



东亚糖业 PPP 项目
EAS PPP Project




流程文档
Process Document

Created by:	曾敏	Date:	2018/12/23	Page / of pages:	1/10
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Process Name :	<i>Goods Receipt at Nanning Store (南宁中转仓收发货流程)</i>
Process ID	<i>EAS_BP_PPP_Purchase_02_01</i>

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

	东亚糖业 PPP 项目 EAS PPP Project				
流程文档 Process Document					
Created by:	曾敏	Date:	2018/12/23	Page / of pages:	2/10

目录 Table of Content

1.	文档历史 Document History	3
2.	图形说明 Legend	3
3.	基本概述 General Overview	4
4.	流程图 Visio Process Workflow	5
5.	流程步骤说明 Process Details	5
6.	报表/表单 Report/Form List	8
7.	接口 Interface.....	8
8.	差异分析与转变管理 Fit Gap and Transformation	8
9.	参考文档 Other Reference Document.....	8
10.	附录 Appendix.....	9



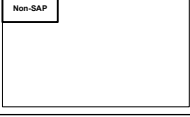
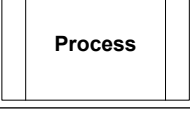
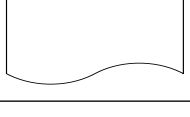
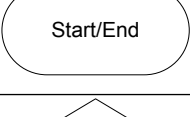
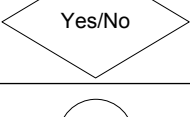
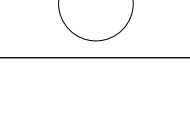
		东亚糖业 PPP 项目 EAS PPP Project			
流程文档 Process Document					
Created by:	曾敏	Date:	2018/12/23	Page / of pages:	3/10



1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			曾敏

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

		东亚糖业 PPP 项目 EAS PPP Project			
流程文档 Process Document					
Created by:	曾敏	Date:	2018/12/23	Page / of pages:	4/10

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

程说明
Process

Introduction

南宁中转仓收货流程适用于广西南宁东亚糖业集团的供应商需要通过南宁中转的货物收、发。南宁中转仓对收到的货物进行初步检查，与送货清单相匹配，不合格的退货，并在 SAP 系统做预入库，发货时打印转运单附给装运车辆。

五金材料科负责调配装运车辆，并根据货物类型（库存类和非库存类）分别进行收货。通过二维码标识货物，快速进行发货，各部门可在 SAP 系统查询货物收发及在途信息。

The "Goods Receipt at Nanning Store" is applicable to do the goods receipt as a vendor temporary drop point before final delivery of goods to specified plants by EAS's itself.

Nanning Store shall preliminary check the condition of goods to be delivered whether either good or not good condition, so storekeepers at Nanning store can make decision to do goods receipt or reject in case of unqualified items.

By the way, Nanning's storekeeper does goods receipt in the SAP, and also do the goods transfer to specified plants whom responsible for transportation management.

The type of delivered goods are 2 types, stock and non-stock items. Goods receipt and transfer will be processed with QR code and QR code sticker functions, so related person can monitor the status of movement items on SAP or mobile.

南宁中转仓收货流程适用于供应商将货物运至东亚指定工厂前在临时存放点中转时的货物接收。南宁中转仓应初步检查需转运货物的状况，以便中转仓仓管员决定接收或拒收货物。

由南宁中转仓仓管员在 SAP 上进行收货、并安排转运至指定工厂，由指定工厂安排拉货。

待转运货物分为库存类和非库存类两种。扫描二维码收货、并在货物上贴上二维码条码后转运，以便相关人员能够通过 SAP 或移动端跟踪货物运输状态。



3.3 业务效益 Business Benefit

- SAP 系统提供供应商送到南宁中转仓的货物的到货情况，并可根据二维码查询、反馈，供各相关部门了解到货情况，批量发货到工厂，节约采购成本。

Nanning store is a distribution center within EAS where is a location to represent factories' store to do pre-goods receipt before final transfer to each factory with full truck delivery, caused to reduce in purchasing cost.

According to official store of Nanning store which is configured on SAP, all movement status of delivery items can be monitor on mobile.

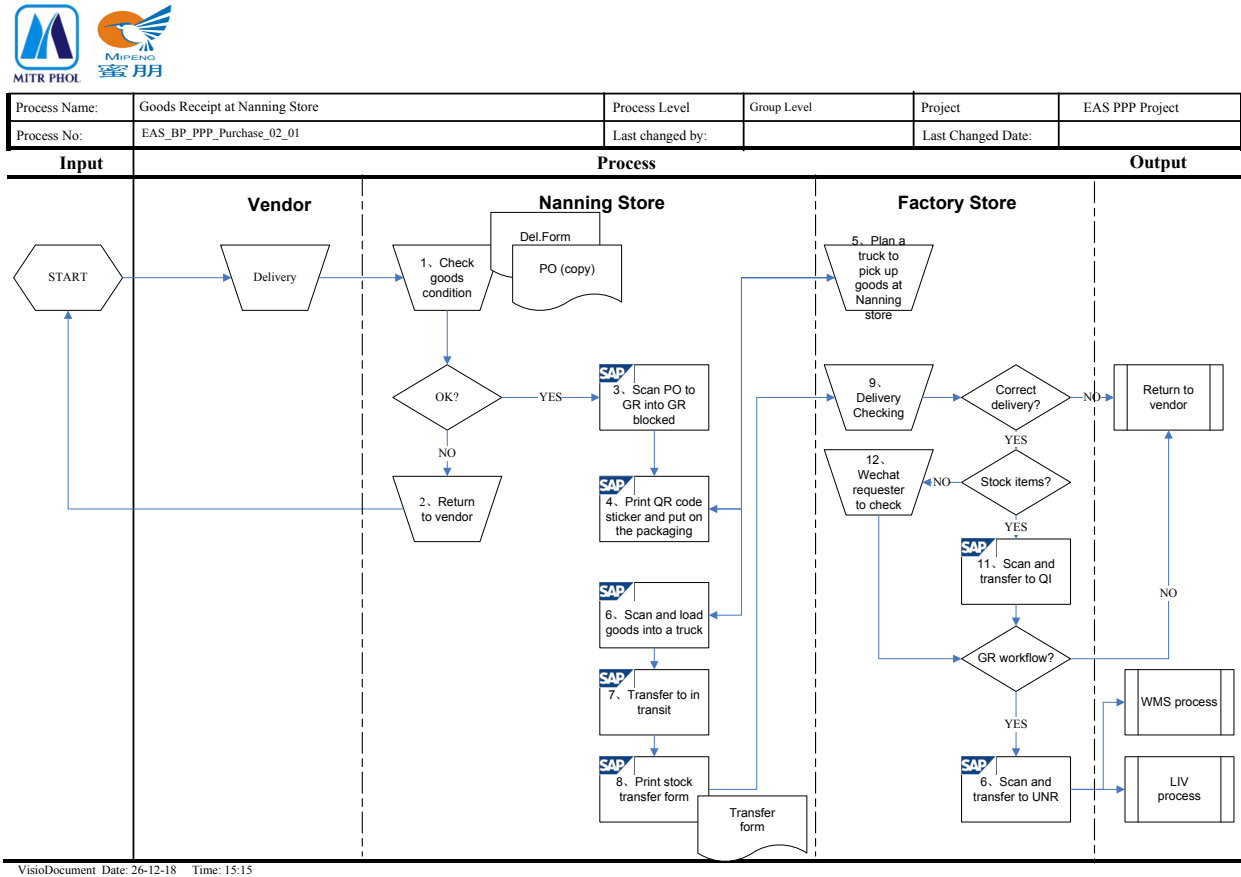
QR code will be applied to support movement transaction and status.

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流程文档 Process Document					
Created by:	曾敏	Date:	2018/12/23	Page / of pages:	5/10

南宁中转仓作为集团的配送中心可代表工厂仓库进行预收货，再批量发货至工厂，可节约采购成本。

按照 SAP 上南宁中转仓的情况，可在移动端及时跟踪转运货物的所有状态。
利用二维码辅助运输处理及状态跟踪。

4. 流程图 Visio Process Workflow



5. 流程步骤说明 Process Details

步骤	描述	人工检查供应商送货情况
Step:	Description:	Manual inspection on goods delivery by supplier



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

Created by:	曾敏	Date:	2018/12/23	Page / of pages:	6/10
-------------	----	-------	------------	------------------	------

1	部门角色 Dept./Role:::	南宁中转仓 Nanning Store
	输入 Input:	供应商提供的送货清单、采购订单复印件 Goods list and copy of purchase order provided by supplier
	输出 Output:	与实际送货内容是否一致 Conform with the actual goods or not
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	将不符合的货物退回供应商 Return the unqualified goods to supplier
2	部门角色 Dept./Role:::	南宁中转仓 Nanning Store
	输入 Input:	不符合的原因 Reasons for un-qualification
	输出 Output:	不符合的货物 Goods unqualified
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	通过扫描采购订单，在 SAP 系统做预入库 Establish pre-store-in on SAP by scanning QR code on purchase order
3	部门角色 Dept./Role:::	南宁中转仓 Nanning Store
	输入 Input:	采购订单二维码，关联到采购订单可收货的行信息 Purchase order's QR code, associating with the line info of receipt available
	输出 Output:	选择与实物对应的行收货 Select the corresponding line with the actual goods for receipt
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	打印二维码并贴在货物包装上 Print QR code sticker and paste on the goods package
4	部门角色 Dept./Role:::	南宁中转仓 Nanning Store
	输入 Input:	送货物料信息 Info of goods delivered
	输出 Output:	与送货物料对应的二维码 QR code of the goods delivered
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	工厂五金材料科计划派车到南宁中转仓拉货 Dispatch truck by the hardware materials section to pick up goods at Nanning Store
5	部门角色 Dept./Role:::	工厂五金材料科 Hardware materials section



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

Created by:	曾敏	Date:	2018/12/23	Page / of pages:	7/10
-------------	----	-------	------------	------------------	------

	输入 Input:	系统预入库货物数量 QTY of goods for pre-store-in on system
	输出 Output:	派出车辆的时间和数量 Time and number of truck dispatched
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	南宁中转仓装车 Load at Nanning Store
6	部门角色 Dept./Role:::	南宁中转仓 Nanning Store
	输入 Input:	扫描南宁中转仓货物包装的二维码，记录发货情况 Scan the QR code on the package at Nanning Store and record the delivery
	输出 Output:	货物装车运回工厂 Load and transport the goods to factory
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	系统查询货物在途运输情况 Track the goods in transit on system
7	部门角色 Dept./Role:::	采购部、使用部门 Purchasing department and user department
	输入 Input:	采购订单及货物名称 Purchase order and name of goods
	输出 Output:	货物运输状态 Transport status
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	打印转运单 Print the bill of transit
8	部门角色 Dept./Role:::	南宁中转仓 Nanning Store
	输入 Input:	中转仓转运物资信息 Info of goods for transit
	输出 Output:	转运单 Bill of transit
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	工厂五金材料科进行交货检查，且判断货物类型（库存类和非库存类） The hardware materials section inspect and decide the type of goods (stock or non-stock)
9	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	转运单信息与实际货物对比 Compare the bill of transit with the actual goods



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

Created by:	曾敏	Date:	2018/12/23	Page / of pages:	8/10
-------------	----	-------	------------	------------------	------

	输出 Output:	转运单信息与实际货物不一致的，与南宁中转仓沟通处理，一致的则分为库存类和非库存类分别进行收货操作 In case of inconformity between the bill of transit and the actual goods, communicate with Nanning Store for solution. If conform, the goods shall be received by classifying for stock and non-stock.
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	
10	部门角色 Dept./Role:::	
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	库存类的货物通过扫描后发送给质检部门 For stock items, it will be hauled to the QC department after scanning.
11	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	收货信息 Goods receipt info
	输出 Output:	质量检验单 QC certificate
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	非库存类货物，则通过微信等通讯工具通知使用部门 For non-stock items, notify the user department through WeChat etc.
12	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	非库存类货物信息 Info of non-stock goods
	输出 Output:	质量检验单 QC certificate
	Tcode:	
	Process ID:	

6. 报表/表单 Report/Form List

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



流程文档
Process Document

Created by:	曾敏	Date:	2018/12/23	Page / of pages:	9/10
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7. 接口 Interface

Need to be interface between mobile application and SAP system. 需将移动端 APP 与 SAP 系统连接

To support operation via QR code. 利用二维码辅助相关操作

Able to print QR code sticker. 可打印二维码条码

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

现状 Present: 南宁中转仓没有安装网络和 SAP 系统, 使用部门无法及时了解到货情况, 且货物人工交接无系统记录, 易导致货物丢失。Goods loss might be resulted from being unable to track the goods transport progress timely and no record for goods handover on system, since Nanning Store has no internet and SAP system.

将来 Future: 南宁中转仓收货物, 在 SAP 系统预入库, 并通过粘贴二维码到包装物上, 实现快速出库。Quick store-out would be realized through pre-store-in on SAP and pasting QR code on goods package.

Gap 1- Logical Nanning store. 差异 1 – 南宁中转仓

As-Is : No storage location in SAP.
现状 : SAP 系统无库存地点

To-Be : Nanning storage location need to be created in SAP.
未来 : 在 SAP 上创建南宁库存地点

Gap 2- No SAP and internet. 差异 2 – 无 SAP 系统和网络

As-Is : Manual control.
现状 : 手工操作

To-Be : Goods receipt and stock transfer process will be operated via mobile and SAP need to be provided at Nanning store. In case of no provide SAP system at Nanning store, special reports need to be developed to support operation via mobile in shortly.

		东亚糖业 PPP 项目 EAS PPP Project			
流程文档 Process Document					
Created by:	曾敏	Date:	2018/12/23	Page / of pages:	10/10

未来：通过移动端即可进行收货和转运流程操作，为南宁中转仓提供 SAP 系统。
如无法为南宁中转仓提供 SAP 系统的，则需另行准备特别报告以便尽快能够利用移动端辅助操作。

Gap 3- QR code function. 二维码功能

As-Is : No QR code function.
现状：无二维码系统

To-Be : Need to be developed QR code functions, QR code on purchase order document and also procure QR code printer and sticker to support stock transfer from Nanning store to factory.

未来：需要开发二维码功能、订单二维码文档，并采购二维码打印机及贴条，以方便南宁中转仓至工厂的货物转运工作。

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

10. 附录 Appendix