

## How to execute purchase orders (documents) on the web side

After the approval of the inquiry scheme, an email confirmation of the purchase order will be sent to the supplier. At the same time, the documentation status will change to the purchase order pending execution status.

Users can log in to the OLISS Web side, go to the "Workbench → Workflow Task → Purchase Order – Execute" interface, and follow the steps 1-4 below:

1. Log in to the OLISS Web side and enter the Workbench interface by default. Click "PurchaseOrder-Execute" in the process approval task

2. Click on the specific documentation

No.	Vessel	Item Type	PO No.	Supplier Name	Inquiry Mode	Purchase Appl No./Appl. Name	Purchase Plan Type	Creation Date
1	LINK OCEAN 1	Spare Parts	OL1-PO-P24121201	志达商务测试	General Inquiry	OL1-PA-P24121201 ①	Em'cy Purchase	2024-12-12
2	LINK OCEAN 1	Spare Parts	OL1-PO-P24120501	test采购订单供应商	General Inquiry	采购申请2024080205 ①	Other	2024-12-05
3	LINK OCEAN 1	Spare Parts	OL1-PO-P24120301	test采购订单供应商	General Inquiry	OL1-PA-P24111504 ①	Minor Purchase	2024-12-03
4	LINK OCEAN 1	Marine Stores	PO-S24103105	SYCS	General Inquiry	P1809200002 ①	Monthly Purchase	2024-10-31
5	LINK OCEAN 1	Marine Stores	PO-S24103104	SYCS	General Inquiry	PA-S24103102 ①	Monthly Purchase	2024-10-31

PO Details

Purchasing

PO No.: OL1-PO-P24121201 | 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1

Supplier Name: 点云商务测试

Address:

Contract Info

Contract No.:

Item Type: Spare Parts

Contact Person: 朱经理

Supply Cycle: 现货, 随时可供

Contract Name:

Purchase Plan Type: Emrty Purchase

Cell Phone: (+86)

Quotation Remarks:

Contract Description:

Associated Inquiry No.: PE-P24121201

E-mail: @163.com

Purchase Total Price(CNY): 10.00 (Tax: 13%, Taxes: 1.15)

Total Price of Goods(CNY): 10.00

Additional Cost(CNY): 0.00 [View/Edit Additional Cost](#)

[Check Budget Utilization Status >](#)

Freight Charge(CNY): 0.00

PO Items(1Items)

Stock-up/Delivery Situation

Invoice List(0)

Higher Amount Accuracy

PO Mail Content

Export

No.	Spare Parts Name	Code/Specification/Drawing No.	Spare Description	Appl.No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Unit Price(CNY)/Discount	Unit Price Excluding Tax	Delivery Info	Purchase R
1	汽缸盖部件		汽缸盖部件	OL1-PA-P24121201	Engine Dept.	1 (件)	1 (件)	10.00	8.85	<div>Date: 2025-01-10</div> <div>Delivery Place: 厦门港</div>	

Task Progress

Create(from inquiry scheme) 2024-12-12 10:55:49

未投 (主管)

Execute — 采购专员

Comment

Edit Contract Info

E-sal

Confirm Supply

Cancel Order

3. After modifying the actual purchase quantity, delivery date, location and other information as needed, click "Confirm Supply"

Confirm Supply

After the supplier delivers the goods, the receiving location of the ship may change, resulting in additional freight. Please click to finish purchasing after confirming the receipt before proceeding to the next step.

Remarks

Please enter

0 / 100

Upload

4. Fill in the remarks as needed and whether to upload attachments, then click "Confirm"

Confirm

Cancel

Next step:

If you click "Cancel Order" in the purchase order execution interface, the documentation will return to the purchase plan and you need to start a new inquiry.

2、 If the execution is completed, according to the approval process node, the documentation will become "Accepting" and will be transferred to the workbench of the personnel with acceptance authority.