

# Praktik Kerja di Pedagang Besar Farmasi Kimia Farma Trading and Distribution Periode 31 Oktober - 11 November 2022, Evaluasi Kelengkapan Dokumentasi Surat Pesanan dan Faktur di Kimia Farma Trading and Distribution Cabang Jakarta 2 = Work Practice at Pharmaceutical Wholesaler Kimia Farma Trading and Distribution Period 31 October - 11 November 2022, Evaluation of Document Completeness of Purchase Order Letter and Invoice in Kimia Farma Trading and Distribution Branch Jakarta 2

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## Abstrak

Dokumentasi di Pedagang Besar Farmasi (PBF) merupakan salah satu bagian penting dari sistem manajemen mutu yang diatur dalam Cara Distribusi Obat yang Baik (CDOB). Kegiatan dokumentasi bertujuan untuk menjamin pelaksanaan distribusi berjalan sesuai dengan panduan mutu serta peraturan perundang-undangan yang berlaku. PT Kimia Farma Trading & Distribution (KFTD) merupakan anak perusahaan dari PT Kimia Farma Tbk. yang bergerak di bidang pelayanan distribusi dan perdagangan produk-produk farmasi, Cold Chain Product (CCPs), alat kesehatan, hingga kosmetik. Penelitian ini bertujuan untuk menilai kesesuaian surat pesanan dan faktur sebagai bentuk dokumentasi kegiatan yang berjalan di Kimia Farma Trading and Distribution Cabang Jakarta 2 berdasarkan CDOB. Kelengkapan yang dinilai mencakup aspek identitas penanggung jawab sarana pemesan, identitas dan legalitas sarana pemesan, identitas PBF, identitas surat pesanan dan faktur, serta identitas produk pesanan. Berdasarkan hasil penelitian diketahui bahwa dari 20 surat pesanan yang dievaluasi belum ada yang memenuhi syarat kelengkapan secara sempurna, sementara untuk evaluasi faktur terdapat 14 faktur yang memenuhi kelengkapan dari 20 faktur yang dievaluasi.

.....Documentation at Pharmaceutical Wholesalers is an important part of the quality management system regulated in Good Distribution Practice (GDP). Documentation activities aim to ensure that the implementation of the distribution goes according to the quality guidelines and applicable laws and regulations. PT Kimia Farma Trading & Distribution (KFTD) is a subsidiary of PT Kimia Farma Tbk. which is engaged in the distribution and trading services of pharmaceutical products, Cold Chain Products (CCPs), medical devices, and cosmetics. This study aims to assess the suitability of orders and invoices as a form of reporting on ongoing activities at Kimia Farma Trading and Distribution Branch Jakarta 2 based on GDP. Completeness assessed includes aspects of the identity of the person in charge of the health facility, identity and legality of the health facility, Pharmaceutical Wholesaler identity, identity of order letters and invoices, and identity of ordered products. Based on the research results, it is known that of the 20 evaluated order letters, none of them fulfilled the completeness requirements perfectly, while for invoice evaluation, there were 14 invoices that fulfilled the completeness of the 20 evaluated invoices.