



**IMPLEMENTATION OF PURCHASE ADMINISTRATION TO MEET
THE INVENTORY OF LIGHT STEEL GOODS AND METAL ROOFS
AT PT ADDESIA JAYA SEJAHTERA JAKARTA**

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Abstract

An important component in the company's procurement process is purchase. Starting from which supplier to buy, the type and quantity of goods to be purchased, and when to complete the purchase process. The purchasing department often prioritizes the selection of suppliers with the most affordable (lowest) prices and high-quality products. The purpose of purchasing a product is to guarantee its availability for use in the sales process, which highlights how important it is to purchase the product to meet a company's need for the product and keep costs low. In this study, the author uses a qualitative research methodology. To describe and study the phenomena, events, social activities, attitudes, beliefs, perceptions, and thoughts of people individually and in groups, qualitative research is used. Implementation of procedures to meet the inventory of merchandise Purchase Order (PO) Achievement of Sales of Metal Mesh and Roof Products Achievement of Purchase of Light Steel Products and Metal Roofs Obstacles faced when making purchases and how to overcome them Procedures for purchasing goods in the purchasing department of PT. Addesia Jaya Sejahtera is quite good, but it still has some shortcomings for the process of purchasing goods, such as recording transactions twice so that it takes a short time, price changes without confirmation and approval processes that take a long time and sometimes lack accuracy from purchasing when ordering goods.

Keywords: *Implementation of Administration, Purchasing, Inventory of Goods, Light Steel and Metal Roof.*

Abstrak

Komponen yang penting dalam proses pengadaan barang perusahaan adalah pembelian. Mulai dari pemasok mana yang akan dibeli, jenis dan jumlah barang yang akan dibeli, dan kapan harus menyelesaikan proses pembelian. Departemen pembelian sering kali mengutamakan pemilihan pemasok dengan harga yang paling terjangkau (terendah) dan produk berkualitas tinggi. Tujuan membeli produk adalah untuk menjamin ketersediaannya untuk digunakan dalam proses penjualan, yang menyoroti betapa pentingnya membeli produk untuk memenuhi kebutuhan perusahaan akan produk tersebut dan menjaga agar biaya tetap rendah. Dalam penelitian ini, penulis menggunakan metodologi penelitian kualitatif. Untuk mendeskripsikan dan mempelajari fenomena, peristiwa, aktivitas sosial, sikap, kepercayaan, persepsi, dan pemikiran orang secara individual maupun kelompok, digunakan penelitian kualitatif. Pelaksanaan prosedur untuk memenuhi persediaan barang dagang Purchase Order (PO) Pencapaian Penjualan Produk Baringan Dan Atap Metal Pencapaian Pembelian Produk Baja Ringan Dan Atap Metal Kendala-kendala yang dihadapi saat melakukan pembelian dan cara mengatasinya Prosedur pembelian barang di bagian purchasing PT. Addesia Jaya Sejahtera cukup bagus, tetapi masih memiliki beberapa kekurangan untuk

proses pelaksanaan pembelian barang, seperti pencatatan transaksi dua kali sehingga membutuhkan waktu yang tidak sebentar, perubahan harga tanpa konfirmasi serta proses approval yang membutuhkan waktu yang lama dan terkadang kurang ketelitian dari purchasing saat melakukan pemesanan barang.

Kata Kunci : Pelaksanaan Administrasi, Pembelian, Persediaan Barang Baja ringan, Atap Metal.

I. INTRODUCTION

An important component in the company's procurement process is purchase. Because there are many factors that must be taken into account when making an item that will later be sold to users or end users. Starting from which supplier to buy, the type and quantity of goods to be purchased, and when to complete the purchase process to maintain a balance between inventory and product production rate and prevent gaps in inventory of goods in the warehouse. Currently, there are several businesses that have authorized the purchasing division to make purchases within the limits that can be accounted for by each related division, in order to be able to purchase goods as efficiently as possible in order to achieve healthy business conditions or get stable or even greater profits than the previous month or year. PT. Addesia Jaya Sejahtera is one of the trading companies, companies that sell various materials for construction materials. As time goes by and the community's demand for termite house construction continues, PT Addesia Jaya Sejahtera quickly becomes one of the businesses that meets the needs of the community for steel roof frame materials. The company offers a wide range of material products, including mesh frames and various types of metal roofs.

One of the important steps in the purchasing process is the process of selecting suppliers. The achievement of production results in a company will be greatly helped by choosing the right supplier for the procurement of goods (materials). The selection of suppliers affects the quality of the goods obtained, the guarantee of the availability of goods in the warehouse, and the efficient financial flow of the business. The purchasing department gives top priority to the price value of the goods provided by the supplier during the supplier selection process. The purchasing department often prioritizes the selection of suppliers with the most affordable (lowest) prices and high-quality products. In addition to price, according to the purchase department, the quality aspects of goods and services are also considered by the purchasing department. The quality assessment is seen from the sample of goods provided by the prospective supplier at the time of the offer. A quality assessment like this is not enough to describe the overall quality of the goods delivered.

II. RESEARCH RESULTS

"Implementation or Implementation is a carefully crafted Strategy that has been decided with all the requirements and specifically implemented. Planning is usually implemented after it is considered ideal." (Prayitno & Ishaq, 2022). According to (Nugroho, 2013:1) defines "Purchase is the purchase of incoming goods or spending money that we do to sell products. This event takes place at the supplier whose products are purchased". (Nurhayati et al., 2018). "Inventory is an item that is stored for later use, sold for a certain period of time, or sold in the future, depending on demand. Raw and semi-finished commodities are stored in warehouses before being sold or distributed, while finished goods are stored in product warehouses.". (Cindy, 2022).

2.1 Definition of Administration

According to Arthur Greger, it is defined as "Administration is the function of the administration of communication and service of an organization." (Bailah, S.Si., Apt., 2019) "The word "administration" comes from the etymology of the English word "administration," which translates as "to rule" in the infinitive form. The Dutch word "administratie," which has definitions that include administration, management of organizational activities, and resource management, can also be used to translate "administration." (Marliani, 2018). According to (The Liang Gie 1980:9) defines "Administration broadly as a series of actions undertaken by a group of people to achieve a specific goal in cooperation without hesitation." (Guzmaliza, 2019) "In general, administration refers to a team of several individuals who work together to complete a series of tasks to achieve a common goal. The whole process of setting goals and organizing to achieve.

According to (Sawitri, 2018) "Administration is the management of joint activities carried out by a group of people, based on the division of cooperation determined by the structure of resource empowerment to achieve goals effectively and efficiently." According to (Apiaty Kammaluddin, 2017) defines "Administration is all administrative activities that include correspondence, secretarial, distribution and archiving in the management of data and information to facilitate the discovery of further information." (Martini & Syabilla, 2022) "Administration is the systematic preparation and recording of data and information or administrative activities that aim to provide information or reports and facilitate their retrieval as a whole and in relation to each other". (Tahyudin et al., 2022). The office and administration are interrelated members of the administrative staff handling communications, participating in administration, and providing services to the public.

2.3. Purchase

"Purchase is an effort to carry out purchasing activities effectively, the company must strive to obtain goods or services for its own use, for the sake of the production process, or for resale, with or without processing." (Indrajani, 2011). According to Kriswanto (2014:358) defines "The purpose of purchasing is to achieve the main objectives such as managing the repetitive work routine of the purchase and receipt of goods, supporting the decision-making of the people who manage the purchase and receipt of goods, and assisting in the presentation of internal reports and external reports. Purchasing is the structure of interaction between people, equipment, methods, and controls." (Rafika et al., 2018). One of the important tasks in running a successful business in a company is purchasing. This function is in charge of obtaining the quantity and quality of materials needed at the right time at a price that is in accordance with the market price. This function needs to be supervised because the purchase.

III. RESEARCH METHODS

In writing, there are several methods that the author uses to obtain the data and information needed, namely:

1. Observation Method (*Observation*)

The author conducted a direct observation to PT Addesia Jaya Sejahtera to find out the purchasing system that runs and produce a clear picture, This research was conducted by looking for data in the field, but the potential use of non-human sources, such as records and documents, for the preparation of reports is not ignored.

2. Interview Method (*Interview*)

The author conducted a question and answer and interview directly with the resource person or respondent in the preparation to get a comprehensive formation, to Mr. Zainul Koirul Ahyar in the Purchasing section, about the purchase of materials at PT Addesia Jaya Sejahtera to handle everything related to purchases in the company and the system that runs.

3. Literature Study (*Library Research*)

The author also searches for data with the method of literature study from a collection of books, journals, and writings that are relevant to the research that the author discusses in the report, namely the Implementation of Purchase Administration to meet the inventory of goods.

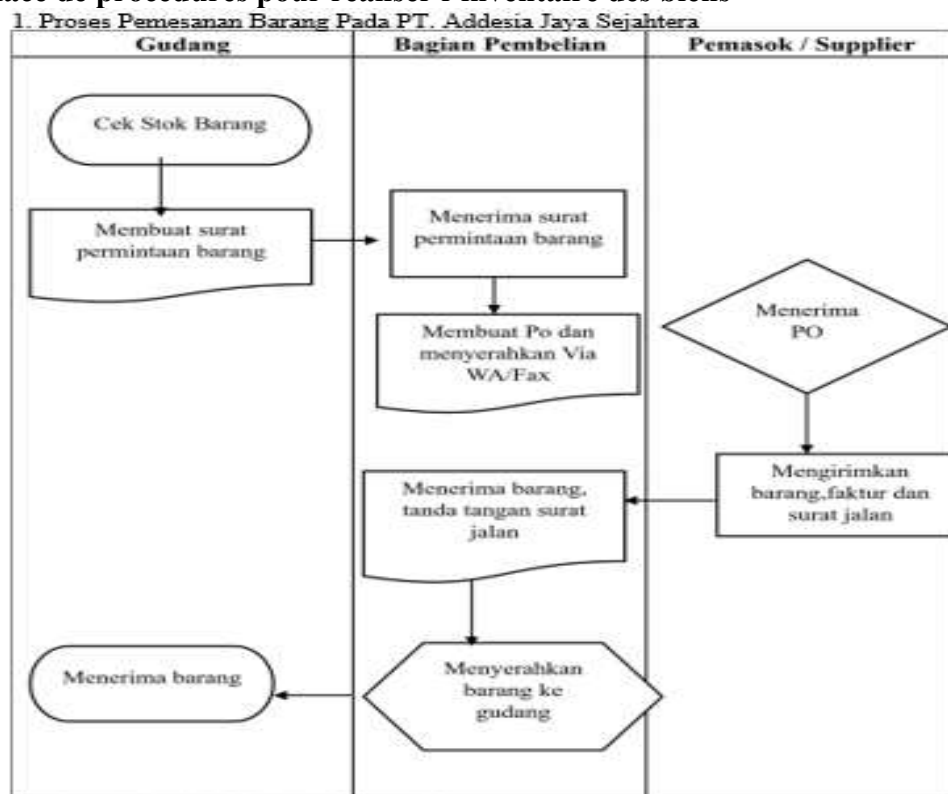
In this study, the author uses a qualitative research methodology. To describe and study phenomena, events, social activities, attitudes, beliefs, perceptions, and thoughts of people individually and in groups, qualitative research is used. Researching scientific matters using qualitative research techniques utilizes researchers as the main tool. The researchers focused

on meaning rather than generalization when using triangulation (combined) data collection methodologies and qualitative results.

In writing this Final Project report so that the discussion does not go out of the theme, the author limits it in a scope, namely only discussing the Implementation of Purchases to Fulfill the Procurement of Goods in the Administration Section at PT Addesia Jaya Sejahtera. This topic covers procedures for determining the availability of goods, placing orders, receiving them, making payments, and creating purchase reports, as well as how to overcome challenges faced in the purchasing process.

IV. RESEARCH RESULTS

Mise en place de procédures pour réaliser l'inventaire des biens



Sumber : PT Addesia Jaya Sejahtera Jakarta

Gamabar III. 2 Proses Pemesanan Barang

Implementation of procedures to fulfill the inventory of goods:

1. Warehouse Parts

The Warehouse section checks the stock of goods available in the warehouse whether the stock of goods is still large or low, if there are goods with low stock, the warehouse section issues a letter requesting goods and then submits them to the purchasing department if the goods have been sent from the supplier, then the warehouse department double-checks whether the goods sent are in accordance with the delivery letter.

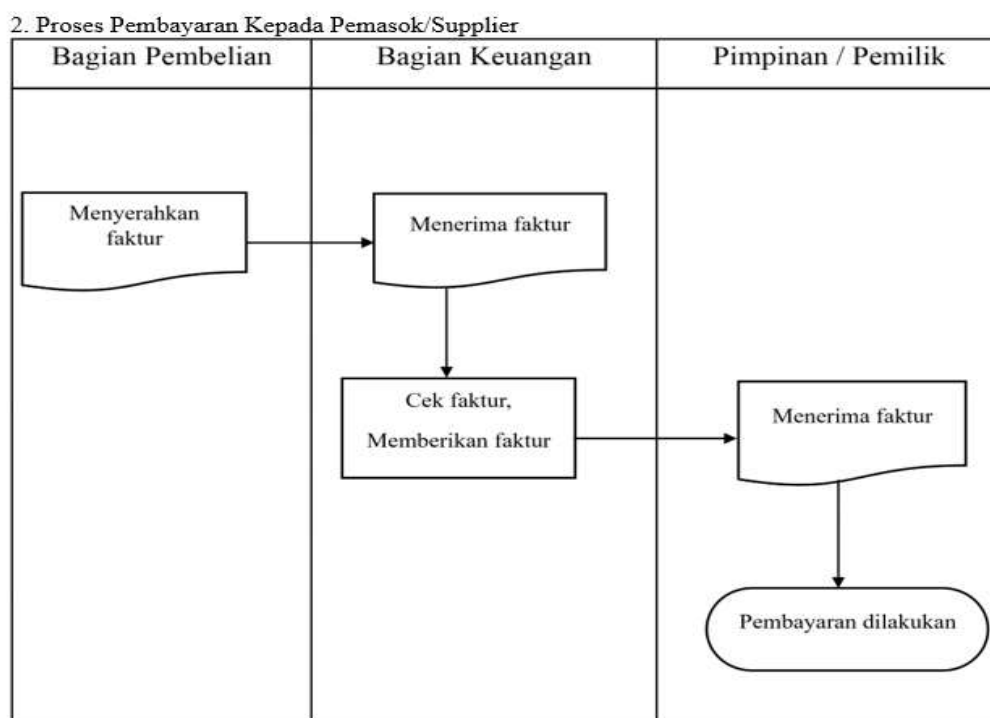
Purchase Section

The Purchasing Department receives a letter requesting goods from the warehouse, then asks the supplier to ask about the availability of the goods after that the purchasing department makes a PO and then sends it to the supplier via Whatsapp / Fax, if the goods have been sent by the supplier, the purchasing department checks the invoice and road letter to ensure that the goods sent are in accordance with the PO before submitting the letter of passage to the warehouse section.

Supplier / Pemasok

The supplier receives a phone call or Wahatsapp from the purchasing department then the supplier checks the goods requested by the purchasing. The supplier confirms to the purchasing department about the availability of the goods needed by the purchasing department, then the purchasing department receives the PO and the supplier communicates with the production department and the delivery department to provide delivery information to the purchasing department. If the goods sent are not in accordance with the order and rejected goods are found, then the purchase department is given the right to reject the goods, if the delivery is in accordance with the road and the goods are sure to be good, then the purchase department signs the road letter.

4.2 Payment Process



Sumber : PT Adnesia Jaya Sejahtera Jakarta

Figure III. 3 Payment Process to

Supplier/Supplier

Based on the picture above about the Payment Process to Suppliers/Suppliers, it can be described as follows:

1. Purchase Section

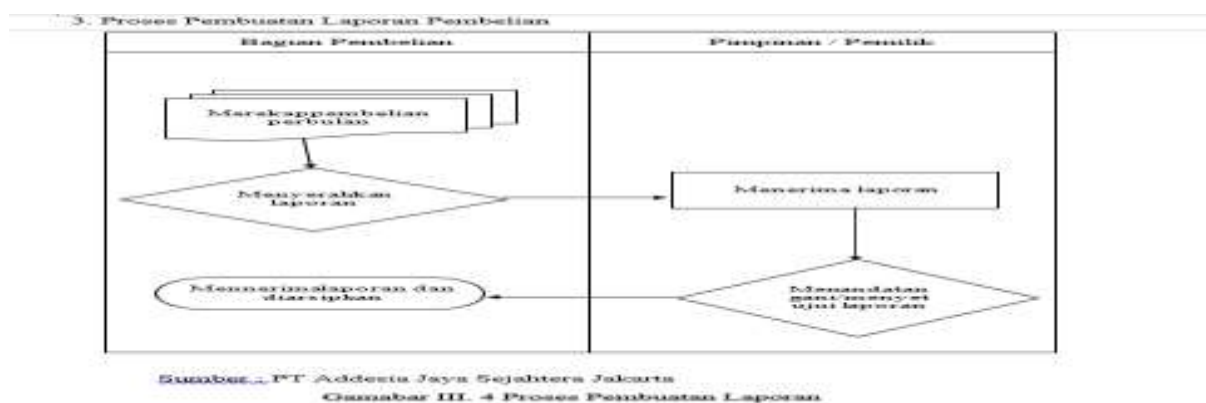
The purchasing department has received a duplicate invoice 1, then the invoice is submitted to the finance department for checking ulang.

2. Finance Section

The Finance Department receives a duplicate invoice 1 from the purchasing department and then double-checks whether it is in accordance with what has been inputted into the program, if it is in accordance with the finance department, submits the invoice to the leadership for the payment process.

3. Leader / Owner

The leader receives a duplicate invoice 1 that has been checked by the finance department and fails to make payment according to the invoice that has been received.



Purchase Report Creation Process

Based on the image above about the Purchase Report Making Process, it can be described as follows:

1. Purchase Section

The Purchasing Section records and summarizes the purchase for one month (making a report) and submits it to the leader for checking, if the report that has been submitted to the leader is appropriate and correct, then the leader will sign the report and return the signed report to the purchasing department for archiving to make it easier to find the data that will be needed at any time.

2. Leader / Owner

The leader receives the report that has been made by the purchasing department and then double-checks whether the report is appropriate or there is still something that needs to be

revised, if the report is not appropriate then the report will be submitted back to the purchasing department for report revision, if the report is appropriate, then the leader signs the report and then returns the report to the purchasing department for report archiving.

Sales Achievement of Metal Mesh and Roof Products

The following is a graph of sales achievement of Bajaringan and Metal Roof Products at PT Addesia Jaya Sejahtera based on monthly reports in 2022.

From the presentation of the data Diagram above, it can be concluded as follows:

1. The highest sales of Bajaringan and Metal Roof Products occurred in December, which was worth \pm IDR 997,601,394
2. The smallest amount of sales of Bajaringan and Metal Roof Products occurred in February, which was worth \pm Rp.134,855,611
3. The total number of sales of Bajaringan and Metal Roof Products during 2022 is \pm Rp.4,686,423,897
4. The difference in the amount of income from the sale of Bajaringan and Metal Roof Products with the smallest income is \pm Rp.862,745,783

The average amount of income from sales of Bajaringan and Metal Roof Products for the past year amounted to \pm Rp.390,535,325

Obstacles faced in purchasing goods in the purchasing section

Carrying out purchase administration management to fulfill the inventory of goods at PT. Addesia Jaya Sejahtera is not easy, the author still has several obstacles. Therefore, buying goods or fulfilling purchase orders (POs) is an obstacle. These obstacles include the following:

1. Purchase transaction records are still recorded in memoranda and MS Excel, making it difficult to collect information.
2. The approval process is too long, as well as the lack of accuracy of the purchase section, the wrong order of goods is still found in the purchasing section because of the lack of precision from the purchasing party and takes a long time to revise the PO that has been sent to the supplier and the Purchase order (PO) that has been made not directly to the supplier, but must go through the approval process from the leadership. So, it takes about 3 days for the purchase order (PO) to be issued before it is approved by the leadership. Therefore, suppliers cannot immediately accept purchase orders (POs) for critical materials, so they must make efforts to prioritize materials and purchase orders (PO) to follow. Purchase orders (POs) that have been made are not directly to the supplier, but must go through an approval process from the leadership. So, it takes about two days for a

purchase order (PO) to be issued before it is approved by the leadership. Therefore, the supplier cannot directly accept the order.

3. Price changes without notice, For regular purchases, PT. Addesia Jaya Sejahtera has regular suppliers who usually order every month. But for price changes that cause shipping problems, without a suitable price the supplier will not carry out the process of shipping goods whose purchase order has been received, because it causes losses for the supplier. Price changes often occur without prior notice from the supplier, so the PT Addesia Jaya Sejahtera purchase order party knows the price change after the purchase order (PO) is made.
4. Delivery schedules that often change, delivery planning that misses estimates due to production usage that exceeds planning, requires changing the delivery schedule of orders that have been received previously, because this problem results in order letters sometimes lost and there is no further process requiring a purchasing to be firm with the supplier the actions taken not only to contact the supplier but must quickly make purchase order (PO) and must quickly request approval from the boss so that the new purchase order (PO) can be reprocessed.

V. CONCLUSION

The following conclusions can be drawn based on the results of research and discussion regarding the implementation of the administration of purchasing goods in the purchasing section of PT. Addesia Jaya Sejahtera:

1. In the purchasing section of PT. Addesian Jaya Sejahtera there are several stages in the process of purchasing goods, namely:
 - a. Receive the request list of goods from the warehouse/sales department.
 - b. Supplier selection based on quality and price.
 - c. Submitting a price and waiting for approval from the leadership Purchase order issuance /PO (purchase order).
2. The procedure for purchasing goods in the purchasing section of PT. Addesia Jaya Sejahtera is quite good, but it still has some shortcomings for the process of purchasing goods, such as recording transactions twice so that it takes a short time, price changes without confirmation and approval processes that take a long time and sometimes lack accuracy from purchasing when ordering goods.

PT. Addesia Jaya Sejahtera is able to overcome the obstacles faced in the implementation of the administration of purchasing goods, both obstacles in the system and misunderstandings of communication between the purchasing department and suppliers.

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