/06/2024	Capture - Input OPP/OPT - Shipment cost - Print PA, create URN, update - Make logsheet	Port operation Office.	[signature]	[signature]

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

No	Picture of Activity	Information
1.		Sorting the lists of OPP/OPT and PBM based on serial number.

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

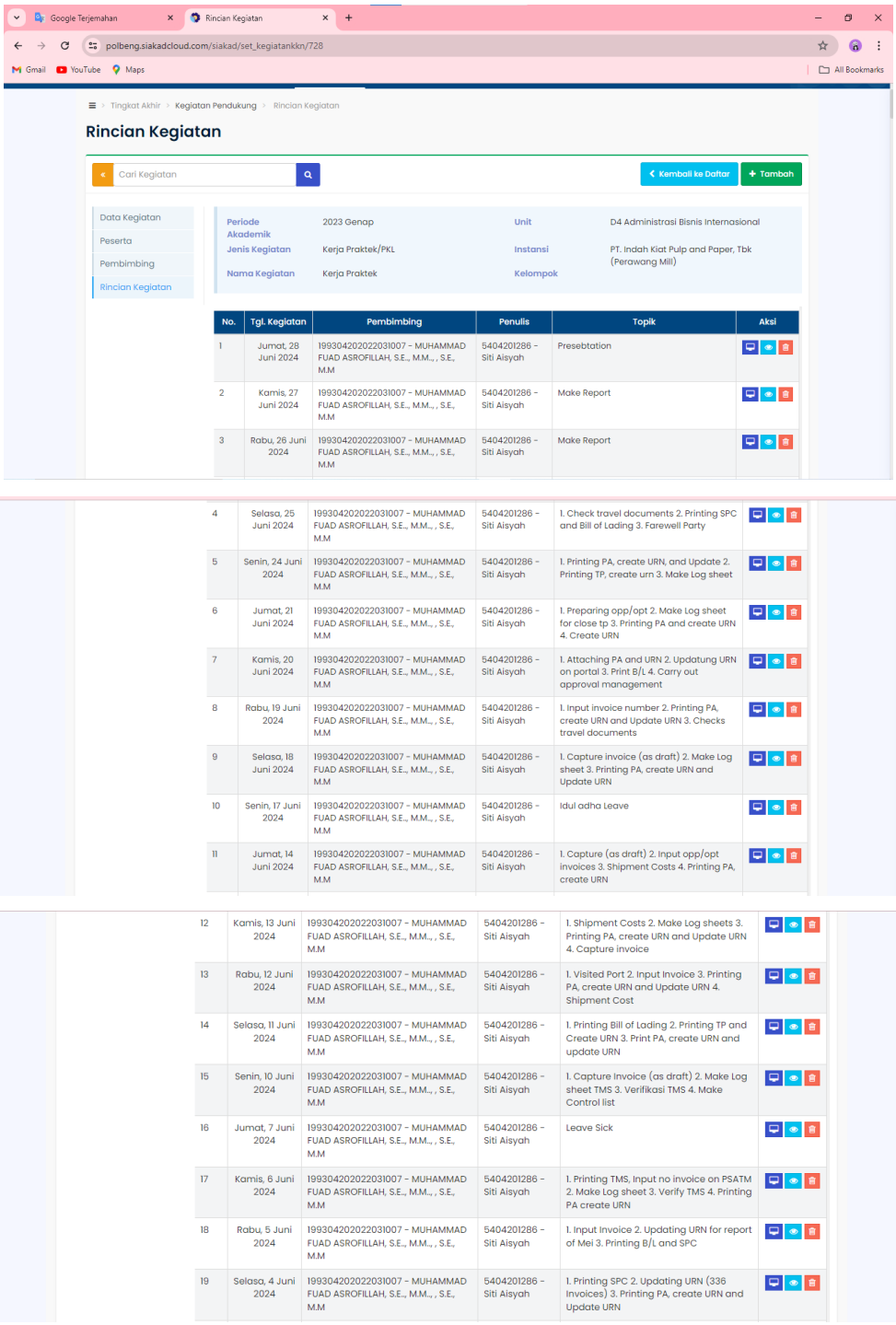
Nama : Siti Asyah
Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan/Prodi : ADM NIAGA / ADM BISNIS INTERNASIONAL
Tanggal Praktek : 17 JUNE 2024 - 21 JUNE 2024
Penempatan Unit : Port Operation
Koord. Lapangan : Nuraeni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	17/06/24	CUTI IDUL ADHA	Port operation		
2.	18/06/24	- capture & verifikasi - make logsheet - print PA, create UPN, UPKU - print BL	Port operation		
3.	19/06/24	- input no invoice - print PD, create UPN, UPKU - memeriksa surat jalan - menginput no invoice TMS - print TP - print CPE & memverifikasi	Port Operation		
4.	20/06/24	- memperbaiki PA, UPN - Update UPN di portal - Print B/L - melakukan approval - make logsheet - create UPN	Port operation		
5.	21/06/24	- memunuh CPP/CPE - make logsheet for close TP - Print PA, create UPN - create UPN for close TP	Port operation		

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

No	Picture of Activity	Information
1.		Attaching additional Document Attachment, Additional documents such as bills of lading (B/L), proposals, email confirmations, shipment plans for containers, and other relevant documents are attached to the invoice.

Appendix 6: Log Book



Google Terjemahan | Rincian Kegiatan

polbeng.siakadcloud.com/siakad/set_kegiatankkn/728

Gmail YouTube Maps All Bookmarks

Tingkat Akhir > Kegiatan Pendukung > Rincian Kegiatan

Rincian Kegiatan

Cari Kegiatan

Kembali ke Daftar + Tambah

- Data Kegiatan
- Peserta
- Pembimbing
- Rincian Kegiatan

Periode Akademik	2023 Genap	Unit	D4 Administrasi Bisnis Internasional
Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. Indah Kiat Pulp and Paper, Tbk (Perawang Mill)
Nama Kegiatan	Kerja Praktek	Kelompok	

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 28 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Presebtation	
2	Kamis, 27 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Make Report	
3	Rabu, 26 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Make Report	
4	Selasa, 25 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Check travel documents 2. Printing SPC and Bill of Lading 3. Farewell Party	
5	Senin, 24 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing PA, create URN, and Update 2. Printing TP, create urn 3. Make Log sheet	
6	Jumat, 21 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Preparing opp/opt 2. Make Log sheet for close tp 3. Printing PA and create URN 4. Create URN	
7	Kamis, 20 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Attaching PA and URN 2. Updatung URN on portal 3. Print B/L 4. Carry out approval management	
8	Rabu, 19 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Input invoice number 2. Printing PA, create URN and Update URN 3. Checks travel documents	
9	Selasa, 18 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Capture invoice (as draft) 2. Make Log sheet 3. Printing PA, create URN and Update URN	
10	Senin, 17 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Idul adha Leave	
11	Jumat, 14 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Capture (as draft) 2. Input opp/opt invoices 3. Shipment Costs 4. Printing PA, create URN	
12	Kamis, 13 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment Costs 2. Make Log sheets 3. Printing PA, create URN and Update URN 4. Capture invoice	
13	Rabu, 12 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Visited Port 2. Input Invoice 3. Printing PA, create URN and Update URN 4. Shipment Cost	
14	Selasa, 11 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Bill of Lading 2. Printing TP and Create URN 3. Print PA, create URN and update URN	
15	Senin, 10 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Capture Invoice (as draft) 2. Make Log sheet TMS 3. Verifikasi TMS 4. Make Control list	
16	Jumat, 7 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Leave Sick	
17	Kamis, 6 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing TMS, Input no invoice on PSATM 2. Make Log sheet 3. Verify TMS 4. Printing PA create URN	
18	Rabu, 5 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Input Invoice 2. Updating URN for report of Mei 3. Printing B/L and SPC	
19	Selasa, 4 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing SPC 2. Updating URN (336 Invoices) 3. Printing PA, create URN and Update URN	

20	Senin, 3 Juni 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Input invoice number on PSATM 2. Printing TMS 3. Input list of opp/opt 4. Printing PA, create URN
21	Jumat, 31 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment costs 2. Printing Payment Application, Create URN and Update
22	Kamis, 30 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment Costs 2. Printing PA, Create URN and update 3. Make log sheet 4. Delivery document
23	Rabu, 29 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment Costs 2. Capture draft invoice 3. Printing PA, Create URN, and Update 4. Capture PA
24	Selasa, 28 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment costs 2. Capture draft invoice and verify 3. Make Log sheet 4. Printing TP &Create URN
25	Senin, 27 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment costs 2. Printing Payment Application, Create URN, and Update Invoice 3. Printing TP
26	Jumat, 24 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Recapitulation list of costs opp/
27	Kamis, 23 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Vesak holiday
28	Rabu, 22 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Attaching additional charge document 2. Calculate and verify charge 3. Recapitulation list opp/op
29	Selasa, 21 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing B/l, SPC, and TP 2. Printing Payment Application, Create URN, and Update Invoice
30	Senin, 20 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing B/l, SPC, and TP 2. Printing Payment Application, Create URN, and Update Invoice.
31	Jumat, 17 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Make log sheet (pulp) 2. Printing Payment Application, Create URN, and Update Invoice
32	Kamis, 16 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Leave sick
33	Rabu, 15 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Printing TP and Create URN
34	Selasa, 14 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment Costs 2. filtering Perawang invoices - Singapore and Singapore Perawang
35	Senin, 13 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing SPC 2. Printing Payment Application, Create URN, and Update Invoice
36	Jumat, 10 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Leave sick
37	Kamis, 9 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Ascension leaves for the Messiah
38	Rabu, 8 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Memo Invoice 2. Print Capture TP and Make log sheet 3. Print SPC and verifiy
39	Selasa, 7 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Monitoring incoming emails 2. Printing Payment Application, Create URN, and Update Invoice
40	Senin, 6 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Make Log sheet 2. Printing Tp and Create URN 3. Print Payment Application, Create URN
41	Jumat, 3 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN and Update URN 2. Printing TP and Create URN 3
42	Kamis, 2 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	1. Make Log sheet 2. Printing Payment Application, Create URN, and Update Invoice 3. Update Invoice
43	Rabu, 1 Mei 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M., , S.E., M.M	5404201286 - Siti Aisyah	Labor Day

44	Selasa, 30 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing PA, Create URN, and Update invoice 2. Attaching Proposal 3. Shipment Costs	
45	Senin, 29 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Create shipment cost 2. Make Logsheet Invoice 3. Printing and Verification SPC	
46	Jumat, 26 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Updating invoice to portal 2. Printing Payment Application, Create URN, and Update Invoice	
47	Kamis, 25 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Upload attachment (invoice) on Fiori 2. Calculate invoice costs and verify 3. Make Logsheet	
48	Rabu, 24 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Print TP 3. Make controllist	
49	Selasa, 23 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print SPC & Verification 2. Printing Payment Application, Create URN, and Update Invoice	
50	Senin, 22 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print SPC & Verification	
51	Jumat, 19 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Printing Advance Application	
52	Kamis, 18 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Capture draft PA 3. Printing SPC	
53	Rabu, 17 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Print SPC and verification	
54	Selasa, 16 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Bill of Lading and Printing advance application 2. Printing SPC 3. Create Shipment Costs	
55	Senin, 15 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Printing SPC and verification 3.	
56	Jumat, 5 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Capture Payment Application 2. Printing Payment Application, Create URN, and Update Invoice 3. At	
57	Kamis, 4 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Verification invoice with PSA and	
58	Rabu, 3 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Printing Payment Application, Create URN, and Update Invoice 2. Input of document receipt report	
59	Selasa, 2 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Check travel document 2. Printing Payment, Create URN & Update URN 3. Verification of invoice & s	
60	Senin, 1 April 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Melampirkan SPC dan B/L 2. Shipment cost 3. Capture PA 4. Melampirkan email 5. Print PA & URN	
61	Jumat, 29 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	CUTI WAFAT ISA ALMASIH	
62	Kamis, 28 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. shipment cost 2. Print PA, update URN dan create URN	
63	Rabu, 27 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print PA, create URN, dan update URN 2. input URN (february- january)3. input document receipt	
64	Selasa, 26 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Input laporan biaya opp/opt ke portal 2. shipment cost 3. update urn 4. merekap opp/opt	
65	Senin, 25 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Capture draft invoice 2. Melampirkan proposal, berita acara 3. input invoice (laporan biaya opp)	
66	Jumat, 22 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Verifikasi No container dengan no container yang dilampiran 2. input invoice di portal	
67	Kamis, 21 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. print pa, create urn and update URN 2. print spc 3. stempel received, scan and fotocopy	

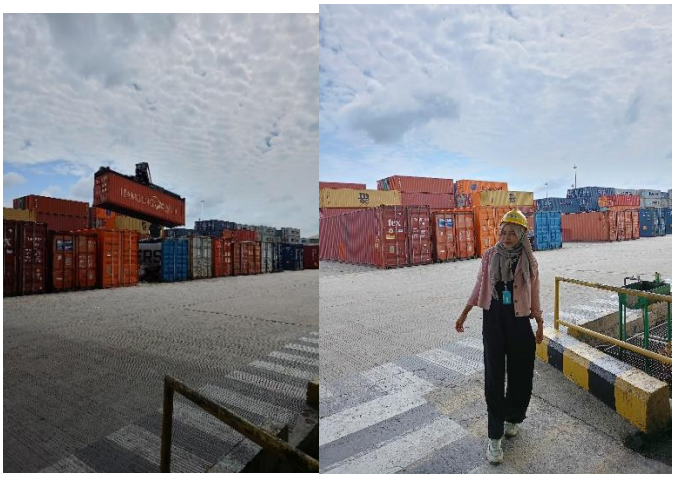
68	Rabu, 20 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Make controllist 2. input invoice di ics 3. print spc
69	Selasa, 19 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Melampirkan TP, B/L, SPC 2. Print PA, create urn dan update urn
70	Senin, 18 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Verifikasi NO.dn di B/L dengan spc 2. shipment cost 3. Melampirkan email dan urn 4. Post invoce
71	Jumat, 15 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment cost 2. Print PA, Create URN and Update URN
72	Kamis, 14 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	CUTI SAKIT
73	Rabu, 13 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Shipment Cost 2. Print PA 3. Create URN 4. Controllist FOB singapore
74	Selasa, 12 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	CUTI PULANG KAMPUNG
75	Senin, 11 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	CUTI HARI SUCI NYEPI
76	Jumat, 8 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print PA dan Print TP 2. Create URN
77	Kamis, 7 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Training with Mr. Jasmadi 2. Serah terima invoice ke container yard 3. Merekap biaya opp/opt
78	Rabu, 6 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Visited Pindo deli 2. Merekap daftar laporan opp/opt 3. Print PA dan create urn
79	Selasa, 5 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Input No. invoice (psatm) 2. create URN 3. Verifikasi No. container 4. Revisi logsheet
80	Senin, 4 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Menginput invoice di ICS 2. Print TMS (Reoort TM Delivery)
81	Jumat, 1 Maret 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print FSD 2. Training Shipment Cost
82	Kamis, 29 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print PA 2. Update invoice di PSATM 3. Verifikasi no DN dengan lampiran FSD
83	Rabu, 28 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print SPC, create URN, & Print PA, 2. Rekap rincian percargo 4. Memverifikasi surat jalan
84	Selasa, 27 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print PA 2. Memperingati Hari K3 3. Verifikasi NO. Container
85	Senin, 26 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print TP 2. Post invoice PA (Save as draft) 3. Create URN
86	Jumat, 23 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Merekap list container, dan No incoice dari SAP 2. Print SPC, Create and Update URN
87	Kamis, 22 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Merekap container 2. Merekap invoice reject ikpp &pindo 4. Serah terima invoce ke container yard
88	Rabu, 21 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Melampirkan SPC 2. Memverifikasi Container stock 3. Merekap invoice reject ikpp & Pindo
89	Selasa, 20 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print TP and Create URN 2.Melampirkan TP, B/L, dan SPC 3. Stempel Received, scan dan fc
90	Senin, 19 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print Pa, Create URN and Update URN 2. Merekap Invoice no. di SAP 3. Print SPC & Memverifikasi
91	Jumat, 16 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print PA 2. Create URN 3. Update URN di ics 4. Closing TP

92	Kamis, 15 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Print PA 2. Memverifikasi dan Sortir daftar laporan OPP/OPT 3. Merekap Biaya Bongkar Muat
93	Rabu, 14 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	CUTI HARI PEMILIHAN (PEMILU)
94	Selasa, 13 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Input Invoice di ICS 2. Print TMS 3. Memverifikasi TMS dengan NO DN 4. Memverifikasi Surat Jalan
95	Senin, 12 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Memverifikasi SPC 2. Post PA 3. Memverifikasi PA dan URN
96	Jumat, 9 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Update URN di invoice control system 2. Memverifikasi SPC dan bill of lading
97	Kamis, 8 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	CUTI ISRA MIKRAJ
98	Rabu, 7 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Closing TP 2. Update invoice di portal 3. Input new invoice di ics
99	Selasa, 6 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Memverifikasi invoice 2. Print SPC 3. Scan URN Di spoke
100	Senin, 5 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Memverikasi status PA&TP 2. Print TP 3. Melampirkan URN 4. Menghitung exchange Rate
101	Jumat, 2 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Create URN 2. Check Status invoice di fiori 3. Capture fiori (payment application)
102	Kamis, 1 Februari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Create URN 2. Memprint PA 3. Update URN 4. Print SPC Pindo deli
103	Rabu, 31 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. check status PA&TP di fiori 2. Print PA dan Advance application 3. Melampirkan URN 4. update urn
104	Selasa, 30 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Mengcheck status PA di fiori 2. Print Advance Application 3. Melampirkan URN 4. print spc
105	Senin, 29 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Create Urn on aspiro 2. Merevisi Logsheet Invoice 3. Scan lampiran invoice dan faktur pajak
106	Jumat, 26 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Memverifikasi Invoice 2. Mencetak Payment Application dan URN 3. Mengantar dokumen
107	Kamis, 25 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Mencetak advance application di fiori 2. Update URN di Portal 3. Memverifikasi Invoice
	Januari 2024	FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	Siti Aisyah	Advance Application 3. Melampirkan URN 4. print spc
105	Senin, 29 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Create Urn on aspiro 2. Merevisi Logsheet Invoice 3. Scan lampiran invoice dan faktur pajak
106	Jumat, 26 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Memverifikasi Invoice 2. Mencetak Payment Application dan URN 3. Mengantar dokumen
107	Kamis, 25 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Mencetak advance application di fiori 2. Update URN di Portal 3. Memverifikasi Invoice
108	Rabu, 24 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Mempelajari Dasar application portal perawang Mill. 2. Create URN di aspiro 3. Penyerahan dokumen
109	Selasa, 23 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	1. Mempelajari SAP Application 2. Menggunakan photocopy dan scan machine 3. Pembagian divisi
110	Senin, 22 Januari 2024	199304202022031007 - MUHAMMAD FUAD ASROFILLAH, S.E., M.M.., , S.E., M.M	5404201286 - Siti Aisyah	Training Safety Induction

Appendix 7: Documentation during Apprenticeship

1. Safety Induction

2. Visited Pindo Deli



3. Attending a competition to commemorate K3 Day

4. Mr. Jasmadi's graduation

5. Break the fast together with the invoice team

6. Visiting the invoice team's house to commemorate Eid al-Fitr

7. Take part in events to commemorate Labor Day

8. Safety induction before jetty tour

9. Jetty Tour

10. Farewell Party

WRITER BIOGRAPHY

The author's name is Siti Aisyah. The author was born to parents named Mr. Nursyah and Mrs. Umi Kalsum as the first child of 5 siblings. The author was born on October 25, 2001, in Bengkalis, Riau. The author, a student in the International Business Administration program who is always motivated to try new things, think critically, and be creative. The author has participated in many activities such as industrial tours to PT. Indah Kiat Pulp & Paper, PT. RAPP, and Salam Rancage. In addition, they also attended the financial distribution role of PKM - Entrepreneurship team and participated in a business plan competition at Batam State Polytechnic. Siti Aisyah has achieved several accomplishments, such as being the first winner in a business plan competition at Bengkalis State Polytechnic and being the second winner in an English interview at the Bengkalis Polytechnic Business Olympiad (BPEO) (2023). In addition, they also won a choral speaking competition in Malaysia.