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DESIGN OF STANDARD OPERATIONAL PROCEDURE (SOP) FOR PURCHASE DEMAND

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Abstrac: A Purchase Request is a transaction that must be understood, because this transaction is related to factory operations. A purchase request has two transactions, namely a central purchase request and a local purchase request. Both of these have a path that has been determined by the company but have differences in the approval section. This research was conducted at PT. Along Inti Surya Utama 2 Malenggang Mill is located in Maleng-gang Village and SeiTekam Village, with 8 Hamlets (Dusun Malenggang, Dusun Sebeloh, Dusun Tapang Engkabang, Dusun Sepan, Dusun Perharga, Dusun Ampelas, Dusun Tekam and Dusun Sei. Bear), Kecamatan Sekayam, Sanggau Regency, West Kalimantan Province, Indonesia. The descriptive qualitative method is data that is collected, analyzed, and theories as research findings and based on existing data are to be processed and analyzed to provide an overview of the problem. The results of this study indicate that the flow set in the company is different from the field due to the absence of a reference. The solution to this problem is the creation of Standard Operating Procedures (SOPs).

Keywords: *Purchase request, Standard Operating Procedures (SOP)*

I. INTRODUCTION

Administration and logistics are the first steps for the necessary procurement process because they are the task of the logistics department. The logistics department can do its job based on the request for procurement of goods from each department that submits a purchase request in the purchase request history book. Each department has the right to submit a purchase request for goods but must be approved by the assistant per department, kasi and factory managers. Administration and logistics have two parts to the purchase request process that must be carried out. Because they have the same level of importance and can both affect the process of operational activities in the factory because the goods made in both purchase requests are goods that are required to support the factory operational process.

The purchase requests at PT Sepanjang Inti Surya Utama 2 Malenggang Mill are central purchase requests and local purchase requests. Both purchase requests have the same level of importance because they have the same goal, namely to support the process of operational activities in the factory to achieve production targets. But the productivity of the purchase request has not been implemented properly because the SOP (Standard Operating Procedure) has not been established.

Where the purchasing department does not have a reference when purchasing activities. So that it causes the purchase request process to be carried out according to the predetermined flow. Because of this, the authors conducted a study to obtain solutions that could benefit the company and readers.

Research purposes

1. Identify the process flow of purchasing requests from the company.
2. b. Creating and establishing Standard Operating Procedures for reference activities in the purchasing department.
3. c. Knowing that employees actually carry out Standard Operating Procedures in the workplace.

Benefits

This study has the benefit of knowing the process of requesting the purchase of goods at PT Sepanjang Inti Surya Utama 2 Malenggang Mill which is actually in accordance with the conditions in the field of work. As well as providing input regarding the SOP for purchase requests.

II. THEORITICAL REVIEW

Standard Operating Procedures (SOP)

Standard Operating Procedures are important in a company, be it in small units, large units to companies that have gone international. Because the Standard Operating Procedure is a guideline in carrying out existing company activities that have been designed in such a way as to minimize work errors and make it easier for companies to see activities from the beginning to the end of the standard operating procedures. Standard Operating Procedures are not only used to guide company activities but are applied to discipline the company's workforce.

Standard Operating Procedures according to Evita P Purnamasari (2015: 13), which is quoted in the book "Guidelines for Preparing SOPs" are "labor procedures that are made in detail and in detail for all employees to carry out their work as well as possible in accordance with the vision, mission. , and the purpose of an institution, agency or company. "

Standard Operating Procedure according to Soemoehadiwidjojo (2014: 11) quoted from the book "Easy to Arrange SOP" that Standard Operating Procedure is a guide used to ensure the operational activities of an organization or company run smoothly.

Standard Operating Procedure according to Journal of Jom FISIP Vol.3 2016 by Siti Hajar argues that Standard Operations are "A stage of work to carry out the guidelines of the job functions and assessment tool created systematically in order to realize effective and efficient bureaucracy in taking care of any form of service. "

Purpose of Standard Operating Procedure. According to Santosa (2014), quoted in the Wiwien Setiawati Journal Vol. 3, 2015, the objectives of the preparation of Operational Standards include:

1. Provide a trace, as well as practical operations.
2. Providing a consistent information, therefore also forming discipline to all members of the organization both in institutions, organizations, and companies.
3. Make it easy to filter, analyze, and get rid of things or unnecessary work, which are not directly related to existing procedures.
4. Support the experience and knowledge of employees, and at the same time anticipate many mistakes that may occur.
5. Improve the performance, or the quality of the employees themselves.
6. Help strengthen company regulations.
7. Ensure the efficiency of each operational activity.
8. Describe all tools for the effectiveness of the training program.

Administration and Logistics

"The meaning of administration in English" administration "comes from the Latin" ad-ministrare ", a verb which means to help, serve, fulfill." (2016: 7) Administration of Supplies / Logistics (2016: 6) administration is "The whole process of organizing human cooperation efforts to meet their needs or goals, has been commonly known in the world of science" "Logistics is an art and science, goods, energy, information, and other resources such as service products, and people, from production sources to markets with the aim of optimizing the use of capital." (Journal of Rio A. Kasengkan, Sientje Nangoy, Jacky Sumarauw, Vol. 16, No. 1, 2016).

In general, demand is the number of goods demanded in a particular market at a certain price level at a certain level of income. (Yopi Journal, Vol. 2, No.1, 2014). According to Sukirno (2011: 76), the factors that determine the demand quoted from the Journal of Yopi, Vol. 2, No.1, 2014 are:

1. The price of the item itself;
2. Prices of other goods which are closely related to the said goods;
3. Household income and average income of the community;
4. The pattern of income distribution in society;
5. Taste of society;
6. Total population; and
7. Predict the situation in the future.

One of the requirements for ISO 9001: 2008 certificate submission is an internal quality audit procedure which is performed by the agency before an outside party does not audit. According to Sawyer quoted by Nico Benjamin. Ijsrm.Human, 2018, Vol. 8 (3): 179-199.

The internal investigating is: A systematic and objective study by internal auditors of the operations and different controls within the organization to determine whether:

1. Accurate and proven operational information.
2. Company risks may have been identified and minimized.
3. External regulations and internal policies and procedures are accepted and followed.
4. Satisfied criteria are met.
5. Resources have been used efficiently and economize
6. Organizational goals are achieved effectively. Everything works for the purpose of consulting with management and assisting members of the organization in carrying out their responsibilities effectively.

III. METHODOLOGY

Object of research

This special study was carried out at PT. Along Inti Surya Utama 2 Malenggang Mill is located in Malenggang Village and SeiTekam Village, with 8 Hamlets (Dusun Malenggang, Dusun Sebeloh, Dusun Tapang Engkabang, Dusun Sepan, Dusun Perimpa, Dusun Ampelas, Dusun Tekam and Dusun Sei Bear), Sekayam District, Sanggau Regency, West Kalimantan Province, Indonesia.

Method of collecting data

This study uses a qualitative descriptive method. The data collection method was carried out by using the observation method, the interview method (Interview), and literature study as well as making an assessment questionnaire about SOP.

Research Stages

The stages of this research began with observation, collecting data on the purchase request process in the company and the flow of purchase requests in the field, data processing, discussion of results, conclusions and suggestions.

a. Preparation

Preparation made before starting a study is to prepare tools that will be used to support activities in conducting research, collecting research supporting data from literature books related to this research, both primary data and secondary data.

b. Implementation

Research implementation and data collection for research materials began after being at the research location. The data that has been collected is processed in the discussion.

In the preparation of this research, the steps taken included:

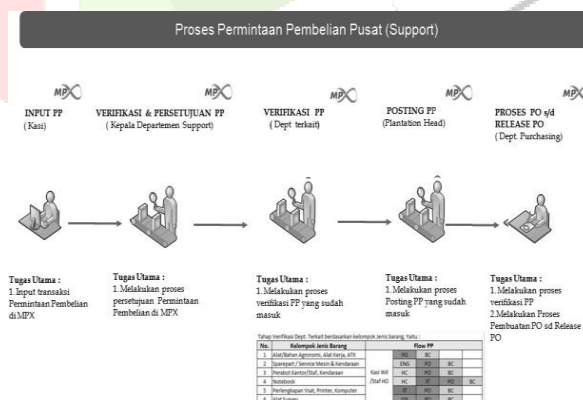
1. Understand all activities in the administration and logistics of PT Sepanjang Inti Surya Utama 2 Malenggang Mill.
2. Make observations while understanding all activities in the administration and logistics section.
3. Understand the purchase request flow that the company implements.
4. Performing purchase request transaction work, according to the information obtained.
5. Understand the flow of activities that occur in the field.
6. Find and identify problems that occur.
7. Conducting interviews with resource persons, namely administrative and logistics clerks, user clerks.
8. Collecting data that has been obtained and the results of processing data.
9. Make a discussion of the results of the research.
10. Draw conclusions and suggestions on problems that occur.

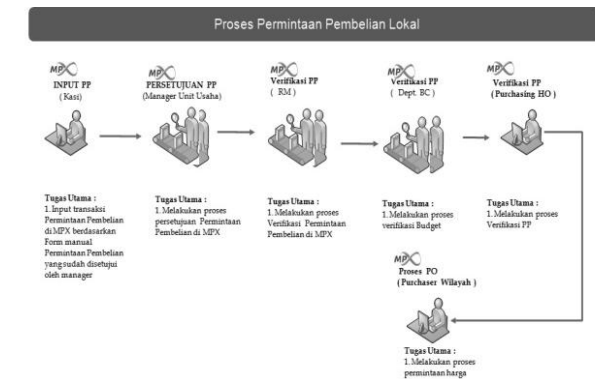
VI. RESULTS AND DISCUSSION

Data Collection Results

Based on the problems in administration and logistics are as follows:

1. Differences in the flow of local and central purchase requests with field events.
2. Input still uses a cash account. Following is the flow of central and local purchase requests for the purchase request process set by the company can be seen in the following figure:





Processing of Company Purchase Request Flow Process Data

The purchase request process made by the company is different from that in the work field. Where the process of requesting the purchase of goods from the company is described in narrative form as follows:

1. The input process for purchase request transactions is carried out by the Kasi into the MPX system.
2. Verification and approval of purchase requests from related departments.

The approval process is carried out from the system.

1. Verify purchase requests that have been submitted to the relevant department.
2. Post a purchase request that has been entered.
3. Verify purchase requests and create purchase order numbers until purchase orders are realized.

Departments that carry out the approval in the system are grouped according to the type of goods group. So that when inputting the purchase request, it goes directly to the department that is requested to process the purchase request.

The classification of goods along with the purchase request process can be seen in the table below:

No	Kelompok Jenis Barang	Flow Permintaan Pembelian				
1	Aalat kerja, ATK, Alat/ Bahan Agronimi	Kasi Will/ staf HO	PO	BC		
2	Sperpat, Service mesin, kendaraan		ENG	PO	BC	
3	Perabotan Kantor		HC	PO	BC	
4	Notebook		HC	IT	PO	BC
5	Perlengkapan visual, printer, komputer.		IT	PO	BC	
6	Alat Survey		GIS	PO	BC	

From the classification table above, it can be seen that the process of requesting the purchase of each item until the approval reaches the realization of the purchase request and PO. The goal is made like that to facilitate the flow up process to the supplier of factory logistics.

Process Purchase Request Flow in Employment

The process of requesting the purchase of goods that occurs in the work field is different from the flow made by the company. Where the purchase request process that occurs in the field can be seen in the flow below:

1. The administration and logistics department receives a logbook of requests to purchase goods from crani that has been approved and recognized by the sawait palm mill manager.
2. The logistics department classifies goods purchase requests, namely which are local purchase requests and which central goods purchase requests.
3. Entering into the system according to the purchase request book includes the classification.
4. If it is finished then saved then wait for the cation section to post the purchase request transaction.
5. After being posted by the Kasi, the purchase request transaction will be entered into the manager system. The manager carries out further approval from the manager system to the related departmental system according to the requested item.

Solution to the problem of Standard Operational Procedure Proposed

Based on a comparison of existing flows in the company and events in the field. So the procedure should be applied in the purchase request process so that the process is not neglected and becomes the benchmark for every purchase request activity.

The following is the SOP for the Purchase Request in narrative form.

Purchase Request SOP Flow:

1. Users create Purchase Request History based on the requested items.
2. The document for the request for purchase is given to the Kasi for inspection and to make transactions directly to the user. The Kasi signed the agreement and continued to the part of the manager but if not, the document was returned to the user.
3. Documents that have been approved by the head of office are then taken to the manager for signature. The manager section checks the document data about the purchase request including the classification of goods. If the document is signed, go to the administration and logistics department, but if rejected, the purchase request history is canceled.
4. The purchase request history document that has been approved by the manager is submitted to administration and logistics, then processed, namely separating the central purchase request and local purchase request. Next, input the purchase request transaction into the MPX system using administrative and logistics accounts. The output that is inputted in the form of a file is then sent to the Kasi (1)
5. Purchase request files from administration and logistics are checked and then posted. (2)
6. The results of the post kasi will automatically go to the manager account. Where in this section the manager approves and posts the relevant departments.
7. The file approved by the manager goes to the relevant department. Here there is an approval process and starting the purchase activity. Done.

To support the narrative of the proposed SOP, it is drawn up in a flowchart that provides a better understanding for the reader. So that the SOP can be well understood.

V. CONCLUSION

1. The flow of the purchase request process at PT Sepanjang Inti Surya Utama 2 Malenggang Mill is based on the flow stipulated that the process of inputting purchase request transactions is carried out by the Head of Department.
2. The flow of the purchase request process that occurs in the field is the administration and logistics department that does but uses user kasi. The purchase request process needs a reference to avoid mistakes. An example where there is no manager's approval has made a purchase request transaction.
3. The flow of purchase requests seen from the process is more efficient by following the flow in the work field but in the proposed Standard Operating Procedures (SOP) there is a slight difference from the flow in the field.

VI. ACKNOWLEDGMENT

As researchers we thank you for the activation provided by PT Sepanjang Inti Surya Utama 2 Malenggang Mill. This study has the benefit of knowing the process of requesting the purchase of goods at PT Sepanjang Inti Surya Utama 2 Malenggang Mill which is actually in accordance with the conditions in the field of work. As well as providing input regarding the SOP for purchase requests.

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