

## 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 → Purchase Plan → Purchase Application to Inquiry"** interface according to the following steps 1-5:

扬州高银... Workbench 00314 Vessel Monitor Find Help Switching System Gan Yin

Purchasing Management

Purchase Application to Inquiry

Offline Purchase

3. After selecting a purchase document, click "Offline Purchase"

AppNo./Name	Vessel	Dept.	AppDate	Purchase Info	Supply Date	Supply Place	Priority Level	Purchase Plan Typ...	Operation
备件申请单20...	Vicoy	Deck Dept.	2023-07-05	1 items without inquiry (Total Items) Related Equip: 张	2023-07-12	厦门	Normal	Daily Purchase	Cancel Purchase
备件申请单20...	Vicoy	Engine Dept.	2023-06-28	1 items without inquiry (Total Items) Related Equip: 张	2023-07-06	扬州	Normal	Quarterly Purchase	Cancel Purchase

1. Click in turn to enter "Purchase Plan" interface

**Note:** the order of "offline purchase" must be the document of the same ship!

Offline Purchase



Currency \*

CNY

No.	Appl.No.	Vessel	Purchase Info	Appl.Date
1	备件申请单202... ①	Vicory	1项未询价(Total 1 items) Related Eqpt.:泵	2023-07-05

4. In the offline purchase interface, you can select the currency, confirm the document , and then click "Confirm".



Confirm

Edit PO

Vessel:Vicory      Type:Spare Parts

Purchase Plan Type \* ↖      Currency \* ↖

Please select      CNY

Supplier \* ↖ 5. Select purchase plan type, currency and supplier.

PO Items(1) ↖ You can select "Add Purchase Item"(items with \* are required) according to your requirements.

No.	Appl.No.	Spare Parts...	Code/Spec...	Eqpt.Name...	Appl.Dept.	Purchase Require...	Delivery Pla...	Delivery Date	Unit	Purchase Qty	Unit Price	Supply Remarks	Attachment
1	备件申请单2022...1	大号圆柱销	M66×38	板/ 2C150 VI B2 / 汉姆沃斯	Deck Dept.		厦门	2023-07-12	个	22	Unit Price	Supply Remarks	Upload Attachment

It can be filled in manually, and if there are many documents and purchase items, it can also be automatically matched by "Export and Import".

Total Price(CNY): 0.00  
 Total Items    Total Price of Goods 0.00    Tax Point 0%    Taxes 0.00    Freight Charge 0.00

Click "Import" to get the download template. ↖ Import Save Additional Cost Confirm Back

Switching System

采购价格导入

导入说明: 导入的文件需要按照模板格式填写, 您可以点击 [下载模板](#)

下载全部附件

↖ Select Import Files

6. continue to open the interface of OLsaaS step 5" and click "Select Import File" to import the saved purchase order details into the system:

Edit PO

Vessel:Vicory      Type:Spare Parts

Purchase Plan Type \*      Currency \*

Monthly Purchase      CNY

Supplier \* 高乐海科技有限公司 ↖ Select Suppliers

Contact Person:高—      Mobile Phone:18061155891      E-mail:2441283772@qq.com

Tax Point      Freight Charge      Supply Cycle

3%      10      Supply Cycle

PO Items(1) ↖ 7. After the file is imported into the system, the interface will prompt "Operate Successfully", and at the same time, information such as delivery date, purchase quantity and unit price will be automatically matched into the interface.

No.	Appl.No.	Spare Parts...	Code/Spec...	Eqpt.Name...	Appl.Dept.	Purchase Require...	Delivery Pla...	Delivery Date	Unit	Purchase Qty	Unit Price	Supply Remarks	Attachment
1	备件申请单2022...1	大号圆柱销	M66×38	板/ 2C150 VI B2 / 汉姆沃斯	Deck Dept.		厦门	2023-07-12	个	22	36	supply soon	Upload Attachment

8. After the relevant information of the purchase order is complete,click "Confirm"

If there are other expenses incurred, increased or reduced, you can click "Additional Cost" ↖

Total Price(CNY): 802.00  
 Total Items    Total Price of Goods 792.00    Tax Point 3%    Taxes 23.36    Freight Charge 10.00

Import Save Additional Cost Confirm Back

## 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 → Purchase Order, as shown below:

Purchasing Management

Spare Parts Marine Stores Oil Marine Chart

**Purchase Orders** In the purchase order interface, you can query the order status through keywords and filter columns.

Please select a time range:  Keywords Searching  Keywords Searching  Reset

No.	Vessel	PO No.	Supplier Name	Inquiry Mode	Associated Appl.	Purchase Plan Type	Creation Date	6 Items Selected	Operation
1	Victory	PO-P23070801	高乐海科技有限公司	direct purchase	备件申请单202...	Monthly Purchase	2023-07-08	Purchasing	<a href="#">Download Vouchers</a>
2	Victory	PO-P23042501	高乐海科技有限公司	direct purchase	配货备件申请...	Quarterly Purchase	2023-04-25	Pending	<a href="#">Edit</a> <a href="#">Delete</a>
3	Fram	PO-P23042304	高乐海科技有限公司	direct purchase	april spares app...	Monthly Purchase	2023-04-23	Closed	<a href="#">Download Vouchers</a>
4	Victory	PO-P23042302	高乐海科技有限公司	General Inquiry	PA-P23042303	Daily Purchase	2023-04-23	Closed	<a href="#">Download Vouchers</a>
5	Fram	PO-P23042301	高乐海科技有限公司	General Inquiry	april spare part...	Daily Purchase	2023-04-23	Purchasing	<a href="#">Download Vouchers</a>