



ABSTRACT

Name of Institution: De La Salle University – Dasmariñas

Address: Dasmariñas, Cavite

Title: Automated Material Requisition in San Miguel Yamamura Ball Corporation (A Proposal)

Funding Source: Parents **Cost:** P 1,500.00

Date Started: December 20, 2000 **Date Completed:** Feb 26, 2001

Objective of the Study:

General:

- (1) To modify the existing material issuing system.

Specific:

- (1) To present the existing material issuing procedure.
- (2) To have a systematic means of tracking and monitoring of records for future reference.

Scope and Limitation:

The scope of the study is on the Store Room under the Logistic Department where the controlling of materials occurs. The study is limited



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only on the preparation, issuance and inventory of raw materials from November 1999 – November 2000.

Methodology:

The data in the study are gathered from the actual observation of the present material issuance procedures and close coordination with the Store Room Personnel who applies the system. Actual data are that will provide the necessary information in establishing the study are requested and obtained through the inventory reports done by these employees and with the aid of SAP or the Material Master Record in their computer.

The data gathered are categorized according to each item. It involves summation of all the shortage and overage cost being spent on the raw materials used for production from the month of November 1999 to November 2000. These data are processed with the aid of Excel Software. Breakdown of the current issuance procedure is done to determine the effects this may cause.

Conclusion:

Based on the study conducted at San Miguel Yamamura Ball Corporation, the researcher has come up with these conclusions. Ever since



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the company started in 1995 they still used the manual system in the material requisition and issuance. Problems in controlling the materials used arise not merely because of the undisciplined actions of the workers, the locations of the storeroom or the limited stocks of materials but because of the system itself. After five years, it is about time that this should be given much focus for this needs some modification because much of the production costs are allotted here. The accuracy of data processing is a must for in this the efficiency and effectivity of the control of materials as one of the major resources for production greatly relies.

Recommendation:

Because of the prevailing manual issuance and requisition procedure, numerous problems arise that resulted to enormous production cost. The researcher believes that improving the prevailing system is necessary to resolve the existing problems. The researcher recommends Computerization of the Requisition and Issuance System . Creating an automated procedure wherein the transactions are done with the aid of computer. Computer automation will organize files and documents necessary in the transactions. This will be a great tool for the inventory and auditing team in retrieving files and documents as references. Loss of materials can be minimized or even eradicated for there will be a more



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strict control of materials. No addition or deletion can be made without the approval of the requesting officer. Labor hour loss will be lessen on both sides because the requestor can prepare the computerized MID form and transmit to the material issuing officer electronically via e-mail and the material issuing can easily prepare the requested materials and readily prepared for issuance as soon the recipient arrives. Concerned departments are well informed about their material request. Information and data are stored and can readily be retrieved for other purposes.

The workers can easily adapt to this new system for this requires a simple program in the computer to be used wherein everybody can operate. Also, good working attitudes will be practiced and discipline will be observed by them.