## ABSTRACT

PT. Pos Indonesia (Persero) is a state-owned company engaged in the postal field. One important division in PT. Pos Indonesia (Persero) is the Procurement Division in charge to distribute a wide variety of consumer goods companies, one of which is a single postal receipt Pay to the 11 Regional Integrated throughout Indonesia. But what happens is not yet known the amount of forecast demand for Resi Single Integrated Pos Pay for 2016, so the purpose of this study was to calculate the amount of demand forecasting Resi Single Integrated Pos pay for each Regional.

The method used in this research is the method of Least Square and Semi Average. The use of such methods is based on data owned by Time Series where previous data shows up and down. Later in the calculation assumed that Region 1 is considered to represent the use of Resi Single Post Pay as Regional Integrated low category 7 and 8, Regional 4 represents the moderate category like Regional 1,2,3,6, and 11, and 10 represent a high category Regional Regional 5 and 9.

The results in this study to forecast the number of requests Resi Single Post Pay Management for the period 2016 to the Regional 1 using Least Square method to produce the amount of the forecast of 775 boxes, for the Regional 4 producing the amount forecast as many as 2,632 boxes, for the Regional 10 produce a number of forecast total 4362 box. Furthermore, the forecast number of requests by using the method for the Regional Semi Average 1 yield forecast number as many as 1,034 boxes, for the Regional 4 produce the amount forecast total 2076 box, for 10 regional produce as much as 4,156 box number forecast.

From the second calculation method can be concluded that for Region 1 is more appropriate to use the method Semi Average, for the Regional 4 more precisely using Least Square method, and for Regional more precisely using Least Square method because the number of forecasting demand generated approach a data actual demand Resi Single Post Integrated Pay in previous periode current year.

Keywords: Forecasting, Least Square, Semi Average