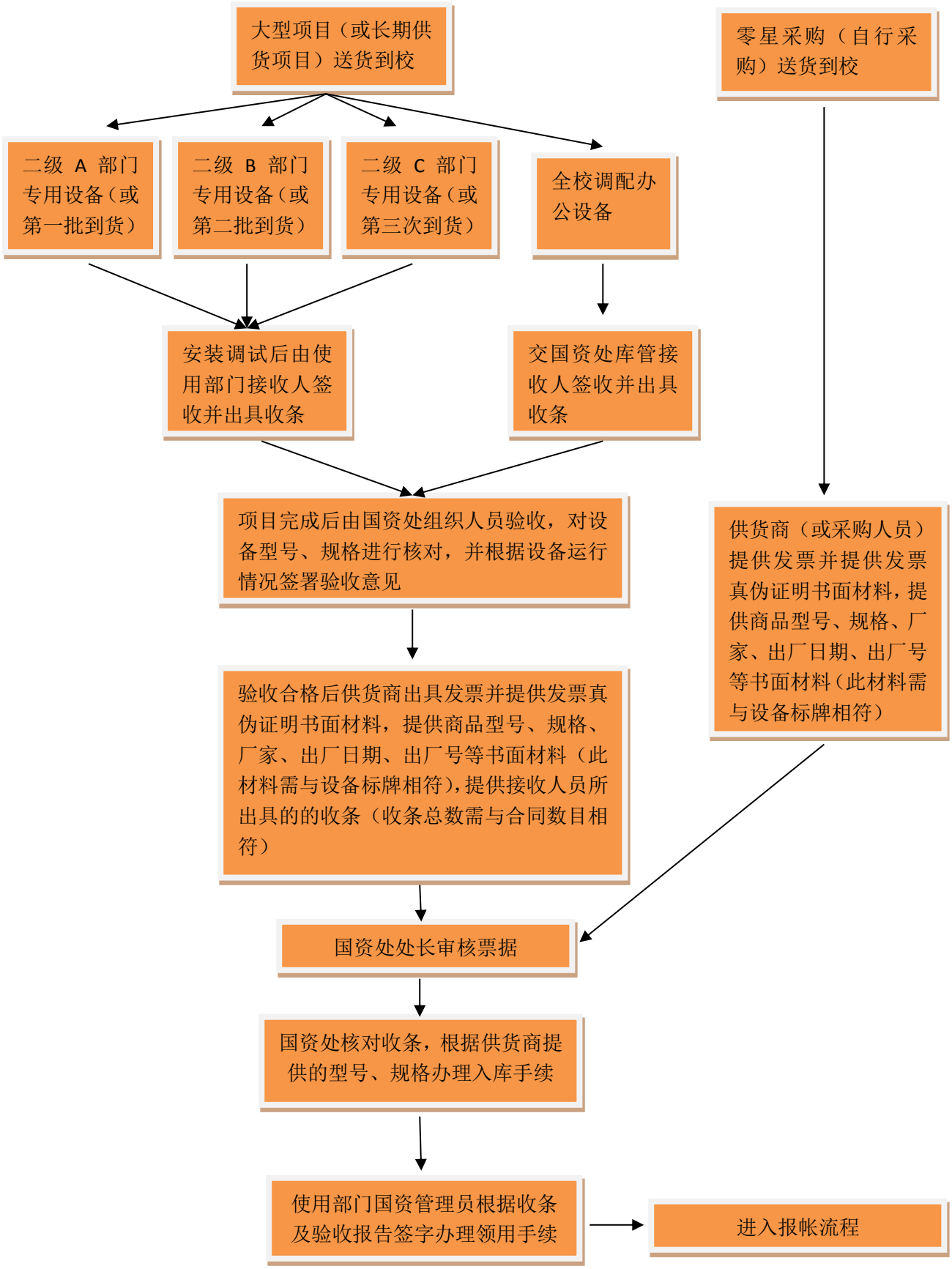设备到货及办理入库流程图