建设单位	北方华锦联合石化有限公司	主　　项	装置街区
项目名称	精细化工及原料工程项目	设计阶段	详细工程设计
装置名称	500 万吨/年渣油加氢装置		

高压浮筒液位计询价书

Requisition For High Pressure Displacer Level Instrument

							会签		
0	AFC	2024.3.14							
修改	说 明	日 期	编 制	校 核	审 核			会签专业	会签人

本表数据未经SEI书面允许不得扩散至第三方

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第 1 章 SECTION 1 – 总则 GENERAL

★1.1 工作范围 Scope of Work

1.1.1 本询价书是对本项目仪表的最低技术要求，卖方的技术报价**必须**相等或高于本询价书的技术要求。有关招标、采购的程序与商务报价要求应由负责招标、采购的单位和/或部门提出。

This requisition is understood as the minimum requirements for instrumentation in this project. Seller's technical proposal **shall** be equivalent to or higher. The procedure and business quotation requirements of tendering or purchasing activity should be issued by tendering inviting party or purchasing unit and/or department.

1.1.2 本询价书中采用单词“**必须**”或“**严禁**”的条款，理解为强制性条款。卖方必须照此执行合同。

Wherever the word **"shall"** or **"shall not"** is used in this requisition, its meaning is to be understood as mandatory. Seller shall comply with these terms to implement contract.

本询价书中采用单词“应”或“不应”的条款，理解为强烈推荐和建议性条款。卖方应照此执行合同。

Wherever the word "should" or "should not" is used in this requisition, its meaning is to be understood as strongly recommended or advised. Seller should comply with these terms to implement contract.

本询价书中采用单词“宜”或“可”的条款，理解为自由选择性条款。卖方参照执行。

Wherever the wording **"may be"** is used in this requisition, its meaning is to be understood as freedom of choice. Seller should refer to these terms to implement contract.

1.1.3 卖方的技术报价书应由仪表制造商编制，并**必须**符合本询价书 2.4 节规定的内容。

Seller's technical quotation should be prepared by instrument manufacturer, and **shall** be in full compliance with the content requirements in 2.4 section.

1.1.4 卖方的技术报价与本询价书的技术要求有偏离，卖方**必须**在偏差项表中列出并说明。卖方未

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在偏差项表列出的内容被视为完全符合买方询价书的要求。

If Seller cannot be in full compliance, then Seller **shall** specifically state all exceptions taken, and reference the specific requirement to which the exception applies. if not, Seller's technical proposal will be regarded as no exceptions.

1.1.5 本询价书和报价书除买方和卖方之外，严禁泄露给任何第三方。

This requisition and quotation shall not be distributed to other than Buyer and Seller.

1.1.6 卖方的报价书中**必须**对本询价书中没有提出，但在仪表安装、调试、运行中所必需的工具、附件等提出说明和报价，供买方确认。

Seller **shall** indicate price and/or illustration for the tools and accessories those will be necessary in the stage of installation, calibration, and running even in the case of no specific description in this requisition. That will be confirmed by Buyer.

1.1.7 卖方应在收到本询价书后两周之内返回技术报价书给买方。若采用公开招标模式，卖方**必须**在招标文件规定的时间内提交技术报价书给招标方。

Seller should provide technical proposal to Buyer within two weeks after receiving this requisition. If Open Tendering method is adopted, Seller **shall** provide technical proposal to the tendering inviting party within required time schedule.

1.1.8 卖方**必须**在投标文件中注明产品的原产地和组装地，在最终供货文件中提供合法的产地证明文件。

Seller **shall** indicate the product's origin and assembled in the proposal, provide the certificate of origin in the final delivery file.

1.1.9 卖方提供的液位计**必须**整体供货。

Level gauge **shall** be provided as an integral product by seller.

1.1.10 卖方必须对下列仪表设备/材料及其附件按本询价书所附技术要求、技术规格书和仪表规格书的要求提供技术报价

Seller shall furnish a technical quotation for instrument, materials and accessories in the following items in accordance with the technical requirements contained in this requisition specification, technical specification and instrument specifications.

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序号 Seq.No.	位号 Tag No.	描述 Description	规格/型号 Specification	单位 Unit	数量 Q'ty
1	1070-LT-12306	高压浮筒		set	1
2	1070-LT-12307	高压浮筒		set	1
3	1070-LT-12401	高压浮筒		set	1
4	1070-LT-12407	高压浮筒		set	1
5	1070-LT-12502	高压浮筒		set	1
6	1070-LT-12503	高压浮筒		set	1
7	1070-LT-12504	高压浮筒		set	1
8	1070-LT-12505	高压浮筒		set	1
9	1070-LT-82306	高压浮筒		set	1
10	1070-LT-82307	高压浮筒		set	1
11	1070-LT-82401	高压浮筒		set	1
12	1070-LT-82407	高压浮筒		set	1
13	1070-LT-82502	高压浮筒		set	1
14	1070-LT-82503	高压浮筒		set	1
15	1070-LT-82504	高压浮筒		set	1
16	1070-LT-82505	高压浮筒		set	1

总计 Total : 16 套 sets

1.1.11 产品制造商**必须**在中国具有技术支持和维护服务能力并在报价文件中具体说明。

Manufacturer **shall** have capability of technical support and maintenance service in China and detail it in the quotation document.

1.2 卖方职责 Responsibility of Seller

1.2.1 卖方**必须**确保提供的仪表设备的完整性、可靠性和适用性。

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Seller **shall** bear the full responsibility for the integrality, reliability and applicability of the instruments which are supplied by them.

1.2.2 卖方应按照买方询价书的要求，必须对仪表进行计算、选型，保证计算结果、选型的正确性，并完全满足现场的使用要求，选型错误必须由卖方负责。

Seller **shall** execute and ensure the validity of the instrument calculation and selection according to this requisition, and fully comply with the requirements of the running at the job site. Wrong type selection **shall** be responsible by Seller.

1.2.3 本询价书作为合同附件的一部分，卖方必须保证其提供的产品满足本询价书的工艺条件及要求，并能适应装置的环境及公用工程条件。无论卖方文件是否被买方确认，所产生的问题必须卖方负责。

This requisition will be a part of the contract technical appendix, Seller **shall** ensure their products that be supplied fully according to the process data and requirements of this requisition, and also suit for the environment and utility conditions. Whether or not Seller's files were confirmed by Buyer. If conflict, the problem **shall** be responsible and solved by Seller.

1.2.4 卖方必须确保提供现场安装指导、现场培训及其他售后服务。

Seller **shall** take the responsibility for providing the installation supervision at job site and the after service.

1.2.5 卖方必须根据本询价书的规定，提供技术资料供买方确认审查，提供最终资料和随机资料，并应确保提供的技术资料准确无误。

Seller **shall** take the responsibility for providing the technical documents to Buyer to confirm and review according to the requirements of this requisition, and provide the final documents. Seller should ensure the validity of the documents that be provided by them.

1.2.6 上述责任工作必须全部包含在合同价格中。如由于卖方不履行职责而造成的一切后果必须由卖方承担。

All above stated responsibility and service **shall** be included in the contract price, and all aftereffect **shall** be taken by Seller in the case of not submit the scope of work and responsibility.

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1.2.7 卖方**必须**配合买方（业主）完成仪表规格书（EXCEL 文件）的返填工作。

1.2.8 卖方**必须**配合买方（业主）完成仪表数字化交付工作并提供数字化交付所需文件。

1.3 买方职责 Responsibility of Buyer

1.3.1 买方应提供询价书、技术规格书和仪表规格书等必要的仪表询价文件。

Buyer should provide instrument requisition documents including requisition, technical specification and instrument specifications.

1.3.2 买方应对卖方提交的技术报价书及供审查的文件进行确认审查，并提出修改意见。买方对卖方提交文件的审查并不解除卖方满足订单、规格、规范和图纸要求的责任。

Buyer should review Seller’s technical quotations and for-review documents, and provide modification notes. Buyer’s reviewing documents submitted by Seller in no way relieves the Seller of his responsibility to comply with the requirements of the purchase order, specifications, codes and drawings.

1.3.3 买方应在设计条件发生变化时及时通知卖方。

Buyer should inform Seller the updated design conditions.

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第 2 章 SECTION 2 – 技术要求 TECHNICAL SPECIFICATIONS

★2.1 技术规定 Technical Specification

询价书附件 Attachments of requisition：

序号 No.	文件编号 Documentation No.	版本号 Revision No.	文件名称 Name of documentation
1	000000IN-SP04-0002	0	非差压法物位仪表技术规格书 Technical Specification for Non-DP Type Level Instruments
2	112900IN-DS04-1311A	0	仪表规格书（浮筒液位计） Instrument Specification (Displacer Level Instrument)

2.2 装置环境条件及公用工程条件 Project Climatic and Utility Data

2.2.1 大气压力 Barometric Pressure

年平均大气压力 Average Barometric Pressure： 101.61kP a

2.2.2 环境温度 Ambient Temperature

极端最高温度 Maximum Ambient Temperature： 34.8 ℃

极端最低温度 Minimum Ambient Temperature： -29.9 ℃

年平均温度 Average Ambient Temperature： 9.5 ℃

2.2.3 相对湿度 Relative Humidity

夏季最高相对湿度 Summer relative humidity： 82%

年平均相对湿度 Annual average relative humidity： 66%

2.2.4 仪表电源 Instrument Power Supply

交流电源 Alternating Current Power： 220VAC，50Hz

直流电源 Direct Current Power： 24VDC

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2.2.5 仪表空气 Instrument Air

露点温度 Dew Point：	≤-40℃（操作压力下）
供气压力 Air Supply Pressure：	0.7 MPa(G) （界区处）
供气质量 Air Supply Requirement：	含油 oil＜ 10 mg/m3、含尘 dust＜ 1mg/m3

★2.3 技术要求 Technical Requirements

2.3.1 卖方的技术报价**必须**符合和满足如下的要求(按照优先次序排列)

Seller's technical proposal **shall** comply with the requirement listed below in the order of precedence:

- 中华人民共和国相关法律和法规 PRC related Laws and Regulations
- 中华人民共和国强制执行的国家标准-GB PRC mandatory National Standard-GB
- 中国石化工业强制执行的行业标准-SH PRC Petrochemical Industrial mandatory Standard and regulations-SH
- 项目所在地强制执行标准和法规 Project local mandatory Standards and Regulations
- 本仪表询价书 This Instrument Requisition
- 本仪表询价书所附文件 This Requisition attached documents
- 通用的国家标准、石化行业标准及国际标准 General GB/T, SH/T and International Standards

2.3.2 通用技术要求

General technical requirements

2.3.2.1 范围 SCOPE

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本技术说明是对浮筒液位变送器的一般要求.

This technical description is the general requirement for displacer level transmitter.

2.3.2.2 防护等级 Weather proof:

防护等级应为 IP66（IEC60529 标准）

Weather proof should be IP65 in accordance with IEC-60529

2.3.2.3 防爆等级 Explosion proof:

防爆等级应为 Ex ia Ⅱ CT4Ga（IEC60079 标准）

Explosion proof should be Ex iaIICT4Ga in accordance with IEC-60079

2.3.2.4 仪表信号类型 Instrument signal type

浮筒液位变送器的信号应采用两线制 4~20mA 带 HART 协议。

Displacer level transmitter's signal type shall be two-wire type 4~20mA with hart protocol.

2.3.2.5 电气接口 Electrical connection

电气接口应为 1/2NPT(F)内螺纹。

Electrical connection should be 1/2NPT(F) (F).

2.3.2.6 浮筒液位变送器材质 Magnetic flow meter Material

浮筒液位变送器各部分材料通常应根据规格书中的材料进行选择，如供货商认为规格书中的选材不能满足工艺要求，应正式通知买方，并提出推荐的材料。供货商有责任保证所选浮筒液位变送器材质满足工艺介质的要求。

The material of displacer level transmitter, generally, should be selected to according specification. If vendor think the material in the specification does not suit the process condition, vendor shall inform the buyer formally, and give his recommendation. It is vendor's responsibility to guarantee that all the material of displacer level transmitter suit the process condition.

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2.3.2.7 浮筒液位变送器电子部分认证 Certification of magnetic flow meter's electronics part.

浮筒液位变送器的电子部分不仅应有规格书中要求的防爆、外壳防护的国内及国际认证，同时也要有国内、国际的电子元件使用的必须的安全、电磁兼容等方面的认证。

The displacer level transmitter's electronics part shall not only have the certification of explosion-proof, Enclosure. The displacer level transmitter shall also have the mandatory certification of indoor or aboard for electronics, such as safety and electromagnetic compatibility.

2.3.2.8 浮筒液位计在被测介质温度高于 200℃时带散热片，温度低于 0℃时带延伸管。

The displacer level transmitter should equip radiation fins if measured medium temperature is greater than 200℃,and extension tube if lower than 0℃.

2.3.2.9 浮筒液位变送器表头的安装方向 The direction of displacer level transmitter head.

所有浮筒液位变送器的表头均应为可旋转的，具体的位置要经过买方确认后才可以组装。

The head of the displacer level transmitter shall be rotable, the final direction shall be confirmed by buyer.

2.4 卖方技术报价书内容规定 Requirements for quotation

卖方技术报价书的内容应按照如下顺序和内容进行编制并提供所需文件。

The Seller's technical proposal should be provided according to the requirements listed below:

2.4.1 技术报价书封面：包括项目名称，文件名称，SEI 询价书号，仪表名称，卖方名称，制造商名称（如果与卖方不同），卖方参考号，日期等。

The cover of quotation: including project name, documentation name, SEI Requisition No., Instrument name, Seller name, manufacture name(if not equivalent to Seller),Seller reference No., dates, etc..

2.4.2 技术报价书内容目录：包括各部分内容名称和页号。

The index of quotation: including name of each section and page No..

2.4.3 总则与声明 General and declaration。

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卖方必须对以下内容作出承诺和声明：

Seller **shall** make a commitment and a declaration on the following:

卖方承诺所提供的产品通过测试，保证供货产品的完整性，并对选型的正确性负完全责任。

Seller commitment to provide products through testing to ensure the integrity of the supply of products, and bear full responsibility for the selection of correctness.

卖方承诺提供的产品及附件均为全新制造的，对产品及附件的质量、技术规格、文件图纸资料、技术服务、包装运输、开箱检验、安装指导、现场测试、设备运行等各个环节负有责任。

Seller promise to provide products and accessories are all aspects of the manufacture of new, quality products and accessories, technical specifications, documentation drawings, technical services, packaging, shipping, unpacking inspection, installation guide, commissioning, running and other bears responsibility.

2.4.4 应用标准规范 Applicable standard

2.4.5 现场环境与公用工程条件 Project Climatic and Utility Data

2.4.6 技术说明。

The description of quotation

2.4.7 卖方供货仪表清单：包括序号、仪表位号、仪表型号、附件型号、开车备件、专用工具及第三方供货商名称。

The list of Seller’s supply: Including the item NO., instrument tagnumber, model of instrument, accessory and the name of sub-supplier. The list of start-up spare parts, and tools.

可选项清单包括：两年备品备件。

Options list includes: two years spare parts.

2.4.8 仪表详细规格书：包括仪表位号、买方技术规格书中的各项内容、卖方补充的详细规格项。

Instrument detailed specification: Including instrument tagnumber, each requirement items raised by Buyer in requisition and supplement detailed specification.

2.4.9 仪表计算数据表。

The table of Seller’s calculation.

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2.4.10 偏差项表：包括序号、技术规格项、买方询价规格要求、卖方规格、偏差说明等。

The exception list: Including the item NO., the technical specific item, the requirement of Buyer stated in requisition, Seller's specification and exception descriptions.

2.4.11 测试和验收 Testing and inspection

卖方不得采用低于 000000IN-SP04-0002 第 6 章规定的标准进行工厂试验和验收。

Seller's standard for factory testing and inspection shall not be lower than buyer's requirements in 000000IN-SP04-0002 chapter 6.

2.4.12 包装和运输 Packing and shipping

卖方不得采用低于 000000IN-SP04-0002 第 7 章规定的标准进行发货准备。

Seller's standard for packing and shipping should not be lower than Buyer's requirements in 000000IN-SP04-0002 chapter 7.

2.4.13 质量保证 Quality assurance

卖方必须至少对如下内容进行保证：

Seller shall guarantee the following contents at least:

卖方保证提供的产品满足本询价书的工艺条件及要求，并能适应装置的环境及公用工程条件。无论卖方文件是否被买方确认，所产生的问题由卖方负责。

Seller guarantees the product meets the process conditions and requirements, and to adapt to the climatic and utility data. Regardless of whether the seller's file is approved by buyer, seller is responsible for the problem.

卖方保证提供的产品是全新的，未被使用过的；保证产品正常使用寿命 10 年以上，连续运转周期至少为 3 年。产品质量保证期为设备投运后 12 个月或设备到货后 18 个月，二者以先到日期为准；质量保证期内，由于设备自身的质量或缺陷问题造成的故障，卖方负责免费更换全新的部件或设备。

2.4.14 卖方交付文件清单及交付进度。

The list of delivery documentation and delivery schedule.

2.4.15 仪表安装详图：包括仪表位号、仪表整体外形尺寸图及重量、过程连接尺寸、等级和规格、仪表安装空间要求等。

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Detailed Hookup drawing (including TagNo, instrument outline dimension, process connection size, rate ,spec and maintenance/unload space requirements etc.)

2.4.16 卖方必须提供产品制造商的 GB/T 19001-2016/ISO-9001-2015 认证证书、防爆电子式仪表的国家授权防爆认证机构颁发的《产品防爆合格证》及买方要求提供的其它认证证书。国家授权防爆认证机构包括 NEPSI、CQST 和 PCEC，也包括由国家认证认可监督管理委员会授权的国际权威认证机构，如：IECEx、ATEX 等。仪表规格书中有 SIL 等级要求的仪表，卖方必须提供 SIL 证书。

2.4.17 最新选型样本和设计参考资料。

The latest edition product specification and reference information which is necessary for engineering.

2.4.18 其它卖方技术报价资料。

Other technical documents.

2.5 技术附件内容规定 Requirements for technical agreement

技术附件的内容应按照如下顺序和内容进行编制：

Technical agreement should accord to the requirements listed below:

2.5.1 技术附件封面：包括项目名称，文件名称，SEI 询价书号，仪表名称，卖方名称，制造商名称（如果与卖方不同），卖方参考号，日期等。

The cover of technical agreement: including project name, documentation name, SEI Requisition NO., Instrument name, Seller name, manufacture name(if not equivalent to Seller),Seller reference NO., dates, etc..

2.5.2 卖方技术报价书

Seller’s technical quotation

2.5.3 买方询价书

Buyer’s requisition.

2.5.4 买方技术规格书

Buyer’s technical specification.

2.5.5 买方仪表规格书（若需要）

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Buyer’s instrument specification (if necessary)..

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第 3 章 SECTION 3 – 卖方提交的图纸与数据要求

SELLER DRAWINGS AND DATA REQUIREMENTS

3.1 卖方需提供的技术文件 Technical Documents of Seller

代码 Code	文件名称 Document description	报价文件 DOC. For Quoted		供审查文件 DOC. For review		最终文件 Final DOC.		备注 Remark
		份数 Copies	提交时间 Delivery DATE	份数 Copies	提交时间 Delivery DATE	份数 Copies	提交时间 Delivery DATE	
1	技术报价书 Technical Proposal	4C+2E	报价时 With proposal					
2	卖方供货仪表清单 Supplied Instrument list of Seller			2C+2E	2Weeks	2C+2E	6Weeks	见说明 3) Note 3)
3	仪表详细规格书 Instrument Detailed Specification			2C+2E	2Weeks	2C+2E	6Weeks	见说明 3) Note 3)
4	仪表计算数据表 Calculation Data Sheets			2C+2E	2Weeks	2C+2E	6Weeks	见说明 3) Note 3)
5	电气安装、接线及外形详图(带位号、供货分界及重量数据等) Detailed Electrical/Pneumatic Hookup, wiring and size drawings(including tag no, scope of supply and weight etc.)			2C+2E	2Weeks	2C+2E	6Weeks	见说明 3) Note 3)
6	其他文件（买方保留要求卖方提供其他所需文件的权利）。 Other document(Buyer will reserve the right to request Seller to provide other required files			2C+2E (if required)	4Weeks	2C+2E (if required)	8Weeks	
7	仪表随机资料。包括仪表说明书、安装操作手册、仪表检验/标定证书、仪表材质证书、焊接程序及检测报告、防爆证书等。 Box attached information including installation,operation and Maintenance Manual, instrument test and qualified certification for calibration, instrument material confirmation certification, welding procedure and inspection report, explostion-proof certification etc.					2C+1E		

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8	数字化交付文件							见说明 5)

说明 Note：

1）文件类型(Document Type)： C- 硬拷贝(HARD COPY) ， E- 电子文件(ELECTRONIC FILES)

2）交付时间(Delivery Date) :

确认文件(DOCUMENT FOR REVIEW) --- 合同/订单生效后(Time of After Contract/P.O. award)

最终文件(FINAL DOCUMENT) –合同/订单生效后(Time of After Contract/P.O. award)

3）卖方提供的供审查文件**必须**标记出与技术附件或上一版文件的改动之处。 Seller's for-review documents **shall** marked-up modifications against previous version or technical agreement:

4）卖方按照买方要求的DDP文件格式提供一份尺寸、重量文件。Seller shall provide a DDP document according to Buyer's requirement.

5）卖方按附件 供应商数字化交付规定（供应商版）提供相应文件。

3.2 总说明 General Notes

卖方应遵守以下图纸和数据要求

The Seller should comply with the following drawing and data requirements:

3.2.1 除非特别列出的位号，数据要求适用于本询价书所包含的所有内容。

Unless specific item numbers are listed, data requirements should apply to all items in this requisition.

3.2.2 卖方提交文件**必须**提供硬拷贝与电子版。硬拷贝的份数按 3.1 节的要求提供。

All the deliverables from SELLER **shall** be furnished in hard copy and electronic form. See section 3.1 for the hard copies.

3.2.3 买方对卖方提交文件的审查并不解除卖方满足订单、规格、规范和图纸要求的责任。

Buyer's reviewing documents submitted by Seller in no way relieves the Seller of his responsibility to comply with the requirements of the purchase order, specifications, codes and drawings.

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3.2.4 买方将对卖方提交的“供审查”文件进行确认、标记、签署并退回给卖方。买方将在卖方文件上标记出审查状态代码。有关审查状况代码的定义，参见 3.2.5 节所述。

Buyer will review, mark-up, sign and return documents submitted "for review" by Seller. Buyer will mark-up review status code in Seller’s documents. See section 3.2.5 for the definition of review status codes.

3.2.5 卖方文件审查状态代码的定义

Definition of Review Status Codes on Seller Documents

买方返回给卖方的文件上将标注以下一种审查状态代码：

The documents returned to the Seller from Buyer will be marked with one of the following review status codes:

A – 批准： A - Certified:

买方完全接受，卖方可进行制造，不用重新提交文件。

BUYER ACCEPTED WITHOUT COMMENTS. SELLER PROCEED WITH FABRICATION. DO NOT RESUBMIT.

AN – 接受，按意见修改： AN – Accepted as Noted:

卖方应在收到文件后一周内按照买方意见修改并重新提交这些文件。卖方可按修改后的意见进行制造。

SELLER SHOULD RESUBMIT THESE DOCUMENTS AFTER MODIFYING DOCUMETNS PER BUYER’S NOTES WITHIN ONE (1) WEEK OF RECEIPT. SELLER MAY PROCEED WITH THE FABRICATION PER MODIFIED DOCUMENTS..

FI – 仅供参考 FI – For information only

不用重新提交文件。

DO NOT RESUBMIT.

RJ – 拒绝 RJ – Rejected.

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卖方不得制造。卖方应按照审查意见重新提交文件供买方审查。

SELLER DO NOT FABRICATE. SELLER RESUBMIT DOCUMENTS IN ACCORDANCE WITH COMMENTS FOR BUYER'S REVIEW.

S – 取代 S – Superceded.

文件已有更新版本，此版文件已被取代。

DOCUMENT BE UPDATED, THIS VERSION ALREADY BE SUPERCEDED.

V – 无效 V - Void

文件内容无效。

DOCUMENT VOID.

3.3 注意事项 Instruction

3.3.1 文件识别 DOCUMENT IDENTIFICATION

每个文件的标题栏应当含有以下信息：

Each document should have the following information in the title block:

- 卖方名称，图标及地址；
  Seller's Company name, logo and address.
- 卖方文件的文件名称及编号；
  Seller's document title and document number.
- 卖方文件最新的版本号及日期应列于一个三角框中。
  Seller's latest revision number and date should be listed in a triangle.
- 项目/装置名称、合同号、买方询价书号
  Project / Plant name, Contract number, Buyer requisition number
- 仪表类型和仪表位号
  Instrument Type and Instrument Tag number (Listed).
- 若文件多于一页，页码标注的格式为页码号/总页码数;
  For multi page documents, page number/total number of pages (page __ of __).
- 原版文件的尺寸及比例尺
  Original document size and scale

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3.3.2 每个文件的厂商文件编号必须是唯一的，如果文件取消，文件编号不应重新采用。

Document numbers **shall** be unique for each document and if numbers are cancelled or voided, they should not be re-used.

3.3.3 买方将在卖方提供的供审查文件的空白处加盖以下图章:

Buyer will place the following stamp in a blank location on Seller's for-review documents:

合同号/订单号/询价单号:	版次:

买方审查状态代码：

[ ] **A-批准**。买方完全接受，卖方可进行制造，不用重新提交文件。

[ ] **AN-接受，按意见修改**。卖方应在收到文件后一周内按照买方意见修改并重新提交这些文件。卖方可按修改后的意见进行制造。

[ ] **FI-仅供参考**。不用重新提交文件。

[ ] **RJ-拒绝**。卖方不得制造。卖方应按照技术附件或审查意见重新提交文件供买方审查。

[ ] **S-取代**。文件已有更新版本，此版文件已被取代。

[ ] **V-无效**。文件内容无效。

审查人： _____ **审查日期：** _____

中文图章示例 Chinese Stamp Sample

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Contract/P.O../Req. No.:	Rev.:

Buyer Review Status Code:

[ ] **A- Certified.** Buyer Accepted Without Comments. Seller Proceed With Fabrication. Do Not Resubmit.

[ ] **AN–Accepted as Note.** Seller Should Resubmit These Documents After Modifying Per Buyer's Notes Within ONE (1) Week Of Receipt. Seller May Proceed With The Fabrication Per Modified Documents.

[ ] **FI–For information only.** Do Not Resubmit.

[ ] **RJ–Rejected.** Seller Do Not Fabricate. Seller Resubmit Documents In Accordance With Comments For Buyer'S Review.

[ ] **S–Superceded.** Document Be Updated, This Version Already Be Superceded.

[ ] **V–Void.** Document Void.

Review By:_____ **Date:**_____

英文图章示例 English Stamp Sample

说明 Notes：

- 图章长为：6cm ；高为： 8cm
  Stamp length 6cm, height 8cm.

- 图章需加盖在文件空白处，不可影响文件内容的使用。
  The stamp should be placed in a blank location on the document to ensure the legibility of the document image and the stamp.

3.3.4 所有提交的图纸应当具有浅色、整洁背景，线条清晰，尺寸和文字有充裕的空间。复印件应当为黑白件。图纸尺寸应当采用 ISO 标准的 A4、A3、A2、A1、A0 幅面。

The issued drawings will have a light and clear background, sharply focused lines and enough space for size and text. The hard copy document will use black and white color only. The paper size will use ISO standard A4、A3、A2、A1、A0.

3.3.5 卖方提供的图纸应平展整洁，折叠后应在右下角显示标题栏。

The drawing provided by Seller should be flat and clean, and should be folded so that the drawing

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title block appears at the lower or right side of the folded copy.

3.3.6 每次递交的文件都应附有文件传送单（参见附件 A）。收到文件后买方将检查收到的文件是否与文件传送单一致。文件传送单将由买方签字并返回给卖方。当卖方收到签字返回的文件传送单后，至此方完成此次文件交付。

Every document should be issued with a transmittal（see Attachment A for example）. The documents will be checked to confirm they match the transmittal by Buyer. The transmittal will be signed by Buyer and returned to Seller. When Seller receives the returned signed transmittal, the document delivery is completed.

文件传送单还应包含以下信息：

The transmittal should also contain the following information,:

- 文件传送单日期 Transmittal Date
- 公司名称 Company Name
- 地址以及联系信息 Address and Contact Information
- 文件传送单编号 Transmittal number
- 项目编号 Project Number
- 订单/合同编号 Purchase Order/Contract Number
- 买方询价书号 Buyer Requisition Number
- 提交的文件名称 Submitted Document Title
- 文件编号 Document Number
- 版本信息 Revision

3.3.7 卖方有责任确保提交的电子版文件与硬拷贝的内容一致（除手工签名外）。卖方**必须**保证提供给买方的供审查文件或中间版文件清楚标记出与上版文件的改动之处，并提交带改动标记的硬拷贝和扫描拷贝文件给买方以便进行审核/批准。所有最终文件的硬拷贝都不应包含任何改动标记，并且所有最终文件都应当按 3.3.8 节说明的原始格式（如不可能，则采用 PDF 格式）提交。

Seller has the responsibility to insure the provided electronic document fully matches the hard copy. Seller **shall** guarantee that the provided for-review documents or semifinished documents will be marked-up with modifications against last version, and both marked-up hard copies and scan documents witll be transmitted Buyer for Buyer’s review or approval. The final document should not have any changes marked and should be delivered in native format as per 3.3.8 section

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(if impossible, should be in PDF format).

3.3.8 电子文件交付 ELECTRONIC DOCUMENT DELIVERY

(1) 电子文件交付 – 综述 ELECTRONIC DELIVERY - GENERAL

电子文件每次发布时，文件名**必须**保持一致。文件名应包含版本号或日期信息。

File names of the electronic files **shall** remain the same with each issue. File names should contain revision numbers or dates in them.

每个电子文件只应有一类多工作表文件，每类多工作表文件只应以一个电子版文件提交。

Each electronic file should contain only one (1) document that may have multiple sheets, and each document should be submitted in only one (1) electronic file.

若有多个电子文件，可以压缩成 ZIP 文件，方便电子邮件传送。

Multiple electronic documents may be placed into a ZIP file to compress the size of the email transmission.

(2) 原格式文件 Native files

卖方提交文件应为原始格式文件，如卖方不能满足要求，**必须**得到买方的批准。

The submitted document from Seller should be the in original format. Where Seller cannot meet the requirement's, Seller **shall** get Buyer approval.

卖方应根据表 1 发布文件。

Seller is instructed to issue files in accordance with Table 1.

表 1 – 文件格式

Table 1 – FILE FORMATS

文件种类 Type	**文件扩展名 File Extension**	**应用（兼容）软件 Application Compatibility**	**注解 Remarks**

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表 1 – 文件格式

Table 1 – FILE FORMATS

文件种类 Type	**文件扩展名 File Extension**	**应用（兼容）软件 Application Compatibility**	**注解 Remarks**
Text based documents 文本文件	. doc	MS Word 2000 or greater 或更高版本	
Spreadsheets 电子表格	.xls	MS Excel 2000 or greater 或更高版本	
Data Base 数据库	.mdb	MS Access 2000	
Sketches 草图	.dwg,.vsd, .ppt, .pdf	AutoCAD 2000 or greater 或更高版本 MS Visio 2000 or greater 或更高版本 PowerPoint 2000 or greater 或更高版本	只作为 MS Word 和 MS Excel 的嵌入文件。As embedded objects in MS Word and MS Excel only.
2D CAD	.dwg	AutoCAD 2000 或根据项目协议 AutoCAD 2000 or as agreed with project	
提交的文件格式 Rendered files	.pdf	Adobe Acrobat Reader 5 or greater 或更高版本	Files must be searchable, not scanned images 文件必须可查询，非扫描文件
Zipped files 压缩文件	.rar	Winrar 4.2	

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表 1 – 文件格式 Table 1 – FILE FORMATS			
文件种类 Type	**文件扩展名 File Extension**	**应用（兼容）软件 Application Compatibility**	**注解 Remarks**
图形格式 Graphic Format	.tif or .plt	Tiff Group IV TIFF LZW or JPEG Compressed CALS CALS Group IV HPGL/2	

(3) 图纸文件提交 DRAWING SUBMITTALS

对于原格式文件

For documents in native format

- 不接受保护的 PDF 版本文件
  Protected pdf files are not acceptable
- 卖方需采用标准 AutoDesk 交付字体。
  Seller is to use standard AutoDesk delivered fonts.
- 所有嵌入式文件，链接或参考文件必须捆绑在图纸图块中。
  All embedded files, links or Xrefs must be bound as blocks.
- 由于光栅图不可嵌入图纸图块中，所以不可采用光栅图。
  No raster images are to be used because they cannot be inserted as a block.
- 文件最后保存时，保存为默认的” Extents” 缩放状态。
  On final save, leave the default workspace in “Extents” zoom.

3.3.9 除非另有规定，否则所有文件将根据最初的源文件来确定是英语的或是中文的。所有工程设计中采用的单位均**必须**与数据表上所示相同，且所有尺寸（除管线尺寸外）均**必须**用公制表示。

Unless otherwise specified; All documentation will be in the original source language, English or Chinese. All engineering units **shall** be the same as those shown on the data sheets and all dimensions (except line size) **shall** be shown in metric units.

3.3.10 买方返回给卖方进行修改的图纸或数据卖方**必须**在收到文件后的 5 个工作日内重新提交。重新提交的文件应沿用原编号，在上一版的基础上提升一个版次，且必须标记出与上版文件的

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改动之处。最终确定不再修改的文件加盖“FINAL”字样。重新提交文件时，应该按照第一次提交的数量提交打印和复印件，并将最新版本号标记在三角栏中。

When the document or data must be modified, Seller **shall** reissue the document within 5 working days to Buyer. The reissued document will comply with the original document number and update revision, and should mark-up modifications against previous version. When the reissued document is approved, it will be stamped “AS BUILT”. The reissued document will be issued in the same quantities as the first time. Any modifications or revisions to documents should be shown against the revision with a triangle symbol containing the revision number

3.3.11 未满足上述要求的文件将被买方拒收，并要求卖方重新提交。

If the document does not comply with these requirements, it will be rejected by Buyer and must be reissued by Seller.

3.3.12 对合同/订单进行补充的任何卖方文件，均应按照上述方式进行处理。

Any Seller documents required as a result of issuing supplements to the Contract/P.O. should be handled in the manner outlined above.

3.3.13 信件和电子邮件地址 MAIL and E-mail instructions

卖方需要将相关文件以及电子版文件发送至以下电子邮件：

Seller should submit all required documentation and electronic files via e-mail to:

业主 Client：XXXXXX

设计单位 Design Institute：XXXXXX

卖方通过特快专递服务提交硬拷贝文件和电子文件（光盘，磁盘），应发往以下地址：
Seller should submit hard copy and electronic storage media (CD-ROM, disks) via courier service to:

业主 Client：

XXXXXX
XXXXXX 收
邮编：XXXXXX

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ATTN: XXXXXX

XXXXXX

Postcode: XXXXX

设计单位 Design Institute：

北京市朝阳区安慧北里安园 21 号

中石化工程建设公司

XXXXXX 收

邮编：100101

ATTN: XXXXXX

BuildingNo. 21, Anyuan, Anhui Bei Li

Chaoyang Districat, Beijing

PR China

Postcode:100101

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附件 A：文件传送单格式

ATTACHMENT A：TRANSMITTAL FORMAT

图纸/文件传送 DRAWING/DOCUMENT TRANSMITTAL

合同号/订单号/询价单号: Job No:

传送单编号 Transmittal No:

传送自 Transmitting From:

日期 Date:

传送至 Transmitting To:

传真号 Fax:

地址 Addr:

☐ _____ 复写 REPRODUCIBLE(S) EACH

☐ _____ 打印 PRINT(S) Each

☐ _____ 电子版 ELETRONIC FILES

☐ _____ 其它 OTHER

文件编号 DOC NO	版本 REV	标题 TITLE	电子文件名称 Elec Doc.

☐ 初稿 PRELIMINARY – NOT FOR CONSTRUCTION

☐ 提请审核 FOR YOUR RIBIEW AND/OR COMMENT

☐ 待实施批准 APPROVED FOR CONSTRUCTION

☐ 信息传递并执行 FOR YOUR INFORMATION AND ACTION

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