

奇瑞集团采购服务平台
Chery Group Procurement Service
Platform

操作手册
Operation Manual
(采购文件澄清)
(Procurement Document Clarification)

项目号 Project No.	
文档编号 Document No.	
工程编号 Job No.	
版本号 Version No.	1.1

2023 年 12 月
December 2023

目录

Contents

一、业务操作	4
1.Business operation	4
1.1 采购文件澄清	4
1.1 Procurement Document Clarification	4

一、业务操作

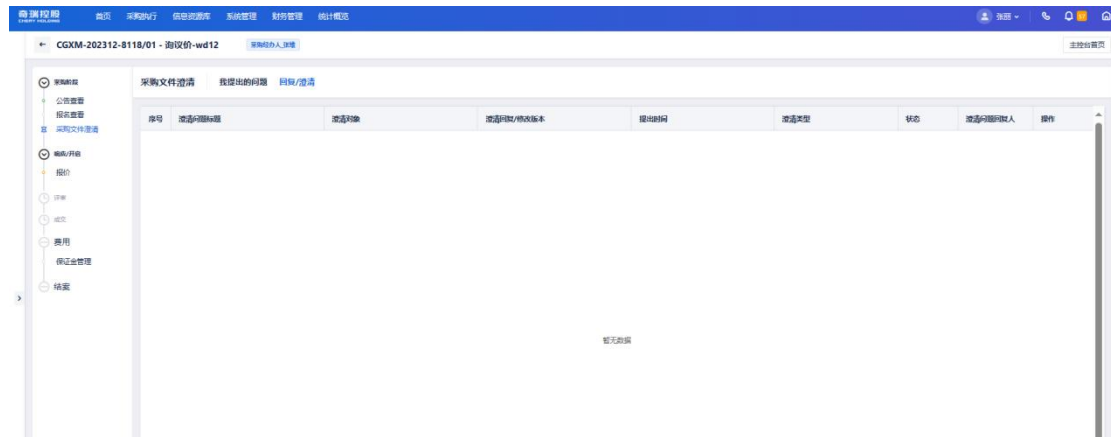
1.Business operation

1.1 采购文件澄清

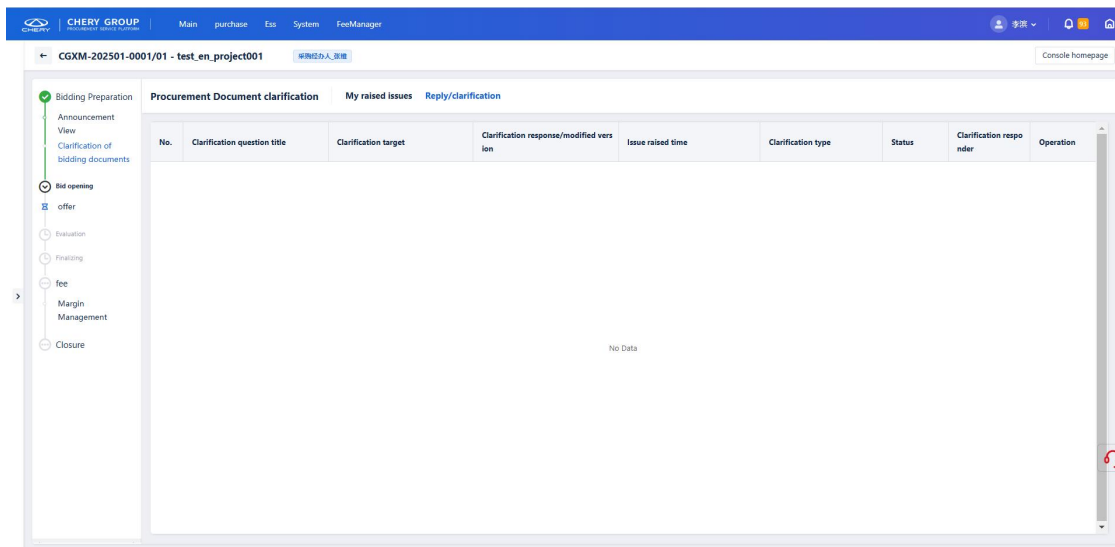
1.1 Procurement Document Clarification

第 1 步：供应商进入项目工作台点击采购文件澄清，进入问题澄清页面。如图所示

Step 1: The supplier enters the project workbench and clicks the Procurement Document Clarification to enter the problem clarification page, as shown in the figure.



(图 1-1)



(Figure 1-1)

第 2 步：采购经理发出澄清文件，供应商点击确认按钮，弹窗上传文件。如图所示

Step 2: The procurement manager issues a clarification document, and the supplier clicks the OK button to upload the document in a pop-up window. As shown in the figure



(图 1-2)

Procurement Document clarification		My raised issues		Reply/clarification				
No.	Clarification question title	Clarification target	Clarification response/modified version	Issue raised time	Clarification type	Status	Clarification responder	Operation
1	test_en_project001第1次澄清回复/修...	All bidders/suppliers under the bid s...	第1次	2025-01-03 10:15:07	Text clarification	Pending confi...	采购经办人_张维	Confirm

(Figure 1-2)

上传文件
澄清回执模板下载

请下载澄清回执模板后，打印、盖章，再上传扫描件，只能上传一份扫描件（不大于100M）

xxxx供应链管理建设方案.pdf

取消
确认

(图 1-3)

Clarification confirmation letter
×

瑞鲸（安徽）供应链科技有限公司：

我单位已收到贵公司发出的项目【test_en_project001】澄清标题为【test_en_project001第1次澄清回复/修改】的澄清文件。

Hereby acknowledge receipt

Cancel
Confirm

(Figure 1-3)