

## ABSTRACT

### ANALYSIS OF PURCHASE ORDER SYSTEMS AS A TRANSACTION TOOL IN PIONIKA AUTOMOBIL LIMITED COMPANY IN BATAM CITY

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The implementation of the Job Training is carried out with the aim of providing input and to overcome the problems faced by PT. Pionoka Automobil about booking vehicles. One of the problems found is related to the transaction process of ordering a four-wheeled vehicle system. The process is less effective because it uses an application that is difficult to prove the power of law and related to errors in order continuously. Based on the description, the author provides input to create a manual format of purchasing order system, a letter of agreement between the two parties and a letter of procurement of vehicles with the government. In order for this to be made, it can avoid the mistake of ordering vehicles again and making a letter of procurement agreement to facilitate the entry of new vehicles on time, in accordance with all cities in Indonesia.

The implementation method used in the process of practical work at PT. Pionika Automobil is using empirical research methods. Furthermore, the method is divided into 3 (three) stages. The initial stage is the preparatory stage by permitting PT. Pionika Automobil to be able to do Job Training and prepare everything needed. The second stage is an assessment of the problems found, namely the format of the purchasing order system. The last stage is reporting,

Where an analysis is performed and designing the format of the purchasing order system and a letter of agreement for the procurement of vehicles with the government to be included in the Job Training report. From the results of the analysis, the writer finds out that the Work Practice output is a format in the purchasing order system to solve problems with the aim of effectiveness of every order of four-wheeled vehicles. In its implementation, this format has solved problems related to vehicle ordering errors as many as 8 (eight) times at PT. Pionika Automobil Batam.

Keywords: Format Purchasing Order, Vehicle Procurement Letter.