

## How to operate the invite tenders bidding inquiry mode on the Web side (document)

In order to meet the different needs of users, the current inquiry mode of the OLISS system is divided into two types: general inquiry and bidding.

There are two ways to create RFQ with the "Bidding" mode:

Method 1: Go through Purchase Management -> Purchase Plan -> Select Combined Items to Inquiry/Purchase Application to Inquiry -> Select Supplier. In the "Improve/Modify RFQ" interface, the inquiry mode can be selected as "Bidding", as shown in step 1 of the following figure.

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

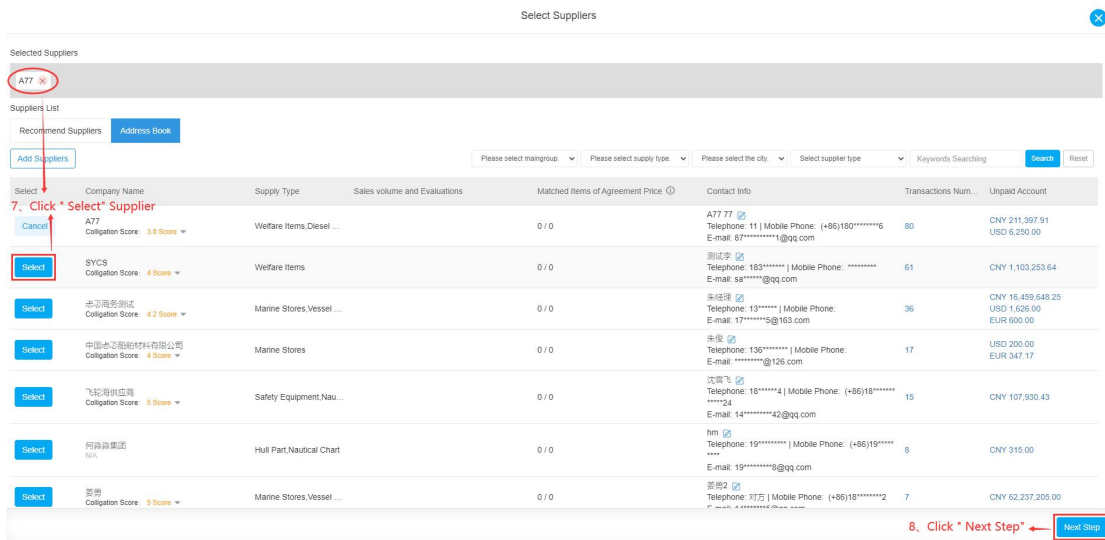
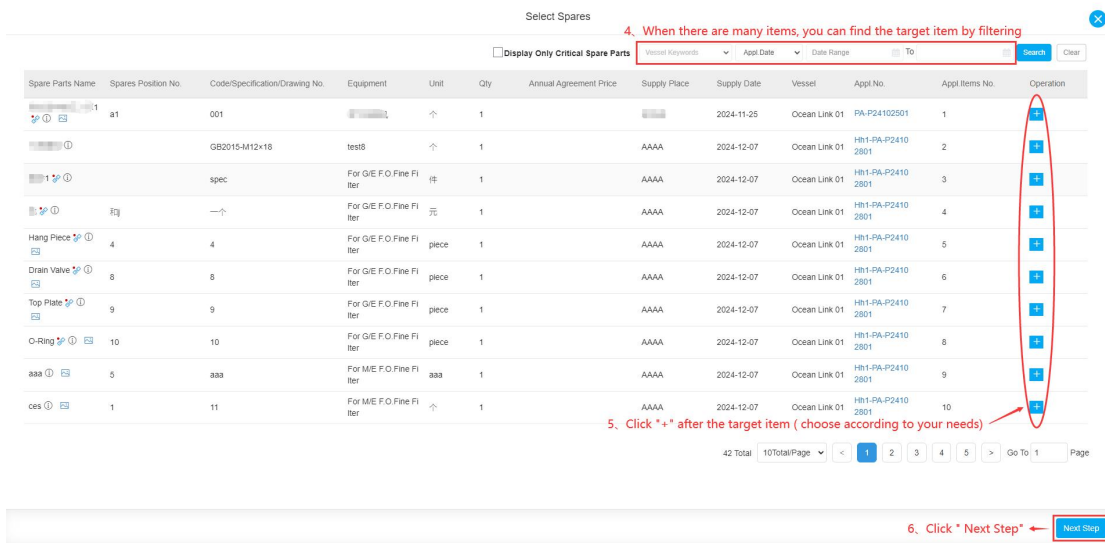
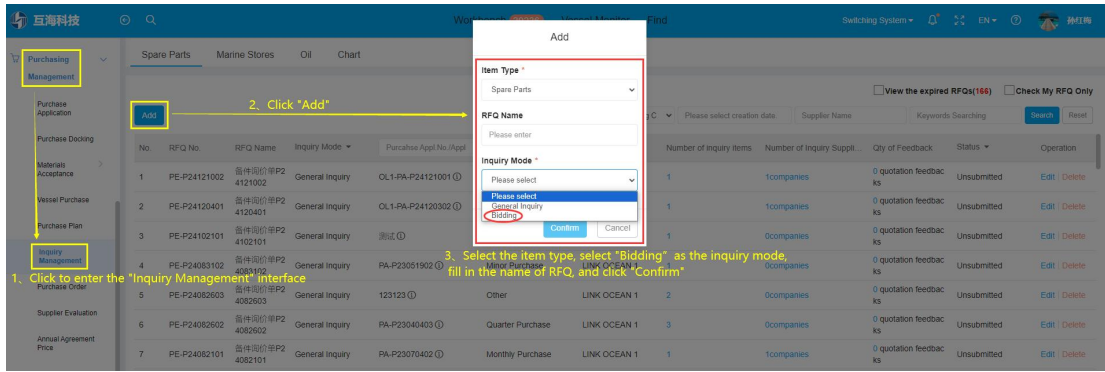
RFQ Name *	Inquiry Mode *	Purchaser Name *	Purchaser Position *
备件询价单P24121002	Bidding	孙红梅	Please enter
Email of Inquirer *	Request For Quotation Attachments:	Belonging Company *	Purchase Plan Type *
12347*****4@qq.com	Upload	上海互海信息科技有限公司	Empty Purchase
Currency *	Deadline of Quotation(Bid Opening Time) *		
CNY	+3Days +5Days +2hour		

1. After completing RFQ interface, the inquiry mode can be selected as "Bidding". After completing other relevant information ( with \* required/ required ), click "Start Inquiry"

No.	Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
1	A89809	0	梅子	Mobile Phone: 136118752000000 E-mail: 12344@qq.com	Address Book	

Save Start Inquiry Cancel

Method 2, in the "Purchase Management -> Inquiry Management" interface, add RFQ. Please refer to steps 1-8 below for specific operations.



Then enter the interface for improving/modifying the RFQ, and the subsequent operation process is the same as the normal inquiry operation process.