



东亚糖业 PPP 项目
EAS PPP Project




流程文档
Process Document

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Process Name :	<i>Vendor Master Maintenance (供应商主数据流程)</i>
Process ID	<i>EAS_BP_PPP_Purchase_01_01</i>

Status: <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed	
确认人 Reviewed by:	审批人 Approved by :

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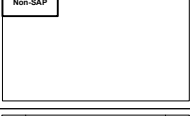
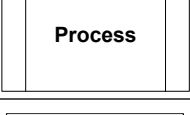
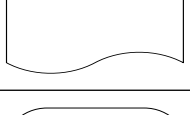
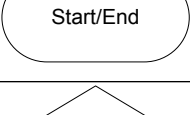
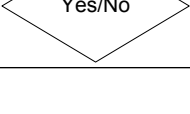
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1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			曾敏

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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	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

3.2 流

程说明
Process

Introduction

供应商管理流程适用于广西南宁东亚糖业集团采购供应商的新增、修改、评审等管理。供应商通过广西南宁东亚糖业集团网站进行注册申请，审核通过后，录入 SAP 系统供应商主数据。



供应商到期的信息会自动提醒更新，供应商的评价信息在网站上显示。

The supplier management process is applicable to the increase, revision and appraisal of EAS's suppliers. Supplier can submit application for registration on the website of EAS, and will be input into SAP for supplier master data after examination and approval.

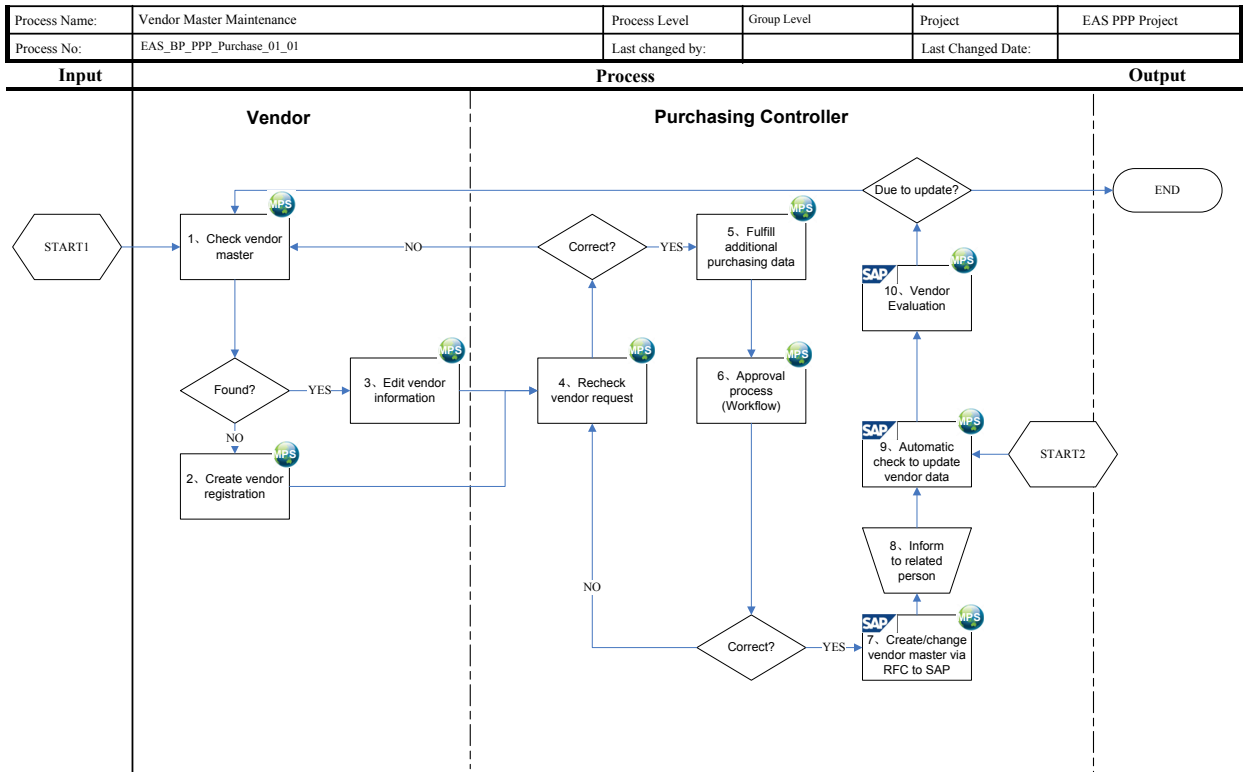
Update will be reminded at the expiry of supplier info. The evaluation on supplier will be shown on the website.

3.3 业务效益 Business Benefit

- 广泛收集供应商信息，并对合格供应商进行管理，招投标信息公开透明，增加供应商竞争力度，降低采购成本。
Collect supplier info from a wide range of sources and manage the qualified suppliers. Make bidding more transparent to increase the competition among suppliers and reduce purchasing cost.

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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:	供应商在东亚信息网上查询自身信息 Supplier search the info of its own on EAS website
1	部门角色 Dept./Role:::	供应商 Supplier
	输入 Input:	供应商名称、开户银行、账号等信息 Supplier's name, deposit bank, bank account etc.
	输出 Output:	是否已在东亚信息网上注册过 Whether already registered on EAS website
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	还没有注册过东亚信息网的供应商根据要求申请填写注册信息 Supplier fill in registration info in the event of no registration yet
2	部门角色 Dept./Role:::	供应商 Supplier
	输入 Input:	供应商基本信息 Supplier basic info
	输出 Output:	注册申请 Application for registration
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	已在东亚信息网上注册的供应商，可以编辑自身信息 Supplier who already registered on EAS website can edit the info of its own
3	部门角色 Dept./Role:::	供应商 Supplier
	输入 Input:	需要修改的供应商信息 Supplier info needing revision
	输出 Output:	新的供应商信息 New supplier info
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	检查供应商的注册或修改信息申请 Examine suppliers' registration or info revision application
4	部门角色 Dept./Role:::	采购审核员 Auditor of the purchasing department
	输入 Input:	供应商信息 Supplier info
	输出 Output:	同意或不同意 Agree or not
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	通过检查的供应商数据，由采购审核员补充完整提交相关部门审核 For the supplier data passing examination, the purchasing auditor shall make it completed and submit to related department for approval



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5	部门角色 Dept./Role:::	采购审核员 Purchasing auditor
	输入 Input:	需要修改或添加的供应商信息 Supplier info requiring of revision or supplement
	输出 Output:	完整的供应商信息 Complete supplier info
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	各相关业务部门根据工作职责审核供应商 Supplier examination by various related business departments according to their job responsibilities
6	部门角色 Dept./Role:::	相关业务部门 Related business departments
	输入 Input:	审核数据 Data examination
	输出 Output:	审核意见 Comments on examination
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	核对供应商提交的信息正确后，采购审核员将创建或修改的供应商信息通过接口传入 SAP 系统，更新系统供应商主数据 After verifying the info provided by supplier correct, the purchasing auditor inputs the supplier info created or revised into SAP to update the supplier master data.
7	部门角色 Dept./Role:::	采购部、使用部门 Purchasing department, user department
	输入 Input:	核对正确后的供应商信息 Supplier info verified correct
	输出 Output:	更新的 SAP 系统供应商主数据 Supplier master data updated on SAP
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	供应商信息更新后，通知相关人员 Notify related people once supplier info updated
8	部门角色 Dept./Role:::	采购审核员 Purchasing auditor
	输入 Input:	数据更新完成通知 Notification on data update completed
	输出 Output:	数据更新完成通知 Notification on data update completed
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	SAP 系统自动检测供应商资料是否到期，提醒供应商需要进行更新 Check automatically supplier info expires or not by SAP, and remind supplier to update
9	部门角色 Dept./Role:::	
	输入 Input:	供应商证件到期时间 Date of expiry of supplier certificates

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	输出 Output:	提示哪些供应商的什么证件到期，需要更新 Specify which certificate of the supplier expires, requiring update
	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: 供应商开发力度小，供应商资料在系统外管理，共享程度低。 Less efforts have been made on supplier development. Supplier info is managed off system, resulting in less sharing opportunity.

将来 To-Be: 网站供应商信息与 SAP 系统供应商共同组成采购供应商资源，实现系统管理供应商。 The sources of suppliers will be composed by website info and SAP info to realize supplier management on system.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink



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10. 附录 Appendix