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

流程文档
Process Document

Created by:	谢仙云	Date:	2018/12/20	Page / of pages:	1/10

Process Name :	*Goods Issue for internal use Process(*内部领用管理流程*)*
Process ID	*EAS_BP_Plant_07_01*

Status: ☐n Process ■ Completed

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

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 4
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 9
9. 参考文档 Other Reference Document 9
10. 附录 Appendix 9

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

东亚糖业集团内部领用管理流程适用于所有库存管理物资的领用管理

EAS "Goods Issue for Internal Use Process" is applicable to the issue management of all materials in stock.

领料分两种情况，第 1 种，领料单位在系统检查是否有领料权限，检查本单位预算余额和需领物资的库存数量，系统填写领料单，同时占用库存量。经权限领导审批后，五金材料科领料审批单预留物资并做系统出库。第 2 种情况，由 PM 单生成的领料单，五金材料科领料审批单预留物资并做系统出库。机器人送货到领料单位或领料单位派人到仓库领料；领料单位在系统确认收货。

There might be two cases for goods issue. Firstly, the user shall check whether it has the authority, whether there is balance in the department budget and whether there is enough stock on system, and then fill in the voucher of goods issue on system, which occupies the inventory in the meantime. With the authorized leader's approval, the hardware materials section reserves the materials and conduct store-out on system. Secondly, the voucher of goods issue is generated based on PM, and then the hardware materials section reserves the materials and conduct store-out on system. Use robot to send materials to the user or the user send people to the warehouse for the materials. The user confirms the receipt of goods on system.

若库存物料数量低于领料单位需求量，则进入请购流程，MRP 管理的物资自动采购，库存池管理的物资由有权限的公司做请购。

In case the quantity of the materials in stock cannot meet the user's demand, the purchase request process would be triggered. The materials managed based MRP will be purchased automatically. The materials managed based on stock pooling shall be purchased by the company with related authority.

预算不足则需调整预算。

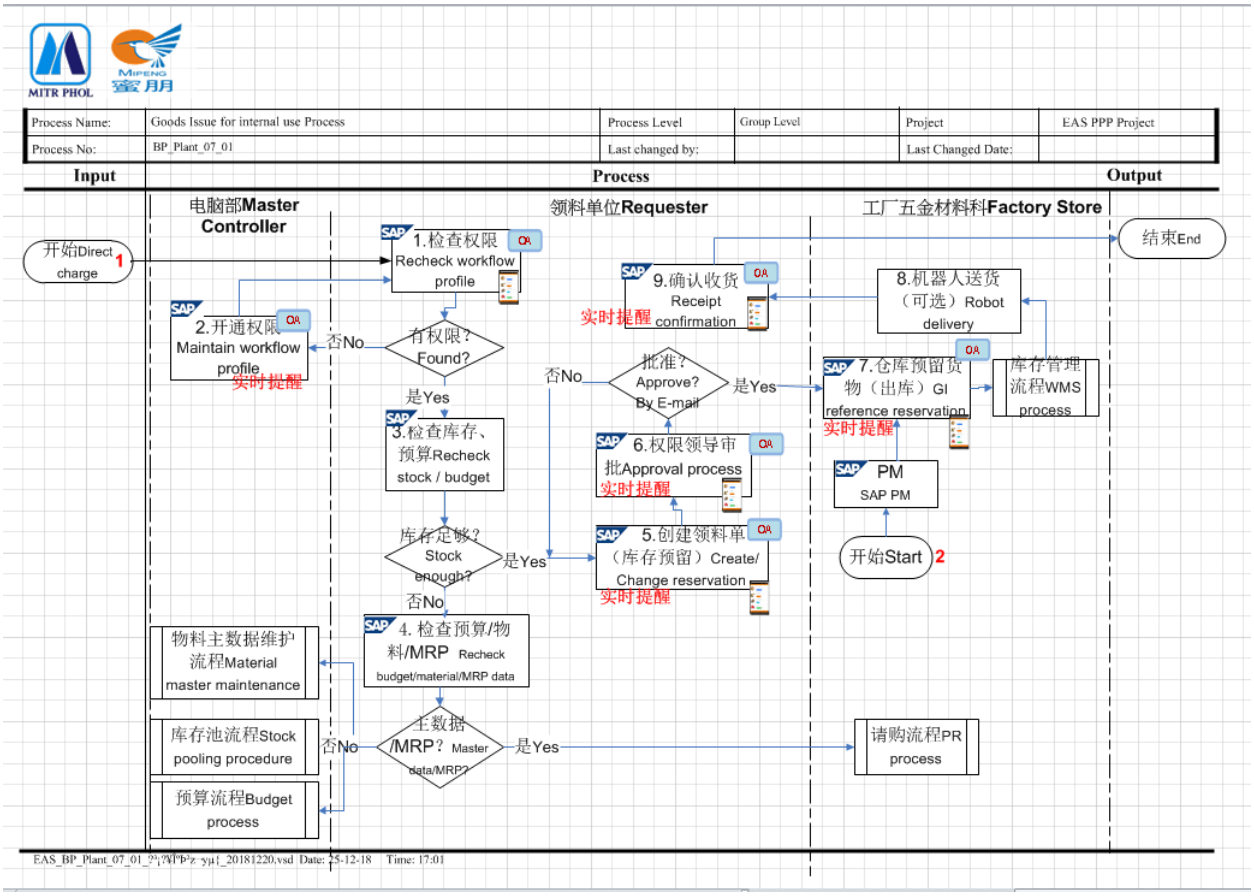
Related budget needs to be adjusted if insufficient.

3.3 业务效益 Business Benefit

- 根据领料审批单进行发料，严格控制成本，不允许超预算；无领料审批单不许领料。
  The goods shall be issued based on related approval. For the sake of strict cost control, the goods issued shall not exceed the budget. Goods issue without approval is not allowed.
- MP 单完成审批后自动生成领料单，提高工作效率。
  Voucher of goods issue will be generated automatically once MP approved to increase efficiency.

- 轻便物资由机器人送货，减少领料单位的工作量。
  Light materials can be hauled by robot to reduce the work of the user.
- 入库凭证为财会科提供物料凭证，为核算提供依据。
  The store-in voucher can be used as basis for accounting computation.

4. 流程图 Visio Process Workflow



5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	检查权限 Check authority limit 申请人检查领用权限。The user shall check related authority limit
1	部门角色 Dept./Role:::	各领料单位 User departments
	输入 Input:	申请人信息 Requester info
	输出 Output:	申请可行性 Practicability
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	开通领料权限 Request for access to the materials required
2	部门角色 Dept./Role:::	电脑部 IT department
	输入 Input:	申请人信息 Requester info

	输出 Output:	开通权限 Access permitted
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	检查库存、预算 Check on inventory and budget
3	部门角色 Dept./Role:::	各领料单位 User departments
	输入 Input:	系统查询需领物资库存数量、本单位相应预算余额 Check the quantity of the stock and the balance of the department budget on system
	输出 Output:	库存数量、预算是否充足。The stock and budget are enough or not
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	检查物料/预算/MRP Check on materials/budget/MRP 检查需领物料是否有对应的物料编码、MRP 管理、库存池管理，预算是否足够出库需领物资。 Check whether there is corresponding material code, MRP management, stock pooling management, and whether there is insufficient budget
4	部门角色 Dept./Role:::	各领料单位 User departments
	输入 Input:	需领物资信息、本单位相应预算余额 Info of material required and balance of the department budget
	输出 Output:	需领物资管理类别，预算是否充足。 Management type of the material required, whether the budget is enough
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	创建领料单 Create voucher of goods issue SAP 创建领料单 Create voucher of goods issue on SAP
5	部门角色 Dept./Role:::	各领料单位 User departments
	输入 Input:	物料、数量等信息 Material required, quantity and etc.
	输出 Output:	领料单 Voucher of goods issue
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	权限领导审批 Approved by authorized leader 科长、工段长或者经理助理 SAP 或 OA 审批，审批完成后流转到五金材料科权限人员账户。 Approved by section head, station head or manager assistant on SAP or OA, and then flowed to the authorized person of the hardware materials section

6	部门角色 Dept./Role:::	领料单位 User department
	输入 Input:	领料单 Voucher of goods issue
	输出 Output:	审批后的领料单 Voucher of goods issue approved
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	仓库预留货物 Materials reserved by the warehouse 仓库根据流转过来的领料单预留需领物资，并做系统出库。 The warehouse shall reserve the materials required according to the voucher of goods issue and conduct store-out on system
7	部门角色 Dept./Role:::	五金材料科仓管员 Hardware store keeper
	输入 Input:	审批后的领料单 Voucher of goods issue approved
	输出 Output:	需领物资系统出库。 Store-out of materials required
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	机器人送货（可选） Delivery by robot (optional) 机器人运载范围内的物资由机器人送，超出范围由领料单位安排人员到仓库领取。 Delivered by robot within reach or; picked up by the user department out of reach
8	部门角色 Dept./Role:::	五金材料科/各领料单位 Hardware materials section/user departments
	输入 Input:	需领物资 Materials requested
	输出 Output:	领回工段/科室 User section
	Tcode:	
	Process ID:	
步骤 Step：	描述 Description：	确认收货 Receipt confirmation 领料单位在收到需领物资后在 SAP 或 OA 在收货确认。 The user department shall make receipt confirmation on SAP or OA if received
9	部门角色 Dept./Role:::	各领料单位 User departments
	输入 Input:	收到货物 Goods received
	输出 Output:	确认收到 Receipt confirmation
	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：所有库存物资领用都填手工领料单；所有材料需工段安排人到仓库领用；材料凭领料审批单进行领料，控制好预算；领料凭证需人工导入总账。 The voucher of goods issue for all materials in stock needs to be filled by manual. All materials need to be pick up by people assigned by the user department. Goods issue is subject to related approval for budget control. The voucher of goods issue needs to be put into the general ledger by manual.

将来 To-Be：线上领料单，线上审批，PM 单审批完成后自动生成领料单；机器人送轻便物资上门；凭领料审批单在 SAP 系统中录入领料信息，预算不够无法领料；领料凭证自动导入总账。 Generate the voucher of goods issue automatically on line once PM approved. Light materials can be delivered by robot. Input info into SAP based on the voucher of goods issue, hence goods cannot be issued in case of insufficient budget. The voucher of goods issue can be put into the general account automatically.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

10. 附录 Appendix