

**APPRENTICESHIP REPORT  
PT. IMBANG TATA ALAM**

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**INTERNATIOANAL BUSINESS ADMINISTRATION STUDY  
PROGRAM  
BUSINESS ADMINSTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
BENGKALIS – RIAU  
2023**

**APPRENTICESHIP REPORT  
PT. IMBANG TATA ALAM**

Written as one of the requirements to complete the Apprenticeship


**AGNES ANJELITA**  
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Kurau, June 09<sup>st</sup>, 2023

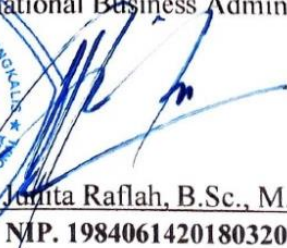

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## ACKNOWLEDGEMENT

Praise and thank the authors say for the presence of Allah SWT who has given His grace and gifts so that the author can finish writing this practical work report. This practical work report is prepared based on the implementation of practical work that the author did at PT. Imbang Tata Alam on February 06 to June 09 2023.

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

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

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

1. Mr. Johnny Custer, S.T.MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, M.Si as head of the Department of Commerce Administration.
4. Ms. Wan Junita Raflah, B.Sc., M.Ec.Dev as Chair of the International Business Administration Study Program.
5. Mr. Hutomo Atman Maulana, S.Pd., M.Si as lecturer supervisor of Practical Work Writers.
6. Mr. Sugiarto and Mr. Junaidi as Field Material Receiving Assistant Department Warehouse of PT. Imbang Tata Alam who has provided orientation before the author begins practical work.

7. Mr. Muksin and Mr. Amin Sutrisno as Formalities Asset Record Assistant Department Warehouse at PT. Imbang Tata Alam who has provided orientation before the author begins practical work.
8. For all staff and employees who work for PT. Imbang Tata Alam who gave his smile and friendliness as well as his assistance to the writer both directly and indirectly.
9. Both the author's parent and family members who always provide motivation and encouragement and guidance for the writer.
10. All colleague in the 2019 International Business Administration.
11. All parties who have helped the writer during the practical work that the author cannot mention one by one.

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

Bengkalis, 09 June 2023

**Agnes Anjelita**  
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## TABLE OF CONTENTS

<b>APPROVAL SHEET</b> .....	<b>ii</b>
<b>ACKNOWLEDGEMENT</b> .....	<b>iii</b>
<b>TABLE OF CONTENTS</b> .....	<b>v</b>
<b>LIST OF TABLES</b> .....	<b>vii</b>
<b>LIST OF FIGURES</b> .....	<b>viii</b>
<b>LIST OF APPENDICES</b> .....	<b>x</b>
<b>CHAPTER I INTRODUCTION</b> .....	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purposes of the Apprenticeship .....	3
1.3 Significances of the Apprenticeship .....	3
1.3.1 Significances for State Polytechnic of Bengkalis.....	4
1.3.2 Significances for the Company .....	4
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY</b> .....	<b>5</b>
2.1 Company History .....	5
2.2 Vision and Mission of PT. Imbang Tata Alam.....	8
2.2.1 Vision of PT. Imbang Tata Alam .....	8
2.2.2 Mission of PT. Imbang Tata Alam.....	8
2.3 Kind of Business .....	8
2.4 Structure of Organization.....	11
2.4.1 Structure of PT. Imbang Tata Alam .....	11
2.4.2 Organizational Structure of Support Division.....	12
2.5 The Working Process.....	13
2.6 Document Used for Activity.....	15
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP</b> .....	<b>20</b>
3.1 Job Description .....	20
3.2 System and Procedure.....	20

3.2.1 The Working System.....	20
3.2.2 Working Procedures.....	21
3.3 Place of Apprenticeship.....	36
3.4 Kind and Description of the Activity.....	36
3.5 Obstacles and Solution.....	46
3.5.1 Obstacles.....	46
3.5.2 Solution.....	46
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>48</b>
4.1 Conclusion.....	48
4.2 Suggestion.....	49
4.2.1 Suggestion for PT. Imbang Tata Alam.....	49
4.2.2 Suggestion for State Polytechnic of Bengkalis .....	50
<b>REFERENCES .....</b>	<b>51</b>
<b>APPENDICES.....</b>	<b>52</b>

## LIST OF TABLES

Table 3.1 Practice Work Scheedule.....	36
Table 3.2 Daily Activities 06 February 2023 to 10 February 2023.....	36
Table 3.3 Daily Activities 13 February 2023 to 17 February 2023.....	37
Table 3.4 Daily Activities 20 February 2023 to 24 February 2023.....	37
Table 3.5 Daily Activities 27 February 2023 to 3 March 2023.....	38
Table 3.6 Daily Activities 06 March 2023 to 10 March 2023.....	38
Table 3.7 Daily Activities 13 March 2023 to 17 March 2023.....	39
Table 3.8 Daily Activities 20 March 2023 to 24 March 2023.....	40
Table 3.9 Daily Activities 27 March 2023 to 31 March 2023.....	40
Table 3.10 Daily Activities 03 April 2023 to 07 April 2023.....	41
Table 3.11 Daily Activities 10 April 2023 to 14 April 2023.....	41
Table 3.12 Daily Activities 17 April 2023 to 21 April 2023.....	42
Table 3.13 Daily Activities 24 April 2023 to 28 April 2023.....	42
Table 3.14 Daily Activities 01 May 2023 to 05 May 2023.....	43
Table 3.15 Daily Activities 08 May 2023 to 12 May 2023.....	43
Table 3.16 Daily Activities 15 May 2023 to 19 May 2023.....	44
Table 3.17 Daily Activities 22 May 2023 to 26 May 2023.....	44
Table 3.18 Daily Activities 29 May 2023 to 02 June 2023.....	45
Table 3.19 Daily Activities 05 June 2023 to 09 June 2023.....	45

## LIST OF FIGURES

Figure 2.1 PT.Imbang Tata Alam.....	6
Figure 2.2 Company Organization Structure.....	11
Figure 2.3 Support Division Organization Structure.....	12
Figure 2.4 Purchase Order .....	15
Figure 2.5 SPR (Small Purchase / Service Requisition).....	16
Figure 2.6 Delivery Order .....	17
Figure 2.7 Tax Invoice.....	18
Figure 2.8 Invoice.....	19
Figure 3.1 Material Transfer Flowchart .....	21
Figure 3.2 MT Register Book.....	22
Figure 3.3 Material Transfer Flowchart .....	22
Figure 3.4 MT (Material Transfer).....	23
Figure 3.5 MRR (Materials Receipt Report) Flowchart.....	23
Figure 3.6 MRR Register Book.....	24
Figure 3.7 MRR (Materials Receipt Report) Flowchart.....	24
Figure 3.8 MRR (Materials Receipt Report).....	25
Figure 3.9 Map Ordner MT .....	26
Figure 3.10 Archiving MT (Material Transfer) Flowchart.....	26
Figure 3.11 Cargo Manifest.....	27
Figure 3.12 Archiving Cargo Manifest Flowchart .....	27
Figure 3.13 Map of Ordner Cargo Manifest.....	28
Figure 3.14 (PO) Purchase Order Registration Book Flowchart.....	28
Figure 3.15 PO (Purchase Order) Register Book .....	29
Figure 3.16 SPR Registration Book Flowchart .....	29
Figure 3.17 SPR Register Book.....	30
Figure 3.18 MRR Field P10&S10 Registration to Field Buyer Flowchart .....	30



Figure 3.19 Register Book of MRR Field P10 & S10 to Field Buyer.....	31
Figure 3.20 Input daily movement out of materials Flowchart .....	31
Figure 3.21 Table of Daily Movement Out Of Materials.....	32
Figure 3.22 SSR Registration (Stores Stock Requisition) Flowchart.....	32
Figure 3.23 SSR Register Book.....	33
Figure 3.24 Input MRR into the Stock Card Form Flowchart.....	33
Figure 3.25 MRR Stock Card .....	34
Figure 3.26 Input SSR into the Stock Card Form Flowchart .....	34
Figure 3.27 SSR Stock Card.....	35
Figure 3.28 Writing Number Vocabulary Flowchart .....	35
Figure 3.29 Vocabulary .....	36

## **LIST OF APPENDICES**

Appendix 1: Apprenticeship Letter for Practical Work.....	52
Appendix 2: Application Reply Letter .....	53
Appendix 3: Company Appraisal Sheet .....	54
Appendix 4: List of Apprenticeship Attendance Sheet .....	55
Appendix 5: Apprenticeship Statement Letter .....	60
Appendix 6: Revision List .....	61
Appendix 7: Daily Activities.....	62

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

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

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

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

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

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

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

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

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

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

The implementation of this practical work starts from 6 February 2023 to 9 June 2023. The implementation of this practical work is expected to broaden the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

## **1.2 Purposes of the Apprenticeship**

The partical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives to find out:

1. Job Description at PT. Imbang Tata Alam.
2. The work system and work procedures at PT. Imbang Tata Alam.
3. The place of apprenticeship practical work at PT. Imbang Tata Alam.
4. The kind and description of the activity at PT. Imbang Tata Alam.
5. The obstacles and solutions during the implementation of the practical work program at PT. Imbang Tata Alam.

## **1.3 Significances of the Apprenticeship**

The benefits of implementing practical work are:

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

### 1.3.1 Significances for State Polytechnic of Bengkalis

The benefits of practical work for State Polytechnic of Bengkalis are as follows:

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

### 1.3.2 Significances for the Company

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

## **CHAPTER II**

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

#### **2.1 Company History**

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

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

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

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

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

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

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





**Figure 2.1 PT.Imbang Tata Alam**

*Source: Processed Data (2023)*

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

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

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

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

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

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

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

## **2.2 Vision and Mission of PT. Imbang Tata Alam**

### **2.2.1 Vision of PT. Imbang Tata Alam**

“PT. Imbang Tata Alam intends to be distinguished remarkable, reliable, efficient, highly profitable, and an independent company with a particular focus in oil and gas exploration and production”.

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

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

### **2.3 Kind of Business**

PT. Imbang Tata Alam is a subsidiary of PT. Energi Mega Persada Tbk (EMP) engaged in the Oil and Gas Exploration and Production sector which believes that protection and development of workers and communities, environmental protection, security of workers and company assets, are very important in achieving the targets of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health. Environment and Security, everyone must behave safely, have a healthy attitude, be environmentally friendly and safe.

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

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

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

5. South Field, South Field produces a number of oil fields both on land and in the waters of Island Padang and Tebing Tinggi.

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

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

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

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

## 2.4 Structure of Organization

### 2.4.1 Structure PT. Imbang Tata Alam

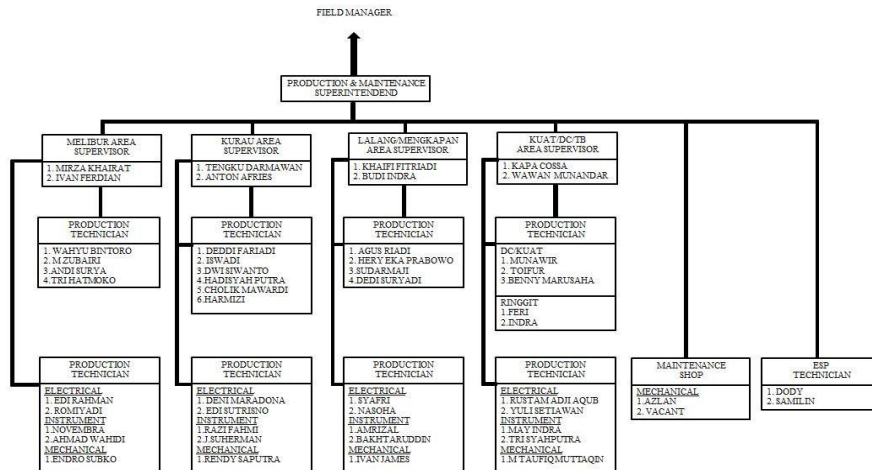


Figure 2.2 Company Organization Structure

Source: PT. Imbang Tata Alam (2022)

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

#### 1. Production Manager (PM)

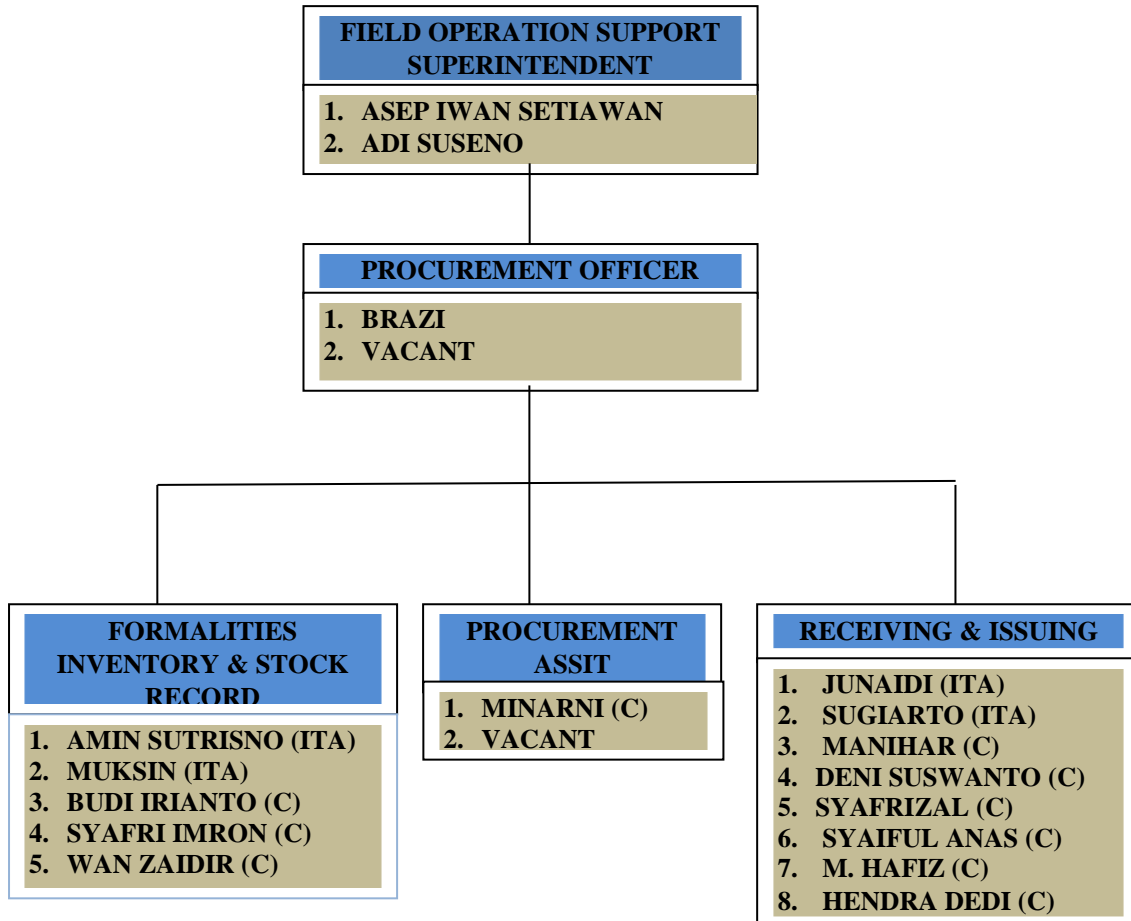
The Production Manager (PM) is responsible for the smooth production of crude oil with his duties of supervising and controlling oil wells and their equipment, and supervising the process of Plant Facilities (facilities for processing crude oil) and their activities as well as supervising and controlling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

#### 2. Maintenance Manager (MM)

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

## 2.4.2 Organizational Structure of Support Division

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



**Figure 2.3 Support Division Organization Structure**  
*Source: PT.Imbang Tata Alam (2023)*

In all support manager areas, there are 4 sections of Material Services Support and in charge of 4 divisions which have their own duties and responsibilities. The functions and responsibilities of each Support Division at PT. Imbang Tata Alam, are as follows:

1. Field Procurement Officer

The Field Procurement Officer is responsible for the smooth running of purchases made by PT. Imbang Tata Alam, its job is to carry out auctions for tenders,

find vendors or suppliers, issue PO (Purchase Order) carry out all buying and selling matters related to administration.

## 2. Inventory Control & Stock Record Supervisor

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

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

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

## 2.5 The Working Process

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

### 1. The main task of the Warehouse

#### a. Doing Coordination

Coordinate with related teams regarding goods entering and leaving the Warehouse to comply with established standards.

b. List of Item for Reports

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

c. Storing and Organizing Goods

The officer in this position is responsible for storing and organizing goods in the Warehouse so that they are easy to find and maintain their quality.

Usually each item has its own place according to a predetermined code.

d. Ensure Goods to be Shipped

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

e. Moving goods according to their parts

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

f. Perform Preventive Maintenance

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

2. Warehouse Main Function

a. Fulfill user requests faster

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

b. Determine the location of goods and stock availability automatically

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



- c. Determine inventory levels and place reorders in a timely manner

The Warehouse management system can continuously monitor the amount of stock inventory so that the Warehouse manager can directly contact the vendor if the inventory is low.

## 2.6 Document Used for Activity

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

1. PO (Purchase Order)

**emp** PAGE : 1 / 3

**PURCHASER NAME & ADDRESS:**  
 TRA TEKNIK MANDIRI CV.  
 Kantoran Terminal Bandara SQ II  
 Angan 47 - 48  
 Kelurahan Sidomulyo Timur  
 Kecamatan Marpoyan Damai Pekanbaru

**ORDER CONTACT:**  
 IDHA FITRI 0761-679347  
 DELIVERY ADDRESS: INBANG TATA ALAM

**RAJU WAREHOUSE**  
 TN : WISE & FORMALITIES  
 LSS : B00 / L / UK

**PURCHASE ORDER**

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

NOMINAL	SUB ACCT	LEVEL-3
446804	42270	L03

DESCRIPTION SCOPE OF WORK	QUANTITY	UNIT PRICE		EXTENDED VALUE
		ALL PRICES IN	RUP	
T00134459 Breathing Aparatus MSA T00108359 Specification: 1. 300 bar/6.9 liters of carbon fiber gas cylinder with pressure gauge, gas and more than 60 minutes. 2. Complies with European EN 136, EN 137 Standards U.S. MSA strong economic strength and leading age. 3. Choose from variety of additional features, the product can be upgraded. 4. Flame-retardant, fiber brace, fire polyester strap, suitable for various hars environment operations. 5. Choose a variety of mask and breathing valve can be used under positive pressure or pressure breathing. 80200/802100 mini type air respirator 3G/30 Mpa with a pressure gauge of the carbon fiber bottles, small size, light weight, back wearing a variety of ways, especially for confined space operations. 6. You can connect a variety of external gas source, operating self help tilapia.	800	SET	24,100,000.00	196,000,000.00
Sub Total				196,000,000.00

STANDARD CONDITIONS OF ORDER ARE PRINTED ON REVERSE SIDE

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

ACKNOWLEDGEMENT:  
 THIS PURCHASE ORDER IS LIABLE TO CANCELLATION UNLESS YOUR WRITTEN ACCEPTANCE (PINK COPY) AFFIXED WITH RP. 10.000 REVENUE STAMP/MATERIAL TO BE RETURNED WITHIN 5 WORKING DAYS FROM YOUR RECEIPT DATE

Signed on the last pages

**Figure 2.4 Purchase Order**

Source: Warehouse PT. Imbang Tata Alam

Purchase order are documents made by the buyer division of PT. Imbang Tata Alam PO aims to show the goods they want to buy from the vendor, so a user from the



SPR is a letter for ordering goods or services for which the number of Small Purchase purchases is below 5 million, this letter comes to the Warehouse together with the goods ordered by the user.


3. DO (Delivery Order)

**CV. PATRA TEKNIK MANDIRI**

KEPADA YTH : WAREHOUSE & FORMALITAS SUPV KURAU BASE CAMP.	<b>DELIVERY ORDER</b> No. 169/DO/PTM/XII/2022 PO/PC/SO. P10000-2212-00 DATE : 10-Des-22
---	--

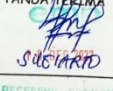
NO	BANYAKNYA	Keterangan
1	8 Set	Mreating Aparatus MSA T00108359

HORMAT KAMI  
CV.Patra Tehnik Mandiri



Ridha Fitri  
Director

TANDA TERIMA



RECEIVING - SECTION

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

**Figure 2.6 Delivery Order**

Source: Warehouse PT. Imbang Tata Alam

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

#### 4. Tax invoice

**Faktur Pajak**

Id dan Nomor Seri Faktur Pajak : 030.007-23.18268971

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

**Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak**  
 Nama : Perseroan Terbatas Imbang Tata Alam  
 Alamat : Gedung Bakrie Tower Lantai 32 Rasuna Epicentrum , Jl H.R. Rasuna Said Blok - No.- RT:000 RW:000  
 Kel Karet Kuningan Kec. Setiabudi Kota/Kab. Jakarta DKI Jakarta 12940  
 NPWP : 01.909.414.3-081.000

No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	Breathing Aparatus MSA T00108359 Rp 196.000.000 x 1	196.000.000,00
Harga Jual / Penggantian		0,00
Dikurangi Potongan Harga		0,00
Dikurangi Uang Muka		196.000.000,00
Dasar Pengenaan Pajak		21.560.000,00
Total PPN		0,00
Total PPhBM (Pajak Penjualan Barang Mewah)		

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

KOTA PEKANBARU, 07 Februari 2023

RIDHA FITRI

083/INV/PTM/II/2023


**Figure 2.7 Tax Invoice**

*Source: Warehouse PT. Imbang Tata Alam*

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

5. Invoice

**CV. PATRA TEKNIK MANDIRI**

KEPADA YTH : BUT.PT.IMBANG TATA ALAM' KURAU BASE CAMP.		<b>INVOICE</b> No. : 083 / INV/ PTM /II /2023 PO/PC/SO. : P10000-2212-00 DATE : 08 Fenruari 2023		
ITEM NO.	DISCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Mreating Aparatus MSA T00108359	8 Set	Rp 24.500.000,-	Rp 196.000.000,-
Untuk Pembayaran tagihan/ Invoice Di kirim ke Rekening A/N.PATRA TEHNIK MANDIRI BNI CAB.ARIFIN AHMAD PEKANBARU NO. REK. 0590172431			<b>Total</b> Rp 196.000.000,-  PPN 11 % Rp 21.560.000,-  Rp 217.560.000,-	
Terbilang : Dua ratus tujuh belas juta lima ratus enam puluh ribu rupiah				
HORMAT KAMI CV. PATRA TEHNIK MANDIRI  RIDHA FLIKI				

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

**Figure 2.8 Invoice**

Source: Warehouse PT. Imbang Tata Alam

Invoice is a document that is used as proof of a transaction that contains information, such as buyer information, goods or services purchased, quantity of goods, price and total price to be paid by the buyer and to be received by the seller. So, a payment invoice is a document that serves as proof of a transaction as well as a means of billing payment for a transaction. This payment invoice is generally sent by the seller to the buyer so that the buyer can make payments immediately or according to the time agreed by both parties.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This apprenticeship program is implemented at PT. Imbang Tata Alam for 4 (Four Months), starting from 06 February to 09 June 2023. During the internship period, apprentices are placed in the Warehouse which consists of Material Receiving Assistants, Material Issuing Assistants and Formalities Inventory and Stock Record. There are several tasks during practical work in the Warehouse department at PT. Imbang Tata Alam are as follows:

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

#### **3.2 System and Procedure**

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

To facilitate employees in carrying out their duties, the company uses an internet based system to facilitate work online and also use a manual system such as

posting a list of inventory items to the stock card system provided and manual systems such as making material transfer, materials receipt report, filling in SPR registration books, filling in SSR registration books, entering MRR and SSR into stock card forms, writing vocabulary numbers when new goods arrive for stock at the Warehouse.

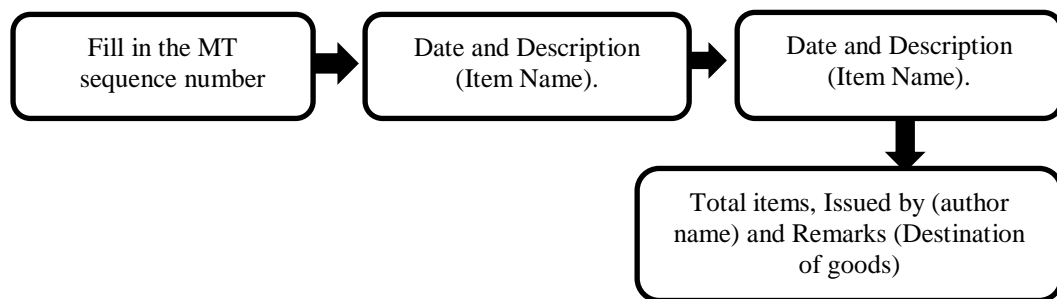
### 3.2.2 Working Procedures

Work procedures or activities carried out when doing practical work at the Warehouse department at PT. Imbang Tata Alam, activities that have been carried out while carrying out Practical Work (KP) in the Warehouse from 06 February 2023 to 09 June 2023 for full details can be seen in the following description:

#### 1. Material Transfer

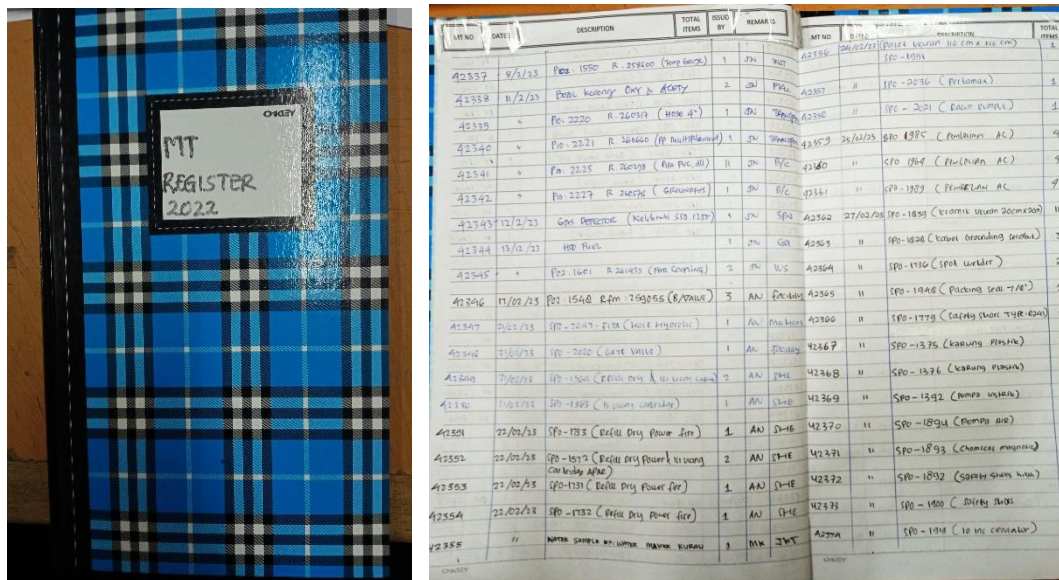
This work is done when the Warehouse section receives goods from user orders or other departments and to be sent to the user who ordered the goods, the workings of making Material Transfer from the form provided by PT. Imbang Tata Alam are as follows:

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



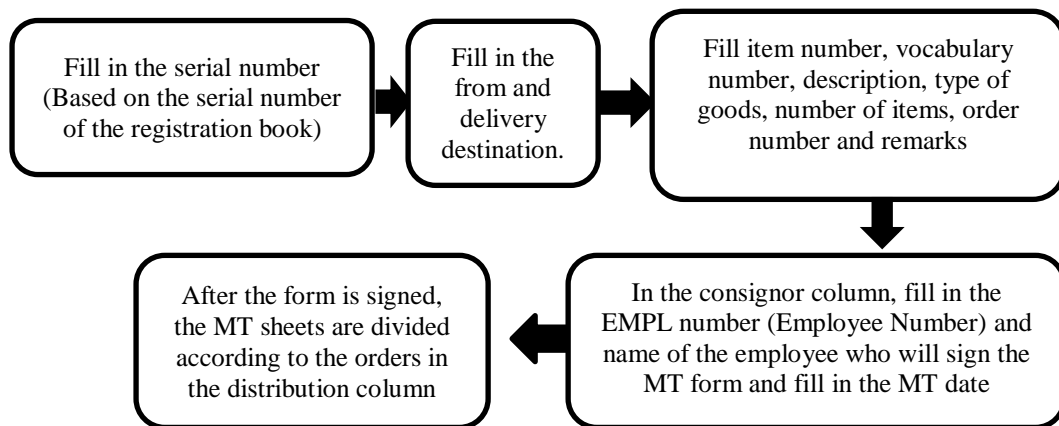
**Figure 3.1 Material Transfer Flowchart**

*Source: Processed Data, 2023*



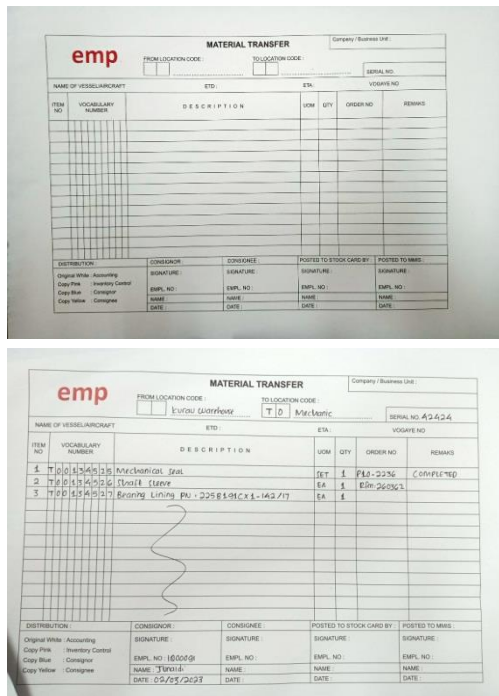
**Figure 3.2 MT Register Book**  
 Source: Warehouse PT. Imbang Tata Alam

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



**Figure 3.3 Material Transfer Flowchart**  
 Source: Processed Data, 2023



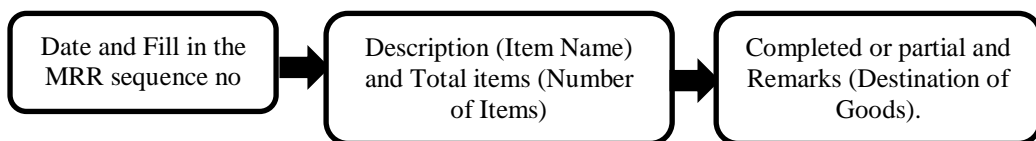


**Figure 3.4 MT (Material Transfer)**  
*Source: Warehouse PT. Imbang tata alam*

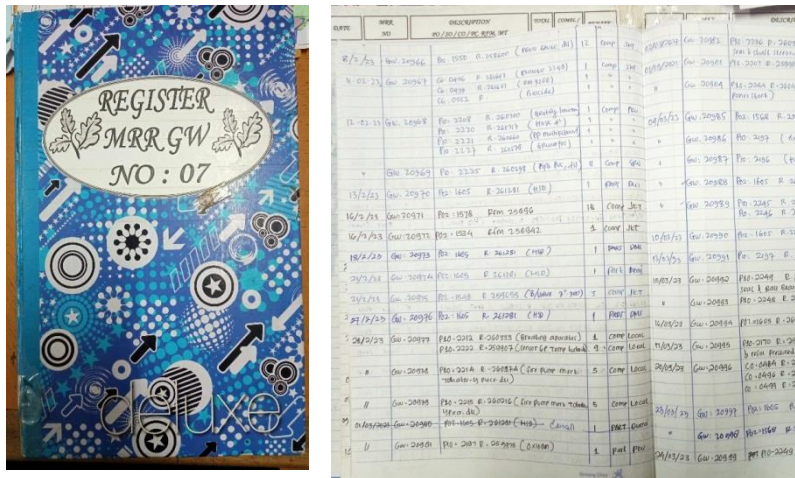
2. MRR (Materials Receipt Report)

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

- a. Fill in the MRR registration book

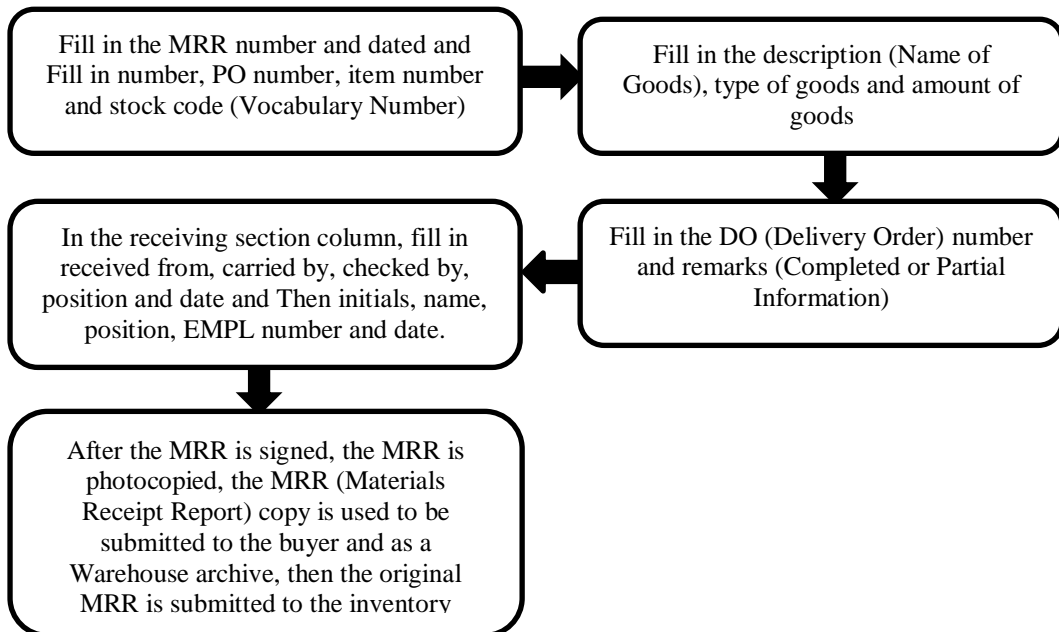


**Figure 3.5 MRR (Materials Receipt Report) Flowchart**  
*Source: Processed Data, 2023*



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

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



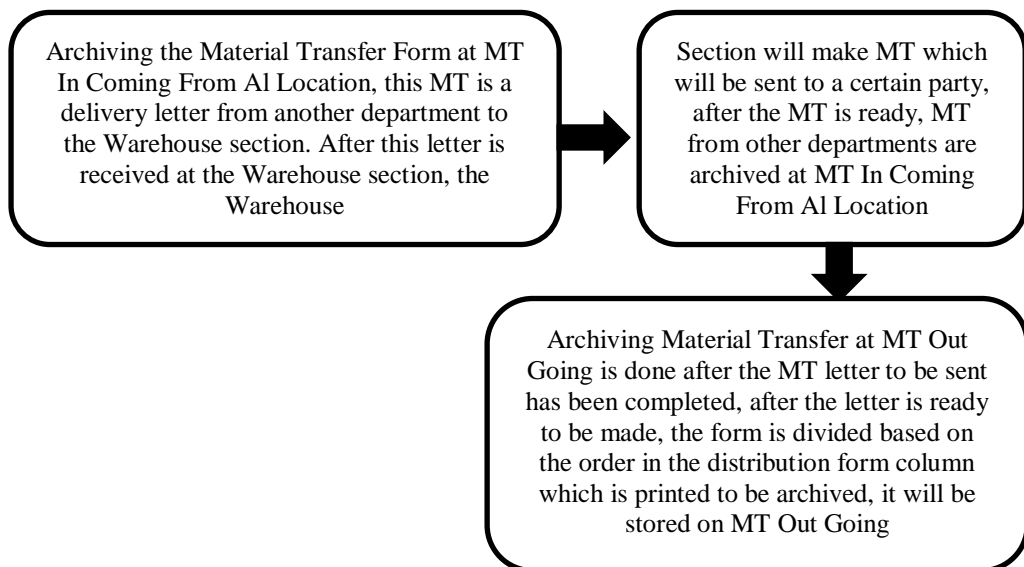
**Figure 3.7 MRR (Materials Receipt Report) Flowchart**  
 Source: Processed Data, 2023





**Figure 3.9 Map Ordner MT**

*Source: Warehouse PT. Imbang Tata Alam*

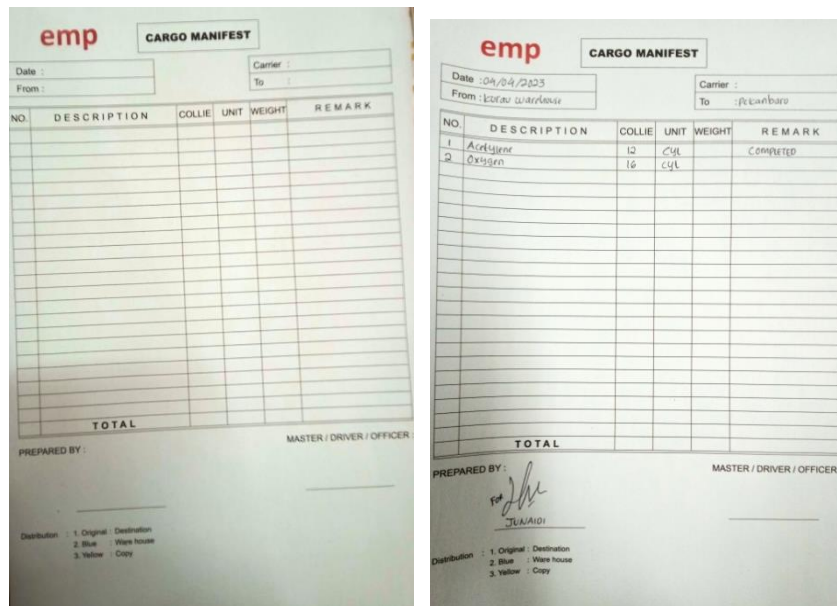


**Figure 3.10 Archiving MT (Material Transfer) Flowchart**

*Source: Processed Data, 2023*

#### 4. Cargo Manifest

Cargo Manifest is a form that contains information about goods sent by cargo or transportation, be it by sea, land or air, which contains documents and a detailed list of goods loaded as cargo which contains information about the sender, information about the goods and information about the recipient of the goods.

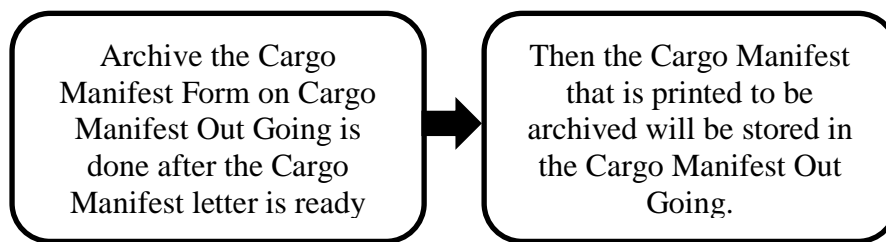


**Figure 3.11 Cargo Manifest**

*Source: Warehouse PT. Imbang Tata Alam*

## 5. Archiving Cargo Manifest

This work is carried out when the Cargo Manifest letter containing sender information, goods information and consignee information is ready to be delivered to the destination that is sent either by sea or land, the way of working in archiving Cargo Manifest is as follows:



**Figure 3.12 Archiving Cargo Manifest Flowchart**

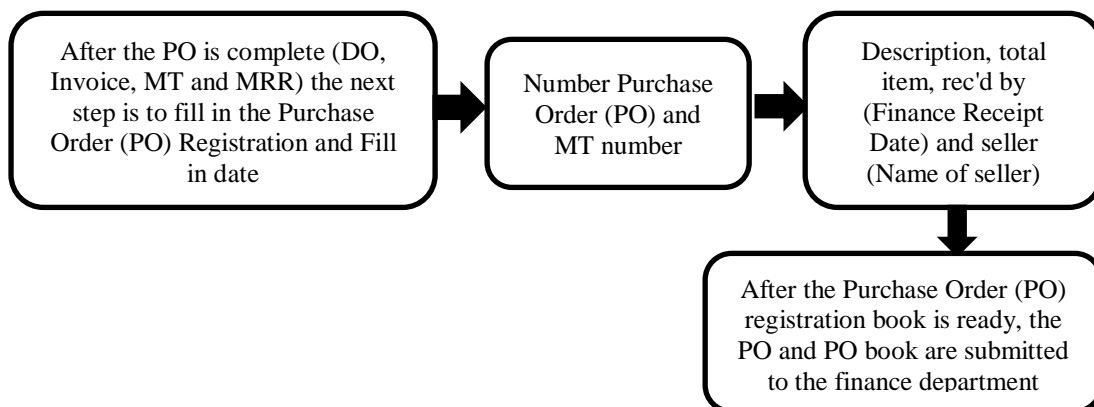
*Source: Processed Data, 2023*



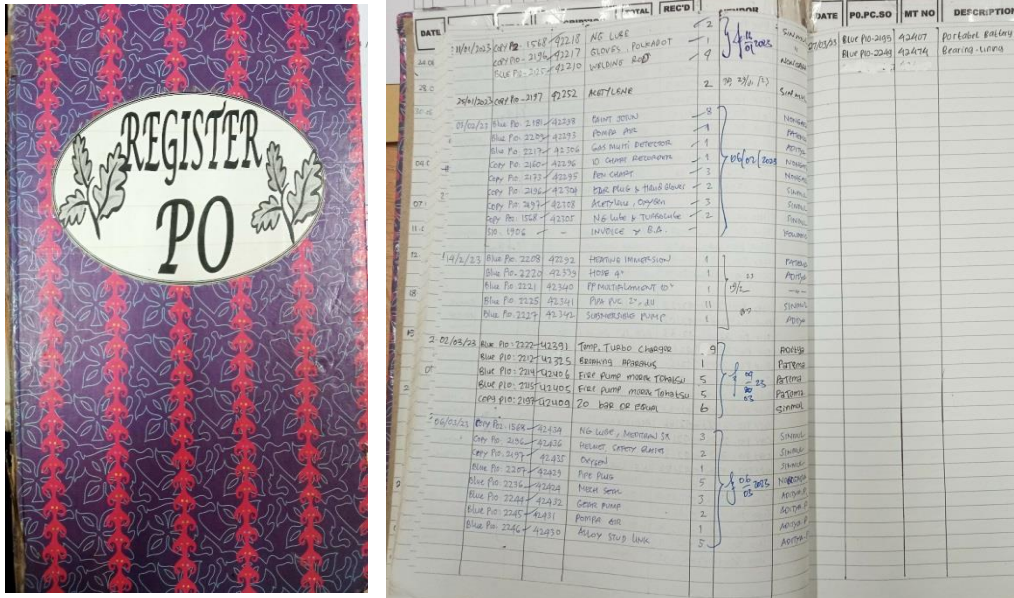
**Figure 3.13 Map of Ordner Cargo Manifest**  
*Source: Warehouse PT. Imbang Tata Alam*

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

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



**Figure 3.14 (PO) Purchase Order Registration Book Flowchart**  
*Source: Processed Data, 2023*

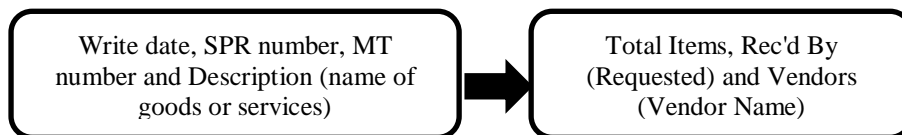


**Figure 3.15 PO (Purchase Order) Register Book**

*Source: Warehouse PT. Imbang Tata Alam*

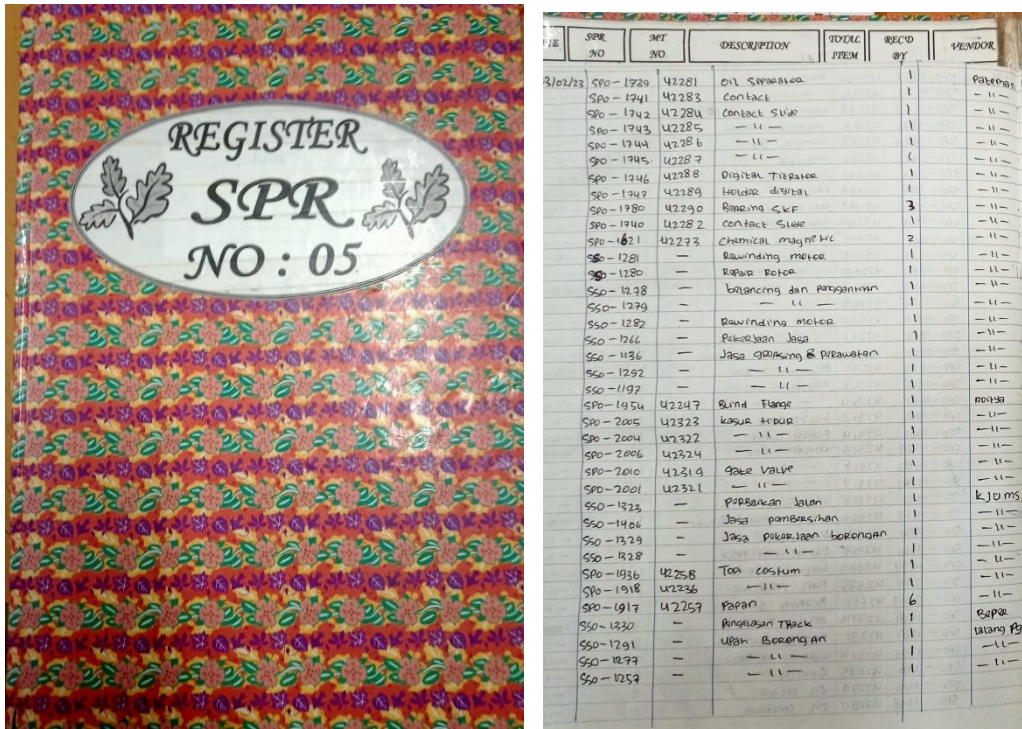
7. Filling in the SPR registration book (Small Purchase/ Service Requisition)

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



**Figure 3.16 SPR Registration Book Flowchart**

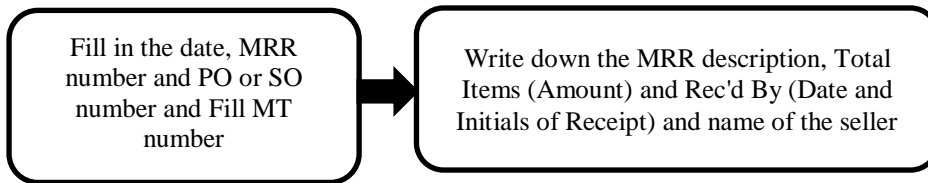
*Source: Processed Data, 2023*



**Figure 3.17 SPR Register Book**  
 Source: Warehouse PT. Imbang Tata Alam

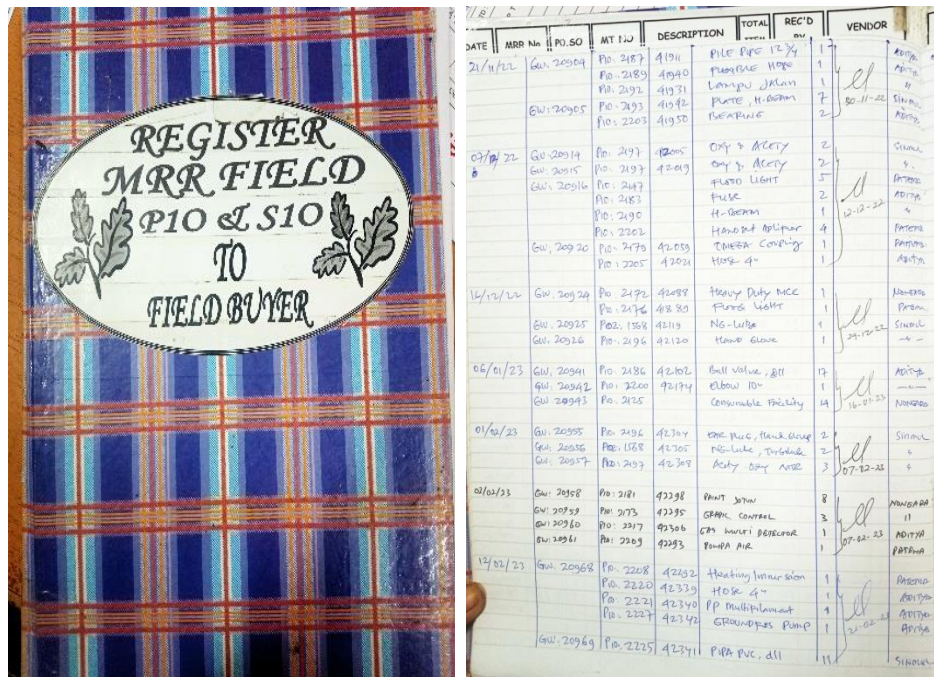
8. MRR Field P10&S10 Registration to Field Buyer

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



**Figure 3.18 MRR Field P10&S10 Registration to Field Buyer Flowchart**  
 Source: Processed Data, 2023

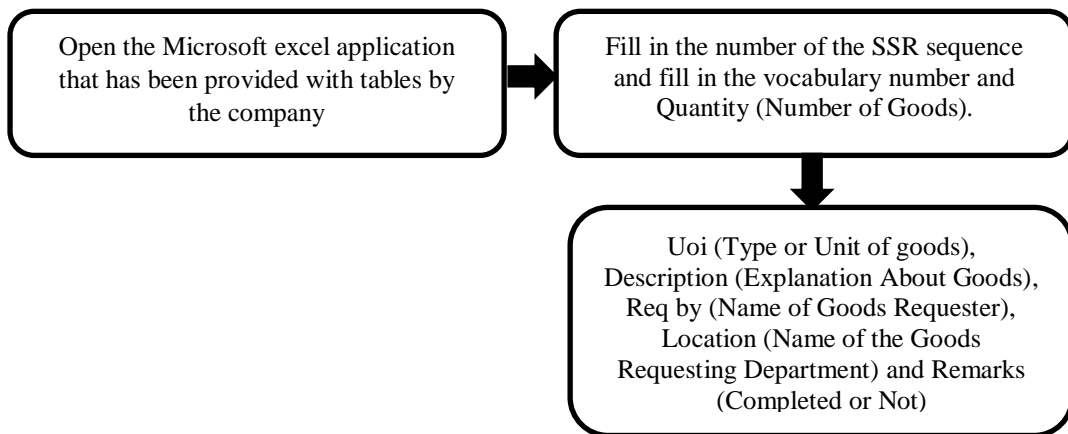




**Figure 3.19 Register Book of MRR Field P10 & S10 to Field Buyer**  
 Source: Warehouse PT. Imbang Tata Alam

9. Input daily movement out of materials

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



**Figure 3.20 Input daily movement out of materials Flowchart**  
 Source: Processed Data, 2023

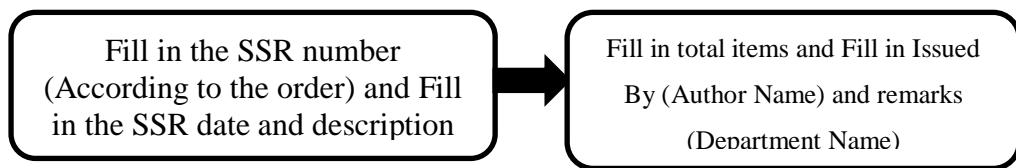
NO	SSR	Vocab No	Qty	Uoi	Description	Req By	Loc	Remarks
1	249123	13200540	1	Drm	Eon Solu 2348	Dwe S	Selatan (All)	Completed
2	249124	13200540	1	Drm	Eon Solu 2748	Dwe S	Pedas	Completed
3	249125	13200060	2	Drm	Scale 5710	Dwe S	Kurau	Completed
4	249126	SPK	10	LB	Bensin / Gasoline	Muhammad	GPA Comrel	Completed
5	249127		1	EA	PCMC 17 E 900 C Stator	Body	MSTB-02	Completed
6	249128		1	EA	Rotor B G 382	Body	MSU-65	Completed
7	249129	PO 1519	1	EA	Pump 60 E 1200 Rotor	Body	MSTB-11	Completed
8	249130	861222970	1	EA	Seal Sleeve 3" Terminal	Body	MSAC-31	Completed
9	249131	EX BEP	1	EA	Pup Joint 3 1/2" x 4 FT EVE	Body	AC-29	Completed
10	249132	P02-1541-03	1	EA	Base Gauge 1x 1 1/2 Type	Body	MSTB-18	Completed
11	249132	PO 1519	1	EA	Pump 60 E 1200 Rotor	Body	MSTB-02	Completed
12	249132	PO 1519	1	EA	Stator 60 E 1200	Body	MSTB-02	Completed
13	249132	PO 1519	1	EA	Pup Joint	Body	MSTB-02	Completed
14	249132	PO 1519	1	EA	X-Cover 4" NJ Box	Body	MSTB-02	Completed

**Figure 3.21 Table of Daily Movement Out Of Materials**

*Source: Warehouse PT. Imbang Tata Alam*

### 10. SSR Registration (Stores Stock Requisition)

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



**Figure 3.22 SSR Registration (Stores Stock Requisition) Flowchart**

*Source: Processed Data, 2023*



EMP MALAYA STRAIT  
DESCRIPTION: FERYWASH FI CHEM

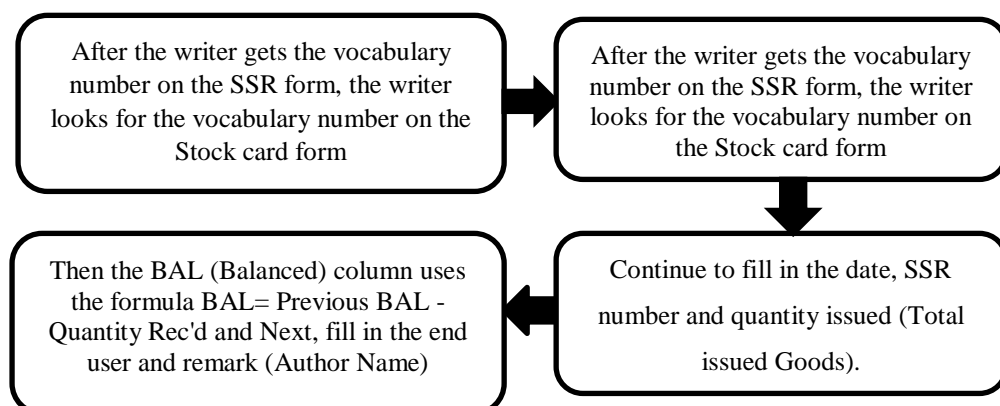
STOCK NUMBER: 71019301  
LOCATION: 5010

DATE	S.S.R. NO.	MRR/SSR NO.	SAS NO.	QTY REC'D	QTY ISSUED	BAL	PO NO.	M.T. NO.	END USER	REMARK
					1	2				
6/2/11	217491			1	2					
12/2/11	217491			1	2					
15/2/11	217491			1	2					
5/2/11	219745			1	3					
7/4/11		19/81		5	8		2391	11798		
05/1/11	221173			1	7					
06/1/11	221194			1	6					
20/1/11	221531			1	5					
21/2/11	221930			1	4					
23/6/11	223666			1	3					
25/8/11	224538			1	2					
3/9/11	224909			1	1					
14/1/12	221809			5	6		2391	11798		
21/1/12	225483			1	5					
4/2/12	226236			1	4					
18/2/12	226363			1	3					
18/3/12	226363			1	2					
18/3/12	226446			1	1					
3/5/12	227102			1	0					

**Figure 3.25 MRR Stock Card**  
Source: Warehouse PT. Imbang Tata Alam

12. Input SSR (Stores Stock Requisition) into the Stock card form

This work is carried out when releasing goods by the Warehouse to the destination user and inputting them to stock card so that they know the amount of stock available in the Warehouse, the working method for inputting SSR into the Stock card form is as follows:



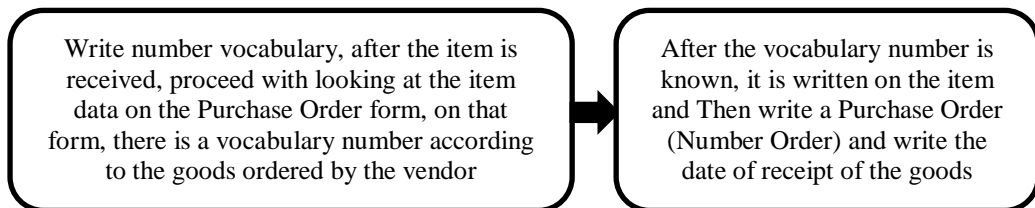
**Figure 3.26 Input SSR into the Stock Card Form Flowchart**  
Source: Processed Data, 2023

DATE	S.S.R. NO.	MNR/SRN NO.	SAS NO.	QTY REC'D	QTY ISSUED	BAL	U.O.I.		END USER	REMARK
							PG NO.	M.T. NO.		
20/12/18		4944	5125	510		310				A.
20/11/18	248685			60		250			MASTER-44	A.
30/11/18	248533			15		235			MASTER-44	A.
15/12/18	248621			18		137			MASTER-44	A.
15/12/18	248622			38		99			MASTER-45	A.
13/12/18	248623			17		82			MASTER-44	A.
13/12/18	248624			10		72			MASTER-44	A.
20/11/18	248625			10		62			MASTER-45	A.
23/01/19	248674			14		48			MASTER-46	A.

**Figure 3.27 SSR Stock Card**  
*Source: Warehouse PT. Imbang Tata Alam*

13. Writing number vocabulary

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



**Figure 3.28 Writing Number Vocabulary Flowchart**  
*Source: Processed Data, 2023*



**Figure 3.29 Vocabulary**  
*Source: Warehouse PT. Imbang Tata Alam*

### 3.3 Place of Apprenticeship

This Apprenticeship activity was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, during the Job Training activities the author is placed in the Warehouse. Apprenticeship Activities starting from February 06, 2023 to June 09, 2023.

**Table 3.1 Practice Work Schedule**

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

*Source: Processed Data (2023)*

### 3.4 Kind and Description of the Activity

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

**Table 3.2 Daily Activities 06 February 2023 to 10 February 2023**

No	Date and Time	Activity	Workplace
1	Monday 06 February 2023	1. Morning briefing and introduction	PR (Public Relations)
2	Tuesday 07 February 2023	1. Posting SSR to stock card	Warehouse
3	Wednesday	1. Posting MRR to stock card	Warehouse

	08 February 2023		
4	Thursday 09 February 2023	1. Checking goods coming from Jakarta for Warehouse stock 2. MRR (Materials Receipt Report)	Warehouse
5	Friday 10 February 2023	1. MT (Material Transfer) 2. Answer the phone	Warehouse

Source : Processed Data (2023)

Table 3.2 is the first week of internship activities. At the orientation stage, the author introduces himself and introduces safety guided by the public relations team and introduces the Warehouse section because the writer will be placed in the Warehouse administration section, the writer is guided and assigned to post the SSR to stock card, the writer participates check the goods that come to the Warehouse from Jakarta for stock in the Warehouse.

**Table 3.3 Daily Activities 13 February 2023 to 17 February 2023**

No	Date and Time	Activity	Workplace
1	Monday 13 February 2023	1. Health Check (Belitung Bay Health Center) 2. MRR (Materials Receipt Report) 3. MT (Material Transfer)	Warehouse
2	Tuesday 14 February 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
3	Wednesday 15 February 2023	1. Filling in the SPR register book 2. MT (Material Transfer)	Warehouse
4	Thursday 16 February 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
5	Friday 17 February 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. Filling out the registration book (SPR)	Warehouse

Source : Processed Data (2023)

Table 3.3 is the second week of internship activities, the author renews expired health check letters at the Teluk Belitung Health Center, makes MRR (Materials Receipt Report), MT (Material Transfer) which is guided by the Warehouse leader.

**Table 3.4 Daily Activities 20 February 2023 to 24 February 2023**

No	Date and Time	Activity	Workplace
1	Monday 20 February 2023	1. MRR Field P10 & S10 Registration To Field Buyer 2. Input daily movement out of materials 3. SSR Registration (Stores Stock Requisition)	Warehouse

2	Tuesday 21 February 2023	1. MT (Material Transfer) 2. Input daily movement out of materials 3. SSR Registration (Stores Stock Requisition)	Warehouse
3	Wednesday 22 February 2023	1. MRR (Materials Receipt Report) 2. Filling in the MRR registration book 3. MT (Material Transfer)	Warehouse
4	Thursday 23 February 2023	1. SSR Registration (Stores Stock Requisition) 2. Input daily movement out of materials	Warehouse
5	Friday 24 February 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse

Source : Processed Data (2023)

Table 3.4 is the third week of internship activities, namely Input Daily Movement Out of Materials and registering SSR (stores stock requisition).

**Table 3.5 Daily Activities 27 February 2023 to 3 March 2023**

No	Date and time	Activity	Workplace
1	Monday 27 February 2023	1. MRR Field P10 & S10 Registration To Field Buyer 2. MRR (Materials Receipt Report)	Warehouse
2	Tuesday 28 February 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Filling in the SPR registration book	Warehouse
3	Wednesday 01 March 2023	1. Filling in the SPR registration book 2. MRR (Materials Receipt Report) 3. MT (Material Transfer)	Warehouse
4	Thursday 02 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
5	Friday 03 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Filling in the Purchase Order (PO) registration book	Warehouse

Source : Processed Data (2023)

Table 3.5 is the fourth week of internship activities, the author registers MRR Field P10 & S10 Registration to Field Buyer, fills out the SPR registration book.

**Table 3.6 Daily Activities 06 March 2023 to 10 March 2023**

No	Date and Time	Activity	Workplace
1	Monday 06 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
2	Tuesday 07 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Filling in the SPR registration book	Warehouse



		4. Attend a meeting about stroke	
3	Wednesday 08 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
4	Thursday 09 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. Filling in the Purchase Order (PO) registration book	Warehouse
5	Friday 10 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse

Source : Processed Data (2023)

Table 3.6 is the fifth week of the internship activity, which is participating in counseling about the symptoms and treatment of stroke.

**Table 3.7 Daily Activities 13 March 2023 to 17 March 2023**

No	Date and Time	Activity	Workplace
1	Monday 13 March 2023	1. MRR (Materials Receipt Report) 2. Copy of MRR (Materials Receipt Report) has already been signed 3. Making MT (Material Transfer) 4. Archiving MT (Material Transfer)	Warehouse
2	Tuesday 14 March 2023	1. SSR Registration (Stores Stock Requisition) 2. Input daily movement out of materials 3. MT (Material Transfer)	Warehouse
3	Wednesday 15 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. SSR Registration (Stores Stock Requisition) 4. Input daily movement out of materials	Warehouse
4	Thursday 16 March 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input daily movement out of materials	Warehouse
5	Friday 17 March 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input daily movement out of materials	Warehouse

Source : Processed Data (2023)

Table 3.7 is the sixth week of internship activities, making an MRR (Materials Receipt Report) because the goods have been received to the Warehouse then the filled MRR will be sent to inventory, Copy of MRR (Materials Receipt Report) has already been signed.

**Table 3.8 Daily Activities 20 March 2023 to 24 March 2023**

No	Date and Time	Activity	Workplace
1	Monday 20 March 2023	1. Input the MRR (Materials Receipt Report) into the stock card form	Warehouse
2	Tuesday 21 March 2023	1. Input SSR (Stores Stock Requisition) into Stock card Form	Warehouse
3	Wednesday 22 March 2023	Holiday	Warehouse
4	Thursday 23 March 2023	Holiday	Warehouse
5	Friday 24 March 2023	1. Input SSR (Stores Stock Requisition) into Stock card Form	Warehouse

Source : Processed Data (2023)

Table 3.8 represents the seventh week of internship activities, writing Input MRR (Materials Receipt Report) into the stock card form and Input SSR (Stores Stock Requisition) into Stock card Form.

**Table 3.9 Daily Activities 27 March 2023 to 31 March 2023**

No	Date and Time	Activity	Workplace
1	Monday 27 March 2023	1. Write number vocabulary 2. MRR (Materials Receipt Report) 3. MT (Material Transfer) 4. Checking the location of the customer or user on the SPR 5. SSR Registration (Stores Stock Requisition) 6. Input daily movement out of materials	Warehouse
2	Tuesday 28 March 2023	1. Input SSR (Stores Stock Requisition) into Stock card Form	Warehouse
3	Wednesday 29 March 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer) 3. SSR Registration (Stores Stock Requisition) 4. Input daily movement out of materials	Warehouse
4	Thursday 30 March 2023	1. MT (Material Transfer) 2. Archive MT	Warehouse
5	Friday 31 March 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input daily movement out of materials	Warehouse

Source : Processed Data (2023)

Table 3.9 is the eighth week of internship activities, namely Write the vocabulary number on goods that have just arrived from Jakarta to the Warehouse for stock in the Warehouse, the author checks the location of the customer or user on the SPR to find out who owns the goods that come to the Warehouse.

**Table 3.10 Daily Activities 03 April 2023 to 07 April 2023**

No	Date and Time	Activity	Workplace
1	Monday 03 April 2023	1. Writing the SPR registration book 2. MT (Material Transfer) 3. Input daily movement out of materials 4. SSR Registration (Stores Stock Requisition)	Warehouse
2	Tuesday 04 April 2023	1. Cargo Manifest 2. MT (Material Transfer) 3. Archiving MT (Material Transfer)	Warehouse
3	Wednesday 05 April 2023	1. MT (Material Transfer) 2. Input daily movement out of materials 3. SSR Registration (Stores Stock Requisition)	Warehouse
4	Thursday 06 April 2023	1. MRR (Materials Receipt Report) 2. Photocopy of the signed MRR (Materials Receipt Report). 3. MT (Material Transfer) 4. Checking the goods coming into the Warehouse 5. Packing goods from the Warehouse section that will be sent to the user	Warehouse
5	Friday 07 April 2023	Holiday	Warehouse

Source : Processed Data (2023)

Table 3.10 is the ninth week of internship activities, the author makes a Cargo Manifest to send diesel fuel to MSTB by sea, Checking the goods coming into the Warehouse and Packing goods from the Warehouse section that will be sent to the user.

**Table 3.11 Daily Activities 10 April 2023 to 14 April 2023**

No	Date and Time	Activity	Workplace
1	Monday 10 April 2023	1. MT (Material Transfer) 2. Answering the Phone	Warehouse
2	Tuesday 11 April 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
3	Wednesday 12 April 2023	1. MRR (Materials Receipt Report) 2. MRR Field P10 & S10 Registration To Field Buyer	Warehouse
4	Thursday 13 April 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input daily movement out of materials	Warehouse
5	Friday 14 April 2023	1. MRR (Materials Receipt Report) 2. Filling the Purchase Order (PO) registration book	Warehouse

Source : Processed Data (2023)

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

**Table 3.12 Daily Activities 17 April 2023 to 21 April 2023**

No	Date and Time	Activity	Workplace
1	Monday 17 April 2023	1. Following a meeting with employees of PT. Imbang Tata Alam in the Main Office 2. Filling in the SPR registration book 3. SSR Registration (Stores Stock Requisition) 4. Input daily movement out of materials	Warehouse
2	Tuesday 18 April 2023	1. Archiving Cargo Manifest 2. MT (Material Transfer)	Warehouse
3	Wednesday 19 April 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
4	Thursday 20 April 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report) 3. MRR Field P10 & S10 Registration To Field Buyer	Warehouse
5	Friday 21 April 2023	Holiday	Warehouse

Source : Processed Data (2023)

Table 3.12 is the eleventh week of internship activities, the author represents the Warehouse for presentations at the main office about the dangers of cigarette butt fires in the company area.

**Table 3.13 Daily Activities 24 April 2023 to 28 April 2023**

No	Date and Time	Activity	Workplace
1	Monday 24 April 2023	Holiday	Warehouse
2	Tuesday 25 April 2023	Holiday	Warehouse
3	Wednesday 26 April 2023	Holiday	Warehouse
4	Thursday 27 April 2023	1. Cargo Manifest 2. MT (Material Transfer) 3. Input Daily Movement Out of Materials	Warehouse
5	Friday 28 April 2023	1. MRR (Materials Receipt Report) 2. SSR Registration (Stores Stock Requisition) 3. Input SSR (Stores Stock Requisition) into Stock card Form	Warehouse

Source : Processed Data (2023)

Table 3.13 is the twelfth week of internship activities, namely making an MRR (Materials Receipt Report), SSR (Stores Stock Requisition) Registration, inputting SSR (Stores Stock Requisition) into the Stock Card Form.

**Table 3.14 Daily Activities 01 May 2023 to 05 May 2023**

No	Date and time	Activity	Workplace
1	Monday 01 May 2023	1. MRR (Materials Receipt Report) 2. MT (Material Transfer)	Warehouse
2	Tuesday 02 May 2023	1. MT (Material Transfer) 2. Checking the location of the customer or user on the SPR 3. Packing rags at the stores paint	Warehouse
3	Wednesday 03 May 2023	1. MT (Material Transfer) 2. Packing rags at the stores paint	Warehouse
4	Thursday 04 May 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
5	Friday 05 May 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input Daily Movement Out of Materials	Warehouse

Source : Processed Data (2023)

Table 3.14 is the thirteenth week of internship activities, the author checks the location of the customer or user at SPR, packing cloth at the paint shop.

**Table 3.15 Daily Activities 08 May 2023 to 12 May 2023**

No	Date and time	Activity	Workplace
1	Monday 08 May 2023	1. Filling in the SPR registration book 2. Filling the Purchase Order (PO) registration book	Warehouse
2	Tuesday 09 May 2023	1. Checking the location of the customer or user on the SPR 2. MT (Material Transfer)	Warehouse
3	Wednesday 10 May 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input Daily Movement Out of Materials	Warehouse
4	Thursday 11 May 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
5	Friday 12 May 2023	1. Checking the location of the customer or user on the SPR 2. MT (Material Transfer)	Warehouse

Source : Processed Data (2023)

Table 3.15 is the fourteenth week of internship activity, the author fills in the Purchase Order (PO) registration book, checks the location of the customer or user at SPR and makes MT (Material Transfer).

**Table 3.16 Daily Activities 15 May 2023 to 19 May 2023**

No	Date and time	Activity	Workplace
1	Monday 15 May 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
2	Tuesday 16 May 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
3	Wednesday 17 May 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
4	Thursday 18 May 2023	Holiday	Warehouse
5	Friday 19 May 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse

Source : Processed Data (2023)

Table 3.16 is the fifteenth week of internship activities, the author fills in the SSR Registration (Stores Stock Requisition), Input Daily Movement of Out of Materials, Making MRR (Material Receipt Report).

**Table 3.17 Daily Activities 22 May 2023 to 26 May 2023**

No	Date and Time	Activity	Workplace
1	Monday 21 May 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
2	Tuesday 22 May 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition) 3. Input Daily Movement Out of Materials	Warehouse
3	Wednesday 24 May 2023	1. MT (Material Transfer) 2. Checking the location of the customer or user on the SPR	Warehouse
4	Thursday 25 May 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
5	Friday 26 May 2023	1. MT (Material Transfer) 2. Filling the Purchase Order (PO) registration book	Warehouse

Source : Processed Data (2023)

Table 3.17 represents the sixteenth week of the internship, the author makes MT (Material Transfer), fills in the SSR Registration (Store Stock Requisition) and inputs the Daily Movement of Materials Out.

**Table 3.18 Daily Activities 29 May 2023 to 02 June 2023**

No	Date and Time	Activity	Workplace
1	Monday 29 May 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
2	Tuesday 30 May 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
3	Wednesday 31 May 2023	1. SSR Registration (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
4	Thursday 01 June 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
5	Friday 02 June 2023	1. Filling the Purchase Order (PO) registration book 2. MT (Material Transfer)	Warehouse

Source : Processed Data (2023)

Table 3.18 represents the seventeenth week of internship activities, the author fills in the SSR Registration (Stores Stock Requisition), Input the Daily Movement of Out of Materials, Manufacture of MT (Material Transfer) and MRR (Materials Receipt Report).

**Table 3.19 Daily Activities 05 June 2023 to 09 June 2023**

No	Date and Time	Activity	Workplace
1	Monday 05 June 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
2	Tuesday 06 June 2023	1. SSR Registration (Stores Stock Requisition) 2. MT (Material Transfer) 3. MRR (Materials Receipt Report)	Warehouse
3	Wednesday 07 June 2023	1. MT (Material Transfer) 2. MRR (Materials Receipt Report)	Warehouse
4	Thursday 08 June 2023	1. Checking the location of the customer or user on the SPR 2. MT (Material Transfer) 3. SSR Registration (Stores Stock Requisition)	Warehouse
5	Friday 09 June 2023	1. MT (Material Transfer) 2. SSR Registration (Stores Stock Requisition)	Warehouse

Source : Processed Data (2023)

Table 3.19 is an eighteenth Sunday internship activity, the author made MT (Material Transfer), MRR (Materials Receipt Report), fills out the SSR (Store Stock Requisition) Registration, the author checks the location of the customer or user at SPR and the author shakes hands with the employees then thanks company PT. Imbang Tata Alam.

### **3.5 Obstacles and Solution**

#### **3.5.1 Obstacles**

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

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

#### **3.5.2 Solution**

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



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

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

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

1. When doing Job Training (KP) at PT. Imbang Tata Alam, the types of work carried out are Make Material Transfer, Make MRR (Materials Receipt Report), Archiving Material Transfer, Make Cargo Manifest, Archive Cargo Manifest, Fill in the Purchase Order (PO) registration book, Fill in the SPR registration book (Small Purchase/ Service Requisition), MRR Field P10&S10 Registration To Field Buyer, Input daily movement out of materials, SSR Registration (Stores Stock Requisition), Input MRR (Materials Receipt Report) into the Stock card form, Input SSR (Stores Stock Requisition) into the Stock card form, Write number vocabulary.
2. To facilitate employees in carrying out their duties, the company uses an internet based system to facilitate work online and also use a manual system such as posting a list of inventory items to the stock card system provided and manual systems such as making material transfer, materials receipt report, filling in SPR registration books, filling in SSR registration books, entering MRR and SSR into stock card forms, writing vocabulary numbers when new goods arrive for stock at the Warehouse.
3. This practical work (KP) was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, the implementation of the job training (KP) is carried out for 4 months starting from February 06 , 2023 to June 09, 2023.

4. Kind and description of the activity that the author does in the Warehouse division PT. Imbang Tata Alam from 6 February to 9 June 2023, the first week of internship activities. At the orientation stage, the author introduces himself and introduces safety guided by the public relations team and introduces the Warehouse section because the writer will be placed in the Warehouse administration section, the writer is guided and assigned to post the SSR to stock card, the writer participates check the goods that come to the Warehouse from Jakarta for stock in the Warehouse and the second week of internship activities, the author renews expired health check letters at the Teluk Belitung Health Center, makes MRR (Materials Receipt Report), MT (Material Transfer) which is guided by the Warehouse leader.
5. During the implementation of the Apprenticeship there were several obstacles and their solutions namely: Constraints that occur when goods come to the Warehouse but the goods are incomplete or partial, Difficulty in determining the location of the user department that ordered the goods, and solutions: The Warehouse confirms to the vendor to resend the goods that have not been completed or partial, Make a table in Microsoft Word that contains all user names and department locations to make it easier to find the location.

#### **4.2 Suggestion**

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

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

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

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

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

#### 4.2.2 Suggestion for State Polytechnic of Bengkalis

The suggestion of Apprenticeship for State Polytechnic of Bengkalis:

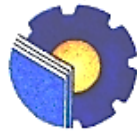
1. The campus is expected to be able to monitor the activities of students who are carrying out intensive internships so that any difficulties that arise can be resolved together.
2. Not too burdensome for students under the guidance of supervisors for practical work reports on campus.
3. The campus needs to be serious about coordinating students who will be expelled from practical work.
4. Given that adaptation is very important in the world of work, it is advisable that in carrying out job training you actively ask questions of employees and learn to read and understand their respective characters so that they can adapt and join in being part of them.
5. Given that PT. Imbang Tata Alam is a company that uses computers as a tool for work. It is hoped that younger siblings who will do practical work (KP) will always deepen their knowledge of computers.

## REFERENCES

Sejarah PT. Imbang Tata Alam. 2022. Access at <http://eprints.polbeng.ac.id/> on February 17 th 2023 at 13.27am.

## APPENDICES

### Appendix 1: Apprenticeship Letter for Practical Work



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

28 November 2022

Nomor : 5725/PL.31/TU/2022  
Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Imbang Tata Alam  
di  
Tempat

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari – Juli 2023, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Selly Mardiyani	5404191228	D4 Administrasi Bisnis Internasional
2	Agnes Anjelita	5404191226	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

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

An. Direktur,  
Wakil Direktur II



Goswendi, ST., MT  
NIP. 198008182014041001

Contact Person:  
Adrian Irnanda Pratama, S.Sos., M.BA (082384323018)

## Appendix 2: Application Reply Letter



No. 011/HCS.MGR/410/02-23/E  
Jakarta, 3 Februari 2023

Kepada  
Yth. Direktur  
Politeknik Negeri Bengkalis  
Jl. Bathin Alam, Sungai Alam  
Kab. Bengkalis, Propinsi Riau

Hal : **Permohonan Kerja Praktek**

Menjawab surat No. 5725/PL31/TU/2022 tanggal 28 November 2022 dan No. 6325/PL31/AK/2022 mengenai Permohonan Kerja Praktek, dengan ini kami sampaikan bahwa siswa-siswa tersebut dibawah ini dapat melaksanakan Kerja Praktek di PT. Imbang Tata Alam mulai 6 Februari 2023 – 30 April 2023.

No	Nama Peserta	NIM	Jurusan/Fakultas	Penempatan
1	Selly Mardiyani	5404191228	D4 Adm. Bisnis Int'l	Field Tansport
2	Agnes Anjelita	5404191226	D4 Adm. Bisnis Int'l	Field Warehouse
3	Wulan	5304191215	D-IV Akun. Keuangan	Field Buyer

Sehubungan dengan masa pandemi Covid-19 peserta wajib melakukan Protokol Kesehatan yang berlaku di lingkungan perusahaan, dan apabila tidak dimungkinkan kehadiran di lokasi maka kegiatan dapat dilakukan melalui media online.

Demikian pemberitahuan dari kami dan terima kasih atas perhatiannya.

EMP

**Teguh Yulianto**  
Compensation & Development Div. Manager

Tembusan :

- Pembimbing di Field Transport
- Pembimbing di Field Warehouse
- Pembimbing di Field Buyer

PT. Imbang Tata Alam

Bakrie Tower 32<sup>nd</sup> Floor  
Rasuna Epicentrum

Jl. HR. Rasuna Said  
Jakarta 12940  
Indonesia

p +62 21 2994 1500  
+62 21 2557 7000  
f +62 21 2994 1110

### Appendix 3: Company Appraisal Sheet

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. IMBANG TATA ALAM.

Nama : Agnes Anjelita  
NIM : 5404191226  
Program Studi : D-IV Administrasi Bisnis Internasional  
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung- jawab	25%	98
3.	Penyesuaian diri	10%	99
4.	Hasil Kerja	30%	99
5.	Perilaku secara umum	15%	98
	Total Jumlah ( 1+2+3+4+5 )	100%	492

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

Catatan :

Pertahankan disiplin waktu berkerja dan tepat waktu mengerjakan pekerjaan yang diberikan, dan sangat menunjang dalam aktifitas kerja dalam tim dan perusahaan.

Kurau, 09 Juni 2023

  
**emp**  
Muksin, SE  
empowering people  
Material Formalities Logistics & Stock Record





DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI BENGKALIS

DI PT. IMBANG TATA ALAM

BULAN : MARET 2023

NO	NAMA	NIM	TANGGAL																																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1	Agnes Anjelita	5404191226																																	

Kurau, Maret 2023  
Material Receiving Issuing Assistant



Junaidi *Ering pagita*



DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI BENGKALIS

DI PT. IMBANG TATA ALAM

BULAN : MEI 2023

NO	NAMA	NIM	TANGGAL																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Agnes Anjelita	5404191226																																










Kurau, Mei 2023  
Material Receiving Issuing Assistant



DAFTAR HADIR KERJA PRAKTEK MAHASISWA POLITEKNIK NEGERI BENGKALIS

DI PT. IMBANG TATA ALAM

BULAN : JUNI 2023

NO	NAMA	NIM	TANGGAL																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Agnes Anjelita	5404191226																																

Kurau, Juni 2023  
Material Receiving Issuing Assistant



## Appendix 5: Apprenticeship Statement Letter



**SURAT KETERANGAN**  
037 / IV / MRIA / 2023

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Agnes Anjelita  
Tempat / Tgl. Lahir : Mengkirau / 22 Agustus 2001  
Alamat : RT 03 / RW 04 Desa Mengkirau, Kec. Tasik Putri  
Puyu, Kab. Kepulauan Meranti, Prov. Riau


Telah melakukan Kerja Praktek pada perusahaan kami, PT. Imbang Tata Alam sejak tanggal 06 Februari sampai dengan 09 Juni sebagai tenaga Kerja Praktek (KP)

Selama berkerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan berkerja degan baik.

Surat keterangan ni diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Kurau, 09 Juni 2023

  
**emp**  
empowering people  
**Junaidi**  
Material Receiving Issuing Assistant

## Appendix 6: Revision List

**REVISION LETTER**  
**APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION**  
**STATE POLYTECHNIC BENGKALIS**

NAME : Agnes Anjelita  
NIM : 5404191201  
APPRENTICESHIP PLACE : PT. Imbang Tata Alam  
ADVISOR : Hutomo Atman Maulana, S.Pd., M. Si

No	Date and Time	Revision	Advisor Initials
1	Selasa, 20 Juni 2023	add obstacles and solution	h
2	Senin, 03 July 2023	Repair Acknowledgement and Purposes of the apprenticeship	h
3	Rabu, 02 August 2023	add conclusion	h
4	Kamis, 03 August 2023	tidy up writing	h
5	Senin, 07 August 2023	add pictures on working Procedures clearly	h
6	Selasa, 08 August 2023	ACC seminar	h

Bengkalis, June 2023

Advisor

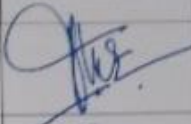

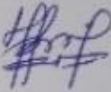


Hutomo Atman Maulana, S.Pd., M. Si  
NIP.198908312018031001



## Appendix 7: Daily Activities

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**




Day : Monday- Friday  
Date : 06-10 February 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Orientation Stage	Wan Zulfan	
2	Posting SSR to stock card	Amin Sutrisno	
3	Posting MRR to stock card		
4	Checking goods coming to the warehouse from Jakarta for warehouse stock	Sugiaro	
5	Make MRR (Materials Receipt Report)		

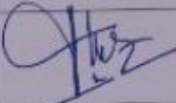

NO	SHOP DRAWING	DESCRIPTION
1		At this orientation stage the company represented by the PR (Public Relations) section introduced a system of practical work where the apprenticeship process was carried out from Monday to Friday and other rules regarding practical work, then we were introduced to the names of the buildings or departments that is in the company. Then do a safety briefing and continue with the introduction of the Warehouse section because I will be placed in the warehouse administration section.
2		Posting SSR to Stock card is done when releasing goods by the warehouse to the destination user and inputting them to Stock card so that they know the amount of stock available in the warehouse.







3		<p>Posting MRR to Stock card is done when the warehouse receives goods from orders that have been ordered through purchase orders to the destination seller inputted to Stock card in order to find out the amount of stock available in the.</p>
4		<p>Checking goods coming from Jakarta whether they have been completed or are still partial for stock in the warehouse.</p>
5		<p>MRR (Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 13-17 February 2023


NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Health Check (Belitung Bay Health Center)	Wan Zulfan	
2	Make MRR (Material Receipt Report)	Sugianto	
3	Making MT (Material Transfer)		
4	Filling out the registration book (SPR)		



NO	SHOP DRAWING	DESCRIPTION
1		Renewal of expired health checks. Health check is a requirement for practical work (KP) at P1. Imbang Tata Alam and health is something that really needs to be considered in the work process.
2		MRR (Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.


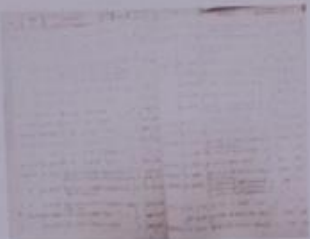


3		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods, proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
4		<p>Filling out the registration book (SPR) is done when getting an order for goods or services with an amount of less than 5 million purchases. The purpose of registering is to be delivered to the finance department, payment is made by the finance department to the seller.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 20-24 February 2023

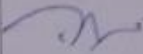
NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Input daily movement out of materials	Sugiarto	
2	SSR Registration (Stores Stock Requisition)		
3	MRR Field P10 & S10 Registration To Field Buyer		
4	Fill in the MRR Registration Book		
5	Making MT (Material Transfer)		
6	Make MRR (Materials Receipt Report)		



NO	SHOP DRAWING	DESCRIPTION
1		Inputting the daily movement out of materials is done every day when the user requests goods from the warehouse.
2.		When the user requests goods to the warehouse by bringing the SSR for registration, the goal is so that every item that comes out of the warehouse every day can be known.




3		<p>MRR Field P10 &amp; S10 To Field Buyer registration is carried out when providing proof of MRR submission from the warehouse to the buyer.</p>
4		<p>MRR registration is carried out when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>
5		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
6		<p>MRR (Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday - Friday  
Date : 27 February - 03 March 2023


NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Fill in the Purchase Order (PO) registration book	Junaidi	
2	MRR Field P10 & S10 Registration To Field Buyer		
3	Make MRR (Materials Receipt Report)		
4	Making MT (Material Transfer)		
5	Fill in the SPR registration book		

NO	SHOP DRAWING	DESCRIPTION
1		Registering a Purchase Order (PO) is done when the goods have arrived at the warehouse and complete the Delivery order (DO or Cover Letter), invoice and Material Transfer (MT) and Material Receipt Report (MRR) have been made, the registration book is immediately submitted to the finance department.
2		MRR Field P10 & S10 To Field Buyer registration is carried out when providing proof of MRR submission from the Warehouse to the Buyer.

3		<p>MRR (Materials Receipt Report)  This report is done when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>
4		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
5		<p>Filling out the registration book (SPR) is done when getting an order for goods or services with an amount of less than 5 million purchases. The purpose of registering is to be delivered to the finance department, payment is made by the finance department to the seller.</p>

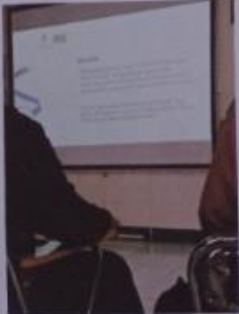
**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 06 -10 March 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Make MRR (Materials Receipt Report)	Junaidi	
2	Making MT (Material Transfer)		
3	Fill in the SPR Registration Book		
4	Attend a meeting about stroke		
5	Fill in the Purchase Order (PO) Registration Book		

NO	SHOP DRAWING	DESCRIPTION
1	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book               <ol style="list-style-type: none"> <li>d. Date</li> <li>e. Fill in the MRR Sequence No</li> <li>f. Description (Item Name)</li> <li>g. Total Items (Number of Items)</li> </ol> </li> <li>b. Completed or Partial</li> <li>i. Remarks (Destination of Goods)</li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form.               <ol style="list-style-type: none"> <li>a. Fill in the MRR No, and Date</li> <li>b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>f. Then INITIALS, Name, Position, EMPL No, Date</li> <li>g. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original</li> </ol> </li> </ol>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>




MRR is submitted to the Inventory.		
2	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book.               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Date</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ol> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
3	<p>SPR (Small Purchase / Service Requisition) registration steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description (name of goods or services)</li> <li>5) Total Items</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>Filling out the SPR (Small Purchase/service requisition) registration book is done when receiving an order for goods or services with an amount of less than 5 million purchases.</p>
4		<p>Following the counseling held by PT. Imbang Tata Alam about the symptoms and treatment of stroke.</p>
5	<p>Registration Purchase Order (PO) steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is complete (DO, Invoice,</li> </ol>	<p>Purchase Order (PO) registration is carried out when the goods have arrived</p>



	<p>MT and MRR), the next step is to fill in the Purchase Order (PO) Registration</p> <ol style="list-style-type: none"> <li>2) Fill in Dates</li> <li>3) No Purchase Order (PO) and MT Number</li> <li>4) Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of seller)</li> <li>5) After the Purchase Order (PO) registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>at the warehouse and complete the Delivery order (DO or Cover Letter), invoice, and Material Transfer (MT) and Materials Receipt Report (MRR) have been made, the registration book is directly submitted to the finance.</p>
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**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 13 -17 March 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Make MRR (Materials Receipt Report)	Sugianto	
2	Photocopy of MRR that has been signed		
3	Making MT (Material Transfer)		
4	Archiving MT (Material Transfer)		
5	SSR Registration (Stores Stock Requisition)		
6	Input daily movement out of materials		


NO	SHOP DRAWING	DESCRIPTION
1	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book               <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form.               <ol style="list-style-type: none"> <li>a. Fill in the MRR No, and Date</li> <li>b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>f. Then INITIALS, Name, Position, EMPL No, Date</li> <li>g. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</li> </ol> </li> </ol>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>

2		<p>Photocopy of MRR (Material Receipt Report) that has been signed and will be filed. The goal is to make it easy to make it easier to search when needed.</p>
3		<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
4	<p>Archiving MT (Material Transfer) the steps are:</p> <ol style="list-style-type: none"> <li>1) Archiving the Material Transfer Form at MT In Coming From AI Location, this MT is a delivery letter from another department to the Warehouse section after this letter is received at the warehouse section, the warehouse section will make MT which will be sent to a certain party, after the MT is ready then MT from other departments is archived at MT In Coming From AI Location.</li> <li>2) Archiving the Material Transfer at Out Going MT is done after the MT letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Out Going MT.</li> </ol>	<p>Archiving the Material Transfer Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and make it easier to search when needed.</p>

5		When the user requests goods to the warehouse by bringing the SSR for registration, the goal is so that every item that comes out of the warehouse every day can be known.
6		Inputting the Daily Movement Out of Materials is done every day when the user requests goods from the warehouse.

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

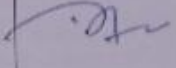
Day : Monday- Friday  
Date : 20 -24 March 2023


NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Input the MRR (Material Receipt Report) into the stock card form	Sugianto	
2	Input SSR (Store Stock Requisition) into Stock card Form		

NO	SHOP DRAWING	DESCRIPTION
1	<p>Input the MRR (Materials Receipt Report) into the stock card form, the steps are:</p> <ol style="list-style-type: none"> <li>1) After the writer gets the Vocab No. on the MRR form, the writer looks for the Vocab No. on the Stock card form</li> <li>2) Continue to fill in the date, MRR No and Quantity Rec'd (Total Receipt of Goods)</li> <li>3) Then the BAL. (Balanced) column uses the formula <math>BAL = \text{Previous BAL} + \text{Quantity Rec'd}</math></li> <li>4) Next fill in the PO No. MI No. and Remarks (Author Name).</li> </ol>	<p>Input MRR (Materials Receipt Report) into the Stock card Form, used to find out the amount of stock available at the warehouse, where MRR is the receipt of goods by the warehouse, when inputting MRR to stock card the formula is used to find BAL. (Balanced) <math>- \text{BAL. Previous} + \text{Quantity Rec'd}</math>.</p>
2	<p>Enter the SSR (Stores Stock Requisition) into the Stock card Form, the steps are:</p> <ol style="list-style-type: none"> <li>1) After the writer gets the Vocab No. on the SSR form, the writer looks for the Vocab No. on the Stock card form</li> <li>2) Continue to fill in the date, SSR No and Quantity Issued (Total issued Goods)</li> <li>3) Then the BAL. (Balanced) column uses the formula <math>BAL = \text{Previous BAL} - \text{Quantity Rec'd}</math></li> <li>4) Next, fill in the End User and Remarks (Author Name).</li> </ol>	<p>SSR (Stores Stock Requisition) input to the Stock card Form is used to find out the amount of stock available in the warehouse, which is the release of goods by the warehouse to users, when inputting SSR to Stock card the formula is used to find BAL. (Balanced) <math>\text{Previous BAL} - \text{Quantity Issued}</math>.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**


Day : Monday- Friday  
Date : 27-31 March 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Write No Vocabulary	Junaidi	
2	Make MRR (Materials Receipt Report)		
3	Making MT (Material Transfer)		
4	Checking the location of the customer or user on the SPR		
5	SSR Registration (Stores Stock Requisition)		
6	Input Daily Movement Out Of Materials		
7	Input SSR (Stores Stock Requisition) into Stock card Form		
8	Archiving MT (Material Transfer)		

NO	SIOP DRAWING	DESCRIPTION
1		Each item received must be accompanied by a vocab (No Vocabulary) to make it easier for employees to recognize and search for the type of item, no vocabulary is a no that has been determined and determined by the Warehouse which is used as the standard for identifying an item.
2.	The MRR (Material Receipt Report) steps are: 1) Fill in the MRR Registration Book date a. Fill in the MRR Sequence No b. Description (Item Name) c. Total Items (Number of Items) d. Completed or Partial e. Remarks (Destination of Goods) 2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form. a. Fill in the MRR No, and Dated	MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.

	<ul style="list-style-type: none"> <li>b. Fill in Number, PO Number, Item No. and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>f. Then INITIALS, Name, Position, EMPL No, Date</li> <li>g. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</li> </ul>	
3	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book. <ul style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Date</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ul> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form. <ul style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ul> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>

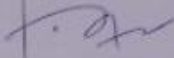


4		<p>Checking the location of the goods order or user on the SPR aims to make it easy for the warehouse department to find out the user who ordered the goods.</p>
5	<p>SSR Registration (Stores Stock Requisition) the steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (According to the Order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>Making SSR Registration (Stores Stock Requisition) is the order of receiving SSR. SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
6	<p>To input the Daily Movement Out Of Materials the steps are:</p> <ol style="list-style-type: none"> <li>1) Open the Microsoft Excel application that has been provided with tables by the company</li> <li>2) Fill in the No and No of the SSR sequence and fill in the Vocab No</li> <li>3) Quantity (Number of Goods)</li> <li>4) Uoi (Type or Unit of goods)</li> <li>5) Description (Explanation About Goods)</li> <li>6) Req By (Name of Goods Requester)</li> <li>7) Location (Name of the Goods Requesting Department)</li> <li>8) Remarks (Completed or Not).</li> </ol>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the Warehouse.</p>
7	<p>Enter the SSR (Stores Stock Requisition) into the Stock card Form, the steps are:</p> <ol style="list-style-type: none"> <li>5) After the writer gets the Vocab No. on the SSR form, the writer looks for the Vocab No. on the Stock card form</li> <li>6) Continue to fill in the date, SSR No and Quantity Issued (Total issued Goods)</li> <li>7) Then the BAL (Balanced) column uses the formula <math>BAL = \text{Previous BAL} - \text{Quantity Rec'd}</math></li> <li>8) Next, fill in the End User and Remarks (Author Name).</li> </ol>	<p>SSR (Stores Stock Requisition) input to the Stock card Form is used to find out the amount of stock available in the Warehouse, which is the release of goods by the warehouse to users, when inputting SSR to Stock card the formula is used to find BAL (Balanced) <math>\text{Previous BAL} - \text{Quantity Issued}</math>.</p>
8	<p>Archiving MT (Material Transfer) the steps are:</p> <ol style="list-style-type: none"> <li>1) Archiving the Material Transfer Form at MT In Coming From All Location, this MT is a delivery letter from another department to the Warehouse section after this letter is received at the warehouse</li> </ol>	<p>Archiving the Material Transfer Form, work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their place and</p>

	<p>section, the warehouse section will make MT which will be sent to a certain party, after the MT is ready then MT from other departments is archived at MT In Coming From AI Location.</p> <p>2) Archiving the Material Transfer at Out Going MT is done after the MT letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Out Going MT.</p>	<p>make it easier to search when needed.</p>
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**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**



Day : Monday- Friday  
Date : 03 -07 April 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Fill in the SPR Registration Book	Junaidi	
2	Make MRR (Materials Receipt Report)		
3	Making MT (Material Transfer)		
4	Input daily movement out of materials		
5	SSR Registration (Stores Stock Requisition)		
6	Make Cargo Manifest		
7	Checking the goods coming into the warehouse		
8	Copy of MRR (Materials Receipt Report)		
9	Packing goods from the warehouse section that will be sent to the user		

NO	SHOP DRAWING	DESCRIPTION
1	<p>Writing an SPR registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description(Name of Goods or Services)</li> <li>5) Total Items</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase / service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>
2.	<p>The MRR (Material Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book               <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form.               <ol style="list-style-type: none"> <li>a. Fill in the MRR No, and Dated</li> <li>b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No</li> </ol> </li> </ol>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>


	<p>and Remarks (Completed or Partial Information)</p> <p>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</p> <p>f. Then INITIALS, Name, Position, EMPL No, Date</p> <p>g. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</p>	
3	<p>Material Transfer steps are:</p> <p>1) Fill out the 2022 MT Registration Book.</p> <p>a. Fill in the MT Sequence Number</p> <p>b. Date</p> <p>c. Description (Item Name)</p> <p>d. Total items</p> <p>e. Issued by (author's name)</p> <p>f. Remarks (Destination of goods)</p> <p>2) After filling out the registration book, proceed with filling out the Material Transfer Form.</p> <p>a. Fill in the Serial Number (based on the order number of the registration book)</p> <p>b. Fill in the From and To or delivery destination</p> <p>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</p> <p>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</p> <p>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</p>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
4	<p>To input the Daily Movement Out Of Materials the steps are:</p> <p>1) Open the Microsoft Excel application that has been provided with tables by the company</p> <p>2) Fill in the No and No of the SSR sequence and fill in the Vocab No</p> <p>3) Quantity (Number of Goods)</p> <p>4) Uoi (Type or Unit of goods)</p> <p>5) Description (Explanation About Goods)</p> <p>6) Req By (Name of Goods Requester)</p> <p>7) Location (Name of the Goods Requesting Department)</p> <p>8) Remarks (Completed or Not).</p>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.</p>

5	<p>SSR Registration (Stores Stock Requisition) the steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (According to the Order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total Items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>Making SSR Registration (Stores Stock Requisition) is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
6		<p>Create a Cargo Manifest to deliver oil color hydraulic from the warehouse to the user.</p>
7		<p>Checking goods customers from ICT (Information Communication Technology) that come to the warehouse, whether the destination is still partial or has been completed.</p>

8		<p>Photocopy of MRR (Materials Receipt Report) that has been signed and will be filed. The goal is to make it easy to make it easier to search when needed.</p>
9		<p>The process of packing goods from the warehouse section that will be sent to MSTB (Malacca Strait Tebing Tinggi Barat), Packing is the process of packing goods by wrapping, the purpose of packing is so that the goods are not damaged, their condition does not change and they do not break easily.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**


Day : Monday- Friday  
Date : 10 -14 April 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Making MT (Material Transfer)	Sugiarto	
2	Answering the Phone		
3	Make MRR (Materials Receipt Report)		
4	MRR Field P10 & S10 Registration To Field Buyer		
5	Input daily movement out of materials		
6	Fill in the Purchase Order (PO) Registration Book		

NO	SHOP DRAWING	DESCRIPTION
1	<p>Material Transfer slips are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2023 MT Registration Book.               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. dated</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ol> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>


2		Receiving incoming calls is a job that helps employees when employees are busy or not at the warehouse.
3	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form. <ol style="list-style-type: none"> <li>a. Fill in the MRR No, and Dated Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>b. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>c. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>d. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>e. Then INITIALS, Name, Position, EMPL No, Date</li> <li>f. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</li> </ol> </li> </ol>	MRR (Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.
4	<p>To register MRR Field P10 &amp; S10 To Field Buyer, the steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the date</li> <li>2) MRR No and PO/SO No</li> <li>3) Fill MT No</li> <li>4) Write down the MRR Description</li> <li>5) Total Items (Amount)</li> <li>6) Rec'd By (Date and INITIALS of Receipt) and name of the seller.</li> </ol>	The MRR Field P10 & S10 To Field Buyer registration is used to provide the MRR order to the Buyer and is proof of MRR submission from the Warehouse to the Buyer.







5		<p>Inputting the daily movement out of materials is done every day when the user requests goods from the warehouse.</p>
6	<p>Filling out the Purchase Order (PO) registration book, the steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is complete (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration <ol style="list-style-type: none"> <li>a. Fill in Dates</li> <li>b. No Purchase Order (PO) &amp; MT Number</li> <li>c. Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of seller)</li> </ol> </li> <li>2) After the Purchase Order (PO) registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>The PO Registration Book is used to provide a PO order in which a Purchase Order ( PO ) is an order for goods or purchases of goods in large quantities, if the goods arrive and complete a DO (goods delivery letter) Invoice and the MT and MRR have been made, the Book will be filled in Registration that will be submitted to the Finance section to disburse money to the vendor.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 17-21 April 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Following a meeting with employees of PT. Imbang Tata Alam in the Main Office	Sugiarto	
2	Fill in the SPR Registration Book		
3	SSR Registration (Stores Stock Requisition)		
4	Input Daily Movement Out Of Materials		
5	Archiving Cargo Manifest		
6	Making MT (Material Transfer)		
7	MRR Field P10 & S10 Registration To Field Buyer		

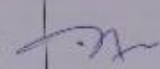
NO	SHOP DRAWING	DESCRIPTION
1	 	The presentation at the head office represented the Warehouse about the dangers of cigarette butt fires in the company area.


2		<p>The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase / service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.</p>
3	<p>SSR registration (Stores Stock Requisition) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (according to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
4	<p>To input the Daily Movement Out Of Materials the steps are:</p> <ol style="list-style-type: none"> <li>1) Open the Microsoft Excel application that has been provided with tables by the company</li> <li>2) Fill in the No and No of the SSR sequence and fill in the Vocab No</li> <li>3) Quantity (Number of Goods)</li> <li>4) Uoi (Type or Unit of goods)</li> <li>5) Description (Explanation About Goods)</li> <li>6) Req By (Name of Goods Requester)</li> <li>7) Location (Name of the Goods Requesting Department)</li> <li>8) Remarks (Completed or Not).</li> </ol>	<p>Input the Daily Movement Out of Materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.</p>
5		<p>Archiving the Cargo Manifest is done when the Cargo Manifest letter contains information on goods that are ready to be delivered to the destination sent either by sea or land.</p>
6	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book. <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Dated</li> </ol> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter</p>

	<ul style="list-style-type: none"> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ul> <p>2) After filling out the registration book, proceed with filling out the Material Transfer Form.</p> <ul style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ul>	<p>is signed by The sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
7	<p>To register MRR Field P10 &amp; S10 To Field Buyer, the steps are:</p> <ul style="list-style-type: none"> <li>1) Fill in the date,</li> <li>2) MRR number and PO or SO number</li> <li>3) Fill MT No</li> <li>4) Write down the MRR Description</li> <li>5) Total Items (Amount)</li> <li>6) Rec'd By (Date and INITIALS of Receipt) and Name of the seller.</li> </ul>	<p>The MRR Field P10 &amp; S10 To Field Buyer registration is used to provide the MRR order to the Buyer and is proof of MRR submission from the Warehouse to the Buyer.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 24 – 28 April 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Make Cargo Manifest	Junaidi	
2	Making MT (Material Transfer)		
3	Input Daily Movement Out of Materials		
4	Make MRR (Materials Receipt Report)		
5	SSR Registration (Stores Stock Requisition)		
6	Input SSR (Stores Stock Requisition) into Stock card Form		


NO	SHOP DRAWING	DESCRIPTION
1		Create a Cargo Manifest to deliver acetylene and oxygen from the warehouse to the users.
2	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book.               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Date</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Materials Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO,</li> </ol> </li> </ol>	MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.

	<p>Description, Type of Item, Number of Items, Order NO and Remarks (Description)</p> <p>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</p> <p>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</p>	
3	<p>To input the Daily Movement Out Of Materials the steps are:</p> <ol style="list-style-type: none"> <li>1) Open the Microsoft Excel application that has been provided with tables by the company</li> <li>2) Fill in the No and No of the SSR sequence and fill in the Vocab No</li> <li>3) Quantity (Number of Goods)</li> <li>4) Uoi (Type or Unit of goods)</li> <li>5) Description (Explanation About Goods)</li> <li>6) Req By (Name of Goods Requester)</li> <li>7) Location (Name of the Goods Requesting Department)</li> <li>8) Remarks (Completed or Not).</li> </ol>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.</p>
4	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form. <ol style="list-style-type: none"> <li>a. Fill in the MRR No, and Dated</li> <li>b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>f. Then INITIALS, Name, Position, EMPL No, Date</li> <li>g. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a</li> </ol> </li> </ol>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>

	warehouse archive, then the original MRR is submitted to the Inventory.	
5	SSR registration (Stores Stock Requisition) steps are: 1) Fill in the SSR No (according to the order) 2) Fill in the SSR Date and Description 3) Fill in Total items 4) Fill in Issued By (Author Name) and Remarks (Department Name).	SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.
6	Enter the SSR (Stores Stock Requisition) into the Stock card Form, the steps are: 1) After the writer gets the Vocab No. on the SSR form, the writer looks for the Vocab No. on the Stock card form 2) Continue to fill in the date, SSR No and Quantity Issued (Total issued Goods) 3) Then the BAL (Balanced) column uses the formula $BAL = \text{Previous BAL} - \text{Quantity Rec'd}$ 4) Next, fill in the End User and Remarks (Author Name).	SSR (Stores Stock Requisition) input to the Stock card Form is used to find out the amount of stock available in the warehouse, which is the release of goods by the warehouse to users, when inputting SSR to Stock card the formula is used to find BAL (Balanced) $\text{Previous BAL} + \text{Quantity Issued}$ .


**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**


Day : Monday- Friday  
Date : 01-05 May 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Make MRR (Materials Receipt Report)	Jumaidi	
2	Making MT (Material Transfer)		
3	Checking the location of the customer or user on the SPR		
4	Doing packing of rags at Store Point		
5	SSR Registration (Stores Stock Requisition)		
6	Input Daily Movement Out of Materials		

NO	SILOP DRAWING	DESCRIPTION
1	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book               <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form.               <ol style="list-style-type: none"> <li>a. Fill in the MRR No, and Dated</li> <li>b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>f. Then INITIALS, Name, Position, FMPI No, Date</li> <li>g. After the MRR is signed, the MRR is photocopied, the MRR (Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original</li> </ol> </li> </ol>	<p>MRR (Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>




MRR is submitted to the Inventory.		
2	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book.               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number dated</li> <li>c. Description (Item Name)</li> <li>d. Total Items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ol> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
3		<p>Checking the location of the goods order or the user on the SPR (Small Purchase/service requisition) so that the warehouse department can easily find out the user who ordered the goods.</p>



4		<p>Packing rags at the Paint Store, Rag Cloth is a rag made of cloth used to clean dirt such as water, oil, dust and dirt left over from production.</p>
5	<p>SSR registration (Stores Stock Requisition) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (according to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
6	<p>To input the Daily Movement Out Of Materials the steps are:</p> <ol style="list-style-type: none"> <li>1) Open the Microsoft Excel application that has been provided with tables by the company</li> <li>2) Fill in the No and No of the SSR sequence and fill in the Vocab No</li> <li>3) Quantity (Number of Goods)</li> <li>4) Uoi (Type or Unit of goods)</li> <li>5) Description (Explanation About Goods)</li> <li>6) Req By (Name of Goods Requester)</li> <li>7) Location (Name of the Goods Requesting Department)</li> <li>8) Remarks (Completed or Not).</li> </ol>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the Warehouse.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 08 -12 May 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Fill in the SPR registration book	Sugianto	
2	Fill out the Purchase Order (PO) registration book		
3	Checking the location of the customer or user on the SPR		
4	Making MT (Materials Transfer)		
5	SSR Registration (Stores Stock Requisition)		
6	Input Daily Movement Out of Materials		

NO	SHOP DRAWING	DESCRIPTION
1	<p>Writing an SPR registration book the steps are:</p> <ol style="list-style-type: none"> <li>1) Write Date</li> <li>2) SPR No</li> <li>3) MT No</li> <li>4) Description(name of goods or services)</li> <li>5) Total Items</li> <li>6) Rec'd By (requested)</li> <li>7) Vendors (Vendor Name)</li> </ol>	The SPR Registration Book is used to provide an SPR order in which an SPR (Small Purchase / service Requisition) is an order for goods or services with a Small Purchase total of less than 5 million.
2	<p>Filling out the Purchase Order (PO) registration book, the steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is complete (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration               <ol style="list-style-type: none"> <li>a. Fill in Dates</li> <li>b. No Purchase Order (PO) &amp; MT Number</li> <li>c. Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of seller)</li> </ol> </li> <li>2) After the Purchase Order (PO) registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	The PO Registration Book is used to provide a PO order in which a Purchase Order ( PO ) is an order for goods or purchases of goods in large quantities, if the goods arrive and complete a DO (goods delivery letter) Invoice and the MT and MRR have been made, the Book will be filled in Registration that will be submitted to the Finance section to disburse money to the Vendor.

3		<p>Checking the location of the goods order or the user on the SPR (Small Purchase/service requisition) so that the warehouse department can easily find out the user who ordered the goods.</p>
4		<p>MT (Materials Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
5	<p>SSR registration (Stores Stock Requisition) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (according to the order)</li> <li>2) Fill in the SSR Date and Description</li> <li>3) Fill in Total items</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
6	<p>To input the Daily Movement Out Of Materials the steps are:</p> <ol style="list-style-type: none"> <li>1) Open the Microsoft Excel application that has been provided with tables by the company</li> <li>2) Fill in the No and No of the SSR sequence and fill in the Vocab No</li> <li>3) Quantity (Number of Goods)</li> <li>4) Uoi (Type or Unit of goods)</li> <li>5) Description (Explanation About Goods)</li> <li>6) Req By (Name of Goods Requester)</li> <li>7) Location (Name of the Goods Requesting Department)</li> <li>8) Remarks (Completed or Not).</li> </ol>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 15 - 19 May 2023

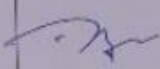
NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Making MT (Material Transfer)	Sugiarto	
2	Make MRR (Materials Receipt Report)		
3	SSR Registration (Stores Stock Requisition)		
4	Input Daily Movement Out of Materials		

NO	SHOP DRAWING	DESCRIPTION
1	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2023 MT Registration Book               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Date</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ol> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
2	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book               <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ol> </li> </ol>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>

	<p>d. Total Items (Number of Items)  e. Completed or Partial  f. Remarks (Destination of Goods)</p> <p>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form.</p> <p>a. Fill in the MRR No, and Date  b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)  c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods  d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)  e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date  f. Then INITIALS, Name, Position, EMPL No, Date  g. After the MRR is signed, the MRR is photocopied, the MRR ( Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</p>	
3	<p>SSR registration (Stores Stock Requisition) steps are:</p> <p>1) Fill in the SSR No (according to the order)  2) Fill in the SSR Date and Description  3) Fill in Total items  4) Fill in Issued By (Author Name) and Remarks (Department Name).</p>	<p>SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
4	<p>To input the Daily Movement Out Of Materials the steps are:</p> <p>1) Open the Microsoft Excel application that has been provided with tables by the company  2) Fill in the No and No of the SSR sequence and fill in the Vocab No  3) Quantity (Number of Goods)  4) Uoi (Type or Unit of goods)  5) Description (Explanation About Goods)  6) Req By (Name of Goods Requester)  7) Location (Name of the Goods Requesting Department)  8) Remarks (Completed or Not).</p>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the warehouse.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**


Day : Monday- Friday  
Date : 22 -26 May 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Making MT (Material Transfer)	Junaidi	
2	Make MRR (Materials Receipt Report)		
3	SSR Registration (Stores Stock Requisition)		
4	Input Daily Movement Out of Materials		
5	Checking the location of the customer or user on the SPR		
6	Fill out the Purchase Order (PO) registration book		

NO	SHOP DRAWING	DESCRIPTION
1	<p>Material Transfer steps are:</p> <ol style="list-style-type: none"> <li>1) Fill out the 2022 MT Registration Book.               <ol style="list-style-type: none"> <li>a. Fill in the MT Sequence Number</li> <li>b. Date</li> <li>c. Description (Item Name)</li> <li>d. Total items</li> <li>e. Issued by (author's name)</li> <li>f. Remarks (Destination of goods)</li> </ol> </li> <li>2) After filling out the registration book, proceed with filling out the Material Transfer Form.               <ol style="list-style-type: none"> <li>a. Fill in the Serial Number (based on the order number of the registration book)</li> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ol> </li> </ol>	<p>MT (Material Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.</p>
2	<p>The MRR (Materials Receipt Report) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the MRR Registration Book               <ol style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> </ol> </li> </ol>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>


	<p>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form.</p> <ol style="list-style-type: none"> <li>Fill in the MRR No, and Dated</li> <li>Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>Then INITIALS, Name, Position, EMPL No, Date</li> <li>After the MRR is signed, the MRR is photocopied, the MRR ( Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</li> </ol>	
3	<p>SSR registration (Stores Stock Requisition) steps are:</p> <ol style="list-style-type: none"> <li>Fill in the SSR No (according to the order)</li> <li>Fill in the SSR Date and Description</li> <li>Fill in Total items</li> <li>Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>SSR (Stores Stock Requisition) registration is the order of receiving SSR, SSR is a form submitted by another department which is proof that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
4	<p>To input the Daily Movement Out Of Materials the steps are:</p> <ol style="list-style-type: none"> <li>Open the Microsoft Excel application that has been provided with tables by the company</li> <li>Fill in the No and No of the SSR sequence and fill in the Vocab No</li> <li>Quantity (Number of Goods)</li> <li>Uoi (Type or Unit of goods)</li> <li>Description (Explanation About Goods)</li> <li>Req By (Name of Goods Requester)</li> <li>Location (Name of the Goods Requesting Department)</li> <li>Remarks (Completed or Not).</li> </ol>	<p>Input the Daily Movement Out of materials into Excel which has been provided by the warehouse which is used as a daily report on the release of goods by the Warehouse.</p>



5		<p>Checking the location of the goods order or the user on the SPR (Small Purchase/service requisition) so that the warehouse department can easily find out the user who ordered the goods.</p>
6	<p>Filling out the Purchase Order (PO) registration book, the steps are:</p> <ol style="list-style-type: none"> <li>1) After the PO is complete (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration. <ol style="list-style-type: none"> <li>a. Fill in Dates</li> <li>b. No Purchase Order (PO) &amp; MT Number</li> <li>c. Description, Total Item, Rec'd By (Finance Receipt Date) and seller (Name of seller)</li> </ol> </li> <li>2) After the Purchase Order (PO) registration book is ready, the PO and PO book are submitted to the finance department.</li> </ol>	<p>The PO Registration Book is used to provide a PO order in which a Purchase Order ( PO ) is an order for goods or purchases of goods in large quantities, if the goods arrive and complete a DO (goods delivery letter) Invoice and the MT and MRR have been made, the Book will be filled in Registration that will be submitted to the Finance section to disburse money to the Vendor.</p>

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 29 May - 02 June 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	SSR Registration (Stores Stock Requisition)	Sugiarto	
2	Input Daily Movement Out of Materials		
3	Making MT (Material Transfer)		
4	Make MRR (Materials Receipt Report)		
5	Fill out the Purchase Order (PO) registration book		


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


	<ul style="list-style-type: none"> <li>b. Fill in the From and To or delivery destination</li> <li>c. Fill in Item NO, Vocabulary NO, Description, Type of Item, Number of Items, Order NO and Remarks (Description)</li> <li>d. In the Consignor column, fill in the EMPL Number (Employee Number) and Name of the Employee who will sign the MT form and fill in the MT date</li> <li>e. After the form is signed, the MT sheets are divided according to the orders in the distribution column.</li> </ul>	
4	<p>The MRR (Materials Receipt Report) steps are:</p> <ul style="list-style-type: none"> <li>1) Fill in the MRR Registration Book <ul style="list-style-type: none"> <li>a. Date</li> <li>b. Fill in the MRR Sequence No</li> <li>c. Description (Item Name)</li> <li>d. Total Items (Number of Items)</li> <li>e. Completed or Partial</li> <li>f. Remarks (Destination of Goods)</li> </ul> </li> <li>2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form. <ul style="list-style-type: none"> <li>a. Fill in the MRR No, and Date</li> <li>b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)</li> <li>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</li> <li>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</li> <li>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</li> <li>f. Then INITIALS, Name, Position, EMPL No, Date</li> <li>g. After the MRR is signed, the MRR is photocopied, the MRR ( Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</li> </ul> </li> </ul>	<p>MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.</p>
5	<p>Filling out the Purchase Order (PO) registration book, the steps are:</p> <ul style="list-style-type: none"> <li>3) After the PO is complete (DO, Invoice, MT and MRR), the next step is to fill in the Purchase Order (PO) Registration</li> <li>d. Fill in Dates</li> <li>e. No Purchase Order (PO) &amp; MT Number</li> <li>f. Description, Total Item, Rec'd By</li> </ul>	<p>The PO Registration Book is used to provide a PO order in which a Purchase Order ( PO ) is an order for goods or purchases of goods in large quantities, if the goods arrive and complete a DO (goods delivery letter) Invoice and the MT and MRR have been made, the Book will be filled in Registration that will be</p>


	(Finance Receipt Date) and seller (Name of seller)	submitted to the Finance section to disburse money to the Vendor.
4)	After the Purchase Order (PO) registration book is ready, the PO and PO book are submitted to the finance department.	

**DAILY ACTIVITIES  
PRACTICAL WORK (KP)**

Day : Monday- Friday  
Date : 05 - 09 June 2023

NO	DESCRIPTION OF ACTIVITIES	GIVEN DUTY	INITIALS
1	Making MT (Material Transfer)	Junaidi	
2	Make MRR (Materials Receipt Report)		
3	SSR Registration (Stores Stock Requisition)		
4	Checking the location of the customer or user on the SPR		

NO	SHOP DRAWING	DESCRIPTION
1		MT (Materials Transfer) is a letter of proof of delivery or return of an item by the company in the format provided by the company, this letter is signed by the sender and recipient of the goods. Proof of delivery is used so that the goods sent are clear about the delivery process and clear information about who the recipient of the goods is.
2	The MRR (Materials Receipt Report) steps are: 1) Fill in the MRR Registration Book a. Date b. Fill in the MRR Sequence No c. Description (Item Name) d. Total Items (Number of Items) e. Completed or Partial f. Remarks (Destination of Goods) 2) After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) Form. a. Fill in the MRR No, and Date b. Fill in Number, PO Number, Item No, and Stock Code (Vocab Number)	MRR ( Materials Receipt Report) This report is made when goods come to the warehouse that have been ordered through a purchase order to the seller.

	<p>c. Fill in the Description (Name of Goods), Type of Goods, and Amount of Goods</p> <p>d. Fill in the DO (Delivery Order) No and Remarks (Completed or Partial Information)</p> <p>e. In the Receiving Section column, fill in Received From, Carried By, Checked By, Position, Date</p> <p>f. Then INITIALS, Name, Position, EMPL No, Date</p> <p>g. After the MRR is signed, the MRR is photocopied, the MRR ( Materials Receipt Report) copy is used to be submitted to the buyer and as a warehouse archive, then the original MRR is submitted to the Inventory.</p>	
3	<p>SSR registration (Stores Stock Requisition) steps are:</p> <ol style="list-style-type: none"> <li>1) Fill in the SSR No (according to the order),</li> <li>2) Fill in the SSR Date and Description,</li> <li>3) Fill in Total items,</li> <li>4) Fill in Issued By (Author Name) and Remarks (Department Name).</li> </ol>	<p>SSR (Stores Stock Requisition) registration is the <i>order of receiving</i> SSR, SSR is a form submitted by another department which is <i>proof</i> that the department takes goods to the warehouse, with this SSR the warehouse can find out the amount of stock left.</p>
4		<p>Checking the location of the goods order or the user on the SPR (Small Purchase/service requisition) so that the warehouse department can easily find out the user who ordered the goods.</p>