
生产采购供应商操作手册
PRODUCTION PURCHASE SUPPLIER MANUAL

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流程介绍 Process Introduction

流程目标 Process Target

生产采购供应商操作手册帮助延锋生产采购供应商完成报价、PCR、LTA 和供应商调查表的流程。

Production purchase supplier manual aims to help supplier finish quotation, PCR confirm, LTA confirm and supplier information survey processes.

流程范围 Process Scope

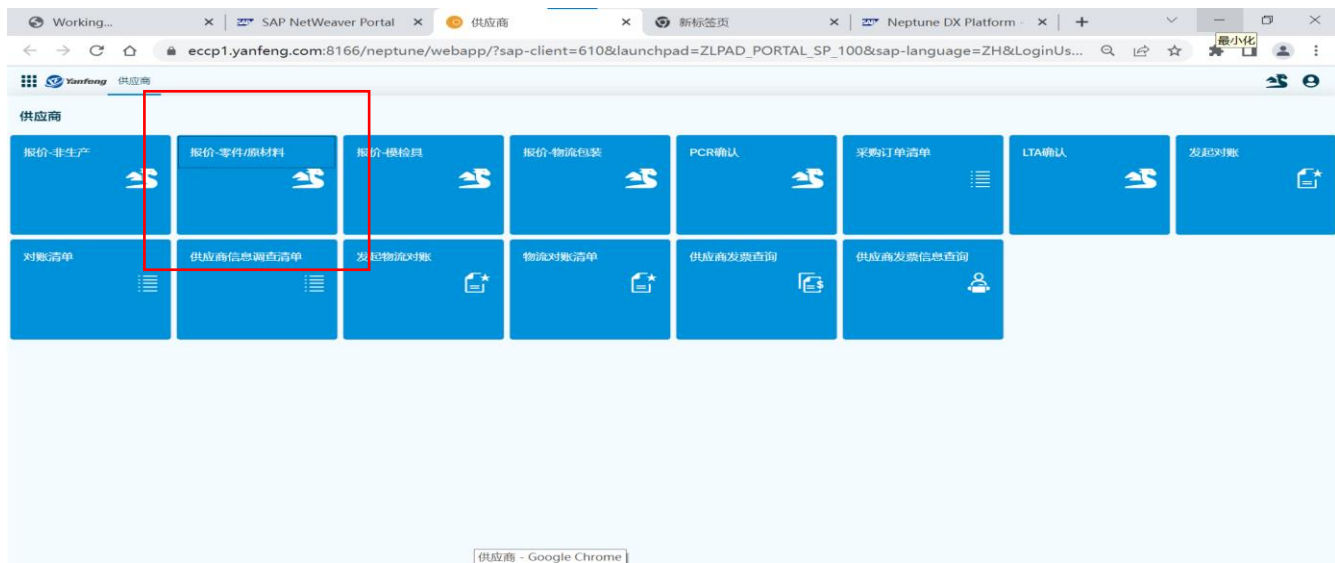
业务范围 Business Scope

本流程适用的业务范围为，延锋生产采购供应商

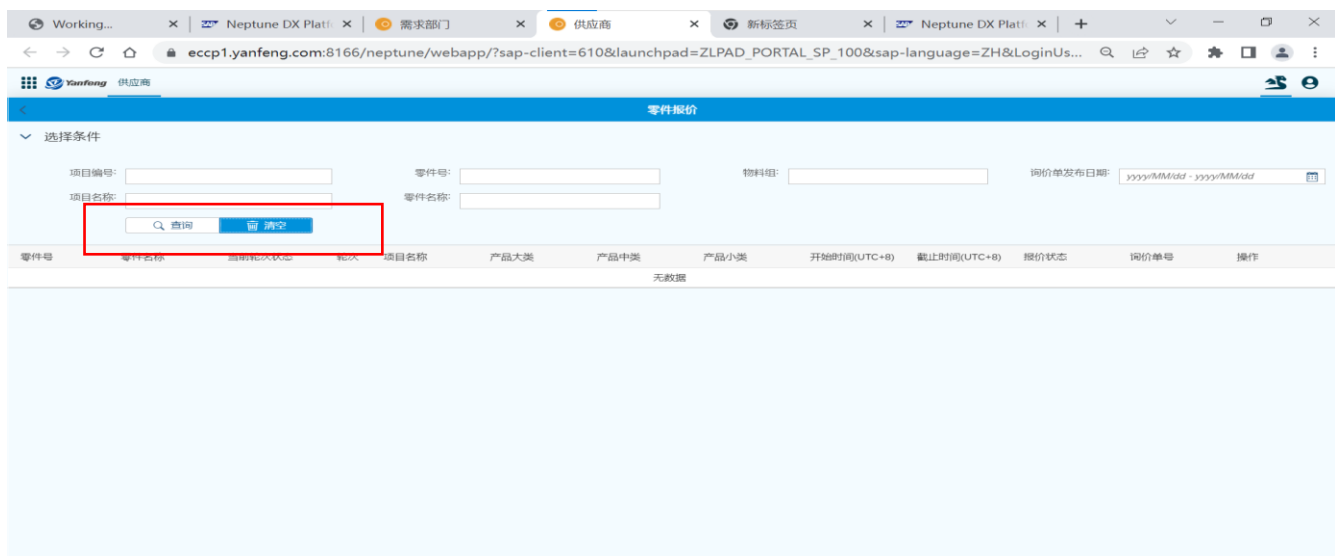
This process applies to Yanfeng production purchase suppliers.

供应商报价

1. 点击报价-零件/原材料



2. 通过零件号、项目编号等查询



3. 点击报价



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34	343	报价已结束	2	06	通讯/电子控制模块	电子电器	电器及组件	2022.09.29 14:26:57	2022.09.30 14:27:02		3200000136	
917	917	报价已结束	1	916	通讯/电子控制模块	电子电器	电器及组件	2022.09.26 09:48:19	2022.09.30 09:48:23		3200000130	
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34	343	报价已结束(最终轮)	1	06	通讯/电子控制模块	电子电器	电器及组件	2022.09.14 08:58:31	2022.09.23 09:05:25	已提交	3200000127	68
34	343	报价已结束(最终轮)	1	06	通讯/电子控制模块	电子电器	电器及组件	2022.09.23 08:41:39	2022.09.23 08:52:47	已提交	3200000125	68
12	123	报价已结束(最终轮)	1	05	通讯/电子控制模块	电子电器	电器及组件	2022.09.22 13:37:15	2022.09.22 14:47:21	已提交	3200000124	68

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Yanfeng 供应商

零件报价

供应商名称: test112 Z1112 零件号: 2207190 零件到货时间: 报价货币: CNY 本位币: CNY Piece Price:
 投产工厂/原产地: 零件名称: 零件8 生产到货期: 报价要求LTA: 9 报价汇率: Tooling Amount:
 Region: NA OEM Customer: test111 Business Unit: BU01 Program name: testur Product - Deta... 1234 Customers Duty: 零件总价: 0
 YF Launch Site: Site (Delivery t... Customer Lau... SOP Date: 2022/09/09 EOP Date: HS Code: PART PRICE w/o transportation & duty: 0
 Customer Direct: Commodity Co... 通讯/电子控... Sub Commodity: 电子电器 Detail Commo... 电脑及组件 标准付款账期: *供应商付款账期: PART PRICE w transportation & duty: 0
 *Inco.Term: CIP *Inco.Term地点: test 原产国: 国家/地区: 城市:
 SOP+0 SOP+1 SOP+2 SOP+3 SOP+4 SOP+5 SOP+6 SOP+7 SOP+8 SOP+9 SOP+10 Total Volume TKO Date: yyyy/MM/dd
 Car Volume Annual Volumn PPAP Date: 2022/09/09 SOP Date: 2022/09/09
 LTA %

材料成本 组件成本 加工成本 装配成本 分摊成本 包装成本 物流成本 Markup Cost

选..	零件编号	原材料类型	材料...	规格...	材料...	材料...	计量...	单位...	A面...	B面积	厚度...	宽度	进度	用量	废料...	净重	废料...	废料...	报废率	材料...
无数据																				

下载到Excel 从Excel上传 检查 确认 放弃修改

6. 零件报价

- 完成业务所需的材料成本、组件成本、加工成本、装配成本等细节报价

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Yanfeng 供应商

零件报价

供应商名称: test112 Z11... 零件号: 2207190 零件到货时间: 报价货币: CNY 本位币: CNY Piece Price:
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 Region: NA OEM Customer: test111 Business Unit: BU01 Program name: testur Product - Deta... 1234 Customers Duty: 零件总价: 100.06
 YF Launch Site: Site (Delivery t... Customer Lau... SOP Date: 2022/09/09 EOP Date: HS Code: PART PRICE w/o transportation & duty: 0
 Customer Direct: Commodity Co... 通讯/电子控... Sub Commodity: 电子电器 Detail Commo... 电脑及组件 标准付款账期: *供应商付款账期: T060 PART PRICE w transportation & duty: 0
 *Inco.Term: DDP *Inco.Term地点: Shanghai 原产国: 国家/地区: 城市:
 SOP+0 SOP+1 SOP+2 SOP+3 SOP+4 SOP+5 SOP+6 SOP+7 SOP+8 SOP+9 SOP+10 Total Volume TKO Date: yyyy/MM/dd
 Car Volume Annual Volumn PPAP Date: 2022/09/09 SOP Date: 2022/09/09
 LTA %

材料成本 组件成本 加工成本 装配成本 分摊成本 包装成本 物流成本 Markup Cost

选..	零件编号	原材料类型	材料...	规格...	材料...	材料...	计量...	单位...	A面...	B面积	厚度...	宽度	进度	用量	废料...	净重	废料...	废料...	报废率	材料...
无数据																				

下载到Excel 从Excel上传 检查 确认 放弃修改



明细报价可以通过下载模板，填写数据上传模板

7. 填写完毕，点击检查，数据正确，点击确认

8. 检查，提交

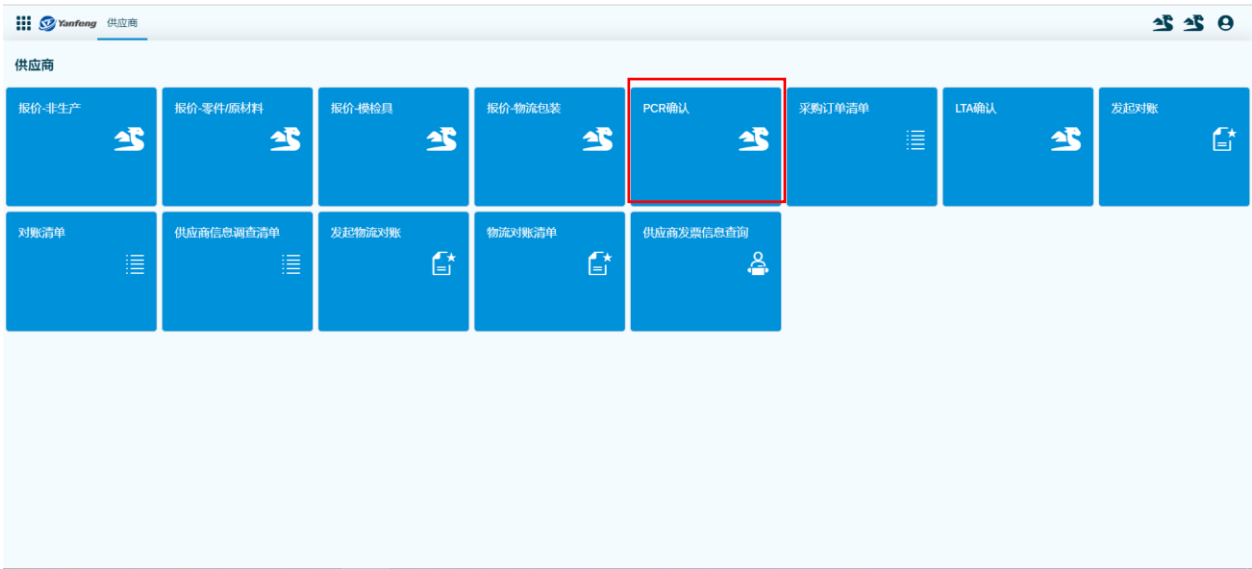
零件号	零件名称	轮次	项目名称	物料组	产品大类	产品子类	零件总价	货币	报价状态	操作
2207190	零件8	2	testur	E0101001	电子电器	电器及组件	100.06	CNY	无明细	报价明细
2208084	零件4	2	testur	E0101001	电子电器	电器及组件	0		无明细	报价明细

选...	模具名称	模具/检具	货币	金额	报价明细	操作

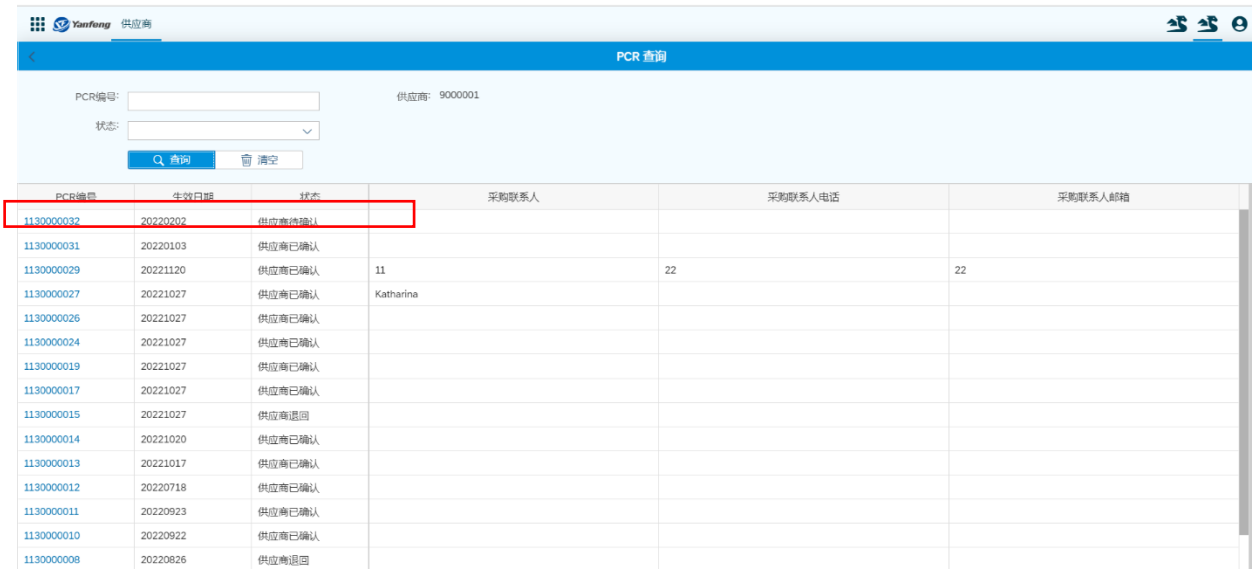
PCR 确认

PCR 确认

选择“PCR 确认”菜单。

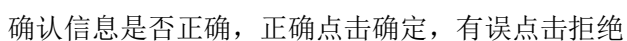


点击 PCR 编号



The screenshot shows the 'PCR 查询' (PCR Query) page in the Yanfeng Supplier Portal. The page has a search bar with fields for 'PCR 编号' (PCR Number) and '状态' (Status), and a '供应商' (Supplier) dropdown set to '9000001'. Below the search bar is a table of PCR records. The first row of the table is highlighted with a red box.

PCR 编号	生效日期	状态	采购联系人	采购联系人电话	采购联系人邮箱
1130000032	20220202	供应商待确认			
1130000031	20220103	供应商已确认			
1130000029	20221120	供应商已确认		22	22
1130000027	20221027	供应商已确认	11		
1130000026	20221027	供应商已确认	Katharina		
1130000024	20221027	供应商已确认			
1130000019	20221027	供应商已确认			
1130000017	20221027	供应商已确认			
1130000015	20221027	供应商退回			
1130000014	20221020	供应商已确认			
1130000013	20221017	供应商已确认			
1130000012	20220718	供应商已确认			
1130000011	20220923	供应商已确认			
1130000010	20220922	供应商已确认			
1130000008	20220826	供应商退回			



LTA 确认

LTA 确认

选择“LTA 确认”菜单。

点击 LTA 编号

Yanfang 供应商		LTA 查询	
LTA 编号:		供应商: 9000001	
状态:			
Q 查询 🗑️ 清空			
LTA 编号	创建日期	状态	更改者
7000000216	20221116	25 - 供应商已确认	UZHAW020
7000000206	20221104	25 - 供应商已确认	UZHAW020
7000000197	20221028	25 - 供应商已确认	UZHAW020
7000000175	20221028	25 - 供应商已确认	UWEIS090
7000000172	20221028	25 - 供应商已确认	UWEIS090
7000000167	20221028	25 - 供应商已确认	UZHAW020
7000000108	20221018	25 - 供应商已确认	UZHAW020
7000000103	20221013	20 - 供应商待确认	UZHAW020
7000000100	20220930	20 - 供应商待确认	UZHAW020
7000000099	20220929	20 - 供应商待确认	UZHAW020
7000000052	20220812	25 - 供应商已确认	UZHAW020
7000000049	20220811	25 - 供应商已确认	AZHAC697
7000000021	20220809	25 - 供应商已确认	
7000000010	20220805	20 - 供应商待确认	

填写零件单价、分摊费用和模具分摊价格

[illegible]

主要字段说明:

✧ 下个期间零件单价、其他分摊费用、模具分摊价格为必填项

填写完整后点击提交



APP 路径

选择入口

Yanfeng 供应商

供应商

报价-非生产 报价-零件原材料 报价-辅料材料 报价-物流运费 PCR确认 采购订单清单 LTA确认 发起询价 对账清单 供应商信息调查单 发起物流对账 物流对账清单

供应商信息调查单

选择条件

PO-Id: 9000001 状态: 创建人: 创建日期: 20221130

供应商: 9000001

供应商名称: 南京安能汽车配件有限公司

状态: 10 - 待供应商提交

创建人: ASUYANS

创建日期: 20221130

供应商信息调查单

供应商: 9000001

供应商名称: 南京安能汽车配件有限公司

状态: 10 - 待供应商提交

创建人: ASUYANS

创建日期: 20221130

详细操作步骤

Yanfeng 供应商信息

供应商名称: 南京安能汽车配件有限公司

营业执照号: C2267926051

供应商编号: 9000001

供应商名称(EN): 南京安能汽车配件有限公司

状态: 10 - 待供应商提交

附件

文件: 上传

文件名称: 文件类型: 附件

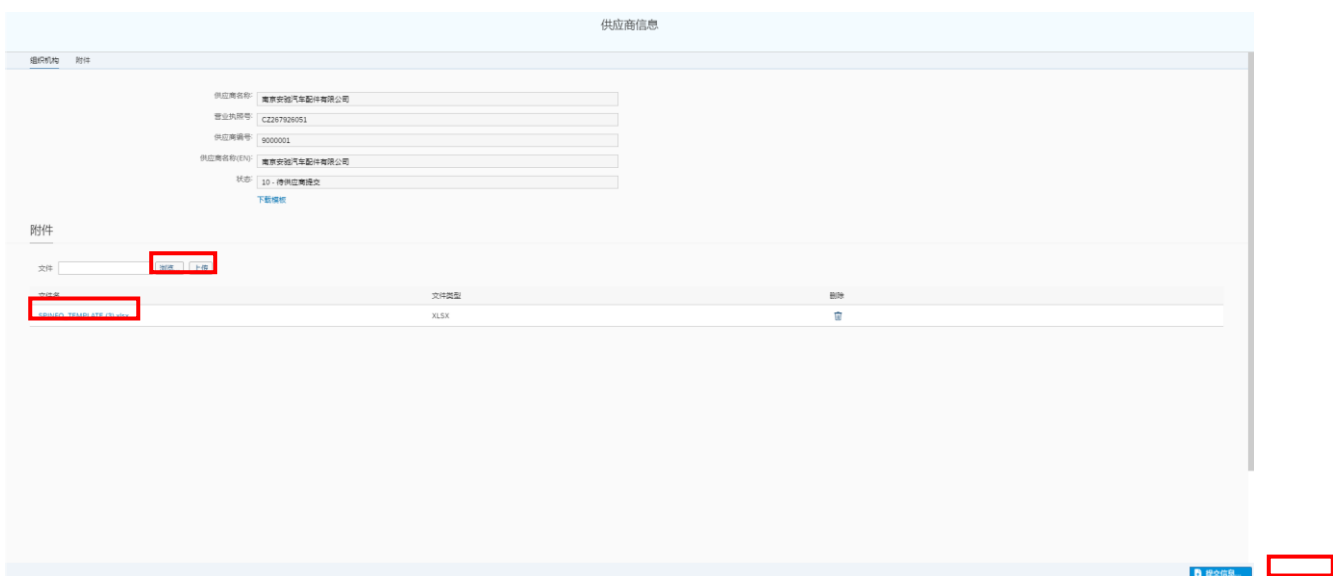
AutoSave 保存

SPINFO_TEMPLATE (3).xlsx

File Home Insert Page Layout Formulas Data Review View Developer Help

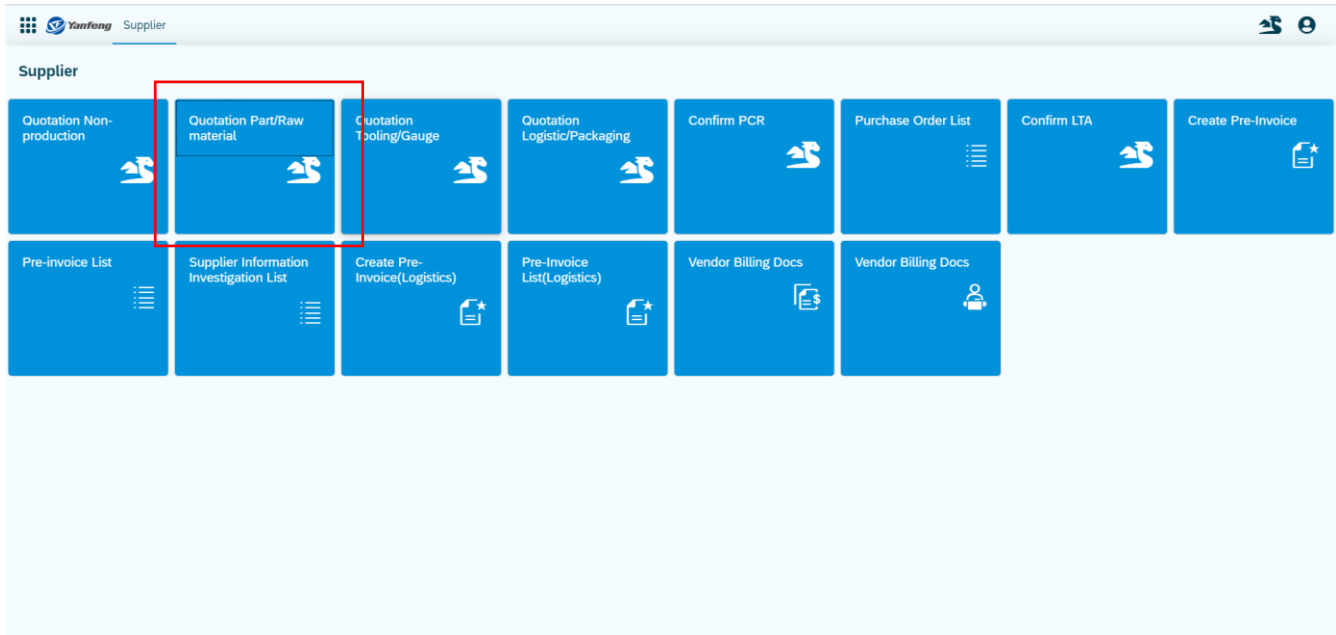
Yanfeng 供应商信息调查表 Supplier Investigation Form

版本	发布日期	修订记录	编制	批准和发布
Revision	Release Date	Description of Changes	Prepared By	Approved and Released
01	01-01-2022	首次发布 Initial Release	Cheng Youfang	Approval: Release Process Champion Kent E Johnston

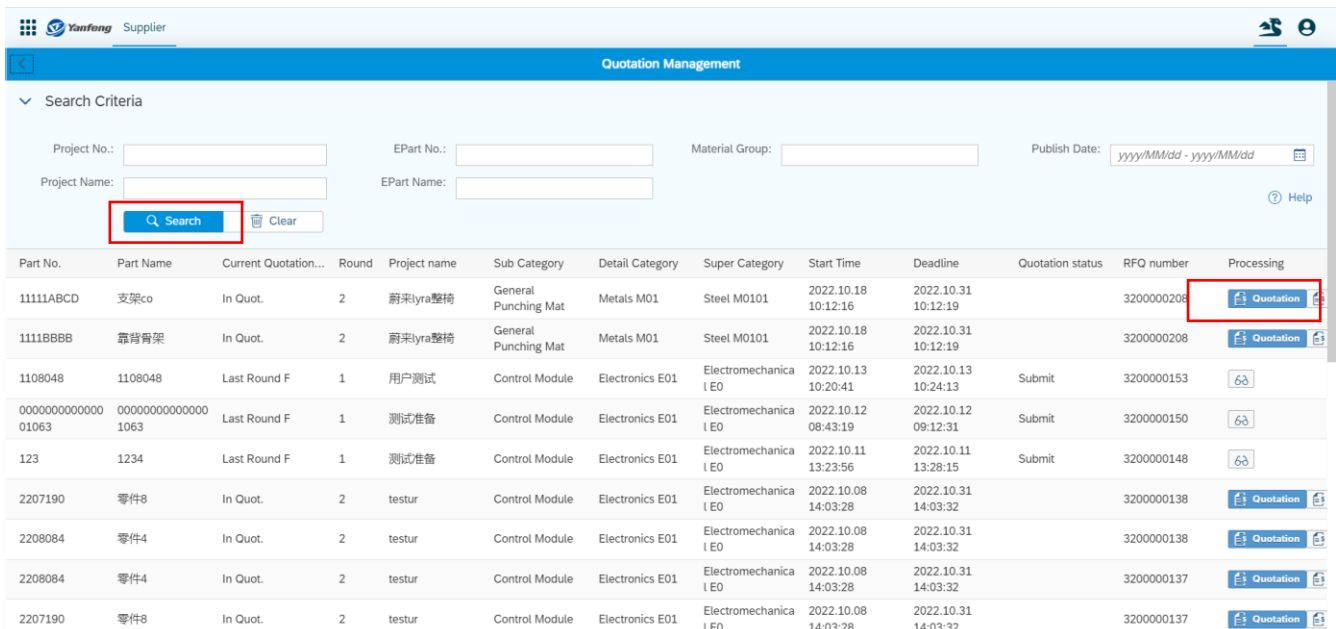


Supplier—Create quotation

1. Click quotation part/raw material



2. Search and click quotation button



3. Click quotation detail

Yanfeng Supplier

Quotation information

Start time 2022.10.18 10:12:16 报价单号 Status Basis of Quotation
 Deadline 2022.10.31 10:12:19 Rfx No. 3200000208 The last round of quo... ☐ N Quotation Remains **12D18H36M13S**

Parts quotation Tooling Quot. Attachment RFO Attachment

Part No.	Part name	Round	Project name	commodity code	Product Prima...	Product Secon...	Product Third ...	Total price	Currency	Status	Processing
11111ABCD	支架co	2	蔚来lyra整椅	M0101001	Metals M01	Steel M0101	General Punching Mat	0			Quotation detail
1111BBB	靠背骨架	2	蔚来lyra整椅	M0101001	Metals M01	Steel M0101	General Punching Mat	0			Quotation detail

Tooling

S...	Tooling name	Tooling/Gauge	Currency	Amount	Quotation Detail	Processing

[Copy the previous round of quotation](#) [Check](#) [Save](#) [Submit](#) [Back](#)

4. Fill ALL RED* information and enter cost detail information or use templates to upload detail cost

Yanfeng Supplier

Quotation Information

Supplier name: test112 Z111 Part number: 11111ABCD Lead Time: *Currency: CNY *Base currency: CNY Piece Price:

*Plant: Part name: 支架co Production st... Quotation req... 3*3 Quotation ex... Tooling Amount:

Region: AP OEM Custom... 蔚来 Business Unit: BU01 Program name: 蔚来lyra整椅 Product - Det... CS Customers D... Part Total Price: 0

YF Launch Site: Site (Delivery... Customer La... SOP Date: 2022/09/22 EOP Date: HS Code: PART PRICE w/o transportation & duty: 0

Customer Dir... Commodity C... General P... Sub Comm... Metals M01 Detail Comm... Steel M0101 Standard pay... *Supplier pay... PART PRICE w transportation & duty: 0

*Inco.Term: DDP *Inco.Term: hefei Country of ori... Country: City:

	SOP+0	SOP+1	SOP+2	SOP+3	SOP+4	SOP+5	SOP+6	SOP+7	SOP+8	SOP+9	SOP+10	Total Volume	TKO Date	TO Date	PPAP Date	SOP Date
Car Volume	3000	60000	90000	140000	80000	60000						433000		2022/09/...	2022/09/...	2022/09/...
Annual Volumn	4000	80000	130000	200000	120000	90000						624000		2022/09/...	2022/09/...	2022/09/...

LTA %

Materials Cost Components Cost Processing Cost Assembly Cost Amortizing Cost Packaging Cost Logistic Cost Markup Cost

S...	Part No.	Raw Mat1 Type	Mate...	Spec.	MatL...	MatL...	Unit ...	Unit ...	A sur...	B su...	Thic...	Width	Prog...	Con...	Scra...	Net ...	Scra...	Scra...	Reje...	Mate...
No data																				

[Download to Ex...](#) [Upload from Ex...](#) [Check](#) [OK](#) [Discard Modifi...](#)

5. Click Check and ok

Click Submit

Yanfeng Supplier

Quotation information

Start time 2022.10.18 10:12:16

Deadline 2022.10.31 10:12:19

报价单号

Rfx No. 3200000208

Status

The last round of quo... ☐ N

Basis of Quotation

Quotation Remains **12D18H34M1S**

Parts quotation

Tooling

Quot. Attachment

RFQ Attachment

Part No.	Part name	Round	Project name	commodity code	Product Prima...	Product Secon...	Product Third ...	Total price	Currency	Statuses	Processing
11111ABCD	支架co	2	蔚来lyra整椅	M0101001	Metals M01	Steel M0101	General Punching Mat	0			Quotation detail
11118888	靠背骨架	2	蔚来lyra整椅	M0101001	Metals M01	Steel M0101	General Punching Mat	0			Quotation detail

Tooling

S...	Tooling name	Tooling/Gauge	Currency	Amount	Quotation Detail	Processing

Copy the previous round of quotation

Check

Save

Submit

Back

PCR Confirm

PCR Confirm

Select the ' PCR Confirm ' menu

Yanfeng Supplier

Supplier

Quotation Non-production

Quotation Part/Raw material

Quotation Tooling/Gauge

Quotation Logistic/Packaging

Confirm PCR

Purchase Order List

Confirm LTA

Create Pre-Invoice

Pre-invoice List

Supplier Information Investigation List

Create Pre-Invoice(Logistics)

Pre-Invoice List(Logistics)

Vendor Billing Docs

Click PCR number

Yanfeng Supplier

PCR query

PCR No.: Supplier: 9000001

Status:

PCR No.	Effective date	Status	Purchaser	Purchase contacts	Purchaser email
113000032	20220202	To be Confirmed			
113000031	20220103	Supplier Confirmed			
113000029	20221120	Supplier Confirmed	11	22	22
113000027	20221027	Supplier Confirmed	Katharina		
113000026	20221027	Supplier Confirmed			
113000024	20221027	Supplier Confirmed			
113000019	20221027	Supplier Confirmed			
113000017	20221027	Supplier Confirmed			
113000015	20221027	Supplier Returned			
113000014	20221020	Supplier Confirmed			
113000013	20221017	Supplier Confirmed			
113000012	20220718	Supplier Confirmed			
113000011	20220923	Supplier Confirmed			
113000010	20220922	Supplier Confirmed			
113000008	20220826	Supplier Returned			

Confirm whether the information is correct, correct click OK, wrong click Reject

Yanfeng Supplier

PCR Detail

NO. 113000032 Status Supplier To Vendor No. 9000001 Vendor Name 南京安驰汽车配件有限公司 Submitted Date 2022-11-16

BU YFS Purchasing Contact Purchasing Tel. Purchasing Mail *Effective Date 2022-02-02

Incoterm AP Incoterm DDP Incoterm location 武汉 Transport Type Packaging Type

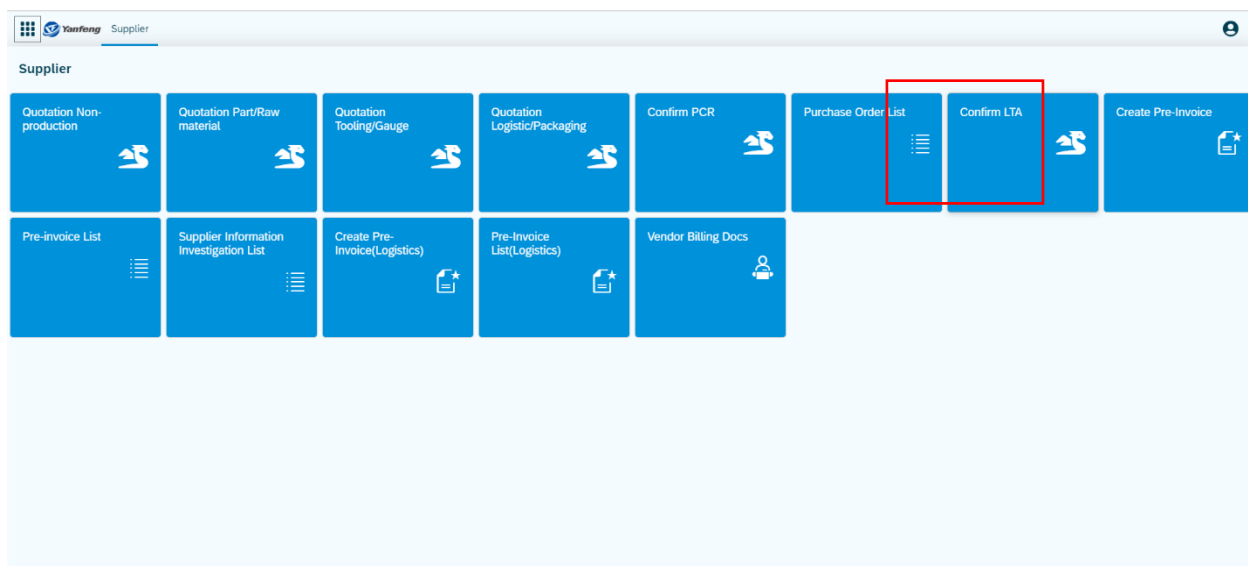
Comments Vendor Reject Reason:

Part.No	Part Description	Commdty ...	Commdty De...	Vendor	Vender fac...	*Incoterm 1	Incoterm 2	Effective Date	Due date	Reference Program	Price of parts
YS4456841	露背发泡钢丝3	E0101001		0009000001		CFR	武汉	20220202	20220228	23	11.2

LTA Confirm

LTA Confirm

Select the ' LTA Confirm ' menu



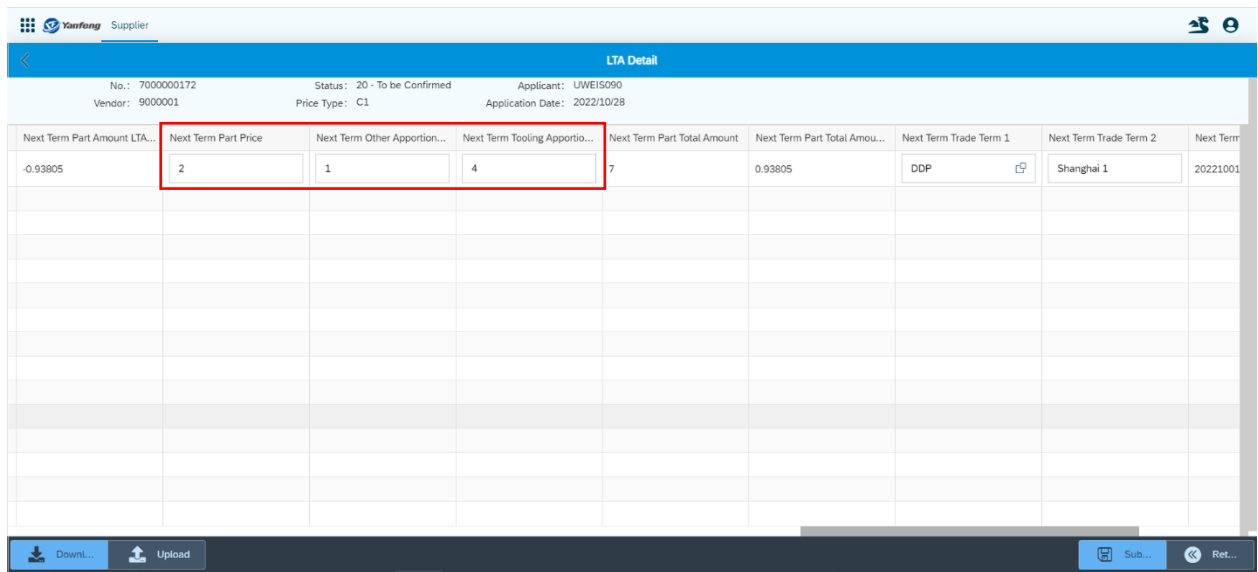
Click LTA number

LTA Query

LTA No.: Vendor: 9000001
 Status:

LTA No.	Created on	Status	Changed by
7000000216	20221116	25 - Supplier Confirmed	UZHAW020
7000000206	20221104	25 - Supplier Confirmed	UZHAW020
7000000197	20221028	25 - Supplier Confirmed	UZHAW020
7000000175	20221028	25 - Supplier Confirmed	UWEIS090
7000000172	20221028	20 - To be Confirmed	UWEIS090
7000000167	20221028	25 - Supplier Confirmed	UZHAW020
7000000108	20221018	25 - Supplier Confirmed	UZHAW020
7000000103	20221013	20 - To be Confirmed	UZHAW020
7000000100	20220930	20 - To be Confirmed	UZHAW020
7000000099	20220929	20 - To be Confirmed	UZHAW020
7000000052	20220812	25 - Supplier Confirmed	UZHAW020
7000000049	20220811	25 - Supplier Confirmed	AZHA0697
7000000021	20220809	25 - Supplier Confirmed	
7000000010	20220805	20 - To be Confirmed	

Fill in part unit price, apportionment cost and mold apportionment price



✧ Parts unit price, other apportionment costs, mold apportionment prices for the next period are mandatory

Fill in the supplier information survey –
supplier

Log in to the ONE SRM system

1. Using a browser (Google browser is recommended), enter the URL of ONE SRM.
2. Enter GID and password to log in.



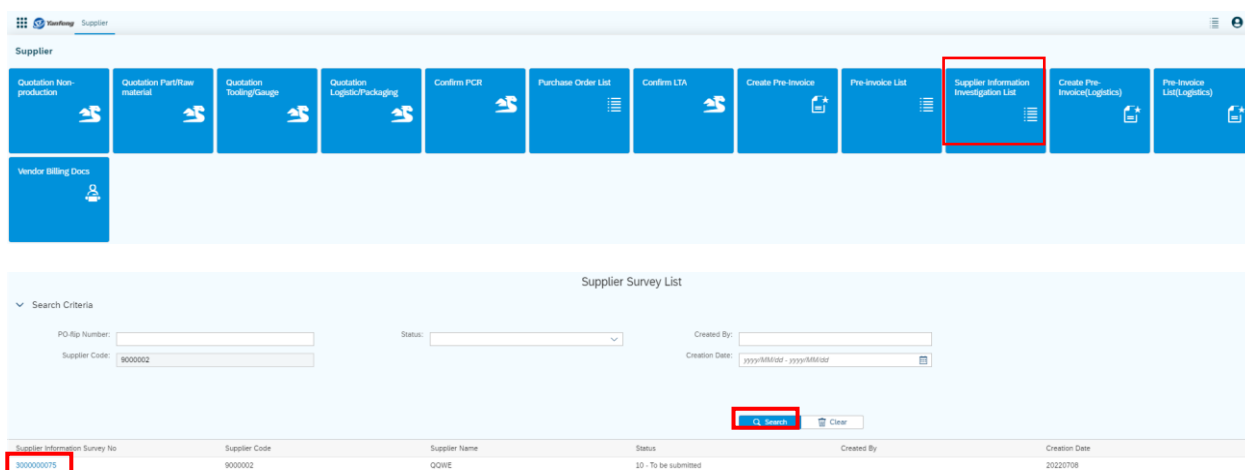
Please note:

- ✧ User name: S+Supplier Code+A
- ✧ Initial password: **abcd1234** or **Superman01**



APP PATH

Select APP Entrance



Detailed operation steps



Supplier information

ORGANIZATION ATTACHMENT

Supplier Name: QQWE
Social Credit Code: 123456
Supplier code: 900002
English Name:
Status: 30 - To be submitted
[Download template](#)

ATTACHMENT

File: [Browse...](#) [Upload](#)

Name	Type	Del.
------	------	------

AutoSave [X] [Y] SPINFO_TEMPLATE (3).xlsx Search (Alt+C)

File Home Insert Page Layout Formulas Data Review View Developer Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

SPINFO_TEMPLATE (3).xlsx

Yanfeng

供应商信息调查表
Supplier Investigation Form

版本 Revision	发布日期 Release Date	修订记录 Description of Changes	编制 Prepare 过峰/陈永芳 Process Lead:	审核和发布 Approver and Release 过峰/陈永芳 Approver: Executive Process Champion	批准人/发布 Approver and Release 过峰/陈永芳 Approver and Release
01	01-01-2022	首次发布 Initial Release	Cheng Youfang	Dai Fengchen	Kent E Johnston

Supplier information

ORGANIZATION ATTACHMENT

Supplier Name: QQWE
Social Credit Code: 123456
Supplier code: 900002
English Name:
Status: 30 - To be submitted
[Download template](#)

ATTACHMENT

File: [Browse...](#) [Upload](#)

Name	Type	Del.
SPINFO_TEMPLATE (3).xlsx	XLSX	Del.

[Submit](#)

Supplier information

ORGANIZATION ATTACHMENT

Supplier Name: QQWE
Social Credit Code: 123456
Supplier code: 900002
English Name:
Status: 30 - Submitted
[Download template](#)

ATTACHMENT

File: [Browse...](#)

Name	Type	Del.
SPINFO_TEMPLATE (3).xlsx	XLSX	Del.

Message

☒ Submitted succeeded!

[OK](#)