## 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  $\rightarrow$ 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).

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## 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.