

How to initiate an electronic procurement contract (document) on the web

The company has the function of electronic signature, and users can initiate electronic procurement contracts during the execution and acceptance stages of purchase orders.

Users can log in to the OLISS Web side and follow steps 1-4 below on the workbench interface.

Purchase Order Execution Phase:

1. Log in to the OLISS Web side and enter the Workbench interface by default. Click "PurchaseOrder-Execute" in the process approval task

2. Click on the specific documentation

No.	Vessel	Item Type	PO No.	Supplier Name	Inquiry Mode	Purchase Appl.No./Appl. Name	Purchase Plan Type	Creation Date
1	LINK OCEAN 1	Spare Parts	OL1-PO-P24121201	志志商务测试	General Inquiry	OL1-PA-P24121201	Emicy Purchase	2024-12-12
2	LINK OCEAN 1	Spare Parts	OL1-PO-P24120501	test采购订单供应商	General Inquiry	采购申请2024080205	Other	2024-12-05
3	LINK OCEAN 1	Spare Parts	OL1-PO-P24120301	test采购订单供应商	General Inquiry	OL1-PA-P24111504	Minor Purchase	2024-12-03
4	LINK OCEAN 1	Marine Stores	PO-S24103105	SYCS	General Inquiry	P1809200002	Monthly Purchase	2024-10-31
5	LINK OCEAN 1	Marine Stores	PO-S24103104	SYCS	General Inquiry	PA-S24103102	Monthly Purchase	2024-10-31

PO Details Purchasing X

PO No.: OL1-PO-P24121201 | 上海互通信息科技有限公司

Vessel Name: LINK OCEAN 1	Item Type: Spare Parts	Purchase Plan Type: Entry Purchase	Associated Inquiry No.: PE-P24121201
Supplier Name: 志志商务测试	Contact Person: 朱经理	Cell Phone: (+86)136*****	E-mail: 17*****@163.com
Address:	Supply Cycle: 现货, 随时可供	Quotation Remarks:	
Contract Info	Contract Name:	Contract Description:	
Contract No.:			

Purchase Total Price(CNY): 10.00 (Tax: 13%, Taxes: 1.15)
Total Price of Goods(CNY): 10.00
Additional Cost(CNY): 0.00 [View/Edit Additional Cost](#)
[Check Budget Utilization Status >](#)

Freight Charge(CNY): 0.00

PO Items(1 items)
Stock-up/Delivery Situation
Invoice List(0)

Higher Amount Accuracy ⓘ
 PO Mail Control
Export

No.	Spare Parts Name	Code/Specification/Drawing No.	Spares Description	Appl.No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Unit Price(CNY)/Discount	Unit Price Excluding Tax	Delivery Info	Purchase R
1	汽缸盖部件 ⓘ Position No.: 0		汽缸盖部件	OL1-PA-P2412 1201	Engine Dept.	1 (件)	1 (件) ⓧ	10 '1	8.85	Date: 2025-01-10 ⓘ Delivery Place: 厦门港	

3. According to the actual situation, click "Initiate Contract"; "Confirm Supply" or "Cancel Order", and you can also "Comment" or "Edit Contract Info"

Comment
Edit Contract Info
E-seal
Confirm Supply
Cancel Order

Initiate a purchase order contract

Full name of supplier *

Supplier Contact * **Contact Phone ***

Contract Name * **Contract No. ***

Deadline for Signing * Details of the purchase items of the order are attached to the contract.

ⓘ

Details of the purchase items of the order are attached to the contract.

Signing Documents * ⓘ File Upload

ⓘ

Details of the purchase items of the order are attached to the contract.

Company Signer *

 ⓘ

4. After completing the relevant information of the Electronic contract (With * required/ optional), click "Confirm"

Cancel
Confirm

Purchase order acceptance stage:

Workbench @8869 Vessel Monitor Find Switching System EN 孙红梅

To-do List

All (366) Due 0 Overdue 272 Reminders(44)

1. Log in to the OLISS Web side, default Workbench interface, and click "Workflow Task--Purchase Order--Accept"

Workflow Task (281)

Purchase Appl (61) Inquiry Scheme--Approve(7) Inquiry Scheme--Execute(9) Purchase Order--Approve(33) Purchase Order--Execute(43) Purchase Order--Accept(76) Vessel Purchase--Approve(5) Vessel Purchase--Execute(17)

Vessel Purchase--Accept(6) Materials Feedback--Approve(9) Materials Feedback--Accept(15)

Waiting Task(41)

PUR Plan(9) ENG(32)

← Purchase Order--Accept

2. When there is a lot of documentation, you can search for the target documentation through the filter bar or keywords, and then click on the target documentation

Please select a time range Keywords Searching Search Reset

No.	Vessel	Item Type	PO No.	Supplier Name	Inquiry Mode	Purchase Appl No./Appl. Name	Purchase Plan Type	Creation Date
1	LINK OCEAN 1	Marine Stores	PO-S24103106	SYCS	General Inquiry	P1901150006	Monthly Purchase	2024-10-31
2	LINK OCEAN 1	Spare Parts	PO-P241030001	互海888	Manually add	PA-P241030003	Quarter Purchase	2024-10-30
3	LINK OCEAN 1	Marine Stores	PO-S24102401	SYCS	General Inquiry	测试原付款	Monthly Purchase	2024-10-24
4	ABLE SAILOR	Marine Stores	PO-S24090904	志芯商务测试	Manually add	PA-S24090902	Minor Purchase	2024-09-09
5	LINK OCEAN 1	Marine Stores	PO-S24073101	志芯商务测试	General Inquiry	测试1	Monthly Purchase	2024-07-31

PO Details Accepting ✕

Address: Supply Cycle: 现货, 根据库存情况申购 Quotation Remarks:

Contract Info Contract Name: Contract Description:

Contract No.: Purchase Total Price(CNY): 328.00 (Tax: 6%, Taxes: 18.57) Acceptance Total Price(CNY): -2.00

Total Price of Goods(CNY): 330.00 Total Price of Accepted Goods(CNY): 0.00 (Including Tax0.00)

Freight Charge(CNY): 0.00

Additional Cost(CNY): -2.00 [View/Edit Additional Cost](#)

Additional Cost Type	Change in Amount	Remarks
Quotation amendment	-2	①

[Check Budget Utilization Status >](#)

PO Items(1Items)
Acceptance Record(0)
Stock-up/Delivery Situation
Invoice List(0)

 Higher Amount Accuracy ①
 PO Mail Content
Export

No.	Stores Name	Stores Specification/Description	Appl. No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Actual Received Qty	Unit Price(CNY)*Discount	Unit Price Excluding Tax	Delivery Info	Purchase Req
1	低结柴油	Specification: 订货时请指明规格 Code Number: r060104	P1901150006	Engine Dept.	10 (件)	10 (件)	0 (件)	33 *1	31.13	Date: 2019-01-22 Delivery Place: 武汉	

Note: * There are 1 items without stock-in quantity. Please execute the operation of stock-in.
* If all items have been accepted and put into storage, please click "Complete Acceptance"

3. Click "E-seal"

Task Progress
Comment
E-seal
Accept to Stock
Cancel
Cancel Order

Initiate a purchase order contract

Full name of supplier *

Supplier Contact * **Contact Phone ***

Contract Name * **Contract No. ***

Deadline for Signing * Details of the purchase items of the order are attached to the contract.

Signing Documents *
[File Upload](#)
[Select Online Template](#)

Company Signer *

4. After completing the relevant information of the Electronic contract (with * required/ optional), click "Confirm"