



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

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Process Name :	<i>Goods Receipt at factory store Process</i> (工厂仓库收货管理流程)
Process ID	<i>EAS_BP_Plant_04_01</i>

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

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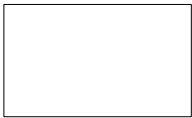

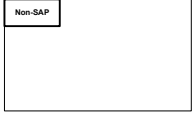
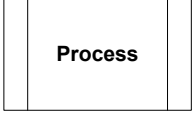
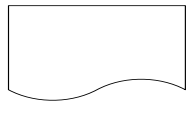
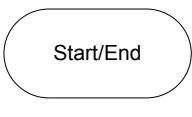
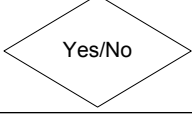
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1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			谢仙云

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

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	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
适用(Y/N)	Y	Y	Y

3.2 流

**程说明
Process**

Introduction

1, 标准采购入库 Standardized store-in of goods purchased:



东亚糖业集团《工厂仓库管理流程》适用于所有材料类采购订单收货；
 供应商将货物、订单和送货清单送达五金材料仓库，仓管员扫描订购单上的二维码，核对清单和货物并接收货物，对于不需要质检部门检验的货物，由仓管员进行外观检验，经请购部门对供应商进行评价后转入良品仓（可用库存）；外观检验不合格则做退货处理。需要质检部门检验的货物，五金仓保管员扫描订单的二维码将货物入到质检仓库，经有关质检部门检验，确认验收合格后自动将合格货物转入到良品仓，不合格货物做退货处理。
 当物资在使用过程中出现质量问题时，使用部门可对供应商进行追评，有追评时以追评为准。
 EAS “Goods Receipt at Factory Store” is applicable to the receipt of all materials based on purchase order.

Supplier delivers goods, purchase order and goods list to the hardware store, and then the warehouse keeper scans the QR code on the purchase order and verify the goods list and the actual goods for goods receipt. If not requiring inspection by QC department, the goods will be stored in regarded as qualified (stock available) after the warehouse keeper makes appearance inspection and the purchase request department evaluates the supplier; or will be rejected if failed to pass appearance inspection. If requiring inspection by QC department, the hardware store keeper will scan the QR code and store the goods into the QC store. If checked qualified by the QC department, the goods will be stored in regarded as qualified automatically; or will be rejected if unqualified.

In the event of any quality problem discovered in use, the user department can add supplementary evaluation on the supplier, which shall be regarded as the result.

2, 服务确认 Service confirmation:

东亚糖业集团《工厂仓库管理流程》适用于所有服务订单收货（维修、维护服务）；
 请购单位接收到服务供应商的服务，对服务结果进行确认，提交验收小组审批，验收不合格的通知供应商返工，重新确认；验收合格的订单经验收小组审批完成后自动在 SAP 系统进行服务确认。
 请购单位对供应商的服务进行评价。当服务在运行过程中出现质量问题时，请购单位可对供应商进行追评，有追评时以追评为准。

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EAS “Goods Receipt at Factory Store” is applicable to the receipt of all services ordered (repair and maintenance services).

Receiving supplier’s service, the purchase request department shall confirm on the service result and submit to the check & acceptance team for approval. If checked unqualified, notify the supplier for rework which needs to be re-confirm. If checked qualified, the service confirmation will be done automatically on SAP once approved by the check & acceptance team.

The purchase request department shall evaluate the supplier’s service. In the event of any quality problem in service, the purchase request department can add supplementary evaluation on the supplier, which shall be regarded as result.

3, 费用性采购订单入库 Store-in of expense-based purchase order:

东亚糖业集团《工厂仓库管理流程》适用于所有费用性采购入库；

供应商将货物、订单和送货清单送达五金材料仓库，仓管员扫描订购单上的二维码，核对清单和货物并接收货物，对于不需要质检部门检验的货物，由仓管员进行外观检验，经请购部门对供应商进行评价后转入发票校验流程，同时请购部门到仓库领取到货物资，费用化管理的货物不做库存管理。

当物资在使用过程中出现质量问题时，使用部门可对供应商进行追评，有追评时以追评为准。

EAS “Goods Receipt at Factory Store” is applicable to the store-in of all expense-based purchase.

Supplier delivers goods, purchase order and goods list to the hardware store, and then the warehouse keeper scans the QR code on the purchase order and verify the goods list and the actual goods for goods receipt. If not requiring inspection by QC department, the warehouse keeper will make appearance inspection. After the purchase request department evaluates the supplier, the invoice verification process will start. Meanwhile, the purchase request department can go to the warehouse for the goods. The expense-based goods will not be managed as stock.

In the event of any quality problem discovered in use, the user department can add supplementary evaluation on the supplier, which shall be regarded as the result.

3.3 业务效益 Business Benefit

- 对所有购进的货物先进行检验，判定是否合格，合格后可以入库，不合格则做退货处理，有效遏制不良品的出现，为生产提供质量好的材料、和配件，降低生产成本。

It is effective to control the unqualified goods by inspection before store-in, providing good-quality materials and spare parts for production and helping reduce production cost.

- 对于材料按采购订单收货，避免无订单收货入库。
Avoid goods receipt and store-in without purchase order.
- 请购单位对服务结果进行确认，经验收小组审批，完成审批的订单自动在系统内服务确认。
The service can be confirmed automatically on the system, with the purchase request department’s confirmation and the check & acceptance team’s approval.
- 请购部门对供应商进行评价才能将货物转入可用库存，为年度供应商评审提供数据。
The goods cannot be stored in unless the purchase request department evaluates the supplier, offering data for the selection of annual suppliers.
- 费用性采购订单入库时就直接费用化到成本中心，按计划货到领用，货物不做库存管理，遏制物资积压。



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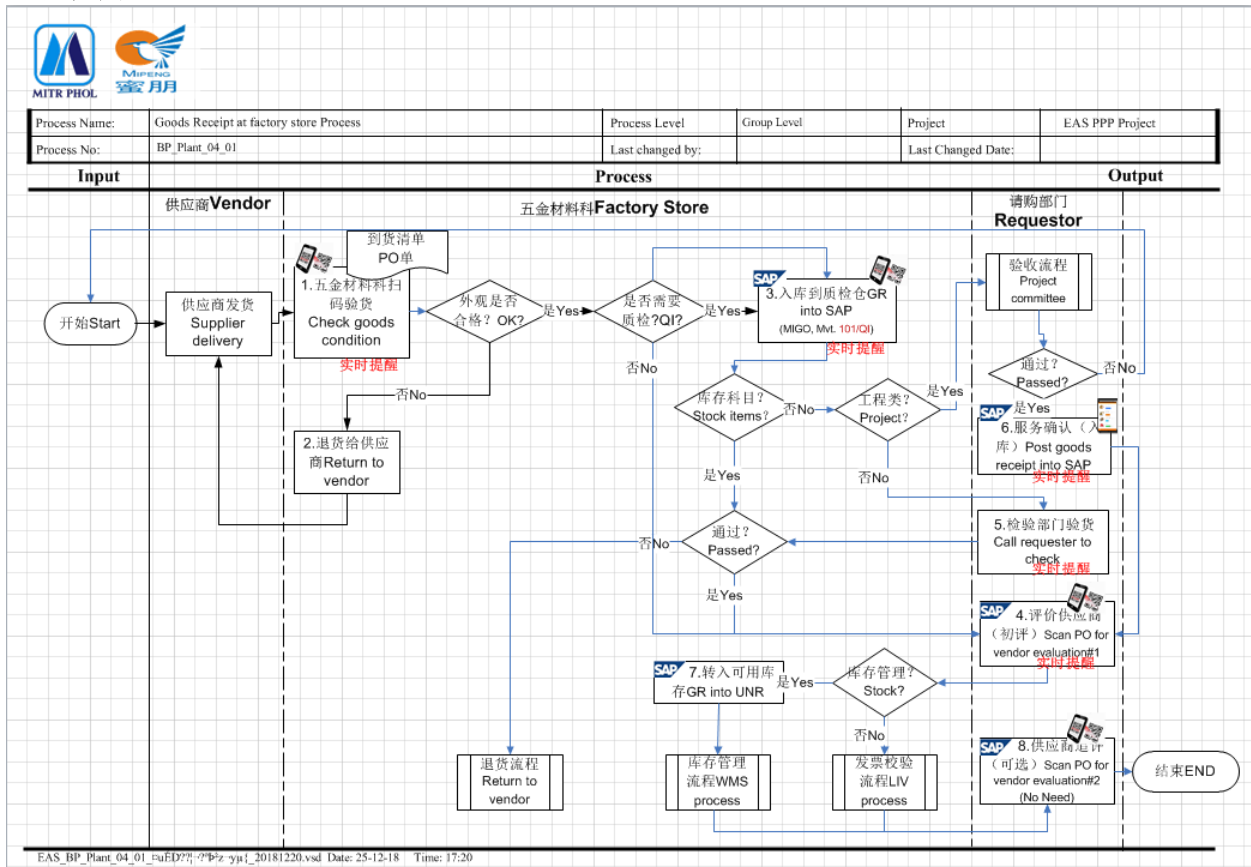


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Minimize overstock through expensing directly to the cost center as the expense-based goods stored in, issuing goods for internal use as scheduled and not being managed as stock.

4. 流程图 Visio Process Workflow



5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	到货物外观、资料验收 Inspection on goods appearance and documents
1	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	供应商送货, 到货物需附订单、发货清单, 外包装贴订单二维码 Supplier's goods delivery, purchase order and goods list enclosed, QR code sticker pasted on goods package
	输出 Output:	仓管员把货物放在接收区 Warehouse keeper places goods at the receiving area
	Tcode:	



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	Process ID:	
步骤 Step:	描述 Description:	退货 Reject 外观不合格、资料不齐全的货物做退货处理。 The goods with unqualified appearance and incomplete documents shall be rejected
2	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	采购订单、物料、数量等信息 Info of purchase order, material, quantity and etc.
	输出 Output:	货物退给供应商 Return to supplier
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	把货物入到质检仓 Into QC store
3	部门角色 Dept./Role:::	五金材料科仓管员 Hardware store keeper
	输入 Input:	需要质检部门进行检验的物资，由五金材料科扫描到货物资 PO 单的二维码，把物资入到质检仓。 Hardware materials sections shall scan the QR code on purchase order and put into QC store if QC inspection required
	输出 Output:	物料凭证 Material voucher
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	评价供应商（初评） Evaluate supplier (preliminary evaluation) 对供应商供货是否及时、态度、到货物资外观等进行评价 Evaluate the supplier and its supply in terms of timeliness, attitude, goods appearance and etc.
4	部门角色 Dept./Role:::	请购部门 Purchase request department
	输入 Input:	供应商各项考核得分 Score of each evaluation item
	输出 Output:	供应商本次送货总得分 Total score of this goods delivery
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	检验部门验货 Goods inspection 检验部门对到货物资进行验收（技术指标等） Inspection department shall check the goods (technical indicators etc.)
5	部门角色 Dept./Role:::	检验部门 Inspection department 检验部门权限参考验收流程。 The authority limit of the inspection department shall be based on the check & acceptance process.
	输入 Input:	对货物进行检验 Goods inspection



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	输出 Output:	检验结论 Inspection result
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	服务确认 Service confirmation 工程类/服务类收货 Engineering/service receipt
6	部门角色 Dept./Role:::	验收小组 Check & acceptance team
	输入 Input:	对该服务进行确认 Confirmation on the service
	输出 Output:	验收结论, 验收合格系统自动做服务确认。 Inspection result, automated confirmation on the service on the system if qualified
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	物资转入良品仓 (可用库存) Into qualified goods store (stock available) 请购部门对供应商进行评价后系统自动将物资从质检仓转入良品仓 (可用库存) The goods will be transferred from QC store into qualified goods store (stock available) automatically on system once the supplier evaluation completed
7	部门角色 Dept./Role:::	系统自动转入 Automated transfer on system
	输入 Input:	供应商本次送货总得分合格 Total score of this goods delivery (qualified)
	输出 Output:	到货物资从质检仓转入良品仓 (可用库存)。 Transfer from QC store into qualified goods store (stock available)
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	供应商追评 (可选) Supplementary evaluation on supplier (optional) 如到货物资在使用/运行过程中出现质量问题, 则对供应商进行追评。未追评以初评为准, 有追评以追评为准。 In case of quality problem in use/operation, supplementary evaluation on supplier can be added. Without supplementary evaluation, the preliminary evaluation shall be regarded as the result, otherwise the supplementary one as the result.
8	部门角色 Dept./Role:::	请购部门/使用部门 Purchase request department/user department
	输入 Input:	供应商追评考核得分 Score after supplementary evaluation
	输出 Output:	供应商本次送货得分 Total score of this goods delivery
	Tcode:	
	Process ID:	

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6. 报表/表单 Report/Form List

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

7. 接口 Interface

无

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

现状 As-Is: 各物资的供货进度需电话咨询各环节相关人员; 到货物资需手工入库; 一年对供应商进行一次评价; 所有采购订单的材料均做库存管理。 Goods supply progress need to be tracked by phone. Store-in is operates by manual. Supplier evaluation is made once a year. All goods need to be managed as stock.

将来 To-Be: 线上能查询到各物资供货进度; 扫描到货物资外包装的二维码进行收货; 对供应商每次供货情况进行评价, 年度自动汇总各供应商总得分; 低值易耗品不做库存管理。 Goods supply progress would be tracked on line. Goods receipt would be done by QR code scanning. Evaluation would be made on supplier's goods delivery each time, and the year-end scores would be calculated automatically. No need to manage the low value and easily wornout articles as stock.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink



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10. 附录 Appendix