

# How does the supplier operate after receiving the email (Document)

In the whole procurement process, the operation of the supplier is mainly the filling and submission of the quotation and other relevant information of the supplier after receiving the inquiry email. After the supplier submits the quotation information, it will direct feedback to the OLISS system. After the decision (that is, after selecting the supplier), the supplier will receive the order information and conduct the supply and invoicing according to the order information.

The specific operation instructions are as follows:

## I . The interface for the supplier to receive the inquiry email is shown below:

Dear test采购订单供应商:

The <sup>1</sup>1st Request for Quotation **PE-S25021201** has been issued to you by 上海互海信息科技有限公司 via the <sup>2</sup>Ocean Link Shipping Management System. Please click the link website to view this RFQ and respond with your quote.

Quotation link: <sup>3</sup>[Click here to quote](#)

Vessel : LINK OCEAN 1

<sup>4</sup>Purchasing Demand: 请尽快报价

<sup>5</sup>Quotation close date: AM 00:00 on Feb 16,2025

BEST REGARDS!

1."1st" means that the purchaser makes an inquiry to the supplier on the document for the first time. After the supplier reports the price, if the purchasing department is not satisfied with the price, the supplier can make an inquiry again;

2.Inform the supplier of where the inquiry email was sent from or through which system it was sent

3.Click the link to jump to the inquiry and quotation interface. If there is a blank web page, you can try the following actions:

1) On the web side, right click the text in Figure 3 above and select to open the link from the new tab or new window;

2) When the address book provides a mobile phone number, OLISS system will send a prompt message at the same time, which can copy the link in the message and open it to the web page.

## 4. Procurement requirements

## 5. Deadline for quotation

## II. The inquiry sheet interface after opening the link is as follows:

**Enquiry List**  
上海互海信息科技有限公司  
Application Type: Quotation Purchase | Stop Quotation: 2024-12-29 00:00

TIPS: 1. Please enter the unit-price and discount of each enquiry item, the total price will be generated automatically; 2. If necessary, please fill in the item details such as brand in the remark; 3. If there are delivery charge, please fill it out separately behind the form; 4. It should be noted that this is a quotation and does not represent the final transaction. Our company has the right to choose all or several items according to our need and your quotation.

Goods Details Supply Information **Download Quotation** Import Quotation

Attachment: Quotation Sheet Download All Attachments

Click "Download Quotation" to download quotation and inquiry attachments

No.	Spare Parts Name	Spare Parts Type	Component/Position No.	Equipment Its Formulation	Spare Parts Description	Purchase requirement	Delivery Place	Delivery Date	Vessel	Purchase Quantity	Unit Price(CNY)	Overall I	Subtotal	Brand	Supply Remark	Operation
1	倒车气缸	230.305.00	倒车气缸 / 0	柴油航 / 6230ZC-4...			上海	2022-03-16	互海1号	5(件)		1	0.00			Upload Multiple prices c

From Huhaitong ship management system  
Technical support by Shanghai Huhai Information Technology Co., Ltd.

Click "Modify Currency" to select a currency other than the inquiry currency for quoting

After completing operations such as unit price and remarks, click "Next"

Total Amount include tax(CNY):0.00 Total Price: 0.00; Total Delivery Charges:0.00; Total Tax Charges: 0.00

Save 修改币种 Filled/1, Next Submit Quotation

**Enquiry List**  
上海互海信息科技有限公司  
Application Type: Quotation Purchase | Stop Quotation: 2024-12-29 00:00

TIPS: 1. Please enter the unit-price and discount of each enquiry item, the total price will be generated automatically; 2. If necessary, please fill in the item details such as brand in the remark; 3. If there are delivery charge, please fill it out separately behind the form; 4. It should be noted that this is a quotation and does not represent the final transaction. Our company has the right to choose all or several items according to our need and your quotation.

Goods Details Supply Information **Download Quotation** Import Quotation

Delivery Charge(CNY: Please fill in your delivery charges: enter 0 if no delivery fee)  
互海1号 0

\* Tax Inclusive 0% \* Quotation ... \* Lead Time \* Quotation No

Quotation Remarks

Supplier Information

\* Company ... \* Contact 王五 \* Email 810618639@qq.com \* Mobile +86 13626270542

Quote: Click to upload Note: For a single uploaded file, the image size cannot exceed 5MB and the file size cannot exceed 10MB. Supports doc, docx, pdf, xls, xlsx, ppt, pptx, jpeg, jpg, png, webp formats

Attachment

Support uploading quotation total attachments

From Huhaitong ship management system  
Technical support by Shanghai Huhai Information Technology Co., Ltd.

If this supplier already exists in the HuHaitong system, the supplier information here will be automatically displayed and does not need to be manually filled in

After completing steps 2 and 3, the total price of the goods, delivery charges, and tax charges will be displayed here

Total Amount include tax(CNY):1000.00 Total Price: 1000.00; Total Delivery Charges:0.00; Total Tax Charges: 0.00

Save 修改币种 Filled/1, Back Submit Quotation

In the quotation interface, all the items are required, as follows:

**1. Unit price:** Click the input box to fill in the unit price including tax;

**Overall discount:** When there are multiple items and the discount is uniform, you can fill in the overall discount.

**Supply Remark:** other information about the inquiry items, such as brand, parameter information, etc.;

**Upload:** attachments related to items, such as actual auction drawings, certificates, drawings, etc.;

**Multiple quotations:** when the uniqueness of the item cannot be judged, multiple quotations can be used for the buyer to choose;

2.**Haulage:** There may be different shipping places for several ships in the inquiry form, so the freight can be filled in according to different ships.

3.**Tax inclusive:**the specific tax point of tax.

**Quotation Expiry Date:** the validity of price filled by the supplier, overdue means the price is invalid;

**Lead Time:** freely fill in the supply cycle, the content can be text or number;

**Quotation number:** Supplier can fill in according to their own needs;

**Quotation Remarks:** anything not clearly described in the quotation can be described through remarks;

**Note:** If this supplier already exists in the OLISS system, the supplier information will be automatically displayed in the interface, and the supplier will also modify the relevant information according to the requirements.

Total Amount includes tax, including total cost of goods, freight costs, and taxes.

4. Download the quotation details to the local area for the supplier to archive, and the format is Excel;

When there are too many items, you can choose to quickly import the quotation through the template.

5.**Submit quotation:** Click the price will be fed to the buyers OLISS system.

**Note:** After clicking "Save", the contents in the documents will be saved and can be filled in next time.

### III. The interface of the supplier receiving the purchase order email is shown below:

Dear test采购订单供应商:

1 Purchase Order **OL1-PA-P25022704** has been issued to you by 上海互海信息科技有限公司 via the [Ocean Link Shipping Management System](#) . Please contact us for contract signing and other follow-up procedures asap. Thanks for your cooperation.

2 Main info of PO OL1-PA-P25022704:  
**Spare Parts** : 1 kinds, Total price: **CNY 1,600.00** (include goods value **CNY 1,500.00** and additional fees **CNY 100.00** ).

Remark: 请给予备货反馈

Reference RFQ ID: **OL1-PA-P25022704** .

3 Please check the attachments or click the below link website for the detail info of PO.

[Click here to check the detail of your PO.](#)

BEST REGARDS!

1.**Purchase order number:** OLISS system will automatically generate according to date and order order;

## 2.Main Content of purchase orders


3.Click the link to jump to the purchase order details interface (the Web will send via email; the mobile phone will send via SMS). If a blank web page appears, try the following operations:

1) On the web side, right click the text in Figure 3 above and select to open the link from the new tab or new window;

2) When the address book provides the mobile phone number, OLISS system will send a prompt message at the same time, which can copy the link in the message and open it to the web page.

## IV. The interface of the purchase order link is shown in the figure.

**Purchase Order**


Application Type: Spare Parts (General Inquiry)    Order Date: 2025-03-10    Order No.: OLI-PA-P25022704    Lead Time: 5  
Purchase Vessel: LINK OCEAN 1  Move the mouse over the icon to view the corresponding ETA, ETD, current port, and agent information for the purchas vessel  
Order amount(CNY): Total Price1500.00, Total price of additional cost 100.00    Associated Inquiry No.: OLI-PA-P25022704(备件询价单P25031002)    Quotation Remarks:  
ETA: 2025-03-12 07:00  
ETD: 2025-03-10 12:00  
Demand-side Company: Current Port: 扬州港    Contact Person: Henry (+86)    E-mail: henry.qu@oceanlinktech.cn    Company Address: 上海市莲花路1308号宏汇莲花广场B座802室  
Agent: 杰瑞  
Supplier Company: test采购订单供应商    Contact Person: 王五 (+86)    E-mail:    Company Address:

[PO Items \(1\)](#)    Stock-up/Delivery Situation

No.	Spare Parts Name	Code/Specification/Drawing No.	Component/Position No.	Eqpt.Name/Type/Manufacturer	Application Serial No./Item No.	Purchase Quantity	Unit Price(CNY)*Discount	Delivery Info	Supply Remark
1	曲轴	图号6	Components Name: 55555 Position No.: 10	阿尔维斯油机 / zxd1226 / 江南制造局	OLI-PA-P25022704_1	1 (个)	1500.00 * 1	2025-04-10 扬州港	

[Export](#)

**Purchase Order**

Application Type: Spare Parts (General Inquiry)    Order Date: 2025-03-10    Order No.: OLI-PA-P25022704    Lead Time: 5  
Purchase Vessel: LINK OCEAN 1     Order amount(CNY): Total Price1500.00, Total price of additional cost 100.00    Associated Inquiry No.: OLI-PA-P25022704(备件询价单P25031002)    Quotation Remarks:  
Demand-side Company: 上海互海信息科技有限公司    Contact Person: Henry (+86)    E-mail: henry.qu@oceanlinktech.cn    Company Address: 上海市莲花路1308号宏汇莲花广场B座802室  
Supplier Company: test采购订单供应商    Contact Person: 王五 (+86)    E-mail:    Company Address:

[PO Items \(1\)](#)    Stock-up/Delivery Situation

No.	Spare Parts Name	Code/Specification/Drawing No.	Component/Position No.	Eqpt.Name/Type/Manufacturer	Application Serial No./Item No.	Purchase Quantity	Unit Price(CNY)*Discount	Delivery Info	Supply Remark
1	曲轴	图号6	Components Name: 55555 Position No.: 10	阿尔维斯油机 / zxd1226 / 江南制造局	OLI-PA-P25022704_1	1 (个)	1500.00 * 1	2025-04-10 扬州港	

Click to export the Chinese/English version PDF/Excel of the purchase order

PDF(中文版)  
Excel(中文版)  
PDF(English Version)  
Excel(English Version)

[Export](#)

**Purchase Order**

Application Type: Spare Parts (General Inquiry)    Order Date: 2025-03-10    Order No.: OLI-PA-P25022704    Lead Time: 5

Purchase Vessel: LINK OCEAN 1    Order amount(CNY): Total Price 1500.00, Total price of additional cost 100.00    Associated Inquiry No.: OLI-PA-P25022704(备件询价单P25031002)    Quotation Remarks:

Demand-side Company: 上海互海信息科技有限公司    Contact Person: Henry (+86)    E-mail: henry.qu@oceanlinktech.cn    Company Address: 上海市莲花路1308号宏汇莲花广场B座802室

Supplier Company: test采购订单供应商    Contact Person: 王五 (+86)    E-mail:    Company Address:

PO Items (1) [Stock-up/Delivery Situation](#) → [Click to switch to the "Stock-up/Delivery Situation"](#)    Goods Total Items: 1 items | Stocked-up: 0 items | Stock-up Progress: 0% | Delivered: 0 items | Delivery Progress: 0%    [Click to view the communication records](#)

Reminder: Peach color The background indicates that the item has not been fully stocked-up and has exceeded the delivery date.    [Communication Records](#)

<input type="checkbox"/> Spare Parts Name	Code/Specification/Drawing No.	Eqpt. Name/Type/Manufacturer	Deadline Delivery Date	Application Serial No./Item No.	Purchase Quantity	Delivered Quantity	Stocked-up Quantity	*Quantity to be stocked-up this time
<input type="checkbox"/> 曲轴	图号6	阿尔维斯油机 / zxd1226 / 江南制造局	2025-04-10	OLI-PA-P25022704_1 (1个)	1		Unstocked-up	<a href="#">Click to perform operations such as export of purchase order, invoice issuance, stock preparation, and shipment dispatch respectively</a>

V. The download interface of the English version of the purchase order is shown in the figure below:

PDF:



**上海互海信息科技有限公司**

Purchasing Type: Spare Parts (General Inquiry)    Vessel: LINK OCEAN 1

Purchase Order Date: 2025-03-10    ETA: 2025-03-12 07:00

Order No.: OLI-PA-P25022704    ETD: 2025-03-10 12:00

Lead Time: 5    Current port: 扬州港

Currency: CNY    agent: 杰瑞

Associated Inquiry No.: OLI-PA-P25022704(备件询价单P25031002)

Quotation No.: PQ-P25031002

Quotation Remarks:

Demand-side Company: 上海互海信息科技有限公司    Supplier Company: test采购订单供应商

Contact Person: Henry    Contact Person: 王五

Contact No.: (+86)    Contact No.: (+86)

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E-mail: henry.qu@oceanlinktech.cn    E-mail:

Company Address: 上海市莲花路1308号宏汇莲花广场B座802室    Company Address:

**Purchased Items:**

No.	Spare Parts Name	Spare Parts Type	Drawing No.	Appl. Dept.	Requirement Date	Supply Place	Purchase Requirements	Unit	Appl. No./Item No.	Quantity	Price	Discount	Total Price	Quote Remark
1	曲轴	图号6		Engine Dept.	2025-04-10	扬州港		个	OLI-PA-P25022704_1	1	1500.00	1	1500.00	

Equipment: 阿尔维斯油机 Brand: Equipment Type: zxd1226 Manufacturer: 江南制造局 Remarks: Components: 5555 Component Code:

Total Goods Prices: 1500.00  
Total Additional Fees: 100.00  
Total: **1,600.00**

**Excel:**

		上海互海信息科技有限公司												
Purchasing Type:	Spare Parts(General Inquiry)	Vessel:	LINK OCEAN 1											
Purchase Order Date:	2025-03-10	ETA:	2025-03-12 07:00											
Order No.:	OL1-PA-P25022704	ETD:	2025-03-10 12:00											
Lead Time:	5	Current port:	扬州港											
Currency:	CNY	agent:	杰瑞											
Associated Inquiry:	OL1-PA-P25022704(备件询价单P25031002)													
Quotation No.:	PQ-P25031002													
Quotation Remarks														
Demand-side Company:	上海互海信息科技有限公司		Supplier Company:	test采购订单供应商										
Contact Person:	Henry		Contact Person:	王五										
Contact No.:	(+86, [REDACTED])		Contact No.:	(+86, [REDACTED])										
E-mail:	henry.qu@oceanlinktech.cn		E-mail:	[REDACTED]										
Company Address:	上海市莲花路1308号宏汇莲花广场B座802室		Company Address:	[REDACTED]										
<b>Purchased Items:</b>														
No.	Spare Parts Name	Spare Parts Type	Drawing No.	Appl.Dept.	Requirement Date	Supply Place	Purchase Requirements	Unit	Appl.No./Item No.	Quantity	Price	Discount	Total Price	Quote Remark
Equipment: 阿尔维斯油机 Brand: Equipment Type: zxd1226 Manufacturer: 江南制造局 Remarks: Components: 55555 Component Code:														
1	曲轴	图号6		Engine Dept.	2025-04-10	扬州港		个	OL1-PA-P25022704_1	1	1500.00	1	1500.00	
											Total Goods Prices:		1500.00	
											Total Additional Fees:		100.00	
											Total:		1,600.00	