

APPRENTICESHIP REPORT

**PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL
OPERATION PORT DIVISION**

HAZIRATUL SABILA

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**INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2023

VALIDITY SHEET

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP & PAPER Tbk- PERAWANG MILL

Written as one of the conditions for completing Job Training

Haziratul Sabila

5404191205

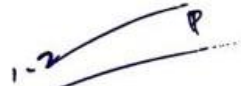
Perawang, June 09th, 2023

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



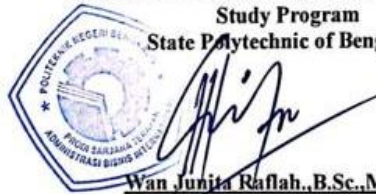
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PREFACE

Praise for the blessings and grace of Almighty Good, who has provided health and opportunities to the author so that can complete practical work activities and have completed practical work reports that the authors do at PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill on time, namely from January 09th 2023 until June 09th 2023.

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

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

1. Mr. Jhony Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of this apprenticeship.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the advisor of this apprenticeship Report.
7. Mr. Armadi, SE., ME as the Head of Public Relation of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.
8. Mr. Jasin Kurniawan as the Head of Operation Port Division of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill.
9. Mr. Royandi, SE., ME as the Manager of Operation Port Division of PT.Indah Kiat Pulp and Paper Tbk-Perawang Mill.

10. Mrs. Nur Afni as the Supervisor our apprenticeship.
11. All employee of Operation Port Division and Public Relation of PT. Indah Kiat Pulp and Paper Tbk that already give the writer guidance and a lot of experience while did the job training.
12. Especially for My Father Ahmad Sanusi and My Mother Asmidar beloved who have provided a lot of support for prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
13. Especially for myself, thank you for sticking around and keeping up the enthusiasm in carrying out the internship to the preparation of the report.
14. Friend in arms of State Polytechnic of Bengkalis, Especially the International Business Administration Study Program. Thank you for your support and cooperation when completing this job training report.

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

Bengkalis, 14 June 2023



Haziratul Sabila
NIM.5404191205

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis was originally a tertiary institution established by the Bengkalis Regency government through the Gema Bahari Foundation which was named the Bengkalis Shipping Polytechnic. This college comes with 3 Study Programs namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over the course of its journey, the Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and is under the Bengkalis Bangun Insani Foundation, with 5 Study Programs namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. Bengkalis State Polytechnic accepted the first batch of new students, namely in 2001, then in 2006 Bengkalis State Polytechnic added 2 Study Programs namely English and Informatics Engineering.

As of December 26 2011, the Bengkalis Polytechnic officially became a State University with the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis (OTK Polbeng), which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis has 8 (eight) departments including the Departments of Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis has 18 Study Programs consisting of 9 (nine) D-III Study Programs including: Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nauticals and Management of Commercial Shipping. State Polytechnic of Bengkalis also has 9 (Nine) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering,

Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Shipbuilding Architectural Engineering Technology, English for Business and Professional Communications, and Information Systems Security. The Department of Business Administration has 3 (Three) Study Programs, namely D-IV Digital Business, D-IV Studies namely D-IV International Business Administration and D-IV Public Financial Accounting. The Business Administration Study Program is one of the study programs at the State Polytechnic of Bengkalis which concentrates on Secretariat and Office Administration.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields and be able to practice them directly. One way to implement the meaning of a vocational campus is to carry out a practical work program which is mandatory for all final semester students. Practical Work is a means for students to develop themselves when they will enter the world of work. This Work Practice activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work as well as to the development of competencies at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis students complete a minimum of 4 (four) semesters and graduate in full. Practical Work carried out for 6 (six) months. Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work for 6 (six) months. The author has chosen PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill as a place to carry out Job Training activities because the author wants to get the opportunity to apply theoretical knowledge/concepts obtained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge/ concepts according to their area of expertise. Then the writer has the opportunity to analyze problems related to the knowledge applied in the work according to the study program.

The implementation of the Job Training the author gets a place in the Operation Port, especially the Invoice management section. The implementation of

this Job Training starts from January 11th, 2023 to June 9th, 2023. It is hoped that this Job Training will add to the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

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

1. To describe job descriptions during practical work.
2. To explain practical workplace systems and procedures.
3. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

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

1. For Students.

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies.

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Indah Kiat Pulp & Paper Tbk. (The “Company”) was established in the Republic of Indonesia under the framework of Foreign Capital Investment Law No. 1 of 1967, based on Notarial Deed No. 68 of Ridwan Suselo dated December 7Th, 1976. PT Indah Kiat Pulp & Paper Tbk is a company engaged in the sector pulp integrated and paper with Foreign Investment (PMA) status. PT Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jananto (Yap Sui Kei), at that time he led Berkat Group. In 1975, Berkat Group, which has many subsidiaries, invited Chung Hwa Pulp Corporation and Yuen Foong Yu Paper Manufacturing from Taiwan. Then they conducted the first survey for a feasibility study with the location of the establishment of a paper factory in Serpong, Tangerang, West Java and a factory pulp in Central Java, Jambi, Riau and seven other areas.



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

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

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

Meanwhile, the operation of the paper machine line 3 at the Tangerang papermill was carried out in addition to the preparation of the mill location pulp in Perawang and Pinang Sebatang villages, Tualang District, Siak Sri Indrapura Regency, Riau Province. A year later the physical construction of plant Pulp Phase I of the began in Riau Province. Simultaneously, loading and unloading facilities were also built in the form of a special port that can be docked by ocean ships with a dead weight of more than 6,000 tons, which is approximately 1.5 kilometers from the factory location Pulp on the banks of the Siak river

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

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

Broadly speaking, initially PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Pulp to be reproduced into packaging paper. After that the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat's main business activities are in the cultural paper industry, pulp and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and

printing purposes, photo copying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper.

The products made by this company not only meet the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the USA.

2.2 Vision dan Mission

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

1. Vision

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

2. Mission

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

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

2.3 Kind of Business

PT. Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and

pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (line board and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of each company and also on the goals to be achieved. This is because the organizational form of a company with other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

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

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT

Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2 below as follows:

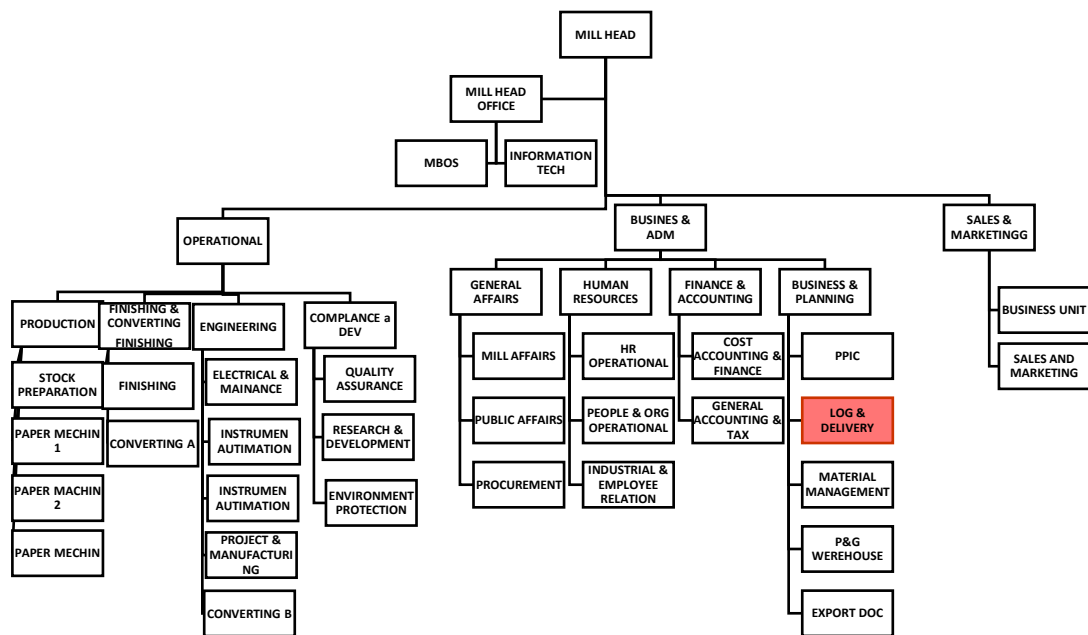


Figure 2.2 The Organization Structure of PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

2.5 The Working Process

Operation Port is the most important part in a company in export-import activities. Without a port, loading and unloading activities, both exports and imports, cannot move and can have a major impact on company growth. Therefore, activities in operation port must be carried out properly and in detail both externally and internally. The most important part in a operation port is invoices, invoices have an important function, namely as collecting payments to buyers for transactions that occur and also for detailing transactions, accounting controls, and as internal controls for companies. In order for the invoice billing process to be carried out properly PT. Indah Kiat Pulp and Paper Tbk formed a special team to work on the invoice. The invoice team work process can be seen in Figure 2.2 below as follows:

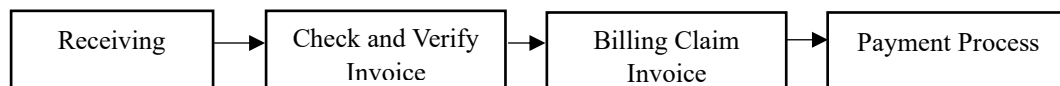


Figure 2.3 The working process of Operation Port Division
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

1. Receiving.

Receive temporary invoices. attachments such as proof of transfer, bast, recap of receipts from vendors, then invoices are recorded in the book by the vendor. After the invoice and attachments are received, they must be inputted in the ICS (Invoice Control System).

2. Check & Verify Invoice.

Checks and verifications in the invoice collection process must be carried out in detail and carefully. Starting from after the invoice is input at ICS (Invoice Control System), Check and verification must be carried out whether the invoice is received or rejected. After the invoice is verified input at ITRS, submit the data to TR-TIM to create an SES, create a Billing Claim, and attach the SF. When making documents such as the SES, checks and verifications must be carried out continuously to see whether there is an over budget or not.

3. Billing Claim Invoice.

Billing claim invoices and other documents such as SES and follow up releases of SES, in addition to making insurance claims. After the billing claim process is complete, all of these documents must undergo an approval process from PUD, SCD, MHO, MILL HEAD, CEO, after the approval process for an invoice issuance notification letter is issued and open the log sheet and carry out a check and verification as a whole.

4. Payment Process.

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

2.6 Document Used For Activity

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

2. Tax Invoice

Tax invoice is proof of tax collection made by a taxable entrepreneur who delivers taxable goods or delivers taxable services. Its use is as proof of tax collection. In addition, input tax credits can be made using a tax invoice.

Faktur Pajak

Kode dan Nomor Seri Faktur Pajak : 011.004-22.78919728		
Pengusaha Kena Pajak		
Nama : PT MITRA UTAMA LOGISTIC Alamat : JIL DARMA BAKTI NO 18 RT 004 RW 003 , KOTA PEKANBARU NPWP : 94.379.999.9-216.000		
Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak		
Nama : PT INDAH KIAT PULP & PAPER TBK Alamat : JIL RAYA MINAS K.26 Blok - No.0 RT.000 RW.000 Kel.MANDI ANGIN Kec.MINAS Kota/Kab.SIAK RIAU 10300 NPWP : 01.000.586.8.092.000		
No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	JASA PENGIRIMAN BARANG Rp. 320 x 34.121.77	10.918.966,00
Harga Jual / Penggantian		10.918.966,00
Dikurangi Potongan / farga		0,00
Dikurangi Uang Muka		0,00
Dasar Pengenaan Pajak		10.918.966,00
Total PPN		1.201.086,00
Total PPnBM (Pajak Penjualan Barang Mewali)		0,00

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

KOTA PEKANBARU, 15 Juli 2022

BUDI

112MUL-IRVW/2022

FORMULIR BUKAN Faktur Pajak ini telah disiapkan ke Direktorat Jenderal Pajak dan telah mempunyai pemenuhan sesuai dengan ketentuan peraturan perundang-undangan yang berlaku. PENERBITAN Faktur Pajak yang tidak sesuai dengan ketentuan yang diberlakukan berlaku sebagaimana ditetapkan dalam Peraturan Menteri Keuangan RI No. 11/PM/2011 tentang sanksi administratif dengan Pasal 14 ayat (4) UU KUP.

1 dari 1

Figure 2.5 Tax Invoice
Source: PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill

3. Recap Billing Details

Recap Billing details is the total invoice for the cost of transporting goods which has been calculated together with the value added tax. the calculation of this transportation bill must also follow the deadline for sending and receiving goods, if the target schedule misses a fine will be imposed, both late delivery fees and late deposits.



TO: PT. INDAH KIAT PULP & PAPER, Tbk

No. Inv : 1122MUL/INV/0202
Date : 18 April 2022

RECAP RINCIAN TAGIHAN PENGANGKUTAN KERTAS
TUJUAN PERAWANG - MEDAN

NO	NO. DN	TANGGAL MUAT	NO. POL	BERAT (KG)	ONGKOS ANGGKUT		PPN 1%	TOTAL ONGKOS + PPN	TANGGAL KIRIM	TANGGAL TERIMA	ESENSI TELAT KIRIM > 4 HARI	DEBITA TELAT SETOR %	TOTAL TAGIHAN			
					Rp.	300 / KG										
1	215028960	07/02/2022	BM 8331 AO	13.410.32	Rp.	4.294.361	Rp.	472.643	Rp.	4.767.004	08 Feb 22	10 Feb 22	Rp.	428.738	Rp.	5.195.742
	215028967			20.711.45	Rp.	6.817.895	Rp.	702.643	Rp.	7.520.538			Rp.	109.890	Rp.	7.630.428
					Rp.	10.916.256	Rp.	1.205.286	Rp.	12.121.542			Rp.	127.628	Rp.	11.993.914
TOTAL				34.121.77	Rp.	10.916.256	Rp.	1.205.286	Rp.	12.121.542			Rp.	327.596	Rp.	11.796.483

Hormat kami,
[Signature]
PT. MITRA UTAMA LOGISTIC

21/4-22

Figure 2.6 Recap Billing Details

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

4. Scaling Ticket

Scaling ticket contains data about the vehicle that will carry the cargo or unloading goods. Such data includes the scale number, type of vehicle, vehicle license plate number, driver's name, document number, type of material, supplier, gross of goods tare, net, and estimated in and out time. This scaling ticket must be brought when you want to transport the item.

PT. INDAH KIAT PULP & PAPER - PERAWANG MILL
SCALING TICKET

No. IML/No. Timbang : 20647565/30633536 ✓
 Jenis Kendaraan : TRAILER ✓
 No. Polisi/No. Pintu : BM8331AO/TID408 ✓
 Supir : DACHON OPPUNGSUNGGU ✓
 No. Dokumen : DO - 2150228969 ✓
 Material : Paper Roll ✓
 Supplier : INDAH KIAT, PT. ✓
 Barge :
 SLoc :
 Gross : 52920 KG ✓
 Tare : 19160 KG ✓
 Netto : 33760 KG ✓
 In : C2/07 Feb 2022 16:49 ✓
 Out : B3/08 Feb 2022 08:46 ✓

----- TERIMA KASIH -----

* ORIGINAL

Printed Date : 4/20/2022 10:22:14 AM
Printed by : hsutant2

[Stamp]
[Signature]
Heri Sutanto
186671
SA. WG.

Figure 2.7 Scaling Ticket

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

5. Vehicle Pass

Vehicle travel certificate is a letter containing an application for permission to enter and carry goods. without this vehicle license the trailer cannot enter.

SURAT JALAN KENDARAAN
PT. MITRA UTAMA LOGISTIC

112

No Shipment : **00156**
 Perusahaan Ekspedisi :
 No. Polisi/Nama Supir :
 Tujuan SI :
 Jenis Kendaraan :

Tgl. Kirim :
 No. SI :
 Quantity :
 Tujuan :
 Tipe Cargo :

No	Unit	DO	No	Unit	DO	No	Unit	DO
1			13			25		
2			14			26		
3			15			27		
4			16			28		
5			17			29		
6			18			30		
7			19			31		
8			20			32		
9			21			33		
10			22			34		
11			23			35		
12			24			36		

Diserahkan Oleh :
 Diperiksa Oleh :
 Diangkut Oleh :
 Diterima Oleh :
 Kondisi saat Muat di Pabrik :
 Ccuca : Cerah / Mendung / Hujan
 Jumlah Terpal :
 Kondisi :
 Kondisi saat Muat di Pelabuhan :
 Ccuca : Cerah / Mendung / Hujan
 Jumlah Terpal :
 Kondisi :

Asli : Untuk Penagihan
 Copy terakhir : Arif

Figure 2.8 Vehicle Pass

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

6. Location Permit

The location entry permit is valid for permitting incoming trailers to transport cargo as evidenced by a driver's license. Permit to enter this location will be checked by security when trying to enter the location.

IZIN MASUK LOKASI

IML No : 22009 Dokumen Tinggal
 STNK
 SIM

Tgl Masuk : 2/10/2022 8:05:39 PM
 No Polisi : BM-8331-AO
 Jenis Kendaraan : TRAILER
 Nama Sopir : DACHON
 No Container : -
 Ex. Kapal : -
 Keterangan : PENERIMAAN

Security Timbangan
 (Signature) (Signature)
MDNSCR1 ()
 NIK NIK

Distribusi :
 1. Putih -> Security, 2. Kuning -> Timbangan, 3. Hijau -> Adm Gudang

Figure 2.9 Location Permit

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

7. Delivery Note

Delivery Notes have an important function to help business owners check and find out whether the goods received by consumers are appropriate or not

PT. INDAH KIAT PULP & PAPER Tbk.
Delivery Note (E-DN)

Page: 1 / 2

Ship-to address (Ship-to Party 2008851)
PT KREAS KOTAKREKAS
JL. KARAPAN GUSUN V NO.53
BUNTU BEDINDAR
TANJUNG MORAWA
BILI SERDANG SUMATERA UTARA 20362
Indonesia
Tel. 081-940829

DISTRIBUTOR PT. CAKRAWALA MEGA INC

Means of Trsp. : TRAILER
Means of Trsp No. : BR3331AD
Driver : DACHON OP
Carrier : MITRA UTAMA LOGISTIC, PT
Incoterms : FRC - MEDAN

Delivery No.: 2150228963
Delivery Date : 07.02.2022
Good Issue Date: 07.02.2022
Shipping Point : IPL Perawang - Paper
Plant : Indah Kiat Pulp & Paper P
Shipment No :
No. of Delivery : 0

Container No. :
Destination Zone/MOT : /
Customer Plant : 9 ROL

No.	Delivery Quantity	Material No. Material Description	Storage Loc Length	Net Weight (KG)	Gross Weight (KG)
SC No. : 2060488875 PO No : 71101807 (PO SUPPORT)					
1	10 ROL	80286300 - Paper FG FLUTING MEDIUM BK BROWN PEFC 280 140gsm W=1180mm D=110cm C=3in 1rol/bal BK BROWN ME A Qty 100% PEFC Certified, Certificate No : SCS-PEFC/COC-006823		6.292,4400	6.303,4071
2	9 ROL	80286297 - Paper FG FLUTING MEDIUM BK BROWN PEFC 280 112gsm W=1200mm D=110cm C=3in 1rol/bal BK BROWN ME A Qty 100% PEFC Certified, Certificate No : SCS-PEFC/COC-006823		6.069,6100	7.046,9091
19 ROL				13.261,0500	13.410,3161

Remarks:




Figure 2.10 Delivery Note

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

8. Payment Application

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

PAYMENT APPLICATION

Document No. : PA34100000312064
 Document Title : PAPER (FEEDER) 012/LIMA/01/23
 Revision No. : 001
 Status : Post to Acct Verificator
 Applied By : NUR AFNI
 Applied For : NUR AFNI (NIK : 01023385) Ext.: 2501
 Payment Company : 8369 (PT Indah Kiat P&P Co PRW)
 Cost Center (Applicant) : PORT OPERATION (8369207310)
 Position : Supervisor, Involcing Control
 Direct Superior : ROYANDI
 Request Date : 18.01.2023
 Requested Payment Date : 23.01.2023
 Invoice Date : 06.01.2023
 Payee Type : Vendor
 Payee : PT. LATITUDE INTI MITRA ABADI (ID : 3047723)
 Doc. Received Date : 19.01.2023
 SAP Doc. No :
 SAP Doc. No 2 :
 PPN Dibiayakan : No
 Remarks : PLS PAY FULL AMOUNT

Invoice Info

No.	Curr	Inv Amt. Incl	Other Deduction	WHT Tax Amt	Write-Off Amt.	Variance	Paid Amount
		PPN					
001	IDR	63,694,420	0	688,588	0	0	63,005,832

Detail Payment Before WHT Tax Amount

No.	Description	Curr.	Amount	Refund Amt	Balance Adv.
001	FEEDER LADEN CONT PRW-TJ.PELEPAS (PRW10-2301)	IDR	63,694,420	0	0

Detail Tax Info

Subject to WHT (Service Payment) : Yes

WHT Indicator	WHT Base Amount	Rate(%)	WHT Base Amt	WHT Tax Amt	PPN JLN Base Amount	WHT Assignment
W1	31	1,200	57,382,360	688,588	0	8371

Payment Case : Standard

Approver Info

ROYANDI Approve on 20.01.2023 15:28:58
 JASIN KUNAWAN Approve on 23.01.2023 07:54:29
 KHO SEN AN,DRS Approve on 23.01.2023 10:50:48
 LIU RUOFEI Approve on 23.01.2023 13:12:13

Tax & Accounting Info

Tax Verificator : SUWANTO Approve on 19.01.2023 16:34:03
 Accounting :
 Voucher Creator :
 Checker :

This is computer generated note. Note's signature is no longer required.

Printed on 25.01.2023 07:59:03

Figure 2.11 Payment Application

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

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill four six months, starting from January 11 2023 to June 09 2023. During the internship period, Job training participants are placed in the Operation Port Division. There are several tasks during the job training in the Invoice section at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are as Follows:

1. ISPS Code Port Security Pass

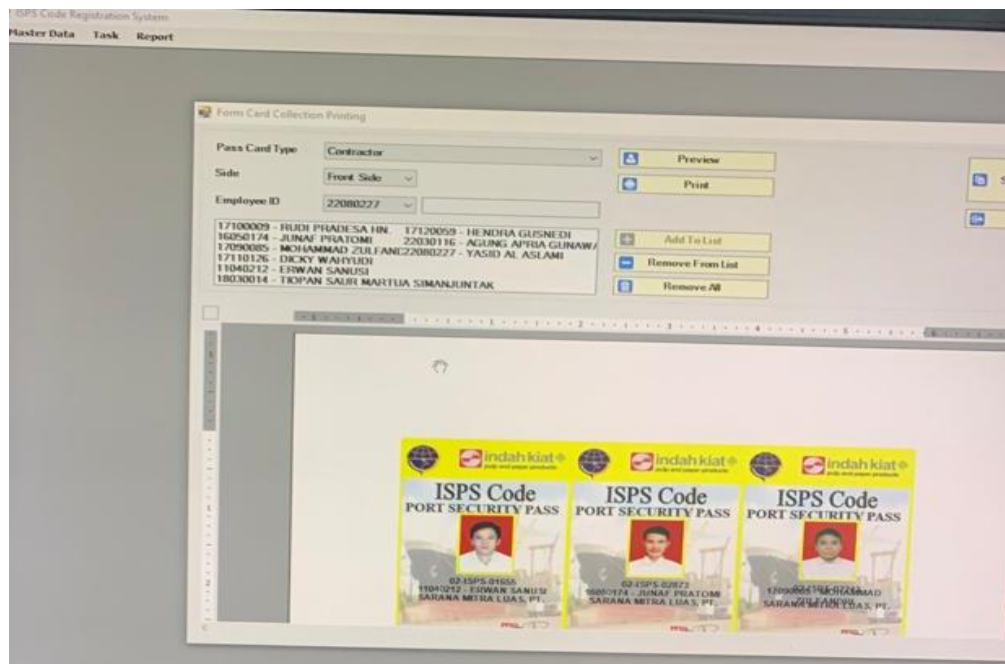


Figure 3.1 ISPS Code Port Security System
Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill

ISPS Code Port Security Pass as a permit to enter the port area, this ISPS Code Port Security Pass must be owned by employees, vendors, vehicles, and visitors. ISPS Code has three color levels in its use, namely red, yellow, and blue. If they are not use the ISPS Code, they are not allowed to enter the port area this is according to the rules by IMO (International Maritime Organization) July 1st, 2004. Apart from being an identity, this ISPS Code is

expected to be a step to prevent activities that could threaten the safety of the ship, port, and facilities.

2. Invoice Billing Process

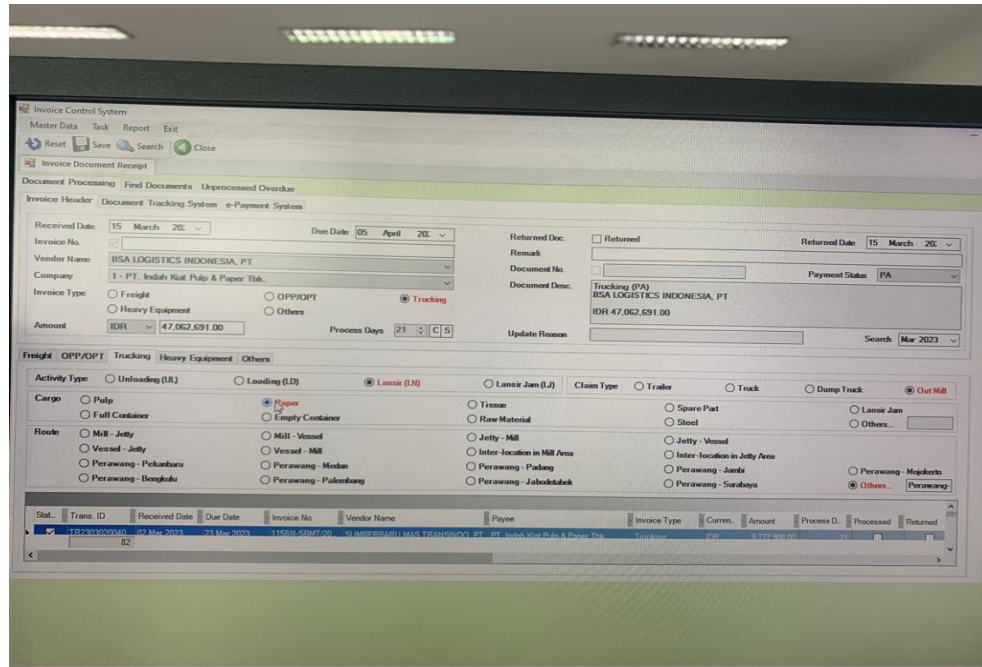


Figure 3.2 Invoice Control System

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

Invoice Billing process is a series of invoice verification processes in order to make payments, the invoice billing process is divided into trucking routes and onboard routes. The billing process begins by receiving temporary invoice documents from the vendor, inputting data, checking and revision, until the approval process by the mill head.

3. Compiling Document List of Port OPP/OPT and PBM Cost Report

Compiling a document list of port OPP/OPT and PBM cost report is the activity to separate the minutes of documents and tax invoices based on the number of the ship that transports them. Then make a report at the end of the month.

3.2 System and Procedure

To make it easier for employees to do their job, the company uses a system. Companies need a system to support the company's activities. The system used by

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in its operational activities is online system such as SAP, and FIORI.

A company in carrying out its activities requires a procedure so that everything that is carried out is uniform or in accordance with the standards that have been set by the company. A procedure is a sequence of work that involves several people in a section or more, arranged to ensure equal treatment of transactions that occur frequently. The description of the procedures carried out while carrying out practical work activities (KP) in the Division Operation Port at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. ISPS Code Port Security Pass

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is large company in the industrial sector and has collaborated with several agencies and institutions. The port is the lifeblood of large company that carries out exports and imports, the many agencies, institutions, ships, and cargo both unloading and loading make a port need tight security. ISPS Code is present as an identifier to maintain the security of a port. The several steps in creating ISPS Code Port Security can be seen in Figure 3.3 as follows:

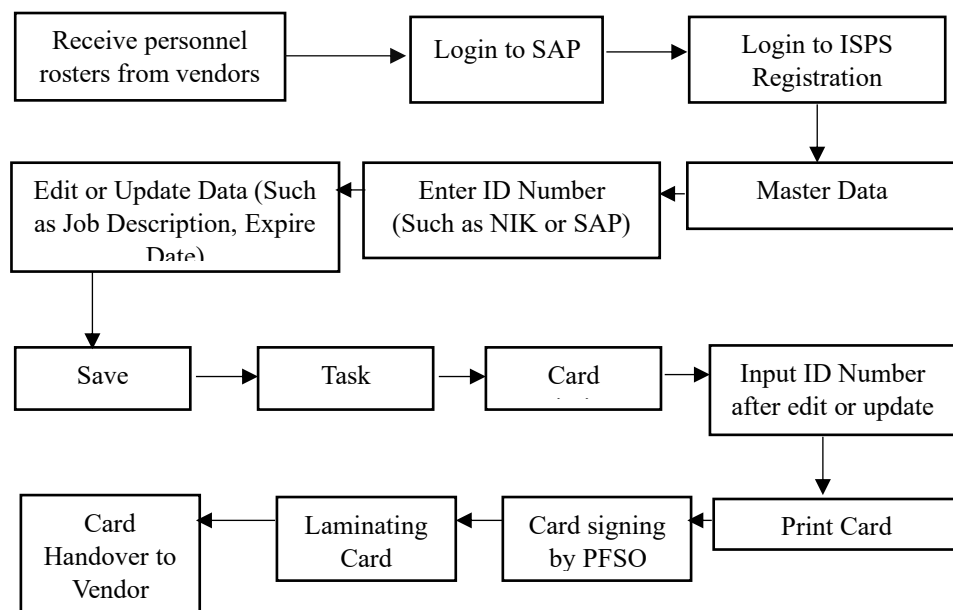


Figure 3.3 Flowchart of ISPS Code Port Security Pass
 Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill

Based on the flowchart above, the first step in create ISPS Code Port Security is starting from receive personnel rosters from vendor. Usually the data contains information name and no NIK or SAP. After date please login to portal system such as SAP and select ISPS Registration System. In registration system they are several steps that must be carried out, starting select master data, then enter id number, edit or update the data, before being handed over to vendor the ISPS Card must be signed by PFSO as the person in charge of the port area. Then do the laminating and finally hand over the id card.

2. Invoice Billing Process

The company require invoices in the process of exporting and importing their goods. The invoice billing process is a number of stages in billing sent from the seller to the buyer so that it can be verified and disbursed. The several steps in Invoice Billing Process can be seen 3.4 as follows:

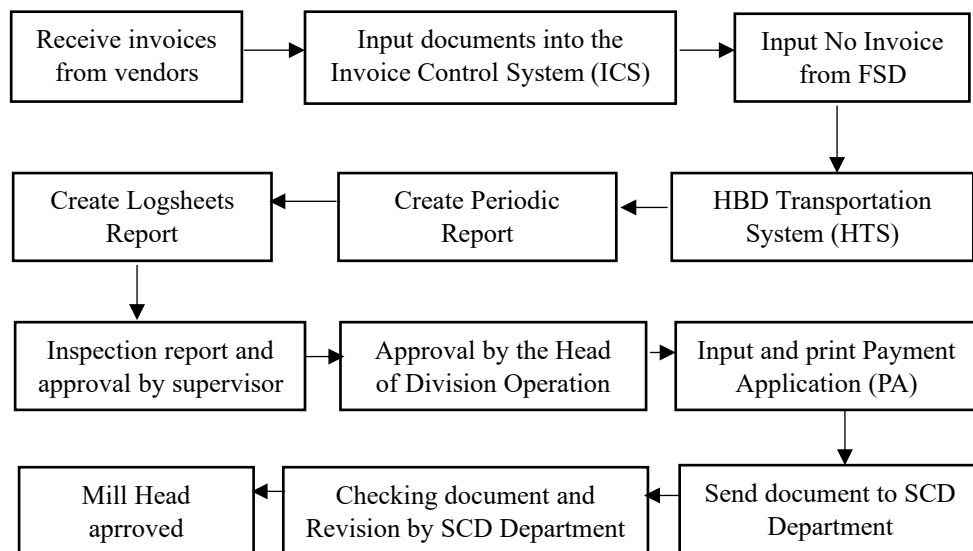


Figure 3.4 Invoice Billing Process

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

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

- a. Receive invoice document from vendor.

- b. Based on the invoice document, first input data into the invoice control system, in ICS the first step is to update the date of receipt, enter the invoice number, vendor name, amount, type of update activity, type of cargo, and finally update the route.
 - c. Input No Invoice from FSD. This activity is to ensure whether the invoice no that has been input from the ICS is correct or not.
 - d. HBD Transportation System (HTS). This activity is to check the carrying cost type, delivery number, departure date, arrival date, and check whether the goods are subject to fines or not.
 - e. Periodic report is the accumulation of data input on HBD Transportation System (HTS). this report must be adjusted to the invoice document, if the cost report does not balance with document then we have to check the data in HBD Transportation System (HTS) again.
 - f. Logsheets report is a report that will be submitted to the supervisor consisting of a list of vendor names, tax invoice numbers, and costs.
 - g. Inspection and Approval by supervisor, this activity is supervisor will check both the periodic report and the log sheet report.
 - h. All attachments contained in the invoice document must first obtain approval from the head of the operation port division.
 - i. Sending all of attachments contained in the invoice document to SCD Department.
 - j. SCD department will check and revise all attachments before being submitted and approved by the mill head.
 - k. Mill head approved.
3. Compiling a Document List of Port OPP/OPT and PBM Cost Report

At a port, ships are important as a means of transporting export and import goods. these ships must also have documents such as minutes of how much is loaded, and documents of tax invoices. The several steps in compiling a document list of port OPP/OPT and PBM cost report can be seen 3.5 as follows:

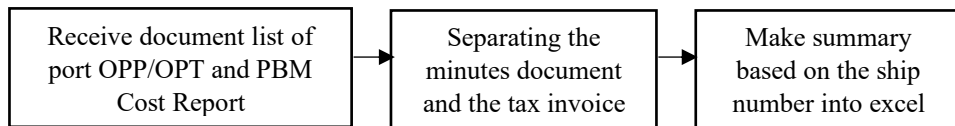


Figure 3.5 Compiling Document List of Port OPP/OPT and PBM Cost Report

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

Based on flowchart above, the first steps to compiling document is receive documents list of port OPP/OPT and PBM cost report from vendor, after that separate minutes of documents and the tax invoice based on the initial letter of the ship number, last make summary based on the ship number into excel, a summary must also be made based on what month the document was completed.

3.3 Place of Apprenticeship

This Practical Work (KP) was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During Practical work author is placed in the Operation Port Section. The company's provisions regarding the schedule or time for the implementation of practical work are as follows:

Table 3.1 The Working schedule of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

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

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

The activities carried out during practical work can be seen in the following table:

Table 3.2 Daily Activities of January 11th, 2023 to January 13th, 2023

No	Data and Time	Activities	Place
1	Wednesday 11 January 2023	1. Check in 2. Take care of administration	Public Relation Office
2	Thursday 12 January 2023	1. Introduction and Discussion with Mr. Susanto from Customer Satisfaction Guaranteed Paper Department 2. Introduction and Discussion with Public Relation Office	Public Relation Office

3	Friday 13 January 2023	<ol style="list-style-type: none"> 1. Safety Induction with Mrs Yuliani 2. Visit and discussion with IR Division 3. Visit and discussion with Operation Port Division 	Public Relation Office IR Office Operation Port Office
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Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port January 16 2023 to January 20 2023 can be seen in the table below as follows:

Table 3.3 Daily Activities of January 16th, 2023 to January 20th, 2023

No	Data and Time	Activities	Place
1	Monday 16 January 2023	1. Discussion with Operation Port Division and introduction about Shipping Section, Invoice Section, and Container Yard Section	Operation Port Office
2	Tuesday 17 January 2023	<ol style="list-style-type: none"> 1. Introduction with Container Yard Team 2. Safety Induction from Operation Port Division 	Operation Port Office
3	Wednesday 18 January 2023	<ol style="list-style-type: none"> 1. Input container tonnage data 2. Help compile invoice file 3. Learn about shipping with Mr Jasmadi 	Operation Port Office
4	Thursday 19 January 2023	1. Input container tonnage continuation	Operation Port Office
5	Friday 20 January 2023	<ol style="list-style-type: none"> 1. Input container tonnage continuation 2. Celebrating Mr Roi's Birthday 	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port January 23 2023 to January 27 2023 can be seen in the table below as follows:

Table 3.4 Daily Activities of January 23th, 2023 to January 27th, 2023

No	Data and Time	Activities	Place
1	Monday 23 January 2023	<ol style="list-style-type: none"> 1. Scanning payment proposal 2. Put the invoice document that has been approved into the box according to its purpose 	Operation Port Office
2	Tuesday 24 January 2023	<ol style="list-style-type: none"> 1. Scanning payment proposal 2. Put the invoice document that has been approved into the box according to its purpose 	Operation Port Office

		<ol style="list-style-type: none"> 3. Distributing masks to the invoice section, shipping section, and container yard section 4. Learning about ISPS Code 	
3	Wednesday 25 January 2023	<ol style="list-style-type: none"> 1. Scanning import invoice 2. Input and print payment application invoice 3. Answer the work phone 4. Continued learning about ISPS Code 	Operation Port Office
4	Thursday 26 January 2023	<ol style="list-style-type: none"> 1. Answer the work phone 2. Input and print payment application invoice 3. Fill in the PHSP revision form 4. Learn about security ship and facility security port and its certificate 	Operation Port Office
5	Friday 27 anuary 2023	<ol style="list-style-type: none"> 1. Copying and compiling loading and unloading event reports 	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port January 30 2023 to February 03 2023 can be seen in the table below as follows:

Table 3.5 Daily Activities of January 30th, 2023 to February 03rd, 2023

No	Data and Time	Activities	Place
1	Monday 30 January 2023	<ol style="list-style-type: none"> 1. Recap and check invoice data 2. Print tax invoice 3. Enter data and print contractor personal data (ISPS Code Port Security) 	Operation Port Office
2	Tuesday 31 January 2023	<ol style="list-style-type: none"> 1. Enter data and print contractor personal data (ISPS Code Port Security) 	Operation Port Office
3	Wednesday 01 February 2023	<ol style="list-style-type: none"> 1. Input and print payment application 	Operation Port Office
4	Thursday 02 February 2023	<ol style="list-style-type: none"> 1. Create ISPS Code Pass for PT. Sarana Baja Perkasa, PT. Semesta Alam Kencana, PT. Sinar Jamitra 2. Enter data and print vehicle pass 	Operation Port Office
5	Friday 03 February 2023	<ol style="list-style-type: none"> 1. Input and print payment application 2. Put the invoice document that has been approved into the box according to its purpose 3. Distributing masks to the invoice section, shipping section, and container yard section 	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port February 06 2023 to February 10 2023 can be seen in the table below as follows:

Table 3.6 Daily Activities of February 06th, 2023 to February 10th, 2023

No	Data and Time	Activities	Place
1	Monday 06 February 2023	1. Print and compose payment application 2. Copy PA and compile to invoice 3. Input and print shipment plan	Operation Port Office
2	Tuesday 07 February 2023	1. Continued input and print shipment plan 2. Enter data and print delivery number 3. Enter data and print HBD Transportation	Operation Port Office
3	Wednesday 08 February 2023	1. Permitted (Take care of UKT payment dispensation)	-
4	Thursday 09 February 2023	1. Permitted (Take care of UKT payment dispensation)	-
5	Friday 10 February 2023	1. Permitted (Take care of UKT payment dispensation)	-

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port February 13 2023 to February 17 2023 can be seen in the table below as follows:

Table 3.7 Daily Activities of February 13th, 2023 to February 17th, 2023

No	Data and Time	Activities	Place
1	Monday 13 February 2023	1. Create ISPS Code Pass for contractors	Operation Port Office
2	Tuesday 14 February 2023	1. Answer the work phone 2. Continued create ISPS Code Pass for contractors	Operation Port Office
3	Wednesday 15 February 2023	1. Input shipment plan for container 2. Checking Bill of leading	Operation Port Office
4	Thursday 16 February 2023	1. Answer the work phone 2. Create ISPS Code Pass for employee 3. Scanning invoice for home affairs	Operation Port Office
5	Friday 17 February 2023	1. Continued create ISPS Code Pass for employee	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk –

Perawang Mill in the Division from Operation Port February 20 2023 to February 24 2023 can be seen in the table below as follows:

Table 3.8 Daily Activities of February 20th, 2023 to February 24th, 2023

No	Data and Time	Activities	Place
1	Monday 20 February 2023	1. Check the recap document for details of bill handling at warehouse MV. Saga Tucano (305 File)	Operation Port Office
2	Tuesday 21 February 2023	1. Check the scaling ticket and vehicle driving license	Operation Port Office
3	Wednesday 22 February 2023	1. Continued check the scaling ticket and vehicle driving license 2. Check the cargo details document (REPAS)	Operation Port Office
4	Thursday 23 February 2023	1. Permitted (Bank Indonesia Mengajar and Welcoming Genbi 2023)	-
5	Friday 24 February 2023	1. Permitted (Bank Indonesia Mengajar and Welcoming Genbi 2023)	-

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port February 27 2023 to March 03 2023 can be seen in the table below as follows:

Table 3.9 Daily Activities of February 27th, 2023 to March 03rd, 2023

No	Data and Time	Activities	Place
1	Monday 27 February 2023	1. Create ISPS Code Pass for visitors (100 pcs)	Operation Port Office
2	Tuesday 28 February 2023	1. Compiling document Compiling a Document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang 2. Input data to Invoice Control System (ICS)	Operation Port Office
3	Wednesday 01 March 2023	1. Input data to HBD Transportation System (HTS) 2. Input invoice number from FSD	Operation Port Office
4	Thursday 02 arch 2023	1. Continued input invoice number from FSD 2. Input data to Invoice Control System (ICS) 3. Compiling document Compiling a Document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang 4. Scanning invoice and tax invoice 5. Scanning demmurage and dispatch proposal	Operation Port Office

5	Friday 03 March 2023	1. Create ISPS Code Pass for contractor (PT. Sarana Mitra Luas)	Operation Port Office
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Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port March 06 2023 to March 10 2023 can be seen in the table below as follows:

Table 3.10 Daily Activities of March 06th, 2023 to March 10th, 2023

No	Data and Time	Activities	Place
1	Monday 06 March 2023	1. Laminating ISPS Code for contractor (PT. Sarana Mitra Luas and PT. Sinar Jatimitra) 2. Answer the work phone 3. Compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang	Operation Port Office
2	Tuesday 07 March 2023	1. Answer the work phone 2. Continued compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang 3. Check the number of empty cut short distance	Operation Port Office
3	Wednesday 08 arch 2023	1. Input data OPP/OPT and PBM Cost Report Pekanbaru-Perawanag to Excel	Operation Port Office
4	Thursday 09 March 2023	1. Input data OPP/OPT and PBM Cost Report Pekanbaru-Perawanag to Excel for January	Operation Port Office
5	Friday 10 March 2023	1. Create ISPS Code for Employee (AW and Material)	Operation Port Office

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port March 13 2023 to March 17 2023 can be seen in the table below as follows:

Table 3.11 Daily Activities of March 13th, 2023 to March 17th, 2023

No	Data and Time	Activities	Place
1	Monday 13 March 2023	1. Continued create ISPS Code for Employee (AW and Material) 2. Answer the work phone	Operation Port Office
2	Tuesday 14 March 2023	1. Visit to the container loading and unloading process, stuffing process, and container checking 2. Create and laminating ISPS Code for contractor PT. Sarana Mitra	Operation Port Office

		Luas and vehicle pass for PT Sarana Baja Perkasa 3. Answer the work phone	
3	Wednesday 15 March 2023	1. Answer the work phone 2. Input data to Invoice Control System (ICS)	Operation Port Office
4	Thursday 16 March 2023	1. Input Invoice number from FSD 2. Stamp and scanning tax invoice	Operation Port Office
5	Friday 17 March 2023	1. Quiz safety induction session 2. Input invoice number from FSD 3. Tidying up PT. Fajar Kasih Sejahtera invoice documents	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port March 20 2023 to March 25 2023 can be seen in the table below as follows:

Table 3.12 Daily Activities of March 20th, 2023 to March 25th, 2023

No	Data and Time	Activities	Place
1	Monday 20 March 2023	1. Continued tidying up PT. Fajar Kasih Sejahtera invoice documents 2. Create ISPS Code for employee and contractor 3. Answer the work phone 4. Input data to Invoice Control System and HBD Transportation System (HTS)	Operation Port Office
2	Tuesday 21 March 2023	1. Continued Input data to HBD Transportation System (HTS) 2. Input and check SMD Report	Operation Port Office
3	Wednesday 22 March 2023	National Holiday	-
4	Thursday 23 March 2023	1. Input invoice number from FSD 2. Input and check SMD Report 3. Input HBD Transportation System (HTS) 4. Scanning invoice document and tax invoice 5. SMD Report revision for July 2022-Maret 2023 6. Create logsheet for SMD Report	Operation Port Office
5	Friday 24 March 2023	1. Input HBD Transportation System (HTS) 2. Scanning invoice document and tax invoice 3. Input data to Invoice Control System	Operation Port Office
6	Saturday 25 arch 2023	1. Check cover letter documents	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port March 27 2023 to March 31 2023 can be seen in the table below as follows:

Table 3.13 Daily Activities of March 27th, 2023 to March 31th, 2023

No	Data and Time	Activities	Place
1	Monday 27 March 2023	1. Compiling invoice document PT. Sarana Baja Perkasa 2. Input data to Invoice Control System and HBD Transportation System (HTS)	Operation Port Office
2	Tuesday 28 March 2023	1. Continued input data to HBD Transportation System (HTS) 2. Input and checking SMD Report (Periodic report) 3. Create TMS Logsheet	Operation Port Office
3	Wednesday 29 March 2023	1. Compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang	Operation Port Office
4	Thursday 30 March 2023	1. Continued compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang	Operation Port Office
5	Friday 31 March 2023	1. Continued compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang 2. Input HBD Transportation System (HTS)	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port April 03 2023 to April 07 2023 can be seen in the table below as follows:

Table 3.14 Daily Activities of April 03rd, 2023 to April 07th, 2023

No	Data and Time	Activities	Place
1	Monday 03 April 2023	1. Training about PRW-Loading Process (Breakbulk) 2. Checking Bill of Lading	Operation Port Office
2	Tuesday 04 April 2023	1. Create ISPS Code for PT.SJK and PT.SAK 2. Input data to Invoice Control System for PT. Sarana Baja Perkasa	Operation Port Office
3	Wednesday 05 April 2023	1. Scanning invoice document 2. Input and print Payment Application 3. Input data to Invoice Control System	Operation Port Office Jetty 1-10, Jetty Rasau Kuning

		4. Visit to Jetty 1-10, and Jetty Rasau Kuning PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill	
4	Thursday 06 April 2023	1. Input data to HBD Control System (HTS) 2. Create SMD Report (Periodic Report) 3. Scanning invoice PT. Mitra Utama Logistic	Operation Port Office
5	Friday 07 April 2023	National Holiday	-

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port April 10 2023 to April 14 2023 can be seen in the table below as follows:

Table 3.15 Daily Activities of April 10th, 2023 to April 14th, 2023

No	Data and Time	Activities	Place
1	Monday 10 April 2023	1. Input invoice number from FSD 2. Input and print Payment Application	Operation Port Office
2	Tuesday 11 April 2023	1. Guarding the cooking oil bazar stand in Pekanbaru	Disperindag Pekanbaru
3	Wednesday 12 April 2023	1. Input data to Invoice Control System 2. Input invoice number from FSD 3. Input data to HBD Transportation System (HTS) 4. Checking Bill of Leading	Operation Port Office
4	Thursday 13 April 2023	1. Input data to Invoice Control System for SH Cotagen Ltd 2. Create SMD Report 3. Compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang 4. Take a list of employee clothes in the green office	Operation Port Office
5	Friday 14 April 2023	1. Prepare iftar between the regent of Siak and PT. Indah Kiat Pulp and Paper Tbk- Perawang	Mess Bunut Hall

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port April 17 2023 to April 21 2023 can be seen in the table below as follows:

Table 3.16 Daily Activities of April 17th, 2023 to April 21th, 2023

No	Data and Time	Activities	Place
1	Monday 17 April 2023	1. Compiling document List of Port OPP/OPT and PBM Cost Report Pekanbaru-Perawang 2. Input data to HBD Transportation System (HTS)	Operation Port Office
2	Tuesday 18 April 2023	1. Continued Input data to HBD Transportation System (HTS) 1. Compiling incoming invoice document 2. Checking container number for PT. OOCL Logistic Indonesia	Operation Port Office
3	Wednesday 19 April 2023	Eid al-Fitr Holy	-
4	Thursday 20 April 2023	Eid al-Fitr Holiday	-
5	Friday 21 April 2023	Eid al-Fitr Holiday	-

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port April 24 2023 to April 28 2023 can be seen in the table below as follows:

Table 3.17 Daily Activities of April 24th, 2023 to April 28th, 2023

No	Data and Time	Activities	Place
1	Monday 24 April 2023	Eid al-Fitr Holiday	-
2	Tuesday 25 April 2023	Eid al-Fitr Holiday	-
3	Wednesday 26 April 2023	Eid al-Fitr Holiday	-
4	Thursday 26 April 2023	1. Input data to Invoice Control System and HBD Transportation System (HTS)	Operation Port Office
5	Friday 27 April 2023	1. Continued input data to HBD Transportation System (HTS)	Operation Port Office

Source: Processed Data 2023S

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port May 01 2023 to May 05 2023 can be seen in the table below as follows:

Table 3.18 Daily Activities of May 01st, 2023 to May 05th, 2023

No	Data and Time	Activities	Place
1	Monday 01 May2023	National Holiday	-

2	Tuesday 02 May 2023	1. Input data to Invoice Control System and HBD Transportation System (HTS)	Operation Port Office
3	Wednesday 03 May 2023	1. Continued input data to HBD Transportation System (HTS)	Operation Port Office
4	Thursday 04 May 2023	1. Input charge shipping data for PT.Samudra Indonesia	Operation Port Office
5	Friday 01 May 2023	1. Continued input charge shipping data for PT.Samudra Indonesia	Operation Port Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port May 08 2023 to May 12 2023 can be seen in the table below as follows:

Table 3.19 Daily Activities of May 08th, 2023 to May 12th, 2023

No	Data and Time	Activities	Place
1	Monday 08 May2023	1. Create ISPS Code for contractor (PT. Sarana Mitra Luas, PT. SJK, PT. SAK and employee AW) 2. Input data to Invoice Control System for PT. Pelindo 3. Deliver documents to SCD Department and Mill Head Office	Operation Port Office SCD Office and Mill Head Office
2	Tuesday 09 May 2023	1. Compiling incoming invoice document 2. Continued create ISPS Code for contractor (PT. Sarana Mitra Luas, PT. SJK, PT. SAK and employee AW)	Operation Port Office
3	Wednesday 09 May 2023	1. Create case study report 2. Visit to pulp warehouse	Public Relation Office Pulp Warehouse
4	Thursday 11 May 2023	1. Create case study report	Public Relation Office
5	Friday 10 May 2023	1. Create case study report	Public Relation Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port May 15 2023 to May 19 2023 can be seen in the table below as follows:

Table 3.20 Daily Activities of May 15th, 2023 to May 19th, 2023

No	Data and Time	Activities	Place
1	Monday 15 May2023	1. Create case study report	Public Relation Office

2	Tuesday 16 May 2023	1. Create case study report	Public Office	Relation
3	Wednesday 17 May 2023	1. Create case study report	Public Office	Relation
4	Thursday 18 May 2023	1. Create case study report	Public Office	Relation
5	Friday 19 May 2023	1. Create case study report	Public Office	Relation

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port May 22 2023 to May 26 2023 can be seen in the table below as follows:

Table 3.21 Daily Activities of May 23th, 2023 to May 26th, 2023

No	Data and Time	Activities	Place	
1	Monday 22 May 2023	1. Create case study report	Public Office	Relation
2	Tuesday 23 May 2023	1. Create case study report	Public Office	Relation
3	Wednesday 24 May 2023	1. Create case study report	Public Office	Relation
4	Thursday 25 May 2023	1. Create case study report	Public Office	Relation
5	Friday 25 May 2023	1. Create case study report	Public Office	Relation

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Operation Port May 29 2023 to June 02 2023 can be seen in the table below as follows:

Table 3.22 Daily Activities of May 29th, 2023 to June 02nd, 2023

No	Data and Time	Activities	Place	
1	Monday 29 May 2023	1. Create case study report	Public Office	Relation
2	Tuesday 30 May 2023	1. Create case study report	Public Office	Relation
3	Wednesday 31 May 2023	1. Create case study report	Public Office	Relation
4	Thursday 01 June 2023	1. Create case study report	Public Office	Relation
5	Friday 02 June 2023	1. Create case study report	Public Office	Relation

Source: Processed Data 2023

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk –

Perawang Mill in the Division from Operation Port June 05 2023 to June 09 2023 can be seen in the table below as follows:

Table 3.23 Daily Activities of June 05th, 2023 to June 09th, 2023

No	Data and Time	Activities	Place
1	Monday 05 June 2023	1. Presenting case study report and discussion	Public Office Relation
2	Tuesday 05 June 2023	1. Collect case study result	Public Office Relation
3	Wednesday 06 June 2023	1. Listen to presentation of friends and discussion	Public Office Relation
4	Thursday 08 June 2023	1. Farewell party with Operation Port Office	Operation Port Office
5	Friday 07 June 2023	1. File preparation and check out from mess	Public Office Relation

Source: Processed Data 2023

3.4 Obstacle and Solution

3.4.1 Obstacle

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

1. Limitations in using office facilities, because office facilities have been authorized from the center.
2. Limitations in unstable network. System error often occur during the invoice billing process caused by an unstable network, if there are frequent system errors, invoices can turn into urgent and can make work more difficult.

3.4.2 Solution

The solutions for the obstacles that the author get while did the job training, we hope that on the next period are:

1. Discussed again with the Operation Port team so that in the future, interns can also use office facilities.
2. Discussed again with the invoice team what are the ways to do when the network is unstable other than always saving files when inputting continuously, so invoices don't turn into urgent.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

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

1. There are several types of work during the practical work program, namely:
 - a. ISPS Code Port Security Pass
 - b. Invoice Billing Process
 - c. Compiling Document List of Port OPP/OPT and PBM Cost Report
2. The practical work program was carried out at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill in Operation Port. The program is carried out for 6 (months) Starting from January 11th 2023 to June 09th 2023.
3. Work system and procedure in the Operation Port Department use online system, application system such as SAP, FIORI and manual system. All of these systems make it easier to do the work of the Operation Port.
4. During the implementation practical work, there were several obstacle, namely the limitation in using office facilities, because office facilities have been authorized from the center and limitations in unstable network. System error often occur during the invoice billing process caused by an unstable network, if there are frequent system errors, invoices can turn into urgent and can make work more difficult.

4.2 Suggestion

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

1. To support the work run smoothly and quickly, it is better to provide computer facilities for students who do practical work.
2. Internet network access must be provided because every job is based online.

REFERENCES

Asiapulppaper.com (2021) *Annual Report PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill*, Accessed June 2023, from <https://sustainability-dashboard.com/documents/20123/3719/IKPP-Annual-Report-2020.pdf/1c2179c8-7d58-73aa-275f-ac5b521320da?t=1624859106585>

Polbeng.ac.id (2017) *Sejarah Politeknik Negeri Bengkalis*, Accessed Juli 2023, from <https://kemahasiswaan.polbeng.ac.id/konten-20160921165631>

APPENDICES

Appendix 1: Apprenticeship Acceptance Letter



No : 016 /PA - IKPP/XII / 2022
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 14 Desember 2022

Kepada Yth,
Bapak Armada, ST, MT
Wakil Direktur 1 Politeknik
Negeri Bengkalis (POLBENG)
Di Jalan Bathin Alam, Sungai Alam,
Bengkalis

Dengan hormat.
Menanggapi surat no. 5708/PL31/TU/2022, Perihal Permohonan Kuliah Kerja
Praktek, bersama ini kami ucapkan terimakasih.

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

1. Nama : Cut Mu'azinah
NIM : 5404191208
2. Nama : Nurliandari
NIM : 5404191196
3. Nama : Shinta Karunia
NIM : 5404191203
4. Nama : Juanda Ardiansyah
NIM : 5404191193
5. Nama : Haziratul Sabila
NIM : 5404191205
6. Nama : Firman Syahputra
NIM : 5404191210
7. Nama : Zalida
NIM : 5404191254

Adapun kerja praktek dilaksanakan pada 9 Januari 2023 sampai dengan Juli
2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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



Armadi
Public Affair

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

PT. Indah Kiat Pulp & Paper Tbk
Head Office : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia
Telp : (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120366, 53120045, 53120324-25
Liaison Office : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia
Telp : (62-77) 7611 000000

Appendix 2: Apprenticeship Statement Letter



SURAT KETERANGAN 001/SKV-IKPP/VII/2023

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

Nama : **Hazriatul Sabila**
NIM/NIS : 5404191205
Jurusan/Prodi : Administrasi Bisnis Internasional
Asal Perguruan Tinggi : Politenik Negeri Bengkalis
Waktu : 11 Januari 2023 - 09 Juni 2023

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 11 Januari 2023 - 09 Juni 2023 di PT. Indah Kiat Pulp & Paper Tbk.

Demikian Surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperti halnya.

Perawang, 11 Juli 2023
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk



Armadi, SE.,ME
Public Affair

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

Appendix 3: List of Attendance

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Haziratul Sabila
 Student's Identity Number : 5404191205
 Sec/Dept : Operation Port

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	Thu, January 12 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
2.	Fri, January 13 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
3.	Mon, January 16 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
4.	Tue, January 17 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
5.	Wed, January 18 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
6.	Thu, January 19 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
7.	Fri, January 20 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
8.	Mon, January 23 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
9.	Tue, January 24 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
10.	Wed, January 25 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
11.	Thu, January 26 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
12.	Fri, January 27 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
13.	Mon, January 30 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
14.	Tue, January 31 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>

Perawang, January 31th 2023
 Head Of Public Relation

ARMADLSE, ME
SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Haziratul Sabila
 Student's Identity Number : 5404191205
 Sec/Dept : Operation Port

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	Wed, February 1 st 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
2.	Thu, February 2 nd 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
3.	Fri, February 3 rd 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
4.	Mon, February 6 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
5.	Tue, February 7 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
6.	Wed, February 8 th 2023	Permitted				-
7.	Thu, February 9 th 2023	Permitted				-
8.	Fri, February 10 th 2023	Permitted				-
9.	Mon, February 13 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
10.	Tue, February 14 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
11.	Wed, February 15 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
12.	Thu, February 16 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
13.	Fri, February 17 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
14.	Mon, February 20 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
15.	Tue, February 21 st 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
16.	Wed, February 22 nd 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
17.	Thu, February 23 rd 2023	Permitted				-
18.	Fri, February 24 th 2023	Permitted				-
19.	Mon, February 27 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>

20.	Tue, February 28 th 2023	07:00	11:00	13:00	17:00	<i>Handwritten initials</i>
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Perawang, February 28th 2023
Head Of Public Relation



ARMADLSE.,ME
SAP.1013966


**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Haziratul Sabila
 Student's Identity Number : 5404191205
 Sec/Dept : Operation Port

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	Wed, March 1 st 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
2.	Thu, March 2 nd 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
3.	Fri, March 3 rd 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
4.	Mon, March 6 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
5.	Tue, March 7 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
6.	Wed, March 8 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
7.	Thu, March 9 th 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
8.	Fri, March 10 th 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
9.	Mon, March 13 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
10.	Tue, March 14 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
11.	Wed, March 15 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
12.	Thu, March 16 th 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
13.	Fri, March 17 th 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
14.	Mon, March 20 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
15.	Tue, March 21 st 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
16.	Wed, March 22 nd 2023	National Holiday (Hari Raya Suci Nyepi)				-
17.	Thu, March 23 rd 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
18.	Fri, March 24 th 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
19.	Mon, March 27 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>

20.	Tue, March 28 th 2023	07:00	11:00	13:00	17:00	<i>Handwritten signature</i>
21.	Wed, March 29 th 2023	07:00	11:00	13:00	17:00	<i>Handwritten signature</i>
22.	Thu, March 30 th 2023	07:00	11:00	13:00	17:00	<i>Handwritten signature</i>
23.	Fri, March 31 th 2023	07:00	11:30	13:30	17:30	<i>Handwritten signature</i>

Perawang, March 31th 2023
Head Of Public Relation



Handwritten signature
ARMADISE.,ME
SAP. 1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Haziratul Sabila
 Student's Identity Number : 5404191205
 Sec/Dept : Operation Port

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	Mon, April 3 rd 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
2.	Tue, April 4 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
3.	Wed, April 5 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
4.	Thu, April 6 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
5.	Fri, April 7 th 2023	National Holiday (Hari Wafat Isa Almasih)				-
6.	Mon, April 10 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
7.	Tue, April 11 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
8.	Wed, April 12 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
9.	Thu, April 13 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
10.	Fri, April 14 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
11.	Mon, April 17 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
12.	Tue, April 18 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
13.	Wed, April 19 th 2023	Cuti Lebaran				-
14.	Thu, April 20 th 2023	Cuti Lebaran				-
15.	Fri, April 21 th 2023	Cuti Lebaran				-
16.	Mon, April 24 th 2023	Cuti Lebaran				-
17.	Tue, April 25 th 2023	Cuti Lebaran				-
18.	Wed, April 26 th 2023	Cuti Lebaran				-
19.	Thu, April 27 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>

20.	Fri, April 28 th 2023	07:00	11:30	13:30	17:30	<i>Jme</i>
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Perawang, April 28th 2023
Head Of Public Relation



ARMADLSE.,ME
SAP. 1013966


**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Haziratul Sabila
 Student's Identity Number : 5404191205
 Sec/Dept : Operation Port

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	Mon, May 1 st 2023	National Holiday (Hari Buruh Nasional)				-
2.	Tue, May 2 nd 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
3.	Wed, May 3 rd 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
4.	Thu, May 4 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
5.	Fri, May 5 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
6.	Mon, May 8 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
7.	Tue, May 9 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
8.	Wed, May 10 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
9.	Thu, May 11 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
10.	Fri, May 12 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
11.	Mon, May 15 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
12.	Tue, May 16 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
13.	Wed, May 17 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
14.	Thu, May 18 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
15.	Fri, May 19 th 2023	07:00	11:30	13:30	17:30	<i>Haziratul Sabila</i>
16.	Mon, May 22 nd 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
17.	Tue, May 23 rd 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
18.	Wed, May 24 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>
19.	Thu, May 25 th 2023	07:00	11:00	13:00	17:00	<i>Haziratul Sabila</i>

20.	Fri, May 26 th 2023	07:00	11:30	13:30	17:30	Hand
21.	Mon, May 29 th 2023	07:00	11:00	13:00	17:00	Hand
22.	Tue, May 30 th 2023	07:00	11:00	13:00	17:00	Hand
23.	Wed, May 31 th 2023	07:00	11:00	13:00	17:00	Hand

Perawang, May 31th 2023
Head Of Public Relation



ARMADILSE.,ME
SAP. 1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Haziratul Sabila
 Student's Identity Number : 5404191205
 Sec/Dept : Operation Port

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1.	Thu, June 1 st 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
2.	Fri, June 2 nd 2023	07:00	11:30	13:30	17:30	<i>Haz</i>
3.	Mon, June 5 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
4.	Tue, June 6 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
5.	Wed, June 7 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
6.	Thu, June 8 th 2023	07:00	11:00	13:00	17:00	<i>Haz</i>
7.	Fri, June 9 th 2023	07:00	11:30	13:30	17:30	<i>Haz</i>

Perawang, June 09th 2023
 Head Of Public Relation


ARMADISE, ME
SAP. 1013966

Appendix 4: Company Appraisal Sheet

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

Name : Hazriatul Sabila
 Student's Identity No. : 5404191205
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	88
2.	Responsibility	25%	92
3.	Adjustment/Adaptation	10%	90
4.	Work Result	30%	96
5.	Behavior in General	15%	91
	Total (1+2+3+4+5)	100%	914

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

Notes:

Maksimalkan proses Adaptasi & lebih Fokus

Perawang, July 11th, 2023



Armadi, S.E., M.E
 Head of Public Relation

Appendix 5: Daily Activity

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

Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Rabu, 11 Januari 2023	<ul style="list-style-type: none"> • Berangkat menuju Pt. Indah Kiat Pulp and Paper. • Registrasi untuk izin masuk ke mess 	<ul style="list-style-type: none"> • Bengkalis-Perawang • Mess Bunut 	D	D
2.	Kamis, 12 Januari 2023	<ul style="list-style-type: none"> • Diskusi dengan bapak Susanto dari Customer Satisfaction Guaranteed • Diskuis dan perkenalan dengan pihak Humas 	<ul style="list-style-type: none"> • PR Office • PR Office 	D	D
3.	Jum'at, 13 Januari 2023	<ul style="list-style-type: none"> • Melakukan pembekalan safety induction pada PT IKPP oleh ibu Yuliyani • Melakukan survei ke lapangan port operation • Survei dan diskusi bersama pihak HRD PT IKPP 	<ul style="list-style-type: none"> • PR Office • Port Operation Office • IR Office 	D	D

Catatan

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

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











Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Senin, 16 Januari 2023	<ul style="list-style-type: none"> Diskusi dengan Port Operation dan pengenalan bagian Shipping, Invoice, serta Container Yard. 	<ul style="list-style-type: none"> OP Office 		
2.	Selasa, 17 Januari 2023	<ul style="list-style-type: none"> Perkenalan dengan karyawan Container Yard. Pembekalan safety induction kepelabuhanan. Mempelajari prosedur-prosedur Container Yard. 	<ul style="list-style-type: none"> OP Office 		
3.	Rabu, 18 Januari 2023	<ul style="list-style-type: none"> Menginput data tonase container Membantu Menyusun berkas invoice Mempelajari tentang shipping line dengan Bapak Jasmadi 	<ul style="list-style-type: none"> OP Office 		
4.	Kamis, 19 Januari 2023	<ul style="list-style-type: none"> Menginput lanjutan data tonase container 	<ul style="list-style-type: none"> OP Office 		
5.	Jum'at, 20 Januari 2023	<ul style="list-style-type: none"> Memginput lanjutan data tonase container Merayakan ulang tahun Bapak Roi 	<ul style="list-style-type: none"> OP Office 		

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

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











Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Senin, 23 Januari 2023	<ul style="list-style-type: none"> Mengscan Proposal Payment. Meletakkan Invoice yang sudah di Approve sesuai tujuannya. 	OP Office		
2.	Selasa, 24 Januari 2023	<ul style="list-style-type: none"> Mengscan lanjutan Proposal Payment. Meletakkan Invoice yang sudah di Approve sesuai tujuannya. Membagikan masker ke ruangan invoice, dan shipping line. Belajar tentang ISPS Code 	OP Office		
3.	Rabu, 25 Januari 2023	<ul style="list-style-type: none"> Mengscan faktur invoice impor. Menginput dan mencetak PA invoice. Menjawab telfon kerjs Lanjutan belajar tentang ISPS Code. 	OP Office		
4.	Kamis, 26 Januari 2023	<ul style="list-style-type: none"> Menjawab telfon kerja. Menginput, mencetak dan Menyusun PA ke invoice. Megisi form revisi PHSP. Belajar tentang keamanan kapal dan keamanan fasilitas Pelabuhan dan sertifikatnya. 	OP Office		
5.	Jum'at, 27 Januari 2023	<ul style="list-style-type: none"> Mengcopy dan Menyusun berita acara bongkar muat. 	OP Office		

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

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











Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Senin, 30 Januari 2023	<ul style="list-style-type: none"> Merekap dan mengecek data invoice. Mengeprint faktur invoice. Menginput data dan mencetak data personil contractor (ISPS Code Port Security). 	• OP Office		
2.	Selasa, 31 Januari 2023	<ul style="list-style-type: none"> Lanjutan menginput dan mencetak data personil contractor yang masih aktif. 	• OP Office		
3.	Rabu, 01 Februari 2023	<ul style="list-style-type: none"> Menginput Payment Application dan mencetaknya. 	• OP Office		
4.	Kamis, 02 Februari 2023	<ul style="list-style-type: none"> Menginput dan mencetak ISPSS Pt. Sarana Baja Perkasa, Pt. Semesta Alam Kencana, dan Pt.Sinar Jamitra. Menginput dan mencetak Vehicle Pass. 	• OP Office		
5.	Jum'at, 03 Februari 2023	<ul style="list-style-type: none"> Mengecek dan mencetak Payment Appliacion. Menyusun dokumen-dokumen invoice yang telah selesai ke dalam tempatnya sesuai tujuannya. Membagikan masker ke ruangan Invoice, Container Yard, dan Shipping Line. 	• OP Office		

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

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











Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Senin, 06 Februari 2023	<ul style="list-style-type: none"> Mencetak dan Menyusun PA. Mengcopy PA dan Menyusun ke invoice. Menginput dan mencetak Shipment Plan. 	• OP Office		
2.	Selasa, 07 Februari 2023	<ul style="list-style-type: none"> Menginput dan mencetak Shipment Plan. Menginput dan mencetaj Delivery Number. Mnginput dan mencetak HBD Transportation (Barang dalam negeri/Domestik) 	• OP Office		
3.	Rabu, 08 Februari 2023	• Izin	• OP Office		
4.	Kamis, 09 Februari 2023	• Izin	• OP Office		
5.	Jum'at, 10 Februari 2023	• Izin	• OP Office		

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

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

Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Senin, 13 Februari 2023	<ul style="list-style-type: none"> Membuat dan melaminating ISPS Code Pass for contractors 	<ul style="list-style-type: none"> OP Office 		
2.	Selasa, 14 Februari 2023	<ul style="list-style-type: none"> Menjawab telepon kerja Lanjutan melaminating ISPS Code Pass for contractors 	<ul style="list-style-type: none"> OP Office 		
3.	Rabu, 15 Februari 2023	<ul style="list-style-type: none"> Menginput shipment plan for container Mengecek Bill of leading 	<ul style="list-style-type: none"> OP Office 		
4.	Kamis, 16 Februari 2023	<ul style="list-style-type: none"> Menjawab telepon kerja Menginput dan mencetak ISPS Code Passs for employee Mengscan invoice untuk domestic 	<ul style="list-style-type: none"> OP Office 		
5.	Jum'at, 17 Februari 2023	<ul style="list-style-type: none"> Lanjutan mencetak dan melaminating ISPS Code 	<ul style="list-style-type: none"> OP Office 		

Catatan

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

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








Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Pordi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 11 Januari 2023 sd Juli 2023





No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord. Lapangan	Public Relation
1.	Senin, 20 Februari 2023	• Mengecek dokumen rekap rincian tagihan handling at warehouse MV.Saga Tucano	• OP Office		
2.	Selasa, 21 Februari 2023	• Mengecek scalling tiket dan surat jalan kendaraan	• OP Office		
3.	Rabu, 22 Februari 2023	• Lanjutan mengecek scalling tiket dan surat jalan kendaraan • Mengecek dokumen perincian muatan barang (Repas)	• OP Office		
4.	Kamis, 23 Februari 2023	• Izin	• OP Office		
5.	Jum'at, 24 Februari 2023	• Izin	• OP Office		

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

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







Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/DIV-Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 s/d Juli 2023





No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 27 Februari 2023	<ul style="list-style-type: none"> Menginput dan mencetak ISPS Code Port Security Pass for visitor darat (100 pcs) 	OP Office		
2	Selasa, 28 Februari 2023	<ul style="list-style-type: none"> Menyusun dokumen daftar laporan biaya OPP/OPT dan PBM Pelabuhan PKU-PRW Menginput Invoice Control System 	OP Office		
3	Rabu, 01 Maret 2023	<ul style="list-style-type: none"> Menginput HBD Transportation System (HTS) Menginput no Invoice dari FSD 	OP Office		
4	Kamis, 02 Maret 2023	<ul style="list-style-type: none"> Menginput no Invoice dari FSD Menginput Invoice control system (ICS) 	OP Office		

		<ul style="list-style-type: none"> • Menyusun dokumen daftar laporan biaya opp/opt dan pbm pelabuhan pbm pku-prw • Mengscan invoice dan faktur pajak • Mengscan proposal demmurage dan dispatch 			
5	Jum'at, 03 Maret 2023	<ul style="list-style-type: none"> • Menginput dan mencetak ISPS Code Port Security Pass for PT.Sarana Mitra Luas 	OP Office		

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







Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/DIV-Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 s/d Juli 2023





No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 06 Maret 2023	<ul style="list-style-type: none"> Melaminating ISPS Code Pass for contractor PT.Sinar Mitra Luas dan PT.Sinar Jatimitra Menjawab telfon kantor Menyusun dokumen daftar laporan biaya OPP/OPT dan PBM Pelabuhan PKU-PRW 	OP Office		
2	Selasa, 07 Maret 2023	<ul style="list-style-type: none"> Menjawab telfon kantor Menyusun dokumen daftar laporan biaya OPP/OPT dan PBM Pelabuhan PKU-PRW Mengecek jumlah dokumen empty cut short distance 	OP Office		
3	Rabu, 08 Maret	<ul style="list-style-type: none"> Menginput data ke TP OPP-OPT BTM 	OP Office		

	2023				
4	Kamis, 09 Maret 2023	<ul style="list-style-type: none"> Menyusun dokumen rekap biaya pengurusan pulp and paper bulan januari 	OP Office		
5	Jum'at, 10 Maret 2023	<ul style="list-style-type: none"> Menginput data ISPS Code Employee AW dan Material 	OP Office		

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







Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/DIV-Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 s/d Juli 2023







No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 13 Maret 2023	<ul style="list-style-type: none"> • Menginput dan mencetak ISPS Code Port Security Pass for employee • Menjawab telfon kantor 	OP Office		
2	Selasa, 14 Maret 2023	<ul style="list-style-type: none"> • Melihat langsung kelapangan proses bongkar empty container, proses lansir container, dan pengecekan container • Menginput dan melaminating ISPS Code port security pass for PT.Sarana Mitra Luas dan vehicle pass PT.Sarana Baja Perkasa • Menjawab telfon kantor 	OP Office		
3	Rabu, 15 Maret 2023	<ul style="list-style-type: none"> • Menjawab telfon kantor • Menginput invoice control system (ICS) 	OP Office		

		<ul style="list-style-type: none"> • Menginput HBD Transportation System 			
4	Kamis,16 Maret 2023	<ul style="list-style-type: none"> • Menginput no Invoice dari FSD • Mengecap dan mengscan Tax Invoice • Mengecek dokumen surat pengantar 	OP Office		
5	Jum'at, 17 Maret 2023	<ul style="list-style-type: none"> • Mengikuti Quis Safety • Menginput no Invoice dari FSD • Merapikan dokumen invoice fajar kasih sejahtera 	OP Office		

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









Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/DIV-Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 s/d Juli 2023



No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 20 Maret 2023	<ul style="list-style-type: none"> • Menyusun dokumen invoice fajar kasih sejahtera • Menginput dan melaminating isps code port security pass for employee and contractor • Mengantarkan dokumen pa yang akan di periksa • Mengangkat telfon kantor • Menginput invoice control system dan Hbd Transportation System 	OP Office		
2	Selasa, 21 Maret 2023	<ul style="list-style-type: none"> • Menginput HTS • Menginput dan mengecek SMD Report (Rekap Ongkos Angkut 	OP Office		
3	Rabu, 22 Maret	<ul style="list-style-type: none"> • Libur 	OP Office		

	2023				
4	Kamis, 23 Maret 2023	<ul style="list-style-type: none"> • Menginput no Invoice dari FSD • Menginput dan mengecek rekap ongkos angkut • Menginput HTS • Mengscan invoice dan faktur pajak • Merevisi rekap ongkos angkut bulan juli 2022 s/d Maret 2023, serta logsheet. 	OP Office		
5	Jum'at, 24 Maret 2023	<ul style="list-style-type: none"> • Menlanjutkan revisi rekap ongkos angkut dan revisi logsheet • Menginput HTS dan HTMS • Mengscan invoice dan faktur pajak • Menginput invoice control system 	OP Office		
6	Sabtu, 25 Maret 2023	<ul style="list-style-type: none"> • Memeriksa surat pengantar container 			

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







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Tanggal Praktek : 12 Januari 2023 s/d Juli 2023





No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 27 Maret 2023	<ul style="list-style-type: none"> Menyusun dokumen invoice PT Sarana Baja Perkasa Menginput invoice control system dan Hbd Transportation System 	OP Office		
2	Selasa, 28 Maret 2023	<ul style="list-style-type: none"> Menginput HTS Menginput dan mengecek SMD Report (Rekap Ongkos Angkut Membuat TMS Logsheets 	OP Office		
3	Rabu, 29 Maret 2023	<ul style="list-style-type: none"> Menyusun dokumen biaya opp/opt dan pbm pelabuhan pekanbaru/perawang 	OP Office		
4	Kamis, 30 Maret	<ul style="list-style-type: none"> Menyusun dokumen biaya opp/opt dan pbm 	OP Office		

	2023	pelabuhan pekanbaru/ perawang.			
5	Jum'at, 31 Maret 2023	<ul style="list-style-type: none"> • Menyusun dokumen biaya opp/opt dan pbm pelabuhan pekanbaru/ perawang • Menginput HTS dan HTMS 	OP Office		

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






Nama : Haziratul Sabila
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/DIV-Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 s/d Juli 2023



No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 03 April 2023	<ul style="list-style-type: none"> • Training PRW-Loading Process (Breakbulk) • Mengecek Bill of leading 	OP Office		
2	Selasa, 04 April 2023	<ul style="list-style-type: none"> • Menginput dan melaminating isps code pass for PT.SJK dan PT.SAK • Menginput invoice control system PT.Sarana Baja Perkasa • Mengecek Surat Pengantar Container PT.Sarana Baja Perkasa 	OP Office		
3	Rabu, 05 April 2023	<ul style="list-style-type: none"> • Mengscan dokumen invoice • Menginput dan mengeprint payment application • Menginput invoice 	OP Office		

		control system • Kunjungan ke dermaga atau Jetty 1 s/d 10 dan jetty Rasau Kuning			
4	Kamis, 06 April 2023	• Menginput HTS dan SMD Approval date and Periodic Report • Mengscan invoice PT.Mitra Utama Logistic	OP Office		
5	Jum'at, 31 Maret 2023	• Libur wafat isa almasih	OP Office		

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


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Jurusan/Prodi : Administrasi Niaga/DIV-Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 s/d Juli 2023





No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 10 April 2023	<ul style="list-style-type: none"> • Menginput Htms • Menginput No.Invoice dari FSD • Menginput dan mengprint Paymant Application 	OP Office		
2	Selasa, 11 April 2023	<ul style="list-style-type: none"> • Menjaga stand bazar minyak goreng PT.Indah Kiat Pulp And Paper Tbk Perawang 	OP Office		
3	Rabu, 12 April 2023	<ul style="list-style-type: none"> • Menginput ICS • Menginput No.invoice dari FSD • Menginput HTS dan HTMS • Mengecek Bill of Leading 	OP Office		
4	Kamis, 13 April 2023	<ul style="list-style-type: none"> • Menginput ICS SH Cotagen Ltd • Menginput SMD dan 	OP Office		

		<p>membuat report periodic'</p> <ul style="list-style-type: none"> • Menyusun dokumen daftar laporan biaya opp/opt dan pbm pelabuhan pekanbaru-perawang • Mengambil daftar baju karyawan di kantor Hijau (Ruangan konsumtif) 			
5	Jum'at, 14 April 2023	<ul style="list-style-type: none"> • Membantu persiapan bukber dengan Bupati Siak di Aula Bunut PT.Indah Kiat Pupl and Paper Tbk Perawang 	OP Office		

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No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 17 April 2023	<ul style="list-style-type: none"> • Menyusun dokumen OPP/OPT dan PBM Pelabuhan Pku-Prw • Menginput HTS dan HTMS 	OP Office		
2	Selasa, 18 April 2023	<ul style="list-style-type: none"> • Menginput HTS dan HTMS • Menyusun dokumen invoice masuk • Menginput jenis barang muat • Mengecek container no PT.OOCL Logistic Indonesia 	OP Office		
3	Rabu, 19 April 2023	<ul style="list-style-type: none"> • Izin Lebaran 	OP Office		

4	Kamis, 20 April 2023	• Izin Lebaran	OP Office		
5	Jum'at, 21 April 2023	• Izin Lebaran	OP Office		











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Tanggal Praktek : 12 Januari 2023 s/d Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 24 April 2023	• Izin Lebaran	OP Office		
2	Selasa, 25 April 2023	• Izin Lebaran	OP Office		
3	Rabu, 26 April 2023	• Izin Lebaran	OP Office		
4	Kamis, 27 April 2023	• Menginput Invoice control system • Menginput HTS dan HTMS	OP Office		
5	Jum'at, 28 April 2023	• Menginput HTS dan HTMS	OP Office		






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 Tanggal Praktek : 12 Januari 2023 s/d Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1	Senin, 08 Mei 2023	<ul style="list-style-type: none"> Membuat isps card PT.SML,SJK,SAK dan karyawan AW Menginput ICS, dan HTS PT.Pelindo Mengantar Dokumen 	OP Office		
2	Selasa, 09 Mei 2023	<ul style="list-style-type: none"> Menyusun invoice masuk Membuat isps code. 	OP Office		
3	Rabu, 10 Mei 2023	<ul style="list-style-type: none"> Membuat case study 	PR		
4	Kamis, 11 Mei 2023	<ul style="list-style-type: none"> Membuat case study 	PR		
5	Jum'at, 12 Mei 2023	<ul style="list-style-type: none"> Membuat case study 	PR		











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 Tanggal Praktek : 12 Januari 2023 sd Juni 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 15 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 16 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 17 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
4.	Kamis, 18 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
5.	Jumat, 19 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		











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 Tanggal Praktek : 12 Januari 2023 sd Juni 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 22 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 23 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 24 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
4.	Kamis, 25 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
5.	Jumat, 26 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		











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 Tanggal Praktek : 12 Januari 2023 sd Juni 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 29 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 30 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 31 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
4.	Kamis, 1 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office		
5.	Jumat, 2 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office		

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 Tanggal Praktek : 12 Januari 2023 sd Juni 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 05 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 06 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 07 Juni 2023	Mempresentasikan laporan Studi kasus	Public Relation Office		
4.	Kamis, 08 Juni 2023	Mengurus surat menyurat dan pengumpulan laporan Studi kasus	Public Relation Office		
5.	Jumat, 09 Juni 2023	1. Persiapan berkas Pulang 2. Check out keluar dari mess	Public Relation Office		

Appendix 6: Photo of The Author with Employees of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill



Figure 1 Photo with Manager Customer Satisfaction Guaranteed Paper Department
Source: The Author Personal Photo (2023)



Figure 2 Photo with Public Relation Manager
Source: The Author Personal Photo (2023)



Figure 3 Photo with Head of Operational Port Division
Source: The Author Personal Photo (2023)



Figure 4 Photo with Operation Port Manager
Source: The Author Personal Photo (2023)



Figure 5 Photo with Logistic Manager
Source: The Author Personal Photo (2023)



Figure 6 Photo with Container Yard Manager
Source: The Author Personal Photo (2023)



Figure 7 Photo with OP Supervisor
Source: The Author Personal Photo (2023)



Figure 8 Photo with Public Relation Employee
Source: The Author Personal Photo (2023)



Figure 9 Visit to Jetty 1-10 & Rasau Kuning

Source: The Author Personal Photo (2023)



Figure 10 Visit to the Process of Loading and Unloading, Stuffing Containers
Source: The Author Personal Photo (2023)



Figure 11 The Author Photo at Jetty Rasau Kuning
Source: The Author Personal Photo (2023)



Figure 12 The Author Photo at Jetty 10
Source: The Author Personal Photo (2023)



Figure 13 The Author Photo at Pulp Warehouse
Source: The Author Personal Photo (2023)



Figure 14 The Author Photo at SCD Office
Source: The Author Personal Photo (2023)



Figure 15 Accepting Incoming Invoice
Source: The Author Personal Photo (2023)



Figure 16 Photo with Safety Induction Trainer Ms. Yuliani
Source: The Author Personal Photo (2023)



Figure 17 Photo with Safety Induction Operation Port Trainer Mr. Novri
Source: The Author Personal Photo (2023)



Figure 18 Guard the Bazaar Stand
Source: The Author Personal Photo (2023)



Figure 19 Iftar with PT IKPP, IKA UNRI, and Siak District Government
Source: The Author Personal Photo (2023)



Figure 20 Visit to Pulp Warehouse
Source: The Author Personal Photo (2023)



Figure 21 Iftar with Operation Port and SCD Department
Source: The Author Personal Photo (2023)



Figure 22 Iftar With Operation Port Office
Source: The Author Personal Photo (2023)



Figure 23 Eid Al-Fitr at Mr. Royandi House as OP Manager
Source: The Author Personal Photo (2023)



Figure 24 Eid Al-Fitr at Ms. Nurafni House as Supervisor
Source: The Author Personal Photo (2023)



Figure 25 Document List of Port OPP/OPT and PBM Cost Report
Source: The Author Personal Photo (2023)



Figure 26 Entry ICS Data, HTS Data, Periodic Report and Logsheet
Source: The Author Personal Photo (2023)



Figure 27 Create ISPS Code Port Security Pass
Source: The Author Personal Photo (2023)



Figure 28 Farewel Party with Opertion Port Employees
Source: The Author Personal Photo (2023)

WRITER BIOGRAPHY



The writer of this thesis is Haziratul Sabila. The daughter of Mr. Misrul and Mrs. Asmidar, she was born in Bagan Siapi-api, on February 9 2001, and has one brother named Alif Jidan Sabili. His educational history began when he finished elementary school in 2013, at SDN 31 Penampi, junior high school in 2017, at SMPN 12 Bengkalis, and high school in 2019, at SMAN 01 Bengkalis. After graduating from high school, she then decided to continue her studies at State Polytechnic of Bengkalis with a majority majoring in Business Administration, and an Applied Bachelor of International Business Administration Study Program, starting from 2019 until now.

The author has a lot of experience in organizing while studying at State Polytechnic Of Bengkalis, and also actively participates in several campus events and activities. And in August 2021 the author conducted an industrial visit and table manners in Medan-Aceh. Besides that, I am also an outstanding student at the Bengkalis State Polytechnic Campus. Researchers participated in many activities, one of which was a scientific writing competition in 2021 at Allaudin University, Makasar, Muhammadiyah University, Surakarta. I am grateful to be able to make the campus proud and of course the good name of my beloved business administration department.

With high motivation, as well as support and prayers from both parents, all family, closest friends, and also all lecturers that finally made her successful in completing this practical work at "PT. Indah Kiat Pulp & Paper Tbk-Perawang (Operation Port Division)". Under the guidance of Mr. M. Alkadri Perdana.B.Sc., M.Sc. And hopefully this practical work can be useful and contribute to the world of education.