



国家技能型紧缺人才培养培训工程
中等职业教育物流专业规划教材

物流专业英语

闫静雅 主编



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本书是国家技能型紧缺人才培养培训工程用书,是中等职业学校物流专业规划核心教材。本书主要内容包括3篇:物流基础英语篇(8个模块)、物流实用英语篇(7个模块)和物流科普阅读篇(3个模块)。本书的编写以中等职业学校对学生的培养方向为依据,注重培养学生的动手能力,力争做到取材新颖,针对性强,联系物流业务的实际,强化实践技能的训练,以期成为适合中等职业学校学生使用的行动导向型教材。

本书可作为中等职业学校物流专业教学用书,也可供相关专业的教学使用,还可作为物流业从业人员的培训用书。

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为了落实教育部、劳动和社会保障部、中国物流与采购联合会制定的《中等职业学校物流专业紧缺人才培养培训教学指导方案》(以下简称《教学指导方案》),机械工业出版社联合高等院校、中等职业学校和企业界的专家共同编写了这套物流专业规划教材。

本套教材力求贯彻《教学指导方案》的精神,落实《教学指导方案》所确定的物流专业培养目标与人才规格,提出了“紧紧围绕物流管理操作型人才培养这一核心,以最先进的职教理论和课程理论为指导,占领中等职业教育、职后培训的制高点,紧贴物流职业的实际,使教材的编写要经得起时间的考验”的指导思想。

本套教材编写的基本思路是:①打破学科体系,以培养职业能力、提高职业素质为本位建立新课程体系。②专业基础课程以综合课为主,专业课程(实务)以行动导向课程为主。③综合课程模块与职业资格取证挂钩。④加强实践、实训课程建设。⑤既能适应学历教育的需要,又能满足职业培训的需要。

本套教材编写的主要特点为:①以现代职业教育课程理论为指导,体现“以全面素质为基础,以就业为导向,以能力为本位,以学生为主体”的职教课程改革指导思想。②反映物流行业现实的特点和发展的需求,从职业岗位要求出发,以职业能力和技能培养为核心,既反映物流业现实的需要,又具有超前性,体现新知识、新技术、新工艺、新方法的应用。③体现学生自主学习、探究学习、合作学习和教学方法、学习方法的改革。④体现对职业能力评价等学习评价方式的改革。⑤体现现代职业教育教学手段,编写形式新颖多样、图文并茂、生动活泼、简洁直观,有助于学生理解。

本套教材分为综合型课程教材和行动导向型课程教材。

综合型课程教材编写具有以下特点:①课程目标既要明确知识点,更要突出能力点。②课程内容主要是“是什么”和“怎么样”。③教学方式应采用案例教学、情境教学和实践教学等手段,使学生在学习过程中做到动脑、动口、动手。④在教学方法上,要为探究式学习、合作式学习留出充足的时间。⑤评价方式应多采用开卷考试、口试、实操考核、“课业”考核、阶段考核和过程考核等方式。

行动导向课程教材是本套系列教材的特色,主要体现在:①以运输、仓储、配送、采购、物流销售、物流信息管理物流节点的主要工作流程为线索。②以上述各个工作流程中的不同操作环节所需要的能力、技能以及相关知识为依托。③以能力培养为主线。④以创建行动学习环境,组织学生动手操作、主动探索为教学模式。⑤以培养学生物流业务能力和综合职业素质为目标。

物流专业行动导向课程由若干训练模块组成,每一个训练模块都包含了对某一个工作环节操作能力的培养。本套教材为每个训练模块设置了训练目标、训练准备、训练要求、必备的理论知识、训练步骤和训练评价6个栏目,对课程的教学给予了明确的指导。

对于物流行动导向课程的教学,建议采用以下教学模式:

模式一：基础实训模式

- 1) 教师指导学生明确教学目标和实训要求。
- 2) 教师指导学生明确实训的任务、方法和步骤。
- 3) 学生准备相关材料和必备的知识（教师辅导）。
- 4) 学生按照实训内容进行操作训练（教师辅导）。
- 5) 学习评价。

模式二：角色实训模式

- 1) 教师指导学生明确教学目标和实训要求。
- 2) 按某一类型的物流企业的组织结构组织学生分成若干组分别担任不同职务（扮演不同角色）。
- 3) 各组学生查阅资料、做知识准备，以小组为单位研究角色的职责和任务。
- 4) 角色模拟实训。
- 5) 角色互换、角色准备等。
- 6) 学习评价。

模式三：项目实训模式

- 1) 教师指导学生明确教学目标和实训要求。
- 2) 教师设置情境，明确实训任务（布置实训课业）。
- 3) 学生按项目分组，确定操作计划、步骤、方法等。
- 4) 各项目小组调查研究、查阅资料，做知识准备。
- 5) 各项目小组分析研究资料，以方案、调查报告、小论文、小作品等形式完成课业。
- 6) 全班进行课业交流。
- 7) 学习评价。

根据物流企业的现实情况，将行动导向课程的操作训练方式分为两种：①手工操作，如手工填制各种单证。②结合物流信息管理系统上机操作，如在仓储信息管理系统中完成各仓储管理岗位的操作。

行动导向课程建设需要教学管理的改革与之配套，如在教学安排上，可以在传统的“两课时一个教学单元”和“一课时一个教学单元”的基础上，采用“一天一个教学单元”和“一周一个教学单元”两种形式；又如在学习评价上，应该采用过程评价、能力评价的评价方式，评价等级上主要采用优秀、合格和不合格的方式。

本套教材中的许多探索还只是初步的，肯定还有许多不完善的地方，敬请同仁们多提宝贵意见。

前言

随着全球经济一体化进程的加快和科学技术的飞速发展,物流已作为一个新兴行业在国民经济中发挥重要作用,各级各类物流专业教材也应运而生。

与物流专业其他课程不同,英语是一门语言类课程,但专业英语又要体现出专业性和实用性,因此,本书兼顾中等职业学校现代物流专业技能型紧缺人才培养培训用书中的综合类和实操类课程体系的特点,集两大体系的特点于一身,体现了专业英语书籍编写的特点。

本书在中职物流专业英语的编写上可谓开创了先河。针对中职学生英语基础普遍薄弱且水平参差不齐的现状,为了使学生学有所获、学有所得,本书体现了分层次教学的特点。在第一篇的每个技能训练模块中根据难易程度分成基础篇和进级篇。其中,基础篇选材新颖、难度适宜,适合大部分学生学习,也是教师授课的重点;进级篇中穿插了形式活泼、可读性强的专业对话和一些专业知识,教师可根据实际情况灵活选材。第二篇则立足于国际物流中的业务需要,详细讲述国际物流单证的实务知识、国际贸易术语知识和国际商务信函知识,又提供了技能训练习题,旨在培养技能型的物流专业人才。第三篇着眼于物流发展的前沿,提供一些科普阅读材料,教师可针对不同情况选择使用。同时,本书的每一篇、每一个技能训练模块都配有大量的习题和训练,充分搭建学生动手的平台。

本书编写情况为:闫静雅为主编,负责编写技能训练模块九至十四及附录;孟丽姣和马文冰为副主编,孟丽姣负责编写技能训练模块一至八;马文冰负责编写技能训练模块十五至十八。

本书在编辑出版过程中,参考了大量的书籍、文献和论文等,作者已尽可能在参考书目中详细列出,在此对这些前辈、专家、学者表示深深的谢意。引证材料可能有所疏漏,在此深表歉意。本书在编写和出版过程中得到李晓秋教授和各方面同志的大力支持,在此表示谢意。

由于时间仓促和水平所限,书中难免有不足之处,敬请读者批评指正。

编者

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第一篇 物流基础英语

Skill Training Module One Logistics Management

基础篇:

Questions:

1. Do you know how did the term "logistics" come from?
2. Do you know the story of military supply which happened during the Second World War?

【Point 1】What Is Logistics

Modern logistics is related to the following factors in the economic activities, they include packing, warehousing, material handling, inventory, transport forecasting, strategic planning, customer service, which may be by no means only these, we should say it from the early time.

Text A

What It Is and How Did It Come

Do you know what the meaning of the word logistics is? It originated from the early World War I. It was first associated with the military. It can trace back to the early American Independent War. It was said that there was a very famous administrant official whose name was Jonathan. At that time he was Washington's best friend and the most reliable friend just because he supported Washington army with some required provision. Once, Washington hold a summit to research an exact proposal for the urgent goods but no one had a good



背景材料

还是在美国独立战争的时候，在军队有个非常响亮的名字——乔纳森，那是因为，只要人们一想起部队里需要紧急物资供应，就自然要提到他，所以人们亲切地称他为“乔纳森大叔”。他是华盛顿总统的好朋友……



suggestion. After a while, he had to say: "Let's consult Brother Jonathan," so Jonathan helped him rush out of the frustration. From then on, the story about "Brother Jonathan" had spread widely.

In 1905, Major Chauncey B. Baker wrote an article in which he said: "That branch of the Art war related to the movement and supply of armies is called logistics." During World War II, military forces made effective use of logistics models and forms of system analysis to ensure that materials were at the proper place when needed. An indication of the increased use of the term logistics at that time can be seen in the frustration of Chief of Naval Operation. Marshall is always talking about, "But I want some of it." Even it is in the modern time, the term is still widely used in military and military type applications.

For example, during the land war in Iraq in 1990, a U.S. armored division could consume daily 5,000 tons of ammunition, 555,000 gallons of fuel, 300,000 gallons of water, and 80,000 meals. It was all depended on the very effective magnificent supply.

With the development of modern economy, people become more and more aware of the importance of this field.

Text B

The Definition of Logistics

Since the beginning of human civilization, there has been the "move" of the goods, so we should say, "logistics is anything but a newborn baby." However, when it comes to modern logistics, most professionals in the business consider it one of the most competitive and exciting jobs, invisible as it is. "Logistics is a unique global 'pipeline' that operates 24 hours a day, seven days a week and 52 weeks a year, planning and coordinating the transport and delivery of products and service to customers the world over."



Why is the logistics so important?

One of the definitions is coming from The Institute of Logistics and Transport's may be the most authoritative: Logistics is the science and art of the design, optimization and management of networks for the time-related position of resource. There are also various definitions of different editions. The term was defined as following:

* Logistics (business definition): Logistics is defined as a business-planning framework for the management of material, service, information and capital flows. It includes the increasingly complex information, communication and control systems required in today's business environment

(Logistics Partners Oy, Helsinki, FI, 1996)

* Logistics (military definition): The science of planning and carrying out the movement and maintenance of forces—those aspects of military operations that deal with the design and development, acquisition, storage, movement, distribution, maintenance, evacuation and disposition of material; movement, and hospitalization of personnel; acquisition of



construction, maintenance, operation and disposition of facilities; and acquisition of furnishing of services

(JCS Pub 1-02 excerpt)

* Logistics: The procurement, maintenance, distribution, and replacement of personnel and material

(Webster's Dictionary)

* Logistics: The branch of military operations that deals with the procurement, distribution, maintenance, and replacement of material and personnel. The management of the details of an operation

(American Heritage Dictionary)

* Logistics: The process of planning, implementing, and controlling the efficient, effective flow and storage of goods, services, and related information from point of origin to point of consumption for the purpose of conforming to customers' requirements. Note that this definition includes inbound, outbound, internal, and external movements, and return of materials for environmental purposes

(Council of Logistics Management)

* Logistics: The process of planning, implementing, and controlling the efficient, cost effective flow and storage of raw materials, in-process inventory, finished goods and related information from point of origin to point of consumption for the purpose of meeting customers' requirements

【Point 2】Five Logistics Functions

The modern military definition of logistics reflects the broad scope of functions involved and the Institute of Logistics and Transport's definition follows this closely: "Logistics is the science and art of the design, superiority and management of networks for the time-related positioning of resource". In its most comprehensive sense, those functions which deal with, sometimes logistics is described as the art of achieving the "six rights":

- * Getting the right things (or people)
- * In the right quantity
- * To the right place
- * At the right time
- * In the right condition
- * At the right price



资料卡

Five Logistics Functions

1. Design, development, acquisition, manufacture, storage, movement, distribution, maintenance and disposition of goods.
2. Design, development, management and maintenance of passenger systems.
3. Acquisition or construction, maintenance, operation and disposition of facilities.
4. Acquisition or provision of services.
5. Collection, processing, analysis, distribution and interpretation of information in connection with all the above.



Exercises

I. Complete the following sentences according to the text with the giving phrases.

originated from	associated with	trace back	administrant official
summit meeting	had spread widely	made effective use of	in the frustration of
depended on	urgent goods		

1. It _____ the early World War I. It was first _____ the military.
2. It can _____ to the early American Independent War.
3. It was said that there was a very famous _____ whose name was Jonathan.
4. Washington hold a _____ to research an exact proposal for the _____.
5. From then on, the story about "Brother Jonathan" _____.
6. Military forces _____ logistics models and forms of systems analysis to ensure that materials were at the proper place when needed.
7. The term logistics at that time can be seen _____ Chief of Naval Operation.
8. It was all _____ the very effectively magnificent supply.

II. Try to remember the following sentences.

1. The term "logistics" originally means the moving, lodging and supplying of troops.
2. Logistics involves the movement of goods, but also of people, as well as housing and feeding them.
3. Logistics is defined as a business-planning framework for the management of material, service, information and capital flows.
4. Logistics is the science and art of the design, superiority and management of networks for the time-related positioning of resource.
5. Logistics is a unique global "pipeline" that operates 24 hours a day, seven days a week and 52 weeks a year, planning and coordinating the transport and delivery of products and service to customers the world over.

进阶篇:

【Point 3】 Logistics in Action

Text A

How to Lay Out a Table

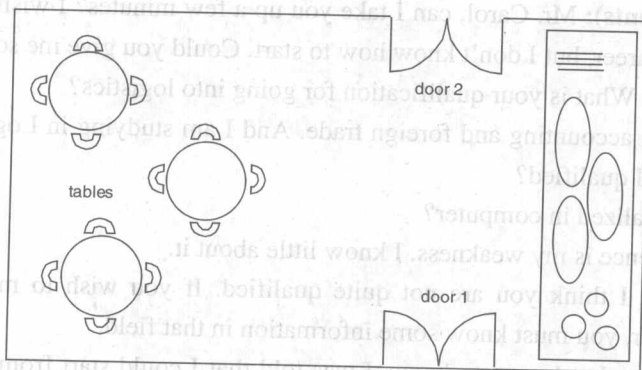
Although logistics is primarily a strategic-level management process, the basic ideas are still highly relevant to all the lower organizational levels. For example, the flow of paperwork round an office can be arranged and timed, with the separate stages of processing being carried out in the best part of the room to facilitate the flow. This is an example of logistics management applied to an administrative system.



想一想

Have you ever been to the buffet ?
 Do you know how to make the table ?
 Do you know how to cater the guests in the right course and the right time at the buffet?

For another example, we can image a banquet, consider a caterer setting out a buffet on a long table at one end of a large room. The guests must move along the table in order to collect their dishes and it is quite clear that they must first of all pick up a plate to put the food on. You may notice that during the procedure they do not need a knife and fork until they have finished putting their food on the plate. Therefore, the plates must be at the end of the table where the queue forms but the knives and forks can be at the other end.



The plates of meat, salad, etc need not be arranged in any particular way as long as they come after the plates and before the cutlery. The food itself can be laid out at any time before the guests arrive if it is cold, but hot food must be put out just before they arrive. This is a small example, but it is an illustration of logistics in action.

Questions discussion:

- ① How to setting out a buffet on a long table at one large room?
- ② Why is it that the plates must be at the end of the table where the queue forms but the knives and forks can be at the other end?
- ③ What is the implication of arranging the table for logistics?

Text B

The Practical Logistics

Most businesses or organizations are likely to take only one of these five functions as their main area of interest. The bus or train operating company, for example, is clearly involved in the design, development, management and maintenance of passenger systems. But that does not mean that the other areas are not relevant to it.

* The bus or train operator may also be responsible for facilities such as stations and



maintenance depots and is certainly interested in the collection and distribution of information about where its vehicles are and when a particular service will arrive.

- * Furthermore, he also needs to obtain new vehicles from time to time, as well as fuel and spares for those currently being operated, in addition to a wide range of other supplies (for running the office and catering, for example).
- * Finally, the operator must ensure the availability of services such as electricity and water.

Put It into Use

Performance: Dialogue

Mr. Carol, a logistical company deputy in China, is having a talk with some students majoring in logistics who are taking part in a professional interview. Now, they are talking warmly.

Jim (one of the students): Mr. Carol, can I take you up a few minutes? I wish to make logistics my life-long career, but I don't know how to start. Could you give me some information?

Carol: With pleasure. What is your qualification for going into logistics?

Jim: I specialize in accounting and foreign trade. And I am studying in Logistics Department of UIBE. Am I qualified?

Carol: Are you specialized in computer?

Jim: Computer science is my weakness. I know little about it.

Carol: Really? Well, I think you are not quite qualified. If you wish to make logistics your lifetime career, you must know some information in that field.

Jim: That's exactly what I want to know. I was told that I could start from the very root of a supply chain.

Carol: Yes, such as distribution management in a retail center or a third party logistics firm like China Shipping Logistics. As a matter of fact, there is no fixed pattern of career development. By the way, have you had any internship in any logistics position?

Jim: I worked in a tallying company for two months during my last term in the college, if that is internship.

Carol: I am sorry, that is only your experience, not your experience in logistics. In fact, I think you'd better start as an analyst, since you have learned accounting.

Jim: How would you chart my career?

Carol: Logistics is a unique global "pipeline" that operates 24 hours a day; seven days a week and 52 weeks a year, planning and coordinating the transport and delivery of products and service to customers the world over. The career for a specific person is as unpredictable as the weather in England. But from our investigation, we understand you will be familiar with the logistics activities if you work as an analyst in a logistics department for some time, say, two years. Then you may be promoted to the position of a logistics engineer.

Jim: Two years? That is too long a time!



- Carol:** But that is the least possible time necessary for anyone without any experience. After working on that position you may become a project manager. The next position you may hope for is business development director or operations site manager.
- Jim:** How long would it take before I am appointed as a business development director?
- Carol:** Well, that is even more difficult to predict than the English weather. Generally speaking, it depends on how diligent you are and how good the business is.
- Jim:** I know what a logistics analyst does. He does a lot of data analysis and provides support for the development of client proposals. But what does a logistics engineer do?
- Carol:** Well, he handles more complex aspects of proposals, developing materials, handling requirements, transportation routes and schedules and other process.
- Jim:** Do their responsibilities increase with the promotion?
- Carol:** Yes. They have to, as you will get higher pay with each promotion. For example, when you are promoted to the position of a project manager, you will lead a team of logistics engineers and analysts.
- Jim:** Is there any other career path? I don't want to assume such great responsibility.
- Carol:** Well, you can refuse the promotion and stay as an analyst all your life!
- Jim:** Oh, what a pity!

New Words and Expressions

- logistics *n.* 后勤学, 后勤, 物流
- originated from 起源于
- lodge *n.* 住宿, 寄存
- pertain *vt.* 适合, 属于
- troop *n.* 军队
- armor *n.* 装甲, 装甲部队
- armored *a.* 装甲的
- ammunition *n.* 军火, 弹药供给
- ensure *v.* 保证, 担保
- indication *vt.* 指出, 显示
- consume *vt.* 消费, 耗尽
- frustrate *vt.* 挫败, 阻挠, 使灰心
- frustration *n.* 挫败, 挫折, 受挫折
- maintain *vt.* 维持, 保持, 保养, 保养
- maintenance *n.* 保持, 维持, 维修
- obtained *vt.* 获得, 得到, 取得
- replenishment *n.* 补给, 补充, 再装满
- involve *vi.* 包括, 笼罩, 潜心于, 使陷于
- abound *vt.* 大量存在
- various *adj.* 各种各样的



- container *n.* 容器 (箱、盆、罐、壶、桶、坛子), 集装箱
- containerization *n.* 货柜运输, 货柜装货
- provision *n.* 供应, (一批) 供应品, 预备, 防备, 规定
- outgoing *n.* 外出, 开支
- acquisition *n.* 获得, 获得物, 通过各种方式来获取资源
- evacuation *n.* 撤退, 走开
- disposition *n.* 部署
- hospitalization *n.* 医院收容, 住院治疗
- procurement *n.* 获得, 取得
- conform *vt.* 使一致, 使遵守, 使顺从, 符合
- inbound *adj.* 内地的, 归航的
- outbound *adj.* 开往外地的, 开往外国的
- inventory *n.* 详细目录, 存货, 财产清册, 总量
- systematic *adj.* 系统的, 体系的
- tangible *adj.* 有形的, 切实的
- implement *vt.* 实现, 执行, 完成 *n.* 工具, 家具
- intangible *adj.* 不能接触的, 含糊不清的, 难以理解的, (指企业资产) 无形的
- concern *vt.* 涉及, 关系到
- exploit *vt.* 开拓, 开发, 开采, 剥削, 使用
- integrate *vt.* 使成整体, 使一体化
- comprehensive *adj.* 全面的, 广泛的, 能充分理解的, 包容的
- rationalization *n.* 合理化, 合于经济原则
- warehousing *n.* 仓库费, 入仓库, 仓库贮存
- outsourcing *n.* 外部采办, 外购
- agent *n.* 代理 (商)
- unprecedented *adj.* 空前的
- internationalization *n.* 国际化
- sophisticated *adj.* 复杂的, 诡辩的, 久经世故的
- commodity *n.* 日用品
- significantly *adv.* 意味深长地, 重大地, 重要地
- facility *n.* 设备, 设施, 工具, 容易, 便利
- cutlery *n.* 餐具
- available *adj.* 可利用的, 有用的, 存在的
- availability *n.* 有帮助, 有效性, 可利用, 可得到
- optimization *n.* 最佳化, 最优化
- rationalization *n.* 合理化, 理性化

Additional Words and Expressions

- acquisition cost 购置费, 置业费
- acquisition strategy 获取策略 (对取得物品和服务的决定, 例如合约方法、合约期限、



价格和数量等) ↑ 4. 的里管流物县县) 点强味加器, 产刚, 果然
 mechanical maintenance 机械维修
 be likely to 有可能的, 有可能会, 有可能会发生
 be aware of 意识到, 领悟到 (指通过感官对外界事物的感觉)
 make (efficient) use of (有效地) 利用
 broad scope of 广泛的, 大范围的

Notes to the Text

1. The term “logistics” originally means the moving, lodging and supplying of troops.

“物流”这个术语最初的意思起源于军队 (有人说是法国军队), (就军事管理而言) 它是移动、寄放和军队补给。

2. During World War II, military forces made effective use of logistics models and forms of systems analysis to ensure that materials were at the proper place when needed.

二战时期, 军队曾经有效地利用物流的模式和系统来保证物资供应和材料在最需要时被送到合适的地点。

3. One indication of the increased use of the term logistics at that time can be seen in the frustration of Chief of Naval Operation.

关于“物流”这一概念的新用法可以从海军作战部所受的挫折说起。

4. Before the materiel (military stores and equipment), food and accommodation can be supplied, it must first be obtained from somewhere.

要供应物料 (军事储备和设备)、食品和住处, 首先必须从某个地方获取这些东西。

5. It may be bought “off the shelf”, but if it is not readily available it must be designed and made.

它们可能是买来的“现货”, 如果没有可用的“现货”, 就必须进行设计和制造。

6. Logistics is sometimes described as the art of achieving the “six rights”.

物流有时候被描述成是获取“六个正确”的艺术。

7. The modern military definition of logistics reflects the broad scope of functions involved and The Institute of Logistics and Transport’s definition follows this closely: “Logistics is the science and art of the design, optimization and management of networks for the time-related positioning of resource.”

现代军事对物流的定义反映出了物流所包括的广泛功能, 而物流与运输学会的定义也很接近: “物流是针对与时间有关的资源定位网络进行设计优化和管理的科学与艺术”。

8. The Institute of Logistics and Transport

物流与运输学会

9. The bus or train operator may also be responsible for facilities such as stations and maintenance depots and is certainly interested in the collection and distribution of information about where its vehicles are and when a particular service will arrive.

公共汽车或火车运营者可能还要对诸如车站和维护场所之类的设施负责, 并且他们肯定要负责收集和发送有关其车辆在何处, 某一特定的服务将在何时到达等信息。

10. Outcome, Sequence, Timing, Location