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".

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Vessel Rep	ort >		Workflow					
Patrol Inspe	action >		Export 2.Click the "+"	next	to the inquiry sch	eme	Keywords Searching	Search Reset
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Customs Af			Inquiry Scheme (11)	1	1	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-截姓审批(1)-采购总监执行	Copy Edit Delete
🔬 Vessel Incid	dent Record			2	1111111	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	中请-测试1甲批(1)-安监部(甲板部)执行(1)	Copy Edit Delete
Address Bo	ook >			3	123	Vessel: All Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请·测试1审批-财务任理执行	Copy Edit Delete
L E-Signature	• >			4 由件块型大于5000 5 测试条件设置 6 油開米用		Vessel: All Item Type: Spare Parts	中请-机务部长审批(审核)-安监部(甲板部)审批-高务经理执行(高务执行)	Copy Edit Delete
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User	IOW		1.Click in order to ente	7 nter the 8	所有申请大于10000 workflow interface	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)-jlangy执行	Copy Edit Delete
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Company 沙明亮50		I		10	油料类型	Vessel: All Item Type: Oil	申请·测试高1审批(审批询价方案)-财务经理审批-测试高2执行(确认方案)	Copy Edit Delete
Login Pag Configura							11 Total 10Total/Page 🖌 < 1 2 >	Go To 1 Page
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	Add Inquiry scheme Process	3.Fill in the workflow name and priority	level, select applicable item type (spare pa						
Vessel Report >		and applicable vessel (check all or click	"Add" to select specific vessels)						
Patrol Inspection >	Workflow Name *	Priority Level * ③	Applicable Item Type * Spare Parts × Marine Stores × Oil × Chart						
SMS Management >	Please enter	1	Spare Parts A Mailine Stores A Oil A Criart	A					
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Vessel Incident Records				0 / 500					
Address Book >		odification reason is neccessary, when modifying the purchase item of							
L E-Signature >	Approve node(Optional): Used to approve the inquiry scheme doc: You can modify the purchase quantity, delivery date, delivery place, etc.								
Setting ~	Proced Role In Charge *	Node Name Editable Or Not * Participation ap	prov Warning Days * Conditions Setting	Operation					
Role Authority			Add +4.If the process requ	uires approval steps (Optional), click "Add"					
User	Step 2: Execute (Neccessary) Execute node(Neccessary):Used to optimize the second s	confirm the final delivery date and place, send the PO to the supplier,	or cancel the inquiry scheme doc.						
Workflow	Procedure	Role In Charge	Node Name	Warnin@ays *					
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沙锅系统对接		oo ooung	Add	10001					
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Uessel Report	Add Inquiry scheme Process								
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年 Customs Affairs >	Applicable Vessel * 🗹 All 🛛 Add								
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	Add Inquiry scheme Process	Condition setting	for participation in approval						
Uessel Report >	Add inquiry scheme Process	Total price of scheme must be greater than							
Patrol Inspection	Workflow Name *	USD CNY Please enter Please enter	EUR Please enter						
(1) SMS Management >	Please enter	AUD	rrease enter						
Customs Affairs >	Applicable Vessel * 🗹 All 🛛 Add	Please enter							
Management	Remarks Please enter	Initiator Role Please select							
A Vessel Incident Records		Fields Seect		0/500					
Address Book	🌒 Step 1: Approve (Optional) 🗹 M								
L E-Signature	Approve node(Optional): Used to app								
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User	Step 2: Execute (Neccessary) 5' According to the need	s, check "Total price of the scheme must	be greater than" (fill in the amount corre "Confirm" Node Name	sponding to the enabled currency),					
Workflow	"Initiator role" (select rol	e), "initiator user" (select user), and click	"Confirm"	Warnin@ays *					
Basic Data	1	Please Select	 Please enter 	15					
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Vessel Report >	Add Inquiry scheme Process									
Patrol Inspection	Workflow Name *	Priority Level * ①	Applicable item Type *							
SMS Management >	Please enter	1	Spare Parts \times $% % = 1000000000000000000000000000000000$							
客 Customs Affairs >	Affairs > Applicable Vessel * 🗹 All 🛛 🗛									
Management Remarks										
A Vessel Incident Records	Please enter									
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요 E-Signature >	Stap 1: Approve (Optional) Modification reason is neccessary, when modifying the purchase item quantity. Approve node(Optional) Used to approve the inquiry scheme doc. You can modify the purchase quantity, delivery place, etc.									
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沙钢系统对接	6.Set the execute step by selecting the role in charge, filling in the warning days (default 15 days)									
Login Page Configuration			Add		7.Finally click "Confirm"					
💭 Crew Service >				w	rkflow Preview Confirm Cancel					

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".