

# 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 → 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".

The screenshot displays the OLISS web interface. On the left sidebar, 'Purchase Application' is highlighted. The main area shows a table of spare parts with columns for No., Appl No., Appl Name, Vessel, and Appl Dept. A modal window titled 'Add' is open, showing dropdown menus for 'Vessel' (selected as HH-NO.1), 'Item Type' (selected as Spare Parts), and 'Appl. Dept.' (set to Please select). A 'Confirm' button is visible at the bottom of the modal. Annotations with yellow arrows and numbers 1-3 indicate the steps: 1. Click on 'Add Appl.', 2. Click on 'Add Appl.', and 3. Select the vessel, department, with the item type set as spare parts. Then click 'Confirm'.

No.	Appl No.	Appl Name	Vessel	Appl Dept.	Operation
1	HH1-PA-P25032802		HH-NO.1	Engine Dept.	
2	HH1-PA-P25032802		HH-NO.1	Engine Dept.	
3	HH1-PA-P25032801		HH-NO.1	Engine Dept.	
4	HH1-PA-P25032405		HH-NO.1	Engine Dept.	
5	HH1-PA-P25032403		HH-NO.1	Engine Dept.	
6	HH1-PA-P25032401	采购申请25.3.24.1	HH-NO.1	Engine Dept.	
7	HH1-PA-P25031201		HH-NO.1	Engine Dept.	
8	HH1-PA-P25031002		HH-NO.1	Engine Dept.	
9	HH1-PA-P25031001		HH-NO.1	Deck Dept.	
10	HH1-PA-P25030701	请备注型号显示	HH-NO.1	Engine Dept.	



Add Spares Purchasing

Eqpt. Name on Board: For G/E F.O.Fine Filter      Eqpt. Name: Oil Supply Unit      Manufacturer: Ameroid Japan Service CO.,LTD

Eqpt. Type: ROT-CD-7HCS      Component Name: Fuel Oil Filter      Component Code:

Purchasing Items:

No.	Spare Parts Name *	Code/Specification *	Drawing No.	Spares Position No.	Unit *	Spare Parts Picture	Appl Qty *	Appl Remark	Operation
1	<input type="text" value="Please enter"/>	<input type="text" value="Upload File"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="0 / 500"/>				

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

7.Click "Submit"

HH-NO.1(Engine Dept.)-Add Spares Purchasing

Store List(608)      Company Database(799)      **Added Purchase Items (1)**      No spare parts found? Manually add >

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 4 0 (Min 0; Max 0)	10	Please enter		Delete

The manually added spare parts have a new label in the upper left corner

Shore-based Stock Query

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

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!