

Ketua Program Studi
**EVALUASI PROSES *PURCHASING* PADA
OAKWOOD HOTEL & RESIDENCE SURABAYA**

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ABSTRAK

Laporan kerja lapangan ini dibuat dengan tujuan untuk mengevaluasi proses *purchasing* pada Oakwood Hotel & Residence. Laporan kerja lapangan disusun berdasarkan pengalaman praktik kerja yang dilakukan selama 6 bulan di Oakwood Hotel & Residence Surabaya secara khusus pada departemen *purchasing*. Oakwood Hotel & Residence Surabaya terletak di Jalan Raya Kertajaya Indah no 79, Manyar Sabrangan, Mulyerejo Surabaya. Tujuan dilaksanakannya *internship program* adalah untuk mengetahui proses aktivitas dari *purchasing* pada Oakwood Hotel Hotel & Residence Surabaya. Beberapa aktivitas yang dilakukan meliputi : Memproses pembelian, menghubungi *supplier*, menerima barang atau jasa yang di terima, dan mengakui klaim atas barang atau jasa yang diterima. Berdasarkan pengamatan dan analisis selama melakukan *internship program*. Didapatkan bahwa Oakwood Hotel Hotel & Residence Surabaya sudah sesuai dengan teori, namun masih banyak kekurangan yang perlu diperbaiki agar sesuai dengan tahap – tahapan proses *purchasing* dan *receiving*.

Kata Kunci : *Purchasing*, *Receiving*, Aktivitas Pembelian, Aktivitas Penerimaan

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ABSTRACT

This field work report is created with the purpose of evaluating the purchasing processes at Oakwood Hotel & Residence. The field work report is based on the practical work experience conducted for 6 months at Oakwood Hotel & Residence Surabaya, specifically in the purchasing department. Oakwood Hotel & Residence Surabaya is located at Jalan Raya Kertajaya Indah No. 79, Manyar Sabrangan, Mulyerejo, Surabaya. The objective of the internship program was to understand the activities involved in purchasing and receiving at Oakwood Hotel & Residence Surabaya. Some of the activities carried out included processing purchases, contacting suppliers, receiving goods or services, and handling claims for received goods or services. Based on observations and analysis during the internship program, it was found that Oakwood Hotel & Residence Surabaya is in line with the theory, but there are still several areas that need improvement to align with the stages of the purchasing and receiving processes.

Keyword: Purchasing, Receiving, Purchasing Activities, Receiving Activities