

1 Background

- Procuring goods and services within a company is an essential activity to support operational functions, encompassing both production and administrative needs.
- The procurement of goods and services involves collaborating with third parties, such as vendors or suppliers. Engaging in purchase or rental transactions with these third parties results in the company incurring debt for credit transactions. Procuring goods and services leads to the generation of invoices.
- Every company requires a set of guidelines for employees to ensure efficient work performance, minimize errors, and prevent the delegation of responsibilities that can impede the organization's progress in alignment with its vision and mission.

2 Goals and advantages

OBJECTIVE

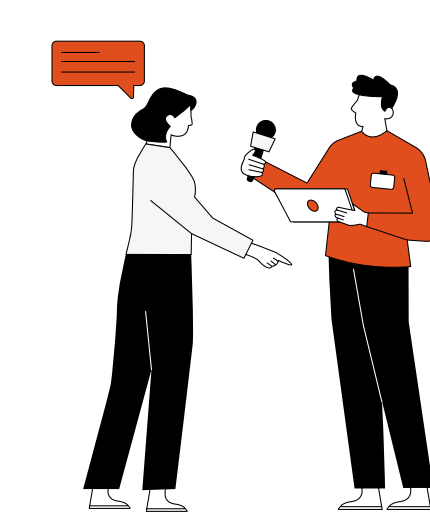
- Enhance work efficiency while preserving business continuity.
- Facilitates the reduction of time spent on invoice processing.
- Staff and associated departments adhere to established guidelines for conducting work processes.
- Reduce document accumulation and misplaced invoices.

BENEFIT

- To standardize employees' work methods.
- Standard Operating Procedures aid employees in becoming more self-reliant and reducing the need for managerial involvement.
- Enhance internal control.

3 Methodology

The data collection methods employed in this study are:



INTERVIEW



OBSERVATION



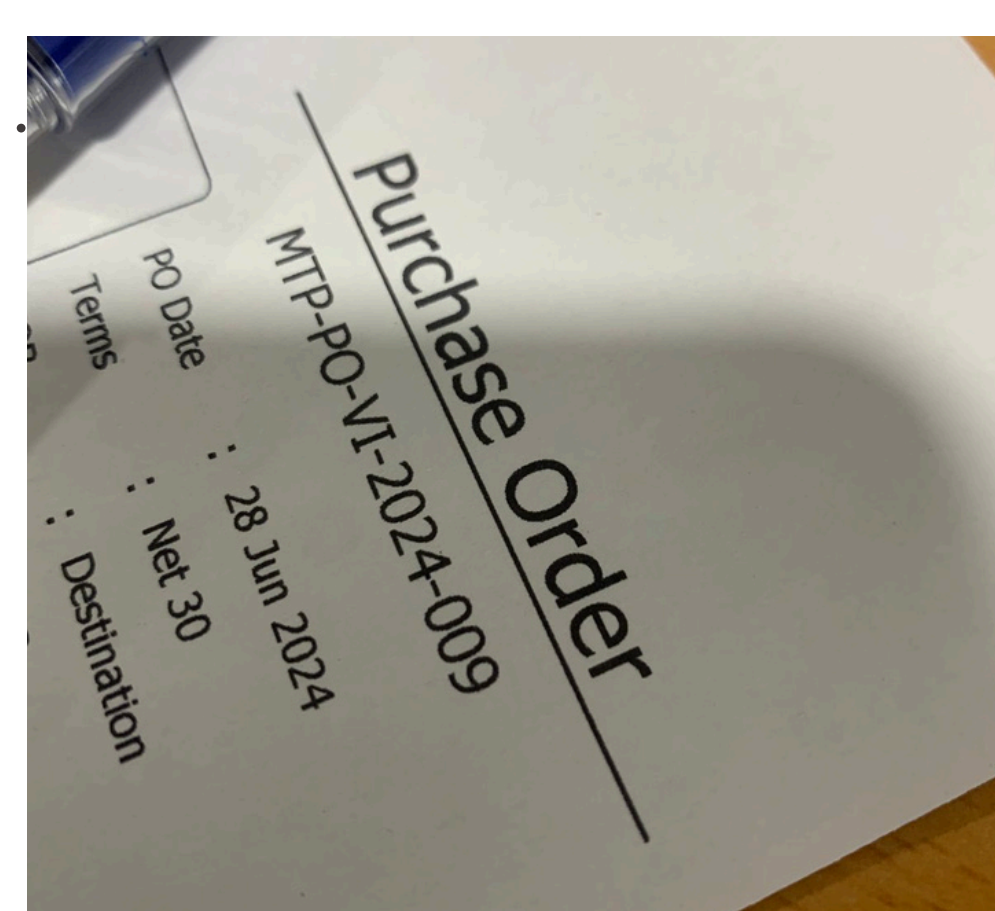
DOCUMENTATION

4 Results

Purchase Request

MATERIAL REQUEST						
Material Request No.	4288		G			
Tipe	240-250-100g					
NO	NAMA BARANG	SAMA LAIN	UKURAN	JENJAH	SATUAN	KETERANGAN
1	840 Ekor 240-250	< 5 mm	10	BKG	1/ Bks Outlets	
2	6400 Lm 88-76	3-2 mm	0.4	Bm	1/ Bks Outlets	

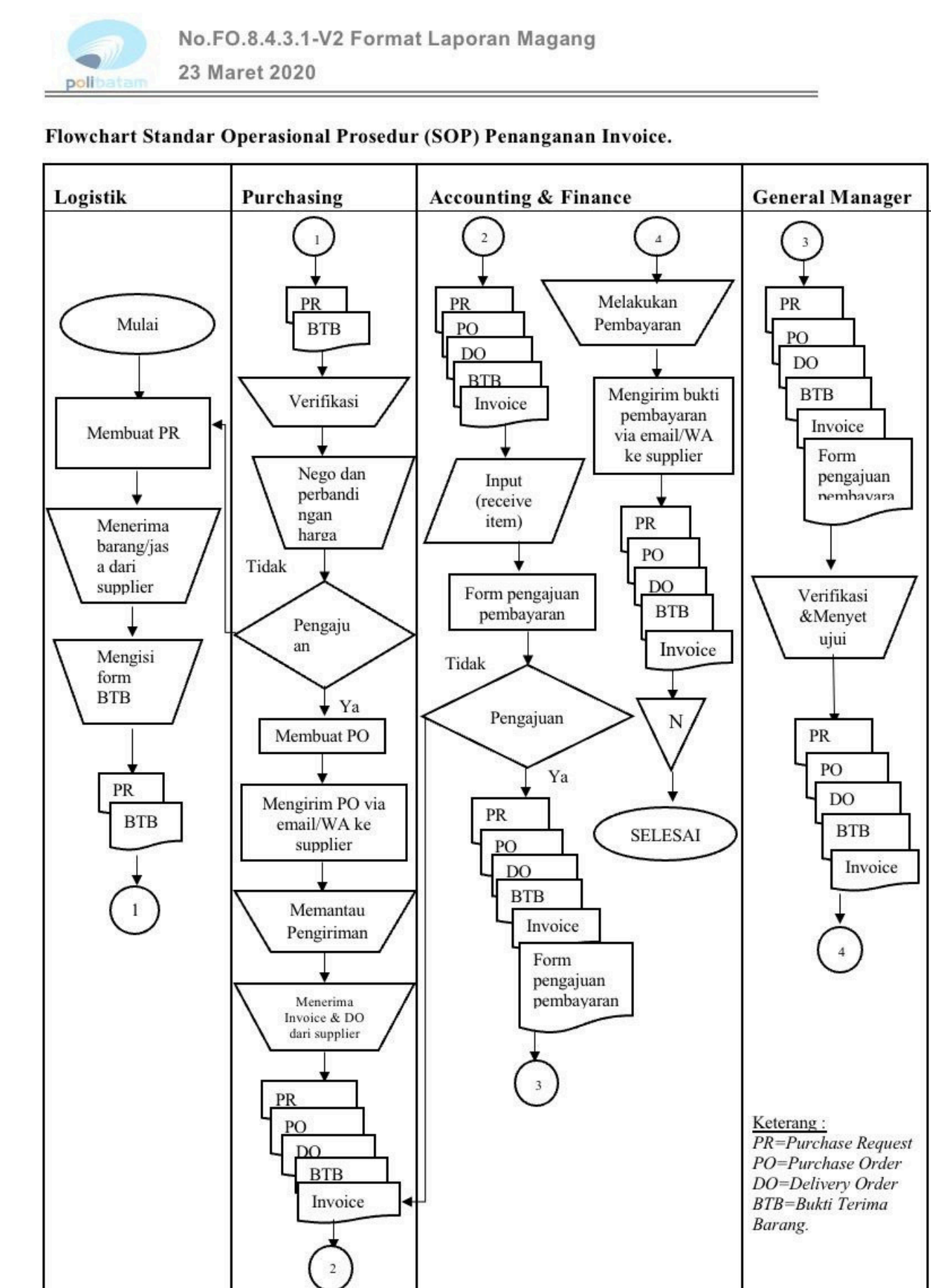
Purchase Order



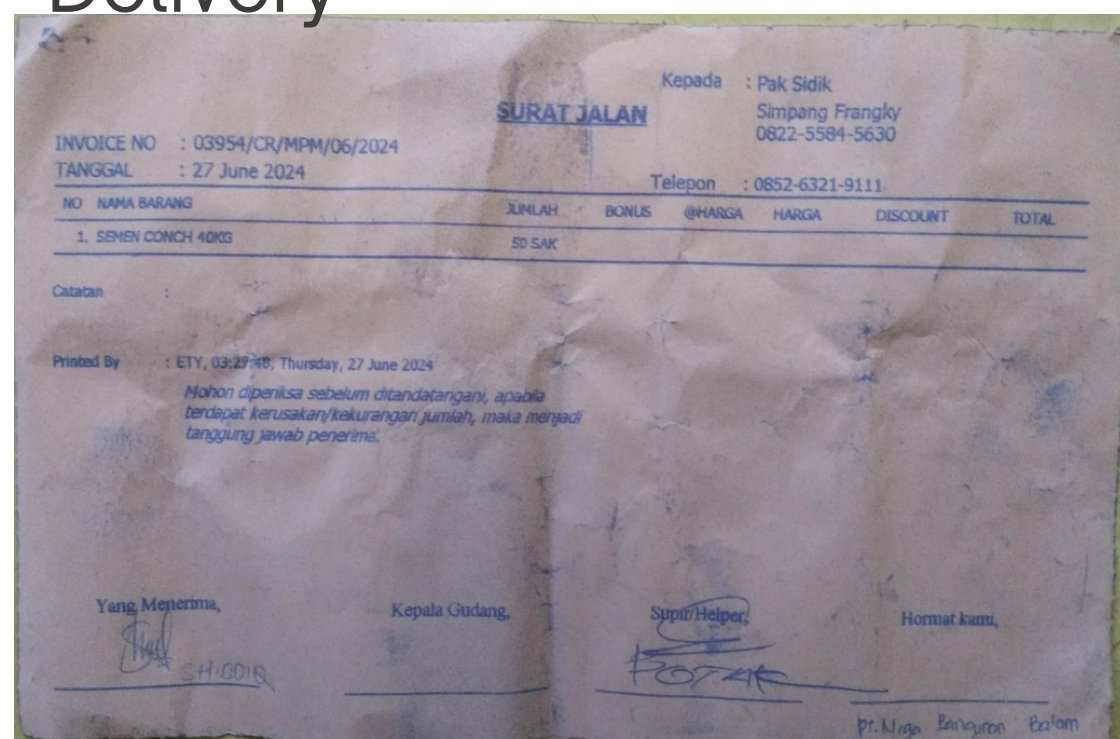
Invoice Processing Procedure.

- Upon completion of the delivery process and verification that the received goods meet the specified requirements, the supplier will forward an invoice document to the procurement department in both hardcopy and softcopy formats.
- The procurement department will request BTB documents (evidence of goods receipt) and travel letters from the logistics team to finalize the invoice paperwork.
- The purchasing department will finalize invoice document attachments such as PO, BMB, Invoice, Timesheet/Delivery Order, BTB. Subsequently, the purchasing department will submit the completed invoice documents with attachments using the receipt form.
- The accounting department receives an invoice with accompanying documents from the purchasing department and signs the receipt form.
- The accounting department will verify the completeness of the attached documents submitted by the purchasing team.
- Once the documents are finalized, the accounting department imports precise data (received items + purchase invoices).
- After entering data into the precise accounting section, please submit the financial section documents.
- Finance generates a payment application form and appends the invoice from the accounting department.
- Finance requests the director's approval before processing the payment. Once the application documents and attachments receive the director's approval, Finance will proceed with the payment.
- All eligible invoices for payment are those that are due, past due, and complete with *ORIGINAL* invoices (not photos).
- Finance will notify the supplier and purchasing department regarding settled invoices and provide payment confirmation to both the supplier and the WhatsApp group.
- Finished

Flowchart



Delivery



Receive Item by Logistic



5 CONCLUSION

The author concludes that addressing the issue of a sluggish invoice handling process can be achieved by implementing the drafted SOP. Incorporating SOPs in the invoice handling process can enhance companies' internal control.



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