



东亚糖业 PPP 项目
EAS PPP Project




流程文档
Process Document

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Process Name :	<i>Request For Quotation Process (询报价流程)</i>
Process ID	<i>EAS_BP_PPP_Purchase_03_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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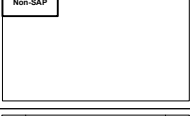
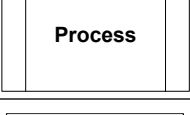
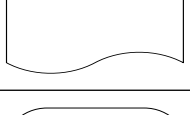
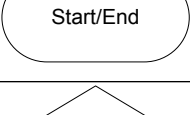
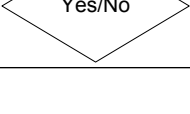
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1. 文档历史 Document History

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



询报价流程适用于广西南宁东亚糖业集团对已批准的采购申请向供应商进行询报价工作。询价信息通过网站发布，供应商在网站报价，采购部收集供应商报价信息整理提交权限领导审批，确定采购供应商后，通知供应商中标或未中标。

The request for quotation process is applicable to the request for quotation from supplier based on the purchase requisition approved.

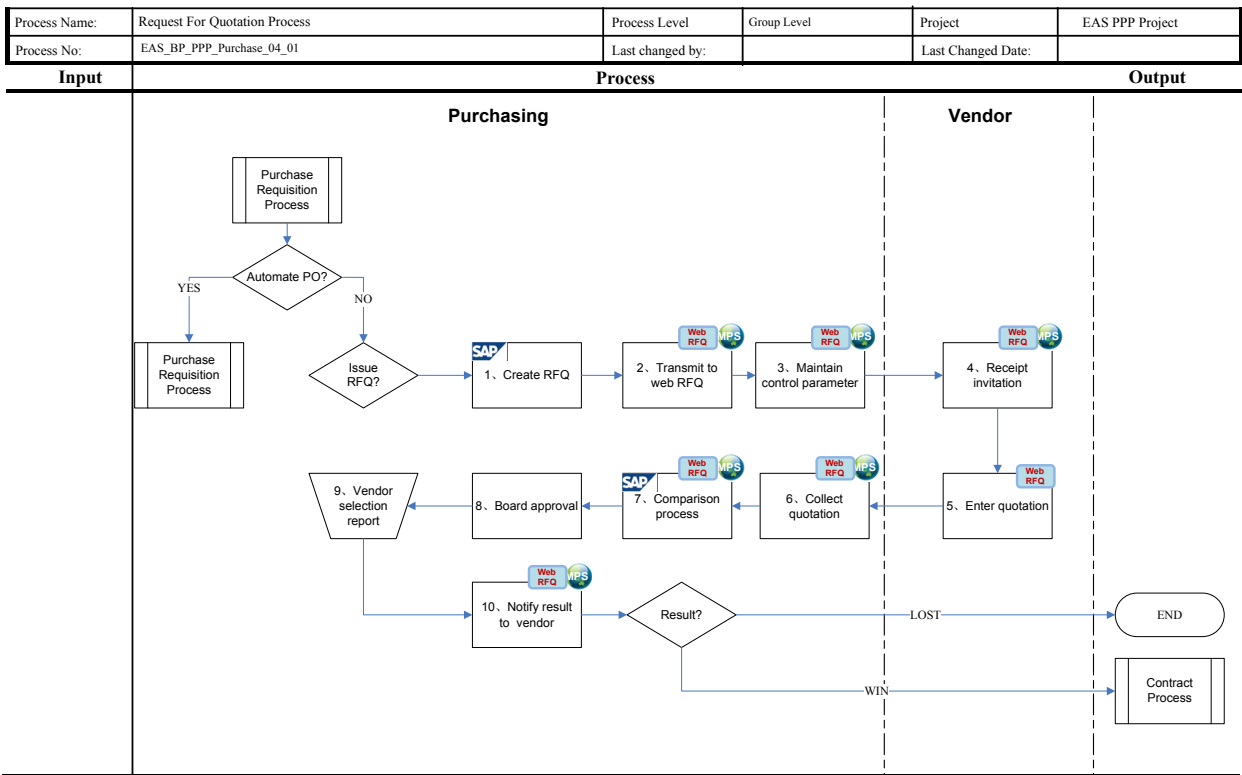
The request for quotation shall be announced on the company website, and supplier shall quote the price on the company website as well. The purchasing department shall collect the price quotations and submit to authorized leader for approval, and notify the supplier of winning the tender or not once the supplier determined.


3.3 业务效益 Business Benefit

- 供应商可以在网站平台按时报价，东亚集团相关部门对该网站平台进行管理，确保招投标信息公开公平公正，并减少纸质文件交接。
Supplier can quote price on the website on time, and EAS departments shall well manage the website platform, implementing the tender in an open, fair and just manner and reducing paper work.

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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:	无法自动创建采购订单的采购申请, 在 SAP 系统创建询价单 For the purchase request unable to create purchase order automatically, the request for quotation shall be created on SAP
1	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	采购申请单、供应商、截止报价日期 Purchase requisition, supplier, closing date of quotation
	输出 Output:	询价单 Request for quotation
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	通过系统接口将系统询价单信息传输到网站进行发布 Transmit the info of request for quotation to the website through interface for announcement
2	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	系统询单价 Request for quotation on system
	输出 Output:	网络询价单 Request for quotation on website
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	维护网络询价单 Maintain request for quotation on internet
3	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	需要补充的参数等信息或附件 Info or appendix needed to be supplemented
	输出 Output:	补充完整的询价单 Request for quotation supplemented
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	供应商接收到询价邀请 Supplier receives invitation for price quotation
4	部门角色 Dept./Role:::	供应商 Supplier
	输入 Input:	供应商编码等信息 Supplier code etc.
	输出 Output:	询价通知 Notice on request for quotation
	Tcode:	
	Process ID:	



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步骤 Step:	描述 Description:	供应商在截止日期前报价 Supplier shall quote price prior to the closing date
5	部门角色 Dept./Role:::	供应商 Supplier
	输入 Input:	价格、交货时间等 Price, delivery time etc.
	输出 Output:	报价单 Quotation
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	收集供应商报价信息 Collect supplier quotations
6	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	询价单号 Quotation request number
	输出 Output:	比价单 Price comparison
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	在系统提交比价单进行审批 Submit price comparison for approval on system
7	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	比价单号 Price comparison number
	输出 Output:	同意或不同意 Agree or not
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	董事会批准? Approved by the board of directors or not?
8	部门角色 Dept./Role:::	
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	选择供应商 Supplier selection
9	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	选择供应商意见 Comments on supplier selection
	输出 Output:	中标供应商 Supplier winning the tender
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	将选定的结果通知供应商，并通知中标供应商商谈签订合同 Notify the supplier of the selection result, and notify the supplier winning the tender for contract negotiation

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10	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	供应商信息 Supplier info
	输出 Output:	中标通知书或未中标通知书 Notification of winning/losing the tender
	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: 部分询价信息通过电子邮件、传真等方式发布。 Some quotation requests are sent by email, fax etc.

将来 To-Be: 利用开发的网站进询价信息进行数字化管理。 Utilizer the website for quotation collection and e-management.

9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink



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10. 附录 Appendix