

**APPRENTICESHIP REPORT**  
**SUPERVISION AND SERVICE OFFICE OF CUSTOMS AND**  
**EXCISE TMP C BENGKALIS, AUXILIARY OFFICE OF**  
**SELATPANJANG**



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## VALIDATION SHEET

### APPRENTICESHIP REPORT SUPERVISION AND SERVICE OFFICE OF CUSTOMS AND EXCISE TMP C BENGKALIS, AUXILIARY OFFICE OF SELATPANJANG

Written as One of the Conditions for Completing Job Training

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## PREFACE

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We thank the Selatpanjang Customs and Excise Office for accepting us to do practical work to get to know the world of work and add insight in the field of administration. The purpose of writing this internship report is to complete the Diploma 4 (four) lecture program at the Bengkalis State Polytechnic International Business Administration Study Program. The writing of this practical work report can not be separated from the support, assistance, guidance and direction from various parties. Therefore, the authors humbly thank:

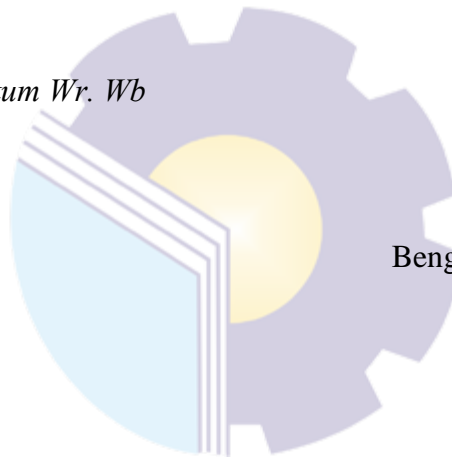
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The author realizes this Job Training Report is far from perfect. Therefore, the author expects criticism and suggestions to improve the shortcomings of the report made by the author. The author hopes that this report can be useful for anyone who reads it.

*Wassalamu'alaikum Wr. Wb*



Bengkalis, June 30<sup>th</sup>, 2021

A handwritten signature in black ink, appearing to be 'Eul'.

Author

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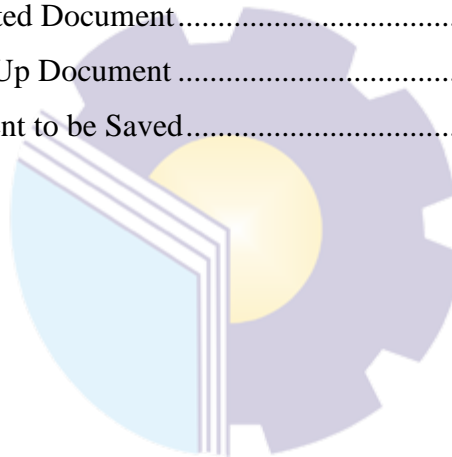


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# CHAPTER I INTRODUCTION

## 1.1. Background of the Apprenticeship

Science and technology, especially in the industrial sector, continues to develop along with the progress of civilization. Along with that, the thing that is currently the center of attention is how to increase the use of energy in an industry in an effective, efficient, and environmentally friendly manner.

Industry is one of the factors of economic growth that needs to be developed so that it can increase state income and people's welfare. In an effort to improve Indonesia's industry, it is necessary to increase and optimize human resources. Due to the development of an industry, modern or sophisticated technology is used. In other words, the industry will recruit individuals who are able to operate or understand in detail the modern technology. That way, it is very necessary for workers who are competent in their expertise, especially in doing the best possible job so that the company or industry can develop or advance in the future.

Universities as one of the research centers participate in developing technology through research in order to create effective, efficient, and environmentally friendly technology. In addition, universities also function as a means of producing quality human resources, with integrity, excellence, high intellectuality, and are always required to improve the quality of their education to be ready to face the industrial revolution 4.0 for the progress of the nation and state.

Bengkalis State Polytechnic is one of the universities located in Bengkalis, Riau, Indonesia. Initially established in 2000 under the name Bengkalis Shipping Polytechnic through Gema Bahari Foundation with 3 (Three) Study Programs, namely Ship Electrical Engineering, Ship Building Engineering, and Ship Machining Engineering.

Over time, the Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic which was under the auspices of the Bangun Insani

Foundation (YBI) Bengkalis, with 5 (five) Study Programs, namely Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

In July 2001, Bengkalis Polytechnic accepted new students for the first batch. Where at that time the Bengkalis Polytechnic collaborated with the Surabaya State Polytechnic, ITS Surabaya. In 2006, Bengkalis Polytechnic added 2 (two) New Study Programs, namely Business English and Informatics Engineering.

In early 2008 the Bengkalis Polytechnic wanted to increase its status from a private university to a state university. After obtaining approval in 2009, the Bengkalis Polytechnic together with YBI and the Bengkalis Regency Government proposed increasing the status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education.

In 2013 Bengkalis State Polytechnic added 2 (two) Study Programs, namely D4 Mechanical Engineering Production and Maintenance and Road and Bridge Design Engineering. Then in 2016 the Bengkalis State Polytechnic added 3 (three) Study Programs, namely the International Business Administration Study Program, Public Sector Accounting and Software Engineering.

Job Training is a learning process by getting to know the actual scope of the world of work. Every student is required to go directly to the world of work which is their respective field respectively, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work.

The Selatpanjang Customs and Excise Office is part of the Bengkalis Customs and Excise Main Office. Bengkalis Customs and Excise is a vertical unit under the Riau DJBC regional office in accordance with the regulation of the Minister of Finance Number 188/PMK. 01/2016 has changed the type from the pratama type to the middle type of customs C which also combines the Bengkalis Customs and Excise Supervision and Service Office. The duties of the Directorate

General of Customs and Excise are to supervise Export and Import activities, supervise the circulation of beverages containing alcohol or ethyl alcohol, and the circulation of cigarettes or other tobacco processing products. One of the reasons the author chooses the office as a place for internships is to find out the system and procedures for implementing one of the office's activities, namely in terms of supervision and service of exported goods and imported goods. The output that the writer expects after completing the internship at the office is, the author masters the work procedures related to the activities of supervision and export-import services starting from the administration until the goods are issued or shipped.

Therefore, it is hoped that this practical work at the Bengkalis Customs and Excise Office (Selatpanjang Assistance Office) can provide benefits for various related parties, both for industry, universities, especially for students who are expected to be able to become professional workers in the industrial sector later.

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

Internship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Job Training, which are as follows:

1. To know the kind of business (the main tasks and functions) of the Customs and Excise Office of Selatpanjang.
2. To know the working process of the Customs and Excise Office of Selatpanjang.
3. To know the documents used in the work process at the Customs and Excise Office of Selatpanjang.
4. To know the job description of the work field being handled at the Customs and Excise Office of Selatpanjang.
5. To know the system and procedures for Job Training used in carrying out work on Customs and Excise Office of Selatpanjang.
6. To know the obstacles faced in completing the work at the Customs and Excise Office of Selatpanjang.

7. To know solutions in dealing with obstacles during practical work at the Customs and Excise Office of Selatpanjang.

### **1.3. Significance of the Apprenticeship**

The benefits expected from the implementation of the Job Training are as follows:

1. As one of the requirements that must be met to complete vocational education at the Bengkalis State Polytechnic, especially the Diploma IV (D4) International Business Administration Study Program.
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
4. Students have the opportunity to analyze problems related to science applied in their work according to their study program.
5. Bengkalis State Polytechnic received feedback from the Agency on the ability of students who took part in the Job Training in the world of work.
6. Bengkalis State Polytechnic received feedback from the world of work for curriculum development and learning processes.

## **CHAPTER II**

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

#### **2.1 Company History**

The Selatpanjang Customs and Excise Office is located on Jalan Tanjung Harapan, Selatpanjang, Meranti Islands Regency. The Selatpanjang Customs and Excise Office is part of the Bengkalis Customs and Excise Main Office. Bengkalis Customs and Excise is a vertical unit under the Riau DJBC regional office in accordance with the regulation of the Minister of Finance Number 188/PMK. 01/2016 has changed the type from the pratama type to the middle type of customs C which also combines the Bengkalis Customs and Excise Supervision and Service Office. The main office of Bengkalis Customs and Excise is located on the island of Bengkalis, north of the island of Sumatra, which is surrounded by  $\pm$  400,000 people, the majority are Malay. Bengkalis Customs and Excise supervises 3 (three) auxiliary offices, namely the Central Bantan Assistance Office which serves the supervision of passenger goods, the Selatpanjang Assistance Office which carries out activities in the Customs and Excise sector and the supervision of passenger luggage, and the Sungai Pakning Assistance Office which carries out Customs supervision. and Excise. Bengkalis Customs and Excise also has 14 auxiliary posts where only 3 (three) posts are active, namely Selatpanjang Post, Sungai Kembang Post and Tanjung Samak Post.



**Figure 2.1 Customs and Excise of Bengkalis**  
*Source : Official Website KPPBC TMP C Bengkalis*

Before the Selatpanjang Customs and Excise Office merged with the Bengkalis Customs and Excise Supervision and Service Office, the Selatpanjang Customs and Excise Supervision and Service Office was the only office in Selatpanjang. Where the Customs and Excise Service and Supervision Office Type B Selatpanjang is located on the seafront not far from the Selatpanjang city. The office was established in the government of Bengkalis Regency. Selatpanjang City and its surroundings are the Kewedanan Area under Bengkalis Regency which was later changed to Tebing Tinggi District. On December 19, 2008, the area of Selatpanjang and its surroundings was changed to Meranti Islands Regency, splitting itself from Bengkalis Regency with Selatpanjang as the capital city.

Along with the progress in Selatpanjang City, the Selatpanjang Customs and Excise Service and Supervision Office was built, now located on Jalan Tanjung Harapan, Tebing Tinggi District, Meranti Islands Regency and has been upgraded to a Primary Office. The inauguration of the Selatpanjang Customs and Excise Pratam Office was held on November 14, 2012. The Selatpanjang Customs and Excise Service and Supervision Office continues to improve the service system to be more effective, efficient and accountable. Various slogans on the performance values of the Ministry of Finance's ranks adorn the guest waiting room at the Type B Customs and Excise Supervision and Service Office of Selatpanjang.



**Figure 2.2 Customs and Excise Office of Selatpanjang**

*Source : Official Website KPPBC TMP C Bengkalis*

## 2.2 Vision and Mission

### 2.2.1 Vision of Directorate General of Customs and Excise

The vision that is always held and always carried out is to become the world's leading Customs and Excise institution. Directorate General Customs and Excise vision reflects Directorate General of Customs and Excise highest ideals better through setting challenging targets that are continuously maintained in the future.

### 2.2.2 Mission of Directorate General of Customs and Excise

The mission of the Directorate General of Customs and Excise in realizing the expected goals are as follows:

1. Facilitate trade and industry.
2. Guarding borders and protecting Indonesian people from smuggling and illegal trade
3. We optimize state revenues in the customs and excise sector.

This mission is a specific step that must be taken by DGCE in order to achieve DGCE's vision. Overall participation related to the amount of trade, security and acceptance is an inseparable unity.



**Figure 2.3 Directorate General of Customs and Excise Logo**

*Source : Official Website of DJBC*

Explanation of the meaning of the Logo :

1. A pentagon with a picture of the sea, mountains, and the sky in it. The pentagon symbolizes the Republic of Indonesia based on Pancasila and the



sea, the mountains and the sky symbolize the Indonesian Customs Area, which is the area where the Customs Law and Excise Law apply.

2. A stick with 8 (eight) threads at the bottom, symbolizing Indonesia's international trade relations with foreign countries from/to the 8 winds.
3. The wing, which consists of 30 small wings and 10 large wings, symbolizes the Indonesian Financial Day October 30 and symbolizes Customs and Excise as an element of implementing the main tasks of the Ministry of Finance in the Customs and Excise sector.
4. The rice panicles are 24 (two four) forming a circle, symbolizing the purpose of the implementation of Customs and Excise duties is the prosperity and welfare of the Indonesian nation.

### **2.3 Kind of Bussines**

The Directorate General of Customs and Excise is the name of a government agency that serves the public in the field of customs and excise. The duties of the Directorate General of Customs and Excise are to supervise Export and Import activities, supervise the circulation of beverages containing alcohol or ethyl alcohol, and the circulation of cigarettes or other tobacco processing products. Customs is a field that handles Export and Import activities such as regarding the collection of import duties and taxes in the context of imports. There are also export duties, especially for certain goods/commodities. Then excise, excise is a levy by the state indirectly to consumers who use excise objects. The current excise object is excise on tobacco products (cigarettes, cigars, etc.), ethyl alcohol, and liquor.

In accordance with its main function, namely increasing the growth of the domestic industry through the provision of facilities in the field of Customs and Excise that are right on target, as well as creating a conducive business and investment climate by facilitating Import and Export logistics through simplification of Customs and Excise procedures and the application of a reliable risk management system.

## 2.4 Organization Structure

The organizational structure is a form of human resource management framework that shows the levels and responsibilities and authorities of each company in a joint effort to achieve the goals that have been set. The structure of the Customs and Excise Office for Supervision and Customs Service Type C can be seen in Figure 2.4 below:

### ORGANIZATION STRUCTURE OF THE CUSTOMS AND EXCISE OFFICE FOR SUPERVISION AND CUSTOMS SERVICE TYPE C

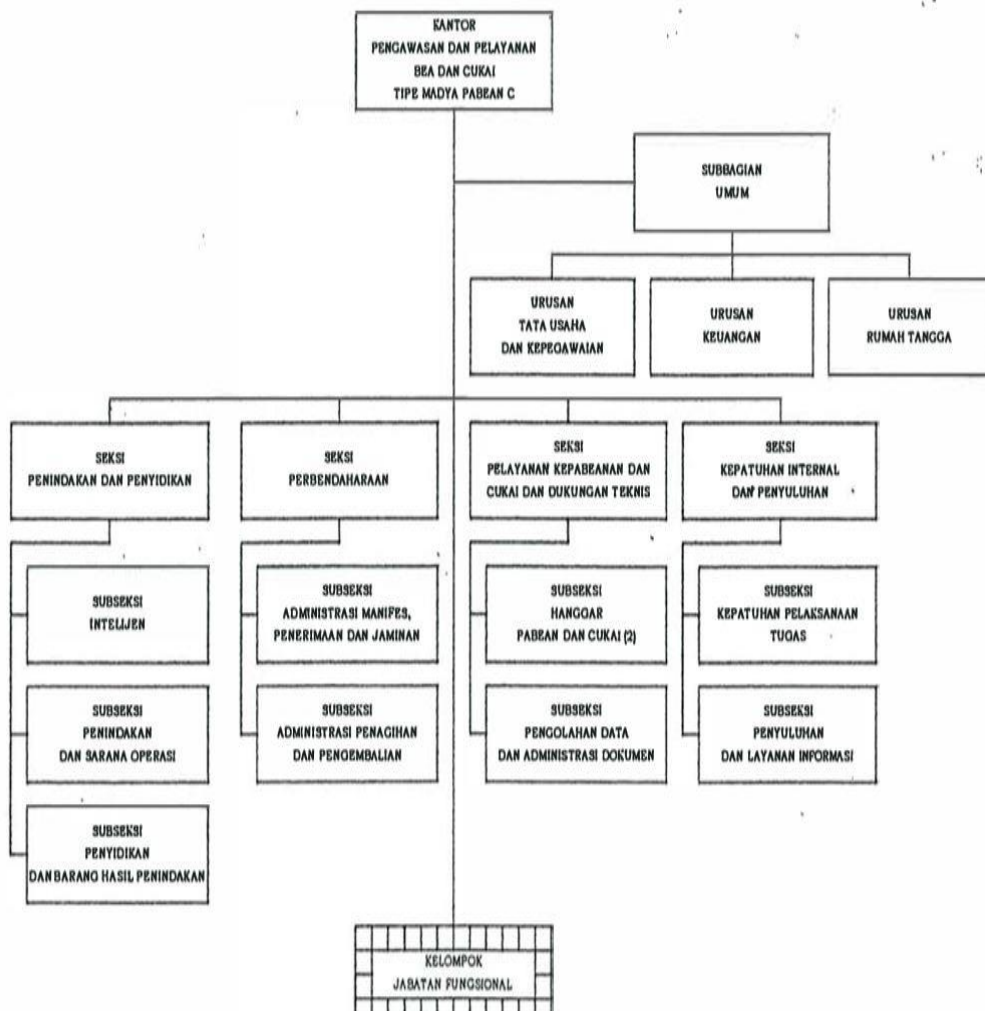


Figure 2.4 Organization Structure KPPBC TMP C

Source : Official Website DJBC

As for the duties and responsibilities of each organizational structure of Customs and Excise Office for Supervision and Customs Service Type C, namely:

1. General Subsection

Consists of: Administrative and staffing affairs, whose duties are to carry out administrative affairs, personnel administration and employee development, as well as to facilitate and carry out administrative guidance for the relevant Customs and Excise inspector functional positions.

Financial affairs, his duties are to carry out financial and budgetary affairs.

Household affairs, has the task of carrying out household affairs, equipment, and employee welfare. The General Subdivision in general has the task of administrative affairs, personnel administration and employee development, facilitating and carrying out administrative guidance for the Functional Positions of Customs and Excise Inspectors, and other functional positions in accordance with the scope of duties of the relevant functional positions, and carrying out financial and household affairs. Office of Supervision and Service of Customs and Excise Intermediate Customs Type C concerned.

2. Enforcement and Investigation Section

Consists of: intelligence sub-section, action sub-section and means of operation as well as investigation sub-section and goods resulting from prosecution.

The Enforcement and Investigation Section has the task of carrying out intelligence, patrolling, and operations to prevent and prosecute violations of laws and regulations in the field of customs and excise, carry out investigations of criminal acts in the field of customs and excise, and carry out the management and maintenance of operational facilities, communication facilities, and firearms.

3. Treasury Section

Consists of : Subsection Administration of manifest, acceptance and guarantee, and subsection of administration of billing and returns.

The Treasury Section has the task of collecting and administering import duties, export duties, excise, and state levies in accordance with laws and

regulations collected by the Directorate General of Customs and Excise, and perform customs services on transportation facilities and notification of the transportation of goods.

4. Customs and Excise Service Section and Technical Support.

Consists of : Customs and excise hangar subsection and document administration data processing subsection.

The Customs and Excise Service Section and Tennis Support have the task of carrying out technical services and facilities and technical support in the field of customs and excise, operating computers and supporting facilities, managing and storing data and files (files), providing technical support services for data communication, exchange electronic data, processing customs and excise data, conducting receipts, checking the completeness and distribution of customs and excise documents, and presenting customs and excise data.

5. Internal Compliance and Counseling Section

Consists of: Subsection of compliance with the implementation of duties and subsection of extension and information services.

The Internal Compliance and Counseling Section has the task of supervising the implementation of tasks, monitoring internal control, risk management, performance management, workload analysis, internal investigations, efforts to prevent violations and enforce compliance with the code of ethics and discipline, and follow up on the results of supervision, formulate recommendations improvement of business processes, as well as the preparation of work plans and accountability reports in the supervisory office environment and provide compliance services and guidance, consultation, and information services in the customs and excise sector.

6. Functional Position Group

Consists of a number of functional staff who are divided into various groups according to their level and field of expertise. Each position group is coordinated by a functional staff appointed by the head of the organizational unit. The functional position group has the task of carrying out activities in

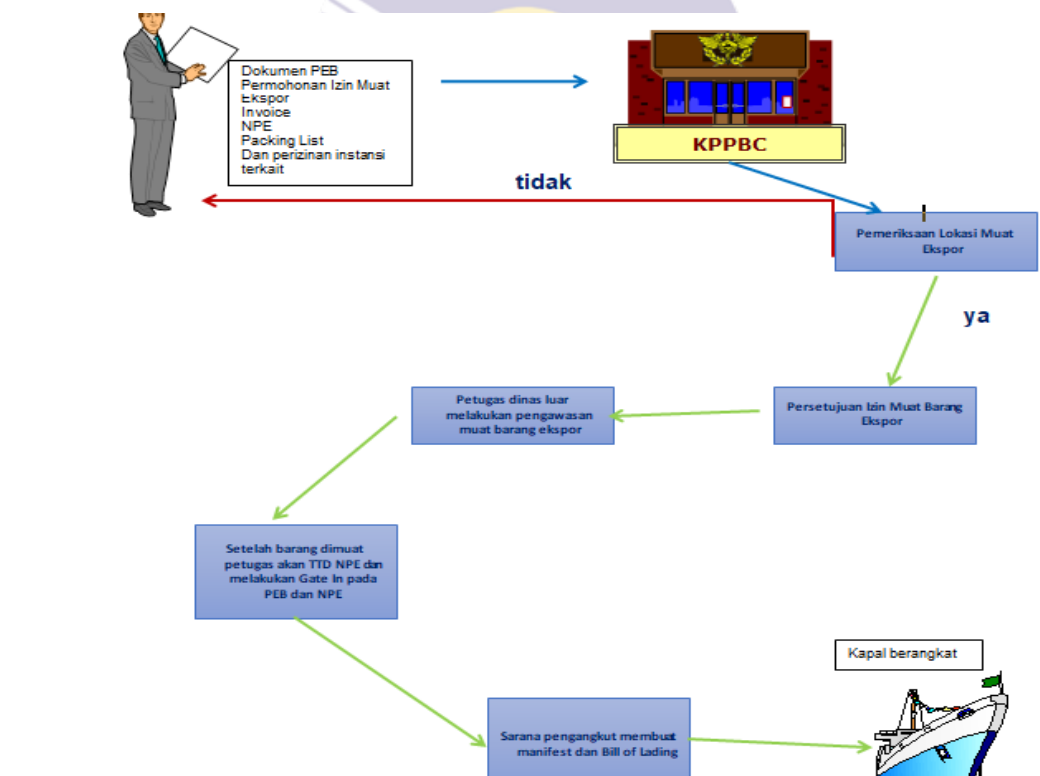
accordance with their respective functional positions based on the provisions of the legislation.

## 2.5 The Working Process

As explained in point 2.3 regarding the Kind of Business in Customs and Excise, where this agency provides services such as supervising Export and Import activities from export management to transportation means departing, as well as import management and excise activities.

### 2.5.1 Eksport

Exports are a form of international trade. Exports occur when goods produced in one country are shipped to another country for sale or trade. Exports are important for the country's economy. Because commodity sales increase the country's gross income. Below is the flow of the export management :



**Figure 2.5 Export Management**

Source : Writer Photo Documentation, 2021

#### Flow Description :

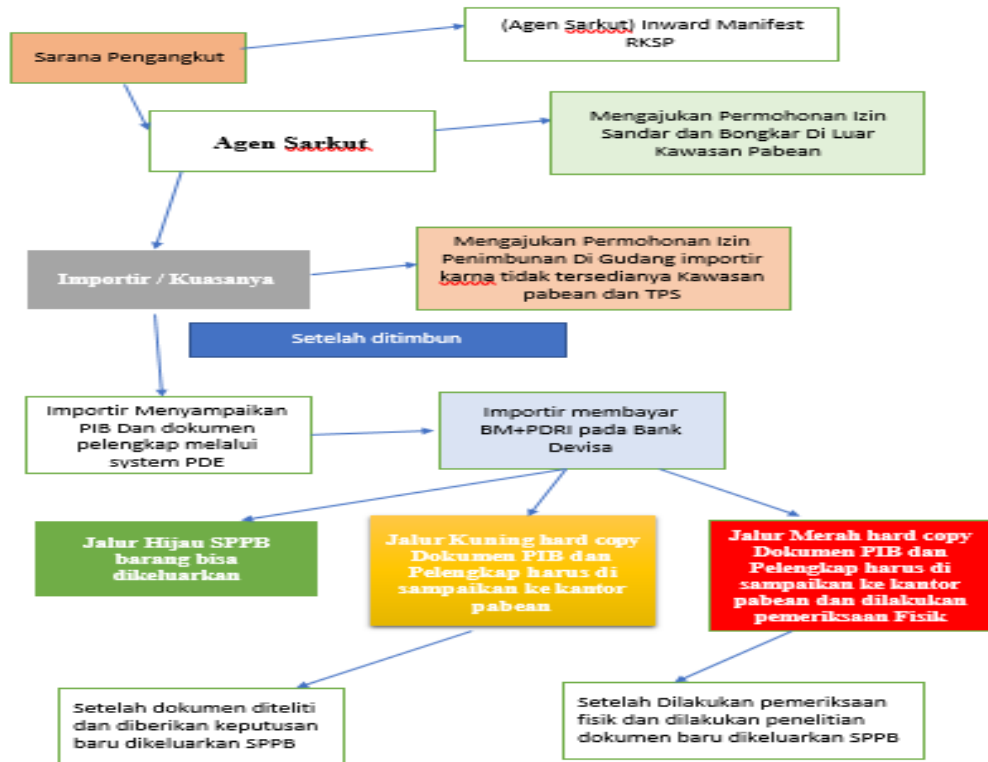
1. Exporters submit export documents in the form of PEB documents, applications for export loading permits, invoices, packing lists, NPEs, as well as permits from relevant agencies.
2. Then the exporter submits the document to the Customs and Excise Supervision and Service Office for inspection.
3. After inspection, if the document contains errors or is incomplete, the officer will return it to the exporter for repair. And if the documents are complete, the officer will check the Export Loading Location.
4. Then, if it is permitted, the officer will issue a permit approval document for export goods.
5. After that, the foreign service officer will supervise the loading of the exported goods.
6. Then, after the goods are loaded, the officer will sign the Export Service Memorandum and Gate In on PEB and NPE.
7. Furthermore, the means of transportation make Manifest and Bill of Lading, and the ship departs

#### 2.5.2 Import

Import is the process of legally transporting goods or commodities from one country to another, generally in the trade process. The import process is generally the act of entering goods or commodities from other countries into the country. In the case of Import, there is an inspection activity of imported goods, and it must be carried out selectively, one of which is the establishment of routes, namely the red, yellow, and green lanes and Mita (Main Customs Partners).

The red line is a service mechanism and supervision of the release of imported goods by conducting a physical inspection and document review before the issuance of the Letter of Approval for the Release of Goods (SPPB). Then the yellow line. The yellow lane does not carry out physical inspection of goods, but the imported goods are still subject to document research before the issuance of SPPB. Furthermore, the green line is the same as the yellow line, which only

examines documents after the issuance of the SPPB. This path is defined in the case of medium risk importers importing goods. Below is the flow of the import management :



**Figure 2.6 Import Management**  
 Source : Writer Photo Documentation, 2021

Flow description:

1. The transportation means agent submits the Inward Manifest to the Customs and Excise Supervision and Service Office.
2. Furthermore, the transportation means agent applies for a docking and unloading permit outside the customs area.
3. If the application for a docking and unloading permit is approved, then the importer or his proxies shall apply for a storage permit in the importer's warehouse, due to the unavailability of customs areas and temporary storage places (TPS).
4. If the permit application is approved and after the goods have been stockpiled, the Importer must submit PIB (Notice on Imported Goods) along

with PIB complementary documents through the PDE system, namely the latest delivery media that can be used by importers.

5. After that, the importer pays import duty and Tax in the Context of Imports through a foreign exchange bank.
6. If the green line importer does not carry out a physical inspection, but a document check is still carried out, a new Goods Release Approval can be issued.
7. And if the yellow lane importer does not undergo a physical inspection but only examines documents or hard copies of PIB and the complementary documents must be submitted to the customs office, a new Goods Release Approval Letter can be issued.
8. Then if the importer is red lane, physical inspection and inspection of PIB documents and their attachments are carried out, if physical inspection and document inspection have been carried out, a new Goods Release Approval Letter can be issued.

### 2.5.3 Excise

Excise as a state levy imposed on certain goods that have the nature or characteristics in accordance with the law is state revenue in order to realize prosperity, justice and balance. Excise serves to reduce the level of consumption of certain goods. Excise is applied to specific goods selectively. The purpose of the imposition of excise is that for each type of goods it is different, while for taxes it is usually used for several generally. And excise rates are not the same on one object with another object.

## 2.6 Document Used for Activity

Documents used in activities at the Directorate General of Customs and Excise, Customs and Excise Supervision and Service Offices are:

1. Export Documents
  - a. Goods Export Notification Document (PEB)



Notification of Export of Goods (PEB) is a customs document used for notification of the export of goods which can be in the form of writing on a form or electronic media.

- b. Application Document for Loading Eksport Goods Outside the Customs Area.

The permit application letter is an Export document that is mandatory for an application for a permit to load export goods outside the customs area. This letter is made when the process of loading goods is outside the customs area.

- c. Invoice.

Invoice is one of the export documents that contains a list of consigned goods which is accompanied by a description of the name, amount, price to be paid. In addition to containing purchase details, invoices are often used as a billing tool between the seller and the buyer.

- d. Packing List.

Packing List is an export document containing detailed specifications of exported goods according to the Invoice.

- e. Export Service Note.

Export Service Note is a note issued by the Document Inspection Officer, Service Computer System, or Goods Inspection Officer for the submitted PEB, to protect the entry of goods to be exported to the Customs Zone and/or their loading to the transportation means.

- f. Bill of Lading.

The Bill of Lading is one of the most important documents that apply to both domestic and export and import shipping activities, if in Indonesian it is a bill of lading.

- g. Outward Manifest

Outward manifest is a document in transportation services that contains a list of cargo, passengers, crew, aircraft or other vehicles commonly used by customs. Manifest is also a list of cargoes of commercial goods

transported by means of transportation by sea, air, and land upon leaving the Customs Area.

2. Import Documents

a. Permitt Application Letter

This document is a document issued from Customs and Excise, namely a permit document for the import of goods.

b. Notification of Import of Goods

This document is one of the customs documents, this notification is made by the importer who is adjusted to the complementary documents based on the principle of self-assessment.

c. Supplementary Document (Invoice, Packing List, B/L)

This document is a supplementary document for importing.

d. Billing

This document is proof of payment.

e. Items Photos

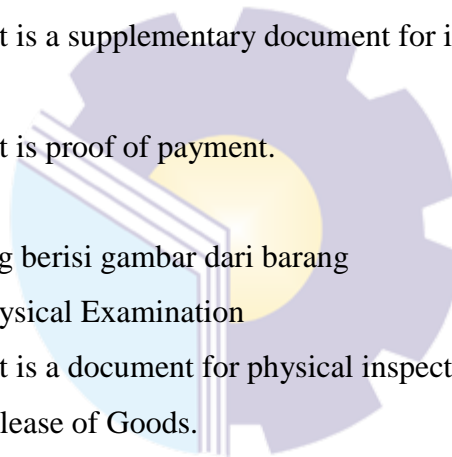
Dokumen yang berisi gambar dari barang

f. Minutes of Physical Examination

This document is a document for physical inspection of goods.

g. Warrant of Release of Goods.

3. Documents for inputting data on market transaction price monitoring (Cigarette Excise)



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Descriptions**

A job description is a list of knowledge, skills, abilities, and other characteristics that an individual must possess to carry out a job. Description of practical work duties at the Selatpanjang Customs and Excise Office starting from March 1 to June 30, 2021. The work carried out at the Selatpanjang Customs and Excise Office, especially in the Customs field, is as follows:

1. Recapitulates data on the results of monitoring the market transaction prices of tobacco products into Microsoft Excel.

Recapitulating data on market transaction prices for tobacco products is an activity carried out by the author that contains information about prices and types of cigarettes that have been previously monitored by Customs and Excise Officials.

2. Input Data from Monitoring Market Transaction Prices on ExSIS / Customs Applications.

Input data from monitoring results are activities carried out by the author after the monitoring data above are recapitulated and then the information is input through the Customs and Excise application.

3. Check the Completeness of Documents with Complementary Documents

Checking PEB documents is one of the activities the author does to check the Export documents that the Service User submits to carry out Export activities.

4. Receive and check the document of Export Declaration of Goods

This activity is an activity to receive Export documents from service users to be checked and submitted to the employee concerned.

5. Recording Export Commodities at KPPBC Bengkalis.

This activity is an activity carried out by the author for the data to be recapitulated and sent to the Bengkalis KPPBC

6. Scan PEB Documents and Do Archiving.

This activity is to scan documents that have been checked for further archiving.

7. Registering CK 6 Documents on the ExSIS Application.

Recording CK 6 documents is an activity carried out for the protection of goods subject to excise, such as drinks containing alcohol.

8. Duplicate PEB Documents, Disposition Sheets, Assignment Letters and Official Notes.

This activity is the activity of duplicating the documents that have been checked.

9. Compile and Organize Documents According to the Company Name and Make Storage.

This activity is an activity that is routinely carried out with the aim of making these documents easy to obtain when needed by Customs and Excise employees.

### **3.2 System and Procedure of the Internship**

There are several practical work procedures that have been carried out at the Selatpanjang Customs and Excise Office, starting from learning on 01 March to 30 June 2021 at the Selatpanjang Customs and Excise Office, especially at Customs, as follows:

1. Recapitulates data on the results of monitoring the market transaction prices of tobacco products into Microsoft Excel.

Previously, data on market transaction prices for tobacco products had been collected for respondents or shop owners selling retail cigarettes. Then proceed with recapitulating the data into Microsoft Excel in order to facilitate the reporting process to the Customs Headquarters through the ExSIS application.

a. The first step is to open the Microsoft Excel application,

- b. Then prepare a document containing data on the results of monitoring the market transaction prices of tobacco products that have previously been obtained,
- c. After that, it is continued by making tables and columns and titles according to the documents containing the data from the results of the monitoring, then the data is recapitulated correctly. To get a clear picture of the results of the data recap of the monitoring results, see Appendix Point 6.

2. Input Data from Monitoring Market Transaction Prices on Exis / Customs Applications.

In this section, the writer is given the task to record the data on cigarettes and their brands which have been recapitulated through Microsoft Excel. The recording and inputting process is carried out using the ExSIS (Excise Service and Information System) application found at CEISA (Customs-Excise Information System and Automation). CEISA is an integrated system for all services of the Directorate General of Customs and Excise to all service users of a public nature so that all service users as users can access from anywhere, anytime with an internet connection. CEISA is also an application that connects Service Users with Customs. Meanwhile, the ExSIS (Excise Service and Information System) application is an application used by customs officials, especially deposits in the excise sector. The procedure and results can be seen below:

- a. Make sure your computer or laptop is connected to the internet
- b. Then log in to the F5 Access application using your username and password (this is confidential), the F5 Access application is a VPN application and optimization technology that speeds up and secures access to mobile devices to the Ministry of Finance network.
- c. Then log in using the customs employee username and password (this is confidential)

- d. After successfully logging in to the F5 access application, the next step is to enter the application to access CEISA, for example the Chrome application, then type in a google search.
- e. If you have successfully entered the application, the next step is to log in using the employee username and password (this is confidential). To get a clear picture, the CEISA Application form can be seen in Appendix Point 7.
- f. After successfully logging in, then on the main menu of the CEISA application select the ExSIS application in order to enter and record data that has been previously recapitulated in Microsoft Excel.



**Figure 3.1 Form CEISA**  
 Source : Writer Photo Documentation, 2021

- g. After the ExSIS application is opened, an option form will appear on the left containing the Recording of Market Transaction Prices, then click on the red arrow. To get a clear picture, the ExSIS Application form can be seen in Appendix Point 8.
- h. On the green arrow there are columns to be filled in according to the data that has been recapitulated previously. The columns include the code from the supervisory office, the letter number, the date of the letter, including the FTZ area or not. Then the column below contains the store, namely the name of the store, the name of the owner, the address and mobile number of the store owner. Previously, the database

that contains the column has been set for its contents and just click on it and an option will appear according to the title of the column.

- i. Before filling in the column, first open the recap data file that has been saved on the computer and has been printed. To get a clear picture, the results of the data recap can be seen in the Appendix Point 9.
  - j. After that, it is continued by inputting or recording the data into the ExSIS application. This is done one by one sequentially according to the data in the image above. The data is input in accordance with the existing column headings, such as the column entitled cigarette brand, and the information on the excise stamp. For example, the first column is titled the year of excise stamps, then click on the column and then a display of the year options will appear, namely 2020 and 2021. Then the next column is the factory location column where the production is and so on until finished. To get a clearer picture, the Data Input Form to record the data can be seen in Appendix Point 10.
  - k. Images of data on cigarette brand search results and other information can be seen more clearly in Appendix Point 11.
  - l. After the data has been found and inputted, proceed with saving the recording by hovering the cursor on the column at the bottom that says "Save", then clicking the column and the data is successfully saved. The data that has been recorded and stored can be seen in Appendix Point 12.
3. Check the Completeness of Documents with Complementary Documents.  
In this section the author is assigned to check the completeness of the documents in accordance with the complementary documents, where the complementary documents contain PEB (Notice of Export of Goods), Outward Manifest, B/L, Packing List, Invoice, and other complementary documents (if any), and NPE (Note Export Services). After the document is complete, it is continued by compiling the document according to the list contained in the folder for Export documents. Furthermore, the author then

puts a check mark on the checklist form for the completeness of the documents on the modified folder for the placement of the Export document as a sign that it has been checked and arranged according to what has been determined. To get a clearer picture of the checklist form, see Appendix Point 13.

4. Receive and check the document of Export Declaration of Goods.

Receiving and checking the document of the Declaration of Export of Goods is a job that is carried out almost every day by the writer at the customs section of the Selatpanjang customs, the Notification of Export of Goods is a notification document by the Exporter to the customs of the Exported goods. The process for receiving and checking the Goods Export Declaration document is as follows:

- a. The agent or company submits the PEB document to the author,
- b. Then, that the author checks the PEB document, the goal is to ensure the completeness of the document,
- c. After the documents are checked and the documents are complete, the writer submits the documents to the customs officer, and if the documents are incomplete, the writer gives them back to the agent or company to be completed and submitted again if all PEB documents are complete.

5. Recording Export Commodities at KPPBC Bengkalis.

Export Commodities are domestic superior commodities that sell well in foreign markets. In this case the author is given an overview of how to record export commodities by one of his employees. The procedure is to open the ExSIS application, then look for a form about export commodity data, after that it is done by recording the commodity data into Microsoft Excel to be sent to the Head Office in Bengkalis. To get a clearer picture of the data that has been filled in, see Appendix Point 14.



6. Scan PEB Documents and Do Archiving.

Scan is the process of scanning document objects that will be converted into digital data in the form of files, this activity uses a scan / scanner tool which is a tool or property to scan documents. In this case the author is given the task to scan / scan export documents that have been checked for later in the archive. The procedure is

- a. Make sure the Scanner Machine is connected to the computer
- b. Turn on the ON button on the scanner machine
- c. Place the document on the paper feeder scanner
- d. In the scan/DocAction setting software, select the PDF template button that will be used for the scan
- e. In the file name box specify the name of the file to be scanned
- f. In the page size box, select the size of the document to be scanned
- g. If so, click the Apply button and OK

To get a clearer picture of the process of scanning PEB documents, see Appendix Point 15.

7. Registering CK 6 Documents on the EXIS Application.

CK 6 document is a protective document for the transportation of excisable goods whose excise duty has been paid in the form of drinks containing ethyl alcohol from distributors or retail sales places to other places in free circulation. CK 6 document services are carried out online where online services are expected to speed up service time, reduce face-to-face contact with Customs and Excise officers, not be constrained by distance and time because service users can apply anytime and anywhere.

In this case, the writer was given the task to record the CK 6 document and recap it in Microsoft Excel. The steps are as follows:

- a. The author needs to open the ExSIS Application
- b. After opening the application, various information options will appear, and click on the information entitled CK 6 as indicated by the red arrow. After clicking CK 6, several options will appear, and to collect

CK 6 data click on the title Browse CK 6 Enter as marked with a green arrow. The display is as in Figure 3.2 below:

**Figure 3.2 Document Search CK-6 Form**  
 Source : *Writer Photo Documentation, 2021*

- c. Previously, the service user had inputted the CK 6 application data into the application, so that the officer only collected data through the inputted data. After clicking browse CK 6, The CK 6 document that will appear can be seen in Appendix Point 16.
  - d. Then the data is returned using Microsoft Excel, and To get a clearer picture, the results can be seen in Appendix Point 17.
8. Duplicate PEB Documents, Disposition Sheets, Assignment Letters and Official Notes.

Document duplicating is the process of reproducing or duplicating documents according to the required needs and the method by using a copying machine. How to duplicate a document with a copying engine as follows:

- a. Make sure the copying machine is on and paper is available,
- b. Standardize the document to be duplicated,
- c. Insert or place the document to be copied,
- d. After that set in advance how many documents will be duplicated,

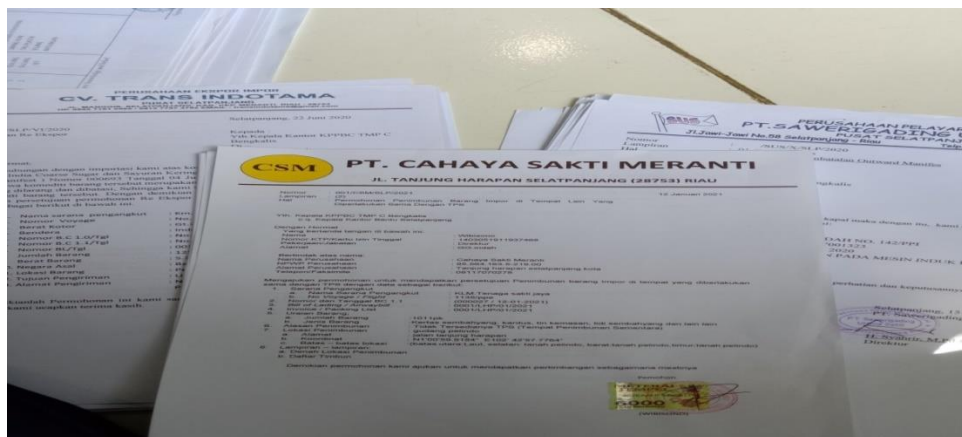
e. Then after pressing the start button.



**Figure 3.3 Duplicated Documents**  
Source : Writer Photo Documentation, 2021

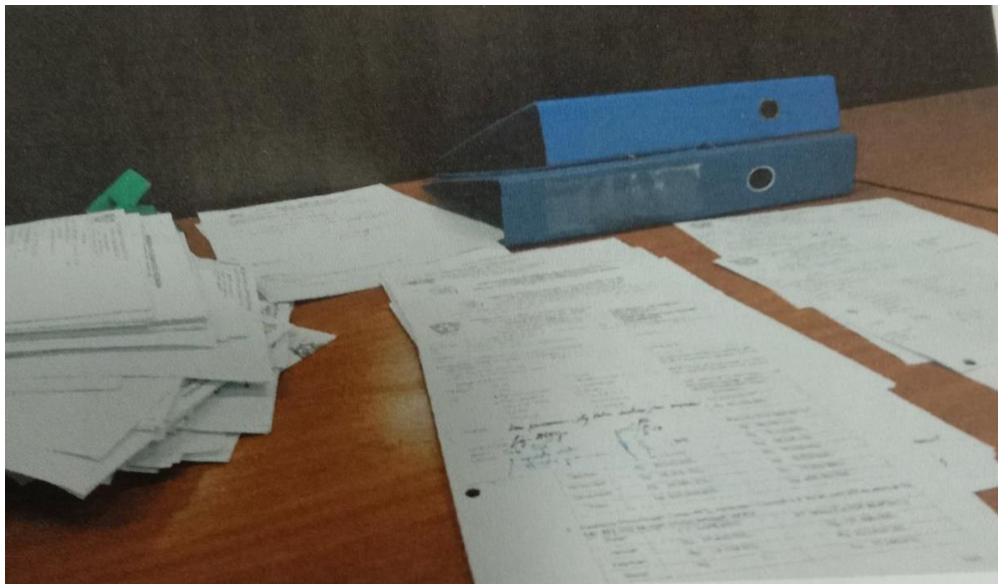
9. Compile and Organize Documents According to the Company Name and Make Storage.

In this case, the author is given the task of tidying up and compiling documents in the form of conditions for exporting or importing according to the name of their respective companies. Documents are arranged and organized and sorted to find which ones are damaged and no longer needed, documents that are damaged or no longer needed will be discarded or destroyed with a paper shredder. Below is a picture of the document that will be trimmed, it can be seen in Figure 3.4 :



**Figure 3.4 Tidied Up Documents**  
Source : Writer Photo Documentation, 2021

And then after the documents are sorted and neatly arranged, the documents are stored in the storage rack provided. This activity is carried out once a month, due to accumulation and when documents are needed it will be difficult to find. Below is an image of the document that will be saved :



**Figure 3.5 Documents to be Saved**  
*Source : Writer Photo Documentation, 2021*

### 3.3 Place and Time of Apprenticeship

This practical work is carried out at the Selatpanjang Customs and Excise Office, Jalan Tanjung Harapan, Alah Air Tim., Tebing Tinggi District, Meranti Islands Regency, Riau. Meanwhile, the Head Office is located at Jalan Jenderal Ahmad Yani By Pass, RT.12/RW.5, Rawamangun, Pulo Gadung District, East Jakarta City, Special Capital Region of Jakarta 13230.

Practical Work Time can be seen in table 3.1 below :

**Table 3.1 Apprenticeship Schedule**

No	Day	Times	Agency
1	Monday to Friday	08:00 s/d 17:00	Customs and Excise Office of Selatpanjang.
2	Saturday	Day Off	Day Off
3	Sunday	Day Off	Day Off

*Source : Processed Data 2021*

### 3.4 Kind and Description of the Activity.

To find out more clearly a description of the activities carried out during practical work at the Customs and Excise Office in the Customs section, see the following table:

In the first week there is not much work, because the first day is a day for students doing internships to introduce themselves to the employees in the office. In addition, internship students also take care of internship administration, such as taking care of whatever is needed by the office so that practical work can run smoothly from arrival to returning from the office. After that, the internship students were given material on Customs and Excise and Export and Import as well as the implementation procedures, then continued with being given directions to do the work, namely compiling export and import documents according to the route. The route is the Red Line and the Green Line while being given a little explanation about the Line by one of the Officers in charge of the document.

To get a clearer picture of the activities, it can be seen in Table 3.2 below:

**Table 3.2 Agenda of Activities for the First Week (1)**

No	Day/Date	Name of Activities	Units
1	Monday 1 March, 2021	a. Introduction and b. See the Workspace	Customs
2	Tuesday 2 March, 2021	a. Understand the work procedures at the Selatpanjang Customs and Excise Office Kantor b. Understand what Export documents are about	Customs
3	Wednesday 3 March, 2021	a. Prepare export and import documents b. Checking the completeness of Export documents	Customs
4	Thursday 4 March, 2021	a. Prepare export and import documents b. Checking the completeness of Export documents	Customs
5	Friday 5 March, 2021	Receive export documents from service users.	Customs

*Source : Processed Data 2021*

In the second week below doing different work such as downloading the regulation and decision files from DGCE through the official website of DGCE (Directorate General of Customs and Excise).

**Table 3.3 Agenda of Activities for the Second Week (2)**

No	Day/Date	Name of Activities	Units
1	Monday 8 March, 2021	Download the file of regulations and decisions related to export and import in SPLIT.	Customs
2	Tuesday 9 March, 2021	Download the file of regulations and decisions related to export and import in SPLIT.	Customs
3	Wednesday 10 March, 2021	a. Record the name of the guest and the need to visit in the guest book. b. Checking the completeness of Export documents	Customs
4	Thursday 11 March, 2021	Day Off (Isra' and Mi'raj of the Prophet Muhammad SAW)	-
5	Friday 12 March, 2021	Not Present (sick)	-

Source : Processed Data 2021

In the third week below, doing different work again such as recording the names of visiting guests and their needs in the guest book, then receiving Export documents from service users and inputting or recording the results of monitoring market transaction prices (Cigarette Excise) on the Customs application and Excise, namely ExSIS (Excise Service and Information System).

**Table 3.4 Agenda of Activities for the Third Week (3)**

No	Day/Date	Name of Activities	Units
1	Monday 15 March, 2021	a. Record the name of the guest and the need to visit in the guest book. b. Checking the completeness of Export documents	Customs
2	Tuesday 16 March, 2021	a. Record the name of the guest and the need to visit in the guest book. b. Checking the completeness of Export documents	Customs
3	Wednesday 17 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
4	Thursday 18 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
5	Friday 19 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs

Source : Processed Data 2021

In the fourth week below, the activities are still the same, namely recording the results of monitoring market transaction prices carried out on the ExSIS application or the Customs and Excise application.

**Table 3.5 Agenda of Activities for the Fourth Week (4)**

No	Day/Date	Name of Activities	Units
1	Monday 22 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
2	Tuesday 23 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
3	Wednesday 24 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
4	Thursday 25 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
5	Friday 26 March, 2021	a. Community Service b. Checking the recorded data	Customs

Source : Processed Data 2021

In the fifth week below, they are still doing the same work and added with new activities, namely recording CK 6 documents on the same application, namely the ExSIS application.

**Table 3.6 Agenda of Activities for the Fifth Week 5**

No	Day/Date	Name of Activities	Units
1	Monday 29 March, 2021	Recording CK 6 documents on the ExSIS Application	Customs
2	Tuesday 30 March, 2021	Not Present (sick)	-
3	Wednesday 31 March, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
4	Thursday 1 April, 2021	Input data from monitoring market transaction prices on the ExSIS / Customs application	Customs
5	Friday 2 April, 2021	Day Off (the day of the death of Isa Almasih)	-

Source : Processed Data 2021

In the sixth week below, there are different and slightly varied jobs, namely scanning export documents, receiving export documents from service users, then

checking the completeness of these documents with complementary documents and collecting data on export commodities at the Customs Middle Type Supervision and Service Office. C Bengkalis.

**Table 3.7 Agenda of Activities for the Sixth Week (6)**

No	Day/Date	Name of Activities	Units
1	Monday 5 April, 2021	a. Receive Export documents from service users b. Checking the completeness of PEB documents with complementary documents	Customs
2	Tuesday 6 April, 2021	To record export commodities at the Bengkalis KPPBC	Customs
3	Wednesday 7 April, 2021	Checking the completeness of PEB documents with complementary documents	Customs
4	Thursday 8 April, 2021	Scan PEB documents and do archiving	Customs
5	Friday 9 April, 2021	Receive Export documents from service users	Customs

Source : Processed Data 2021

In the seventh week below, there is not much difference from the activities carried out. As seen in the table below, the activities carried out are recapitulating export data, then delivering and providing important documents to be signed by the Head of the Office and doing work as in the previous week, namely scanning the Export Declaration of Goods documents, registering CK 6 documents and checking the completeness of export documents with documents complement.

**Table 3.8 Agenda of Activities for the Seventh Week (7)**

No	Day/Date	Name of Activities	Units
1	Monday 12 April, 2021	Recap export data.	Customs
2	Tuesday 13 April, 2021	a. Deliver documents to be signed by the head of the office b. Returning documents to customs space	Customs
3	Wednesday 14 April, 2021	Recording CK 6 documents on the ExSIS Application	Customs
4	Thursday 15 April, 2021	Recap export data.	Customs
5	Friday 16 April, 2021	a. Checking the completeness of PEB documents with complementary documents b. Scan PEB documents and do archiving.	Customs

Source : Processed Data 2021



In the eighth week below, there is no difference, still doing the same work the previous week

**Table 3.9 Agenda of Activities for the Eighth Week (8)**

No	Day/Date	Name of Activities	Units
1	Monday 19 April, 2021	a. Checking the completeness of PEB documents with complementary documents b. Scan PEB documents and do archiving.	Customs
2	Tuesday 20 April, 2021	a. Recap export data. b. Checking the completeness of PEB documents with complementary documents	Customs
3	Wednesday 21 April, 2021	a. Deliver goods export application documents for inspection by the head office b. Receive export documents from service users	Customs
4	Thursday 22 April, 2021	Not Present (sick)	-
5	Friday 23 April, 2021	Scan PEB documents and do archiving.	Customs

Source : Processed Data 2021

In the ninth week listed below, still doing the same work the previous week. That can be seen in the table below

**Table 3.10 Agenda of Activities for the Ninth Week (9)**

No	Day/Date	Name of Activities	Units
1	Monday 26 April, 2021	Recording Export Commodities at KKBC Bengkalis	Customs
2	Tuesday 27 April, 2021	Scan PEB documents and do archiving	Customs
3	Wednesday 28 April, 2021	a. Receive Export documents from service users b. Checking the completeness of PEB documents with complementary documents	Customs
4	Thursday 29 April, 2021	Recap export data.s	-
5	Friday 30 April, 2021	Scan PEB documents and do archiving.	Customs

Source : Processed Data 2021

In the tenth week listed in the table below, he did a similar job, namely scanning documents or scanning, then checking the completeness of documents

with complementary documents, recapitulating export data and receiving export documents from service users.

**Table 3.11 Agenda of Activities for the Tenth Week (10)**

No	Day/Date	Name of Activities	Units
1	Monday 3 May, 2021	a. Checking the completeness of PEB documents with complementary documents b. Scan PEB documents and do archiving.	Customs
2	Tuesday 4 May, 2021	Recording CK 6 documents on the ExSIS Application	Customs
3	Wednesday 5 May, 2021	c. Receive Export documents from service users d. Checking the completeness of PEB documents with complementary documents	Customs
4	Thursday 6 May, 2021	a. Recap export data. b. Checking the completeness of PEB documents with complementary documents	-
5	Friday 7 May, 2021	Scan PEB documents and do archiving.	Customs

Source : Processed Data 2021

In the eleventh week below, not much work will be done because it will welcome Eid Al-Fitr 1442 Hijri, which falls on 12, 13, and 14 May 2021.

**Table 3.12 Agenda of Activities for the Eleventh Week (11)**

No	Day/Date	Name of Activities	Units
1	Monday 10 May, 2021	Prepare export documents in accordance with the completeness of the specified documents	Customs
2	Tuesday 11 May, 2021	Eid Al-Fitr 1442 H.	-
3	Wednesday 12 May, 2021	Eid Al-Fitr 1442 H.	-
4	Thursday 13 May, 2021	Eid Al-Fitr 1442 H.	-
5	Friday 14 May, 2021	Eid Al-Fitr 1442 H.	-

Source : Processed Data 2021

In the twelfth week below, return to work as usual after the Eid holiday. The work carried out on the first day of entry is to recap export data, scan documents for export notification of goods, receive export documents from service users,

record guest names and their needs in the guest book and do mutual cooperation on Friday mornings.

**Table 3.13 Agenda of Activities for the Twelfth Week (12)**

No	Day/Date	Name of Activities	Units
1	Monday 17 May, 2021	Recap export data.	Customs
2	Tuesday 18 May, 2021	Scan PEB document and do archiving	Customs
3	Wednesday 19 May, 2021	a. Receive export documents from service users b. Checking the completeness of PEB documents with complementary documents	Customs
4	Thursday 20 May, 2021	Scan PEB documents.	Customs
5	Friday 21 May, 2021	a. Record the name of the guest and his needs in the guest book b. Community Service	Customs

Source : Processed Data 2021

In the thirteenth week below, do work like the work in the previous week, namely checking the completeness of the PEB document with complementary documents, then delivering the assignment letter to be signed by the head of the office and returning the document to the customs staff.

**Table 3.14 Agenda of Activities for the Thirteenth Week (13)**

No	Day/Date	Name of Activities	Units
1	Monday 24 May, 2021	a. Checking the completeness of PEB documents with complementary documents b. Tidying up shelves/document storage cabinets	Customs
2	Tuesday 25 May, 2021	Not Present (sick)	Customs
3	Wednesday 26 May, 2021	Day Off (hari raya waisak)	Customs
4	Thursday 27 May, 2021	a. Delivering assignment documents to be checked and signed by the head of the office b. Return the documents to the customs staff for re-examination	Customs
5	Friday 28 May, 2021	a. Community Service b. Return the documents to the customs staff for re-examination	Customs

Source : Processed Data 2021

In the fourteenth week as shown below, there was not much difference in the activities carried out. The work done is still the same as in the work done last week.

**Table 3.15 Agenda of Activities for the Fourteenth Week (14)**

No	Day/Date	Name of Activities	Units
1	Monday 31 June, 2021	Scan documents PEB and do archiving	Customs
2	Tuesday 1 June, 2021	Day Off (hari kelahiran pancasila)	Customs
3	Wednesday 2 June, 2021	Checking the completeness of PEB documents with complementary documents	Customs
4	Thursday 3 June, 2021	Return the documents to the customs staff for re-examination	Customs
5	Friday 4 June, 2021	Delivering assignment documents to be checked and signed by the head of the office	Customs

Source : Processed Data 2021

In the fifteenth week below, there are differences in the work given from the previous week, namely preparing and tidying up documents according to the name of each company and then storing them on the storage rack provided to make it look neater. So when the required documents can be easily found.

**Table 3.16 Agenda of Activities for the Fifteenth Week (15)**

No	Day/Date	Name of Activities	Units
1	Monday 7 June, 2021	a. Organize documents according to the name of each PT b. Doing storage of documents in accordance with the name of PT	Customs
2	Tuesday 8 June, 2021	Scan PEB documents	Customs
3	Wednesday 9 June, 2021	a. Checking the completeness of PEB documents with complementary documents b. Duplicated PEB documents	Customs
4	Thursday 10 June, 2021	Return the documents to the customs staff for re-examination	Customs
5	Friday 11 June, 2021	Delivering assignment documents to be checked and signed by the head of the office	Customs

Source : Processed Data 2021

In the sixteenth week, not much work was done because it was already the last weeks for practical work in the office. The activities carried out are taking care of administration such as making documents which will be submitted later to the head of the office as well as practical work supervisors in the last week of the internship. And conduct consultations for the preparation of practical work reports

**Table 3.17 Agenda of Activities for the Sixteenth Week (16)**

No	Day/Date	Name of Activities	Units
1	Monday 14 June, 2021	Apprenticeship report consultation	Customs
2	Tuesday 15 June, 2021	Apprenticeship report consultation	Customs
3	Wednesday 16 June, 2021	Prepare Apprenticeship report	Customs
4	Thursday 17 June, 2021	Return the documents to the customs staff for re-examination	Customs
5	Friday 18 June, 2021	Duplicate PEB documents	Customs

Source : Processed Data 2021

In the seventeenth week below, still doing work as usual. It can be seen in the table below, its mean delivering the assignment letter to be signed by the head of the office and returning the document to the customs staff.

**Table 3.18 Agenda of Activities for the Seventeenth Week (17)**

No	Day/Date	Name of Activities	Units
1	Monday 21 June, 2021	a. Prepare export documents according to the document completeness checklist form b. Scan the Export document	Customs
2	Tuesday 22 June, 2021	Checking the completeness of export documents with complementary documents	Customs
3	Wednesday 23 June, 2021	Prepare Apprenticeship report	Customs
4	Thursday 24 June, 2021	Return the documents to the customs staff for re-examination	Customs
5	Friday 25 June, 2021	Prepare Apprenticeship report	Customs

Source : Processed Data 2021

The eighteenth week below is the last week for apprentices, where they do not do their usual work anymore but carry out practical work administration

management, namely submitting absences, practical work reports that have been prepared and after that farewell to all employees at the Customs and Excise Office Selatpanjang and taking photos together with the practical work supervisor who is also the head of the Selatpanjang Customs and Excise office.

**Table 3.19 Agenda of Activities for the Eighteenth Week (18)**

No	Day/Date	Name of Activities	Units
1	Monday 28 June, 2021	Apprenticeship Administration	Customs
2	Tuesday 29 June, 2021	Submission of absences, Apprenticeship reports to the Apprentice supervisor	Customs
3	Wednesday 30 June, 2021	Farewell to all office heads and employees	Customs

Source : *Processed Data 2021*

### **3.5 Obstacles and Solutions of the Apprenticeship**

#### **3.5.1 Obstacles of the Apprenticeship**

The obstacles faced during practical work at Customs and Excise Office of Selatpanjang are follows :

1. Looking for cigarette brands when recording cigarette taxes, due to lack of knowledge in terms of cigarette information.
2. In the recording process using a vpn connection, it often happens that it doesn't connect or exits by itself, because it uses an office employee ID, so you have to wait for the employee to fix it.
3. Difficulty in recording CK-6 documents, as well as recording export documents using the ExSIS application because they do not fully understand how.

#### **3.5.2 Solutions of the Apprenticeship**

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

1. When cigarette brands are difficult to find, the Author asks employees and asks employees for solutions on how to make cigarette brands and other information easy to find.

2. The Author asks the employee for a solution on how to make the VPN connection not easily exit by itself so that activities can run smoothly. And one way is for the employee to provide the Id and password of the connection, if you log out, the author can log in again.
3. The Author consults with the employee concerned to understand more deeply the steps in carrying out the given task.



## **CHAPTER IV CONCLUSION AND SUGGESTION**

### **4.1 Conclusion**

In the implementation of Job Training activities at the Selatpanjang Customs and Excise Office, the authors get a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally and optimally when carrying out practical work. Internship is a means for students to get to know the real world of work as well as get to know the work environment and conditions that students will face after graduating from college.

The following are the conclusions of the work carried out during the Practical Work :

1. The kind of business of the Customs and Excise Office of Selatpanjang, Customs is a field that handles Export and Import activities such as regarding the collection of import duties and taxes in the context of imports.
2. As explained in point 2.3 concerning Types of Customs Business, where this agency provides services, among others, supervision of Export and Import activities. The work process starts from managing export documents to the departure of goods that have been loaded for export. As well as processing documents for transportation means, as well as managing imported goods, starting from incoming goods, to document and physical inspection of goods.
3. The documents used in the work process at the Customs and Excise Office of Selatpanjang in the Export section is PEB document, Application for Loading Export Goods Permit, Invoice, Packing List, NPE, B/L, Outward Manifest. While the Import documents used are Permitt Application Letter, Notification of Imports of Goods, Supplementary Document ( Invoice, Packing List, B/L ), Billing, Red Track Notification Letter, Inspection Instruction, Items Photos, Minutes of Physical Examination, Warrant of Release of Goods.



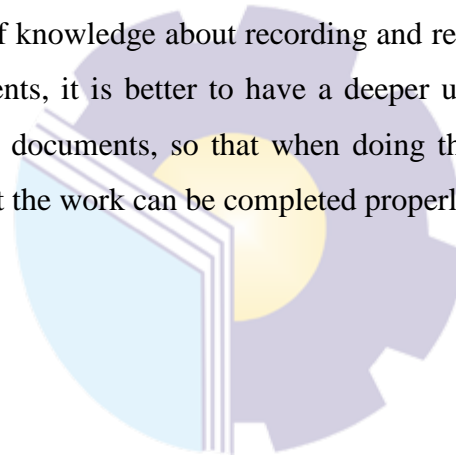
4. The job description of the work field being handled at the Customs and Excise Office of Selatpanjang is :
  - a. Input Data from Monitoring Market Transaction Prices on Exis / Customs Applications
  - b. Input Data from Monitoring Market Transaction Prices on Exis / Customs Applications
  - c. Check the Completeness of Documents with Complementary Documents
  - d. Receive and check the document of Export Declaration of Goods
  - e. Recording Export Commodities at KPPBC Bengkalis
  - f. Scan PEB Documents and Do Archiving.
  - g. Registering CK 6 Documents on the ExSIS Application.
  - h. Duplicate PEB Documents, Disposition Sheets, Assignment Letters and Official Notes.
  - i. Compile and Organize Documents According to the Company Name and Make Storage.
5. The systems and procedures used to complete work at the Selatpanjang Customs and Excise Office are specifically in the Customs and Excise field, which must pay attention to the completeness of the export or import documents received before being followed up. And in the Excise section there is work to be done, namely inputting data from monitoring market transaction prices, the steps have been explained in Chapter 3 point 3.3, where the procedure is in accordance with the directions given by the assignor.
6. Some of the obstacles faced by the Author in doing work during the internship are looking for cigarette brands at the time of recording cigarette excise, due to lack of knowledge in terms of cigarette information. And the difficulty in recording CK-6 documents, as well as recording export documents using the ExSIS application because they do not fully understand how.

7. One solution to deal with the above obstacles When cigarette brands are difficult to find, the author consults with employees to ask for solutions on how to make cigarette brands and other information easy to find and to understand more deeply the steps in carrying out the tasks given.

#### **4.2 Suggestion**

Based on the conclusions described above about some of the obstacles faced, here are some suggestions to overcome the obstacles that occur, namely :

1. Considering that the form prepared contains different types of cigarettes, it is advisable that the form needs to be verified with cigarette brands carefully. So as not to confuse employees, interns and others to collect data.
2. Given the lack of knowledge about recording and recapitulating Export data in CK-6 documents, it is better to have a deeper understanding of how to record the CK-6 documents, so that when doing the work, interns are not confused. So that the work can be completed properly and correctly.



## REFERENCES

Definisi Aplikasi Ceisa dan ExSIS. 2021. <https://m.metro-news.com/play/-sistem-ceisa-modernisasi-layanan-perbatasan-dirjen-bea-cukai>. Accessed on June 5<sup>th</sup> 2021.

KPPBC TMP C Bengkulu. 2021. Kantor Pengawasan dan Pelayanan Bea dan Cukai Tipe Madya Pabean C Bengkulu. <https://bengkalis.beacukai.go.id/-profil/>. Accessed on May 28<sup>th</sup> 2021.

Sejarah Bea dan Cukai Selatpanjang. 2021. <https://www.beacukai.go.id>. Accessed on June 10<sup>th</sup> 2021.



## APPENDIXS

### Appendix 1 : Application Letter for Apprenticeship



**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN**  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28761  
Telepon: (+62766) 700 8877, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 626 /PL31/AK/2021 11 Februari 2021  
Hal : Permohonan Perubahan Peserta Kerja Praktik (KP)

Yth. Kepala Kantor Bea dan Cukai Selatpanjang  
di  
Meranti

Dengan Hormat,

Berdasarkan surat Kepala KPP Bea dan Cukai Tipe Madya Pabean C Bengkalis Nomor S-426/WBC.03/KPP.MP.04/2020 tanggal 11 Desember 2020 terkait izin pelaksanaan kerja Praktik di Kantor Bea dan Cukai Selatpanjang pada 15 Februari 2021 s/d 30 Juni 2021 dengan data mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Windi Meigrina	5404171120	D-IV Administrasi Bisnis Internasional
2	Rita Asmara	5404171109	D-IV Administrasi Bisnis Internasional

Maka kami memohon untuk dapat digantikan oleh mahasiswa dengan data sebagai berikut:

No	Nama	NIM	Prodi
1	Egi Nuradha	5404171085	D-IV Administrasi Bisnis Internasional
2	Robit Amirul A la	5103181347	D-III Administrasi Bisnis

Kami sangat mengharapkan kesediaan dari Bapak untuk dapat memperkenankan mahasiswa tersebut magang di Kantor Bea dan Cukai Selatpanjang sesuai dengan izin yang telah diberikan.

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

A.n. Direktur,  
Wakil Direktur I  
  
Armada, S.T., M.T.  
NIP 197906172014041001

Contact Person:  
Hutomo Atman Maulana, S.Pd., M.Si (0852 6658 7819)

## Appendix 2 : Reply to Application for Apprenticeship



**KEMENTERIAN KEUANGAN REPUBLIK INDONESIA**  
**DIREKTORAT JENDERAL BEA DAN CUKAI**  
**KANTOR WILAYAH DIREKTORAT JENDERAL BEA DAN CUKAI RIAU**  
**KANTOR PENGAWASAN DAN PELAYANAN BEA DAN CUKAI TIPE**  
**MADYA PABEAN C BENGKALIS**  
JALAN STABANDAR NOMOR 802, KAB. BENGKALIS 28112  
TELEPON (076) 21020, FAKSIFILE (076) 22020, LAMAN WWW.BCBENGKALIS.BEACURAI.GO.ID  
RUMAH KONTAK LAYANAN 198022

Nomor : S-428/WBC.03/KPP.MP.04/2020  
Sifat : Biasa  
Lampiran : -  
Hal : Pelaksanaan Kerja Praktek

11 Desember 2020

Yth. Politeknik Negeri Bengkalis

Sehubungan dengan Surat Saudara Nomor 3229/PL31/AK/2020 tanggal 03 November 2020 hal Permohonan Kerja Praktek (KP), maka dapat Kami sampaikan bahwa Kami menerima dan mengizinkan mahasiswa dengan data sebagai berikut:

No.	Nama	NIM	Prodi
1.	Egi Nuradha	5404171085	D4 Administrasi Bisnis Internasional
2.	M. Jamil Nur	510318131	D3 Administrasi Bisnis

Untuk melaksanakan Kerja Praktek di Kantor Bea dan Cukai Selatpanjang pada 01 Maret 2021 sampai dengan 31 Juni 2021. Selama melaksanakan Kerja Praktek diharapkan kepada mahasiswa untuk mematuhi protokol Kesehatan terkait COVID-19 dan ketentuan yang ditetapkan pada Kantor Pengawasan dan Pelayanan Bea dan Cukai Tipe Madya Pabean C Bengkalis.

Demikian disampaikan, atas perhatian dan kerja samanya diucapkan terima kasih.

Kepala Kantor Pengawasan dan  
Pelayanan Bea dan Cukai Tipe  
Madya Pabean C Bengkalis



Liberal dan bergizi. Negeri elektronik  
Orny Iprawan

### Appendix 3 : Attendance for Apprenticeship Activities March 1 to June 30

**DAFTAR HADIR HARIAN  
KERJA PRAKTIK  
MAHASISWA POLITEKNIK NEGERI BENGKALIS**

BULAN : MARET  
TAHUN : 2021

INSTANSI : KANTOR BEA DAN CUKAI SELATPANJANG

No	Nama	Nim	Senin, 1 Maret 2021				Selasa, 2 Maret 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradhia	5404171085	07.30	<i>[Signature]</i>	17.00		07.30	<i>[Signature]</i>	17.00	

No	Nama	Nim	Rabu, 3 Maret 2021				Kamis, 4 Maret 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradhia	5404171085	08.00	<i>[Signature]</i>	17.00		07.30	<i>[Signature]</i>	17.00	

No	Nama	Nim	Jumat, 5 Maret 2021				Sabtu, 6 Maret 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradhia	5404171085	07.30	<i>[Signature]</i>	17.00		08.00	<i>[Signature]</i>	17.00	

No	Nama	Nim	Minggu, 7 Maret 2021				Senin, 8 Maret 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradhia	5404171085	07.30	<i>[Signature]</i>	17.30		07.30	<i>[Signature]</i>	17.00	

No	Nama	Nim	Kamis, 11 Maret 2021				Jum'at, 12 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	-	-	-	-	S

No	Nama	Nim	Senin, 15 Maret 2021				Selasa, 16 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	-	-	-	-	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	

No	Nama	Nim	Rabu, 17 Maret 2021				Kamis, 18 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	

No	Nama	Nim	Jum'at, 19 Maret 2021				Senin, 22 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	08.00	<i>[Signature]</i>	16.45	<i>[Signature]</i>	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	

No	Nama	Nim	Selasa, 23 Maret 2021				Rabu, 24 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	07.30	<i>[Signature]</i>	17.50	<i>[Signature]</i>	

No	Nama	Nim	Kamis, 25 Maret 2021				Jum'at, 26 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	07.30	<i>[Signature]</i>	17.00	<i>[Signature]</i>	08.00	<i>[Signature]</i>	17.00	<i>[Signature]</i>	

No	Nama	Nim	Senin, 29 Maret 2021				Selasa, 30 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	07.30	<i>[Signature]</i>	17.30	<i>[Signature]</i>	-	-	-	-	S

No	Nama	Nim	Rabu, 31 Maret 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.
1.	Egi Nuradha	5404171085	07.30	<i>[Signature]</i>	16.30	<i>[Signature]</i>	

Mengetahui,  
 Pembimbing Kerja Praktik



Agus Suprianto  
 NIP. 19850816 200901 1 005



**DAFTAR HADIR HARIAN**  
**KERJA PRAKTIK**  
**MAHASISWA POLITEKNIK NEGERI BENGKALIS**

BULAN : APRIL  
 TAHUN : 2021

INSTANSI : KANTOR BEA DAN CUKAI SELATPANJANG

No	Nama	Nim	Kamis, 1 April 2021				Jum'at, 2 April 2021				
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07:30	<i>[Signature]</i>	17:00		08:00	<i>[Signature]</i>	Makmal	-	-

No	Nama	Nim	Senin, 5 April 2021				Kamis, 8 April 2021				
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07:30	<i>[Signature]</i>	17:15		07:30	<i>[Signature]</i>		17:00	<i>[Signature]</i>

No	Nama	Nim	Jum'at, 9 April 2021				Senin, 12 April 2021				
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	08:00	<i>[Signature]</i>	16:30		07:30	<i>[Signature]</i>		17:00	<i>[Signature]</i>

No	Nama	Nim	Selasa, 13 April 2021				Rabu, 14 April 2021				
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07:30	<i>[Signature]</i>	15:30		07:30	<i>[Signature]</i>		15:30	<i>[Signature]</i>

Kamis, 15 April 2021						Jumat, 16 April 2021						
No	Nama	Nim	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.
1.	Egi Nuradha	5404171085	00-00	<del>3/4</del>	15-30	<del>3/4</del>		00-00	<del>3/4</del>	15-00	<del>3/4</del>	

Senin, 19 April 2021						Selasa, 20 April 2021						
No	Nama	Nim	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.
1.	Egi Nuradha	5404171085	00-00	<del>3/4</del>	16-00	<del>3/4</del>		00-00	<del>3/4</del>	16-00	<del>3/4</del>	

Rabu, 21 April 2021						Kamis, 22 April 2021						
No	Nama	Nim	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.
1.	Egi Nuradha	5404171085	00-00	<del>3/4</del>	15-30	<del>3/4</del>		-	-	-	-	5

Jumat, 23 April 2021						Senin, 26 April 2021						
No	Nama	Nim	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.
1.	Egi Nuradha	5404171085	-	-	-	-	S	00-00	<del>3/4</del>	15-30	<del>3/4</del>	

Selasa, 27 April 2021						Rabu, 28 April 2021						
No	Nama	Nim	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.
1.	Egi Nuradha	5404171085	00-00	<del>3/4</del>	15-30	<del>3/4</del>		00-00	<del>3/4</del>	15-00	<del>3/4</del>	

No	Nama	Nim	Kamis, 29 April 2021				Jum'at, 30 April 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Paraf
1.	Egi Nuradha	5404171085	08.00	<i>[Signature]</i>	15.30	<i>[Signature]</i>	08.00	<i>[Signature]</i>	15.00	<i>[Signature]</i>	

Mengetahui,  
Pembimbing Kerja Praktik



Agus Suprianto  
NIP. 19850816 200901 1 005

**DAFTAR HADIR HARIAN  
KERJA PRAKTIK  
MAHASISWA POLITEKNIK NEGERI BENGKALIS**

BULAN : MEI  
TAHUN : 2021

INSTANSI : KANTOR BEA DAN CUKAI SELATPANJANG

No	Nama	Nim	Senin, 3 Mei 2021			Selasa, 4 Mei 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang
1.	Egi Nuradha	5404171085	00.00	<i>[Signature]</i>	15.30		<i>[Signature]</i>	15.30	<i>[Signature]</i>

No	Nama	Nim	Rabu, 5 Mei 2021			Kamis, 6 Mei 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang
1.	Egi Nuradha	5404171085	00.00	<i>[Signature]</i>	15.45		<i>[Signature]</i>	15.00	<i>[Signature]</i>

No	Nama	Nim	Jumat, 7 Mei 2021			Senin, 10 Mei 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang
1.	Egi Nuradha	5404171085	00.30	<i>[Signature]</i>	15.00		<i>[Signature]</i>	15.00	<i>[Signature]</i>

No	Nama	Nim	Selasa, 11 Mei 2021			Rabu, 12 Mei 2021						
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.		
1.	Egi Nuradha	5404171085	00.00	Hani	Raya	1.00	Fiki	Libur	Hani	Raya	10.00	Fiki

No	Nama	Nim	Kamis, 13 Mei 2021				Jum'at, 14 Mei 2021					
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	libur	Hari	Raya	libur	Hari	Raya	libur	Hari	libur	libur

No	Nama	Nim	Senin, 17 Mei 2021				Selasa, 18 Mei 2021							
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.			
1.	Egi Nuradha	5404171085	07.30	2/4	17.00	2/4					07.30	2/4	17.30	2/4

No	Nama	Nim	Rabu, 19 Mei 2021				Kamis, 20 Mei 2021							
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.			
1.	Egi Nuradha	5404171085	07.30	2/4	17.00	2/4					07.30	2/4	17.15	2/4

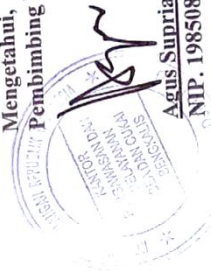
No	Nama	Nim	Jum'at, 21 Mei 2021				Senin, 24 Mei 2021							
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.			
1.	Egi Nuradha	5404171085	07.00	2/4	16.40	2/4					07.30	2/4	17.30	2/4

No	Nama	Nim	Selasa, 25 Mei 2021				Rabu, 26 Mei 2021							
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.			
1.	Egi Nuradha	5404171085	-	-	-	-					libur	libur	17.30	libur

No	Nama	Nim	Kamis, 27 Mei 2021			Jumat, 28 Mei 2021				
			Jam Masuk	Paraf	Jam Pulang	Paraf	Jam Pulang	Ket.		
1.	Egi Nuradha	5404171085	07.30	✓	17.00	✓	00.00	16.50	✓	

No	Nama	Nim	Seminar, 31 Mei 2021		
			Jam Masuk	Paraf	Jam Pulang
1.	Egi Nuradha	5404171085	07.30	✓	17.00

Mengetahui,  
Pembimbing Kerja Praktik



Agus Suprianto  
NIP. 19850816 200901 1 005

**DAFTAR HADIR HARIAN  
KERJA PRAKTIK  
MAHASISWA POLITEKNIK NEGERI BENGKALIS**

BULAN : JUNI  
TAHUN : 2021

INSTANSI : KANTOR BEA DAN CUKAI SELATPANJANG

No	Nama	Nim	Selasa, 1 Juni 2021			Rabu, 2 Juni 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang
1.	Egi Nuradha	5404171085	Libur	Haji	kegiatan Pancastra	-	07.30	17.00	

No	Nama	Nim	Kamis, 3 Juni 2021			Jumat, 4 Juni 2021		
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf
1.	Egi Nuradha	5404171085	07.30	17.30	17.00	07.30	17.00	

No	Nama	Nim	Senin, 7 Juni 2021			Selasa, 8 Juni 2021		
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf
1.	Egi Nuradha	5404171085	06.00	17.30	17.30	-	-	5

No	Nama	Nim	Rabu, 9 Juni 2021			Kamis, 10 Juni 2021		
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf
1.	Egi Nuradha	5404171085	07.30	17.00	16.45	07.30	16.45	

No	Nama	Nim	Jum'at, 11 Juni 2021				Senin, 14 Juni 2021					
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	00.00	<i>EA</i>	16.30	<i>EA</i>		07.30	<i>EA</i>	17.00	<i>EA</i>	

No	Nama	Nim	Selasa, 15 Juni 2021				Rabu, 16 Juni 2021					
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07.30	<i>EA</i>	17.00	<i>EA</i>		07.30	<i>EA</i>	16.00	<i>EA</i>	

No	Nama	Nim	Kamis, 17 Juni 2021				Jum'at, 18 Juni 2021					
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07.30	<i>EA</i>	17.00	<i>EA</i>		00.00	<i>EA</i>	16.30	<i>EA</i>	

No	Nama	Nim	Senin, 21 Juni 2021				Selasa, 22 Juni 2021					
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07.30	<i>EA</i>	16.30	<i>EA</i>		00.00	<i>EA</i>	16.30	<i>EA</i>	

No	Nama	Nim	Rabu, 23 Juni 2021				Kamis, 24 Juni 2021					
			Jam Masuk	Paraf	Jam Pulang	Paraf	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.	
1.	Egi Nuradha	5404171085	07.30	<i>EA</i>	17.00	<i>EA</i>		07.30	<i>EA</i>	16.00	<i>EA</i>	



No	Nama	Nim	Jum'at, 25 Juni 2021				Senin, 28 Juni 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	00.00	✓	16.00	✓	07.30	✓	17.30	✓

No	Nama	Nim	Selasa, 29 Juni 2021				Rabu, 30 Juni 2021			
			Jam Masuk	Paraf	Jam Pulang	Ket.	Jam Masuk	Paraf	Jam Pulang	Ket.
1.	Egi Nuradha	5404171085	00.00	✓	17.30	✓	00.30	✓	16.00	✓

Mengetahui,  
Pembimbing Kerja Praktik



Agus Suprianto

NIP. 19850816 200901 1 005

## Appendix 4 : Assessment During Apprenticeship

PENILAIAN DARI PERUSAHAAN KERJA PRAKTIK  
KANTOR PENGAWASAN DAN PELAYANAN BEA DAN CUKAI TIPE MADYA  
PABEAN C BENGKALIS, KANTOR BANTU SELATPANJANG

Nama : Egi Nuradha  
NIM : 5404171085  
Program Studi : Administrasi Bisnis Internasional Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung Jawab	25%	94
3.	Penyesuaian Diri	10%	98
4.	Hasil Kerja	30%	95
5.	Perilaku Secara Umum	15%	96
	Total Jumlah ( 1+2+3+4+5 )	100%	95.2

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

Catatan :

Sdri Egi Sangat membantu saat melakukan kegiatan kerja praktik di tempat kami.

Selatpanjang, 30 Juni 2021  
Kepala Kantor Bantu Bea dan Cukai Selatpanjang



**Agus Suprianto**  
NIP. 19850816 200901 1 005

## Appendix 5 : Certificate of Completed the Apprenticeship



KEMENTERIAN KEUANGAN REPUBLIK INDONESIA  
DIREKTORAT JENDERAL BEA DAN CUKAI  
KANTOR WILAYAH DJBC RIAU  
KANTOR PENGAWASAN DAN PELAYANAN BEA DAN CUKAI  
TIPE MADYA PABEAN C BENGKALIS  
JALAN SYAHBANDAR NO. 002 BENGKALIS-28712  
TELEPON : (0766) 23030, 21018, FAKSIMILI (0766) 23030, 21018; SITUS [www.bcbengkalis.beacukai.go.id](http://www.bcbengkalis.beacukai.go.id)

### SURAT KETERANGAN

No: ~~ket~~ 01/WBC-03/KPP.MP.04/Slp/2021

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Egi Nuradha  
Tempat/Tgl. Lahir : Baran Melintang, 28 Maret 1999  
Alamat : Jl. Banglas, RT/RW 001/001 Desa Banglas,  
Kecamatan Tebing Tinggi, Selatpanjang, Riau.

Telah melakukan Kerja Praktek pada Instansi Kami, Kantor Bea dan Cukai Selatpanjang sejak tanggal 01 Maret 2021 sampai dengan 30 Juni 2021 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Selatpanjang, 30 Juni 2021  
Kepala Kantor Bantu Bea dan Cukai Selatpanjang



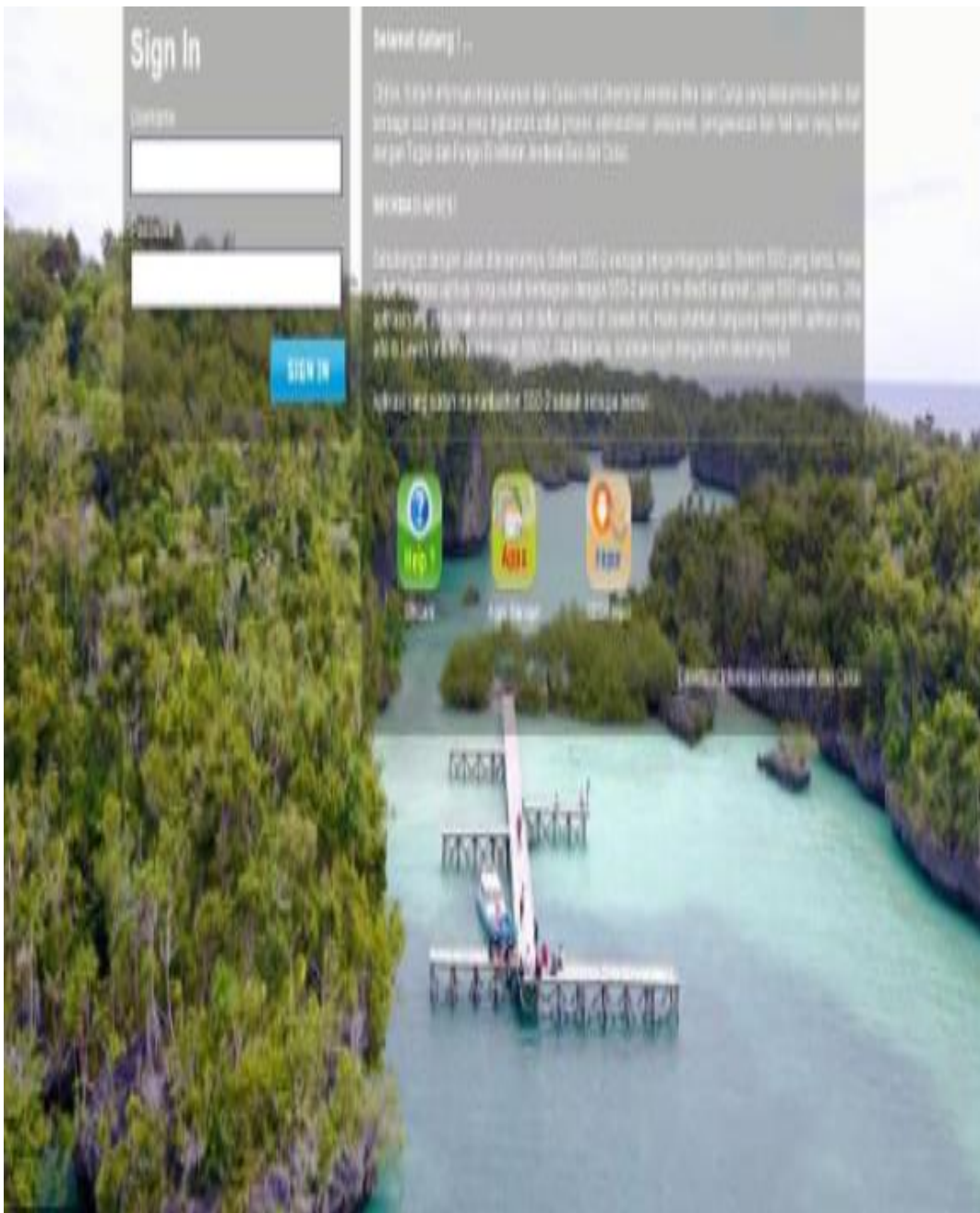
## Appendix 6 : Tobacco Product Recapitulation Data

No	Merek	Nama Pabrik	Lokasi Pabrik	Harga Jual	Tahun PC	Tarif (Rp)	HIE (Rp)	Jenis HT	Isi	Jumlah Kemasan (Bungkus)	Keterangan
1	Gading Mas	PR. Sekar Anom	Pamekasan	6.500	2020	110	6.000	SKT	12	10	
2	Antartika	UD. Sumber Duniaku	Pamekasan	7.000	2020	110	6.000	SKT	12	11	
3	Dji Sam Soe SP	Sampoerna Tbk	Surabaya	21.000	2020	425	19.175	SKT	12	5	
4	Dunhill Black	PT Bentoel Prima	Malang	23.000	2020	740	22.200	SKM	16	4	
5	ON Bold	PT Karya Tajinan Prima	Malang	15.000	2020	455	16.325	SKM	16	4	
6	Djarum Next	PT Djarum	Kudus	16.000	2020	740	20.400	SKM	12	1	
7	Sampoerna	PT HM Sampoerna	Surabaya	20.000	2020	740	19.200	SKM	20	1	
16	Qorona Super	PT Djarum	Kudus	20.000	2020	740	19.000	SKM	20	1	
17	Marlboro Ice Burst	PT Philip Morris Inc	Surabaya	50.000	2020	740	39.000	SPM	20	1	
18	Surya Pira	PT Gudang Garam Kediri		21.000	2020	740	22.200	SKM	16	10	
19	Jaya Bold	PT N.S.T.I	Kudus	17.000	2020	455	20.400	SKM	20	2	
20	Djarum Wave	PT Djarum	Kudus	16.000	2020	740	20.400	SKM	12	2	
21	Marlboro	STC Indonesia	Jakarta	19.000	2020	470	20.800	SPM	20	1	
22	Arjuna Bold	PT. A.T.I	Kudus	15.000	2020	455	16.325	SKM	16	1	
23	Bull	PT Mayu Abadi Segara	Kudus	18.000	2020	470	20.400	SKM	20	1	
24	Red Bold	PT Arjuna Malang	Jember	13.000	2019	370	14.950	SKM	16	1	
25	Clas Mild	PT. N.T.I	Kudus	23.000	2020	740	22.200	SKM	16	1	
26	Winsto	PT. J.K.T	Kudus	15.000	2020	455	16.325	SKM	16	1	
27	Magnus Mild	PT. HM Sampoerna	Surabaya	20.000	2020	740	22.200	SKM	16	5	
28	Li Mild	PT. Sampoerna	Pasuruan	22.000	2020	740	22.200	SKM	16	2	

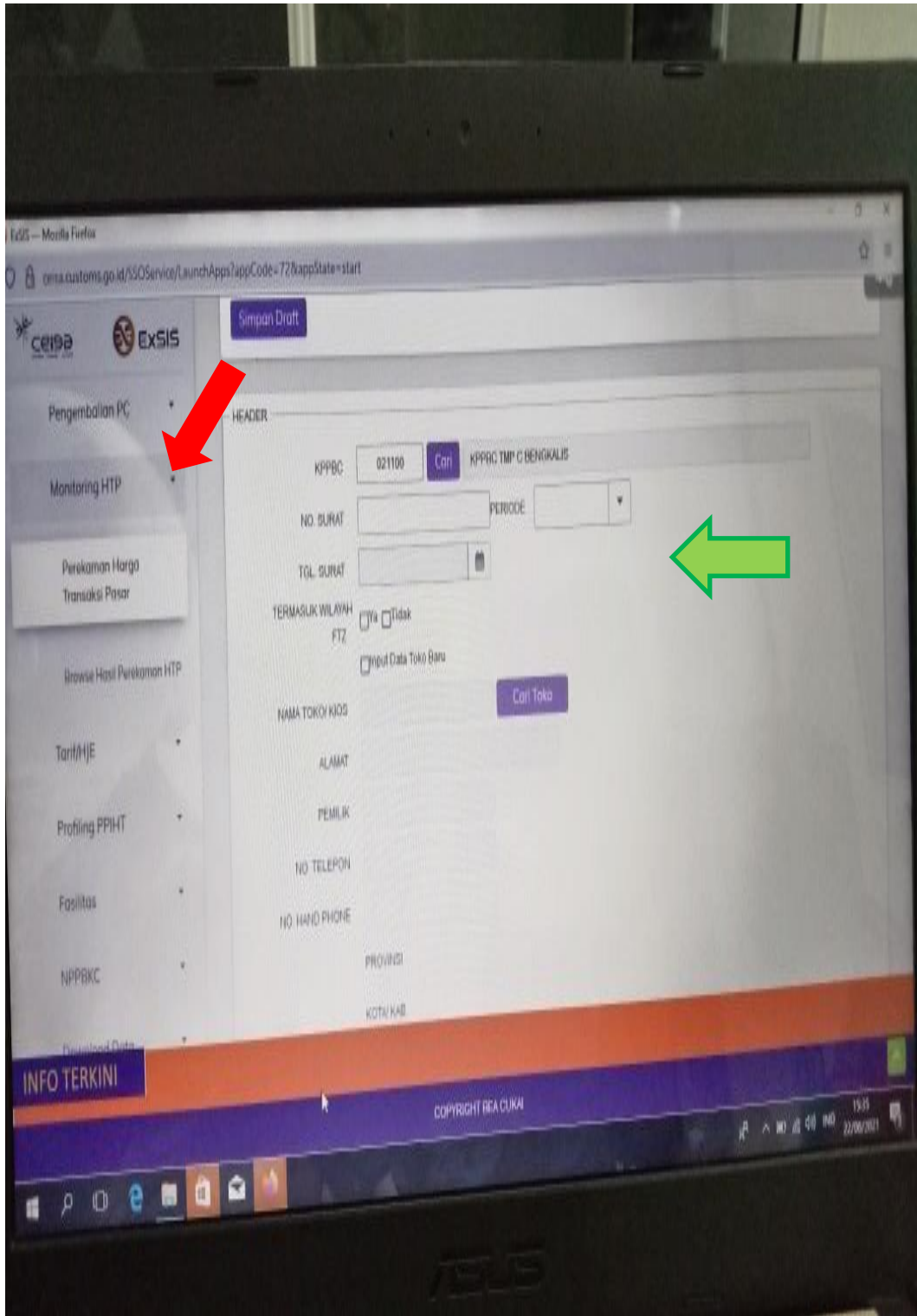
Page 1

INFORMASI PADA KEMASAN ROKOK				INFORMASI PADA PITA CUKAI							
No	Merek	Nama Pabrik	Lokasi Pabrik	Harga Jual Toko/Warung	Tahun PC	Tarif (Rp)	HIE (Rp)	Jenis HT	Isi	Jumlah Kemasan (Bungkus)	Keterangan
1	Gading Mas	PR. Sekar Anom	Pamekasan	Rp6,500	2020	Rp110	Rp6,000	SKT	12 bgt	10	
2	Antartika	UD. Sumber Duniaku	Pamekasan	Rp7,000	2020	Rp110	Rp6,000	SKT	12 bgt	11	
3	Dji Sam Soe SP	Sampoerna Tbk.	Surabaya	Rp21,000	2020	Rp425	Rp19,175	SKT	12 bgt	5	
4	Dunhill Black	PT Bentoel Prima	Malang	Rp23,000	2020	Rp740	Rp27,200	SKM	16 bgt	4	
5	ON Bold	PT Karya Tajinan Prima	Malang	Rp15,000	2020	Rp455	Rp16,325	SKM	16 bgt	4	
6	Djarum Next	PT Djarum	Kudus	Rp16,000	2020	Rp740	Rp20,400	SKM	12 bgt	1	

## Appendix 7 : CEISA Application



## Appendix 8 : Form ExSIS Application



## Appendix 9 : Tobacco Products Market Transaction Price Data.

KEMENTERIAN KEUANGAN REPUBLIK INDONESIA  
 DIREKTORAT JENDERAL BEA DAN CUKAI  
 KANTOR WILAYAH DIBC RIAU  
 KANTOR PENGAWASAN DAN PELAYANAN BEA DAN CUKAI TIPE MADYA PABEAN C BENGKALIS

Halaman ..... dari .....

FORM HARGA TRANSAKSI PASAR PRODUK HASIL TAMBAKAU

KPPBC : Tipe Madya Pabean C Bengkalis

Termasuk Wilayah FTZ : Tidak

Nama Toko/Kios : Tokoh Susanto      Pemilik : Susanto

Alamat : Jl. Cut Nyak Dien      Telpon/HP : 085271234568

Provinsi Riau

Kecamatan : Kepulauan Meranti

Kelurahan/Desa : Pulau Merbau

No. Jurnaler

Tanda Tangan  
Responser/  
Cap Toko

Tanggal Kunjungan : 09 / 09 / 2021

Surveyor : Hugo Benediktus Rarus

No	INFORMASI PADA KEMASAN ROKOK				INFORMASI PADA PITA CUKAI						
	Merah	Nama Pabrik	Lokasi Pabrik	Harga Jual Toko/Warung	Tahun PC	Tarif (Rp)	HUE (Rp)	Jenis HT	Id	Jumlah Kemasan (Bungkus)	Keterangan
1	Dunhill Mild	Bentol	Malang	Rp 80.000	2021	Rp 865	Rp 34.000	SKM		20	10
2	Dunhill Fine Cut Filter	Bentol	Malang	Rp 24.000	2021	Rp 740	Rp 22.633	SKM		16	12
3	Lucky Strike Bold	Bentol	Malang	Rp 80.000	2021	Rp 485	Rp 29.725	SPM		20	24
4	Dunhill Mild	Bentol	Malang	Rp 28.000	2021	Rp 740	Rp 27.200	SKM		16	15
5	GA Bold	Djarum	Kudus	Rp 21.000	2021	Rp 740	Rp 20.400	SKM		12	2
6	Djarum Super 12	Djarum	Malang	Rp 21.000	2021	Rp 865	Rp 20.400	SKM		12	11

## Appendix 10 : Form Input Data

5 - Mozilla Firefox  
customs.go.id:3002e+qL Launch App/appCode=72&appState=HAF

ceisa ExSIS

Simpan Draft

HEADER

KPPBC 021100 Cari KPPBC TMP C BENGKALIS

NO SURAT PERIODE

TGL SURAT

TERMASUK WILAYAH FTZ  Ya  Tidak

Input Data Toko Baru

NAMA TOKO KIOS TOKOH EDYMUS Cari Toko

ALAMAT JL. BATIN ADJI

PEMILIK EDYMUS

NO TELEPON 082022883249

NO HAND PHONE 082022883249

PROVINSI RIAU

INFO TERKINI

Type here to search



**Appendix 11 : Form Cigarette Information Search Result Data.**

Prod.	Merk	Isi	HJE	Tarif Spesifik	Nama Perusahaan	Alamat Pabrik
	ANTARTIKA					
	CHUNG HWA FK HLP	20	50000	485	PERMONA, PT.	PEMATANG SIANTAR
	ROLEX FK HLP	20	20300	470	PERMONA, PT.	PEMATANG SIANTAR
	LAGUNA 12	12	5600	110	ASIA, PR.	Malang
	LAGUNA PLUS	12	5600	110	ASIA, PR.	Malang
	ALTA IMPERIAL 12 FILTER	12	12250	455	ASIA, PR.	Malang
	ORANG SETIA IMPERIAL	10	4650	110	ASIA, PR.	Malang
	MANSON 12	12	12250	455	ATRACO MULTIGUNA, PT.	Malang
	HARUMANS 10	10	4650	110	BANJU BIRU, PT.	Malang
	TOP CLASS 12 (Kuning Haji)	12	5600	110	BANJU BIRU, PT.	Malang
	CAKRA INTERNATIONAL PRIMA LONG SIZE 12	12	6425	200	CAKRA GUNA Cipta, PT.	KAB. MALANG

## Appendix 12 : Saved Data

Simpan

No	Informasi Pada Kemasan Rokok				Informasi Pada Pita Cukai		
	Merk	Nama Pabrik	Lokasi Pabrik	Harga Jual Toko	Tahun PC	Tarif(Rp)	HJ(Rp)
1	GADING MAS	SEKAR ANOM, PR	PAMEKASAN	6500	2020	110	6000
2	DJI SAM SOE SUPER PREMIUM 12 SNAP BOX	HM. SAMPOERNA TBK, PT	Kota Surabaya	21000	2020	425	19175
3	ON BOLD 16	CAKRA GUNA CIPTA, PT.	KAB.MALANG	15000	2020	455	16325
4	DJARUM SUPER NEXT	DJARUM, PT.	KUDUS	16000	2020	740	20400
5	SAMPOERNA ORIGINAL 12	HM. SAMPOERNA TBK, PT	Kota Surabaya	12000	2020	330	12200
6	GG MOVE	GUDANG GARAM, PT	Pasuruan	15000	2020	740	20400
7	INA MILD 20	KARYA TIMUR PRIMA, PT	Malang	17000	2020	455	20400
8	GG MILD	GUDANG GARAM, PT	Pasuruan	22000	2020	740	27200
9	GUDANG GARAM FILTER SURYA PROFFESIONAL MILD (LIMITED EDITION)	GUDANG GARAM, PT	Pasuruan	28000	2021	865	27200
10	GG MOVE	GUDANG GARAM, PT	Pasuruan	21000	2021	865	20400

1 / 3 > >> [1-10/22]

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**Appendix 13 : Documents Completeness Checklist Form**

KEMENTERIAN KEUANGAN REPUBLIK INDONESIA  
DIREKTORAT JENDERAL BEA DAN CUKAI  
KANTOR WILAYAH DJBC RIAU  
KANTOR PENGAWASAN DAN PELAYANAN BEA DAN CUKAI  
TIPE MADYA PABEAN C BENGKALIS

JALAN SYAHBANDAR NO. 400 BENGKALIS 28713  
TELEPON (0750) 2001, 2002, 2003, FAKSIMIL (0750) 2004, 2010 www.beacukai.go.id

**EKSPOR**

PPJK: CV. ASGABUL RIZKY

10

-201

M. MAJU JAYA-88A

FORM CHECKLIST   
KELENGKAPAN DOKUMEN

PEB

OUTWARD

B/L

PACKING LIST

INVOICE

DOKUMEN PELENGKAP LAINNYA: \_\_\_\_\_

NPE

HIJAU  MERAH

PETUGAS.

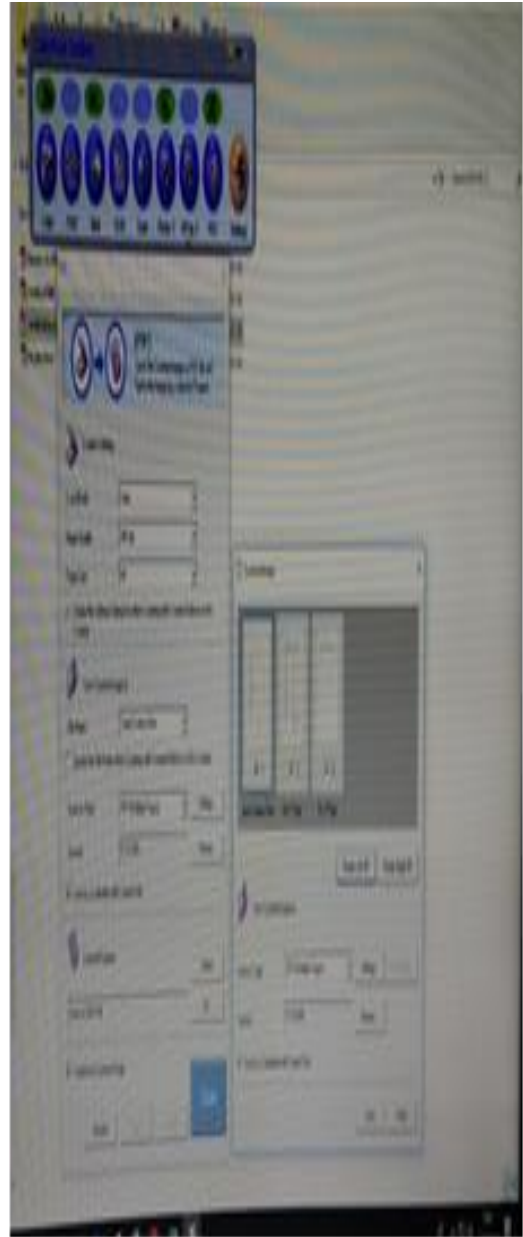
PhotoGrid

## Appendix 14 : Export Database

AA13


	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1																				
2																				
3	Invoice		BL		Bruto (Kgm)	Netto (Kgm)	Seri-HS	Tarif			FTA	Uraian Barang	Jml Kemasan	Netto	CIF					
4	Nomor	Tanggal	Nomor	Tanggal				BM	PPN	PPH										
5					8	9	10	11			12	13	14							
6																				
7	LMLS9900 /0920	27-09- 2020	000/920(M)	27-09- 2020	15.725	15.262	1	8424.202 1	10.0%	10%	2.5%		POMPA RACUN	2.000	CT	10.000	Kgm	#####	System	
8	LMLS9900 /0920	27-09- 2020	000/920(M)	27-09- 2020	15.725	15.262	4	3923.90.9 0	15.0%	10%	2.5%		TONG BIRU	200	NE	5.400,00	Kgm			
9	LMLS9900 /0920	27-09- 2020	000/920(M)	27-09- 2020	15.725	15.262	3	3925.20.0 0	20.0%	10%	10.0%		PINTU PLASTIK	90	CT	1.080,00	Kgm			
10	001/1020(N)	15-10- 2020	001/1020(N)	15-10- 2020	5.758	5.745	9	3926.90.9 9	20.0%	10%	7.5%		BENANG PANCING PE	6	PK	558,00	Kgm			
	LMLS9900 /0920	27-09- 2020	000/920(M)	27-09- 2020	15.725	15.262	20	3307.41.9 0	10.0%	10%	10.0%		LIDI SEMBAHY ANG	50	CT	500,00	Kgm	3.165,75	3.581,87	###


**Appendix 15 : Scanning Process and Saved Data**



## Appendix 16 : Transport Protector

Tampilan CK-6





Nama	SUDOMO LIEGESTU	ID Proses	4422607
Jabatan	Pengguna jasa	NIP	141119-0008UAI001

---

<p><b>Header Pelindung</b></p> <p>Kantor : KPU BEA DAN CUKAI TIPE B BATAM</p> <p>Kode Kantor : 020400</p> <p>Nomor : 008950</p> <p>Tanggal : 27 May 2021</p>	<p><b>Jenis Barang</b></p> <p>Jenis Barang Kena Cukai : Minuman Mengandung Etil Alkohol (MMEA)</p>
--	--

---

<p><b>Tempat Asal/ Penyalur</b></p> <p>Status : Penyalur</p> <p>NPWP : 85.077.860.6-215.000</p> <p>NPPBKC : 0204.5.2.1028</p> <p>Nama : PUTRA MERANTI SEJAHTERA, PT</p> <p>Alamat : Komplek Cipta Wastu Semesta Blok A1 No. 9, Kel. Taman Baloi, Kec. Batam Kota</p> <p>Nama, Kode Kantor : KPU BEA DAN CUKAI TIPE B BATAM , 020400</p>	<p><b>Tempat Tujuan/ Pengguna</b></p> <p>Status : Penyalur</p> <p>Jenis Identitas : NPPBKC</p> <p>Nomor Identitas : 0211.5.2.0003</p> <p>Nama : UD. LINTASAN BAHARI REZEKI,</p> <p>Alamat : KOMPLEK ANGGREK MAS BLOK F NO. 23A RT.03/RW.06 KEL. TAMAN BALOI KEC. BATAM KOTA PROVINSI KEP. RIAU</p> <p>Nama, Kode Kantor : KPPBC TMP C BENGKALIS , 021100</p>
---	--

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<p><b>Invoice</b></p> <p>Nomer Invoice : 00617/CR/PMS/05</p> <p>Tanggal Invoice : 27 May 2021</p>	<p><b>Alat Angkut</b></p> <p>Alat Angkut : Kapal</p> <p>No Polisi/Voy/Flight : -</p>
---	--

## Appendix 17 : Database CK-6, 2021


Database CK-6 2021 - Microsoft Excel

NO	ID PROSES	NOMOR CK-6	TANGGAL CK-6	JENIS BKC	KANTOR TUJUAN	NOMOR INVOICE	TANGGAL INVOICE	ALAT ANGKUT	NAMA & NOMOR POLISI VOYAGE/ FLIGHT	TENGGAT WAKTU PENGANGKUTAN (HARI)	NAMA PEMBERITAH	SERI BARA	URAIAN BARANG
14	4091599	000119	25 Februari 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	20757	25 Februari 2021	Kapal	KILROBIN JAYA	500	TRUJAYA	1	Heiken Can 320ml @320 ml, kadar 4.8%
15	4150989	000160	12 Maret 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	20762	12 Maret 2021	Kapal	KILROBIN JAYA	250	DICKY TANDIONO	1	Heiken Can 320ml @320 ml, kadar 4.8%
16	4195917	000195	24 Maret 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	20764	24 Maret 2021	Kapal	KILROBIN JAYA	14	DICKY TANDIONO	1	Heiken Can 320ml @320 ml, kadar 4.8%
17	4211464	005770	29 Maret 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	00379/CR/PMSI03	29 Maret 2021	Kapal	-	60	Iwan Ivan Tan	1	CARLSBERG @320 ml, kadar 4.76%
18	4211495	005772	29 Maret 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	00380/CR/PMSI03	29 Maret 2021	Kapal	-	60	Iwan Ivan Tan	1	CARLSBERG @320 ml, kadar 4.76%
19	4211519	005774	29 Maret 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	00381/CR/PMSI03	29 Maret 2021	Kapal	-	60	Iwan Ivan Tan	1	CARLSBERG @320 ml, kadar 4.76%
20	4255250	000215	08 April 2021	Minuman Mengandung Etil Alkohol (MMEA)	KPPBC TMP C BENGKALIS	20771	08 April 2021	Kapal	KILROBIN JAYA	14	DICKY TANDIONO	1	Heiken Can 320ml @320 ml, kadar 4.8%

## Appendix 18 : First Revision Sheet

**LEMBAR KONSULTASI  
BIMBINGAN KERJA PRAKTEK MAHASISWA  
PROGRAM STUDI D-IV ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : EGI NURADHA  
NIM : 5404171085  
TEMPAT : KANTOR BEA DAN CUKAI SELATPANJANG  
DOSEN PEMBIMBING : TEGUH WIDODO, S.Sos., M.SM., M.Rech

NO	TANGGAL	REVISI	PARAF
1	21 Juli 2021	Perbaikan Tata tulis cover, Bab 1, 2, 3 dan 4.	

Bengkalis, 21 Juli 2021




Teguh Widodo, S.Sos., M.SM., M.Rech  
NIK. 0905062



## Appendix 19 : Second Revision Sheet

**LEMBAR KONSULTASI  
BIMBINGAN KERJA PRAKTEK MAHASISWA  
PROGRAM STUDI D-IV ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : EGI NURADHA  
NIM : 5404171085  
TEMPAT : KANTOR BEA DAN CUKAI SELATPANJANG  
DOSEN PEMBIMBING : TEGUH WIDODO, S.Sos., M.SM., M.Rech

NO	TANGGAL	REVISI	PARAF
	30 Juli 2021.	Deskripsikan Peran Pembimbing magang dikampus dan di Kantor. Perbaiki judul tabel kegiatan. Perbaiki tujuan sesuai dengan sinematika. Perbaiki kesimpulan dan lampiran.	

Bengkalis, 30 Juli 2021




Teguh Widodo, S.Sos., M.SM., M.Rech  
NIK. 0905062

## Appendix 20 : Third Revision Sheet

**CONSULTATION SHEET  
STUDENT JOB TRAINING GUIDANCE  
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : EGI NURADHA  
Student Number : 5404171085  
Place : KANTOR BEA DAN CUKAI SELATPANJANG  
Advisor : TEGUH WIDODO, S.Sos., M.SM. M.Rech

NO	TANGGAL	REVISI	PARAF
1.	5 Agustus 2021	Perbaiki lampiran sesuai yang terdapat di laporan. Perbaiki spasi. Acc.	

Bengkalis, 5 Agustus 2021








Teguh Widodo, S.Sos., M.SM. M.Rech  
NIK. 0905062

## Appendix 21 : Revision Sheet Pasca Sidang

**LEMBAR KONSULTASI  
BIMBINGAN KERJA PRAKTEK MAHASISWA  
PROGRAM STUDI D-IV ADMINISTRASI BISNIS INTERNASIONAL**

Nama : Egi Nuradha  
 NIM : 5404171085  
 Tempat : Supervision and Service Office of Customs and Excise  
 TMP C Bengkulu, Auxiliary Office of Selatpanjang  
 Dosen Pembimbing : Teguh Widodo, S.Sos., M.SM., M.Rech

No.	Tanggal	Revisi	Paraf
1.	21 Juli 2021	Perbaikan tata tulis dan cover, Bab 1, 2, 3, dan 4.	
2.	30 Juli 2021	- Deskripsi peran pembimbing, masane - Perbaiki judul tabel kesiatan. - Perbaiki tujuan sesuai dan sistematis. - Perbaiki kesimpulan dan lampiran.	
3.	5 Agustus 2021	- Perbaiki lampiran sesuai yg terdapat di laporan dan perbaiki spasi	
4.	15 Agustus 2021	Perbaiki References.	
5.	19 Agustus 2021	Acc proposal pasca sidang.	

Bengkalis, 19 Agustus 2021



Teguh Widodo, S.Sos., M.SM., M.Rech  
 NIK. 0905062

**Appendix 22 : Take a Photo with the Head Office of Customs and Excise of Selatpanjang**




## Appendix 23 : Daily Activity

### DAILY ACTIVITIES OF THE JOB TRAINING


Day : Monday

Date : March 1, 2021



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Perkenalan dan Melihat ruang kerja	Agus Suprianto	
Catatan Pembimbing Industri			

Day : Tuesday

Date : March 2, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Menyusun Dokumen Ekspor dan Impor	Randa Fernando	
Catatan Pembimbing Industri			



NO.	WORKING	EXPLANATION
1.		1. Dokumen Ekspor yang tidak berurutan disusun kembali sesuai dengan kelengkapannya.
2.		2. Dokumen Impor yang juga disusun dan dimasukkan ke dalam map sesuai judulnya.



## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : March 3, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Menyusun Dokumen Ekspor dan Impor	Randa Femando	
Catatan Pembimbing Industri			






NO.	WORKING	EXPLANATION
1.		3. Dokumen Ekspor yang tidak berurutan disusun kembali sesuai dengan kelengkapannya.
2.		4. Dokumen Impor yang juga disusun dan dimasukkan kedalam map sesuai judulnya.

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Thursday

**Date** : March 4, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Menyusun Dokumen Ekspor dan Impor	Randa Fernando	
2.	Memeriksa kelengkapan dokumen		
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		Dokumen Ekspor /Impor yang tidak berurutan disusun kembali sesuai dengan kelengkapannya.
2.		Memeriksa kelengkapan dokumen sesuai dengan form checklist seperti pada gambar disamping.

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 5, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Gotong Royong	Randa Fernando	
2.	Menerima dokumen ekspor dari pengguna jasa		
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		<p>Gotong royong dilakukan setiap hari jum'at pagi. Hal ini merupakan kegiatan rutin Kantor Bea dan Cukai Selatpanjang.</p> <p>Dokumen ekspor yang diserahkan dari pengguna jasa diterima langsung dari penulis untuk kemudian diserahkan kepada staf yang bersangkutan.</p>

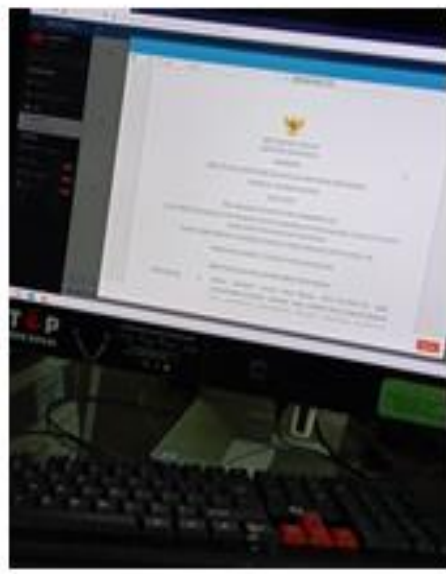


## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Monday

**Date** : March 8, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Download file peraturan dan keputusan DJBC pada website resmi DJBC	Naufal Nefawan	
Catatan Pembimbing Industri			

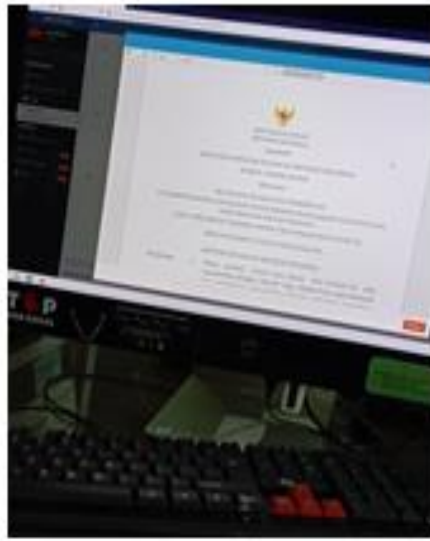
NO.	WORKING	EXPLANATION
1.		file keputusan dan peraturan ini di download untuk jadi pedoman dalam pekerjaan dibidang kepabeanan.

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Thursday

**Date** : March 9, 2021



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Download file peraturan dan keputusan DJBC pada website resmi DJBC	Naufal Nefawan	
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		file keputusan dan peraturan ini di download untuk jadi pedoman dalam pekerjaan dibidang kepabeanaan.

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Wednesday

**Date** : March 10, 2021



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Mencatat nama tamu dan keperluannya di buku tamu	Elpika Monika	
2.	Memeriksa kelengkapan dokumen ekspor dengan dokumen pelengkap	Randa Fernando	
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		Dokumen yang diterima dari pengguna jasa terlebih dahulu diperiksa kelengkapannya.

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Thursday

**Date** : March 16, 2021

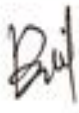
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Mencatat nama tamu dan keperluannya di buku tamu	Elpika Monika	
2.	Memeriksa kelengkapan dokumen ekspor dengan dokumen pelengkap	Randa Fernando	
Catatan Pembimbing Industri			

NO.	WORKING	EXPLANATION
1.		Dokumen yang diterima dari pengguna jasa terlebih dahulu diperiksa kelengkapannya.

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Wednesday

**Date** : March 17, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			

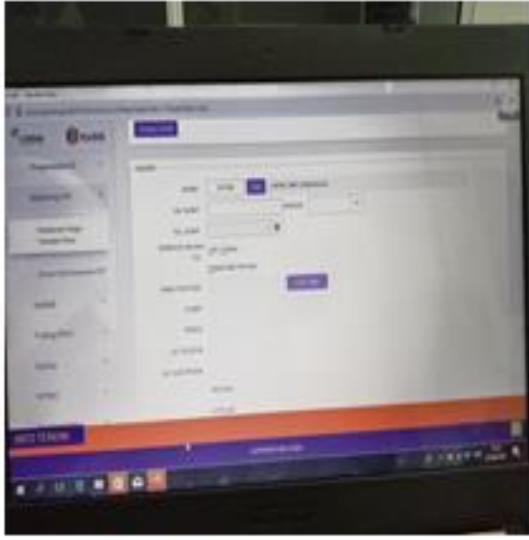
NO.	WORKING	EXPLANATION
1.		Data hasil rekapitan dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Thursday

**Date** : March 18, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			

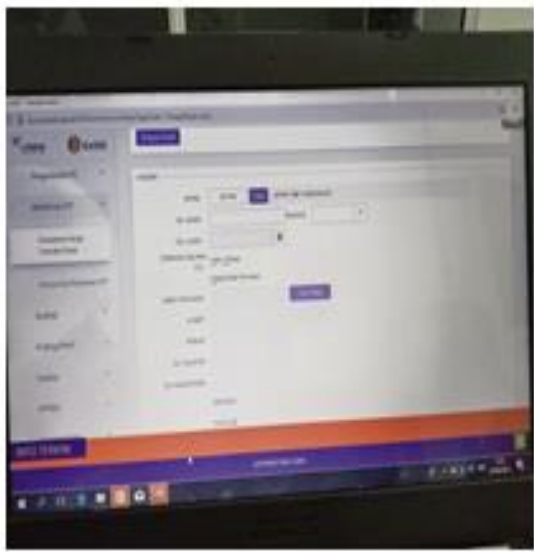
NO.	WORKING	EXPLANATION
1.		Data hasil rekapan dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Friday

**Date** : March 19, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			

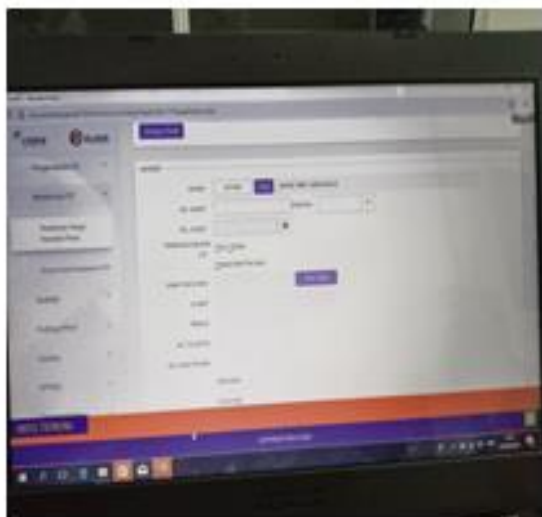
NO.	WORKING	EXPLANATION
1.		Data hasil rekapan dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Monday

**Date** : March 22, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		Data hasil rekapitulasi dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

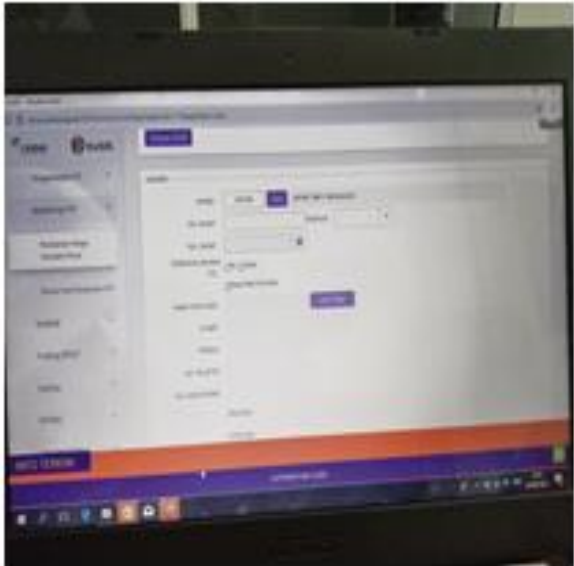


## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Tuesday

**Date** : March 23, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		Data hasil rekapan dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Wednesday

**Date** : March 24, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			

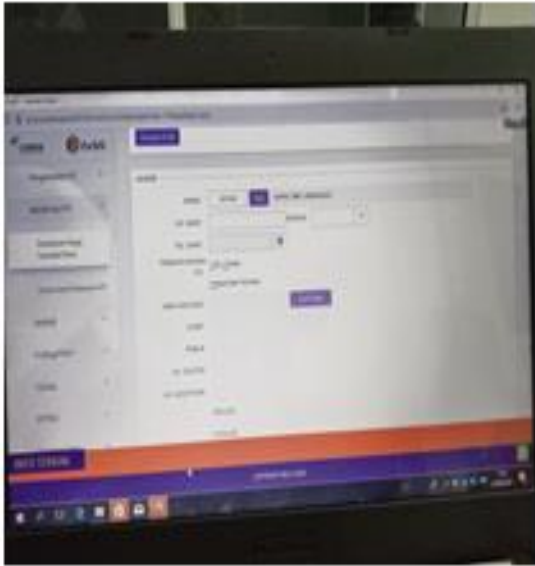
NO.	WORKING	EXPLANATION
1.		Data hasil rekapan dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Thursday

**Date** : March 25, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		Data hasil rekapitulasi dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Friday

**Date** : March 26, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Gotong Royong	Hugo Benediktus	
2.	Memeriksa kembali data hasil rekaman cukai rokok	Baurus	
Catatan Pembimbing Industri			


NO.	WORKING	EXPLANATION
1.		Gotong royong bersama pegawai dan staf kantor Bea dan Cukai Selatpanjang. Serta memeriksa kembali data hasil rekaman cukai rokok agar terhindar dari kesalahan.

## DAILY ACTIVITIES OF THE JOB TRAINING

**Day** : Monday

**Date** : March 29, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Mendata dokumen CK-6 pada aplikasi ExSIS atau aplikasi beacukai	Hugo Benediktus Barus	
Catatan Pembimbing Industri			

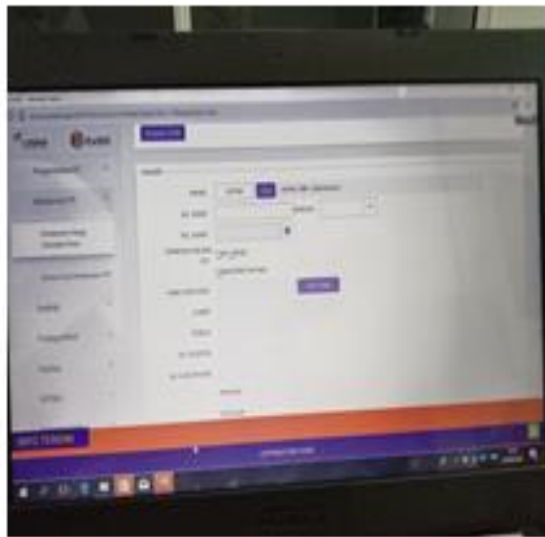
NO.	WORKING	EXPLANATION
1.		Dokumen CK-6 merupakan dokumen pelindung pengangkutan barang yang sudah lunas cukainya.

## DAILY ACTIVITIES OF THE JOB TRAINING (KP)

**Day** : Tuesday

**Date** : March 30, 2021


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Baurus	
Catatan Pembimbing Industri			

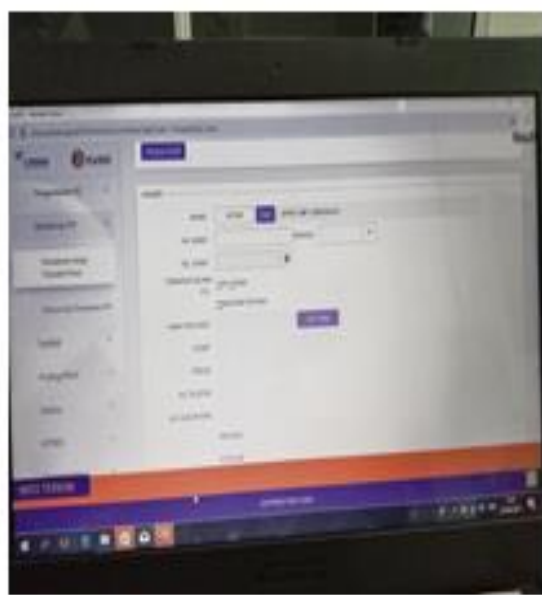
NO.	WORKING	EXPLANATION
1.		Data hasil rekapan dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai

## DAILY ACTIVITIES OF THE JOB TRAINING (KP)

**Day** : Wednesday

**Date** : March 31, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data hasil pemantauan harga transaksi pasar pada aplikasi ExSIS /Bea Cukai	Hugo Benediktus Baurus	
Catatan Pembimbing Industri			

NO.	WORKING	EXPLANATION
1.		Data hasil rekapitulasi dari microsoft excel kemudian di input kedalam aplikasi ExSIS atau aplikasi Beacukai