

ABSTRACT

Raw material procurement is one of the important activities that support production continuity, especially in the Micro and Small Enterprises (MSE) sector such as PT Teknologi Pangan Makmur. The problems that arise in this company are related to the absence of a standard recording system, which often leads to errors such as materials that do not meet specifications, late deliveries, and manual recording that is not standardized. This study aims to develop an information documentation system for the raw material procurement process in accordance with ISO 9001:2015 standards, specifically clauses 4.4.2 and 7.5. The method used is the Business Process Management (BPM) approach, which includes process identification, analysis, and redesign. The results of this study produced forms such as Purchase Orders (POs), Material Receiving Reports (MRRs), contracts with vendors, raw material inspections, raw material returns, inspection work instructions, and raw material specification forms, both in physical and digital formats. The design is expected to improve the procurement process control system, enhance traceability and efficiency, and support the implementation of a sustainable quality management system within the company.

Keywords: Raw material procurement, documented information, ISO 9001:2015, Business Process Management (BPM), SMEs.