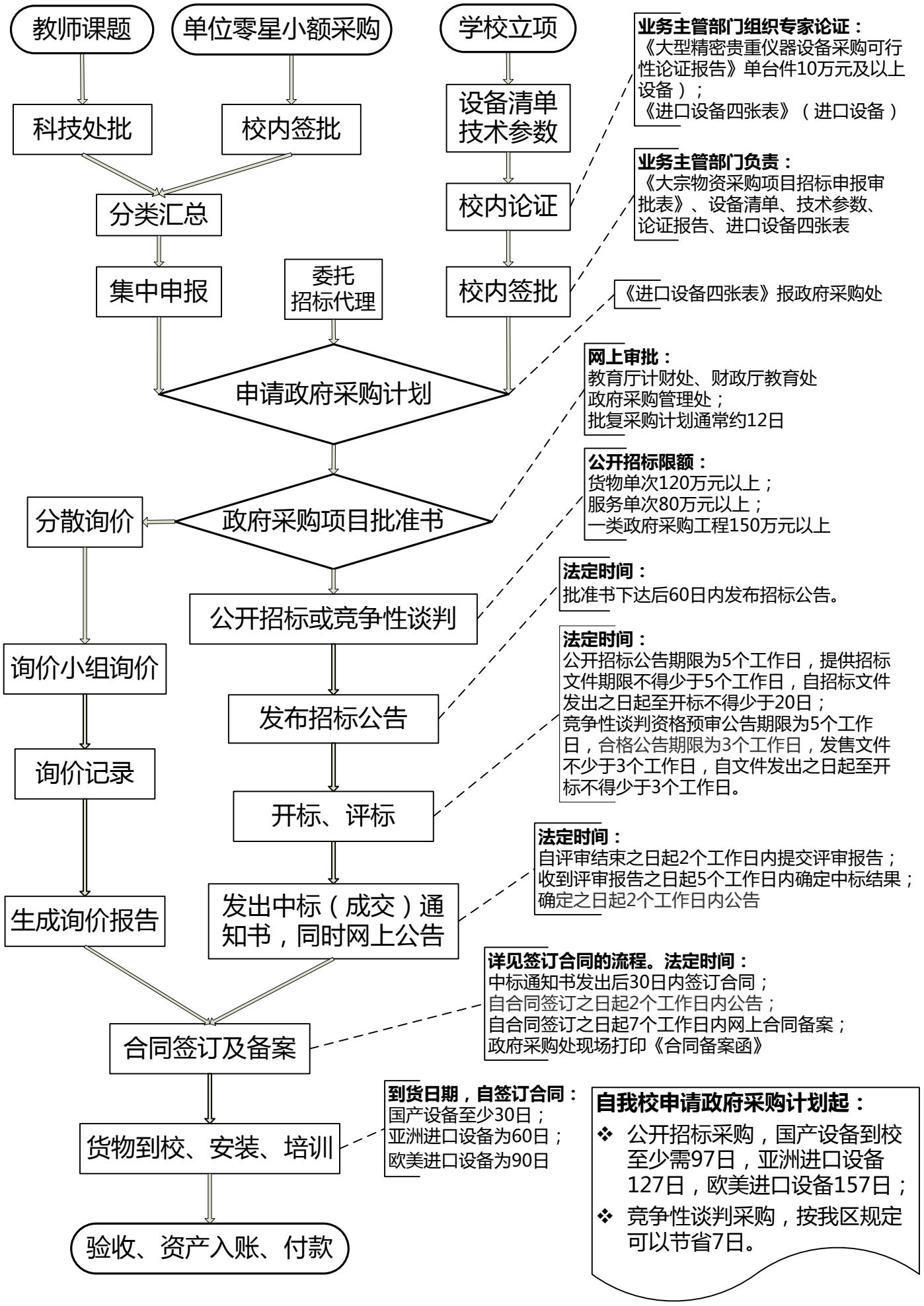内蒙古民族大学设备招标采购工作流程