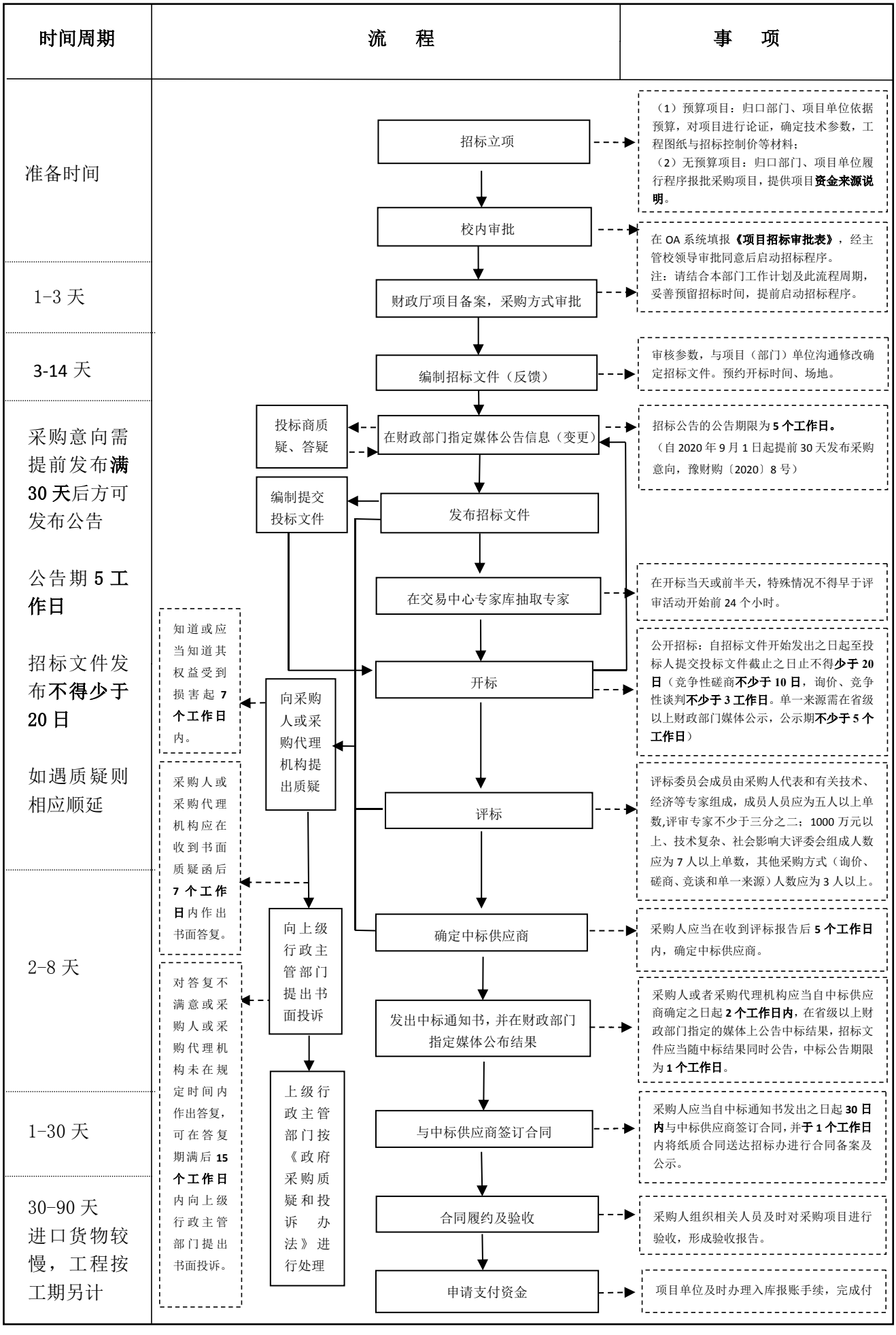河南城建学院招标采购工作操作流程