## When applying for materials on the web, if you cannot find the required materials, how to add them by yourself (Document)

## When users apply for materials, if the required materials are not available in the system, they can manually add them on the web side.

The user logs into the OLISS web side and clicks "Purchase Management  $\rightarrow$  Purchase Application" in order to enter the purchase application interface. Switch to "Marine Stores", click on "Add Appl." and select the vessel ,department, with the item type set as "Marine Stores". Then click "Confirm".

In the add marine stores purchasing interface, if the required material is not found, click the blue text "Items not found? Manually add" to be redirected to the Add Stores Purchasing interface. Fill in the stores name, unit, and application quantity, or you can fill in the company's own code, specification, etc. (with \* required). You can also upload images of the materials or add purchase item. Then click "Submit."

6				2.Switch to <sup>#N</sup>	Aarine Stores"		Work	when a house Mar	Nous Alexandre	n Find					
A	Purchasing ~		Spa	are Parts Marine S	tores Oil 3.Clic	k on "Add /	Appl."	Vessel *							
	Purchase		Add	Appl.Qty Limiter	1 Purchase Record	Stock Warning L	ist(2)	HH-NO.1	~		Hide Other's Drafts Purchase	Plan Type 👻 Keywords S		Search Reset	0
	Purchase Docking		No.			Vessel 👻	Appl Dept. 👻	Marine Stores	~	Supply Date		Purchase Reason	Applicant	Operation	
1.C	lick in order to		nter	the purchase ap		açe <sub>l-NO.1</sub>	Engine Dept.	Appl. Dept. *					朱慧	Edit   Copy   Delete	
	Vessel Purchase	t.	2	Hin1-PA-S25032503	轮机-采购申请3.25.1	HH-NO.1	Engine Dept.	Please select	~	2025-04-25	场州港	测试3	朱慧	Export Copy	
	Purchase Plan		3	Hin1-PA-S25032502	甲板-采购中请3.25.2	HH-NO.1	Deck Dept.	Confi	Cancel	2025-04-25	场州港	测试2	朱慧	Export Copy	
	Inquiry Management		4	Hh1-PA-S25032501	甲极-采购申请3.25.1	HH-NO.1	Deck Dept.	Ashore inquiry	Normal	2025-04-25	活州港 "Marina Stores" Then	测试1 click "Confirm"	朱慧	Export Copy	
	Purchase Order		5	Hh1-PA-S25022702	测无六层	HH-NO.1	Engine Dept.	Ashore inquiry	Normal	2025-03-27	Manne Stores . men	сиск сопшт	学育云 (預み 境)	Export Copy	
	Supplier Evaluation		6	Hh1-PA-S25022701	测无审批流程	HH-NO.1	Engine Dept.	Ashore Inquiry	Normal	2025-03-27	1.	1	· 梁西云 (1988 境)	Export Copy	
	Price		7	Hin1-PA-S25010904		HH-NO.1	Engine Dept.	Ashore Inquiry	Normal	2025-02-09	緩州	测试	1935		
	Feedback		8	Hh1-PA-S24121803		HH-NO.1	Engine Dept.	Vessel Purchase	Normal	2025-01-18	211111	211111	预发Henry		
7	Vessel Service >		10	HIT-PA-524121002			Engine Dept.	Ashore Inquiry	Normal	2025-01-16	202	2222	510 Henry		C
6	Expense > Management			24121001			cigate oopt	riansi cinquiry		2020 31-10			JACK CHINY		focus
	Budget Management >		_												
•	Voyage Number >		The	ere are 11 rejected application	ons currently. There a	ire currently 94 em	ergency procurem	ent items not available for	shipment, >		247 Total 10Total/Page 👻	< 1 2 3	. 25	Go To 1	Page

HH-NO.1(Engine Dept.)-Add Marine Stores Purchasing													0	)	
Store List(660) Company Database(7417) IMPA 7ht(16943) Added Purchase Items () Items not found? Manualy add> +5.If the required 'Items not found? Items not found? Items not found?								uired material is found? Manuall	red material is not found, click the blue text bund? Manually add"						
								Less Than Min Stock	Please select m	ain group/subgroup.	∨ K	leywords Searchi	ng 🚺	Search Reset	
No.	Stores	Name	Code Number	Stores Specification	Stores De	scription	Unit	Stock Status	Appl	Qty Appl. Ren	narks	Attachment		Operation	
1	洗发精 CNY 50	(头发和肩膀) ① 1.00 <u>-</u>	110605	400毫升/瓶			瓶	Current Stock 38; Unre 8 (Min 2211; Max 0)	eceived 4	ise ente					
2	活动扳引	₽ ①	79010033	60-600			件	Current Stock 1; Unrea (Min 0; Max 0)	ples	ise ente					
3	活动扳手	₽ (D)	79010035	36-300			件	Current Stock 1; Unree (Min 0; Max 0)	ceived 2 Plea	ase ente					
						Add St	tores Purchasing							6	)
Purcha	asing Items:														
No.	Main Group	o/Subgroup	Co.Own Code	Stores Name *	Specification	Unit *	Stores Picture	Description 1	No.	Appl.Qty *	,	Appl.Remark	Oper	ation	
1	OT-1111/q Renew		Please enter	Please enter	Please enter	Please enter	Upload File	Please enter	Please enter	Please enter		Please enter	0 / 500		
						Ad	d Purchase Item								
			6	.Fill in the stores n	ame, unit , an	d applicatio	on quantity , or y	you can fill in th	e company	/'s own code,					

6.Fill in the stores name, unit , and application quantity , or you can fill in the company's own code, specification, etc. (with \* required). You can also upload images of the materials or add purchase item

									7.Cli	ck "Submit"	
										Submit Cancel	
	HH-NO.1(Engine Dept.)-Add Marine Stores Purchasing										
SI	tore List(650) Company Database(7417)	IMPA 7th(10943)	Added Purchase Items 1	Items not found? Manually add,>							
No.	Stores Name	Code Number	Stores Specification	Stores Description	Unit	Stock Status	Appl. Qty	Appl. Remarks	Attachment	Operation	
1	Rain Boot ①	19020001	41		pair	Current Stock 0; Unreceived 0 (Min 0; Max 0)	5	Please enter 0 / 500		Delete	
The	manually added item have	e a new label i	n the upper left co	mer							

Note: Continue to operate according to the normal purchase application initiation	

process.

Shore-based Stock Query

The data added here is temporary (marked with "NEW" in the top left corner). After approval by the relevant leader, this data will become official (the marker "NEW" disappears) and be entered into the basic database. This marine stores will appear when the ship's end requests it later. Therefore, users must pay attention to the standardization of marine stores data during requests and approvals!