## 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.

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ि Purchasing ∨	← Edit RFQ					
Management	Item Type: Spare Parts RFQ No.: PE-P24	121002				
Purchase Application	RFQ Name *	Inquiry Mode *	Purch	naser Name *	Purchaser Position *	
	备件询价单P24121002	Bidding	♥ 3(d)	[梅	Please enter	
Purchase Docking	Email of Inquirer *	Please select inquiry mode General Inquiry	Belor	nging Company *	Purchase Plan Type *	
Materials > Acceptance	12347******4@qq.com	Bidding 1875*****	E	每互海信息科技有限公司	← Em'cy Purchase	~
Vessel Purchase	Currency *	Deadline of Quotation(Bid O	pening Time) *			
	CNY	+3Days +5Days +2hour				
Purchase Plan		Please select				
Inquiry Management	Request For Quotation Attachments:					
	Upload					
Purchase Order			+			
Supplier Evaluation	1. After completing RFQ inte	erface, the inquiry mode can be sele	cted as "Bidding". After com	pleting other relevant information	n ( with * required/ requ	ired ), click" Start Inquiry"
Annual Agreement Price	Inquiry Items(1) Inquiry Suppliers(1)					
After-sales Feedback	Select Suppliers					Please select supplier type. 🗸 🗸
Yessel Service	No. Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
Expense >	1 A89809	0	梅子	Mobile Phone: (+86)18752000000 E-mail: 12344@qq.com	Address Book	
Management						
Budget Management >						
Voyage Number >						
Management						Save Start Inquiry Cancel

Method 2, in the "Purchase Management  $\rightarrow$  Inquiry Management" interface, add RFQ. Please refer to steps 1–8 below for specific operations.

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	-							Spare Parts	~				View the expired	RFQs(166)	Check My RFQ Only
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Then enter the interface for improving/modifying the RFQ, and the subsequent operation process is the same as the normal inquiry operation process.