

How to add material acceptance list (document) on the web side

Users can log in to the OLISS Web side and follow steps 1-3 in the " Purchase Management → Materials Acceptance → Material Acceptance List" interface.

The screenshot displays the OLISS web interface. On the left, the 'Purchase Management' menu is expanded, showing 'Purchase Application', 'Purchase Docking', 'Materials Acceptance', 'Accept To Stock', 'Acceptance Record', 'Material Acceptance List', 'Vessel Purchase', 'Purchase Plan', 'Inquiry Management', 'Purchase Order', 'Supplier Evaluation', 'Annual Agreement Price', 'After-sales Feedback', 'Vessel Service', and 'Expense Management'. The 'Material Acceptance List' option is highlighted. In the main area, the 'Material Acceptance List' tab is selected, showing a table with columns: No., Vessel, Dept., Upload Date, and File. An 'Add' button is visible at the top left of the table. A yellow arrow points from the 'Add' button to the 'Add Acceptance List' modal. The modal contains fields for 'Vessel' (LINK OCEAN 1), 'Dept.' (Please select), and 'Remarks' (Please enter). An 'Upload' button is located below the 'Remarks' field. A red arrow points from the 'Upload' button to the text: '3. Fill in the relevant information (with * required/ optional), you can upload attachments, and finally click "Confirm"'. The 'Confirm' button is highlighted in the bottom right corner of the modal.

1. Click to enter the material acceptance list interface in turn

2. Click "Add"

3. Fill in the relevant information (with * required/ optional), you can upload attachments, and finally click "Confirm"