

ABSTRAC

This report aims to describe a process of taking goods and stocks of goods in the warehousing division of raw materials at PT Cahaya Indo Persada to identify problems and describe the process of taking goods in PT Cahaya Indo Persada.

Activities - activities that are often performed during the implementation of the internship program ranging from checking goods, goods coming, receipt of goods, making receipts, input into microsoft excel, and making a letter of purchase request. During the internship program on the raw material shed, a number of problems occurred. It shows that the process of taking goods in raw material warehouse PT Cahaya Indo Persada still has to be repaired.

Therefore, based on the results of the discussion of Field Work Report, although there are some problems that occur, but the outline of PT Cahaya Indo Persada has been taking goods from the raw material warehouse quite well.

Keywords: Warehousing, making procedures for goods warehouse, PT Cahaya Indo Persada



INTISARI

Laporan ini bertujuan untuk menggambarkan suatu proses pengambilan barang dan stok barang pada divisi Pergudangan bahan mentah di PT Cahaya Indo Persada untuk mengidentifikasi permasalahan dan menggambarkan proses pengambilan barang di PT Cahaya Indo Persada.

Aktivitas-aktivitas yang seringkali dilakukan selama pelaksanaan *internship program* mulai dari pengecekan barang, barang datang, penerimaan barang, pembuatan tanda terima, input kedalam *microsoft excel*, dan pembuatan surat permintaan pembelian. Selama *internship program* pada bagian gudang bahan mentah, ditemukan beberapa masalah yang terjadi. Hal tersebut menunjukkan bahwa proses pengambilan barang di gudang bahan mentah PT Cahaya Indo Persada masih harus diperbaiki.

Oleh karena itu, berdasarkan hasil pembahasan Laporan Kerja Lapangan meskipun ada beberapa masalah yang terjadi, akan tetapi secara garis besar PT Cahaya Indo Persada telah melakukan pengambilan barang dari gudang bahan mentah dengan cukup baik.

Kata Kunci : Pergudangan, Prosedur Pengambilan barang, PT Cahaya Indo Persada

