



东亚糖业 PPP 项目  
EAS PPP Project



流程文档  
Process Document

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Process Name :	<i>Material Master Data Maintenance Process</i> (物料主数据维护流程)
Process ID	<i>EAS_BP_Plant_01_01</i>

Status: <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed	
确认人 <b>Reviewed by:</b>	审批人 <b>Approved by :</b>

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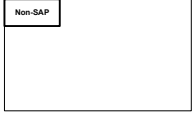
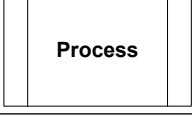

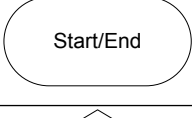
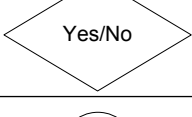

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## 1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			郑昭惠

## 2. 图形说明 Legend

The following describes the symbols used in the process map:

	手工操作 Manual Transaction
	在 SAP 中操作的流程步骤 SAP Transaction
	在非 SAP 中操作的流程步骤 Non-SAP Transaction
	SAP 流程 SAP Process
	文档 Document
	开始/结束 Start/End
	业务操作判断 Decision
	跨页连接 Page Connector

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### 3. 基本概述 General Overview

#### 3.1 适应范围 Standardization level Definition

	行业(Industry)	Sugar	Fertilizer	Bio-energy	
3.2 流	适用(Y/N)	Y	Y	Y	<b>程说明</b> <b>Process</b>

#### **Introduction**

This documents describes how to manage a material master to ensure that there is no any duplicate of a material to be created in EAS group. The standard material code is used cross EAS wide with reference with China Industry Material Code Standard. 该流程对物料主数据的管理进行描述，以避免集团内部物料重复。集团内部应采用统一物料编码，参照国家工业物料编码标准制定。

The process is starting from Technical Department takes responsible for verifying the names of material to ensure that there is only a standard material code is used. Then, Accounting Department is responsible for the accounting and financing data. 先由技术部负责审核物料名称以确保物料编码标准统一，然后由会计部负责相关财会数据。

The business department fills in the business control data in the material master data to ensure the correctness of the business requirements, such as MRP data etc. 由业务部门填写物料主数据中的业务控制数据，以确保业务所需的正确性，如 MRP 数据等。

Finally, after approval process, the material master is created and extended to all companies through the SAP interface automatically. 最终，经审批后物料主数据通过 SAP 接口自动创建并扩展至所有公司。

#### 3.3 业务效益 Business Benefit

- Unique material code, which able to share inventory stock each other. 保证物料编码的唯一性，以便共享库存。
- MRP function will be used to support inventory management and minimize inventory cost. MRP 功能用于支持库存管理，并降低库存成本。
- Reduce processing steps from automate update material master data into SAP after final approval. 完成审批后在物料主数据自动更新至 SAP，以减少处理环节。

### 4. 流程图 Visio Process Workflow



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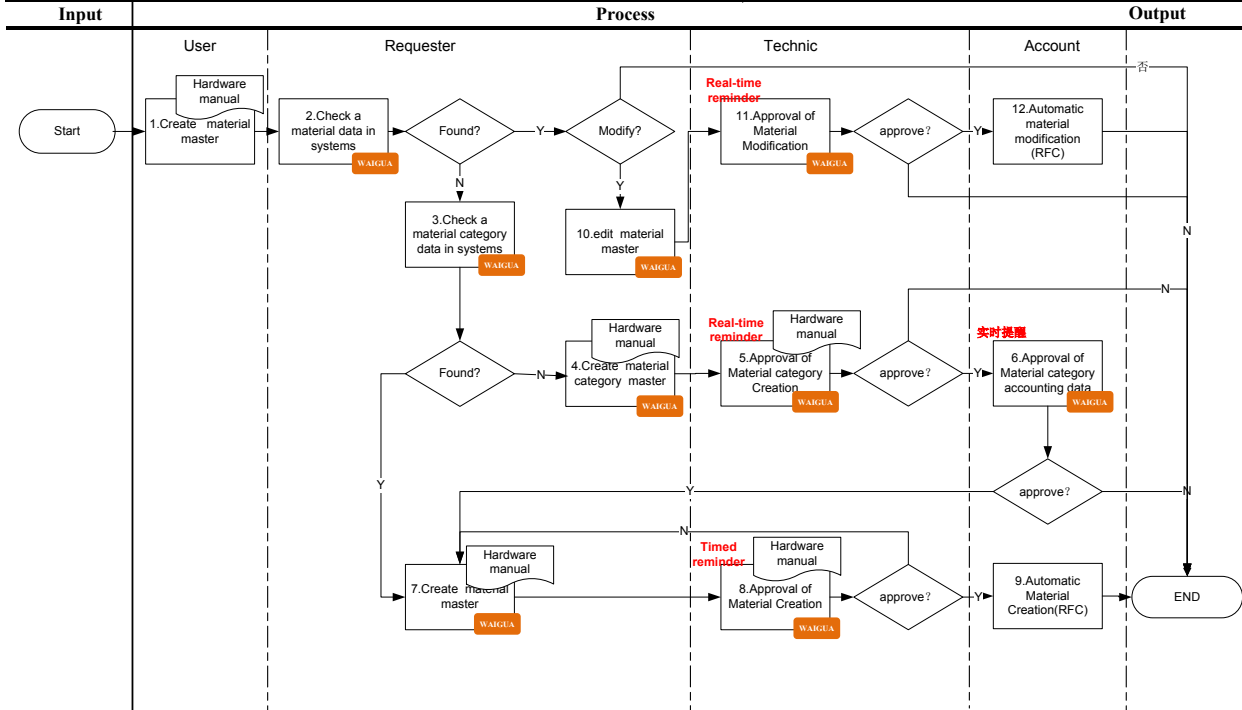


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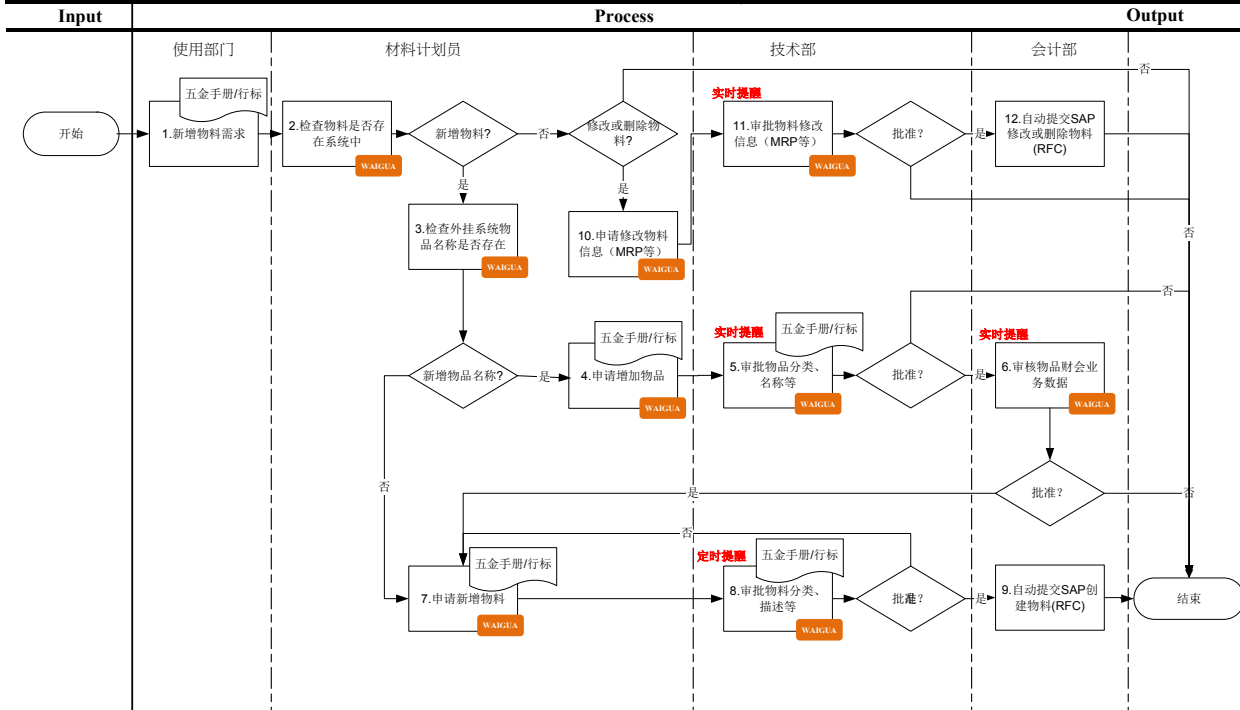


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Process No.:	BP_MM_01_01	Last changed by:		Last Changed Date:	



### 5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	发起新增物料需求 Establish a request for material increase 在发起新增物料需求前, 需先在外挂系统检查物料是否存在 Need to check whether the material exists in WAIGUA system prior to the request establishment.
1	部门角色 Dept./Role:::	使用部门 User department
	输入 Input:	物料描述, 单位等 Material description, unit and etc.
	输出 Output:	新增物料需求 Request for material increase
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	检查物料是否存在系统中 Check whether the material exists in the system



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2	部门角色 Dept./Role:::	材料计划员 Materials planner
	输入 Input:	物料描述 (可模糊输入查询) Material description (fuzzy input is allowed for searching)
	输出 Output:	物料是否存在系统中 Whether the material exists in the system
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	检查外挂系统物品名称是否存在 Check whether the name of the material exists in WAIGUA system
3	部门角色 Dept./Role:::	材料计划员 Materials planner
	输入 Input:	物品名称 Name of material
	输出 Output:	物品是否存在外挂系统中 Whether the material exists in WAIGUA system
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	申请增加物品 Request for adding material 在外挂系统申请增加物品, 参考五金手册或行业标准 Apply to add material in WAIGUA system by reference to the hardware manual or the industrial standards
4	部门角色 Dept./Role:::	材料计划员 Materials planner
	输入 Input:	物品名称、单位、财会信息等 Material name, unit, financial & accounting info and etc.
	输出 Output:	外挂新增物品信息 Info of the material increased in WAIGUA system
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	审核物品名称 Verify the name of material 在外挂系统审核新增物品, 参考五金手册或行业标准。(材料计划员新增物品后, 系统实时推送提醒信息(微信或短信等)给技术部审核人) Verify the additional material in WAIGUA system by reference to the hardware manual or the industrial standards. (the system will make real-time push (by WeChat or text message etc.) to the auditor of the technology department after the planner applies to add material)
5	部门角色 Dept./Role:::	技术部 Technology department
	输入 Input:	物品名称 Name of material



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	输出 Output:	批准或拒绝的新增物品信息 Approval or rejection on the additional material
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	会计部审核物品财会业务数据 The accounting department shall check the accounting data related to the material. 在外挂系统审批新增物品。（技术部批准后，系统实时推送提醒信息（微信或短信等）给会计部审核人） Approve the additional material in WAIGUA system. (the system will make real-time push (by WeChat or text message etc.) to the verifier of the accounting department once approved by the technology department)
6	部门角色 Dept./Role:::	会计部 Accounting department
	输入 Input:	物品会计信息 Accounting info of the materials
	输出 Output:	批准或拒绝的新增物品信息 Approval or rejection on the additional material
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	申请增加物料 Apply to add material 在外挂系统申请增加物料，参考五金手册或行业标准 Apply to add material in WAIGUA system by reference to the hardware manual and the industrial standards
7	部门角色 Dept./Role:::	材料计划员 Materials planner
	输入 Input:	物料描述、规格、单位等 Material description, specification, unit and etc.
	输出 Output:	外挂新增物料信息 Info of additional material in WAIGUA system
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	审核物料描述、分类等信息 Verify the info of material description, classification and etc. 在外挂系统审核新增物料，参考五金手册或行业标准。（材料计划员新增物料后，系统定时推送提醒信息（微信或短信等）给技术部审核人；如果是紧急物料，可手动选择实时提醒） Verify the additional material in WAIGUA system by reference to the hardware manual and the industrial standards. (the system will make real-time push (by WeChat or text message etc.) to the verifier of the technology department after the planner applies to add material. Or send the real-time push by manual in case of urgent material.)
8	部门角色 Dept./Role:::	技术部 Technology department





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	输入 Input:	审批物料描述、规格、单位等 Approval of material description, specification, unit and etc.
	输出 Output:	批准或拒绝的新增物料信息 Approval or rejection on the additional material
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	自动提交SAP创建物料(RFC) Be submitted automatically to SAP for the creation of material (RFC) 技术部批准新增物料后，系统自动通过接口提交 SAP 完成物料新增，并扩展到集团所有公司。Once approved by the technology department, it will be automatically submitted to SAP through the interface to complete the material adding and extend to all EAS companies.
9	部门角色 Dept./Role:::	
	输入 Input:	已批准的物料主数据 Material master data approved
	输出 Output:	SAP 完成新增和扩展新物料 Complete material adding and extension on SAP
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	申请修改物料信息 (MRP 等) Apply to revise material info (MRP etc.) 在外挂系统申请修改 MRP 参数等信息 Apply to revise MRP etc. in WAIGUA system
10	部门角色 Dept./Role:::	材料计划员 Materials planner
	输入 Input:	物料修改 MRP 等信息 Revise material's MRP etc.
	输出 Output:	修改的物料信息 Material info revised
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	审批物料修改信息 (MRP 等) Approve the revision of material info (MRP etc.) 在外挂系统审核物料修改信息。(材料计划员填写修改物料信息后，系统实时推送提醒信息 (微信或短信等) 给技术部审核人) Verify the material info revised in WAIGUA system (the system will send real-time push (by WeChat or text message etc.) to the auditor of the technology department after the planner fills in the revision info)
11	部门角色 Dept./Role:::	技术部 Technology department
	输入 Input:	物料信息 Material info

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	输出 Output:	批准的物料修改信息 Revision of material info approved
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	自动提交SAP修改物料(RFC) Be automatically submitted to SAP for revision of material info (RFC) 技术部批准修改物料后，系统自动通过接口提交 SAP 完成物料修改。 It will be submitted it to SAP for completing the revision of material info automatically through interface as the technology department approves the revision of material info.
12	部门角色 Dept./Role:::	
	输入 Input:	已批准的物料修改信息 Revision info of material approved
	输出 Output:	SAP 完成物料 Material completed on SAP
	Tcode:	
	Process ID:	

## 6. 报表/表单 Report/Form List

No.	Name	Description	Report /Form	Priority H/M/L	Comment

## 7. 接口 Interface

Workflow via mobile and e-Mail, WeChat etc. 工作流程经由移动端、电子邮件、微信等进行

**Need to be interface between WAIGUO and SAP system automatically. 自动连接外挂系统和 SAP 系统**

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## 8. 差异分析与转变管理 Fit Gap and Transformation

### Gap 1- Material code structure 差异 1 – 物料编码体系

As-Is : Manual control.  
现状：手工控制

To-Be : The China Industry Standard is applied to control a material code structure.  
未来：按照中国国家工业标准对物料编码体系进行控制。

### Gap 2- Maintenance process 差异 2 – 维护流程

As-Is : When items and materials are added or modified, there is no any reminder information in the system, so auditors need to inquire; after material approval, it needs to be submitted manually by IT department.  
现状：需要增加或修改物料时没有提醒信息，需审核人进行查询。完成物料审批后，需由 IT 手工提交。

To-Be : Real-time or regular reminders should be in place via e-mail or any digital tools, so that related persons can timely go to the system for review according to reminder information; instead of manual submission of materials to SAP by IT departments, automate submission after approval should be replaced to improve the efficiency of material maintenance.  
未来：通过电子邮件或其它数字化工具发送实时或定时提醒，相关人员可按照提醒信息及时进入系统审核。审批后自动提交物料代替 IT 手工提交，能够提高物料数据维护效率。

### Gap 3- MRP 差异 3 – MRP

As-Is : No MRP implemented  
现状：未采用 MRP

To-Be : MRP will be implemented. MRP related data need to be verified and maintained as a key data in a material master. MRP process is also a key solution in inventory management and also purchasing process.  
未来：采用 MRP。应将 MRP 相关数据作为物料主数据中的关键数据进行审核和维护。同时，MRP 也是库存管理及采购流程的重要解决方案。



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9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

10. 附录 Appendix