

BAB IV

PENUTUP

4.1. Kesimpulan

Berdasarkan pembahasan pada bab III mengenai Standard Operasional Prosedur Departemen Pengadaan (Purchasing) Pada Hotel Ciputra Semarang, maka dapat disimpulkan:

1. Departemen Purchasing pada Hotel Ciputra Semarang sangat berperan terhadap operasional hotel, karena kegiatan operasional hotel hampir setiap hari membutuhkan barang-barang untuk menunjang aktivitasnya.
2. Peran departemen purchasing dalam pengadaan barang di hotel antara lain:
 - a) Membantu pengadaan barang yang di perlukan oleh hotel, karena untuk memperlancar operasional hotel atau departemen yang membutuhkan barang untuk diolah, menjadi sebuah produk yang berkualitas dan pelayanan yang prima.
 - b) Mengontrol masuknya barang, bertujuan untuk mengkoordinasi apa saja barang yang masuk, sehingga barang yang masuk juga harus sesuai dengan Purchase Order atau Market List.
 - c) Mengontrol waktu datangnya barang, dan memeriksa barang yang kualitasnya masih baik ataupun tidak.
 - d) Mengontrol ketersediaan barang dalam gudang setiap hari untuk mengantisipasi kekurangan barang dalam gudang.
3. Semua Standar Operasional Prosedur bila dilakukan dengan baik dan sesuai dengan peraturan hotel, semua kegiatan operasional dapat berjalan dengan baik, lancar dan dapat menunjang keuntungan bagi pihak hotel ataupun perusahaan.

4.2. Saran

Hotel Ciputra Semarang khususnya pada departemen Purchasing, sebaiknya selalu berpedoman pada Standard Operasional Prosedur yang telah ditetapkan manajemen, terutama dalam pengadaan barang dan penanganan barang, sehingga semua proses dapat berjalan dengan baik, begitupun dalam pemilihan supplier harus dapat memilih supplier yang berkualitas untuk menunjang operasional hotel. Dalam operasional hotel, sebaiknya antara departemen satu dengan yang lain lebih meningkatkan kerjasama dalam kegiatan pembelian, karena dengan terjalinnya kerjasama yang baik akan menciptakan suatu komunikasi agar tidak terjadi kesalahpahaman informasi dalam melakukan pembelian untuk kebutuhan operasional hotel.

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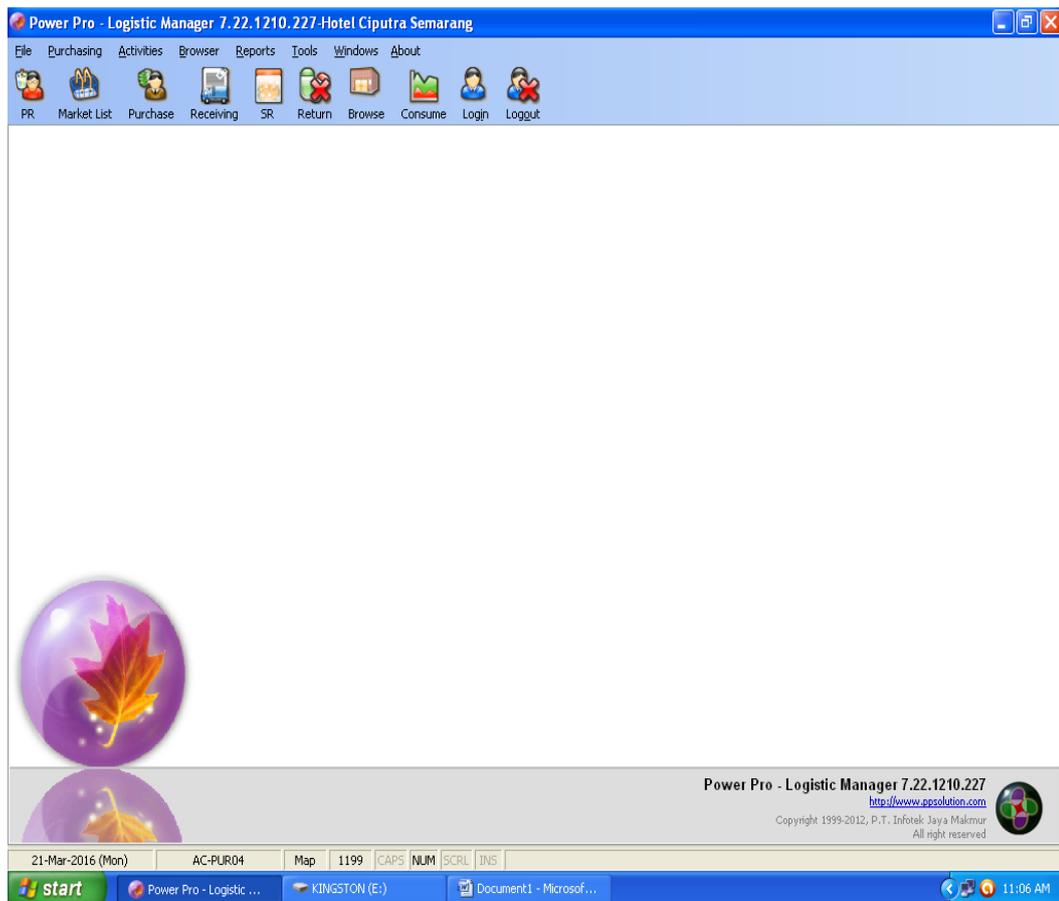
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ANDI.

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LAMPIRAN

Lampiran 1 : Sistem *Power Pro* yang digunakan oleh bagian purchasing Hotel Ciputra Semarang



Lampiran 2 : Purchase Order dari tiap Departemen yang telah dipilah berdasarkan supplier

Number	Document	Status	Date	Delivery	Supplier Name	Cost Center	Source	Req No.	\$	Amount
34137	CANDLE	Release	21-Mar-16	21-Mar-16	Petty Cash Purchasing	SM - Special			IDR	309,800.00
34136		Fully Delv.	21-Mar-16	28-Mar-16	Abi Panjaya, UD.	Store - Toba	PR	11847	IDR	985,000.00
34135		Fully Delv.	21-Mar-16	28-Mar-16	Anugerah Alam 99	Store - Food	PR	11842	IDR	115,000.00
34134		Release	21-Mar-16	28-Mar-16	Abi Panjaya, UD.	Store - Food	PR	11841	IDR	960,000.00
34133		Release	21-Mar-16	28-Mar-16	Astika Jaya CV	Store - Food	PR	11837	IDR	1,450,000.00
34132		Fully Delv.	21-Mar-16	28-Mar-16	Indolakto	Store - Food	PR	11835	IDR	486,000.00
34131		Release	21-Mar-16	28-Mar-16	Ciracasindo Perdana, PT	Store - Food	PR	11834	IDR	2,471,040.00
34130		Fully Delv.	21-Mar-16	28-Mar-16	Masuya Graha Tri Kencana	Store - Food	PR	11832	IDR	210,000.00
34129		Fully Delv.	21-Mar-16	28-Mar-16	Tambin, Toko	Store - Food	PR	11831	IDR	2,500,000.00
34128		Partial Delv	21-Mar-16	28-Mar-16	Sukanda Jaya Semarang, PT.	Store - Food	PR	11828	IDR	8,487,968.68
34127		Release	21-Mar-16	28-Mar-16	Indah Offset	Store - Gene	PR	11824	IDR	25,500,000.00
34126		Partial Delv	21-Mar-16	28-Mar-16	Tirta Investama, PT	Store - Beve	PR	11823	IDR	36,199,920.00
34125		Release	21-Mar-16	28-Mar-16	Idjo Putra Mandiri (Idjo Sari)	Store - Gene	PR	11816	IDR	294,000.00
34124		Release	21-Mar-16	28-Mar-16	Global Info Media	Store - Gene	PR	11815	IDR	1,125,000.00
34123		Release	21-Mar-16	28-Mar-16	Indah Offset	Store - Gene	PR	11814	IDR	5,500,000.00
34122		Fully Delv.	21-Mar-16	28-Mar-16	Wijaya Steel	Store - Clea	PR	11812	IDR	1,400,000.00
34121		Release	21-Mar-16	28-Mar-16	Air Mitra Sejati, CV.	Store - Clea	PR	11811	IDR	1,350,000.00
34120		Release	21-Mar-16	28-Mar-16	Melati, Toko	PM - Buildin	PR	11804	IDR	24,600,000.00
34119		Release	21-Mar-16	28-Mar-16	Grapari Semarang	FO - Telepho	PR	11789	IDR	2,500,000.00
34118		Release	21-Mar-16	28-Mar-16	Chrome Digital Printing	KT - Prinbin	PR	11784	IDR	77,000.00
34117		Release	21-Mar-16	28-Mar-16	Caltics, PT	Accm Prov Li	PR	11776	IDR	147,600,000.00
34116		Partial Delv	21-Mar-16	28-Mar-16	Duta Prima Harapan Sentosa	PM - Gas (LP	PR	11760	IDR	21,912,000.00
34115		Release	21-Mar-16	28-Mar-16	Chrome Digital Printing	SM - Adverti	PR	11679	IDR	7,600,000.00
34114		Release	21-Mar-16	28-Mar-16	Menick Collection	Acc Prov Uni	PR	11617	IDR	480,000.00
34113		Release	21-Mar-16	28-Mar-16	Rafidos Gordyn Service	FA - Houseke	PR	10706	IDR	8,700,000.00
34112		Release	21-Mar-16	22-Mar-16	Abiel Jaya, UD.	F&B Lobby Lo	ML		IDR	55,500.00
34111		Release	21-Mar-16	22-Mar-16	Abiel Jaya, UD.	Main Kitchen	ML		IDR	703,500.00

18,305,104,564.52

Lampiran 3 : Bagian Penerimaan (Receiving) yang telah di proses

Power Pro - Logistic Manager 7.22.1210.227-Hotel Ciputra Semarang - [Receiving Browser]

File Purchasing Activities Browser Reports Tools Windows About

PR Market List Purchase Receiving SR Return Browse Consume Login Logout

New Edit Find Refresh Detail Period Custom From 11/2015 to 3/31/2016 Filtered By

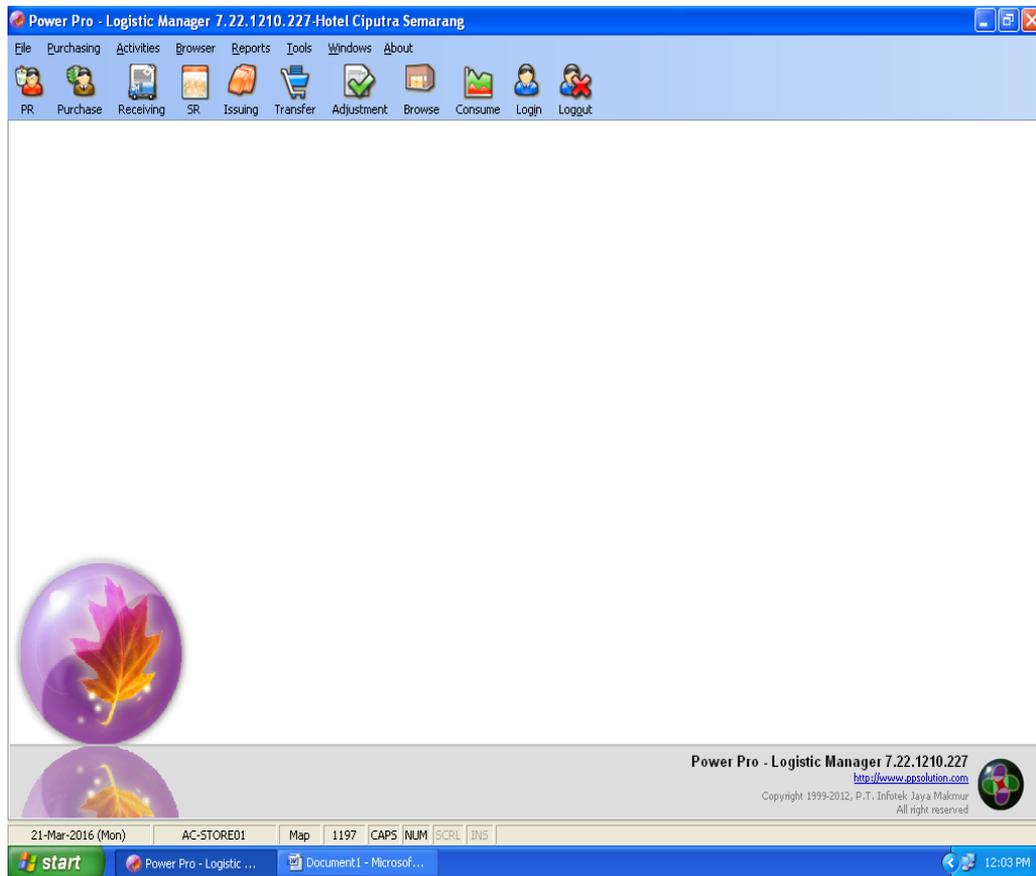
Receiving	Expected	Number	Document	Status	Open	Location	Cost Center	Supplier	\$	Total
		52635	21/3/16/F	Open	22-Mar-16		LL - Beverage Cost	Pada Suka, CV	IDR	20,000.00
		52634	21/3/16/F	Open	22-Mar-16		Main Kitchen	Pada Suka, CV	IDR	727,625.00
		52633	0394/GSPL	Open	22-Mar-16	STORE GENERAL	Store - General	Aneka Pesona, UD	IDR	1,247,500.00
		52632	22/3/16/SM	Open	22-Mar-16		SM - PR Newspaper	Kemuning Agency	IDR	28,450.00
		52631	22/3/16/FO	Open	22-Mar-16		FO - Newspaper Subscription	Kemuning Agency	IDR	150,020.00
		52630	0433/FWR	Open	22-Mar-16		BQ - Flower & Decoration	Pratama Florist	IDR	165,000.00
		52629	0424/FWR	Open	22-Mar-16		BQ - Flower & Decoration	Pratama Florist	IDR	22,500.00
		52628	22/3/16/GSPL	Open	22-Mar-16	STORE GENERAL	Store - General	Trisakti Mustikagraphika, PT	IDR	2,400,000.00
		52627	4764/F	Open	22-Mar-16		Main Kitchen	Kurnia Jaya Abadi	IDR	62,500.00
		52626	4386/F	Open	22-Mar-16		Pastry Kitchen	Obral, Toko	IDR	180,000.00
		52625	3788/F	Open	22-Mar-16	STORE FOOD	Store - Food	Masuya Graha Tri Kencana	IDR	210,000.00
		52624	4384/F	Open	22-Mar-16	STORE FOOD	Store - Food	Obral, Toko	IDR	2,224,500.00
		52623	18/3/16/STR.CHEM	Open	22-Mar-16	STORE CHEMICAL&CLEANING	Store - Cleaning & Chemical	Wijaya Steel	IDR	1,400,000.00
		52622	19/3/16/GAS	Open	22-Mar-16		Energy Cost	Duta Prima Harapan Sentosa	IDR	3,652,000.00
		52621	7/3/16/GAS	Open	22-Mar-16		Energy Cost	Duta Prima Harapan Sentosa	IDR	3,652,000.00
		52620	1691/F	Release	21-Mar-16	STORE FOOD	Store - Food	Indolakto	IDR	486,000.00
		52619	21/3/16/F	Release	21-Mar-16	STORE FOOD	Store - Food	Budhi Santoso	IDR	240,000.00
		52618	4164/F	Release	21-Mar-16	STORE FOOD	Store - Food	Sukanda Jaya Semarang, PT.	IDR	495,537.00
		52617	4167/F	Release	21-Mar-16	STORE FOOD	Store - Food	Sukanda Jaya Semarang, PT.	IDR	7,454,875.00
		52616	7147/F	Release	21-Mar-16	STORE FOOD	Store - Food	Sukanda Jaya Semarang, PT.	IDR	326,756.47
		52615	21/3/16/F	Release	21-Mar-16	STORE FOOD	Store - Food	Tamtin, Toko	IDR	2,500,000.00
		52614	21/3/16/F	Release	21-Mar-16	STORE FOOD	Store - Food	Anugerah Alam 99	IDR	115,000.00
		52613	1974/BV	Release	21-Mar-16	STORE BEVERAGE	Store - Beverage	Tirta Investama, PT	IDR	1,805,997.63
		52612	7545/BV	Release	21-Mar-16	STORE BEVERAGE	Store - Beverage	Tirta Investama, PT	IDR	1,809,996.00
		52611	17/3/16/TBC	Release	21-Mar-16	STORE TOBACCO	Store - Tobacco	Abi Panjaya, UD.	IDR	985,000.00
		52610	21/3/16/F	Release	21-Mar-16		LL - Beverage Cost	Widodo, Mr.	IDR	80,000.00
		52609	21/3/16/F	Release	21-Mar-16		GL - Beverage Cost	Widodo, Mr.	IDR	30,000.00
										11,429,683,566.08

21-Mar-2016 (Mon) AC-PUR04 Map 1198 CAPS NUM SCRL INS

start Power Pro - Logistic ... KINGSTON (E:) Document1 - Microsof...

11:10 AM

Lampiran 4 : Sistem Power Pro yang digunakan oleh bagian Store



Lampiran 5 : Contoh persediaan barang-barang yang ada pada store

Power Pro - Logistic Manager 7.22.1210.227 Hotel Ciputra Semarang - [Location's Items Browser]

File Purchasing Activities Browser Reports Tools Windows About

PR Purchase Receiving SR Issuing Transfer Adjustment Browse Consume Login Logout

Period 3 2016 Filtered By Refresh Location's Items Browser Supplier Receiving

STORE FOOD Display Zero Quantity Items

Code	Name	Type	Part No.	Description	Group Name	Item Type	Unit	Unit Cost	Min	On Hand
1001	STORE FOOD	Food	1240009	Abon Beef Pack 1 KG	Meat Processed	Food	Kg	130,000.00	1	3
1002	STORE BEVERAGE	Beverage	1050067	Agar-Agar Powder Pack of 12 Each	Dried Goods	Food	Pck	35,388.89	3	1
1003	STORE TOBACCO	Tobacco	1020007	Asparagus White Can 425 GM	Can Food	Food	Can	23,486.55	12	26
1004	STORE CHEMICAL&CLEANING	Cleaning &	1030012	Bayleaf Dried Btl 57 GM	Seasoning & Dried	Food	Btl	13,500.00	2	2
1005	STORE ENGINEERING	Engineering	1020006	Bean Black/Tausie AMOY Can 48 GM	Can Food	Food	Can	7,500.00	2	1
1006	STORE GENERAL	General	1020001	Bean Red Kidney/Kacang Merah Can 432	Can Food	Food	Can	12,136.92	24	47
			1240001	Beef Bacon Pack 1 KG	Meat Processed	Food	Kg	91,000.00	10	21
			1210009	Beef Oxtail Sliced/Buntut Sapi Iris 2cm	Beef	Food	Kg	84,000.00	20	20
			1210036	Beef Rump Frozen Australia	Beef	Food	Kg	93,000.00	42	88
			1620007	Beef Shortloin Frozen	Beef	Food	Kg	185,000.00		1.14
			1210025	Beef Smoked Whole	Beef	Food	Kg	95,826.50	2.5	27.9
			1210030	Beef Striploin Chilled Australia	Beef	Food	Kg	160,000.00	5.5	9.47
			1210031	Beef Striploin Frozen Australia	Beef	Food	Kg	-		-
			1210032	Beef Tenderloin Chilled Australia	Beef	Food	Kg	310,000.00	4.65	4.32
			1210016	Beef Tenderloin/Daging Sapi Has Dalam Lc	Beef	Food	Kg	-		-
			1700003	Biscuit Oreo @120 gm (Ea)	Mini Bar Food	Food	Pcs	6,337.10	24	48
			1050152	Black Olive pitted 5 Kg Tin	Dried Goods	Food	Tin	252,000.00		2
			1410001	Butter ELLE&WIRE Unsalted 10 GM Pack of	Butter & Margarine	Food	Pck	1,500.00	200	1,000
			1410056	Butter Orchid unsalted bulk 25 kg	Butter & Margarine	Food	Box	-		-
			1410058	Butter Unsalted Golden 20Kg	Butter & Margarine	Food	Box	1,360,000.00		4
			1050099	Candy 581 Logo	Dried Goods	Food	Pcs	178.61	1,000	3,000
			1050032	Capers Btl 473 ML	Dried Goods	Food	Btl	85,000.00	1	1
			1700017	Cassava Chips KUSUKA @75 GM	Mini Bar Food	Food	Pcs	4,400.00	30	120
			1010024	Cereal Choco Crunch NESTLE Pack 330 G	Rice,Noodle,Cerea	Food	Pck	33,500.00	6	8
			1010025	Cereal Corn Flakes NESTLE Pack 330 GM	Rice,Noodle,Cerea	Food	Pck	27,500.00	6	25
			1010026	Cereal Honey Stars NESTLE Pack 350 GM	Rice,Noodle,Cerea	Food	Pck	34,000.00	6	20
			1410015	Cheese Brie Aust.Pack 125 GM	Butter & Margarine	Food	Pck	54,000.00	6	8
			1410016	Cheese Camembert Pack 125 GM	Butter & Margarine	Food	Pck	54,000.00	6	7
			1410047	Cheese Cheddar DIAMOND Pack 2 KG	Butter & Margarine	Food	Pck	148,816.83	4	16

21-Mar-2016 (Mon) AC-STORE01 Map 1198 CAPS NUM SCRL INS

start Power Pro - Logistic ... Document1 - Microsof... 12:05 PM

Lampiran 6 : Contoh permintaan barang dari Departemen Kitchen

Store Request Entry

Number: 49648 | Status: Released | Request by: Felix

Document: PASTRY | Date: 3/22/2016 | Expected: 3/23/2016

Location: 1001 | STORE FOOD | Cost Center: 0007 | Pastry Kitchen

Part No	Description	Unit	Remark	Issued	Qty	Potential Amount
1060075	Flour RAP Instant	Kg			10.00	51,999.60
1400005	Cream Whipping ANCHOR Pack 1 LT	Pck			1.00	76,000.00
1100079	Fruit Cocktail DELMONTE Can 851 GM	Can			2.00	72,500.00
1050049	Peanut Peeled /Kacang Kupas	Kg			2.00	38,000.00
1090151	Syrup for Staff Canteen Btl 750 ML	Btl			2.00	83,999.00

Buttons: Budget, Print, Save, Close

Lampiran 7 : Market List yang telah di otorisasi oleh Dept Head



HOTEL CIPUTRA SEMARANG

BRANCH OFFICE SALINGREJO DIPA BOKRO

MARKET LIST

ML Number : 24155, 01 APR 07

Date of order : 23-Mar-16

Date required : 24-Mar-16

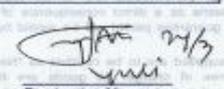
No.	Description	Quantity	Unit	Unit Price	Total Price
1	Kapulaga	0.25	Kg	150,000	37,500
2	Salt Kramak	2.00	Kg	3,000	6,000
3	Apple Green/Apple Hijau Loc	2.00	Kg	17,500	35,000
4	Melon Rock/Melon Hitam Isi	10.00	Kg	9,000	90,000
5	Pepaya Ripe/Pepaya Matang	20.00	Kg	6,500	130,000
6	Pineapple Fresh/Nanas Gega	13.00	Pcs	5,500	82,500
7	Rambutan	3.00	Kg	11,000	33,000
8	Apple Fuji Import/Apple Fu	3.00	Kg	29,000	87,000
9	Pear Yellow Import	3.00	Kg	29,000	87,000
10	Potato Big	12.00	Kg	8,000	96,000
11	Bok Choy/Sawi Bangkok	2.00	Kg	29,500	59,000
12	Chilli Green Small/Cabe Ra	1.00	Kg	27,000	27,000
13	Chilli Red Big/Cabe Merah	2.00	Kg	46,000	92,000
14	Cucumber Japanese/KURE/Ke	2.00	Kg	8,500	17,000
15	Cucumber White/Ketimun Aca	2.00	Kg	6,000	12,000
16	Eggplant Purple/Terong Ungu	1.00	Kg	6,500	6,500
17	Ginseng Leaf Fresh/Daup Ga	1.00	Kg	10,000	10,000
18	Capaicum Green/Paprika Hij	0.50	Kg	33,000	16,500
19	Capaicum Red/Paprika Merah	0.50	Kg	50,000	25,000
20	Capaicum Yellow/Paprika Ka	0.50	Kg	52,000	26,000
21	Lettuce Local/Belada Kerit	1.00	Kg	40,000	40,000
22	Cakee (Ea)	15.00	Pcs	1,600	24,000
23	Orange Baby	3.00	Kg	19,000	57,000
24	Noodle Kuetiau	5.00	Kg	15,000	75,000
25	Crackers/Kripik Kembang (Ea)	5.00	Pck	8,000	40,000
26	Crackers/Kripik Teri (Ea)	5.00	Pck	8,000	40,000
				Grand Total	40,000

Terms :

Commencement of execution of this order deems that the Supplier/Subcontractor accept the Terms & Conditions of this order.



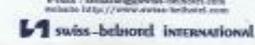
Exc. Chef / Exc. HK / FOM



Purchasing Manager

Original : Supplier
 Copies : Accounts Payable
 Purchasing
 Receiving

SEMARANG LIMA, PO BOX 1284
 Semarang 50136, Jawa Tengah - INDONESIA
 Telephone : 62 241 3644 833 Telefax : 62 241 3447 888
 e-mail : marketing@swiss-belhotel.com
www.swiss-belhotel.com



Lampiran 8 : Contoh Purchase Request

Purchase Requisition Stock Item

30 10/11/2015

NO: 11161
Date: 28-Nov-15

Cost Center: 1006 Store - General

Item	Unit	Stock Number	Last Price On Hand	Cost Qty	Vendor 1			Vendor 2			Vendor 3			Car Ne Pa
					Cost	Disc %	Disc % 2	Tax	Cost	Disc %	Disc % 2	Tax	Cost	
Foam Bath 35 ml De lux	Pcs	6010234	1,019 1,250.00	1,019.00 2,000.00	Budi Jaya Offset				IDR				0	
					1,019.00				1,019.00				CR 30	
Foam Bath 60ml Executive	Pcs	6010241	1,562 290.00	1,562.00 290.00	Budi Jaya Offset				IDR				0	
					1,562.00				1,562.00				CR 30	
Shampoo Executive 60ml	Pcs	6010252	1,562 250.00	1,562.00 250.00	Budi Jaya Offset				IDR				0	
					1,562.00				1,562.00				CR 30	
Body Lotion 60 ml Executive	Pcs	6010242	1,622 250.00	1,622.00 250.00	Budi Jaya Offset				IDR				0	
					1,622.00				1,622.00				CR 30	
Conditioner Executive 60 ml	Pcs	6010250	1,562 500.00	1,562.00 250.00	Budi Jaya Offset				IDR				0	
					1,562.00				1,562.00				CR 30	
Shower Cap	Pcs	6010225	482 700.00	482.00 1,400.00	Budi Jaya Offset				IDR				0	
					482.00				482.00				CR 30	

Reason:

	Requested By:		Purchasing Manager	Financial Controller	General Manager
	Initiator	Dept Head			

End Of Report - Power Pro Solution

30-Nov-2015 8:47:3
2/12/20

Lampiran 9 : Contoh Purchase Order Food



HOTEL CIPUTRA
SEMARANG

PURCHASE ORDER

PO Number : 34189 NPR 11871

Date of order : 26-Mar-16

Date required : 07-Apr-16

Dbral, Toko
 Jl. Gang Baru No. 130 Semarang
 Semarang
 (62-24) 3541684

No.	Description	Quantity	Unit	Unit Price	Total Price
1	General Choco Crunch NESTLE	18.00	Pck	33,500	603,000
2	Noodle Bihun AWA 4500 CM	18.00	Pck	15,000	270,000
3	Cream Coconut/Santan WAFRI	12.00	Btl	29,500	354,000
4	Choc VAN HOUTEN Powder Pac	4.00	Pck	35,000	140,000
5	Tomato Ketchup Delicente Btl	10.00	Btl	10,000	100,000
6	Sauce Soya Sweet/Kecap Man	4.00	Btl	27,500	110,000
7	Sauce LEA & FERDIN 284 ML	4.00	Btl	45,000	172,000
8	Mushrooms Shitake Dried	2.00	Kg	220,000	440,000
9	Abon Beef Pack 1 KG	2.00	Kg	130,000	260,000
10	Sauce Oyster/Saus Tiram LE	2.00	Can	85,000	168,000
TOTAL					2,617,000.00

Grand Total

Terms :

Confirmation of execution of this order deems that the Supplier/Subcontractor accept the Terms & Conditions of this order.

Purchasing Manager

Original : Supplier
 Copies : Accounts Payable
 Purchasing
 Booking

Financial Controller

General Manager

SEMARANG JAWA TENGAH INDONESIA
 TEL: (62-24) 3541684 TELEFAX (62-24) 3541684
 E-MAIL : www@ciputra-hotel.com
 WEBSITE : <http://www.ciputra-hotel.com>