



东亚糖业 PPP 项目  
EAS PPP Project



流程文档  
Process Document

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Process Name :	<i>Automate Purchase Order (自动采购订单流程)</i>
Process ID	<i>EAS_BP_PPP_Purchase_06_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>

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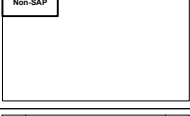
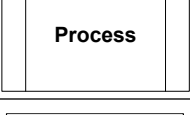
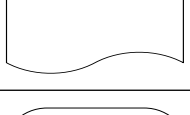
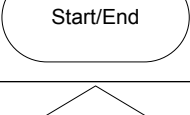
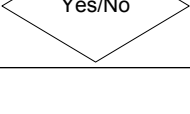
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## 1. 文档历史 Document History

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**

自动采购订单流程适用于广西南宁东亚糖业集团与供应商签订战略协议的物料采购。



确定自动采购的物料与供应商对应，有需求时，系统自动创建采购订单。

The automated purchase order process is applicable to the purchase for EAS by entering into strategic agreement with the supplier.

Match the material of automated purchase with the corresponding supplier to create purchase order automatically in system when needed.

#### 3.3 业务效益 Business Benefit

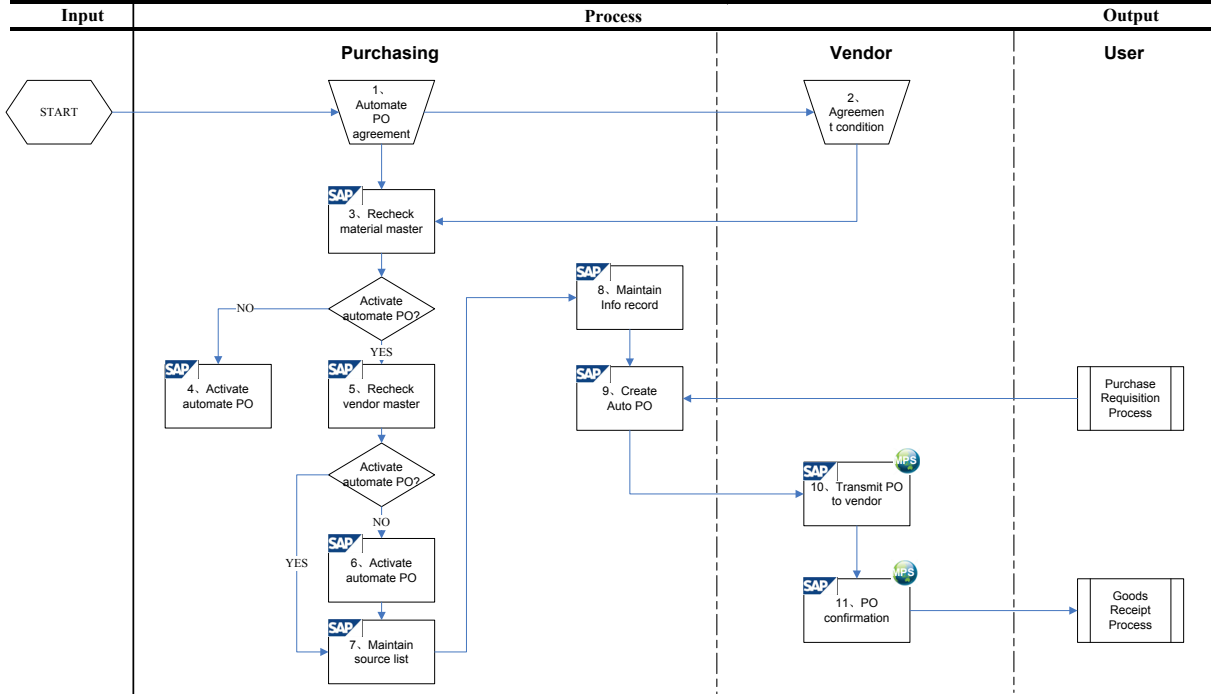
- 减少多次重复比价，提高采购工作效率。  
Reduce repeated price comparison and improve purchasing efficiency.

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#### 4. 流程图 Visio Process Workflow



Process Name:	Automate Purchase Order	Process Level:	Group Level:	Project:	EAS PPP Project
Process No.:	EAS_BP_PPP_Purchase_07_01	Last changed by:		Last Changed Date:	



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5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	创建自动订单协议 Create automated order agreement
1	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	协商自动订单的条件 Negotiate about the conditions of automated order
2	部门角色 Dept./Role:::	供应商 Supplier
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	检查物料主数据，确认是否激活自动采购订单 Check material master data to determine whether to activate automated purchase order
3	部门角色 Dept./Role:::	采购部 Purchasing department
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	激活自动采购订单 Activate automated purchase order
4	部门角色 Dept./Role:	采购部 Purchasing
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	检查供应商主数据 Check supplier master data
5	部门角色 Dept./Role:	采购部 Purchasing department
	输入 Input:	
	输出 Output:	




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	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	激活自动采购订单 Activate automated purchase order
6	部门角色 Dept./Role:	采购部 Purchasing department
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	维护源数据列表 Maintain source data list
7	部门角色 Dept./Role:	采购部 Purchasing department
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	维护信息记录 Maintain info records
8	部门角色 Dept./Role:	采购部 Purchasing department
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	创建自动采购订单 Create automated purchase order
9	部门角色 Dept./Role:	采购部 Purchasing department
	输入 Input:	
	输出 Output:	
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	向供应商发送采购订单 Send purchase order to supplier
10	部门角色 Dept./Role:	采购部 Purchasing department
	输入 Input:	
	输出 Output:	

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	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	供应商确认采购订单 Confirm purchase order by supplier
11	部门角色 Dept./Role:	供应商 Supplier
	输入 Input:	
	输出 Output:	
	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: 全部是手工创建采购订单。

Purchase orders are all created by manual.

将来 To-Be: 部分签订长期合作的物料, 在工厂需要时, 自动触发创建采购订单。

The creation of purchase order for some materials on a long-term cooperation basis will be automatically triggered when needed.

## 9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink
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10. 附录 Appendix