

How to initiate an inquiry in the web inquiry management interface (document)

Users can log in to the OLISS Web side and follow steps 1-10 in the "Purchasing Management → Inquiry Management" interface.

1. Click to enter the "Inquiry Management" interface

2. Click "Add"

3. Select the type of item, select "Bidding" as the inquiry mode, fill in the name of the inquiry form, and click "Confirm"

4. Select the item you want to inquire about, click "+", and it will become "Added"

5. Click "Next Step"

Spare Parts Name	Spare Position No.	Code/Specification/Drawing No.	Equipment	Unit	Qty	Annual Agreement Price	Supply Place	Supply Date	Vessel	Appl No.	Appl Items No.	Operation
a1	001				1			2024-11-25	Ocean Link 01	PA-P24102501	1	+
		GB2015-M12x18	test8		1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	2	+
		spec	For G/E F.O Fine Filter	件	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	3	+
		一个	For G/E F.O Fine Filter	元	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	4	+
Hang Piece	4	4	For G/E F.O Fine Filter	piece	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	5	+
O-Ring	10	10	For G/E F.O Fine Filter	piece	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	8	+
aaa	5	aaa	For M/E F.O Fine Filter	aaa	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	9	+
ces	1	11	For M/E F.O Fine Filter	个	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	10	+
Oil Flange	7	7	For G/E F.O Fine Filter	piece	1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	11	+
	11				1		AAAA	2024-12-07	Ocean Link 01	H01-PA-P24102801	12	+

Select Suppliers

Selected Suppliers

A89809 × ATT ×

Suppliers List

Recommend Suppliers Address Book

Add Suppliers

6. Default recommended suppliers, can switch to address book or add suppliers

Please select main group. Please select supply type. Please select the city. Select supplier type. Keywords Searching Search Reset

Select	Company Name	Supply Type	Sales volume and Evaluations	Matched Items of Agreement Price	Contact Info	Transactions Num...	Unpaid Account
Cancel	A77 Colligation Score: 3.0 Score	Welfare Items, Diesel ...	0 / 1	0 / 1	A77 77 Telephone: 11 Mobile Phone: E-mail: 67*****@qq.com	81	CNY 212,477.91 USD 6,290.00
Select	SYCS Colligation Score: 4.0 Score	Welfare Items	0 / 1	0 / 1	测试李 Telephone: 18***** Mobile Phone: (+86)18***** E-mail: sa*****s@qq.com	62	CNY 1,184,353.64
Select	志远商务测试 Colligation Score: 4.2 Score	Marine Stores, Vessel ...	0 / 1	0 / 1	宋继理 Telephone: 136***** Mobile Phone: (+86)136***** E-mail: 17*****@163.com	36	CNY 16,459,648.25 USD 1,629.00 EUR 600.00
Select	中国太平洋船舶材料有限公司 Colligation Score: 4.0 Score	Marine Stores	0 / 1	0 / 1	李俊 Telephone: 13*****4 Mobile Phone: (+86)136***** E-mail: 4*****@126.com	17	USD 200.00 EUR 347.17
Select	飞轮海供应链 Colligation Score: 5.0 Score	Safety Equipment, Nau...	0 / 1	0 / 1	沈鹏飞 Telephone: 182***** Mobile Phone: (+86)182***** E-mail: 14*****@qq.com	15	CNY 107,930.43
Select	伟路路集团 N/A	Hull Part, Nautical Chart	0 / 1	0 / 1	hm Telephone: 19*****0 Mobile Phone: (+86)19***** E-mail: 19*****9@qq.com	8	CNY 315.00

7. Click the "Select" button in front of the supplier name, and then it will become the "Cancel" button. The supplier name will be displayed under the "Selected Supplier" button at the top of the interface

8. Click "Next Step"

← Edit RFQ

Inquiry number composition: PE-year, month, day serial number, length 12 digits, PE is the abbreviation of purchase inquiry in English

Item Type: Spare Parts RFQ No.: PE-P24121002

RFQ Name * 备件询价单P24121002

Inquiry Mode * General Inquiry

Purchaser Name * 孙红梅

Purchaser Position * Please enter

Email of Inquirer * Please enter

Purchaser Phone * 18752780000

Belonging Company * 上海互海信息科技有限公司

Purchase Plan Type * Emloy Purchase

Currency * CNY

Deadline of Quotation * +3Days +5Days +2hour

Request For Quotation Attachments:

Upload

9. Complete the relevant information (with * required/ optional) and choose to upload the inquiry attachment as needed

Inquiry Items(1) Inquiry Suppliers(2)

Select Suppliers

Please select supplier type:

No.	Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
1	A89809	0	梅子	Mobile Phone: (+86)18752000000 E-mail: 12344@qq.com	Address Book	+
2	航海公司	81	A77	Mobile Phone: (+86)180*****6 E-mail: 87*****1@qq.com	Address Book	+

10. Click "Save" to continue editing the RFQ next time; click "Start Inquiry", and the system will automatically send inquiry emails and text messages to the selected

Save Start Inquiry Cancel

Next step:

After initiating an inquiry, users can go to the "Inquiry Management" interface and switch the document status to "Inquiring". If the supplier has already quoted or the shipowner has sent a consultation message to the supplier, there will be a quotation frequency indicator on the RFQ, and a small speaker reminder will be displayed at the bottom of the interface, as shown in the figure below.

互海科技

Workbench 2022 Vessel Monitor Find

Switching System

EN

2022

Purchasing Management

Purchase Application

Purchase Docking

Materials Acceptance

Vessel Purchase

Purchase Plan

Inquiry Management

Purchase Order

Supplier Evaluation

Annual Agreement Price

After-sales Feedback

Vessel Service

Expense Management

Budget Management

Voyage Number Management

Spare Parts

Marine Stores

Oil

Chart

View the expired RFQs(166)

Check My RFQ Only

Add

Please select Belonging C

Please select creation date

Supplier Name

Keywords Searching

Search

Reset

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
25	PE-P23101701	备件询价单P23101701	General Inquiry	测试单号①	Other	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
26	PE-P23090601	备件询价单P23090601	General Inquiry	测试①	Monthly Purchase	LINK OCEAN 1	3	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
27	PE-P23081801	备件询价单P23081801	General Inquiry	P1808150001①	Quarter Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	Unsubmitted	Edit Delete
28	PE-P23051801	备件询价单P23051801	General Inquiry	PA-P23030801①	Quarter Purchase	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
29	PE-P24121001	备件询价单P24121001	General Inquiry	1123①	Minor Purchase	LINK OCEAN 1	5	3companies	1 quotation feedbacks	In the inquiry	
30	PE-P24111502	备件询价单P24111502	General Inquiry	OL1-PA-P24111502①	Minor Purchase	LINK OCEAN 1	2	1companies	0 quotation feedbacks	In the inquiry The quotation has been closed.	
31	PE-P24111501	备件询价单P24111501	General Inquiry	OL1-PA-P24111501①	Minor Purchase	LINK OCEAN 1	2	1companies	0 quotation feedbacks	In the inquiry The quotation has been closed.	
32	PE-P24111301	备件询价单P24111301	General Inquiry	OL1-PA-P24111203①	Minor Purchase	LINK OCEAN 1	2	1companies	2 quotation feedbacks	In the inquiry The quotation has been closed.	
33	PE-P24101601	备件询价单P24101601	General Inquiry	互海1号季度申请①	Quarter Purchase	LINK OCEAN 1	1	4companies	1 quotation feedbacks	In the inquiry The quotation has been closed.	

559 Total

100TotalPage

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2

3

...

6

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Go To 1 Page

Receive quotation from 2. [Click to Check](#)

After the supplier quotes, there will be a number of participation marks in the inquiry form, and there will be a small horn prompt at the bottom left of the inquiry management information to receive the quotation information