

ABSTRACT

The advancement of information technology encourages companies to improve administrative processes through digital systems. In the Digital Marketing Division of PT. Izumida Sukses Berjaya, the Purchase Requisition (PR) process was conducted manually, resulting in unintegrated data management and undocumented approval procedures. This study aims to analyze the existing Purchase Requisition process and develop a web-based Purchase Requisition Automation System.

This study employed the Prototype method, consisting of the stages of Communication, Quick Plan, Quick Design, Prototype Construction, and Delivery & Feedback. Data were collected through observation, interviews, documentation, and literature review. The system was developed using Laravel, PHP, and MySQL, and was tested using the Black Box Testing method.

The result of this study is a web-based system that provides user management, vendor management, Purchase Requisition management, invoice upload, digital signature approval, submission status monitoring, and PR document download. The system implements role-based access for Super Admin, Staf, and Manager, making the Purchase Requisition submission and approval process more structured and well documented.

Keywords : Information System, Purchase Requisition, Automation, Prototype, Web.

ABSTRAK

Perkembangan teknologi informasi mendorong perusahaan untuk menerapkan sistem yang mampu meningkatkan efektivitas proses administrasi. Pada Divisi *Digital Marketing* PT. Izumida Sukses Berjaya, proses *Purchase Requisition* (PR) masih dilakukan secara manual sehingga pengelolaan data dan proses persetujuan belum terdokumentasi secara terintegrasi. Penelitian ini bertujuan untuk menganalisis proses PR yang berjalan serta merancang dan membangun Sistem Otomatisasi PR berbasis web.

Penelitian ini menggunakan metode *Prototype* dengan tahapan *Communication*, *Quick Plan*, *Quick Design*, *Prototype Construction*, serta *Delivery & Feedback*. Pengumpulan data dilakukan melalui observasi, wawancara, dokumentasi, dan studi literatur. Sistem dikembangkan menggunakan Laravel, PHP, MySQL, dan diuji menggunakan metode *Black Box Testing*.

Hasil penelitian berupa sistem berbasis web yang menyediakan fitur pengelolaan pengguna, *vendor*, PR, unggah *invoice*, persetujuan dengan tanda tangan digital, pemantauan status pengajuan, serta pengunduhan dokumen PR. Sistem menerapkan hak akses Super Admin, Staf, dan Manajer sehingga proses pengajuan dan persetujuan PR menjadi lebih terstruktur dan terdokumentasi.

Kata kunci : Sistem Informasi, *Purchase Requisition*, Otomatisasi, *Prototype*, Web.