## QUESTIONNAIRE[答問集]

* Company Name[公司名稱]：
* Address[公司地址]：
* Tel[聯絡電話] ：
* Project Name[專案名稱] ：
* Project Manager[專案管理者] ：
* Location of Project[實施地點]：
* Existed WMS [既有倉儲管理系統]為： Yes.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；  No.[無]
* Existed AGV [既有自動導引運搬系統]為：  Yes.\_\_\_\_\_\_\_\_\_\_\_\_\_；  No.[無]
* ERP[ERP系統為]： Yes.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_； No. [目前無]
* Consultant [顧問單位]： Yes. [有]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；  No. [目前無]
* Project Time Schedule[專案時程] Year[年]/ Month[月]/ Date[日]
* Date of order[預計訂單完成日期] ……… / ……. / …….
* Date of approval workshop [成立專案執行單位日期] ....../........../........
* Date of on site survey & visit [需求訪談日期] ......./........../........
* Date of start production[投產或完成日期] ......./........../.......
* Date of start installation[安裝日期] ......./........../.......
* Date of finish installation[完成驗交日期] ......./........../.......

**一張含有 文字 的圖片

自動產生的描述**

1. **Warehouse[倉庫]**

Building[建物]： New[新建]； Existing[既有建物]

**Layout[配置圖面]：Please offer the layout file in AutoCad [請提供AutoCad圖面] and included each floors which need to send AGV to operation or movement[包含AGV進出作業的樓層圖面]**

Warehouse locations[倉儲位置及數量]：

N.[北部] \*\_\_\_\_\_DC [倉庫數]； M.[中部] \*\_\_\_\_\_DC [倉庫數]；

S.[南部] \*\_\_\_\_\_DC [倉庫數]；  E.[東部] \*\_\_\_\_\_DC [倉庫數]；

Oversea DCs[海外倉]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(國家\*數量)

Length of the warehouse[倉庫長度]：\_\_\_\_\_\_\_\_\_\_M[公尺]

Width of the warehouse[倉庫寬度]：\_\_\_\_\_\_\_\_\_M[公尺]

Internal height of the warehouse[倉庫淨高度]：­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ M[公尺]

Racking Type[倉儲貨架型式]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Pallet/Bin Locations Required[儲位需求數量]：\_\_\_\_\_\_\_\_\_\_\_

Truck Types in use [使用運搬設備有]：

PT電動堆高機 ； PPT電動拖板車 ； CB配重式堆高機 ；其他(請描述)

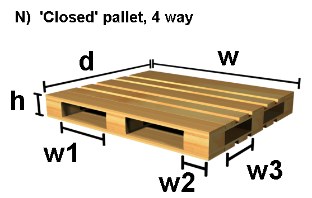
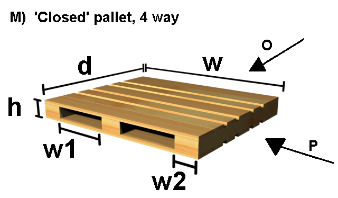
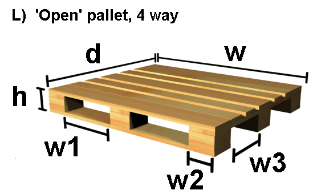
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1. **Carriers in sue [使用的載具]**

**AGV needs to move the pallet opreation**

Type of pallet dimensions[棧板種類及尺寸] W x D x H (min.)



其他\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
2. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
3. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
4. Material of Pallet [棧板材質]：

Wood[木製] ；  Plastic[塑膠製] ；  Stell & Aluminum[鐵/鋁製]

**AGV needs to move the shalving with split goods or boxes.**

Type of carton dimensions[筐箱種類及尺寸] W x D x H (min.)

1. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
2. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
3. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
4. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
5. W x D x H mm ; Load[荷重]：\_\_\_\_\_\_\_\_\_\_Kg[公斤]
6. Material in made[材質有]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Others: goods in split less than[其他零散物品不大於]：<=\_\_\_\_\_\_\_\_\_ Kg[公斤]
8. **The Requests for the different floor or layers[需要跨樓層作業]**
9. Which floors we need to do with in/out-put operation[進出樓層為]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The limitation of weight per floor[每樓層重量限制]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Kg[公斤]
2. The limitation of height per floor[每樓層高度限制]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kg[公斤]
3. The inner dimension of elevator / lifter[電梯內部尺寸]：

W[寬度]\_\_\_\_\_\_\_\_\_\_\_\_ x D[深度]\_\_\_\_\_\_\_\_\_\_\_\_\_ x H[高度]\_\_\_\_\_\_\_\_\_\_ mm[公釐]

1. The rated capacity of the elevator / lifter[貨電梯載重限制]：\_\_\_\_\_\_\_\_\_Kg[公斤]
2. The linking of elevator door control[需要電梯自動門開啟連結]：

Yes. [需要]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；  No. [不需要]

1. **The path of AGV in the differnet floor[AGV在各樓層行走路徑]，Please remark on AutoCAd or PDF files.[請於AutoCad或是PDF圖面檔案說明註記]**
2. **Warehouse Operation Details[倉儲作業內容]**

Total Stock Keeper Unit SKU[庫存品項數]

Method of Operation[作業方式]

Manual[人工作業]

Semi-Auto[半自動作業]

Automatic[自動化]

ASRS[使用棧板式自動倉儲系統] Yes  No

若有使用ASRS，由[哪家公司]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_提供；品牌為\_\_\_\_\_\_\_\_\_\_\_；

使用的WCS為\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_公司提供，品牌為\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。

Working Hour per day[工作時數/天]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours小時

Shifts per day[班制/天]： 1-shift [一班制]； 2-shift [二班制]； 3-shift [三班制]

Working Hour per Shift[工作時數/班]：\_\_\_\_\_\_\_\_\_\_\_\_Hours[小時]

Pallet movements per day [棧板進出量]：

Input[進倉]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_板；Output[出倉]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 板

Through-put[吞吐量]：Double cycle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_pallets/hr

Order Picking[訂單撿貨]： Yes  No

If yes pick unit per day[訂單數/天] ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Picking orders per shift[訂單數/班]：[1st Shift早班]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；[2nd Shift中班]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；[3rd 晚班]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of pick per unit[撿次/訂單]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peak operation period[尖峰作業時間]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the peak time separated in serval shifts：[早班尖峰時段]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；[中班尖峰時段]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；[晚班尖峰時段]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt[收貨]：

Maximum per day [小時/天] \_\_\_\_\_\_\_\_\_\_；Average per day [平均時數] \_\_\_\_\_\_\_\_\_\_\_\_\_

Deliveries[出貨]：

Maximum per day [小時/天] \_\_\_\_\_\_\_\_\_\_； Average per day [平均時數] \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Computer Equipment / Warehouse Management System[系統軟硬體資訊]**
2. Hardware / Operating System [硬體/作業系統]

Does a HOST-computer system already exist ? [既有上位系統為?]

Which type ?[型號]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which operating system ? [作業系統]：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the HOST [上位系統是否有以下功能?]

* process the orders [處理訂單]： Yes [有] ；No [無]
* process the incoming goods [進貨處理]：Yes [有] ；No [無]
* labelling of the incoming goods [進貨貼標]：Yes [有] ；No [無]
* the overall control and supervision of stocks [庫存控制]：Yes ；No
* the generation of retrieval and order-picking orders [系統產生收貨、撿貨單]

Yes [有]  ；No [無]

* provide the dispatch documents [系統提供出貨資料]：

Yes [有]  ； No [無]

1. Desired Functionality [功能作業需求]
2. 碼頭作業

* 是否有進出貨碼頭：Yes [有]  ；碼頭高度：\_\_\_\_\_\_\_\_\_\_\_\_\_m[公尺]
* 是否有月台調整板設備：Yes [有] ；品牌為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 是否有車輛導引設備：Yes [有] ；品牌為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 是否有門封及工業門設備：Yes [有] ；品牌為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 是否有夜間燈光照明設備：Yes [有] ；品牌為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 請描述倉儲溫度需求：

常溫倉；冷藏倉，溫度為\_\_\_\_\_\_\_℃；冷凍倉，溫度為\_\_\_\_\_\_\_\_\_\_℃

其他；請簡述：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

若為低溫倉，請問低溫倉建物為：立體庫板；品牌為\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；

冷凍機組系統為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；控制系統為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；

相關補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 進貨功能作業(複選)

紙張作業；手持終端作業(HHT)；語音作業 ；自動化作業

堆高機作業；車載終端作業 (MVT)；條碼掃描作業

* 需要檢驗入庫項目：(若無；請填寫無或No.)

需數量檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需品質檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_

需收貨材積重量填寫，作業說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 若為低溫倉儲，是否有預冷區作業：Yes [有] ；T [溫度為]：\_\_\_\_\_\_\_\_℃

相關作業補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 上架進貨作業

紙張作業；手持終端作業(HHT)；語音作業 ；自動化輸送

堆高機作業；車載終端作業 (MVT)；條碼掃描作業；人工作業

1. 若為進出庫貨架作業，請問貨(料)架型式為：

重型貨架； 後推式(Push back) ；流利架(Flow rack) ； 輕中量架；駛入(出)式(Drive-in/th)；棧板自動倉ASRS；堆高機+梭車系統；

自動梭車系統(Multishuttle)；料盒自動倉miniload

電動移動貨架(Mobile rack)； 積層架(Mezzanine)

1. 撿貨作業

* 人工撿貨作業：

紙張作業；手持終端作業(HHT)； 語音作業；輸送帶作業；

撿貨車；車載終端 (MVT)； 條碼掃描；拖板車及堆高機作業；

電子標籤作業(PTL)，為播種式 (Put to light)或及摘取式(Pick by light)

其他，請說明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 自動撿貨作業：

Miniload料盒自動倉； Multishuttle自動倉； GTP 物就人系統 ；

分撿輸送帶作業Sorter； 其他，請說明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 流通加工作業 自有人力；委外人力資源

* 重包裝作業[Repacking]：人工作業；自動包裝作業

人工作業班制 [Shifts/Day]：(1)\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_

人工作業時間：(1) \_\_\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

人工作業人數：(1)\_\_\_\_\_\_\_\_\_\_\_人；(2)\_\_\_\_\_\_\_\_\_\_\_\_人；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_人

總人數約為:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人；相關作業說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 重貼標籤作業[Relabeling] ：人工作業；自動包裝作業

人工作業班制 [Shifts/Day]：(1)\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_

人工作業時間：(1) \_\_\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

人工作業人數：(1)\_\_\_\_\_\_\_\_\_\_\_人；(2)\_\_\_\_\_\_\_\_\_\_\_\_人；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_人

總人數約為:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人；相關作業說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 組裝(組合)作業[Assembling] ：人工作業；自動包裝作業

人工作業班制 [Shifts/Day]：(1)\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_

人工作業時間：(1) \_\_\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

人工作業人數：(1)\_\_\_\_\_\_\_\_\_\_\_人；(2)\_\_\_\_\_\_\_\_\_\_\_\_人；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_人

總人數約為:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人；相關作業說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 分裝作業[Assembling] ：人工作業；自動分裝作業

人工作業班制 [Shifts/Day]：(1)\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_

人工作業時間：(1) \_\_\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

人工作業人數：(1)\_\_\_\_\_\_\_\_\_\_\_人；(2)\_\_\_\_\_\_\_\_\_\_\_\_人；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_人

總人數約為:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人；

相關作業說明：凍結；裁切；秤重；分類分級；抽樣檢驗

環境控制說明：低溫 ，溫度為\_\_\_\_\_℃；濕度為\_\_\_\_\_\_\_(相對溼度)；

作業環境潔淨度要求： 100等級； 1000等級； 10000等級；無

其他要求(請補充)：

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 捆包作業[Kitting] ：人工作業；自動包裝作業

人工作業班制 [Shifts/Day]：(1)\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_

人工作業時間：(1) \_\_\_\_\_\_\_\_\_\_\_\_；(2)\_\_\_\_\_\_\_\_\_\_\_\_\_；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

人工作業人數：(1)\_\_\_\_\_\_\_\_\_\_\_人；(2)\_\_\_\_\_\_\_\_\_\_\_\_人；(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_人

總人數約為:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人；相關作業說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 屬於流通加工其他作業：(請補充說明)

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1. 補貨作業 自有人力；委外人力資源

* 作業時間：

上午；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

下午；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 作業班制及人力：

一班制； 作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；投入人力為：\_\_\_\_\_人

二班制；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；投入人力為：\_\_\_\_\_人

三班制；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；投入人力為：\_\_\_\_\_人

* 補貨作業方式：

紙張作業；手持終端作業(HHT)；語音作業 ；輸送帶作業；

補貨籠車；車載終端 (MVT)； 條碼掃描； 拖板車或及堆高機；

電子標籤作業(PTL)； 自動化作業，採用\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_系統；

其他，請說明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 相關作業補充：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 盤點作業 自有人力；委外人力資源

* 作業時間： (書寫方式，例如：9:00-12:00；21:00-03:00)

每天；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

每週；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

每月；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

每季；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

每半年；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

每年；作業時間為：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 作業班制及人力：

一班制；二班制；三班制；人力約為：\_\_\_\_\_+\_\_\_\_\_\_+\_\_\_\_\_人

* 盤點作業方式：

紙張作業； 手持終端作業(HHT)； 語音作業 ；輸送帶作業；

複盤作業； 車載終端 (MVT)；條碼掃描；拖板車或及堆高機；

電子標籤作業(PTL)； 自動化作業，採用\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_系統；

其他，請說明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 相關作業補充：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 出貨功能作業(複選)

紙張作業； 手持終端作業(HHT)；語音作業； 自動化作業 (輸送帶)

堆高機作業；車載終端作業 (MVT)； 條碼掃描作業

* 需要檢驗出庫項目：(若無；請填寫無或No.)

需數量檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需品質檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_

需收貨材積重量填寫，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要溫度等數據填寫，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要檢附發票，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要檢附收貨人資料及地址，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要檢附文件，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 相關作業補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 逆物流作業(複選)

同進貨作業；若不是，請選取以下作業方式：

紙張作業；手持終端作業(HHT)；語音作業；自動化作業 (輸送帶)

堆高機作業；車載終端作業 (MVT)； 條碼掃描作業

* 所需作業項目：(若無；請填寫無或No.)

需數量檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需品質檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_

需收貨材積重量填寫，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要溫度等數據填寫，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要依據商品分類處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要依據供應商分類處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

需要報廢處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要維修處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 相關作業補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 移倉作業：

同出貨作業；若不是，請選取以下作業方式：

紙張作業；手持終端作業(HHT)；語音作業；自動化作業 (輸送帶)

堆高機作業；車載終端作業 (MVT)； 條碼掃描作業

* 所需作業項目：(若無；請填寫無或No.)

需數量檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需品質檢驗QC，請說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_

需收貨材積重量填寫，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要溫度等數據填寫，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要依據商品分類處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

需要依據供應商分類處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

需要依據路線分類處理，補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 相關作業補充說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 其他作業(請說明)
2. **Remarks [備註] :**

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