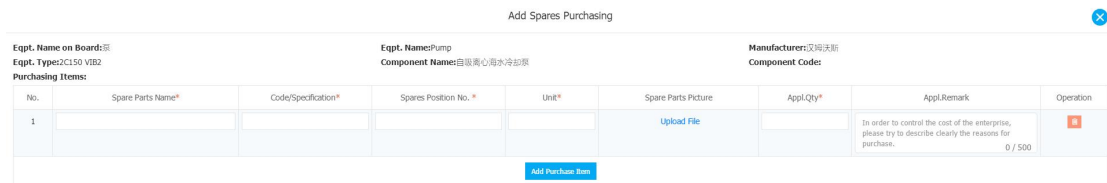
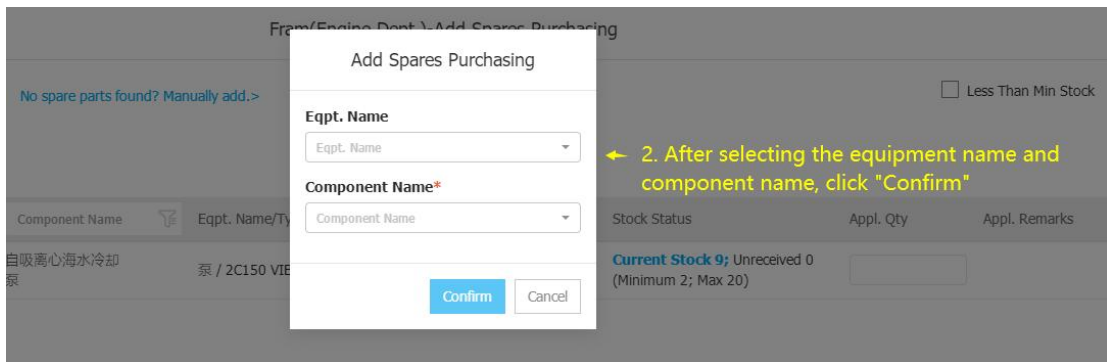
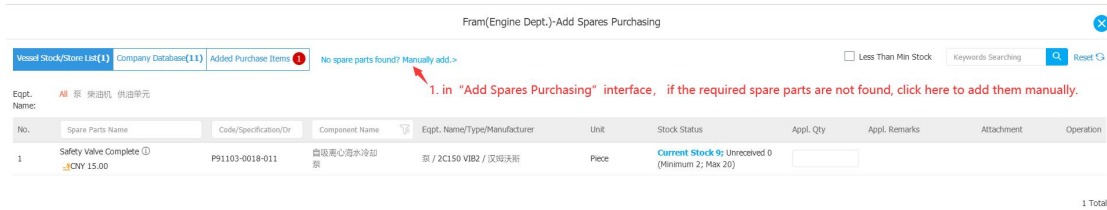


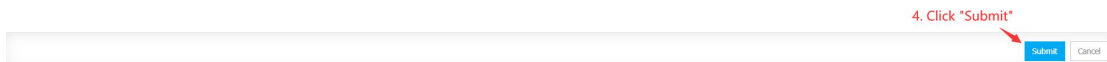
## How to add spare parts If they are not found when purchasing

When purchasing spare parts, you may not find the spare parts you need in the system, and you can manually add them on PC.

Users can log in to the website of OLSaaS, and operate in **"Purchase Management → Purchase Application → Add Spares Purchasing"** interface according to the following steps 1-4:



3. Fill in the specific information of the spare parts to be added (Items with \* are required), and upload spare parts pictures or comments.



### Note:

1. Follow the normal purchase application initiation process and continue to operate.
2. The data added here is temporary. After the approval of the relevant leaders, it will become official data and enter the basic data (spare parts) database. This spare part can be found in

the later purchase of the ship. Therefore, users must pay attention to the standardization of spare parts data when purchasing and approving.