

ABSTRACT

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PURCHASING PROCEDURES IN. UNITED TRACTORS.TBK.

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Purchasing is a basic function of a company. The purchase looks very simple but there are points that must be considered, especially those relating to the characteristics of the items needed and external factors around the company. As a developing company, PT. United Tractors.Tbk has the same goals as other companies in general, namely profit and profit oriented. The profit orientation will not be realized if the company is not good at managing finances. Therefore, it requires a purchasing procedure that starts from the process of requesting goods, the process of purchasing goods, and the process of receiving goods

The purchasing procedure at PT United Tractor Tbk uses several documents such as purchase requisitions, quotations, purchase orders, and invoices. purchase requisition and purchase orders are made using SAP software (application and production software). The purchasing procedure starts from the submission of the purchase requisition by the warehouse to the procurement and investment division. Furthermore, making a purchase order with SAP software (application and production software). By the service tools and equipment parts, parts (local spare parts and assets) purchasing. Subsequently, the proposal for approval was made by the Head of Department and Procurement II Department. Purchase orders that have been approved will be sent to the vendor via email. Delivery of goods, inspection of documents and payment and storage is carried out by the budget, A / P management, admin and control.

Bibliography (2008-2013)