**操作 SOP**

## 1.基本信息 Basic Information

DICISION MAKER {{DicisinoMaker}}

CONSIGNEE {{Consignee}}

SHIPPER（中文） {{Shippercn}}

SHIPPER（英文） {{Shipperen}}

销售 {{Salesman}}

运价 {{Procurement}}

操作（CS) {{Cs}}

业务类型 {{BusinessType}}

贸易条款 {{TradeTerms}}

联系人

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Contact Name | Role | Department | E-mail | Phone | Remark |

PA联系人

|  |  |  |
| --- | --- | --- |
| No. | E-mail | Remark |

海外代理联系人

|  |  |  |
| --- | --- | --- |
| No. | E-mail | Remark |

HBL出单类型 {{Protocol}}

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Lunar Combination | Period of Validity | Downloa Dlink |

长期放货保函

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Lunar Combination | Period of Validity | Downloa Dlink |

报价单

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Lunar Combination | Period of Validity | Downloa Dlink |

结算方式 {{Balance}}

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Lunar Combination | Period of Validity | Downloa Dlink |