When applying for spare parts on the web, if you cannot find the required spare parts, how to add them by yourself (Document)

When the user applies for spare parts, if the required spare parts are not available in the system, the user can manually add the spare parts on the computer.

The user logs into the OLISS web side and clicks "Purchase Management \rightarrow Purchase Application" in order to enter the purchase application interface. Click on "Add Appl." and select the vessel ,department, with the item type set as spare parts. Then click "Confirm".

In the add spares purchasing interface, if the required spare part is not found, click the blue text "No Spare Part Found? Manually Add" which will open a pop-up window on the right side for adding spare part purchasing. In this pop-up, select the equipment name and component name, then click "Confirm" to enter the add spares purchasing interface: fill in the spare parts name, code/specification, unit , and appl. quantity. You may also add details such as drawing number, spare position number, application remarks, and whether to upload a picture of the spare part. Then click "Submit".

6	互海科技	©	Q				Wor	khanah 2000 Vassal	AIO Nourg	Find			Switching System -	20 EN-	• @ 🛑 ##	
A	Purchasing ~ Management		Spar	e Parts Marine S	tores Oil 2.Click on "A	dd Appl."		Vessel *								
	Purchase Application		Add /	Appl. Appl.Qty Limiter	1 Purchase Record	Stock Warning L		HH-NO.1			3.Select th	er's Drafts Purchase I e vessel , depai	Man Type Keywords Se tment, with the if	erching tem type	Search Reset @ set as spare	
	Purchase Docking		No.		Appl.Name	Vessel -	Appl.Dept. 👻	Spare Parts	~ ^{tes}	*	parts. I ner	n elick Prontinu		Purchase Re	Operation	
	Materials		1	Hh1-PA-P25032802		HH-NO.1	Engine Dept.	Appl. Dept. *	/		Normal				Edit Copy Delete	
1.	Click in order to	o ei	nter t	he purchase ap	plication interf	ace-NO 1	Engine Dept.	Please select	Ť,		Normal	2025-04-28	R			
	Purchase Plan		3	Hin1-PA-P25032801		HH-NO.1	Engine Dept.	Confirm	Cancel		Normal	2025-04-28	扬州港	测试	Export Copy	
	Inquiry Management		4	Hh1-PA-P25032405		HH-NO.1	Engine Dept.	油机1	Ashore Inquiry		Normal	2025-03-03	1		Export Copy	
	Purchase Order		5	Hh1-PA-P25032403		HH-NO.1	Engine Dept.	柴油机	Ashore Inquiry		Normal	2025-03-30			Export Copy	
	Supplier Evaluation		6	Hih1-PA-P25032401	采购申请25.3.24.1	HH-NO.1	Engine Dept.	樂油机	Ashore Inquiry		Normal	2025-04-24	肠州港	库存没有	Export Copy	
	Annual Agreement Price		7	Hh1-PA-P25031201		HH-NO.1	Engine Dept.	柴油机	Ashore Inquiry		Normal	2025-04-12	1	1	Export Copy	
	After-sales Feedback		8	Hh1-PA-P25031002		HH-NO.1	Engine Dept.	樂油机	Ashore Inquiry		Normal	2025-04-10	1	11111	Export	
T	Vessel Service		9	Hh1-PA-P25031001		HH-NO.1	Deck Dept.	柴油机	Ashore Inquiry		Normal	2025-04-10	1	1	Export Copy	
8	Expense >	I.	10	Hin1-PA-P25030701	测备注购价显示	HH-NO.1	Engine Dept.	For G/E F.O.Fine Filter	Ashore Inquiry		Normal	2025-04-07	1	这里是采购申 由 (整单)	Export Copy focu) us
	Management															
	Budget Management >															
•	Voyage Number			e are 35 rejected application	ons currently. There a	are currently 162 em	ergency procure	ement items not available for shi	oment >		677 Total	10Total/Page v		68 >	Go To 1	

HEN'T Affective Part Part Found? Manually Add * Add Spares Purchasing												
Store L	ext(608) Company Database(709)	Added Purchase items	No spare parts found? Manually a	Eqpt. Name Please select Component Name * Please select		Display Only Critical Spare Parts	□Less Than Min Stock 門正期川* 空田小 主机	Kaywords Searching	Search Resid			
No.	Spare Parts Name		Component Name 📆	Type/h		Stock Status A	ppl. Qty Appl. Rem	arks Attachment	Operation			
1	bott nut 🛈 🖼	6230.705A 18	sea water pump	新田川 / Confir ZHOU C	Cancel	Ourrent Stock 156.1; Unreceive d 222804.611 (Min 1111, Max 9999)	Please onter					
2	六角螺栓 ①	GB2015-M12×18	Mizs 5.Select the eq	uipment name and co	mponent na	meosthen click "Confirm" (Min 100; Max 1000)						
	Add Spares Purchasing 8											
Eqpt. Nan	ne on Board: For G/E F.O.Fine Filter		Eqpt. Name: Oil	Supply Unit		Manufacturer	Ameroid Japan Service CO.,	LTD				
Eqpt. Typ	e: ROT-CD-7HCS		Component Nar	ne: Fuel Oil Filter	I Cil Filter Component Code:							
Purchasir	ng items:											
No.	Spare Parts Name *	Code/Specification *	Drawing No.	Spares Position No.	Unit *	Spare Parts Picture	Appl.Qty *	Appl.Remark	Operation			
1	Please enter	Please enter	Please enter	Please enter	Please enter	Upload File	Please enter	Please enter 0 / 50	0			

6.Fill in the spare parts name, code/specification, unit , and appl. quantity. You may also add details such as drawing number, spare position number, application remarks, and whether to upload a picture of the spare part

Store	List(608) Company Database(70	9) Added Purchase Items 1 No spare parts for	HH-NO.1(Ei	ngine Dept.)-Add Spares Purch	asing					8
No.	Spare Parts Name	Spare Part Code/Specification/Drawing No.	Component Name	Eqpt. Name/Type/Manufacturer	Unit	Stock Status	Appl. Qty	Appl. Remarks	Attachment	Operation
1	Small O-Ring 🛈 🖪	50*50mm	Fuel Oil Filter	For G/E F.O.Fine Filter % / R OT-CD-7HCS / Ameroid Jap	piece	Current Stock 0; Unreceive d 0 (Min 0; Max 0)	10	Please enter 0 / 500	•	Delete
The manually added spare parts have a new label in the upper left corner										

Note: Continue to operate according to the normal purchase application initiation process.

Shore-based Stock Query

The data added here is temporary (marked with "NEW" in the top left corner). After approval by the relevant leader, this data will become official (the marker "NEW" disappears) and be entered into the basic database. This spare part will appear when the ship's end requests it later. Therefore, users must pay attention to the standardization of spare part data during requests and approvals!