

TASK DETAILS	
Title	CREATING PROCUREMENT PROCESS
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	LOGISTIC
Duration	RECURRING
LEARNING OBJECTIVE	OUTPUT
	Company Procurement Form

INTRODUCTION

In running company operations, the need for office supplies and supporting equipment is crucial to ensure optimal work productivity. The logistics department is responsible for identifying needs, conducting vendor surveys, and ensuring purchases are carried out effectively and efficiently in line with the company's budget.

No	ACTIVITY
1	<p>Identifying Equipment and Office Supply Needs</p> <p>Chiefs guide team members to discuss basic needs with other departments (HR, Marketing, Finance, etc.), covering both daily activities and business operations (production, promotion, presentations, etc.).</p> <ul style="list-style-type: none"> Create an initial list of needs, including: <ul style="list-style-type: none"> Laptop or computer Printer or scanner Work desks & chairs Stationery (office supplies) Internet access and communication tools Software (design licenses, spreadsheets, etc.) Production support equipment (if the business sells physical products) Team members should compile a table of required items using Microsoft Excel or Google Sheets with columns for: <ul style="list-style-type: none"> Item name Quantity Basic specifications Purpose of use

2	<p>Defining Vendor Selection Criteria</p> <p>The Chief of Logistics and the CEO discuss ideal vendor criteria, such as:</p> <ul style="list-style-type: none"> ○ Competitive pricing ○ Product quality ○ Product availability ○ Delivery time ○ After-sales service/warranty ○ Vendor location (local/national) <p>Create a vendor evaluation sheet template in Google Sheets or Microsoft Excel to compare vendors objectively.</p>
3	<p>Conducting Vendor Research</p> <p>Use the internet or a simulated case study to find at least three different vendors for each item category. Compare prices, specifications, customer reviews (if available), and delivery options. Record vendor information in a table with:</p> <ul style="list-style-type: none"> ○ Vendor name ○ Offered products ○ Prices ○ Contact/vendor website ○ Notes on advantages/disadvantages <p>Based on the data, discuss and determine which vendor will be selected for each item, and explain the reasons for vendor selection to the CEO and facilitator.</p>
4	<p>Preparing the Procurement Form for Submission to the Finance Department</p> <p>After selecting the best vendor for each item, the team should prepare a Procurement Form containing:</p> <ul style="list-style-type: none"> ○ Complete item information (name, quantity, specifications) ○ Selected vendor name ○ Unit price and total price ○ Estimated delivery time ○ Notes or reasons for vendor selection (if necessary) <p>This form serves as the official document for submission to the Finance Department for payment processing or purchase simulation. The form should be organized in table format and signed by the Chief of Logistics before being submitted to the Chief of Finance.</p>

REFERENCE

Artikel: "How to Choose a Vendor: Tips for Small Businesses" (Shopify, Investopedia)

TASK TEMPLATE

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