

ABSTRACT

Procurement is an important process in a company. Procurement process requires a flow of timely and accurate information. That required a system which can accommodate these needs. IT Telkom is an institution based on Information, Communications, and Tecnology (ICT) that has used a system to accommodate the procurement. But the system is still need to be repaired. Especially in the process of making a purchase requisition document, purchase order document, and receive items and services document. Because the document creation is through a complicated bureaucracy that takes a long time to process and not well documented.

This final project using the streamlining tools in Business Process Improvement (BPI) methods to improve the document creation process to be more effective and efficient. Where the procurement and sourcing module in Microsoft Dynamics AX 2012 help to accommodate the application. So that the process of procurement performed by IT Telkom logistics department will takes no longer time and the whole procurement data can be stored properly for use in reporting.

Keywords: procurement, purchase requisition, purchase order, receive items and services, business process improvement, microsoft dynamics ax 2012.