



东亚糖业 PPP 项目  
EAS PPP Project




流程文档  
Process Document

|             |    |       |            |                  |     |
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|                |  |
|----------------|--|
| Process Name : | <i>Purchase Order Process (采购订单流程)</i> |
| Process ID     | <i>EAS_BP_PPP_Purchase_05_01</i>       |

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

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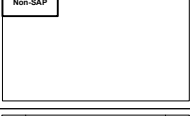
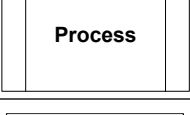
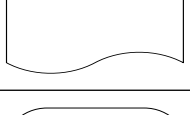
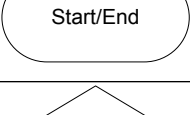
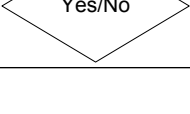
|   |    |  |            |   |     |
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## 1. 文档历史 Document History

| 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<br>Manual Transaction             |
|  | 在 SAP 中操作的流程步骤<br>SAP Transaction      |
|  | 在非 SAP 中操作的流程步骤<br>Non-SAP Transaction |
|  | SAP 流程<br>SAP Process                  |
|  | 文档<br>Document                         |
|  | 开始/结束<br>Start/End                     |
|  | 业务操作判断<br>Decision                     |

|   |    |  |            |   |     |
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|   |                                      |
|---|--------------------------------------|
|  | <b>跨页连接</b><br><b>Page Connector</b> |
|---|--------------------------------------|

### 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**

采购订单流程适用于广西南宁东亚糖业集团的采购订单管理。

采购订单在 SAP 系统创建后，权限领导可在系统外进行审批（如 OA）。

采购订单批准后，生成二维码，订单可根据需要分别由采购部或供应商打印签字盖章确认。



The purchase order process is applicable to the purchase order management of EAS.

Once the purchase order created on SAP, the authorized leader can examine and approve it off system (for example, OA).

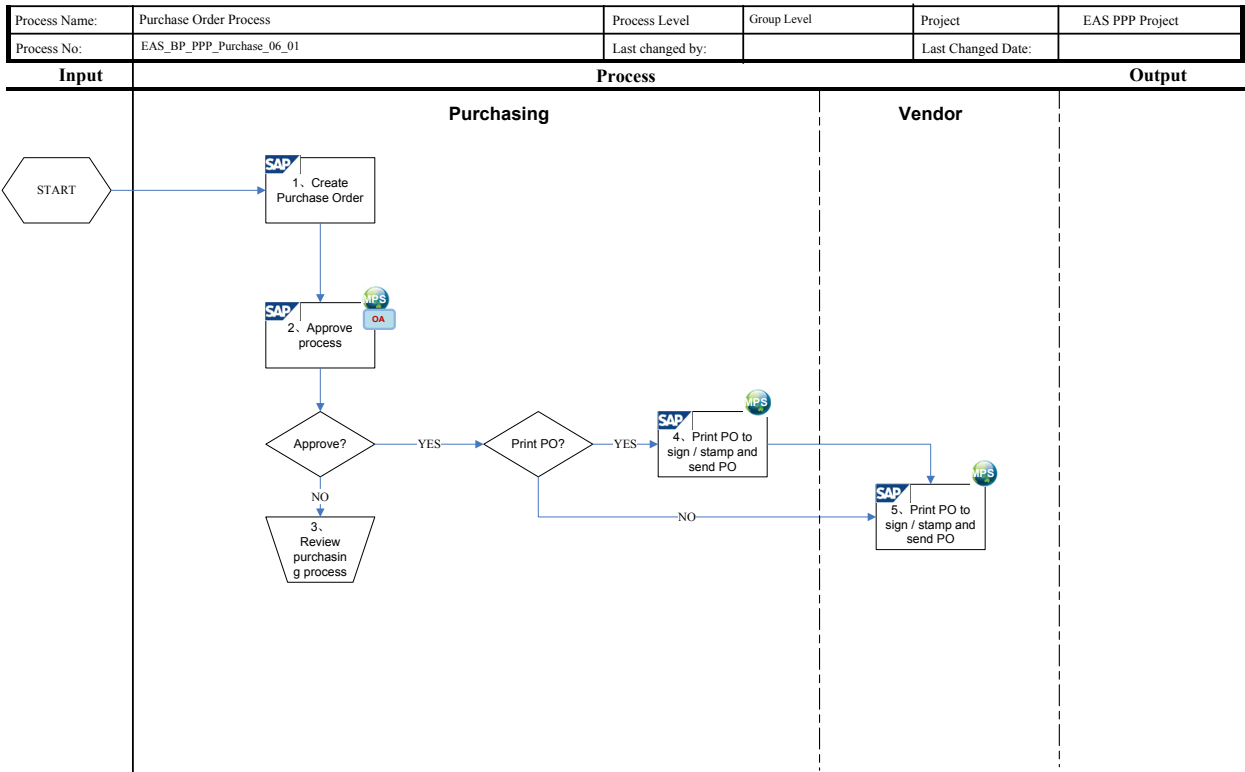
QR code will be generated based on the approval on the purchase order. The purchase order may be printed by the purchasing department or the supplier respectively as needed for signature and stamp.

#### 3.3 业务效益 Business Benefit

- 根据二维码管理采购订单，方便采购订单的查询、管理工作，提高执行效率。  
The management of purchase order based on QR code is convenient for the tracking and management of purchase order and good for efficiency improvement.

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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<br>Step: | 描述<br>Description: | 根据已批准的比价单创建采购订单<br>Create purchase order based on the price comparison approved   |
| 1           | 部门角色 Dept./Role::: | 采购部<br>Purchasing department  |
|             | 输入 Input:          | 采购申请单、供应商、价格等<br>Purchase requisition, supplier, price etc.   |
|             | 输出 Output:         | 采购订单 Purchase order   |
|             | Tcode:             |   |
|             | Process ID:        |   |
| 步骤<br>Step: | 描述<br>Description: | 采购订单审批<br>Purchase order approval   |
| 2           | 部门角色 Dept./Role::: | 采购部<br>Purchasing department  |
|             | 输入 Input:          | 采购订单号 Purchase order number   |
|             | 输出 Output:         | 同意或不同意 Agree or not   |
|             | Tcode:             |   |
|             | Process ID:        |   |
| 步骤<br>Step: | 描述<br>Description: | 未批准的采购订单重新进行审核<br>Re-examination of unapproved purchase order   |
| 3           | 部门角色 Dept./Role::: | 采购部<br>Purchasing department  |
|             | 输入 Input:          | 未批准的原因 Reason for un-approval   |
|             | 输出 Output:         | 修改后的采购订单 Purchase order revised   |
|             | Tcode:             |   |
|             | Process ID:        |   |
| 步骤<br>Step: | 描述<br>Description: | 由采购部负责打印的采购订单打印出来签字后，邮寄或通知供应商<br>The purchasing department shall print out the purchase order for signing and then mail to or notify the supplier   |
| 4           | 部门角色 Dept./Role::: | 采购部<br>Purchasing department  |
|             | 输入 Input:          | 采购订单号 Purchase order number   |
|             | 输出 Output:         | 纸质采购订单 Paper purchase order   |
|             | Tcode:             |   |
|             | Process ID:        |   |
| 步骤<br>Step: | 描述<br>Description: | 由供应商负责打印的采购订单打印出来签字盖章后，邮寄或通知采购部<br>The purchasing department shall print out the purchase order for signing and then mail to or notify the supplier |



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|   |                     |                             |
|---|---------------------|-----------------------------|
| 5 | 部门角色<br>Dept./Role: | 供应商<br>Supplier             |
|   | 输入 Input:           | 采购订单号 Purchase order number |
|   | 输出 Output:          | 纸质采购订单 Paper purchase order |
|   | 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: 采购订单执行情况在线下进行, 无法在线上快速跟踪进度。

Unable to track the implementation progress of purchase order.

将来 To-Be: 通过二维码帮助管理采购订单, 实现快速跟踪信息, 提高采购工作效率。

Realize timely follow-up based on QR code management to improve purchasing efficiency.

### 9. 参考文档 Other Reference Document

| No. | Name | Description | Hyperlink |
|-----|------|-------------|-----------|
|     |      |             |           |
|     |      |             |           |
|     |      |             |           |
|     |      |             |           |



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10. 附录 Appendix