



东亚糖业 PPP 项目  
EAS PPP Project



流程文档  
Process Document

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Process Name :	<i>Contract Process (合同管理流程)</i>
Process ID	<i>EAS_BP_PPP_Purchase_04_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>

 MITR PHOL	<b>东亚糖业 PPP 项目</b> <b>EAS PPP Project</b>	 MIPENG 蜜朋			
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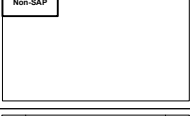
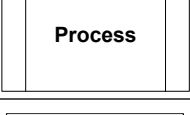
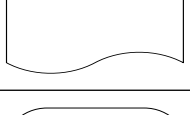
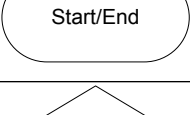
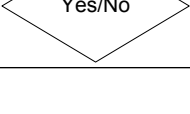
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## 1. 文档历史 Document History

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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	<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**

合同管理流程适用于广西南宁东亚糖业集团已批准的采购合同录入、查询和跟踪。

纸质合同签批完成后，需要录入 SAP 系统转成采购订单。


The contract management process is applicable to the input, search and tracking of purchasing contract approved.

The paper contract shall be input into SAP and transform into purchase order once signing completed.

#### 3.3 业务效益 Business Benefit

- 提高合同审批效率，便于跟踪合同各阶段的进展情况，并提供相关预警，及时处理各种不符合情况。

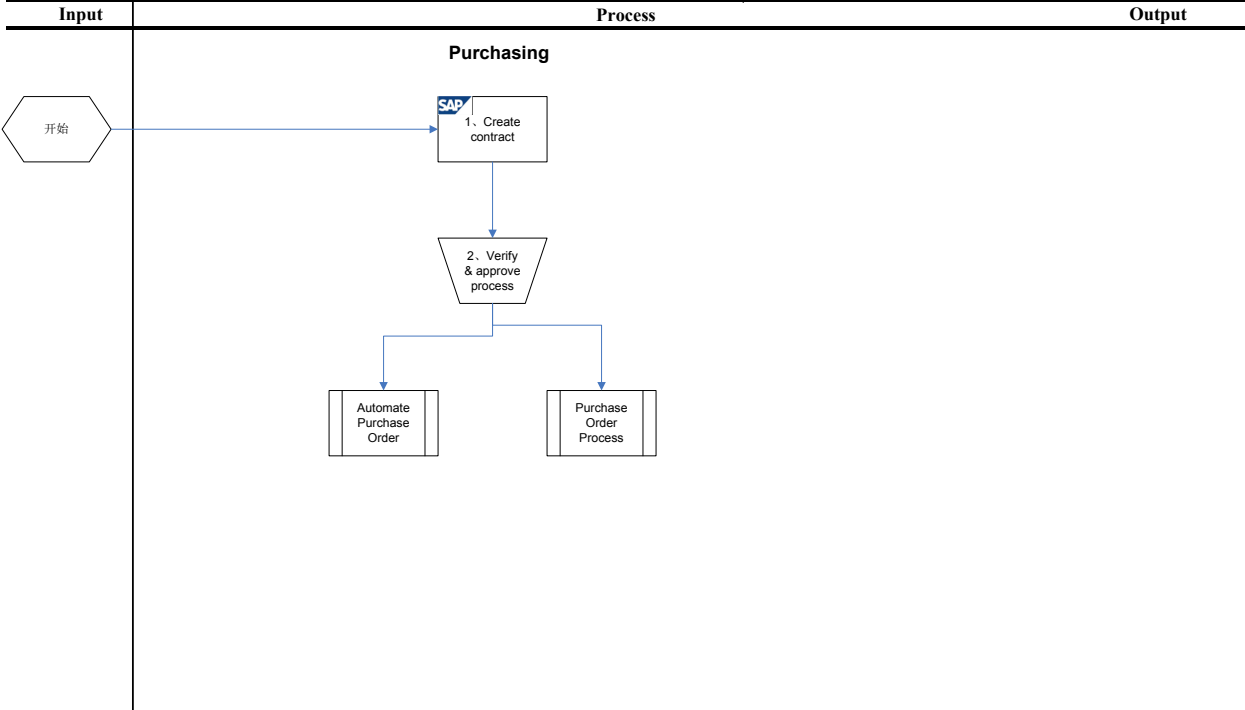
Helpful to improve contract examination and approval efficiency; convenient to track the contract progress, and tackle issues timely with pre-alarm

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#### 4. 流程图 Visio Process Workflow



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Process No:	BP_MM_01_01	Last changed by:		Last Changed Date:	



VisioDocument Date: 25-12-18 Time: 12:07

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### 5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	在 SAP 系统创建合同 Create contract on SAP
1	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	供应商名称、采购申请单号等 Supplier name, purchase requisition number etc.
	输出 Output:	合同 Contract
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	合同审批 Contract examination and approval
2	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	审批意见 Approval comments
	输出 Output:	同意或不同意，批准的合同按类型分别执行常规采购订单和自动采购订单流程 Agree or not; implement the regular purchase order process or automated purchase order process based on different contract types
	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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### 8. 差异分析与转变管理 Fit Gap and Transformation

现状 As-Is: 合同为线下管理, 不方便查询统计, 签批到结束各过程无法跟踪。

Off-line contract management is not convenient for inquiry and statistics, unable to track the progress from signing to termination.

将来 To-Be: 合同过程在线上记录, 可形成各种报表, 有利于跟踪记录。

On-line contract records will be helpful to generate various reports and convenient for tracking.

### 9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink

### 10. 附录 Appendix