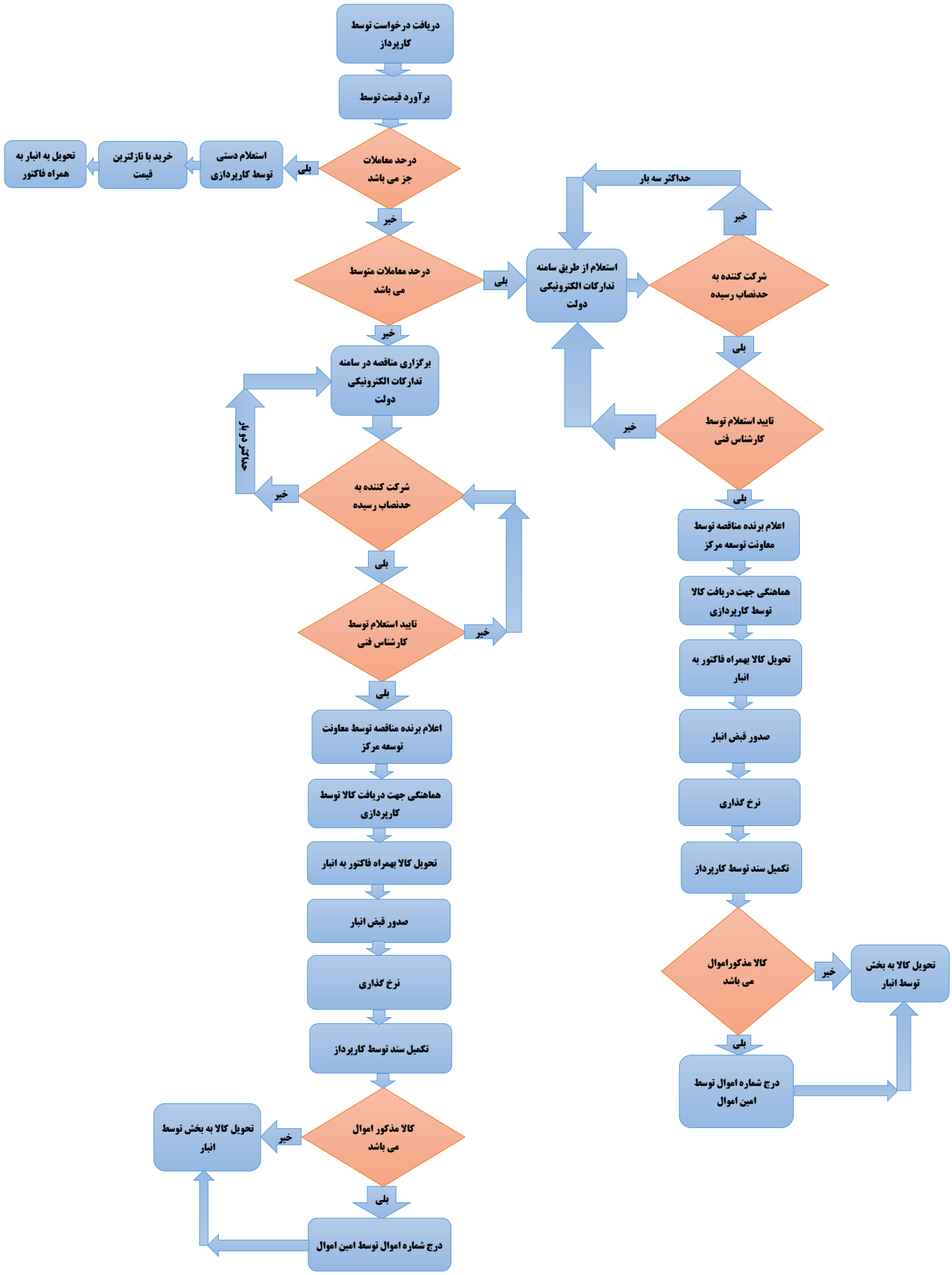فرایند خرید تدارکات