



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:	1/10
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Process Name :	<i>Preventive Maintenance Process-Order (预防性维修订单流程)</i>
Process ID	<i>EAS_BP_Plant_17_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>

	<b>东亚糖业 PPP 项目</b> <b>EAS PPP Project</b>				
<b>流程文档</b> <b>Process Document</b>					
Created by:	黄俊植	Date:	2018/12/21	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 .....	7
7.	接口 Interface.....	7
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.....	8



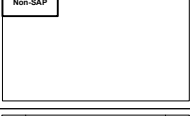
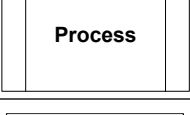
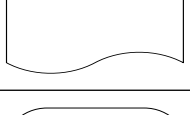
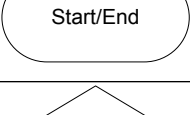
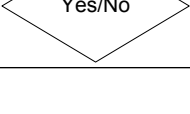
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<b>流程文档</b> <b>Process Document</b>					
Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	3/10


## 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

		<b>东亚糖业 PPP 项目</b> <b>EAS PPP Project</b>			
<b>流程文档</b> <b>Process Document</b>					
Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	4/10

	<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

- 工厂维修部门权限根据移动端应用程序查看到预防性维修通知并进行审批，通过邮件获得批准按计划实施，创建由维修计划预防性维修订单，并可利用移动端查看维修订单；  
The maintenance department's authorized leader can check the preventive maintenance notice and approve, and then the maintenance can be implemented according to the schedule with approval by emailing. Create preventive maintenance order and check the maintenance order on APP.
- 维修部门权限领导利用应用程序对维修工作中心发布维修任务，确定是否为外包维修：（1）如是外包维修，则在移动端创建采购申请，同时连接系统执行请购/采购流程。（2）如定为内部维修，则在 SAP 系统上检查有无备品配件库存：如无库存则在 SAP 系统上创建采购申请，执行请购/采购流程；如有库存，则可利用移动端在系统上检查库存量，并进行配件预定，库存够则进行发货流程；  
The authorized leader of the maintenance department shall send the maintenance task to the maintenance work center through APP, and determine whether the maintenance shall be outsourced:  
(1) If outsourcing required, create purchase request on APP and connect the system to implement purchase request/purchase process.  
(2) If maintained internally, check whether there are spare parts in stock on SAP. In the event of no stock, create purchase request on SAP and follow purchase request/purchase process. If there is stock, check on APP the stock quantity first and make spare parts reservation or; implement goods delivery process in the event of enough stock.
- 执行维修工作：工作组领取备品备件后执行维修任务，维修完成后进入确认流程。  
Implement maintenance: the work group shall commence maintenance task after acquiring spare parts, and proceed confirmation process once maintenance completed.

以上步骤充分利用移动端在 SAP 系统上操作。

Make good use of APP to complete the above operations on SAP.

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<b>流程文档</b> <b>Process Document</b>				
Created by:	黄俊植	Date:	2018/12/21	Page / of pages: 5/10

### 3.3 业务效益 Business Benefit

- 充分利用移动端在 SAP 系统上操作审批并分配维修工作任务，同时也可线上进行采购领料等功能，实现库存可视化及采购领料移动端操作。  
 Utilize mobile APP to implement approval process and assign maintenance task on SAP, and implement material purchase and requisition on line as well, in order to realize the visible inventory management and material requisition on APP.
- 根据系统预防性维修计划可定期对设备进行维修保养，减少设备故障，提高设备生产安全。  
 Implement equipment maintenance regularly based on preventive maintenance plan to reduce equipment breakdown and increase equipment efficiency.



东亚糖业 PPP 项目  
EAS PPP Project



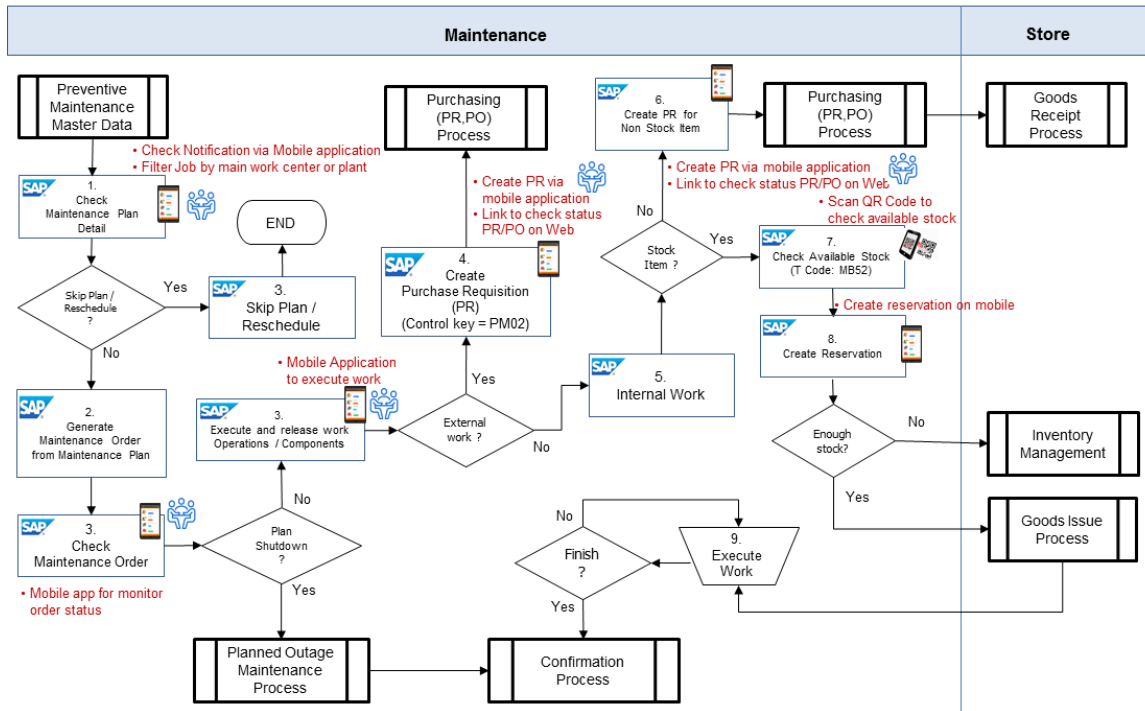
流程文档  
Process Document

Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	6/10
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4. 流程图 Visio Process Workflow



Preventive Maintenance Process-Order





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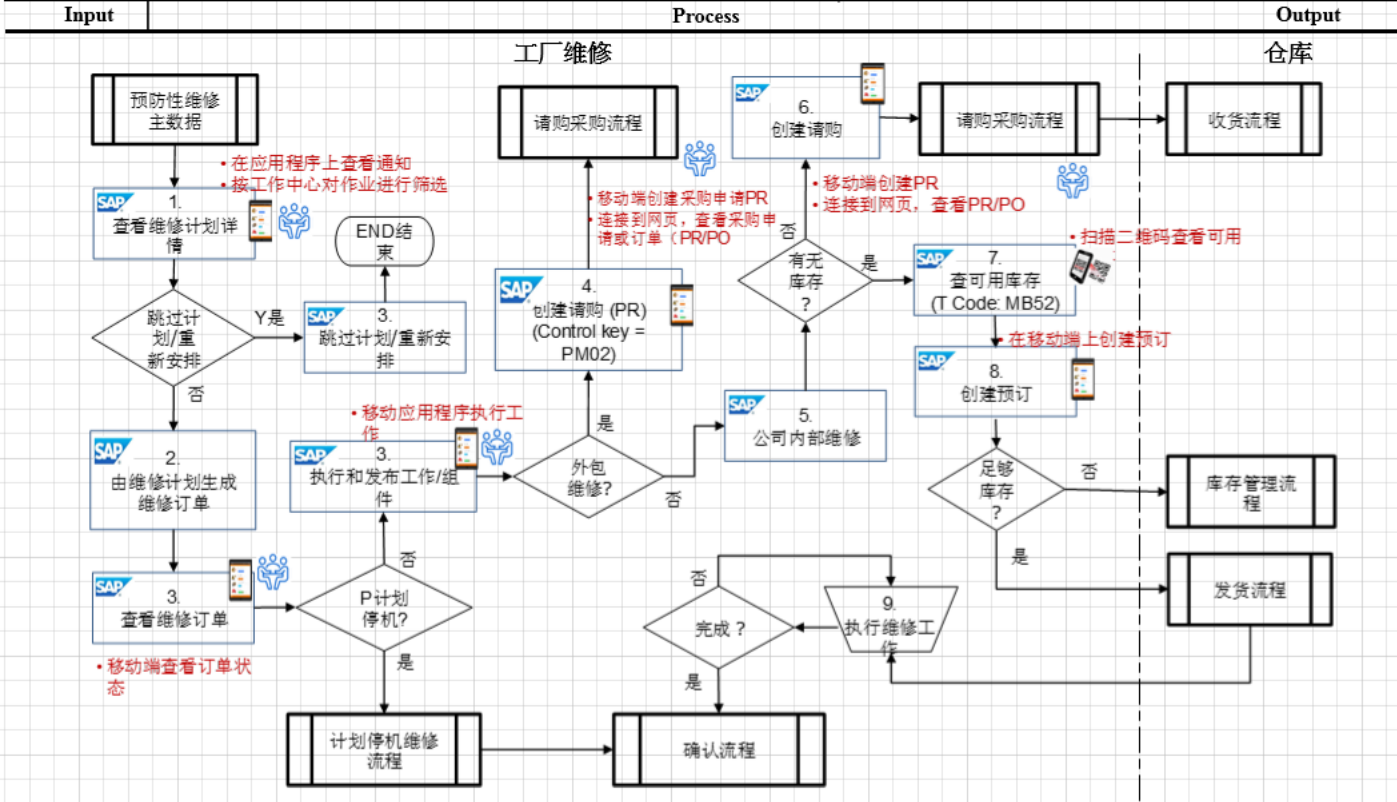
## 流程文档

## Process Document

Created by: 黄俊植      Date: 2018/12/21      Page / of pages: 7/10



Process Name:	Preventive Maintenance Process-Order预防性维修订单流程	Process Level:	Group Level:	Project:	EAS PPP Project
Process No:	BP_Plant_17_01	Last changed by:		Last Changed Date:	



EAS\_BP\_Plant\_17\_01\_预防性维修订单流程 Date: 21-12-2018

### 5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	查看预防性维修通知及审批 Check preventive maintenance notification and approval
1	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	查看及审批预防性维修通知 Check and approve preventive maintenance notification
	输出 Output:	审批结果 (是否跳过计划) Approval result (whether to skip the plan)
	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:	8/10
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	Process ID:	
步骤 Step:	描述 Description:	创建维修订单 Create maintenance order
2	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	按预防性维修计划创建维修订单 Create maintenance order based on preventive maintenance plan
	输出 Output:	维修订单 Maintenance order
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	执行分配维修工作任务 Assign maintenance task
3	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	执行分配维修工作任务 Assign maintenance task
	输出 Output:	维修任务 Maintenance task
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	判定属外包维修的, 创建采购申请/订单 Create purchase request/order if outsourcing required
4	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	创建维修采购申请 Create maintenance purchase request
	输出 Output:	采购申请单 Purchase request
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	判定属内部维修的, 检查库存情况 Check stock quantity in the circumstance of internal maintenance
5	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	确定内部维修, 检查库存 Check stock quantity in the circumstance of internal maintenance
	输出 Output:	内部维修, 检查库存命令 Internal maintenance, instruction of stock check
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	无库存, 触发创建请购, 执行请购采购流程 Trigger the creation of purchase request and move onto purchase request process in the event of no stock
6	部门角色 Dept./Role:::	材料计划员/五金材料科 Materials planner/hardware materials section
	输入 Input:	创建请购操作 Create purchase request
	输出 Output:	采购申请单 Purchase request
	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:	9/10
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	Process ID:	
步骤 Step:	描述 Description:	扫码查看可用库存量 Check stock available by QR code scan
7	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	扫描查库存操作 Stock check by QR code scan
	输出 Output:	库存结果 Result of stock check
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	创建备品配件预定单 Create spare parts reservation order
8	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	创建备品配件预定单 Create spare parts reservation order
	输出 Output:	备品配件预定单 Spare parts reservation order
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	领料后执行维修工作 Implement maintenance work after acquiring materials
9	部门角色 Dept./Role:::	生产维修部 Production maintenance department
	输入 Input:	执行维修任务 Carry out maintenance task
	输出 Output:	维修完成，进入确认流程 Move onto confirmation process once maintenance completed
	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

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Created by:	黄俊植	Date:	2018/12/21	Page / of pages:	10/10

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

现状 As-Is: 预防性维修任务未上线发布, 无法利用移动端进行创建采购申请, 库存未可视化, 领料无法线上执行。 Unable to create purchase request on APP without the function of online notification of preventive maintenance task. Visible inventory management cannot be realized, and material requisition cannot be implemented on line.

将来 To-Be: 充分利用移动端在 SAP 系统上操作审批并分配维修工作任务, 同时也可线上进行采购、领料等功能, 实现库存可视化及采购领料移动端操作。 Utilize mobile to approve and assign maintenance task on SAP. Implement purchase, material requisition etc. on line. Realize visible inventory management and material requisition through mobile.

### 9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

### 10. 附录 Appendix