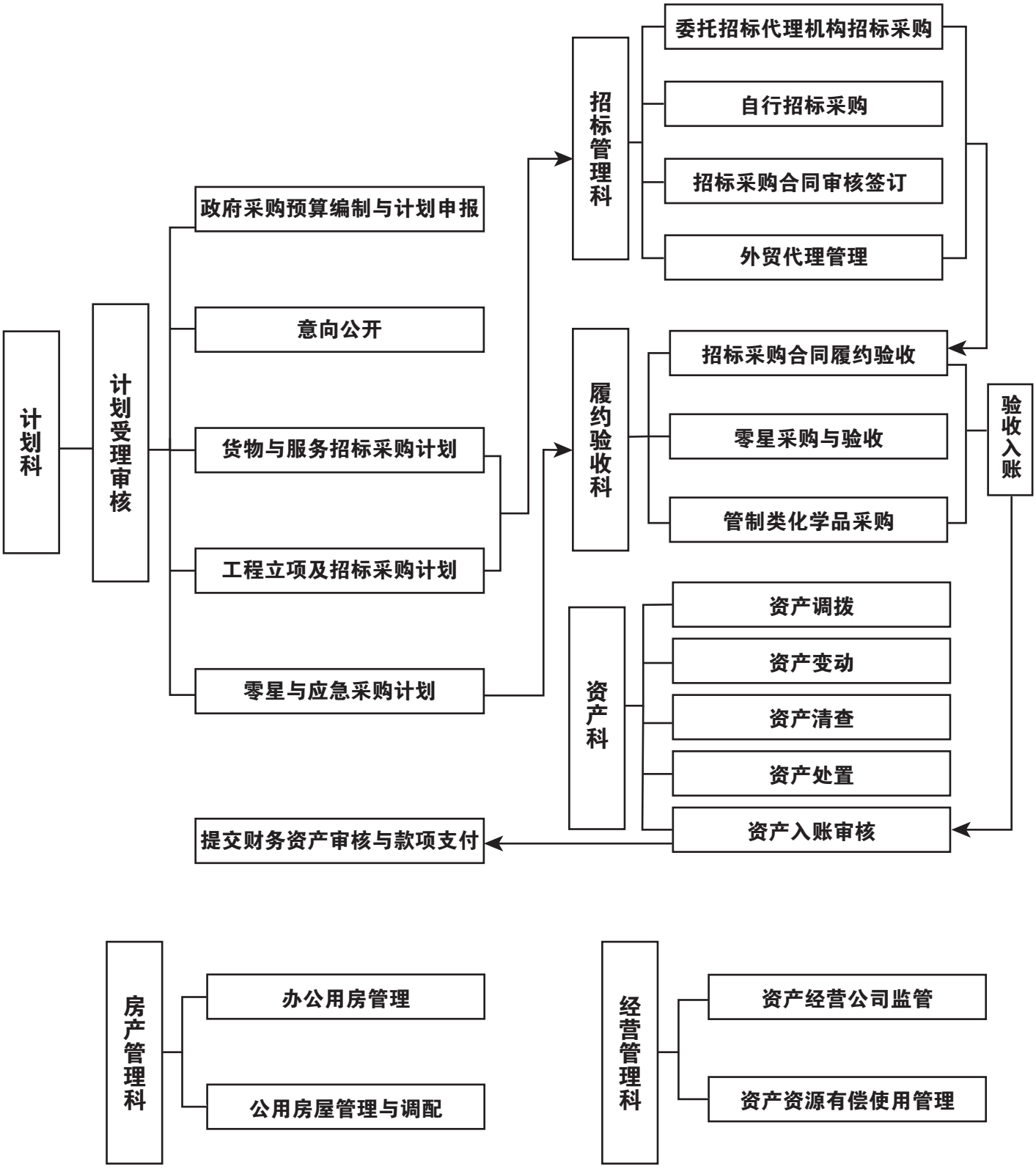物资采购与资产管理工作流程