

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES IN SUPPLIER INCOME DIVISION AT PT SUPRA BOGA LESTARI TBK

During the internship program at PT Supra Boga Lestari Tbk, the intern was assigned to the Supplier Income Division under the supervision of the Supplier Income Manager. The intern was actively involved in administrative activities related to managing indirect income (back income) from suppliers, including rebates, promotion budgets, and volume-based incentives. The intern's responsibilities included classifying documents, calculating incentives, and assisting in reporting transactions using the SAP system.

The Supplier Income Division plays a crucial role in verifying and ensuring the accuracy of financial deductions based on agreements with suppliers. Communication and coordination were carried out regularly with both suppliers and internal departments such as Finance and Merchandising to ensure that all transactions aligned with the agreed terms. Through this internship, the intern gained valuable experience in financial administration within the modern retail industry, while also enhancing skills in accuracy, professional communication, and the use of corporate information systems.

Keywords: supplier income, rebate, SAP, financial administration, internship