

ABSTRACT

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ACTIVITIES AS HUMAN RESOURCES & GENERAL AFFAIR ADMIN PURCHASING AT PT TRAKINDO UTAMA BUMI BRANCH OFFICE SERPONG DAMAI

While carrying out professional work carried out at PT Trakindo Utama Bumi Serpong Damai branch, the practitioner is placed in the Human Resources General Affairs (HRGA) department as assistant to the General Affair admin for the Purchasing section. The purchasing department has a very important role in supplying the needs of the company's goods or services, the activities carried out by practitioners while carrying out professional work, namely helping processes and activities in the needs of disposable goods or services needed by employees of PT Trakindo Utama Bumi Serpong Damai branch. Practitioners also play a role in ordering snacks and lunch for meeting purposes, stationery for other departments, making GL hotels for payment processing, making price offers to several vendors, facilitating transportation tickets for employees who want to do official work such as airplane and train tickets, taxi vouchers, recapitulate invoice data which will later hand over to the finance & accounting department, and order PKH or work clothes for service technicians. In addition, the practitioner uses the company's operational system, namely SAP, in processing work activities in the division. There are several uses of the SAP system, among others, making Purchasing create to order the needs needed by PT Trakindo Utama BSD and GR/SA employees to process the payment number needed by the vendor for the company's payment process.

Keywords: HRGA, SAP function, operational purchasing