

# Inquiry scheme approval process reference (Document)

The user logs into the OLISS web side and clicks "Setting-Workflow" in order. In the workflow interface, click the "+" next to the inquiry scheme to enter the add inquiry scheme process interface. On this interface, fill in the workflow name and priority level, select applicable item type (spare parts, marine stores, oil, chart), and applicable vessel (check all or click "Add" to select specific vessels). If the process requires approval steps (Optional), click "Add", select the role in charge, editable or not, and participation approval conditions (If select "Yes", click "Set" to set the conditions ). Fill in the warning days (default 15 days). Set the execute step by selecting the role in charge, filling in the warning days (default 15 days), and finally click "Confirm".

Workflow

Export 2. Click the "+" next to the inquiry scheme

Keywords Searching Search Reset

No.	Workflow Name	Application Scope	Approval Process	Operation
1	1	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-舰艇审批(1)-采购总监执行	Copy Edit Delete
2	11111111	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-测试1审批(1)-安监局 (甲板部) 执行(1)	Copy Edit Delete
3	123	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-测试1审批-财务经理执行	Copy Edit Delete
4	备件类型大于5000	Vessel: All Item Type: Spare Parts	申请-机务部长审批(审批)-安监局 (甲板部) 审批-商务经理执行(商务执行)	Copy Edit Delete
5	测试条件设置	Vessel: All Item Type: Spare Parts	申请-财务经理审批-安监局 (甲板部) 审批-吕永林测试执行	Copy Edit Delete
6	海图类型	Vessel: All Item Type: Marine Chart	申请-船长审批-采购管理执行	Copy Edit Delete
7	所有申请大于10000	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-admin审批(q)-hcx测试专用审批(222)-jiangy执行	Copy Edit Delete
8	物料类型	Vessel: All Item Type: Marine Stores	申请-机务经理审批(件基审批)-采购管理执行(采购执行)	Copy Edit Delete
9	所有类型超长流程审批控制	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-采购总监审批(不可编辑, 无审批条件)-采购管理审批(可编辑, 无审批条件)-船老大审批(可编辑, 审批>5000)-采购总监审批(可编辑, 审批>50000)-总经理审批(不可编辑)-测试高1审批(可编辑, 审批大于20000)-船检检查审批(可编辑, 审批大于50000)-采购经理执行	Copy Edit Delete
10	油料类型	Vessel: All Item Type: Oil	申请-测试高1审批(审批同价方案)-财务经理审批-测试高2执行(确认方案)	Copy Edit Delete

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Vessel Report > Patrol Inspection > SMS Management > Customs Affairs > Management > Vessel Incident Records > Address Book > E-Signature > Setting > Role Authority > User > Workflow > Basic Data > Date Backup > Company Setting > 设置系统管理 > Login Page Configuration > Crew Service >

### Add Inquiry scheme Process

3.Fill in the workflow name and priority level, select applicable item type (spare parts, marine stores, oil, chart), and applicable vessel (check all or click "Add" to select specific vessels)

Workflow Name \* Please enter Priority Level \* 1 Applicable Item Type \* Spare Parts X Marine Stores X Oil X Chart X

Applicable Vessel \* ☒ All ☐ Add

Remarks Please enter 0 / 500

**Step 1: Approve (Optional)** ☒ Modification reason is necessary, when modifying the purchase item quantity. Approve node(Optional): Used to approve the inquiry scheme doc. You can modify the purchase quantity, delivery date, delivery place, etc.

Proced...	Role In Charge *	Node Name	Editable Or Not *	Participation approv...	Warning Days *	Conditions Setting	Operation
1	Please Select	Please enter			15		Add

4.If the process requires approval steps (Optional), click "Add"

**Step 2: Execute (Necessary)** Execute node(Necessary): Used to confirm the final delivery date and place, send the PO to the supplier, or cancel the inquiry scheme doc.

Procedure	Role In Charge *	Node Name	Warningdays *
1	Please Select	Please enter	15

CC Object

CC Role *	CC Setting *	Operation
		Add

Workflow Preview Confirm Cancel

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Workflow Name \* Please enter Priority Level \* 1 Applicable Item Type \* Spare Parts X Marine Stores X Oil X Chart X

Applicable Vessel \* ☒ All ☐ Add

Remarks Please enter 0 / 500

**Step 1: Approve (Optional)** ☒ Modification reason is necessary, when modifying the purchase item quantity. Approve node(Optional): Used to approve the inquiry scheme doc. You can modify the purchase quantity, delivery date, delivery place, etc.

Proced...	Role In Charge *	Node Name	Editable Or Not *	Participation approv...	Warning Days *	Conditions Setting	Operation
1	Please Select	Please enter	Yes	Yes	15	Condition Not set	Set Insert Next Step Delete

5.Select the role in charge, editable or not, and participation approval conditions (if select "Yes", click "Set" to set the conditions ). Fill in the warning days (default 15 days)

**Step 2: Execute (Necessary)** Execute node(Necessary): Used to confirm the final delivery date and place, send the PO to the supplier, or cancel the inquiry scheme doc.

Procedure	Role In Charge *	Node Name	Warningdays *
1	Please Select	Please enter	15

CC Object

CC Role *	CC Setting *	Operation
		Add

Workflow Preview Confirm Cancel

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### Add Inquiry scheme Process

Workflow Name \* Please enter Priority Level \* 1 Applicable Item Type \* Spare Parts X Marine Stores X Oil X Chart X

Applicable Vessel \* ☒ All ☐ Add

Remarks Please enter 0 / 500

**Step 1: Approve (Optional)** ☒ Modification reason is necessary, when modifying the purchase item quantity. Approve node(Optional): Used to approve the inquiry scheme doc. You can modify the purchase quantity, delivery date, delivery place, etc.

Proced...	Role In Charge *	Node Name	Editable Or Not *	Participation approv...	Warning Days *	Conditions Setting	Operation
1	Please Select	Please enter	Yes	Yes	15	Condition Not set	Set Insert Next Step Delete

**Step 2: Execute (Necessary)** Execute node(Necessary): Used to confirm the final delivery date and place, send the PO to the supplier, or cancel the inquiry scheme doc.

Procedure	Role In Charge *	Node Name	Warningdays *
1	Please Select	Please enter	15

CC Object

CC Role *	CC Setting *	Operation
		Add

Workflow Preview Confirm Cancel

Condition setting for participation in approval

☐ Total price of scheme must be greater than

USD Please enter CNY Please enter EUR Please enter

AUD Please enter

☐ Initiator Role Please select

☐ Initiator User Please select

Confirm Cancel

5. According to the needs, check "Total price of the scheme must be greater than", (fill in the amount corresponding to the enabled currency), "Initiator role" (select role), "initiator user" (select user), and click "Confirm"

**Add Inquiry scheme Process**

Workflow Name:  Priority Level: 1 Applicable Item Type: Spare Parts, Marine Stores, Oil, Chart

Applicable Vessel: ☒ All

Remarks:

**Step 1: Approve (Optional)** ☒ Modification reason is necessary, when modifying the purchase item quantity.  
 Approve node(Optional): Used to approve the inquiry scheme doc. You can modify the purchase quantity, delivery date, delivery place, etc.

Procedure	Role In Charge	Node Name	Editable Or Not	Participation approval	Warning Days	Conditions Setting	Operation
1	Please Select	Please enter	Yes	Yes	15	Condition Not set	<input type="button" value="Set"/> <input type="button" value="Insert Next Step"/> <input type="button" value="Delete"/>

**Step 2: Execute (Necessary)**  
 Execute node(Necessary): Used to confirm the final delivery date and place, send the PO to the supplier, or cancel the inquiry scheme doc.

Procedure	Role In Charge	Node Name	WarningDays
1	Please Select	Please enter	15

**CC Object**

CC Role:  CC Setting:  Operation:

**7.Finally click "Confirm"**

For example:

### 1. General quotation scheme approval process:

Procurement Manager-leadership approval-procurement manager implementation; applicable types are "spares, materials, oil, charts".

### 2. Approval process according to purchase amount and applicable type:

Approve the quotation scheme for materials less than 50,000 yuan: the material purchasing manager submits the quotation scheme-the leader approves it-the material purchasing manager executes it. The applicable type is "material";

The approval process of the quotation scheme for more than 50,000 materials: the material purchasing manager submits the quotation scheme-the leader approves it-the material purchasing manager executes it; the applicable type is "material";

The approval process of quotation scheme for spare parts less than 50,000 yuan: the spare parts purchasing manager submits the quotation scheme-the leader approves the quotation scheme-the spare parts purchasing manager executes the quotation scheme. The applicable type is "spare parts";

The approval process for quotation of more than 50,000 spare parts is: submitted by the spare parts purchasing manager-approved by the leader-executed by the spare parts purchasing manager. The applicable type is "spare parts".

### 3. Approval process of oil quotation scheme:

Oil purchasing manager submit-leadership approval-oil purchasing manager execute, applicable type is "oil".