



**DEPARTMENT OF BUILDING  
UNIVERSITI TEKNOLOGI MARA  
(PERAK)**

**PURCHASER MATERIALS FOR CONSTRUCTION WORKS**

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It is recommended that the report of this practical training provided

**By**

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**entitled**

**Purchaser Materials for Construction Works**

be accepted in partial fulfillment of requirement has for obtaining Diploma in Building.

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**STUDENT'S DECLARATION**

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at NH Ivory Home Sdn Bhd for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2022. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

.....  
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Thank you so much.

## **ABSTRACT**

Purchasing refers to the purchase of goods and services from outside sources. The purpose of the buy department is to coordinate the supply of materials, spare parts, customers and services, as well as semi-finished items, that are required by the organisation to manufacture the desired product, from an outside agency or source. However, currently there is limited research conducted on the proper materials purchasing procedures. Therefore, this report aim to established a proper procedure and work flow for material purchasing. The objectives of this report is to identify the materials involved in purchasing procedures, to determine the purchasing procedures and to investigate the problems and solution during purchasing procedures. This study is carried out using four method such as interviews session with supervisor and workers in charge, observation, internet searching and documents review. As a result there are 7 procedures should be follows such as ( list 7 ) However, there are some problems identified during the materials purchasing. For example (.....) At the end of the research, the explanation of materials purchasing procedures might give a new knowledge when preparing the materials purchasing. It is hope that this report will be benefit to others contractor for acquire sort projects at the future.

<b>CONTENTS</b>	<b>PAGE NO</b>
Acknowledgements	i
Abstract	ii
Contents	iii
List of Tables	iv
List of Figures	v
<b>CHAPTER 1.0 INTRODUCTION</b>	
1.1 Background of Study	1
1.2 Objectives	2
1.3 Scope of Study	2
1.4 Methods of Study	3
<b>CHAPTER 2.0 COMPANY BACKGROUND</b>	
2.1 Introduction of Company	4
2.2 Company Profile	6
2.3 Organization Chart	7
2.4 List of Project	9
2.4.1 Completed Projects	9
2.4.2 Project in Progress	10
<b>CHAPTER 3.0 CASE STUDY (BASED ON TOPIC OF THE REPORT)</b>	
3.1 Introduction to Case Study	11
3.2 To identify the methods of footing process	12
3.3 To identify problem and solution footing problem	18
<b>CHAPTER 4.0 CONCLUSION</b>	
4.1 Conclusion	19
<b>REFERENCES</b>	<b>20</b>

## **LIST OF TABLES**

Table 1.1	Company Profile	12
Table 1.2	Staff position and role	14
Table 2.2	Completed Projects	15
Table 3.1	On going projects	16

## LIST OF FIGURES

Figure 2.1	NH Ivory Hone SDN. BHD	11
Figure 2.2	Organization chart	13
Figure 2.3	Purchaser Job Intro	21
Figure 2.3	Quotation Form	23



## CHAPTER 1.0

### INTRODUCTION

#### 1.1 Background of Study

Materials Management begins with Purchasing. Purchasing refers to the process of obtaining goods and services from outside sources. The purpose of the buy department is to coordinate the acquisition of materials, spare parts, clients and services, as well as semi-finished items, that are required by the organisation to manufacture the desired product, from an outside agency or source. The things purchased should be of required quality, in the necessary quantity, and available at a competitive price at the stated period. "Purchasing is the procurement of materials, supplies, machinery, tools, and services required for equipment, maintenance, and operation of a manufacturing plant," according to Alford and Beatty.

According to Walters, The procurement of the right materials, machinery, equipment, and supplies for stores used in the manufacture of a product adapted to marketing in the proper quality and quantity at the proper time and at the lowest price, commensurate with the quality required. Thus, purchasing is a market discovery operation aimed at obtaining goods and services of desired quality, quantity, and timing at the lowest possible price. Suppliers who can deliver standard items at a reasonable cost are chosen. In today's business world, purchasing has evolved into a specialised role. It has been discovered that delegating purchase duty to a specialist allows the company to achieve improved purchasing efficiencies. Furthermore, purchasing accounts for more than half of the company's capital expenditure budget.

According to Westing, Fine, and Zenz. "Purchasing is a managerial activity that extends beyond the simple act of purchasing". It comprises research and development for suitable material and source selection, follow-up to ensure timely delivery, inspection to assure quantity and quality, and supervision of traffic, receiving, storekeeping, and accounting procedures associated to purchases." Purchasing, according to modern thought, is a strategic managerial role that, if neglected, will result in a loss of revenues. Therefore, the aim of this study is to explore the materials purchasing procedures happen in NH Ivory Home SDN BHD.

## 1.2 Objective

The objectives of this study are :

- To determine the purchasing process.
- To investigate the problems and solutions during the purchasing process.

## 1.3 Scope of Study

The case study is focused on understanding and get to know the material purchasing procedures at NH Ivory Home SDN BHD. To be specific based on the document, No 70A, Persiaran SIBC 4, Pusat Perniagaan Seri Iskandar, 32610 Bandar Baru Seri Iskandar, Perak Darul Ridzuan.



Figure 1 : Picture of company NH Ivory Home SDN BHD

#### **1.4 Methods of Study**

Observation, interview, documentation, and internet searching are the research methods used in this industrial training. When there is any thought or questioning in the mind, it is very spontaneous. Supervisors and workers who are cooperating with trainees during their internship are interviewed or conversed with. For more information and facts, some document or internet research is conducted to gain more information.

An interview is a qualitative research technique that entails asking open-ended questions to engage respondents and obtain information about a topic . In most cases, the interviewer is a subject matter expert who uses a well-planned and executed set of questions and responses to get insight into respondent attitudes. During the interview, two parties were involved: the trainee (student) and the trainer (supervisor in charge). The meeting took place all, especially when it comes to purchasing and purchaser documents.

The observation involved how to create a new system of cost of good sale for company NH Ivory Home, a lot of pictures were takes doing the dealing with hardware, record some video and also get the information from the assistance site manager and the site supervisor in charge site .

Document review involved many notes and drawing about the company, hardware and scope of work being a purchaser. The notes were prepared by Chief Operation Officer NH Ivory Home, Mr Afiq. There are many facts and specification on constructing the logistic part.

Internet searching is used to getting more information related to the materials purchasing procedures. A part of that, the materials purchasing procedures also discovered by browsing video on how to handling the construction materials , workers and client.

## CHAPTER 2.0

### COMPANY BACKGROUND

#### 2.1 Introduction of Company



*Figure 2.1 NH Ivory Home SDN BHD*

NH Ivory Home Sdn. Bhd. is a Seri Iskandar-based firm that was founded in 2017. Despite the fact that the company was only recently established in these fields, it has already built over 30 residences. As a result, on January 25, 2017, the firm was registered in Malaysia under the Companies Act. Their major business is private construction in the areas of civil, electrical, sewerage, and materials. The major aim of NH Ivory Home is building based on the latest technology and strengthened in terms of systematically and top quality, as well as detailing, in order to win trust from all customers who interact with the firm. NH Ivory Home 'From Concept To Creation' designs homes according on the needs of the client. (NH Ivory Home SDN BHD, 2017)

NH Ivory Home is a company that mostly focuses on home construction. To be more explicit, NH Ivory Home focuses on premium house construction and does not prefer to create a low-cost house because of the ceiling price, package, and specification provided to the client. Furthermore, the primary target client is someone who wishes to design their own dream home. Some people may favour a current tempo notion, while others may prefer a vintage concept, and so on. Will construct an actual strategy to present based on their proposal. (NH Ivory Home SDN BHD, 2017)

Workers for NH Ivory Home are largely from Jawa, Indonesia, with a small number from Madura. Every site has one head worker, such as Agustus, Dalbo, Kuant

Darwan, and others, as well as one skilled worker and one to three unskilled labourers. However, the office staff was split into two teams: marketing and operations. Marketing jobs entail locating projects on a quarterly basis in order to meet KPIs. After the marketing team has completed the project, the operation team takes over. That is tiny bit how the modus method of NH Ivory Home flow work. (NH Ivory Home SDN BHD, 2017)

## 2.2 Company Profile

The company registered as NH Ivory Home Sdn. Bhd. (202001012873) (1369193-H). Head quarters or the base is located second floor in No 70A, Persiaran SIBC 4, Pusat Perniagaan Seri Iskandar, 32610 Bandar Baru Seri Iskandar, Perak Darul Ridzuan. In Lembaga Industri Pembinaan Dan Pembangunan Malaysia, this company is G2 ( Specialization BO4, CE21) (0120210118-W066824) and led by 2 young entrepreneur 24 years old both. Encik Muhammad Alhafiz is the Chief Executive Officer (CEO) and Encik Muhammad Afiq Arif is the Chief Operation Officer (COO) of NH Ivory Home Sdn. Bhd. which both are very intelligence and ambitious aiming to break the monopoly also sceptical thinking people about youngsters. The vision NH Ivory Home are to be the leader in private housing in the field of construction of exclusive bungalows and premium property developers with competitive prices and designs to suit customers desire by the year of 2023. The steps to achieve that is the missions of the company, will have 50 employee and full equipped facility also infrastructure in construction by 31<sup>st</sup> December 2023. The company's sales will reach RM 25, 000.00 and also NH IVORY HOME will have 3 branch in Perak, Kedah and Selangor

*Table 2.1 : Company Profile*

<b>Company</b>	NH Ivory Home Sdn. Bhd.
<b>Company Manager</b>	CEO Muhammad Hafiz, COO Muhammad Afiq
<b>Registration No</b>	1369193-H ( 202001012873 )
<b>Address</b>	No 70A, Persiaran SIBC 4, Pusat Perniagaan Seri Iskandar, 32610 Bandar Baru Seri Iskandar, Perak
<b>Contact</b>	019 - 8792388
<b>Email</b>	nhivoryhome@gmail.com

### 2.3 Company Organisation Chart

The NH Ivory Home Sdn. Bhd. organisation chart contains information about the positions and their tasks, as well as the connections between employees and their interactions with one another.

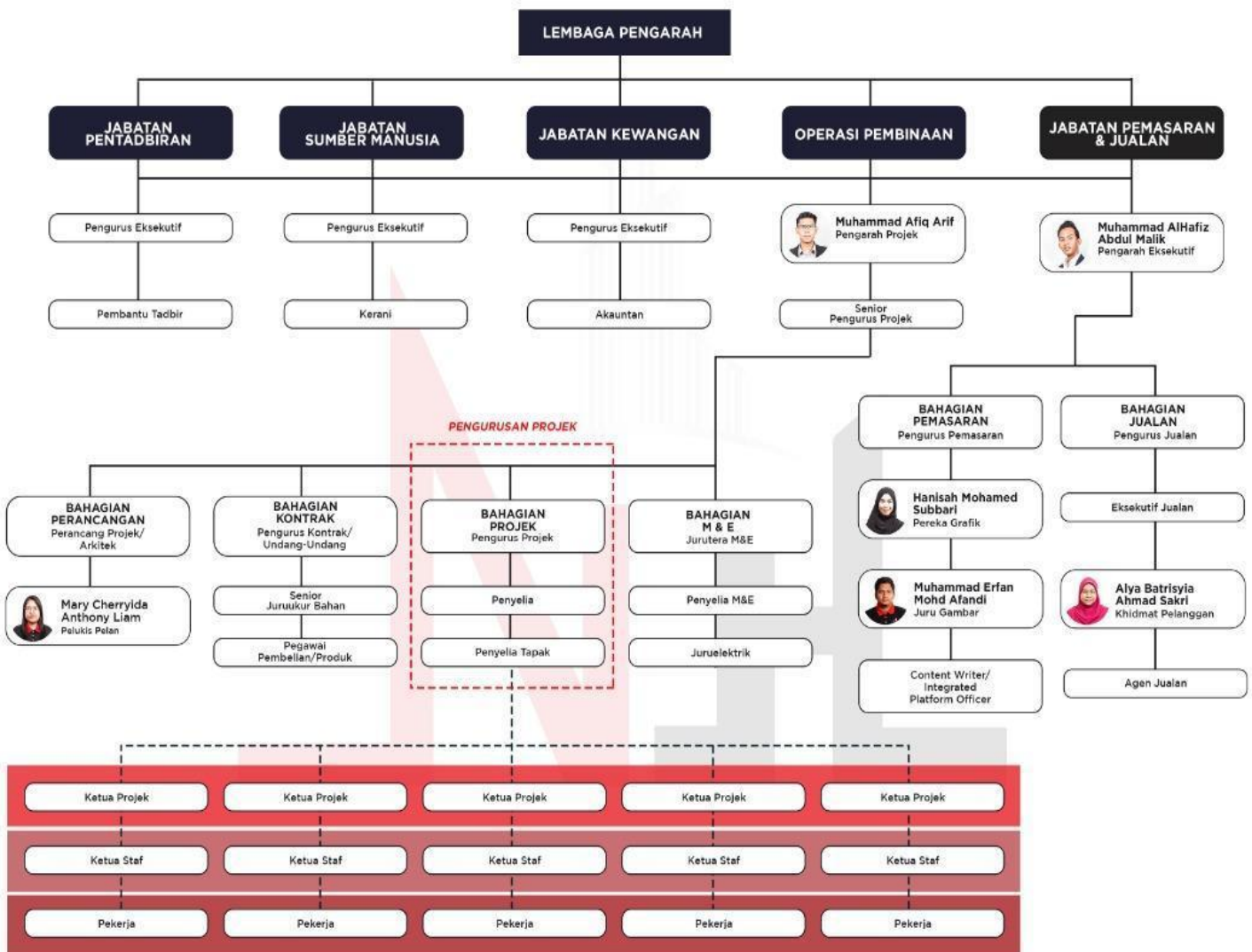


Figure 2.2 : Organization chart

#### Position and responsibility

Table 2.2 : Staff position and role

No	Name	Position & Job scope
----	------	----------------------

1	Muhammad AlHafiz Abdul Malik	<ul style="list-style-type: none"> <li>• CEO of NH Ivory Home</li> </ul> -Share partner of the company -Overseeing ongoing projects. -Head marketing team -Closed project
2	Muhammad Afiq Bin Arif	<ul style="list-style-type: none"> <li>• COO NH Ivory Home</li> </ul> -Share partner of the company -Overseeing ongoing projects. -Head of operation team -Monitor project to make sure everything going as planning
3	Mary Cherrylda	<ul style="list-style-type: none"> <li>• Draughtman</li> </ul> -Make loor plan, make 3D plan for workers, staff and client -Redraw client plan to creation. -Doing new design for package.
4	Alya Batrisyia Ahmad Zakri	<ul style="list-style-type: none"> <li>• Customer service</li> </ul> -Interact with client -Arrange meeting between client and boss
5	Erfan Affandi	<ul style="list-style-type: none"> <li>• Photographer &amp; Content creator</li> </ul> -Making content in socmed -Video editor
6	Hanisah Mohamed Subbari	<ul style="list-style-type: none"> <li>• Graphic designer</li> </ul> -Poster, editor, talent

## 2.4 List of Projects

The table below shows list of projects both completed and on going.

**Table 2.4.1 Completed Projects**

*Table 2.3.1 : Completed Projects*

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration	Client
1	CADANGAN MEMBINA DAN MENYIAPKAN RUMAH KEDIAMAN 1 TINGKAT BANGLO EKSKLUSIF DI NO.1, KAMPUNG SUNGAI WANGI, 32400 AYER TAWAR, PERAK DARUL RIDZUAN.	RM195,000.0 0	16/12/2020	16/04/2021	4 months	ABDUL HASIF BIN ABDUL HALIM
2	CADANGAN MEMBINA DAN MENYIAPKAN RUMAH KEDIAMAN 1 TINGKAT BANGLO EKSKLUSIF DI LOT 11568, RPT ALOR BAKONG, 36200 LANGKAP, PERAK DARUL RIDZUAN.	RM165,000.0 0	9/11/2020	9/03/2021	4 months	PN. KAMARUZIA H BINTI ISHAK



## 2.4.2 Project in Progress

Table 2.3.2 : On going projects

No.	Project Title	Project Value	Start Date	Client
1	CADANGAN MEMBINA DAN MENYIAPKAN RUMAH KEDIAMAN 1 TINGKAT BANGLO EKSKLUSIF DI KG ANAK KURAU, BATU KURAU, 34500 TAIPING, PERAK DARUL RIDZUAN.	RM272,000.00	5/1/2021	YUSRI BIN ZANUDIN
2	CADANGAN MEMBINA DAN MENYIAPKAN RUMAH KEDIAMAN 1 TINGKAT BANGLO EKSKLUSIF DI NO.14, JALAN UTAMA, FELCRA NASARUDDIN 32600 BOTA, PERAK DARUL RIDZUAN.	RM252,340.00	10/9/2021	ALI OSMAN BIN HAJI LAHAKIM
3	CADANGAN MEMBINA DAN MENYIAPKAN RUMAH KEDIAMAN 1 TINGKAT BANGLO EKSKLUSIF DI NO.291, JALAN BUNGA TERATAI 1, FELCRA NASARUDDIN 32600 BOTA, PERAK DARUL RIDZUAN.	RM189,810.00	NA	DIYANA BINTI AHMAD

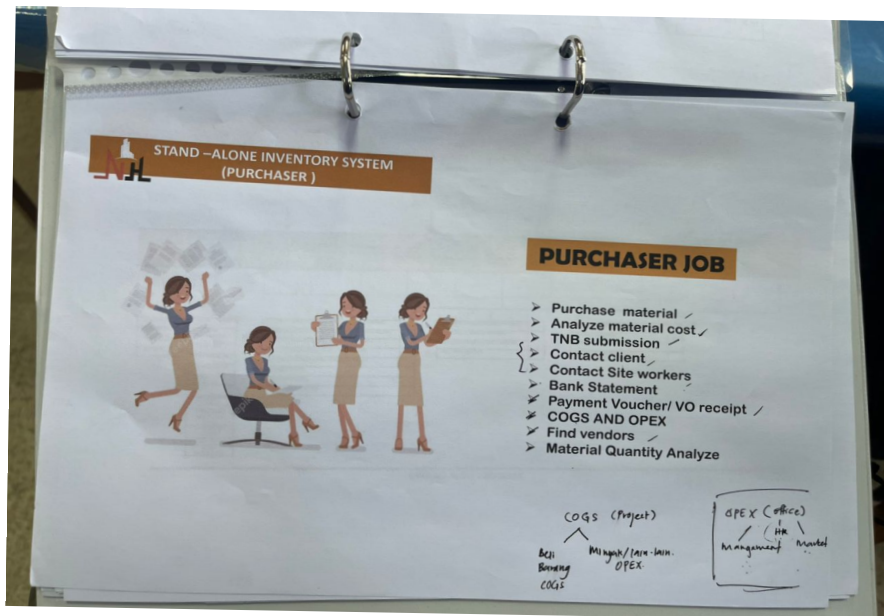
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## CHAPTER 3.0

### MATERIALS PURCHASING PROCEDURES

#### 3.1 Introduction to Case Study

The case study is about procedures for purchasing the materials. This company was started in 2017 and there are many projects that are ongoing right now. Based on the research and the problems that happened in this company this report will explain how to purchase materials in systematic ways. However, this study case is not focusing on types of materials and costing but more on the way to construct.



The purchasing procedures are for company NH Ivory Home SDN BHD which is located at No 70A, Persiaran SIBC 4, Pusat Perniagaan Seri Iskandar, 32610 Bandar Baru Seri Iskandar, Perak Darul Ridzuan. This report will consist of purchasing procedures, the problems while purchasing procedures and the solutions.

## Materials Purchasing Procedures

In materials purchasing procedures we have 7 steps to follow

### Stage 1 : Receipts and Analysis of Requirements and Processing of Requisitions

The various departments of the organisation communicate their requirements for various items to purchase department through requisition form. A purchase requisition form should prepare the basics for making the purchase and it should contain the following data:

- (i) What is the material/item required with quality and other necessary specifications.
- (ii) Quantity required.
- (iii) Date by which the materials are needed.
- (iv) Place of delivery.
- (v) Name of the suggested supplier.

The purpose of this requisition is prepared in duplicate and signed by the competent authority. In order to keep a check about the availability of the item in the store, it is routed through store. Format is shown in Fig.

PURCHASE REQUISITION					
To Purchase Manager			Requisition no..... Date..... Job no..... Work order no..... Department.....		
Please order the under mentioned material					
S. No.	Description of the items	Quantity required	Price per unit	Delivery Period	Suggested supplier Names
	It must include the name and specifications	In proper units		Date by which material is needed	
Prepared by.....		Checked by.....		Approved by.....	

### Stage 2 : Choice and Location of Potential Suppliers:

This process consists of selecting a fair number of vendors either through Authorised representatives, Catalogues, Trade journals. Advertisements, Trade directories or Trade fairs. The criterion for ultimate choice of a vendor is also based on the following factors:

- (i) Reliability of supply. Based on past performance of supplier.
- (ii) Assurance of timely delivery of goods again based on past data.
- (iii) Other considerations like after sales service, attitude towards goods rejected by purchaser, technical assistance in and after installation etc.

While considering the potential suppliers consideration is also given to followings:

- (i) If the purchase is to be made from local market or any other competitive place away from the industry.
- (ii) If all the purchase is to be made from a single vendor or from several vendors.
- (iii) Whether to buy directly from manufacturers.

**Stage 3 : Request, Receipt and Analysis of Quotations:**

Quotation is an enquiry to know whether the suppliers can supply the desired material by the specified date and if yes then at what rate.

The request for quotations is made on a specified form as shown in

S. No.	Description of material	Quantity Reqd.	Units	Price	Discount

Yours faithfully  
(Purchase officer)

**Fig. 6.4: Performa for Quotation**

Quotations are invited for the purchase of material as shown below and should reach this office at the latest on (date) at (time). The quotations should be sent with full details and supported by details literature or pamphlets etc.

- (i) Please mention on the top of the envelope  
Enquiry No..... Date on which due.....
- (ii) The quotations should be submitted in duplicate.
- (iii) The Quotations should be given in same order as are in the enquiry letter.
- (iv) The Quotations should be valid for at-least one month from the date of opening,

- (v) The rates quoted should be F.O.R. destination of purchaser and include all taxes.
- (vi) The quotations should be sent in sealed covers.
- (vii) The right is reserved to accept or reject any quotation wholly or partly without assigning any reason.
- (viii) The vendor representative may be present at time of opening of quotations.

**Procedure Making Request for Quotations:**

Request for quotations is made on prescribed Performa shown in Fig. 6.4 to all the selected vendors or sources and supply. The quotation form carries on it the details of material being purchased and Terms & Conditions under which the purchaser would like to procure the material.

S. No.	Description of material	Quantity Reqd.	Units	Price	Discount

Yours faithfully  
(Purchase officer)

Fig. 6.4: Performa for Quotation

**Analysis of Quotations:**

After receiving quotations from various sources these are studied for comparisons of rates, other terms and conditions mentioned in the request for quotations. A comparative statement as shown in Fig. 6.5 is prepared for analysis. N.TS and A.TS is marked on each item i.e. not to specifications and according to specifications and selection of right vendor is from items marked A.T.S. The comparative statement prepared above serves a good guide in selecting the right vendor i.e. whose material meets the required specifications.

**Stage 4 : Placing of Orders:**

After selecting the right vendor, a purchase order (as shown in Fig. 6.6) is sent to hardware. The purchase order constitutes a legal document and it serves as the supplier authority for the delivery of material according to the terms of purchase order.

**COMPARATIVE STATEMENT**

Section/Deptt. .... Dated .....  
 Enquiry Letter No.....dated .....  
 Date of opening of quotations.....  
 Comparative Statement Prepared by..... Checked by.....

S.No.	Particulars of the Material Reqd.	Quantity to be Purchased	Vendor 1	Vendor 2	Vendor 3
			RATES		
1.	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....
Terms & Conditions					
..			1*	1*	1*
..			2	2	2
..			3	3	3
..			4	4	4

- \*1. Date and Place of Delivery
- 2. Terms of Payment.
- 3. Taxes and Excise duty.
- 4. Packing and for warding charges.

**Fig. 6.5**

**Stage 5 : Follow Up and Expediting the Purchase Orders:**

Merely placing the purchase order does not guarantee the supply of materials and some pursuance is also required. So the purchase section maintains contact with supplier in order to:

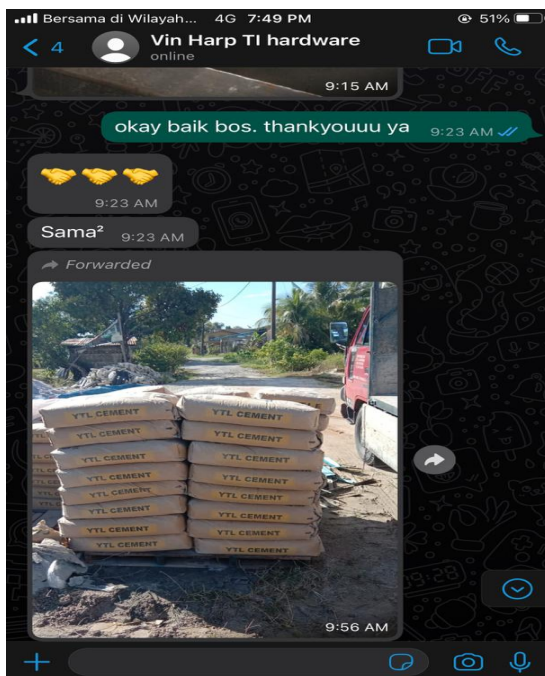
- (i) Get information about progress of order.
- (ii) Supplier to be reminded before the expiry of the delivery period as it is the essence of the purchase contract.
- (iii) Take corrective actions (like changing the modes of transportation, or transferring some of the orders to the other suppliers) so that material may be received in time as earlier planned.

Six copies of the purchase order are prepared by the purchase deptt. and each copy is signed by the purchase officer. Out of these copies one copy each is sent to:

- (i) Vendor.
- (ii) Store Section.
- (iii) Accounts Section.
- (iv) Inspection Deptt.
- (v) Deptt. placing Requisition.
- (vi) Purchase Deptt for record.

## **Stage 6 : Verification of Vendors Invoices for Payment after Processing Discrepancies and Rejections:**

Reports about the material whatever has been received are compared with the purchase orders to find out discrepancies i.e., quality variations etc. The discrepancies if found regarding quality or quantity should be immediately brought to the notice of vendors. The rejected material may be returned to supplier for replacement. Invoices are checked to ensure that the material has been received as per purchase order specifications and agreed price. After confirming these things payment is made to the vendor for the material received.

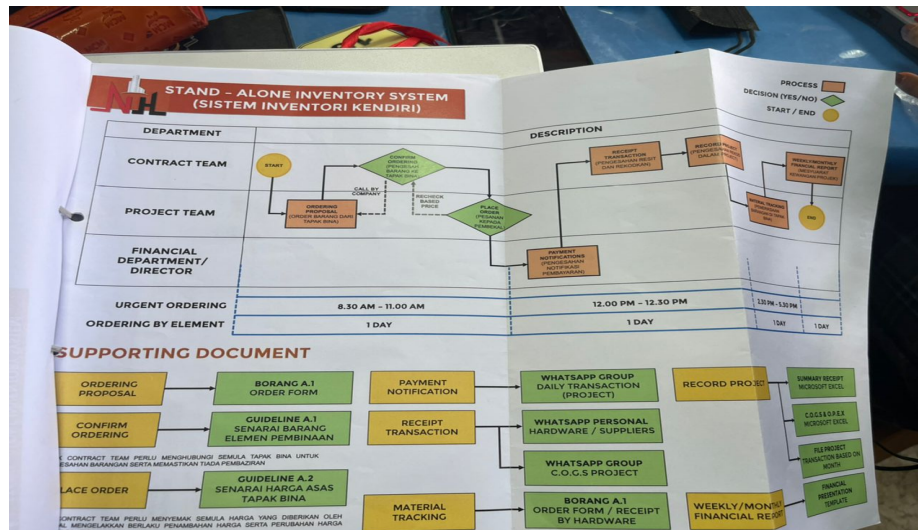


## **Stage 7 : Closing Completed Orders and Maintenance of Records:**

After comparing the purchase order with the receiving reports and vendor's invoice, the orders are treated as completed orders and closed. The last step of the purchase procedure is filing the records in cost of project system of these transactions in maintenance of records and print it for the audit references.







### 3.3 To identify the problems occurred and solution taken to solve the problem.

The problem is indeed there and there is no denying as a contractor always facing experienced problem at any circumstances that beyond of their control. Its normal but the more important is how to deal with the problem in an efficient way.

The first problem is risk mitigation. In the procurement process, supply risk is always a key issue. The most frequent types of risks are market risks, potential frauds, cost, quality, and delivery hazards. Compliance issues such as anti-corruption, policy adherence, and others. Second, lack of transparency. Spreadsheets were a terrific place to start when it came to organizing data, but when it need a lot more out of them, they start to fall apart. The issue it might encounter is data access. It can be tough to locate information and track it across several spreadsheets. The speed can access information diminishes as the volume of data grows. It must also deal with security risks and avoid disclosing too much information to too many people. Small mistakes and omissions can result in incorrect data, costing deals, clients, and vendor relationships. Automating the procurement process is the best way to improve transparency. It has a whole lot of other benefits too.

Furthermore, the other problems is supplier related issues. One of the greatest challenges in procurement is supplier management. From identifying the right supplier to keeping track of vendor performance and ensuring a stable supply of quality products, the whole process is filled with complications. Especially with the covid pandemic, the importance of having a steady supplier base has increased multifold. To help you navigate the pandemic, we have put together a handy guide.

## **CHAPTER 4.0**

### **CONCLUSION**

In conclusion, the purpose of this industrial training at NH Ivory Home was to gain knowledge about the way project owner or supplier and contractors dealing to get into purchasing part. Purchasing is a system or procedures that should use advisably, intelligently. Different suppliers and different project circumstances demand different criteria weights but along the purchasing process, it is important to be perfect and professional from all aspect especially on the primarily stage of purchasing that need purchaser to communicating and interact with client and suppliers. On that stage, contractor will present their credibility and ability of their company to client as an early impression. Thus, this company will have a good system in purchasing procedure and it will make more easier to deal with hardware or suppliers after this.

There are several purchasing procedures could be considered, however believed that the most suitable stage for the project is only seven stage. Purchasing procedures allow purchaser to be competitive and realistic in document pricing and maintaining quality of good, supply and service.

The finding in this training is purchasing document could be affected by collaboration between company and supplier. For example, positive attitude shown by contractors in being transparency about all action and performance and transaction. It is important for any contractors to maintain positive attitude towards their suppliers because it will affect the bond and trust between them.

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