

## **ABSTRAK**

### **Prosedur Pengadaan Barang *Purchasing* Di PT. Lambang Jaya.**

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Pengadaan barang *purchasing* berperan penting karena perusahaan memerlukan sebuah pasokan barang dan jasa yang berkelanjutan untuk memungkinkan kinerja organisasi kelas dunia. Dalam suatu perusahaan terutama perusahaan yang bergerak di bidang perdagangan atau ritel dan perindustrian memerlukan suatu administrasi logistik yang mengelola barang-barang atau peralatan dan perlengkapan yang digunakan atau barang yang dijual, baik dari pengadaan produk tersebut didatangkan, penyimpanan barang, hingga proses pendistribusian produk tersebut agar sampai ke tangan konsumen. Tujuan penelitian ini untuk mengetahui prosedur pengadaan barang pembelian di PT. Lambang Jaya yang merupakan suatu kegiatan pembelian barang yang dilakukan divisi logistik dan divisi pembelian untuk membantu berjalanya proses pengadaan. Hasil penelitian yang didapat setelah penulis melakukan penelitian dan pengamatan ialah prosedur pengadaan barang dengan standar operasional prosedur (SOP) supaya mempermudah dan mempercepat dalam pengadaan barang. Pengadaan barang pembelian di PT. Lambang Jaya yaitu dimulai dari kegiatan permintaan barang, penawaran harga, pemesanan barang, penerimaan barang, membuat bukti penerimaan barang, dan pembayaran. Penelitian ini menggunakan metode kualitatif dengan melakukan teknik pengumpulan data serta melalui observasi, wawancara, dan dokumentasi. Prosedur pengadaan barang di PT. Lambang Jaya didasari dengan adanya permintaan barang yang dilakukan oleh pihak gudang ke staf pembelian dengan persetujuan manajer pembelian.

**Kata Kunci: Standar Operasional Prosedur, Prosedur Pengadaan Barang**

## **ABSTRACT**

### ***Procurement Procedures for Purchasing Goods at PT. Lambang Jaya.***

***By***

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*Procurement of goods purchasing plays an important role because companies need a continuous supply of goods and services to enable world-class organizational performance. In a company, especially a company engaged in trade or retail and industry, it requires a logistics administration that manages the goods or equipment and supplies used or goods sold, both from the procurement of the imported product, storage of goods, to the process of distributing the product so that it arrives into the hands of consumers. The purpose of this research is to find out the procurement procedures for purchasing goods at PT. Lambang Jaya which is an activity of purchasing goods carried out by the logistics division and purchasing division to help the procurement process run. The research results obtained after the authors conducted research and observations were the procedure for procuring goods with standard operating procedures (SOP) in order to simplify and speed up the procurement of goods. Procurement of purchase goods at PT. Lambang Jaya, namely starting from the activity of requesting goods, offering prices, ordering goods, receiving goods, making proof of receipt of goods, and making payments. This study uses qualitative methods by carrying out data collection techniques and through observation, interviews, and documentation. Goods procurement procedures at PT. Lambang Jaya is based on a request for goods made by the warehouse to the purchasing staff with the approval of the purchasing manager.*

***Keywords: Standard Operating Procedures, Goods Procurement Procedures***