

How to cancel an inquiry on the web side (document)

Users can log in to the OLISS Web side and follow steps 1-4 in the "Purchase Management → Inquiry Management" interface.

The screenshot shows the OLISS web interface with the "Inquiry Management" section active. A table lists various RFQs. Red annotations indicate the following steps:

- 1. Click to enter the "Inquiry Management" interface in turn (pointing to the sidebar menu).
- 2. Quickly find the target document through the filter bar (pointing to the search filters at the top).
- 3. Click on the target document to enter RFQ details interface (pointing to a row in the table).

No.	RFQ No.	RFQ Name	Inquiry Mode	Purchase Appl No./Appl	Purchase Plan Type	Vessel	Number of Inquiry Items	Number of Inquiry Suppl.	Qty of Feedback	Status	Operation
29	PE-P24111201	4111301	General Inquiry	CL1+PA-P24111203	Minor Purchase	LINK OCEAN 1	2	1companies	0 quotation feedbacks	The quotation has been closed.	
30	PE-P24101601	备件询价单P24101601	General Inquiry	互海1号季度申请	Quarter Purchase	LINK OCEAN 1	1	4companies	1 quotation feedbacks	In the Inquiry The quotation has been closed.	
31	PE-P24101001	备件询价单P24101001	General Inquiry	PA-P23031401	Quarter Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	In the Inquiry The quotation has been closed.	
32	PE-P24092502	备件询价单P24092502	General Inquiry	备件申请单20221009(3)	Quarter Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	In the Inquiry The quotation has been closed.	
33	PE-P24092501	备件询价单P24092501	General Inquiry	PA-P22120103	Other	LINK OCEAN 1	2	4companies	0 quotation feedbacks	In the Inquiry The quotation has been closed.	
34	PE-P24092301	备件询价单P24092301	General Inquiry	备件申请单20221102	Quarter Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	In the Inquiry	
35	PE-P24090201	备件询价单P24090201	General Inquiry	备件申请单20221031(2)	Monthly Purchase	LINK OCEAN 1	1	4companies	0 quotation feedbacks	In the Inquiry The quotation has been closed.	
36	PE-P24090102	备件询价单P24090102	General Inquiry	P1807040002	Minor Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	In the Inquiry	

The screenshot shows the "RFQ Details" page for RFQ No. PE-P24092301. A "Cancellation Reasons" pop-up window is displayed, asking for confirmation to cancel the inquiry. The pop-up contains the following information:

- RFQ Name: 备件询价单P24092301
- RFQ No.: PE-P24092301
- Purchaser Phone: 18752789215
- Deadline of Quotation: 2024-12-09 00:00:00(GMT+08:00)

The "Cancellation Reasons" section includes radio buttons for the following options:

- Wrong commodity/supply information
- Inquiry Again
- Use other purchasing methods
- Duplicate Applications
- Suspend Purchase
- Incomplete Quotation/No Quotation
- The price is too high.
- Other

A "Reason Description" field is provided for the user to enter a reason for cancellation. A "Confirm" button is located at the bottom right of the pop-up.

Below the pop-up, a yellow arrow points to the "Cancel Inquiry" button in the bottom right corner of the RFQ details page.

4. Click "Cancel Inquiry", pop-up window will appear on the top, select the reason for cancellation, fill in the reason description as needed, and click "Confirm"

Workbench Operate Successfully Monitor Find Switching System EN 孙红梅

RFQ Details

备件询价单P24092301 (Spare Parts - General Inquiry - Quarter Purchase, Currency: CNY)

RFQ No.: PE-P24092301 Purchaser Name: 孙红梅 Email of Inquirer: 1234@qq.com
 Purchaser Phone: 18752789215 Belonging Company: 上海互海信息科技有限公司 Inquiry Date: 2024-12-03

Deadline of Quotation: 2024-12-09 00:00:00(GMT+08:00)

Cancellation Reasons: 商品供货信息错误

Inquiry Items(1) Inquiry Suppliers(1companies) Intelligent Recommended Scheme

Exchange Rate Conversion: 1 CNY = 0.02 USD = 0.12897 EUR

No.	Spare Parts Name	Code/Specification/Drawing No.	Component/Position No.	Eqpt Name/Type/Manufacturer	Spares Description	Quote Qty	Purchase Requirements	Delivery Info	Application Source
1	Oil-Injected Rotary Screw Air Compressors	GA11	Component: Oil-Injected Rotary Screw Air Compressors Position No.: 0	空压机组 GA11 / Atlas Copco		1 Piece Current Stock: 14 Piece		Delivery Date: 2023-04-22 Delivery Place: 扬州港	LINK OCEAN 1 Engine Dept. 备件申请单20221102_1

1 Purchase Items

Export Cancel

Operate Successfully
The document has been returned to the Purchase Plan interface. You can re-start the inquiry in the purchase plan interface.

After canceling the inquiry, there is a prompt on the interface; the document has been returned to the purchase plan, and the inquiry can be re-initiated on the purchase plan interface

Cancelled

After canceling an inquiry, RFQ will become "Cancelled" status and display the reason for cancellation