

# IMPLEMENTATION OF ROAD DOCUMENT DATA PROCESSING DELIVERY OF GOODS AT PT PUTRA BATAM JASA MANDIRI UTAMA



## BACKGROUND

To send goods to consumers, a valid travel document is required so that the goods are sent to their destination. A waybill is an important document that serves as proof of receipt and delivery of goods.

The running of travel documents at this company has become an obstacle when making letters, namely that there has been a double transfer of travel documents during the letter delivery process.

The obstacles that make travel documents double are:

- Travel documents are still made using a manual system created by the operational tally which tends to take longer, this results in delays in making travel documents.

## Literature Review

Delivery is an important part of a supply chain which functions to prepare and send goods to customers. Transportation relates to what transportation model is used to be effective and efficient, both in terms of cost, speed of delivery time and timeliness. (Yulianti et al., 2018). Delivery is the process of preparing guided communications that aims to provide information about goods or services in relation to satisfying human desires. (Yulianti et al., 2018)

## Solution

The author also created output using Microsoft Excel, the problem that occurred at the PT Putra Batam Jasa Mandiri Utama company was that there was a double bill of way for delivery of goods because the workforce to make the waybill still used a manual system, therefore the author gave suggestions for making output using Microsoft excel with the aim of helping workers and Admin. This helps the data and travel documents to be valid and there is no double pen of travel documents. Below the author explains the process of creating output using Microsoft Excel.

## conclusion

The conclusion regarding suggestions for output is that efficiency, accuracy and clarity should be the main focus. The waybill must include complete information, such as details of the sender, recipient and goods sent. The format is easy to understand and can be used smoothly by company staff.

## bibliography

According to Adi Kusrianto in (2019) Revealing the Applied Functions of Microsoft Office Excel. Yogyakarta: Kayon.

Yulianti . (2018). Understanding Travel Documents, Their Functions and Uses, [Online]. Available at: <http://ric.ilearning.me/2017/07/11/pengertian-surat-jalanfunction-dankegunaannya> [11 April 2020].

## OUTPUT RESULTS LINK

[https://docs.google.com/spreadsheets/d/1XchMGRN6H2qeS8jedcmkEURnbcJRdmy/edit?usp=drive\\_link&ouid=106395915558468593267&rtppof=true&sd=true](https://docs.google.com/spreadsheets/d/1XchMGRN6H2qeS8jedcmkEURnbcJRdmy/edit?usp=drive_link&ouid=106395915558468593267&rtppof=true&sd=true)