

APPRENTICESHIP REPORT
PT. KUALA LUMPUR KEPONG (KLK) DUMAI

NENENG
5404191217



INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
POLYTECHNIC STATE OF BENGKALIS
2023

**APPRENTICESHIP REPORT
PT. KUALA LUMPUR KEPONG (KLK) DUMAI**

Written as one of the conditions for completing Apprenticeship

NENENG
5404191217

Bengkalis, July 5th, 2023

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ACKNOWLEDGEMENT

Assalamu'alaikum Wr. Wb.

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author in order to complete practical work activities and have completed the practical work report that the author did at PT.KLK Dumai on time, starting from February 6 to June 5, 2023. The author would also like to thank all the employees of PT.KLK Dumai who are very kind, friendly and welcome the author to join and have the opportunity to become a member of the family of PT.KLK Dumai In preparing this Job Training report.

The author realizes that without guidance from various parties this job the training report cannot be completed within a certain time, so the authors would like to thank all those who have been involved and helped the author. Related parties include:


1. Mr. Johnny Custer., MT as the Director of the Bengkalis State Polytechnic.
2. Mr. Armada., MT as Vice Director I of the Bengkalis State Polytechnic.
3. Mrs. Supriati, S.ST., M.Si as the Head of the Department of Business Administration of the Bengkalis State Polytechnic International.
4. Mrs. NazrantikaSunarto, S.E., M.M as Secretaryof the Departmentof Business Administration of the Bengkalis State Polytechnic International.
5. Mrs. Wan Junita Raflah, B.Sc., M.Ec.Dev as the Head of International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Practical Work Coordinator of the International Business Administration Undergraduate Study Program in 2023.
7. Mr. Adrian Irnanda Pratama, S.Sos., MBA as the Internship Report Advisor who always provides direction and guidance during the writing of this report.
8. All Lecturers and Laboratory Assistans for the Department of Business Administration, especially the Bengkalis State Polytechnic International.
9. Mr. Pang Chee Hwee as President Director of PT. KLK Dumai.
10. Mr. Yogi Rinanda as HR & GA Manager of PT. KLK Dumai which has given permission to carry out field work practice activities.

11. Mr. Lukman Zuhanda as the main mentor who provided direction and explanation during the practical work.
12. Mr. Jaka Brian Saputra as the accompanying mentor who has assisted during the implementation process and preparation of practical work reports.
13. All employees of PT. KKK Dumai who has provided guidance and a lot of experience to the author during the internship
14. Mother, father, brother and sister who never stop giving prayers, advice, encouragement, attention and affection, as well as all forms of support that have been given.
15. Best friends, Entrepreneur Candidate Group, Endang Yulianti, Septi Almadani and Indah Julita who have provided advice and a place to share experiences in each internship place.

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 hope for constructive criticism and suggestions to be a reference for writers in the future. Hopefully this job training report is useful for writers and readers.

Wassalamu'alaikum Wr. Wb

Bengkalis, 05 July, 2023



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they can become individuals who are ready to compete in various sectors, especially in the industrial sector. To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is less if students only rely on theoretical knowledge obtained from universities.

The relationship between theory and practice in the world of education is important to compare and prove something that has been learned in theory with the actual situation in the world of work. The Bengkalis State Polytechnic has a responsibility in preparing its students to compete in the real world of work. Apprenticeship is a learning process to get to know the real world of work directly. This Apprenticeship is carried out annually and is mandatory for every Bengkalis State Polytechnic student with the aim of being able to implement the knowledge they have learned into the world of work. apprenticeship is a series of activities that include understanding scientific theories/concepts that are applied in work according to the profession in the field of study. apprenticeship can add insight, knowledge and abilities to students, and be able to solve scientific problems in accordance with the theory obtained while in college.

Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world which they will later be involved in. In line with that, universities require their students to take Apprenticeship courses which are held in even semesters. Apprenticeship is an Intra-Curricular Activity that is part of the State and Community Life Courses, all majors at the Bengkalis State Polytechnic.

In general, the implementation of the Apprenticeship aims to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices. After carrying out a specific Apprenticeship, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the above-mentioned Apprenticeship objectives ultimately refers to the professional formation of students who have broad skills and knowledge in the field of International Business Administration. With these abilities, graduates of the Bachelor of Applied International Business Administration at Bengkalis State Polytechnic are expected to be able to apply their skills and knowledge. the implementation of the Apprenticeship aims to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

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Bengkalis State Polytechnic also seeks to improve students' abilities by conducting training in companies so that they can realize the mission of the Polytechnic to make staff ready to use and have links and compatibility between the industrial world and the world of education that is carried out well.

Along with the development of the times, the industrial sector in Indonesia has increased and developed rapidly. This causes the atmosphere of competition in the world of work to become increasingly stringent, so that reliable and quality human resources are needed in the industrial sector, especially in the field of chemical engineering. The development of human resources in tertiary institutions is carried out through teaching and learning activities, research and community service. In order to achieve optimal results in the development of science and technology, good cooperation and communication lines are needed between various parties, starting from universities, industry, government agencies or private parties.

The development of palm oil production in Indonesia continues to increase every year. Palm oil production is divided into 2, namely palm oil (CPO) and palm kernel oil (CPKO). Palm fruit is the raw material for making CPO (crude palm oil) and CPKO (crude palm kernel oil). CPO is produced from the flesh of the palm fruit, while CPKO is produced from the core of the fruit. Processed fresh fruit bunches (FFB) need attention even though Indonesia is not fully superior in downstream products (biodiesel, cooking oil, butter) but CPO and CPKO are the main export commodities from the plantation sector. Along with the development of palm oil production, the number of palm oil processing factories continues to increase.

PT Kuala Lumpur Kepong (KLK) Dumai is one of the CPKO product processing factories. The resulting products are fatty acids and glycerine. The resulting fatty acid and glycerine are then exported to Malaysia. The process of separating fatty acids and glycerine at PT KLK Dumai goes through the oil splitting stage, at this stage the hydrolysis process occurs. The hydrolysis process is a chemical reaction that occurs due to the meeting of oil and water at a certain pressure and temperature.

One of the companies in Malaysia that cooperates with PT KLK Dumai to date is PT Oleomas Sdn. The competition of the palm oil industry, especially competition between stockpile tank companies in Riau province, the company implements an internationally recognized management system, namely the ISO 9001 and HACCP management systems. PT KLK Dumai in ensuring the quality of derivative products with control management that oversees several departments responsible for their respective positions.

These departments are, finance department, Human Resource & General Affairs (GA) Department, Production Department, Logistics Department, under BOD department, maintenance department, and Quality Assurance (QA)/ Quality Control (QC) Department. These departments will work together for the benefit of the company to achieve common goals. Therefore, each department has its own duties and responsibilities.

PT. KLK Dumai is one of the foreign companies in Indonesia, where the company's center is in Malaysia and engaged in import exports, as for my reason why the Apprenticeship here is in accordance with the author's major so that it can apply the knowledge that the author has gained on campus to carry out an apprenticeship and to know about how palm oil products are processed, how products are packaged, and how products are marketed. As well as knowing the culture of a foreign company in Indonesia in running its business.

Apprenticeship Activities carried out in the Logistics Department in the bulk goods export section. The activities taught are, Making Documents for Work Appointments (SPK), Making Shipping Instructions (SI) Documents, Pre Invoice, Pre Packing List, Making 3D Forms, Making Open Lock/Seal Documents, Making Notification Documents Goods Readiness (PKB), Submission of Samples, Making Manual Invoice, Making Goods Export Notifications (PEB), Commercial Invoice, Packing Lists, and E-SKA (CO).

1.2 Purposes of the Apprenticeship

Apprenticeships is one of the activities of the Bengkalis State Polytechnic students in completing their studies. In order to achieve the expected result, it is necessary to know the purpose of the apprenticeship, which are as follows:

1. To find out the job description of practical activities at PT.KLK Dumai
2. To find out the time and place of practical work at PT. KLK Dumai
3. To find out the system and work practical procedures at PT. KLK Dumai
4. To find out the obstacles in the practical during PT.KLK Dumai.

1.3 Significance of the Apprenticeship

Practical work certainly has great benefits for students, universities and companies, while the benefits of practical work include:

1.3.1 Significance for students

With the apprenticeship program, it is hoped that it will provide opportunities for Bengkalis State Polytechnic students to be able to apply the knowledge gained during lectures to be practiced in the world of work.

1.3.2 Significance for State Polytechnic of Bengkalis

with the Apprenticeship program, it is hoped that the Bengkalis State Polytechnic can establish good cooperation and relations with various parties.

1.3.3 Significance for the Company

The establishment of cooperation between the world of education and companies or agencies The company received assistance from students who did practical work. With the Apprenticeship program, it is hoped that it will provide opportunities for Bengkalis State Polytechnic students to be able to apply the knowledge gained during lectures to be practiced in the world of work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Kuala Lumpur Kepong Berhad (“KLK”) is a company incorporated in Malaysia and registered on the Main Market of the Bursa Malaysia Securities Berhad. It has a market capitalization of approximately RM21.687 billion at the end of September 2021. KLK traces its history back to 1906 when The Kuala Lumpur Rubber Company Limited (“KLRC”) was founded in London. With paid-up capital of £180,000, KLRC managed to acquire 5 plantations covering 640 hectares of land mostly planted with rubber and coffee, located in Kuala Lumpur. KLRC's shares were listed on the London Stock Exchange in 1907. By 1956, KLRC had planted 4,384 hectares of rubber, of which 35% was reported to be immature and 65% yielding, about half of which was seedling rubber and the other half budding rubber. Oil palms have not yet been planted, but some test coffees were planted, and sporadic tin mining activities took place. Between 1959 and 1961, a series of acquisitions took place. Around this time KLRC also acquired The Eastern Sumatra Rubber Estates Ltd. which has plantations in Sumatra, Indonesia. Since the largest plantation company acquired was Kepong (Melayu) Rubber Estates Ltd., the Company's name was changed to Kuala Lumpur-Kepong Amalgamated Limited (“KLKA”) in 1960. By this time, the Company had increased its plantation holdings to approximately 30,000 ha.

PT KLK Dumai is a company established in the context of foreign investment as referred to in Law no. 1 of 1967 and Law no. 11 of 1970 concerning foreign investment. Approval for the establishment of a company from the government of the Republic of Indonesia was obtained based on a letter from the minister of the state for activating investment funds. Established on 20 June 2011, KLK Oleo Dumai is a business unit of the Kuala Lumpur Kepong Berhad (KLK) group, a leading international plantation group listed on the Kuala Lumpur Stock Exchange, Malaysia.

Along with the increasing production needs, PT KLK Dumai built a refinery and oleo chemical palm oil processing factory located on Jalan Datuk Laksamana, Pelindo 1 Dumai area, Riau Province. The first project activity was in March 2012. The initial total production capacity was 20 tons/hour. After conducting several researches to improve the production system so that the current production capacity has reached 30-40 tons/hour.

The KLK group then moved its business to Malaysia in 1972. Plantation is still its main business. KLK then expanded its business network into property, and personal care products and groceries, through its wholly owned subsidiary Crabtree & Evelyn, USA. Responding to the need for diversification, KLK has also expanded its business into downstream palm oil manufacturing to Malaysia, China, Europe and Indonesia.

Products produced by PT KLK Dumai will be exported to Malaysia. One of the companies in Malaysia that has collaborated with PT KLK Dumai to date is PT Oleomas Sdn. Bhd.



Figure 2.1 KLK OLEO Logo
Source: Processed Data, 2023



Figure 2.2 KLK Logo
Source: Processed Data, 2023

Figure 2.1 is the logo used for each product produced by PT KLK Dumai. While Figure 2.2 is the logo used by PT KLK Dumai as the company logo.

PT KLK Dumai is located on Jalan Datuk Laksamana, Pelindo 1 area, Buluh Kasap, East Dumai, Dumai City, Riau Province. The choice of this location was of course based on a number of considerations, one of which is because this location is a port area which is an access for factory transportation to send products or samples to Malaysia. The selection of this location is very appropriate for the industry when viewed from several aspects such as:

1. **Transportation** The factory is located in the Pelindo 1 Complex area where the factory is not far from the city and is a port area which is the factory's transportation access for sending products or samples to Malaysia.
2. **Land and Water Requirements** This company was built on land owned by Pelindo, so this company is still renting or contracting to Pelindo. For water purposes it is not a problem because the water source is at the factory site.
3. **Soil Condition** The land of the factory site is lowland and meets the requirements for building a factory, not hilly or swampy.
4. **The need for electricity** comes from PT. KJA is right next to the PT.KLK factory.



Figure 2.3 PT.KLK Dumai
Source: Processed Data, 2023

2.2 Vision and Mission of PT. KLK DUMAI

2.2.1 Company Vision

"Growing to become the most trusted global partner in oleo-based products and solutions, thereby enriching people's lives sustainably every day."

2.2.2 Company Mission

While the mission of PT. KLK are as follows. We strive to emerge as a global power in the oleochemicals industry and arena aiming to continuously build a better industry including:

1. Offer quality products and services at competitive prices.
2. Make a good and responsible company.
3. Earning a reasonable return on investment.
4. Maintaining stable productivity and adequate productivity.
5. Grow through profit investing.
6. Maintaining ethical business standards and practices.
7. Fulfilling corporate social responsibility in the communities where the company operates.

2.3 Kind of Business PT. KLK Dumai

PT KLK is a derivative factory of palm kernel oil located in the Pelindo 1 Dumai Complex area with a production capacity of 500 MT per day with CPKO/CPKOL/PKFAD/RBDPS raw materials and others. These raw materials are obtained from various types of palm oil processing factories in Sumatra and outside Sumatra. Products resulting from processing are SPKFA, Crude Glycerine, and DPKFA.

Competition in the palm oil industry, especially competition between storage tank companies in Riau province, has resulted in companies implementing an internationally recognized management system, namely the international organization for standardization (ISO) 9001 management system and hazard analysis critical control point (HACCP).

ISO 9001 focuses on the wants and expectations of consumers. One of the expectations of consumers is to get food products (maximum and minimum) that are safe. In the previous era, namely ISO 9001 as a quality management system, it was considered common, so that a separate system related to food safety emerged, such as HACCP.

The combined application of HACCP to ISO 9001 will be able to produce a food safety system that is much more effective and efficient than the application of ISO 9001 and HACCP separately. For example, the application of HACCP for risk identification and hazard control, in accordance with quality planning and preventive measures required in ISO 9001.

2.3.1 Field of Business PT KLK Dumai

The field of business produced by PT KLK Dumai is to produce several types of products including those that the author will explain below:

1. Fatty Acids

In general, Fatty Acids are produced from the following processes, Raw Materials (CPKO and RBDPKO) are pumped to the splitting where a hydrolysis process occurs which produces saturated Fatty Acids by providing Hydrogen, then a Distillation process followed by a Fractionation process and finally Fatty Acids are produced.

2. Crude Glycerin

Viscous liquid with a natural sweet taste that is light yellow to dark brown in color. It is the crude form of Glycerine occurring in the combined form of vegetable oils and fats as triglycerides. It is also found in animal fats. Crude Glycerine is obtained as a by-product of the biodiesel manufacturing and the oleochemical industry.

2.3.2 Human Resources PT. KLK Dumai

Human resources (HR) is a very important source of factors that cannot even be separated from an organization, both institutions and companies. Human resources have a big influence on a company and it is necessary to develop human

resources (HR) so that they can match the company's strategy. PT KLK Dumai has a total of 107 employees. 90% of the workforce in our company comes from the city of Dumai by prioritizing local youths who meet job seeker qualification standards, 10% are skilled workers protecting and maintaining company and community productivity in carrying out production activities.

1. General Time (Non Shift)

General time is the time that applies to employees and employees who work in the office. The working time that applies to the general time section, namely:

- a. On Monday-Thursday:
 - 08.00-12.00 WIB (Working)
 - 12.00-13.30 WIB (Break)
 - 13.30-16.30 WIB (Working)
- b. On Friday
 - 08.00-11.30 WIB (Work)
 - 11.30-14.00 WIB (Break)
 - 14.40-16.30 WIB (Working)
- c. On Saturday
 - 08.00-12.00 WIB (Working)

2. Shift Time

Working time for employees and employees working in the factory section is divided into three shift times, namely as follows:

Table2.1. Shift Time Activity Schedule

<i>Shift Time</i>	<i>Working time</i>
Shifts 1	08.00-16.00 WIB
Shifts 2	16.00-24.00 WIB
Shifts 3	24.00-08.00 WIB

Source: Processed Data, 2023

At PT. KLK Dumai there is also the name long-shift. This long-shift is a schedule to replace those who get days off. Long-shift is divided into two,

namely:

Table 2.2. Long-Shift Activity Schedule

<i>Shift Time</i>	<i>Working time</i>
Shifts 1	08.00-20.00 WIB
Shifts 2	20.00-08.00 WIB

Source: Processed Data, 2023

2.3.2 Work Instructions According to SOP

SOP (Standard Operating Procedure) is a set of standard operating procedures that are used as guidelines within the company to ensure that each member's work steps are carried out effectively and consistently, and meet standards and systematics (Tambunan, 2003). According to Puspita and Rosmawati (2012), some of the objectives of SOP include:

1. Maintain the consistency of employee work.
2. Know the roles and functions of work in each section.
3. Clarify the steps of the task, authority and responsibility.
4. Avoid administrative errors.
5. Avoid mistakes, doubts, duplication and inefficiencies.

SOP has the benefit of being a reference document regarding how to or the process of completing a job (Handiwiyo and Panjaitan 2013). One solution to reduce the occurrence of various kinds of problems within a company and to increase continuous improvement is to implement SOPs (Setiawan, 2012).

2.4 Organizational Structure of PT. KLIK Dumai

The organizational structure of the company can be interpreted as a multilevel line that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. In addition, it also clearly describes the separation of work activities from each other and how the

relationship between activities and functions is limited. In a good organizational structure, it is necessary to explain the authority of who reports to whom, so there is one responsibility for what will happen. The organizational structure at PT. KLK Dumai as follows:

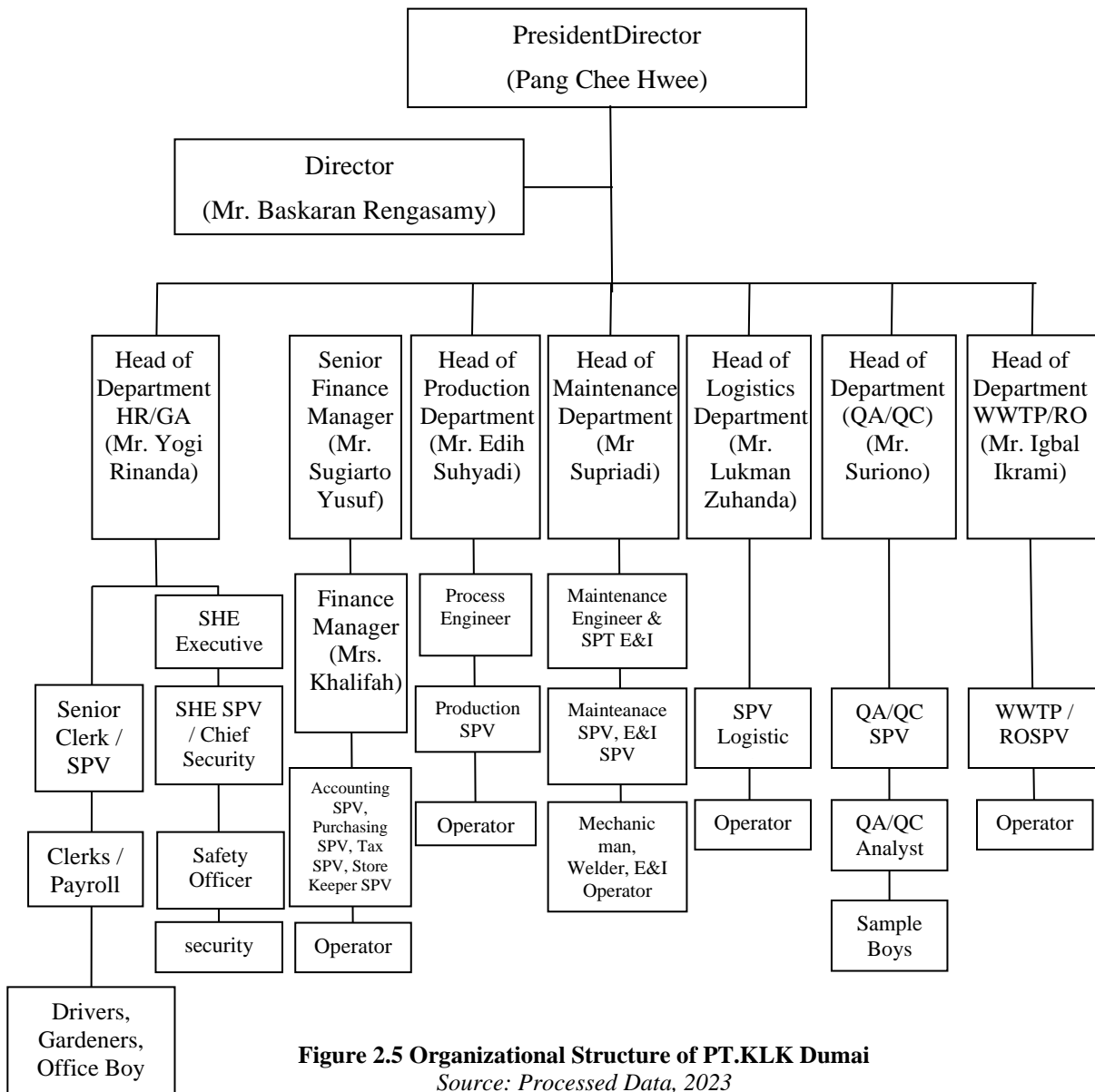


Figure 2.5 Organizational Structure of PT.KLK Dumai
 Source: Processed Data, 2023

Figure 2.5 is the organizational structure of PT. KLK Dumai which consists of the president director with responsibility as a leader in the company, the director as the representative of the president director, the head of the Human Resource (HR) or General Affairs (GA) department who is the head of the Human Resource (HR) or General Affairs (GA) section, finance management is in charge of the part that takes care of the company's finances, the head of department production is the head of the production department, the maintenance manager is the head of the maintenance department at the company, the head of the logistics department is in charge of taking care of the entry and exit of raw materials until they become products, the head of the Quality Assurance (Qa) or Quality Control (QC) department is in charge of ensuring the quality and quality of the product and the head of the WWTP/ RO is tasked with dealing with waste problems generated by the production process at the factory

2.5 The Working Process

Currently activities at PT. KLK Dumai, especially the Export Flow in the Logistics section, namely, Making Work Appointment Letters (SPK) Documents, Making Shipping Instructions (SI) Documents, Pre Invoices, Pre Packing Lists, Making 3D Forms, Making Open Padlock/Seal Documents, making Goods Readiness notification document (PKB), Sample Submission, Manual Invoice creation, Goods Export Declaration (PEB) Making, Commercial Invoice, Packing List, and E-SKA (CO). preparation of documents properly and correctly so that product exports run smoothly.

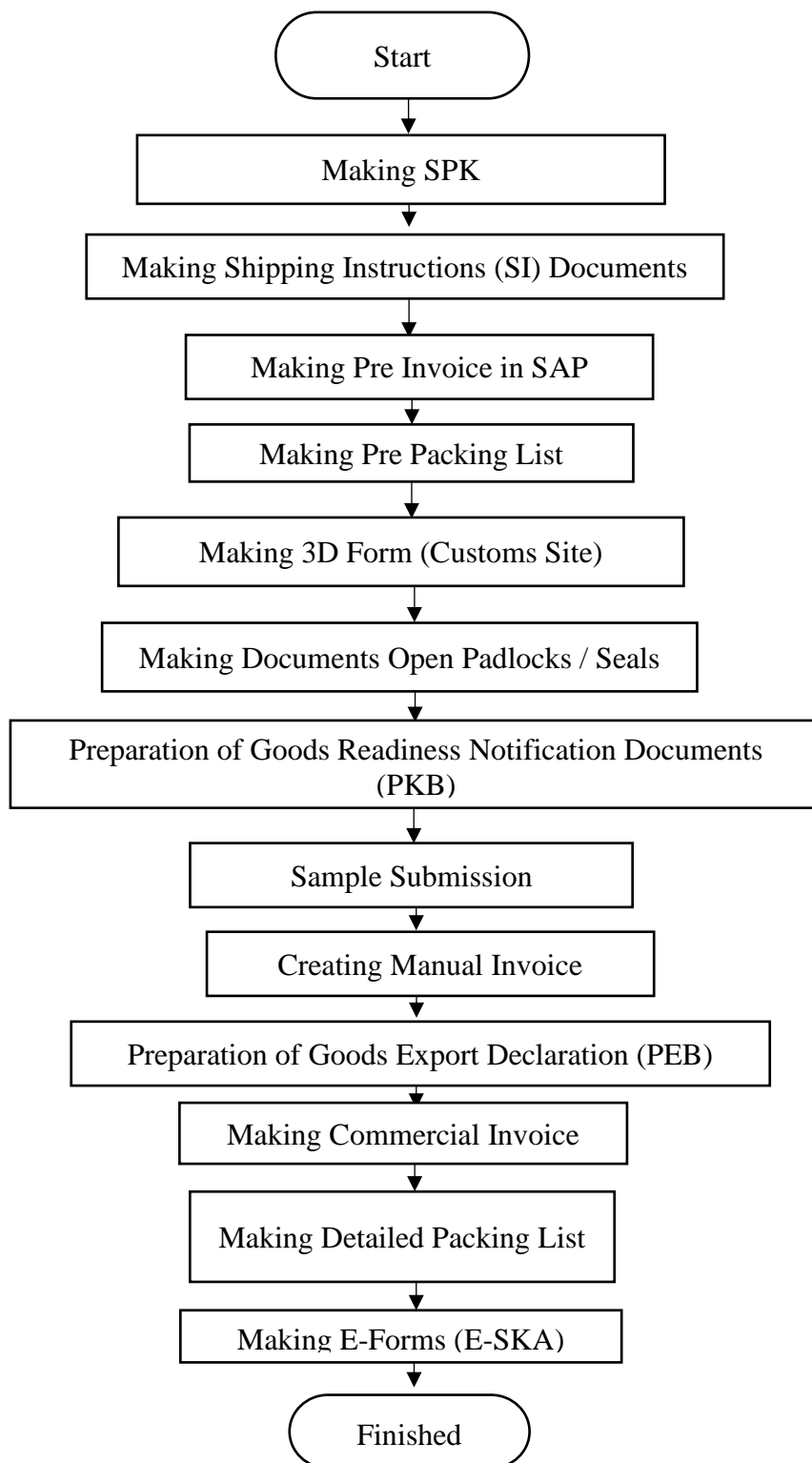


Figure 2.6 The Working process of Bulk Export Goods
Source: Processed Data, 2023

The logistics party will communicate with the Agent who has been appointed to monitor the ship's arrival schedule in accordance with the predetermined Estimate Time Of Arrival (ETA), prepare the necessary documents in the form of Work Appointment Letter (SPK), Shipping Instruction, Pre Invoice, Pre Packing List. then the logistics party will send an Email to the Agent and the Buyer, namely to notify that the product delivery process has been prepared. then the logistics party will send an Email to the Agent and the Buyer, namely to notify that the product delivery process has been prepared.

Then the creation of the 3D Form, the 3D form is the filling formula to fill in the permit data for loading export goods in bulk form. This filling is done by the logistics party before submitting the Proposed Goods Export Notification (PEB) document through the Exporter's export application module. The manufacture of bulk exports is carried out outside the customs area, as well as supervision and inspection of the goods.

Next prepare the Seal document, which will be given to the logistics operator for the field section, along with the 3D document and prepare the Goods Export Notification Document which will be submitted to Customs and Excise together with the submission of samples. For submitting samples, the logistics party picks up the product at the Laboratory or Quality Assurance (QA) or Quality Control (QC) Department according to the Purchase Order contract along with 3D documents and preparing Goods Export Notification Documents which will be submitted to the Customs and Excise together with the submission of samples. For submitting samples, the logistics party picks up the product at the Laboratory or Quality Assurance (QA) or Quality Control (QC) Department according to the PO contract.

Along with 3D documents and preparing Goods Export Notification Documents which will be submitted to the Customs and Excise together with the submission of samples. For submitting samples, the logistics party picks up the product at the Laboratory or Quality Assurance (QA) or Quality Control (QC) Department according to the PO contract.

Then submit the product along with supporting documents to the Customs

Office in the Customs and Excise Hangar of PT. KLK Dumai. Supporting documents in the form of a Notification of Goods Readiness (PKB) document and accompanied by a 3D form document. The Logistics Party then confirmed it to the Customs via Whatsapp. Furthermore, only waiting for the LHPIB Test Result Report and Goods Identification (LHPIB) 4 to 24 hours. Meanwhile field activities are carried out by the Logistics Operator, namely initial sounding activities, Initial Temperature, Sounding Result calculations, Commence Loading, Complete loading, Final sounding, and final sounding calculations. If you have received the results of the sounding, the employee will submit an application for an Inspection Report (LHP) Via Whatsapp to Customs.

Next, prepare for making a manual invoice with the results of the final sounding calculation. If you have received the total quantity and FOB value, then make a PEB (Export Notification of Goods), then submit the LHP then load the PEB, if so, then taking the Export Service Note (NPE) is proof that there has been a sale of goods abroad based on orders with parties and agreements certain. Export Service Note (NPE) issued automatically in the exporter's export application module by the Customs Service and Supervision Office (KPPBC) as proof of approval for export activities.

Next, create an Invoice by the SAP system, then print the Packing List. After all is done. Then the logistics will send an Email to the Buyer. The last step is the preparation of Form D (E-SKA) or Certificate of Origin, also known as *Certificate Of Origin (CO)*.

2.6 Documents Used for Activities

In carrying out its operational activities, there are several documents used by PT KLK Dumai, especially the Division, Logistics Department including the following:

1. Work Appointment Letter (SPK) is an order document to carry out or carry out company or agency activities. SPK is addressed to PT. Pelindo Multi Terminal Dumai Area. In connection with the plan to manufacture export products carried out by PT. KLK Dumai in the Pelindo Multi Terminal

Dumai Harbor Area.



PT. KIK DUMAI
Jalan Darul Laksmhana
Komplek Pelindo Regional Dumai
Rm. Blok F Blok. 02B, Dumai Timur
Kota Dumai, Riau 28000, Indonesia
T: +62 760 430700 F: +62 760 37311
www.kik.com.my

Surat Penunjukan Kerja
222/EXM-FLO/CLK-DUM/VI/2023

Perihal : PENUNJUKAN PBM

Kepada yth,
Usaha Bongkar Muat PT. Pelindo Multi Terminal Area Dumai
Branch Manager PT. Pelindo Multi Terminal
Attn. Bapak Khoiruddin Lubis

Sehubungan dengan rencana pemuatan Ekspor "DPKFA" yang akan dilaksanakan oleh Perusahaan kami PT. KIK Dumai di kawasan Pelabuhan Pelindo Multi Terminal Dumai, mohon bantuannya untuk pelaksanaan kegiatan sesuai ketentuan yang berlaku di Wilayah kerja PT. Pelindo Multi Terminal Dumai.

Terlampir data-data sebagai berikut :
Nama Kapal : MT SINAR MARATUA V. 17/23
Komoditas : Distilled Palm Kernel Fatty Acid GMS (DPKFA GMS) = 3200 MT
Berat Total : 3200 MT
Pelabuhan Muat : Dermaga B, Pelindo Multi Terminal Dumai
Pelabuhan Bongkar : Port Klang - Malaysia
Agent : PT. Samudra Shipping Agency
Eta Dumai : 17 - 19 Juni 2023

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Dumai, 15 Juni 2023
PT. KIK DUMAI

Kukman Zuhanda
Operation

Semua Tagihan Ditujukan ke :
PT. KIK DUMAI
Jl. DATUK LAKSMANA, DUMAI KOTA, DUMAI TIMUR,
DUMAI, RIAU 28000
NWPW : 03.40.500.9-232.800

Figure 2.7 SPK Document
Source: Processed Data, 2023

2. Shipping Instructions Document (SI)

Shipping Instruction (SI) is a document provided by the exporter to the Agent. The SI contains details of the parties involved, the name of the ship, the cargo to be exported, and the amount of cargo or product. SI that has been created will be sent to the Agent via email.



PT. KIK DUMAI
Factory Address : Komplek Pelindo Multi Terminal Dumai, Jl. Datuk Laksmhana, Dumai 28000 - Riau, Sumatera - Indonesia

SHIPPING INSTRUCTION FOR DOCUMENTATION

Ref No : 083/SI/CLK/VI/2023 Date : 03 / 06 / 2023

Shipping Agent : Mr. Denny PT. SAMUDRA SHIPPING AGENCY Address / Email : Jalan Jendral Sudirman No. 51 (front of comfort hotel) duma@samudraagency.net, duma@bitang-samudra.co.id, handramsdani@yahoo.co.id

DEAR SIRs,
KINDLY SHIP THE UNDERMENTIONED IN ACCORDANCE THE INSTRUCTION AS FOLLOWS :

SHIPPER :	CONSIGNEE :
PT. KIK DUMAI JL. DATUK LAKSMANA, KOMPLEK PELINDO MULTI TERMINAL DUMAI DUMAI 28000 RIAU - INDONESIA	KL-KEPONG OLEOMAS SDN BHD NO. 29, JALAN SUNGAI PINANG 5/18, FASA 2D, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PELABHAN KLANG, SELANGOR DARUL ENSAN, MALAYSIA. TEL: 03-7899-8833 PIC: MS. LAU AI LI / NURUL
NOTIFY PARTY :	
1) KL-KEPONG OLEOMAS SDN BHD NO. 29, JALAN SUNGAI PINANG 5/18, FASA 2D, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PELABHAN KLANG, SELANGOR DARUL ENSAN, MALAYSIA. TEL: 03-7899-8833 PIC: MS. LAU AI LI / NURUL	2) REYOND LOGISTICS SDN BHD LEVEL 11, SOUTH TOWER, BBT ONE THE TOWERS LEBUH BATU BELANG 5, BANDAR BUKIT TINGGI, 41200 KLANG, SELANGOR DARUL ENSAN, MALAYSIA. TEL: +603 3162 3030 FAX: +603 3162 3031 / 3032 PIC: PUAN LONA
VESSEL NAME :	
M T S I N A R M A R A T U A V.19/23	
COMMODITY NAME OF PRODUCT	: DISTILLED PALM KERNEL PATTY ACID (DPKFA)
QUANTITY	: 2800 MT
LOAD PORT	: DUMAI, INDONESIA
DESTINATION	: PORT KLANG, MALAYSIA
OCEAN BILLS OF LADING	: FULL SET 3 ORIGINALS 5 NON-NEGOTIABLE COPIES

THANKS FOR YOUR COOPERATION

BEST REGARDS
PT. KIK DUMAI
OPERATIONAL

Signature: 
Kukman Zuhanda
Operation

Figure 2.8 Shipping Instruction Document
Source: Processed Data, 2023

3. Pre-Invoice Documents

Pre-Invoice is the creation of a temporary billing document that is inputted into a SAP system, where the invoice is based on a purchase order. SAP or System Analysis and Production Data Processing is an application used to process company data in managing its resources.

PT. KLIK Dumai
 Jl. Dabuk Laksamana, Komplek Pelindo 1, Kel. Buluh Kasap - Kec. Dumai Timur,
 Kota Dumai, Riau 28814, Riau, Indonesia.
 Sales Office : 0765-4370078 Fax : 0765-37311
 Manufacturing : 0765-4370078 Fax : 0765-37311



INVOICE

<p>Bill To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42200 PORT KLANG, SELANGOR DARUL EHSAN, MALAYSIA</p>	<p>Invoice No: 9250000305 Date: 03-JUNE-2023 Country Of Origin: INDONESIA Insurance: ETD Date: 03-JUNE-2023 Ship Via: MT SINAR MARATUA V.15/23</p>
<p>Ship To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42200 PORT KLANG, SELANGOR DARUL EHSAN, MALAYSIA</p>	<p>From: DUMAI, INDONESIA To: PORT KLANG, MALAYSIA Payment Terms: PAYMENT IN ADVANCE</p>

Description	Package	Quantity	Net Unit Price IDR	Amount IDR	Sales Tax IDR
<p>CUSTOMER ORDER : 4900009357-10 DELIVERY NO: 8050070583 CRUDE GLYCERINE, LIQUID</p>					
<p>HS Code : 1520.00.10 CUSTOMER ORDER : 4900009369-10 DELIVERY NO: 8050070583 CRUDE GLYCERINE, LIQUID</p>		<p>280.370 MT</p>	<p>4,301,895 FOB DUMAI</p>	<p>1,206,122.30 1</p>	<p>0</p>
<p>Method Of Payment Please pay without deduction via value dated direct to BANK NEGERA INDONESIA for credit to PT. KLIK Dumai Account Number quoting our Invoice Number. SWIFT CODE: SINIDJXXXX</p>					
				<p>Subtotal</p>	<p>2,586,570.071</p>
				<p>0% Sales Tax</p>	<p>0.00</p>
				<p>Total</p>	<p>2,586,570.071</p>

IDR TWO BILLIONS FIVE HUNDRED EIGHTY-SIX MILLION
 FIVE HUNDRED SEVENTY THOUSAND SEVENTY-ONE
 ONLY



Figure 2.9 Pre- Invoice Document
Source: Processed Data, 2023

4. Pre Packing List

After creating the Pre-Invoice, then we immediately print the Pre-Packing List. The Pre-Packing List is a packaging document that contains the quantity, type and weight of the exported goods but is temporary, as is the case with the Pre-Invoice. The Pre-Packing List is a document that is as important as the Pre-Invoice.

PACKING LIST

Bill To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PORT KLANG SELANGOR DARUL EHSAN, MALAYSIA		Invoice No 9250000305		
		Date 03-JUNE-2023		
		ETD Date 03-JUNE-2023		
		From DUMAI, INDONESIA		
		To PORT KLANG, MALAYSIA		
Delivery To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PORT KLANG SELANGOR DARUL EHSAN, MALAYSIA		Ship Via MT SINAR MARATUA V.15/23		
Quantity and Description of Goods	Package	Measurement and Weight		
		Gross Wt.	Net Wt.	Measurement
CUSTOMER ORDER: 4900009357-10 Delivery No.: 8050070583 CRUDE GLYCERINE, LIQUID			280.370 MT	
CUSTOMER ORDER: 4900009369-10 Delivery No.: 8050070583 CRUDE GLYCERINE, LIQUID		319.630 MT	319.630 MT	
Total :		319.630 MT	600.000 MT	

For and on behalf of

 Excellence in Chemicals

Created by Jaka Brian Sanutra Page 1 of 1

Figure 2.10 Pre- Packing List Document
Source: Processed Data, 2023

5. 3D document

Form 3D is a filling form to fill in permit data for the manufacture of export goods in bulk form. Making the 3D form is done before submitting the lock/seal opening document, Goods Readiness Notification (PKB) document, sample submission and Goods Export Notification (PEB) submission. Filling in the 3D Form is done on the Customs Website.

**DOKUMEN PEMIJATAN BARANG UNTUK EKSPOR DALAM BENTUK CURAH DAN/ATAU
 PEMERIKSAAN FISIK SEBELUM PENGAJUAN PEB**

NOMOR: DP0209002023060309242614 TANGGAL: 03 Jun 2023

1. KANTOR PABEAN PENGAJUAN PERMOHONAN: KPPBC TMP B DUMAI
2. EKSPORTIR:
 - a. NPWP: 031405509212000
 - b. Nama: PT. KLK DUMAI
 - c. Alamat: JL.DATUK LAKSAMANA, KOMPLEK PELINDO I, KEL. DUMAI KOTA, KEC. DUMAI KOTA,
3. SARANA PENGANGKUT:
 - a. Nama: MT. SINAR MARATUA
 - b. Voyage/Flight/Nopeel: V.1523
4. TANGGAL PERKIRAAN EKSPOR: 10 Jun 2023
5. DATA BARANG:
 - a. Jenis: DISTILLED PALM KERNEL FATTY ACID (DPKFA)
 - b. Jumlah: 2600000 Kilogram
 - c. Pos Tarif: 3823.19.90
6. PERMOHONAN PELAYANAN EKSPOR:
 - [X] A. PEMIJATAN BARANG UNTUK EKSPOR DALAM BENTUK CURAH
 - a. PELABUHAN MUAT:
 - 1) Pelabuhan Muat Asal: Dumai
 - 2) Pelabuhan Muat Ekspor: IDDUM
 - b. PELABUHAN BONGKAR LUAR NEGERI: MYPKG - Port Kelang
 - c. DOKUMEN PELENGKAP: Nomor dan Tanggal Shipping Instruction/Shipping Order
NO: 083/SIKUKW/2023 TGL: 03 Jun 2023
 - d. PEMERIKSAAN FISIK: [X] YA [] TIDAK
 - e. LOKASI PEMERIKSAAN:
 - 1) Kawasan Pabean: Tanki No T.203 (PT. KLK DUMAI)
 - 2) Selain Kawasan Pabean: -
 - f. DOKUMEN PELENGKAP:
 - 1) Nomor dan Tanggal Invoice: NO: 9250000304 TGL: 03 Jun 2023
 - 2) Nomor dan Tanggal Packing List: NO: 9250000304 TGL: 03 Jun 2023
 - [X] B. PEMERIKSAAN FISIK SEBELUM PENGAJUAN PEB
 - a. LOKASI PEMERIKSAAN:
 - 1) Kawasan Pabean:
 - 2) Selain Kawasan Pabean:
 - b. DOKUMEN PELENGKAP:
 - 1) Nomor dan Tanggal Invoice:
 - 2) Nomor dan Tanggal Packing List:

c. DATA PETI KEMAS:

- 1) Jumlah Peti Kemas:
- 2) Nomor, Ukuran, dan Status Peti Kemas:

CATATAN PERSETUJUAN		a.n. Kepala Kantor
Setuju dimuat dengan pengawasan petugas Bea dan Cukai, barang dapat dimuat ke sarana pengangkut setelah terdapat hasil lab Bea dan Cukai dan jenis barang sesuai dengan yang diberitahukan		Tanda tangan: Nama: BUANA TUGAS SANJAYA, NIP: 197702052000011001
CATATAN PEMASUKAN BARANG KE KAWASAN PABEAN	CATATAN PEMIJATAN BARANG KE SARANA PENGANGKUT	
Mulai masuk tanggal	Mulai muat tanggal	
Selesai masuk tanggal	Selesai muat tanggal	
Petugas Dinas Luar	Petugas Dinas Luar	
Tanda tangan:	Tanda tangan:	
Nama	Nama	
NIP: null	NIP: null	

LAPORAN HASIL PEMERIKSAAN FISIK SEBELUM PENGAJUAN PEB

Pemeriksa
 Tanda tangan:
 Nama
 NIP

Figure 2.11 3D Document
 Source: Processed Data, 2023

6. Document Open PadlockorSeal

The lock/seal open document is a document intended for the purpose of loading export goods. Addressed to the KPPBC export hangar of middle type customs B Dumai.

PT. KLK DUMAI
 Jalan Bukit Kemuning
 Kecamatan Perintis Kabupaten Dumai
 Kabupaten Dumai, Provinsi Kepulauan Riau
 29111
 No. Telp. : 065-38141000
 No. Fax : 065-43700000
 No. Email : klk@klk.com.my

Nomor : 124/EXIM-BC/CLK-DME/V1/2023
 Lampiran :
 Hal : Permohonan Buka Segel Untuk Kebutuhan Pemuatan Barang Ekspor

Kepada Yth :
 Kepala Hanggar Ekspor KPPBC Tipe Madya Pabean B Dumai.

Dengan hormat,
 Sehubungan dengan kegiatan pemuatan barang milik kami PT. KLK Dumai dengan menggunakan line di Dermaga B, untuk pembukaan segel sebagai berikut :

Dermaga : B
 Nomor Segel : Meteran
 Jenis Barang : Distilled Palm Kernel Fatty Acid GMS (DPKFA GMS) = 1250 MT
 Distilled Palm Kernel Fatty Acid/MB GMS (DPKFA/MB GMS) = 1350 MT
 Crude Glycerine = 600 MT
 Nama Kapal : MT SINAR MARATUA V. 18/23
 Jumlah : 3200 MT
 Dokumen : 3D No DP0209002023062210242852
 3D No DP0209002023062210243506
 3D No DP0209002023062210244012

Rencana Kegiatan
 Mulai : Tanggal / / 2023 Jam.....
 Selesai : Tanggal / / 2023 Jam.....

Demikian surat permohonan ini kami ajukan, atas kerjasamanya kami ucapkan terima kasih.

PT. KLK DUMAI
 Divisi Sales & Marketing
 Kawasan Industri
 Kawasan Industri
 Operation

Figure 2.12 Document Open PadlockorSeal
 Source: Processed Data, 2023

7. Goods Readiness Notification Document (PKB)

Goods readiness notification document (PKB) is a document that is useful as a notification of the readiness of exported goods for physical inspection.

PEMBERITAHUAN KESIAPAN BARANG (PKB)
Dokumen Pemasuan Barang Ekspor Dalam Bentuk Curah dan/atau
Pemeriksaan Fisik Sebelum Pengajuan PEB

NO.Pendaftaran PEB : DPO209002023061209242948 Tanggal: 12.06.2023

Kepada KPU BC/KPPBC : KPPBC TIPE MADYA PABEAN B DUMAI

EKSPORTIR

a. NPWP : 03.140.550.9-212.000
b. Nama : PT. KLIK DUMAI
c. Alamat : JL.DATUK LAKSAMANA, KOMPLEK PELINDO I,
DUMAI KOTA, DUMAI TIMUR

KESIAPAN BARANG
Pemeriksaan dan stuffing diminta pada:

a. Tanggal : 12.06.2023
b. Lokasi dan Nomor Telepon : PT. KLIK Dumai (No Tanki : T.204) / 0765 4370078
c. Nama Petugas Eksporir : JAKA BRIAN SAPUTRA

Dumai, 12.06.2023

PELIK DUMAI
JAKA BRIAN SAPUTRA

NOTE :
Jenis Barang : DISTILLED PALM KERNEL FATTY ACID (DPKFA)
Jumlah : 2200 MT
Vessel : MT. SINAR MARATUA V.16/23

Figure 2.13 Document PKB
Source: Processed Data, 2023

8. Goods Export Notification Document (PEB)

Goods Export Declaration (PEB) is customs documents used for notification of the implementation of the export of goods which can be in the form of writing on a form or electronic media. PEB is made based on complementary customs documents in the form of invoices, packing lists and other documents. The first step for making a PEB is to log in to the PEB application then click open in the PEB section, click new, so the author only needs to fill in all the blanks according to the procedure and data he needs, including filling in the quantity that the author has prepared in the previous manual invoice.

BC 3.8		PEMBERITAHUAN EKSPOR BARANG			
Nomor Pengajuan		020900-000011-20230605-00083			
A. KANTOR PABEAN		B. KATEGORI BARANG			
1. Kantor Pelayanan : 020900 KPPBC Dumai		1. Nomor Pendaftaran : 0019B3			
2. Kantor Pabean Ekspor : 020900 KPPBC Dumai		2. Nomor BC 1.1 : 05-06-2023			
B. JENIS EKSPOR		C. KATEGORI EKSPOR			
: Ekspor biasa		: Lainnya			
C. KATEGORI EKSPOR		: Pembayaran dimuka (advance payment)			
D. CARA PERDAGANGAN		: Pembayaran dimuka (advance payment)			
E. CARA PEMBAYARAN		: Pembayaran dimuka (advance payment)			
F. EKSPORIR		PEMILIK BARANG		PENERIMA	
1. Nama : PT KEL. DUMAI		1. Nama : PT KEL. DUMAI		1. Nama : K. KEPONG OLEOMAS SIN BHD	
2. Alamat : JL. DATUK LAKSAMANA, DUMAI TIMUR, DUMAI, RIAU - 28000		2. Alamat : JL. DATUK LAKSAMANA, DUMAI TIMUR, DUMAI, RIAU - 28000		2. Alamat : NO. 25, JALAN SUNGAI PINANG, FUR, FASA 2B, KAWASAN PERINDUSTRIAN PUL, Negara : MY - Malaysia	
3. Status : PMA (non impas)					
G. PEKIL		PEMILIK		PENERIMA	
1. NPWP : -		1. NPWP : -		1. NPWP : -	
2. Nama : -		2. Nama : -		2. Nama : -	
3. Alamat : -		3. Alamat : -		3. Alamat : -	
4. Alamat : -		4. Alamat : -		4. Alamat : -	
5. Alamat : -		5. Alamat : -		5. Alamat : -	
6. Alamat : -		6. Alamat : -		6. Alamat : -	
7. Alamat : -		7. Alamat : -		7. Alamat : -	
8. Alamat : -		8. Alamat : -		8. Alamat : -	
9. Alamat : -		9. Alamat : -		9. Alamat : -	
10. Alamat : -		10. Alamat : -		10. Alamat : -	
11. Alamat : -		11. Alamat : -		11. Alamat : -	
12. Alamat : -		12. Alamat : -		12. Alamat : -	
13. Alamat : -		13. Alamat : -		13. Alamat : -	
14. Alamat : -		14. Alamat : -		14. Alamat : -	
15. Alamat : -		15. Alamat : -		15. Alamat : -	
16. Alamat : -		16. Alamat : -		16. Alamat : -	
17. Alamat : -		17. Alamat : -		17. Alamat : -	
18. Alamat : -		18. Alamat : -		18. Alamat : -	
19. Alamat : -		19. Alamat : -		19. Alamat : -	
20. Alamat : -		20. Alamat : -		20. Alamat : -	
21. Alamat : -		21. Alamat : -		21. Alamat : -	
22. Alamat : -		22. Alamat : -		22. Alamat : -	
23. Alamat : -		23. Alamat : -		23. Alamat : -	
24. Alamat : -		24. Alamat : -		24. Alamat : -	
25. Alamat : -		25. Alamat : -		25. Alamat : -	
26. Alamat : -		26. Alamat : -		26. Alamat : -	
27. Alamat : -		27. Alamat : -		27. Alamat : -	
28. Alamat : -		28. Alamat : -		28. Alamat : -	
29. Alamat : -		29. Alamat : -		29. Alamat : -	
30. Alamat : -		30. Alamat : -		30. Alamat : -	
31. Alamat : -		31. Alamat : -		31. Alamat : -	
32. Alamat : -		32. Alamat : -		32. Alamat : -	
33. Alamat : -		33. Alamat : -		33. Alamat : -	
34. Alamat : -		34. Alamat : -		34. Alamat : -	
35. Alamat : -		35. Alamat : -		35. Alamat : -	
36. Alamat : -		36. Alamat : -		36. Alamat : -	
37. Alamat : -		37. Alamat : -		37. Alamat : -	
38. Alamat : -		38. Alamat : -		38. Alamat : -	
39. Alamat : -		39. Alamat : -		39. Alamat : -	
40. Alamat : -		40. Alamat : -		40. Alamat : -	
41. Alamat : -		41. Alamat : -		41. Alamat : -	
42. Alamat : -		42. Alamat : -		42. Alamat : -	
43. Alamat : -		43. Alamat : -		43. Alamat : -	
44. Alamat : -		44. Alamat : -		44. Alamat : -	
45. Alamat : -		45. Alamat : -		45. Alamat : -	
46. Alamat : -		46. Alamat : -		46. Alamat : -	
47. Alamat : -		47. Alamat : -		47. Alamat : -	
48. Alamat : -		48. Alamat : -		48. Alamat : -	
49. Alamat : -		49. Alamat : -		49. Alamat : -	
50. Alamat : -		50. Alamat : -		50. Alamat : -	
51. Alamat : -		51. Alamat : -		51. Alamat : -	
52. Alamat : -		52. Alamat : -		52. Alamat : -	
53. Alamat : -		53. Alamat : -		53. Alamat : -	
54. Alamat : -		54. Alamat : -		54. Alamat : -	
55. Alamat : -		55. Alamat : -		55. Alamat : -	
56. Alamat : -		56. Alamat : -		56. Alamat : -	
57. Alamat : -		57. Alamat : -		57. Alamat : -	
58. Alamat : -		58. Alamat : -		58. Alamat : -	
59. Alamat : -		59. Alamat : -		59. Alamat : -	
60. Alamat : -		60. Alamat : -		60. Alamat : -	
61. Alamat : -		61. Alamat : -		61. Alamat : -	
62. Alamat : -		62. Alamat : -		62. Alamat : -	
63. Alamat : -		63. Alamat : -		63. Alamat : -	
64. Alamat : -		64. Alamat : -		64. Alamat : -	
65. Alamat : -		65. Alamat : -		65. Alamat : -	
66. Alamat : -		66. Alamat : -		66. Alamat : -	
67. Alamat : -		67. Alamat : -		67. Alamat : -	
68. Alamat : -		68. Alamat : -		68. Alamat : -	
69. Alamat : -		69. Alamat : -		69. Alamat : -	
70. Alamat : -		70. Alamat : -		70. Alamat : -	
71. Alamat : -		71. Alamat : -		71. Alamat : -	
72. Alamat : -		72. Alamat : -		72. Alamat : -	
73. Alamat : -		73. Alamat : -		73. Alamat : -	
74. Alamat : -		74. Alamat : -		74. Alamat : -	
75. Alamat : -		75. Alamat : -		75. Alamat : -	
76. Alamat : -		76. Alamat : -		76. Alamat : -	
77. Alamat : -		77. Alamat : -		77. Alamat : -	
78. Alamat : -		78. Alamat : -		78. Alamat : -	
79. Alamat : -		79. Alamat : -		79. Alamat : -	
80. Alamat : -		80. Alamat : -		80. Alamat : -	
81. Alamat : -		81. Alamat : -		81. Alamat : -	
82. Alamat : -		82. Alamat : -		82. Alamat : -	
83. Alamat : -		83. Alamat : -		83. Alamat : -	
84. Alamat : -		84. Alamat : -		84. Alamat : -	
85. Alamat : -		85. Alamat : -		85. Alamat : -	
86. Alamat : -		86. Alamat : -		86. Alamat : -	
87. Alamat : -		87. Alamat : -		87. Alamat : -	
88. Alamat : -		88. Alamat : -		88. Alamat : -	
89. Alamat : -		89. Alamat : -		89. Alamat : -	
90. Alamat : -		90. Alamat : -		90. Alamat : -	
91. Alamat : -		91. Alamat : -		91. Alamat : -	
92. Alamat : -		92. Alamat : -		92. Alamat : -	
93. Alamat : -		93. Alamat : -		93. Alamat : -	
94. Alamat : -		94. Alamat : -		94. Alamat : -	
95. Alamat : -		95. Alamat : -		95. Alamat : -	
96. Alamat : -		96. Alamat : -		96. Alamat : -	
97. Alamat : -		97. Alamat : -		97. Alamat : -	
98. Alamat : -		98. Alamat : -		98. Alamat : -	
99. Alamat : -		99. Alamat : -		99. Alamat : -	
100. Alamat : -		100. Alamat : -		100. Alamat : -	

LEMBAR LAMUTAN DOKUMEN PELENGKAP PABEAN				
PEMBERITAHUAN EKSPOR BARANG (PEB)				
1. Kantor Pelayanan : KPPBC Dumai		020900		
2. Nomor Pengajuan : 020900-000011-20230605-00083				
No.	Jenis Dokumen	Nomor Dokumen	Tanggal Dokumen	Kantor Pendaftaran Dokumen CE-5 (Khusus Ekspor BKC yang belum diteliti Cukunya)
1.	Packing List	9250000304	05-06-2023	-
2.	MOU PDE (Eksporir)	03.140.550.9.212.000	10-08-2011	-
3.	Slip TPN	KM-47/WBC.03/2021	24-08-2021	-
4.	PERMORHONAN PEMERIKSAAN SEBELUM PEB	DPV209002023060309242614	03-06-2023	-

Figure 2.14 Document PEB Source: Processed Data, 2023

9. Commercial Invoice

Commercial Invoice are documents commonly used in international trade, such as exports and imports. The Commercial Invoice in the form of a memorandum of understanding detailing the amount of goods sold, the price of the goods, and the method of payment will be calculated. A Commercial Invoice is a legal document issued by an exporter (seller) to an importer (buyer) in an international transaction. This document serves as a contract and proof of sale between the buyer and the seller. After ensuring that all stock is sufficient, a commercial invoice can be made.

COMMERCIAL INVOICE

Bill To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PORT KLANG SELANGOR DARUL EHSAN, MALAYSIA	Invoice No 925000304 Date 05-JUNE-2023 Country Of Origin INDONESIA Insurance ETD Date 03-JUNE-2023 Ship Via MT SINAR MARATUA V.15/23
Ship To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PORT KLANG SELANGOR DARUL EHSAN, MALAYSIA	From DUMAI, INDONESIA To PORT KLANG, MALAYSIA Payment Terms PAYMENT IN ADVANCE

Description	Package	Quantity	Net Unit Price IDR	Amount IDR	Sales Tax IDR
CUSTOMER ORDER : 4900009135-10 DELIVERY NO : 8050070562 DISTILLED PALM KERNEL FATTY ACID LQ BULK		1,395.000 MT	13,190,654 FOB DUMAI	18,400,962,3 30	0
HS Code : 3823.19.90 CUSTOMER ORDER : 4900009145-10 DELIVERY NO : 8050070562 DISTILLED PALM KERNEL FATTY ACID LQ BULK		1,196.428 MT	13,505,891 FOB DUMAI	16,158,826,4 57	0
HS Code : 3823.19.90 CUSTOMER ORDER : 4900009511-10 DELIVERY NO : 8050070562 DISTILLED PALM KERNEL FATTY ACID LQ BULK		8.529 MT	12,406,580 FOB DUMAI	105,815,721	0

Figure 2.15 Document Commercial Invoice
 Source: Processed Data, 2023

10. Detailed Packing List

The packing list details are mandatory documents containing descriptions of the goods to be shipped. This document also contains details of the type of goods, the dimensions of the goods, the quantity of goods, and the weight of the goods.

PT. KIK DUMAI
 Jl. Dook Laksana, Komplek Petinda 1,
 Kel. Bukit Kasap - Kec. Dumai Timur,
 Kota Dumai, Riau 28114, Riau, Indonesia
 Manufacturing : 07854370278 Fax : 078537311

KLK OLEO

DETAILED PACKING LIST

Bill To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PORT KLANG SELANGOR DARUL EHSAN, MALAYSIA	Invoice No 925000304 Date 05-JUNE-2023 ETD Date 03-JUNE-2023 From DUMAI, INDONESIA To PORT KLANG, MALAYSIA
Delivery To KL-KEPONG OLEOMAS SDN BHD 25, JALAN SUNGAI PINANG 5/18, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PORT KLANG SELANGOR DARUL EHSAN, MALAYSIA	Ship Via MT SINAR MARATUA V.15/23

Quantity and Description of Goods	Package	Measurement and Weight	
		Gross Wt.	Net Wt. Measurement
CUSTOMER ORDER : 4900009135-10 Delivery No. : 8050070562 DISTILLED PALM KERNEL FATTY ACID LQ BULK			1,395.000 MT
Container No. Seal No. Batch No. T203-3E21A T203-3E21A T203-3E21A T203-3E21A			1,395.000 MT
CUSTOMER ORDER : 4900009145-10 Delivery No. : 8050070562 DISTILLED PALM KERNEL FATTY ACID LQ BULK			1,196.428 MT

Figure 2.16 Document Detailed Packing List
 Source: Processed Data, 2023

11. Document (E-SKA)

Certificate of Origin (SKA) or commonly called a Certificate of Origin (COO) is a certificate of origin of goods, that the goods/commodities being exported come from the region/exporting country.


1. Goods consigned from (Exporter's business name, address, country) PT KLA DUMAI KAWASAN PULINDO I DUMAI, JL. DATUK LAH SAMANA, DUMAI KOTA, BULUH KAPAS DUMAI TRAJUK, KOTA DUMAI, RIAU INDONESIA			Reference No.: 1002880/KDM/2023		
2. Goods consigned to (Consignee's name, address, country) KL SEPOHO OLEOMAS SDN BHD NO. 05, JALAN SURONG PINANG 1/18, FASA 2D, TAMAN PERINDUSTRIAN PULAU INDAH, 42020 PELABUHAN KLANG, SEK. ANCIER PABER, PHEAN, MALAYSIA TEL: 03-79028193			ASEAN TRADE IN GOVERN AGREEMENT CERTIFICATE OF ORIGIN (Combined Declaration and Certificate) FORM D Issued in INDONESIA (Country) See Overleaf Notes		
3. Name of vessel and route (if known) Vessel's name/Aircraft etc. MT. SINAR MARITUA V. 1923 Part of Discharge PORT KELANG			4. Free Origin Use: <input type="checkbox"/> Preferential Treatment Given Under ASEAN Trade in Goods Agreement <input type="checkbox"/> Preferential Treatment Not Given (Please state reason(s))		
5. Item number			6. Marks and numbers of packages		
7. Number and type of packages, description of goods (including quantity where appropriate and lot number of the importing country)			8. Origin category (see Overleaf Notes)		
9. Gross weight or other Quantity and Value (FOB) where RVC is applied			10. Number and date of Invoices		
1	WITHOUT MARK	1 VL 2599 857 MT DISTILLED PALM KERNEL FATTY ACID (DPKFA) SL. MIRA 1525 - DUAPKL - 01 NOTIFY PARTY: 1) KL APPPOINT CH POCAMA KEM REND NO. 20, JALAN SURONG PINANG 1/18, FASA 2D, TAMAN PERINDUSTRIAN PULAU INDAH, SEK. ANCIER PABER, PHEAN, SELANGOR DARUL EHSAN, MALAYSIA. TEL: 03-79028193 PICMS LAU AI LIMS NURUL IS REFINERY (LOWER FLOOR) 2ND BLDG LEVEL 11, SOUTH TOWER, BBT ONE THE TOWERS, 1501 BATU BELANG 1, BANGSAR BUKIT TRINGGI, 4200 KLANG, SELANGOR DARUL EHSAN, MALAYSIA TEL: +603 3162 3030 FAX: +603 3162 3031 3032 PTEL: 03-79028193 MO: 08251906	"WO"	2,599 857 TNE (TWO THOUSAND FIVE HUNDRED NINETY SEVEN POINT NINE HUNDRED FIFTY SEVEN)	9050000304 JUNE 06, 2023
11. Declaration by the exporter: The undersigned hereby declares that the above details and statement are correct, that all the goods were produced in: INDONESIA (Country) and that they comply with the origin requirements specified for these goods in the ASEAN Trade in Goods Agreement for the goods exported to: MALAYSIA (Importing Country) KOTA DUMAI, JUNE 06, 2023			12. Certification: It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. ISSUING OFFICE IN KOTA DUMAI  AMR LAILY DUMAI, JUNE 06, 2023 Please print date, signature and stamp of certifying authority.		
13. Third Country Invoicing: <input type="checkbox"/> Accumulation <input type="checkbox"/> Back to Back (BTB) <input type="checkbox"/> Partial Cumulation			<input type="checkbox"/> Exemption <input checked="" type="checkbox"/> De Minimis <input checked="" type="checkbox"/> Issued Retrospectively		

Figure 2.17 Document E-Form (E-SKA)/ Certificate of Origin
Source: Processed Data, 2023

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of Apprenticeship at PT.KLK Dumai on February 6, 2023 to July 5, 2023. Specifications of work carried out for 5 months in general at PT.KLK Dumai is as follows:

1. Create Document Appointment Letter of Work (SPK). work appointment letter (SPK) is an order document to carry out or carry out company or agency activities. work appointment letter (SPK) is addressed to PT. Pelindo Multi Terminal Dumai Area.
2. Create Shipping Instructions (SI). Shipping Instruction is a document provided by the exporter to the Agent. The SI contains details of the parties involved, the name of the ship, the cargo to be exported, and the amount of cargo or product.
3. Create Pre Invoice. Pre Invoice is the creation of a temporary billing document that is inputted into a SAP system, where the invoice is based on a purchase order.
4. Create Pre Packing List. After creating the Pre-Invoice, then we immediately print the Pre-Packing List. The Pre-Packing List is a packaging document that contains the quantity, type and weight of the exported goods but is temporary, as is the case with the Pre-Invoice.
5. Create Bulk Export Permit Form (3D). Making the 3D form is done before submitting the lock/seal opening document, Goods Readiness Notification (PKB) document, sample submission and Goods Export Notification (PEB) submission. Filling in the 3D Form is done on the Customs Website.
6. Create Document UnlockorSeal. The lock/seal open document is a document intended for the purpose of loading export goods. Addressed to the KPPBC export hangar of middle type customs B Dumai.

7. Create Goods Readiness Notification Document (PKB). Goods readiness notification document (PKB) is a document that is useful as a notification of the readiness of exported goods for physical inspection.
8. Submission of Export Product Samples to Customs, Submission of samples is the provision of products to be exported to Customs, in the form of product samples and supporting documents in the form of Notification of Goods Readiness (PKB) documents accompanied by 3D form documents.
9. Creating Manual Invoices in Microsoft Excel, Manual Invoice is a manual recording of product export quantities in excel format, where these quantities will later be entered into the SAP system.
10. Create Goods Export Declaration Document (PEB), Goods Export Declaration (PEB) is customs documents used for notification of the implementation of the export of goods which can be in the form of writing on a form or electronic media.
11. Create Commercial Invoice By System SAP, Commercial Invoices are documents commonly used in international trade, such as exports and imports. The Commercial Invoice in the form of a memorandum of understanding detailing the amount of goods sold, the price of the goods, and the method of payment will be calculated. A Commercial Invoice is a legal document issued by an exporter (seller) to an importer (buyer) in an international transaction.
12. Create Detailed Packing List By System SAP, The packing list details are Mandatory documents containing descriptions of the goods to be shipped. This document also contains details of the type of goods, the dimensions of the goods, the quantity of goods, and the weight of the goods.
13. Create Form D (E-SKA) or Certificate of Origin, E-Form (E-SKA) Is an electronic Certificate of Origin (SKA) issuance system built by the Ministry of Trade for all SKA Issuing Agencies (IPSKA).

3.2 System and Procedure

3.2.1 System

To facilitate employees in carrying out their duties, the company uses an internet-based system. Each employee gets a laptop and computer unit to make it easier for every job received by employees at PT. KLK Dumai. But not all work is done online, some work is done offline and manually. For example, delivering files directly to the Customs and Excise Office.

3.2.2 Procedure

Apprenticeship procedures that have been carried out at PT. KLK Dumai from February 6, 2023 to June 5, 2023 is as follows:

1. Preparation of SPK Documents

Work Appointment Letter (SPK) is an order document to carry out or carry out company or agency activities. Work Appointment Letter (SPK) is addressed to PT. Pelindo Multi Terminal Dumai Area. In connection with the plan to manufacture export products carried out by PT. KLK Dumai in the Pelindo Multi Terminal Dumai Harbor Area.

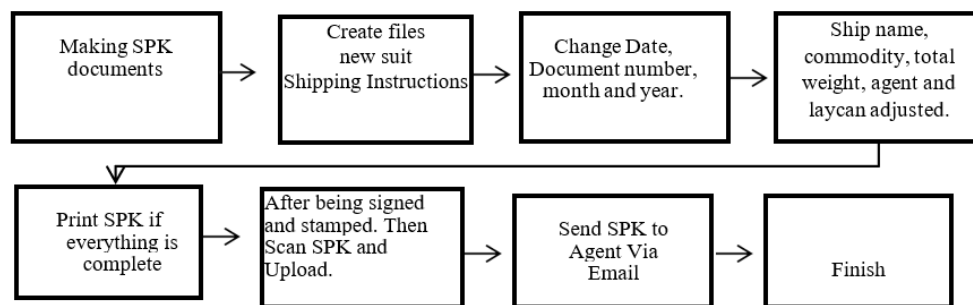


Figure 3.1 SPK Process Flow Chart
Source: Processed Data, 2023

Steps for creating Work Appointment Letter (SPK) documents Employees create Work Appointment Letter (SPK) documents after the buyer sends a Purchase Order (PO) contract via email, and employees will create Work Appointment Letter (SPK) documents according to the existing format. After the SPK document is adjusted to the contract sent by the buyer, the

Work Appointment Letter (SPK) document is printed and signed by the leadership. Then scanned. A scan of the document is sent to the agent via email. Scans of Work Appointment Letter (SPK) documents are also stored in new folders so that documents are not mixed or aggregated with other export documents.

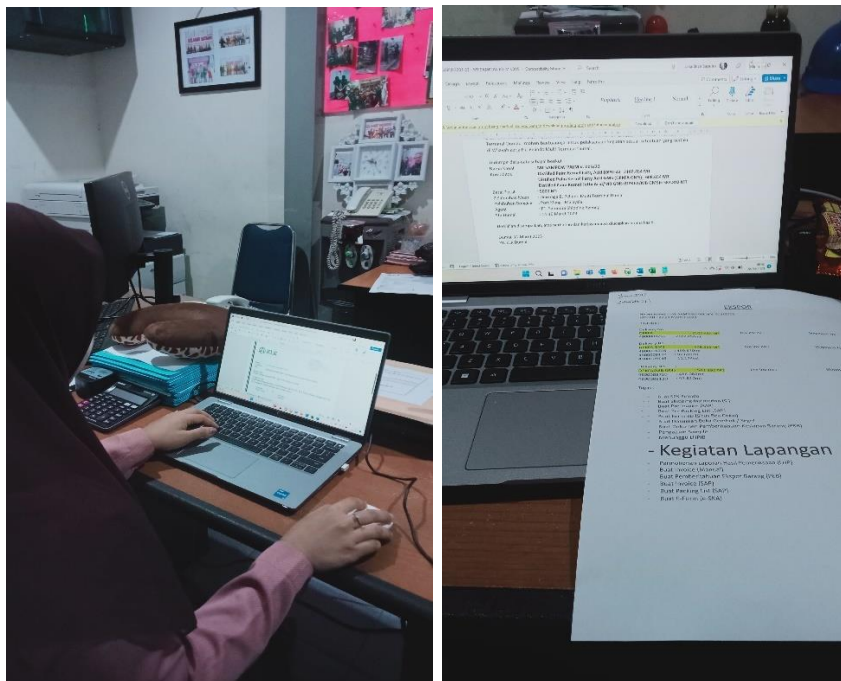


Figure 3.2 The Process of SPK Document
Source: Processed Data, 2023

2. Making Shipping Instructions (SI) Documents

Shipping Instruction (SI) is a document provided by the exporter to the Agent. The Shipping Instructions (SI) contains details of the parties involved, the name of the ship, the cargo to be exported, and the amount of cargo or product. Shipping Instructions (SI) that has been created will be sent to the Agent via email.

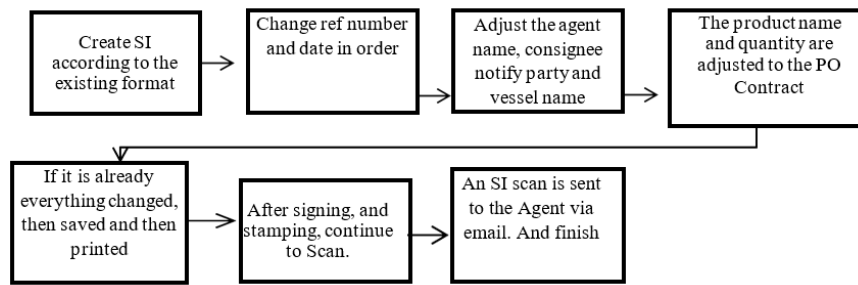


Figure 3.3 Flow Chart Create SI for Documentation
Source: Processed Data, 2023

The steps for making Shipping Instructions (SI), making Shipping Instructions according to the existing format, then changing the reference number and date sequentially. Then enter the name of the agent, consignee informs the name of the party and subordinates, product name and quantity, according to the Purchase Order contract. If everything has changed, then it is saved and printed. Once signed and stamped, proceed to Scanning. Scan of Shipping Instructions is sent to the Agent via email, and complete.



PT. KLK DUMAI	
Factory Address : Komplek Pelindo Multi Terminal Dumai, Jl. Datuk Laksmmana, Dumai 28800 , Riau, Sumatera - Indonesia	
SHIPPING INSTRUCTION FOR DOCUMENTATION	
Ref No : 063/SI/CLKK/VI/2023	Date : 03 / 06 / 2023
Shipping Agent : Mr. Danny	Address / Email : Jalan Jendra Sudirman No. 51 (front of comfort hotel)
PT. SAMUDRA SHIPPING AGENCY	duma@samagency.net, duma@lintang-samudra.co.id, hendramasdon@yahoo.co.id
DEAR SIR, KINDLY SHIP THE UNDERMENTIONED IN ACCORDANCE THE INSTRUCTION AS FOLLOWS :	
SHIPPER : PT. KLK DUMAI JL. DATUK LAKSAMANA, KOMPLEK PELINDO MULTI TERMINAL DUMAI DUMAI 28800 RIAU - INDONESIA	CONSIGNEE : KL-KEPONG OLEOMAS SDN BHD NO. 25, JALAN SUNGAI PINANG 5/18, FASA 2D, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PELABUHAN KLANG, SELANGOR DARUL EHSAN, MALAYSIA. TEL: 03-7809-8833 PIC: MS. LAU AI LI / NURUL
NOTIFY PARTY :	
1) KL-KEPONG OLEOMAS SDN BHD NO. 25, JALAN SUNGAI PINANG 5/18, FASA 2D, TAMAN PERINDUSTRIAN PULAU INDAH, 42920 PELABUHAN KLANG, SELANGOR DARUL EHSAN, MALAYSIA. TEL: 03-7809-8833 PIC: MS. LAU AI LI / NURUL	2) BEYOND LOGISTICS SDN BHD LEVEL 11, SOUTH TOWER, BBT ONE THE TOWERS LEBUH BATU NILAM 1, BANDAR BUKIT TINGGI, 41200 KLANG, SELANGOR DARUL EHSAN, MALAYSIA. TEL: +603 3162 3030 FAX: +603 3162 3031 / 3032 PIC: PUAN LENA
VESSEL NAME : M T S I N A R M A R A T U A V.15/23	
COMMODITY NAME OF PRODUCT	: DISTILLED PALM KERNEL FATTY ACID (DPKFA)
QUANTITY	: 2600 MT
LOAD PORT	: DUMAI, INDONESIA
DESTINATION	: PORT KLANG, MALAYSIA
OCEAN BILLS OF LADING	: FULL SET 3 ORIGINALS 5 NON-NEGOTIABLE COPIES
THANKS FOR YOUR COOPERATION	
BEST REGARDS PT. KLK DUMAI OPERATIONAL	Signature:  PUAN LENA PIC: Puan Lenah

Figure 3.4 Create SI for Documentation
Source: Processed Data, 2023

3. Making Pre Invoice in SAP

Pre Invoice is the creation of a temporary billing document that is inputted into a SAP system, where the invoice is based on a purchase order. SAP or System Analysis and Production Data Processing is an application used to process company data in managing its resources.

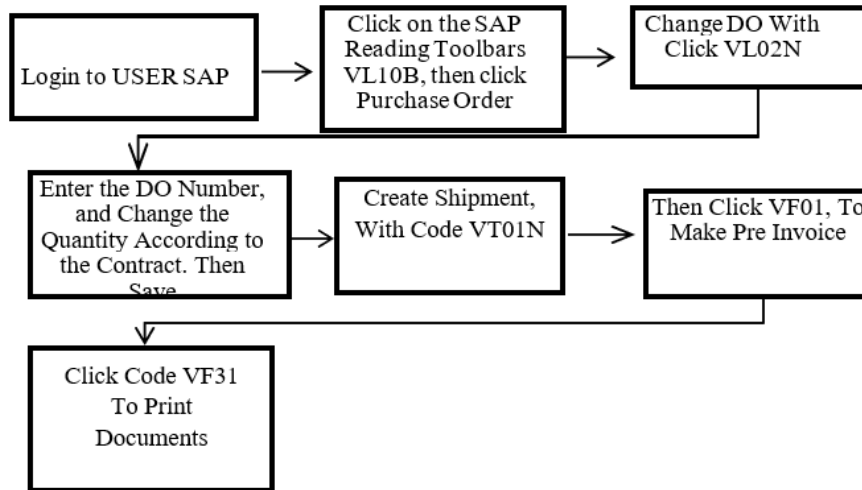


Figure 3.5 Flow Chart of Pre-Invoice Making Process

Source: Processed Data, 2023

After completing the stages of making Pelindo SPK and SI, the author then makes a Pre Invoice in the SAP application. The first step is to enter the SAP application, then click code Purchase orders due for Delivery (VL10B), change the contract number to Delivery Order (DO), then click Purchase Order at the Shipping Point/Receiving PT, enter plant group code (2100), delivery, creation date, just delete the date. Then enter the contract number in the Purchasing document section if you have clicked execute. Delivery Order (DO) display will appear. Then click select all, then background, and you're done. Back to the initial appearance, click /n then enter.

To see the newly created Delivery Order (DO) number, click code Outbound Delivery (VL06O), then click the Outbound Delivery list. Enter the Sales Organization Code (2100). Then delete all existing dates. Then execute, the Delivery Order (DO) number that has been made will appear.

Last click according to the date of manufacture, then copy Outbound Delivery. Next Return to the initial SAP display, Click Code Change Outbound Delivery (VL02N). Then enter the Delivery Order (DO) number then enter. Change the delivery quantity according to the contract.

To create a shipment, click Code Create Shipment (VT01N), enter Plant Group code (2100) in Transport Planning (PT). In the shipment type, select KKK Export Shipment, then click Deliveries, then a display appears and enter code Plant 2100 at the Shipping Point. Next, Delivery Status, delete the Letters A and B. Next, in the Outbound Delivery section, enter the Delivery Number then execute, a quantity display will appear, then click Overview Of Current. Then the KKK Export Shipment display will appear, then look for the panning reading then click. Click addit data, then enter the ship name according to the contract. Then click Go To, select output, at the very bottom type ZPCK then click the Save logo. In the next screen, type LOCL in the Logical Dest section. Then click the back logo then click the Save logo. A shipment number will appear.

To make a pre invoice, click Create billing document code (VF01), in the billing type section, select KKK STO PRE-INV. In the billing date section, select today's date. Adjust the delivery number in the order, then click execute and click the save logo, the Logo report will appear and press enter then the Pre Invoice number will appear. If you want to print, click Output from billing document code (VF31), then the Output From Billing screen appears, enter code ZCI9 in the output type column to print the Pre-Invoice, then check inter company billing, then execute. Then the Output From Billing display will appear, check the existing billing number, then click execute. After the display appears click print preview, make sure all the numbers match the Purchase Order contract. Then click the print logo to print.

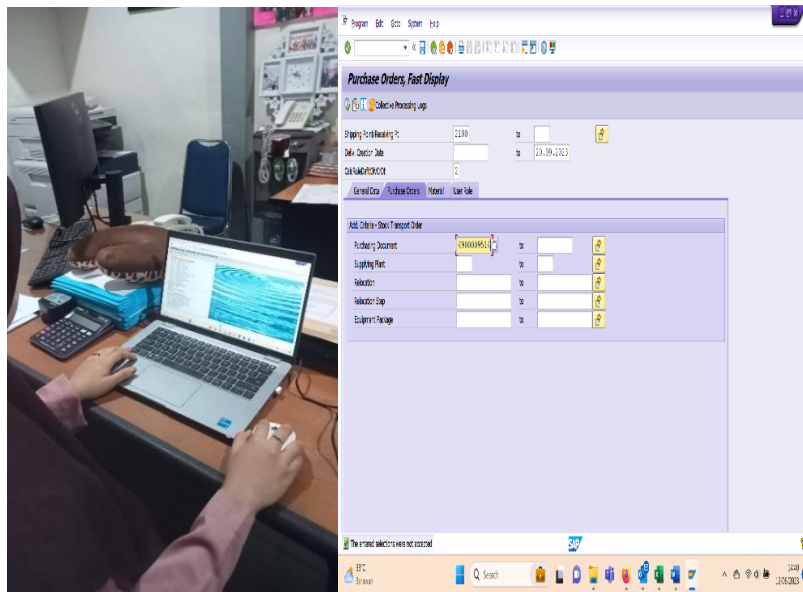


Figure 3.6 Pre-Invoice Making Process
Source: Processed Data, 2023

4. Making Pre Packing List

After creating the Pre-Invoice, then we immediately print the Pre-Packing List. The Pre-Packing List is a packaging document that contains the quantity, type and weight of the exported goods but is temporary, as is the case with the Pre-Invoice. The Pre-Packing List is a document that is as important as the Pre-Invoice.

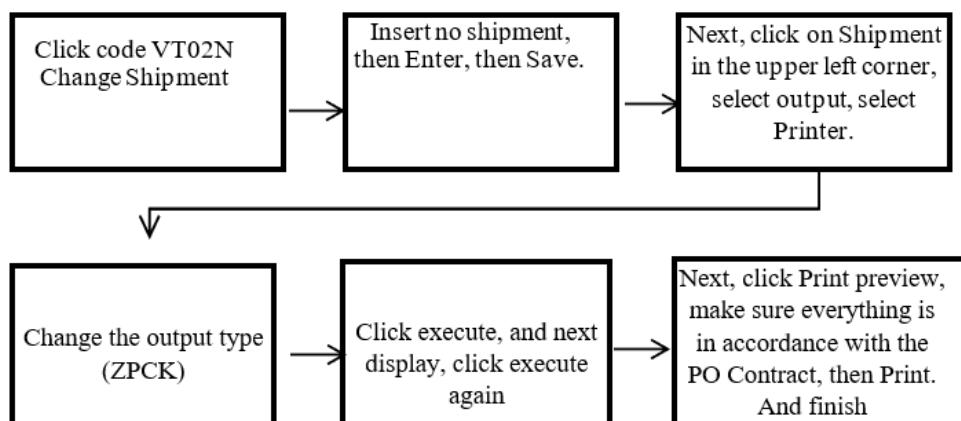


Figure 3.7 Flow Chart Pre-Packing List Process
Source: Processed Data, 2023

After making the Pre-Invoice, of course the writer must print the Pre-Packing List. The steps for making the Pre-Packing List only need to be printed because you have created Shipment in the step for making the Pre-Invoice. Then the Automatic Pre-Packing List already exists and you only need to print it by clicking on the VT02N code then entering the existing Shipment no. then enter and then you can print it. After printing, the Pre-Packing List is signed and then scanned. The scan is sent to the buyer together with the pre-invoice via email.

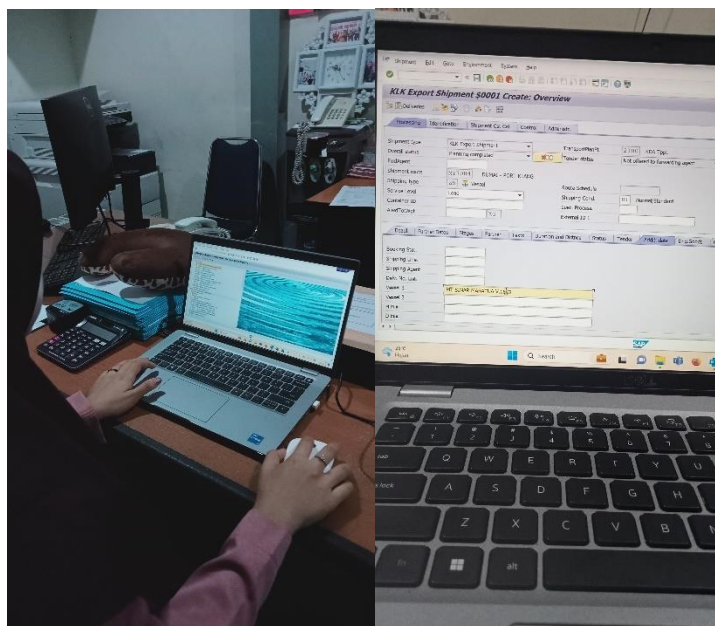


Figure 3.8 Making Pre-Packing List Process

Source: Processed Data, 2023

5. Making Bulk Export Permit Form (3D)

Form 3D is a filling form to fill in permit data for the manufacture of export goods in bulk form. Making the 3D form is done before submitting the lock/seal opening document, Goods Readiness Notification (PKB) document, sample submission and Goods Export Notification (PEB) submission. Filling in the 3D Form is done on the Customs Website.

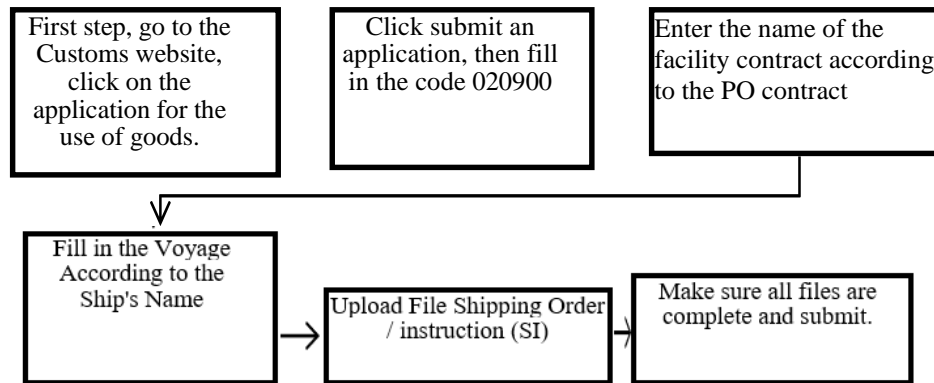


Figure 3.9 Flow Chart Create 3D Forms

Source: Processed Data, 2023

After completing the creation and printing of Pre-Invoice and Pre-Packing List, the author continues to create 3D Forms. The steps for making a 3D form, enter the customs website, then click submit the use of Goods, then enter the code 020900 in the inspection office section, indicating the Dumai area code. Next, enter the name of the means of transport according to the Purchase Order contract, and don't forget to fill in the Voyage according to the name of the ship. Then click on the estimated export date, which is one week from the creation of the 3D form. Then enter the name of the item, amount, net, unit, and postal rate of the item. If it is Distillate Palm Kernel Fatty Acid (DPKFA) then the post rate is 3823.19.90 and if it is crude glycerine 1520.0010. don't forget to click on the location then select Inside the Customs Area.

Then enter the tank number of the item. The next step is to check in the section for making goods for export in bulk form. Then fill in the next step by entering the IDDUM code for the port of origin and the port of loading for export, then MYPKG for the code for the port of unloading. Next, the author uploads the Shipping Order/instruction (SI) file that was previously made and scanned and enters the Shipping Instruction number and date. Next, check the physical examination. In the complementary document section, upload the packing list and invoice that was scanned before along with the number and date. After filling in all the steps and

making sure everything is complete, click Submit.

After submitting, the employee will send an E-mail to Customs for notification so that the 3D form can be processed as soon as possible. Processing time for 3D forms depends on the network and the speed of Customs employees. If it has been approved, the employee can immediately print the 3D form for the supporting document which will be submitted to the field section. Together with the document, open the lock/seal after submitting the sample to Customs.

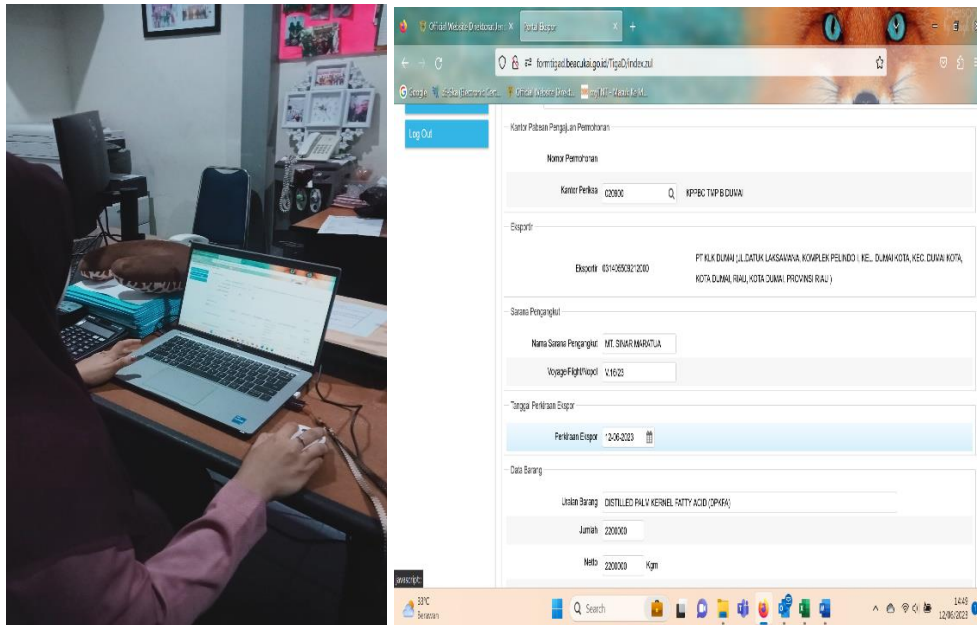


Figure 3.10 Create 3D Forms Process
Source: Processed Data, 2023

6. Making Documents Open Padlocks or Seals

The lock/seal open document is a document intended for the purpose of loading export goods. Addressed to the KPPBC export hangar of middle type customs B Dumai. The following is the flow of the process for making a padlock or seal open document:

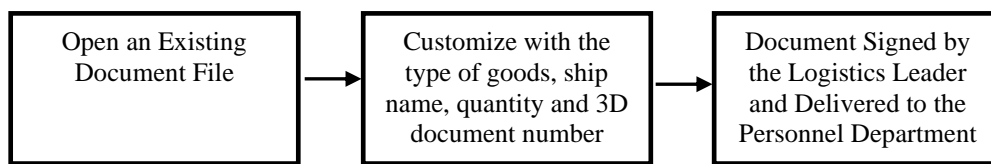


Figure 3.11 Flow Chart Create Document Open Lock/Seal

Source: Processed Data, 2023

The steps for creating a document are to open the lock/seal, open the existing format. After the document is opened, the padlockorseal is adjusted according to the type of goods, ship name, quantity and 3D document number. The document is printed and signed by the leader. Then transfer to the logistics personnel department.

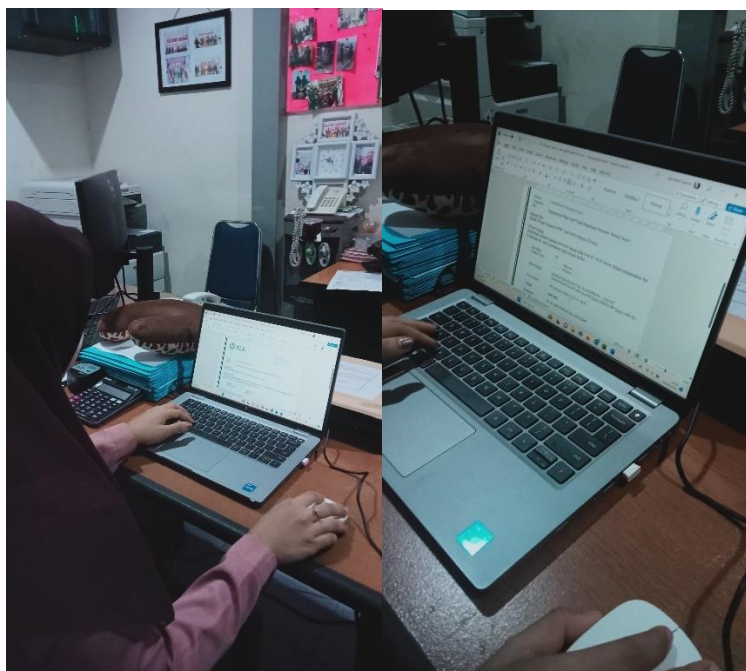


Figure 3.12 Create Document Open Lock/Seal

Source: Processed Data, 2023

7. Preparation of Goods Readiness Notification Documents (PKB)

Goods readiness notification document (PKB) is a document that is useful as a notification of the readiness of exported goods for physical inspection. The following is the flow of the process for making a notification of goods readiness document (PKB):

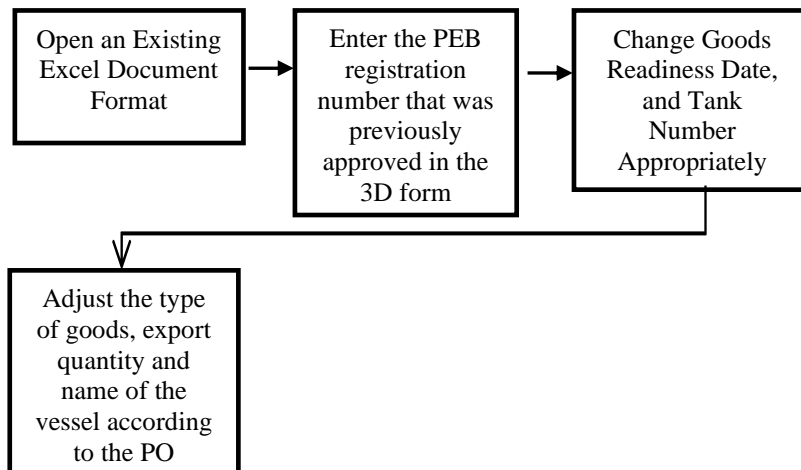


Figure 3.13 Flow Chart Create Document PKB
Source: Processed Data, 2023

Document creation steps notification of goods readiness (PKB), open an existing excel file format, Enter the PEB registration number that was previously approved in the 3D form, change the date of goods readiness, and the tank number according to what is used, adjust the type of goods, export quantity and name of the vessel according to the PO. This PKB document is printed and signed when submitting samples.

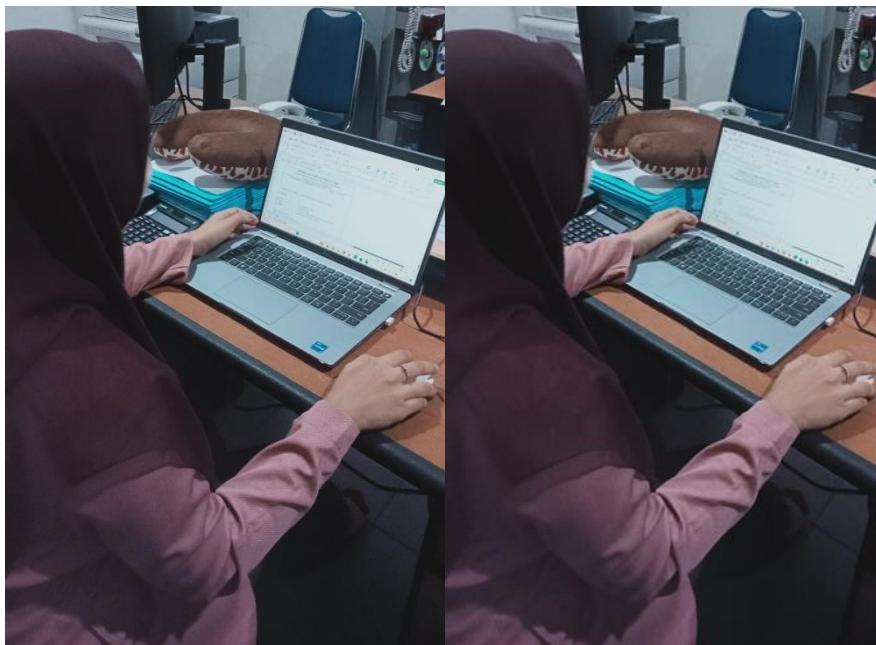


Figure 3.14 Create Document PKB Process
Source: Processed Data, 2023

8. Submission of Export Product Samples to Customs

Submission of samples is the provision of products to be exported to Customs, in the form of product samples and supporting documents in the form of Notification of Goods Readiness (PKB) documents accompanied by 3D form documents. To submit a sample, the author must take the product at the Laboratory or Quality Assurance (QA) or Quality Control (QC) Department according to the PO contract. After the product is taken, then submit the product along with supporting documents to the Customs Office in the PT. KLK Dumai. The following is the sample submission process flow:

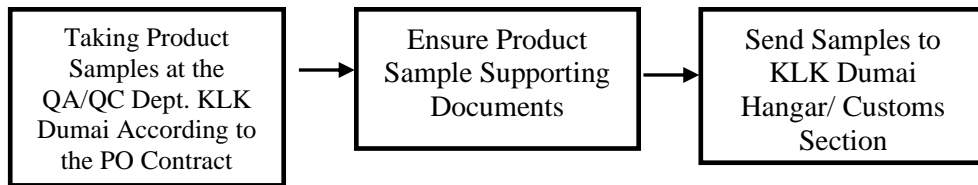


Figure 3.15 Flow Chart Sample Submission

Source: Processed Data, 2023

After submitting the sample, the employee confirms it to the Customs via Whatsapp. then the authors and employees only wait for the LHPIB Report on Test Results and Identification of Goods (LHPIB) 4 to 24 hours. Meanwhile field activities are carried out by Logistics Operators namely initial sounding activities, Initial Temperature, and calculation of Sounding Results. If you have received the sounding results, the employee will submit an application for an Inspection Report (LHP) Via Whatsapp to Customs.



Figure 3.16 Sample Submission
Source: Processed Data, 2023

9. Creating Manual Invoice

After getting the sounding results from field activities, prepare an Invoice Manual. Manual Invoice is a manual recording of product export quantities in excel format, where these quantities will later be entered into the SAP system. The steps for making a Manual Invoice, enter the quantity according to the number on the shipment, enter the price per product. After everything is entered, then the final quantity must be reduced by the difference in the sounding numbers, the total amount minus the number of soundings can be the result of the difference minus the last quantity loaded. Automatically the total in excel changes.

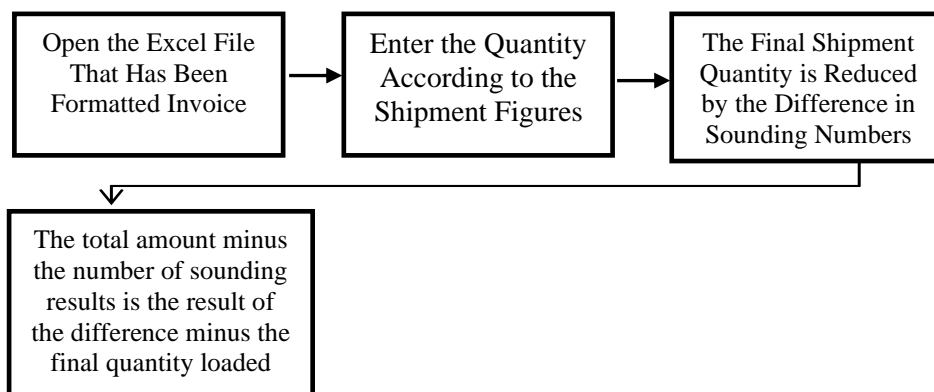


Figure 3.17 Flow Chart Create Invoice Manual
Source: Processed Data, 2023

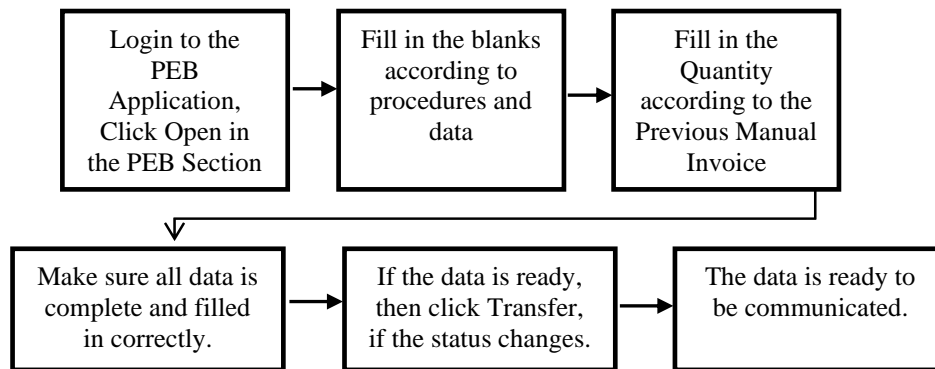


Figure 3.19 Process Flow for Making Goods Export Declaration (PEB)

Source: Process Data, 2023

The first step for making a PEB is to log in to the Goods Export Declaration (PEB) application then click open in the Goods Export Declaration (PEB) section, click new, so the author only needs to fill in all the blanks according to the procedure and data he needs, including filling in the quantity that the author has prepared in the previous manual invoice.

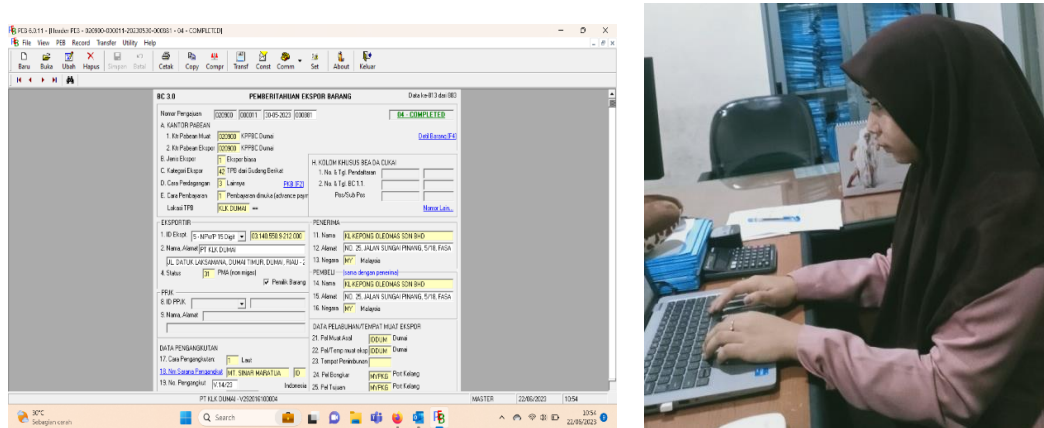


Figure 3.20 Process for Making Goods Export Declaration (PEB)

Source: Process Data, 2023

11. Making Commercial Invoices

Commercial Invoices are documents commonly used in international trade, such as exports and imports. The Commercial Invoice in the form of a memorandum of understanding detailing the amount of goods sold, the price

of the goods, and the method of payment will be calculated. A Commercial Invoice is a legal document issued by an exporter (seller) to an importer (buyer) in an international transaction. This document serves as a contract and proof of sale between the buyer and the seller. After ensuring that all stock is sufficient, a commercial invoice can be made. The following is a Commercial Invoice Production Flowchart.

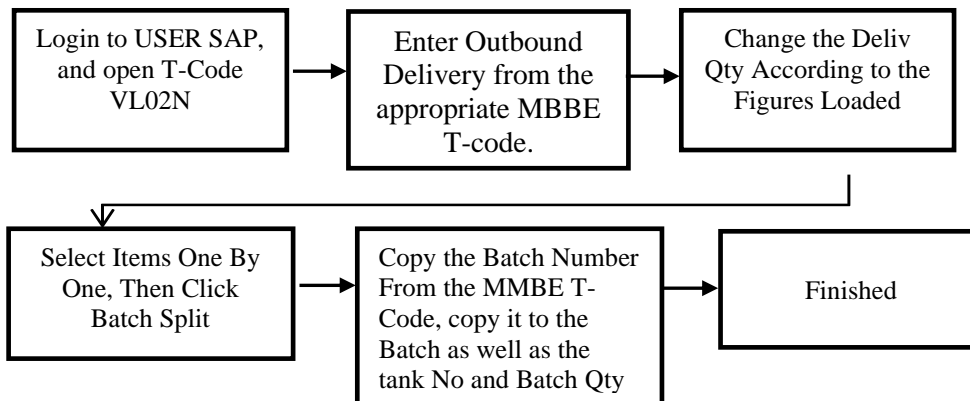




Figure 3.21 Flow Chart Create Commercial Invoice

Source: Processed Data, 2023

After ensuring that all stock is sufficient, a commercial invoice can be made. Next, the steps for making a Commercial Invoice, after the author logs in to SAP, open the change outbound delivery code (VL02N) , then enter outbound Delivery, then enter. After the KLK STO 80500xxxxx display appears, the Delivery Quantity number is changed according to the number contained, and ignore if the number matches, then enter. Then select the items one by one then click Batch Split. Copy the Batch No from the Stock overview Code (MMBE), copy it to the Batch column as well as the Tank Number and Batch Quantity. Example of a Batch that has been filled in, make sure all open Quantity has been filled in, then back. Next, click the material number per item, click the BC info tab, then fill in the BC doc type and advance number, then click the Picking tab and click the button , then copy the Quantity number and paste it into the Picked Quantity, then Save. A Change Outbound Delivery display will appear, then click Post Good

Issue, and make sure PGI is successful.

If successful, text will appear in the green color block. The next step, go to the start page and open the T-code VF01 to create a billing document. Select the billing type and billing date and enter the document number (DO) that has been in the PGI. Then enter. Then click the button  and click the Customer tab, fill in the Pre Invoice Number then save. Pay attention to the number below the display as a reference for printing Commercial Invoices. Next, return to the main menu and open output from billing document Code (VF31) to print a Commercial Invoice. Fill in the output type ZCI2 for document Commercial Invoice, fill in the billing document, check the intercompany billing checklist, then Execute. Then check item and Process, then click print preview, make sure all the Quantity numbers are correct, then print. Then the creation of a Commercial invoice is complete.

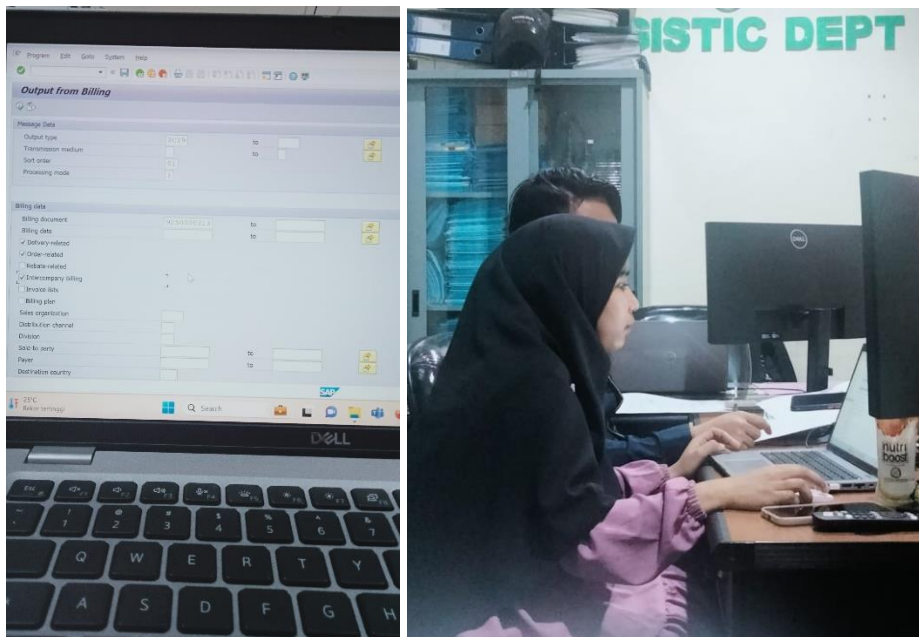


Figure 3.22 Create Commercial Invoice
Source: Processed Data, 2023

12. Making Detailed Packing List

The packing list details are Mandatory documents containing descriptions of the goods to be shipped. This document also contains details of the type of

goods, the dimensions of the goods, the quantity of goods, and the weight of the goods. After creating and printing a Commercial Invoice is complete, the next step is to create and print a Detailed Packing List. The following is the detailed packing list printing process flow.

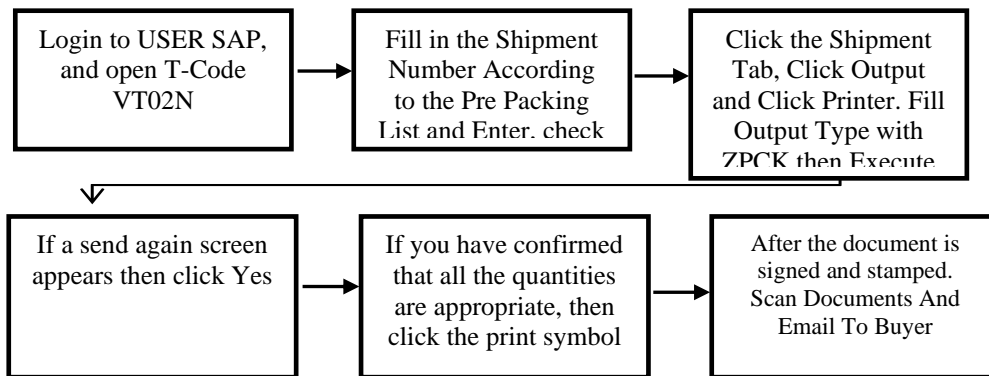


Figure 3.23 Flow Chart for Making Detailed Packing Lists

Source: Process Data, 2023

After creating and printing a Commercial Invoice is complete, the next step is to create and print a Detailed Packing List. the first step, open Change Shipment code (VT02N) then fill in the shipment Number, the same number on the Pre-Packing List. Then enter. Then check all Execution and Save. The second step is to click the shipment tab, click Output, click printer and fill in the Output Type with ZPCK and Execute. If a send again screen appears then click Yes. In the next screen, click execute and Print Preview. If you have confirmed that all the quantities are appropriate, then click the print symbol. After the Commercial Invoice and Detailed packing list documents are signed and stamped, the documents are scanned. Then it is sent to the Buyer via Email.

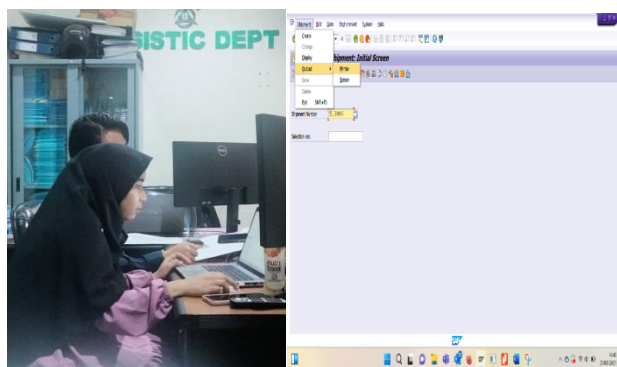


Figure 3.24 Making Detailed Packing Lists Process

Source: Process Data, 2023

13. Making E-Forms (E-SKA)

E-Form (E-SKA) Is an electronic Certificate of Origin (SKA) issuance system built by the Ministry of Trade for all SKA Issuing Agencies (IPSKA). As for the way of manufacture E-Form (E-SKA) is using the e-SKA system website: <http://e-ska.kemendag.go.id/>. The following is the process of making E-SKA:

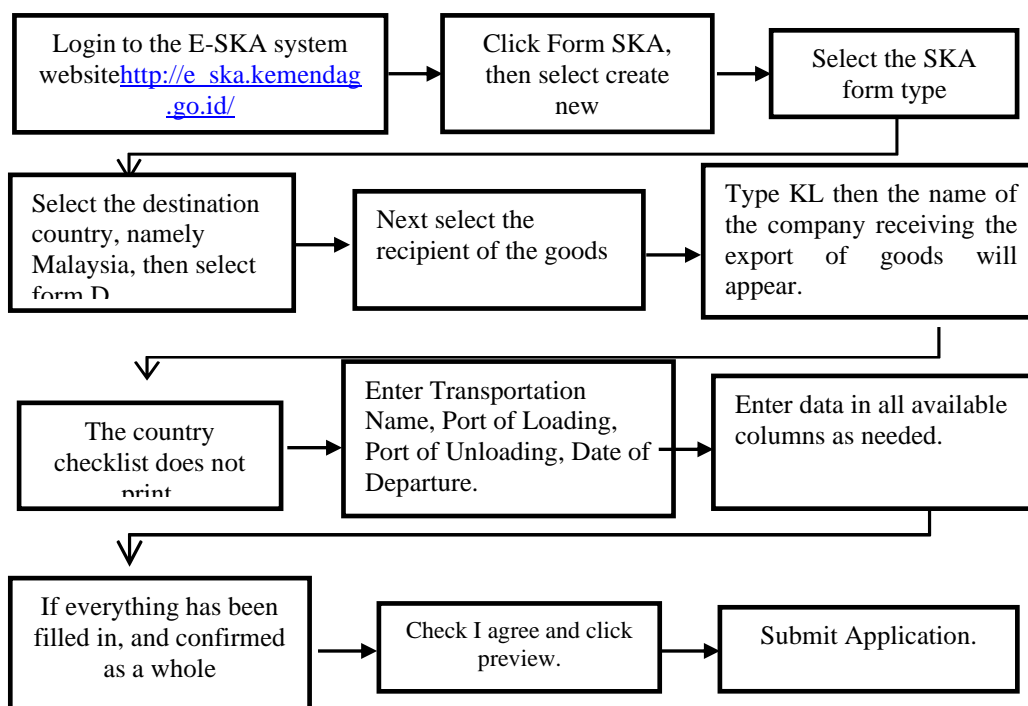


Figure 3.25 Flow Chart for Create E-SKA

Source: Processed Data, 2023

Stages the first is making E-SKA, namely, logging in to the e-SKA system website http://e_ska.kemendag.go.id/ Click Form SKA and select create new. Select the SKA form type, select Malaysia for the destination country, then select form D. select the recipient of the goods, fill in the company name, type KL. Checklist for Countries Not Printed, Enter the name of the transportation, Port of loading, Port of unloading, date of departure, upload files as requested (BL, PEB, Invoice). After uploading the PEB file, enter the FOB value then save. In the Goods Data Section, upload the invoice file and the total invoice divided by the middle rate. Then save.

Click (+) add goods. In the Packet packages section, enter marks, (without marks) quantity, and units. In the Goods section, enter the Hs code. In the description section, fill in according to existing records. Enter quantity, gross weight, net weight. Fill in the FOB value, the FOB value in another exchange, select the FOB note printer. Fill in the cost structure section, only fill in sections C, D, and F in accordance with the existing format. Then select the goods criteria (WO) Save and Save Goods. Select Next Checklist I agree and click preview, and make sure all data is filled in correctly. Then click submit application.

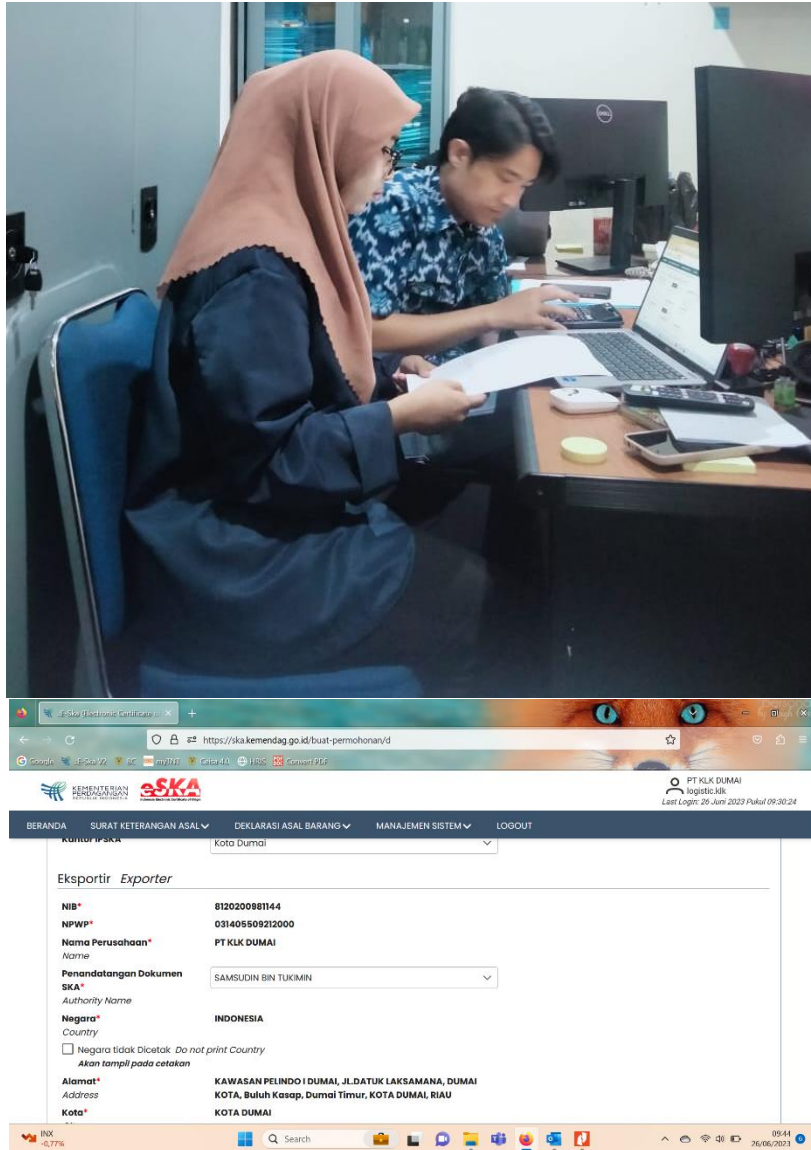


Figure 3.26 Create E-SKA Process
Source: Processed Data, 2023

3.3 Place of Apprenticeship

This Apprenticeship activity is carried out at PT. KLK DUMAI located in Datuk Laksamana, Pelindo I Area, Buluh Kasap, Dumai City, Riau, During practical work the author was placed in the Logistics Section. The practical work time is carried out for 5 (five) months starting from February 6, 2023 to July 5, 2023. with working days starting from Monday to Saturday. With operational working hours starting at 08.00-16.30 WIB.

The activities taught by the Logistics Department for the Export of Bulk Goods, Bulk Export Goods are export goods in the form of liquid, gas or solid in the form of small pieces, powder or granules which are transported without using containers or packaging. The schedule for carrying out apprenticeship can be seen in table 3.1 below:

Table 3.1 The Working Schedule of PT.KLK Dumai

No	Day	Working hours	Agency
1	Monday to Friday	08:00 to 16:30	PT. KLK Dumai
2	Saturday	08:00 to 13.00	PT. KLK Dumai
3	Sunday	Day off	Day Off

Source: Processed Datai, 2023

3.4 Kind and Description of the Activity

Apprenticeship Activities carried out in the Logistics Department in the bulk goods export section at PT. KLK Dumai. The activities taught are as follows: Making Documents for Work Appointments (SPK), Making Shipping Instructions (SI) Documents, Pre Invoice, Pre Packing List, Making 3D Forms, Making Open Lock/Seal Documents, Making Notification Documents Goods Readiness (PKB), Submission of Samples, Making Manual Invoice, Making Goods Export Notifications (PEB), Commercial Invoice, Packing Lists, and E-SKA (CO).

The following are the activities carried out by the author during the Apprenticeship using the system, website and application module:

1. Preparation of SPK Documents

SPK (work appointment letter) is an order document to carry out or carry out company or agency activities. SPK is addressed to PT. Pelindo Multi Terminal Dumai Area. In connection with the plan to manufacture export products carried out by PT. KLK Dumai in the Pelindo Multi Terminal Dumai Harbor Area.

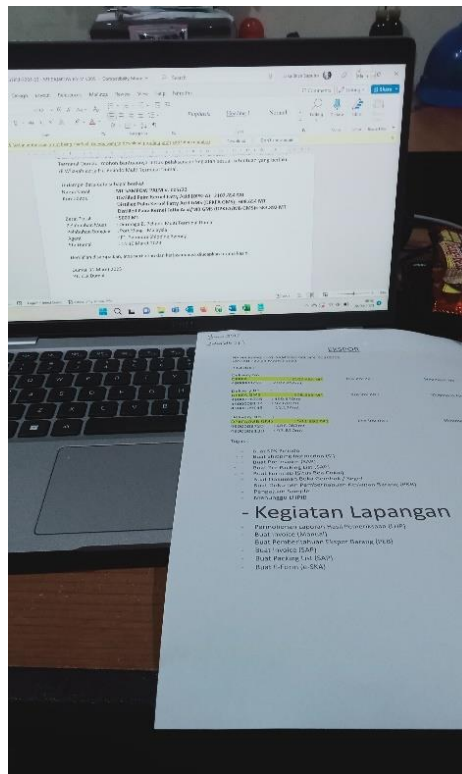


Figure 3.27 Preparation of SPK Document

Source: Processed Data, 2023

2. Making Shipping Instructions (SI) Documents

Shipping Instruction (SI) is a document provided by the exporter to the Agent. The SI contains details of the parties involved, the name of the ship, the cargo to be exported, and the amount of cargo or product. Shipping Instruction that has been created will be sent to the Agent via email.



Figure 3.28 Making Shipping Instruction for Documentation
Source: Processed Data, 2023

3. Make Pre Invoice by SAP system.

Pre Invoice is the creation of a temporary billing document because the goods received by the buyer will be processed in stages or separately which are inputted into an SAP system, where the invoice is based on a purchase order. System Analysis and Production Data Processing (SAP) is an application used to process company data in managing its resources.

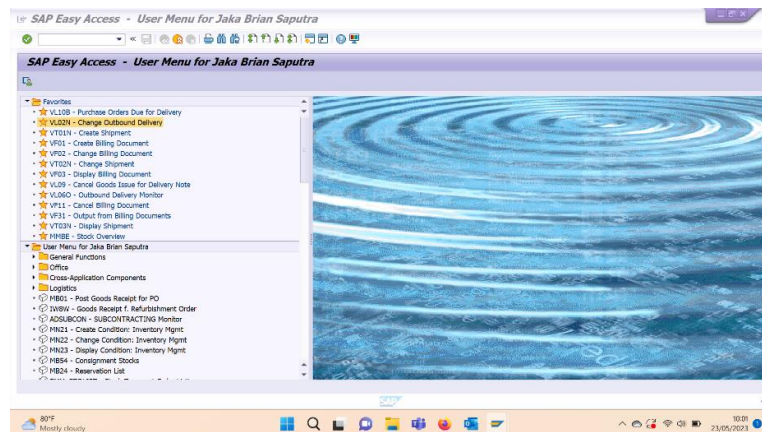


Figure 3.29 Making Commercial Invoice By System SAP
Source: Processed Data, 2023

4. Print Pre-Packing List by SAP System.

is a packaging document that contains the amount, type and weight of exported goods but is temporary, as is the case with a pre-invoice. The Pre-Packing List is a document that is as important as the Pre-Invoice.

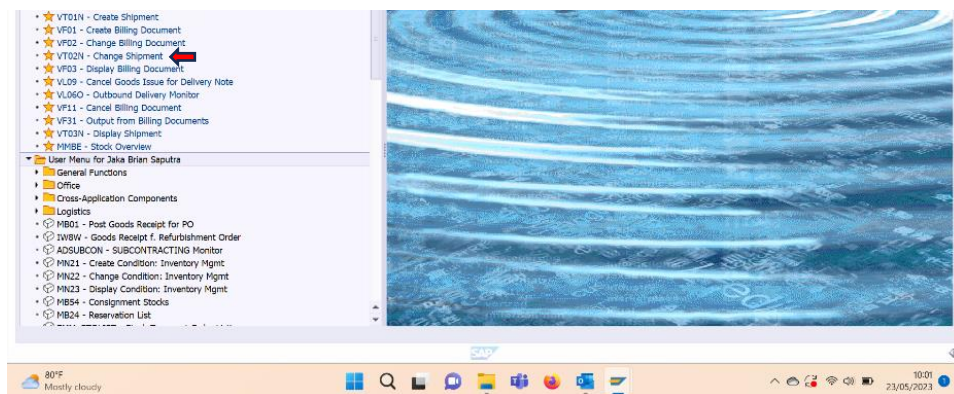


Figure 3.30 Print Pre-Packing List System SAP

Source: Processed Data, 2023

5. Production of Bulk Export Permit Form (3D) by Customs website

Form 3D is a filling form to fill in permit data for the manufacture of export goods in bulk form. Making the 3D form is done before submitting the lock/seal opening document, Goods Readiness Notification (PKB) document, sample submission and Goods Export Notification (PEB) submission. Filling in the 3D Form is done on the Customs Website.

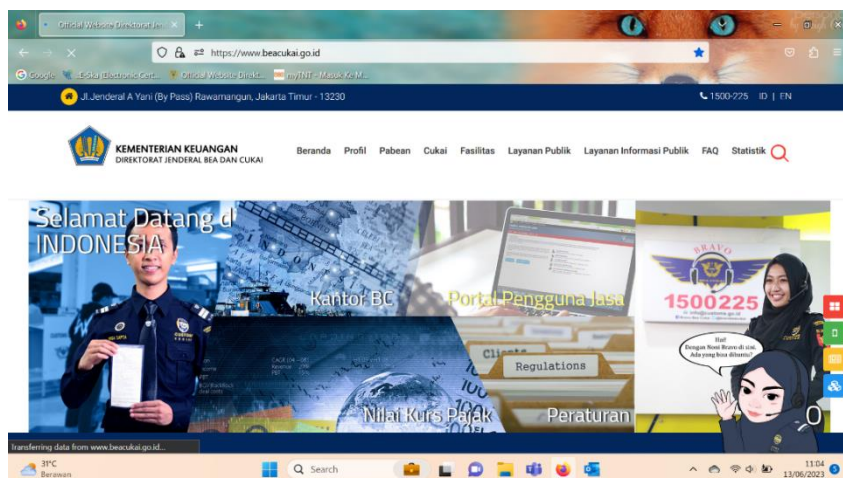


Figure 3.31 Form 3D By Website Direktorat Jendral Customs

Source: Processed Data, 2023

6. Making Documents Open Padlocks or Seals

The lock/seal open document is a document intended for the purpose of loading export goods. Addressed to the KPPBC export hangar of middle type customs B Dumai.

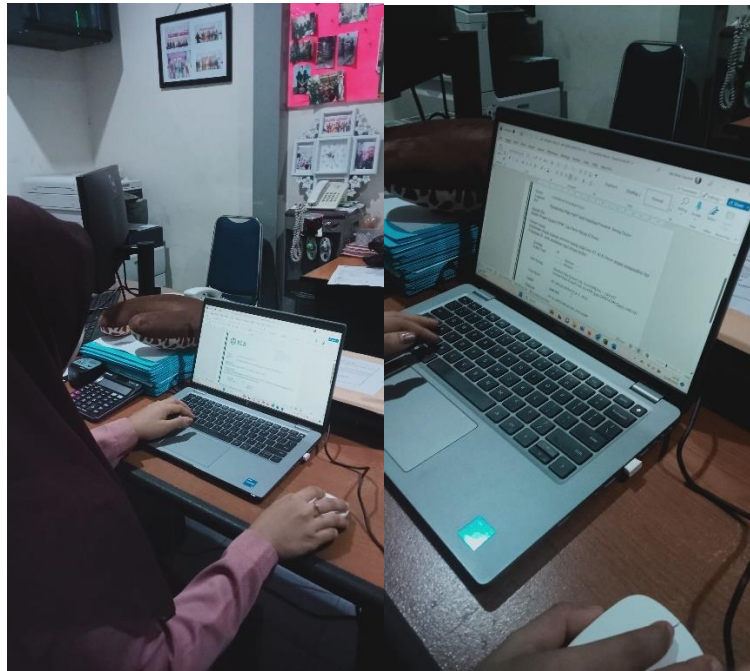


Figure 3.32 Making Document Open Lock/Seal

Source: Processed Data, 2023

7. Preparation of Goods Readiness Notification Documents (PKB)

Goods readiness notification document (PKB) is a document that is useful as a notification of the readiness of exported goods for physical inspection.



Figure 3.33 Preparation Document PKB

Source: Processed Data, 2023

8. Submission of Export Product Samples to Customs

Submission of samples is the provision of products to be exported to Customs, in the form of product samples and supporting documents in the form of Notification of Goods Readiness (PKB) documents accompanied by 3D form documents. To submit a sample, the author must take the product at the Laboratory or Quality Assurance (QA) or Quality Control (QC) Department according to the Purchase Order contract. After the product is taken, then submit the product along with supporting documents to the Customs Office in the PT. KLK Dumai.

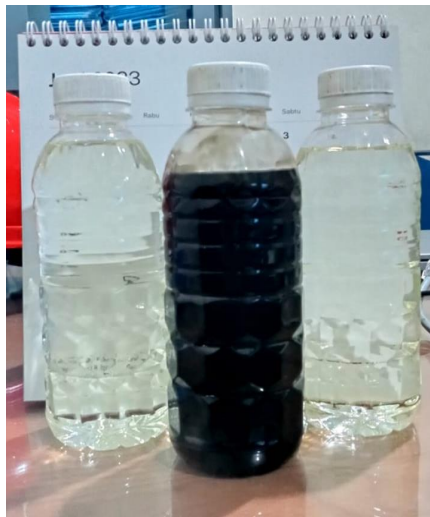


Figure 3.34 Sample Submission
Source: Processed Data, 2023

9. Creating Manual Invoice

After getting the sounding results from field activities, prepare an Invoice Manual. Manual Invoice is a manual recording of product export quantities in excel format, where these quantities will later be entered into the SAP system. The steps for making a Manual Invoice, enter the quantity according to the number on the shipment, enter the price per product. After everything is entered, then the final quantity must be reduced by the difference in the sounding numbers, the total amount minus the number of soundings can be the result of the difference minus the last quantity loaded. Automatically the

total in excel changes.

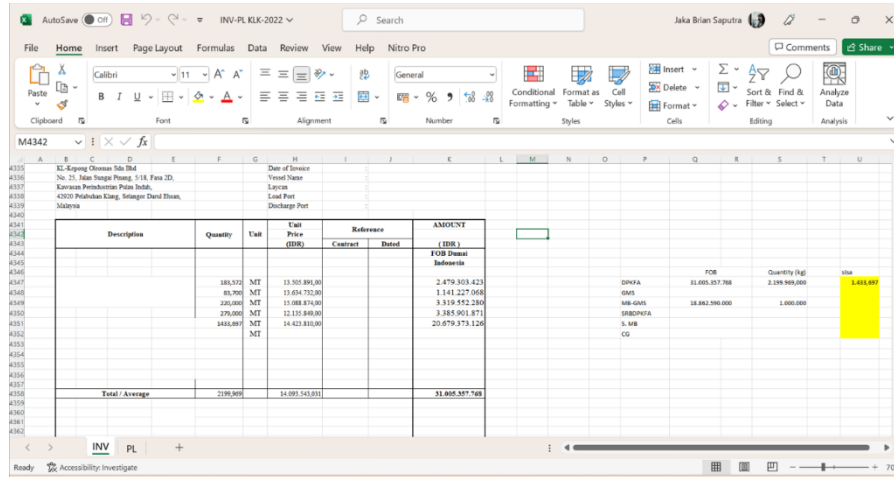


Figure 3.35 Create Invoice Manual
Source: Processed Data, 2023

- Preparation of Goods Export Declaration (PEB) on Mexport application odules owned by Exporters by the Customs Service and Supervision Office (KPPBC). Goods Export Declaration (PEB) is customs documents used for notification of the implementation of the export of goods which can be in the form of writing on a form or electronic media. PEB is made based on complementary customs documents in the form of invoices, packing lists and other documents.

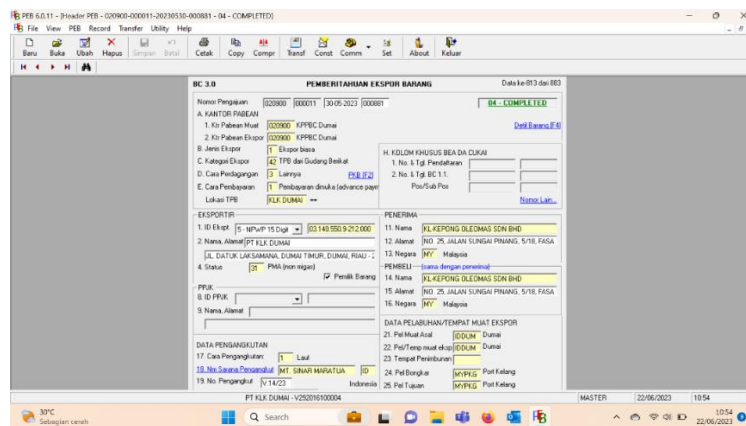


Figure 3.36 PEB By Application module
Source: Processed Data, 2023

11. Making Commercial Invoice by SAP system.

Commercial Invoices are documents commonly used in international trade, such as exports and imports. The Commercial Invoice in the form of a memorandum of understanding detailing the amount of goods sold, the price of the goods, and the method of payment will be calculated. A Commercial Invoice is a legal document issued by an exporter (seller) to an importer (buyer) in an international transaction. This document serves as a contract and proof of sale between the buyer and the seller.

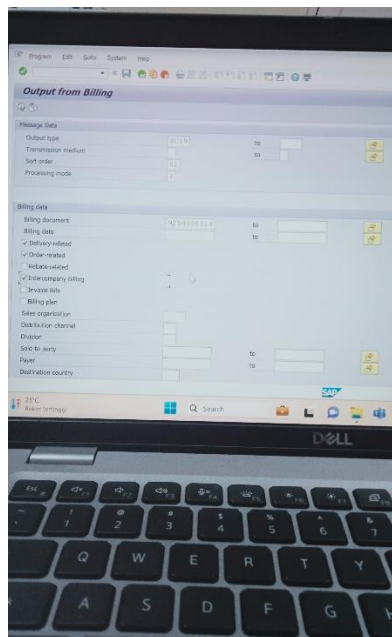


Figure 3.37 Making Commercial Invoice
Source: Processed Data, 2023

12. Detailed Packing List by SAP System.

Detailed Packing list is mandatory documents containing descriptions of the goods to be shipped. This document also contains details of the type of goods, the dimensions of the goods, the quantity of goods, and the weight of the goods.



Figure 3.38 Making Detailed Packing List By SAP
Source: Processed Data, 2023

13. Making E-Forms (E-SKA)by e-SKA system website.

E-Form (E-SKA) Is a system for issuing Certificates of Origin (SKA) or known as Certificate of Origin (COO), electronically built by the Ministry of Trade for all SKA Issuing Agencies (IPSKA).

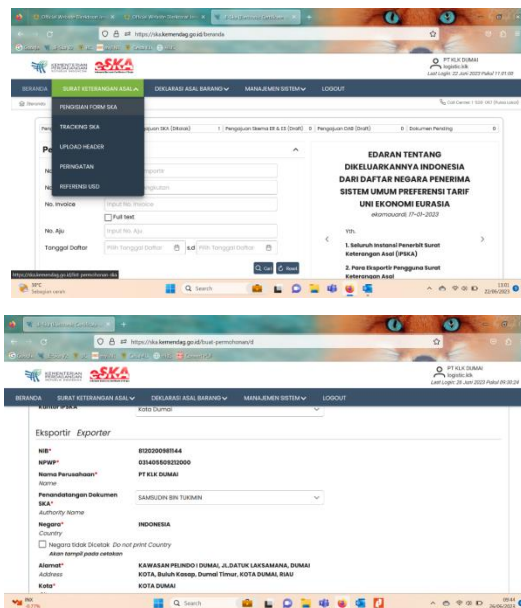


Figure 3.39 E-SKA By Website E-Ska
Source: Processed Data, 2023

3.4.1 Description of the Activity

On the agenda for the first week, they didn't do much apprenticeship because they take care of the administration for the apprenticeship and participate in safety induction, which is very important for the intern to come and leave safely.

Table 3.2 Agenda of Activities of the Week 1 (February 6th to 11th, 2023)

No	Date and time	Name of activity	Department
1.	Mon, February 6 th , 2023	SHE Instructions	Logistics Dept
2.	Tue, February 7 th , 2023	<ol style="list-style-type: none"> 1. Activity instructions 2. Learn what to do 3. Create E-SKA 	Logistics Dept
3.	Wed, February 8 th , 2023	<ol style="list-style-type: none"> 1. Create Shipping Instruction 2. Create Document SPK Pelindo 3. Create Pre Invoice 4. Create Pre Packing List 5. Create 3D 6. Create PKB. 7. Create Document open the lock 	Logistics Dept
4.	Thu, February 9 th , 2023	<ol style="list-style-type: none"> 1. Print documents 3D,PKB 2. Deliver letters to the field 3. Take samples 4. Submission of samples 	Logistics Dept
5.	Fri, February 10 th , 2023	<ol style="list-style-type: none"> 1. View sound results 2. Create invoices manually 5. Create PEB 	Logistics Dept
6.	Sat, February 11 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list Print and scan documents	Logistics Dept

Source: Processed Data, 2023

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai Second Week (13 - 17 March 2023) can be seen in table 3.3 below:

Table 3.3 Agenda of Activities of the Week 2 (March 13th to 17th, 2023)

No	Date and Time	Name of activity	Department
1.	Mon, February 13 th , 2023	1. Create E-SKA 2. Print and Scan Document.	Logistics Dept
2.	Tue, February 14 th , 2023	1. Create SPK Pelindo 2. Create Document open the lock 3. Create Shipping Instruction 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB.	Logistics Dept
3.	Wed, February 15 th , 2023	1. Print documents 2. Deliver letters to the field 3. Take samples 4. Submission of samples	Logistics Dept
4.	Thu, February 16 th , 2023	1. View sound results 2. Create invoices manually 3. Create PEB	Logistics Dept
5.	Fri, February 17 th , 2023	1. View sound results 2. Create invoices manually 3. Create PEB	Logistics Dept

Source: Processed Data, 2023

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai Third Week (20 to 25 March 2023) can be seen in table 3.4 below:

Table 3.4 Agenda of Activities of the Week 3 (March 20th to 25th, 2023)

No	Date and time	Name of activity	Department
1.	Mon, February 20 th , 2023	1. View the results of the sounding 2. Create invoices 3. Create packing list 4. Print and scan documents	Logistics Dept
2.	Tue, February 21 th , 2023	1. Create invoices 2. Create packing list 3. Print and scan documents.	Logistics Dept
3.	Wed, February 22 th , 2023	1. Create E-Ska 2. Print Document.	Logistics Dept
4.	Thu, February 23 th , 2023	1. Create SPK Pelindo 2. Create Document open the lock 3. Create Shipping Instruction 4. Pre Invoice	Logistics Dept
5.	Fri, February 24 th , 2023	1. Print documents 2. Deliver letters to the field	Logistics Dept

No	Date and time	Name of activity	Department
		<ol style="list-style-type: none"> 3. Pre Packing List 4. Print and Scan Documents 5. Create 3D 6. Create PKB 	
6.	Sat, February 25 th , 2023	<ol style="list-style-type: none"> 1. View sound results 2. Create invoices manually 3. Create PEB 	Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai The Fourth Week (27 to 25 March 4) can be seen in table 3.5 below:

Table 3.5 Agenda of Activities of the Week 4 (March 27th to 4th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, February 27 th , 2023	<ol style="list-style-type: none"> 1. Print and scan documents 	Logistics Dept
2.	Tuesday, February 28 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan documents 	Logistics Dept
3.	Wednesday, March 1 th , 2023	<ol style="list-style-type: none"> 1. Create E-Ska 	Logistics Dept
4.	Thursday, March 2 th , 2023	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB 	Logistics Dept
5.	Friday, March 3 th , 2023	<ol style="list-style-type: none"> 1. Take samples 2. Submission of samples 	Logistics Dept
6.	Saturday, March 4 th , 2023	<ol style="list-style-type: none"> 1. View sound results 2. Create invoices manually 3. Create PEB 	Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the fifth week (6 March to 11 March 2023) can be seen in table

3.6 below:

Table 3.6 Agenda of Activities of the Week 5 (March 6th to March 11th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, March 6 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan documents 	Logistics Dept
2.	Tuesday, March 7 th , 2023	<ol style="list-style-type: none"> 1. Create E-ska 2. Print and scan doc. 	Logistics Dept
3.	Wednesday, March 8 th , 2023	<ol style="list-style-type: none"> 1. Print and scan documents 2. Photocopy of documents. 	Logistics Dept
4.	Thursday, March 9 th , 2023	<ol style="list-style-type: none"> 1. Scan documents 2. Photocopy 3. Deliver documents to staff. 	Logistics Dept
5.	Friday, April 10 th , 2023	<ol style="list-style-type: none"> 1. Print and scan documents. 	Logistics Dept
6.	Saturday, April 11 th ,	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB 	Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Sixth Week (13 to 18 March 2023) can be seen in table 3.7 below:

Table 3.7 Agenda of Activities of the Week 6 (March13th to 18th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, March 13 th , 2023	1. Print documents 2. Deliver letters to the field	Logistics Dept
2.	Tuesday, March 14 th , 2023	1. Take samples 2. Submission of samples 3. Print documents.	Logistics Dept
3.	Wednesday, March 15 th , 2023	1. Create invoices manually 2. Create PEB	Logistics Dept
4.	Thursday, March 16 th , 2023	1. Print Documents. 2. Create invoices manually 3. Create PEB	Logistics Dept
5.	Friday, March 17 th , 2023	1. Create invoices 2. Create packing list 3. Print and scan documents	Logistics Dept
6.	Saturday, March 18 th , 2023	1. Create invoices 2. Create packing list 3. Print and scan documents 4. Create E-SKA	Logistics Dept

Source: *Processed Data, 2023*

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai Seventh Week (20 to 25 March 2023) can be seen in table 3.8 below:

Table 3.8 Agenda of Activities of the Week 7 (April 20th to 25th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, March 20 th , 2023	1. Create SPK Pelindo 2. Create SI 3. Create Pre Invoice 4. Create Packing List 5. Print and scan documents 6. Create 3D Forms	Logistics Dept
2.	Tuesday, March 21 th , 2023	1. Create document Open the padlock/seal 2. Create PKB documents 3. Print documents	Logistics Dept
3.	wednesday,march 22th, 2023	1. Take samples 2. Print and scan documents 3. Submit the padlock opening document to the field party 4. Submission of samples to the BC	Logistics Dept

No	Date and time	Name of activity	Department
4.	Thursday, March 23 th , 2023	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB 	Logistics Dept
5.	Friday, March 24 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan Documents. 	Logistics Dept
6.	Saturday, March 25 th , 2023	<ol style="list-style-type: none"> 1. Create e-ska 2. Print and scan documents 	Logistics Dept

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Eighth Week (27 to 31 March 2023) can be seen in table 3.9 below:

Table 3.9 Agenda of Activities of the Week 8 (April 27th to 31th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, March 27 th , 2023	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB 	Logistics Dept
2.	Tuesday, March 28 th , 2023	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party. 	Logistics Dept
3.	Wednesday, March 29 th , 2023	<ol style="list-style-type: none"> 1. Take samples 2. Print and scan documents 3. Submission of samples to the BC 	Logistics Dept
4.	Thursday, March 30 th , 2023	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB 	Logistics Dept
5.	Friday, March 31 th , 2023	<ol style="list-style-type: none"> 1. Create invoices manually. 2. Create PEB. 	Logistics Dept

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Ninth Week (1 to 8 April 2023) can be seen in table 3.10 below:

Table 3.10 Agenda of Activities of the Week 9 (April 1th to 8th, 2023)

No	Date and time	Name of activity	Department
1.	Saturday, April 1 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan Documents. 	Logistics Dept
2.	Monday, April 3 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan Documents. 	Logistics Dept
3.	Tuesday, April 4 th , 2023	Sick	Logistics Dept
4.	Wednesday, April 5 th , 2023	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB 	Logistics Dept
5.	Tuesday, April 6th, 2023	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party. 	Logistics Dept
6.	Saturday, April 8th, 2023	<ol style="list-style-type: none"> 1. Print and scan documents. 2. Photocopy of documents. 	Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Ten Weeks (10 to 15 April 2023) can be seen in table 3.11 below:

Table 3.11 Agenda of Activities of the Week 10 (May 10th to 15th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, April 10 th , 2023	1. Take a sample in the lab 2. Submission of samples. 3. 3D printing and PKB	Logistics Dept
2.	Tuesday, April 11 th , 2023	1. View the results of the sound 2. Create invoices manually 3. Create PEB	Logistics Dept
3.	Wednesday, April 12 th , 2023	1. Create invoices 2. Create packing list 3. Print and scan invoices and packing lists.	Logistics Dept
4.	Tuesday, April 13 th , 2023	1. Create e-ska 2. Print and scan documents	Logistics Dept
5.	Friday, April 14 th , 2023	1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB	Logistics Dept
6.	Saturday, April 15 th , 2023	1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party.	Logistics Dept

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Eleven Week (17 to 19 April 2023) can be seen in table 3.12 below:

Table 3.12 Agenda of Activities of the Week 11 (April 17th to 19th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, April 17 th , 2023	1. SAP updating meetings	Logistics Dept
2.	Tuesday, April 18 th , 2023	1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples.	Logistics Dept
3.	Wednesday, April 19 th , 2023	1. Print and scan documents.	Logistics Dept

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Twelfth Week (20 to 29 April 2023) can be seen in table

below:

Table 3.13 Agenda of Activities of the Week 12 (April 20th to 29th, 2023)

No	Date and time	Name of activity	Department
1.	Thursday, April 20 th , 2023	Eid Al-Fitr	Logistics Dept
2.	Friday, April 21 th , 2023		Logistics Dept
3.	Monday, April 24 th , 2023		Logistics Dept
4.	Tuesday, April 25 th , 2023		Logistics Dept
5.	Wednesday, April 26 th , 2023		Logistics Dept
6.	Thursday, April 27 th , 2023		Logistics Dept
7.	Friday, April 28 th , 2023		Logistics Dept
8.	Saturday, April 29 th , 2023		Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai The Thirteenth Week (2 to 6 May 2023) can be seen in table below:

Table 3.14 Agenda of Activities of the Week 13 (May 2th to 6th, 2023)

No	Date and time	Name of activity	Department
1.	Tuesday, May 2 th , 2023	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB. 	Logistics Dept
2.	Wednesday, May 3 th , 2023	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party 	Logistics Dept
3.	Thursday, May 4 th , 2023	<ol style="list-style-type: none"> 1. Print and scan documents. 	Logistics Dept
4.	Friday, May 5 th , 2023	<ol style="list-style-type: none"> 1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples. 	Logistics Dept

No	Date and time	Name of activity	Department
5.	Saturday, May 6 th , 2023	1. View the results of the sound 2. Create invoices manually Create PEB	Logistics Dept

Source: Processed Data, 2023

The agenda of activities or work that the author did during apprenticeship at PT KLK Dumai fourteen Weeks (8 to 13 May 2023) can be seen in the table below:

Table 3.15 Agenda of Activities of the Week 14 (May 8th to 13th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, May 8 th , 2023	1. Create invoices 2. Create packing list 3. Print and scan invoices and packing lists.	Logistics Dept
2.	Tuesday, May 9 th , 2023	1. Create E-SKA	Logistics Dept
3.	Wednesday, May 10 th , 2023	1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB.	Logistics Dept
4.	Thursday, May 11 th , 2023	1. Print documents.	Logistics Dept
5.	Friday, May 12 th , 2023	1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party.	Logistics Dept
6.	Saturday, May 13 th , 2023	1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples.	Logistics Dept

Source: Processed Data, 2023

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai Fifteenth Week (15 to 20 May 2023) can be seen in the table below:

Table 3.16 Agenda of Activities of the Week 15 (May 15th to 20th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, May 15 th , 2023	<ol style="list-style-type: none"> 1. Print and scan documents. 2. Photocopy of Documents. 3. Deliver files to staff 	Logistics Dept
No	Date and time	Name of activity	Department
2.	Tuesday, May 16 th , 2023	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB 	Logistics Dept
3.	Wednesday, May 17 th , 2023	<ol style="list-style-type: none"> 1. Print documents. 	Logistics Dept
4.	Thursday, May 18 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan invoices and packing lists. 	Logistics Dept
5.	Friday, May 19 th , 2023	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan invoices and packing lists. 	Logistics Dept
6.	Saturday, May 20 th , 2023	<ol style="list-style-type: none"> 1. Create E-SKA 2. Print and scan documents. 	Logistics Dept

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during apprenticeship at PT. KLK Dumai for the Sixteenth Week (22 to 27 May 2023) can be seen in table 3.17 below:

Table 3.17 Agenda of Activities of the Week 16 (May 22th to 27th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, May 22 th , 2023	<ol style="list-style-type: none"> 1. Create Document open the lock 2. Create SI 3. Create Pre Invoice 4. Create Pre Packing List 5. Print and Scan Documents 6. Create 3D 7. Create PKB. 	Logistics Dept
2.	Tuesday, May 23 th , 2023	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Hand over the unlocked document 	Logistics Dept

No	Date and time	Name of activity	Department
3.	Wednesday, May 24 th , 2023	Sick	Logistics Dept
4.	Thursday, May 25 th , 2023	1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples.	Logistics Dept
5.	Friday, May 26 th , 2023	1. View the results of the sound 2. Create invoices manually 3. Create PEB	Logistics Dept
6.	Saturday, May 27 th , 2023	1. Create invoices manually Create PEB	Logistics Dept

Source: *Processed Data, 2023*

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai Seventeenth Week (29 to 3 June 2023) can be seen in table 3.18 below:

Table 3.18 Agenda of Activities of the Week 17 (May 29th to June 3th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, May 29 th , 2023	1. create Invoices 2. create Packing list 3. print and scan documents	Logistics Dept
2.	Tuesday, May 30 th , 2023	1. create Invoices 2. create Packing list 3. print and scan documents	Logistics Dept
3.	Wednesday, May 31 th , 2023	1. Print and scan documents 2. Create E-ska	Logistics Dept
4.	Thursday, June 2 th , 2023	1. Create spk Pelindo 2. Create Shipping Instruction 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create 3D Forms 7. Create document open the padlock 8. Create PKB Documents	Logistics Dept
5.	Friday, June 3 th , 2023	1. 3D printing 2. Print document Open Padlock 3. Print PKB document 4. Take a sample in the lab 5. Submit a sample to the BC 6. Submit a padlock open	Logistics Dept

Source: *Processed Data, 2023*

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Eighteenth Week (5 to 10 June 2023) can be seen in table 3.19 below:

Table 3.19 Agenda of Activities of the Week 18 (June 5th to 10th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, June 5 th , 2023	1. View sound results 2. Create invoices Manually 3. Create PEB	Logistics Dept
2.	Tuesday, June 6 th , 2023	1. Create Invoices 2. Create Packing List 3. Print and scan Documents	Logistics Dept
3.	Wednesday, June 7 th , 2023	1. Create invoices Manually 2. Create PEB	Logistics Dept
4.	Thursday, June 8 th , 2023	1. Create Invoices 2. Create Packing List	Logistics Dept
5.	Friday, June 9 th , 2023	1. Create E-SKA	Logistics Dept
6.	Saturday, June 10 th , 2023	1. Refresh Safety Training	Logistics Dept

Source: Processed Data, 2023

The agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the Nineteenth Week (12 to 17 June 2023) can be seen in the table 3.20 below:

Table 3.20 Agenda of Activities of the Week 19 (June 12th to 17th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, June 12 th , 2023	1. Create spk Pelindo 2. Create SI 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create 3D Forms 7. Create document open the padlock 8. Create PKB Documents.	Logistics Dept
2.	Tuesday, June 13 th , 2023	1. 3D printing 2. Print document Open Padlock 3. Print PKB document 4. Take a sample in the	Logistics Dept

No	Date and time	Name of activity	Department
		5. Submit a sample to the BC 6. Submit a padlock open document to the field.	
3.	Wednesday, June 14 th , 2023	1. View sound results 2. Create invoices Manually Create PEB	Logistics Dept
4.	Thursday, June 15 th , 2023	1. Create Invoices 2. Create Packing List Print and scan Documents	Logistics Dept
5.	Friday, June 16 th , 2023	1. Create Invoice and Pcking list part 2. 2. Print and scan documents.	Logistics Dept
6.	Saturday, June 17 th , 2023	1. Create E-Ska.	Logistics Dept

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the twenty Weeks (19 to 24 June 2023) can be seen in table 3.21 below:

Table 3.21 Agenda of Activities of the Week 20 (June 19th to 24th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, June 19 th , 2023	1. Print and scan Documents.	Logistics Dept
2.	Tuesday, June 20 th , 2023	Sick	Logistics Dept
3.	Wednesday, June 21 th , 2023	Sick	Logistics Dept
4.	Thursday, June 22 th , 2023	1. Create spk Pelindo 2. Create SI 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create 3D Forms 7. Create document open the padlock 8. Create PKB Documents	Logistics Dept
5.	Friday, June 23 th , 2023	1. 3d printing 2. Print document Open Padlock 3. Print PKB document 4. Take a sample in the lab 5. Submit a sample to the	Logistics Dept

No	Date and time	Name of activity	Department
		6. BC Submit a padlock open document to the field.	
6.	Saturday, June 24 th , 2023	1. View sound results 2. Create invoices Manually 3. Create PEB	Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the twenty one Week (26 to 28 June 2023) can be seen in table 3.22 below:

Table 3.22 Agenda of Activities of the Week 21 (June 26th to 28th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, June 26 th , 2023	1. Create Invoices 2. Create Packing List 3. Print and scan Documents 4. Create E-Ska	Logistics Dept
2.	Tuesday, June 27 th , 2023	1. Scan documents. 2. Transfer files 3. Photocopy of document.	Logistics Dept
3.	Wednesday, June 28 th , 2023	1. Create spk Pelindo 2. Create Shipping Instruction 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create document open the padlock 7. Create PKB Documents	Logistics Dept

Source: Processed Data, 2023

Agenda of activities or work that the author did during apprenticeship at PT.KLK Dumai for the last Week (3 to 5 July 2023) can be seen in table 3.23 below:

Table 3.23 Agenda of Activities of the Week 22 (July 3th to 5th, 2023)

No	Date and time	Name of activity	Department
1.	Monday, July 3 th , 2023	1. Print and scan documents.	Logistics Dept
2.	Tuesday, July 4 th , 2023	1. Create 3D Forms. 2. 3d printing 3. Print document Open Padlock 4. Print PKB document 5. Take a sample in the lab.	Logistics Dept
3.	Wednesday, July 5 th , 2023	1. Submit a sample to the BC. 2. Submit a padlock open document to the field.	Logistics Dept

Source: *Processed Data, 2023*

3.5 Obstacle and Solution

3.5.1 Obstacle

The obstacle that the author get while did the Apprenticeship Report at PT. KLK Dumai are:

1. Obstacles when accessing systems such as the SAP system, and module applications, and customs websites.
2. When you want to create system-based documents and module websites, the problem is a bad or disrupted customs network which results in delays in the creation of documents such as 3D documents, E-ska, and PEB.
3. When you want to input invoices and packing lists in SAP. For example, there is not enough stock in the system, so collection is hampered.

3.5.2 Solution

The Solution for the obstacles that the authorget while did the Apprenticeship, we hope that on the nest periot are :

The logistics party confirms in advance with related parties such as the Customs and Production parties, for the preparation of documents so that the production of these documents can be carried out without any problems and ready on time

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conculation

The conclusion of the Apprenticeship that the author made is as follows:

1. This Apprenticeship activity is carried out at PT. KLK DUMAI located in Datuk Laksamana, Pelindo I Area, Buluh Kasap, Dumai City, Riau, During practical work the author was placed in the Logistics Section. The practical work time is carried out for 5 (five) months starting from February 6, 2023 to July 5, 2023. with working days starting from Monday to Saturday.
2. Bulk Export Goods are export goods in the form of liquid, gas or solid in the form of small pieces, powder or granules which are transported without using containers or packaging.
3. In making export documents for bulk goods, there are several documents that need to be prepared by the author, namely work appointment documents, shipping instructions, pre invoices, pre packing lists, 3D forms, unlock/seal documents, notification of goods readiness (PKB), submission of samples to Customs and Excise. , Manual Invoice, Goods Export Notification Document, Commercial Invoice, Detailed Packing List, and E-Form (E-SKA).

4.2 Suggestion

After Doing apprenticeship at PT. KLK Dumai, there are several Sugestions namely:

1. Suggestions from the practical work report are to increase the effectiveness and efficiency of bulk goods export activities in the Logistics Department so that the timeliness of processing and communication between parties

involved in the management and preparation of bulk goods export documents. Export staff must carry out all procedural provisions that have been agreed upon by the head of the logistics department and other related staff so that they can build good, communicative relationships, perform more effectively, efficiently and be able to achieve goals. Export staff must continue to attend training to deepen the procedures for each flow of export activities correctly in accordance with the applicable regulations, and be able to know the documents needed in export activities in a structured and correct manner.

REFERENCES

PT.Kuala Lumpur Kepong (KLK) Dumai Profile, <https://www.klkoleo.com/pt-klk-dumai/>; accessed on May 2023

ATTACHMENT

Appendix 1 : Statement Letters

 **KLK**

PT. KLK DUMAI
Jalan Datuk Laksamana
Komplek Pelindo Regional I
Kel. Buah Kasap, Kec. Dumai Timur
Kota Dumai, Riau 28814, Indonesia
T: +62 765 4370078 F: +62 765 37311
www.klk.com.my

SURAT KETERANGAN MAGANG
259/HRD/KLK-DMI/VII/2023

Yang bertanda tangan di bawah ini :

Nama : Yogi Rinanda
Jabatan : Group HR & GA HOD

Menerangkan bahwa :

Nama : Neneng
NIM : 5404191217
Universitas : Politeknik Negeri Bengkalis
Jurusan : Administrasi Bisnis Internasional

Bahwa nama yang tersebut diatas telah melakukan aktivitas magang kerja di **PT. KLK Dumai** terhitung dari tanggal 06 Februari 2023 sampai dengan 05 Juli 2023.

Yang bersangkutan telah melaksanakan tugas dan tanggung jawab dengan baik, juga aktif mempelajari dan mengikuti kegiatan administrasi yang berlangsung di perusahaan kami.


Demikian surat keterangan ini diberikan agar dipergunakan sebagaimana mestinya.

Dumai, 24 Juli 2023
PT. KLK Dumai


Yogi Rinanda
Group HR & GA HOD

Excellence In Biochemicals

Appendix 2 : Apprenticeship Acceptance Letter



PT. KLIK DUMAI
Jalan Datuk Laksamana, Komplek Pelindo I
Kota Dumai 28814 Riau – Indonesia
Telp. No.(0765) 4370078; Fax No: (0765) 37311

Dumai, 17 Januari 2023
Nomor : 023/HRD/KLK-DMI/I/2023
Lampiran :-
Perihal : Kerja Praktek Mahasiswa

Kepada :
Yth. Ketua Prodi D4 Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis
Di-
Bengkalis


Dengan hormat,
Menindaklanjuti surat yang kami terima dengan nomor : 6548/PL31/TU/2022 tanggal 28 Desember 2022 perihal tersebut diatas, kami dapat menerima 2 (dua) orang mahasiswa tersebut untuk melaksanakan kerja praktek di PT. KLIK DUMAI atas nama :

NO	NAMA / NIM	PRODI	JADWAL	TEMPAT PRAKTEK
1	Neneng/5404191217	D4		
2	Endang Yulianti/5404191313	Administrasi Bisnis Internasional	06 Februari 2023 s/d 05 Juli 2023	Logisitc Department PT. KLIK Dumai

Berdasarkan hal tersebut, yang bersangkutan dapat langsung datang ke PT. KLIK Dumai (HR Department) Jl. Datuk Laksamana Dumai dengan membawa persyaratan sebagai berikut :

1. Daftar Riwayat Hidup (Curriculum Vitae) Mahasiswa.
2. Photo Copy KTP/Kartu Mahasiswa (rangkap 2).
3. Surat keterangan kelakuan baik dari perguruan tinggi (asli).
4. Surat keterangan sehat dari dokter Pemerintah (asli).
5. Photo Copy Sertifikat/Kartu Vaksin Lengkap (rangkap 1) dan menunjukkan yang asli.
6. Pas Photo 3 x 4 (2 lembar), 2 x 3 (2 lembar).

Perlu kami informasikan bahwa semua biaya selama melaksanakan praktek kerja di PT. KLIK Dumai menjadi beban yang bersangkutan dan penundaan jadwal, kami anggap pembatalan praktek kerja.
Atas perhatiannya diucapkan terima kasih.

Hormat kami
Menyetujui,

PT. KLIK DUMAI
Excellent in Oleochemicals
Yogi Rinanda
Group HR & GA HOD

Appendix 3 : List of Attendance

ABSENSI MAHASISWI MAGANG POLITEKNIK NEGERI BENGKALIS FEBRUARI 2023

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																											
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	Neneng	D4 Administrasi Bisnis Internasional	IN																											
			OUT																											
IN																														
OUT																														

Dumai, 01 Maret 2023
Mengetahui,

ABSENSI MAHASISWI MAGANG POLITEKNIK NEGERI BENGKALIS MARET 2023

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Neneng	D4 Administrasi Bisnis Internasional	IN																														
			OUT																														
IN																																	
OUT																																	

Dumai, 01 April 2023
Mengetahui,

ABSENSI MAHASISWI MAGANG POLITEKNIK NEGERI BENGKALIS APRIL 2023

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Neneng	D4 Administrasi Bisnis Internasional	IN																													
			OUT																													
IN																																
OUT																																

Dumai, 01 Mei 2023
Mengetahui,

**ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
MEI 2023**

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN		TANGGAL/PARAF MAHASISWI																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Neneng	D4 Administrasi Bisnis Internasional	IN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			OUT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IN	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
OUT	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

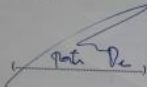
Dumai, 01 Juni 2023
Mengetahui,



**ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
JUNI 2023**

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN		TANGGAL/PARAF MAHASISWI																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Neneng	D4 Administrasi Bisnis Internasional	IN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
			OUT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IN	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OUT	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Dumai, 03 Juni 2023
Mengetahui,



Appendix 4 : Apprenticeship Assessment Sheet

**PENILAIANDARI PERUSAHAAN KERJAPRAKTIK
PT. KUALA LUMPUR KEPONG (KLK)DUMAI**

Nama : NENENG
 NIM : 5404191217
 ProgramStudi : D-4 Administrasi Bisnis Internasional Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	91
2.	Tanggung-jawab	25%	95
3.	Penyesuaian diri	10%	96
4.	Hasil Kerja	30%	97
5.	Perilaku secara umum	15%	92
Total Jumlah (1+2+3+4+5)		100%	94,8

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

Catatan:
 Jangan biarkan rencana & cita"mu Hilang karena sifat malas, teruslah belajar dengan giat, agar nantinya ada hasil manis yang bisa dinikmati.
 Jangan lupa berterima kasih kepada Allah SWT, orang tua & teman" karena Ridho, dukungan dan doa merekalah kamu bisa menyelesaikan magang ini.
 tetap semangat yaa...!

Dumai, 5 Juli 2023
 Mengetahui,
 Pembimbing Magang

PT. KLK DUMAI
 Excellence in Oleochemicals
 Jaka Brian Saputra
 NIK. 1301100019

Appendix 5 : Apprenticeship Certificate



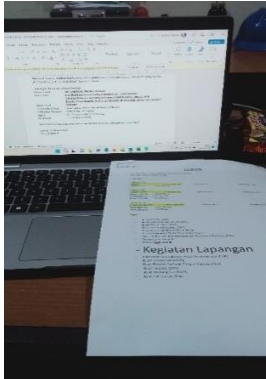
Appendix 6 : Daily Apprenticeship Activities

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

DAY : Thursday - Saturday

DATE : February 6th - 11th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	SHE Instructions		
2.	<ol style="list-style-type: none"> 1. Activity instructions 2. Learn what to do 3. Create E-SKA 		
3.	<ol style="list-style-type: none"> 1. Create Shipping Instruction 2. Create Document SPK Pelindo 3. Create Pre Invoice 4. Create Pre Packing List 5. Create 3D 6. Create PKB. 7. Create Document open the lock 		
4.	<ol style="list-style-type: none"> 1. Print documents 3D,PKB 2. Deliver letters to the field 3. Take samples 4. Submission of samples 		
5.	<ol style="list-style-type: none"> 1. View sound results 2. Create invoices manually 3. Create PEB 		
6.	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan documents 		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	Create SPK 	SPK (work appointment letter) is an order document to carry out or carry out company or agency activities. SPK is addressed to PT. Pelindo Multi Terminal Dumai Area.


DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Friday

DATE : February 13th - 17th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create E-SKA 2. Print and Scan Document.		
2.	1. Create SPK Pelindo 2. Create Document open the lock 3. Create Shipping Instruction 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D. 8. Create PKB.		
3.	1. Print documents 2. Deliver letters to the field 3. Take samples 4. Submission of samples		
4.	1. View sound results 2. Create invoices manually 3. Create PEB		
5.	1. View sound results 2. Create invoices manually 3. Create PEB.		

Company Advisory Notes :

No	WORKING	EXPLANATION
1.	<p>Create Shipping Instruction (SI)</p> 	<p>Shipping Instruction (SI) is a document provided by the exporter to the Agent. The SI contains details of the parties involved, the name of the ship, the cargo to be exported, and the amount of cargo or product.</p>

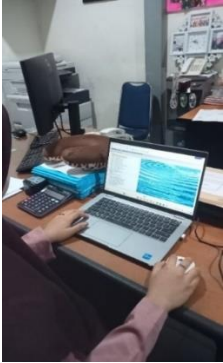
DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : February 20th - 25th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. View the results of the sounding 2. Create invoices 3. Create packing list 4. Print and scan documents 		
2.	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan documents. 		
3.	<ol style="list-style-type: none"> 1. Create E-Ska 2. Print Document. 		
4.	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create Shipping Instruction 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB. 		
5.	<ol style="list-style-type: none"> 1. Print documents 2. Deliver letters to the field 		

	3. Take samples 4. Submission of samples		
6.	1. View sound results 2. Create invoices manually 3. Create PEB.		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	Create Pre-Invoice 	Pre Invoice is the creation of a temporary billing document that is inputted into a SAP system, where the invoice is based on a purchase order. SAP or System Analysis and Production Data Processing is an application used to process company data in managing its resources.

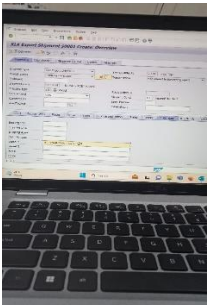
DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : February 27th - March 4th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Print and scan documents.		
2.	1. Create invoices 2. Create packing list 3. Print and scan documents		
3.	1. Create E-Ska		
4.	1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB.		

5.	<ol style="list-style-type: none"> 1. Print documents 2. Deliver letters to the field 3. Take samples 4. Submission of samples 		
6.	<ol style="list-style-type: none"> 1. View sound results 2. Create invoices manually 3. Create PEB 		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	Create Pre-Packing List 	The Pre-Packing List is a packaging document that contains the quantity, type and weight of the exported goods but is temporary, as is the case with the Pre-Invoice. The Pre-Packing List is a document that is as important as the Pre-Invoice.


DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : March 6th - March 11th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan documents 		
2.	<ol style="list-style-type: none"> 1. Create E-ska 2. Print and scan doc. 		
3.	<ol style="list-style-type: none"> 1. Print and scan documents 2. Photocopy of documents. 		
4.	<ol style="list-style-type: none"> 1. Scan documents 2. Photocopy 3. Deliver documents to staff. 		

5.	1. Print and scan documents.		
6.	1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Pre Invoice 5. Pre Packing List 6. Print and Scan Documents 7. Create 3D. 8. Create PKB.		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	Create 3D Document 	Form 3D is a filling form to fill in permit data for the manufacture of export goods in bulk form. Making the 3D form is done before submitting the lock/seal opening document, Goods Readiness Notification (PKB) document, sample submission and Goods Export Notification (PEB) submission.


DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Friday

DATE : March 13th - March 18th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Print documents 2. Deliver letters to the field.		
2.	1. Take samples 2. Submission of samples 3. Print documents.		

3.	1. Create invoices manually 2. Create PEB		
4.	1. Print Documents. 2. Create invoices manually 3. Create PEB		
5.	1. Create invoices 2. Create packing list 3. Print and scan documents		
6.	1. Create invoices 2. Create packing list 3. Print and scan documents 4. Create E-SKA		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	Submission of samples 	Submission of samples is the provision of products to be exported to Customs, in the form of product samples and supporting documents in the form of Notification of Goods Readiness (PKB) documents accompanied by 3D form documents. To submit a sample, the author must take the product at the Laboratory or QUALITY ASSURANCE (QA) or QUALITY CONTROL (QC) Department according to the PO contract.

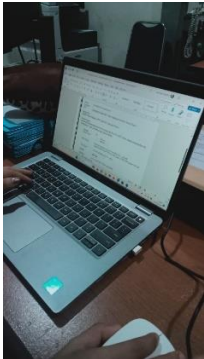
DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Friday

DATE : March 20th - March 25th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create SPK Pelindo 2. Create SI 3. Create Pre Invoice 4. Create Packing List		

	<ol style="list-style-type: none"> 5. Print and scan documents 6. Create 3D Forms 		
2.	<ol style="list-style-type: none"> 1. Create document Open the padlock/seal 2. Create PKB documents 3. Print documents 		
3.	<ol style="list-style-type: none"> 1. Take samples 2. Print and scan documents 3. Submit the padlock opening document to the field party 4. Submission of samples to the BC 		
4.	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB. 		
5.	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan Documents. 		
6.	<ol style="list-style-type: none"> 1. Create e-ska 2. Print and scan documents 		
Company Advisory Notes :			


No	WORKING	EXPLANATION
1.	<p>Create document Open the padlock/seal</p> 	<p>The lock/seal open document is a document intended for the purpose of loading export goods. Addressed to the KPPBC export hangar of middle type customs B Dumai.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Friday

DATE : March 27th - March 31th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create Shipping Instruction 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB 		
2.	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party. 		
3.	<ol style="list-style-type: none"> 1. Take samples 2. Print and scan documents 3. Submission of samples to the BC 		
4.	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB. 		
5.	<ol style="list-style-type: none"> 1. Create invoices manually. 2. Create PEB. 		
Company Advisory Notes :			

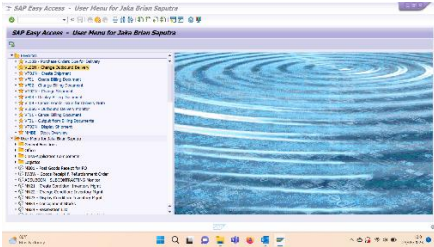
No	WORKING	EXPLANATION
1.	Create PKB 	Goods readiness notification document (PKB) is a document that is useful as a notification of the readiness of exported goods for physical inspection.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : April 1th – April 8th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan Documents. 		
2.	<ol style="list-style-type: none"> 1. Create invoices 2. Create packing list 3. Print and scan Documents. 		
3.	Sick		
4.	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB. 		
5.	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party. 		
6.	<ol style="list-style-type: none"> 1. Print and scan documents 2. Photocopy of documents. 		
Company Advisory Notes :			

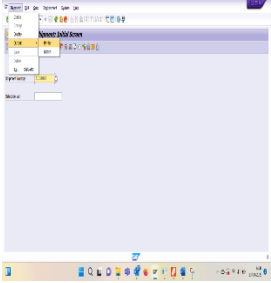
No	WORKING	EXPLANATION
1.	<p>Create Commercial Invoice</p> 	<p>Commercial Invoices are documents commonly used in international trade, such as exports and imports. The Commercial Invoice in the form of a memorandum of understanding detailing the amount of goods sold, the price of the goods, and the method of payment will be calculated.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : April 10th - April 15th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Take a sample in the lab 2. Submission of samples. 3. 3D printing and PKB 		
2.	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB 		
3.	<ol style="list-style-type: none"> 1. Create invoice 2. Create packing list 3. Print and scan invoices and packing lists. 		
4.	<ol style="list-style-type: none"> 1. Create e-ska 2. Print and scan documents 		
5.	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB. 		
6.	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party. 		
Company Advisory Notes :			

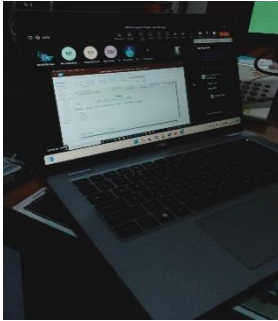
No	WORKING	EXPLANATION
1.	Create Detailed Packing List 	The packing list detailed are Mandatory documents containing descriptions of the goods to be shipped. This document also contains details of the type of goods, the dimensions of the goods, the quantity of goods, and the weight of the goods.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : April 17th - April 19th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. SAP updating meetings		
2.	1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples.		
3.	1. Print and scan documents.		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	SAP Updating Meetings 	SAP Updating Meeting, carried out by employees of Logistics Department the author just followed, to find out the meeting discussed anything.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Thursday - Saturday

DATE : April 20th - April 29th 2023

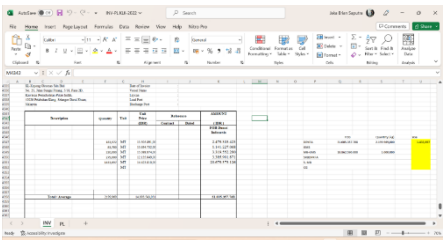
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
Notes : Eid Al-Fitr			

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Tuesday - Saturday

DATE : May 2th - May 6th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create SPK Pelindo 2. Create Document open the lock 3. Create SI 4. Create Pre Invoice 5. Create Pre Packing List 6. Print and Scan Documents 7. Create 3D 8. Create PKB. 		
2.	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Submit the padlock opening document to the field party 		
3.	<ol style="list-style-type: none"> 1. Print and scan documents. 		
4.	<ol style="list-style-type: none"> 1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples. 		
5.	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB 		
Company Advisory Notes :			

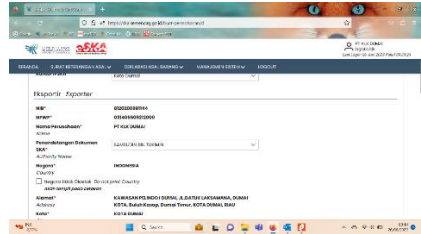
No	WORKING	EXPLANATION
1.	<p>Creating Manual Invoice</p> 	<p>Manual Invoice is a manual recording of product export quantities in excel format, where these quantities will later be entered into the SAP system. The steps for making a Manual Invoice, enter the quantity according to the number on the shipment, enter the price per product.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Saturday

DATE : May 8th - May 13th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Create invoices Create packing list Print and scan invoices and packing lists. 		
2.	<ol style="list-style-type: none"> Create E-SKA 		
3.	<ol style="list-style-type: none"> Create SPK Pelindo Create Document open the lock Create SI Create Pre Invoice Create Pre Packing List Print and Scan Documents Create 3D Create PKB. 		
4.	<ol style="list-style-type: none"> Print documents. 		
5.	<ol style="list-style-type: none"> Print document Open the padlock/seal Print PKB documents 3d printing Submit the padlock opening document to the field party. 		
6.	<ol style="list-style-type: none"> Take a sample in the lab 3D printing and PKB Submission of samples. 		
Company Advisory Notes :			

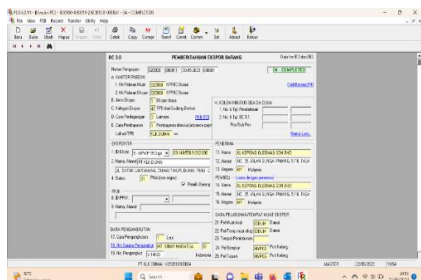
No	WORKING	EXPLANATION
1.	<p>Create E-SKA</p> 	<p>E-Form (E-SKA) Is an electronic Certificate of Origin (SKA) issuance system built by the Ministry of Trade for all SKA Issuing Agencies (IPSKA).</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Saturday

DATE : February 15th - March 20th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Print and scan documents. 2. Photocopy of Documents. 3. Deliver files to staff		
2.	1. View the results of the sound 2. Create invoices manually 3. Create PEB		
3.	1. Print documents.		
4.	1. Create invoices 2. Create packing list 3. Print and scan invoices and packing lists.		
5.	1. Create invoices 2. Create packing list 3. Print and scan invoices and packing lists.		
6.	1. Create E-SKA 2. Print and scan documents.		
Company Advisory Notes :			


No	WORKING	EXPLANATION
1.	Create PEB 	Goods Export Declaration (PEB) is a customs document used for notification of the implementation of the export of goods which can be in the form of writing on a form or electronic media. PEB is made based on complementary customs documents in the form of invoices, packing lists and other documents.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Saturday

DATE : May 22th - May 27th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create Document open the lock 2. Create Shipping Instruction 3. Create Pre Invoice 4. Create Pre Packing List 5. Print and Scan Documents 6. Create 3D 7. Create PKB. 		
2.	<ol style="list-style-type: none"> 1. Print document Open the padlock/seal 2. Print PKB documents 3. 3d printing 4. Hand over the unlocked document 		
3.	Sick		
4.	<ol style="list-style-type: none"> 1. Take a sample in the lab 2. 3D printing and PKB 3. Submission of samples. 		
5.	<ol style="list-style-type: none"> 1. View the results of the sound 2. Create invoices manually 3. Create PEB 		
6.	<ol style="list-style-type: none"> 1. Create invoices manually 2. Create PEB 		
Company Advisory Notes :			


No	WORKING	EXPLANATION
1.	Create PEB 	Goods Export Declaration (PEB) is customs documents used for notification of the implementation of the export of goods which can be in the form of writing on a form or electronic media

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Friday

DATE : May 29th - June 3th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. create Invoices 2. create Packing list 3. print and scan documents. 		
2.	<ol style="list-style-type: none"> 1. create Invoices 2. create Packing list 3. print and scan documents 		
3.	<ol style="list-style-type: none"> 1. Print and scan documents 2. Create E-ska 		
4.	<ol style="list-style-type: none"> 1. Create spk Pelindo 2. Create Shipping Instruction 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create 3D Forms 7. Create document open the padlock 8. Create PKB Documents 		
5.	<ol style="list-style-type: none"> 1. 3D printing 2. Print document Open Padlock 3. Print PKB document 4. Take a sample in the lab 5. Submit a sample to the BC 6. Submit a padlock open document to the field. 		
Company Advisory Notes :			


No	WORKING	EXPLANATION
1.	Making Documents Open Padlocks or Seals 	The lock/seal open document is a document intended for the purpose of loading export goods. Addressed to the KPPBC export hangar of middle type customs B Dumai.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Saturday

DATE : June 5th - June 10th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. View sound results 2. Create invoices Manually 3. Create PEB		
2.	1. Create Invoices 2. Create Packing List 3. Print and scan Documents		
3.	1. Create invoices Manually 2. Create PEB		
4.	1. Create Invoices 2. Create Packing List		
5.	1. Create E-SKA.		
6.	1. Refresh Safety Training		
Company Advisory Notes :			

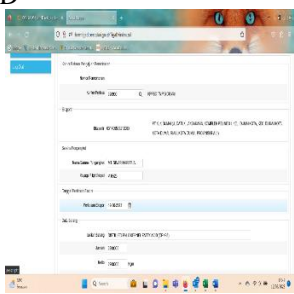
No	WORKING	EXPLANATION
1.	Refresh Safety Training 	Refresh Safety Training, held by the Safety section to direct the employees and the apprenticeship to be more understanding and undertand the Safety while working.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Saturday

DATE : June 12th - June 17th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create spk Pelindo 2. Create SI 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create 3D Forms 7. Create document open the padlock 8. Create PKB Documents. 		
2.	<ol style="list-style-type: none"> 1. 3D printing 2. Print document Open Padlock 3. Print PKB document 4. Take a sample in the lab 5. Submit a sample to the BC 6. Submit a padlock open document to the field. 		
3.	<ol style="list-style-type: none"> 1. View sound results 2. Create invoices Manually 3. Create PEB 		
4.	<ol style="list-style-type: none"> 1. Create Invoices 2. Create Packing List 3. Print and scan Documents 		
5.	<ol style="list-style-type: none"> 1. Create Invoice and Pcking list part 2. 2. Print and scan documents. 		
6.	<ol style="list-style-type: none"> 1. Create E-Ska. 		
Company Advisory Notes :			

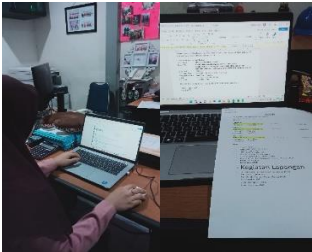
No	WORKING	EXPLANATION
1.	Form 3D 	Form 3D is a filling form to fill in permit data for the manufacture of export goods in bulk form.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Saturday

DATE : June 19th - June 24th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Print and scan Documents.		
2.	Sick		
3.	Sick		
4.	1. Create SPK Pelindo 2. Create SI 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create 3D Forms 7. Create document open the padlock 8. Create PKB Documents		
5.	1. 3d printing 2. Print document Open Padlock 3. Print PKB document 4. Take a sample in the lab 5. Submit a sample to the BC 6. Submit a padlock open document to the field.		
6.	1. View sound results 2. Create invoices Manually 3. Create PEB		
Company Advisory Notes :			


No	WORKING	EXPLANATION
1.	Create SPK 	SPK (work appointment letter) is an order document to carry out or carry out company or agency activities. SPK is addressed to PT. Pelindo Multi Terminal Dumai Area.

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Wednesday

DATE : June 26th - June 28th 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Create Invoices 2. Create Packing List 3. Print and scan Documents 4. Create E-Ska 		
2.	<ol style="list-style-type: none"> 1. Scan documents. 2. Transfer files 3. Photocopy of document. 		
3.	<ol style="list-style-type: none"> 1. Create spk Pelindo 2. Create Shipping Instruction 3. Create pre-invoice 4. Create pre-packing list 5. Print and scan documents 6. Create document open the padlock 7. Create PKB Documents 		
Company Advisory Notes :			


No	WORKING	EXPLANATION
1.	<p>Create Pre Invoice</p> 	<p>Pre Invoice is the creation of a temporary billing document that is inputted into a SAP system, where the invoice is based on a purchase order.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

DAY : Monday - Wednesday

DATE : July 3th - July 5th 2023

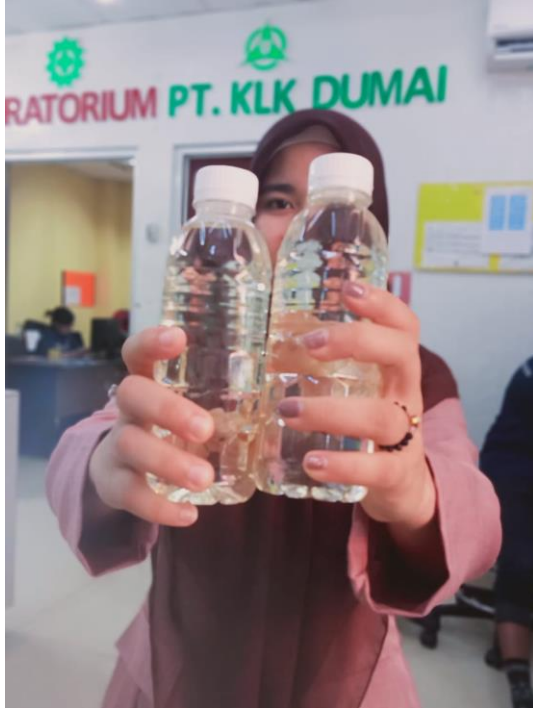
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Print and scan documents.		
2.	1. Create 3D Forms. 2. 3d printing 3. Print document Open Padlock 4. Print PKB document 5. Take a sample in the lab.		
3.	1. Submit a sample to the BC. 2. Submit a padlock open document to the field.		
Company Advisory Notes :			

No	WORKING	EXPLANATION
1.	Take a sample in the lab. 	To submit a sample, the author must take the product at the Laboratory or QUALITY ASSURANCE (QA) or QUALITY CONTROL (QC) Department according to the PO contract.

Appendix 7 : Figure of PT. KLK Dumai



Appendix 8 : Sample Product of PT KLK Dumai



Appendix 9 : Figure of Apprenticeship

1. Refresh Safety Training



WRITER BIOGRAPHY



The Author of this thesis is Neneng. The Author was born in Pematang Duku, Bengkalis Regency, on July 3, 2000 as the last (Youngest) child from the couple M.Yunus and Juriah. His educational history began when he graduated from elementary school in 2013, at SDN 039 Pematang Duku, SMPN 05 Bengkalis and SMK Negeri 03 Bengkalis. After that, the Author continue education in State Polytechnic of Bengkalis with a Department of Commerce

Administration especially International Business Administration Study Program. Starting from 2019 until now. Experienced writers take part in Apprenticeships or street vendors at the Office of the Ministry of Religion. The writer also has experience participating in several organizations including, UKM Radio, in 2019-2020 as a Script Writer, in 2021-2022 as an Announcer. Then Formadiksi Polbeng, became a member in the Education division and in the cadre division. has also been the Treasurer of the Bengkalis Regency Baznas Volunteers for 2020-2022. And in August 2021 the author made an industrial visit and table manners at Favehotel S. Parman Medan.

With persistence, high motivation, and support from both parents, family, friends, and lecturers to continue studying, trying and praying to complete Diploma IV (D-IV) education. The Author successfully completed the study program he was involved i Year 2023, this undergraduate thesis with the title "The Process of Receiving Imported Goods From Malaysia to Bengkalis" under the advisor Ms.Wan Junita raflah, B.Sc.,M.Ec,Dev. Author hope this undergraduate thesis can be useful and contribute to the world of education.