



东亚糖业 PPP 项目  
EAS PPP Project



流程文档  
Process Document

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Process Name :	<i>Return to vendor Process</i> (退货流程)
Process ID	<i>EAS_BP_Plant_06_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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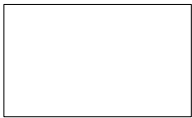

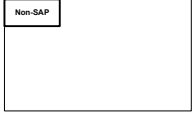
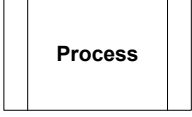
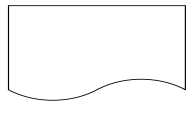
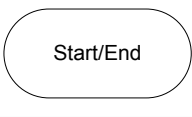
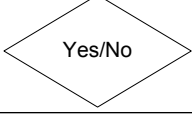
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## 1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			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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	<b>跨页连接</b> <b>Page Connector</b>
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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

- 东亚糖业集团退货流程适用于所有采购物资退货  
EAS “Return to Vendor Process” is applicable to the return of all materials purchased.
- 五金材料科提出退货申请，采购部根据外观检验结论与供应商协商退货事宜，确认退货后根据是否已付款、是否已发票校验等情况，执行由采购部与供应商协商退款并确定收到退款、财会科冲销发票等操作后，五金材料科再进行退货处理；  
With the application for goods return proposed by the hardware materials section, the purchasing department shall negotiate with the supplier on the goods return based on the appearance inspection result. Once the return agreed, the purchasing department shall negotiation with the supplier about the refund according to the situation whether it has been paid and whether the invoice has been verified. In receipt of the refund and after the invoice write-off by the finance & accounting section, the hardware materials section shall proceed goods return.
- 采购退货处理方式 Methods of goods return:
  - 1, 在付款前退货 Return prior to payment:  
如果已经做了发票校验，需要取消发票校验。  
If invoice has been verified, the invoice verification should be cancelled.
  - 2, 已经付款 Payment already made
    - A, 需要在系统中开立退货采购订单，该退货订单可以不用参考采购申请；  
Need to establish a return order on the system, which is not subject to the purchase order approval process.
    - B, 退货订单与采购订单采用同样的订单类型，用退货标志位来区分；  
The return order can use the same template for purchase order, which should be marked with “return”.
    - C, 退货订单需要审批，审批方式跟采购订单保持一致；  
The return order needs to be approved in line with the approval process for purchase order.
    - D, 可通过 SAP 采购订单中的历史记录来跟踪退货和红字发票校验状况。  
The goods return and the special red-letter invoice verification can be tracked through the records on SAP.

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### 3.3 业务效益 Business Benefit

- 五金材料科提出退货申请，并在最后进行退货确认操作，确保库存的准确性；  
The hardware materials section shall propose the request for goods return and proceed the return confirmation in the end in order to guarantee the accuracy of the inventory.
- 财会科进行发票检验并冲销，确保系统财务凭证流的一致、准确性；  
The finance & accounting department shall verify and write off the invoice in order to guarantee the consistency and accuracy of the financial vouchers in system.

## 4. 流程图 Visio Process Workflow



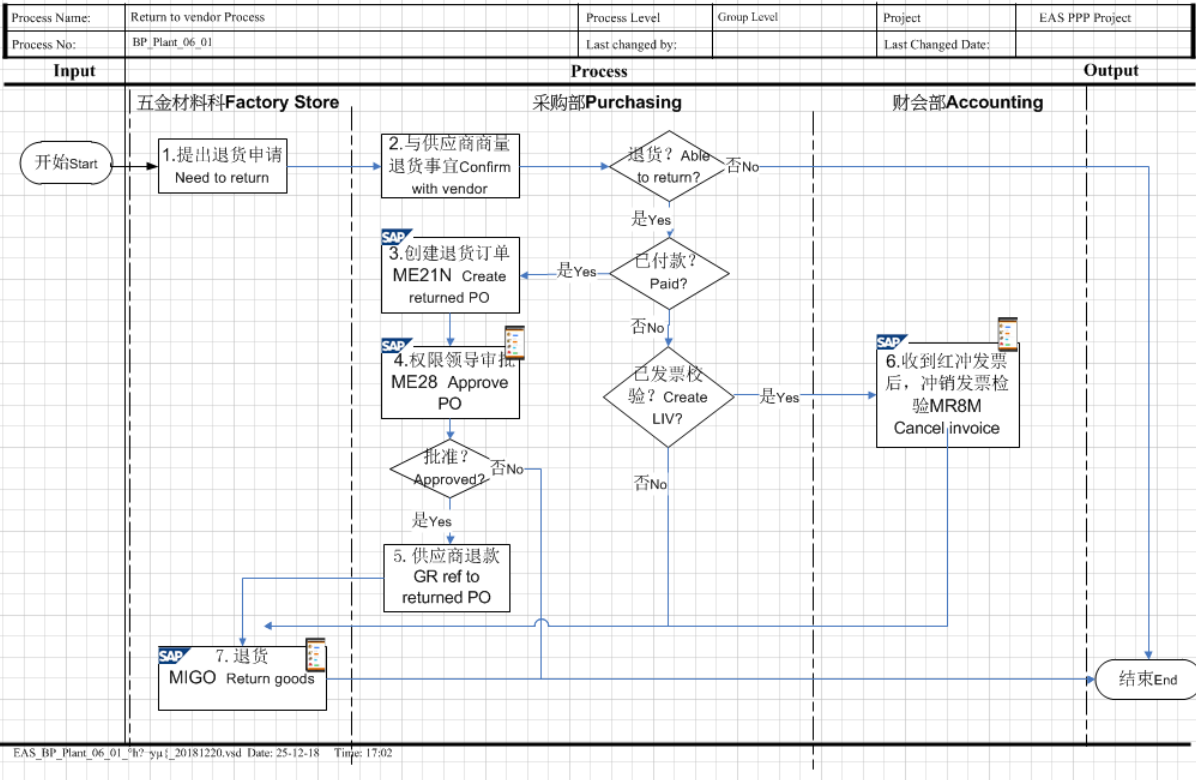
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### 5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	提出退货申请 Propose request for goods return 五金材料科根据外观验收结论提出退货申请 Goods return proposed by the hardware materials section based on the appearance inspection result
1	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	外观验收结论 Appearance inspection result
	输出 Output:	退货申请信息 Info of request for goods return
	Tcode:	
	Process ID:	



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步骤 Step:	描述 Description:	与供应商协商退货事宜 Negotiate with suppliers on goods return 采购部根据外观验收结论与供应商协商退货事宜 Goods return should be negotiated by and between the purchasing department and the supplier based on the appearance inspection result
2	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	外观验收结论 Appearance inspection result
	输出 Output:	确认如何退货 Confirm how to return the goods
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	创建退货订单 Creat return order 已经付款或系统中无原始采购订单的退货申请，采购部需在 SAP 系统生成退货订单（该退货订单可以不用参考采购申请） For the goods already paid or without original PO in system, the purchasing department needs to generate return order on SAP (the return order is not subject to the purchase order approval process)
3	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	采购单号或直接录入退货物料、单价、数量等信息 PO number or the info of goods returned, unit price, quantity and etc.
	输出 Output:	退货订单 Return order
	Tcode:	ME21N
	Process ID:	
步骤 Step:	描述 Description:	审批 Approval 权限领导在 SAP 系统审批退货订单 Examine and approve return order on SAP by authorized leader
4	部门角色 Dept./Role:::	权限领导 Authorized leader 1.采购部订单：采购部经理审批； Purchase order: to be approved by the purchasing manager; 2.工厂本地采购：1000 元以内一级审批，由工厂总经理审批；1000 元（含）以上两级审批：工厂总经理审批后，采购部经理审批（不含税价）； Local purchase by factory: if not exceeding RMB1,000, to be approved by higher one level, namely the factory MD and; if exceeding (including) RMB1,000, to be approved by higher two levels, namely the factory MD and then the purchasing manager (tax-excluded price) ; 3.总部本地采购：一级审批，人力资源运行部经理审批； Local purchase by head office: to be approved by higher one level, namely the HR operation manager
	输入 Input:	退货订单号 Return order number



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	输出 Output:	审批的退货订单 Return order approved
	Tcode:	ME28
	Process ID:	
步骤 Step:	描述 Description:	供应商退款 Refund by supplier 要求供应商根据退货订单进行退款 Require the supplier to refund according to the return order
5	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	退货订单号 Return order number
	输出 Output:	应收金额到账 Amount of receivable paid
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	收到红冲发票后,冲销发票校验 Writ off the invoice verification in receipt of the special red-letter invoice 财会科收到供应商红冲发票后, 在 SAP 系统冲销发票检验 The finance & accounting section will writ off the invoice verification on SAP in receipt of the red-letter invoice
6	部门角色 Dept./Role:::	财会科 Finance & accounting section
	输入 Input:	发票校验凭证 Voucher of invoice verification
	输出 Output:	系统发票被冲销并生成冲销凭证 Write off invoice and generate related voucher on system
	Tcode:	MR8M
	Process ID:	
步骤 Step:	描述 Description:	退货 Goods return 五金材料科在 SAP 系统进行退货操作 Handle goods return on SAP by the hardware materials section
7	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	退货物料、数量等信息 Goods returned, quantity and etc.
	输出 Output:	退货凭证 Goods return voucher
	Tcode:	MIGO
	Process ID:	

6. 报表/表单 Report/Form List

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

**7. 接口 Interface**

无

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

现状 As-Is: 未开发票, 直接退货, 系统做退货操作; 已开票付款, 提交外观检验报告给供应商, 退款。Return goods on system directly if not invoiced. Provide appearance inspection report to supplier for refund if invoiced.

将来 To-Be: 未付款前可以冲销发票校验; 对于已付款, 则需要创建退货订单来做退货。Writ off the invoice if not paid. Create return order for return handling if paid.

**9. 参考文档 Other Reference Document**

No.	Name	Description	Hyperlink

**10. 附录 Appendix**