

	RESOURCE LIBRARY – ACCOUNTING Ordering Procedure	CODE: 05.03.003
		EDITION: 1
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Objective 目的:

- To outline the required procedure to be followed in Bavaria hotels.
提出巴伐利亚酒店所应该遵循的流程。

APPLICATION应用范围:

It is the responsibility of the Purchasing Manager to carry out the ordering process ensuring these guidelines are adhered to.
采购经理负责订单过程，并确保这些指导原则被遵循。

STATEMENT OF POLICY规则声明:

- A Purchase Order must be prepared for all purchase transactions and sequentially numbered for control and identification purposes.
所有的采购都必须是有连续性编号的采购订单，连续编号为了控制以及方便查找。
- Completed Purchase Orders are to be submitted for approval to the Director of Finance and Controlling and General Manager, together with the previously approved Purchase Request.
填写好的订单应提交到财务总监处以及总经理处待审批，连同之前确认审批过的采购申请一起上交。
- Purchase Requests and Purchase orders may be simultaneously approved in the event of an emergency order or for routine purchases which do not vary in price or quantity. Emergency orders are to be kept to a minimum by effective planning and control, rush orders affect the negotiation and bargaining power of the Purchasing Manager.
在处理一些紧急订单或者处理没有价格变动的常规采购时，采购申请与采购订单可以同时审批。紧急订单应该保持在对计划和控制有最小影响的水准。紧急订单影响到采购经理的谈判能力与议价能力。
- Copies of the approved department Purchase Order should be sent to:
The Supplier (original), Purchasing Department, Receiving Department, Accounts Department.
已经通过审批确认的采购订单应该将其及复印件分发至：
供应商（原件），采购部，收货部，财务部。
- The Purchasing department should maintain a master file of all Purchase Orders issued or cancelled in numerical order.
采购部应该保存一份主文档，包括连续编号的所有发出与取消的采购订单。
- The Purchasing Manager is to ensure close follow up with suppliers to ensure items are delivered on time to the required department.
采购经理要确认并跟进供应商，确保订购的物品会按时送货给需要的部门。