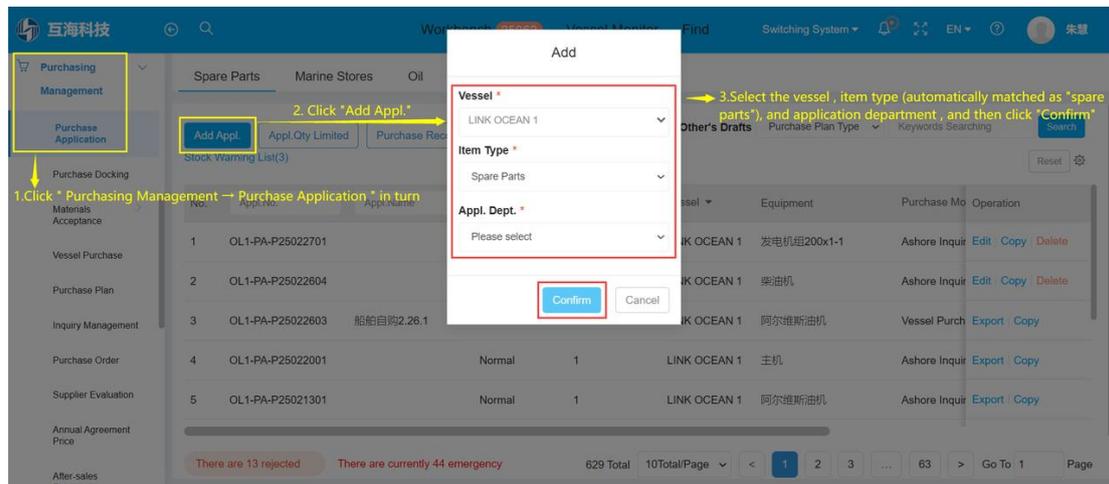


How to initiate a purchase application on the web side (Document)

(This document takes "spare parts" as an example)

Users log in to the OLISS Web terminal, click "Purchasing Management" → "Purchase Application" in turn, and by default enter the spare parts application interface, click "Add Appl.", select the vessel, item type (automatically matched as "spare parts"), and application department, and then click "Confirm" to enter the interface of adding spare parts procurement items. In the Add Spare Parts Purchase Items interface, fill in the purchase quantity and purchase remarks, upload attachments and click "Continue" to enter the Purchase Application editing interface: fill in the application form information (with * required), click "Submit".

When submitting a Purchase Application, the backend queries whether there is a matching Purchase Application process. If there is, an approval process needs to be selected. If not, if the user's company has enabled the "Purchase Application Allow No Approval Process" permission, the submission is successful and automatically changes to the approved status (if the "Purchase Application Allow No Approval Process" permission is not enabled, an error will be reported).



Store List(132) Company Database(7382) Added Purchase Items 1 No spare parts found? Manually add.>

Display Only Critical Spare Parts Less Than Min Stock Keywords Searching Search Reset

Eqpt. Name: All 17 阿尔维斯油机 泵 (在船名) 冰机44 不详 柴油机 柴油机--设备在船 柴油机-在船名称 齿轮箱 传动轴 灯 发电机组1 发电机组200x1-1 发动机 阀 分油机 锅炉 接头 空压机 离合器 螺旋桨 系统测试专用 消防泵 压缩机 压载水处理系统 液泵泵 增压器 宋 宋利安测试 主发柴油机 主机 主机量报监视系统 左辅机

No.	Spare Parts Name	Code/Specifcati	Component Name	Type/Manufacturer	Unit	Stock Status	Appl. Qty	Appl. Remarks	Attachment	Operation
1	曲轴	图号6	55555	阿尔维斯油机 / zxd122 6 / 江南制造局	↑	Current Stock 4; Unreceived 6 (Min 6; Max 0)	1	Please enter 0 / 500		Delete
2	Marine Gearbox	JD900A	Marine Gearbox	齿轮箱 / JD900A / Hangzhou Fada	Piece	Current Stock 6; Unreceived 51 (Min 6; Max 100)	2	Please enter 0 / 500		Delete
3	油机1	zxd1111	油机	阿尔维斯油机 / zxd122 6 / 江南制造局	↑	Current Stock 0; Unreceived 1 (Min 0; Max 0)		Please enter		
4	O型圈	11	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2 A / 上海振华	↑	Current Stock 1; Unreceived 1 (Min 0; Max 0)		Please enter		

Shore-based Stock Query Next Step

4.Fill in the application quantity, remarks, upload attachments, and then click "Next Step"

← Purchase Appl Edit

Application No.:OL1-PA-P25050701 (LINK OCEAN 1 - Spare Parts - Engine Dept.) Check Budget Utilization Status >

Appl.Name: 采购申请5.7.1 Priority Level: Normal Supply Date: 2025-06-07

Supply Place: 扬州港 Purchase Modes: Ashore Inquiry Purchase Plan Type: Monthly Purchase

Purchase Reason: 采购备件, 维修

you can click to switch the different view to view the items purchased

Number of Items Purchased: 2 Default View

Appl. Items No.	Spare Parts Name	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spare Description	Budget Account Number	Unit	Min/Max Stock	Current Stock / Unreceived	Appl. Qty	Appl. Remarks
1	垫片 (聚醚)	123kx	Component: 12V135ZD 型柴油机 Position No.: 1	发电机组200x1-1/ 200X1-1 / 上海柴油机厂		002001	↑	0/0	4 / 0	2	Please enter
2	Oil Pipe	195-09100	Component: Lubrication System Position No.: 3	主机 S1100A2NM / Changchai		002001	Piece	0/0	6 / 0	1	Please enter

Attachment: (This attachment is only used as the internal application document of the company and the supplier cannot receive it.)

Upload Save Submit Cancel

5.Fill in the application information (with * required) , then click "Submit"

← Purchase Appl Edit

Application No.:YYY4-PA-P24110403 (LINK OCEAN 1 - Spare Parts - Engine Dept.)

Appl.Name: Please enter

Supply Place: 扬州港

Purchase Reason: Monthly purchase

Number of Items Purchased: 2

Please select the workflow.

Budget Account: 采购备件费用

Using Dept.: LINK OCEAN 1. 0% of the budget quota for this month has been used, 98.51% of the budget quota for this year has been used

Management Dept.: 机务部. 0% of the budget quota for this month has been used, 84.88% of the budget quota for this year has been used

采购申请

采购申请 审批部

Process Description:

Confirm Cancel

6. Select the "Approval Process" and click "Confirm"

Next step:

After the purchase application form is submitted, if there is an approval process, the document will be transferred to the approver workbench for approval.