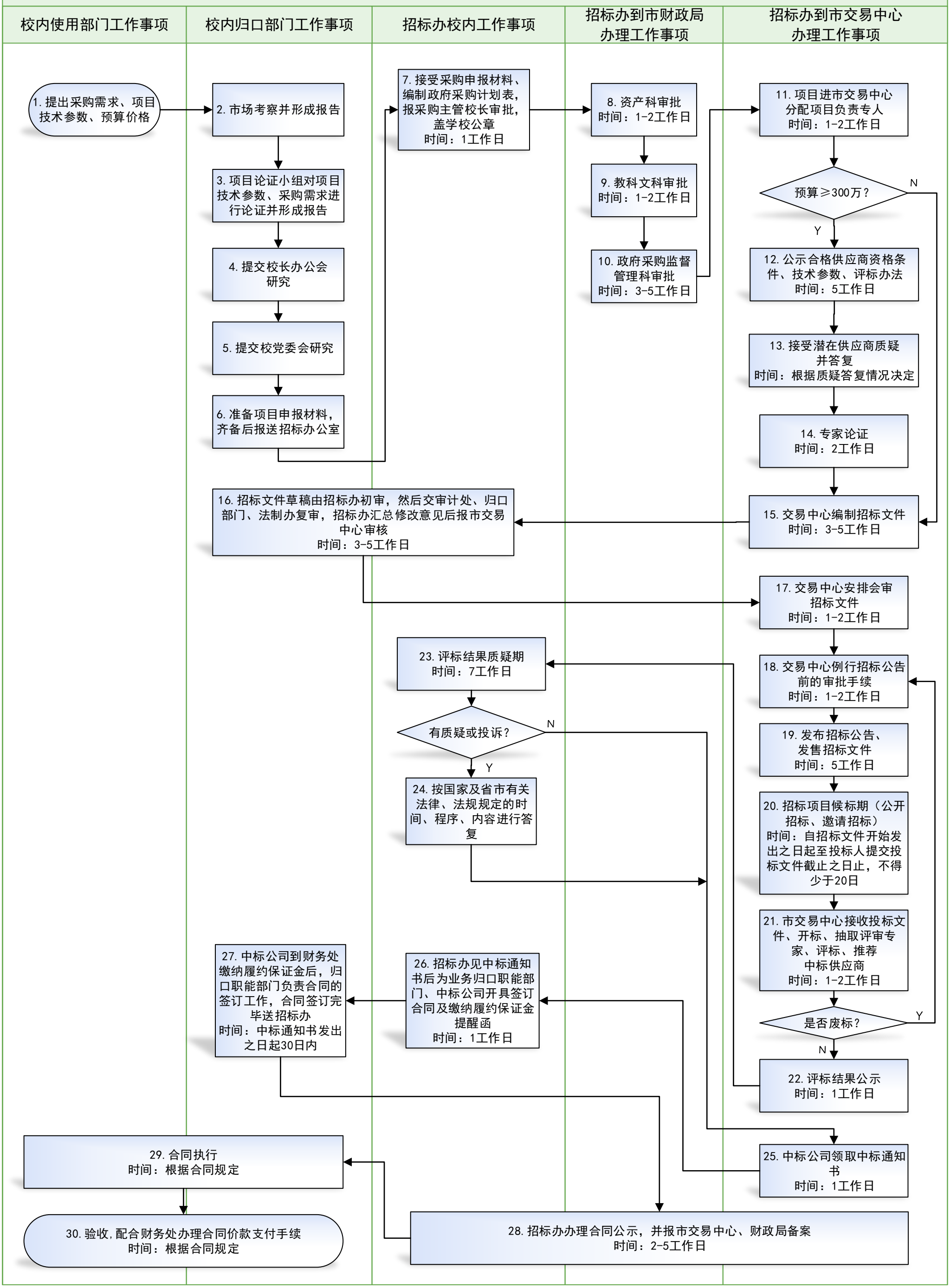新乡学院货物、服务类项目招标采购办理简易流程