MITR PHOL	东亚糖业 PPP 项目 **EAS PPP Project**	MIPENG 蜜朋

流程文档
Process Document

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Process Name :	Warehouse Management System Process *(*库存管理流程*)*
Process ID	*EAS_BP_Plant_05_01*

Status: ☐n Process ■ Completed

确认人 **Reviewed by:**	**审批人** **Approved by :**

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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
SAP	在 SAP 中操作的流程步骤 SAP Transaction
Non-SAP	在非 SAP 中操作的流程步骤 Non-SAP Transaction
Process	SAP 流程 SAP Process
	文档 Document
Start/End	开始/结束 Start/End
Yes/No	业务操作判断 Decision

○	跨页连接 Page Connector

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

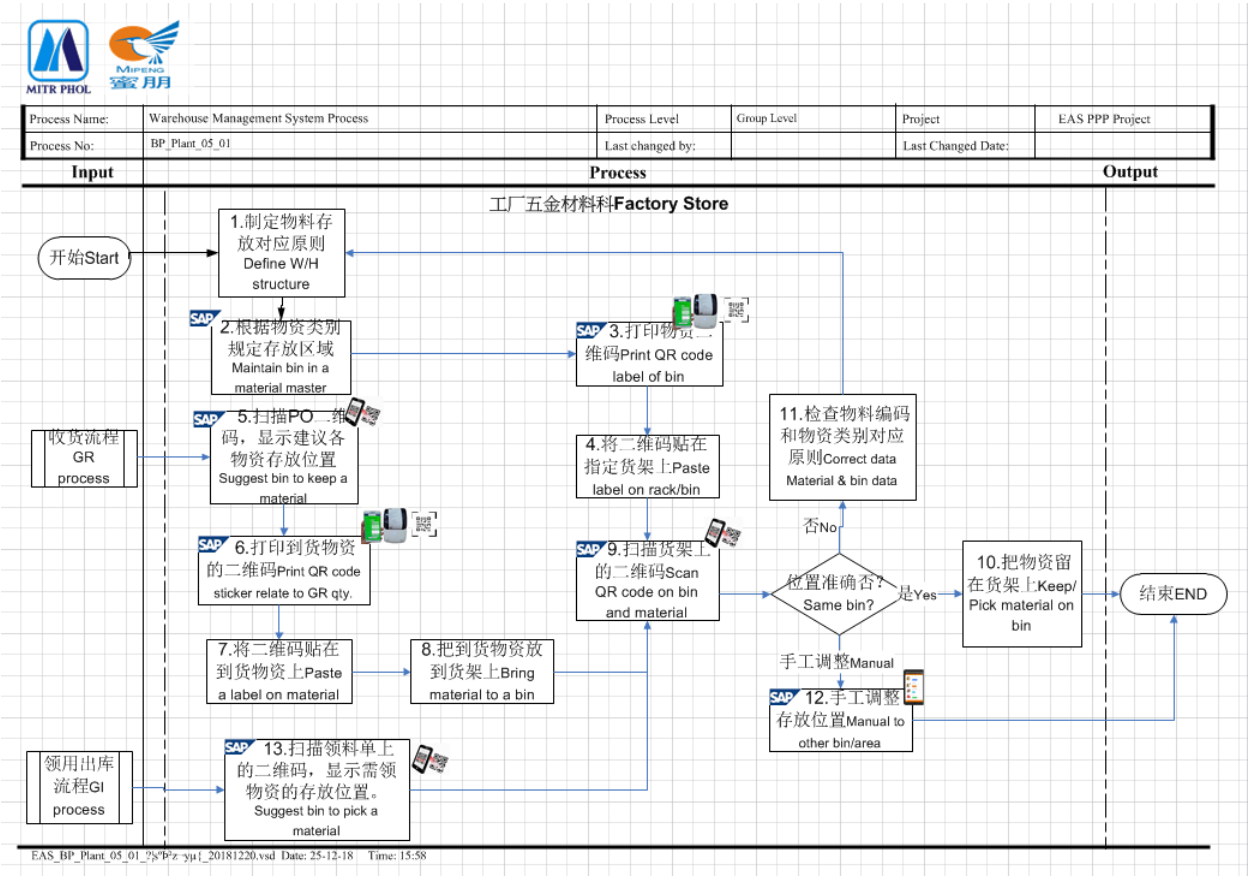
Introduction

东亚糖业集团《工厂库存管理流程》适用于五金仓所有库存材料的管理。
五金材料科制定库存物资存放对应原则，根据物料类别划分存放区域，打印物料二维码贴在指定货架上。扫描到货订单二维码，勾选到货物资信息，打印到货物资的二维码，并贴在物资上。把物资放到对应的货架上，并扫描货架上的二维码确认物资存放是否正确；不正确时将物资调整到正确存放位置，若是物资信息或货架设定对应关系有误，则需重新制定对应关系。
通过扫描领料单上的二维码，显示需领物资的存放位置。
EAS “Warehouse Management System Process” is applicable to the management of all materials in hardware store.
The hardware materials section shall set the principles for the storage of materials in stock, divide the storage areas for different types of materials, and paste the QR code sticker on the rack correspondingly. Place materials onto corresponding racks, check whether it is placed correctly by scanning the QR code on the rack and make correction if needed. In the event of inconformity between the material info and the rack classification, it shall be reset.
Scan the QR code on the voucher of goods issue to show the place where the goods is stored.

3.3 业务效益 Business Benefit

- 规定各类物资存放位置，按照指定位置存放，各物资可视化管理，方便领料、盘点，减少积压物资。
  Regulate the storage areas for different types of materials and place them accordingly, helpful for visible management and convenient for goods issue and inventory check, to reduce overstock.
- 扫描二维码核对物资存放位置，提高物资上货架的效率。
  Improve the storage efficiency by scanning QR code to check the correct area to place.
- 扫描领料单上二维码指引物资存放位置，提高领料效率。
  Improve the efficiency of goods issue by scanning QR code to check the correct storage area.

4. 流程图 Visio Process Workflow



5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	制定物料存放对应原则 Set the principles for materials storage 定义各物料编码对应归属哪一类物资 Define specific code for specific material
1	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	物料编码和物资类别 Code and type of material
	输出 Output:	物料和物资类别对应依据 Info of corresponding material and material type
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	根据物资类别规定存放区域 Divide storage areas for different types of materials 按类别摆放库存物资，相同物料放在同一个位置。 Store materials based on different types
2	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	物料编码 Material code
	输出 Output:	存放位置 Storage place
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	打印物资二维码 Print material QR code sticker
3	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	物料编码 Material code
	输出 Output:	二维码 QR code
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	将二维码贴在指定货架上 Paste the QR code sticker on the designated rack 规定各物料存放位置，将二维码贴在对应的货架上。 Define the storage area for different material and paste the QR code sticker on the corresponding rack.
4	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	二维码 QR code
	输出 Output:	二维码贴在指定货架上 Paste the QR code sticker on the designated rack

	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	扫描订单二维码，显示建议该订单各物资存放位置 Scan the QR code on the purchase order to show the storage place recommended
5	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	订单二维码 QR code on purchase order
	输出 Output:	订单各物资的存放位置 Storage areas for different materials
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	打印到货物资的二维码 Print the QR code sticker for the goods received
6	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	订单二维码，勾选到货物资信息。 QR code on purchase order, selecting the info of goods received
	输出 Output:	到货物资的二维码 QR code on the goods received
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	将二维码贴在到货物资上 Paste the QR code sticker on the goods received 一种到货物资一张二维码。 One QR code for one type of goods received
7	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	二维码 QR code
	输出 Output:	到货物资贴二维码 Paste QR code sticker on the goods received
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	将到货物资放到货架上 Place the goods received onto the rack
8	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	到货物资 Goods received
	输出 Output:	物资上货架 Place the goods onto the storage rack
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	扫描货架上的二维码 Scan the QR code on the rack 货架上的二维码与到货物资二维码想对应则物资摆放正确。 Match the QR code on rack and the QR code on goods for correct placing.
9	部门角色 Dept./Role:::	五金材料科 Hardware materials section

	输入 Input:	货架二维码 QR code on rack
	输出 Output:	物资存放是否正确 Whether the goods is correctly placed
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	把物资留在货架上 Leave goods on storage rack
10	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	物资存放正确 Correct storage of goods
	输出 Output:	物资留在货架上 Leave goods on storage rack
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	检查物料编码和物资类别对应原则 Match the code and type of the goods
11	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	物料编码和物资类别 Material code and material type
	输出 Output:	物料和物资类别对应结论 Result of matching between the code and type of goods
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	手工调整存放位置 Adjust the storage place by manual 若仓管员将物资放错位置，则手工将物资放入正确位置。 If stored at wrong place, it will be corrected by manual.
12	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	到货物资 Goods received
	输出 Output:	将物资放入正确的货架上 Place the goods onto correct storage rack
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	扫描领料单上的二维码，显示需领物资的存放位置 Scan the QR code on the goods issue voucher to show the place the goods stored
13	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	领料单二维码 QR code on goods issue voucher
	输出 Output:	需领物资存放位置 Storage place of the goods for issue
	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

无

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

现状 As-Is：各物资存按大类划定区域，未细化到每一种物料放特定存放位置；领料单手工填写且未填写物料编码。 Roughly divide the storage areas only but not for each type of material specifically. The goods issue voucher is filled by manual without material code.

将来 To-Be：每一种物料设置特定存放位置；系统填写领料单，扫描领料单二维码，显示需领物料的存放位置；扫描货架二维码和物资二维码即可识别存放位置是否正确。 Each type of material would have a specific storage place. The goods issue voucher would be filled on system. Scan the QR code on the goods issue voucher to show the corresponding storage place. Scan the QR code on storage rack and the QR code on goods to check whether it is correctly placed.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

10. 附录 Appendix