Offline purchasing function

After the purchase application(non-vessel-purchased)is approved, the document will automatically become a purchase plan. In order to facilitate the offline docking of procurement personnel, OLSaaS has developed the function of "Offline Purchase" to make the procurement process simpler.

Users can log in to the website of OLSaaS, and operate in "Purchase Management \rightarrow Purchase Plan \rightarrow Purchase Application to Inquiry" interface according to the following steps 1-5:

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∀ Purchasing ✓	Spare Parts	Marine Stores	Oil	Marine Chart C	Combined Items to Inquiry	Purchase Application	on to Inquiry 🔶	2. Switch to the	e "Purchase App	lication to Inquiry	/" interface	e in the second s
Management Purchase Application	Offline Purchase		3.	After selecting a p	urchase document,	click "Offline	Purchase"			Keyw	ords Searching	Reset 13
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Note: the order of "offline purchase" must be the document of the same ship!

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Next Step:

After the offline purchase order is submitted, the document enters the workflow of the purchase order, and the user can view the approval progress of the purchase order in the interface of Purchase Management \rightarrow Purchase Order, as shown below:

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laterials >	1	Vicory	PO-P23070801	高乐高科技有限公司	direct purchase	备件申请单202 ①) Monthly Purchase	2023-07-08	Purchasing	Download Vouchers
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urchase Order	5	Fram	PO-P23042301	高乐高科技有限公司	General Inquiry	april spare part ①	Daily Purchase	2023-04-23	Purchasing	Download Vouchers