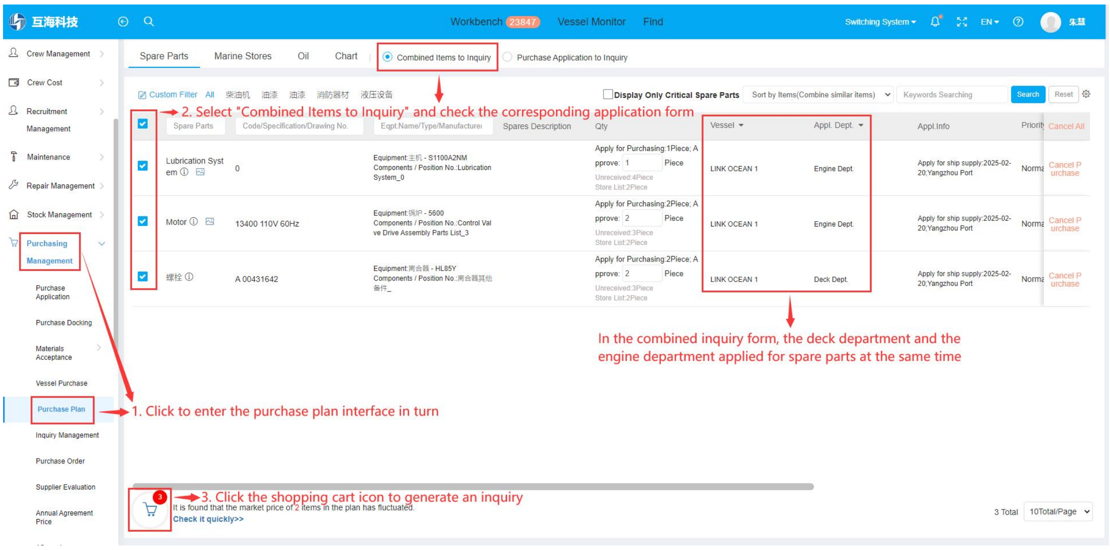
How to generate purchase orders for combined items to inquiry from different departments (Document)

When multiple application orders are combined for inquiry, the system will split the inquiry order into different orders according to different departments by default. The freight will be equally divided according to the number of items in each department. If it cannot be divided completely, it will be rounded according to the rounding rule. (For companies that have enabled the "purchase order splitting by application form" permission, in the logic of splitting orders by department, add splitting by application form.)

1. The "purchase order split by application form" permission is not enabled: split orders by department

For instance:

When the deck and engine also apply for spare parts, purchaser in the **"Purchasing Management→Purchase Plan**" interface combines items to inquiry, inquiry execution send orders, according to the department generated two purchase orders, freight according to the department of items split whole (total freight 100 yuan, deck procurement 1, freight 33 yuan, engine procurement 2, freight 67 yuan). In this way, different departments can respectively click on their own purchase orders for acceptance.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Vessel Purchase
Purchase Plan
Inquiry Management
Purchase Order
Supplier Evaluation
Annual Agreement Price
Spare Parts
Marine Stores
Oil
Chart
Custom Filter
All
柴油机
油漆
油漆
消防器材
液压设备
Sort by Items(Combine similar items)
Keywords Searching
Search
Reset

● Combined Items to Inquiry ○ Purchase Application to Inquiry

☐ Display Only Critical Spare Parts

☑	Spare Parts	Code/Specification/Drawing No.	Eqpt.Name/Type/Manufacturer	Spares Description	Qty	Vessel	Appl. Dept.	Appl.Info	Priority	Cancel All
☑	Lubrication System	0	Equipment:主机 - S1100A2NM Components / Position No.:Lubrication System_0		Apply for Purchasing:1Piece; Approve: 1 Piece Unreceived:4Piece Store List:2Piece	LINK OCEAN 1	Engine Dept.	Apply for ship supply:2025-02-20;Yangzhou Port	Norma	Cancel Purchase
☑	Motor	13400 110V 60Hz	Equipment:锅炉 - 5600 Components / Position No.:Control Valve Drive Assembly Parts List_3		Apply for Purchasing:2Piece; Approve: 2 Piece Unreceived:3Piece Store List:2Piece	LINK OCEAN 1	Engine Dept.	Apply for ship supply:2025-02-20;Yangzhou Port	Norma	Cancel Purchase
☑	螺栓	A 00431642	Equipment:离合器 - HL85Y Components / Position No.:离合器其他备件_		Apply for Purchasing:2Piece; Approve: 2 Piece Unreceived:3Piece Store List:2Piece	LINK OCEAN 1	Deck Dept.	Apply for ship supply:2025-02-20;Yangzhou Port	Norma	Cancel Purchase

1. Click to enter the purchase plan interface in turn

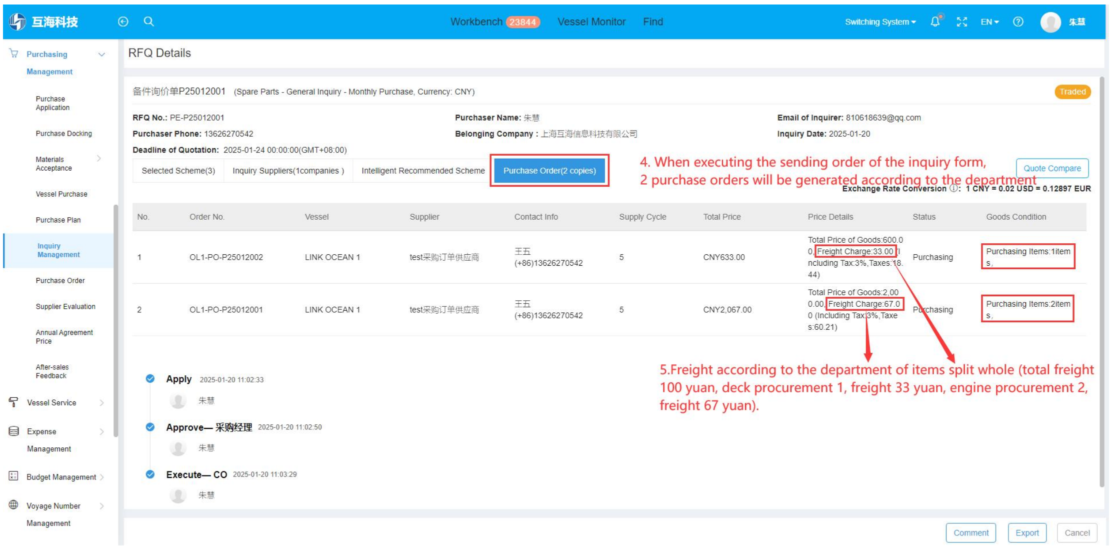
2. Select "Combined Items to Inquiry" and check the corresponding application form

In the combined inquiry form, the deck department and the engine department applied for spare parts at the same time

3. Click the shopping cart icon to generate an inquiry

It is found that the market price of 2 items in the plan has fluctuated.
Check it quickly>>

3 Total 10Total/Page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Vessel Purchase
Purchase Plan
Inquiry Management
Purchase Order
Supplier Evaluation
Annual Agreement Price
After-sales Feedback
Vessel Service
Expense Management
Budget Management
Voyage Number Management
Traded
Selected Scheme(3)
Inquiry Suppliers(1companies)
Intelligent Recommended Scheme
Purchase Order(2 copies)
Quote Compare
Comment
Export
Cancel

RFQ Details

备件询价单P25012001 (Spare Parts - General Inquiry - Monthly Purchase, Currency: CNY)

RFQ No.: PE-P25012001
Purchaser Name: 朱慧
Email of Inquirer: 810618639@qq.com
Purchaser Phone: 13626270542
Belonging Company : 上海互海信息科技有限公司
Inquiry Date: 2025-01-20
Deadline of Quotation: 2025-01-24 00:00:00(GMT+08:00)

4. When executing the sending order of the inquiry form, 2 purchase orders will be generated according to the department

Exchange Rate Conversion ⓘ: 1 CNY = 0.02 USD = 0.12897 EUR

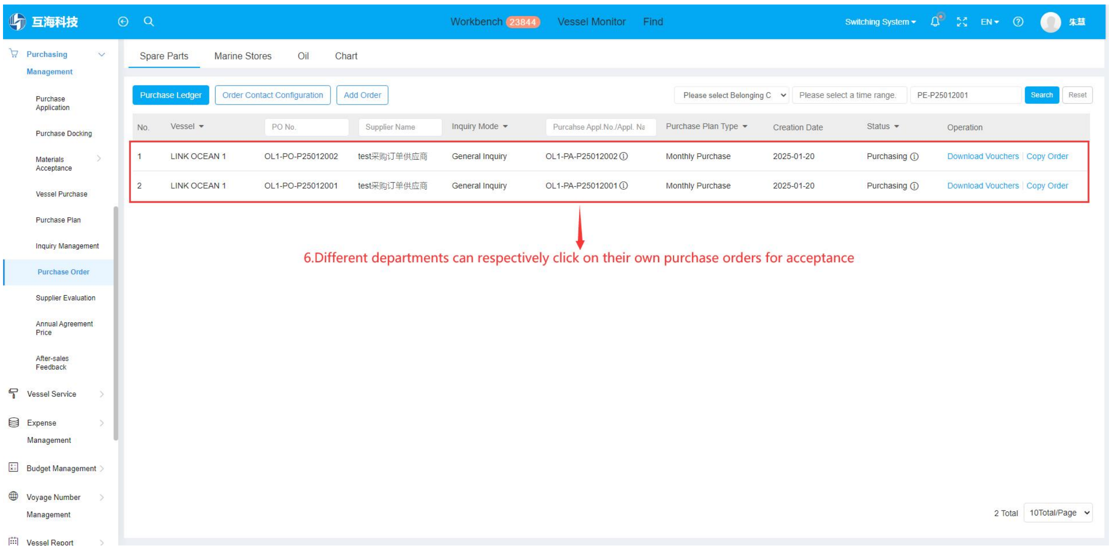
No.	Order No.	Vessel	Supplier	Contact Info	Supply Cycle	Total Price	Price Details	Status	Goods Condition
1	OL1-PO-P25012002	LINK OCEAN 1	test采购订单供应商	王五 (+86)13626270542	5	CNY633.00	Total Price of Goods:600.00, Freight Charge:33.00 (Including Tax:3%,Taxes:18.44)	Purchasing	Purchasing Items:1items,
2	OL1-PO-P25012001	LINK OCEAN 1	test采购订单供应商	王五 (+86)13626270542	5	CNY2,067.00	Total Price of Goods:2,000.00, Freight Charge:67.00 (Including Tax:3%,Taxes:60.21)	Purchasing	Purchasing Items:2items,

5.Freight according to the department of items split whole (total freight 100 yuan, deck procurement 1, freight 33 yuan, engine procurement 2, freight 67 yuan).

Apply 2025-01-20 11:02:33
朱慧

Approve— 采购经理 2025-01-20 11:02:50
朱慧

Execute— CO 2025-01-20 11:03:29
朱慧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After-sales Feedback
Vessel Service
Expense Management
Budget Management
Voyage Number Management
Vessel Report
Spare Parts
Marine Stores
Oil
Chart
Purchase Ledger
Order Contact Configuration
Add Order
Please select Belonging C
Please select a time range.
Search
Reset
10Total/Page

PE-P25012001

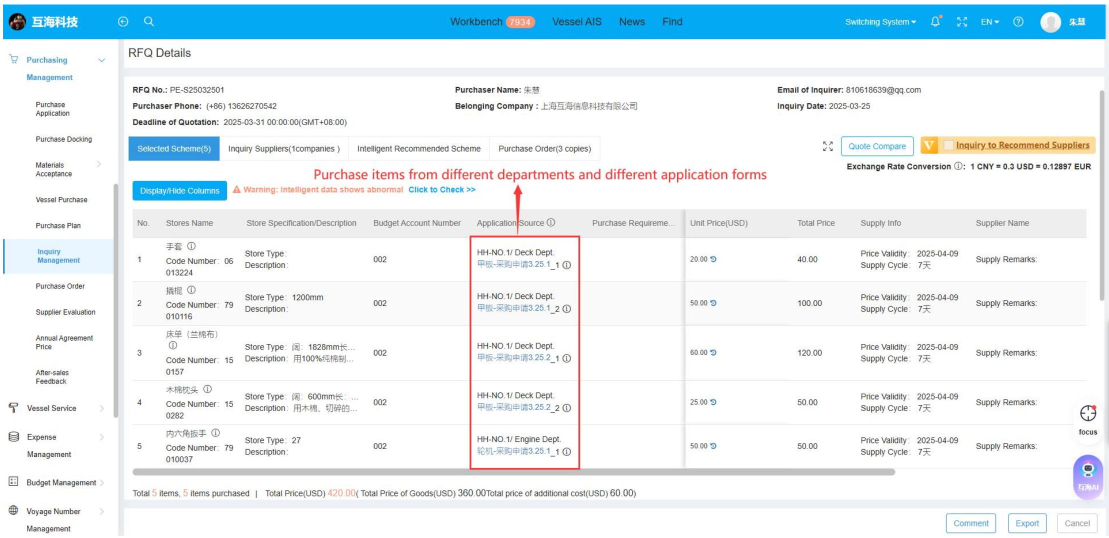
No.	Vessel	PO No.	Supplier Name	Inquiry Mode	Purcahse Appl.No./Appl. Na	Purchase Plan Type	Creation Date	Status	Operation
1	LINK OCEAN 1	OL1-PO-P25012002	test采购订单供应商	General Inquiry	OL1-PA-P25012002 ⓘ	Monthly Purchase	2025-01-20	Purchasing ⓘ	Download Vouchers | Copy Order
2	LINK OCEAN 1	OL1-PO-P25012001	test采购订单供应商	General Inquiry	OL1-PA-P25012001 ⓘ	Monthly Purchase	2025-01-20	Purchasing ⓘ	Download Vouchers | Copy Order

6.Different departments can respectively click on their own purchase orders for acceptance

2 Total

2. The "purchase order split by application form" permission is enabled: split orders by department and application form

Companies that have enabled the "purchase order split by application form" permission will split the inquiry order with purchase items from different departments and different application forms into purchase orders. The order will be split by department and application form, and the freight will be split and rounded according to the number of items in the order. As shown in the figure below.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Inquiry Management
Purchase Order
Supplier Evaluation
Annual Agreement Price
After-sales Feedback
Vessel Service
Expense Management
Budget Management
Voyage Number Management
Selected Scheme(5)
Inquiry Suppliers(1companies)
Intelligent Recommended Scheme
Purchase Order(3 copies)
Quote Compare
Inquiry to Recommend Suppliers
Display/Hide Columns
focus
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Comment
Export
Cancel

RFQ Details

RFQ No.: PE-S25032501
Purchaser Name: 朱慧
Email of Inquirer: 810618639@qq.com
Purchaser Phone: (+86) 13626270542
Belonging Company : 上海互海信息科技有限公司
Inquiry Date: 2025-03-25
Deadline of Quotation: 2025-03-31 00:00:00(GMT+08:00)

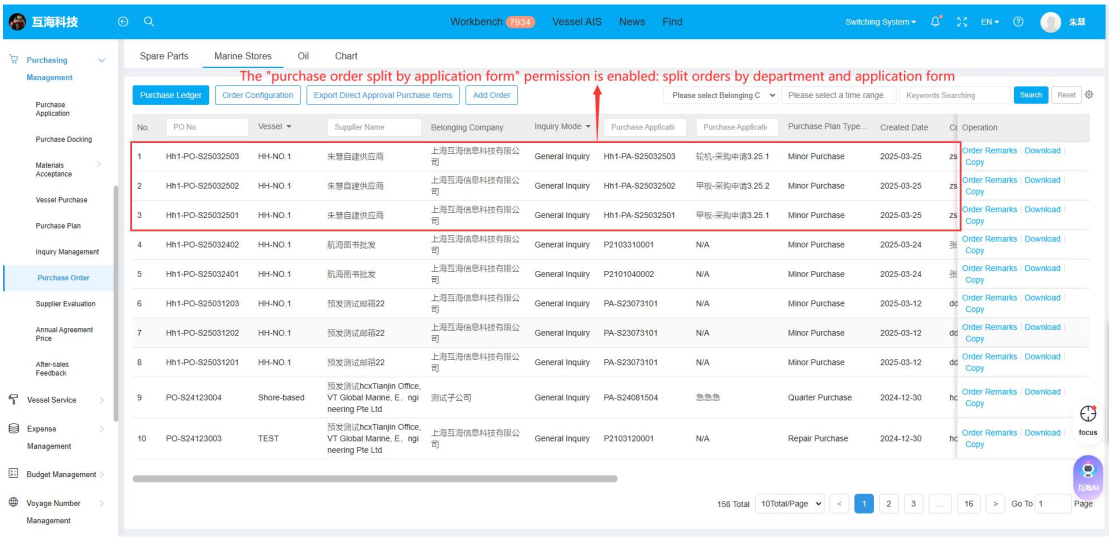
Exchange Rate Conversion ⓘ: 1 CNY = 0.3 USD = 0.12897 EUR

Purchase items from different departments and different application forms

⚠ Warning: Intelligent data shows abnormal **Click to Check >>**

No.	Stores Name	Store Specification/Description	Budget Account Number	Application Source ⓘ	Purchase Requireme...	Unit Price(USD)	Total Price	Supply Info	Supplier Name
1	手套 ⓘ Code Number：06013224	Store Type： Description：	002	HH-NO.1/ Deck Dept. 甲板-采购申请3.25.1_1 ⓘ		20.00	40.00	Price Validity：2025-04-09 Supply Cycle：7天	Supply Remarks:
2	撬棍 ⓘ Code Number：79010116	Store Type：1200mm Description：	002	HH-NO.1/ Deck Dept. 甲板-采购申请3.25.1_2 ⓘ		50.00	100.00	Price Validity：2025-04-09 Supply Cycle：7天	Supply Remarks:
3	床单（兰棉布）ⓘ Code Number：150157	Store Type：阔：1828mm长... Description：用100%纯棉制...	002	HH-NO.1/ Deck Dept. 甲板-采购申请3.25.2_1 ⓘ		60.00	120.00	Price Validity：2025-04-09 Supply Cycle：7天	Supply Remarks:
4	木棉枕头 ⓘ Code Number：150282	Store Type：阔：600mm长：... Description：用木棉、切碎的...	002	HH-NO.1/ Deck Dept. 甲板-采购申请3.25.2_2 ⓘ		25.00	50.00	Price Validity：2025-04-09 Supply Cycle：7天	Supply Remarks:
5	内六角扳手 ⓘ Code Number：79010037	Store Type：27 Description：	002	HH-NO.1/ Engine Dept. 轮机-采购申请3.25.1_1 ⓘ		50.00	50.00	Price Validity：2025-04-09 Supply Cycle：7天	Supply Remarks:

Total 5 items, 5 items purchased | Total Price(USD) 420.00(Total Price of Goods(USD) 360.00Total price of additional cost(USD) 60.00)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Vessel Service
Expense Management
Budget Management
Voyage Number Management
Spare Parts
Marine Stores
Oil
Chart
Purchase Ledger
Order Configuration
Export Direct Approval Purchase Items
Add Order
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Please select a time range.
Keywords Searching
Search
Reset
focus
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The "purchase order split by application form" permission is enabled: split orders by department and application form

No.	PO No.	Vessel	Supplier Name	Belonging Company	Inquiry Mode	Purchase Applicati	Purchase Applicati	Purchase Plan Type...	Created Date	Cr	Operation
1	Hh1-PO-S25032503	HH-NO.1	朱慧自建供应商	上海互海信息科技有限公司	General Inquiry	Hh1-PA-S25032503	轮机-采购申请3.25.1	Minor Purchase	2025-03-25	zs	Order Remarks | Download | Copy
2	Hh1-PO-S25032502	HH-NO.1	朱慧自建供应商	上海互海信息科技有限公司	General Inquiry	Hh1-PA-S25032502	甲板-采购申请3.25.2	Minor Purchase	2025-03-25	zs	Order Remarks | Download | Copy
3	Hh1-PO-S25032501	HH-NO.1	朱慧自建供应商	上海互海信息科技有限公司	General Inquiry	Hh1-PA-S25032501	甲板-采购申请3.25.1	Minor Purchase	2025-03-25	zs	Order Remarks | Download | Copy
4	Hh1-PO-S25032402	HH-NO.1	航海图书批发	上海互海信息科技有限公司	General Inquiry	P2103310001	N/A	Minor Purchase	2025-03-24	张	Order Remarks | Download | Copy
5	Hh1-PO-S25032401	HH-NO.1	航海图书批发	上海互海信息科技有限公司	General Inquiry	P2101040002	N/A	Minor Purchase	2025-03-24	张	Order Remarks | Download | Copy
6	Hh1-PO-S25031203	HH-NO.1	预发测试邮箱22	上海互海信息科技有限公司	General Inquiry	PA-S23073101	N/A	Minor Purchase	2025-03-12	dd	Order Remarks | Download | Copy
7	Hh1-PO-S25031202	HH-NO.1	预发测试邮箱22	上海互海信息科技有限公司	General Inquiry	PA-S23073101	N/A	Minor Purchase	2025-03-12	dd	Order Remarks | Download | Copy
8	Hh1-PO-S25031201	HH-NO.1	预发测试邮箱22	上海互海信息科技有限公司	General Inquiry	PA-S23073101	N/A	Minor Purchase	2025-03-12	dd	Order Remarks | Download | Copy
9	PO-S24123004	Shore-based	预发测试hcxTianjin Office, VT Global Marine, E，ngineering Pte Ltd	测试子公司	General Inquiry	PA-S24081504	急急急	Quarter Purchase	2024-12-30	hc	Order Remarks | Download | Copy
10	PO-S24123003	TEST	预发测试hcxTianjin Office, VT Global Marine, E，ngineering Pte Ltd	上海互海信息科技有限公司	General Inquiry	P2103120001	N/A	Repair Purchase	2024-12-30	hc	Order Remarks | Download | Copy

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