

TINJAUAN ATAS PROSEDUR *PROCUREMENT TO PAY* DI LINGKUNGAN *CONTRACT AND PROCUREMENT* PADA BIDANG MATERIAL DI PT CHANDRA ASRI PETROCHEMICAL TBK

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Abstrak

Pada tiap perusahaan pasti melakukan pengadaan barang/jasa untuk memenuhi kebutuhan setiap perusahaan. Tujuan penulisan Laporan Tugas Akhir ini yaitu untuk mengetahui dan memahami sistem pengadaan barang/jasa dan memahami peranan bagian yang terkait selama proses *Procurement To Pay*. *Contract and Procurement Department* pada PT Chandra Asri Petrochemical Tbk. melakukan pengadaan barang/jasa sebagai tugas pokok dan fungsinya sesuai dengan aturan perusahaan. Dalam prosedur pembelian saat pengadaan barang/jasa adanya fungsi-fungsi dan dokumen yang terkait guna mendukung jalannya prosedur. Prosedur pengadaan barang/jasa yang dimulai dari permintaan barang/jasa menggunakan dokumen *Purchase Requisition* dan pemrosesannya menggunakan dokumen *Technical Evaluation*, *Commercial Evaluation*, *Contract and Co-ordination Meeting* dan *Request for Quotation* sampai dengan proses permintaan barang menjadi *Purchase Order* yang dikirim ke vendor. Sebelum melakukan pembayaran, Bagian Gudang menerima barang dan dokumen penerimaan barang kemudian melakukan verifikasi barang yang sudah sampai sesuai dengan permintaan. Pembayaran dilakukan melalui transfer bank yang dibayarkan oleh Bagian Keuangan setelah semua transaksi pembayaran dijurnal oleh Bagian Akuntansi. Berdasarkan analisa penulis, pelaksanaan prosedur pembelian pada pengadaan barang/jasa PT Chandra Asri Petrochemical Tbk. sudah sesuai dengan aturan perusahaan yang berlaku.

Kata Kunci: Prosedur, Pembelian, Pengadaan Barang/Jasa.

**PROCUREMENT TO PAY PROCEDURE REVIEW IN
CONTRACT AND PROCUREMENT DEPARTMENT OF
MATERIAL ASPECT AT PT CHANDRA ASRI
PETROCHEMICAL TBK**

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Abstract

Companies surely done procurement to fulfill what the companies needs. The purpose of this thesis is to knowing and understanding the procurement system and understanding role of the related department while in procurement to pay process. Contract and Procurement Department in PT Chandra Asri Petrochemical Tbk. perform the procurement as main tasks and the function is corresponding to company regulations. In purchase procedure, when procurement is performed related functions and documents is used to support the purchase procedure. Procurement procedure begins from goods demand using Purchase Requisition document and the process is using the Technical Evaluation, Commercial Evaluation, Contract and Co-ordination Meeting and Request for Quotation documents until the process is became Purchase Order that sent to vendor. Before payment is performed, Warehouse Department receive goods and the documents then verify arrived goods which was requested. The payment is done through bank transfer that paid by Finance Department after all transactions is posted by Accounting Department. According to writer analysis, the procurement procedure that performed at PT Chandra Asri Petrochemical Tbk. is already appropriate with the standard regulations.

Keywords: *Procedure, Purchasing, Procurement.*