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Objective目的:

- To specify the procedure to be followed with regard to Purchase Requests and quotations and ensure this aspect of the function is systematically and professionally carried out.
目的是制定有关采购申请与报价的流程，确保这项职能系统地，专业地实施。

APPLICATION应用范围:

This policy applies primarily to Purchasing Managers, however the General Manager and Director of Finance and Controlling must ensure a systematic procedure is being applied and adhered to by all Department Heads in the hotel.

本规则主要适用于采购经理，尽管如此总经理和财务总监必须确保一个系统性的流程被采用并且各部门负责人都有所遵循。

All new Department Heads are to receive a copy of this policy as well as explanation and instructions on the procedure to be followed from the Purchasing Manager.

所有新上任的部门经理都会得到一份本规则的复印件，并且附带采购经理做出的有关解释说明。


STATEMENT OF POLICY:

规则声明:

- To initiate an order - Department Heads should complete fully a Purchase Request indicating the quality and description of the items wanted. And reasons for purchasing, required date.
发起订单-
部门经理应该准备好完整的采购申请，其中要明确说明需要采购物品的质量以及描述。以及采购原因和期望到货日期。
- Purchase requests are not required for food and beverage items such as fruits, vegetables fresh fish and meat, for such purchases the Daily Market Sheet is to be used.
采购申请不包括食品及酒水采购，例如水果，蔬菜，鱼和肉，上述采购在“日常市场采购表”中。
- The routing of Purchase Requests internally should be as follows:
 - Department Head
 - Purchasing Manager
 - Director of Finance and Controlling
 - General Manager
 - Purchasing Manager

内部采购申请流程如下:

 - 部门负责人
 - 采购经理
 - 财务总监
 - 总经理
 - 采购经理

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4. The Purchasing Manager should obtain a price quotation and indicate the same on the Purchase Request mentioning the quantity on which the quote is based and the date the quote was obtained prior to forwarding it to the Director of Finance and Controlling.
 采购经理应该获得报价，并且表明报价是基于多少的采购数量，什么时间获得的报价，在提交采购申请到财务总监处之前。
5. Whenever possible three nominated suppliers should be designated for each category of goods. Nominated Suppliers should be reviewed annually or in the event of a substantial price increase. Price quotations from Nominated Suppliers are to be obtained and reviewed on a regular basis.
 在任何可能的情况下，每个采购物品要有三个供应商。应该每年度或者涨价时对被提名的供应商进行审查。被提名供应商提供的报价应该经常被审查。
6. Suppliers not nominated should be used only in exceptional circumstances and in such cases three quotations must be received.
 没有被提名的供应商只是在特殊情况下使用，并且要结合三个报价。
7. Three written quotations are to be obtained for purchases exceeding the equivalent of RMB 500/ for any one item and the quotations should be attached to the Purchase Request before forwarding for approval.
 当任何一个物品的采购超过人民币伍佰元整的都要形成三份书面的报价，在提交采购申请前需先被批准。
8. The chosen supplier should be selected on the basis of quality and reliability as well as price, and further negotiation on the price should be carried out at the time of placing the order.
 选定的供应商应该是按照所提供的物品的质量和价格所定，进一步的价格协商应该在制定订单时实施。
9. Copies of authorized Purchase Requests are to be circulated as follows: Purchasing Department, Accounts Department and originating Department Head.
 被审批的采购申请应复印分发存档于：采购部，财务部，申购部门。