

ABSTRAK

PROSEDUR PENGADAAN *STOCK* BARANG DI PT PENTA VALENT CABANG LAMPUNG

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Tujuan penelitian ini untuk mengetahui prosedur pengadaan *stock* barang di PT. Penta Valent Cabang Lampung yang merupakan suatu kegiatan pembelian barang yang dilakukan Divisi Logistik untuk membantu berjalanya proses pengadaan. Metode yang digunakan dalam penelitian ini adalah metode kualitatif dengan teknik pengumpulan data melalui wawancara, pengamatan serta dokumentasi. Hasil penelitian pengadaan *stock* barang di PT. Penta Valent Cabang Lampung memiliki prosedur supaya mempermudah dan mempercepat dalam pengadaan *stock* barang. Pengadaan *stock* barang di PT. Penta Valent Cabang Lampung yaitu dimulai dari kegiatan pemesanan barang, penerimaan barang, penginputan barang masuk serta penyimpanan barang. Penginputan barang masuk menggunakan *system oracle* supaya mempermudah pengecekan *stock* barang yang ada digudang. Pengadaan *stock* barang di PT. Penta Valent berjalan sesuai dengan *Standar Operational Prosedure* (SOP) pengadaan *stock* barang dalam memenuhi kebutuhan perusahaan.

Kata Kunci: Prosedur, Pengadaan, *Stock* Barang

ABSTRACK

STOCK PROCUREMENT PROCEDURES AT PT. PENTA VALENT

CABANG LAMPUNG

By

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The purpose of preparing this final project is to find out how the procedure for procuring stock of goods at PT. Penta Valent Cabang Lampung which is an activity of purchasing goods carried out by the Logistics Division to assist the procurement process. The method used in this research is through interviews, observation and documentation. Research result procurement of goods at PT. Penta Valent Cabang Lampung has procedures to make it easier and faster to procure goods. Procurement of goods at PT. Penta Valent Cabang Lampung , starting from the activities of ordering goods, receiving goods, inputting incoming goods and storing goods. Inputting incoming goods using the Oracle system to make it easier to check the stock of goods in the warehouse. Procurement of stock goods at PT. Penta Valent runs in accordance with the Standard Operational Procedure (SOP) for the procurement of stock goods to meet the company's needs.

Key Words: Procedure, Procurement, Stock of Goods