

ABSTRACT

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DESIGN OF DOCUMENT APPROVAL INFORMATION SYSTEM IN THE PROCUREMENT DEPARTMENT OF RETAIL COMPANY CASE STUDY PT XYZ

Intern had the opportunity to do Internship in the procurement department at retail company and had the opportunity to apply the knowledge Intern had learned to help smooth the work in the procurement department. During Internship , Intern was in charge of processing the procurement of goods from searching for goods, determining prices, making Purchase Orders (PO), as well as registering new partner suppliers. Intern also made several documents for the fulfillment of goods including the Price Comparison List (PCL) and a PO replacement form. In the process, Intern found that the process for requesting approval of the document was still done manually, so there were still some problems that hindered the work. As a way to overcome these obstacles, the Intern designs an information system to monitor document approval status and record it.

Keywords: Internship, Procurement, Retail Company, Document