



DRAFT OF SOP URGENT PURCHASE

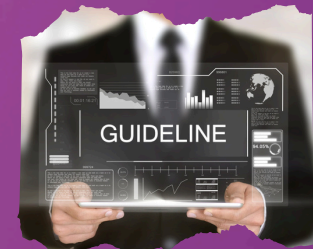
Background of the problem



The employee purchased items without going through the purchasing department and without issuing a purchase order first, resulting in uncoordinated and poorly planned purchases. This can lead to impromptu purchases at higher prices than market rates due to the absence of prior vendor selection processes.



The purchasing department does not yet have Standard Operating Procedures (SOP) governing the process of purchasing urgently needed goods.



The purchasing department needs to design SOPs (Standard Operating Procedures) to regulate urgent item procurement, in order to streamline the purchasing process and aid in smoother company operations.

Research Objective

Designing SOPs to regulate urgent procurement of goods to streamline the purchasing process and assist in smoother company operations.

Urgent Purchasing Stage

- 01 User submitting a PR with an urgent note in the remark column.
- 02 Purchasing receive documents approved by the department head.
- 03 Purchasing checking the completeness of the PR
- 04 Provide a signature on the PR under "Received By" section
- 05 Purchasing assigning a blue PR to the user.
- 06 Purchasing checks prices and asks about the availability of goods via whatsapp.
- 07 Purchasing carries out negotiations.
- 08 After obtaining the best price, purchasing archives the PR
- 09 Purchasing prints PO and submits them to the VP Operation for review and approval.
- 10 Purchasing scan & send the PO to the vendor with a note indicating that the items are urgent and must be delivered promptly.
- 11 Purchasing distributes copies of the PO to the department user, logistics, and accounting.
- 12 After the vendor receives the PO by email, they then prepare the ordered items along with their documents.
- 13 Vendor sends the ordered goods along with the documents.
- 14 Logistics receives and checks ordered goods and documents
- 15 Logistics immediately hands over the goods to the user and submits the invoice & travel letter to accounting for payment
- 16 User receives the goods.

Internal Control System

- Control Environment**
 - The Purchasing department is conducting a check on the completeness of PR
 - Receipt of goods by logistics to ensure receipt of goods
- Authorization System**

The authorization system at PT Servotech Indonesia involves PO documents that are actually approved by the President Director but authorized by the VP Operation for expedited processing.

The task of reviewing and approving PO is carried out by the VP of Operations who is responsible for transaction authorization. At the same time, the purchasing department handles the printing and delivery of purchase orders. This creates a separation of responsibilities between those performing the physical actions (purchasing) and those responsible for authorization (VP of Operations), reducing the risk of fraud or errors.
- Division of Responsibility**
- Creating Healthy Practice**
 - The completeness of PR is checked by purchasing to ensure that all necessary information has been filled in completely to minimize the risk of errors or insufficient information that may disrupt subsequent processes.
 - The distribution of PO copies to user, logistics, and accounting by purchasing ensures that all relevant parties have the same information regarding the order. This aids in inter-departmental coordination and minimizes the likelihood of confusion or errors in the delivery or payment of goods.
- Monitoring**

The logistics department is responsible for receiving the ordered goods along with the delivery note from the vendor. Monitoring is conducted to ensure that the received items match the order.

