

# Purchase Flow Process (Procure-to-Pay)

## Introduction to Flow and Related Departments

This flow covers the entire process of goods/services procurement, from the request by the user department to payment to the vendor. The main departments are Procurement, Warehouse, and Finance.

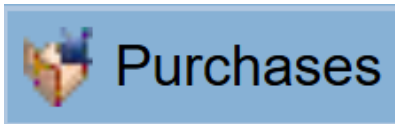
## Process Flow Visual



# Process Steps in the ERP System

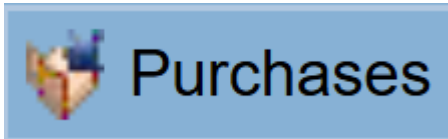
## 1. Create a Purchase Request (PR)

- PIC (Person in Charge): All User Departments.
- When to Perform: When a department needs goods or services, they create a PR in the system via **the Purchase Request menu**. This document will go through approval before being forwarded to the Procurement department.
- Modul Terkait: Pembelian.



## 2. Creating a Purchase Order (PO)

- PIC: Procurement.
- When It Is Done: After the PR is approved, the Procurement team selects a vendor and creates the PO through **the Purchase Order menu**. This PO is the official document sent to the vendor as an order.
- Related Module: Purchasing.

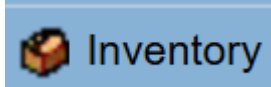


## 3. Goods Receipt at Warehouse

- PIC: Warehouse.
- When It Is Done: When the vendor delivers goods, the Warehouse team creates a Goods Receipt document through **the Goods Receipt menu**, referring to the PO number. Once

this document is saved, the system inventory stock increases.

- Related Module: Inventory.



#### 4. Invoice Verification & Vendor Payment

- PIC: Finance, Procurement.

- When It Is Done: The Finance/Procurement team receives invoices from vendors and records them in **the Purchase Invoice menu**. After verification, the liability is recorded and payment is scheduled through the Accounts Payable module > Vendor Payment.

- Related Modules: Purchasing, Accounts Payable.



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