

## **Aktivitas *Purchasing* di Harris Hotel Bundaran Satelit Surabaya**

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### **ABSTRAK**

Laporan ini bertujuan untuk menggambarkan aktivitas *purchasing* pada Harris Hotel Bundaran Satelit Surabaya. Laporan kerja lapangan disusun dengan melaksanakan praktik kerja lapangan di Harris Hotel Bundaran Satelit Surabaya yang berlangsung 6 bulan, sebagai *trainee* pada bagian *purchasing*. *Purchasing* bertugas untuk membeli atau pengadaan barang untuk kebutuhan operasional hotel. Tugas tugas dari *purchasing* yaitu membuat dan mencetak PO dan DML, menerima PR, melakukan input biaya pembelian, Menerima PR (*Purchase Requisition*) dari berbagai *department*, Meminta *Quotation* dari berbagai *supplier*, kemudian dilakukan *comparison*, Melakukan *market survey* untuk memastikan kualitas dan kemampuan dari *supplier* dalam mendukung kebutuhan perusahaan, Menjaga hubungan dan komunikasi yang baik dengan *supplier* dan berbagai *department* dalam perusahaan, Bertanggung jawab atas pembelian, penerimaan dan pengembalian barang.

**Kata kunci:** *Purchasing*, pengadaan, hotel

## ***Purchasing Activities at Harris Hotel Bundaran Satelit Surabaya***

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### ***ABSTRACT***

*This report aims to describe the purchasing activities at Harris Hotel Bundaran Satelit Surabaya. The fieldwork report is prepared by conducting a six-month fieldwork practice at Harris Hotel Bundaran Satelit Surabaya, serving as a trainee in the purchasing department. Purchasing is responsible for buying or procuring goods for the hotel's operational needs. The tasks of the purchasing department include creating and printing Purchase Orders (PO) and Delivery Market Lists (DML), receiving Purchase Requests (PR), inputting purchase costs, receiving PR from various departments, requesting quotations from different suppliers, followed by a comparison process, conducting market surveys to ensure the quality and capability of suppliers in supporting the company's needs, maintaining good relationships and communication with suppliers and various departments within the company, and being responsible for the purchase, receipt, and return of goods.*

***Key words: purchasing, procurment, hotel***