

APPRENTICESHIP REPORT
PT. SINAR PUTRA DUMAI
(AS CASHIER ADMINISTRATIVE ASSISTANT)

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APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
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STATE POLYTECHNIC OF BENGKALIS
2026

APPROVAL SHEET

APPRENTICESHIP REPORT PT. SINAR PUTRA DUMAI

Written as one of the requirement to completing for apprenticeship

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Bengkalis, June 19th, 2026

Director

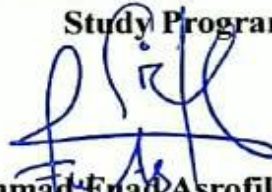
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

The increasingly rapid development of science and technology in the era of globalization requires the availability of quality, competent, and adaptable human resources to change. Today's industrial world requires not only a workforce that has theoretical knowledge, but also practical skills and work experience that are in accordance with the needs of the field. Therefore, an effort is needed to connect the world of education with the world of industry so that the gap between the two can be minimized.

Universities as educational institutions have an important role in preparing students to be ready to face the world of work. One form of implementation of these efforts is through internship programs or practical work. This program is designed to provide opportunities for students to directly understand the working conditions in the field, as well as apply the knowledge that has been gained during the lecture period into real skills.

Through the internship program, students can develop various potentials, both in terms of technicians and non-technicians. Students will learn about the work process in the industry, improve communication skills, build work ethics, and train skills in solving problems effectively. In addition, this program also provides valuable experience that can be a provision in facing competition in the world of work. Thus, the implementation of the internship program is expected to be able to produce graduates who are not only academically superior, but also have high skills and work readiness in accordance with industry needs.

Students participate in internship programs a way to gain first-hand insight into what it's like to work in an organization/Company. Students can broaden their horizons about the world of work and gain new perspectives and experiences through internship programs. In addition, internships can help students to be ready to enter the world of work Fadly Admad Fakhrezy, (2024).

Field Work Practice (PKL) is one of the curricular activities that are part of the course at the Bengkalis State Polytechnic. In general, this activity aims to improve the abilities and performance of students, especially in the field of technology and practical skills through direct involvement in activities in industry and offices. Through the implementation of specific street vendors, students are expected to be able to gain work experience in the industrial world, starting from the planning, management, to implementation stages in certain work units. The achievement of these goals is ultimately directed to form professional students, with extensive mastery of skills and knowledge, especially in the field of International Business Administration.

Student internship experience is the experience that students get when doing work practice or internship at an institution or company according to the time agreed with the industry. Internship experience can help students to develop skills, insights, and relationships, Setiowati and Santoso, (2025)

The main purpose of an internship at PT. Sinar Putra Dumai is to develop technical knowledge and skills relevant to the field of study, especially in the fields of Port loading and unloading, warehousing services, and logistics supply chain. During the internship, participants had the opportunity to understand directly the Company's operational processes, starting from handling daily operational cash recording, note verification, and making small financial reports at the branch level.

With their competencies, graduates of the Bachelor of Applied International Business Administration at the Bengkalis State Polytechnic are expected to be able to apply their knowledge and skills optimally in the world of work. In addition, the Bengkalis State Polytechnic also continues to strive to improve the quality of students through collaboration with the Company in organizing training. This aims to realize graduates who are ready to work to create harmony between the world of education and the world of industry.

1.2 Puposes of the Apprenticeship

Work Practice (PK) is one of the activities that must be followed by Bengkalis State Polytechnic students as part of completing their studies. In general, the

implementation of work practice aims to see the relationship between the technical skills (hard skills) acquired during lectures and the activities carried out in the Warehouse of PT. Sinar Putra Dumai. To achieve the expected results, it is important to understand the objectives of organizing the Work Practice, which are as follows:

1. Understand the duties, responsibilities, and work procedures related to administrative activities at PT. Sinar Putra Dumai.
2. Understand document management and data processing activities, such as Bon Tally recording, Delivery Order (DO) recapitulation, and other administrative documents.
3. Gain knowledge of software and supporting tools used in administrative activities, especially Accurate 5 and Microsoft Office.
4. Understand the transaction process, management of financial documents, and administrative recapitulation procedures that support the company's operational activities.
5. Develop practical skills and professional experience in supporting administrative and financial activities in logistics and warehousing companies.

1.3 Significance of the Apprenticeship

The internship program that was carried out was very useful for various parties, such as students, companies, and the Bengkalis State Polytechnic.

1. For Students

Internship activities at PT. Sinar Putra Dumai provides significant benefits for students, especially in applying the knowledge that has been gained during lectures into the real world of work. Students gain hands-on experience and handle various administrative and operational activities of the Warehouse, such as transaction recording, document management, and data archiving. Thus, this internship program is able to increase students' readiness both mentally and technically in facing the professional world after completing Education.

2. For Company

For the Company, the internship program provides benefits in the form of additional manpower that can help the implementation of daily operations and administration, especially in the cashier and warehouse administration. In addition,

through internship activities, the Company plays an active role in improving the quality of human resources in Indonesia.

3. For State Polytechnic of Bengkalis

For the Bengkalis State Polytechnic, the student internship program at PT. Sinar Putra Dumai is an important means of connecting the theories taught in college with real practice in the field. Through this activity, educational institutions can ensure that the curriculum implemented is in line with the needs of the industrial world. Thus, this internship program creates a mutually beneficial synergy between the world of Education and the world of industry.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

Company Name : PT. Sinar Putra Dumai

Jenis Perusahaan : Pergudangan Pupuk

Alamat : Jl. Mekar Sari, Kel Bagan Besar, Kec Bukit Kapur



Figure 2. 1 Logo PT. Sinar Putra Dumai
Source : Processed Data, 2026

2.2 History of PT. Sinar Putra Dumai

PT. Sinar Putra Dumai provides various logistics and supporting services to support import, export, and domestic distribution activities. In general, Sinar Group Mandiri offers a wide range of logistics services, including freight forwarding, sea freight, LCL/FCL services, break bulk services, customs clearance, grab and hopper services, trucking services, warehousing services, and heavy machinery services. However, the primary operational activities of PT. Sinar Putra Dumai focus on the following services:

1. Customs Clearance Service

Customs clearance services assist customers in completing import and export procedures in accordance with applicable customs regulations. These services include document preparation, customs declaration, duty and tax calculations,

and the processing of required permits to facilitate the smooth movement of goods across international borders.

2. Grab and Hopper Services

Grab and hopper services support the loading and unloading of bulk cargo at ports and warehouses. The company operates various types of grab buckets and hoppers with different capacities to improve operational efficiency and minimize the risk of cargo loss or damage.

3. Trucking Services

Trucking services provide land transportation solutions for distributing goods from ports to warehouses and final destinations. The company's fleet supports import, export, and domestic distribution activities while prioritizing safety, punctuality, and operational efficiency.

4. Warehousing Services

PT. Sinar Putra Dumai operates strategically located warehousing facilities in Dumai, Riau Province. These facilities are equipped with supporting infrastructure, such as parking areas, weighbridges, security systems, and other operational facilities, to ensure effective storage and distribution activities.

5. Heavy Machinery Services

The company also provides heavy machinery services, including excavators, loaders, mobile cranes, and forklifts of various capacities. All equipment is operated by trained and certified personnel to ensure safety and operational effectiveness. In 1992-1994, it was agreed to establish a company called PT Karya Putra Mandiri Belawan by launching a Grab bucket with a capacity of 2 tons. Then, after 4 years of operation, a subsidiary named PT Sinar Putra Mandiri in 1998-1999 launched the first bulk cargo bucket grab with a capacity of 3.5 tons, then in 2000 launched a train with a capacity of 5 tons.

In 2001, PT. Karya Putra Mandiri Belawan celebrated its 10th anniversary, launched the first heavy equipment, and launched the first dumper truck. In 2003, the annual production of transport buckets and hoppers was increased to support logistics performance. In 2004, PT. Sinar Putra Mandiri celebrates its 10th anniversary, and

this year a branch of PT. Sinar Putra Mandiri outside North Sumantra province, as well as the addition of heavy equipment, namely PC195 excavators and PC200 excavators.

In 2005, PT. Sinar Putra Dumai established its first warehousing unit and expanded its business in the field of warehousing suits. In 2006, PT. Sinar Putra Dumai Mandiri added one warehousing unit in Dumai City, Riau Province, and launched the first three warehousing units with a storage capacity of 20,000 MT.

In 2014, PT. Sinar Putra Mandiri and PT. Karya Putra Dumai Mandiri celebrated their 10th anniversary and welcomed new members of the Board of Directors (BOD), and this year also increased production by 6 tons.

In 2015, he founded SAK in Dumai, Riau, Indonesia. In 2016, the production of dolomite limestone at PT. SKA is improved. In 2017, the founder was inaugurated as the treasurer of the HKBP Nomensen Indonesia Foundation, and this year the Board of Directors also serves as an advisor and secretary of APBMI Belawan (Indonesian Loading and Unloading Workers Association) Dumai.

In 2018, PT Sinar Putra Dumai established a new office in Bagan Besar, as well as expanded its PC200 heavy equipment fleet. This year, the Company also added 12 warehouses in the Dumai area, increasing the total space area and capacity to 70,000 MT. In 2019, the addition of heavy equipment, namely the PC200 excavator and the WA380 loader, as well as increased production at PT. SKA, which produces limestone, was the first to enter, and this year also added the first remote-controlled radio grab bucket. In 2020-2021, the founder of PT. Sinar Group Mandiri has offices in branches on the west coast of the United States serving the Port of Seattle & Los Angeles.

Sinar Group Mandiri also provides other services such as cleaning services, workshops, and daily services (Dialy). In addition, Sinar group Mandiri has offices in several locations, including Medan, Kuala Tanjung, Dumai, Bagan Besar, Perawang, Jakarta, and Seattle. Overall, Sinar Group Mandiri offers comprehensive logistics services, ranging from shipping, customs, to warehousing services.

2.3 Vision and Mission

2.3.1 Visi PT. Sinar Putra Dumai

To be a leading and trusted provider of integrated Port logistics solutions, which prioritizes the quality of work and customer satisfaction.

2.3.2 Misi PT. Sinar Putra Dumai

To be an international delivery solution provider capable of developing services that provide sustainable added value

2.4 Kind of Business

Based on common understanding, PT. Sinar Putra Dumai is a company engaged in the logistics industry, with the main focus on the storage, loading and unloading, and distribution of agricultural industry goods, especially fertilizers. The company is strategically located in Dumai, Riau, which is known as an important industrial area and port for the distribution of agribusiness commodities and export-import activities.

The following is more detailed information about the business run by PT. Sinar Putra Dumai:

1. Industrial Warehousing Services

PT. Sinar Putra Dumai provides large-scale fertilizer services in warehousing facilities designed according to chemical industry standards. These warehouses are equipped with ventilation systems, moisture protection, and temperature regulation to maintain optimal fertilizer quality. The arrangement of goods is carried out systematically to facilitate identification and access to and exit stock.

2. Loading and unloading

This company serves loading and unloading activities of goods from the port using transport trucks. Handling is carried out using heavy equipment such as loaders, excavators, forklifts, and cranes, depending on the type and form of fertilizer packaging (bulk or packaging). This process is supervised

by an experienced workforce to ensure safety and efficiency during the process of moving goods.

3. Repackaging and Packaging Customization

PT. Sinar Putra Dumai also provides fertilizer repackaging services, both from bulk to sacks and vice versa, according to the request of the owner of the goods. This process includes sticking labels, reprinting product information, and adjusting the weight of the packaging (e.g. 50 kg). This service makes it easier for goods owners to adjust products to market needs.

4. Inventory Management and Logistics Administration

PT. Sinar Putra Dumai manages the entire process of recording incoming and outgoing goods in a systematic and transparent manner. This service includes daily or periodic inventory reporting, physical inspection of goods (stock taking), and a digital inventory system that makes it easier for clients such as PT. Permata Agro Persada to monitor the condition of goods in real-time. These services support distribution efficiency and long-term logistics planning.

2.5 Organizational Structure

The organizational structure within a company must exist because it serves as a formal framework that governs relationships, authority, and responsibilities between departments and individuals within the company. Organizational structure determines who is responsible for a particular task, so as to avoid duplication of work and clarify the role of each individual or team. With a clear structure, the company has a chain of command from superior to subordinate, which makes it easy to make decisions, supervise, and deliver instructions.

The organizational structure in the warehouse operations of PT. Sinar Putra Dumai is very important for companies to focus more on carrying out their respective responsibilities. The following is the organizational structure at PT. Sinar Putra Dumai as follows:

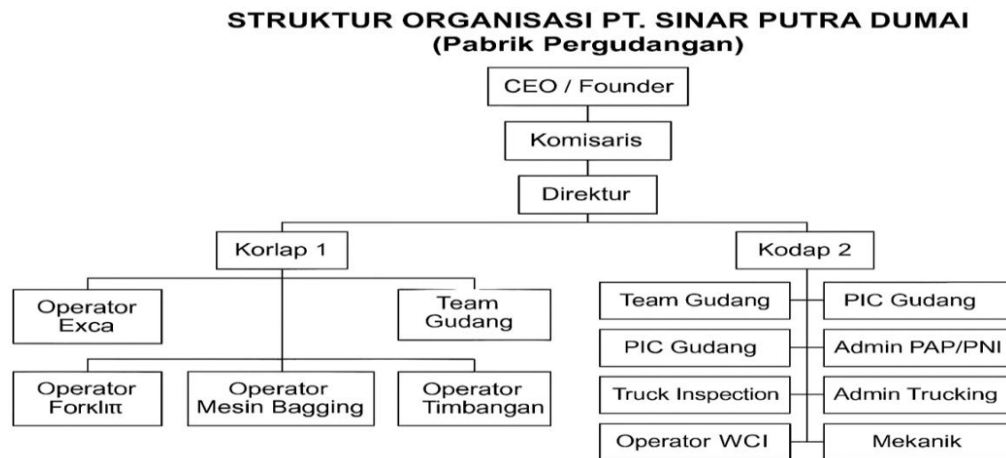


Figure 2. 2 Structure Organisation
Source : PT. Sinar Putra Dumai

2.6 The Working Process

To support operational activities at PT. Sinar Putra Dumai, assisted by the administration. PT. Sinar Putra Dumai is located on Jalan Mekar Sari, Bagan Besar, Dumai. PT. Sinar Putra Dumai opens job vacancies according to the field they are engaged in. The job description of each position is as follows:

1. WCI Admin (Bridge Scales & Container Inspection)

The WCI admin is responsible for recording and managing the entire process of weighing goods in and out of the warehouse area through the bridge scale. The main task is to ensure that every vehicle that transports cargo, both raw materials and production products, is weighed accurately, ranging from gross weight, empty weight (tare), to net weight. This admin records all important information such as the vehicle's registration number, driver's name, type of goods, and the time of entry and exit of the vehicle. In addition, the WCI Admin is also responsible for printing and archiving proof of weighing as an official company document. This document serves as the basis for reporting to management, logistics, or third parties if needed. This admin can also collaborate with the Truck Inspection team to conduct a physical inspection of the load or container if there are indications of non-conformity.

2. PAP/PNI Admin (Receipt and Expenditure of Goods / Non-Core Production)

The PAP/PNI admin is responsible for recording every movement of goods entering and exiting the warehouse, whether in the form of raw materials, semi-finished goods, finished goods, and other supporting materials. Its main task is to ensure that all goods are properly recorded, including the quantity, type, exit/entry date, and origin/destination. This admin also prepares daily, weekly, and monthly stock reports for management management purposes. In addition to recording the main items, this admin also handles non-core items such as production waste, machine parts, or work tools used in the warehousing and production process. He works closely with the Warehouse PIC and the Warehouse Team to ensure that the administrative data and physical condition of the goods are compatible with each other, in order to prevent stock differences or loss of goods.

3. Freight Transportation Admin

The Freight Transportation Admin is responsible for handling all administrative matters related to the process of transporting or shipping goods using trucks. He creates and records important documents such as delivery notes, loading notes, and a list of vehicles transporting goods to and from the warehouse location. The data recorded includes the identity of the driver, vehicle number, type of cargo, destination, and departure and arrival times. In addition, the Freight Admin also coordinates directly with drivers, scale operators, and expedition parties to ensure that all deliveries are delivered on time and according to procedures. This admin also plays a role in monitoring and evaluating fleet performance as well as handling technical or administrative obstacles related to the delivery process. With this task, transportation admins play an important role in maintaining the smooth distribution chain of the company.

2.7 Document Used for Activity

In connection with the implementation of internship activities, there are several administrative documents that must be fulfilled to support the smooth implementation of these tasks. The following are the documents in question:

1. **Bon Tally (Delivery Order)** Bon Tally is an official document used as proof of recording and verifying the quantity and type of goods entering or leaving the warehouse. This document serves as an inventory control tool and serves as the basis for reporting in logistics activities, especially in the process of loading and unloading goods such as palm fertilizer, as seen in the image below:

PT. SINAR PUTRA DUMAI 0226

GUDANG

SURAT PERINTAH MUAT
NO.

KEPADA CHECKER DI GUDANG

BERDASARKAN :

DELIVERY ORDER (DO) NO. PARTY TON/M3/LTR

SPPB (SUB DO) NO. PARTY TON/M3/LTR

HARAP SOR LAKSANAKAN PEMUATAN :

JENIS BARANG 1 : COLLY = TON/M3/LTR

JUMLAH MENURUT SP 2 : COLLY = TON/M3/LTR

PENILIK BARANG / EMKL 3 : TON/M3/LTR

PENIMBANGAN BARANG 4 : TIDAK / DI TIMBANG = %

NOMOR KENDARAAN 5 : TON/M3/LTR

TUJUAN 6 : TON/M3/LTR

TGL 20

KEPALA GUDANG

(DIISI / DICATAT OLEH CHECKER)
TELAH DILAKSANAKAN PEMUATAN : COLLY TON/M3/LTR
MULAI DI MUAT JAM WIB
SELESAI DI MUAT JAM WIB

TALLY SHEET
IK No. : CMDN/I/SO/IK 09/54

TIER	COLLY	TIER	COLLY	KETERANGAN
1		11		
2		12		
3		13		
4		14		
5		15		
6		16		
7		17		
8		18		
9		19		
10		20		

JUMLAH = COLLY TON/M3/LTR

DI SAKSIKAN OLEH

SUPIR CHECKER

Figure 2. 3 Bon Tally
Source : PT. Sinar Putra Dumai

2. **Loading Order**
Loading Order is an official document issued by the operational or logistics department of PT. Permata Agro Persada which functions as an authorization or written instruction to carry out the activity of loading goods into means of transportation such as trucks according to the type, quantity, and destination of delivery that has been determined, as seen in the figure below:

PT. PERMATA AGRO PERSADA No. 239478

SURAT PENGANTAR BARANG

Kepada Yth : _____	Pengangkutan : _____
Di : _____	No. Polisi : _____
No. DO : _____	Nama Supir : _____
No. Kontrak : _____	Partai : _____

Nama Barang	Colli	@	Banyaknya
			Kebun
			Brutto _____ Kg
			Tarra _____ Kg
			Netto _____ Kg

Locis No. : _____	Tanggal terima : _____
Tanggal Keluar : _____	J a m : _____
J a m : _____	



Hormat kami,

Supir,

Penerima,

Figure 2. 4 Loading Order
Source : PT. Sinar Putra Dumai

3. Sasco Waybill

A SASCO Road Letter is a document used to record and control the process of shipping goods from a company to a specific customer or destination. This letter serves as proof that the goods have been delivered according to the order and is a supporting document in the process of administration, receipt of goods, and inventory recording. In practice, SASCO road letters contain important information such as the number of the waybill, the date of delivery, the customer's name, the destination address, the type and quantity of goods sent, the identity of the vehicle or driver, and the signatures of the sender and receiver. This document helps ensure that the goods shipped match the order data and can be used as a basis for verification when the goods are received by the customer. In an administrative or warehouse work environment, the creation of SASCO road letters is carried out before the delivery process takes place so that each shipment can be well documented, facilitate the tracking of goods, and support the company's administrative order.

Order Pelanggan :	Tanggal :
Tanggal Order :	Nomor Surat Jalan : DUM 400 79947
Nomor Pelanggan :	Nomor Picking List :
Alamat Pembeli :	Alamat Penerima :

Item	Packing	Quantity
------	---------	----------

Nama Angkutan :

Nama Supir :

KTP No. :

Nomor Truck :



PT Sasco Indonesia

Ket:
Putih, Merah, Kuning =kembali ke Jakarta
Hijau = angkutan
Biru = gudang

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

This internship will last for 4 months, starting on February 16 and ending on June 19, 2026 at the PT. Sinar Putra Dumai. During this period, the tasks to be performed include:

1. Recording Fertilizer Loading Bon Tally Data
2. Recapitulating Delivery Orders
3. Recording Truck Security Seal Numbers (Locis)
4. Recording and Distributing Employee Lunch Coupons
5. Inputting Transaction Data into the Accurate 5 System

3.2 System and Procedure

3.2.1 The Working System

The operational system implemented at PT Sinar Putra Dumai is designed to support fertilizer logistics and warehousing activities in an effective, structured, and integrated manner. As a company engaged in logistics and warehousing service providers, PT Sinar Putra Dumai manages operational activities for various customers, including PT Permata Agro Persada, PT BGR Logistik Indonesia, and several other partner companies. The operational system implemented includes a whole series of logistics processes, ranging from receiving goods, storing in warehouses, managing inventory, to distributing goods to customers as well as the preparation of operational reports as a form of control and documentation of activities.

3.2.2 The Working Procedures

The working procedures during the Practical Work (KP) at PT. Sinar Putra Dumai consisted of recording fertilizer loading Bon Tally data, recapitulating Delivery Orders (DO), recording truck security seal numbers (Locis), recording and distributing employee lunch coupons, and inputting transaction data into the

Accurate 5 system. These activities were carried out to support the company's daily administrative operations. The procedures are presented as follows.

3.2.2.1 Recording Fertilizer Loading Bon Tally Data

Recording of Bon Tally fertilizer loading data is one of the administrative activities carried out during the implementation of Practical Work (KP) at PT Sinar Putra Dumai. This activity is carried out by recording various information related to the fertilizer loading process based on supporting documents, including customer identity, type and amount of fertilizer loaded, and data on the transporter's vehicle. The stages of implementing these activities can be seen in the following flow diagram.

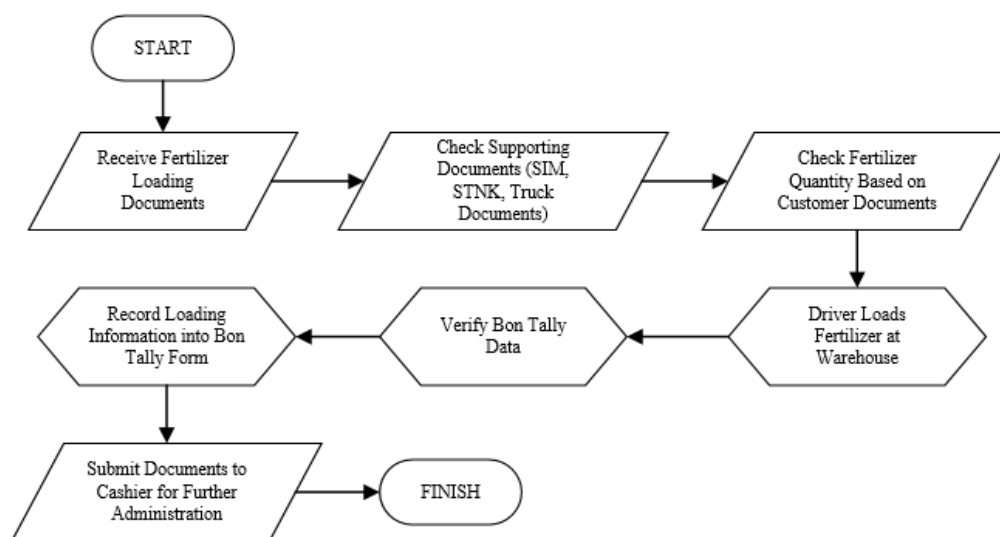


Figure 3. 1 Flowchart of Recording Fertilizer Loading Bon Tally Data

Source: Processed Data (2026)

The recording process begins with the receipt and examination of fertilizer loading documents to ensure completeness and suitability of data. Furthermore, the information contained in the document, such as the customer's identity, type and amount of fertilizer, as well as the data of the transporting vehicle, is recorded into the Bon Tally form. After all the data is verified, the driver continues the process of loading fertilizer, while the completed documents are submitted to the cashier for further processing in the company's administration.

3.2.2.2 Recapitulating Delivery Orders

Recapitulating Delivery Orders (DO) is an administrative activity carried out by collecting, checking, and recaping all Delivery Order (DO) documents that have been issued in a certain period. This process aims to ensure that each document is complete, in accordance with the delivery data, and well documented. The recapitulation is carried out by recording important information, such as the Delivery Order number, customer name, delivery date, type and quantity of goods, as well as vehicle or driver data. The stages of implementing these activities can be seen in the following flow diagram.

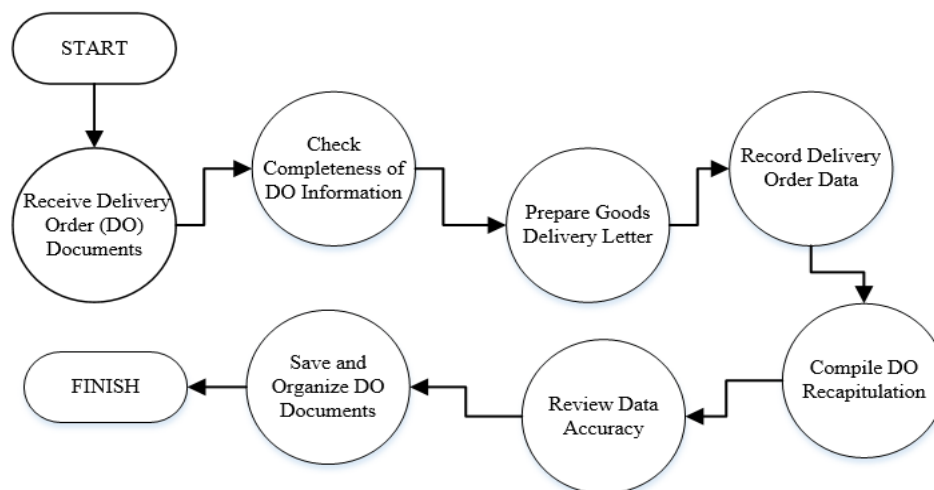


Figure 3. 2 Flowchart of Recapitulating Delivery Orders
Source: Processed Data (2026)

The Delivery Order (DO) recapitulation process begins with the receipt and examination of the completeness of the DO document to ensure that all information is appropriate. After that, the officer prepares a Letter of Departure and records the DO data into the company's system or administrative media. Next, the data is recapitulated and re-verified to ensure its accuracy. After all the data is

declared correct, the DO document is stored and archived as documentation and supporting materials in the preparation of operational reports.

3.2.2.3 Recording Truck Security Seal Numbers (Locis)

Recording Truck Security Seal Numbers (Locis) is an administrative activity carried out by recording the Locis number or safety seal attached to a fertilizer truck. This recording aims to ensure the safety of the cargo during the distribution process, prevent misuse or unauthorized opening of the cargo, and facilitate the verification and tracking process of shipments. The Locis number is recorded on the delivery document as part of the company's documentation and operational controls. The stages of implementing these activities can be seen in the following flow diagram.

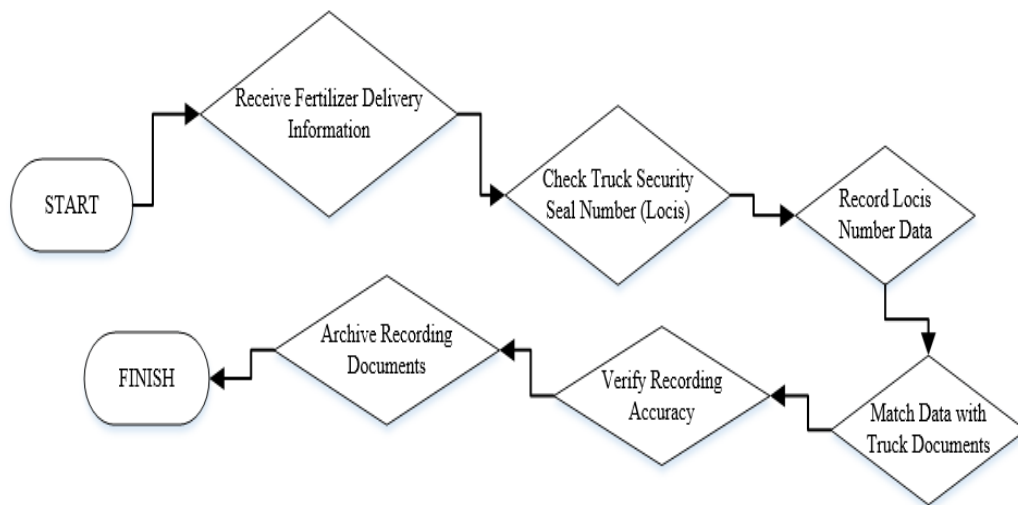


Figure 3. 3 Flowchart of Recording Truck Security Seal Numbers
Source: Processed Data (2026)

The process of recording the Locis number begins with receiving information on fertilizer delivery, then an inspection of the safety seal number (Locis) is carried out on the transport truck. Furthermore, the Locis number is recorded and matched with the shipping document to ensure data compatibility. After verification of the accuracy of the recordings, the documents are archived as corporate administrative documentation.

3.2.2.4 Recording and Distributing Employee Lunch Coupons

Recording and Distributing Employee Lunch Coupons is an administrative activity that is carried out by recording and distributing lunch coupons to employees according to attendance data or a predetermined list of recipients. This activity aims to ensure that meal coupons are distributed appropriately to eligible employees and support administrative order in the management of dining facilities provided by the company. The stages of implementing these activities can be seen in the following flow diagram.

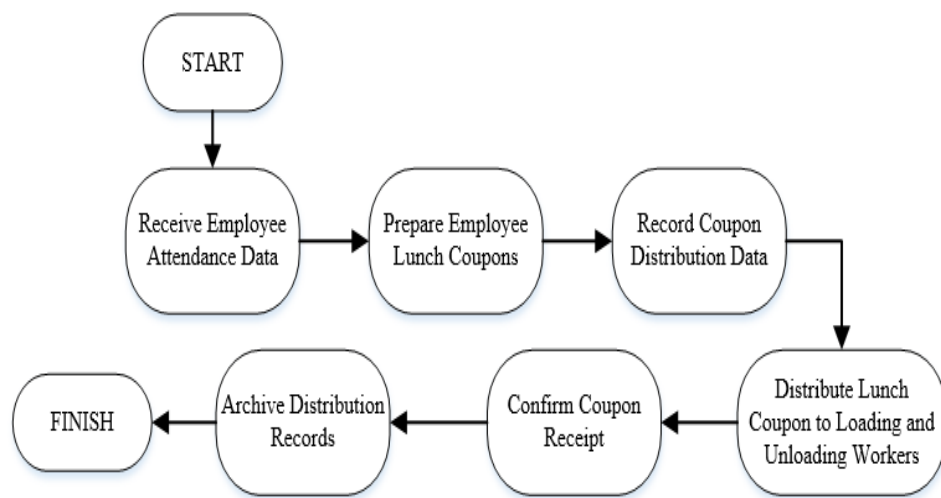


Figure 3. 4 Flowchart of Recording and Distributing Employee Lunch Coupons

Source: Processed Data (2026)

The process of recording and distributing employee lunch coupons begins with the receipt of employee attendance data as the basis for determining coupon recipients. Next, meal coupons are prepared and the distribution data is recorded. The coupons are then distributed to loading and unloading employees, followed by confirmation of receipt of the coupon. After the entire process is completed, the coupon distribution data is archived as the company's administrative documentation.

3.2.2.5 Inputting Transaction Data into the Accurate 5 System

Inputting Transaction Data into the Accurate 5 System is an administrative activity that is carried out by entering financial transaction data into the Accurate 5 application based on verified supporting documents. The data inputted includes

cash receipts and expenditures transactions along with other related information. This activity aims to ensure that all transactions are recorded accurately, facilitate the preparation of financial statements, and support the effective management of the company's financial data. The stages of implementing these activities can be seen in the following flow diagram.

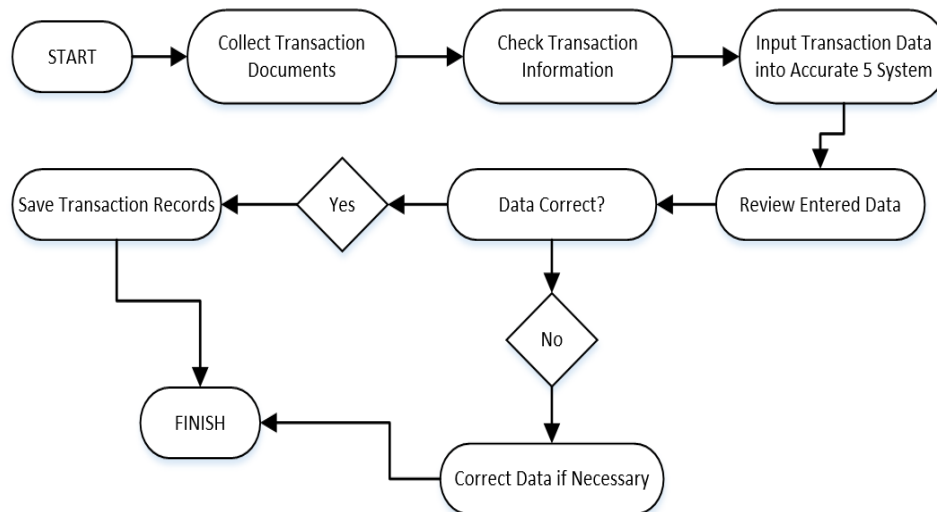


Figure 3. 5 Flowchart of Inputting Transaction Data into the Accurate 5 System
Source: Processed Data (2026)

The process of entering transaction data into Accurate 5 begins with the collection of transaction documents, then an examination is carried out to ensure the completeness and correctness of the information. Next, transaction data is input into the Accurate 5 system and reviewed to ensure its accuracy. If the data is correct, the transaction is stored as a company's financial record. However, if an error is found, the data is first corrected before the process is declared complete.

3.3 Place of Apprenticeship

The internship was carried out when the student was in semester VIII, while the internship activity lasted for 4 (four) months, starting from February 16, 2026 to June 19, 2026 at PT. Sinar Putra Dumai, Jl.Mekar Sari, Bagan Besar, Dumai City, Riau 28826, Indonesia. During the internship, the writer was placed in the Administration/cashier department of PT. Squirring Squirrel. Internship schedule at PT. Sinar Putra Dumai is as follows:

Table 3. 1 Apprenticeship Schedule

No	Day	Working Time	Rest
1	Monday-Saturday	08.00-17.00	12.00-13.30
2	Sunday	Holiday	Holiday

Source : Processed Data, 2026

3.4 Kind and Description of the Activity

An explanation of the work carried out during the internship activities from February 16 to June 19, 2026 at PT. Sinar Putra Dumai, especially in the Administration/Cashier section, is presented in the following table:

Table 3. 2 Work Agenda Report First Week, February 16th - February 21th, 2026

No	Day / Date	Activity	Location
1	Monday, February 16, 2026	Assisted in reviewing May and September financial transactions by verifying records and reconciling financial data.	PT. Sinar Putra Dumai Office
2	Tuesday, February 17, 2026	Chinese New Year holiday	PT. Sinar Putra Dumai Office
3	Wednesday, February 18, 2026	Reviewed financial transactions from July to October and categorized May cash transactions into cash inflows and outflows	PT. Sinar Putra Dumai Office
4	Thursday, February 19, 2026	Prepared July and October cash reports by verifying and reconciling cash transactions	PT. Sinar Putra Dumai Office
5	Friday, February 20, 2026	Verified overtime records for MV Federal Ibuki (MOP Canada) by reviewing operational records and timesheets.	PT. Sinar Putra Dumai Office
6	Saturday, February 21, 2026	Assisted in verifying overtime records for MV Eagle Star (MOP Canada) by reviewing timesheets and operational records	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from February 23, 2026 to February 28, 2026 is presented in the following table:

Table 3. 3 Work Agenda Report Second Week, February 23th – February 28th, 2026

No	Day / Date	Activity	Location
1	Monday, February 23, 2026	Assisted the coordinator in reviewing electronic financial reports.	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
2	Tuesday, February 24, 2026	Assisted in preparing fertilizer shipment waybills	PT. Sinar Putra Dumai Office
3	Wednesday, February 25, 2026	Compiled the Workshop Supplies Expense Report for February 2026.	PT. Sinar Putra Dumai Office
4	Thursday, February 26, 2026	Prepared a summary of PT SPD workshop expenses for August 2025–February 2026 using Microsoft Excel.	PT. Sinar Putra Dumai Office
5	Friday, February 27, 2026	Created a Sasco waybill by entering shipment details.	PT. Sinar Putra Dumai Office
6	Saturday, February 28, 2026	Prepared a Sasco waybill by completing shipment information.	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 2 March 2026 to 7 March 2026 is presented in the following table:

Table 3. 4 Work Agenda Report Third Week, March 2th – March 7th, 2026

No	Day / Date	Activity	Location
1	Monday, March 02, 2026	Created a Sasco waybill by entering shipment details	PT. Sinar Putra Dumai Office
2	Tuesday, March 03, 2026	Created a Sasco waybill by entering shipment details	PT. Sinar Putra Dumai Office
3	Wednesday, March 04, 2026	Prepared a Sasco waybill by completing shipment information.	PT. Sinar Putra Dumai Office
4	Thursday, March 05, 2026	Reviewed and organized PT SPD digital files.	PT. Sinar Putra Dumai Office
5	Friday, March 06, 2026	Reviewed and organized PT SPD digital files.	PT. Sinar Putra Dumai Office
6	Saturday, March 07, 2026	Prepared a Sasco waybill by completing shipment information.	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 9 March 2026 to 14 March 2026 is presented in the following table:

Table 3. 5 Work Agenda Report Fourth Week, March 9th – March 14th, 2026

No	Day / Date	Activity	Location
1	Monday, March 09, 2026	Created a Sasco waybill by entering shipment details	PT. Sinar Putra Dumai Office
2	Tuesday, March 10, 2026	Created a Sasco waybill by entering shipment details	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
3	Wednesday, March 11, 2026	Sick	PT. Sinar Putra Dumai Office
4	Thursday, March 12, 2026	Prepared a Sasco waybill by completing shipment information	PT. Sinar Putra Dumai Office
5	Friday, March 13, 2026	Prepared a Sasco waybill by completing shipment information	PT. Sinar Putra Dumai Office
6	Saturday, March 14, 2026	Assisted PT Sinar Putra Dumai employees with administrative and operational tasks.	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 16 March 2026 to 21 March 2026 is presented in the following table:

Table 3. 6 Work Agenda Report Fifth Week, March 16th – March 21th, 2026

No	Day / Date	Activity	Location
1	Monday, March 16, 2026	Sick	PT. Sinar Putra Dumai Office
2	Tuesday, March 17, 2026	Recorded LOCIS numbers and truck security seals on shipping documents.	PT. Sinar Putra Dumai Office
3	Wednesday, March 18, 2026	Collective Leave – Nyepi (Saka New Year 1948)	PT. Sinar Putra Dumai Office
4	Thursday, March 19, 2026	Public Holiday – Nyepi (Saka New Year 1948)	PT. Sinar Putra Dumai Office
5	Friday, March 20, 2026	Collective Leave – (Eid al-Fitr 1447 AH)	PT. Sinar Putra Dumai Office
6	Saturday, March 21, 2026	Eid al-Fitr holiday	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 23 March 2026 to 28 March 2026 is presented in the following table:

Table 3. 7 Work Agenda Report Sixth Week, March 23th – March 28th, 2026

No	Day / Date	Activity	Location
1	Monday, March 23, 2026	Eid al-Fitr holiday	PT. Sinar Putra Dumai Office
2	Tuesday, March 24, 2026	Eid al-Fitr holiday	PT. Sinar Putra Dumai Office
3	Wednesday, March 25, 2026	Eid al-Fitr holiday	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
4	Thursday, March 26, 2026	Assisted in calculating shipping costs by verifying shipment data.	PT. Sinar Putra Dumai Office
5	Friday, March 27, 2026	Assisted in categorizing public transport payment recaps and calculating fertilizer transportation costs.	PT. Sinar Putra Dumai Office
6	Saturday, March 28, 2026	Assisted PT Sinar Putra Dumai employees with administrative and operational tasks.	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 30 March 2026 to 4 April 2026 is presented in the following table:

Table 3. 8 Work Agenda Report Seventh Week, March 30th – April 4th, 2026

No	Day / Date	Activity	Location
1	Monday, March 30, 2026	Assisted PT Sinar Putra Dumai employees with administrative and operational tasks	PT. Sinar Putra Dumai Office
2	Tuesday, March 31, 2026	Verified and adjusted Delivery Order (DO) numbers based on cumulative calculations.	PT. Sinar Putra Dumai Office
3	Wednesday, April 01, 2026	Tracked workshop expenses for March by reviewing and recording operational costs.	PT. Sinar Putra Dumai Office
4	Thursday, April 02, 2026	Prepared a recap of PT Sinar Putra Dumai workshop expenses for March–April by compiling and categorizing expenditure data.	PT. Sinar Putra Dumai Office
5	Friday, April 03, 2026	Public Holiday for Good Friday	PT. Sinar Putra Dumai Office
6	Saturday, April 04, 2026	Sick	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from April 6, 2026 to April 11, 2026 is presented in the following table:

Table 3. 9 Work Agenda Report Eighth Week, April 6th – April 11th, 2026

No	Day / Date	Activity	Location
1	Monday, April 06, 2026	Assisted in preparing shipping documents by recording item details.	PT. Sinar Putra Dumai Office
2	Tuesday, April 07, 2026	Prepared delivery notes by recording shipment details.	PT. Sinar Putra Dumai Office
3	Wednesday, April 08, 2026	Assisted in recording LOCIS numbers and truck security seals on shipping documents.	PT. Sinar Putra Dumai Office
4	Thursday, April 09, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information.	PT. Sinar Putra Dumai Office
5	Friday, April 10, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information.	PT. Sinar Putra Dumai Office
6	Saturday, April 11, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information.	PT. Sinar Putra Dumai Office

Source : *Processed Data, 2026*

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from April 13, 2026 to April 18, 2026 is presented in the following table:

Table 3. 10 Work Agenda Report Ninth Week, April 13th – April 18th, 2026

No	Day / Date	Activity	Location
1	Monday, April 13, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information.	PT. Sinar Putra Dumai Office
2	Tuesday, April 14, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information.	PT. Sinar Putra Dumai Office
3	Wednesday, April 15, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information.	PT. Sinar Putra Dumai Office
4	Thursday, April 16, 2026	Sick	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
5	Friday, April 17, 2026	Sick	PT. Sinar Putra Dumai Office
6	Saturday, April 18, 2026	Sick	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from April 20, 2026 to April 25, 2026 is presented in the following table:

Table 3. 11 Work Agenda Report Tenth Week, April 20th – April 25th, 2026

No	Day / Date	Activity	Location
1	Monday, April 20, 2026	Assisted in recording and categorizing PT Sinar Putra Dumai workshop expenses.	PT. Sinar Putra Dumai Office
2	Tuesday, April 21, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, April 22, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
4	Thursday, April 23, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
5	Friday, April 24, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
6	Saturday, April 25, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from April 27, 2026 to May 2, 2026 is presented in the following table:

Table 3. 12 Work Agenda Report Eleventh Week, April 27th – May 2th, 2026

No	Day / Date	Activity	Location
1	Monday, April 27, 2026	Prepared a recap of PT Sinar Putra Dumai workshop expenses for May.	PT. Sinar Putra Dumai Office
2	Tuesday, April 28, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, April 29, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
4	Thursday, April 30, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
5	Friday, May 01, 2026	International Labour Day	PT. Sinar Putra Dumai Office
6	Saturday, May 02, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 4 May 2026 to 9 May 2026 is presented in the following table:

Table 3. 13 Work Agenda Report Twelfth Week, May 4th – May 9th, 2026

No	Day / Date	Activity	Location
1	Monday, May 04, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
2	Tuesday, May 05, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, May 06, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
4	Thursday, May 07, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
5	Friday, May 08, 2026	Assisted in recording LOCIS numbers or truck security seals on shipping documents and verifying shipment details.	PT. Sinar Putra Dumai Office
6	Saturday, May 09, 2026	Assisted in recording LOCIS numbers or truck security seals on shipping documents and verifying shipment details.	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 11 May 2026 to 16 May 2026 is presented in the following table:

Table 3. 14 Work Agenda Report Thirteenth Week, May 11th – May 16th, 2026

No	Day / Date	Activity	Location
1	Monday, May 11, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
2	Tuesday, May 12, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, May 13, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
4	Thursday, May 14, 2026	Ascension Day of Jesus Christ	PT. Sinar Putra Dumai Office
5	Friday, May 15, 2026	Excused	PT. Sinar Putra Dumai Office
6	Saturday, May 16, 2026	Excused	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 18 May 2026 to 23 May 2026 is presented in the following table:

Table 3. 15 Work Agenda Report Fourteenth Week, May 18th – May 23th, 2026

No	Day / Date	Activity	Location
1	Monday, May 18, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
2	Tuesday, May 19, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, May 20, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
4	Thursday, May 21, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
5	Friday, May 22, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
6	Saturday, May 23, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from 25 May 2026 to 30 May 2026 is presented in the following table:

Table 3. 16 Work Agenda Report Fifteenth Week, May 25th – May 30th, 2026

No	Day / Date	Activity	Location
1	Monday, May 25, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
2	Tuesday, May 26, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, May 27, 2026	Eid al-Adha 1447 AH	PT. Sinar Putra Dumai Office
4	Thursday, May 28, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
5	Friday, May 29, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
6	Saturday, May 30, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from June 1, 2026 to June 6, 2026 is presented in the following table:

Table 3. 17 Work Agenda Report Sixteenth Week, June 1th – June 6th, 2026

No	Day / Date	Activity	Location
1	Monday, June 01, 2026	Pancasila Day	PT. Sinar Putra Dumai Office
2	Tuesday, June 02, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, June 03, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
4	Thursday, June 04, 2026	Assisted in compiling workshop expense recaps and reviewing cash disbursement vouchers in Accurate.	PT. Sinar Putra Dumai Office
5	Friday, June 05, 2026	Assisted in reviewing cash disbursement vouchers, preparing fertilizer tally receipts, and	PT. Sinar Putra Dumai Office

No	Day / Date	Activity	Location
		recording LOCIS numbers or truck security seals.	
6	Saturday, June 06, 2026	Assisted in recording October 2025 cash expenditures in the general ledger and documenting fertilizer receipts.	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from June 8, 2026 to June 13, 2026 is presented in the following table:

Table 3. 18 Work Agenda Report Seventeenth Week, June 8th – June 13th, 2026

No	Day / Date	Activity	Location
1	Monday, June 08, 2026	Assisted in recording October 2025 cash disbursements in the general ledger.	PT. Sinar Putra Dumai Office
2	Tuesday, June 09, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
3	Wednesday, June 10, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
4	Thursday, June 11, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
5	Friday, June 12, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office
6	Saturday, June 13, 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

The series of activities or tasks carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from June 15, 2026 to June 19, 2026 is presented in the following table:

Table 3. 19 Work Agenda Report Eighteenth Week, June 15th – June 19th, 2026

No	Day / Date	Activity	Location
1	Monday, June 15, 2026	Assisted in recording supplier, product, and receiving information in tally receipts for fertilizer purchases.	PT. Sinar Putra Dumai Office
2	Tuesday, June 16, 2026	Muharram/Islamic New Year	PT. Sinar Putra Dumai Office
3	Wednesday, June 17, 2026	Assisted in recording supplier, product, and receiving information in tally receipts for fertilizer purchases	PT. Sinar Putra Dumai Office
4	Thursday, June 18, 2026	Assisted in recording supplier, product, and receiving information in tally receipts for fertilizer purchases	PT. Sinar Putra Dumai Office
5	Friday, June 19, 2026	Assisted in recording supplier, product, and receiving information in tally receipts for fertilizer purchases	PT. Sinar Putra Dumai Office

Source : Processed Data, 2026

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

At the end of this report, the author will present a conclusion that summarizes the experience during the internship at PT. Sinar Putra Dumai Warehouse, as follows :

1. The apprenticeship program conducted at PT. Sinar Putra Dumai from February 16 to June 19, 2026 provided valuable knowledge and practical experience in the field of financial administration and warehouse logistics. During the internship, the writer had the opportunity to apply the theoretical knowledge gained during lectures to real working conditions and gain a better understanding of administrative procedures in the logistics industry.
2. Throughout the internship, the writer was involved in various administrative activities, including reviewing financial transactions, preparing cash reports, recording cash disbursements in the general ledger using Accurate, preparing fertilizer tally receipts, creating SASCO waybills, recording LOCIS numbers and truck security seals, verifying Delivery Order (DO) numbers, compiling workshop expense recaps, and organizing company documents. These activities improved the writer's technical skills, accuracy, responsibility, communication, and ability to work both independently and as part of a team.
3. Overall, the apprenticeship successfully achieved its objectives by providing practical work experience, enhancing the writer's understanding of financial administration and logistics operations, and preparing the writer to become a competent graduate who is ready to enter the professional working environment.

4.2 Suggestion

Based on the experience gained during the apprenticeship, the writer would like to provide the following suggestions:

1. Students Students should take advantage of internship opportunities at companies such as PT. Sinar Putra Dumai. This will provide hands-on experience in industrial logistics, broaden insights into warehouse operations, loading and unloading, and digital stock management, and improve job readiness after graduation.
2. Bengkalis State Polytechnic Bengkalis State Polytechnic can establish strategic cooperation with PT. Sinar Putra Dumai in the form of internship programs, joint training, or applied research. This cooperation will not only strengthen the industry based curriculum, but also open up opportunities for graduate absorption in the workforce.
3. For Company (PT. Sinar Putra Dumai) Companies are advised to continue to be open to partnerships with educational institutions such as Bengkalis State Polytechnic to develop competent local human resources. In addition, expanding technology-based services and increasing storage and distribution capacity will help companies remain competitive in the industrial logistics market.

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APPENDICES

Appendix 1 Apprenticeship Application Letter



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

Nomor : 640/PL31/TU/2026
Hal : Permohonan Kerja Praktik (KP)

28 Januari 2026

Yth. Pimpinan PT Sinar Putra Mandiri Dumai
Jl. Mekar Sari, Bagan Besar, Kec. Bukit Kapur, Kota Dumai, Riau 28826.

Dengan hormat,
Sehubungan akan dilaksanakan Kerja Praktik untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di perusahaan, maka kami mengharapkan kesediaan dan kerjasama Bapak/Ibu untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktik di Perusahaan yang Bapak/Ibu pimpin, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	PRODI	TANGGAL PELAKSANAAN
1	Rolisma	5404221482	D-IV Administrasi Bisnis Internasional	16 Februari s/d 08 Juni 2026
2	Endah Laillatul Mirandha	5404221491		
3	Serli Fadela	2103230011	D-III Teknik Mesin	

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

Demikian permohonan ini disampaikan, atas perhatian dan perkenan Bapak/Ibu kami ucapkan terima kasih.



IP. Marhadi Sastra., S.T., M.Sc
NIP.198903142015041001

Contact Person:
M. Alkadri Perdana B.IT, M.Sc (0812 7648 4321)
Syahrizal, S.T., M.T (0812-7616-049)

 Dipindai dengan CamScanner

Appendix 2 Letter of Completion of Internship



PT. SINAR PUTRA DUMAI
USAHA JASA PENGURUSAN TRANSPORTASI
Kantor : Jl. Kamboja Gg. Melati No. 122
Telp. (0765) 7007422 - 33201 - 36605 Fax. (0765) 36605
D U M A I

No. : 06/SPD/I/2026
Hal : Tindak Lanjut Perizinan Kerja Praktik (KP)

Dumai, 29 Januari 2026

Kepada Yth.
Wakil Direktur III
Up. Bapak Ir. Marhadi Sastra, S.T., M.Sc.
Di -
Tempat

Dengan hormat,

Menindaklanjuti surat dari Politeknik Negeri Bengkalis Nomor : 640/PL31/TU/2026 Tanggal 28 Januari 2026 Perihal Permohonan Kerja Praktik (KP), maka dengan ini kami memberi izin kepada :

NO	NAMA	NIM	PRODI
1.	ROLISMA	5404221482	D4 ADMINISTRASI BISNIS INTERNASIONAL
2.	ENDAH LAILATUL MIRANDHA	5404221491	D4 ADMINISTRASI BISNIS INTERNASIONAL
3.	SERLI FADELA	2103230011	D-III TEKNIK MESIN

Untuk melaksanakan Kerja Praktek (KP) di PT. Sinar Putra Dumai Jl. Mekar Sari Bagan Besar Dumai terhitung mulai tanggal 16 Februari s/d 08 Juni 2026 dan wajib mengikuti Peraturan yang berlaku di PT. Sinar Putra Dumai.

Demikian surat ini kami sampaikan, Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat kami,
PT. Sinar Putra Dumai



Nur Hasanah
HRD Staff

 Dipindai dengan CamScanner

Appendix 3 Assessment Sheet of Apprenticeship

APPRENTICESHIP EVALUATION RESULTS PT. SINAR PUTRA DUMAI

Name : Endah Laillatul Mirandha
NIM : 5404221491
Study Program : International Business Administration
State Polytechnic of Bengkalis

No	Assessment Aspect	Percentages	Scores
1	Discipline	20%	90
2	Responsibility	25%	90
3	Adaptability	10%	90
4	Work Performance	30%	90
5	General Behavior	15%	90
Total (1+2+3+4+5)		100%	90

Explanation

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

Notes:

Endah menunjukkan ketepatan waktu yang luar biasa, aktif dan responsif terhadap Instruksi dan beradaptasi dengan baik di lingkungan perusahaan PT. Sinar Putra Dumai serta kemampuan berkomunikasi dan menyelesaikan tugas tepat waktu.

Dumai, June 19, 2026



Nur Hasanah, S.E.

Appendix 4 Certificate



Appendix 5 Apprenticeship Attendance List

ATTENDANCE OF DAILY ACTIVITIES PT. SINAR PUTRA DUMAI							
Name : Endah Lailatul Mirandha							
Nim : 5404221491							
Campus : Politeknik Negeri Bengkalis							
No	Date	Morning		Afternoon		Signature	
		In	Out	In	Out		
1	Monday, 16 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
2	Tuesday, 17 February 2026	Chinese New Year's Day					
3	Wednesday, 18 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
4	Thursday, 19 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
5	Friday, 20 February 2026	08:00	11:30	13:30	17:00	<i>[Signature]</i>	
6	Saturday, 21 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
8	Monday, 23 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
9	Tuesday, 24 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
10	Wednesday, 25 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
11	Thursday, 26 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
12	Friday, 27 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
13	Saturday, 28 February 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
15	Monday, 02 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
16	Tuesday, 03 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
17	Wednesday, 04 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
18	Thursday, 05 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
19	Friday, 06 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
20	Saturday, 07 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
22	Monday, 09 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
23	Tuesday, 10 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
24	Wednesday, 11 March 2026	Sick					
25	Thursday, 12 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
26	Friday, 13 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
27	Saturday, 14 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
29	Monday, 16 March 2026	Sick					
30	Tuesday, 17 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
31	Wednesday, 18 March 2026	Bali's Day Silence and Hindu New Year					
32	Thursday, 19 March 2026	Bali's Day Silence and Hindu New Year					
33	Friday, 20 March 2026	Mid First					
34	Saturday, 21 March 2026	Mid First					
36	Monday, 23 March 2026	Mid First					
37	Tuesday, 24 March 2026	Mid First					
38	Wednesday, 25 March 2026	Mid First					
39	Thursday, 26 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
40	Friday, 27 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
41	Saturday, 28 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	
43	Monday, 30 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>	

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
44	Tuesday, 31 March 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
45	Wednesday, 01 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
46	Thursday, 02 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
47	Friday, 03 April 2026	Good Friday				
48	Saturday, 04 April 2026	Sick				
50	Monday, 06 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
51	Tuesday, 07 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
52	Wednesday, 08 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
53	Thursday, 09 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
54	Friday, 10 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
55	Saturday, 11 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
57	Monday, 13 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
58	Tuesday, 14 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
59	Wednesday, 15 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
60	Thursday, 16 April 2026	Sick				
61	Friday, 17 April 2026	Sick				
62	Saturday, 18 April 2026	Sick				
64	Monday, 20 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
65	Tuesday, 21 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
66	Wednesday, 22 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
67	Thursday, 23 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
68	Friday, 24 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
69	Saturday, 25 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
71	Monday, 27 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
72	Tuesday, 28 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
73	Wednesday, 29 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
74	Thursday, 30 April 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
75	Friday, 01 May 2026	International Labor Day				
76	Saturday, 02 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
78	Monday, 04 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
79	Tuesday, 05 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
80	Wednesday, 06 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
81	Thursday, 07 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
82	Friday, 08 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
83	Saturday, 09 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
85	Monday, 11 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
86	Tuesday, 12 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
87	Wednesday, 13 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
88	Thursday, 14 May 2026	Ascension Day Of Jesus Christ				
89	Friday, 15 May 2026	Excused				
90	Saturday, 16 May 2026	Excused				
92	Monday, 18 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
93	Tuesday, 19 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
94	Wednesday, 20 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
95	Thursday, 21 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
96	Friday, 22 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
97	Saturday, 23 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
99	Monday, 25 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
100	Tuesday, 26 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
101	Wednesday, 27 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
102	Thursday, 28 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
103	Friday, 29 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
104	Saturday, 30 May 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
106	Monday, 01 June 2026	Pancasila Day				
107	Tuesday, 02 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
108	Wednesday, 03 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
109	Thursday, 04 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
110	Friday, 05 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
111	Saturday, 06 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
113	Monday, 08 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
114	Tuesday, 09 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
115	Wednesday, 10 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
116	Thursday, 11 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
117	Friday, 12 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
118	Saturday, 13 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
120	Monday, 15 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
121	Tuesday, 16 June 2026	Muhammad's Islamic New Year				
122	Wednesday, 17 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
123	Thursday, 18 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>
124	Friday, 19 June 2026	08:00	12:00	13:00	17:00	<i>[Signature]</i>

Dumai, 19 June 2026

[Signature]
Nur Hafsan, S.E
Internship Coordinator

Appendix 6 Daily Activity Of Apprenticeship

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday-Saturday

Date : 16-21 February 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 16 February 2026	Reviewing financial transactions for May and September involves verifying income and expense records, reconciling transactions with financial statements, and identifying any discrepancies to ensure accuracy and support future financial planning.	Nur Hasanah, S.E	
Tuesday, 17 February 2026	Chinese New Year holiday		
Wednesday, 18 February 2026	Reviewed financial transactions from July to October to ensure accuracy and proper documentation, and categorized May cash transactions into cash inflows and outflows for reporting purposes.		
Thursday, 19 February 2026	Prepared cash reports for July and October by verifying cash transactions, reconciling discrepancies, and organizing data to support accurate financial reporting.		
Friday, 20 February 2026	Verified overtime discrepancies for MV Federal Ibuki (MOP Canada) by reviewing operational records and timesheets to ensure accurate overtime calculations and documentation.		
Saturday, 21 February 2026	Verified overtime discrepancies for MV Eagle Star (MOP Canada) by reviewing timesheets and operational records to ensure accurate overtime calculations and reporting.		

No	Working	Explanation
1		Assisted in reviewing and organizing financial records by checking transaction data, verifying supporting documents, preparing cash reports, and categorizing cash inflows and outflows. Also helped reconcile financial information to identify and correct discrepancies, ensuring the accuracy of financial reports. In addition, assisted in verifying overtime records for vessel operations by reviewing timesheets and operational documents to ensure accurate overtime calculations and proper documentation. Activities were carried out in accordance with company procedures to support effective financial administration and reporting.

Day : Monday-Saturday
Date : 23-28 February 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 23 February 2026	Assisted the coordinator in reviewing electronic financial reports by verifying data accuracy, identifying discrepancies, and ensuring compliance with accounting standards.	Nur Hasanah, S.E	
Tuesday, 24 February 2026	Assisted in preparing fertilizer shipment waybills by organizing shipment data, verifying document accuracy, and ensuring compliance with logistics requirements.		
Wednesday, 25 February 2026	Compiled the Workshop Supplies Expense Report for February 2026 by reviewing expense records, verifying data accuracy, and organizing costs for financial reporting and monitoring.		
Thursday, 26 February 2026	Prepared a summary of PT SPD workshop expenses for August-February 2026 using Microsoft Excel by organizing expense data, verifying accuracy, and categorizing costs for financial analysis and reporting.		
Friday, 27 February 2026	Created a Sasco waybill by entering shipment details, verifying document accuracy, and ensuring compliance with logistics requirements.		
Saturday, 28 February 2026	Prepared a Sasco waybill by completing shipment information and verifying document accuracy for logistics operations.		

No	Working	Explanation
1	 	Assisted in financial and logistics administrative activities by reviewing electronic financial reports, verifying data accuracy, identifying discrepancies, and ensuring compliance with company procedures. Additionally, assisted in preparing and creating shipment waybills by organizing shipment information, verifying document accuracy, and supporting logistics operations. Also compiled and summarized workshop expense reports using Microsoft Excel by reviewing expense records, organizing financial data, and categorizing costs to support accurate financial reporting, monitoring, and analysis.

Day : Monday-Saturday
Date : 02-07 March 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 02 March 2026	Created a Sasco waybill by preparing shipment documents and verifying delivery information for accurate logistics processing.	Nur Hasanah, S.E	
Tuesday, 03 March 2026	Created a Sasco waybill by completing and verifying shipment documentation to support accurate goods delivery.		
Wednesday, 04 March 2026	Prepared and verified a Sasco waybill to ensure accurate shipment documentation and delivery processing.		
Thursday, 05 March 2026	Reviewed PT SPD digital files by checking document accuracy, completeness, and organization to support efficient data management and retrieval.		
Friday, 06 March 2026	Reviewed PT SPD digital files by checking document accuracy, completeness, and organization to support efficient data management and retrieval.		
Saturday, 07 March 2026	Prepared and verified a Sasco waybill to ensure accurate shipment documentation and delivery processing.		

No	Working	Explanation
1	 	Assisted in logistics and administrative activities by preparing, completing, and verifying Sasco waybills to ensure accurate shipment documentation and support efficient goods delivery processes. Additionally, reviewed PT SPD digital files by checking document accuracy, completeness, and organization to maintain proper record management and facilitate efficient data retrieval in accordance with company procedures.

Day : Monday-Saturday
Date : 09-14 March 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 09 March 2026	Created a Sasco waybill by preparing shipment documents and verifying delivery information for accurate logistics processing.	Nur Hasanah, S.E	
Tuesday, 10 March 2026	Created a Sasco waybill by preparing shipment documents and verifying delivery information for accurate logistics processing.		
Wednesday, 11 March 2026	Sick		
Thursday, 12 March 2026	Prepared and verified a Sasco waybill to ensure accurate shipment documentation and delivery processing.		
Friday, 13 March 2026	Prepared and verified a Sasco waybill to ensure accurate shipment documentation and delivery processing.		
Saturday, 14 March 2026	Assisted PT Sinar Putra Dumai employees with administrative and operational tasks to support daily workflow efficiency.		

No	Working	Explanation
1	 	Assisted in logistics and administrative activities by preparing, completing, and verifying Sasco waybills to ensure accurate shipment documentation and support efficient delivery processes. Additionally, provided support to PT Sinar Putra Dumai employees in carrying out various administrative and operational tasks, contributing to the smooth execution of daily workflows and company operations.

Day : Monday-Saturday

Date : 16-21 March 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 16 March 2026	Sick	Nur Hasanah, S.E	
Tuesday, 17 March 2026	Recorded the LOCIS number or truck security seal on shipping documents to ensure accurate shipment identification, traceability, and logistics documentation.		
Wednesday, 18 March 2026	Collective Leave – Nyepi (Saka New Year 1948)		
Thursday, 19 March 2026	Public Holiday – Nyepi (Saka New Year 1948)		
Friday, 20 March 2026	Collective Leave – (Eid al-Fitr 1447 AH)		
Saturday, 21 March 2026	Eid al-Fitr holiday		

No	Working	Explanation
1		Assisted in logistics administration by recording LOCIS numbers or truck security seal numbers on shipping documents to ensure accurate shipment identification, traceability, and proper documentation throughout the distribution process. This activity supported effective logistics control and helped maintain the accuracy of transportation records in accordance with company procedures.

Day : Monday-Saturday
Date : 23-28 March 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 23 March 2026	Eid al-Fitr holiday	Nur Hasanah, S.E	
Tuesday, 24 March 2026	Eid al-Fitr holiday		
Wednesday, 25 March 2026	Eid al-Fitr holiday		
Thursday, 26 March 2026	Assisted in calculating shipping costs by verifying shipment data, performing cost calculations, and ensuring pricing accuracy.		
Friday, 27 March 2026	Assisted in categorizing public transport payment recaps and calculating fertilizer transportation costs to ensure accurate financial records and cost analysis.		
Saturday, 28 March 2026	Assisted PT Sinar Putra Dumai employees with administrative and operational tasks to support daily workflow efficiency.		

No	Working	Explanation
1	 	Assisted in administrative and financial activities by verifying shipment data, calculating transportation and shipping costs, and ensuring the accuracy of pricing information. Additionally, assisted in categorizing public transportation payment recaps and organizing cost data to support accurate financial records and cost analysis. Also provided support to PT Sinar Putra Dumai employees in carrying out various administrative and operational tasks to maintain efficient daily workflows and company operations.

Day : Monday-Saturday
Date : 30 March-04 April 2026

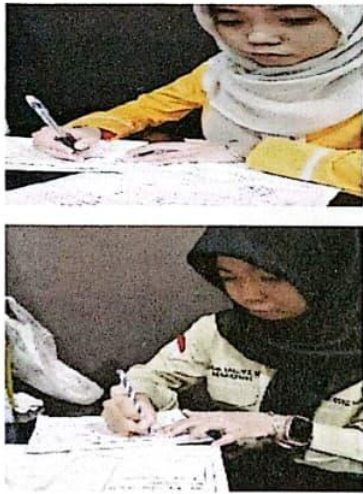
Date	Description of Activities	Tasks Assignor	Signature
Monday, 30 March 2026	Assisted PT Sinar Putra Dumai employees with administrative and operational tasks to support daily workflow efficiency.	Nur Hasanah, S.E	
Tuesday, 31 March 2026	Verified and adjusted Delivery Order (DO) numbers based on cumulative calculations to ensure accurate delivery records and documentation.		
Wednesday, 01 April 2026	Tracked workshop expenses for March by reviewing, recording, and categorizing operational costs to ensure accurate financial documentation and budget control.		
Thursday, 02 April 2026	Prepared a recap of PT Sinar Putra Dumai workshop expenses for March-April by compiling, categorizing, and verifying expenditure data for financial reporting and cost monitoring.		
Friday, 03 April 2026	Public Holiday for Good Friday		
Saturday, 04 April 2026	Sick		

No	Working	Explanation
1		Assisted in administrative, operational, and financial activities by supporting employees with daily tasks, verifying and adjusting Delivery Order (DO) numbers based on cumulative calculations, and ensuring the accuracy of delivery documentation. Additionally, reviewed, recorded, and categorized workshop expenses, as well as prepared expense recaps by compiling and verifying expenditure data to support accurate financial reporting, cost monitoring, and budget control in accordance with company procedures.

Day : Monday-Saturday

Date : 06-11 April 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 06 April 2026	Assisted in preparing shipping documents by recording item details and verifying shipment data to ensure accurate distribution and documentation.	Nur Hasanah, S.E	
Tuesday, 07 April 2026	Prepared delivery notes by recording shipment details and verifying goods information to ensure accurate and complete deliveries.		
Wednesday, 08 April 2026	Assisted in recording LOCIS numbers or truck security seals on shipping documents to ensure shipment traceability, security, and accurate documentation.		
Thursday, 09 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Friday, 10 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Saturday, 11 April 2026	Assisted in preparing delivery orders for fertilizer shipments by recording shipment details and verifying documentation to ensure accurate delivery and inventory administration.		

No	Working	Explanation
1		Assisted in logistics and inventory administration by preparing shipping documents, delivery notes, delivery orders, and tally receipts for fertilizer purchases. Responsibilities included recording shipment and supplier information, verifying goods and delivery data, documenting LOCIS numbers or truck security seals, and ensuring the accuracy and completeness of logistics records. These activities supported efficient distribution processes, shipment traceability, inventory administration, and accurate documentation in accordance with company procedures.

Day : Monday-Saturday

Date : 13-18 April 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 13 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.	Nur Hasanah, S.E	
Tuesday, 14 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Wednesday, 15 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Thursday, 16 April 2026	Sick		
Friday, 17 April 2026	Sick		
Saturday, 18 April 2026	Sick		

No	Working	Explanation
1		Assisted in preparing tally receipts for fertilizer purchases by recording supplier information, fertilizer types and quantities, and details of received goods. This activity was carried out to ensure accurate inventory documentation, support goods receiving administration, and maintain consistency between purchase records and physical stock in accordance with company procedures.

Day : Monday-Saturday
Date : 20-25 April 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 20 April 2026	Assisted in recording PT Sinar Putra Dumai workshop expenses by documenting and categorizing financial transactions to ensure accurate financial records.	Nur Hasanah, S.E	
Tuesday, 21 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Wednesday, 22 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Thursday, 23 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Friday, 24 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Saturday, 25 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		

No	Working	Explanation
1	 	Assisted in financial and inventory administration activities by recording and categorizing workshop expenses, as well as preparing tally receipts for fertilizer purchases. Responsibilities included documenting supplier information, fertilizer quantities, received goods details, and financial transactions to ensure accurate inventory records, support goods receiving administration, and maintain reliable financial documentation in accordance with company procedures.

Day : Monday-Saturday
Date : 27 April-02 May 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 27 April 2026	Prepared a recap of PT Sinar Putra Dumai workshop expenses for May by compiling, reviewing, and categorizing expenditure data to ensure accurate financial records and cost control.	Nur Hasanah, S.E	
Tuesday, 28 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Wednesday, 29 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Thursday, 30 April 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Friday, 01 May 2026	International Labour Day		
Saturday, 02 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		

No	Working	Explanation
1		Assisted in financial and inventory administration activities by preparing a recap of PT Sinar Putra Dumai workshop expenses for May through compiling, reviewing, and categorizing expenditure data to support accurate financial records and cost control. Additionally, assisted in preparing tally receipts for fertilizer purchases by recording supplier information, fertilizer quantities, and details of received goods to ensure accurate inventory documentation and support goods receiving administration in accordance with company procedures.

Day : Monday-Saturday
Date : 04-09 May 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 04 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation	Nur Hasanah, S.E	
Tuesday, 05 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation		
Wednesday, 06 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation		
Thursday, 07 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation		
Friday, 08 May 2026	Assisted in recording LOCIS numbers or truck security seals on shipping documents and verifying shipment details to ensure accurate and secure distribution records.		
Saturday, 09 May 2026	Assisted in recording LOCIS numbers or truck security seals on shipping documents and verifying shipment details to ensure accurate and secure distribution records.		

No	Working	Explanation
1		Assisted in financial and inventory administration activities by preparing a recap of PT Sinar Putra Dumai workshop expenses for May through compiling, reviewing, and categorizing expenditure data to support accurate financial records and cost control. Additionally, assisted in preparing tally receipts for fertilizer purchases by recording supplier information, fertilizer quantities, and details of received goods to ensure accurate inventory documentation, support goods receiving administration, and maintain consistency between inventory records and physical stock in accordance with company procedures.

Day : Monday-Saturday

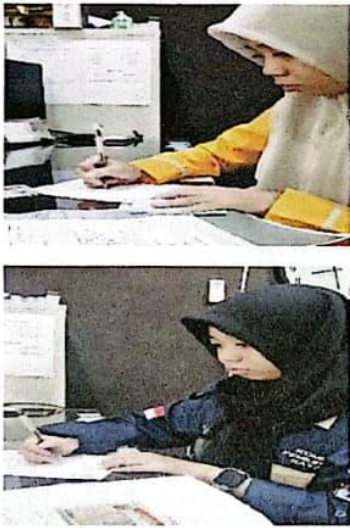
Date : 11-16 May 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 11 May 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.	Nur Hasanah, S.E	
Tuesday, 12 May 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Wednesday, 13 May 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Thursday, 14 May 2026	Ascension Day of Jesus Christ		
Friday, 15 May 2026	Excused		
Saturday, 16 May 2026	Excused		

No	Working	Explanation
1	 	Assisted in completing tally receipts for fertilizer purchases by recording supplier information, product details, and goods receiving data to ensure accurate inventory documentation. This activity supported the goods receiving process, maintained consistency between purchasing records and inventory data, and ensured proper documentation in accordance with company procedures.

Day : Monday-Saturday
Date : 18-23 May 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 18 May 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.	Nur Hasanah, S.E	
Tuesday, 19 May 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Wednesday, 20 May 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Thursday, 21 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Friday, 22 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Saturday, 23 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		

No	Working	Explanation
1		Assisted in completing tally receipts for fertilizer purchases by recording supplier information, product details, and goods receiving data to ensure accurate inventory documentation. This activity supported the goods receiving process, maintained consistency between purchasing records and inventory data, and ensured proper documentation in accordance with company procedures.

Day : Monday-Saturday

Date : 25-30 May 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 25 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.	Nur Hasanah, S.E	
Tuesday, 26 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Wednesday, 27 May 2026	Eid al-Adha 1447 AH		
Thursday, 28 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Friday, 29 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Saturday, 30 May 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		

No	Working	Explanation
1		Assisted in completing tally receipts for fertilizer purchases by recording supplier information, product details, and goods receiving data to ensure accurate inventory documentation. This activity supported the goods receiving process, maintained consistency between purchasing records and inventory data, and ensured proper documentation in accordance with company procedures.

Day : Monday-Saturday

Date : 01-06 June 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 01 June 2026	Pancasila Day	Nur Hasanah, S.E	
Tuesday, 02 June 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation		
Wednesday, 03 June 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation		
Thursday, 04 June 2026	Assisted in compiling workshop expense recaps and reviewing cash disbursement vouchers in Accurate to ensure accurate financial records and complete documentation.		
Friday, 05 June 2026	Assisted in reviewing cash disbursement vouchers in preparing fertilizer tally receipts, and recording LOCIS numbers or truck security seals to ensure accurate financial, inventory, and shipment documentation.		
Saturday, 06 June 2026	Assisted in recording October 2025 cash expenditures in the general ledger and documenting fertilizer receipts to ensure accurate financial reporting and inventory control.		

No	Working	Explanation
1		Assisted in financial, inventory, and logistics administration activities by preparing tally receipts for fertilizer purchases, recording supplier information, fertilizer quantities, and details of received goods to ensure accurate inventory documentation. Additionally, assisted in compiling workshop expense recaps, reviewing cash disbursement vouchers in Accurate, recording LOCIS numbers or truck security seals, and entering cash expenditure transactions into the general ledger. These activities were carried out to maintain accurate financial reporting, support inventory control, and ensure complete and reliable documentation in accordance with company procedures.

Day : Monday-Saturday
Date : 08-13 June 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 08 June 2026	Assisted in recording October 2025 cash disbursements in the general ledger to ensure accurate financial reporting and proper expense classification.	Nur Hasanah, S.E	
Tuesday, 09 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Wednesday, 10 June 2026	Assisted in preparing tally receipts for fertilizer purchases by recording supplier details, fertilizer quantities, and received goods information to ensure accurate inventory documentation.		
Thursday, 11 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Friday, 12 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Saturday, 13 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		

No	Working	Explanation
1		Assisted in financial and inventory administration activities by recording October 2025 cash disbursement transactions in the general ledger to ensure accurate financial reporting and proper expense classification. Additionally, assisted in preparing and completing tally receipts for fertilizer purchases by recording supplier information, product details, fertilizer quantities, and goods receiving data to ensure accurate inventory documentation, support goods receiving administration, and maintain consistency between purchasing records and inventory data in accordance with company procedures.

Day : Monday-Saturday

Date : 15-19 June 2026

Date	Description of Activities	Tasks Assignor	Signature
Monday, 15 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.	Nur Hasanah, S.E	
Tuesday, 16 June 2026	Muharram/Islamic New Year		
Wednesday, 17 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Thursday, 18 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		
Friday, 19 June 2026	Assisted in completing tally receipts for fertilizer purchases by recording supplier, product, and receiving information to ensure accurate inventory documentation.		

No	Working	Explanation
1	 	Assisted in completing tally receipts for fertilizer purchases by recording supplier information, product details, and goods receiving data to ensure accurate inventory documentation. This activity supported the goods receiving process, maintained consistency between purchasing records and inventory data, and ensured proper documentation in accordance with company procedures.

Appendix 7 Photo With Export Document Team Employee Staff



Appendix 8 Revision Sheet Apprenticeship



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
PROGRAM STUDI ADMINISTRASI BISNIS INTERNASIONAL
Jalan Bathin Alam, Sungai Alam Bengkalis-Riau 28711
Telepon (0766) 24566, Faximile (0766) 800 1000
Laman: <http://www.polbeng.ac.id>

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION STATE POLYTECHNIC OF BENGKALIS

Name : Endah Laillatul Mirandha
Student Number : 5404221491
Apprenticeship Place : PT. Sinar Putra Dumai
Advisor : M Fuad Asrofillah, S.E., M.M.

NO.	DATE	REVISION	SIGNATURE
1.	22/07/2026	Perbaiki background of the apprenticeship	
2.	24/07/2026	Tambahkan flow chart sesuai jobdesk	
3.	27/07/2026	Perbaiki Tata tulis	
4.	29/07/2026	Perbaiki Tata tulis	
5.	31/07/2026	Ace	

Bengkalis, July, 2026

Advisor

M Fuad Asrofillah, S.E., M.M.
NIP. 199304202022031007