



东亚糖业 PPP 项目
EAS PPP Project




流程文档
Process Document

Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	1/9
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Process Name :	<i>Maintain Master Data – Equipment(EQ) (主数据维护-设备)</i>
Process ID	<i>EAS_BP_Plant_11_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:	黄俊植	Date:	2018/12/21	Page / of pages:	2/9

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	7
7.	接口 Interface.....	7
8.	差异分析与转变管理 Fit Gap and Transformation	7
9.	参考文档 Other Reference Document.....	7
10.	附录 Appendix.....	7

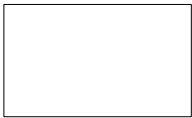

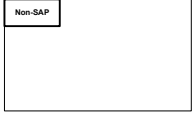
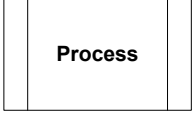
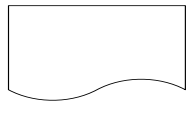
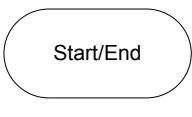
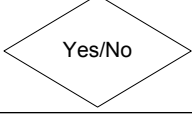
		东亚糖业 PPP 项目 EAS PPP Project			
流程文档 Process Document					
Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	3/9

1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			黄俊植

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

		东亚糖业 PPP 项目 EAS PPP Project			
流程文档 Process Document					
Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	4/9

	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

程说明
Process

Introduction

业务部门提出申请创建/更新主数据-设备。

经权限领导审批同意，由工程师中心/生产维修/TPM 中心扫二维码或手工将设备信息输入系统。

属于固定资产则又会计部门走资产流程。

The business department shall apply to create/update the master data – equipment.

With the approval by the authorized leader, the engineer center/production maintenance/TPM center shall input the equipment info into the system by scanning the QR code or by manual.

If regarded as fixed assets, the accounting department shall process according to the assets management regulation.

3.3 业务效益 Business Benefit

- 业务部门根据实际需要创建或更新设备主数据信息，保持设备信息最新

The business department shall create or update the master data – equipment according to the actual needs so as to keep related info updated.

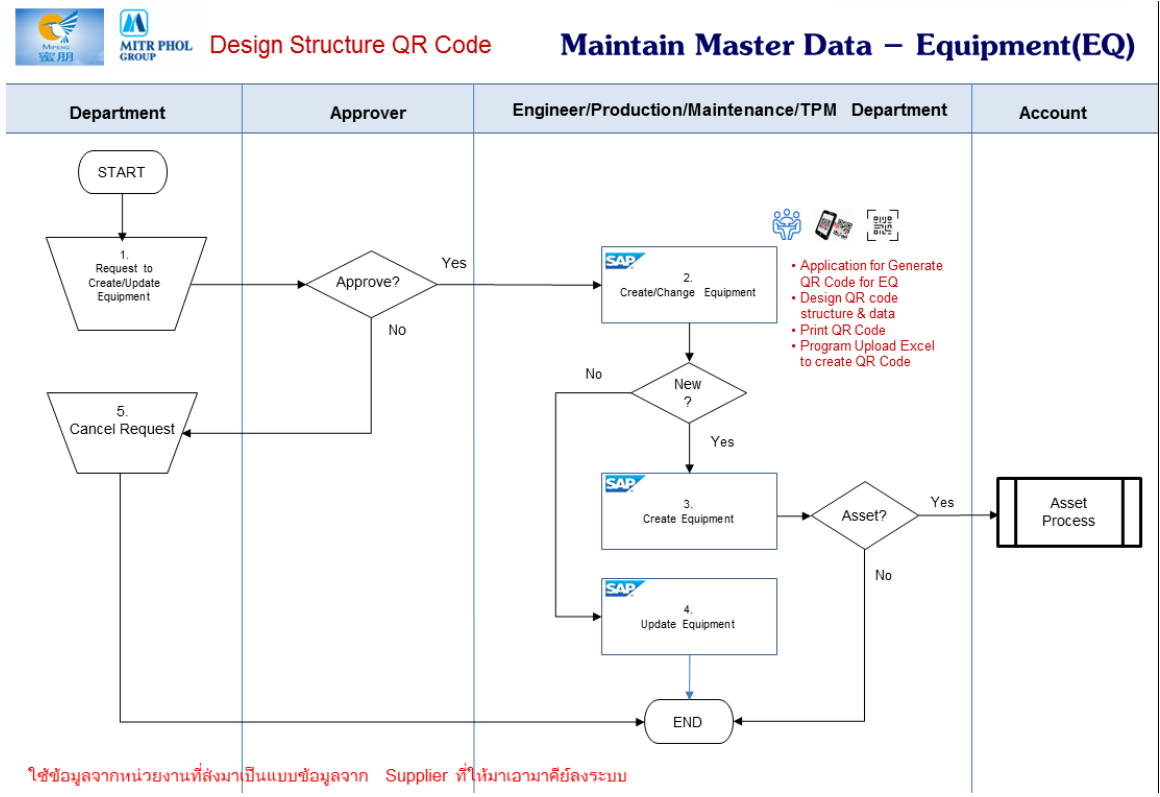
- 技术部门/生产维修/TPM 中心利用二维码扫描自动将设备信息导入系统或手工输入系统，及时更新设备信息，确保后续业务数据的准确性。

The departments of technology/production maintenance/TPM shall input the equipment info into the system by QR code scan or by manual to update equipment info timely, ensuring the follow-up business data accurate.

- 设备信息输入系统后能生产二维码，便于后续业务流程操作，实现自动化。

Generate QR code by input of equipment info into the system, helpful for follow-up operations and the realization of automation.

4. 流程图 Visio Process Workflow



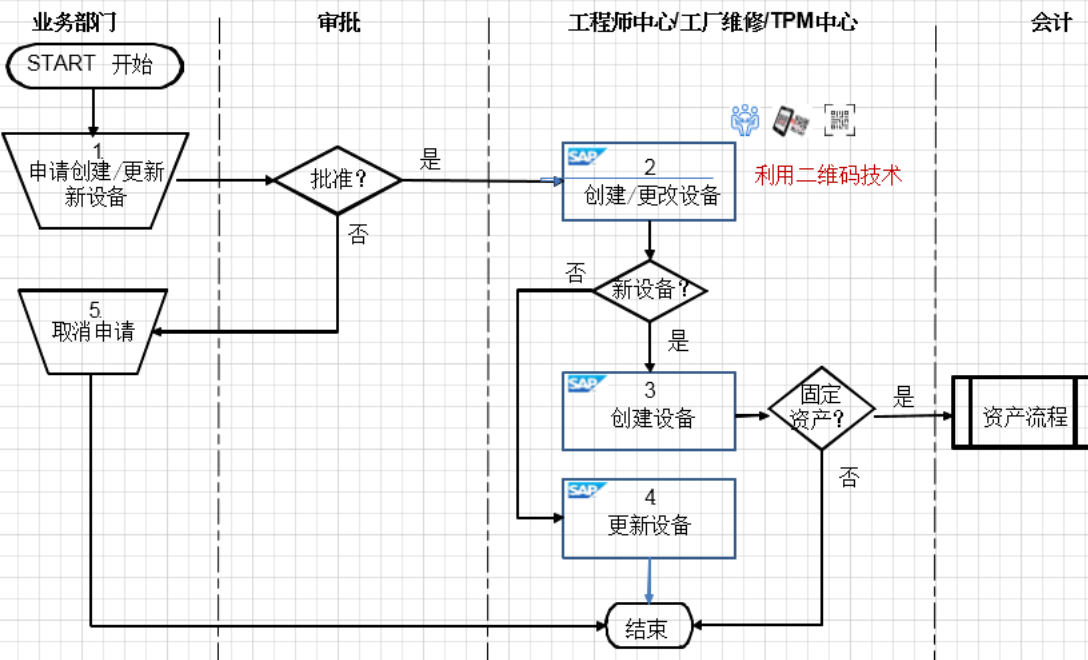


流程文档
Process Document

Created by: 黄俊植 Date: 2018/12/21 Page / of pages: 6/9



Process Name:	Maintain Master Data - Equipment(EQ) (主数据维护-设备)	Process Level:	Group Level:	Project:	EAS PPP Project
Process No:	BP_Plant_11_01	Last changed by:		Last Changed Date:	
Input		Process			Output



EAS_BP_Plant_11_01_主数据维护-设备流程 Date: 21-12-2018

5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	申请创建或更新设备数据 Request creating or updating master data -equipment
1	部门角色 Dept./Role:::	业务部门 Business department
	输入 Input:	业务部门申请创建或更新新设备数据 Request for creating or updating the master data for new equipment by the business department
	输出 Output:	申请信息 Request info
	Tcode:	
	Process ID:	



东亚糖业 PPP 项目
EAS PPP Project




流程文档

Process Document

Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	7/9
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步骤 Step:	描述 Description:	经权限领导审批后, 创建/更新设备主数据 With the authorized leader's approval, create/update master data – equipment
2	部门角色 Dept./Role:::	工程师中心/生产维修/TPM 中心 Engineer center/production maintenance/TPM center
	输入 Input:	在 SAP 上进行创建/更新设备主数据, 可通过扫二维码 Create/update master data – equipment on SAP by QR code scan
	输出 Output:	判断是否新设备 Decide whether it is new equipment
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	创建新设备主数据 Create master data for new equipment
3	部门角色 Dept./Role:::	工程师中心/生产维系/TPM 中心 Engineer center/production maintenance/TPM center
	输入 Input:	在 SAP 上进行创建新设备主数据, 可通过扫二维码 Create master data for new equipment on SAP by QR code scan
	输出 Output:	创建新设备主数据, 同时判断是够固定资产: 是则走资产流程 Create master data for new equipment and decide whether it is fixed assets. If being fixed assets, it shall be subject to the assets management regulation.
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	审核部门审批更新完善旧设备主数据 Examine and approve to update or improve the master data for old equipment by the verifying department
4	部门角色 Dept./Role:::	工程师中心/生产维系/TPM 中心 Engineer center/production maintenance/TPM center
	输入 Input:	在 SAP 上进行更新完善旧设备主数据 Update or improve the master data for old equipment on SAP
	输出 Output:	更新旧设备主数据 Update the master data for old equipment
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	提出创建/更新设备主数据, 审批未通过 Request for creating/updating master data – equipment is not approved
5	部门角色 Dept./Role:::	权限领导 Authorized leader
	输入 Input:	驳回请求 Request rejected
	输出 Output:	申请终止 Request terminated
	Tcode:	

		东亚糖业 PPP 项目 EAS PPP Project			
流程文档 Process Document					
Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	8/9

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: 现有 PM 设备主数据不完整。The existing PM master data – equipment in incomplete.

将来 To-Be: 完善设备主数据，为下一步业务流程提供最基础准确的数据信息，保证流程顺畅。Improve the master data – equipment in order to provide basic and accurate data for the business process followed.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	9/9
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10. 附录 Appendix