

ABSTRACT

The procurement process of raw materials plays a crucial role in ensuring the quality of production at CV XYZ. To support the smooth running of the procurement process according to the company's plan, a procedure or system that refers to certain standards, such as ISO 9001:2015, is needed to document every piece of information in its activities. The lack of an information documentation system that complies with ISO 9001:2015 causes various errors in the procurement process, such as discrepancies in the type, color, and quantity of raw materials.

This research aims to design a documented information system for monitoring the procurement process of raw materials in accordance with the requirements of ISO 9001:2015. The method used is Business Process Management, with the limitation up to the process re-design stage. The design stages in this research include process identification, process discovery, process analysis, and process re-design. The result of the research is a documented information system in the form of a dashboard and digital documents for each activity in the procurement process, designed in accordance with the requirements of ISO 9001:2015 and related clauses. This design is also adjusted to the information documentation needs in each activity of the procurement process within the company.

Keywords – ISO 9001:2015, Documented Information, Procurement Process