

PENERAPAN PRINSIP *PURCHASING* PADA
HOTEL NOVOTEL SAMATOR SURABAYA TIMUR

Christalyne Andrea Tantonno
Manajemen Jejaring Bisnis

Pembimbing :
Erna Andajani
Siti Rahayu

ABSTRAK

Laporan ini bertujuan untuk mengetahui bagaimana penerapan prinsip *purchasing* pada Hotel Novotel Samator Surabaya Timur. Pemegang melaksanakan praktik kerja lapangan pada 20 Januari – 28 Juli 2025. Pemegang bertugas pada departemen *purchasing* dan *receiving and store*. Beberapa aktivitas yang dilakukan dan diterapkan selama proses praktik lapangan kerja adalah membuat *price comparison*, mengelola *file purchase order* dan *market list*, meminta tanda tangan dari para *chef* dan *head of departement*, menerima persediaan dari para *supplier*, melakukan pengecekan kualitas dan kuantitas terhadap persediaan bahan baku yang dikirimkan oleh para *supplier*, menyatukan nota dan *receiving record*, melakukan pengecekan terhadap harga yang ada di nota dan *market list*, mengisi *market list*, melakukan pengecekan stock pada tiap persediaan yang ada di *store*, *incharge food exchange*, dan *incharge* iftar. Berdasarkan hasil pembahasan dan penerapan yang telah dilakukan, terdapat beberapa prinsip *purchasing* yang sudah diterapkan dengan baik, tetapi terdapat juga beberapa prinsip yang belum diterapkan dengan baik.

Kata kunci: Hotel, *Purchasing*, *Receiving and Store*

*IMPLEMENTATION OF PURCHASING PRINCIPLES
AT THE NOVOTEL SAMATOR HOTEL, EAST SURABAYA*

Christalyne Andrea Tantonno
Business Networking Management

Pembimbing :
Erna Andajani
Siti Rahayu

ABSTRACT

This report aims to determine how the application of purchasing principles at the Novotel Samator Hotel, East Surabaya. The intern carried out field work practice on January 20 to July 28, 2025. The intern was assigned to the purchasing and receiving and store departments. Some of the activities carried out and implemented during the field work practice process were making price comparisons, managing purchase order and market list files, requesting signatures from chefs and heads of departments, receiving supplies from suppliers, checking the quality and quantity of raw material supplies sent by suppliers, combining notes and receiving records, checking the prices on notes and market lists, filling out market lists, checking stock on each inventory in the store, incharge of food exchange, and incharge of iftar. Based on the results of the discussions and implmentations that have been carried out, there are several purchasing principles that have been implemented well, but there are also several principles that have not been implemented well.

Keywords: Hotel, Purchasing, Receiving and Store