

ABSTRACT

Pratiwi Convection is one of the micro, small, and medium enterprises (MSMEs) located in West Jakarta, focusing on the production of mukena and prayer mats, emphasizing quality and design that meet customer needs. This business faces several challenges, such as the absence of clear *supplier* selection criteria, a subjective selection process, delays in raw material delivery, and inconsistency in material quality. One of the main causes of these issues is the lack of a standardized, structured, and measurable procedure for *supplier* selection. This study aims to design a *supplier* selection mechanism that aligns with ISO 9001:2015 Clause 8.4.1 and *supplier* selection criteria. The proposed mechanism applies the Business Process Improvement (BPI) approach to enhance the process flow, and the Analytical Hierarchy Process (AHP) method to determine priority criteria for *suppliers*, such as quality, price, quantity, delivery timeliness, and flexibility. The result of this research is a draft of a Standard Operating Procedure (SOP) for *supplier* selection, equipped with work instructions for *supplier* surveys, raw material inspections, and *supplier* performance evaluations. The implication of this design provides a positive contribution to improving the effectiveness and efficiency of the raw material procurement process at UMKM Pratiwi. The objective and well-documented procedure enables a more consistent, traceable *supplier* selection process and supports the continuous improvement of raw material quality.

Keywords: ISO 9001:2015, *Supplier* Selection, AHP, BPI