



东亚糖业 PPP 项目
EAS PPP Project



流程文档
Process Document

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Process Name :	<i>Purchase Requisition Process (采购申请流程)</i>
Process ID	<i>EAS_BP_PPP_Purchase_02_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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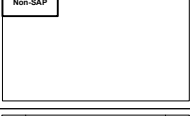
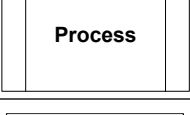
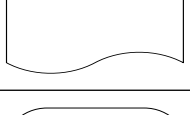
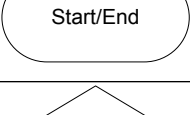
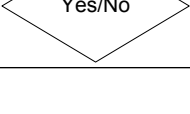
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1. 文档历史 Document History

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

采购申请流程适用于广西南宁东亚糖业集团各需求部门对货物或服务等项目的采购请求。由需求部门在 SAP 或 OA 系统提出采购请求，经权限领导审批后，提交采购部进行采购。五金材料科负责审核 MPR 系统运行出来的库存物料采购请求。每项采购申请都需要通过预算审核。

The purchase requisition process is applicable to all EAS business units in demands for goods or services, on which related purchase request is based.



The demanding department shall submit purchase requisition on SAP or OA, and the purchasing department shall carry out purchase with the authorized leader's approval.

The hardware materials section shall be responsible for verifying the request of stock materials' purchase generated on MPR.

Each purchase requisition shall get through budgeting verification.

3.3 业务效益 Business Benefit

- 部分库存物资由 MRP 系统自动运行创建采购申请，减少工作量。
The purchase requisition for some materials can be created automatically by MRP, helpful to reduce work amount.
- 增加在 SAP 系统外审批采购申请，提高审批效率。
The purchase request can be approved out of SAP, helpful to improve approval efficiency.

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4. 流程图 Visio Process Workflow



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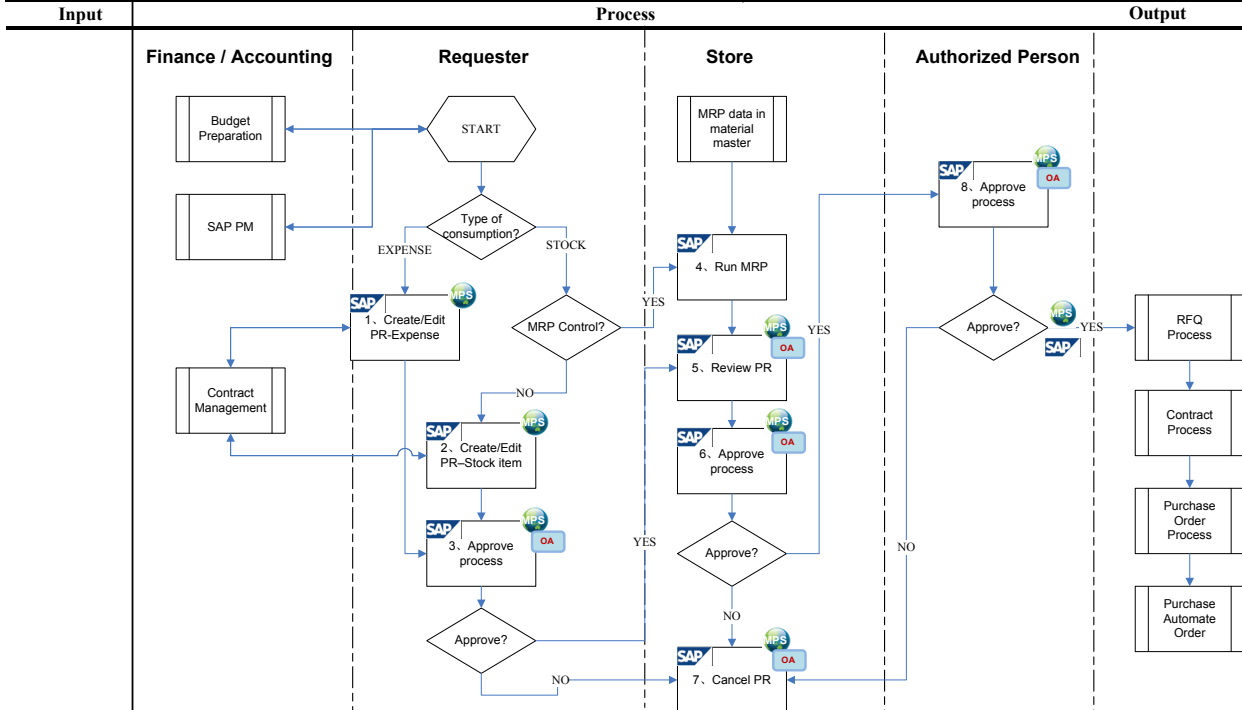
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Process Name:	Purchase Requisition Process	Process Level:	Group Level:	Project:	EAS PPP Project
Process No.:	EAS_BP_PPP_Purchase_03_01	Last changed by:		Last Changed Date:	



VisioDocument Date: 26-12-18 Time: 15:19

5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	创建服务费用类采购申请单 Create requisition for service or expense-based purchase
1	部门角色 Dept./Role:::	申请部门 Requesting department
	输入 Input:	需求内容、预算金额等信息 Demand details, budget amount etc.
	输出 Output:	采购申请单, 预算不足则无法生成采购申请单 Purchase requisition, unable to generate purchase requisition in the circumstance of insufficient budget
	Tcode:	
	Process ID:	



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步骤 Step:	描述 Description:	非 MRP 系统产生的库存类物资由需求部门在 SAP 系统进行申请 The stock materials not generated by MRP shall be requested on SAP
2	部门角色 Dept./Role:::	需求部门 Demanding department
	输入 Input:	物料编码、数量、金额等信息 Material code, QTY, AMT etc.
	输出 Output:	采购申请单, 预算不足则无法生成采购申请单 Purchase requisition, unable to generate purchase requisition in the circumstance of insufficient budget
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	预算足够的采购申请单, 可以提交权限领导审批 The purchase requisition with enough budget can be submitted to authorized leader for approval
3	部门角色 Dept./Role:::	权限领导 Authorized leader
	输入 Input:	审批意见 Approval comments
	输出 Output:	审批结果 Approval result
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	MRP 物料清单上的库存类物料采购申请, 需要运行 MRP 后自动产生 For the stock materials on MRP list, related purchase requisition will be generated automatically through MRP
4	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	库存物料的最大/最小值 Maximum/minimum material stock
	输出 Output:	采购申请单 Purchase requisition
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	系统自动检查采购申请的物料、数量信息 The material info and quantity of the purchase requisition will be examined automatically by the system
5	部门角色 Dept./Role:::	
	输入 Input:	物料的库存信息 Material stock info
	输出 Output:	采购申请单 Purchase requisition
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	审批采购申请单 Examine and approve purchase requisition
6	部门角色 Dept./Role:::	五金材料科 Hardware materials section



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	输入 Input:	审批意见 Approval comments
	输出 Output:	同意或不同意 Agree or not
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	未通过审核的采购申请单，需要在系统中取消 The purchase requisition failed to get through examination shall be cancelled in system
7	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	采购申请单号 Purchase requisition number
	输出 Output:	采购申请单行标记删除 Mark purchase requisition line with "deleted"
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	审批采购申请单 Examine and approve purchase requisition
8	部门角色 Dept./Role:::	权限领导 Authorized leader
	输入 Input:	审批意见 Approval comments
	输出 Output:	同意或不同意 Agree or not
	Tcode:	
	Process ID:	
	输入 Input:	供应商证件到期时间 Date of expiry of supplier's certificates
	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:	
	输入 Input:	非库存类货物信息 Info of non-stock materials
输出 Output:	质量检验单 QC certificate	
Tcode:		
Process ID:		

6. 报表/表单 Report/Form List

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



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7. 接口 Interface

无

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

现状 As-Is: 材料计划员统一收集各需求部门的采购申请单, 然后录入 SAP 系统, 权限领导重复审批。 The materials planner collects all demanding departments' purchase requisition and input into SAP, which might be approved repeatedly by authorized leader.

将来 To-Be: 各需求部门自主填写采购申请提交审批, 权限领导批准后, 自动导入 SAP 系统。 Each demanding department fills in the purchase requisition and submit for approval, which will be input into SAP automatically with authorized leader's approval.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

10. 附录 Appendix