



## INTRODUCTION

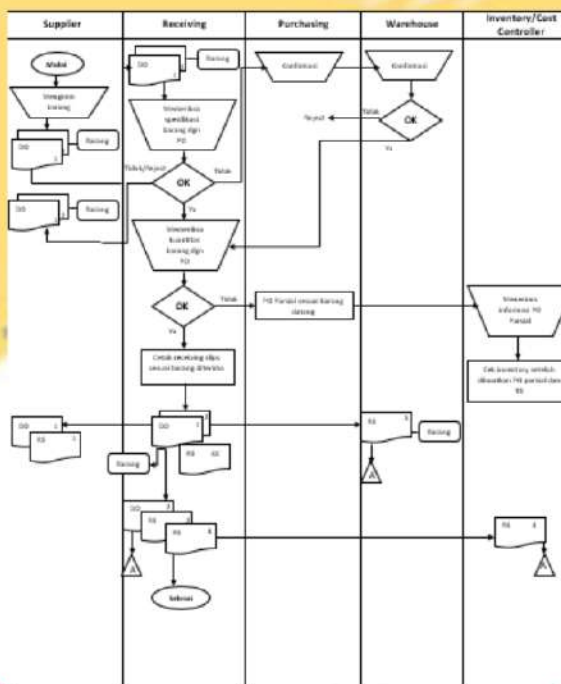
PT Rotary Engineering Indonesia is one of the leading service companies in the Oil and Gas Infrastructure Area with extensive international experience which was founded in 1997

## LITERATUR



Procedures are the steps taken in carrying out work in each unit which is always in contact with other units repeatedly (Fuad Gani dan Laksmi,2015)

## Flowchart



Based on the flowchart, then:

1. The production/field department does it request for goods to the warehouse
2. The warehouse department creates a request letter addressed to the purchasing department
3. Bagian Purchasing membuat surat permintaan penawaran harga ke supplier
4. The Purchasing Department creates a request letter price offers to suppliers
5. The warehouse department checks the goods accepted and signed the form acceptance if appropriate
6. If it doesn't match, the item will be sent return to the supplier
7. Once the goods are approved and signed will be sent to the warehouse
8. Carry out inputting/updating incoming goods.

## REFERENCES

Laksmi, Fuad Gani, dan Budiantoro. (2015). Manajemen Perkantoran Modern. Jakarta: Grafindo Persada.

(Wijaya & Irawan, 2018) Prosedur merupakan suatu urutan-urutan pekerjaan-pekerjaan kerani (clerical)

Tambunan M Rudi, 2013, Pedoman penyusunan Standard operating prosedur, Edisi 2013, Penerbit Maiesta.

